



# City Council Meeting and Workshop

## April 6, 2015

### Agenda

#### 5:30 P.M. Workshop

- A. Non qualified individuals seeking general assistance – Dot Meagher (15 minutes)
- B. Leases of City of Auburn land and buildings – Roland Miller (20 minutes)
- C. CDBG Consolidated Plan – Reine Mynahan (30 minutes)
- D. Downtown Passenger Rail Study – Howard Kroll (20 minutes)

*After each workshop item is presented, the public will be given an opportunity to comment.*

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

#### 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.
  - 1. **Order 24-04062015\***  
Approving the temporary sign request for Safe Voices.
  - 2. **Order 25-04062015\***  
Approving the temporary sign request for Auburn Business Association.
  - 3. **Order 26-04062015\***  
Approving the temporary sign request for Park Avenue Elementary School (Spring Fest and Auction event).
  - 4. **Order 27-04062015\***  
Accepting the transfer of Forfeiture Asset (Leslie Scott and Robert Scott).
  - 5. **Order 28-04062015\***  
Setting the time to open the polls for the June 9, 2015 Election.
- II. **Minutes**
  - March 16, 2015 Regular Council Meeting

#### Communications, Presentations and Recognitions

- Lewiston-Auburn Economic Growth Council – John Holden (30 minutes)

- V. **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*.

# Auburn City Council Meeting & Workshop

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## VI. Unfinished Business

### 1. Order 19-03022015

Appointing Board and Committee members.

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

### 2. Order 23-03162015

Authorizing the funding for the Downtown Transportation Center (DATC) related design and construction costs (specifically Great Falls Plaza Lot 5 footings).

## VII. New Business

### 3. Order 29-04062015

Authorizing the funding for the Downtown Transportation Center (DATC) related design and construction costs (alternates 1-5 and utilities).

### 4. Public Hearing on CDBG's Consolidated Plan and Annual Action Plan/Budget.

### 5. Order 30-04062015

Approving the Public Services Labor Contract.

### 6. Order 31-04062015

Rescinding the 2004 Bond Order for the Great Falls Plaza Parking Garage.

### 7. Ordinance 11-04062015

Adopting the proposed ordinance language to Chapter 2, Administration, Article VI, Finance, Division 1, Generally, Sec. 2-487, Bond Authorization. Public hearing and first reading.

### 8. Order 32-04062015

Approving the addendum to the current Fire Contract (EMS).

## VIII. Executive Session

## IX. Reports

### Mayors Report

### City Councilors' Reports

### City Manager's Report

### Committee Reports

- **Transportation**
  - **Lewiston Auburn Transit – Councilor Gerry**
  - **Airport, Railroad – Councilor Hayes**
  - **Bike-Ped Committee – Councilor Lee**
- **Housing**

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- Citizens Advisory Committee – Councilor Lee
- Auburn Housing Authority – Councilor Gerry
- Economic Development
  - L-A Economic Growth Council, Auburn Business Development Corporation – Councilor Lee
- Education
  - Auburn School Committee – Councilor LaFontaine
  - Auburn Public Library – Councilor LaFontaine
  - Great Falls TV – Councilor Young
- Environmental Services
  - Auburn Water District, Auburn Sewerage District – Councilor Crowley
  - Mid-Maine Waste Action Corporation – Councilor Walker
- Recreation
  - Recreation and Special Events Advisory Board – Councilor Crowley
- Public Safety
  - LA 911 – Councilor Walker

**X. 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*.

## **XI. 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 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;

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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 Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:** 4-6-2015

**Author:** Dorothy Meagher

**Subject:** Non qualified individuals seeking general assistance

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### Information:

In June, 2014, we received directions from DHHS that certain groups of people will no longer be eligible for Federal and State Aid. Should municipalities assist these groups of people, they would not receive the 50% reimbursement of the state's share. The option was up to the municipality to decide if they would assist at the full burden of the expenditure, or not assist. Many communities, mostly small ones, have said they would not assist. That being said, small communities do not usually have this population of people. Larger communities have agreed to continue to assist without the state's share of reimbursement, at this time.

Auburn had only one household who fell into this category when this started. However, since then, we have grown to 3 households. Currently we have been utilizing the Trust Fund to help support the families. With the third large family requesting assistance, it will deplete the trust funds very quickly.

As of March 30, 2015, we have spent \$4,021.00 on two households. With the addition of the third household who will fall into this category within the next 2-3 months, it greatly increases our expenditures.

As a community, we have to decide if we will continue to assist them out of the General Fund without the State's share of reimbursement or not assist them at all leaving them with no options for support. We will always have our poor among us, what we do with them is up to us.

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### Advantages:

The families will be able live in a stable, safe home and receive food assistance along with other basic necessities. Once the families receive their work permits, they can work and help support themselves. This can be a temporary situation and be resolved once the courts or legislature makes a favorable ruling for the municipality's reimbursement.

### Disadvantages:

The families would have little, to no resources, to help support themselves. They would most likely be evicted from their homes and not eligible for the shelters because of their large family size. They have no extended family to help in the area due to their status.

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### City Budgetary Impacts:

At the current clientele, the maximum expenditure would be \$1,781 a month to \$3,096 a month (\$21,370 to \$37,152 a year). This will increase with more families or decrease should the families become gainfully employed.

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### Staff Recommended Action:

Staff recommends assisting the households with the same requirements as regular General Assistance, which includes workfare. Should the court and/ or the legislation find a favorable decision for the municipalities, then we can request reimbursement retro for the assistance granted while pending the final decision

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**Previous Meetings and History:** None

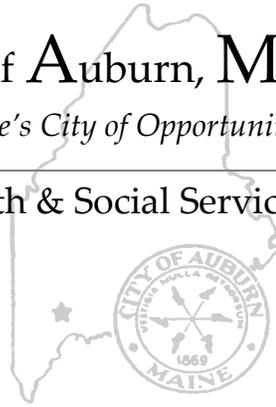
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**Attachments:** Sample letter to General Assistance Program Manager.

# City of Auburn, Maine

*"Maine's City of Opportunity"*

Health & Social Services



Date

GA Program Manager  
Bureau of Family Independence  
19 Union ST  
#11 State House Station  
Augusta ME 04333-0011

Dear Program Manager:

Please find enclosed is the DHHS report, on the current form, requesting reimbursement for the assistance that was paid on behalf of qualified individuals, as defined by DHHS, for the period of (month being billed) at 50 percent.

Also enclosed is the DHHS reimbursement, on the old form, for the same time period, reflecting the total amount of expenditures paid on behalf of all individuals and the total amount that would have been reimbursed by DHHS, except for the Governor's directive regarding those individuals who are "non qualified" for State and Federal programs. We recognize that DHHS will not currently reimburse the city for any individual who is non-qualified and as such reimbursement is not being requested, at this time, for any individual who is non-qualified. The submission of this report is to reserve the city's right to be reimbursed for all individuals in the event the directive from Governor LePage is reversed.

In the event that the Governor's directive is reversed, the city would be owed the additional reimbursement in the amount of \$-----.

Please do not hesitate to contact me should you need clarification or more information.

Sincerely,

Dorothy Meagher

60 Court St. Auburn, ME 04210  
(207)333-6601 ext. 1412 Fax (207)333-6620  
Email: [dmeagher@auburnmaine.gov](mailto:dmeagher@auburnmaine.gov)



# City Council Workshop Information Sheet

City of Auburn

**Council Workshop Date:** April 6, 2015

**Author:** Roland G. Miller

**Subject:** Leases of City of Auburn land and buildings.

**Information:** There are two leases currently being discussed:

- 1) Approximately ½ acre of land at Oak Hill Cemetery (west side of Riverside Drive – Map attached). We are discussing a long term land lease (20 to 30 years). They would build a building for a cremation operation. The building would be taxable.
- 2) Power Construction Inc. (the same business that you approved a land lease at the intermodal facility for the storage of poles) would like to rent two buildings we own at the facility. A small gatehouse office and a drive through maintenance shop.

**Pro's & Con's:**

**Financial:** Oak Hill – we would be paid continuously and never relinquish ownership.

Power Construction – they would be a tenant at will with a 30 day notification to vacate. They would also pay all utility costs at the intermodal facility.

**Action Requested at this Meeting:** None

**Previous Meetings and History:** None

**Attachments:** Map of the Oak Hill site.

Photos of the buildings at the intermodal site will be shown at the meeting.

# Oakhill Cemetery- Potential Lease Area

100' +/-

RIVERSIDE

232' +/-

0 5 10 20 30  
Feet





## City Council Information Sheet

City of Auburn

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**Council Workshop or Meeting Date:** April 6, 2015

**Author:** Reine Mynahan, Community Development Director

**Subject:** 2015-2019 Draft Consolidated Plan

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**Information:** This is a continuation of the workshop of March 9, 2015. The schedule of activities to accomplish the submission of the plan is as follows:

30 Day Comment Period: March 25, 2015 to April 25, 2015

Public Hearing on 2015-19 Consolidated Plan and 2015 Action Plan: April 6, 2015

City Council Adoption of Consolidated Plan and 2015 Action Plan: May 4, 2015

Submission to U. S. Department of Housing and Urban Development: May 15, 2015

The Consolidated Plan priorities, strategies and expected outputs were established by the 16-member Citizens Advisory Committee. The study process that informed the plan involved 10 meetings of the committee, two public meetings in Union Street and New Auburn neighborhoods, surveys of people living in the Union Street, Downtown, and New Auburn neighborhoods and presentation by Bates College students, surveys of 50+ social service agencies, and a meeting with homeless providers. The strategies are summarized in the Strategic Plan starting on page 69.

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**Advantages:** The Citizens Advisory Committee has become a very informed group about housing and social issues that affect the City of Auburn. The process for developing the Consolidated Plan has been through an extensive citizen participation effort that helped to identify pressing issues. Their recommendations are to target federal resources in a manner that addresses these issues.

**Disadvantages:** none

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**City Budgetary Impacts:** Adoption of the Consolidated Plan is required to continue receiving these federal funds. These funds will leverage other resources and stretch local tax dollars.

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**Staff Recommended Action:** Accept recommendations of the Citizens Advisory Committee as presented.

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**Previous Meetings and History:** January 6, March 17, and April 7, 2014 Citizen Participation Plan  
March 9, 2015 first Consolidated Plan review

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**Attachments:** Draft 2015-2019 Consolidated Plan  
Auburn Appendix A



## City Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:** 4-6-2015

**Order** 24-04062015

**Author:** Sue Clements-Dallaire

**Subject:** Temporary sign request

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**Information:** ~~Safe Voices will be holding the 2015 Walk/Run to End Domestic Violence on May 31, 2015~~ from 9am to Noon at the Simard-Payne Police Memorial Park in Lewiston. They are requesting permission to place temporary signs in Auburn approximately two weeks before the event and will remove them the afternoon of the event. The attached letter provides a template of the signs and indicates where they would like to place the signs.

**Advantages:** Helps to promote this community event which they've noted is their biggest fundraiser of the year.

**Disadvantages:** If not placed properly, they could potentially affect the sight distance for streets or adjacent driveways and we could receive complaints.

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Recommend passage

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**Previous Meetings and History:** This is a yearly request from this organization.

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**Attachments:**

Letter of request

Order 24-04062015



Working to End Domestic Violence

Administration Office: P.O. Box 713  
Auburn, Maine 04212-0713  
Tel (207) 795-6744  
Fax (207) 795-6814  
Helpline 1-800-559-2927  
www.safevoices.org

March 17, 2015

Auburn City Council  
Attention: Howard Kroll, City Manager  
60 Court St  
Auburn, ME 04210

Dear Mr. Kroll:

Safe Voices offers a variety of services for individuals, families and employers seeking resources to address domestic violence. In our last fiscal year 1,660 victims of domestic violence received our services. We provided 9,478 hours of advocacy to victims of domestic violence, and educated 8,262 community members.

The Safe Voices Annual Walk/Run to End Domestic Violence is coming right up and 2015 will be our best event yet! **The 2015 Walk/Run will be held on May 31<sup>st</sup> from 9:00am-12:00pm at the Simard-Payne Police Memorial Park, Lewiston.** This event is our biggest fundraiser of the year. Our goal is to raise \$50,000 this year.

It is my understanding that we need your permission to place small (18 x 24 inch) signs in the medians in Auburn. The ideal time frame would be to place the signs two weeks before the event, approximately May 15<sup>th</sup>, and remove them after the afternoon of the event May 31<sup>st</sup>.

The signs would read:



Specific areas for sign placement include:

- Corner of Minot Ave and Hotel Rd
- Corner of Court St and Minot Ave
- Corner of Academy St and Main St
- Corner of Court St and Union St
- Corner of Court St and Mount Auburn Ave
- Corner of Turner St and Mount Auburn Ave
- Corner of Turner St and Center St
- Overpass entrance and exit from Center St
- Auburn Turnpike exit onto Washington Ave
- Rotary Way (island)

Please let me know if you require additional information or have questions about our request. I may be contacted by email at [jmorrison@safevoices.org](mailto:jmorrison@safevoices.org) or by telephone at (207)795-6744.

On behalf of the Board of Directors, staff, and those we serve, thank you! We truly appreciate your support.

Sincerely,

Jane Morrison  
Executive Director

Farmington (207) 778-6107 • Norway (207) 743-5806 • Rumford (207) 369-0750

Safe Voices is funded in part by: The Maine Department of Health and Human Services; Maine State Housing; The Tri-Valley, Oxford and Androscoggin United Way; and is a CDBG Assisted Agency of the Cities of Lewiston and Auburn.



Tizz E. H. Crowley, Ward One  
Robert Hayes, Ward Two  
Mary Lafontaine, Ward Three  
Adam R. Lee, Ward Four



Leroy Walker, Ward Five  
Belinda Gerry, At Large  
David Young, At Large

Jonathan P. LaBonte, Mayor

## IN CITY COUNCIL

### ORDER 24-04062015

ORDERED, that the City Council hereby authorizes Safe Voices to place temporary signs for its 2015 Walk/Run to End Domestic Violence to be held on May 31, 2015 at the locations listed below so long as their placement does not affect sight distance for streets or adjacent driveways.

- Corner of Minot Ave. and Hotel Rd.
- Corner of Court St. and Minot Ave.
- Corner of Academy and Main St.
- Corner of Court St. and Union St.
- Corner of Court St. and Mount Auburn Ave.
- Corner of Turner St. and Mount Auburn Ave.
- Corner of Turner St. and Center St.
- Overpass entrance and exit from Center St.
- Auburn Turnpike exit onto Washington Ave.
- Rotary Way (Island)

The signs are to be placed approximately two weeks prior to the event and removed the afternoon of the event.



## City Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:** 4-6-2015

**Order** 25-04062015

**Author:** Sue Clements-Dallaire

**Subject:** Temporary sign request

**Information:** The Auburn Business Association would like to request approval to place 3 temporary signs at the locations stated in the attached letter. Signs will be installed the week of May 4, 2015 and will remain in place for the week following the May 28, 2015 event.

