



**City Council Workshop & Meeting  
February 27, 2017  
Agenda**

**5:30 P.M. Workshop**

- A. Proposed Zoning Amendment (Hampshire Street) – Doug Greene (30 minutes)
- B. Lake Auburn Watershed Protection Resolve – Denis D’Auteuil (10 minutes)
- C. Winter Maintenance Discussion – Dan Goyette (30 minutes)

**7:00 P.M. City Council Meeting**

**Roll call votes will begin with Councilor Stone**

**Pledge of Allegiance**

- I. **Consent Items** – All items listed with an asterisk (\*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.
  
- II. **Minutes**
  - February 6, 2017 Regular Council Meeting
  - February 13, 2017 Special Council Meeting
  
- III. **Communications, Presentations and Recognitions**
  - Presentation of APD Challenge Coin to Mr. Chris Hitchcock
  - Biography of Edward Little written by Douglas I. Hodgkin
  
- IV. **Open Session** – Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.
  
- V. **Unfinished Business**
  - 1. **Ordinance 01-02062017**  
Adopting the Sex Offender Residency Restrictions based on the State of Maine Guidelines. Public hearing and second reading.
  
- VI. **New Business**
  - 2. **Order 07-02272017**

Accepting the resignation of Assistant City Manager Denis D'Auteuil, with his last day being Friday, March 24, 2017.

3. **Order 08-02272017**  
Appointing John Bubier as Acting City Manager.
4. **Order 09-02272017**  
Authorizing the Acting City Manager to execute the collective bargaining agreement with MSEA Local 1989.
5. **Order 10-02272017**  
Re-appointing Bettyann Sheats to the Airport Board (term expiration of 01/01/2020) as nominated by the Appointment Committee.  
***Council may enter into executive session pursuant to 1 M.R.S.A. §405(6)(A).***
6. **Order 11-02272017**  
Appointing Linda Wooten to the Auburn-Lewiston Advisory Cable TV Committee (term expiration to be determined by the committee as outlined in their bylaws) as nominated by the Appointment Committee.  
***Council may enter into executive session pursuant to 1 M.R.S.A. §405(6)(A).***
7. **Order 12-02272017**  
Appointing Dana Bonenfant to the Community Development Block Grant (CDBG) Loan Committee (term expiration of 10/01/2017) as nominated by the Appointment Committee.  
***Council may enter into executive session pursuant to 1 M.R.S.A. §405(6)(A).***
8. **Order 13-02272017**  
Appointing James Ayotte to the Ethics Committee (term expiration of 01/01/2020) as nominated by the Appointment Committee.  
***Council may enter into executive session pursuant to 1 M.R.S.A. §405(6)(A).***
9. **Order 14-02272017**  
Appointing Suzanne Roy to the Parks and Recreation Advisory Board (term expiration 10/01/2018) as nominated by the Appointment Committee.  
***Council may enter into executive session pursuant to 1 M.R.S.A. §405(6)(A).***
10. **Order 15-02272017**  
Appointing the following members to the Planning Board as nominated by the Appointment Committee. Full member, re-appointments: Nathan Hamlyn, Marc Tardif, Mia Poliquin Pross, Sam Scogin (term expirations 01/01/2020) and Associate members Christopher Lewis and Dustin Boutin (term expirations 01/01/2020).  
***Council may enter into executive session pursuant to 1 M.R.S.A. §405(6)(A).***
11. **Order 16-02272017**  
Re-appointing Raymond Fortier to the Auburn Sewer District with a term expiration of 03/01/2021 as nominated by the Appointment Committee.  
***Council may enter into executive session pursuant to 1 M.R.S.A. §405(6)(A).***
12. **Order 17-02272017**

Appointing Joel Simons to the Zoning Board of Appeals with a term expiration of 10/01/2019 as nominated by the Appointment Committee.

***Council may enter into executive session pursuant to 1 M.R.S.A. §405(6)(A).***

**13. Order 18-02272017**

Appointing members to the Auburn Water District as nominated by the Appointment Committee.

Robert Cavanagh and Mary Sylvester (term expirations of 03/01/2021), and Dan Bilodeau (term expiration of 03/01/2018). ***Council may enter into executive session pursuant to 1 M.R.S.A. §405(6)(A).***

**14. Order 19-02272017**

Appointing a member to the Auburn Housing Authority (term expiration of 10/01/2021).

***Council may enter into executive session pursuant to 1 M.R.S.A. §405(6)(A).***

**15. Resolve 01-02272017**

Calling upon the Lake Auburn Watershed Protection Commissioners to adopt a meeting schedule and locations convenient to the general public, specifically to a time after 5 pm and to rotate meeting locations between Lewiston City Hall and Auburn City Hall.

**VII. Executive Session**

- Executive Session regarding labor negotiations, pursuant to 1 M.R.S.A. §405(6)(D)
- Executive Session regarding a real estate matter, pursuant to 1 M.R.S.A. §405(6)(C)

**VIII. Reports**

**a. Mayor's Report**

**b. City Councilors' Reports**

**c. City Manager Report**

**d. Finance Director, Jill Eastman – January 2017 Monthly Finance Report**

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

**X. Adjournment**

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

- A. Discussion of personnel issues
- B. Discussion or consideration by a school board of suspension of expulsion
- 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 disclosure of the information would prejudice the competitive or bargaining position of the body or agency
- D. Labor contracts
- E. Contemplated litigation
- F. Discussion 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. Consultation between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** February 27, 2017

**Author:** Doug Greene, Urban Development Specialist

**Subject:** Future Land Use and Zoning Map Amendments for 121 and 127 Hampshire Street, Gowell's Market

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**Information:** Nolin Enterprises, LLC, the owners of Gowell's Market, located at 121 Hampshire Street and currently zoned Neighborhood Business (NB), wish to expand their neighborhood grocery store business by building a 600 s.f. addition to their existing building. The proposed building addition would extend into 127 Hampshire Street, which is also owned by Gowell's Market as well. The current zoning for 127 Hampshire Street is Multi-Family Urban (MFU), which does not allow for commercial or neighborhood business use.

At the request of the property owners, the City Council initiated a Zoning Map Amendment at their January 9, 2017 meeting. That request was then presented to the Planning Board at a public hearing on February 14, 2017. The Staff recommended that the Planning Board consider both an amendment to the Comprehensive Plan's Future Land Use Plan for both 121 and 127 Hampshire Street from High Density Neighborhood Conservation (HDNC) to Neighborhood Business (NB) and a Zoning Map Amendment for 127 Hampshire Street from Multi-Family Urban (MFU) zoning to Neighborhood Business (NB) zoning. The Staff felt the Zoning Map Amendment would be better supported by changing the Future Land Use designation to one that would be in compliance with the Comprehensive Plan. One neighbor spoke during the public hearing, was in support but wanted to be sure that additional screening be added to the rear of his family's property at the time of an application for the building addition, should the zone change be approved.

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**Advantages:** Changing the zoning will allow Gowell's Market to expand, the business will be able offer better service and goods to the neighborhood and the expanded neighborhood business will benefit from the improved walkability and aesthetics created by the Hampshire Street Reconstruction project.

**Disadvantages:** Should the zone change be approved, the modest building addition of 600 s. f. will slightly increase vehicular and foot traffic. The new building addition will visible from surrounding properties.

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**City Budgetary Impacts:** The expanded new business will increase tax revenues slightly.

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**Staff Recommended Action:** Staff and Planning Board recommend the City Council approve the Future Land Use and Zoning Map Amendments.

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**Previous Meetings and History:** The City Council initiated the Zoning Map Amendment at their January 9, 2017 meeting. The Planning Board voted 6-0 in favor of a recommendation to the City Council to amend the Future Land Use for 121 and 127 Hampshire Street to Neighborhood Business and a Zoning Map Amendment for 127 Hampshire Street from Multi-Family Urban to Neighborhood Business

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**Attachments:** 1.) Planning Board Report to the City Council (dated February 22, 2017) with attachments and mapping.



**PLANNING BOARD REPORT to the CITY COUNCIL**

To: Mayor LaBonte and Members of the Auburn City Council

From: Douglas M. Greene, AICP, RLA  
Urban Development Specialist

Re: A Future Land Use Amendment for 127 Hampshire Street and a Zoning Map Amendment for 121 and 127 Hampshire Street - Gowell's Market

Date: February 22, 2017

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SUMMARY - On February 14, 2017, the Auburn Planning Board held a public hearing and took action on a Comprehensive Plan Future Land Use Plan Amendment and a Zoning Map Amendment for properties at 121 and 127 Hampshire Street. The meeting consisted of a staff presentation, a short presentation by the applicant and their representative and comments from one neighbor during the public hearing. After a discussion, the Planning Board voted unanimously 6-0 (Cyr, Poliquin-Pross, Bowyer, Scoggins, Tardif and Vice Chair Philbrick, In Favor; Bellefleur absent) to send recommendations of APPROVAL for both amendments on to the City Council for final action.

PROPOSAL - Based on a request by the owners of 121 and 127 Hampshire Street, (**Attachment 1**) the City Council initiated a Zoning Map Amendment (zone change) at its January 9, 2017 meeting for the Planning Board to consider amending the zoning at 127 Hampshire Street from its current zoning of Multi-Family Urban (MFU) to Neighborhood Business (NB). Gowell's Market, located at 121 Hampshire Street, has served the surrounding area as a neighborhood grocery store for many years. The owners would like to expand their store with a 600 s.f. addition that would extend into the adjacent property at 127 Hampshire Street, which they also own. The current zoning at 127 Hampshire Street is Multi-Family Urban (MFU) and prohibits retail sales, which is the reason for the Zoning Map Amendment request to Neighborhood Business (NB). (**Map 1**)

The 2010 Comprehensive Plan Future Land Use Plan recommends High Density Neighborhood Conservation (HDNC) for the general area (**Map 2**) including 121 and 127 Hampshire Street. The Staff recommended that the Planning Board first amend the 2010 Comprehensive Plan's Future Land Use map for both 121 and 127 Hampshire Street from High Density Neighborhood Conservation (HDNC) to Neighborhood Business (NB) prior to considering the proposed zone change. The second step would be a Zoning Map Amendment for 127 Hampshire Street from Multi-Family Urban (MFU) to Neighborhood Business (NB).

CURRENT CONDITIONS: The property at 121 Hampshire Street (PID # 250-316) is .3 acres in size and has 2 buildings on it: a grocery store/recycling and redemption operation and a 2 story duplex. The grocery store and duplex are both non-conforming structures as they do not meet the front yard building setback of 25 feet and are approximately 5 feet from the street right of way. There is an informal parking/driveway area between the 2 buildings that connect Hampshire Street to Willow Street.

The property at 127 Hampshire Street (PID # 250-315) has a 3 unit apartment building on a .19 acre lot and also has a non-conforming front yard building setback of approximately 5 feet from the street right of way. Both properties are served by public water and sewer. (**Map 3 Aerial**)

DEPARTMENT REVIEW - The Plan Review Committee met on January 18, 2017 and had the following comments:

- a. Police - mentioned it would be good to see improvements made to the informal parking area.
- b. Fire Department - would like more specific information at the time of a building permit application.
- c. Engineering - mentioned the Hampshire Street reconstruction project will positively impact the Gowell's Market by improving the sidewalks and adding new lighting.
- d. Economic and Community Development - would like to work with the owners to have the 600 s.f. building expansion moved closer to the Hampshire Street right-of-way. This action would be consistent with the existing building frontages along Hampshire Street.

PLANNING BOARD ACTION - The Planning Board was asked to make two recommendations to the City Council: (1) amend the Future Land Use Map for 121 and 127 Hampshire Street from High Density Neighborhood Conservation (HDNC) to Neighborhood Business (NB) and (2) for a Zoning Map Amendment for 127 Hampshire Street from Multi-Family Urban (MFU) zone to Neighborhood Business (NB) zone.

1. The February 14<sup>th</sup> Staff Report (**Attachment 2**) presented references from the 2010 Comprehensive Plan relating to Neighborhood Business, which were incorporated into the findings for recommending approval to amend the Future Land Use for both 121 and 127 Hampshire Street from the High Density Neighborhood Conservation designation to Neighborhood Business. (**See Attachment 2, Section III, A, pages 3 and 4**)
2. The second part of Planning Board consideration was for a zoning map amendment to 127 Hampshire Street from Multi-Family Urban (MFU) to Neighborhood Business (NB). The Staff suggested that if the Planning Board/City Council amended the Future Land Use for 121 and 127 Hampshire Street from High Density Neighborhood Conservation (HDNC) to Neighborhood Business (NB), that change would make the Zoning Map Amendment request for 127 Hampshire Street to Neighborhood Business in compliance with the Comprehensive Plan's Future Land Use Plan. The staff also presented findings that the zone change request was reasonable and would allow an expansion of an

important service the current Market provides without being detrimental to the surrounding area.

The Staff Report also mentioned another important factor in the support of the Zoning Map Amendment was that the Hampshire Street reconstruction project will be a significant investment in the area, and the improvements made to Hampshire Street will enhance pedestrian safety and convenience to Gowell's Market, which will further the Comprehensive Plan's "policy to support the retention and improvement of these businesses since they offer a valuable service to the City's residents."

#### IV. PLANNING BOARD PUBLIC HEARING, DELIBERATION AND RECOMMENDATIONS -

During the public hearing portion of the item at the February 14, 2017 meeting, Ken Estes, a family member representing 66 Webster Street, expressed concern about expanding the zoning and commercial use of Gowell's Market. He asked to be notified when building permits were applied for and requested a tall fence be constructed to screen the property at 66 Webster Street. The Staff obtained Mr. Estes contact information and said they would notify him when that time occurred. The Board then closed the public hearing and discussed the case.

The Planning Board discussed the Staff's interest in working with the applicant at the time of a building permit application to move the proposed addition closer to the street, should the zone change be approved. It was agreed that any construction issues were not relevant at this time in the consideration of the zone change, but the Board was interested in staff pursuing that possibility in the future.

A motion was made to forward a recommendation of **Approval** to the City Council to amend the Future Land Plan for 121 and 127 Hampshire Street from High Density Neighborhood Conservation (HDNC) to Neighborhood Business (NB) and to amend the Zoning Map for 217 Hampshire Street from Multi-Family Urban (MFU) to Neighborhood Business (NB) with the following findings on the Future Land Use Amendment:

1. Amending the Future Land Use Plan from High Density Neighborhood Conservation (HDNC) to Neighborhood Business (NB) for 121 Hampshire Street will reflect the existing zoning of Neighborhood Business and its land use as a neighborhood business, which has existed for many years on the property.
2. The existing neighborhood business at 121 Hampshire Street meets the Objectives, Allowed Uses and Development Standards for Neighborhood Business (NB) as stated in the 2010 Comprehensive Plan (Chapter 2 Future Land Use Plan).
3. Amending the Future Land Use Plan from High Density Neighborhood Conservation (HDNC) to Neighborhood Business (NB) for 127 Hampshire Street will meet the goal of the Comprehensive Plan by "support(ing) the retention and

*improvement of these businesses since they offer a valuable service to the City's residents" and "The standards also allow for replacing an existing use with a new non-residential use as long as it is appropriate for the neighborhood."*

4. Amending the Future Land Use Plan from High Density Neighborhood Conservation (HDNC) to Neighborhood Business (NB) for 127 Hampshire Street will create a future land use designation that is in compliance with the proposed zoning map amendment which, if approved, would allow an expansion of the current neighborhood business at 127 Hampshire Street.
5. The expansion of Gowell's neighborhood business will be limited to 127 Hampshire Street and will be compatible and appropriate for the surrounding neighborhood.
6. The Hampshire Street reconstruction project will improve walkability in the area and support the improvements and expansion of Gowell's Market.

The findings continued for the Planning Board to send a recommendation of **APPROVAL** to the City Council for the Zoning Map Amendment for 127 Hampshire Street from Multi-Family Urban (MFU) to Neighborhood Business (NB) with the following findings:

1. The Zoning Map Amendment for 127 Hampshire Street from Multi-Family Urban (MFU) to Neighborhood Business (NB) will be in compliance with the Future Land Use Plan's designation as Neighborhood Business. (Subject to City Council approval of the Future Land Use Amendment)
2. Amending the Zoning Map for 127 Hampshire Street from Multi-Family Urban (MFU) to Neighborhood Business (NB) will allow an expansion of an existing neighborhood business into 127 Hampshire Street.
3. Expanding the existing neighborhood business into 127 Hampshire Street will meet the Neighborhood Business goal of the 2010 Comprehensive Plan by "*support(ing) the retention and improvement of these businesses since they offer a valuable service to the City's residents.*"
4. The limited expansion of a neighborhood business at 127 Hampshire Street will be compatible with the existing Neighborhood Business.
5. The Hampshire Street reconstruction project will improve walkability in the area and support the improvements and expansion of Gowell's Market.

The motion was approved with a unanimous vote of 6-0. (Cyr, Poliquin-Pross, Bowyer, Scoggins, Tardif and Vice Chair Philbrick, In Favor; Bellefleur absent)

  
Douglas M. Greene, AICP, RLA  
Urban Development Specialist

Cc: Dan Philbrick, Chair Auburn Planning Board  
File



# Attachment 1

## City of Auburn City Council Information Sheet

**Council Workshop or Meeting Date:** January 9, 2017

**Order:**

**Author:** Douglas Greene, Urban Development Coordinator, Department of Economic and Community Development

**Subject:** Council Initiation of a Zone Change at 127 Hampshire Street

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**Information:** Gowell's Market, a small neighborhood business located at 121 Hampshire Street, would like to expand its operation into an adjacent property that it owns, which is located at 127 Hampshire Street. In order to expand, the adjacent property at 127 Hampshire Street will need to have its zoning changed from Multi-Family Urban (MFU) to Neighborhood Business (NB). Council members Stone and Walker have submitted a Workshop Agenda Item Request Form (attached) requesting the City Council initiate a Zoning Map Amendment (ZOMA) to rezone 127 Hampshire Street to Neighborhood Business. If initiated, the ZOMA would move forward to the Planning Board at their February 14<sup>th</sup> meeting, for a public hearing and recommendation. The Staff recommends that the Council also include in its initiation motion that the Future Land Use Plan for 127 Hampshire Street be amended from High Density Neighborhood Conservation to Neighborhood Business. This step will then allow the zone change amendment to be in compliance with the Comprehensive Plan.

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**Advantages:** Rezoning the property at 127 Hampshire Street would allow this long time neighborhood business, to expand and become more productive.

**Disadvantages:** The applicant will need to work with the surrounding property owners and Planning Board to ensure that the new business expansion, if allowed through a zone change, will not be detrimental to the neighborhood.

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Staff recommends the City Council initiate the zoning map amendment.

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**Previous Meetings and History:** None

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**Attachments:**

1. City Council Workshop Agenda Item Request Form
2. Existing Zoning Map
2. Future Land Use Map (2010 Comprehensive Plan)
3. Excerpt on Neighborhood Business from 2010 Comprehensive Plan

JAMES P. MCPHEE  
LAND USE PLANNING & ZONING  
72 Hillcrest Street ~ Auburn, Maine 04210  
Jamespmcpee@gmail.com ~ 207-783-3963

The subject properties located at 121 and 127 Hampshire Street, Auburn, consist of two lots, tax map parcels 250-316 and 250-315, respectfully. Nolin Enterprises LLC owns both properties. The improvements at 121 Hampshire Street include Gowell's Variety Gowell's) and a two family dwelling. A three family dwelling occupies the 127 Hampshire Street parcel. The proposed project seeks to enlarge Gowell's by, approximately, 600 square feet (20'x 30').

#### Proposed Project

Nolin Enterprises LLC proposes to enlarge Gowell's by 600 sq ft thru the construction of a 20'x30' addition on the northwesterly side of the building. The purpose for the enlargement is to provide needed sales space and storage. Access to the new space will be from the current sales area and will include an emergency exit, directly to the outside, near the middle of the building making it safer. The nonconforming front yard setback of approximately six feet will be extended to the required twenty-five feet for the addition and the rear yard setback will be within the nonconforming setback currently allowed. At question, is does the expansion extended onto the 127 Hampshire Street parcel, now zoned Multifamily Residential Urban (MFU), outside of the identified boundary of the Neighborhood Business District (NB), by approximately +/- 10' and containing +/- 300 square feet, requires that portion of the lot to be rezoned? See attached Sketch A.

#### Zoning

The Market parcel is a conforming lot, which satisfies lot area, width, depth, height, density, and parking requirements - see Section 60-472. Lawfully nonconforming setbacks are present for rear, side, and front yards for both the Market and two family dwelling. The adjacent 127 Hampshire parcel is a lawfully nonconforming lot due to insufficient lot depth. There is rear, side, and front yard lawfully nonconforming setbacks on this lot as well. Section 60-38(c) requires that "an abutting conforming and nonconforming lot under one ownership, or joint ownership shall be considered one lot." Based on this, 121 and 127 Hampshire Street, while being separately deeded parcels under single ownership, are, for the purposes of zoning, one lot. Extending this concept to it's conclusion, Gowell's, the two family, and the three family are on the same lot and need to be recognized under a single zone as NB. Deputy Director of Economic and Community Development, Eric Cousins, has confirmed that the adopted description of Auburn's zoning districts list "A lot of land at the intersection of Hampshire Street and Willow Street and identified as tax map parcel 10-2-50" as Neighborhood Business. Tax map parcel 10-2-50 is now 250-316.

The NB Purpose statement, Section 60-470, states, “It is intended that this district be located on lots in areas zoned for residential use.” Historically, most NB uses have a residential use within the structure or on the same lot - the two family at 121 Hampshire Street is an example. Buildings used solely as a residence and located on the same lot as a qualifying business have not been allowed to be converted to accommodate another commercial use. This exclusion will not permit the conversion of either the two family or three family dwellings to commercial use.

The Neighborhood Business District is classified as a commercially zoned district and pursuant to Section 60-79(3) allows, “an existing lawfully nonconforming, nonresidential building or structure may be extended or enlarged...” Section (3) expressly provides that “a commercially used building or structure located in a commercially zoned district may be enlarged up to 2,500 square feet or 25 percent of the occupied floor area that now exists, whichever is greater, to a maximum expansion of 5,000 square feet...” According to the Auburn Assessing Department, Gowell’s Market contains 2,738 square feet allowing a maximum expansion of 2,262 square feet. The proposed 600 square foot expansion is less than both the maximum of 5,000 square feet and less than the 25 percent of 684 square feet.

#### Comprehensive Plan Considerations

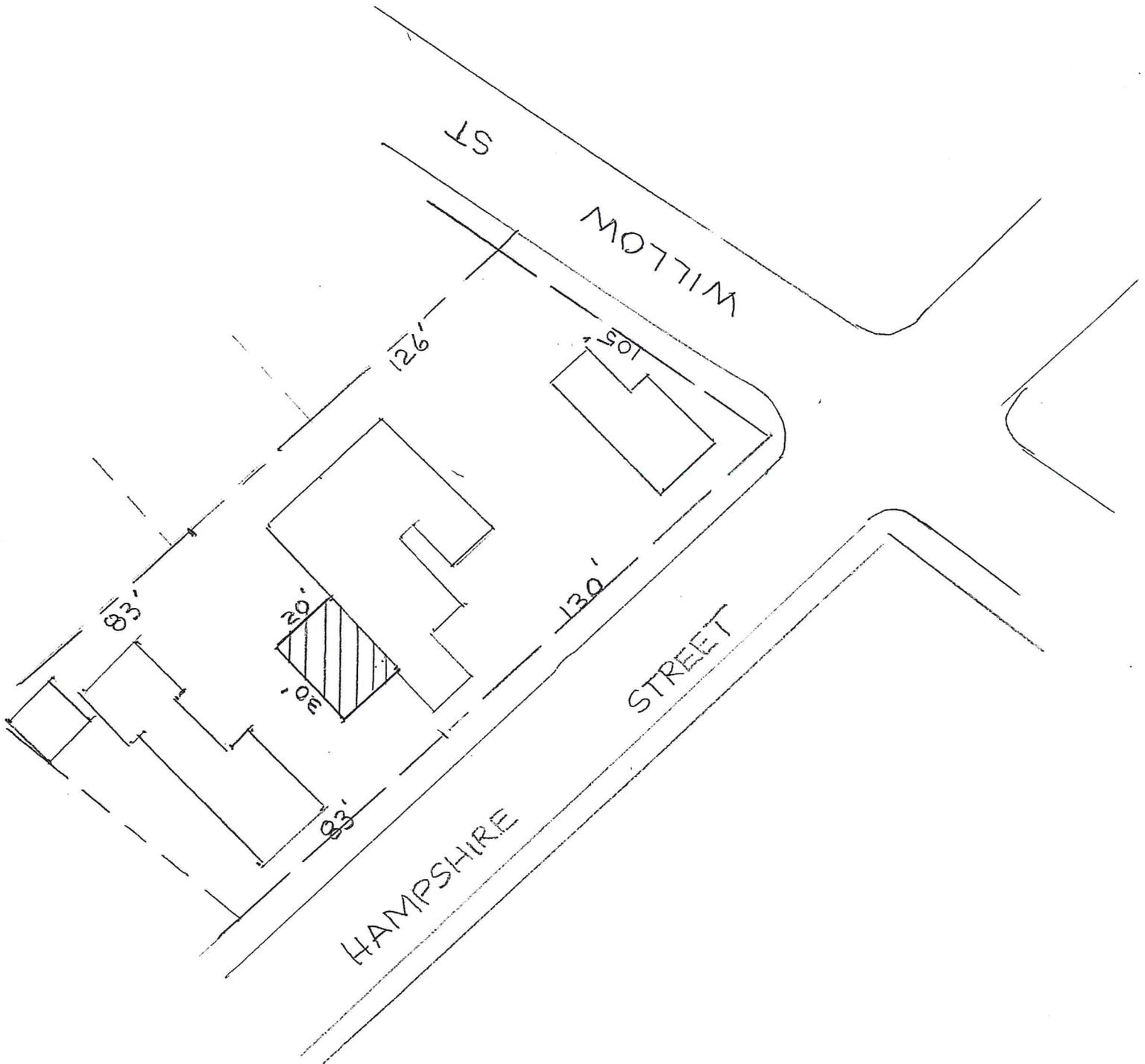
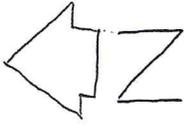
Objective- “The objective of the Neighborhood Business District is to allow for the maintenance, improvement, and the continued commercial use of properties within residential neighborhoods that have been traditionally used for non-residential purposes provided that they are good neighbors and that changes in the property or the use do not increase the adverse impacts on the neighborhood...”

Development Standards - “should allow for the expansion of the building as long as the overall layout and functioning of the site is improved and there is no increase in adverse impacts.”

#### Summary

The properties addressed as 121 and 127 Hampshire Street, parcels 250-316 and 250-315, respectfully, are under the single ownership of Nolin Enterprises LLC, are required to be one lot by zoning, should be identified as one tax map parcel (250-316), and, therefore, the entire property zoned Neighborhood Business. This will result in the elimination of a nonconforming lot (250-315), promotes the Objective and Development Standards of the Comprehensive Plan, will encourage investment in the property, and will support the City’s new vision for the Hampshire Street neighborhood.

SKETCH A  
121 HAMPSHIRE ST.

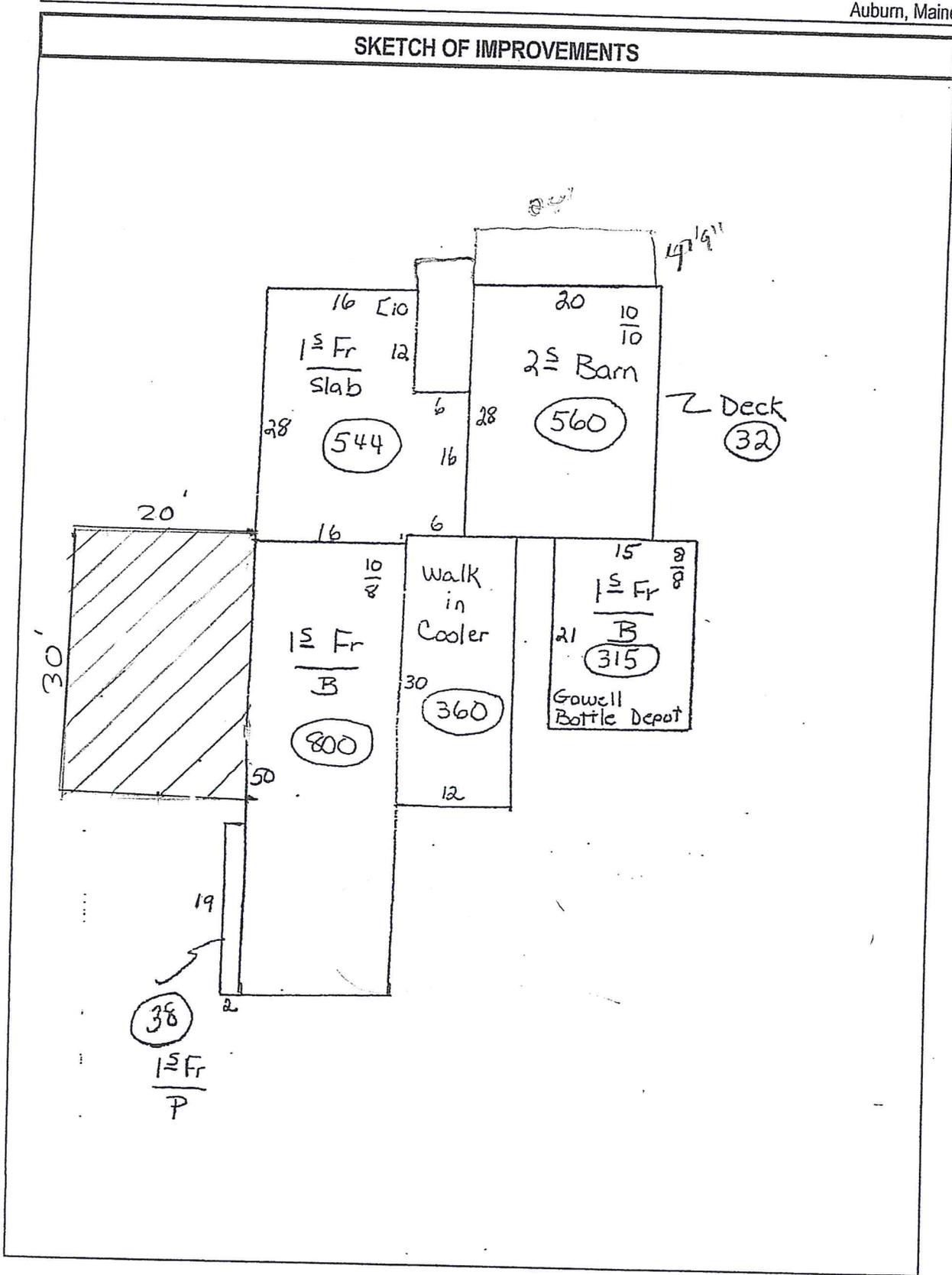


# SKETCH B GOWELL'S VARIETY

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121 Hampshire Street  
Auburn, Maine

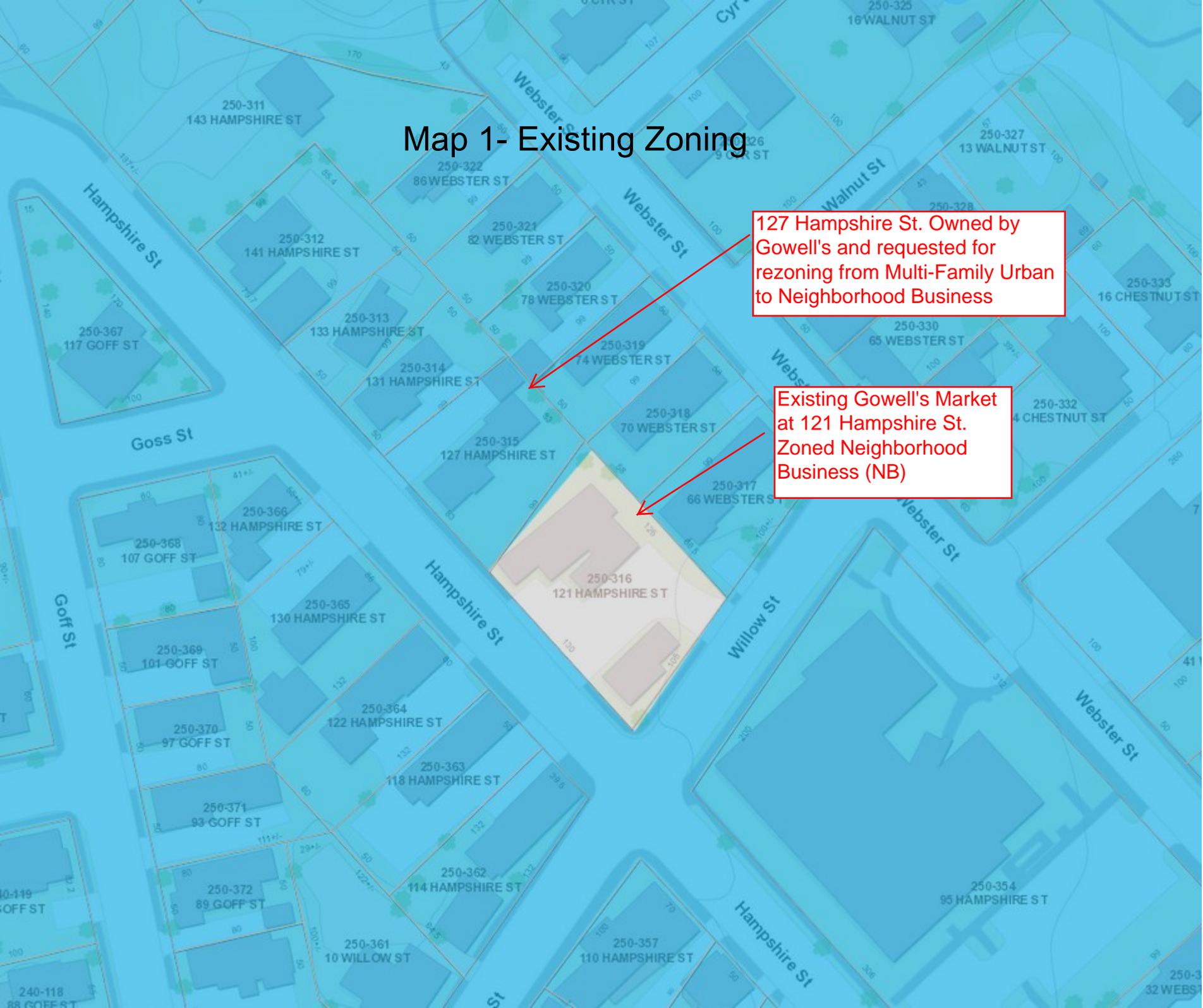
## SKETCH OF IMPROVEMENTS



# Map 1- Existing Zoning

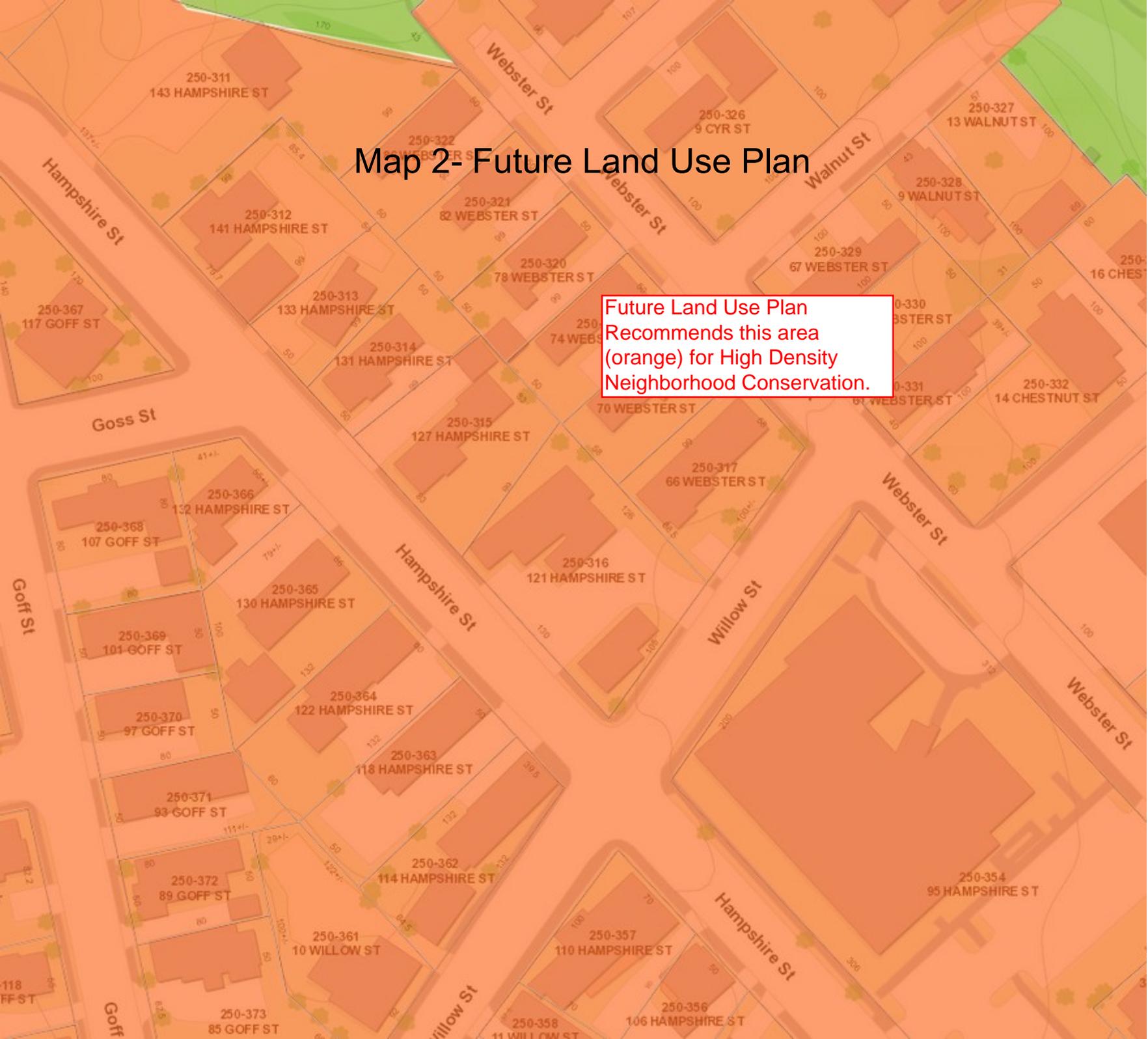
127 Hampshire St. Owned by Gowell's and requested for rezoning from Multi-Family Urban to Neighborhood Business

Existing Gowell's Market at 121 Hampshire St. Zoned Neighborhood Business (NB)

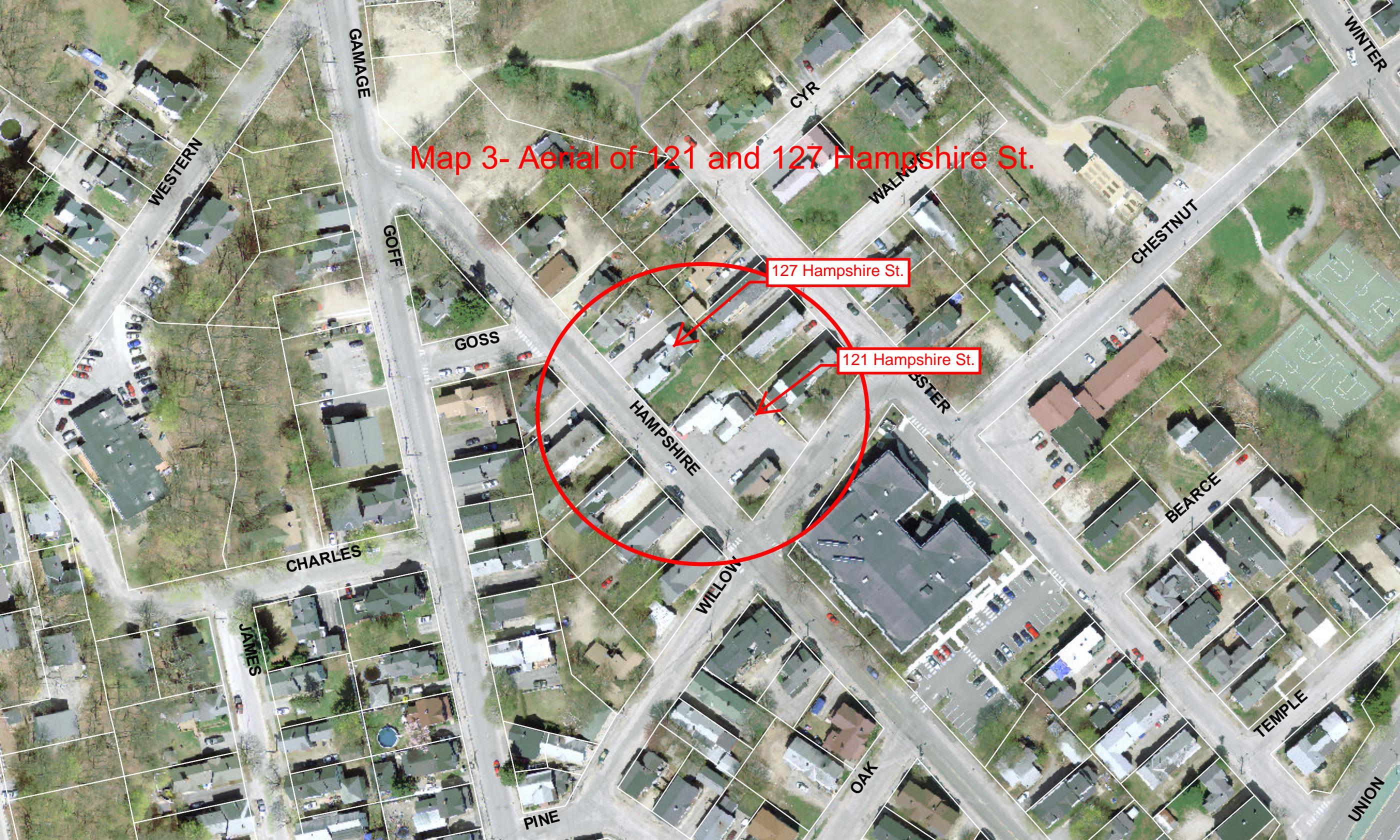


# Map 2- Future Land Use Plan

Future Land Use Plan  
Recommends this area  
(orange) for High Density  
Neighborhood Conservation.



Map 3- Aerial of 121 and 127 Hampshire St.



127 Hampshire St.

121 Hampshire St.



## City of Auburn, Maine

Office of Economic and Community Development  
[www.auburnmaine.gov](http://www.auburnmaine.gov) 60 Court Street  
Auburn, Maine 04210  
207.333.6601

### PLANNING BOARD STAFF REPORT

To: Auburn Planning Board

From: Douglas M. Greene; AICP, RLA  
Urban Development Specialist

Re: A Future Land Use Amendment for 127 Hampshire Street and a Zoning Map Amendment for for 121 and 127 Hampshire Street

Date: February 14, 2017

I. PROPOSAL- Gowell's Market, located at 121 Hampshire Street, has served the surrounding area as a neighborhood grocery store for many years. The owners would like to expand their store with a 600 s.f. addition that would extend into the adjacent property at 127 Hampshire Street that they own. The current zoning at 127 Hampshire Street is Multi-Family Urban (MFU), which prohibits retail sales. The City Council initiated a Zoning Map Amendment at their January 9, 2017 meeting, to change the current zoning at 127 Hampshire Street from Multi-Family Urban (MFU) to Neighborhood Business (NB). (**Attachment 1**)

The property at 121 Hampshire Street is currently zoned Neighborhood Business and the adjacent property at 127 Hampshire Street is zoned Multi-Family Urban (**Map 1**). The 2010 Comprehensive Plan Future Land Use Plan recommends High Density Neighborhood Conservation (HDNC) for the general area (**Map 2**). The Staff recommends that the Planning Board first amend the 2010 Comprehensive Plan's Future Land Use map for both 121 and 127 Hampshire Street from High Density Neighborhood Conservation (HDNC) to Neighborhood Business (NB) prior to considering the proposed Zoning Map Amendment for 127 Hampshire Street from Multi-Family Urban (MFU) to Neighborhood Business (NB).

**CURRENT CONDITIONS:** The property at 121 Hampshire Street (PID # 250-316) is .3 acres in size and has 2 buildings on it, a grocery store/recycling and redemption operation and a duplex. The grocery store and duplex are both non-conforming structures as they do not meet the front yard building setback of 25 feet and are approximately 5 feet from the street right of way. There is an informal parking/driveway area between the 2 buildings that connect Hampshire Street to Willow Street.

The property at 127 Hampshire Street (PID # 250-315) has a 3 unit apartment building on a .19 acre lot and also has a non-conforming front yard building setback of approximately 5 feet from the street right of way. Both properties are served by public water and sewer. (**Map 3 Aerial**)

It is important to note that a reconstruction project for Hampshire Street will take place in the near future. The project area goes from Goff Street to Turner Street and will make significant improvements to sidewalks, cross-walks, lighting and landscaping. The City is investing in making Hampshire Street a high quality pedestrian friendly street using State and Federal funds as well as additional CDBG funding to do a first class improvement. A goal of the project is to promote private reinvestment and improve the quality of life in the neighborhood. The Gowell's project and its high numbers of walk in customers accessing additional products and food within the neighborhood is very complementary to City efforts and should not only be allowed but encouraged.

II. DEPARTMENT REVIEW- The Plan Review Committee reviewed the Gowell's Market zone change at their January 18, 2017 meeting. The Staff presented the zone change request and a sketch plan for the proposed building addition.

- a. Police- Tim Cogle mentioned it would be good to see improvements made to the informal parking area.
- b. Auburn Water and Sewer- No Comments
- c. Fire Department- The Fire Department would like more specific building plan information before issuing any permits or approvals. Staff mentioned that this was only a zone change and not a request for a building permit.
- d. Engineering- Mentioned the Hampshire Street reconstruction project will positively impact the Gowell's Market by improving the sidewalks and adding new lighting.
- e. Economic and Community Development- Would like to work with the owners to have the 600 s.f. building expansion moved closer to the Hampshire Street Right-of-Way. This action would be consistent with the existing building frontages along Hampshire Street.

III. PLANNING BOARD ACTION- The Planning Board is being asked to make recommendations to the City Council on amending the Future Land Use for 121 and 127 Hampshire Street from High Density Neighborhood Conservation (HDNC) to Neighborhood Business (NB), and for a Zoning Map Amendment for 127 Hampshire Street from Multi-Family Urban (MFU) zone to Neighborhood Business (NB) zone.

A. FUTURE LAND USE PLAN AMENDMENT-

The 2010 Comprehensive Plan's Future Land Use Map for the 121 and 127 Hampshire Street is High Density Neighborhood Conservation. This designation is appropriate for the general area; however, it does not acknowledge the existing Neighborhood Business zoning on the property or the long standing neighborhood grocery store use, which would like to expand.

The 2010 Comprehensive Plan speaks to Neighborhood Business as follows:

*(From Goals, Policies and Strategies, Chapter 1)*

#### **4. Neighborhood Business Districts**

*The City has a number of neighborhood businesses that are located within residential neighborhoods. It is the City's policy to support the retention and improvement of these businesses since they offer a valuable service to the City's residents. It is also the City's policy to encourage the owners of these properties to reinvest in maintaining and improving these buildings. To accomplish these objectives, the Future Land Use Plan (see Chapter 2) designates these properties as Neighborhood Business Districts. The standards for these districts allow the existing nonresidential use to be maintained and improved, as long as it is compatible with the surrounding neighborhood. The standards also allow for replacing an existing use with a new nonresidential use (other than service stations and auto service facilities), as long as it is appropriate for the neighborhood. The primary objective in creating these districts is to encourage the retention of these neighborhood businesses. As long as the property includes nonresidential space, whether occupied or not, the property should remain in the Neighborhood Business District to allow re-occupancy by an appropriate nonresidential use. However, if a property is converted to a residential use, it is the City's policy that the City should rezone the property to eliminate the Neighborhood Business District. (pages 71 and 72, 2010 Comprehensive Plan- Chapter 1: Goals, Policies and Strategies)*

*(From Future Land Use Plan, Chapter 2)*

#### **Neighborhood Business District (NB)**

**Objective** – *The objective of the Neighborhood Business District is to allow for the maintenance, improvement, and continued commercial use of properties within residential neighborhoods that have been traditionally used for nonresidential purposes, provided that they are good neighbors, and that changes in the property or the use do not increase the adverse impacts on the neighborhood (see Figure 2.3). Properties that are zoned Neighborhood Business should continue to be zoned for commercial use as long as they continue to be used for appropriate nonresidential purposes. If the property is converted to a residential use, it should be rezoned to remove it from the neighborhood business district.*

**Allowed Uses** – *The following types of uses should be allowed in the Neighborhood Business District provided they do not result in an increase in the adverse impacts on the surrounding neighborhood:*

- residential uses of the type allowed in the surrounding neighborhood
- personal services
- small retail uses
- existing service stations and auto service facilities
- community services and government uses

*Service stations and auto service facilities existing as of 2009 should continue to be allowed uses and should be allowed to modernize, but the establishment of a new service station or auto service facility in the Neighborhood Business district should not be permitted. Before an existing nonresidential use is replaced by a new nonresidential use, it should be required to demonstrate that it will not increase the adverse impact on the surrounding neighborhood.*

***Development Standards*** – *The development standards should reflect the existing pattern of development with respect to setbacks. The standards should allow for the expansion of the building as long as the overall layout and functioning of the site is improved, and there is no increase in adverse impacts. (pages 105 and 106; 2010 Comprehensive Plan- Future Land Use Plan Chapter 2)*

STAFF COMMENTS- It is clear that 2010 Comprehensive Plan's Goals and Future Land Use Plan supports preserving, maintaining and in appropriate cases, expanding (if compatible to the neighborhood) neighborhood businesses. Gowell's Market has provided a valuable service to the neighborhood for many years and the owner's plan to expand and improve service are worthy of staff support. Amending both 121 and 127 Hampshire Street properties from High Density Neighborhood Conservation (HDNC) to Neighborhood Business (NB) meets the goals and intent of the 2010 Comprehensive Plan for Neighborhood Business and will allow the associated Zoning Map Amendment to be approved by being in agreement with the Comprehensive Plan Land Use Map. In addition, 121 Hampshire Street is zoned Neighborhood Business which is not reflected on the Future Land Use Map.

B. ZONING MAP AMENDMENT- The proposed Zoning Map Amendment for 127 Hampshire Street from Multi-Family Urban (MFU) to Neighborhood Business (NB) is supported by the 2010 Comprehensive Plan's Goals, Policies and Strategies and Land Use Plan as referenced previously. Should the Future Land Use Plan be amended for both 121 and 127 Hampshire Street to Neighborhood Business, the proposed zone change for 127 Hampshire to Neighborhood Business would then be in agreement with the Future Land Use Plan. In addition, the proposed zone change would allow Gowell's Market to expand, make improvements to the existing neighborhood business, provide improved services to the neighborhood and still allow the existing residential uses on 121 and 127 Hampshire Street to continue as conforming uses.

STAFF COMMENTS- Amending the Future Land Use for 121 and 127 Hampshire Street to from High Density Neighborhood Conservation (HDNC) to Neighborhood Business (NB) will make the Zoning Map Amendment request for 127 Hampshire Street to Neighborhood Business compatible and in compliance with the Comprehensive Plan's Future Land Use Plan. The zone change request will allow a reasonable expansion of an important service the current Market provides without being detrimental to the surrounding area.

Another important factor in the support of the Zoning Map Amendment is the Hampshire Street reconstruction project. The investments and improvements made to Hampshire Street will enhance pedestrian safety and convenience to Gowell's Market which will further the

Comprehensive Plan's "policy to support the retention and improvement of these businesses since they offer a valuable service to the City's residents."

#### IV. STAFF RECOMMENDATIONS-

##### A. FUTURE LAND USE PLAN AMENDMENT-

The Staff recommends the Planning Board send a recommendation of **APPROVAL** to the City Council to amend the Future Land Plan for 121 and 127 Hampshire Street from High Density Neighborhood Conservation (HDNC) to Neighborhood Business (NB) with the following findings:

1. Amending the Future Land Use Plan from High Density Neighborhood Conservation (HDNC) to Neighborhood Business (NB) for 121 Hampshire Street will reflect the existing zoning of Neighborhood Business and its land use as a neighborhood business, which has existed for many years on the property.
2. The existing neighborhood business at 121 Hampshire Street meets the Objectives, Allowed Uses and Development Standards for Neighborhood Business (NB) as stated in the 2010 Comprehensive Plan (Chapter 2 Future Land Use Plan).
3. Amending the Future Land Use Plan from High Density Neighborhood Conservation (HDNC) to Neighborhood Business (NB) for 127 Hampshire Street will meet the goal of the Comprehensive Plan by "support(ing) the retention and improvement of these businesses since they offer a valuable service to the City's residents" and "The standards also allow for replacing an existing use with a new non-residential use as long as it is appropriate for the neighborhood."
4. Amending the Future Land Use Plan from High Density Neighborhood Conservation (HDNC) to Neighborhood Business (NB) for 127 Hampshire Street will create a future land use designation for the Comprehensive Plan and be compatible and in compliance for the proposed zoning map amendment, which if approved, would allow an expansion of the current neighborhood business at 127 Hampshire Street.
5. The expansion of Gowell's neighborhood business will be limited to 127 Hampshire Street and will be compatible and appropriate for the surrounding neighborhood.
6. The Hampshire Street reconstruction project will improve walkability in the area and support the improvements and expansion of Gowell's Market.

##### B. ZONING MAP AMENDMENT-

The Staff recommends the Planning Board send a recommendation of **APPROVAL** to the City Council for the Zoning Map Amendment for 127 Hampshire Street from Multi-Family Urban (MFU) to Neighborhood Business (NB) with the following findings:

1. The Zoning Map Amendment for 127 Hampshire Street from Multi-Family Urban (MFU) to Neighborhood Business (NB) will be in compliance with the Future Land Use Plan's designation as Neighborhood Business. (Subject to City Council approval of the Future Land Use Amendment)

2. Amending the Zoning Map for 127 Hampshire Street from Multi-Family Urban (MFU) to Neighborhood Business (NB) will allow an expansion of an existing neighborhood business into 127 Hampshire Street.
3. Expanding the existing neighborhood business into 127 Hampshire Street will meet the Neighborhood Business goal of the 2010 Comprehensive Plan by “support(ing) the retention and improvement of these businesses since they offer a valuable service to the City’s residents.”
4. The limited expansion of a neighborhood business at 127 Hampshire Street will be compatible to the existing Neighborhood Business.
5. The Hampshire Street reconstruction project will improve walkability in the area and support the improvements and expansion of Gowell’s Market.



Douglas M. Greene, A.I.C.P., R.L.A.  
Urban Development Specialist

C: File



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** February 27, 2017

**Resolve:** 01-02272017

**Author:** Sue Clements-Dallaire

**Subject:** Lake Auburn Watershed Protection Resolve

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**Information:** This is a resolve to encourage the Lake Auburn Watershed Commissioners to adopt a meeting schedule and meeting locations that are more convenient for the general public to attend.

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**Advantages:** Moving meetings to 5pm and rotating the meeting locations between Lewiston and Auburn will allow for better resident participation.

**Disadvantages:** The current schedule of meeting at 3:30pm only in Auburn makes resident participation difficult at times.

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**City Budgetary Impacts:** N/A

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**Staff Recommended Action:** Support the resolve

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**Previous Meetings and History:**

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**Attachments:** Resolve 01-02272017

James Pross, Ward One  
Robert Stone, Ward Two  
Andy Titus, Ward Three  
VACANT, Ward Four



Leroy Walker, Ward Five  
Grady R. Burns, At Large  
David C. Young, At Large

Jonathan P. LaBonte, Mayor

## IN CITY COUNCIL

### RESOLVE 01-02272017

**Resolve,** Calling upon the Lake Auburn Watershed Protection Commission to Schedule its Meetings at a Time and Place Convenient for the Public.

Whereas, the Lake Auburn Watershed Protection Commission is charged with the essential task of protecting the water quality of Lake Auburn; and

Whereas, the members of this Commission represent Auburn and Lewiston as well as other communities within the lake's watershed; and

Whereas, the Commission now schedules its meetings at 3:30 pm on Wednesdays at the Androscoggin Valley Council of Governments' Office in Auburn; and

Whereas, the day and time of the meeting is inconvenient for interested residents who work during the day or who are regularly out of town on weekdays; and

Whereas, holding all meetings in Auburn adds to the inconvenience for residents of other watershed communities; and

Whereas, these concerns have been brought to the attention of the Commissioners who have voted to maintain the current meeting time, date, and location to the inconvenience of others;

**Now, therefore, be it resolved by the City Council of the City of Auburn that;**

We call upon the Lake Auburn Watershed Protection Commissioners to adopt a meeting schedule and locations convenient to the general public, particularly those who currently are required to be at work at the time the Commission meets. More specifically, we call on them to move the bi-monthly meetings to a time after 5 pm and to rotate meeting locations between Lewiston City Hall and Auburn City Hall.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** February 27, 2017

**Author:** Dan Goyette, Director of Public Services

**Subject:** Winter Maintenance

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**Information:** Update on 2016-17 winter maintenance work and status.

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**Advantages:**

**Disadvantages:**

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**City Budgetary Impacts:** Current status of budget.

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**Staff Recommended Action:** Council update and discussion

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

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**Attachments:**

## IN COUNCIL REGULAR MEETING FEBRUARY 6, 2017 VOL. 35 PAGE 7

Mayor LaBonté called the meeting to order at 7:02 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. All Councilors were present.

### 1. **Order 06-02062017\***

Confirming the award for Legal Services to the Malloy Firm.

Motion was made by Councilor Burns and seconded by Councilor Titus.

The vote was 3-3 (Councilors Pross, Stone and Walker opposed).

Councilor Walker asked that we move this from the consent agenda and on to new business to discuss in executive session. There were no objections and the item was moved to new business.

### II. **Minutes**

- January 23, 2017 Regular Council Meeting

Motion was made by Councilor Burns and seconded by Councilor Walker to accept the minutes of the January 23, 2017 Regular Council meeting. Passage 6-0.

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

- Former City Councilor, Ernestine Gilbert, was recognized for her service to the community.

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

Ed Desgrosseilliers, 121 Hatch Road expressed his concerns about a potential code violation in his neighborhood.

Dan Herrick, 470 Hatch Road and 240 Hatch Road, said he understands Ed's frustration and said he would like to know where constituents of the City go for help when there is an issue. He stated that we should not worry about the money when it comes to hiring the next City Manager. Hire a manager that can manage and take care of the residents of the City no matter what we have to pay. He also complimented city staff member, Mark Stambach, who worked with him on a project recently and did a fantastic job.

### V. **Unfinished Business**

#### 1. **Order 88-11212016**

Accepting Cascades Drive as a city street.

Motion was made by Councilor Burns and seconded by Councilor Walker to take this item off the table (was postponed at a previous meeting). Passage 6-0.

Motion was made by Councilor Titus and seconded by Councilor Burns for passage.

**IN COUNCIL REGULAR MEETING FEBRUARY 6, 2017 VOL. 35 PAGE 8**

Public comment – no one from the public spoke. Passage 6-0.

**VI. New Business**

**2. Order 07-02062017**

Approving the request for a Liquor License (Class III & IV Vinous and Malt) for Mac's Downeast Seafood, located at 894 Minot Avenue.

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

Public hearing – Dan Herrick, Hatch Road complimented the owners of this establishment.

Passage 6-0.

**3. Ordinance 01-02062017**

Adopting the Sex Offender Residency Restrictions based on the State of Maine Guidelines. Public hearing and first reading.

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

Public hearing- no one from the public spoke.

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

**2. Order 06-02062017\* (this item was moved from the consent agenda to new business)**  
Confirming the award for Legal Services to the Malloy Firm.

Motion was made by Councilor Burns and seconded by Councilor Pross for passage.

Motion was made by Councilor Pross and seconded by Councilor Walker to enter into executive session, pursuant to 1 M.R.S.A. §405(6)(A) – discussion of a personnel matter. Time 7:30 PM.

Council was declared out of executive session at 8:00 PM.

Motion was made by Councilor Burns and seconded by Councilor Titus to postpone this item until the next scheduled meeting. Passage 6-0.

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

No one from the public spoke.

**VII. Executive Session**

- Executive Session regarding labor negotiations, pursuant to 1 M.R.S.A. §405(6)(D).

Motion was made by Councilor Titus and seconded by Councilor Walker. Passage 6-0, time 8:01 PM.

Council was declared out of executive session at 8:34 PM.

**VIII. Reports**

- Mayor's Report** – responded to the comments made during the open session noting that it is not the job of the Council to manage staff. The City Manager's office is where residents should go with concerns. He commented on getting positive feedback on the Winter Festival adding that it was a success. He noted that the first meeting of the advisory committee for the passenger rail service plan was held adding that it was a very productive meeting. He also mentioned that the Council will soon have to discuss how they wish to handle the Joint Charter Commission activities and what they would like the process to be when it comes to public hearings and setting the voting date.

- City Councilors' Reports**

**Councilor Young** – no report

**Councilor Pross** - reminded residents that on Wednesday night, there is a School Committee meeting, and Wednesday morning at 11:00 AM there is a ribbon cutting for Taco Bell.

**Councilor Stone** – reported that he attended the free lunch at the new Taco Bell adding that it is a nice facility, and nice staff working. He reported on the passenger rail advisory group that met last week. He also commented that he has been working with a constituent on odors that are coming from a marijuana growing facility next to his home.

**Councilor Titus** - no report

**Councilor Walker** - no report

**Councilor Burns** – reported on the ELHS Building Committee meeting.

- City Manager Report** – reported that the first roundtable discussion took place last week. There was great discussion and staff received a lot of positive

**IN COUNCIL REGULAR MEETING FEBRUARY 6, 2017 VOL. 35 PAGE 10**

feedback. February 14<sup>th</sup> there will be another roundtable discussion which will be focused on residential and multi unit properties. He also commented on the good work by staff on the Winter Festival. He also reminded everyone about the Jam the Gym event to be held on February 21<sup>st</sup> at 7:00 PM.

**X. Adjournment**

Motion was made by Councilor Walker and seconded by Councilor Stone to adjourn.  
Adjourned at 9:18 PM.

A True Copy.

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

**IN COUNCIL SPECIAL MEETING FEBRUARY 13, 2017 VOL. 35 PAGE 10**

Mayor LaBonté called the meeting to order at 5:32 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. All Councilors were present.

**I. Unfinished Business**

**1. Order 06-02062017**

Confirming the award for Legal Services to the Malloy Firm.

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

Public comment – no one from the public spoke. Passage 6-0.

**II. Executive Session**

- A. Executive Session regarding a personnel matter (Norway Savings Bank General Manager search), pursuant to 1 M.R.S.A. §405(6)(A)

Motion was made by Councilor Burns and seconded by Councilor Walker to enter into executive session pursuant to 1 M.R.S.A. §405(6)(A). Passage 6-0. Time in 5:37 PM.

Council was declared out of Executive Session at 6:24 PM.

- B. Executive Session regarding a personnel matter (City Manager search), pursuant to 1 M.R.S.A. §405(6)(A).

Motion was made by Councilor Stone and seconded by Councilor Walker to enter into executive session pursuant to 1 M.R.S.A. §405(6)(A). Passage 6-0. Time in 6:24 PM.

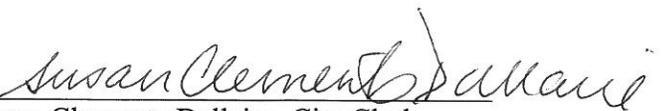
Council was declared out of Executive Session at 7:30 PM.

**III. Adjournment**

Motion was made by Councilor Stone and seconded by Councilor Walker to adjourn, time adjourned, 7:30 PM.

A True Copy.

ATTEST

  
Susan Clements-Dallaire, City Clerk



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** February 27, 2017

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

**Subject:** Presentation of APD Challenge Coin to Mr. Chris Hitchcock.

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**Information:** On Friday, February 3, 2017, Mr. Chris Hitchcock observed an elderly gentleman passed out and unresponsive in a vehicle in the parking lot of Thai Dish located at 220 Court Street. Mr. Hitchcock called 911 and following the directions of the dispatcher, removed the gentleman from the vehicle and began performing CPR. The gentleman was subsequently identified as Mr. Edwin Manley.

As Sgt. Moore arrived on scene, he observed Mr. Hitchcock performing chest compressions on Mr. Manley. He noticed that Mr. Hitchcock was not wearing a coat, and realized that Mr. Hitchcock had removed his coat to place it under Mr. Manley's head. The air temperature was 19 and breezy.

AFD Rescue arrived within seconds of Sgt. Moore's arrival and took over CPR. Rescue eventually transported Mr. Manley to CMMC. Sadly, Mr. Manley passed away the following day with his family at his side.

Mr. Hitchcock's quick and selfless actions gave Mr. Manley a chance at survival and provided him an opportunity to be treated by medical professionals. I am certain Mr. Manley's family is grateful to have been given the chance to be with him when he passed.

Mr. Hitchcock is to be commended for his quick response and selfless actions.

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**Advantages:** Recognition of citizen who rendered emergency aid.

**Disadvantages:** None

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Recognition of Mr. Chris Hitchcock's quick response and selfless acts.

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**Previous Meetings and History:** None

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**Attachments:**



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** February 27, 2017    **Ordinance:** 01-02062017

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

**Subject:** Sex Offender Residency Restrictions

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**Information:** City of Auburn staff recommends City Council adopts sex offender residency restrictions based on the State of Maine guidelines.

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**Advantages:** Sex offenders convicted of offenses against persons who have not attained the age of 14 at the time of the offense will be prevented from living in designated areas.

**Disadvantages:** Some sex offenders will be grandfathered as long as they maintain their residence.

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**City Budgetary Impacts:** N/A

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**Staff Recommended Action:** City of Auburn staff recommends City Council approves proposed ordinance. Second and final reading.

---

**Previous Meetings and History:** January 23, 2017 Council Workshop, public hearing and passage of 1<sup>st</sup> reading on 2/6/2017.

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**Attachments:**

- Proposed Sex Offender Residency Restrictions Ordinance
- Restricted properties to include:
  - All public or private, primary, elementary or secondary schools
  - The real property comprising municipally owned property or state owned property that is leased to a non-profit organization for the purposes of a park, athletic field or recreational facility that is open to the public where children are the primary users to include:
    - Androscoggin Learning & Transition Center
    - Auburn Middle School
    - East Auburn School
    - Edward Little High School
    - Fairview School
    - Franklin / Merrill Hill Alternative Schools
    - Park Avenue School
    - RETC / SOS (former Lake Street School)
    - St. Peter and Sacred Heart School
    - Sherwood Heights

- Walton School
  - Auburn PAL (Police Activities League)
  - Bonney Park
  - Boys and Girls Club
  - Chestnut Street Park
  - Cleveland Field Park
  - Community Gardens
  - Drummond Street Park
  - Edward Little Park
  - Festival Plaza
  - Garfield Road Park (Auburn Little League ball fields)
  - Lake View Fields (Gracelawn Road ball fields)
  - Little Androscoggin Park
  - Moulton Park
  - Municipal Outlet Beach
  - Norway Savings Bank Arena
  - Pettingill Park
  - Pulsifer Field (New Auburn Little League ball fields)
  - Raymond Park
  - Riverwalk
  - Sullivan Square
  - Tot Lot Park
  - Union Street Park
  - West Pitch Park
  - Parks & Recreation
- 
- Maps will be provided at meeting identifying sex offender current locations
  - State of Maine, Title 30A, Chapter 141, Section 30-14

## Chapter 39 - SEX OFFENDER RESIDENCY RESTRICTIONS

### ARTICLE I. - IN GENERAL

#### Sec. 39-1. - Title.

This chapter shall be known as the "City of Auburn Sex Offender Residency Restrictions Ordinance."

#### Sec. 39-2. - Findings and purpose.

The city promotes and strives to create a safe environment for its citizens to live and raise families and considers the promotion of the safety and welfare of children to be of paramount importance. The city recognizes that sex offenders who prey upon children may have a high rate of recidivism. Notwithstanding the fact that certain persons convicted of sex offenses or sexually violent offenses are required to register pursuant to the Maine Sex Offender Registration and Notification Act of 1999, 34-A M.R.S.A. § 11201 et seq., as may be amended from time to time, the city finds that further protective measures are necessary and warranted to safeguard places where children congregate. The purpose of this chapter is to provide such further protective measures while balancing the interests and residential needs of sex offenders.

#### Sec. 39-3. - Authority.

This chapter is adopted in accordance with the provisions of 30-A M.R.S.A. § 3001 and 30-A M.R.S.A. § 3014, as may be amended from time to time.

#### Sec. 39-4. - Definitions.

*Setback.* A 750 foot radius surrounding "restricted property."

*Designated sex offender(s).* Person(s) convicted of Class A, B or C sex offenses committed against persons who had not attained 14 years of age at the time of the offense, regardless of whether the offense was committed in the State of Maine or another jurisdiction.

*Residence.* The temporary or permanent occupation or use of a place, including, but not limited to a domicile, for the purpose of living, residing or dwelling.

*Restricted property.* (i) The real property comprising a public or private elementary, middle or secondary school; and (ii) the real property comprising a municipally owned property or state-owned property that is leased to a nonprofit organization for purposes of a park, athletic field or recreation facility that is open to the public where children are the primary users.

#### Sec. 39-5. - Restricted property map; restrictions.

- (a) The GIS department, with the assistance of the police department, shall prepare and file with the city clerk and police department an official map showing restricted property as defined by this chapter. Said map is hereby incorporated herein and made a part of this chapter. The GIS department, with the assistance of the police department, shall by July 1 of each year recommend updates to the map to the city council to reflect any changes in the locations of any restricted property and setbacks. The city council may amend the restricted property official map by council order, and any amended official map shall be filed with the city clerk and the police department.
- (b) No designated sex offender shall reside within the setback of any restricted property.

#### Sec. 39-6. - Exceptions.

A designated sex offender maintaining a residence within the setback of a restricted property is not in violation of this ordinance if the residence was established and consistently maintained as a residence prior to March 1<sup>st</sup>, 2017, the date of adoption of this chapter. A designated sex offender is not in violation

of this chapter if the restricted property is created, moved or enlarged and such creation, movement or enlargement results in a designated sex offender residing within the setback of a restricted property, as long as the residence was in place and consistently maintained prior thereto.

Sec. 39-7. - Violations and penalties.

- (a) A designated sex offender who, 30 days after actual receipt of written notice sent by regular mail or hand-delivered from the city, acting by and through its police department, is in violation of this chapter shall be subject to an action brought by the city to enforce the requirements of this chapter. The city may file a legal action against the violator seeking any and all remedies to which it is entitled pursuant to state and local laws, including, without limitation, declaratory and injunctive relief.
- (b) The city may also seek a penalty in the minimum amount of \$500.00 per day. Each day of violation shall constitute a separate violation. In the event the city is the prevailing party in any action under this chapter, it shall be entitled to an award of its reasonable attorney's fees, court costs and the costs of any expert witness fees incurred by the city. All civil penalties shall inure to the benefit of the City of Auburn.

Sec. 39-8. - Severability.

If any section, phrase, sentence or portion of this chapter is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

**Maine Revised Statutes**  
**Title 30-A: MUNICIPALITIES AND COUNTIES**  
**Chapter 141: ORDINANCES**

**§3014. ORDINANCES REGARDING RESIDENCY RESTRICTIONS FOR SEX OFFENDERS**

*(REALLOCATED FROM TITLE 30-A, SECTION 3013)*

**1. Application and scope.** The State intends to occupy and preempt the entire field of legislation concerning the regulation of persons convicted of a sex offense in this State or in another jurisdiction. Except as provided in this section, a municipality may not adopt or enforce any ordinance or bylaw addressing persons who have been convicted of a sex offense in this State or in another jurisdiction that would impose on them restrictions or requirements not imposed on other persons who have not been convicted of a sex offense in this State or in another jurisdiction. As used in this section, "convicted of a sex offense in this State or in another jurisdiction" means a conviction for any current or former Maine crime listed in former Title 17, sections 2922 to 2924 or Title 17-A, chapter 11 or 12 or Title 17-A, section 556; a conviction for an attempt or solicitation of those listed crimes; or any conviction for any former or current crime in any other jurisdiction in which the person engaged in substantially similar conduct to that of the earlier specified current or former Maine crimes.

[ 2009, c. 1, §21 (RAL) .]

**2. Residency restriction ordinance.** A municipality may adopt an ordinance regarding residency restrictions for persons convicted of Class A, B or C sex offenses committed against persons who had not attained 14 years of age at the time of the offense. Any such ordinance is limited as follows.

A. An ordinance may restrict only residence. It may not impose additional restrictions or requirements, including, but not limited to, registration and fees. [2009, c. 1, §21 (RAL) .]

B. A municipality may prohibit residence by a sex offender up to a maximum distance of 750 feet surrounding the real property comprising a public or private elementary, middle or secondary school or up to a maximum distance of 750 feet surrounding the real property comprising a municipally owned or state-owned property that is leased to a nonprofit organization for purposes of a park, athletic field or recreational facility that is open to the public where children are the primary users. [2013, c. 161, §1 (AMD) .]

C. An ordinance may not restrict the residence of a person who lived in an area restricted pursuant to paragraph B prior to the adoption or amendment of the ordinance. [2009, c. 1, §21 (RAL) .]

D. An ordinance may not be premised on a person's obligation to register pursuant to Title 34-A, chapter 15. [2009, c. 1, §21 (RAL) .]

[ 2013, c. 161, §1 (AMD) .]

**SECTION HISTORY**

RR 2009, c. 1, §21 (RAL). 2013, c. 161, §1 (AMD) .

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James Pross, Ward One  
Robert Stone, Ward Two  
Andy Titus, Ward Three  
VACANT, Ward Four



Leroy Walker, Ward Five  
Grady R. Burns, At Large  
David C. Young, At Large

Jonathan P. LaBonte, Mayor

## IN CITY COUNCIL

### ORDINANCE 01-02062017

BE IT ORDAINED, that the City Council hereby adopts to Chapter 39 in the Code of Ordinances SEX OFFENDER RESIDENCY RESTRICTIONS as follows:

#### Chapter 39 – SEX OFFENDER RESIDENCY RESTRICTIONS

##### ARTICLE I. - IN GENERAL

###### Sec. 39-1. - Title.

This chapter shall be known as the "City of Auburn Sex Offender Residency Restrictions Ordinance."

###### Sec. 39-2. - Findings and purpose.

The city promotes and strives to create a safe environment for its citizens to live and raise families and considers the promotion of the safety and welfare of children to be of paramount importance. The city recognizes that sex offenders who prey upon children may have a high rate of recidivism. Notwithstanding the fact that certain persons convicted of sex offenses or sexually violent offenses are required to register pursuant to the Maine Sex Offender Registration and Notification Act of 1999, 34-A M.R.S.A. § 11201 et seq., as may be amended from time to time, the city finds that further protective measures are necessary and warranted to safeguard places where children congregate. The purpose of this chapter is to provide such further protective measures while balancing the interests and residential needs of sex offenders.

###### Sec. 39-3. - Authority.

This chapter is adopted in accordance with the provisions of 30-A M.R.S.A. § 3001 and 30-A M.R.S.A. § 3014, as may be amended from time to time.

###### Sec. 39-4. - Definitions.

*Setback.* A 750 foot radius surrounding "restricted property."

*Designated sex offender(s).* Person(s) convicted of Class A, B or C sex offenses committed against persons who had not attained 14 years of age at the time of the offense, regardless of whether the offense was committed in the State of Maine or another jurisdiction.

*Residence.* The temporary or permanent occupation or use of a place, including, but not limited to a domicile, for the purpose of living, residing or dwelling.

*Restricted property.* (i) The real property comprising a public or private elementary, middle or secondary school; and (ii) the real property comprising a municipally owned property or state-

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Jonathan P. LaBonte, Mayor

owned property that is leased to a nonprofit organization for purposes of a park, athletic field or recreation facility that is open to the public where children are the primary users.

Sec. 39-5. - Restricted property map; restrictions.

(a) The GIS department, with the assistance of the police department, shall prepare and file with the city clerk and police department an official map showing restricted property as defined by this chapter. Said map is hereby incorporated herein and made a part of this chapter. The GIS department, with the assistance of the police department, shall by July 1 of each year recommend updates to the map to the city council to reflect any changes in the locations of any restricted property and setbacks. The city council may amend the restricted property official map by council order, and any amended official map shall be filed with the city clerk and the police department.

(b) No designated sex offender shall reside within the setback of any restricted property.

Sec. 39-6. - Exceptions.

A designated sex offender maintaining a residence within the setback of a restricted property is not in violation of this ordinance if the residence was established and consistently maintained as a residence prior to March 1<sup>st</sup>, 2017, the date of adoption of this chapter. A designated sex offender is not in violation of this chapter if the restricted property is created, moved or enlarged and such creation, movement or enlargement results in a designated sex offender residing within the setback of a restricted property, as long as the residence was in place and consistently maintained prior thereto.

Sec. 39-7. - Violations and penalties.

(a) A designated sex offender who, 30 days after actual receipt of written notice sent by regular mail or hand-delivered from the city, acting by and through its police department, is in violation of this chapter shall be subject to an action brought by the city to enforce the requirements of this chapter. The city may file a legal action against the violator seeking any and all remedies to which it is entitled pursuant to state and local laws, including, without limitation, declaratory and injunctive relief.

(b) The city may also seek a penalty in the minimum amount of \$500.00 per day. Each day of violation shall constitute a separate violation. In the event the city is the prevailing party in any action under this chapter, it shall be entitled to an award of its reasonable attorney's fees, court costs and the costs of any expert witness fees incurred by the city. All civil penalties shall inure to the benefit of the City of Auburn.

Sec. 39-8. - Severability.

If any section, phrase, sentence or portion of this chapter is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** February 27, 2017

**Order:** 07-02272017

**Author:** Sue Clements-Dallaire, City Clerk

**Subject:** Accepting the resignation of Assistant City Manager Denis D'Auteuil

---

**Information:** Assistant City Manager, Denis D'Auteuil submitted his letter of resignation to the Mayor and Council on Monday, February 13, 2017, with his last day with the City of Auburn being Friday, March 24, 2017.

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**Advantages:**

**Disadvantages:**

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**City Budgetary Impacts:** N/A

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**Staff Recommended Action:** Accept his resignation.

---

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

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**Attachments:** Order 07-02272017

James Pross, Ward One  
Robert Stone, Ward Two  
Andy Titus, Ward Three  
VACANT, Ward Four



Leroy Walker, Ward Five  
Grady R. Burns, At Large  
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 07-02272017

ORDERED, that the City Council hereby accepts the resignation of the Assistant City Manager, Denis D'Auteuil, with his last day being Friday, March 24, 2017.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** February 27, 2017

**Order:** 08-02272017

**Author:** Sue Clements-Dallaire, City Clerk

**Subject:** Appointing John Bubier as Acting City Manager for the City of Auburn

---

**Information:**

The City Council is in the process of filling the vacant City Manager position. Assistant City Manager, Denis D'Auteuil was appointed as Acting City Manager in September of 2016. He recently tendered his resignation and his last day will be Friday, March 24, 2017.

John Bubier, former City Manager for the City of Biddeford, Maine who has years of experience in municipal government has been selected to serve as Acting City Manager until the City Manager position is filled.

---

**Advantages:** With his years of experience in municipal government, John Bubier has the qualifications needed to provide the leadership and guidance needed during the FY18 budget process and the transition of hiring a new City Manager.

**Disadvantages:**

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**City Budgetary Impacts:** N/A

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**Staff Recommended Action:** Recommend passage

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**Previous Meetings and History:**

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**Attachments:** Order 08-02272017

James Pross, Ward One  
Robert Stone, Ward Two  
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VACANT, Ward Four



Leroy Walker, Ward Five  
Grady R. Burns, At Large  
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 08-02272017

ORDERED, that the City Council hereby appoints John Bubier as Acting City Manager.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** February 27, 2017

**Order:** 09-02272017

**Author:** Christine M. Mumau

**Subject:** Authorizing the Acting City Manager to execute the collective bargaining agreement with MSEA Local 1989

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**Information:**

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**Advantages:**

**Disadvantages:**

---

**City Budgetary Impacts:** The projected costs for implementing the 2% COLA and 1 % Performance.

---

**Staff Recommended Action:** As per negotiations with MSEA 1989 about the terms of the agreement, staff has prepared an order and recommends its approval at this meeting.

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**Previous Meetings and History:** Discussion during executive session at the 1/9/2017 and 2/6/2017 Council meetings.

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**Attachments:** Order 09-02272017

**Collective Bargaining Agreement**

**between**

*Maine State Employees Association-Service Employees International Union  
Local 1989*

**and**

*City of Auburn*

**July 1, 2016 to June 30, 2019**

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Attachment B – Health Promotion Program

## **Preamble**

Whereas, the City of Auburn (herein referred to as “the City”) and the Maine State Employees Association, Service Employees International Union, Local 1989 (herein referred to as “MSEA-SEIU or the “Union”) desire to establish a constructive, cooperative and harmonious relationship; to establish a uniform and equitable system of personnel administration; to avoid any interruption or interference with the operations of the City, to promote effective service and quality of work towards the accomplishment of the mission of the City; to establish an equitable and peaceful procedure for resolution of differences; and to establish a continuity of current pay and benefits;

Therefore, this agreement by and between the parties is entered into as of

\_\_\_\_\_.