**Advantages:** Helps to promote this Community event and provides additional recognition to the recipient of the "Citizen of the Year" award.

**Disadvantages:** If not placed properly, they could potentially affect the sight distance for streets or adjacent driveways and we could possibly receive complaints.

**City Budgetary Impacts:** None

**Staff Recommended Action:** Recommend passage

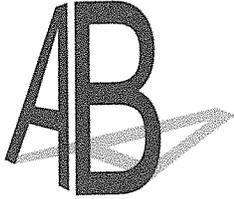
**Previous Meetings and History:** This is a yearly request from this organization

**Attachments:**

Letter of request

Diagram of the signs

Order 25-04062015



**Auburn Business  
Association**

March 23, 2015

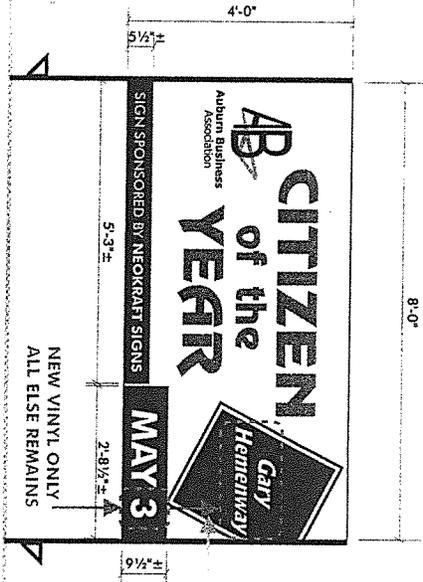
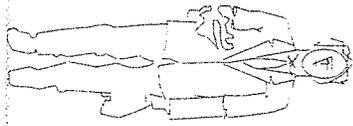
To: City of Auburn  
From: Peter Murphy, Auburn Business Association  
RE: Auburn Business Association

For over 40 years, The Auburn Business Association has recognized a prominent person as its "Citizen Of The Year". Once again this year, on May 28<sup>th</sup>, the ABA will be honoring another worthy recipient. As has been our custom, the citizen's identity will remain confidential for the time being. For the past several years, the ABA has placed signs in several locations throughout the City, and this year we are asking the City's permission to display signs on Center Street (in front of Better Homes & Gardens Realty), on Court Street (in front of Norway Savings), and in New Auburn. These are the same signs as used in prior years, updated to reflect current information. To take advantage of their promotional potential, we would like to deploy them on the week beginning May 4<sup>th</sup>, and they would remain in place for the week following the event thereby giving added recognition to the recipient.

For your convenience, I have attached a drawing showing the type of sign which will be installed. I trust this will give you sufficient information to make a speedy decision regarding this matter. I can be reached at Neokraft Sign Company, 782-9654, or via cell, 650-7632. Please don't hesitate to contact me if you should require any additional information, and thank you for your help with this matter.

Sincerely,

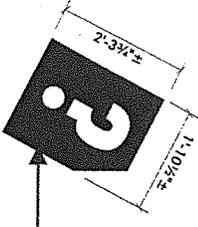
Peter Murphy  
President, Neokraft Sign Company  
Board Member, Auburn Business Association



REPLACEMENT WHITE VINYL GRAPHICS ON EXISTING SIGNS

VINYL GRAPHICS UPDATES FOR D/F SIGNS  
SCALE: 1/2"=1'-0"

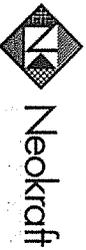
(3) SIGNS TOTAL



*SAMPLE ILLUSTRATION  
USED IN SIGN*

**Auburn Business Association**  
1514918  
**SHOP DRAWING**

Location: P.O. Box 821  
Auburn, Maine  
Drawing No.: 1 of 2  
Drawn by: BK Rep: PM  
Date: 03.23.2012  
Lead No.: 017359  
Gen Ref.: 13272, 11687



Neokraft Sign, Inc. <http://www.neokraft.com>  
686 Main Street 1707.782.9554 F.782.0097  
Lewiston, Maine 04240 1.800.339.7258  
© COPYRIGHT 2011, BY NEOKRAFT SIGNS, INC.

Tizz E. H. Crowley, Ward One  
Robert Hayes, Ward Two  
Mary Lafontaine, Ward Three  
Adam R. Lee, Ward Four



Leroy Walker, Ward Five  
Belinda Gerry, At Large  
David Young, At Large

Jonathan P. LaBonte, Mayor

## **IN CITY COUNCIL**

### **ORDER 25-04062015**

ORDERED, that the City Council hereby authorizes the Auburn Business Association to place 3 temporary signs to promote the Auburn Citizen of the Year Event to be held on May 28, 2015. The signs are to be installed on Center Street (in front of Better Homes & Gardens realty), on Court Street (in front of Norway Savings Bank, 31 Court Street), and in New Auburn so long as their placement does not affect sight distance for streets or adjacent driveways. The signs will be installed the week of May 4th and removed one week after the event.



## City Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:** 4-6-2015

**Order** 26-04062015

**Author:** Sue Clements-Dallaire

**Subject:** Temporary sign request

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**Information:** ~~Park Avenue Elementary School will be holding its annual Spring Festival and Auction on~~ Saturday, April 11, 2015. They are requesting permission to place temporary signs in Auburn the week before the event and will remove them the day after the event. Attached is a list that indicates where they would like to place the signs (only the locations that are highlighted).

**Advantages:** Helps to promote this community event/fundraiser.

**Disadvantages:** If not placed properly, they could potentially affect the sight distance for streets or adjacent driveways and we could receive complaints.

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Recommend passage

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**Previous Meetings and History:** This is a yearly request from this organization.

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**Attachments:**

Letter of request

List where signs will be placed

Order 26-04062015

Monday, March 30th, 2015

To Auburn City Council/City Manager,

Park Avenue Elementary School will be holding its annual Spring Fest and Auction on Saturday, April 11th from 10am-2pm. This event is organized by the school's PTO. Proceeds from this event will go directly towards funding student enrichment activities at the school.

We are asking for permission to place 18"x24" signs on metal stakes, height of the sign from ground is approximately 36". They will be placed one week prior to the event and picked up the day after.

We will be picking about 10-15 locations, close to the school and will maintain visibility without obstructing other road signs, traffic signs or vision of traffic.

Thank you for your time and consideration.

Beth Favreau  
Parent Volunteer at Park Avenue Elementary School  
(207) 576-1933  
beth@fontaineteam.com

Street 1	and	Street 2	50	description	type of property
Washington Ave		Turn Pike Exit Rd	1	under Rt. 100 sign	municipal
Washington Ave	and	Beech Hill Rd	1	median strip by blinking light	municipal
Manley Rd	and	Hotel Rd	1	between 288 & 290 Manley Rd	private prop
Hotel Ave	and	Minot Ave	1	by Tim Horton's plants (Minot Ave side)	business
Minot Ave	and	Court St	1	Androscoggin Bank "hill" by the oval tree	business
Manley Rd	and	Rodman Rd	1	on AVCOG prop, by stop sign	municipal?
Court St	and	Falcon Dr	1	on Court, in front of wooden fence	private prop
Park Ave	and	Court St	1	near sidewalk by turn lane	municipal?
Park Ave		Park Ave Elem. School, south of entrance	1	Park Ave Elem. School, south of entrance	municipal
Park Ave		Park Ave Elem. School, north of entrance	1	Park Ave Elem. School, north of entrance	municipal
Park Ave	and	Lake St	1	by United Methodist sign on lawn	private prop
Minot Ave	and	Elm St	1	under Rt. 100 sign	municipal
Lake St	and	Davis Ave	1	Carter family lawn	private prop
Forest Ave	and	Court St	1	on Robyn Holman's sidewalk lawn strip	private prop
Court St	and	Lake St	1	brick house	private prop

Court St	and	Granite St	1	at corner of Grey apartment bldg.	private prop
Western Ave	and	Auburn Heights	1	by telephone pole and street sign	private prop
Turner St	and	Union Bypass	1	median strip	municipal
High St	and	Minot Ave	1	under Rt. 100 sign	municipal
Academy St	and	High St	1	in gravel next to temp. stones in GF parking lot	municipal
Academy St	and	Main St	1	by steps in GF park	municipal
S. Main St	and	Mill St	1	on Rolly's lawn	business
Cedar St		Just before green bridge	1	by memorial plaque	municipal
Great Falls Plaza Rd	and	Court St	1	median strip on Great Falls Plaza Rd	municipal
Spring St		Hannaford entrance	1	plant/gravel strip of Hannaford's by north entrance	business
Spring St	and	Court St	1	Library corner	municipal
Center St	and	Hampshire St	1	Auburn Housing parking lot corner sidewalk grass in front of Bank of America	municipal?
Railroad St	and	Hannaford entrance	1		business
Union Bypass	and	Court St	1	CVS garden	business
Union Bypass	and	Court St	1	Denny's grass corner	business
Union Bypass	and	Hampshire St	1	laundry corner grass	business
Center St	and	N. River Rd	1	gas station corner	business
Center St	and	Lake Auburn Ave	1	grassy triangle	municipal
Center St		N north bound before Vet. Mem. Bridge	1	by yellow diamond in median strip	municipal
Center St		South bound before Vet. Mem. Bridge	1	by hospital sign on right	municipal
Turner St		CMMC	1	in front of brick wall	business
Turner St		by Shaw's entrance	1	lawn of Gracelawn opp. Entrance	business
Center St	and	TJ Maxx entrance	1	in middle median of entrance	business
Turner St	and	Gracelawn Ave	1	corner by stop sign	business
Auburn Mall	and	Shaw Entrance Rd	1	grassy triangle in JCP parking lot	business
Turner St Circle - North side		by Lamey Wellehan	1	north side in circle	municipal
Turner St Circle - South side		by Lamey Wellehan	1	south side in circle	municipal
Park Ave		East Auburn Church entrance	1	in planted median of entrance road	business
Mt. Auburn Ave		at Wal-Mart Entrance	1	grassy median strip	municipal
Mt. Auburn Ave	and	Turner St	1	on hill by Starbucks and fence	municipal
Mt. Auburn Ave	and	Park Ave	1	Lutheran Church corner	business
Dennison St	and	Turner St	1	on white house corner	private prop
Gamage Ave	and	Dennison St	1	under cliff by telephone pole	private prop

Tizz E. H. Crowley, Ward One  
Robert Hayes, Ward Two  
Mary Lafontaine, Ward Three  
Adam R. Lee, Ward Four



Leroy Walker, Ward Five  
Belinda Gerry, At Large  
David Young, At Large

Jonathan P. LaBonte, Mayor

## IN CITY COUNCIL

### ORDER 26-04062015

ORDERED, that the City Council hereby approves the request to place temporary signs for the Park Avenue Elementary School's 2015 annual Spring Fest and Auction event at the locations listed below as long as their placement does not affect sight distance for streets or adjacent driveways. The signs will be placed during the week of the April 11, 2015 event and removed the day after the event (April 12, 2015).

Park Avenue and Court Street near sidewalk by turn lane  
Park Avenue Elementary School, south of the entrance  
Park Avenue Elementary School, north of the entrance  
Park Avenue and Lake Street by the United Methodist sign on lawn  
Turner Street and Union Bypass on the median strip  
Center Street and Lake Auburn Avenue on the grassy triangle  
Center Street north bound before the Veterans Memorial Bridge by the yellow diamond in the median strip  
Center Street south bound before the Veterans Memorial Bridge by the hospital sign on the right  
Turner Street Circle – north side by Lamey Wellehan, the north side in the circle  
Turner Street Circle – South side by Lamey Wellehan, the south side in the circle  
Mount Auburn Avenue at the Wal-Mart entrance in the grassy median strip  
Mount Auburn Avenue and Turner Street on the hill by Starbucks and the fence  
Mount Auburn Avenue and Park Avenue on the Lutheran church corner

**Passage on 4/22/2014 7-0.**



## City Council Information Sheet

City of Auburn

**Council Meeting Date:** April 6, 2015

**Order** 27-04062015

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

**Subject: Transfer of Forfeiture Asset – Leslie Scott and Robert Scott**

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**Information:**

The Auburn Police Department has agents assigned to the Maine Drug Enforcement and HIDTA Task Forces. In December 2014, officers within those agencies executed a search warrant. During the search, various illegal drugs and evidence of drug trafficking was located and seized. In addition, \$3,798.00 in U.S. Currency was located and seized as suspected proceeds from the sale of illegal drugs.

Two suspects were arrested and charged with Aggravated Trafficking in Schedule W Drugs (crack cocaine) a Class A offense. The charges were elevated to “Aggravating” due to the location of the incident falling within a designated “Safe Zone”. The suspects were also charged with Violation of Conditions of Release, a Class E offense.

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**Advantages:** N/A

**Disadvantages:** N/A

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**City Budgetary Impacts:** The State of Maine, Office of the Attorney General, seeks to transfer \$3,798.00 U.S. Currency to the Auburn Police Department.

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**Staff Recommended Action:** Vote to accept the transfer of \$3,798.00.

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

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**Attachments:**

- Memo to Interim City Manager
- Order 27-04062015



# Auburn Police Department



## Memorandum

Phillip L. Crowell  
Chief of Police

Jason D. Moen  
Deputy Chief

Rita P. Beaudry  
Executive Assistant

**To:** Howard Kroll, Interim City Manager  
**From:** Phillip L. Crowell, Jr., Chief of Police  
**Date:** March 17, 2015  
**Re:** Criminal Forfeiture Funds - Leslie and Robert Scott

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The Auburn Police Department seeks to accept the following Criminal forfeited assets:

- **Superior Court Criminal Action Docket No. CR-14-1394 and CR-14-1395 – Leslie Scott and Robert Scott \$3,798.00**

The Auburn Police Department has agents assigned to the Maine Drug Enforcement and HIDTA Task Forces. In December 2014, officers within those agencies executed a search warrant. During the search, various illegal drugs and evidence of drug trafficking was located and seized. In addition, \$3,798.00 in U.S. Currency was located and seized as suspected proceeds from the sale of illegal drugs.

Two suspects were arrested and charged with Aggravated Trafficking in Schedule W Drugs (crack cocaine) a Class A offense. The charges were elevated to "Aggravating" due to the location of the incident falling within a designated "Safe Zone". The suspects were also charged with Violation of Conditions of Release, a Class E offense.

Tizz E. H. Crowley, Ward One  
Robert Hayes, Ward Two  
Mary Lafontaine, Ward Three  
Adam R. Lee, Ward Four



Leroy Walker, Ward Five  
Belinda Gerry, At Large  
David Young, At Large

Jonathan P. LaBonte, Mayor

## **IN CITY COUNCIL**

### **ORDER 24-04062015**

ORDERED, that the municipality of Auburn, Maine, by and through its municipal officers, does hereby grant approval pursuant to 15 M.R.S.A. § 5824(3) and § 5826(6) to the transfer of the above captioned Defendant(s) (Leslie Scott and Robert Scott) In Rem (\$3,798.00), or any portion thereof, on the grounds that the Auburn Police Department did make a substantial contribution to the investigation of this or a related criminal case.