## **Article 1 Recognition**

### **Section 1. Bargaining Agent**

Pursuant to the Maine Labor Relations Board Certification dated October 3, 2011, the City recognizes the Maine State Employees Association (MSEA-SEIU) as the sole and exclusive bargaining agent for the purpose of representation and negotiations with respect to wages, hours and working conditions for all general government employees in classifications specifically listed in Section 2 – Covered Employees.

### **Section 2. Covered Employees**

Employees in the following position classifications are covered by this collective bargaining agreement:

- Accounting Assistant
- Administrative Assistant
- Appraiser
- Building Maintenance Technician (except for the position in the Public Services Department)
- City Electrician
- City Planner
- Code Compliance (including Plumbing Inspector, Health Inspector, Code Compliance Officer/Assessing Assistant)
- Court Officer-PD
- Crime Analyst/GIS
- Engineering Technician/Excavation Inspector
- Fire/EMS Support Specialist/Admin
- GFTV Station Manager
- GFTV Video Tech
- Housing Coordinator
- Information Assistant
- Neighborhood Service Coordinator
- Office Manager
- Ice Arena Maintenance Worker

Parking Enforcement  
Police Planner  
Project Engineer  
Recreation Specialist  
Safety Coordinator and NIMS Compliance Officer  
Support Services Tech-PD  
Tax Clerk

This agreement does not cover temporary or seasonal employees hired for a period not exceeding 6 months (either those hired through a temporary employment service or those on direct payroll), employees working less than 20 hours a week, independent contractors or consultants, and/or employees hired through grants for a specified period of time.

### **Section 3. Dispute Resolution for Covered Employees**

In the event of a dispute between the parties as to the future inclusions or exclusions from the unit resulting from the establishment of new or changed classifications or titles, either party may apply to the Maine Labor Relations Board for resolution of the dispute.

### **Article 2 Disclaimers**

Although this contract outlines the conditions, responsibilities and benefits of employment with the City of Auburn, this contract is not a guarantee of employment. The following disclaimers are included to provide specific notice to that effect:

- This contract does not restrict the City's right to lay-off employees, or otherwise terminate the employment relationship.
- No supervisor, manager, employee or representative of the City, other than the City Manager or a majority of the City Council, has the authority to enter into an agreement for any specified period or make any promises or commitments restricting the City's right to lay-off or terminate an employee. Any employment agreement, promises or commitments entered into by the City Manager or a majority of the City Council shall not be enforceable unless it is in writing and signed by all parties.
- Where this contract contains descriptions or references to insurance or other benefit plans, the specific provisions of the benefit plan will take precedence and govern should a conflict arise concerning interpretation, application or benefit level.

### **Article 3 Non-Discrimination**

The City makes equal employment opportunity and non-discrimination compliance its affirmative action policy. No employee shall be subjected to discrimination nor be denied compensation and/or benefits on account of race, color, sex, disability, religion, ancestry, national origin, age sexual orientation, or gender Identity or gender expression by any employee or agent of the City, under any program or activity in which the City participates including third party agreements.

All employees have the right to work in an environment free from illegal harassment including sexual harassment. All employees shall adhere to the City's Sexual Harassment Policy.

#### **Article 4 Authority of the City Manager**

The City Manager has the authority, except as may be otherwise limited by law and/or by the provisions of the Contract, to administer and manage the day-to day operations of the City government. This authority shall include the right to take such administrative action as he/she deems necessary or appropriate to direct the programs of the various departments; direct the workforce, establish work schedules, introduce new or improved methods, techniques or facilities; hire, promote, suspend, demote or discharge for just cause; change duties and assignments; reduce, or expand the workforce; transfer; maintain discipline, and to contract or subcontract work. Equally important to the authority of management is the right to take necessary and appropriate administrative action to uphold the rights and interests of the citizens, the City Council and employees.

#### **Article 5 Employment Definitions**

##### **Section 1. Regular Employment**

- a. Full-time** – Full-time employment is appointment to a regularly budgeted position to work on a continuing and indefinite basis for at least 37.5 hours per week.
- b. Part-time** – Part-time employment is appointment to a regularly budgeted position to work on a continuing and indefinite basis for less than 37.5 hours per week.

##### **Section 2. Contract Employment**

Contract employment is employment under an employment agreement or contract between the City and an individual. Such employees receive salary and benefits as negotiated and written in the employment agreement or contract. The compensation and benefits package may be different than what is authorized to regular full- and part time employees.

##### **Section 3. Temporary Employment**

Any temporary worker that is employed by the City to perform job duties within the scope of duties of a covered employee as defined by article I, Section 2, above work, will be placed in the unit once they have worked 975 hours, within any City fiscal year.

##### **Section 4. Probationary Period**

All employees will be subject to a six (6) month initial probation period, unless a longer period is provided by law. During this period, employees must demonstrate their fitness for the position. During the probation period, the probation employee may be

disciplined, discharged, laid off or otherwise dismissed at the sole discretion of the City, and neither shall the reason for the disciplinary action, discharge, lay-off or dismissal be the subject of a grievance. Probation periods for employees re-hired after a voluntary resignation from the City shall be six (6) months.

## Article 6 Work Hours

### **Section 1. Regular Hours**

Due to the wide variety of services provided by the City, hours per week between departments and employees also vary. The hours per week for full-time employees are as follows:

Building Maintenance Staff	40 hrs.
Ice Arena Workers	40 hrs
All other general government employees	37.5 hrs

Administrative office hours in Auburn Hall are Monday through Friday from 8:00am to 4:30pm, with an hour for lunch.

Hours for the City Electrician shall be 8:00am to 4:30pm Monday through Friday with an hour lunch break, to coincide with the rest of the Economic and Community Development Department staff, in particular, the code enforcement staff. Effective 7/1/2017, the City Electrician will be capped at the same comp time accrual cap as all other MSEA employees-20 hours. The City Electrician will have the rest of the fiscal year to draw down the cap to the hour cap. Any hours over the cap, effective 6/30/17, will be cashed out at the City Electrician's hourly rate as of 6/30/17.

Office hours of employees working at other facilities (Public Services, Fire, Recreation, NSB Arena) may be adjusted to serve the business necessity of the operations.

The City agrees to provide a two week notice before making permanent changes to a department's work shift. The City will not make changes to the work schedule on an arbitrary and capricious manner.

### **Section 2. Part-time Hours**

Part-time hours are established on a case-by-case basis based upon the needs of individual Departments. The hours of each employee's work day is determined by the Department Director with the approval of the City Manager. Department Directors are responsible for ensuring that time for all employees within their department are recorded accurately. The employee and the supervisor must account for any hours not worked by the employee and shall designate from which approved leave the hours will be deducted.

### **Section 3. Overtime**

The City of Auburn uses the Federal Fair Labor Standards Act, to determine which employees are eligible for paid overtime. Questions about the eligibility of positions for overtime should be directed to the Department Director or the Human Resources Director for clarification.

Employees have the option of overtime pay or compensatory pay for time worked in excess of 40 hours in a pay period whenever possible, the Department Director must approve overtime in advance of the work being performed. All overtime worked will be recorded along with the reason for the overtime. This will assist the supervisor and/or the Department Director to manage the overtime requirements as well as provide a way to track the financial liabilities for overtime incurred.

Unless specified herein, overtime is paid at one and a half times the employee's base wage for *actual* hours worked in excess of 40. This means that hours taken as vacation, sick leave, holidays or personal days within a given pay week will not be calculated towards the forty hours. When overtime is paid to an employee whose normal work week is 37.5 hours, then straight time will continue to be paid until the work performed reaches above forty in a pay period.

Due to the special nature of municipal work, several City positions require mandatory overtime, usually for public safety reasons. These mandatory overtime requirements will be explained to the employee prior to being hired or promoted to a position for which overtime is a requirement. Repeated failure to work overtime or to be available for overtime will be a cause for disciplinary action.

#### **Section 4. Call-Out Pay**

- (a) Code Enforcement Officers and Building, Plumbing and Health Officer who are called into work outside of their normal working hours shall receive a minimum of 2 hours at overtime rate of 1 and ½ his/her normal rate of pay. If the employee is called out more than once in a 24 hour period, he/she shall be compensated for only 2 hours at the overtime rate unless total time worked is more than 2 hours worked, then he/she will be compensated for actual hours worked at the regular overtime rate.
  
- (b) Employees of the Electrical Division who are called out after normal business hours and on weekends and holidays to respond to urgent electrical/traffic signal issues will be paid a minimum of two and a half hours at regular pay for the first call out. The second and subsequent call outs in the 24 hour period will be paid at time and a half the normal hourly rate of pay for actual hours worked.

#### **Section 5. Standby Stipend**

Stand-by pay is \$50.00 per week for the Electrical Division employee who is designated as on-call for that week.

#### **Section 6. Compensatory Time**

Employees who are eligible for overtime according to FLSA regulations may choose to take compensatory time in lieu of overtime pay. Compensatory time shall be taken

at one and one half times the number of hours worked after 40 hours. The employee must state his/her choice of overtime pay or compensatory time to his/her Department Director before the overtime hours are worked. All employees with the exception of the Electrical Division employees, may not accumulate more than 20 hours of compensatory time without authorization from the City Manager. Electrical Division employees may accumulate up to 60 hours of comp time. Compensatory time must be utilized in the fiscal year in which it was earned and must be scheduled with the Department Director who will consider the workload of the department, personnel coverage and other reasonable criteria when granting or not granting compensatory time off. Employees who separate from their employment with the City of Auburn shall receive a lump sum payment of the balance of any accrued but unused compensatory time at the hourly rate the employee is earning at the time of termination.

It is understood that salaried employees, exempt from overtime as defined by the most recent Fair Labor Standards Regulations, shall accomplish the work assigned to the position regardless of the hours required to do the work. Any employee exempt from overtime pay who logs many hours of overtime, may from time to time take off time during the normal business day with the approval of the Division Manager or Department Director, or the City Manager as long as it is understood that the hours off are not taken hour for hour with the overtime worked.

### **Section 7. Shift Differential**

Employees who are assigned to regular second or thirds shifts will receive a shift differential added to their regular hourly rate according to the following:

- To regular second shift –an additional \$.25/hr
- To regular third shift – an additional \$.75/hr

Shift differential will not be paid for routine overtime such as during snow storms or when work is extended beyond the normal work shift.

### **Section 8. Pay for Acting Capacity**

During periods of planned and unplanned, the Department Director and/or the City manager may authorize a member of the bargaining unit to perform work in a higher classification of an employee in the same bargaining unit. In such situations, the City will pay a 5% differential over the employee's base hourly rate or the beginning of the pay range in which the employee is performing the acting pay work, whichever is greater, for the period of time that the employee is designated in acting capacity. Acting capacity will be designated at the discretion of the Department Director for periods of exceeding two (2) continuous or uninterrupted work weeks and in those situations in which the employee performs substantially all work of the higher classification. Acting capacity shall not be made on an arbitrary and capricious basis.

### **Section 9. Flexible Schedules**

On occasion it may be necessary to alter the workweek in order to meet the demands of the public or a project and to minimize the need for overtime. Changes from the standard workweek must be approved in writing by the Department Director and the City Manager.

## **Section 10. Lunch Breaks/Other Breaks**

Lunch breaks are either one half hour, or one hour in length, depending upon the department, and begin at 11:00 a.m. and end by 2:00 p.m. Employees may be allowed to, on occasion, skip a lunch hour to shorten the work day upon the approval of the Department Director, once he or she has ensured that the office is sufficiently covered. Altering the workday by working through the lunch period on a regular basis is not acceptable.

Departments do not have established formal break periods. Short breaks, other than lunch breaks, for coffee, etc. will be established by the Department Director and/or the supervisor and will not interfere with office coverage or efficiency of operations.

The City reserves the right to adopt and amend tobacco use policies. Use of tobacco products is prohibited on all City-owned property and at all worksites. Employees who use tobacco products may do so only on their assigned lunch break and only off the work site and off City owned property. Employees are specifically prohibited from using tobacco products in any City vehicles.

## **Section 11. Flex Time for Exercise**

The City of Auburn recognizes the benefits of regular exercise to the employee and to the organization as a whole. A healthy workforce has more productivity, less absenteeism, and lower health insurance utilization rates. The City, as a way of encouraging overall health and physical fitness, will permit employees flexibility during the regular workday to pursue an exercise program.

Employees will be permitted to take flextime for the purposes of participating in a fitness program either through an individual regimen or through an established program such as a fitness center. Specifically, employees who exercise during their lunch period may extend their lunch period if there is not sufficient time to complete their exercise regimen. Similarly, employees who exercise before work may report to work later than their normal start time if such a delay is a result of participating in an exercise program. Time for the exercise program will include travel to and from the exercise site, time for changing, actual exercise time, and showering.

The following are conditions on flextime for exercise:

- The staffing and work demands are very different among departments. Flextime for exercise may not be appropriate for all departments and employees. Therefore the employee and the supervisor and the department director must mutually agree to flex time before it is implemented. Factors such as union contract provisions, office coverage, minimum staffing levels, vacations, sick leave and other unplanned absences, special projects and peak workloads and requirements for supervision will be considered before implementing individualized flextime.
- The employee must make up any time lost either at the end of the regular workday, during the lunch hour or before normal start of the workday.
- Flextime for exercising will not disrupt the normal flow of the department or impede customer service.
- Flextime away from the regular job does not exceed 30 minutes/day.

Failure of the employee to adhere to these conditions without approval of the department director, and barring any extenuating circumstances, will cause the employee to lose the opportunity to participate in flextime.

### **Section 12. Time Sheets**

All employees will complete time sheets signed by the supervisor or Department Director. The time sheets are official documentation of hours actually worked. If time is taken off during the workweek, the employee must record on the time sheet how time-off will be compensated (vacation, sick leave, comp time, medical leave, or holiday, etc.). If time is not recorded on the time sheet, it will not be regarded as worked or entitled to pay.

### **Section 13. Union Representatives**

Provided it does not adversely affect his or her regular job responsibilities for the City, one steward will be allowed up to 2 (two) days of administrative leave (without loss of pay and benefits) to attend the spring and fall MSEA sponsored steward training. Time spent on MSEA sponsored training shall not count toward computation of eligibility for overtime.

The chapter president will be allowed 1 (one) day of administrative leave (without loss of pay and benefits) to attend the fall MSEA annual convention as a delegate. The City bears no obligation to pay for attendance at a conference or the associated travel expenses.

## **Article 7 Pay Periods**

The pay period for all departments, with the exception of the Police Department administrative staff, begins on Sunday and ends on Saturday. City of Auburn employees are paid weekly. Checks are usually available in the morning. City of Auburn employees are encouraged to use direct deposit to deposit all or a portion of their weekly payroll into one or several bank accounts.

## **Article 8 Compensation**

### **Section 1. Position Classification and Pay Plan**

Employees will be compensated in accordance with the Position Classification and Pay Plan. (See Attachment A)

Employees covered by the bargaining unit will receive the following pay adjustments:

Effective with the signing of the contract, employees currently paid below the Position Classification and Pay Plan will be brought up to the minimum of the pay plan.

Year 1: 2% COLA plus up to 1% adjustment based upon performance, retroactive to July 1, 2016

Year 2: 2% COLA plus up to 1% adjustment based upon performance

Year 3: 2% COLA plus up to 1% adjustment based upon performance

## **Section 2. Requests for Reclassification**

The City will notify the Union within 30 days of its intent to reclassify any position based upon duties and responsibilities. Employees who are performing additional duties for a temporary period are not covered by this section, but are covered by Article 6 Section 8. Acting Capacity.

The Union may seek reclassification of any position for the sole purpose of determining if that position is in the appropriate pay range in comparison to other positions requiring similar work in regards to complexity of work, quantity of work, special licenses, certificates, experience, education, degree of supervision required, supervisory responsibilities, autonomy and amount of direction required, special environmental factors and similar kinds of job components. It is the responsibility of the Union to provide the City with the reasons why the reclassification is justified including any data and documentation.

The City will have 30 days to consider the request for reclassification. If approved, any pay adjustment as a result of the reclassification will be included in the upcoming year. If the request for reclassification is denied, the Union may submit a request for a review to a three member panel to include the employee's Department Director, the Human Resources Director, and the MSEA Field Representative or his/her designee. If the decision of the review panel is not acceptable to the employee, he/she may appeal the decision to the City Manager as per the grievance procedure in Article 13. If the request for reclassification is not upheld by the arbitrator, the union is barred from submitting another request for one (1) year. If the arbitrator upholds the request for the reclassification, any pay due the employee(s) based upon the reclassification will be retroactive to the date of the report issued by the review panel.

## **Section 3. Evaluations**

Employees will receive an evaluation annually within 30 days of their initial date of hire or date of promotion unless there are extenuating circumstances that prevent it. In cases of extenuating circumstances, the supervisor or Department Director will provide a notice in writing. Performance evaluations completed prior to the signing of this agreement are not grievable by the employee or the union.

## **Section 4. Longevity Pay**

Members of the bargaining unit who have completed their 7<sup>th</sup> year of service with the City of Auburn will receive a one-time lump sum payment in the amount of \$300.

Members who have completed their 15<sup>th</sup> year of service will receive a one-time lump sum payment of \$400.

Members who have completed their 25<sup>th</sup> year of service will receive a one-time lump sum payment of \$500.

Members of the bargaining unit who work 20 hours per week or more, but less than 37.5 will receive one half of the amounts as those working full time based upon the same corresponding years of service.

### **Article 9 Clothing Allowance**

The City will provide \$350 per year toward a clothing allowance for department approved clothing and boots for Ice Arena Maintenance Workers, and Electrical Division employees. The City will provide \$100 per year for field inspectors in the following positions: Appraiser, Housing Coordinator, Engineering, and Code Enforcement. The City will determine the method of providing clothing allowance, either through a quartermaster system, voucher system or debit card.

### **Article 10 Employee Appearance**

City Employees are representatives of the City and are expected to conduct themselves professionally and project a positive image. Because of the special nature of government service, employees have daily contact with the public. These contacts directly affect the City's identity and how employees are perceived by the public. Employees are expected to project a positive image to co-workers and the public through overall appearance and work performance.

When determining whether or not attire is appropriate, employees should consider:

- What types of job duties they are required to perform;
- Where they are required to carry out their job duties;
- With whom they are interacting when required to transact City business; and
- Personal safety considerations.

The following are minimal guidelines for employee appearance:

1. Uniforms and other apparel, which are required to be worn due to safety regulations, are considered acceptable clothing for those particular jobs.
2. Standard work clothes are appropriate for employees who spend virtually all their time out in the field (for example Parks Maintenance Workers, Ice Arena Workers and custodial personnel).
3. Non-uniformed employees who do administrative work are expected to wear clothing generally associated with professional office setting, rather than casual or work clothing.
4. Employees who perform office work and also must work in the field may wear casual attire that will allow them to perform the job safely, minimize destruction of good clothing while still projecting a professional image.
5. Employees are expected to dress in more formal business attire (suits, jackets, ties, etc.) when the situation dictates. These situations may include: meetings with the City Council and other community boards, commissions and groups, court appearances, special business or community events and meetings, planned media interviews, etc.
6. Employee Identification- Employees who work in the field, and/or who must transact business in citizen's homes or businesses must wear some sort of identification such as a

photo ID. Additionally, employees who work directly with the public will, at a minimum wear an ID tag.

Additionally, employees are expected to come to work in clothing which is neat, clean, in good repair and is free from slogans and symbols which may be offensive to co-workers, general public and others with whom they do business. T-shirts, halter-tops, sweatshirts, shorts, skorts, jeans, or flip flops are inappropriate office attire.

There will occasionally be exceptions to the above minimal guidelines. For example, if the day is going to be spent cleaning or painting office space, office attire may be more relaxed for that time period in which the work is being done.

Employees who contribute to the Community Service Fund or the Police Athletic League through weekly payroll deduction may wear jeans on Friday. This is the only occasion where blue jeans are acceptable.

## **Article 11 Reimbursement for Travel Expenses**

### **Section 1. Purpose**

The City of Auburn supports and encourages the professional development of all staff members. In order to enhance the skills and knowledge base of employees, regional and out-of-state travel is sometimes necessary to attend professional meetings, seminars and workshops. Attendance at these sessions, while important, is a privilege for which employees are responsible for ensuring that both their time and the City's financial resources are well spent.

The following policy governs reimbursement of travel expenses incurred during the conduct of City business. The City will reimburse employees for ordinary, necessary and reasonable travel expenses, excluding commuting expenses, which pertain to the transaction of City business. The objective is to ensure cost effective and equitable reimbursement for expenses incurred by employees in the performance of their duties, within the City's budgetary parameters.

### **Section 2. Responsibilities**

Prior to any employee attending any seminar, workshop or professional association meeting which will require the expenditure of City funds for travel or lodging, the employee must receive approval of the supervisor. In the case of out-of-state travel, the employee must also receive the approval of the City Manager.

All employees who incur travel expenses must comply with the policy. Employees who submit travel expense reports not in compliance with the policy risk delayed, partial or forfeited reimbursement.

Covered Employees shall be entitled to reimbursement for qualifying expenses incurred in the course of their responsibilities for the City, as defined in the City's Travel Reimbursement Policy then in effect, which the City may amend in its sole discretion. Supervisory employees

who approve travel expense reports are responsible for ensuring that employees follow City reimbursement guidelines. Any deviation must be explained by the supervisor on the report.

**Section 4. Non-Reimbursable Expenses** – The following expenses are not reimbursable:

- Any additional costs resulting from an employee’s family accompanying him/her on the trip.
- Childcare fees
- Pet care fees
- Hotel room movies
- Personal phone calls
- Meal costs which exceed the per diem rate
- Alcoholic beverages
- Other non-work related expenses

#### **Section 5. Cash Advances**

**a. Issuance and Use** – Upon request, temporary cash advances will be given to employees who are traveling out of state for expected out-of-pocket expenses. Advances will not be issued to employees who have a previously issued advance that remains outstanding.

**b. Settlement and Reporting** – Cash advances must be settled within five (5) business days after returning from the pre-approved trip. Settlement consists of reporting the advance on a travel expense and deducting the advance from the final balance due.

#### **Section 6. Expense Report Processing**

**a. Timeframes** – Out-of-state travel must be documented on a travel expense report within five (5) business days after returning from a trip. Routine in-state expenses should be submitted on a monthly basis.

**b. Authorization** – The travel expense reports must be approved and signed by a supervisor, who will review the report for accuracy and compliance with the travel policy.

**c. Reimbursements** – Reimbursement checks will be processed with the regular accounts payable, which are processed weekly.

### **Article 12 Conditions of Employment**

#### **Section 1. Employee Conduct and Ethics**

a. General Statement of Ethics – Work in the public sector can allow employees to be exposed to many areas of ethical judgment. In order for the City, its employees, and its leadership to maintain a positive relationship with the public they serve, they must all

abide by the policies and procedures that will protect the public trust and the trust placed in themselves and co-workers.

b. Local Political Activity – While employed by the City of Auburn, all personnel shall refrain from seeking or accepting nominations or elections to any elective office in the Auburn City government including the School Department, and using their influence in any way for or against any candidate for elective office in City government.

City employees shall not work at the polls (unless employed by the City Clerk's office during elections), circulate petitions or campaign literature, or be in any way involved in the solicitation of endorsements, subscriptions, contributions or political service from any persons for any political purpose pertaining to the government of the City.

This policy shall not be construed to prevent City employees from becoming or continuing to be members of any political organization from attending political meetings, from expressing views in political matters, or from voting with complete freedom in any election.

c. Conflicts of Interest – Employees must avoid situations where loyalties may be divided between the City's interests and their own personal and/or financial interests. Employees will place public interests above individual, group and special interests. Employees will not have any material financial interests in any private or professional activity which will be in conflict with their job responsibilities. Employees will not engage in any business activity or professional activity that would appear to be in conflict with job responsibilities or that would tend to impair independent judgment or action on performance of official duties. Employees will refrain from using their position for personal gain. Employees will keep confidential all information not available to all citizens that is acquired by virtue of their positions with the City. Employees will not represent private interests which conflicts with City interests. Employees shall treat all citizens and others doing business with the City alike – courteously and with respect. Employees will not grant any citizen any favor, benefit, or special privilege beyond what is provided to all citizens.

Employees are not generally prohibited from having interests in businesses and real property located within the City of Auburn. Whenever a City employee becomes aware, or a reasonable person in the employee's position would become aware, that his or her interest in a business or in real property located within the City conflicts or has the reasonable potential to conflict with the employee's ability to perform his or her job duties with undivided loyalty on behalf of the City, the Employee shall promptly disclose the actual or potential conflict to his or her Department Director or to the City Manager. Employees must also disclose the nature and extent of any financial or personal interest in any City contract, agreement, purchase of goods or services or project. Whenever such an actual or potential conflict exists, the City and the employee shall develop a management plan to ensure that the employee is not required to take actions on behalf of the City that are opposed to the employee's personal interests, and to prevent any actual

or potential situation where the employee may be required to, or perceived as acting, in furtherance of their personal interests at the expense of the City's interests. Nothing in this section shall require the City to hire additional staff or acquire additional City resources in order to accommodate an employee's conflict of interest.

Employees shall handle all matters of personnel, including recruitment, selection, or promotion on the basis of qualification, ability and merit.

Employees must disclose to their Department Director or to the City Manager, the nature and extent of any financial or personal interest in any City contract, agreement, purchase of goods or services or project.

d. Conflicts of interest and Employment Positions- City employees shall not hold a supervisory position or be senior in the chain-of-command to an individual with whom he or she has a personal relationship or a financial involvement, unless:

- i. The relationship is disclosed by the employee to the City Manager.
- ii. The City Manager approves a management plan that is designed to prevent favoritism or any other improper influence in connection with the employment relationship and that provides ongoing oversight by a person or persons not subordinate to either individual who have the personal or financial involvement.

For purposes of this section, a personal relationship is defined as any family, affectionate, or social relationship that is characterized by one or more of the following:

- i. Persons who are husband and wife, or parent or child;
- ii. Persons who share a physical intimacy with each other;
- iii. Persons who acknowledge an ongoing romantic relationship with each other;
- iv. Persons who live together in the same residence;
- v. Persons who intermingle their financial assets without an accounting of separate ownership interests.

For purposes of this section, financial involvement means any existing (or current efforts toward achieving) ownership or investment interests, contract rights, significant customer relationships or employment relationships of a City employee.

e. Guidelines for accepting Gifts or Gratuities- Employees will not accept personal gifts, favors, services, money or anything of value from the public which might reasonably tend to influence or be perceived to tend to influence the impartial discharge of duties. Employees will not accept gifts or money for services which they are paid by the City to perform.

Employees with enforcement/inspection/decision making responsibilities should keep in mind that the donor of gifts, favors and/or services may expect or seek preferential treatment. Favoritism, especially as a result of acceptance of a gift, is prohibited. The

policy of gifts and gratuities does not preclude the employee from accepting advertising or promotional items of inconsequential value such as pens, pads of paper, caps, etc.

Any questions relating to this policy on gifts and gratuities or on the acceptance or rejection of specific items under specific circumstances should be directed to the Department Director, Human Resources Director or to the City Manager.

f. Outside Compensation- City working hours shall be reserved for the conduct of City business. Under no circumstances shall an employee conduct private business activities for compensation or profit during his or her City work hours.

No employee shall, during off-duty hours, be engaged in any employment, activity or enterprise that is incompatible or in conflict with his/her duties, functions, and responsibilities with the City. No employee shall accept outside employment if said employment will interfere or not permit the employee to meet emergency, special assignment or overtime requirements in conjunction with his/her duties with the City of Auburn.

## **Section 2. City Property**

All City-owned equipment, vehicles, tools, materials and supplies are the property of the City of Auburn. The following rules shall govern the personal use by employees of City owned equipment (other than motor vehicles):

- i. No City equipment (including computers, laptops and cell phones) or supplies will be used by an employee in the conduct of private business activities for compensation or profit.
- ii. No City equipment will be removed from City premises where it is normally kept, for an employee's personal use unless such equipment is also available to the general public.
- iii. With permission of their supervisor, an employee may use City equipment such as computers, photocopy machines, occasionally for personal tasks, as long as these tasks are performed on the employee's own time.
- iv. Employees are responsible for any damage to City equipment occurring during personal use thereof.
- v. Employees will reimburse the City for any supplies consumed in their personal use of City equipment.
- vi. The City's letterhead will not be used for personal correspondence or in personal business correspondence.
- vii. Individual departments may establish stricter rules governing the use of specific types of equipment.

There is a specific policy regarding appropriate use of City computers, including internet usage.

## **Section 3. Seat Belt Policy**

All City of Auburn employees must use seat belts while in City vehicles or equipment, either as an operator or passenger. This policy also applies when an employee is using his or her

own personal vehicle for City business. Employees failing to comply with this safety policy will receive disciplinary action. Employees involved in an accident while on City business while not wearing a seatbelt will be suspended without pay for one week. The only exception to this policy is in the case when the manufacturer of the equipment does not advise the use or installation of seatbelts.

#### **Section 4. Workers Compensation**

The City shall provide Workers' Compensation coverage to its employees as defined under the applicable Maine Workers' laws. In order to provide a safe work environment and to manage Workers' Compensation costs, employees are responsible for working in a safe manner in accordance to all safety policies and report unsafe working conditions to their supervisor. Employees who believe they have been injured on the job must report immediately to their supervisor and/or Department Director or the Human Resources Department. The employee and supervisor must provide details of the incident on written forms provided by the Human Resources Department as soon as possible after the incident.

Employees who have been injured on the job and whose injuries are determined to be compensable under the workers compensation Act may use time from their earned time bank for the waiting period and/or the period that the claim is being contested. If the waiting period becomes compensable by Workers' Compensation based upon the duration of the injury and/or if the controverted claim is found to be compensable, the City shall credit the employee's earned time bank for time during the waiting period and/or the time the claim is contested.

Employees, out of work three or more days due to a work related injury, who have filed a claim for Workers' Compensation but whose claim is being contested, will be placed on Family Medical Leave if he or she would otherwise be eligible for such leave.

The City of Auburn reserves the right under the Workers' Compensation Act to designate the medical facility and treating physician for work related injuries for the first ten (10) days of treatment. Employees who use their own primary care physician rather than the City designated occupational health provider will be responsible for any bills incurred.

Employees are expected to return to work if the occupational medical provider determines that the employee has work capacity. If the employee does not return to work when modified work is available, the employee will be paid through accrued sick time if available or accrued vacation, if he/she has no accrued sick leave. The employee will not be compensated through Workers' Compensation.

### **Article 13 Discipline/Discharge**

#### **Section 1. Types of Discipline**

A Supervisor or Department Director may discipline an employee when in his/her judgment the conduct or performance of the employee justifies such action with just cause. Discipline may include verbal or written reprimand, remedial training, suspension, placement on

administrative leave without pay for up to 10 days. The City believes in the tenets of progressive discipline, however certain violations may warrant discipline not in accordance with progressive discipline. Factors such as severity, frequency, consequences of the violation, and the employee's prior work and disciplinary records will be considered in determining the appropriate level of discipline.

## **Section 2. Just Causes for Discipline**

Just Cause for discipline may include, but not be limited to the following:

- a. Repeated failure to follow job standards, policies and procedures established by the City.
- b. Being in possession of or under the influence of alcohol, legal drugs not prescribed by the employee's physician, and or illegal or scheduled substances while on duty or while on City property.
- c. Theft or willful destruction of City property.
- d. Willful falsification of employment related records or intentional misrepresentation of facts relating to job performance.
- e. Insubordination.
- f. Physically striking a co-worker, supervisor or member of the public except in self-defense.
- g. Carrying firearms into the workplace unless it is required as part of the employee's official work capacity.
- h. Disorderly conduct which interferes with the operation or management of the department or poses a serious danger to the health and safety of other employees.
- i. Repeated failure to follow work instructions.
- j. Repeated neglect of duty.
- k. Absence without notice or excuse, including lateness.
- l. Behavior including off-duty behavior, or conviction of a misdemeanor which causes or has the potential for causing discredit to the Department or the City and of eroding the public's confidence in the City, its employees and its services.
- m. Charged with or convicted of a felony under the criminal laws of the United States or any state.
- n. Threats to the safety of City personnel or property.
- o. Violation of the City Sexual Harassment Policy.
- p. Failure to treat the public and co-workers in a respectful and courteous manner.
- q. Use of sick leave for reasons other than what it is intended for; failure to notify supervisor of sick leave use and high frequency of sick leave use without corresponding documentation as to the reasons for sick leave use.
- r. Poor performance.
- s. Failure to provide good customer service to City residents and the public
- t. Similar conduct that in the judgment of the Supervisor, Department Director or City Manager is cause for discipline.

## **Section 3. Written Notice**

Written notice of disciplinary action shall be given to the employee with a copy to the Human Resources Department for the employee's file. The notice shall include at a minimum the

disciplinary action taken, the reasons thereof, the extent and duration of any penalty. Verbal reprimands will also be documented as this is the first step in the disciplinary process. In instances more severe than a verbal warning, written reprimand, written notice will also be provided to the union steward and the MSEA Field Director. The employee may grieve the discipline under Article 14 – Dispute Resolution Process.

## **Article 14 Dispute Resolution Process**

### **Section 1. General –**

This section is intended to address disputes or disagreements raised by the employee of the City in the interpretation or application of specific provisions of this contract or for discipline issues under Article 13 – Discipline/Discharge. This process encourages communication between the concerned parties as soon as the issue arises in order to resolve the problem. If this direct communication is not successful, the following procedure will be employed:

### **Section 2. Procedure**

Step 1. The aggrieved employee and/or representative shall discuss the dispute with the employee's immediate supervisor within 10 workdays of the event or should have reasonably become aware of the event, which caused the grievance. The supervisor shall attempt to resolve or settle the dispute within 10 days of receiving the grievance and shall report in writing his/her action to the employee.

Step 2. If the grievance is not settled in Step 1, the employee and/or representative may present the dispute to his/her Department Director within 10 working days. The Department Director or his/her designee shall attempt to resolve the dispute and shall submit a decision of his/her action to the employee within 10 days of presentation of the issue.

Step 3. If the Department Director's action is not satisfactory to the employee, the employee and/or the representative may appeal the decision to the City Manager or his/her designee in writing within 10 working days of the decision of the Department Director. The City Manager or his/her designee shall consider the appeal and shall reach a decision within 10 working days of receipt of the employee's appeal, and submit his/her decision in writing to the employee.

Step 4. If the grievance remains unsettled at the conclusion of Step 3, either party may, within fifteen (15) working days after the reply of the City Manager was due or received whichever first occurs, by written notice to the other, request arbitration. Upon receipt of a request for arbitration, the parties shall attempt to agree upon an arbitrator. If unable to agree upon an arbitrator within seven (7) calendar days from receipt of the request for arbitration, the arbitrator shall be selected through the American Arbitration Association ("AAA") in accordance with the AAA rules in effect. The moving party shall request a list of arbitrators from the American Arbitration Association (AAA) within twenty (20) working days after the expiration of said seven (7) calendar days.

The AAA will be requested to submit a list of not less than seven (7) nor more than eleven (11) names (but in all cases an odd number) of possible arbitrators. Within five (5) working days from the date of receipt of said list from AAA, the parties shall confer for the purpose of selecting an arbitrator. The parties shall select the arbitrator by alternately striking one name from the list until one name remains. The right of the party to first strike a name from the list shall be determined by lot. The arbitrator whose name remains shall be appointed.

The arbitrator shall fix the time and place of the hearing, taking into consideration the convenience of the parties, and shall give at least seven (7) days notice in writing to the parties of the time and place of the hearing. The hearing shall be informal and the rules of evidence prevailing in judicial proceedings shall not be binding. Any and all documentary evidence and other data deemed relevant by the arbitrator may be received in evidence at the hearing.

The hearing conducted by the arbitrator shall be concluded as soon as reasonably possible and the arbitrator shall make written findings and submit a written opinion as to the issues presented, a copy of which shall be mailed or otherwise delivered to the Employer and to the Union, or the respective attorneys. The decision of the arbitrator shall be final and binding upon both parties, it being clearly understood, however, that the arbitrator shall have no authority to add to, subtract from or modify this Collective Bargaining Agreement or to change or ignore the time limits, herein set forth or to waive any informality in the grievance procedure. The arbitrator may, however, change the nature of or reduce any disciplinary action. The time limits as set forth herein are of the essence in the grievance procedure and this Agreement.

The Employer and the Union shall bear the fees and the expenses of the arbitrator equally. However, each party shall be responsible for compensating its own representatives and witnesses. Should the Union or the Employer find it necessary to postpone or cancel a scheduled hearing and such cancellation or postponement results in payment of the arbitrator's fee, said fee shall be paid in its entirety by the party that requested cancellation or postponement unless they mutually agree to share such costs. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record and makes copies available without charge to the other party and to the arbitrator.

Working days shall be defined as calendar days exclusive of Saturdays, Sundays and full-day holidays.

### **Article 15 Holidays**

All regular full-time employees shall be entitled to the following paid holidays:

- New years Day
- Martin Luther King's Birthday

President's Day  
 Patriot's Day  
 Memorial Day  
 Independence Day  
 Labor Day  
 Columbus Day  
 Veteran's Day  
 Thanksgiving Day  
 The day following Thanksgiving Day  
 Christmas

When the holiday falls on a Saturday, the employee shall have off the preceding Friday. When the holiday falls upon a Sunday, the employee shall have the succeeding Monday off.

The Public Services Department Administrative Support Staff will observe the same holidays as those provided in the Teamsters Local 340 Contract and will receive five (5) floating holidays during the fiscal year.

A regular part-time employee shall be entitled to the above holidays and will be paid in the same manner he/she is paid for each part-time day worked.

Regular full-time employees working a non-standard work week (a work week different from Monday through Friday) will receive an additional day's pay at straight time in the pay period in which the holiday falls.

## Article 16 Vacation

### **Section 1. Accrual**

Full Time regular employees will accrue vacation as per the following schedule:

	<u>37.5/week</u>	<u>40/week</u>
Employees with less than 5 yrs of service	7.5/hr/mo	8/hr/mo
Employees who have completed 5 years, but		
Less than 12 years	9.5/hr/mo	10/hr/mo
Employees who have completed 12 years		
of service	12.5/hr/mo	13.5/hr/mo

All vacation will be accrued in hours and credited at the end of the month worked. Vacation will be used in one-half hour increments. For example, if an employee takes 45 minutes of vacation, a full hour will be deducted from the vacation balance.

While on FMLA or extended sick leave, the employee may use accrued vacation after accrued sick leave is exhausted at a rate of at least one day per week to cover required payroll deductions. Once an active employee is off payroll, he/she will stop accruing vacation. Once an active employee is back on payroll, he/she will commence to accrue vacation hours.

**Section 2. Notice**

It is preferred that employees give two weeks advanced notice of intent to take vacation time on vacation request forms. However, employees must request vacation time at least 72 hours in advance of the time off. The Department Director may waive the 72 hour advanced notice in the event of an emergency or other extenuating circumstances. Scheduling and/or approval of vacation leave is the responsibility of the Department Director who shall consider the workload of the department , other vacancies and will ensure that vacations do not significantly interfere with the efficiency of the department. The City retains the right to approve, deny, schedule and cancel all vacations.

**Section 3. Maximum Accrual**

Vacations may accrue from year to year up to a maximum of 30 days (225 hours for employees working 37.5 hrs per week; 240 hours for employees working 40 hours per week). Any vacation accrued above 30 days will be forfeited and will not be available to the employee either in cash or time off.

Permanent part-time employees shall be entitled to the same vacation schedule as full-time employees, but will be compensated for each part-time day worked.

**Article 17 Sick Leave**

**Section 1. Sick Leave Accrual**

The City recognizes that from time to time, employees may be absent as a result of their own illness or injury or that of immediate family members. Therefore each regular employee is provided with paid leave to accommodate periods of illness or injury

Each regular employee shall be entitled to accrue one day of paid sick leave per month, beginning with the date of employment. Employees working 37.5 hours per week will accrue 7.5 hours per month. Employees working 40 hours per week will accrue 8 hours per month.

A regular part-time employee shall be entitled to the same sick leave accrual as full-time regular employees, but shall be compensated for each sick day as he or she is compensated for each part-time workday.

**Section 2. Maximum Accrual**

Accrued sick leave may accrue from one year to the next up to a maximum of 150 days (1125 for employees working 37.5 hours per week and 1200 for employees working 40 hours per week). Any accrued time in excess of 150 days will be forfeited and will not be cashed out or used as time off.