WHEREFORE, the municipality of Auburn, Maine does hereby approve of the transfer of the Defendant(s) (Leslie Scott and Robert Scott) In Rem (\$3,798.00), or any portion thereof, pursuant to 15 M.R.S.A. § 5824(3) and § 5826(6) by vote of the Auburn municipal legislative body on or about April 6, 2015.



## City Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:** 4-6-2015

**Order** 28-04062015

**Author:** Sue Clements-Dallaire

**Subject:** Setting the time to open the polls for the June 9, 2015 Election

**Information:** State law requires the Municipal Officers to set the time to open the polls for each election. It is recommended that the polls open at 7:00 A.M. in Auburn for the June 9, 2015 Election.

**Advantages:** Opening the polls at 7:00 A.M. is consistent with past practice in Auburn and it allows additional time in the morning for people to have an opportunity to vote.

**Disadvantages:** It is a long day for City Clerk staff and Election Workers who are working the full day.

**City Budgetary Impacts:** Minimal – the cost for Election workers to start one hour early (under \$100).

**Staff Recommended Action:** Recommend passage.

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

**Attachments:** Order 28-04062015

Tizz E. H. Crowley, Ward One  
Robert Hayes, Ward Two  
Mary Lafontaine, Ward Three  
Adam R. Lee, Ward Four



Leroy Walker, Ward Five  
Belinda Gerry, At Large  
David Young, At Large

Jonathan P. LaBonte, Mayor

## **IN CITY COUNCIL**

### **ORDER 28-04062015**

ORDERED, that the City Council hereby sets the time for opening the polls for 7:00 A.M. for the June 9, 2015 Election.

**IN COUNCIL REGULAR MEETING MARCH 16, 2015 VOL. 34 PAGE 112**

Mayor LaBonté called the meeting to order at 7:09 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. Councilor LaFontaine had an excused absence. All other Councilors were present.

**I. Consent Items**

**1. Order 22-03162015**

Appointing the Registration Appeals Board members.

Motion was made by Councilor Hayes and seconded by Councilor Walker to approve the one consent item, Order 22-03162015 as presented. Passage 6-0.

**II. Minutes - March 2, 2015 Regular Council Meeting**

Motion was made by Councilor Crowley and seconded by Councilor Walker to accept the minutes of March 2, 2015 as presented. Passage 6-0.

**III. Communications, Presentations and Recognitions**

Lewiston Auburn Economic Growth Council - postponed to April.

**IV. Open Session – Bruce Bickford, Resident of 64 Cameron Lane, State Representative District 63, and Taxation Committee member. Mr. Bickford provided Council with an update on the Governors taxation plan.**

**V. Unfinished Business**

**1. Order 19-03022015**

Appointing Board and Committee members.

Motion was made by Councilor Lee and seconded by Councilor Walker to postpone this item to the April 6, 2015 meeting. Passage 6-0.

**2. Order 21-03022015**

Authorizing the reallocation of bonds in the amount of \$350,000 for the repurposing of Ingersoll Arena. Second reading.

Motion was made by Councilor Lee and seconded by Councilor Crowley authorizing the reallocation of bonds in the amount of \$350,000 for the repurposing of Ingersoll Arena.

Public comment - no one from the public spoke.

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

**Motion was made by Councilor Hayes and seconded by Councilor Lee to suspend the rules and reconsider the vote on Order 15-02172015 for funding LA Arts. Passage 4-2 (Councilors Gerry and Walker opposed).**

Motion was made by Councilor Hayes and seconded by Councilor Lee to amend the language of the original order by changing the amount of funding from \$12,691 to \$8,000 for work accomplished this budget year to date and that funding be appropriated from the Economic Development Consulting line of the FY2015 budget.

Public comment – no one from the public spoke.

Passage 5-1 (Councilor Gerry opposed).

## VI. New Business

### 3. Order 23-03162015

Authorizing the funding for the Downtown Transportation Center (DATC) related design and construction costs.

Motion was made by Councilor Gerry and seconded by Councilor Crowley to postpone to the next available meeting after more discussion.

Motion failed 2-4 (Councilors Young, Crowley, Hayes, and Lee opposed).

Motion was made by Councilor Lee and seconded by Councilor Hayes to approve Order 23-03162015 authorizing the funding for the Downtown Transportation Center (DATC) related design and construction costs as presented.

Public comment - Andy Titus 14 Pinnacle Drive

Motion was made by Councilor Lee and seconded by Councilor Crowley to postpone to the April 6, 2015 meeting. Passage 5-1 (Councilor Hayes opposed).

## VII. Executive Session

- Discussion regarding a real estate matter, pursuant to 1 M.R.S.A. Section 405(6) (C). *This item was taken up at the end of the workshop. Motion was made by Councilor Lee and seconded by Councilor Walker to enter into executive session for discussion regarding a real estate matter, pursuant to 1 M.R.S.A. Section 405(6) (C). Passage 5-1 (Councilor Crowley opposed). Time 6:29. Council was declared out of executive session at 7:09 PM.*
- Discussion regarding labor negotiations, pursuant to 1 M.R.S.A. Section 405(6) (D). *The executive session was not needed.*
- Discussion regarding economic development, pursuant to 1 M.R.S.A. Section 405(6) (C). *The executive session was not needed.*

## VIII. Reports

**Mayor's Report** – reported on a meeting with the Economic Development leaders of Poland regarding Economic Development opportunities in Auburn and Poland (April 2 at 7:00 at the airport), there has also been interest from Oxford County communities, he also reported on the passenger rail and an article in the newspaper where comments were

made that the Mayor of Auburn did not weigh in. He communicated that the reason for that was because he was not asked, and Auburn wasn't engaged.

**City Councilors' Reports**

**Councilor Lee** - the Citizens Advisory Committee meeting is scheduled for 3/17/15.

**Councilor Walker** - submitted a written report that will be placed on file.

**Councilor Gerry** - no report.

**Councilor Hayes** - no report.

**Councilor Young** - no report.

**Councilor Crowley** - submitted a written report which will be placed on file. She thanked volunteers for Dinny Sullivan Day – Salute to neighborhood businesses, next year it will be held on Saturday March 12<sup>th</sup>, this will be the 5<sup>th</sup> year for this event and it is the 104th birthday of Girl Scouts, visiting hours, LAEGC is hosting a meeting Tuesday March 31<sup>st</sup> and people are encouraged to attend, a downtown neighborhood meeting is coming up, she wants to encourage residents to become engaged with City budget discussions, she commented on speed and safety of roads, encouraged residents to use request it report it feature, she thanked finance director for posting the financial reports on the website, she said she was delighted to hear that we are reaching out to Poland and Oxford County, and she wished everyone a happy Easter.

**City Manager Report** – thanked Councilor Crowley and various staff members for their part with the Dinny Sullivan Day event, he reported that the school and city budget presentations would take place next week 3/23/15, updated Council on an issue that has come up with Health and Human Services and families seeking asylum. Dot Meagher will bring this forward at an upcoming workshop, he also commented on the upcoming meeting with the Town of Poland, and upcoming meetings to be held by AVCOG and the Maine Department of Transportation on future transportation needs. They will be taking public comments.

**Finance Director, Jill Eastman** – February 2015 Monthly Finance Report

Motion was made by Councilor Crowley and seconded by Councilor Hayes to accept and place on file the February 2015 monthly Finance Report. Passage 6-0.

**IX. Open Session**

Joe Gray, Sopers Mill Road regarding taxes (1.8% increase), Community Little Theater and the development in the downtown area, Agricultural Zone and the 50% rule, the Norway Savings Bank Arena shortfall, and commented on Council reports and nothing being reported on the railroad, airport, and Great Falls TV.

Andy Titus, 14 Pinnacle Drive had a suggestion to recommend budget changes during the workshop.

Alfreda Fournier, 43 Davis Avenue, praised Councilors Walker and Crowley for the Dinny Sullivan Day event and gave thanks to the Public Works Department for a job well done this past winter.

**IN COUNCIL REGULAR MEETING MARCH 16, 2015 VOL. 34 PAGE 115**

**X. Adjournment** – Motion was made by Councilor Crowley and seconded by Councilor Walker with a unanimous vote to adjourn. Time 8:19 P.M.

A True Copy.

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

**The LA Growth Strategy, 2015  
A Framework for Organizing  
Presented by Lewiston Auburn Economic Growth Strategy**

**Revised  
February 15, 2015**

*It must be an engaging and inspirational process and document  
It must be community driven  
LAEGC is organizing the Strategy but, We are all Doing the Strategy*

**Collaboration:** the action of working with someone to produce or create something.

**Coordination:** organization of the different elements of a complex body or activity so as to enable them to work together effectively.

**Catalyst:** a person or thing that precipitates an event.

**This is a working “framework” for how the Strategy may be organized and developed  
Need Board Input**

List of Collaborators (Groups)

Collaborations with business owners large and small inherit in the Strategy

Chamber	Auburn ED (other)	Museum LA	Current Mag	Bates	Grow LA	ABDC
AVCOG	Lewiston ED (other)	Pioltage	USMLA	CMMC	Future Forum LA	LDC
LARC	AL Airport	Bates Mill (others)	YPLAA	Future Forum	Kaplan U	Career Center (DOL)
ME & CO	DECD	CEI	CCI	NTI	More and others....	More and others....

**All dates and locations tentative**

<b>Intro Meeting Where &amp; Who We Are</b>	Update Benchmarks & Future Forum; Economic Profile Location(s)?: Auburn Library?; Bates Mill <b>March 30-April 2</b>
---	--

Strategy Attribute	Three Themes to the Growth Strategy		
	Place (physical)	People	Business
Community Engagement Meeting Dates (tentative range). Two meetings for each theme	<b>May 19-22 (in tandem with Grow Maine II)</b>	<b>April 28-30 or March (with USMLA?)</b>	<b>April 21-23</b>

<b>Strategy Attribute</b>	<b>Three Themes to the Growth Strategy</b>		
	<b>Place (physical)</b>	<b>People</b>	<b>Business</b>
Locations for Community Engagements	St Louis Church	USMLAC	Airport
Small Groups	Small “focus group” meetings on each theme preceding or in between each		
Review and Status Sharing what we learned Moving on to Tactics and Assignments	In collaboration with USMLAC and UM System As part of USMLAC Community Engagement Report and Planning <span style="color: red;">May11-29</span>		
Assets ( <b>examples only here</b> )	Rail Highway Airport Fiber Built environment; downtowns River	Diversity Youth Bates USMLA CMCC	Existing; expanding Attracting new Entrepreneurial Place CMMC St Mary’s USMLAC Bates CMCC Biz Mix (list) from ED Profile Natural Gas
Issues to Work On ( <b>examples only here</b> )	Energy Natural Gas? Alternatives? Walkability, Public Corridors Gateways Housing	Training post 12 Education (pk-12)	

Strategy Attribute	Three Themes to the Growth Strategy		
	Place (physical)	People	Business
Opportunities & Projects (examples only here)	<ol style="list-style-type: none"> <li>1. Power Gen</li> <li>2. Mill Buildings</li> <li>3. Museum LA</li> <li>4. St Louis Church</li> <li>5. Housing investment incentives</li> </ol>	<ol style="list-style-type: none"> <li>1. Coordinated system of education and training</li> <li>2. Marketing               <ol style="list-style-type: none"> <li>a. Web, social medial</li> <li>b. Target markets (along with Business)</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. Marketing               <ol style="list-style-type: none"> <li>a. Web, social media</li> <li>b. Target markets</li> <li>c. Entrepreneurs</li> <li>d. Expanding biz</li> </ol> </li> <li>2. Shared Workspaces</li> <li>3. Buy Local</li> <li>4. Business Expansion and Retention. Use along with Chamber monthly reports on new members, dropped members</li> </ol>
Assignments (organizations) Tactics to Do the Work	LAEGC—Scope of Services Chamber City ED LA Arts AVCOG Etc.	LAEGC—Scope of Services Chamber City ED LA Arts AVCOG Etc.	LAEGC—Scope of Services Chamber City ED LA Arts AVCOG Etc.
Projects (with deliverables)			
Timeframe			
<b>Strategy Itself</b> Online, web, social media Opportunities for continued enhancement, reporting, data Living Document: “on line” evolution, reporting July 1 onward...			



## City Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:** 4-6-2015

**Order** 19-03022015

**Author:** Sue Clements-Dallaire

**Subject:** Appointment of Board and Committee Members

**Information:** On January 14, 2015 we began the application process to fill vacancies on several boards and committees of the city. The deadline for applications to be submitted was February 13, 2015 and the committee met on February 18, 2015. Because the copies of all applications were not submitted to the Council one week in advance of the Appointment Committee meeting, rather than review applications and make their nominations, the committee opted to bring all applications to Council for their review and make the appointments.

*The Committee would like to enter into Executive Session to review the applications and to discuss appointments, pursuant to 1 M.R.S.A. Sec. 405 (A).*

**Advantages:** Fills the vacant positions.

**Disadvantages:** Most are reappointments and while not really a disadvantage, there are few new applicants to consider, giving others an opportunity to serve.

**City Budgetary Impacts:** None

**Staff Recommended Action:** Recommend making appointments to fill the vacancies.

**Previous Meetings and History:** On 3/2/2015 agenda, postponed to 3/16/2015. On 3/16/2015 agenda, postponed to 4/6/2015.

**Attachments:**

List of vacancies

Applications

Order 19-03022015

- Board of Assessment Review (5 vacancies – 2 full members, both with term expirations of 10/01/2019 and 3 alternate members with term expirations of 10/1/2015, 10/01/2016, and 10/1/2017)
- Cable TV Advisory Board (5 vacancies – 1 with a term expiration of 1/1/2016 and 4 with term expirations of 1/1/2017)
- Ethics Panel (1 vacancy with a term expiration of 1/1/2018)
- Planning Board (2 vacancies, both full members with term expirations of 1/1/2018)
- Recreation and Special Events Advisory Board (4 vacancies – 3 full members and 1 alternate member, all with term expirations of 1/1/2017)
- Sewer District (2 vacancies, both with term expirations of 3/1/2019)
- Water District (1 vacancy with a term expiration of 3/1/2019)
- Zoning Board of Appeals (3 vacancies with term expirations of 10/1/2018)

Pls fax to sdallaire.



**CITY OF AUBURN  
BOARD & COMMITTEE  
APPOINTMENT APPLICATION**

FEB 18 2015

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: 2/18/15  
Last name: FatNeau de First name: Susan Middle initial: M.  
Residence address: 94 Western Ave Ward: 3  
City: Auburn State: ME Zip code: 04210  
Home phone: — Work phone: — Cell phone: 386-299-9133  
Email address: lily0619@aol.com  
Current occupation: retired  
Previous occupation (if retired or no longer working): Non Profit Executive Director  
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.

- |   |  |
|---|--|
| <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"/> Ethics Panel               | <input type="checkbox"/> L/A Transit Committee                                   |
| <input type="checkbox"/> Planning Board             | <input checked="" type="checkbox"/> Recreation and Special Events Advisory 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). Comm. want to follow through on long-term purpose and to ensure re-election options for our aging population.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). See above. I am a native of Auburn. I love my city and want it to be the best it can be for all.

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

Dates served (if known)? — years

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

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: Susan Dallaire Date: 2/18/2015

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:	<u>2/18/15</u>
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____

## RESUMÉ

**SUSAN M. PATNEAUDE**  
94 Western Ave.  
Auburn, Maine 04210  
Home (207) 784-7064 - Cell (386) 299-9133  
E-mail: lily0619@aol.com

**SUMMARY:** 30 + years of experience in non-profit leadership with an emphasis on the following areas of expertise:

Team Building	Supervision and Management of Staff and Volunteers
Strategic Planning	Financial Development/Grant Writing/Donor Development
Fundraising/"Friendraining"	Workplace Safety and Risk Management
Community Involvement	Human Resources Administration/Benefits Management
Community Resource Development	Policy Development
Public Relations	Collaboration and Networking

### **EMPLOYMENT HISTORY:**

**The Box Project, Daytona Beach, Florida. June, 2004 to October, 2009**

**Position: Executive Director**

**Duties:** Chief executive officer of a national non-profit organization addressing issues of rural poverty in the poorest regions of the United States. Supervision of a small local staff and oversight of multi-state provision of services and multiple referring agencies. Work directly with a board of directors and serve on all board committees. Ensure financial stability, write and administer grants, manage day-to-day activities and guide the staff and programs to fulfill long and short-term goals and objectives. Provide leadership and direction in the areas of strategic planning, program development, budgeting, funds development, personnel administration, and development of policies and procedures. Developed new programs including "ClassMatch Club", redesigned other programs to better meet needs of both sponsors and recipients. Maintain expertise on issues of poverty, hunger, homelessness and their prevention

**Rural Community Action Ministry, Leeds, Maine. January, 1998 – June, 2004**

**Position: Executive Director**

**Duties:** Chief executive officer of a multi-faceted rural organization with primary service focus on homelessness, hunger and basic well being of vulnerable rural population. Oversight and management of a 10 member staff and multiple programs. Worked directly with a board of directors and served on all board committees. Ensured financial stability, wrote and administered grants, managed day-to-day activities and guided the staff and programs to fulfill long and short-term goals and objectives. During my tenure I moved the organization from the second story of a church to a building of our own. Acquired funding for new programs including a Faith in Action program to provide transportation and other support services to the rural elderly, homeless prevention programs, built a long term transitional home for homeless families and provided intensive support to help them achieve goals and become self sufficient..

**United Way of the Tri-Valley Area, Farmington, Maine. January, 1995 – January, 1998**

**Position: Executive Director**

**Duties:** Served as chief executive officer of a metro VII United Way in the western mountains of rural Maine. Managed the day-to-day operation of the organization, formulated and implemented short-term objectives to advance the long-range plan. Monitored adherence to the mission of the organization. Provided leadership and direction in the areas of fundraising, policy development and strategic planning, fund distribution, event planning, volunteer recruitment, training and supervision. Provided leadership to the board of directors and all committees. Performed public relations and public speaking activities and participated in community building, networking and collaboration activities. Active participation in United Ways of Maine statewide organization.

**United Valley Chapter, American Red Cross, Auburn, Maine. 1995**

**Position: Financial Development Director**

**Duties:** Responsible for providing training and leadership to the Financial Development Committee of the chapter board of directors with the goal of enhancing the financial development expertise of the organization's board and volunteers.

**Acadia Health Education Coalition, Hallowell, Maine. 1992–1995**

**Position: Western Regional Coordinator - then Interim Executive Director**

**Duties:** Responsible for developing training and educational opportunities for medical students interested in exploring rural practice. Secured physician preceptors, housing and other accommodations for students in rural, medically underserved areas of western Maine. Served as interim Executive Director between directors and during the search for new leadership

**Abused Women's Advocacy Project, Auburn, Maine. 1981–1990**

**Position: Executive Director**

**Duties:** Chief executive officer of battered women's shelter serving three counties in the State of Maine. Responsible for the overall management of a 15-bed emergency residential shelter, providing counseling and advocacy services for abused women and their children in three counties in Maine. Administered personnel, programs, services, and annual budget. Worked closely with and for a volunteer board of directors. Raised operational funds. Developed a solid network of financial and other support throughout all levels of private business, government agencies and civic organizations. Educated the public on issues of domestic violence and helped initiate legislative and societal change. Implemented ground breaking programs for men who batter and programs to help boys and girls learn how to have non-violent, healthy relationships.

**EDUCATION:**

Chamberlain School, Boston, Massachusetts. Graduated 1968

Course of Study: Business Management and Personnel Administration/Human Resources Management  
Successfully completed intensive curriculum in all aspects of business and personnel management.

**SUSAN M. PATNEAUDE**  
**94 Western Ave.**  
**Auburn, Maine 04210**  
**Home (207) 784-7064 - Cell (386) 299-9133**  
**E-mail: lily0619@aol.com**

## **SUPPLEMENTARY EDUCATION AND EXPERIENCE**

### **PAST VOLUNTEER/PROFESSIONAL SERVICE:**

- Board Member, The Box Project, a national nonprofit organization
- Board Member, Maine Association of Nonprofits, State of Maine
- Board Member, Child Abuse and Neglect Council, Lewiston, Maine
- Board Member and Past President, Sexual Assault Crisis Center, Lewiston, Maine
- Board Member and Vice President for Fundraising, Daytona Beach Symphony Guild
- Consultant for Volusia County Home Builders Association non-profit "Builder's Care"
- Member of the Maine Coalition for the Homeless
- Member and Past President, Maine Coalition for Family Crisis Services, State of Maine
- Chair, Maine Coalition for Family Crisis Services Legislative Committee
- Board Development Trainer for Nonprofit Boards of Directors
- Member since 1989 and Past President (two terms) of Rotary Clubs in Maine and Florida
- Mentor for Florida's Take Stock in Children Program
- Mentor for young man living in a violent home to support his dream to sing opera.
- Board Member, Daytona Beach Symphony Guild
- Volusia/Flagler United Way Allocations Panel Chair

### **PROFESSIONAL TRAINING/KNOWLEDGE:**

Personnel Management/Legal Compliance/Labor Laws/Best Practices  
Risk Management and Workplace Safety  
Grant Writing  
Fund Distribution  
Capacity Building  
Critical Challenges and Opportunities in Building Stronger Communities  
Balancing our Resources in a Changing Economy  
Organizational Development of Community Based Nonprofits  
Nonprofit Administration  
Budgeting and Financial Management  
Identifying and Cultivating the Major Donor  
Legal Responsibilities of Nonprofits  
Board Governance

**Board & Committee Appointment Application**

**City of Auburn**

We're so happy that you've decided to volunteer for our community! The giving of your time is commendable and very much appreciated. Without people like you coming forward our community would not be as strong, as vibrant, or as great as it is – thank you so much! Please complete the form below and return it to the City Clerk's office. Again, on behalf of all of us at the City of Auburn, I hope your volunteer experience is rewarding, and thank you for being an outstanding citizen!

Application for:  New Appointment  Reappointment (Initial Date Appointed: 1-14)

Name: Dana Staples Ward: 5 Years as an Auburn Resident: 14

Mailing Address: 32 Greenfield Drive Auburn ME 04210

Physical Address: 32 Greenfield Drive

Phone: 207 240 1671 Email: dana.staples@gmail.com

Describe your education and/or experience or attach a resume:

MS, USM, Computer Science, 2005  
BS, Rensselaer Polytechnic Institute, Computer Science, 2001  
High School, ELHS, 1997

Which board or committee would you like to serve on? (One per application)

Recreation and Special Events Advisory Board

Why do you want to serve (please limit to 150 words or less. Please attach).

see attached

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

see attached

The following are the current committees and boards in Auburn:

- 911 Committee
- Airport Board
- Assessment Review Board
- Auburn Housing Authority
- Auburn Water District
- Auburn Sewer District
- Community Development Loan Committee
- Ethics Panel
- L/A Cable TV Advisory Board
- L/A Community Forest Board
- L/A Transit Committee
- Planning Board\*
- Parks & Recreation Advisory Committee
- Zoning Board of Appeals

Incomplete applications and those which list more than one committee will not be considered. Applications are valid for a period of six months. 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.

Application **City of Auburn**

*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: 1-12-15

\*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.

<b>Susan Clements-Dallaire, City Clerk</b>	<b>sdallaire@ci.auburn.me.us</b>	<b>333-6600</b>
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Dana Staples, Parks & Recreation Advisory Board Appointment Application

**Why do you want to serve (please limit to 150 words or less. Please attach).**

I would like to serve as a member of the Parks & Recreation Advisory Committee because I would like to volunteer for the city of Auburn. Auburn's parks and recreation opportunities are an important part of my life. I view the Parks & Recreation Advisory Committee as an opportunity for me to not only volunteer for my city, but also to work on something that I am passionate about. If given the opportunity to serve, I will bring my dependability, passion, and knowledge to the committee.

**What do you hope to accomplish (please limit to 150 words or less. Please attach).**

I would like to continue to be a part of the Ingersoll repurposing project. As a member of the board last year I believe that we made some good progress on this project, but we aren't done yet and I'd hate to leave the board with this project unfinished.

I would also like to work towards getting more citizens of Auburn interested in recreation. I think that Auburn does a fine job of including children in recreation opportunities, but I believe that more adults would be inclined to participate in recreation if more opportunities were available to them.



1/26/15

# 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: 1/20/15  
Last name: Feldman First name: Lane Middle initial: I  
Residence address: 13 Brookley Place Ward: 3  
City: Auburn State: Maine Zip code: 0420  
Home phone: 786-3855 Work phone: \_\_\_\_\_ Cell phone: 240-9260  
Email address: lane.feldman@gmail.com  
Current occupation: Androscoggin County Sheriff / Sergeant  
Previous occupation (if retired or no longer working): n/a  
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.

- |   |   |
|---|---|
| <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"/> Ethics Panel                       | <input type="checkbox"/> L/A Transit Committee                        |
| <input type="checkbox"/> Planning Board                     | <input type="checkbox"/> Recreation and Special Events Advisory 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 have served my community in many different capacities over the last 20 yrs and would like to continue too.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). I just want to continue to learn in my current appointment.

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

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

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

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: [Handwritten Signature] Date: 1/26/15

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: 01/26/2015  
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: 1-18-15

Last name: Sowagere First name: Kenneth Middle initial: A

Residence address: 483 West Auburn Road Ward: 1

City: Auburn State: ME Zip code: 04210

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: 754 6367

Email address: TRAPPER483@AOL.COM

Current occupation: Builder

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

Airport Board

Auburn Housing Authority

Audit & Procurement Committee

Board of Assessment Review

Cable TV Advisory Board

CDBG Loan Committee

Community Forest Board

Ethics Panel

L/A Transit Committee

Planning Board

Recreation and Special Events Advisory Board

Sewer District

Water 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). \_\_\_\_\_

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: Kenneth S. Sorenson Date: 1-18-15

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: 01/22/15  
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: 12/18/14

Last name: Philbrick First name: Daniel Middle initial: K.

Residence address: 4 Fairview Ct. Ward: 3

City: Auburn State: ME. Zip code: 04210

Home phone: 207-783-8570 Work phone: 207-753-6575 Cell phone: 207-232-5721

Email address: daniel.philbrick@gmail.com

Current occupation: Director of Communications USM - Lewiston

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

Educational and/or experience (or attach your resume): See attached 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"/> Ethics Panel               | <input type="checkbox"/> L/A Transit Committee                        |
| <input checked="" type="checkbox"/> Planning Board  | <input type="checkbox"/> Recreation and Special Events Advisory 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 enjoyed serving on the Planning Board and overseeing new development for our city. I would like to continue using the knowledge that I have received by serving and applying it to another 3 years.  
What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Helping to put in place form-based code. Also, working more to apply the City's Comp. plan to move forward with new development.

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

Dates served (if known)? STARTED 8/12

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

Dates served (if known)? 97-12

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

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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: 12/18/14

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:	_____
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____

**Daniel K. Philbrick**  
**4 Fairview Court, Auburn, ME 04210**  
**207-783-8570 (home) 207-232-5721 (cell)**  
**daniel.philbrick@gmail.com**

### **Professional Summary**

Forward thinking Marketing and Communications Professional with over 20 years of experience in higher education. Extensive experience in strategic marketing, planning and brand management, public relations, media planning, direct marketing and vendor management. Accomplished expert working with lean budgets while still providing effective marketing and social media plans. Team builder and effective communicator with experience in developing cohesive structures and processes.

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#### SKILLS PROFILE

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- Excellent organizational and communication skills
- Demonstrated leadership skills
- Ability to multi-task and problem solve
- Proven teamwork record
- Outstanding technology and multimedia skills

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#### EMPLOYMENT HISTORY

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##### **Director of Communications**

9/2010 - present

*University of Southern Maine, Lewiston-Auburn College, Lewiston, ME.*

- Responsible for creating, implementing and managing marketing and communications plan for the Lewiston campus, including managing budget.
- Responsible for managing the College's website and all College program sites, including special sites (Art Gallery, Franco Collection).
- Responsible for all public relations for USM's Lewiston campus.
- Oversee Franco-American Collection and supervise its coordinator.
- Work collaboratively with other directors to create programming and special events for the campus.
- Work with USM Marketing Department to manage USM brand and messaging.

##### **Director of Marketing, Information and Web Services**

7/2007 - 8/2010

*University of Southern Maine, Lewiston-Auburn College, Lewiston, ME.*

- Responsible for purchasing and managing all ad buys for the campus.
- Responsible for the College's website, including managing online email lists and surveys.
- Responsible for writing and distributing news releases and feature stories.
- Worked collaboratively with the Associate Dean of Community Outreach to establish marketing and branding plans.

**Media and Technology Specialist/Web Publisher**

6/2001 - 6/2007

*University of Southern Maine, Lewiston-Auburn College, Lewiston, ME.*

- Worked collaboratively with Assistant Dean of Student Services with marketing and information initiatives.
- Maintained, updated and managed the campus website.
- Provided technical support for Student Services Department including software training and database management.
- Served as campus photographer.

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**EDUCATION**

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**Master of Arts, Leadership Studies**

May 2010

*University of Southern Maine***Bachelor of Arts, History with minor concentration in Political Science**

May 1991

*University of Southern Maine*

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**OTHER SKILLS**

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Proficient in Adobe Creative Suite products, including Photoshop and Dreamweaver. Proficient with HTML and CSS. Proficient with MS Word, MS PowerPoint, MS Excel, Facebook, Twitter, email marketing systems, survey software, Google Drive, and additional social media channels such as LinkedIn and Instagram. Proficient with University of Maine software systems, including MaineStreet.