Sick leave will accrue as long as the employee is in pay status (whether this is extended sick leave, vacation leave, FMLA or receiving full pay in lieu of workers compensation benefits). The employee will not accrue monthly sick leave once he/she is no longer on payroll.

**Section 3. Sick Leave Use**

The employee must use accrued sick leave for actual personal illness or injury of the employee or the employee’s immediate family. For purposes of this section, immediate family

shall mean spouse, child, parent or other persons living in the person's household. Each hour the employee the employee is out due to a personal or immediate family illness or accident will be charged against the employee's accrued sick leave. If the employee uses less than one hour, a full hour will be charged against his/her sick leave accrual. If the employee has no accrued sick leave, then he/she will receive no pay for those hours.

An employee absent due to illness or injury must report that fact to his or her supervisor at the beginning of the workday. An employee on extended sick leave (one week or more) will be asked to regularly provide certification from his/her physician that he/she continues to be disabled and is unable to do his/her regular job.

**Misuse or abuse of sick leave will be just cause for discipline, as per Article 13. Discipline/Discharge. The following may be considered misuse or abuse of sick leave:**

- **Pattern of calling in sick the day before or after a vacation day or holiday;**
- **Pattern of using sick days on Monday or Fridays;**
- **High frequency of using single day of sick leave without corresponding medical documentation;**
- **Use of sick leave on days that correspond to an undesirable work assignment;**
- **Use of a sick day soon as it is earned;**
- **Similar patterns of sick leave usage; and**
- **Long term employees who have little to no accrued sick leave and who have had no documented FMLA leave.**

Employees that accumulate two (2) or more absences in a pattern on a day before or after a holiday or scheduled vacation leave, in a calendar year, will be counseled by their supervisor, before any progressive discipline is administered. Following the counseling session, any future absences that exhibit a pattern will be subject to progressive discipline as define by the Collective Bargaining agreement. Any medical expense for obtaining a doctor's statement will be borne by the employee unless it is required by the employer.

#### **Section 4. Sick Leave Conversion**

Employees who are at the sick leave maximum may exchange three sick days (three consecutive months of not using sick leave) for one vacation day. This sick leave conversion day may not exceed the 30 day vacation cap.

#### **Section 5. Exhaustion of Accrued Sick Leave**

An employee absent on sick leave must utilize accumulated sick leave for every day absent until he or she returns to work or the sick leave is exhausted. Once all sick leave is exhausted, the employee may, upon request in writing, opt to use his/her personal day, accrued vacation time, or compensatory time if available.

When all leave have been utilized by an employee on sick leave, salary payments to the employee, including holiday pay, shall cease immediately. The City will continue to pay the employer's cost share for the employee's (and family's if applicable) health insurance coverage as provided to all other similarly situated employees for up to two months, or for the balance, if

any, of the period required by the Family Medical Leave Act if the employee is on Family Medical Leave.

During this time, the employee must continue to pay his/her cost share of the health insurance premium. At the end of the two month period, if the employee has not returned to work, he/she will have the option of continuing health insurance coverage at his/her own expense directly through the health provider as per federal COBRA regulations pertaining to health insurance coverage, unless the Family Medical Leave Act or other applicable law provides otherwise.

It is the responsibility of the employee to coordinate with the Human Resources Department and the Financial Services Department the payment of the health insurance premiums as well as any other payroll deductions.

### **Section 6. Return to Work**

After any extended sick leave (which is considered to be one calendar week or more), it may be required by the Department Director that the absent employee obtain a physician's statement, at the employee's expense, indicating that he/she is physically capable of returning to regular duty. The City reserves the right to send the employee to a designated physician if there is a dispute regarding the employee's fitness to return to regular duty. In such cases, the City will pay the cost of the medical exam.

### **Section 7. Inability to Return to Work**

If during the course of the employee's absence because of illness, the employee is determined by his treating physician to be indefinitely or permanently unable to return to the position and/or unable to perform his/her essential job functions with reasonable accommodations, the employee will be separated. The employee will then be entitled to cash out remaining vacation and sick leave as per the relevant sections of this collective bargaining agreement.

### **Section 8. Catastrophic Leave Bank**

The City agrees to develop a policy for establishing a catastrophic leave bank to which employees may voluntarily donate accrued time for a serious illness of a co-worker or co-worker's immediate family.

### **Article 18 Leave for Scheduled Medical Appointments**

Under the following circumstances, employees may use medical leave in lieu of sick leave for routine medical exams and follow-up appointments, dental and eye care appointments, lab work, counseling and other scheduled health related appointments:

- The appointments are two hours or less per occurrence. If the absence for a medical appointment is over two hours, the entire absence will be charged to sick leave.
- The employee may take up to four separate leaves under this section per fiscal year. Time off for appointments in excess of four per fiscal year will be

deducted from accrued sick leave (if any). If the employee has no accrued sick leave, he/she will not receive compensation for medical leave.

- The employee will make every effort to make the appointments outside normal work hours or in such a way as to minimize the impact on work. For example, scheduling appointments at the beginning or end of the workday or during the employee's lunch hour.
- Medical Leave is for the employee, not for dependents.
- Medical Leave will be noted on the weekly time sheets.

### **Article 19 Personal Day**

Each regular full time or part time employee who has completed probation will be entitled to one personal day per year to be taken before the end of the fiscal year. Personal days do not accumulate from year to year. Unused personal days will not be cashed out at separation from service.

Regular part time employees will be entitled to one personal day per year, but time off will be pro-rated based upon his/her normal work week.

### **Article 20 Building Closure due to Snow Storms or Weather Conditions**

City employees have a responsibility to the public who rely on them for services. This is Maine and winter snow storms are expected. However, the City wants employees to be safe and to use their best judgment regarding travel to and from work during severe weather conditions. If conditions are such that an employee does not feel safe coming into work, the employee is responsible for contacting his/her Department Director to let him/her know if the employee will be late or will not be coming to work.

It is the City of Auburn's policy to be open on business days during normal business hours. Therefore when it snows, the City will be open. It is the exception not to open, or to close before the end of the business day. In the event that the administrative offices are closed, employees should watch WCSH/Channel 6 for information. If an employee is unsure, he/she should contact the Department Director or supervisor.

If the employee takes time off as a result of a snowstorm when the administrative offices are open, the time will be taken as vacation. If the City Administrative Offices are closed for all or a portion of the day, employees will be paid as regular hours worked. If the employee is on a previously scheduled sick or vacation day during the day of a closure for a storm, the employee will use sick leave or vacation leave as scheduled.

### **Article 21 Funeral/Bereavement Leave**

Leaves of absence without loss of pay shall be granted to employees for bereavement or to attend a funeral. For the death of a spouse, child, step-child, and grandchild an employee will

be granted five (5) consecutive calendar days plus reasonable travel time. For a member of the employee's immediate family (which will be defined herein as parent, step-parent, grandparent, sister, brother, father-in-law, mother-in-law, grandparents-in-law, brother-in-law and sister-in-law, and any other person living in the person's household), he/she will be granted three (3) consecutive calendar days, plus reasonable travel time.

Special leave shall also be granted for the funeral of a fellow employee or municipal official, with time granted not to exceed one half day. For attendance at a funeral for a relative or friend not included in the category eligible for special leave, it shall be permissible, with the approval of the Department Director or his/her designee, to utilize sick leave for up to one day.

### **Article 22 Court Leave/Jury Duty**

An employee will be granted special leave, without loss of pay if required, for jury duty or performance of other civic duty requiring appearance in court or before another public body. Court leave will not be provided to employees who are plaintiffs, or defendants or who are called as witnesses in a private, personal non-work related lawsuit.

In order to be paid by the City for such leave, the employee must submit to the Human Resources Director the notice and schedule for jury duty or the subpoena, and the amount of compensation received for such service. Any compensation received, with the exception of mileage reimbursement, must be reimbursed to the City.

Any employee who reports for Jury Duty or court and is then excused, shall immediately contact his/her supervisor and report for work if requested.

### **Article 23 Armed Forces Reserves and National Guard Training**

Employees who are members of one of the United States Military Reserve Units or the National Guard and who are required to perform field duty or training will be granted leave for reserve duty. The employee on reserve duty has the following options regarding pay on duty:

- The City will pay the difference between their regular wages and the pay received from the military while on leave or
- The employee may take accrued vacation and or compensatory time for each regularly scheduled day or shift that they are on military leave. In this case the employee may receive both vacation pay and the military reserve pay.

### **Article 24 Unpaid Leaves**

#### **Section 1. Family and Medical Leave Policy**

The City of Auburn will grant unpaid family and medical leave to eligible employees for up to 12 weeks per 12-month period for any one or more of the following reasons:

- The birth of a child or the placement of a child with the employee for adoption or foster care (leave for this reason must be taken within the 12-month period following the child's birth or placement with the employee); or
- In order to care for an immediate family member (spouse, child, parent and for the purposes of FMLA only, domestic partner) of the employee if such immediate family member has a serious health condition; or
- The employee's own serious health condition that makes the employee unable to perform the functions of his/her position.

In order to be eligible, the employee must have worked for the City of Auburn for at least 12 consecutive months and at least 1250 hours prior to taking leave.

Employees may be paid through accrued sick leave, or if exhausted, through accrued compensatory time or accrued vacation leave only if the reason for the leave is a serious health condition of the employee or the employee's immediate family member. Certification of the basis for the leave must be provided 30 days prior to commencement of the leave or as much in advance as practical. Except for the first 5 days of FMLA, employees taking leave for the birth or adoption of a child will be compensated through vacation pay. If the employee does not have any accrued vacation time, the leave will be unpaid. During the first 5 business days following the birth or adoption of a child, the employee may use sick leave if the employee has accrued sick leave. Other than the first 5 days, leave for the birth or adoption of a child will be paid through accrued sick leave only if there is a serious health condition that requires leave as certified by a health care provider

An employee on family medical leave has certain job protections and may continue to be covered under the City's group health insurance plan, life insurance plan and disability plan under the same conditions as coverage would be provided if they had been continuously employed during the leave period.

For additional information, please refer to the complete Family and Medical Leave Policy and all of the required forms.

## **Section 2. Family Military Leave**

The Family Military Law is intended to allow employees time-off to spend with immediate family members who are going to or returning home from a deployment to areas of armed conflict.

- Eligibility** -- The City of Auburn will grant eligible employees up to 15 days of unpaid family military leave, upon notice and request per covered deployment. An eligible employee is any employee who has been employed by the City of Auburn for at least 12 months and for at least 1250 hours of employment during the 12 months immediately prior to the leave.

- Definition of covered deployment** -- A covered deployment is a deployment of:

- Of a spouse, domestic partner, or parent of an employee;
- Longer than 180 days;
- Into active military or National Guard duty when the duty assignment is in a combat theater or in an area where armed conflict is taking place.

The leave must be used during the 15 days immediately before or immediately following deployment or both.

The City of Auburn will maintain the employee's benefits during the leave and restore the employee's employment (or equivalent) after the leave. The City of Auburn will not discriminate against any employee who uses or seeks to use family military leave.

### **Section 3. Additional Family/Medical Leave for Military Families**

An employee may take 26 weeks of leave to care for a military family member who is being treated for a serious injury or illness received in the line of duty. An injury or illness is serious if the service member may no longer be able to perform his or her military duties. The employee must meet the same eligibility requirements for time worked as defined in the Family/Medical Leave policy. The employee must be the spouse, child, parent or next of kin (closest blood relative) of the injured service member. Unlike regular FMLA time, this 26 weeks does not renew every year. It may be taken only once. Leave for injured service personnel may be taken on an intermittent basis. Leave will be unpaid unless an employee has accrued sick, vacation and/or compensatory time to cover the leave period.

### **Section 4. Leave for Victims of Domestic Violence**

In accordance with Maine Law, the City will grant an employee reasonable and necessary amount of time off from work without pay if he or she is a victim of domestic violence, domestic assault, sexual assault or stalking, and if he/she needs time to:

- Prepare for or attend court hearings;
- Receive medical treatment; or
- Obtain necessary services to remedy a crisis caused by domestic violence, sexual assault or stalking.

The employee must request the leave as soon as circumstances make it clear that time off is necessary. Approval will be dependent upon (a) whether absence will create an undue hardship for the City; (b) whether leave is requested within a reasonable time, and (c) whether the requested leave is impractical, unreasonable, unnecessary given the facts made available to the City at the time of the request.

If leave is approved, the employee will be required to first use any accrued paid vacation, and if applicable, sick time before taking unpaid leave. The employee will not be discriminated against for taking or asking for leave.

### **Section 5. Authorized leave of Absence**

A regular employee may be granted a leave of absence without pay by the City Manager on recommendation of the Department Director, with such leave not to exceed one year in length. For purposes of this section, an Authorized Leave of Absence shall be defined as any

leave without pay of more than two weeks in duration, which is for personal reasons of the employee, and which may not be occasioned by illness, accident, physical or mental incapacity. Examples of leave of absence include pursuing educational or specialized training opportunities, travel, or public service.

The granting of leave shall protect the employee's existing continuous service before the start of the leave of absence, but shall not count as service time. Vacation, sick leave and personal days will not accrue while the employee is on a leave of absence. Neither shall the employee receive regular wages or holiday pay. The employee will pay the full cost of his/her health insurance and other benefits while on leave of absence.

### **Article 25 Return to Active Military Leave**

In the event that an employee returns to active military duty, his/her pay from the City of Auburn will cease. The employee's rights for various benefits provided by the City of Auburn will be determined by the benefits provider. Military leave and rights to re-employment after such leave are available to employees in accordance with the Uniformed Services Employment and Re-Employment Rights Act (USERRA) and other applicable federal and state laws. Any employee returning to employment with the City of Auburn within the time frame established by applicable laws will be restored to his/her previous position or a similar one with no loss of seniority or pay and accorded any other benefits provided by applicable law.

### **Article 26 Termination from Employment**

Absence from employment in excess of one year for any reason with the exception of enrollment in or return to active military duty shall normally be cause for termination unless the City Manager or his/her designee extends such period.

### **Article 27 Health Insurance**

#### **Section 1. Coverage**

The City will make available to all regular employees and their dependents (as defined by the Maine Municipal Employees Health Trust) medical insurance through the Maine Municipal Employees Health Trust.

The City reserves the right to change or offer alternative insurance carriers, health maintenance organizations, preferred provider organizations, or benefit levels or to self-insure as it deems appropriate, so long as the new or alternative coverage and benefit meets the basic health insurance needs of the employees.

#### **Section 2. Cost Share**

Effective 1/1/14 employees participating in the City's Health Promotion Plan will pay 15% of the monthly insurance premiums based upon the PPO 500 Plan through Maine Municipal Employees Health Trust. Employees opting into the POS C Plan will pay the difference in the

increased cost share between the POS C Plan and the PPO 500 Plan. Any employee opting into the PPO 1000 plan may retain all of the savings realized from participating in that plan.

Part-time regular (non-seasonal) employees working a minimum of 20 hours per work are eligible for the single subscriber coverage offered by the City. Part-time employees may, at their own expense, elect to provide coverage for their dependents as defined by the insurance carrier.

Effective 7/1/14, the City will implement a Health Reimbursement Account (HRA) for use toward deductibles and co-insurance in the amount of \$500/year for Single subscribers and \$1,000 for Family and Employee plus Child(ren) subscribers for employees who participate in the PPO 500 Plan. Unused money in the HRA rolls over from year to year and each fiscal year the City will refund each account up to the \$500 and \$1,000 maximums.

### **Section 3. Cost Containment**

In order to provide a good as well as affordable health insurance plan, the City reserves the right to institute cost containment measures so long as the basic level of insurance benefits remains substantially similar. Such changes may include, but are not limited to, mandatory second opinions for certain surgeries, hospital pre-admission and continuing admission review, primary care physician's referral to specialists, and mandatory out-patient surgery for certain designated surgical procedures.

### **Section 4. Terms of Insurance**

The extent of coverage under the insurance policies (including HMO, self-insured plans, group life insurance and disability plans) referred to in the Employee Handbook shall be governed by the terms and conditions set forth in said policies and plans. Any questions or disputes concerning insurance policies or terms and conditions set forth in these policies or plans shall not be subject to a grievance. The failure of any insurance carrier(s) or plan administrator(s) to provide any benefit for which it has contracted or is obligated shall result in no liability to the City, nor shall such failure be considered a breach by the City, of any obligation undertaken under this or any other agreement.

Complete details of plan benefits are provided each employee in a booklet furnished by the Maine Municipal Employees Health Trust at the time the employee enrolls in the health insurance plan.

### **Section 5. Payments to Employees who Waive Health Insurance Coverage**

The City offers an incentive to employees known as the "Health Insurance Waiver Program". This is available to regular employees who do not need coverage under the City's health insurance plan because they have coverage through a spouse, domestic partner, second employer or the military. The City provides monthly payments to employees who drop all or a portion of their health insurance with the City so they can be covered by other insurance available to them. This saves the City money, provides additional compensation to the employee, eliminates or reduces the weekly health insurance cost share and ensures that the employee and his/her family continues to receive health insurance.

Any employee waiving full or partial coverage for which he/she would be otherwise eligible shall be paid according to the following conditions.

- Any employee eligible for full family coverage or single coverage and who elects to waive health insurance coverage shall receive an amount equal to four (4) months of health insurance premiums based upon the PPO 500 premiums. The health insurance waiver payment calculations are based upon at least six (6) members of the bargaining unit waiving full or partial coverage with the City. If the number of members waiving health insurance coverage falls below six (6), the formula will revert back to three (3) months of health insurance waiver payments.
- An employee who is eligible for a full family plan but opts to take either a “single parent plan” or a “single” plan shall receive an amount equal to four (4) months of the difference in premiums between the plan for which he/she is eligible and the plan he/she opts to take.
- Employees who are married to other City employees and are covered as dependents under their spouse’s plan shall be eligible for an amount equal to four (4) months of insurance premiums at the single rate.
- The payments in lieu of health insurance shall be based on the premiums in effect the month the premiums are paid.
- The annual amount will be divided by twelve (12) and paid out each month.
- If the employee wishes to be reinstated on the health insurance policy or change his/her coverage from a single plan or a single parent plan (if he/she would otherwise be eligible for full coverage) he/she may do so as long as he/she follows the insurance carrier’s requirements for annual open enrollment or portability of coverage.
- In order to receive payment for waiving health insurance coverage or to be reinstated on the health insurance plan, the employee must submit written notice to the Human Resources Director and provide proof that the employee and/or his/her family has health insurance coverage through another carrier. Discontinuance of health insurance or reinstatement of coverage will be effective the first day of the following month in which written notice has been received.

### **Article 28 Cafeteria Plan**

Effective 7/1/14 the City will contribute for each full-time regular employee \$750 annually to the Cafeteria Benefit Plan. Employees will contribute a minimum of \$150, through payroll deduction to the Plan. In addition employees may allocate up to four (4) days of accrued sick or vacation time into the medical spending account. Total contributions, including employer and employee contributions, may not exceed \$2,000 annually. Reimbursements must be in accordance with the rules of the Cafeteria Benefit Plan and be in compliance with all applicable IRS regulations.

## **Article 29 Life Insurance**

Each employee eligible for or enrolled in the health insurance plan offered by the Maine Municipal Employees Health Trust is also eligible for term life insurance based upon his/her base annual salary. There is no cost to the employee for this basic life insurance. The employee may purchase life insurance for dependents and additional supplemental life insurance up to three times his/her annual salary at the employee's expense. Forms and plan description are available through Maine Municipal Employees Health Trust or from the Human Resources Department.

The City reserves the right to change or offer alternative insurance plans as it deems appropriate so long as the new or alternate coverage meets the basic life insurance needs of the employees.

## **Article 30 Short Term Disability**

The City makes available a short-term disability plan through the Maine Municipal Employees Health Trust. This plan is called the Income Protection Plan. Employees may elect a monthly benefit equaling 40%, 55% or 70% of the employee's base annual salary. The maximum benefit is \$1,000 per week. This plan covers accidents and illnesses. The employee pays the full cost of this benefit plan.

A complete plan description including definition of covered employees, length of disability benefit, partial benefits, etc. is found in the plan description available through MMEHT and the Human Resources Department.

The City reserves the right to change or offer alternative insurance plans as it deems appropriate.

## **Article 31 Retirement Plans**

The City will make available to all employees in the bargaining unit the option of joining either the Maine Public Employees Retirement System (MePERS) or the International City Managers Association Retirement Corporation (ICMA RC) 401 (a) Money Purchase Plan.

### **Section 1. Maine Public Employees Retirement System**

This is a defined benefit plan which provides a one half pension for participants with 25 years of service and who meet normal minimum retirement age as established by MePERS. The decision to join or not to join MePERS is irrevocable. All provisions of the plan are established and governed by the Maine Public Employees Retirement System statutes and pursuant regulations

### **Section 2. ICMA Retirement Corporation 401 (a) Money Purchase Plan**

This is a defined contribution plan based upon a 5% pre-tax contribution from the employee and a 6% match from the City.

Once the employee opts into the ICMA RC 401 (a) plan, the decision is irrevocable. All the provisions of the plan are governed by the IRS and ICMA RC regulations.

### **Section 3. Supplemental Retirement Plans**

The City provides supplemental retirement options through ICMA/ These include a 457 Deferred Compensation Plan and Roth IRA's. All provisions of the plan are governed by the IRS and ICMA RC regulations.

## **Article 32 Benefits Due upon Separation from Service**

### **Section 1. Vacation**

Accumulated vacation leave, subject to the maximum allowed, shall be paid to an employee upon separation after six months employment or upon death, with no minimum employment period required. The payment shall be in one lump sum. Computation of the value of vacation leave cashout shall be determined by the most recent hourly wage.

### **Section 2. Sick Leave**

One half of accumulated sick leave, up to a maximum of 75 days (562.5 hours if the employee works a 7.5 hour day or 600 hours if the employee works an 8 hour day) shall be paid upon pensioned retirement or termination with ten years of service, or upon death to the employee's beneficiary. The computation is determined in the same manner as with the vacation leave cash-out.

### **Section 3. Compensatory Time**

Any unused compensatory time will be paid out to the employee upon separation of employment at the employee's regular hourly rate at time of separation from Service.

## **Article 33 Savings and Separability Clause**

If any provisions of the contract are proven to be invalid, the validity of the remaining provisions of the contract shall not be affected thereby. If the application of the contract or any of its provisions to any persons or circumstances is held invalid, the application of the contract and its provisions to other persons or circumstances shall not be affected thereby.

In the event any provisions of this Agreement is determined to be void or to conflict with any law, rule, or regulation, the Agreement shall be opened up for negotiations limited to the subject of the provision declared to be invalid.

## **Article 34 Posting for Vacancies**

All vacant positions will be posted in-house as well as to the general public. The City will consider experience, qualifications, education, training and past performance of all candidates when making a decision as to the most suitable candidate for the vacancy. A more qualified external candidate will be hired over a less qualified internal candidate.

## **Article 35 Lay-off**

The City and the Union agree that promotional opportunities and transfers will be made on the basis performance, skills, abilities, experience, customer service and similar requirements of the position. Seniority will be considered if the City decides to eliminate one or more employees in the same classification; the most junior person in that classification will be removed, so long as the two employees are deemed to be equally qualified for the position, in the discretion of the City Manager.

In the event of a lay-off or reduction in force the City agrees to identify two positions within the Position Classification and Pay Plan into which any employee subject to a lay-off may be bumped. For members in either the Professional/Technical or the Administrative Support categories, this position will be the Information Assistant. The Information Assistant with the least seniority will be bumped from that position. In the event of a lay-off of any member in the Maintenance category is subject to lay-off, the position will be the Ice Arena Worker. The employee subject to the lay-off must possess all of the skills, abilities, certifications, in order to bump into either of these positions.

In the event it is necessary to lay-off members of the bargaining unit, the City will provide, if feasible, a two week notice. Any employee who has been subject to a lay-off has the right to apply for future vacancies.

## **Article 36 Check Off/Union Security**

### **Section 1. Selection of Fee**

The City will notify MSEA and/or the Executive Committee when a new MSEA employees is hired. Any employee covered by this Agreement shall, as a condition of employment, be required to choose from the options of membership in MSEA-SEIU or payment to MSEA-SEIU of a service fee equal to their pro-rata share of the costs to MSEA-SEIU that are germane to collective bargaining and contract administration as defined by law. Within thirty days after the first six months of the beginning of the employee's employment, the City of Auburn will (1) deduct membership dues from pay of any employee who chooses the optional membership in MSEA-SEIU by signing a written payroll deduction authorization form authorizing deduction from their pay of the membership dues, or (2) automatically deduct the service fee from the pay of any other employee unless the employee is a religious objector as provided under Section 6.

### **Section 2. Calculation of Service Fee**

MSEA-SEIU shall determine the amount of the service fee to be charged to non-members, consistent with both applicable law and this article and certify to the City of Auburn the amount of the service fee.

The service fee paid by part-time employees shall bear the same ratio to part-time dues as the fee paid by full-time employees bears to the dues amount paid by full time employees.

### **Section 3. Change of Status**

The right to join MSEA-SEIU shall be determined by the Union's own Constitution and Bylaws. Otherwise, employees may change their status with regard to membership in MSEA-SEIU or service fee payment as follows:

- a. Employees may change their status from service fee payer to MSEA-SEIU member, or from MSEA-SEIU member to service fee payer at any time.
- b. Employees may also start or eliminate their payroll deduction for MSEA-SEIU dues at any time.
- c. Employees who wish to eliminate payroll deduction for membership dues must tender their dues directly to MSEA-SEIU.
- d. In order to change status and/or eliminate or change any payroll deduction option consistent with paragraph (a) through (c) above, and consistent with Section 1, the employee must provide written notice to both MSEA-SEIU and the employee's payroll office. MSEA-SEIU and the payroll office shall promptly notify one another of a requested change, providing identifying information regarding the employee who made the request. It may take up to four weeks for the requested change to take effect.

### **Section 4. Payment and Deductions**

It shall be the sole responsibility of MSEA-SEIU to collect its dues and to verify contributions made in lieu of service fees pursuant to Section 6. No payroll deduction of service fees shall be made from workers' compensation benefits or any payroll period in which earnings received are insufficient to cover the amount of the deduction, nor shall such deductions be made from subsequent payrolls to retroactively cover the period in question. Employees shall not be penalized for failing to pay service fees for any such pay period(s).

### **Section 5. Notice and Audit**

MSEA-SEIU shall calculate the amount of the fee after the close of its annual audit, based on the expenditures reflected in the most recent available audited records. That calculation shall also be audited to verify that the union's records have actually been audited; have correctly reproduced from the audit report, and that the union has performed any mathematical adjustments correctly, and for any other purpose required by law. The fee will be effective on a pay date at least 30 days after the notice described below has been provided to members of the bargaining unit, or provided to newly eligible employees.

Once the audit is complete, MSEA-SEIU shall prepare a notice, consistent with applicable law, to all employees covered by this Agreement who are not members of MSEA-SEIU. Such notice shall be updated annually and shall explain the choices and indicate that the sums determined to be the service fee were audited by an independent auditor based on the union's financial records for its most recent fiscal year. The notices shall include all information required by applicable law, including at a minimum, the major categories of expenses, as reflected by the audit; whether each expense will be included in the service fee; the identity of the auditor(s); and the opinion of each audit, including the opinion included in any adjusted audit(s). MSEA-SEIU shall provide notices required by law to all current bargaining unit members who are not members of MSEA-SEIU. Any change in the amount of the service fee deducted shall be certified to the City of Auburn by the Treasurer of MSEA-SEIU at least thirty (30) days in advance of the change. At the same time MSEA-SEIU provides the annual notice to

non-members, it will also make notice available to MSEA-SEIU members through means of communication available to the Union, such as posting on MSEA-SEIU's website.

### **Section 6. Religious Objections**

Any employee covered hereby who maintains that s/he holds a sincere and bona fide religious belief that conflicts with an obligation to financially support MSEA-SEIU, public employee organizations or labor unions in general may seek religious objector status by petitioning MSEA-SEIU. Any such employee who is found to hold a sincere and bona fide religious belief that conflicts with an obligation to financially support MSEA-SEIU, public employee organizations, or labor organizations in general, shall have the right to refuse to make service fee payments; provided, however, that said right to refuse shall continue only so long as the employee makes contributions at least equal in amount to the service fees to a non-religious charitable organization mutually agreed upon by the employee so refusing and the union, within ten (10) days after each payday. Part-time employees' contributions to non-religious charitable organizations shall coincide in amount with the payments of those part-time employees paying the service fee. MSEA-SEIU shall not unreasonably deny the choice of such non-religious charitable organizations suggested by the employee. An administrative or legal challenge to a denial of a petition for religious objector status may be filed in an appropriate forum.

Should an employee have a pending written request for religious objector status or a pending administrative or legal challenge regarding their religious objector status, the City of Auburn will continue to deduct an amount equal to the service fee from the employee's pay until the request is granted or the challenge is resolved in the employee's favor, and that amount will be placed by MSEA-SEIU in an interest bearing escrow account pending resolution of such dispute or request. MSEA-SEIU shall pay for any maintenance fees associated with such escrow accounts. The City of Auburn shall not be liable for any fees, costs, damages, expenses, or any other forms of liability involved with regard to such escrow accounts. If an employee is granted religious objector status, MSEA-SEIU will notify the City of Auburn of the employee's religious objector status, and the City will cease automatic service fees deductions.

It shall be the sole obligation of MSEA-SEIU to certify to the City of Auburn the name of any employee who has failed to make timely contributions as a religious objector and has, thus, forfeited religious objector status. Once MSEA-SEIU has certified the employee's name to the City, the City will commence and continue to automatically deduct the service fee from the employee's pay as provided in Section 1.

### **Section 7. Disputes**

The amount of the service fee shall be subject to review pursuant to the American Arbitration Association Rules for Impartial Determination of Union Fees. Pending resolution of any such dispute, the disputed amount of fees shall be placed in an interest bearing escrow account. MSEA-SEIU shall pay for any maintenance fees associated with such escrow accounts. The City of Auburn shall not be liable for any fees, costs, damages, expenses, or any other forms of liability involved with regards to such escrow accounts.

MSEA-SEIU is solely responsible for payments of the fee charged by AAA for the cost of providing necessary administrative services. The arbitrator will be compensated by MSEA-

SEIU, in accordance with the per-diem rate currently on file for that arbitrator with AAA, and shall be reimbursed for expenses by MSEA-SEIU. Attorney's fees, witness fees, and other expenses shall be borne by the respective parties. No fees, costs, damages, expenses, or other form of liability involved with regard to arbitration shall be borne by the City of Auburn.

In the event a dispute under this Article is submitted to arbitration, the arbitrator shall have no power or authority to order the City to pay such fee on behalf of any employee.

In the event a change in the law requires that this type of dispute be resolved in a forum other than arbitration under the auspices of the American Arbitration Association, the dispute resolution procedures will comply with the law. All portions of this Article that are unaffected by the change in form will remain in full force and effect.

### **Section 8. Failure to Pay Fee**

In the event an employee subject to the service fee payment requirement has previously failed to pay the total amount of fees due, the City of Auburn will ~~automatically~~ deduct from the employee's pay (by signing a written payroll deduction form or order from an arbitrator or court) the arrears due to the Union in an amount which, in combination with the service fee due per day period, equals 10% of the employee's gross pay until the arrears are paid in full, provided, however, that an employee may request the Union for a reduction in the percentage deducted for payment of arrears based on demonstrated financial hardship. The Union must certify to the City the name of any employee whose request is granted and the amount of the percentage to be deducted for payment of arrears.

### **Section 9. Indemnification**

MSEA-SEIU agrees that it shall indemnify, defend, reimburse, and hold the City of Auburn harmless (collectively, "Indemnification") against any claim, demand, suit, cost, expense, damages, or any other form of liability, including attorney's fees, costs, or other liability arising from or incurred as a result of any action taken by the City, its members, officers, agents, employees, or representatives in complying with or carrying out the provisions of this Article; in reliance on any notice, letter, or authorization forwarded to the City by the union pursuant to this Article; and including but not limited to any charge that the City failed to discharge any duty owed to its employees arising out of the service fee deduction; provided that, nothing herein shall require Indemnification for any intentional deprivation of an individual's constitutional rights by the City. MSEA-SEIU will intervene in and defend any administrative or court litigation concerning the property of any act taken or not taken by the city under this Article. In such litigation the City shall have no obligation to defend its act taken or not taken.

### **Section 10. Severability**

Should the United States Supreme Court, the First Circuit Court of Appeals or any Court in Maine hold indemnity clauses relating to union security void or unenforceable for any reason, the MSEA-SEIU shall provide written notification to the City and this Article shall be stricken in its entirety. Should any court find the indemnity clause in this Article to be void or unenforceable for any reason, the MSEA shall provide written notification to the City and this Article shall be stricken in its entirety. Should indemnity clause relating to union security or the

indemnity clause in this Article be found by a Court to be void or unenforceable, the parties shall enter into negotiations regarding a replacement Union Security Article.

### **Section 10. Income Protection Plan**

Upon written authorization of any Employee covered by this Agreement, the Employer agrees to deduct for those Employees who wish to be covered by the Income Protection Plan provided by the Union. The amounts to be certified to the Employer by the Treasurer of the Union and the aggregate amount deducted shall be remitted to the Treasurer of the Union. The Income Protection Plan shall be wholly administered by the Union. It will not be the responsibility of the City to provide information about the MSEA Plan and all disputes regarding eligibility, benefits, coverage, payments, deductions and similar matters will be resolved directly between MSEA and the Employee. MSEA will hold the City of Auburn completely harmless in all aspects of this plan.

## **Article 37 Union Representatives**

### **Section 1. Union Committee**

The City recognizes the right of the Union to designate a Union Committee composed of three (3) Representatives and up to three (3) alternates for the purpose of investigating and presenting grievances under this Agreement. The Union will furnish the City with the names of the authorized Union Representatives and the alternates and shall notify the City of Auburn in writing of any changes thereto.

### **Section 2. Pay for Union Representatives**

If the City requires the presence of a Union Representative during working hours, the Union Representative shall not lose pay as a result. Union Representatives shall obtain the permission of their supervisor before investigating or handling any grievances during work hours and such permission shall not be unreasonable denied. When the City permits the Union Representative to investigate or handle grievances during work hours, the Union Representative will be on the clock. Union Representatives or alternates will be not compensated from the City of Auburn for any time spent beyond normal work hours to meet with employees, to investigate or handle grievances or attend grievance meetings.

### **Section 3. Access to City Facilities**

Upon reasonable notice to the City Manager or his/her designee, the City will grant designated Union officers and/or Field Directors access to the City facilities during working hours, within limitations set out below, to discuss grievances or problems arising out of this Agreement with bargaining unit employees or management. Such visits shall not interfere with any employee's work or work assignments. Permission to meet with employees shall not be unreasonably denied. When the City of Auburn permits a Union Representative to meet with a designated Union Officer or Field Director during work hours, the Union Representative will be on the clock.

**Article 38 Duration**

This contract will be effective from July 1, 2013 through June 30, 2016.

**Signatures**

\_\_\_\_\_  
Signature, City Manager

\_\_\_\_\_  
Signature, MSEA-SEIU Field Director

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**MSEA Position Classification and Pay Plan**

Range 8 40%	\$51,377/annual \$26.35/hr @ 37.5 hr \$24.70/hr @ 40 hr	\$61,661/annual \$31.62/hr @37.5 hr \$29.64/hr @ 40 hr	\$71,924/annual \$36.88/hr @ 37.5 hr \$34.58/hr @ 40 hr
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- Assistant City Engineer

Range 7 40%	\$43,102/annual \$22.10/hr @ 37.5 hr \$20.72/hr @ 40 hr	\$51,718/annual \$26.52/hr @ 37.5 \$24.86/hr @ 40 hr	\$60,335/annual \$30.94/hr@ 37.5 \$29.01/hr @ 40 hr
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- Project Engineer
- City Electrician
- Geospatial Database Manager
- Safety Coordinator and NIMS Compliance Officer (part-time)

Range 6 40%	\$39,969/annual \$20.50/hr @ 37.5 hr \$19.22 @ 40 hr	\$46,933/annual \$24.07/hr @ 37.5 hr \$22.56/hr @ 40 hr	\$55,954/annual \$28.69/hr @ 37.5 hr \$26.90/hr @ 40 hr
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Range 5 40%	\$37,538/annual \$19.25/hr @ 37.5 hr \$18.05/hr @ 40 hr	\$45,045/annual \$23.10/hr @ 37.5 hr \$21.65/hr @ 40 hr	\$52,553/annual \$26.95/hr @ 37.5 hr \$25.27/hr @ 40 hr
----------------	--	--	--

- Accounting Assistant
- Appraiser
- Code Enforcement Officer
- Code Compliance Officer/Appraiser
- Electrician
- Engineering Aide/Excavation Technician
- Housing Coordinator

Range 4 40%	\$31,749/annual \$16.28/hr	\$38,100/annual \$19.54/hr	\$44,448/annual \$22.79/hr
----------------	-------------------------------	-------------------------------	-------------------------------

- Police Planner/VIPS Coordinator –
- Office Manager – Fire
- Office Manager – Public Services Team –

- Recreation Program Leader

Range 3 40%	\$28,862/annual \$14.80/hr	\$34,646/annual \$17.77/annual	\$40,411/annual \$20.72/hr
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- Administrative Assistant
- Deputy Voter Registrar/License Specialist
- Recreation Specialist

Range 3A 40%	\$26,403/annual \$13.54/hr	\$31,688/annual \$16.25/hr	\$36,953/annual \$18.95/hr
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- Tax Clerk

Range 2 40%	\$23,941/annual \$12.28/hr @ 37.5 hr \$11.51/hr @ 40 hr	\$28,722/annual \$14.73/hr @ 37.5 hr \$13.80/hr @ 40 hr	\$33,502/annual \$17.18/hr @ 37.5 hr \$16.11/hr @ 40 hr
----------------	--	--	--

- Building and Maintenance Technician
- Information Assistant
- Parks Maintenance Worker

Range 1 40%	\$18,417/annual \$9.44/hr @ 37.5 \$8.85/hr @ 40hr	\$22,094/annual \$11.33/hr @ 37.5 hr \$10.62/hr @ 40 hr	\$25,769/annual \$13.21/hr @ 37.5 hr \$12.38/hr @ 40 hr
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- Ice Arena Maintenance Worker

## City of Auburn Health Promotion Program

In recognition of the changing environment in which we all live the City is commencing a long-term health promotion and health care management program to benefit all employees. The goals of the program are:

- Will prevent disease by rewarding employees and their dependents for healthy behaviors.
- To over time, positively affect the rate of health insurance premiums paid by City of Auburn and its employees.

Although some contracts and employment policies may require participation for an increased health insurance cost share by the City, all employees and their spouses are strongly encouraged to participate. To insure that everyone can take advantage of this new benefit, the Health Promotion program is open to all employees and spouses regardless of whether or not they are covered by the City's health insurance plan.

There are five components to the Health Promotion Program:

1. Annual Physical. An active working relationship with an individual's primary care physician is the first step towards a proactive stance towards healthcare. Every employee and all dependents should participate in an annual physical with their primary care physician. Paid annual exams are included in the City's health insurance plan and by most other group health plans. The City expects that at a minimum, the annual exam will include a review of family history and risk factors; screening for heart conditions, cancer, high cholesterol, high blood pressure, and diabetes; routine blood work; and diagnostic testing based upon the individual's age, gender and medical condition.
2. Health Risk Analysis. Every employee and spouse participating in the health promotion program will take a health risk analysis. The health educator and the employee will explore any health risks identified in the analysis and establish individual goals. Health risks analysis are completely confidential and the individual results will not be shared with any city official.
3. Employee Best Efforts: Employees will make their best effort towards reaching the goals established by them and the health care educator. This will include individual behavior modification, education sessions, keeping appointments with physicians and the health care educator and eventually goal achievement.

4. Periodic Follow-ups with the Health Educator. The employee and the Health Educator will meet as needed throughout the year to discuss health risks and obstacles to achieving positive lifestyle changes. The more severe the health risk identified, the more frequently the employee and the educator will meet. Employees with fewer or less severe health risks may meet less frequently, but every employee and spouse will have follow-up meetings. The initial health risk analysis and follow-up meetings will be conducted at Auburn Hall or the employee's worksite.
5. Health Education. Throughout the year a series of health and prevention oriented education sessions will be held. The results of the health risk analysis will provide some ideas for the health education sessions. The health education will be provided on site, and may vary from department to department depending on identified needs. Employees will need to participate in at least six health sessions annually.

The City has engaged the services of Occupational Medical Consultants (OMC) to conduct the health risk assessments and to assist with the health education sessions. Laura Holweger is the health educator assigned to the City of Auburn. She will be working closely with the Wellness Team.

The Wellness Team will continue to play a key role in promoting health and well being in the workplace. The Wellness Team will recommend health related programs and serve as an information conduit back to departments. In recognition of additional work and responsibilities, the Wellness Team is being broadened its membership to include representation from all the city departments. The Wellness Team is already working on the health promotion program by holding the logo contest and planning the health promotion kick off event. The wellness team will be an integral player in the long term management of the health promotion plan and additional incentive and support programs.



James Pross, Ward One  
Robert Stone, Ward Two  
Andy Titus, Ward Three  
VACANT, Ward Four



Leroy Walker, Ward Five  
Grady R. Burns, At Large  
David C. Young, At Large

Jonathan P. LaBonte, Mayor

## IN CITY COUNCIL

ORDER 09-02272017

ORDERED, that the City Council hereby authorizes the Acting City Manager to execute the Collective Bargaining Agreement with M.S.E.A. (Maine State Employees Association) Local 1989 for July 1, 2016 through June 30, 2019.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** February 27, 2017

**Author:** Sue Clements-Dallaire, City Clerk

**Subject:** Board and Committee Appointments

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The Appointment Committee met on February 6, 2017 to review applications and make their nominations for boards and committees of the City as follows:

Bettyann Sheats - Airport Board with a term expiration of 1/1/2020.

Raymond Fortier - Auburn Sewer District with a term expiration of 3/1/2021.

Robert Cavanagh and Mary Sylvester - Auburn Water District with a term expiration of 3/1/2021 and Dan Bilodeau with a term expiration of 3/1/2018.

Linda Wooten - Auburn-Lewiston Advisory Cable TV Committee with a term expiration to be determined by the Committee as outlined in the by-laws.

Dana Bonenfant - Community Development Block Grant (CDBG) Loan Committee meeting with a term expiration of 10/1/2017.

James Ayotte - Ethics Committee (full member) with a term expiration of 1/1/2020.

Suzanne Roy - Parks and Recreation Advisory Board with a term expiration 10/01/2018.

Nathan Hamlyn, Marc Tardif, Sam Scogin, and Mia Poliquin Pross to serve as full members on the Planning Board with term expirations of 1/1/2020.

Christopher Lewis and Dustin Boutin to serve as associate members on the Planning Board with term expirations of 1/1/2020.

Joel Simons to serve on the Zoning Board of Appeals (full member) with a term expiration of 10/1/2019.

To get full Council recommendation on the Auburn Housing Authority appointment because the Appointment Committee was unable to reach full consensus on this nomination.

Council may enter into executive session pursuant to 1 MRSA Sec. 406(6)(A) to review applications or for further discussion before making appointments.

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**Advantages:** Fills the vacant positions.

**Disadvantages:** No apparent disadvantages.

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Consider appointing members as nominated to fill the vacancies.

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**Previous Meetings and History:** The Appointment Committee met on February 6, 2017 to make their nominations

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**Attachments:**

List of nominees

List of vacancies

Applications

**Airport Board** (1 vacancy with a 1/1/2020 term expiration)

**Auburn Housing Authority** (1 vacancy with a 10/1/2021 term expiration)

**Auburn Sewerage District** (1 vacancy with a 3/1/2021 term expiration)

**Auburn Water District** (3 vacancies, 1 with a 3/1/2018 term expiration, and two with term expirations of 3/1/2021)

**Board of Assessment Review** (3 vacancies - 1 full member position with a term expiration of 10/01/2020, and two alternate positions with term expirations of 10/1/2017, and 10/1/2020)

**Cable TV Advisory Committee** (2 vacancies with either a 1, 2, or 3 year term expiration)

**CDBG (Community Development Block Grant) Loan Committee** (2 vacancies, both with a term expiration of 10/1/2017)

**Conservation Commission** (2 vacancies, both with a 6/1/2019 term expiration)

**Ethics Committee** (1 vacancy with a 1/1/2020 term expiration)

**Forest Board** (1 vacancy with a term expiration of 10/1/2017)

**Lewiston Auburn Transit Committee (LATC)** (1 vacancy, term expiration to be determined)

**Parks & Recreation Advisory Board** (1 vacancy, term expiration to be determined)

**Planning Board** (6 vacancies - 4 full member positions, each with a term expiration of 1/1/2020 and 2 associate positions each with a 1/1/2020 term expiration)

**St. Louis Bells Project Committee** - Seeking 9 volunteers

**Zoning Board of Appeals** (1 vacancy - 1 full member with a term expiration of 10/01/2019)



CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION

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

Date: Feb 1, 2017

Last name: Sheats First name: Bettyann Middle initial: W

Residence address: 32 Waterview Drive Ward: \_\_\_\_\_

City: Auburn State: ME Zip code: 04210

Home phone: 207-777-4537 Work phone: 740-2613 Cell phone: 740-2613

Email address: b.sheats@aol.com

Current occupation: State Legislator, small biz owner

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

Educational and/or experience (or attach your resume): Studied aeronautical engineering at West Point, USMA

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

- 9-1-1 Committee
Auburn Housing Authority
Board of Assessment Review
CDBG Loan Committee
Conservation Commission
Finance Committee
Parks & Recreation Advisory Board
Planning Board
Water District
Airport Board
Audit & Procurement Committee
Cable TV Advisory Board
Community Forest Board
Ethics Panel
L/A Transit Committee
Poland-Auburn Economic Development Committee
Sewer District
Zoning Board of Appeals

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). I have enjoyed serving on the board for the past 3 years. I feel I have had a positive impact on the board and the airport and I have found it rewarding.  
What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). I would like to continue to work on the projects which will help the airport be more self sufficient (airplane hangers ---)

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? Project advisory team for NNEPRA (rail) and airport

Dates served (if known)? Airport Jan'14 - Jan'17 NNEPRA Jan'17 current

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

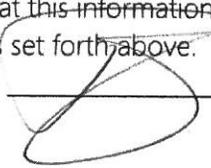
Dates served (if known)? \_\_\_\_\_

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

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

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

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

Signature:  Date: Feb 1, '17

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

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

James Pross, Ward One  
Robert Stone, Ward Two  
Andy Titus, Ward Three  
VACANT, Ward Four



Leroy Walker, Ward Five  
Grady R. Burns, At Large  
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 10-02272017

ORDERED, that the City Council hereby appoints the following board and committee members as nominated by the Appointment Committee on 02/06/2017;

<b>Board or Committee</b>	<b>Term Exp. Date</b>	<b>Name</b>
Airport Board	01/01/2020	Bettyann Sheats (re-appointment)

# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: 1-27-17

Last name: Wooten First name: Linda Middle initial: M

Residence address: 33 Holly St. Ward: \_\_\_\_\_

City: Auburn State: \_\_\_\_\_ Zip code: 04210

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: 376-7978

Email address: LMWOOTEN@outlook.com

Current occupation: Customer Service, Landlord

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

Educational and/or experience (or attach your resume): Associate Human Svc

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

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

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

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

Job Development to better our community

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). highlight and empower Job opportunities to help our citizens gain and maintain employment. To strengthen our economy.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? NO

Dates served (if known)? N/A

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

Dates served (if known)? N/A

How did you learn of this vacancy? EMAIL

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

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

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

Signature: [Signature] Date: 1-27-17

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

**FOR OFFICE USE ONLY**

DATE APPLICATION RECEIVED: 1/31/17  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_

James Pross, Ward One  
Robert Stone, Ward Two  
Andy Titus, Ward Three  
VACANT, Ward Four



Leroy Walker, Ward Five  
Grady R. Burns, At Large  
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 11-02272017

ORDERED, that the City Council hereby appoints the following board and committee members as nominated by the Appointment Committee on 02/06/2017;

<b>Board or Committee</b>	<b>Term Exp. Date</b>	<b>Name</b>
Auburn-Lewiston Advisory Cable TV Committee	TBD by the committee as outlined in their newly adopted bylaws	Linda Wooten (new appointment)



## CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: 1/4/17  
Last name: Bonenfant First name: Dana Middle initial: L  
Residence address: 25 Andover Lane Ward: 1  
City: Auburn State: ME Zip code: 04210  
Home phone: 777-6448 Work phone: N/A Cell phone: 312-0930  
Email address: dlbonenfant@gmail.com  
Current occupation: disabled  
Previous occupation (if retired or no longer working): State of Maine  
Educational and/or experience (or attach your resume): see resume

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

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

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). I enjoyed serving before. I was unable to get my paperwork in on time in October. I have a Finance background for 40yrs

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). I hope to learn even more about what CDBG does if Finance there is lots to learn) I like continuing education

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? NO

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

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

YES  
CDBG - I believe from 2/14 - 10/16??

Dates served (if known)? 2/14 - 10/16??

How did you learn of this vacancy? I spoke to Yvette Boudier

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

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

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

Signature: [Signature] Date: 1/6/17

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

<b>JAN 06 2017</b>	<b>FOR OFFICE USE ONLY</b>
DATE APPLICATION RECEIVED: _____	
APPOINTMENT DATE: _____	
TERM EXPIRATION DATE: _____	
OATH DATE: _____	

Mr. Dana L. Bonenfant  
25 Andrea Lane  
Auburn, ME 04210  
(207)777-6448 (Home)  
Email dlbonenfant@gmail.com

### SUMMARY OF EXPERIENCE

Twenty-nine+ years experience in various analyst positions. Skills are: problem solving/decision making, planning and organizing, managing work flow, written and oral communication, budgeting and forecasting, cash management, internal reporting, corporate payable manager and asset management.

Proficient and experienced in Microsoft Office Suite, Essbase, Netscape, IBM mail, Lotus Notes, Outlook Express and PeopleSoft.

### EMPLOYMENT EXPERIENCE

STATE OF MAINE, AUGUSTA, ME 04333, **MARCH 2010 – JUNE 2012**

**Senior Staff Accountant (DAFS), March 2010 – June 2012**

Supervised one Staff Accountant, one Accounting Technician, one Receptionist for 3<sup>rd</sup> Floor Front Desk. Created and prepared Job Expectations specific to each of the jobs the employees were doing, each one contained 8 separate sections. Wrote, prepared and delivered Annual Performance Evaluations comparing performance to expectations for the 8 separate sections. If there were any Issues with employees, I worked the issues prior to Evaluation time to give them the opportunity to correct the problem. Our group supported the Governors Office, the Blaine House, Dirigo Health, Lottery, and All the state buildings, owned or leased. Reviewed, reconciled and reported on Monthly Expenses compared to Budget, Reviewed, Reconciled and reported on Monthly income and expenses for the groups that had Federal Grants, Reported those numbers in the Federal Grant System.

STATE OF MAINE, AUGUSTA, ME 04333, **APRIL 2008 – MARCH 2010**

**Senior Staff Accountant, April 2008 – March 2010**

Supervised one Staff Accountant, and two Accounting Technicians

Created and prepared Job Expectations specific to each of the jobs the employees did for a total of 3. Each one contained 8 separate sections. Wrote and prepared Annual Performance Evaluations comparing performance to expectations for 8 separate sections. If there were any issues with employees, I worked the issues prior to Evaluation time to give them the opportunity to correct the problem. Trained new employees when they started. (as I did each of the jobs the people working for me were doing) Reconciled Federal Grants for Adult Mental Health Division, income to expenses, cash on hand(ensuring we were following the federal standards)

STATE OF MAINE, AUGUSTA, ME 04333, **OCTOBER 2007 – APRIL 2008**

**Staff Accountant, October 2007 – April 2008**

Reviewed and prepared invoices for Payment processing for Adult Protective Services, Federal Block Grants, Invoices from an Internal Group. Reconciled Federal Block Grants income and expenses, cash on hand, and the Federal Grant System. Supervised one Accounting Technician and one Accounting Clerk.

STATE OF MAINE, AUGUSTA, ME 04333 **APRIL 2007 – OCTOBER 2007**

**Accounting Technician, April 2007 – October 2007**

Reviewed and prepared invoices for Payment processing for the Adult Mental Health Division, Quality Control, Substance Abuse, and the Childrens Mental Health Division. Updated Purchase Order log for each payment. Created and updated spreadsheets for Processing Statistics.

**FAIRCHILD SEMICONDUCTOR, SOUTH PORTLAND, ME 04106 1996 - 2006**

**Corporate IT Controller, April 2004 – February 1, 2006**

Provided financial leadership to the CIO and his staff. Developed, managed and reported on annual operating plans and quarterly forecast(s) of \$40M+ a year. Responsible for all monthly department expenses and accruals for both expenses and multiple capital projects. Developed and managed yearly and quarterly capital plans for Corporate IT. Ensured all software capitalization was in accordance with SOP 98. Managed the Corporate IT consultant/contractor base (average of 80 – 100 ongoing) and vendor base. Responsible for the approval for all requisitions and expense reports for Corporate IT personnel. Ad hoc financial analysis and management reporting.

**Corporate Asset Management Manager, June 2003 – April 2004**

Provide quarterly and yearly worldwide depreciation forecast, perform monthly activities including: capitalizing assets, retiring and transferring assets, track monthly CIP activities, perform monthly CIP reporting including PP&E Rollforwards, CIP Aging, participated in the PS 8.4 upgrade from version 7.0

**Corporate Accounts Payable Manager, August 1999 – April 2004**

Direct the activities of Accounts Payable clerks and 2 contractors, run daily, weekly and monthly processes to ensure the timely and accurate closing of Accounts Payable. Processed weekly pay cycle and the corresponding accounting journals. Responsible for monthly disbursements ranging from \$35 to \$40M. Prepare monthly metrics reporting package for both domestic and off-shore sites, monthly account reconciliations, oversee the Accounts Payable function worldwide, travel to other sites to ensure proper Accounts Payable procedures. Managed our worldwide upgrade from PeopleSoft 7.0 to 8.4. Developed all documentation for Sarbanes-Oxley related to Disbursements. Responsible for the management of PeopleSoft GL activities (adding departments and accounts, setting up allocations, eliminations and consolidations, and tree maintenance)

**Corporate Cash Manager/Finance Planning and Analysis, September 1996 – August 1999**

Prepare and publish monthly reports: profit and loss; consolidated balance sheets; divisional operational P&L's; manufacturing cost(s) detail; cash flow statements, both internal and external. Prepare, maintain and publish weekly cash flow forecast, including recommendations to improve positive cash flow. Manage entire cash desk, including debt borrowing and investments. Prepare monthly bank account reconciliations. Implement and maintain cash management treasury workstation.

Dana Bonenfant – Page 2

**ADDITIONAL EMPLOYMENT**

**SCI SYSTEMS, INC./Digital Equipment Corp., AUGUSTA, ME 04330**

Contract Manufacturing Analyst/Standards Coordinator/Quote Administrator/Financial Systems Analyst, 1986 - 1996

Fiscal Accounting Analyst, 1985 – 1991

Accounting Analyst, 1979 - 1985

### EDUCATION

Worked to obtain A.A. in Accounting at University of Maine at Augusta, Lewiston/Auburn Campus. 1 elective class left to graduation (Algebra II)  
Currently working toward my Certificate in the Medical Billing and Coding at CMCC  
**SCI SYSTEMS, INC.** - Advanced EXCEL, time management, FIS, assertiveness training, group skills.

**FAIRCHILD SEMICONDUCTOR** – Supervisory Certificate Program, Cash Management Program – NYU Stern, Essbase

### PROFESSIONAL REFERENCES

Will be presented upon request



CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION

SEP 30 2016

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

Date: 9-24-16

Last name: Simons First name: Joel Middle initial: D

Residence address: 136 Western Ave Ward: 3

City: Auburn State: Maine Zip code: 04210

Home phone: 207 745 8081 Work phone: Cell phone:

Email address: Simonsjr2@gmail.com

Current occupation: Banker

Previous occupation (if retired or no longer working):

Educational and/or experience (or attach your resume): Banking call center education AAS in Paralegal studies 2011 BA History 2007

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

- 9-1-1 Committee
Auburn Housing Authority
Board of Assessment Review
[X] CDBG Loan Committee
[X] Conservation Commission
Finance Committee
[X] Parks & Recreation Advisory Board
Planning Board
Water District
Airport Board
Audit & Procurement Committee
Cable TV Advisory Board
[X] Community Forest Board
Ethics Panel
L/A Transit Committee
Poland-Auburn Economic Development Committee
Sewer District
[X] Zoning Board of Appeals

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

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

I wish to use my work & life experience to bring this future forward.

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

To effect positive

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

Dates served (if known)?

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

Cable TV advisory board

Dates served (if known)? 2011-2013

How did you learn of this vacancy? Via Auburn City Website

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

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

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

Signature: [Signature] Date: 9-24-16

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

<b>FOR OFFICE USE ONLY</b>	
DATE APPLICATION RECEIVED:	<u>9-30-2016</u>
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____

James Pross, Ward One  
Robert Stone, Ward Two  
Andy Titus, Ward Three  
VACANT, Ward Four



Leroy Walker, Ward Five  
Grady R. Burns, At Large  
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 12-02272017

ORDERED, that the City Council hereby appoints the following board and committee members as nominated by the Appointment Committee on 02/06/2017;

<b>Board or Committee</b>	<b>Term Exp. Date</b>	<b>Name</b>
CDBG Loan Committee	10/01/2017	Dana Bonenfant



# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: 1/27/17

Last name: Ayotte First name: James Middle initial: J

Residence address: 68 Brentwood Drive Ward: 4

City: Auburn State: ME Zip code: 04210

Home phone: — Work phone: 207 755 2097 Cell phone: 207 891 3863

Email address: AUBURNJAMES2K17@GMAIL.COM

Current occupation: Program Manger @ Geiger Brothers

Previous occupation (if retired or no longer working): —

Educational and/or experience (or attach your resume): High school diploma, some college  
Resume attached

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

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

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). I'm passionate about getting involved in local government, and I think Ethics is a crucial foundation of our society. I would like to be involved

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). I hope to be one voice of reason, morality and strong ethics and using that voice to help defend & protect Auburn citizens

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? No  
No, but I'm applying for Planning Board today as well

Dates served (if known)? —

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

No

Dates served (if known)? —

How did you learn of this vacancy? Grady Burns

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

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

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

Signature: Jean Gatto Date: 1/27/17

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

<b>JAN 27 2017</b>	<b>FOR OFFICE USE ONLY</b>
DATE APPLICATION RECEIVED: _____	
APPOINTMENT DATE: _____	
TERM EXPIRATION DATE: _____	
OATH DATE: _____	

# James J Ayotte

68 Brentwood Drive, Auburn, ME 04210 (207) 891-3863 – auburnjames2k17@gmail.com

## Summary

Trustworthy, goal oriented, outgoing and dedicated individual with professional experience in sales, customer service, mental health work, and distribution. Excels in fast-paced environment, as well as in supporting and motivating others. Works well independently and as part of a team. Committed to growth on both a personal and professional level.

## Professional Experience

*(Received promotion from Crestline Sales to Corporate Programs)*

### **Program Manager - Corporate Programs/Geiger Brothers - April 2016 to Present**

Manages corporate programs promotional product websites by:

- Updating and maintaining inventory for website purchases connected to website
- Sets up and leads conference calls with clients to discuss programs needs and preferences
- Launches new programs and websites in addition to maintaining existing clients
- Direct interactions with customers and third party vendors solving their problems with orders
- Proficient in several ERP ordering processing and tracking systems
- Record keeping of contracts between the client and Geiger

### **Sales Consultant - Crestline/Geiger Brothers - November 2012 to April 2016**

*(Received Promotion from Crestline Chat to Sales)*

- #1 in Sales in 2014 and 2015
- Most ever sales in a Sales Consultant's first year (2013) finishing #2 in sales.
- Approx \$4,500,000 in product sales in three years of sales
- Selected to represent the sales floor in working with IT department on launch of new ERP order processing system. Offered feedback to improve the system before launching floor wide. Ran trainings to train sales co-workers on new system. Spoke to Board of Directors of company speaking of benefits of new system.
- Volunteered as Idea Generation Coordinator: Represented sales floor creating and implementing ideas to improve customer experience, company efficiency and profits. Helped launch idea tracking system and helped raise participation in program. Personally had 30+ ideas implemented over three year period.
- Represented the Sales Floor many more times including working out Job Description, coordinating with other departments, training fellow co-workers on methods for maximum efficiency
- Proficient in ERP ordering processing system, emailing

### **Live Chat Operator - Crestline/Geiger Brothers - April 2011 to November 2012**

*(Received Promotion from Distribution Center into Crestline office)*

- Chatted with customers on company website using BoldChat Software- sometimes handling up to 6 at a time, acquiring information to pass onto sales floor or answering general customer service question
- Distributed Web Orders placed online by customers to sales floor
- Frequently worked with sales management to better assist sales floor and customers.
- Tracked chat frequency and success with Excel to improve statistics of chats

### **Distribution - Geiger Brothers - September 2009 to 2011**

- Order Picker, Shipper/Packer, Manifest Operator with many miscellaneous duties including but not limited to: closing out for the day, communicating with multiple superiors and shippers, delivering items to correct departments, increasing and improving time management, organization of multiple stacks of UPS/Fedex items, postal mail, and many other small but important duties.

### **Sales Associate – Amcomm Wireless – March 2008 to September 2008**

- Kept up to date on consistently changing products, services and plans through online trainings
- Participated in local store, online and phone meetings

- Helped customers find the correct plans and phones for their lifestyles, budgets and needs
- Both opened and closed the store individually

**Field Sales Leader - Vector Marketing/Cutco Cutlery - July 2006 to September 2007**

- Ranked #1 representative in Portland office each month from August to November of 2006
- Scheduled and executed 100+ in-home presentations of CUTCO Cutlery
- Sold \$15,000 worth of product and received President's Club promotion within first 2 months
- Received 7 promotions including a promotion to Key Staff in the Portland District office
- Generated customer base of over 500 leads in Greater Portland area
- Attended 10+ sales conferences and 1 year of monthly management training
- Became recognized as a Branch Manager candidate
- Taught sales techniques to fellow representatives at team meetings through speeches
- Trained and managed new representatives through field training

**Direct Support Professional - John F. Murphy Homes - March 2007 to July 2007 -**

**Direct Support Professional – Lutheran Social Services - February 2005 to January 2006**

**Grill Crewman – McDonald's – June 2002 to December 2004**

## Education

- **Bachelor's Degree** (incomplete), University of Maine at Augusta, 2008-2009, Augusta, Maine
- **Associates Degree** (incomplete), Central Maine Community College, 2004-2006, Auburn, Maine
- **High School Diploma**, Oxford Hills Comprehensive High School, 2000-2003, South Paris, Maine

## Volunteer Experience

- 2016 Presidential Campaign voter phone calls, sign distribution, caucus training, door-to-door canvassing, delegate at ME state convention, etc
- Little League Umpire, Summer 2006
- 4<sup>th</sup> and 5<sup>th</sup> grade basketball referee 2006
- Keep Maine Warm, Winter 2005

## References & Extras

- Several professional references available upon request
- Many customer communication highlighting positive experiences available
- Writing examples showcasing writing and speaking abilities available

James Pross, Ward One  
Robert Stone, Ward Two  
Andy Titus, Ward Three  
VACANT, Ward Four



Leroy Walker, Ward Five  
Grady R. Burns, At Large  
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 13-02272017

ORDERED, that the City Council hereby appoints the following board and committee members as nominated by the Appointment Committee on 02/06/2017;

<b>Board or Committee</b>	<b>Term Exp. Date</b>	<b>Name</b>
Ethics Committee	01/01/2020	James Ayotte (new appointment)



# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 1/26/17

Last name: Roy First name: SUZANNE Middle initial: M

Residence address: 8 Joline DR Ward: 1

City: AUBURN State: MAINE Zip code: 04210

Home phone: 782-7994 Work phone: — Cell phone: 740-0987

Email address: SMROY@MAINE.EDU

Current occupation: RETIRED HEALTH EDUCATOR

Previous occupation (if retired or no longer working): " "

Educational and/or experience (or attach your resume): MASTERS IN ADULT EDUCATION  
USM HEALTH PROMOTION MANAGER

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

- |  |   |
|--|---|
| <input type="checkbox"/> 9-1-1 Committee   | <input type="checkbox"/> Airport Board                                |
| <input type="checkbox"/> Auburn Housing Authority                                    | <input type="checkbox"/> Audit & Procurement Committee                |
| <input type="checkbox"/> Board of Assessment Review                                  | <input type="checkbox"/> Cable TV Advisory Board                      |
| <input type="checkbox"/> CDBG Loan Committee   | <input type="checkbox"/> Community Forest Board                       |
| <input type="checkbox"/> Conservation Commission                                     | <input type="checkbox"/> Ethics Panel                                 |
| <input type="checkbox"/> Finance Committee   | <input type="checkbox"/> L/A Transit Committee                        |
| <sup>1st</sup> <input checked="" type="checkbox"/> Parks & Recreation Advisory Board | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> Planning Board  | <input type="checkbox"/> Sewer District                               |
| <sup>2nd</sup> <input checked="" type="checkbox"/> Water District                    | <input type="checkbox"/> Zoning Board of Appeals                      |

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). My previous careers in Health Promotion has always included work related to health topics such as: physical activities, social activities, the preservation of our environment, focus on wholeness attained by engagement in all facets of our lives.

2

My work as Health Promotion Manager for the University of Southern Maine involved creating and maintaining a variety of wellness programs and services to University employees and students.

Prior to working 15 yrs for USM, I was employed at the Maine Municipal Association for 7 yrs, delivering wellness programs to municipalities including the City of Auburn.

I have been a member of the City's Forest Board, several years ago.

I have been a resident of the City of Auburn since 1975!

I would like to serve on the Board of Parks & Recreation. I believe I have skills and talents that I can contribute to our community.

If this position is filled then I would be interested in serving on the Water District board. I am very interested in safeguarding our precious natural resources.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Included in my comments

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? No

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

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

Forest Board

Dates served (if known)? Several years ago

How did you learn of this vacancy? An email from Tizz Crowley

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

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

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

Signature: Suzanne M Roy Date: 1/26/17

Please submit your application to;

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

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 1/27/17  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_



CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION

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

Date: 1/27/17

Last name: Allen First name: Robin Middle initial: M

Residence address: 217 Gamage Ave. Ward: 2

City: Auburn State: ME Zip code: 04210

Home phone: Work phone: Cell phone: 207-692-7038

Email address: robinmallen78@gmail.com

Current occupation: Regional Manager - JMG

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

Educational and/or experience (or attach your resume): B.A Philosophy (see Resume)

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

- 9-1-1 Committee
Auburn Housing Authority
Board of Assessment Review
CDBG Loan Committee
Conservation Commission
Finance Committee
Parks & Recreation Advisory Board
Planning Board
Water District
Airport Board
Audit & Procurement Committee
Cable TV Advisory Board
Community Forest Board
Ethics Panel
L/A Transit Committee
Poland-Auburn Economic Development Committee
Sewer District
Zoning Board of Appeals

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). Desire to be more active in my Community. I am particularly interested in participating in Special events.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Expand the calendar of events available for community members and increase awareness about these events.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? NO

Dates served (if known)? N/A

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

Dates served (if known)? N/A

How did you learn of this vacancy? Rec'd e-mail

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

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

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

Signature: [Signature] Date: 1/27/17

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

<b>FOR OFFICE USE ONLY</b>	
DATE APPLICATION RECEIVED:	<u>1/27/17</u>
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____

# Robin M. Allen

---

## KEY SKILLS AND ABILITIES

- Leadership and Communication
- Teambuilding and Supervision
- Staff Recruitment, Development and Training
- Organization and Time Management
- Data Management
- Meeting and Event Planning
- Collaborating with various partners
- Curriculum Development and implementation

## PROFESSIONAL EXPERIENCE

### **Regional Manager** Jobs for Maine's Graduates, Augusta, Maine• Aug, 2012– Present

- Currently supervising 14 different Specialists at nine different schools to ensure JMG mission is adhered to and model standards are met.
- Enhances the status and perception of programs and resolves problems by developing and maintaining effective working relationships with school administrators and community leaders.
- Interviews, selects, trains, supervises, and evaluates the performance of Job Specialists; performs personnel functions, such as reference checks, related to those supervised.
- Ensures that all documentation and reporting requirements are met in a timely fashion by Job Specialists.
- Plans and implements regional group workshops/trainings on a regular basis. Participate and train at August retreat.
- Plans and implements JMG student events and field trips.

### **High School Specialist** - Jobs for Maine's Graduates, Oakland, Maine• Aug, 2008– July, 2012

- Provided instruction and advocacy to 45 high school students per year at Messalonskee High School.
- Provided post-high school support to approximately 20 students per year while they were working or in higher education.

### **Abuse Prevention Educator**– Family Violence Project, Augusta, Maine• Aug, 2006– June, 2008

- Developed and implemented abuse prevention programming for pre-k through college age students.
- Provided in-person and crisis-line support and advocacy to clients.
- Co-taught Healthy Relationships adult education course with Sexual Assault Educator.

### **Teacher**– MSAD 49 Adult Education, Fairfield, Maine• Sept, 2005 – Dec, 2007

- Taught social studies courses for students in the diploma program.
- Created and implemented a new “History Through Film” curriculum for the adult education program.

## **EDUCATION**

- Secondary Education/History Coursework– University of Maine at Farmington, Farmington, ME ▪ 2003-2005
- Bachelor of Arts Degree– University of Vermont, Burlington, VT ▪ 2000

## **ADDITIONAL TRAININGS**

- Education Leadership Experience – Educate Maine ▪ August 2016 – Current
- HR Bootcamp – CMCC ▪ Sept. 2015
- JAG – National Training Seminar ▪ July 2015
- Direct Management Series – Priority Learning ▪ 2013
- JAG – National Training Seminar ▪ July 2013
- All for You! Training for Educators ▪ July 2012
- NASA's Best Students Program ▪ July 2011
- Kuder Training ▪ Sept, 2009
- Mindfulness Working with Youth – Colby College ▪ Feb, 2008
- Post Traumatic Stress Management – Basic Certification for School Personnel and Community Responders ▪ May, 2007
- Domestic Violence Crisis Intervention Training ▪ 2006

## **VOLUNTEER WORK AND ASSOCIATIONS**

- Woman's Literary Union – Auburn Maine ▪ Current member



## CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: JAN. 27, 2017  
 Last name: GILBERT First name: ERNESTINE (TINA) Middle initial: MA  
 Residence address: 666 CONSTELLATION DR. Ward: 4  
 City: AUBURN State: ME Zip code: 04210  
 Home phone: 754-2904 Work phone: N/A Cell phone: 333-1235  
 Email address: finnianscot@gmail.com  
 Current occupation: RETIRED  
 Previous occupation (if retired or no longer working): SOCIAL WORKER  
 Educational and/or experience (or attach your resume): BACHELORS BEHAVIORAL SCIENCES

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

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

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). TO ADDRESS NEEDS OF SENIORS for Recreation and SOCIAL INVOLVEMENT

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

Pos. GETTING CITIZENS INVOLVED - Recreation DEPT  
LINKAGE WITH Poland - Auburn re Economic Development

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? NO

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

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

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

How did you learn of this vacancy? SABRINA BEST - TIZZ CROWLEY (Rec)  
Poland-Auburn WHEN I READ THIS PAPER

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

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

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

Signature: *Christine Gilbert* Date: JAN 27, 2017

Please submit your application to;

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

	<b>JAN 27 2017</b>	<u>FOR OFFICE USE ONLY</u>
DATE APPLICATION RECEIVED:	_____	
APPOINTMENT DATE:	_____	
TERM EXPIRATION DATE:	_____	
OATH DATE:	_____	

JAN 27 2017

# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: 1-27-17

Last name: McInnis First name: MacKenzie Middle initial: M

Residence address: 22 Newbury St Ward: 4

City: Auburn State: Maine Zip code: 04210

Home phone: None Work phone: None Cell phone: 207-418-7142

Email address: Mcinnis.Mackenzie@yahoo.com

Current occupation: Customer Service Agent

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

Educational and/or experience (or attach your resume): Worked for the committee to establish Ranked Choice Voting

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

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

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). I have a passion for Government work that I hope will become a career with this as my first step and believe the Parks and Recs department to be one of the cities greatest gifts.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). I hope to give back to my city by improving and expanding our beautiful Parks, while gaining valuable experience in Government work

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? No

Dates served (if known)? N/A

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

Dates served (if known)? N/A

How did you learn of this vacancy? Questions desk in town Hall

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

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

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

Signature: Mac Kungo McBurnis Date: 1-27-17

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

<b>JAN 27 2017</b>	<u>FOR OFFICE USE ONLY</u>
DATE APPLICATION RECEIVED: _____	
APPOINTMENT DATE: _____	
TERM EXPIRATION DATE: _____	
OATH DATE: _____	



# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: 1/26/2017

Last name: Finin First name: Clare Middle initial: E

Residence address: 250 Main Street Ward: 4

City: Auburn State: Maine Zip code: 04210

Home phone: 215-760-1931 Work phone: N/A Cell phone: 215-760-1931

Email address: cfinin@gmail.com

Current occupation: Artist

Previous occupation (if retired or no longer working): Educator

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

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

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

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

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

**I am interested in serving on the Parks and Recreation Advisory Board because of my background in education and public outreach and personal interest in strengthening diverse communities.**

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). **I am most interested in expanding the Parks and Recreation Departments commitment to educational activities such as classes and museum trips that would best fulfill the needs and desires of the community it serves.**

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? **No**

Dates served (if known)? **N/A**

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

Dates served (if known)? **N/A**

How did you learn of this vacancy? **City of Auburn email**

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

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

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

Signature:  Date: **1/26/2017**

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

	<b>JAN 27 2017</b>	<b>FOR OFFICE USE ONLY</b>
DATE APPLICATION RECEIVED:	_____	
APPOINTMENT DATE:	_____	
TERM EXPIRATION DATE:	_____	
OATH DATE:	_____	

250 Main Street  
Auburn, ME 04210

# Clare Finin

215-760-1931  
CFinin@gmail.com

## Qualifications Summary

Result-oriented and dedicated educator who is interested in expanding experience to city council. Property owner and resident dedicated to ensuring Auburn's growth and prosperity for future generations. Extensive experience with non-profits including research, data-organization, fundraising, public outreach, and publications.

## Professional Experience

### Artist (2000-Current)

- Exhibited in dozens of national exhibitions held in public museums and private galleries
- Curated and presented exhibitions
- Public outreach through lectures and articles written for publication

### UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN, Urbana, IL

#### Teaching Assistant (2013-2016)

- Taught undergraduate studio and seminar classes
- Worked to develop class curriculums
- Aided in the development of overall degree curriculum

### METAL GUILD AT THE UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN, Urbana, IL

#### President, Treasurer, and Fundraising Coordinator (2013-2016)

- Maintained organization's compliance to Registered Student Organization mandates
- Lead outreach to maintain and grow membership
- Raised over \$10,000 through grants, awards, and social media campaigns

### SIENNA PATTI, Lenox, MA

#### Gallery Associate (2014-2015)

- Lead the research team and organized findings for easy assessment
- Promoted represented artists through print publication, social media, and development of Wikipedia pages
- Outreach to patrons and institutions for sales and donations

### ART JEWELRY FORUM

#### Research Assistant (2014-2015)

- Lead the research team and organized findings for easy assessment
- Promoted field of Art Jewelry through print publication, social media, and development of Wikipedia pages
- Outreach to help grow membership

### UNIVERSITY CITY ARTS LEAGUE, Philadelphia, PA

#### Creative Jewelry Instructor (2000-2005)

- Taught and assisted Creative Jewelry classes
- Fundraised to help support the institution through formal campaigns, public outreach, and auction events

250 Main Street  
Auburn, ME 04210

# Clare Finin

215-760-1931  
CFinin@gmail.com

## Education

**UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN, Urbana, IL**  
MFA, Studio Art, Graduate Minor in Art History

**MAINE COLLEGE OF ART, Portland, ME**  
BFA, Metalsmithing + Jewelry, Minor in Art History

## Awards

**UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN, Urbana, IL**  
Art + Design Graduate Event Travel Award (2016)  
Outstanding Teaching Assistant Award (2015)  
Creative Research Award (2015)

**MAINE COLLEGE OF ART, Portland, ME**  
Challenge Award (2009-2013)  
Artist to Artist Award (2012)

## Technical Skills

Microsoft Suite (Word, Excel, Power Point, Access), Adobe Suite (Photoshop, Acrobat, InDesign), HTML based website publishing platforms (Dreameaver, Wordpress, Cargo, Weebly, Squarespace), Chimpmonkey



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

SEP 30 2016

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

Date: 9-24-16

Last name: Simons First name: Joel Middle initial: D

Residence address: 136 Western Ave Ward: 3

City: Auburn State: Maine Zip code: 04210

Home phone: 207 745 8081 Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email address: Simonsjr2@gmail.com

Current occupation: Banker

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

Educational and/or experience (or attach your resume): Banking, call center, education  
AAS in Paralegal studies 2011 BA History 2007

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

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

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

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

I wish to use my work & life experience to bring this future forward.

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

To effect positive

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

Dates served (if known)?

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

Cable TV advisory board

Dates served (if known)? 2011-2013

How did you learn of this vacancy? Via Auburn City Website

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

Signature: [Signature] Date: 9-24-16

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

<b>FOR OFFICE USE ONLY</b>	
DATE APPLICATION RECEIVED:	<u>9-30-2016</u>
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____

James Pross, Ward One  
Robert Stone, Ward Two  
Andy Titus, Ward Three  
VACANT, Ward Four



Leroy Walker, Ward Five  
Grady R. Burns, At Large  
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 14-02272017

ORDERED, that the City Council hereby appoints the following board and committee members as nominated by the Appointment Committee on 02/06/2017;

<b>Board or Committee</b>	<b>Term Exp. Date</b>	<b>Name</b>
Parks and Recreation Advisory Board	10/01/2018	Suzanne Roy (Ward 1)-New Appointment

James Pross, Ward One  
Robert Stone, Ward Two  
Andy Titus, Ward Three  
VACANT, Ward Four



Leroy Walker, Ward Five  
Grady R. Burns, At Large  
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 15-02272017

ORDERED, that the City Council hereby appoints the following board and committee members as nominated by the Appointment Committee on 02/06/2017;

<b>Board or Committee</b>	<b>Term Exp. Date</b>	<b>Name</b>
Planning Board	01/01/2020	Full members, all re-appointments:
	01/01/2020	Nathan Hamlyn
	01/01/2020	Marc Tardif
	01/01/2020	Mia Poliquin Pross
	01/01/2020	Sam Scogin
		Associate members – new appointments:
	01/01/2020	Christopher Lewis
	01/01/2020	Dustin Boutin



## CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 12-27-17

Last name: Lewis First name: Christopher Middle initial: F

Residence address: 983 North River Rd Ward: 1

City: Auburn State: Me Zip code: 04210

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: 432-7922

Email address: clewisvtr @ hotmail . com

Current occupation: Dairy Farmer

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

Educational and/or experience (or attach your resume): High school / 1 semester college

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

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

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). I Have a strong commitment to ag and would like to see the City of Auburn stay on that path. That's why I bought a Dairy Farm in a city.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). I hope to keep an open mind and to help give the city an outlook on Agriculture and the issues that it deals with and the issues I could have to deal with.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? No

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

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

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

How did you learn of this vacancy? Eric's Cousins

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

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

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

Signature: Clithor F. Leun Date: 1-27-17

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

<b>FOR OFFICE USE ONLY</b>	
DATE APPLICATION RECEIVED:	<u>1-25-17</u>
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____



CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION

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

Date: 1/9/17
Last name: Hamlyn First name: Nathan Middle initial: M
Residence address: 50 Paul Street Ward: 5
City: Auburn, State: ME Zip code: 04210
Home phone: 207-576-8651 Work phone: Cell phone:
Email address: NHAMLYN86@gmail.com
Current occupation: Connectivity Point
Previous occupation (if retired or no longer working):
Educational and/or experience (or attach your resume):

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

- 9-1-1 Committee
Auburn Housing Authority
Board of Assessment Review
CDBG Loan Committee
Conservation Commission
Finance Committee
Parks & Recreation Advisory Board
[X] Planning Board
Water District
Airport Board
Audit & Procurement Committee
Cable TV Advisory Board
Community Forest Board
Ethics Panel
L/A Transit Committee
Poland-Auburn Economic Development Committee
Sewer District
Zoning Board of Appeals

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). I have been on the planning board for the last 2 1/2 years and I would like to continue to be part of the future of Auburn

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Continue to help Auburn improve and grow to a better and more viable city.

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

Dates served (if known)? 2014 - Present

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

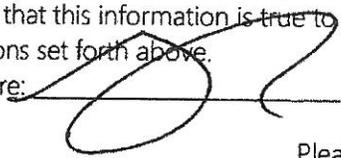
Dates served (if known)? \_\_\_\_\_

How did you learn of this vacancy? I was told I needed to re-apply.