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**AFFILIATIONS**

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- Member of Maine Public Relations Council
- Board Member of Androscoggin Historical Society
- Member of City of Auburn Planning Board

**References**

Betty D. Robinson  
Professor Emeritus  
Leadership and Organizational Studies  
University of Southern Maine  
51 Westminster Street  
Lewiston, ME 04240  
207-753-6550  
brobinso@usm.maine.edu

Roger Philippon  
Dean, Planning and Public Affairs  
Central Maine Community College  
1250 Turner Street  
Auburn, ME 04210  
207-755-5357  
rphilippon@cmcc.edu

Robert Caswell  
Executive Director of Public Affairs (retired)  
University of Southern Maine  
15 Tapley Drive  
Gorham, ME 04038  
207-839-2026  
bcaswell52@gmail.com



DEC 19 2014

## 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: 12/19/14  
Last name: Cyr First name: Evan Middle initial: G  
Residence address: 245 Broad St Ward: 5  
City: Auburn State: Maine Zip code: 04210  
Home phone: N/A Work phone: 743-8528 Cell phone: 991-1159  
Email address: egcyr@hotmail.com  
Current occupation: Teacher

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

Educational and/or experience (or attach your resume): See attached resumé

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"/> Ethics Panel               | <input type="checkbox"/> L/A Transit Committee                        |
| <input checked="" type="checkbox"/> Planning Board  | <input type="checkbox"/> Recreation and Special Events Advisory 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 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). Please see attached documents

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

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

Dates served (if known)? 4/11/12 - current

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? Expiration of my current term

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: Evan D. Goy Date: 12/19/15

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: \_\_\_\_\_  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_

**City of Auburn  
Board & Committee  
Appointment Application**

**Attached Questions and Answers**

**Briefly describe why you want to serve on this committee.**

I have a strong belief that our communities are improved and made strong through the active civic involvement of everyday citizens. It is important that individuals involve themselves in government at all levels in order to help effect positive change for future generations.

As a member of the Auburn Planning Board I feel that I have both set a positive example for my children and for others, and have lived up to my personal beliefs about the necessity and efficacy of civic involvement. I also enjoy being involved and learning about my community and hometown. To that end, I hope to continue to help shape a bright future for my neighbors, my children and for all those who call Auburn home.

**What do you hope to accomplish?**

Two broad goals that I would like to accomplish are first setting a positive example of civic involvement for my children and neighbors and second promoting the positive growth of Auburn for current and future generations. I am specifically interested in being involved with the Agriculture and Resource Protection Zone study that is currently in the works. It will represent a very important and long overdue look at some of Auburn's most valuable resources. I am also excited to see the City looking at form based code and would like to be a part of its implementation.

# Evan G. Cyr

245 Broad St  
Auburn, ME 04210

Phone: (207) 991-1159  
Email: evancyr@gmail.com

## Education

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<b>BA Anthropology</b>	University of Maine	2004	Orono, ME
<b>MA Secondary Education, Physical Sciences</b>	University of Maine	2005	Orono, ME

## Professional Experience

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<b>Physical Sciences Instructor</b> <i>Auburn School Department (2007-Present)</i> <i>Bath School Department (2005-2007)</i>	2005-Present
<b>Adjunct Mathematics Faculty</b> <i>Andover College</i>	
<b>Property Management and Maintenance</b> <i>Mark Hunter Properties LLC</i>	
<b>Student Academic Advisor</b> <i>University of Maine, S-Cubed Program</i>	

## Professional Affiliations

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<b>Associate Member – Central Maine Physics Alliance</b>	2006 – 2012
<b>BRVC – Vocational Advisory Board Member</b>	2005 – 2010

## Professional Certifications & Training

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<b>Secondary Education: Physical Science 350 Endorsement (State of Maine)</b>
<b>Reinventing Schools Coalition (RISC) Trainings</b> Awareness Training w/Doug Finn and John Caesar Content Design and Delivery w/Kim Hanisch and John Caesar Instructional Design and Delivery w/Kim Hanisch
<b>Complex Reasoning w/Bea McGarvey and Deborah Pickering</b>
<b>Complex Reasoning: Train the Trainer w/Deborah Pickering</b>

## Civic Experience & Trainings

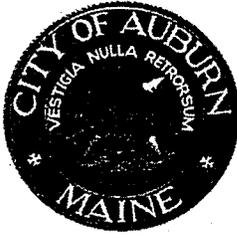
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<b>Planning Board Member (Full)</b>	2012 – Present
MMA – Planning Board Basic Training Session	2012

## Professional References

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<b>Shelly Mogul</b> <i>Curriculum Director</i> Auburn School Department 60 Court Street Auburn, ME 04210 (207) 784-6431 ext. 1205	<b>James H. Miller III</b> <i>Principal</i> Edward Little High School 77 Harris Street Auburn, ME 04210 (207) 333-6652 ext. 2713	<b>Kimberly Finnerty</b> <i>Physical Science Teacher</i> Edward Little High School 77 Harris Street Auburn, ME 04210 (207) 333-6652 ext. 2914
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JAN 22 2015

## 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: 1/16/2015

Last name: Morrison First name: Charles Middle initial: A

Residence address: 46 Lake St. Ward: 2

City: Auburn State: ME Zip code: 04210

Home phone: 783 7862 Work phone: 783-2249 Cell phone: 754 2537

Email address: cmorrison@androscoffincounty.com

Current occupation: CEO - Andro Chamber

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

Educational and/or experience (or attach your resume): BA Carleton College MPA Univ. of Michigan

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"/> Ethics Panel               | <input type="checkbox"/> L/A Transit Committee                        |
| <input type="checkbox"/> Planning Board             | <input type="checkbox"/> Recreation and Special Events Advisory 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 The imp. role that local access cable plays in L/A

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

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

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: [Handwritten Signature] Date: 1/16/2015

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: 01/22/15  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_



JAN 20 2015

# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 11/9/15

Last name: CHAPMAN First name: Preston Middle initial: T

Residence address: 4 MARIAN DRIVE Ward: 5

City: AUBURN State: ME Zip code: 04210

Home phone: 784-2424 Work phone: \_\_\_\_\_ Cell phone: 212-3219

Email address: PACHAPPIE@ROADRUNNER.COM

Current occupation: SALES / INSPECTION / Teaching

Previous occupation (if retired or no longer working): RETIRED - DEP. CHIEF AUBURN FIRE DEPT.

Educational and/or experience (or attach your resume): ASSOCIATE DEGREE FIRE SCIENCE

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
- Ethics Panel
- Planning Board
- Sewer District
- Zoning Board of Appeals
- Airport Board
- Audit & Procurement Committee
- Cable TV Advisory Board
- Community Forest Board
- L/A Transit Committee
- Recreation and Special Events Advisory Board
- Water District

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). COMMUNITY SERVICE

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). CONTINUED PROTECTION OF OUR WATER SUPPLY.

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

Dates served (if known)? 3/96 to 3/2015

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

Dates served (if known)? ?

How did you learn of this vacancy? ADVISED MY COMMISSION EXPIRES 3/2015

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: 1-17-15

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: \_\_\_\_\_  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_



# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

FEB 12 2015

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: 2/11/15

Last name: Shardlow First name: Elizabeth Middle initial: FC

Residence address: 598 Minot Avenue Ward: 4

City: Auburn State: Maine Zip code: 04210

Home phone: 441-4533 Work phone: 353-6310 Cell phone: 441-4533

Email address: shardlows@yahoo.com

Current occupation: Office Manager

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

Educational and/or experience (or attach your resume): Public Safety, Communications/EMS

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
- Airport Board
- Auburn Housing Authority
- Audit & Procurement Committee
- Board of Assessment Review
- Cable TV Advisory Board
- CDBG Loan Committee
- Community Forest Board
- Ethics Panel
- L/A Transit Committee
- Planning Board
- Recreation and Special Events Advisory Board
- Sewer District
- Water 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 ZBA and would love to continue serving. I enjoy being a part of local public service!

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). I hope to serve fellow residence with care, compassion, and balanced, logical decision making.

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

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

Have you previously served on a City or Community Board or Committee? If so, which one(s)? not prior to my current term.

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

How did you learn of this vacancy? N/A - re-appointment application.

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: 2/11/2015

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:	_____
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: 2/9/2014

Last name: Degrossallas First name: Edward Middle initial: H.

Residence address: 121 Hatch Rd Ward: W-3

City: Auburn State: Maine Zip code: 04210-8961

Home phone: 777-3125 Work phone: N/A Cell phone: 740-0113

Email address: esd@roadrunner.com

Current occupation: Retired

Previous occupation (if retired or no longer working): U.S. Navy, Ray's Hamburger, U.S. Postal Service

Educational and/or experience (or attach your resume): H.S.; Col 2yn.

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"/> Ethics Panel               | <input type="checkbox"/> L/A Transit Committee                        |
| <input type="checkbox"/> Planning Board             | <input type="checkbox"/> Recreation and Special Events Advisory 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 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). Provide service to our citizens and community.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Continue to provide cable services of 6 Falls TV to the community

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? CABLE Advisory Committee, CHAIR; Voter Registration Board of Appeals

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

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

Dates served (if known)? ? ?

How did you learn of this vacancy? Previous service on the 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: [Handwritten Signature] Date: 2-9-2014

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

DATE APPLICATION RECEIVED: <u>FEB 12 2015</u>	FOR OFFICE USE ONLY
APPOINTMENT DATE: _____	<u>UR</u>
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: Feb. 11, 2015

Last name: Cavanagh First name: Robert Middle initial: G.

Residence address: 127 Field Ave. Ward: 1

City: Auburn State: ME Zip code: 04210-4522

Home phone: 783-1032 Work phone: None Cell phone: None

Email address: <bobfrommainecentral@yahoo.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.

9-1-1 Committee

Airport Board

Auburn Housing Authority

Audit & Procurement Committee

Board of Assessment Review

Cable TV Advisory Board

CDBG Loan Committee

Community Forest Board

Ethics Panel

L/A Transit Committee

Planning Board

Recreation and Special Events Advisory Board

Sewer District

Water 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). As a life-long resident of the City of Auburn, I have always been interested in the operations of the Auburn Sewer District and Auburn Water District. Upon retirement, →

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). I plan to continue being fully-involved in decision-making regarding all operations, functions, and policies of the Sewer District. I will be participating →

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

Dates served (if known)? Sewer District: Sep, 2006 to current  
Water District: Apr, 2009 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? Auburn Sewer District Trustee Meeting

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: Feb. 12, 2015

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:	<u>2-13-15</u>
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____

'Why I want to serve' continued:

I was able to attend the monthly 4pm Trustee Meetings and learn about the operations and functions of the Sewer District. I wish to continue as a Trustee, making decisions regarding these operations and functions along with the other Trustees. I have a keen interest in the monthly district expenditures.

'What do I hope to accomplish?' continued:

in two Trustee committees: Purchasing Policy and Compensation (Wages and Benefits). I am a fiscal watchdog in overseeing monthly expenditures. I will continue to work to approve annual budgets with modest rate increases every few years, while looking-out for the best interests of Sewer District customers and treating all District employees fairly; and continuously keeping sewer rates as low as possible.



# 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: 2/13/15

Last name: Gray First name: STANWOOD Middle initial: J.

Residence address: 1200 Sopers Mill Rd. Ward: 5

City: Auburn State: ME Zip code: 04210

Home phone: - Work phone: - Cell phone: 207-615-6957

Email address: joe@valleyviewfarmme.com

Current occupation: farmer

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
- Ethics Panel
- Planning Board
- Sewer District
- Zoning Board of Appeals
- Airport Board
- Audit & Procurement Committee
- Cable TV Advisory Board
- Community Forest Board
- L/A Transit Committee
- Recreation and Special Events Advisory Board
- Water District

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 see Great Falls better serve our community.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). I hope to persuade the board & management to work to improve service and be more responsive to our community needs.

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

Dates served (if known)? last 2 meetings

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? e alerts

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: Stanwood J Gray Date: 2/13/15

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: 02-13-15  
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: February 8, 2015

Last name: BILODEAU First name: DAN (Daniel) Middle initial: L.

Residence address: 207 N. Auburn Road Ward: 1

City: Auburn State: Maine Zip code: 04210

Home phone: 782-5962 Work phone: 650-2398 Cell phone: 650-2398

Email address: anotherdanbilodeau@gmail.com

Current occupation: Pilot, United Airlines ; trail groomer/builder

Previous occupation (if retired or no longer working): N/A

Educational and/or experience (or attach your resume): 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.

9-1-1 Committee

Airport Board

Auburn Housing Authority

Audit & Procurement Committee

Board of Assessment Review

Cable TV Advisory Board

CDBG Loan Committee

Community Forest Board

Ethics Panel

L/A Transit Committee

Planning Board

Recreation and Special Events Advisory Board

Sewer District

Water 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). The City of Auburn created the Auburn Water District yet the AWD makes daily decisions without fully considering City concerns. I want to help change that.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Great Attendance; implementation of transparent gov. policies; proper appointments to the LAWPC; I will represent Auburn citizens & tax-payer concerns! LAKE Auburn is my passion and it can be shared & cared for.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? YES, but not officially. LA Community Forest Board - Volunteer.

Dates served (if known)? As a former Planning Board member I was an ex-officio Mayor Appointee member of the LACFB since 2012.

Have you previously served on a City or Community Board or Committee? If so, which one(s)? YES Planning Board; Community Forest Board; Winterfest Comm.

Dates served (if known)? 2011-2014 Planboard / 2012-2014 LACFB / WF 2010-P

How did you learn of this vacancy? City Website email & AWD meeting

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: Feb 10, 2015  
DAN Bilodeau

Please submit your application to;

Susan Clements-Dallaire, City Clerk  
60 Court Street, Auburn, ME 04210  
sdallaire@auburnmaine.gov  
207-333-6601, extension 1126

	FOR OFFICE USE ONLY
DATE APPLICATION RECEIVED:	FEB 12 2015 LR
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____

**RESUME: Daniel L. Bilodeau**

207 N. Auburn Road PO Box 1493

Auburn, Maine 04211-1493

207 650-2398 cell; 207 782-5962 home

E-mail: anotherdanbilodeau@gmail.com

**EDUCATION**

Fairview, Central, AMS, Walton, Edward Little High School 1985, Auburn, Maine

Bachelor of Science Degree in Aeronautical Science, April 1989

Embry-Riddle Aeronautical University, Daytona Beach, Florida

FAA Aircraft Dispatch Training Program, April 1989

Flight Safety International: SAAB 340B; St. Louis, July 1991

British Aerospace Flight Center: BAE 146-200; Dulles, January 1992

Flight Safety International: PA-31T Cheyenne II; Lakeland, September 1995

SIMCOM:PA-31T Cheyenne II; Orlando, AUGUST 1996

Enrolled in Embry-Riddle College of Independent Studies: Master's of Aeronautical Science

Professional Airline Systems, Inc.: CE-500 Type Rating; Scottsdale, August 1997

United Airlines, November 1997, Houston/Newark: DC-10-10/30 Flight Engineer Certificate; Houston, January 1998

B-737 Flight Officer/ Type Rating; Houston, June 1999

B-777 International Relief Officer/Type Rating; Houston, November 2005

AOPA Foundation: Flight Instructor Gold Seal Renewal Course; Portland, July 2000

American Flyers: Flight Instructor Gold Seal Renewal, July 2002, 2004, 2006, 2008, 2010, 2012, 2014

**CERTIFICATES/RATINGS**

Airline Transport Pilot Airplane: multi-engine and single-engine land; Type Ratings:CE-500:B-737 ;B-777

FAA Gold Seal Flight Instructor: instrument, multi-engine land and single-engine land and sea

FAA Dispatcher Certificate; Flight Engineer; Turbojet powered

Advanced and instrument ground instructor, current medical-no restrictions

Certified Flight Instructor of the Year 1998, Portland, Maine F.S.D.O.