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

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

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

Signature:  Date: 1/9/17

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

FOR OFFICE USE ONLY	
DATE APPLICATION RECEIVED:	<u>1/10/17</u>
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____



# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: 1/4/2017

Last name: White-Matson First name: Nichole Middle initial: M

Residence address: 223 Townsend Brook Road Ward: 1

City: Auburn State: ME Zip code: 04210

Home phone: \_\_\_\_\_ Work phone: 518-290-7373 Cell phone: 207-713-1000

Email address: NWhitematson@gmail.com

Current occupation: Real Estate Investor

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

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

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

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

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). Interest in planning, land use and our local government.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Provide a progressive environmentally concerned perspective. I hope to help preserve the character of our residential neighborhoods and promote growth. Would like to see more owner occupied homes.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? yes  
Conservation Commission - Chairperson (willing to resign)

Dates served (if known)? 6/2015 - Current

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

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

How did you learn of this vacancy? Website

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

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

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

Signature: Nichole White-Matson Date: 1/4/2017

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

FOR OFFICE USE ONLY	
DATE APPLICATION RECEIVED:	<u>1-4-17</u>
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____

Nichole White-Matson  
Physical: 223 Townsend Brook Road  
Auburn, ME 04210  
nwhitematson@gmail.com  
207-713-1000

Mailing: PO Box 579  
Turner, ME 04282

### **EDUCATION**

University of Maine, Orono Master of Science in Wildlife Ecology-Current  
University of Maine, Machias Bachelor's in Psychology and Community Studies  
Kennebec Valley Community College, Fairfield Associates Degree in Biology

### **VOLUNTEER & COMMUNITY INVOLVEMENT**

City of Auburn, ME. Chairperson for Conservation Commission 2015-Current  
City of Auburn, ME. Election worker  
Auburn School Department, Substitute Teacher  
Tutor college students and mentor adults with intellectual disabilities.  
Womancare Dover-Foxcroft, Maine: Domestic Violence and Prevention Advocate.



CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION

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

Date: 12/29/2016

Last name: TARDIF First name: MARC Middle initial: L

Residence address: 155 HOTEL RD, AUBURN Ward: 2

City: AUBURN State: ME Zip code: 04210

Home phone: N/A Work phone: 207 784-1507 Cell phone: 207-740-0737

Email address: TARDIFML@EFP-EFS.COM

Current occupation: PRESIDENT, EASTERN FIRE IN AUBURN, LICENSED PROFESSIONAL ENGINEER

Previous occupation (if retired or no longer working): WITH EASTERN FOR 40 YEARS

Educational and/or experience (or attach your resume): APPROXIMATELY 2 YEARS EXPERIENCE ON AUBURN PLANNING BOARD

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

- 9-1-1 Committee
Auburn Housing Authority
Board of Assessment Review
CDBG Loan Committee
Conservation Commission
Finance Committee
Parks & Recreation Advisory Board
[X] Planning Board
Water District
Airport Board
Audit & Procurement Committee
Cable TV Advisory Board
Community Forest Board
Ethics Panel
L/A Transit Committee
Poland-Auburn Economic Development Committee
Sewer District
Zoning Board of Appeals

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). I AM A LIFELONG RESIDENT OF AUBURN, MY AUBURN BASED BUSINESS EMPLOYS OVER 100 PEOPLE. I FEEL ITS IMPORTANT TO BE INVOLVED WITH THE CITY IN THIS

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). I HOPE TO INFLUENCE PLANNING BOARD DECISIONS WITH SOUND JUDGEMENT ACQUIRED FROM MANY YEARS EXPERIENCE AS A BUSINESS LEADER AND ENGINEER.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? YES - AUBURN PLANNING BOARD

Dates served (if known)? OVER 2 YEARS, THIS IS MY 2<sup>ND</sup> RENEWAL APPLICATION

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

JUST THE PLANNING BOARD

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

How did you learn of this vacancy? FROM MY PARTICIPATION ON THE PLANNING BOARD

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

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

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

Signature: Marc Daulton Date: 12/29/2016

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

<b>DEC 29 2016</b> <small>FOR OFFICE USE ONLY</small>	
DATE APPLICATION RECEIVED:	_____
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____



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

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

Date: 1/27/17  
 Last name: BelleFleur First name: Ken Middle initial: J  
 Residence address: 100 Royal River Rd Ward: 4  
 City: Auburn State: ME Zip code: 04210  
 Home phone: — Work phone: 753-4748 Cell phone: 713-4553  
 Email address: K-bellefleur7@yahoo.com / bellefleur.kj@pg.com  
 Current occupation: Site Storeroom leader

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

Educational and/or experience (or attach your resume): CMVTI

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

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

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). Continue to work form based code. Work on AG/RP Study.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Increased economic development and population density to help defray the costs supporting our infrastructure.

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

Dates served (if known)? 2011 to Present

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

Planning Board/Comp Plan/Waste and Recycle

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

How did you learn of this vacancy? Staff

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

Signature: [Signature] Date: 1/27/17

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

<b>FOR OFFICE USE ONLY</b>	
DATE APPLICATION RECEIVED:	<u>1-27-17</u>
APPOINTMENT DATE:	_____
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# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 1/26/2017

Last name: Finin First name: Clare Middle initial: E

Residence address: 250 Main Street Ward: 4

City: Auburn State: Maine Zip code: 04210

Home phone: 215-760-1931 Work phone: N/A Cell phone: 215-760-1931

Email address: cfinin@gmail.com

Current occupation: Artist

Previous occupation (if retired or no longer working): Educator

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

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

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

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). am interested in a position on the Office of Planning and Permitting Board and Recreation Advisory Board because of my background in education and public outreach and personal interest in strengthening diverse communities today and ensuring a vibrant community for future generations.

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

I am most interested in interacting with the public about current needs and concerns, and helping to initiate steps forward that would fulfill them.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? No

Dates served (if known)? N/A

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

Dates served (if known)? N/A

How did you learn of this vacancy? City of Auburn email

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

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

Signature: \_\_\_\_\_ Date: 1/26/2017

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

<b>JAN 27 2017</b>	<small>FOR OFFICE USE ONLY</small>
DATE APPLICATION RECEIVED: _____	
APPOINTMENT DATE: _____	
TERM EXPIRATION DATE: _____	
OATH DATE: _____	

## Qualifications Summary

Result-oriented and dedicated educator who is interested in expanding experience to city council. Property owner and resident dedicated to ensuring Auburn's growth and prosperity for future generations. Extensive experience with non-profits including research, data-organization, fundraising, public outreach, and publications.

## Professional Experience

### Artist (2000-Current)

- Exhibited in dozens of national exhibitions held in public museums and private galleries
- Curated and presented exhibitions
- Public outreach through lectures and articles written for publication

### UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN, Urbana, IL

#### Teaching Assistant (2013-2016)

- Taught undergraduate studio and seminar classes
- Worked to develop class curriculums
- Aided in the development of overall degree curriculum

### METAL GUILD AT THE UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN, Urbana, IL

#### President, Treasurer, and Fundraising Coordinator (2013-2016)

- Maintained organization's compliance to Registered Student Organization mandates
- Lead outreach to maintain and grow membership
- Raised over \$10,000 through grants, awards, and social media campaigns

### SIENNA PATTI, Lenox, MA

#### Gallery Associate (2014-2015)

- Lead the research team and organized findings for easy assessment
- Promoted represented artists through print publication, social media, and development of Wikipedia pages
- Outreach to patrons and institutions for sales and donations

### ART JEWELRY FORUM

#### Research Assistant (2014-2015)

- Lead the research team and organized findings for easy assessment
- Promoted field of Art Jewelry through print publication, social media, and development of Wikipedia pages
- Outreach to help grow membership

### UNIVERSITY CITY ARTS LEAGUE, Philadelphia, PA

#### Creative Jewelry Instructor (2000-2005)

- Taught and assisted Creative Jewelry classes
- Fundraised to help support the institution through formal campaigns, public outreach, and auction events

250 Main Street  
Auburn, ME 04210

# Clare Finin

215-760-1931  
CFinin@gmail.com

## Education

**UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN, Urbana, IL**  
MFA, Studio Art, Graduate Minor in Art History

**MAINE COLLEGE OF ART, Portland, ME**  
BFA, Metalsmithing + Jewelry, Minor in Art History

## Awards

**UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN, Urbana, IL**  
Art + Design Graduate Event Travel Award (2016)  
Outstanding Teaching Assistant Award (2015)  
Creative Research Award (2015)

**MAINE COLLEGE OF ART, Portland, ME**  
Challenge Award (2009-2013)  
Artist to Artist Award (2012)

## Technical Skills

Microsoft Suite (Word, Excel, Power Point, Access), Adobe Suite (Photoshop, Acrobat, InDesign), HTML based website publishing platforms (Dreameaver, Wordpress, Cargo, Weebly, Squarespace), Chimpmonkey



# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 1/27/17

Last name: Ayotte First name: James Middle initial: J

Residence address: 68 Brentwood Drive Ward: 4

City: Auburn State: ME Zip code: 04210

Home phone: - Work phone: 207 755 2097 Cell phone: 207 891 3843

Email address: AUBURNJAMES2K17@GMAIL.COM

Current occupation: Program Manager @ Geiger Brothers

Previous occupation (if retired or no longer working): -

Educational and/or experience (or attach your resume): High school diploma, some college  
Resume attached

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

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



# James J Ayotte

68 Brentwood Drive, Auburn, ME 04210 (207) 891-3863 – auburnjames2k17@gmail.com

## Summary

Trustworthy, goal oriented, outgoing and dedicated individual with professional experience in sales, customer service, mental health work, and distribution. Excels in fast-paced environment, as well as in supporting and motivating others. Works well independently and as part of a team. Committed to growth on both a personal and professional level.

## Professional Experience

*(Received promotion from Crestline Sales to Corporate Programs)*

### **Program Manager - Corporate Programs/Geiger Brothers - April 2016 to Present**

Manages corporate programs promotional product websites by:

- Updating and maintaining inventory for website purchases connected to website
- Sets up and leads conference calls with clients to discuss programs needs and preferences
- Launches new programs and websites in addition to maintaining existing clients
- Direct interactions with customers and third party vendors solving their problems with orders
- Proficient in several ERP ordering processing and tracking systems
- Record keeping of contracts between the client and Geiger

### **Sales Consultant - Crestline/Geiger Brothers - November 2012 to April 2016**

*(Received Promotion from Crestline Chat to Sales)*

- #1 in Sales in 2014 and 2015
- Most ever sales in a Sales Consultant's first year (2013) finishing #2 in sales.
- Approx \$4,500,000 in product sales in three years of sales
- Selected to represent the sales floor in working with IT department on launch of new ERP order processing system. Offered feedback to improve the system before launching floor wide. Ran trainings to train sales co-workers on new system. Spoke to Board of Directors of company speaking of benefits of new system.
- Volunteered as Idea Generation Coordinator: Represented sales floor creating and implementing ideas to improve customer experience, company efficiency and profits. Helped launch idea tracking system and helped raise participation in program. Personally had 30+ ideas implemented over three year period.
- Represented the Sales Floor many more times including working out Job Description, coordinating with other departments, training fellow co-workers on methods for maximum efficiency
- Proficient in ERP ordering processing system, emailing

### **Live Chat Operator - Crestline/Geiger Brothers - April 2011 to November 2012**

*(Received Promotion from Distribution Center into Crestline office)*

- Chatted with customers on company website using BoldChat Software- sometimes handling up to 6 at a time, acquiring information to pass onto sales floor or answering general customer service question
- Distributed Web Orders placed online by customers to sales floor
- Frequently worked with sales management to better assist sales floor and customers.
- Tracked chat frequency and success with Excel to improve statistics of chats

### **Distribution - Geiger Brothers - September 2009 to 2011**

- Order Picker, Shipper/Packer, Manifest Operator with many miscellaneous duties including but not limited to: closing out for the day, communicating with multiple superiors and shippers, delivering items to correct departments, increasing and improving time management, organization of multiple stacks of UPS/Fedex items, postal mail, and many other small but important duties.

### **Sales Associate – Amcomm Wireless – March 2008 to September 2008**

- Kept up to date on consistently changing products, services and plans through online trainings
- Participated in local store, online and phone meetings

- Helped customers find the correct plans and phones for their lifestyles, budgets and needs
- Both opened and closed the store individually

**Field Sales Leader - Vector Marketing/Cutco Cutlery - July 2006 to September 2007**

- Ranked #1 representative in Portland office each month from August to November of 2006
- Scheduled and executed 100+ in-home presentations of CUTCO Cutlery
- Sold \$15,000 worth of product and received President's Club promotion within first 2 months
- Received 7 promotions including a promotion to Key Staff in the Portland District office
- Generated customer base of over 500 leads in Greater Portland area
- Attended 10+ sales conferences and 1 year of monthly management training
- Became recognized as a Branch Manager candidate
- Taught sales techniques to fellow representatives at team meetings through speeches
- Trained and managed new representatives through field training

**Direct Support Professional - John F. Murphy Homes - March 2007 to July 2007 -**

**Direct Support Professional – Lutheran Social Services - February 2005 to January 2006**

**Grill Crewman – McDonald's – June 2002 to December 2004**

## Education

- **Bachelor's Degree** (incomplete), University of Maine at Augusta, 2008-2009, Augusta, Maine
- **Associates Degree** (incomplete), Central Maine Community College, 2004-2006, Auburn, Maine
- **High School Diploma**, Oxford Hills Comprehensive High School, 2000-2003, South Paris, Maine

## Volunteer Experience

- 2016 Presidential Campaign voter phone calls, sign distribution, caucus training, door-to-door canvassing, delegate at ME state convention, etc
- Little League Umpire, Summer 2006
- 4<sup>th</sup> and 5<sup>th</sup> grade basketball referee 2006
- Keep Maine Warm, Winter 2005

## References & Extras

- Several professional references available upon request
- Many customer communication highlighting positive experiences available
- Writing examples showcasing writing and speaking abilities available



## CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 12-27-17

Last name: Lewis First name: Christopher Middle initial: F

Residence address: 983 North River Rd Ward: 1

City: Auburn State: Me Zip code: 04210

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: 432-7900

Email address: clewisvtr @ hotmail . com

Current occupation: Dairy Farmer

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

Educational and/or experience (or attach your resume): High School / 1 Semester college

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

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

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). I Have a strong commitment to ag and would like to see the city of Auburn stay on that path. That's why I bought a Dairy Farm in a city.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). I hope to keep an open mind and to help give the city an outlook on Agriculture and the issues that it deals with and the issues it could have to deal with.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? No

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

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

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

How did you learn of this vacancy? Eric's Cousins

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

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

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

Signature: Cliff F Lewis Date: 12-27-17

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

<b>FOR OFFICE USE ONLY</b>	
DATE APPLICATION RECEIVED:	<u>1-25-17</u>
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____



# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 1/21/2016

Last name: Scogin First name: Sam Middle initial: S

Residence address: 45 Gamage Ave Ward: 2

City: Auburn State: Maine Zip code: 04210

Home phone: (802) 371-0604 Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email address: sscogin@gmail.com

Current occupation: Teacher

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

Educational and/or experience (or attach your resume): MA in Edu

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

- |  |   |
|--|---|
| <input type="checkbox"/> 9-1-1 Committee                   | <input type="checkbox"/> Airport Board                                |
| <input type="checkbox"/> Auburn Housing Authority          | <input type="checkbox"/> Audit & Procurement Committee                |
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| <input type="checkbox"/> Conservation Commission           | <input type="checkbox"/> Ethics Panel                                 |
| <input type="checkbox"/> Finance Committee                 | <input type="checkbox"/> L/A Transit Committee                        |
| <input type="checkbox"/> Parks & Recreation Advisory Board | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input checked="" type="checkbox"/> Planning Board         | <input type="checkbox"/> Sewer District                               |
| <input type="checkbox"/> Water District                    | <input type="checkbox"/> Zoning Board of Appeals                      |

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). I want to do serve the community I live in and share a unique vantage point on planning and development in Auburn.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). I hope to equitably consider and exercise power to help shape Auburn in to a thriving community for everyone.

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

Dates served (if known)? May 2016 -

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

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

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

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

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

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

Signature: [Signature] Date: 1/21/2016

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

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DATE APPLICATION RECEIVED:	<u>1/25/17</u>
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OATH DATE:	_____

CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: 12/30/16

Last name: Poliquin Pross First name: Mia Middle initial: S.

Residence address: 14 Hersey Hill Rd. Ward: 1

City: Auburn State: Maine Zip code: 04210

Home phone: 207-577-6839 Work phone: 207-513-3848 Cell phone: 207-577-6839

Email address: miapoliquin@hotmail.com

Current occupation: Operations Manager, St. Mary's Nutrition Center

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

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

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

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

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

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

I've enjoyed serving on the Planning Board for the past 4 years and serving the community. I believe I've built a foundation of knowledge and "historical" perspective that can be useful to the Board in the next year. I'm invested in this community and its future and want to contribute to its continued development in a thoughtful and sustainable manner.

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

I hope to be involved in implementation of the Form Based Code when the first applicable site plans come before the Board, participate in current and on-going conversations regarding the Ag Zone, and continue work on Adaptive Re-use issues.

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

Dates served (if known)? July 2012 to present

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

How did you learn of this vacancy? current member

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees. Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen! I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature: /s/ Mia Poliquin Pross Date: 12/30/16

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

**FOR OFFICE USE ONLY**

DATE APPLICATION RECEIVED: 12/30/16

APPOINTMENT DATE: \_\_\_\_\_

TERM EXPIRATION DATE: \_\_\_\_\_

OATH DATE: \_\_\_\_\_

**Mia S. Poliquin Pross**

14 Hersey Hill Rd.  
Auburn, ME 04210

(207) 577-6839  
miapoliquin@hotmail.com

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**EXPERIENCE**

**St. Mary's Health System, Lewiston, ME – Nutrition Center Operations Manager, June 2013 to present**

- Manage general operations of Nutrition Center facility and programs
- Lead systems improvement initiatives covering volunteer management, data tracking, and planning
- Conduct communications projects and media outreach
- Conduct development projects, fundraising, and grant writing with Director and Grant Manager
- Work with others to develop programmatic goals and objectives, work plans, and evaluation methods
- Engage in local collaborative community projects and serve on leadership teams
- Manage daily financial and service provision tracking systems
- Support program staff and functions as needed

**Consumers for Affordable Health Care, Augusta, ME – July 2006 to June 2013**

***Associate Director, November 2010 to June 2013***

- Directed and supervised program, policy, legal, and communications staff and activities
- Conducted grant writing, grant and contract mgmt., reporting, and funder communications
- Assisted Exec. Dir. with organizational strategic planning, development, and human resource functions
- Represented organization in television, radio, and print media interviews
- Served as liaison to the Policy Director to provide policy and legal technical assistance
- Participated as a member of the policy and legal team to represent consumer interests in administrative, judicial, and legislative forums

***Director of Policy and Operations, October 2008 to November 2010***

- Directed and supervised policy and program staff and activities of both departments
- Served as project lead/manager on special projects and collaborative programs
- Represented the organization and consumer interests in public forums
- Coordinated and assisted with grant writing and grant reporting

***Policy and Legal Analyst, July 2006 to October 2008***

- Conducted health policy and legal research, analysis, and writing
- Represented consumers through the Consumer Health Law Program
- Tracked legislation and monitored and participated in statewide health policy initiatives

**Downeast Financial Group, Lewiston, ME – Financial Executive, November 2004 to May 2006**

- Held Series 6 and 63 securities licenses and license in Life, Health, Disability and Variable Contracts
- Advised clients on investment products including mutual funds, annuities, and life insurance
- Prepared Federal and State tax returns, and assisted in creating and implementing financial plans

**Andover College (Kaplan Univ.), Lewiston, ME – Adjunct Faculty, Paralegal Studies, Jan. to May 2005**

- Taught Tort Law and Legal Research to students in the paralegal program
- Prepared class lectures and materials; created and graded exams

**New Hampshire Attorney General, Concord, NH – Legal Intern, May 2003 to April 2004**

- Interned for the Consumer Protection and Antitrust Bureau
- Co-authored, *Consumer Protection and Antitrust Bureau: An Overview*, NH Bar Journal, (Spring, 2004)
- Researched, authored, and filed motions, petitions, and proposed orders
- Researched and wrote legal memoranda on legislation affecting consumers
- Conducted investigations and wrote investigative reports and file reviews on NH Businesses

**New Hampshire Public Defender, Concord, NH – Investigative Intern, May to August 2002**

- Provided investigative support on a homicide case
- Interviewed witnesses, prepared reports, researched and wrote legal memoranda
- Compiled samples and authored instruction on obtaining out-of-state subpoenas

**Richardson Hollow Mental Health, Lewiston, ME – Behavioral Specialist, May to August 2001**

Provided one-on-one therapeutic care for pre-school children with behavioral disorders

**Plymouth State University, Women's Services & Gender Resources, Plymouth, NH – Acting Director, Aug. 2000 to June 2001**

Provided counseling and court advocacy for survivors of domestic violence and sexual assault

Designed and administered educational outreach in classrooms and co-curricular settings

Supervised student staff, interns, and volunteers and managed payroll and budget

Trained in domestic violence crisis intervention, court advocacy, and enhanced advocacy

**EDUCATION**

**University of New Hampshire School of Law, Concord, NH – Juris Doctor, 2004**

*Pierce Law Review*, Chief Note Editor

Legal Research and Consumer Protection, Teaching Assistant

Public Interest Coalition, Co-Chair and Fellowship Recipient 2003 and 2004

Bruce Friedman Scholarship Recipient 2003

Loan Repayment Assistance Program Committee, Student Representative

Law Student's Cooperative Services Association, Board Member

**Plymouth State University, Plymouth, NH – Bachelor of Science, Magna Cum Laude, 2000**

Social Work major; minor in Anthropology/Sociology

Member of Phi Kappa Phi Nat'l Honor Society & Phi Alpha Social Work Honor Society

Recipient of the Powerful Outstanding Woman's Advocate Award, 2000

National Association of Social Workers, NH Student of the Year 1999

**BAR MEMBERSHIP Admitted to the Maine Bar**

**VOLUNTEERISM**

**YMCA, Auburn – Board Member, 2017 – present**

**City of Auburn Planning Board – Assoc. Member, July 2012 – July 2014; Full Member, July 2014 - present**

**Good Food Council of Lewiston-Auburn – Member, January 2014 - present**

**YWCA, Lewiston – Board Member, 2005 – 2006**



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

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Date: 01/31/17

Last name: Bouthin First name: Dustin Middle initial: D

Residence address: 773 Hatch Rd, Auburn Ward: 3

City: Auburn State: ME Zip code: 09240

Home phone: 207 346 0873 Work phone: 207-771-7715 Cell phone: 207 346 0873

Email address: dbouthin@balfourcommercial.com

Current occupation: Commercial Real Estate Agent

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

Educational and/or experience (or attach your resume): Bachelors of Business Administration

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

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

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

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

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

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? NO

Dates served (if known)? N/A

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

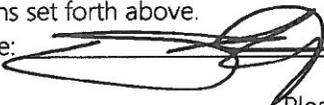
Dates served (if known)? N/A

How did you learn of this vacancy? Internet research

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

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

Signature:  Date: 01/31/16

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

**FOR OFFICE USE ONLY**

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

### **1. Auburn Planning Board**

Question: Briefly describe why you want to serve on this committee.

- I want to be more a part of the community in which I live and work. I also want to see Auburn benefit & prosper from economic development/redevelopment and I want to simply help and support in any way that I can. I am also very interested in city planning and being more involved in the Auburn Comprehensive Plan, in any way possible.

Question: What do you hope to accomplish?

- Through involvement at the planning board and by fulfilling my duties & responsibilities as a board member, I hope to help the City of Auburn attain an increase in economic development and overall economic activity, all the while, working to maintain a balance between economic growth and the long lived small/friendly city culture & feel that Auburn exhibits.
- Advance & increase my growth and knowledge as a local young professional.

### **2. Zoning Board of Appeals**

Question: Briefly describe why you want to serve on this committee.

- I would like to help & support local businesses and developers in their efforts to expand, relocate, and/or redevelopment their businesses and respective real estate, through zoning appeals and variance requests.

Question: What do you hope to accomplish?

- Help expedite the zoning appeals/variance process & procedures of Auburn, and while doing so, keeping in mind the entire city's overall needs and interests.
- Advance & increase my growth and knowledge as a local young professional.

### **3. Poland-Auburn Economic Development Committee**

Question: Briefly describe why you want to serve on this committee.

- Help contribute to the effort of economic growth, activity, and overall coordination between the two municipalities of Poland & Auburn.

Question: What do you hope to accomplish?

- A better functioning knowledge of how Auburn & Poland work together from both a business and civil perspective.
- Advance & increase my growth and knowledge as a local young professional.

## DUSTIN BOUTIN

[DSBOUTIN4@GMAIL.COM](mailto:DSBOUTIN4@GMAIL.COM)

954-604-9978

### OBJECTIVE

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To work in an environment that strives for excellence and growth. Where I can exploit my leadership, administrative, and customer service skills.

### EDUCATION

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#### **Florida Atlantic University**

*Bachelors of Business Administration*

Major: Management, Focus in Entrepreneurship

Minor: Real Estate Studies

Boca Raton, FL  
*December 2013*

### PROFESSIONAL EXPERIENCE

---

#### **Magnusson Balfour Commercial & Business Brokers**

Commercial Real Estate Agent, Appointed Agency

Portland, ME  
*January 2017 - Present*

#### **CBRE - Commercial Real Estate Services**

Project Coordinator

Boston, MA  
*March 2015-Present*

Program Management; containing a high volume of projects. Completed projects consist of Surveillance and Access Control systems installed, at the clients leased and owned facilities, across North America.

- Support, assist, and work with my Sr. Project Manager for overall program goal achievement
- Coordinate, monitor, track, and report on all necessary activities and processes, for in-flight and scheduled projects, within the program
- Maintain constant and effective communication with all parties involved; suppliers/contractors, corporate-level client personnel, client field personnel, and the CBRE Project Management team

#### **Whole Foods Market**

Associate Grocery Team Leader

Cambridge, MA  
*March 2011- February 2015*

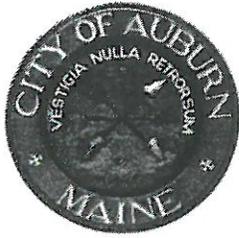
- Trained and led 19 team members
- Conducted application reviews and new hire interviews
- Facilitated/conducted staff meetings and spoke publicly to the whole store, on a quarterly basis
- Managed day-to-day sales floor and back of the house operations
- Increased brand recognition; dealer and private label through effective merchandising efforts
- Managed inventory as well as sales and labor budgets

### COLLEGIATE LEADERSHIP/EXTRACURRICULAR ACTIVITIES

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Delta Sigma Pi, Professional Business Fraternity  
Elected Vice President of Professional Activities

*Fall 2011 – December 2013*  
*Spring 2012*



# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 1/9/17

Last name: Fortier First name: Raymond Middle initial: P

Residence address: 26 Trask Avenue Ward: 3

City: Auburn State: ME Zip code: 04210

Home phone: 207-783-6144 Work phone: \_\_\_\_\_ Cell phone: 207-212-8020

Email address: beytier@aol.com

Current occupation: Retired

Previous occupation (if retired or no longer working): Auburn Water + Sewer District

Educational and/or experience (or attach your resume): High School

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

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

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

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

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

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

Dates served (if known)?

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

Dates served (if known)?

How did you learn of this vacancy?

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

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

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

Signature: Raymond P. Fortin Date: 1/9/17

Please submit your application to;

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

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 1-9-17  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_

James Pross, Ward One  
Robert Stone, Ward Two  
Andy Titus, Ward Three  
VACANT, Ward Four



Leroy Walker, Ward Five  
Grady R. Burns, At Large  
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 16-02272017

ORDERED, that the City Council hereby appoints the following board and committee members as nominated by the Appointment Committee on 02/06/2017;

<b>Board or Committee</b>	<b>Term Exp. Date</b>	<b>Name</b>
Auburn Sewer District	03/01/2021	Raymond Fortier (re-appointment)



CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION

SEP 30 2016

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

Date: 9-24-16

Last name: Simons First name: Joel Middle initial: D

Residence address: 136 Western Ave Ward: 3

City: Auburn State: Maine Zip code: 04210

Home phone: 207 745 8081 Work phone: Cell phone:

Email address: Simonsjr2@gmail.com

Current occupation: Banker

Previous occupation (if retired or no longer working):

Educational and/or experience (or attach your resume): Banking, call center, education
AAS in Paralegal studies 2011 BA History 2007

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

- 9-1-1 Committee
Auburn Housing Authority
Board of Assessment Review
[X] CDBG Loan Committee
[X] Conservation Commission
Finance Committee
[X] Parks & Recreation Advisory Board
Planning Board
Water District
Airport Board
Audit & Procurement Committee
Cable TV Advisory Board
[X] Community Forest Board
Ethics Panel
L/A Transit Committee
Poland-Auburn Economic Development Committee
Sewer District
[X] Zoning Board of Appeals

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

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

I wish to use my work & life experience to bring this future forward.

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

To effect positive

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

Dates served (if known)?

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

Cable TV advisory board

Dates served (if known)? 2011-2013

How did you learn of this vacancy? Via Auburn City Website

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

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

Signature: [Signature] Date: 9-24-16

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

**FOR OFFICE USE ONLY**

DATE APPLICATION RECEIVED: 9-30-2016  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_



# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 01/31/17

Last name: Boutin First name: DUSTIN Middle initial: D

Residence address: 773 Hatch Rd Ward: 3

City: Auburn State: ME Zip code: 09210

Home phone: 207 396 0873 Work phone: 207 779 7715 Cell phone: 207 396 0873

Email address: dboutin@balfourcommercial.com

Current occupation: Commercial Real Estate Agent

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

Educational and/or experience (or attach your resume): Bachelor of Business Administration

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

- |  |   |
|--|---|
| <input type="checkbox"/> 9-1-1 Committee                   | <input type="checkbox"/> Airport Board                                |
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| <input type="checkbox"/> CDBG Loan Committee               | <input type="checkbox"/> Community Forest Board                       |
| <input type="checkbox"/> Conservation Commission           | <input type="checkbox"/> Ethics Panel                                 |
| <input type="checkbox"/> Finance Committee                 | <input type="checkbox"/> L/A Transit Committee                        |
| <input type="checkbox"/> Parks & Recreation Advisory Board | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> Planning Board                    | <input type="checkbox"/> Sewer District                               |
| <input type="checkbox"/> Water District                    | <input checked="" type="checkbox"/> Zoning Board of Appeals           |

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

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

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

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? NO

Dates served (if known)? N/A

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

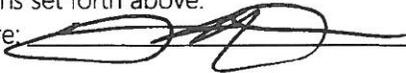
Dates served (if known)? N/A

How did you learn of this vacancy? Internet research

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

Signature:  Date: 01/31/17

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

**FOR OFFICE USE ONLY**

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

### **1. Auburn Planning Board**

Question: Briefly describe why you want to serve on this committee.

- I want to be more a part of the community in which I live and work. I also want to see Auburn benefit & prosper from economic development/redevelopment and I want to simply help and support in any way that I can. I am also very interested in city planning and being more involved in the Auburn Comprehensive Plan, in any way possible.

Question: What do you hope to accomplish?

- Through involvement at the planning board and by fulfilling my duties & responsibilities as a board member, I hope to help the City of Auburn attain an increase in economic development and overall economic activity, all the while, working to maintain a balance between economic growth and the long lived small/friendly city culture & feel that Auburn exhibits.
- Advance & increase my growth and knowledge as a local young professional.

### **2. Zoning Board of Appeals**

Question: Briefly describe why you want to serve on this committee.

- I would like to help & support local businesses and developers in their efforts to expand, relocate, and/or redevelopment their businesses and respective real estate, through zoning appeals and variance requests.

Question: What do you hope to accomplish?

- Help expedite the zoning appeals/variance process & procedures of Auburn, and while doing so, keeping in mind the entire city's overall needs and interests.
- Advance & increase my growth and knowledge as a local young professional.

### **3. Poland-Auburn Economic Development Committee**

Question: Briefly describe why you want to serve on this committee.

- Help contribute to the effort of economic growth, activity, and overall coordination between the two municipalities of Poland & Auburn.

Question: What do you hope to accomplish?

- A better functioning knowledge of how Auburn & Poland work together from both a business and civil perspective.
- Advance & increase my growth and knowledge as a local young professional.

## DUSTIN BOUTIN

[DSBOUTIN4@GMAIL.COM](mailto:DSBOUTIN4@GMAIL.COM)

954-604-9978

### OBJECTIVE

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To work in an environment that strives for excellence and growth. Where I can exploit my leadership, administrative, and customer service skills.

### EDUCATION

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**Florida Atlantic University**

*Bachelors of Business Administration*

Major: Management, Focus in Entrepreneurship

Minor: Real Estate Studies

Boca Raton, FL

*December 2013*

### PROFESSIONAL EXPERIENCE

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**Magnusson Balfour Commercial & Business Brokers**

Commercial Real Estate Agent, Appointed Agency

Portland, ME

*January 2017 - Present*

**CBRE - Commercial Real Estate Services**

Project Coordinator

Boston, MA

*March 2015-Present*

Program Management; containing a high volume of projects. Completed projects consist of Surveillance and Access Control systems installed, at the clients leased and owned facilities, across North America.

- Support, assist, and work with my Sr. Project Manager for overall program goal achievement
- Coordinate, monitor, track, and report on all necessary activities and processes, for in-flight and scheduled projects, within the program
- Maintain constant and effective communication with all parties involved; suppliers/contractors, corporate-level client personnel, client field personnel, and the CBRE Project Management team

**Whole Foods Market**

Associate Grocery Team Leader

Cambridge, MA

*March 2011- February 2015*

- Trained and led 19 team members
- Conducted application reviews and new hire interviews
- Facilitated/conducted staff meetings and spoke publicly to the whole store, on a quarterly basis
- Managed day-to-day sales floor and back of the house operations
- Increased brand recognition; dealer and private label through effective merchandising efforts
- Managed inventory as well as sales and labor budgets

### COLLEGIATE LEADERSHIP/EXTRACURRICULAR ACTIVITIES

---

Delta Sigma Pi, Professional Business Fraternity

Elected Vice President of Professional Activities

*Fall 2011 – December 2013*

*Spring 2012*

James Pross, Ward One  
Robert Stone, Ward Two  
Andy Titus, Ward Three  
VACANT, Ward Four



Leroy Walker, Ward Five  
Grady R. Burns, At Large  
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 17-02272017

ORDERED, that the City Council hereby appoints the following board and committee members as nominated by the Appointment Committee on 02/06/2017;

<b>Board or Committee</b>	<b>Term Exp. Date</b>	<b>Name</b>
Zoning Board of Appeals (Full member)	10/01/2019	Joel Simons (new appointment)

James Pross, Ward One  
Robert Stone, Ward Two  
Andy Titus, Ward Three  
VACANT, Ward Four



Leroy Walker, Ward Five  
Grady R. Burns, At Large  
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 18-02272017

ORDERED, that the City Council hereby appoints the following board and committee members as nominated by the Appointment Committee on 02/06/2017;

<b>Board or Committee</b>	<b>Term Exp. Date</b>	<b>Name</b>
Auburn Water District	03/01/2021	Mary Sylvester (new appointment)
	03/01/2018	Robert Cavanagh (re-appointment)
		Dan Bilodeau (new appointment)

JAN 23 2017



# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: Jan. 14, 2017

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

Residence address: 127 Field Ave. Ward: 2

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

Home phone: (207)783-1032 Work phone: None Cell phone: None

Email address: <railtrailbiker@gmail.com>

Current occupation: retired

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

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

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

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

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). As a life-long resident of the City of Auburn,

I have always been fully-aware of the enormous value of Lake Auburn as the sole source of drinking water for Auburn

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Looking to the future, I will continue to support District policy and activities aimed at protecting Lake Auburn's shores and watershed tributaries flowing into Lake Auburn

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

Voter Appeal  
Dates served (if known)? AWD: Apr. 27, 2009, to current. ASD: Mar. 1, 2006, to current. Voter Appeals Board: Mar. 16, 2015, to current  
Have you previously served on a City or Community Board or Committee? If so, which one(s)? \_\_\_\_\_

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

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

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

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

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

Signature: Robert Cavanagh Date: Jan. 20, 2017

Please submit your application to;

Susan Clements-Dallaire, City Clerk  
60 Court Street, Auburn, ME 04210

[sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)  
207-333-6601, extension 1126

<b>FOR OFFICE USE ONLY</b>	
DATE APPLICATION RECEIVED:	<u>1/23/17</u>
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____

'Why I want to serve.' continued:

and Lewiston, and the importance of keeping the lake clean and safe. I have always been, and continue to be, keenly interested in the lake's protection from any potential source of pollution from the lake's shoreline or watershed tributaries.

A delicate balance must be kept, allowing recreational boating and fishing opportunities for the public, as is now the policy. Preservation of water quality is of utmost importance.

I am a fiscal watchdog in overseeing monthly expenditures. I approve fiscally sound annual budgets with modest rate increases every few years, allowing for our aging underground water pipe infrastructure to be slowly replaced, while keeping water rates among the lowest in the state.

'What I hope to accomplish.' continued

from pollution sources and be supportive of the gull management program with the U.S. Fish and Wildlife Service.

I will continue to monitor monthly expenditures and annual budgets and take part in operational decisions with the goal of keeping water rates among the lowest in Maine, while maintaining the water purification and distribution infrastructure and keeping employee wages and benefits reasonably comparable to those of employees of other water districts in Maine. I support and wish to retain our skilled, motivated, and valuable Auburn Water District employees.

## CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: 1/17/17

Last name: Sylvester First name: Mary Middle initial: \_\_\_\_\_

Residence address: 208 Maple Hill Rd Ward: 1

City: Auburn State: ME Zip code: 04210

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: 212-8866

Email address: Mary.Sylvester207@gmail.com

Current occupation: strategic planning + fundraising consultant

Previous occupation (if retired or no longer working): Fundraising Professional

Educational and/or experience (or attach your resume): please see resume

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

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

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

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

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

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? NO

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

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

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

How did you learn of this vacancy? Several people suggested it to me.

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

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

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

Signature: Mary Swertes Date: 1/19/17

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

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

**Why I want to serve on the committees indicated:**

I am interested, both personally and professionally, in helping to strengthen and sustain community assets and services for the benefit of all. The work of the Water District is a natural fit for those interests. I am a strong advocate for an approach that requires data-driven decision-making and positive inclusive communications strategies. As a resident who is also committed to environmental stewardship, I am interested in the use of best practices in all aspects of water resources as well as forestry practices and land uses in the Lake Auburn watershed. Every person deserves safe drinking water through an effective <sup>and</sup> affordable delivery system <sup>of</sup> well-maintained infrastructure. As we know, this is essential and cannot be taken for granted.

**What I hope to accomplish:**

While deepening my knowledge of the issues and challenges that are ahead for Auburn's Water District, I hope to participate in constructive discussions and decisions. I also will offer my skills as an experienced facilitator of consensus-building conversations, if needed.

# MARY SYLVESTER

## EXPERTISE

- **Strategic Fundraising and Revenue Generation**
- **Capital Campaign Consultancy**
- **Leadership Group Facilitation and Individual Coaching**
- **Organizational Capacity Development**

## PROFESSIONAL EXPERIENCE

I have a track record of achievement in a variety of environments, leveraging partnerships and investments to meet bold goals, especially during periods of change. I specialize in projects that build strong commitments to the arts, education and community-economic development.

## STRATEGIC PLANNING & FUNDRAISING CONSULTANT

Serve community-based clients with capital campaign consultancy, fundraising, and strategic planning services.

### Recent clients include:

- Maine Coast Waldorf School; Freeport, Maine.
- Merrill Memorial Library; Yarmouth, Maine.
- Arts Institute of Western Maine; Farmington, Maine.
- Monhegan Artists Residency Program; Monhegan Island, Maine.
- Lake Auburn Watershed Protection Commission, Maine
- Auburn Water District and Lewiston Water Department, Maine.
- The Community Schools at Opportunity Farm and Camden, Maine.
- Rippleffect; Portland, Maine.
- Friends in Action; Ellsworth, Maine.
- Maine Sea Coast Mission; Bar Harbor, Maine.
- Kingfield POPS; Kingfield, Maine.

## UNIVERSITY OF SOUTHERN MAINE

- Special Assistant to the Provost
- Special Assistant to the USM Foundation President
- Special Assistant for Community Partnerships / Major Gifts Officer  
Project support, part-time and full-time, 2013-current

## UNIVERSITY OF MAINE at FARMINGTON

- Special Assistant to the President for Community and Economic Development  
2010-2012
- Director of University Advancement  
2000-2010

## NORTH MUSEUM OF NATURAL HISTORY AND SCIENCE

Lancaster PA, 1998-2000

- Project Manager and Executive Director

## THE LANCASTER CAMPAIGN (for economic development)

Lancaster PA, 1997-1998

- Director

## CONTINUING EDUCATION

- *Innovation Engineering Leadership Institute.* Freeport, Maine. 2011.
- *Gestalt International Study Center.* Wellfleet, MA. Intensive education in organizational development and change strategies, 2010.
- *Leadership Maine.* Maine Development Foundation. Omicron class, 2008.
- *Integral Leadership: The Power of the Integral View, Provocative Perspectives on Leadership and Service.* Minneapolis, MN. Professional development in

adaptive change models, complex systems theory, and leadership with Carol Wishcamper, Richard Hallstein, et al. 2007 – 2012.

- ***Harvard Business School Executive Education: Change Management.*** Boston, MA. Seminar with Rosabeth Moss Kanter, 2004.
- ***Future Search.*** Training with co-founders Marvin Weisbord and Sandra Janoff, The Wharton School, University of Pennsylvania. 1996.

## EDUCATION

M.S.            **Simmons College**, 1980.  
M.S. - Information Science.

B.A.            **Boston University**, 1972.  
B.A.

## CONTACT INFORMATION

Mary Sylvester, Consultant  
Website: [www.sylvesterstrategies.com](http://www.sylvesterstrategies.com)  
Email: [mary.sylvester207@gmail.com](mailto:mary.sylvester207@gmail.com)  
Cell: 207-212-8866

Home Address:  
Lakeview Farm  
208 Maple Hill Road  
Auburn, Maine 04210



# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: January 5, 2017

Last name: Whiting First name: Richard Middle initial: S.

Residence address: 24 Beaver Road Ward: 1

City: Auburn State: Maine Zip code: 04210-8725

Home phone: 207 782 1836 Work phone: 207 784 7351 Cell phone: 207 713 7225

Email address: rwhiting@auburnhousing.org

Current occupation: Executive Director of Auburn Housing Authority

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

Educational and/or experience (or attach your resume): Graduate of E.L.H.S. & Harvard College

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

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

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). I provide useful comparability information to the Auburn Water District based on my many years of experience

at Auburn Housing Authority, a quasi-municipal entity similar in many ways to AWD, particularly in the area of capital investment.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Like most water districts, AWD has aging infrastructure in need of replacement. I would like to see AWD continue to provide high quality water at below average rates, while replacing as much pipe per year as possible.

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

Dates served (if known)? Since 2013 +/-

Have you previously served on a City or Community Board or Committee? If so, which one(s)? Board of Appeals, Planning Board, Auburn Public Library (President, Building Committee Chair), Citizens Advisory Committee, Comprehensive Plan Committee  
Dates served (if known)? various; planning board was the longest tenure.

How did you learn of this vacancy? (seeking re-appointment)

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

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

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

Signature: [Handwritten Signature] Date: January 5, 2017

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

**FOR OFFICE USE ONLY**  
DATE APPLICATION RECEIVED: 1/6/17  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_



## CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: 1/26/17

Last name: Roy First name: SUZANNE Middle initial: M

Residence address: 8 Joline DR Ward: 1

City: AUBURN State: MAINE Zip code: 04210

Home phone: 782-7994 Work phone: — Cell phone: 740-0987

Email address: SMROY@MAINE.EDU

Current occupation: RETIRED HEALTH EDUCATOR

Previous occupation (if retired or no longer working): " "

Educational and/or experience (or attach your resume): MASTERS IN ADULT EDUCATION  
USM HEALTH PROMOTION MANAGER

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

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

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). My previous career in Health Promotion has always included work related to health topics such as: physical activities, social activities, the preservation of our environment, focus on wholeness attained by engagement in all facets of our lives.

2

My work as Health Promotion Manager for the University of Southern Maine involved creating and maintaining a variety of wellness programs and services to University employees and students.

Prior to working 15 yrs for USM, I was employed at the Maine Municipal Association for 7 yrs, delivering wellness programs to municipalities including the City of Auburn.

I have been a member of the City's Forest Board, several years ago.

I have been a resident of the City of Auburn since 1975.

I would like to serve on the Board of Parks & Recreation. I believe I have skills and talents that I can contribute to our community.

If this position is filled then I would be interested in serving on the Water District Board. I am very interested in safeguarding our precious natural resources.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Included in my comments

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? No

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

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

Forest Board

Dates served (if known)? Several years ago

How did you learn of this vacancy? An email from Tizz Crowley

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

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

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

Signature: Suzanne M Roy Date: 1/26/17

Please submit your application to;

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

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 1/27/17  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_



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

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

Date: 1/27/17

Last name: BROCKE First name: JOHN Middle initial: D

Residence address: 280 W. AUBURN RD Ward: 1

City: AUBURN State: ME Zip code: 04210

Home phone: 207 241 0985 Work phone: 207 739 9257 Cell phone: 941 779 7295

Email address: john.brocke@yahoo.com

Current occupation: PRESIDENT / CEO MAINE MACHINE PRODUCTS CO.

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

Educational and/or experience (or attach your resume): B. S. MECHANICAL ENGINEERING

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

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

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

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

I WOULD LIKE TO ENGAGE AS A GOOD NEIGHBOR ON LAKE AUBURN.

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

MY BACKGROUND IN ENGINEERING & OPERATIONS WILL ADD VALUE TO THE HO BOARD.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? No.

Dates served (if known)? N/A

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

Dates served (if known)? N/A

How did you learn of this vacancy? Website

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

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

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

Signature: [Signature] Date: 1/27/17

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

FOR OFFICE USE ONLY	
DATE APPLICATION RECEIVED:	<u>1/27/17</u>
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____



# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: 1/18/2017

Last name: BILODEAU First name: DANIEL Middle initial: L

Residence address: 42 Tailwind Cat # 110 Ward: 4

City: Auburn State: Maine Zip code: 04210

Home phone: N/A Work phone: N/A Cell phone: 650-2398

Email address: anotherdanielbilodeau@gmail.com

Current occupation: Airline Pilot

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

Educational and/or experience (or attach your resume): B.S. AeroScience ; Auburn Planning BOARD ; Comp Plan Committee ; Lake Auburn Watershed N.A ; Forest BOARD  
Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

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

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). OVER TEN YEARS EXPERIENCE WORKING WITH LAKE AUBURN - WATER SUPPLY & RECREATIONAL TOPICS AND ENJOY ITS COLORFUL HISTORY.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). I WANT TO HELP THE CITY OF AUBURN PROTECT ALL OF THEIR INTERESTS WITH THE SEPARATE WATER DISTRICT TO INCLUDE RECREATION, TAX & INVENTORY VALUES & CLEAN WATER.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? NO

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

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

YES Auburn Planning Board / Forest Board / Flag Committee & Comp Plan Comm.  
Dates served (if known)? 2008-2015

How did you learn of this vacancy? City email notification

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

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

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

Signature: [Signature] Date: 1/18/2017

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

**FOR OFFICE USE ONLY**  
DATE APPLICATION RECEIVED: 1/27/17  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_

James Pross, Ward One  
Robert Stone, Ward Two  
Andy Titus, Ward Three  
VACANT, Ward Four



Leroy Walker, Ward Five  
Grady R. Burns, At Large  
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 18-02272017

ORDERED, that the City Council hereby appoints the following board and committee members as nominated by the Appointment Committee on 02/06/2017;

<b>Board or Committee</b>	<b>Term Exp. Date</b>	<b>Name</b>
Ethics Committee	01/01/2020	James Ayotte (new appointment)



# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 01/13/2017

Last name: Kimble First name: Jennifer Middle initial: N.

Residence address: 63 Olive Street Ward: 5

City: Auburn State: ME Zip code: 04210

Home phone: 2077832420 Work phone: 2076624895 Cell phone: 2078072035

Email address: jennyberg@hotmail.com

Current occupation: Interim Director of MMC Department of Vocational Services

Previous occupation (if retired or no longer working): n/a

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

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

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

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). I will bring an informed perspective from many different roles. I lived in an AHA project from elementary school until high school, I worked for a housing authority in Boston for three years, and much of my current role is encouraging low-income individuals to advance economically.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). See above. I think I could bring a valued perspective and I'm looking for a way to make a positive contribution for my City, my community, and specifically lower-income individuals and families.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? No.  
But I do chair a state-level committee and sit on a national board, see resume.

Dates served (if known)? n/a

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

Dates served (if known)? n/a

How did you learn of this vacancy? Facebook post by Tizz Crowley

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

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

Signature:  Date: 1/13/2017

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

<b>JAN 17 2016</b>	<b>FOR OFFICE USE ONLY</b>
DATE APPLICATION RECEIVED: _____	
APPOINTMENT DATE: _____	
TERM EXPIRATION DATE: _____	
OATH DATE: _____	

**EDUCATION**

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*Boston University Sargent College of Health and Rehabilitation Sciences*

Degree:	Master of Science, 1998	Degree:	Bachelor of Science, 1996
Major:	Rehabilitation Counseling	Major:	Rehabilitation and Human Services
Specialization:	Psychiatric Rehabilitation		

**EMPLOYMENT**

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**July 2003 – Present - Operations Manager***Maine Medical Center – Department of Vocational Services, Portland, ME*

Management of DVS operations, including supervision of Maine's Work Incentives Planning and Assistance Program, which provides work incentives counseling to individuals receiving disability payments from Social Security. Provide support and guidance, in conjunction with department Director, to two other statewide initiatives funded by the Maine Department of Health and Human Services Office for Family Independence, and the Maine Department of Health and Human Services Office of Substance Abuse and Mental Health Services/Maine Department of Labor Bureau of Rehabilitation Services. Monitor budget and contract activities for DVS operations including current and future grants. Coordination of strategic planning, quality assurance and program development efforts with management team and DVS staff.

**December 2002 – July 2003 - Employment Specialist IV***Maine Medical Center - Department of Vocational Services, Portland, ME*

Worked with individuals with psychiatric disabilities on planning, pursuing and achieving their vocational goals – this included career and educational exploration, job search, placement, and support. Participated as member of two outpatient psychiatric treatment teams. Researched community resources and referred clients to appropriate services. Established connections with funding agencies and other providers.

**August 1999 – December 2002 - Self-Sufficiency Programs Manager***Metropolitan Boston Housing Partnership, Inc., Boston, MA*

Managed and enhanced MBHP's HUD Family Self-Sufficiency Program across the metropolitan Boston area. Implemented and managed the Massachusetts Department of Housing and Community Development's largest Welfare-to-Work housing voucher program. Supervised six case managers. Developed policy and procedure for both programs in consultation with staff and supervisors. Monitored FSS participants' escrow account credits and withdrawals, conducting an annual activity audit. Collaborated with Rental Assistance team to increase participation in the FSS program and improve timing of enrollment.

**January 1998 – August 1999 - Assistant Program Coordinator/Job Developer***Career Advancement Resources (CAR), Center House, Inc., Boston, MA*

Provided support and job development services to Supported Education and Employment (SEE) program funded by the Massachusetts Department of Mental Health (DMH). Established relationships with business community, met or exceeded monthly placement goals, negotiated employment supports, developed marketing strategies for job placement, maintained database of business contacts, and successfully matched client skills with employer needs. Supervised employment/education specialist. Created tracking system for placement and retention data.

**January 1997 – January 1998 - Employment and Education Specialist CAR, Center House, Inc., Boston, MA**

Provided vocational counseling, planning, and career education to individuals with psychiatric disabilities who were homeless or at risk of homelessness and referred by a Massachusetts Department of Mental Health hospital, shelter, therapist, or case manager. Collaborated with DMH and shelter staff, attended client team

meetings, worked as part of an Employment/Education team to assist clients to achieve their job and school goals. Researched community resources and referred clients to appropriate services, including skills training programs and colleges.

**May 1996 – January 1997 - Clubhouse Worker** *Center Club, Center House, Inc., Boston, MA*

Worked side by side with members in the Kitchen Unit of Center Club, an International Center for Clubhouse Development certified clubhouse. Assisted individuals to learn foodservice and customer service skills in the unit; assisted individuals in finding supported or independent employment. Facilitated social activities, discussion groups, and outings.

**September 1995 – May 1996 CEP Teacher Assistant** *Boston University Center for Psychiatric Rehabilitation*

Provided in- and out-of-classroom assistance to Career Education Program students. The CEP was a psychiatric vocational rehabilitation curriculum implemented to help individuals to clarify vocational values and interests, establish meaningful vocational goals, and develop skills and identify supports to succeed in the work or school environment. Provided job development and job coaching to students at the close of class. Facilitated social activities and discussions.

**Summers 1994 & 1995 - Substitute Activity Supervisor** *Tri-County Mental Health Services, Lewiston ME*

Provided direct support and/or job coaching to individuals with developmental disabilities in day program and employment settings. Provided relief coverage; assisted individuals at all levels of functioning to achieve habilitation and job goals.

## **PROFESSIONAL MEMBERSHIPS/ORGANIZATIONS**

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National Association of Benefits and Work Incentive Specialists (NABWIS)

Member, 2007 – 2013; Region 1 Board Member, 2013 – present

Employment Promotion Collaborative (formerly the Maine State Rehabilitation Council's Mental Health Subcommittee)

Member, 2010 - present

Maine State Workforce Board's Commission on Disability and Employment

Member representing MMC Department of Vocational Services, 2006 – 2014; Chair, 2014 – present

Commission on Rehabilitation Counselor Certification

Certified Rehabilitation Counselor (#00016534), 1998 – present

University of Maine Center for Community Inclusion & Disability Studies

Maine Employment Curriculum Instructor, 2003 – 2010



# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 1/2/17

Last name: Robert First name: Cheryl Middle initial: A

Residence address: 27 Laurel Avenue Ward: 4

City: Auburn State: Maine Zip code: 04210

Home phone: 207-754-4602 Work phone: 207-345-3133 Cell phone: 207-754-4602

Email address: RobertApartmentsmaine@aol.com

Current occupation: Property Manager for Normand and Caren Robert

Previous occupation (if retired or no longer working): Special Education Teacher

Educational and/or experience (or attach your resume): I ran a few committees while teaching for Lewiston Public Schools

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

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

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). I have been in the apartment building management business since I was 15 yrs old and am currently managing 19 buildings in the LA area. I want to expand my knowledge

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). I want to help provide safe housing to the residences of Auburn.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? no

Dates served (if known)? n/a

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

n/a

Dates served (if known)? n/a

How did you learn of this vacancy? Facebook New Auburn Neighborhood Page

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

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

Signature: [Handwritten Signature] Date: 1/2/16

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

**FOR OFFICE USE ONLY**

DATE APPLICATION RECEIVED: 01/03/2017  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_



CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION

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

Date: 11/11/2016

Last name: Low First name: Geoffrey Middle initial: E

Residence address: 327 Court Street Auburn Maine Ward: 2

City: Auburn State: Maine Zip code: 04210

Home phone: 207-357-3426 Work phone: 207-333-6633 Cell phone:

Email address: afd068@aol.com

Current occupation: Fire Chief

Previous occupation (if retired or no longer working):

Educational and/or experience (or attach your resume): MBA concentration in Public Admin

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

- 9-1-1 Committee
X Auburn Housing Authority
Board of Assessment Review
CDBG Loan Committee
Conservation Commission
Finance Committee
Parks & Recreation Advisory Board
Planning Board
Water District
Airport Board
Audit & Procurement Committee
Cable TV Advisory Board
Community Forest Board
Ethics Panel
L/A Transit Committee
Poland-Auburn Economic Development Committee
Sewer District
Zoning Board of Appeals

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

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

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

Please see attached

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

Yes, Lewiston/Auburn 911 Committee

Dates served (if known)? July 16 to Present

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

Dates served (if known)?

How did you learn of this vacancy? Posting on the city website.

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

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

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

Signature: 

Date: 12/29/2016

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

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: DEC 29 2016

APPOINTMENT DATE: \_\_\_\_\_

TERM EXPIRATION DATE: \_\_\_\_\_

OATH DATE: \_\_\_\_\_

Page 2 of 2

# Memo

**To:** Sue Clements-Dallaire  
**From:** Geoffrey Low  
**Date:** December 29, 2016  
**Re:** Auburn Housing Authority Board of Directors

These are my responses to the questions asked on the Board and Committee Appointment Application.

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

I envision serving on the Auburn Housing Authority Board of Directors as a non-traditional way to expand my role in community service. For more than twenty years, my community involvement has been focused primarily on protective services such as volunteer fire and ambulance work, supporting community-based emergency response teams, and governance of those groups. Serving on the Auburn Housing Authority Board would allow me to apply my efforts to a cause that is meaningful to me while gaining expertise on important business and economical issues in the community. Board service would also allow me to build valuable connections and develop skills that I can carry forward to other professional and philanthropic endeavors.

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

My main goal in joining this board would be to support the Auburn Housing Authority in its mission to provide safe and affordable housing for lower income persons. Additionally, I would like to be instrumental in strengthening the Authority's efforts towards affording City residents self-sufficiency and economic independence.

While financial and organizational oversight are core functions of any board of directors, I do not see these as the only responsibilities. As a member of the board of directors, I am prepared to commit the time and energy necessary to be a visible supporter of the Authority – advocating for it and the needs of the residents. I envision collaborating with the board team, engaging in meaningful discussions, asking important, clarifying questions, and listening to others.

# **GEOFFREY E. LOW**

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## **Resume/Narrative**

I have been an employee for the City of Auburn Fire Department since August, 1994, with one short break in service from 2000 to 2001, when I moved to Naples, Florida, and worked as a paramedic. Over the past 20 years, I have seen the Fire Department from many perspectives, working in a variety of positions: Firefighter/Paramedic; Assistant Chief of EMS Services; member of the training team; Driver Operator; Lieutenant; Shift Captain; Deputy Fire Chief and most recently, as the Fire Chief. I filled the position of Interim Fire Chief of the Auburn Fire Department from April, 2010 to September, 2012. This wide spectrum of positions has allowed me to experience the department as a leader and as a team member on several levels – and, in the end, has made me a well-rounded, informed leader and manager.

In addition to my career fire-service experience, I have also worked as a full-time supervisor/manager in an EMS third service and been a member of several call-force fire departments. In the Town of Oxford, I rose through the ranks to attain the position of Deputy Chief. In this capacity, I provided oversight for the EMS and training divisions, Bureau of Labor Standards, and several other areas. I believe that the combination of my real world experience and supportive, formal education makes me an ideal candidate for your organization. I am consistently driven, through hands-on leadership and management, to strive for personal excellence and to motivate those around me to set their goals a little higher.

## **Personal Growth**

I have been afforded innumerable opportunities for personal growth during the span of my career. With every transition, there have been valuable lessons that serve me well, to this day. The improvement of my listening skills is one particular area of personal development that has turned out to be a powerful and effective tool in my management of personnel. My willingness and ability to listen, process information, and communicate meaningfully allow me to better deal with personnel issues, especially those that are emotionally-charged. I have a reputation for facilitating consensus, affecting conflict resolution, and encouraging collaboration.

## **Professional Growth**

The Auburn Fire Department has provided me with the opportunity to better myself professionally, and I have used this to great advantage. In the past few years, I have acquired a Bachelor of Science in Fire Science, and am currently more than two-thirds of the way towards receiving my Masters in Business Administration. I possess Pro-Board Fire Officer IV certification through the Texas A&M Engineering Extension Service, and have recently completed the National Fire Service Staff and Command Course offered by the University of Maryland. I am currently enrolled in the National Fire Academy's Executive Fire Officer Program with an expected graduation in 2017.

At this time, I am an adjunct instructor for the Maine Fire Services Institute and hold instructor certifications for NIMS-ICS, Haz-Mat Operations, Emergency Medical Services, and AHA-CPR/First Aid. These achievements have all been possible with the support of the Auburn Fire Department.

**WORK EXPERIENCE**

**AUBURN FIRE DEPARTMENT, Auburn, ME** 2016 - present  
*Fire Chief/Paramedic*

- Serve as the Chief Executive Officer of the department responsible to the City Manager.
- Plan, direct, and organize administration and operational activities of the 65-member department.
- Develop and manage a \$4.2 million-dollar operating budget.
- Work collaboratively with the bargaining unit to resolve issues prior to grievances being filed.
- Participate in labor negotiations, the grievance process, and other activities as they relate to the collective bargaining agreement.
- Work collaboratively with other departments to achieve City and shared interdepartmental goals.
- Conduct strategic planning to include building consensus among stakeholders when determining organizational priorities and goals.
- Serve as Incident Commander or as a member of the city's Incident Management Team.
- Act as an ambassador for the City of Auburn when delivering public talks, education, or attending functions.

**AUBURN FIRE DEPARTMENT, Auburn, ME** 1994 - 2016  
*Deputy Fire Chief/Paramedic*

- Served as Interim Fire Chief from April, 2010 to September, 2012.
- Have served as the Deputy Fire Chief for the AFD since Sept, 2011.
- Serve as Emergency Medical Services Chief/Coordinator
- Provide direct supervision for four Battalion Chiefs.
- Provide oversight for multiple operational and administrative divisions.
- Serve as an Incident Safety Officer and as the department Health and Safety Officer to ensure the overall well-being of a 65-member department.
- Assist with developing and managing a \$3.7 million-dollar budget.
- Develop and review both operational and administrative policies and procedures.

**MED-CARE AMBULANCE, Mexico, ME** 2001 - 2003  
*Assistant Director/Paramedic*

- Managed daily operations of a 60-employee company that responds to requests for emergent and non-emergent service.
- Served as Quality Assurance Coordinator, assessing the proficiency of providers and establishing plans of correction as needed.
- Developed and implemented standards of care to be used in conjunction with State protocols to ensure consistent system-wide care.
- Served on the Employee Professional Development team.

**COLLIER COUNTY EMS, Naples, FL** 2000-2001  
*Paramedic*

- Provided pre-hospital care for the sick and injured.

**OXFORD FIRE DEPARTMENT, Oxford, ME** 1988-2000  
*Deputy Fire Chief/Paramedic*

- Directed emergency and non-emergency operations for a 50-member, on-call fire department.
- Drafted, implemented and managed a paid daytime staffing program, placing EMS coverage in the fire station seven days a week.
- Developed and managed the OSHA respiratory protection program.
- Served as EMS Coordinator.

**ARMY NATIONAL GUARD, Maine** 1990-1998  
*Medical Specialist/Combat Medic*

- Provided pre-hospital care of the sick and injured.

### EDUCATION

**National Fire Academy: Executive Fire Officer Program** In Progress

**Masters of Business Administration, w/a minor in Public Administration** March, 2015  
Columbia Southern University  
Orange Beach, AL

**Bachelor of Science in Fire Science** July, 2012  
Columbia Southern University  
Orange Beach, AL

**Associate of Applied Science in Fire Science** January, 2010  
Columbia Southern University  
Orange Beach, AL

### CERTIFICATIONS/SPECIALIZED EDUCATION

#### Fire Service

NFA Executive Analysis of Fire Service Operations in Emergency Management (2015)  
NFA Executive Analysis of Community Risk Reduction (2014)  
NFA Executive Development (2014)

Maryland Fire Rescue Institute National Staff and Command Course (2013)  
FEMA (MGT-335) Event Security Planning for Public Safety Professionals (2013)  
Hazardous Materials Technician (2013)  
Fire Instructor I and II: Train the Trainer (2013)  
TEEX Fire Officer (2012) III&IV -- Pro-Board certified  
Basic Wildland Firefighting (2012) S130/190, L180  
NFA Juvenile Firesetter Specialist I (2011)  
NFA Health and Safety Officer (2010)  
FEMA (G290) Basic Public Information Officer (2008)  
NFA Incident Safety Officer (2008)  
Homeland Security Exercise and Evaluator Program (2008)  
Maine State Fire Officer (2006) I&II, Pro-Board certified  
Maine State Fire Instructor (2006) I&II, Pro-Board certified

**Fire Service Certifications, Continued**

Maine Certified Emergency Manager (2006)  
FEMA (E-449) Incident Command Systems: Train the Trainer (2006)  
Hazardous Materials Awareness/Operations: Train the Trainer (2003)  
Maine State Fire Academy (1990) FF I&II

**Emergency Medical Services**

Maine Licensed Paramedic  
Maine Licensed Instructor Coordinator  
American Heart Association - Advanced Cardiac Life Support - Pediatric Advanced Life Support  
American Heart Association - Basic Life Support - CPR Instructor  
International Trauma Life Support - Advanced

**PROFESSIONAL MEMBERSHIPS**

- International Association of Fire Chiefs
- Maine Fire Chiefs
- National Fire Protection Association
- International Association of Arson Investigators

**COMMUNITY SERVICE**

I believe that being a well-rounded, recognizable, and trusted municipal leader requires community involvement. As an added benefit, I hope to instill community commitment and develop a sense of civic duty in my son, by example. In addition to serving on the Volunteer Fire Service and EMS in each of the communities in which I have resided, I have participated in the community in the following positions:

- Den Leader, local Cub Scout troop, since 2011
- Past Pee Wee Soccer Coach for the kindergarten and first grade teams
- Treasurer for Cub Scouts Pack 580, since 2011
- Past committee member for the Dixfield Budget Committee



# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: 1/27/2017

Last name: LaBonte First name: Jonathan Middle initial: P

Residence address: 39 Coachman Ave Ward: 2

City: Auburn State: Maine Zip code: 04210

Home phone: 207-782-1174 Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email address: jlabonte08@gmail.com

Current occupation: Mayor

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

Educational and/or experience (or attach your resume): Graduate studies in public administration, served on

**Maine Blue Ribbon Commission on Affordable Housing**

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

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

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). AHA not only creates a high quality, safe and engaging living environments for seniors, families and working citizens of Auburn. With experience in local/state housing policy, I want to work w/ the Board to support staff in continuing that tradition and build upon it.

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

~~Given the length of terms, I would like to work with the Board and staff to propose an overall housing policy that could be adopted by the Board and Council laying out goals for affordable housing including the populations targeted to be served now and going forward and a financial plan to do it.~~

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

Auburn Public Library, Lewiston-Auburn Railroad Company

Dates served (if known)? 2016-present

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

CDBG Citizens Advisory Committee, Citizens Budget Committee

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

How did you learn of this vacancy? Clerk's Office

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

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

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

Signature:  Date: 1/27/2017

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

<b>FOR OFFICE USE ONLY</b>	
DATE APPLICATION RECEIVED:	<b>JAN 27 2017</b>
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____

James Pross, Ward One  
Robert Stone, Ward Two  
Andy Titus, Ward Three  
VACANT, Ward Four



Leroy Walker, Ward Five  
Grady R. Burns, At Large  
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 19-02272017

ORDERED, that the City Council hereby appoints \_\_\_\_\_ to serve on the Auburn Housing Authority with a term expiration date of 10/01/2021.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** February 27, 2017

**Resolve:** 01-02272017

**Author:** Sue Clements-Dallaire

**Subject:** Lake Auburn Watershed Protection Resolve

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**Information:** This is a resolve to encourage the Lake Auburn Watershed Commissioners to adopt a meeting schedule and meeting locations that are more convenient for the general public to attend.

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**Advantages:** Moving meetings to 5pm and rotating the meeting locations between Lewiston and Auburn will allow for better resident participation.

**Disadvantages:** The current schedule of meeting at 3:30pm only in Auburn makes resident participation difficult at times.

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**City Budgetary Impacts:** N/A

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**Staff Recommended Action:** Support the resolve

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**Previous Meetings and History:**

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**Attachments:** Resolve 01-02272017

James Pross, Ward One  
Robert Stone, Ward Two  
Andy Titus, Ward Three  
VACANT, Ward Four



Leroy Walker, Ward Five  
Grady R. Burns, At Large  
David C. Young, At Large

Jonathan P. LaBonte, Mayor

## IN CITY COUNCIL

### RESOLVE 01-02272017

**Resolve,** Calling upon the Lake Auburn Watershed Protection Commission to Schedule its Meetings at a Time and Place Convenient for the Public.

Whereas, the Lake Auburn Watershed Protection Commission is charged with the essential task of protecting the water quality of Lake Auburn; and

Whereas, the members of this Commission represent Auburn and Lewiston as well as other communities within the lake's watershed; and

Whereas, the Commission now schedules its meetings at 3:30 pm on Wednesdays at the Androscoggin Valley Council of Governments' Office in Auburn; and

Whereas, the day and time of the meeting is inconvenient for interested residents who work during the day or who are regularly out of town on weekdays; and

Whereas, holding all meetings in Auburn adds to the inconvenience for residents of other watershed communities; and

Whereas, these concerns have been brought to the attention of the Commissioners who have voted to maintain the current meeting time, date, and location to the inconvenience of others;

**Now, therefore, be it resolved by the City Council of the City of Auburn that;**

We call upon the Lake Auburn Watershed Protection Commissioners to adopt a meeting schedule and locations convenient to the general public, particularly those who currently are required to be at work at the time the Commission meets. More specifically, we call on them to move the bi-monthly meetings to a time after 5 pm and to rotate meeting locations between Lewiston City Hall and Auburn City Hall.



## City of Auburn City Council Information Sheet

**Council Workshop or Meeting Date:** February 27, 2017

**Subject:** Executive Session

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

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

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

- (1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;
  - (2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;
  - (3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and
  - (4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.
- This paragraph does not apply to discussion of a budget or budget proposal;

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

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

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

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

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

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

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

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



## City of Auburn City Council Information Sheet

**Council Workshop or Meeting Date:** February 27, 2017

**Subject:** Executive Session

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

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

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

- (1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;
  - (2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;
  - (3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and
  - (4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.
- This paragraph does not apply to discussion of a budget or budget proposal;

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

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

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

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

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

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

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

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

# City of Auburn, Maine

*"Maine's City of Opportunity"*

## Financial Services



**TO: Denis D'Auteuil, Acting City Manager**  
**FROM: Jill Eastman, Finance Director**  
**REF: January 2017 Financial Report**  
**DATE: February 23, 2017**

The following is a discussion regarding the significant variances found in the City's January financial report. Please note that although the monthly financial report contains amounts reported by the School Department, this discussion is limited to the City's financial results and does not attempt to explain any variances for the School Department.

The City has completed its seventh month of the current fiscal year. As a guideline for tracking purposes, revenues and expenditures should amount to approximately 58.3% of the annual budget. However, not all costs and revenues are distributed evenly throughout the year; individual line items can vary based upon cyclical activity.

### **Revenues**

Revenues collected through January 31st, including the school department were \$42,579,794 or 52.87%, of the budget. The municipal revenues including property taxes were \$30,833,145, or 53.68% of the budget which is less than the same period last year by 0.16%. The accounts listed below are noteworthy.

- A. The current year tax revenue is at 53.29%, 0.96% higher than last year at this time. The second payment is due March 15<sup>th</sup>.
- B. Excise tax for the month of January is at 66.65%. This is a \$75,993 increase from FY 16. Our excise revenues for FY17 are 8.32% above projections as of January 31, 2017.
- C. State Revenue Sharing at the end of January is 57.97% or \$851,179. This is \$64,376 decrease from last January. Last fiscal year the State was making up payments withheld in FY15, so this year we are on track with our estimated revenue.
- D. Miscellaneous Revenues are less than FY 16 by \$480,870. In FY 16 we sold 1 Minot Ave for \$500,000, therefore the difference.

## Expenditures

City expenditures through January 2017 were \$23,122,167 or 58.11%, of the budget. This is a 1.6% decrease for the same period last year. Noteworthy variances are:

- A. Most of the operating departments are all in line with where they should be at this time. Several line items are paid quarterly, semi-annually or annually thus creating the appearance of being over budget. I have and will continue to monitor each department's expenditures throughout the fiscal year.
- B. The Economic and Community Development is at 30.52% of budget, primarily due to unfilled vacant positions and delayed implementation of the Workforce Development program.
- C. Health and Social Services is currently at 65.87% of the budget which is 18.8% higher than last year at this time. The primary cause of this increase is on the Assistance side of the budget and is due to the number of asylum seekers that the department is seeing.

## Investments

This section contains an investment schedule as of January 31st. Currently the City's funds are earning an average interest rate of .57%.

Respectfully submitted,



Jill M. Eastman  
Finance Director

**CITY OF AUBURN, MAINE**  
**BALANCE SHEET - CITY GENERAL FUND, WC AND UNEMPLOYMENT FUND**  
**AS of January 2017, December 2016, and June 2016**

	UNAUDITED January 31 2016	UNAUDITED December 31 2016	Increase (Decrease)	AUDITED JUNE 30 2016
<b>ASSETS</b>				
CASH	\$ 16,706,795	\$ 14,856,493	\$ 1,850,302	\$ 10,809,594
RECEIVABLES			-	
ACCOUNTS RECEIVABLES	2,156,650	2,446,911	(290,261)	2,561,677
TAXES RECEIVABLE-CURRENT	20,086,297	20,418,472	(332,175)	1,015,068
DELINQUENT TAXES	628,693	641,499	(12,806)	613,248
TAX LIENS	761,814	784,962	(23,148)	473,362
NET DUE TO/FROM OTHER FUNDS	2,747,142	2,927,057	(179,915)	2,298,596
<b>TOTAL ASSETS</b>	<b>\$ 43,087,392</b>	<b>\$ 42,075,394</b>	<b>\$ 1,011,998</b>	<b>\$ 17,771,545</b>
<b>LIABILITIES &amp; FUND BALANCES</b>				
ACCOUNTS PAYABLE	\$ (18,210)	\$ (29,305)	\$ 11,095	\$ (643,393)
PAYROLL LIABILITIES	(805,009)	(466,745)	(338,264)	-
ACCRUED PAYROLL	800	529,353	(528,553)	(3,934,340)
STATE FEES PAYABLE	(44,248)	(53,738)	9,490	-
ESCROWED AMOUNTS	(11,183)	(11,183)	(0)	(12,981)
DEFERRED REVENUE	(21,330,399)	(21,687,645)	357,246	(1,970,197)
<b>TOTAL LIABILITIES</b>	<b>\$ (22,208,249)</b>	<b>\$ (21,719,263)</b>	<b>\$ (488,986)</b>	<b>\$ (6,560,911)</b>
FUND BALANCE - Unassigned	\$ (19,012,173)	\$ (18,489,161)	\$ (523,012)	\$ (6,158,083)
FUND BALANCE - Assigned	\$ (783,311)	\$ (783,311)	\$ 0	\$ (2,084,993)
FUND BALANCE - Nonspendable-long term receivables				\$ (1,341,590)
FUND BALANCE - Restricted	(1,083,659)	(1,083,659)	-	(1,625,968)
<b>TOTAL FUND BALANCE</b>	<b>\$ (20,879,142)</b>	<b>\$ (20,356,131)</b>	<b>\$ (523,011)</b>	<b>\$ (11,210,634)</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ (43,087,392)</b>	<b>\$ (42,075,394)</b>	<b>\$ (1,011,998)</b>	<b>\$ (17,771,545)</b>

**CITY OF AUBURN, MAINE**  
**REVENUES - GENERAL FUND COMPARATIVE**  
**THROUGH January 31, 2017 VS January 31, 2016**

REVENUE SOURCE	FY 2017 BUDGET	ACTUAL REVENUES THRU JAN 2017	% OF BUDGET	FY 2016 BUDGET	ACTUAL REVENUES THRU JAN 2016	% OF BUDGET	VARIANCE
<b>TAXES</b>							
PROPERTY TAX REVENUE-PRIOR YEAR TAX REVENUE	\$ 46,032,435	\$ 24,529,427	53.29%	\$ 44,021,283	\$ 23,036,403	52.33%	\$ 1,493,024
HOMESTEAD EXEMPTION REIMBURSEMENT ALLOWANCE FOR ABATEMENT	\$ -	\$ 690,373		\$ -	\$ 826,167		\$ (135,794)
ALLOWANCE FOR UNCOLLECTIBLE TAXES	\$ 750,000	\$ 569,088	75.88%	\$ 505,000	\$ 258,527	51.19%	\$ 310,561
EXCISE	\$ -	\$ -		\$ -	\$ -		\$ -
PENALTIES & INTEREST	\$ 3,365,000	\$ 2,242,724	66.65%	\$ 3,350,000	\$ 2,166,731	64.68%	\$ 75,993
	\$ 150,000	\$ 92,544	61.70%	\$ 150,000	\$ 77,668	51.78%	\$ 14,876
<b>TOTAL TAXES</b>	<b>\$ 50,297,435</b>	<b>\$ 28,124,157</b>	<b>55.92%</b>	<b>\$ 48,026,283</b>	<b>\$ 26,365,496</b>	<b>54.90%</b>	<b>\$ 1,758,661</b>
<b>LICENSES AND PERMITS</b>							
BUSINESS	\$ 48,000	\$ 32,907	68.56%	\$ 48,300	\$ 32,465	67.22%	\$ 442
NON-BUSINESS	\$ 427,384	\$ 256,852	60.10%	\$ 356,800	\$ 185,853	52.09%	\$ 70,999
<b>TOTAL LICENSES</b>	<b>\$ 475,384</b>	<b>\$ 289,759</b>	<b>60.95%</b>	<b>\$ 405,100</b>	<b>\$ 218,318</b>	<b>53.89%</b>	<b>\$ 71,441</b>
<b>INTERGOVERNMENTAL ASSISTANCE</b>							
STATE-LOCAL ROAD ASSISTANCE	\$ 400,000	\$ 399,292	99.82%	\$ 440,000	\$ 401,596	91.27%	\$ (2,304)
STATE REVENUE SHARING	\$ 1,468,313	\$ 851,179	57.97%	\$ 1,477,641	\$ 915,555	61.96%	\$ (64,376)
WELFARE REIMBURSEMENT	\$ 59,000	\$ 29,426	49.87%	\$ 70,000	\$ 34,052	48.65%	\$ (4,626)
OTHER STATE AID	\$ 22,000	\$ -	0.00%	\$ 22,000	\$ 3,554	16.15%	\$ (3,554)
CITY OF LEWISTON	\$ 160,000	\$ -	0.00%	\$ 155,000	\$ 5,040	3.25%	\$ (5,040)
<b>TOTAL INTERGOVERNMENTAL ASSISTANCE</b>	<b>\$ 2,109,313</b>	<b>\$ 1,279,897</b>	<b>60.68%</b>	<b>\$ 2,164,641</b>	<b>\$ 1,359,797</b>	<b>62.82%</b>	<b>\$ (79,900)</b>
<b>CHARGE FOR SERVICES</b>							
GENERAL GOVERNMENT	\$ 132,640	\$ 58,107	43.81%	\$ 133,040	\$ 82,940	62.34%	\$ (24,833)
PUBLIC SAFETY	\$ 139,077	\$ 67,452	48.50%	\$ 239,138	\$ 44,492	18.61%	\$ 22,960
EMS TRANSPORT	\$ 1,250,000	\$ 586,350	46.91%	\$ 1,250,000	\$ 593,200	47.46%	\$ (6,850)
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ 1,521,717</b>	<b>\$ 711,909</b>	<b>46.78%</b>	<b>\$ 1,622,178</b>	<b>\$ 720,632</b>	<b>44.42%</b>	<b>\$ (8,723)</b>
<b>FINES</b>							
PARKING TICKETS & MISC FINES	\$ 65,000	\$ 35,220	54.18%	\$ 60,000	\$ 38,259	63.77%	\$ (3,039)
<b>MISCELLANEOUS</b>							
INVESTMENT INCOME	\$ 10,000	\$ 37,646	376.46%	\$ 5,000	\$ 7,066	141.32%	\$ 30,580
INTEREST-BOND PROCEEDS	\$ -	\$ -		\$ 2,000	\$ -	0.00%	\$ -
RENTS	\$ 18,000	\$ 26,075	144.86%	\$ 18,000	\$ 147,322	818.46%	\$ (121,247)
UNCLASSIFIED	\$ 10,000	\$ 30,785	307.85%	\$ 20,000	\$ 29,241	146.21%	\$ 1,544
COMMERCIAL SOLID WASTE FEES	\$ -	\$ 33,845		\$ -	\$ 34,369		\$ (524)
SALE OF PROPERTY	\$ 20,000	\$ 10,667	53.34%	\$ 20,000	\$ 501,020	2505.10%	\$ (490,353)
RECREATION PROGRAMS/ARENA	\$ -	\$ -		\$ -	\$ -		\$ -
MMWAC HOST FEES	\$ 210,000	\$ 231,021	110.01%	\$ 210,000	\$ 122,882	58.52%	\$ 108,139
TRANSFER IN: TIF	\$ 1,537,818	\$ -	0.00%	\$ 545,000	\$ -	0.00%	\$ -
TRANSFER IN: POLICE	\$ -	\$ -		\$ 45,000	\$ -	0.00%	\$ -
TRANSFER IN: REC SPEC REVENUE	\$ 54,718	\$ -	0.00%	\$ 42,718	\$ -	0.00%	\$ -
TRANSFER IN: SPECIAL REVENUE	\$ -	\$ -		\$ -	\$ -		\$ -
ENERGY EFFICIENCY	\$ -	\$ 1,625		\$ -	\$ 3,600		\$ (1,975)
CDBG	\$ 254,127	\$ 14,701	5.78%	\$ 58,000	\$ 18,524	31.94%	\$ (3,823)
UTILITY REIMBURSEMENT	\$ 27,500	\$ 5,838	21.23%	\$ 37,500	\$ 9,049	24.13%	\$ (3,211)
CITY FUND BALANCE CONTRIBUTION	\$ 825,000	\$ -	0.00%	\$ 1,650,000	\$ -	0.00%	\$ -
<b>TOTAL MISCELLANEOUS</b>	<b>\$ 2,967,163</b>	<b>\$ 392,203</b>	<b>13.22%</b>	<b>\$ 2,653,218</b>	<b>\$ 873,073</b>	<b>32.91%</b>	<b>\$ (480,870)</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$ 57,436,012</b>	<b>\$ 30,833,145</b>	<b>53.68%</b>	<b>\$ 54,931,420</b>	<b>\$ 29,575,575</b>	<b>53.84%</b>	<b>\$ 1,257,570</b>
<b>SCHOOL REVENUES</b>							
EDUCATION SUBSIDY	\$ 21,373,337	\$ 11,305,744	52.90%	\$ 20,854,672	\$ 10,951,726	52.51%	\$ 354,018
EDUCATION	\$ 814,540	\$ 440,905	54.13%	\$ 856,607	\$ 275,390	32.15%	\$ 165,515
SCHOOL FUND BALANCE CONTRIBUTION	\$ 906,882	\$ -	0.00%	\$ 906,882	\$ -	0.00%	\$ -
<b>TOTAL SCHOOL</b>	<b>\$ 23,094,759</b>	<b>\$ 11,746,649</b>	<b>50.86%</b>	<b>\$ 22,618,161</b>	<b>\$ 11,227,116</b>	<b>49.64%</b>	<b>\$ 519,533</b>
<b>GRAND TOTAL REVENUES</b>	<b>\$ 80,530,771</b>	<b>\$ 42,579,794</b>	<b>52.87%</b>	<b>\$ 77,549,581</b>	<b>\$ 40,802,691</b>	<b>52.61%</b>	<b>\$ 1,777,103</b>