**FLIGHT TIME**

Total Time - 17,600	Pilot-in-Command - 8,800	Flight Instructor - 3,238
Multi-Engine -15,030	Turbojet -13,600	Turboprop - 6,410
Flight Engineer - 1000	Instrument - 1,890	Second-in-command - 8,826

## EXPERIENCE/Work History

*First Officer.* IRO& Captain relief, Boeing 777-200, Middle East ; Asia, Mediterranean, Europe, India  
*Global, polar routes, 207 minute ETOPS, CPDLC, ADS equipped.*

Continental/United Airlines, Newark, New Jersey November 2005 to present

*First Officer.* IRO & First Officer, Boeing 737-300/500/700/800/900, North and South America

Sunset Sticks & Stones, Inc., Garage related projects, wayside stand, residential & watershed consulting,  
recreational trail building 1998 to 2012

Continental Airlines, Newark, New Jersey April 99 to November 2005

*Second Officer.* Flight Engineer, DC-10-10 & -30, North and South America, European markets.

Continental Airlines, Newark, New Jersey November 97 to April 99

*Flight Manager.* Chief Pilot; Corporate Captain, Cheyenne II (PA31T), all related responsibilities; Training Dir.

American Skiing Company, Newry, Maine November 93 to November 97

*CFO/Director of Operations/Chief Pilot/Owner.* Part 135 Air taxi & fixed base operator; Flight Instructor.

Bethel Air Service, Inc., Bethel, Maine November 92 to December 97

*Flight Officer.* Northeast United States; BAE 146-200; SAAB 340B; BE1900C.

Business Express Airlines, Inc. (Delta Connection), Westport, Connecticut Sept 1990 to November 1992

*Flight Officer.* Line pilot; scheduled and on demand charter-CARGO:CASA-212-200;MU-2B-36.

Murray Aviation, Inc., Ypsilanti, Michigan March 1990 to September 1990

*Charter Pilot/Flight Instructor/Line pilot.* Flight Instructor; Pilot services; general aviation aircraft.

Hortman Aviation Services, Inc., Northeast Philadelphia, Pennsylvania August 1989 to March 1990

Sunrise Aviation, Inc., Ormond Beach, Florida December 1988 to August 1989

Sunset Construction Inc. Heavy Equipment Operator 1978 to 1989, L/A water & sewer & residential projects

## PERSONAL DATA & Interests

Born: May 28, 1966, Lewiston, Maine

Marital Status: Married, two children in Auburn schools.

Hobbies: Snowmobiling, Trail building, hiking, watershed land use consulting & excavation, also currently...

Lake Auburn Watershed Neighborhood Association (LAWNA), President 2008 to present

Lake Auburn Community Center (LACC), Trail Master, 2012 to Present

Auburn Planning Board member & Lewiston/Auburn Community Forest Board (LACFB) 2011 to 2014

Comprehensive Planning Update Committee, City of Auburn, Maine, 2010

Optimist International, L/A Optimist, Vice President 2008-2010, President 2012-2013, current member.

Perkins Ridge Sno-Travelers (PRST), Trail Master 2009-present

Auburn Flag Project, member and donor support team.

Lake Auburn Watershed Protection Commission/AWD meeting attendee since 2006

Certified in Basic and Advance Erosion Control Practices

Certified Onsite Subsurface Wastewater Disposal System Installer

**Susan Clements-Dallaire**

---

**From:** Tizz Crowley [tizzcrowley@yahoo.com]  
**Sent:** Wednesday, February 11, 2015 11:32 PM  
**To:** Susan Clements-Dallaire  
**Subject:** Crowley- volunteer application for the Auburn Sewerage District 2015.02.11  
**Attachments:** Auburn Sewerage District Crowley Resume last updated 2015.02.10 for sewerage.doc; Auburn Sewerage District Crowley application form 2015.02.11.docx; Auburn Sewerage District Crowley attachment 2015.02.11.docx

Hi Sue:

Here is my application form and attachments for a position on the Auburn Sewerage District Board of Trustees.

Since I serve on the Appointment Committee I will be removing myself from any conversation or recommendations for these openings.

Please let me know if you need anything else.

Thanks,  
Tizz

# Board & Committee Appointment Application

# City of Auburn

We're so happy that you've decided to volunteer for our community! The giving of your time is commendable and very much appreciated. Without people like you coming forward our community would not be as strong, as vibrant, or as great as it is – thank you so much! Please complete the form below and return it to the City Clerk's office. Again, on behalf of all of us at the City of Auburn, I hope your volunteer experience is rewarding, and thank you for being an outstanding citizen!

This is an application for:  New Appointment  Reappointment

Name: Tizz E. H Crowley Ward: 1 Years as an Auburn Resident: 19 yrs

Mailing Address: 35 University Street Auburn, Maine 04210

Physical Address: same as above

Phone: (207) 783-1468 Email: tizzcrowley@yahoo.com

Describe your education and/or experience or attach a resume:

**see attached resume- experience with State and Federal regulations, customer service, and financial reporting- all necessary skills for a Sewerage District Trustee. I have served as the Mayor's Representative for 3 years, so have experience in the particular field.**

Which board or committee would you like to serve on? *(One per application)*

**Auburn Sewerage District Board of Trustees**

Why do you want to serve (please limit to 150 words or less. Please attach). **See attached**

What do you hope to accomplish (please limit to 150 words or less. Please attach). **See attached**

The following are the current committees and boards in Auburn:

- 911 Committee
- Airport Board
- Assessment Review Board
- Auburn Housing Authority
- Auburn Water District
- Auburn Sewer District
- Community Development Loan Committee
- Ethics Panel
- L/A Cable TV Advisory Board
- L/A Community Forest Board
- L/A Transit Committee
- Planning Board\*
- Recreation Advisory Committee
- Zoning Board of Appeals

Incomplete applications and those which list more than one committee will not be considered. Applications are valid for a period of six months. 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.

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

Signature: Tizz E. H. Crowley Date: February 10, 2015

\*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.

**Susan Clements-Dallaire, City Clerk** [sdallaire@ci.auburn.me.us](mailto:sdallaire@ci.auburn.me.us)

**333-6600**

**TIZZ E.H. CROWLEY, CMPE**  
**35 University Street Auburn, Maine 04210**  
**(207) 783-1468**

EMAIL: [TizzCrowley@yahoo.com](mailto:TizzCrowley@yahoo.com)

Work Experience:

Enjoyed my work as a physician coder for a small, hospital-based physician practice.

Duties and responsibilities included:

- coding medical and surgical services for family practice, obstetrics/gynecology, hospitalists, pulmonary, oncology, internal medicine, and pediatrics
- chart audits for coding and documentation compliance
- special projects including "lost charges" searches, pricing and reimbursement concerns

Very successful in uncovering missing revenue generated by unbilled services

- education and training for providers regarding billing, documentation and compliance
- trained other staff in charge entry and basic coding for family practice and pediatrics
- designing charge forms for capture of services
- assisted billing staff with patient and insurance questions.

I received a 'Citation for Excellence' for work with patient statements generation.

Worked in an integrated delivery system for a single specialty provider based practice.

Duties and responsibilities included:

- the profitability, productivity, and efficiency of the practice. In the last completed fiscal year, our practice contributed 14.99% above the budgeted contribution to margin.  
We were understaffed by at least one FTE provider for the entire year.
- participated in the team of managers for the 160+ provider multi-specialty practice
- represented the largest provider group in the Women=s Health Service Line
- designed and implemented three open house events for the community during the annual Women=s Health fairs. We provided education information, massage, facial services, and henna hand painting, as well as, a AMothers and Children of the World@ art display.
- developed, directed, implemented, and participated in National Midwives Week celebrations where there were daily activities promoting midwifery services and the midwife providers. These were the first ever held in the institution.

Held the highest non-physician executive position in a single specialty organization. Duties and responsibilities included:

- develop and monitor practice policy working as a voting member of the Board of Directors
- serve as liaison between the practice and physicians, staff members, businesses, and community
- initiate and maintain relationships with managed care organizations, referring physicians, and ancillary providers
- develop and direct all managed care activities for the practice including contract negotiations and claims administration
- broad responsibilities for all administrative functions including daily operations of multiple sites, finance, managed care contracting, development of fee schedules, physician compensation and recruitment, analysis of reimbursement rates, oversee coding activities, human resources, medical and business information systems, assessment of provider performance; facilities management including building maintenance and housekeeping, business services, patient accounting
- develop financial policies and oversees their implementation.
- monitor a variety of financial activities, including budgeting, analysis, accounting, billing, payer contracting, and collections
- obtain funds for capital development including construction, renovations, and equipment acquisitions

- responsible for the overall operation of the practice as well as activities that relate to the future growth of the practice (strategic planning and marketing).
- develop, implement, and coordinate policies relating to all aspects of personnel administration including recruitment, salary and benefits administration, labor law compliance and employee relations.
- interpretation of state and federal regulations that relate to health care industry or the practice.
- responsible for adhering to all regulatory, credentialing, and licensing requirements, monitoring compliance activities.

Prior Employment:

**Coder Physician Services-** *responsible for all coding and charge entry of physician services including family practice (5 providers), obstetrics/gynecology (2-4 providers), internal medicine (1 provider) pediatrics (3 providers), pulmonary (2 providers), oncology (2 providers) and (1) hospitalist.*

2007-2009 Parkview Adventist Medical Center  
Physician Practices  
Brunswick, Maine

**Practice Manager-** *responsible for 29 staff - 4 physicians, 4 midwives, 1 nurse practitioner, clinical/clerical staff.*  
2004-2007 Central Maine Obstetrics & Gynecology  
Lewiston, Maine 04240

**Administrator- Chief Executive Officer** *responsible for all non-medical aspects of the practice.*

1985- 2005 Bangor Ear, Nose, and Throat Professional Association  
Bangor, Maine

Continue to handle any remaining business of the practice since the closure.

**Administrator- Chief Administrative Officer** *responsible for all non-medical aspects of the practice.*

1983-1985 Maxwell, Roediger, & Knowland, MDPA  
Portland, Maine

**Administrator- Chief Executive Officer** *responsible for all non-medical aspects.*

1977-1983 Kennebec Radiology Professional Association  
Augusta, Maine

**Principal- Management Consultant** *to a variety of medical specialties including radiology, internal medicine, rheumatology, urology, emergency medicine, orthopaedics, and physical therapy.*

1980 – 2005 Hampden, Maine

**Medical Industry Marketing Representative-** *vertical industry representative for healthcare including small hospitals and physician offices*

1973- 1977 International Business Machines  
Portland, Maine

Degree Earned: Baccalaureate University of Maine at Portland-Gorham

Political Science major

Medical Group Management Association Activities: Life Member

1978-1983, 1991-1994 New Hampshire MGMA: Member

1979-1991 Maine Medical Practice Management Association: Charter Member, President (2 terms)

1979-present American College of Medical Practice Executives: Certification 1980 Life Member

1988-2004 **Otolaryngology Administration Assembly:** President (two terms)  
 1989-1992 **Eastern Section MGMA:** Officer/ Committee Work  
 1989-1992 **MGMA Membership and Credentials Committee:** Chair 1991-1992  
 1991-2004 **Otolaryngology Administration Assembly of New England:** Education Chair (1991-1996)  
 2004-2009 **Obstetrics & Gynecology Assembly:** member

Other Health Related Organizations:

1978-1983 **Radiology Business Managers Association:**  
 1985-2005 **Association of Otolaryngology Administrators:** National Conference Committees; Speaker  
 1991-1995 **Professional Association of Health Care Office Managers:** Member  
 1993-1994 **American Academy of Otolaryngology- Head & Neck Surgery, Inc. Practice Expense Study Group**

Civic & Other Public Services:

1973-1976 Board of Directors: **University of Southern Maine Alumni Association**  
 1985-1991 Board of Directors: **Breast Diagnostic Center**  
 1985-present **St. Joseph Hospital Auxiliary: Life Member-** served on the Board of Directors  
 1986-1989 Board of Directors: **Opera League of Maine**  
 1986-present **Kennebec Girl Scouts Council:** Life Member / Task Force Chair  
 1991-2001 **Greater Bangor Chamber of Commerce:** Member /Committee Work  
 1992-1993 **Hampden Academy Project Graduation**  
 1987-1989 **Hampden Congregational Junior High Youth Group**  
 1988-1992 **Bangor Chapter Order of DeMolay Parents Club**  
 1994-present **Eastern Maine Medical Center Auxiliary:** Life Member  
 1995-1996 **American Field Service** Host Family /Former Returnee  
 2006, 2007 **Bennett Breast Care Center** Fashion Show- model  
 2007 Public Service Announcements for **Buddy to Buddy** Campaign  
 2011-present Auburn City Councilor Ward 1  
 2012-present Woman's Literary Union- By Laws Committee and Special Events Committee

Personal Interests: Theater, music, live performances, and all that Maine has to offer.

References Available Upon Request

Tizz E. H. Crowley Auburn Sewerage District attachment:

**Why do you want to serve?**

I'd like to serve on the Sewer Board because I have enjoyed representing the Mayor and wish to continue in my own position. I would continue providing sewer tips each month that will educate the public. I think I can contribute to the work of the Board as I bring some skills and experience not fully represented in the Board- HR administration, marketing and office management.

The Sewer Board is very customer serve focused which is a core value for me. The District strives to be a good employer and I believe I can make a contribution to this goal. I know that investment in infrastructure is important and I feel I've been listened to and would like to continue to support this need.

**What do you hope to accomplish?**

Besides representing the residents of Auburn and making sure their interests and needs are heard, I hope to provide information and education to the public that maintain a good sewer system so resources- money, staff, time can be focused on updating the pipes. If we can meet the goal of a mile a pipe a year, it will still take us over 100 years to complete the system.

I also want to assist the District in creating policies and procedures to improve service and be a good and fair employer.