**CITY OF AUBURN, MAINE**  
**EXPENDITURES - GENERAL FUND COMPARATIVE**  
**THROUGH January 31, 2017 VS January 31, 2016**

DEPARTMENT	FY 2017 BUDGET	Unaudited EXP THRU JAN 2017	% OF BUDGET	FY 2016 BUDGET	Unaudited EXP THRU JAN 2016	% OF BUDGET	VARIANCE
<b>ADMINISTRATION</b>							
MAYOR AND COUNCIL	\$ 78,464	\$ 41,571	52.98%	\$ 77,366	\$ 45,706	59.08%	\$ (4,135)
CITY MANAGER	\$ 378,880	\$ 143,280	37.82%	\$ 269,340	\$ 154,856	57.49%	\$ (11,576)
CITY CLERK	\$ 177,906	\$ 103,414	58.13%	\$ 165,053	\$ 100,963	61.17%	\$ 2,451
FINANCIAL SERVICES	\$ 637,754	\$ 365,267	57.27%	\$ 619,855	\$ 362,808	58.53%	\$ 2,459
HUMAN RESOURCES	\$ 150,435	\$ 44,809	29.79%	\$ 143,526	\$ 84,259	58.71%	\$ (39,450)
INFORMATION TECHNOLOGY	\$ 479,324	\$ 343,733	71.71%	\$ 390,190	\$ 288,767	74.01%	\$ 54,966
LEGAL SERVICES	\$ 45,650	\$ 63,240	138.53%	\$ 65,000	\$ 39,242	60.37%	\$ 23,998
<b>TOTAL ADMINISTRATION</b>	<b>\$ 1,948,413</b>	<b>\$ 1,105,314</b>	<b>56.73%</b>	<b>\$ 1,730,330</b>	<b>\$ 1,076,601</b>	<b>62.22%</b>	<b>\$ 28,713</b>
<b>COMMUNITY SERVICES</b>							
ECONOMIC & COMMUNITY DEVELOPMENT	\$ 1,938,437	\$ 591,593	30.52%	\$ 1,267,711	\$ 789,514	62.28%	\$ (197,921)
HEALTH & SOCIAL SERVICES	\$ 171,474	\$ 112,955	65.87%	\$ 184,711	\$ 86,940	47.07%	\$ 26,015
RECREATION & SPECIAL EVENTS*	\$ 341,772	\$ 159,727	46.73%	\$ 338,871	\$ 168,381	49.69%	\$ (8,654)
PUBLIC LIBRARY	\$ 979,516	\$ 565,317	57.71%	\$ 979,516	\$ 560,009	57.17%	\$ 5,308
<b>TOTAL COMMUNITY SERVICES</b>	<b>\$ 3,431,199</b>	<b>\$ 1,429,592</b>	<b>41.66%</b>	<b>\$ 2,770,809</b>	<b>\$ 1,604,844</b>	<b>57.92%</b>	<b>\$ (175,252)</b>
<b>FISCAL SERVICES</b>							
DEBT SERVICE	\$ 6,406,845	\$ 5,905,713	92.18%	\$ 6,324,864	\$ 5,792,676	91.59%	\$ 113,037
FACILITIES	\$ 645,756	\$ 333,574	51.66%	\$ 653,080	\$ 440,796	67.49%	\$ (107,222)
WORKERS COMPENSATION	\$ 522,088	\$ -	0.00%	\$ 496,536	\$ -	0.00%	\$ -
WAGES & BENEFITS	\$ 5,274,528	\$ 3,041,816	57.67%	\$ 5,171,309	\$ 2,801,067	54.17%	\$ 240,749
EMERGENCY RESERVE (10108062-670000)	\$ 375,289	\$ -	0.00%	\$ 375,289	\$ -	0.00%	\$ -
<b>TOTAL FISCAL SERVICES</b>	<b>\$ 13,224,506</b>	<b>\$ 9,281,103</b>	<b>70.18%</b>	<b>\$ 13,021,078</b>	<b>\$ 9,034,539</b>	<b>69.38%</b>	<b>\$ 246,564</b>
<b>PUBLIC SAFETY</b>							
FIRE DEPARTMENT	\$ 4,049,396	\$ 2,461,192	60.78%	\$ 4,099,634	\$ 2,543,600	62.04%	\$ (82,408)
FIRE EMS	\$ 590,997	\$ 283,397	47.95%	\$ 549,801	\$ 241,483	43.92%	\$ 41,914
POLICE DEPARTMENT	\$ 3,875,113	\$ 2,194,068	56.62%	\$ 3,870,995	\$ 2,144,990	55.41%	\$ 49,078
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 8,515,506</b>	<b>\$ 4,938,657</b>	<b>58.00%</b>	<b>\$ 8,520,430</b>	<b>\$ 4,930,073</b>	<b>57.86%</b>	<b>\$ 8,584</b>
<b>PUBLIC WORKS</b>							
PUBLIC SERVICES DEPARTMENT	\$ 4,496,349	\$ 2,474,677	55.04%	\$ 4,525,898	\$ 2,417,218	53.41%	\$ 57,459
SOLID WASTE DISPOSAL	\$ 932,689	\$ 450,531	48.30%	\$ 927,278	\$ 450,868	48.62%	\$ (337)
WATER AND SEWER	\$ 599,013	\$ 452,380	75.52%	\$ 599,013	\$ 452,385	75.52%	\$ (5)
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 6,028,051</b>	<b>\$ 3,377,588</b>	<b>56.03%</b>	<b>\$ 6,052,189</b>	<b>\$ 3,320,471</b>	<b>54.86%</b>	<b>\$ 57,117</b>
<b>INTERGOVERNMENTAL PROGRAMS</b>							
AUBURN-LEWISTON AIRPORT	\$ 106,000	\$ 79,500	75.00%	\$ 105,000	\$ 105,000	100.00%	\$ (25,500)
E911 COMMUNICATION CENTER	\$ 1,088,857	\$ 537,330	49.35%	\$ 1,069,122	\$ 540,307	50.54%	\$ (2,977)
LATC-PUBLIC TRANSIT	\$ 182,244	\$ 182,244	100.00%	\$ 209,244	\$ 209,244	100.00%	\$ (27,000)
LA ARTS	\$ -	\$ -	-	\$ -	\$ -	-	\$ -
TAX SHARING	\$ 270,000	\$ 18,015	6.67%	\$ 270,000	\$ 21,066	7.80%	\$ (3,051)
<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$ 1,647,101</b>	<b>\$ 817,089</b>	<b>49.61%</b>	<b>\$ 1,653,366</b>	<b>\$ 875,617</b>	<b>52.96%</b>	<b>\$ (58,528)</b>
<b>COUNTY TAX</b>							
TIF (10108058-580000)	\$ 2,167,824	\$ 2,167,824	100.00%	\$ 2,142,268	\$ 2,142,268	100.00%	\$ 25,556
OVERLAY	\$ 2,824,803	\$ -	0.00%	\$ 2,599,914	\$ -	0.00%	\$ -
	\$ -	\$ 5,000	-	\$ -	\$ -	0.00%	\$ 5,000
	\$ -	\$ -	-	\$ -	\$ -	-	\$ -
<b>TOTAL CITY DEPARTMENTS</b>	<b>\$ 39,787,403</b>	<b>\$ 23,122,167</b>	<b>58.11%</b>	<b>\$ 38,490,384</b>	<b>\$ 22,984,413</b>	<b>59.71%</b>	<b>\$ 137,754</b>
<b>EDUCATION DEPARTMENT</b>							
	\$ 40,743,368	\$ 17,114,759	42.01%	\$ 39,062,197	\$ 15,700,977	40.19%	\$ 1,413,782
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$ 80,530,771</b>	<b>\$ 40,236,926</b>	<b>49.96%</b>	<b>\$ 77,552,581</b>	<b>\$ 38,685,390</b>	<b>49.88%</b>	<b>\$ 1,551,536</b>

**CITY OF AUBURN, MAINE  
INVESTMENT SCHEDULE  
AS OF January 31, 2017**

<b>INVESTMENT</b>		<b>FUND</b>	<b>BALANCE</b> January 31, 2017	<b>BALANCE</b> December 31, 2016	<b>INTEREST</b> <b>RATE</b>
ANDROSCOGGIN BANK	449	CAPITAL PROJECTS	\$ 4,176,389.59	\$ 4,174,616.61	<b>0.45%</b>
ANDROSCOGGIN BANK	502	SR-TIF	\$ 1,006,368.48	\$ 1,005,941.26	<b>0.45%</b>
ANDROSCOGGIN BANK	836	GENERAL FUND	\$ 4,071,328.48	\$ 5,511,817.66	<b>0.45%</b>
ANDROSCOGGIN BANK	801	WORKERS COMP	\$ 50,274.76	\$ 50,253.43	<b>0.45%</b>
ANDROSCOGGIN BANK	748	UNEMPLOYMENT	\$ 50,274.79	\$ 50,253.46	<b>0.45%</b>
ANDROSCOGGIN BANK	684	EMS CAPITAL RESERVE	\$ 230,850.90	\$ 230,752.90	<b>0.45%</b>
NORTHERN CAPITAL	02155	CAPITAL PROJECTS	\$ 750,000.00	\$ 750,000.00	<b>0.70%</b>
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 500,000.00	<b>0.70%</b>
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 500,000.00	<b>1.00%</b>
<b>GRAND TOTAL</b>			<b>\$ 11,335,487.00</b>	<b>\$ 12,773,635.32</b>	<b>0.57%</b>

**EMS BILLING**  
**SUMMARY OF ACTIVITY**  
**July 1, 2016 - June 30, 2017**  
**Report as of January 31, 2017**

	Beginning	January 2017				Ending
	Balance 01/01/17	New Charges	Payments	Refunds	Adjustments	Balance 1/31/2017
<b>Bluecross</b>	\$ 39,420.38	\$ 9,587.80	\$ (2,598.21)	\$ -	\$ (4,106.37)	\$ 42,303.60
<b>Intercept</b>	\$ 34.80	\$ 600.00	\$ (300.00)			\$ 334.80
<b>Medicare</b>	\$ 81,636.00	\$ 111,207.20	\$ (33,868.28)		\$ (47,878.58)	\$ 111,096.34
<b>Medicaid</b>	\$ (29,445.24)	\$ 29,678.80	\$ (10,293.21)		\$ (11,108.10)	\$ (21,167.75)
<b>Other/Commercial</b>	\$ 126,414.64	\$ 49,913.80	\$ (19,035.03)	\$ 346.81	\$ (6,344.36)	\$ 151,295.86
<b>Patient</b>	\$ 512,641.92	\$ 15,335.40	\$ (5,488.73)	\$ 10.00	\$ (1,711.40)	\$ 520,787.19
<b>Worker's Comp</b>	\$ 728.40	\$ -	\$ (728.40)			\$ -
<b>TOTAL</b>	\$ 731,430.90	\$ 216,323.00	\$ (72,311.86)	\$ 356.81	\$ (71,148.81)	\$ 804,650.04

**EMS BILLING**  
**BREAKDOWN -TOTAL CHARGES**  
**July 1, 2016 - June 30, 2017**  
**Report as of January 31, 2017**

	July 2016	August 2016	Sept 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Adjustment	Totals	% of Total
No Insurance Information		\$ 4,649.80						\$ (4,649.80)	\$ -	0.00%
Bluecross	\$ 10,000.40	\$ 13,101.80	\$ 7,886.80	\$ 10,183.80	\$ 7,624.60	\$ 6,585.00	\$ 9,587.80	\$ 5,016.00	\$ 69,986.20	5.48%
Intercept	\$ 200.00	\$ 800.00	\$ 200.00	\$ 400.00	\$ 434.80	\$ 300.00	\$ 600.00	\$ 1,025.00	\$ 3,959.80	0.31%
Medicare	\$ 65,787.40	\$ 79,078.20	\$ 87,750.40	\$ 101,560.20	\$ 70,601.00	\$ 53,336.40	\$ 111,207.20	\$ 15,596.80	\$ 584,917.60	45.84%
Medicaid	\$ 34,317.20	\$ 36,679.60	\$ 25,523.80	\$ 34,320.80	\$ 35,292.20	\$ 24,267.60	\$ 29,678.80	\$ 5,532.40	\$ 225,612.40	17.68%
Other/Commercial	\$ 54,548.80	\$ 49,906.40	\$ 44,401.40	\$ 39,102.00	\$ 34,393.20	\$ 34,834.60	\$ 49,913.80	\$ (4,325.80)	\$ 302,774.40	23.73%
Patient	\$ 16,125.40	\$ 20,867.80	\$ 12,572.60	\$ 13,732.00	\$ 20,298.20	\$ 6,623.80	\$ 15,335.40	\$ (18,228.20)	\$ 87,327.00	6.84%
Worker's Comp	\$ 651.40				\$ 728.40			\$ 33.60	\$ 1,413.40	0.11%
<b>TOTAL</b>	\$ 181,630.60	\$ 205,083.60	\$ 178,335.00	\$ 199,298.80	\$ 169,372.40	\$ 125,947.40	\$ 216,323.00	\$ 0.00	\$ 1,275,990.80	100.00%

**EMS BILLING**  
**BREAKDOWN -TOTAL COUNT**  
**July 1, 2016 - June 30, 2017**  
**Report as of January 31, 2017**

	July 2016	August 2016	Sept 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Adjustment	Totals	% of Total
No Insurance Information		6							6	0.36%
Bluecross	12	15	9	12	10	8	12		78	4.71%
Intercept	2	10	2	4	8	3	6		35	2.11%
Medicare	80	99	105	126	87	69	138		704	42.49%
Medicaid	45	50	33	44	45	35	38		290	17.50%
Other/Commercial	69	65	56	54	44	49	68		405	24.44%
Patient	20	25	16	17	25	15	19		137	8.27%
Worker's Comp	1				1				2	0.12%
<b>TOTAL</b>	229	270	221	257	220	179	281	0	1657	100.00%

**TOTAL REVENUE COLLECTED AS OF 1/31/17 \$586,350.**

**TOTAL EXPENDITURES AS OF 1/31/17 \$ 283,397.**

**EMS BILLING  
AGING REPORT  
July 1, 2016 to June 30, 2017  
Report as of January 31, 2017**

	<b>Current</b>		<b>31-60</b>		<b>61-90</b>		<b>91-120</b>		<b>121+ days</b>		<b>Totals</b>	
<b>Bluecross</b>	\$ 4,519.59	56%	\$ 873.80	11%	\$ -	0%	\$ 900.40	11%	\$ 1,817.53	22%	\$ 8,111.32	1.01%
<b>Intercept</b>	\$ 200.00	50%	\$ 200.00	50%	\$ -		\$ -				\$ 400.00	0.05%
<b>Medicare</b>	\$ 67,607.91	99%	\$ -	0%	\$ -	0%	\$ 696.20	1%	\$ -	0%	\$ 68,304.11	8.49%
<b>Medicaid</b>	\$ 21,022.29	67%	\$ 4,633.17	15%	\$ 1,500.89	5%	\$ 610.19	2%	\$ 3,538.17	11%	\$ 31,304.71	3.89%
<b>Other/Commercial</b>	\$ 42,639.62	49%	\$ 13,957.12	16%	\$ 6,760.24	8%	\$ 6,402.15	7%	\$ 16,881.22	19%	\$ 86,640.35	10.77%
<b>Patient</b>	\$ 29,811.25	5%	\$ 26,755.18	4%	\$ 20,343.75	3%	\$ 26,736.00	4%	\$ 506,243.37	83%	\$ 609,889.55	75.80%
<b>Worker's Comp</b>	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0.00%
<b>TOTAL</b>	\$ 165,800.66		\$ 46,419.27		\$ 28,604.88		\$ 35,344.94		\$ 528,480.29		\$ 804,650.04	
	21%		6%		4%		4%		66%		100%	100.00%

CITY OF AUBURN  
SPECIAL REVENUE FUNDS  
As of January 31, 2017

	1902	1905	1909	1910	1913	1914	1915	1917	1922	1926	1927	1928	1929	1930		
	Riverwatch	Winter Festival	Kittyhawk Park	Community Service	Police Fitness Equipment	Oak Hill Cemeteries	Fire Training Building	Wellness Grant	Walmart Risk/Homeless	Healthy Androskoggin	Insurance Reimbursement	Vending	Fire Prevention	211 Fairview		
Fund Balance 7/1/16	\$ 998,289.00	\$ 3,504.80	\$ 44,875.00	\$ 3,822.59	\$ 5,932.53	\$ 27,084.76	\$ 3,511.16	\$ 4,657.35	\$ 7,158.93	\$ (169.41)	\$ (42,276.05)	\$ 97.26	\$ 4,094.47	\$ (566,303.71)		
Revenues FY17	\$ 31,637.51	\$ 5,300.00		\$ 356.70				\$ 3,839.00	\$ 2,041.32	\$ 8,164.96	\$ 22,439.26	\$ 648.00				
Expenditures FY17	\$ 105,681.60	\$ 13,076.88		\$ 47.95			\$ 5,000.00	\$ 2,548.69	\$ 2,137.07	\$ 3,360.00	\$ 11,875.20	\$ 972.14				
<b>Fund Balance 1/31/17</b>	<b>\$ 924,244.91</b>	<b>\$ (4,272.08)</b>	<b>\$ 44,875.00</b>	<b>\$ 4,131.34</b>	<b>\$ 5,932.53</b>	<b>\$ 27,084.76</b>	<b>\$ (1,488.84)</b>	<b>\$ 5,947.66</b>	<b>\$ 7,063.18</b>	<b>\$ 4,635.55</b>	<b>\$ (31,711.99)</b>	<b>\$ (226.88)</b>	<b>\$ 4,094.47</b>	<b>\$ (566,303.71)</b>		
	1931	2003	2005	2006	2007	2008	2010	2013	2014	2019	2020	2025	2030	2032		
	Donations	Byrne JAG	MDOT	PEACE	Seatbelt Grant	Homeland Security	State Drug Money	OUI Grant	Speed Grant	Law Enforcement Training	CDBG	Community Cords	Parking	HEAPP		
Fund Balance 7/1/16	\$ 4,030.22	\$ 5,601.31	\$ (300,767.41)	\$ 5,113.91	\$ 3,838.00	\$ (79,902.47)	\$ 32,161.49	\$ 20,076.97	\$ 9,286.00	\$ (2,764.26)	\$ 4,390,795.83	\$ 29,363.56	\$ 7,326.18	\$ (4,994.50)		
Revenues FY17	\$ -	\$ 2,120.64		\$ 3,130.91		\$ 102,245.77	\$ 5,138.50	\$ 9,250.00	\$ 8,205.00	\$ 4,436.00	\$ 460,052.87	\$ 2,932.20	\$ 119,652.16			
Expenditures FY17	\$ 66.40	\$ 1,427.74		\$ 2,904.94		\$ 71,977.05	\$ 14,025.50	\$ 16,128.00	\$ 6,156.00	\$ 850.00	\$ 374,114.64	\$ 954.35	\$ 114,366.12			
<b>Fund Balance 1/31/17</b>	<b>\$ 3,963.82</b>	<b>\$ 6,294.21</b>	<b>\$ (300,767.41)</b>	<b>\$ 5,339.88</b>	<b>\$ 3,838.00</b>	<b>\$ (49,633.75)</b>	<b>\$ 23,274.49</b>	<b>\$ 13,198.97</b>	<b>\$ 11,335.00</b>	<b>\$ 821.74</b>	<b>\$ 4,476,734.06</b>	<b>\$ 31,341.41</b>	<b>\$ 12,612.22</b>	<b>\$ (4,994.50)</b>		
	2033	2038	2037	2038	2040	2041	2042	2044	2045	2046	2048	2050	2051	2052		
	Safe School/Health (COPS)	COPSAP Grant	Bulletproof Vests	Community Action Team	Great Falls TV	Blanche Stevens	High Visibility	Federal Drug Money	Forest Management	Joint Land Use Study	TD Tree Days Grant	Project Lifesaver	Project Canopy	Nature Conservancy		
Fund Balance 7/1/16	\$ (11,598.45)	\$ -	\$ 11,591.10	\$ 7,206.21	\$ 49,695.26	\$ 51,105.26	\$ 3,528.71	\$ 28,246.58	\$ 4,661.52	\$ 0.57	\$ -	\$ 100.00	\$ -	\$ 975.05		
Revenues FY17	\$ 6,893.21	\$ -	\$ 5,323.50					\$ 6,683.99			\$ 12,500.00	\$ 50.00	\$ 12,970.00			
Expenditures FY17	\$ 56,855.87	\$ 11,349.00	\$ 4,926.39		\$ 4,375.38	\$ 846.45		\$ 17,318.39			\$ 12,500.00					
<b>Fund Balance 1/31/17</b>	<b>\$ (61,561.11)</b>	<b>\$ (11,349.00)</b>	<b>\$ 11,988.21</b>	<b>\$ 7,206.21</b>	<b>\$ 45,319.88</b>	<b>\$ 50,258.81</b>	<b>\$ 3,528.71</b>	<b>\$ 17,612.18</b>	<b>\$ 4,661.52</b>	<b>\$ 0.57</b>	<b>\$ -</b>	<b>\$ 150.00</b>	<b>\$ 12,970.00</b>	<b>\$ 975.05</b>		
	2053	2054	2055	2056	2057	2058	2059	2201	2500	2501						
	St Louis Bells	EMS Transport Capital Reserve	Work4ME-PAL	Lake Auburn Neighborhood	ASPCA Grant	Barker Mills Greenway	Distracted Driving	EDI Grant	Parks & Recreation	Recreation Donation						
Fund Balance 7/1/16	\$ 2,357.75	\$ 230,363.06	\$ (10,824.92)	\$ 125.00	\$ 800.00	\$ (36,787.03)	\$ (720.00)	\$ (1,336,528.99)	\$ 285,658.91	\$ 1,757.00						
Revenues FY17						\$ 34,189.60	\$ 14,151.00		\$ 101,625.54							
Expenditures FY17			\$ 7,837.50				\$ 14,226.00	\$ 875.00	\$ 234,783.81							
<b>Fund Balance 1/31/17</b>	<b>\$ 2,357.75</b>	<b>\$ 230,363.06</b>	<b>\$ (18,662.42)</b>	<b>\$ 125.00</b>	<b>\$ 800.00</b>	<b>\$ (2,597.43)</b>	<b>\$ (795.00)</b>	<b>\$ (1,337,403.99)</b>	<b>\$ 152,500.64</b>	<b>\$ 1,757.00</b>						
	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	2600	Total
	Tambrands TIF 4	J Enterprises TIF 5	Tambrands II TIF 6	J & A Properties TIF 7	Formed Fiber TIF 8	Mall TIF 9	Downtown TIF 10	Safe Handling TIF 11	Auburn Industrial TIF 12	Auburn Plaza TIF 13	Auburn Plaza II TIF 14	Webster School TIF 16	Bedard Pharm TIF 17	Slapshot LLC TIF 18	Hartt Transport TIF 19	Special Revenues
Fund Balance 7/1/16	\$ (127,347.23)	\$ 14,500.44	\$ (471,229.88)	\$ 2,558.27	\$ 134,174.73	\$ 538,642.58	\$ 700,419.73	\$ 50,183.21	\$ (373,286.94)	\$ 112,923.51	\$ (90,278.95)	\$ 360.91	\$ 388.80	\$ (111,372.97)	\$ (5.40)	\$ 4,275,786.91
Revenues FY17							\$ 46,880.91									\$ 1,032,858.55
Expenditures FY17							\$ 839,557.74		\$ 136,810.59	\$ 79,912.46	\$ 534,503.92	\$ 14,645.06		\$ 84,567.93	\$ 14,972.71	\$ 2,818,534.47
<b>Fund Balance 1/31/17</b>	<b>\$ (127,347.23)</b>	<b>\$ 14,500.44</b>	<b>\$ (471,229.88)</b>	<b>\$ 2,558.27</b>	<b>\$ 134,174.73</b>	<b>\$ 538,642.58</b>	<b>\$ (92,257.10)</b>	<b>\$ 50,183.21</b>	<b>\$ (510,097.53)</b>	<b>\$ 33,011.05</b>	<b>\$ (624,782.87)</b>	<b>\$ (14,284.15)</b>	<b>\$ 388.80</b>	<b>\$ (195,940.90)</b>	<b>\$ (14,978.11)</b>	<b>\$ 2,490,110.99</b>

# City of Auburn, Maine

*"Maine's City of Opportunity"*

## Financial Services

To: Denis D'Auteuil, Acting City Manager  
From: Jill Eastman, Finance Director  
Re: Arena Financial Reports for January 31, 2017



Attached you will find a Statement of Net Assets and a Statement of Activities and budget to actual reports for Norway Savings Bank Arena for revenue and expenditures as of January 31, 2017.

### **NORWAY SAVINGS BANK ARENA**

#### **Statement of Net Assets:**

The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets and shows a comparison to the previous month, in this case, December 31, 2016.

#### **Current Assets:**

As of the end of January 2017 the total current assets of Norway Savings Bank Arena were (\$475,252). These consisted of cash and cash equivalents of \$91,209, accounts receivable of \$166,042, and an interfund payable of \$732,493.

#### **Noncurrent Assets:**

Norway's noncurrent assets are equipment that was purchased, less depreciation (depreciation is posted at year end). The total value of the noncurrent assets as of January 31, 2017 was \$318,203.

#### **Liabilities:**

Norway Arena had no accounts payable as of January 31, 2017.

#### **Statement of Activities:**

The statement of activities shows the current operating revenue collected for the fiscal year and the operating expenses as well as any nonoperating revenue and expenses.

The operating revenues for Norway Arena through January 2017 are \$716,120. This revenue comes from the concessions, sign advertisements, pro shop lease, youth programming, shinny hockey, public skating and ice rentals.

The operating expenses for Norway Arena through January 2017 were \$735,018. These expenses include personnel costs, supplies, utilities, repairs, rent, capital purchases and maintenance.

As of January 2017 Norway Arena has an operating loss of \$18,898 compared to the December 2016 operating loss of \$55,728 a decrease in the operating loss for the fiscal year of \$36,830.

As of January 31, 2017 Norway Arena has a decrease in net assets of \$18,898.

The budget to actual reports for revenue and expenditures, with comparison to the same period last year show that revenue for FY17 is \$43,720 more than in FY16 and expenditures in FY17 are \$43,551 more than last year in January.

**CITY OF AUBURN, MAINE**  
**Statement of Net Assets**  
**Norway Savings Bank Arena**  
**January 31, 2017**  
**Business-type Activities - Enterprise Fund**

	January 31, 2017	December 31, 2016	Increase/ (Decrease)
<b>ASSETS</b>			
Current assets:			
Cash and cash equivalents	\$ 91,209	\$ 91,213	\$ (4)
Interfund receivables	\$ (732,493)	\$ (630,382)	\$ (102,111)
Prepaid Rent	\$ -	\$ -	\$ -
Accounts receivable	166,042	158,739	\$ 7,303
Total current assets	(475,242)	(380,430)	(94,812)
Noncurrent assets:			
Capital assets:			
Buildings	35,905	35,905	-
Equipment	417,455	285,813	131,642
Land improvements	-	-	-
Less accumulated depreciation	(135,157)	(135,157)	-
Total noncurrent assets	318,203	186,561	131,642
Total assets	(157,039)	(193,869)	36,830
<b>LIABILITIES</b>			
Accounts payable	\$ -	\$ -	-
Net pension liability	77,298	77,298	-
Total liabilities	77,298	77,298	-
<b>NET ASSETS</b>			
Invested in capital assets	\$ 318,203	\$ 186,561	\$ 131,642
Unrestricted	\$ (552,540)	\$ (457,728)	\$ (94,812)
Total net assets	\$ (234,337)	\$ (271,167)	\$ 36,830

**CITY OF AUBURN, MAINE**  
**Statement of Revenues, Expenses and Changes in Net Assets**  
**Norway Savings Bank Arena**  
**Business-type Activities - Enterprise Funds**  
**Statement of Activities**  
**January 31, 2017**

	<b>Norway Savings Arena</b>
Operating revenues:	
Charges for services	\$ 716,120
Operating expenses:	
Personnel	210,927
Supplies	29,183
Utilities	145,328
Repairs and maintenance	7,847
Rent	295,449
Depreciation	-
Capital expenses	20,368
Other expenses	25,916
<b>Total operating expenses</b>	<b>735,018</b>
<b>Operating gain (loss)</b>	<b>(18,898)</b>
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	-
<b>Total nonoperating expense</b>	<b>-</b>
Gain (Loss) before transfer	(18,898)
Transfers out	-
Change in net assets	(18,898)
Total net assets, July 1	(215,439)
<b>Total net assets, January 31, 2017</b>	<b>\$ (234,337)</b>

**CITY OF AUBURN, MAINE**  
**REVENUES - NORWAY SAVINGS BANK ARENA**  
Through January 31, 2017 compared to January 31, 2016

REVENUE SOURCE	FY 2017 BUDGET	ACTUAL REVENUES THRU JAN 2017	% OF BUDGET	FY 2016 BUDGET	ACTUAL REVENUES THRU JAN 2016	% OF BUDGET	VARIANCE
<b>CHARGE FOR SERVICES</b>							
Concussions	\$ 18,000	\$ 370	2.06%	\$ 30,000	\$ 5,625	18.75%	\$ (5,255)
Sponsorships	\$ 230,000	\$ 190,571	82.86%	\$ 230,000	\$ 137,498	59.78%	\$ 53,073
Pro Shop	\$ 8,500	\$ 4,105	48.29%	\$ 8,500	\$ 4,343	51.09%	\$ (238)
Programs	\$ 31,000		0.00%	\$ 280,000	\$ 175,315	62.61%	\$ (175,315)
Rental Income	\$ 672,250	\$ 463,464	68.94%	\$ 398,500	\$ 324,328	81.39%	\$ 139,136
Camps/Clinics	\$ 50,000	\$ 38,895	77.79%				\$ 38,895
Tournaments	\$ 50,000	\$ 18,715	37.43%	\$ 50,000	\$ 25,291	50.58%	\$ (6,576)
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ 1,059,750</b>	<b>\$ 716,120</b>	<b>67.57%</b>	<b>\$ 997,000</b>	<b>\$ 672,400</b>	<b>67.44%</b>	<b>\$ 43,720</b>
<b>INTEREST ON INVESTMENTS</b>	<b>\$ -</b>			<b>\$ -</b>			
<b>GRAND TOTAL REVENUES</b>	<b>\$ 1,059,750</b>	<b>\$ 716,120</b>	<b>67.57%</b>	<b>\$ 997,000</b>	<b>\$ 672,400</b>	<b>67.44%</b>	<b>\$ 43,720</b>

**CITY OF AUBURN, MAINE**  
**EXPENDITURES - NORWAY SAVINGS BANK ARENA**  
Through January 31, 2017 compared to January 31, 2016

DESCRIPTION	ACTUAL			ACTUAL			VARIANCE
	FY 2016 BUDGET	EXPENDITURES THRU JAN 2017	% OF BUDGET	FY 2015 BUDGET	EXPENDITURES THRU JAN 2016	% OF BUDGET	
Salaries & Benefits	\$ 311,000	\$ 210,927	67.82%	\$ 311,000	\$ 207,781	66.81%	\$ 3,146
Purchased Services	\$ 87,306	\$ 27,434	31.42%	\$ 96,150	\$ 42,348	44.04%	\$ (14,914)
Supplies	\$ 37,150	\$ 35,512	95.59%	\$ 17,500	\$ 18,167	103.81%	\$ 17,345
Utilities	\$ 199,800	\$ 145,328	72.74%	\$ 200,200	\$ 126,122	63.00%	\$ 19,206
Capital Outlay	\$ 57,000	\$ 20,368	35.73%	\$ 57,000	\$ 1,600	2.81%	\$ 18,768
Rent	\$ 507,000	\$ 295,449	58.27%	\$ 507,000	\$ 295,449	58.27%	\$ -
	<b>\$ 1,199,256</b>	<b>\$ 735,018</b>	<b>61.29%</b>	<b>\$ 1,188,850</b>	<b>\$ 691,467</b>	<b>58.16%</b>	<b>\$ 43,551</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ 1,199,256</b>	<b>\$ 735,018</b>	<b>61.29%</b>	<b>\$ 1,188,850</b>	<b>\$ 691,467</b>	<b>58.16%</b>	<b>\$ 43,551</b>

# City of Auburn, Maine

*"Maine's City of Opportunity"*

## Financial Services

To: Denis D'Auteuil, Acting City Manager  
From: Jill Eastman, Finance Director  
Re: Financial Reports for January, 2017



Attached you will find a Statement of Net Assets and a Statement of Activities and budget to actual reports for Ingersoll Turf Facility for revenue and expenditures as of January 31, 2017.

### **INGERSOLL TURF FACILITY**

#### **Statement of Net Assets:**

The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets as of January 31, 2017.

#### **Current Assets:**

As of the end of January 2017 the total current assets of Ingersoll Turf Facility were 17,691. This consisted of an interfund receivable of \$17,691 an increase from December of \$15,537.

#### **Noncurrent Assets:**

Ingersoll's noncurrent assets are the building and equipment that was purchased, less depreciation. The total value of the noncurrent assets as of January 31, 2017 was \$195,659.

#### **Liabilities:**

Ingersoll had no accounts payable as of January 31, 2017.

#### **Statement of Activities:**

The statement of activities shows the current operating revenue collected for the fiscal year and the operating expenses as well as any nonoperating revenue and expenses.

The operating revenues for Ingersoll Turf Facility through January 2017 are \$86,335. This revenue comes from the sponsorships, programs, rental income and batting cages.

The operating expenses for Ingersoll Turf Facility through January 2017 were \$68,204. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of January 2017 Ingersoll has an operating gain of \$18,131 compared to a December of \$2,594.

As of January 31, 2017 Ingersoll has an increase in net assets of \$18,131.

The budget to actual reports for revenue and expenditures, show that the revenue for FY17 compared to FY 16. Ingersoll Arena opened last year in the middle of October.

**Statement of Net Assets**  
**Ingersoll Turf Facility**  
**January 31, 2017**  
**Business-type Activities - Enterprise Fund**

	January 31 2017	December 31 2016	Increase/ (Decrease)
<b>ASSETS</b>			
Current assets:			
Cash and cash equivalents		\$ -	\$ -
Interfund receivables/payables	\$ 17,691	\$ 2,154	15,537
Accounts receivable	-	-	-
Total current assets	17,691	2,154	15,537
Noncurrent assets:			
Capital assets:			
Buildings	672,279	672,279	-
Equipment	86,625	86,625	-
Land improvements	18,584	18,584	-
Less accumulated depreciation	(581,829)	(581,829)	-
Total noncurrent assets	195,659	195,659	-
Total assets	213,350	197,813	15,537
<b>LIABILITIES</b>			
Accounts payable	\$ -	\$ -	\$ -
Total liabilities	-	-	-
<b>NET ASSETS</b>			
Invested in capital assets	\$ 195,659	\$ 195,659	\$ -
Unrestricted	\$ 17,691	\$ 2,154	\$ 15,537
Total net assets	\$ 213,350	\$ 197,813	\$ 15,537

**CITY OF AUBURN, MAINE**  
**Statement of Revenues, Expenses and Changes in Net Assets**  
**Ingersoll Turf Facility**  
**Business-type Activities - Enterprise Funds**  
**Statement of Activities**  
**January 31, 20167**

	<b>Ingersoll Turf Facility</b>
Operating revenues:	
Charges for services	\$ 86,335
Operating expenses:	
Personnel	50,833
Supplies	4,422
Utilities	8,186
Repairs and maintenance	2,865
Rent	-
Depreciation	-
Capital expenses	-
Other expenses	1,898
<b>Total operating expenses</b>	<b>68,204</b>
<b>Operating gain (loss)</b>	<b>18,131</b>
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	-
<b>Total nonoperating expense</b>	<b>-</b>
Gain (Loss) before transfer	18,131
Transfers out	-
Change in net assets	18,131
Total net assets, July 1	195,219
<b>Total net assets, January 31, 2017</b>	<b>\$ 213,350</b>

**CITY OF AUBURN, MAINE**  
**REVENUES - INGERSOLL TURF FACILITY**  
Through January 31, 2017

REVENUE SOURCE	FY 2017 BUDGET	ACTUAL REVENUES THRU JAN 2017	% OF BUDGET	FY 2016 BUDGET	ACTUAL REVENUES THRU JAN 2016	% OF BUDGET
<b>CHARGE FOR SERVICES</b>						
Sponsorship	\$ 15,000	\$ 8,413	56.09%	\$ 15,000	\$ 5,900	39.33%
Batting Cages	\$ 9,940	\$ 5,985	60.21%	\$ -	\$ 3,100	
Programs	\$ 90,000	\$ 32,526	36.14%	\$ 8,640	\$ 24,838	287.48%
Rental Income	\$ 100,000	\$ 39,411	39.41%	\$ 191,300	\$ 33,261	17.39%
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ 214,940</b>	<b>\$ 86,335</b>	<b>40.17%</b>	<b>\$ 214,940</b>	<b>\$ 67,099</b>	<b>31.22%</b>
<b>INTEREST ON INVESTMENTS</b>	<b>\$ -</b>			<b>\$ -</b>		
<b>GRAND TOTAL REVENUES</b>	<b>\$ 214,940</b>	<b>\$ 86,335</b>	<b>40.17%</b>	<b>\$ 214,940</b>	<b>\$ 67,099</b>	<b>31.22%</b>

**CITY OF AUBURN, MAINE**  
**EXPENDITURES - INGERSOLL TURF FACILITY**  
**Through January 31, 2017**

DESCRIPTION	ACTUAL			ACTUAL		
	FY 2017 BUDGET	EXPENDITURES THRU JAN 2017	% OF BUDGET	FY 2016 BUDGET	EXPENDITURES THRU JAN 2016	% OF BUDGET
Salaries & Benefits	\$ 101,899	\$ 50,833	49.89%	\$ 101,899	\$ 23,421	22.98%
Purchased Services	\$ 20,750	\$ 4,764	22.96%	\$ 20,750	\$ 1,409	6.79%
Programs	\$ 5,000	\$ 3,890	77.80%	\$ 5,000	\$ 2,104	42.08%
Supplies	\$ 6,750	\$ 531	7.87%	\$ 6,750	\$ 264	3.91%
Utilities	\$ 41,320	\$ 8,186	19.81%	\$ 41,320	\$ 5,376	13.01%
Insurance Premiums	\$ 2,383	\$ -	0.00%	\$ 2,383	\$ -	0.00%
Capital Outlay	\$ -	\$ -		\$ -		
	<b>\$ 178,102</b>	<b>\$ 68,204</b>	<b>38.29%</b>	<b>\$ 178,102</b>	<b>\$ 32,574</b>	<b>18.29%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ 178,102</b>	<b>\$ 68,204</b>	<b>38.29%</b>	<b>\$ 178,102</b>	<b>\$ 32,574</b>	<b>18.29%</b>