In my career I've been responsible for compliance for a variety of State and Federal regulations. I believe the skills and experience are transferrable to the types of regulation requirements faced by the District regarding major pollutants, water treatment facilities and other toxic issues.

Tizz E. H. Crowley, Ward One  
 Robert Hayes, Ward Two  
 Mary Lafontaine, Ward Three  
 Adam R. Lee, Ward Four



Leroy Walker, Ward Five  
 Belinda Gerry, At Large  
 David Young, At Large

Jonathan P. LaBonte, Mayor

**IN CITY COUNCIL**

**ORDER 19-03022015**

ORDERED, that the City Council hereby makes the follow board and committee appointments with term expirations as noted:

Board or Committee	Term Expiration Date	Name of Person Appointed or Reappointed
Cable TV Advisory Board	1/1/2017	
Cable TV Advisory Board	1/1/2017	
Cable TV Advisory Board	1/1/2017	
Cable TV Advisory Board	1/1/2016	
Planning Board	1/1/2018	
Planning Board	1/1/2018	
Recreation and Special Events Advisory Board	1/1/2017	
Recreation and Special Events Advisory Board	1/1/2017	
Recreation and Special Events Advisory Board	1/1/2017	
Recreation and Special Events Advisory Board	1/1/2017 (alternate)	
Auburn Sewerage District	3/1/2019	
Auburn Sewerage District	3/1/2019	
Auburn Water District	3/1/2019	
Zoning Board of Appeals	10/1/2018	
Zoning Board of Appeals	10/1/2018	
Zoning Board of Appeals	10/1/2018	



## City Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:** April 6, 2015

**Order** 23-03162015

**Author:** Eric Cousens, Deputy Director of Planning and Development

**Subject:** Downtown Auburn Transportation Center (DATC), Great Falls Plaza(GFP) and GFP Lot 5 Preparation

**Information:** Staff came to the March 16<sup>th</sup> City Council meeting to present a request for additional funds for the construction of footers for the planned public parking garage, which would be constructed under the foundation/footer of the DATC. Prior to that meeting, information was presented at a Lewiston Auburn Transportation Committee by the Engineers and Architects of the DATC. The DATC designer explained that in order to prevent the project from going over budget, the building size was being reduced and exterior façade elements were changed. These changes to the DATC were brought up at the March 16 Council meeting and discussed in greater detail at the March 23<sup>rd</sup> Workshop. See attached.

**Advantages:** Auburn gets the DATC that the Council has asked for, utilities become readily available for GFP Lots 3, 4 and 5 and lot 5 is prepped for development to the extent that footings are installed under and near the DATC so that the DATC is not damaged when lot 5 is developed at a later date and full development potential is preserved.

**Disadvantages:** Expenditures for the GFP utility extensions and site preparations for footings on lot 5 in the amount of \$112,970.00 are made now instead of when additional lots are developed.

**City Budgetary Impacts:** An additional \$112,970.00 of TIF revenues are expended this year instead of later.

### **Staff Recommended Action:**

1. Order to fund and authorize staff to contract out footing design and construction under and adjacent to the DATC to serve lot 3 of the GFP Subdivision for future development. The footing shall be designed to meet the needs of a 5 story office building or a similar sized parking garage. The total estimated costs are \$57,500.00 for footing design and construction.

### **Previous Meetings and History:**

December 1, 2014 Meeting, March 2, 2015 Workshop, March 16, 2015 Meeting, March 23, 2015 Workshop

**Attachments:** DATC Budget Update Worksheet, GFP Land Value Estimates, GFP Lot Maps, Draft Orders

# City of Auburn, Maine

*"Maine's City of Opportunity"*

## Office of Planning & Development

### Downtown Auburn Transportation Center (DATC) and Great Falls Plaza (GFP) Budget Worksheet

A. DATC TOTAL APPROVED BUDGET	<b>\$747,507.00</b>
Original FTA Grant	\$247,507
Additional FTA Funds	\$350,000
Local Portion	\$150,000

Maximum Construction Cost (After Soft Costs) **\$634,764.00**

Current 50% Project Construction Estimate W/out Below Alternates **\$557,342.00**

Projected cost below Maximum construction cost **\$ 77,422.00**

#### B. ITEMIZED DATC PROJECT ALTERNATES

Alternate 1: Lower Concrete Masonry Unit (CMU) Block \$ 11,924.00

Alternate 2: Flat Metal Panels at front of building \$ 1,255.00

Alternate 3: Add 1,000 sq. ft. to building footprint \$ 16,849.00

Alternate 4: Add Vestibules at each entrance \$ 23,413.00

Alternate 5: Provide sloped roof \$ 13,046.00

Current 50% Project Construction Estimate With Alternates Added **\$623,874.00**

#### C. SHARED DATC UTILITIES ALSO EXTENDING SERVICES ADJACENT TO GFP PARCELS 3, 4, and 5.

• Water and Sewer Main Service	\$ 30,000.00
• Extend Gas line to building	\$ 17,246.00
• Electrical Main Extension	\$13,000.00
• UTILITY TOTAL	<b><u>\$60,246.00</u></b>

#### D. GFP LOT 5 PREPARATION FOR FUTURE DEVELOPMENT

Footing Under DATC To Preserve Full Development Potential **\$57,500**

Based on Council input at the workshop the Council supported adding most, if not all, of the alternates noted above to ensure that the facility meets local needs, makes a positive impression on visitors and may attract a private regional commuter service. The total construction budget to meet minimum match requirements for the State and Federal funding sources is \$634,764.00. As you can see on the previous page the costs for the facility and the utilities to serve the facility are separated for this discussion because the utility extension also provide opportunity for service at additional parcels within the existing lot configuration or the Planning Board approved GFP Subdivision. Current project estimates (50% developed estimates) with all of the alternates added back into the building total \$623,874.00, excluding utility extension costs and site preparation on lot 5 for future development, which falls \$10,890.00 short of the maximum construction costs currently funded. In order to accomplish the goals discussed at the workshop, staff recommends the following:

1. Order staff to add alternates 1-5 back into the DATC project.
2. Order to fund and authorize staff to contract out utility extensions to serve the DATC which also extends utilities adjacent to parcels 3,4 and 5 within GFP for an estimated total of \$60,246.00 with up to a 10% contingency for a total maximum of \$66,270.00. Because there is \$10,800 remaining in the DATC budget after alternates 1-5 are added, the Council will actually only needs to authorize an additional expenditure of \$66,270.00 minus the remaining \$10,800 for a total of \$55,470 to add the utility extensions.
3. Order to fund and authorize staff to contract out footing design and construction under and adjacent to the DATC to serve lot 3 of the GFP Subdivision for future development. The footing shall be designed to meet the needs of a 5 story office building or a similar sized parking garage. The total estimated costs are \$57,500.00 for footing design and construction.

FTA Grant funds remain the same with the above changes and local costs increase. In Summary, if the Council adopts the above noted recommendations, we get the DATC that the Council has asked for, utilities become readily available for GFP Lots 3, 4 and 5 and lot 5 is prepped for development to the extent that footings are installed under and near the DATC so that the DATC is not damaged when lot 5 is developed at a later date and the total local expenses are as follows:

1. \$150,000 approved local share remains in DATC Project.
2. \$55,470 is added for utility extensions, with the flexibility of making some or all of them part of the DATC project or awarded separately in preparation for the development if there is a savings by doing that and it is allowed by federal DATC Funding standards. We need to make this work funding breakouts will be discussed with MDOT.
3. \$57,500.00 is authorized for footing design and construction on GFP Lot 5.
4. Total combined local expenditures for the DATC, GFP utility extensions and site preparations for footings on lot 5 are increased by \$112,970.00 by the above actions. It is likely that bid prices will be competitive and any local funding not needed to complete the projects will be kept in City accounts.



# City of Auburn, Maine

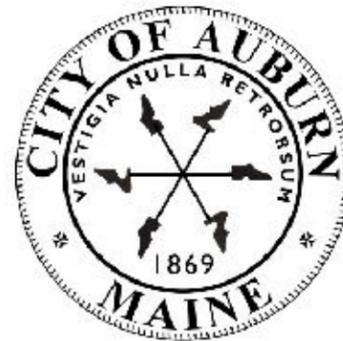
*"Maine's City of Opportunity"*

## Office of Planning & Development

Great Falls Plaza (GFP) Parcel Value Review for Discussions Regarding Downtown  
Auburn Transportation Center (DATC)

Current Parcel Configuration			
Parcel	Lot Size (Acreage/Square Feet)	Assessed Land Value	Estimated Tax
241-008	2.67 / 116,305	\$ 994,100	\$ 20,826
241-009	8.2 / 357,192*	\$ 1,085,400	City Owned
241-009	2.79 / 121532**	\$ 996,400	\$ 20,875
Combined Value/Tax Estimate		\$ 1,990,500	\$41,701
*Land area includes existing GFP streets, Riverwalk, obligated parking, etc.			
**Land area adjusted to exclude streets and Riverwalk to estimate tax if not exempt.			

Planning Board Approved GFP Subdivision Proposed Parcel Configuration (2009)			
Parcel	Lot Size (Acreage/Square Feet)	Est. Land Value	Estimated Tax
Lot 1	.61 / 26,572	\$ 383,400	\$ 8,032
Lot 2	.77 / 33,541	\$ 456,500	\$ 9,564
Lot 3	.79 / 34,412	\$ 465,400	\$ 9,750***
Lot 4	.95 / 41,382	\$ 535,800	\$ 11,225
Lot 5	.46 / 20,037	\$ 310,000	\$ 6,495
Combined Value/Tax Estimate Developable Land		\$2,151,100	\$45,066
***Remains tax exempt in 2009 Subdivision Plan			



# City of Auburn Maine

## Great Falls Plaza Lot Sizes

Developer - 2.67 Acres  
City - 2.79 Acres

Great Falls Plaza-  
Current Lotting No Streets



Great Falls Plaza-  
2009 Subdivision Plan  
w/ Future Street



Developer - 2.63 Acres  
City - 2.82 Acres

Great Falls Plaza-  
2015 Proposed Plan  
w/ Future Streets



Developer - 2.68 Acres  
City - 2.78 Acres

This map was created by Auburn's GIS Department. While every effort has been made to ensure that these data are accurate and reliable, the City of Auburn cannot accept any responsibility for any errors, omissions, or positional accuracy, and therefore, there are no warranties which accompany this product. Data may be from secondary sources and may be unverified. Users of the information displayed on this map are strongly cautioned to verify all information before making

- Existing Property Lines
- 2009 Plan Property Lines
- New Plan Property Lines

0 50 100 Feet



Tizz E. H. Crowley, Ward One  
Robert Hayes, Ward Two  
Mary Lafontaine, Ward Three  
Adam R. Lee, Ward Four



Leroy Walker, Ward Five  
Belinda Gerry, At Large  
David Young, At Large

Jonathan P. LaBonte, Mayor

## **IN CITY COUNCIL**

### **ORDER 23-03162015**

ORDERED, that the Auburn City Council authorize the Acting City Manager to expend an amount up to \$57,500 for the design and construction of footings in conjunction with the construction of the Transportation Center in Great Falls Plaza. These funds will come from TIF revenue.



## City Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:** April 6, 2015

**Order** 29-04062015

**Author:** Eric Cousens, Deputy Director of Planning and Development

**Subject:** Downtown Auburn Transportation Center (DATC), Great Falls Plaza(GFP) and GFP Lot 5 Preparation

**Information:** Staff came to the March 16<sup>th</sup> City Council meeting to present a request for additional funds for the construction of footers for the planned public parking garage, which would be constructed under the foundation/footer of the DATC. Prior to that meeting, information was presented at a Lewiston Auburn Transportation Committee by the Engineers and Architects of the DATC. The DATC designer explained that in order to prevent the project from going over budget, the building size was being reduced and exterior façade elements were changed. These changes to the DATC were brought up at the March 16 Council meeting and discussed in greater detail at the March 23<sup>rd</sup> Workshop. See attached.

**Advantages:** Auburn gets the DATC that the Council has asked for, utilities become readily available for GFP Lots 3, 4 and 5 and lot 5 is prepped for development to the extent that footings are installed under and near the DATC so that the DATC is not damaged when lot 5 is developed at a later date and full development potential is preserved.

**Disadvantages:** Expenditures for the GFP utility extensions and site preparations for footings on lot 5 in the amount of \$112,970.00 are made now instead of when additional lots are developed.

**City Budgetary Impacts:** An additional \$112,970.00 of TIF revenues are expended this year instead of later.

### Staff Recommended Action:

1. Order staff to add alternates 1-5 back into the DATC project.
2. Order to fund and authorize staff to contract out utility extensions to serve the DATC which also extends utilities adjacent to parcels 3,4 and 5 within GFP for an estimated total of \$60,246.00 with up to a 10% contingency for a total maximum of \$66,270.00. Because there is \$10,800 remaining in the DATC budget after alternates 1-5 are added, the Council will actually only needs to authorize an additional expenditure of \$66,270.00 minus the remaining \$10,800 for a total of \$55,470 to add the utility extensions.

### Previous Meetings and History:

December 1, 2014 Meeting, March 2, 2015 Workshop, March 16, 2015 Meeting, March 23, 2015 Workshop

**Attachments:** DATC Budget Update Worksheet, GFP Land Value Estimates, GFP Lot Maps, Draft Orders

Tizz E. H. Crowley, Ward One  
Robert Hayes, Ward Two  
Mary Lafontaine, Ward Three  
Adam Lee, Ward Four



Leroy Walker, Ward Five  
Belinda Gerry, At Large  
David Young, At Large

Jonathan P. LaBonte, Mayor

## IN CITY COUNCIL

### ORDER 29-04062015

ORDERED, that the Auburn City Council authorize the Acting City Manager to add alternates 1-5 listed below into the DATC project and to expend an amount up to \$55,470 for the extension of water, sewer electrical and natural gas services to serve the Transportation Center in Great Falls Plaza. These funds will come from TIF revenue.

#### A. ITEMIZED DATC PROJECT ALTERNATES

Alternate 1: Lower Concrete Masonry Unit (CMU) Block	\$ 11,924.00
Alternate 2: Flat Metal Panels at front of building	\$ 1,255.00
Alternate 3: Add 1,000 sq. ft. to building footprint	\$ 16,849.00
Alternate 4: Add Vestibules at each entrance	\$ 23,413.00
Alternate 5: Provide sloped roof	\$ 13,046.00



## City Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:** April 6, 2015

**PUBLIC HEARING**

**Author:** Reine Mynahan, Community Development Director

**Subject:** Public Hearing

**Information:** Holding a public hearing is a requirement of the Community Development Program and the Citizen Participation Plan.

**Advantages:** Provides an opportunity for Auburn citizens to have input into these plans.

**Disadvantages:** none

**City Budgetary Impacts:** Adoption of the Consolidated Plan is required to continue receiving these federal funds. Through these funds there is leveraging of other dollars and stretching of local tax dollars.

**Staff Recommended Action:** Hold public hearing.

**Previous Meetings and History:** January 6, March 17, and April 7, 2014 Citizen Participation Plan  
March 9, 2015 first Consolidated Plan review

**Attachments:** n/a



## City Council Information Sheet

City of Auburn

**Council Meeting Date:** 4/6/15

**Order** 30-04062015

**Author:** Denis D'Auteuil, Acting Assistant City Manager/Public Services Director

**Subject:** Authorization for the Interim City Manager to execute the Collective Bargaining Agreement for Teamsters Local 340 Unit covering 7/1/14 through 6/30/17.

**Information:** The Collective Bargaining Agreement between the City of Auburn and Teamsters Local 340 covering the members of the Public Services Department expired on 6/30/14. The City and the Union have been negotiating since May/1/14 on a successor agreement. The City and the Union were at impasse in December. Both sides agreed to mediation. One mediation session was held on March 3. The City and Management had a follow-up meeting after mediation and agreed on a package of economic and non-economic proposals. The tentative agreement has been ratified by the union membership.

The following is a summary of the changes:

- Three year agreement effective 7/1/14 through 6/30/17;
- Implementation of PPO 500 Health Insurance Plan in May, 2015;
- Implementation of a Health Reimbursement Account for 50% of employee deductibles and co-insurance; amount is pro-rated for FY 15;
- \$500 signing bonus;
- 2% COLA effective upon the signing of the contract (no retroactivity) for FY 15, FY 16 and FY 17, with the exception of employees at top step. Employees at top step will receive 3% COLA;
- Steps when eligible;
- Effective FY 16, drop entry step for each pay range and move employees on entry step to second step;
- Additional \$350 per year per employee in the Cafeteria Benefit plan to cover additional co-payments, deductibles, and co-insurance and other medical expenses;
- Add Veterans Day as a paid holiday;
- Other language changes.

**Advantages:** The analysis of comparable organizations demonstrated that the City of Auburn Public Services employees are significantly lagging in entry level wages and in the top step for most positions. Dropping the entry level step will help to attract new employees, and the 3% COLA for employees at the top of the pay ranges will provide incentive to retain highly skilled employees. The implementation of the PPO 500 Plan covers the cost of the steps and COLAs in year 2 and 3 of the contract.

**Disadvantages:** The package does not include the 0% COLA as did the other bargaining units and the non-union group. However, the 0% COLA would have exacerbated the disparity in wages in comparison to other comparable employees.

**City Budgetary Impacts:** Three year pay and benefits projection:

FY 15 -- \$2,160,688

FY 16 -- \$2,243,147

FY 17 -- \$2,243,147

**Staff Recommended Action:** Staff recommends the City Council vote for passage of this Resolve.

**Previous Meetings and History:** Updates have been provided on 7/21/14, 8/18/14, 12/22/14 and 3/16/15.

---

**Attachments:** Teamsters Local 340 Collective Bargaining Agreement  
Three Year Salary and Fringe Benefit Plan  
Line Graph Comparison of three year projection

**AGREEMENT**  
**BETWEEN**  
**CITY OF AUBURN**  
**AND**  
**TEAMSTERS LOCAL UNION #340**  
  
**FOR THE**  
**AUBURN PUBLIC SERVICES DEPARTMENT**

*July 1, 2014 to June 30, 2017*



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# CITY OF AUBURN



## Teamsters Local Union #340

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## Agreement

This agreement is entered into between the CITY OF AUBURN hereinafter referred to as the "City" and TEAMSTERS LOCAL UNION NO. 340, hereinafter referred to as the "Union".

10

### ARTICLE 1 - PREAMBLE

Pursuant to the provisions of the Municipal Public Employee Labor Relations Act (Title 26, M.R.S.A 961-974 1969 as amended) the parties hereto have entered into this Agreement in order to establish mutual rights, preserve proper employee morale and to promote effective and efficient operations.

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### ARTICLE 2 - RECOGNITION

The City recognizes the Union as the sole and exclusive bargaining agent for all permanent Public Services employees in the following classifications:

20

- Arborist**
- Assistant Arborist**
- Building/Field Maintenance Repair Technician**
- Building Maintenance Person**
- Equipment Operator I**
- Equipment Operator II**
- Equipment Operator**
- Inventory Technician**
- Mechanic**
- Mechanic Leadperson**
- Welder**

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(No Municipal, State or federally subsidized work programs are included in this unit).

35

Temporary employees are not included in this recognition.

### ARTICLE 3 - UNION SECURITY

Membership in the local union is not compulsory. Employees have the right to join, not to join, maintain or drop their membership in the local union as they see fit. Neither party shall exert any pressure on or discriminate against an employee in regards to such matters.

40

The Union has the obligation to represent all non-probationary employees within the bargaining unit. Those employees shall have the following options:

45

The first being to join as full members of the Union and be entitled by that status,



50 to participate in all Union functions, activities, and receive all benefits awarded by such membership.

55 All employees who are Union members shall, as a condition of employment, pay to the Local Union and the Local Union's regular and usual initiation fee and its regular and usual dues. For present employees, such payments shall commence thirty-one (31) days following the effective date or on the date of execution of this Agreement, whichever is the later, and for new employees, the payment shall start thirty-one (31) days following the date of employment. If, however, during the term of this Agreement State Law is altered to permit an agency shop, all employees shall, as a condition of employment, pay dues to the Union. The shop steward of the Union will issue the  
60 monthly dues receipts to the Public Services Department who will then attach the dues receipts to the paychecks of each employee.

65 The second option being not to join as full members of the union, but to have an amount equal to eighty percent (80%) of the prevailing dues, as an agency fee, deducted from their wages by the employer and forwarded to the Local Union in the same manner as are regular dues for full members. Such agency fee is for services rendered by the Union on the employees' behalf, such as, but not limited to, negotiation of wages, benefits and conditions of employment, resolution of disputes arising from the bargaining agreement and protection of job security. If an employee initiates a  
70 proceeding seeking relief from, or exemption to, such agency fee, the Local Union shall continue to receive payments under this provision, however, the monies in question shall be held in escrow pending resolution. Such action for relief shall not be by method of the grievance procedure within this Agreement but by legal actions solely the responsibility of that individual employee. It is understood that the implementation of  
75 such agency fee is not contrary to existing State or Federal Statute nor is it the intention of the parties, signatory to this Agreement, to violate any employee's legal rights. The Union agrees that an audit, having been completed, justifies the amount, based on a percentage, contained herein, to be established as the applicable Agency Fee. Further, the Union agrees that at no time shall such fees, or any part thereof, be directed  
80 towards funds utilized in the internal political process of the Local Union or its affiliates.

85 The Union agrees to indemnify and hold the employer harmless against any and all claims, suits or orders or judgments brought or issued against the employer, as a result of any action taken, relating to the provisions of this Article.

90 This Fair Share provision shall not apply to any current employee who is not a member of the Union on the effective date of this Agreement (July 1, 1990); provided that it shall apply to employees who are members of the Union on the effective date of this Agreement and who thereafter become non-members.



**ARTICLE 4 - MANAGEMENT SECURITY/NO STRIKES**

95 Neither the Union, its officers or agents, nor any of the employees covered  
by this Agreement will engage in, encourage, sanction, support or suggest any  
strikes, slow downs, mass resignations, mass absenteeism, the willful absence  
from one's position, the stoppage of work or the abstinence in whole or in part of  
the full, faithful and proper performance of the duties of employment for the  
100 purpose of inducing, influencing or coercing a change in the conditions or  
compensation or the rights, privileges or obligations of employment. In the event  
that any employee violates this Article, the Union shall immediately notify any such  
employee to immediately return to work. Any or all employees who violate any of  
the provisions of this Article may be discharged or otherwise disciplined.

105

**ARTICLE 5 - CHECK-OFF**

The City agrees to cooperate with the Union in facilitating the deduction of  
the regular weekly Union dues for those employees in the Unit who are Union  
110 members and who request in writing (by signed authorization cards) to have their  
regular weekly dues checked off. The City will also cooperate with the Union in  
facilitating the deduction of the weekly agency fees in accordance with Article 3  
Union Security, of this contract. The City will forward all such dues and Agency  
fees to the Union in a timely manner. The Union agrees to indemnify and hold the  
115 City harmless against any and all claims, suits, orders or judgments brought or  
issued against the City as a result of any action taken or not taken by the  
department under the provisions of this Article.

120 **ARTICLE 6- MANAGEMENT RIGHTS**

It is recognized that, except as expressly stated herein, the City shall retain  
whatever rights and authority are necessary for it to operate and direct the affairs  
of the department in all of its various aspects, including, but not limited to, the  
125 right to direct the working forces; to plan, direct and control all the operations and  
services of the department; to determine the methods, means organization and  
number of personnel by which such operations and services are to be conducted;  
to assign and transfer employees; to schedule working hours and to assign  
overtime; to determine whether goods or services should be made or purchased; to  
130 hire, promote, demote, suspend, discipline, discharge or relieve employees due to  
lack of work or other legitimate reasons; to make and enforce reasonable rules and  
regulations; to establish reasonable productivity standards and expectations and to  
change or eliminate existing methods, equipment or facilities.



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**ARTICLE 7 - UNION ACTIVITIES**

Section 1 - Time Off for Union Activities

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The employer agrees to grant the necessary time off, without discrimination or loss of seniority rights and without pay, to any employee designated by the Union to attend a labor convention or to serve in any capacity on other official Union business, provided one week's written notice is given to the Employer by the Union specifying length of time off. The Union agrees that, the City may deny said request if it is deemed that said request would cause a disruption of the employer's operations due to lack of available employees.

145

Section 2 - No Discrimination Because of Union Activities

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Any employee member of the Union acting in any official capacity whatsoever shall not be discriminated against for his acts as such office of the Union so long as such acts do not interfere with the conduct of the employer's business, nor shall there be any discrimination against any employee because of Union membership or activities.

155

Section 3 - Access to Premises

Authorized agents of the Union shall have access to the employer's establishment during working hours for the purpose of adjusting disputes, investigating working conditions, collection of dues and ascertaining that the Agreement is being adhered to provided, however, that there is no interruption of the City's working schedule as determined by the Public Services Operations Manager. The Public Services Operations Manager or his designee shall be given prior notification of authorized agent's visits.

165

Section 4 - Bulletin Board

The City agrees to provide suitable space for and maintain a bulletin board at the Public Services facility. The Union shall limit its use of the bulletin board to official Union business such as meeting notices and Union bulletins.

170

Section 5 - Shop Stewards

The City recognizes the right of the Union to designate Shop Stewards and Alternates. The authority of Shop Stewards and Alternates so designated by the Union shall be limited to, and shall not exceed, the following duties and activities:

175



- 180 A. The investigation and presentation of grievances in accordance with the provisions of the Collective Bargaining Agreement;
- B. The transmission of such messages and information which shall originate with and are authorized by the Local Union or its officers, provided such messages and information have been reduced to writing.
- 185 C. Steward or Alternate shall be permitted to investigate, present and process grievances on or off the property of the employer without loss of time or pay. Such time spent in handling grievances during the regular workday shall be considered working hours in computing daily and/or weekly overtime.
- D. Stewards or Alternates must notify their immediate Supervisor of time needed for activities under this section.
- 190 E. Investigation, processing or presentation of grievances shall not interrupt city work activities without the prior approval of the Highway Public Services Operations Manager or his designee.

195 For those employees needing assistance in writing grievances, the steward or alternate and the aggrieved employee shall be permitted to meet just prior to the end of the work shift (approximately fifteen (15) minutes).

## ARTICLE 8 - DISCHARGE OR SUSPENSION

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### Section 1 – Progressive Discipline

205 The City and the Union agree with the tenets of progressive and corrective discipline where and when appropriate. The provisions set forth in this section, unless otherwise noted, shall be used for violations of city, state and federal laws, city policies and procedures and department policies, practices and procedures. Certain violations, such as but not limited to violations of law, negligence, repeated offenses and violation of safety policies and/or safe work practices and loss of license as outlined in Section 2 may warrant discipline not in accordance with the progressive process. In each case, it shall be the discretion of the Public Services Director or his designee to determine the appropriate discipline. Factors such as severity, frequency, consequences of the violation and the employee's prior work and disciplinary records may be considered in determining the appropriate level of discipline. Determinations by the Director or his designee may be reviewed by the Labor-Management Team and may be appealed in accordance with the grievance provisions of this agreement.

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220

The progressive discipline process is as follows;

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Oral Warning (First Violation) – requires a written record of the oral warning given and the reason(s) therefore. May be given by any department supervisory personnel. May also include referral to the city’s Employee Assistance Program (EAP), if appropriate.

230

Written Warning (Second Violation) – requires a written notice, indicating the violation and reason(s), to the employee with copies to the union steward, personnel file and Public Services Director or designee. May include referral to EAP and/or no pay for time not worked.

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Minor Suspension (Third Violation) - suspension of one (1) day without pay. Requires written notification, indicating the violation, reason(s) and dates of suspension, to the employee with copies to the Union Steward, local union office, personnel file and Public Services Director or designee. May also include referral to EAP.

240

Major Suspension (Fourth Violation) - suspension without pay for no less than (3) days and no more than five (5) days. Requires written notification, indicating the violation(s), reason(s) and dates of suspension, to the employee with copies to the Union Steward, local union office, personnel file and Public Services Director or designee. May also include referral to EAP.

245

Discharge (Fifth Violation) - termination of employment with the City. Requires written notification from the Public Services Director, indicating the reason(s) and date of termination, to the employee with copies to the Union Steward, local union office and personnel file.

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Section 2 – Loss of License

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An employee whose job description requires a driver’s license, including a particular class of license and/or a Commercial Driver’s license (CDL) designation shall be subject to the following discipline:

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- A. An employee who loses his/her license for up to 120 days will immediately be taken out of his/her regular position and will be placed in a job that will accommodate the loss of license. The employee will receive loss of pay by stepping down one step in his/her respective range until the license is restored.
- B. An employee who loses his/her license for more than 120 days will be terminated. Before the employee is terminated, the City will hold a pre-



- 265 disciplinary hearing and will consider documentation from the State regarding  
revocation, restriction or restoration of the licenses well as any extenuating  
circumstances surrounding the loss of license.
- C. An employee who loses his/her license for a second time within a (3) three  
year period will be terminated immediately.
- 270 D. An employee who fails to immediately notify the Deputy Public Services  
Director, the Operations Manager or the Fleet Manager that his/her license  
has been suspended, restricted or revoked will be terminated immediately.  
Any employee who knowingly fails to notify Public Services management  
that his/her license is under review for possible suspension or revocation will  
receive a 5-day suspension without pay.
- 275 E. The Progressive Discipline Process (steps) outlined in Section 1 of this Article  
does not apply to discipline or action taken under A through D of Section 2  
involving loss or suspension of required drivers licenses. The employee may  
appeal through the regular grievance procedure.

### 280 Section 3- Union Representation

For the second through fifth violations listed in Section 1, a union steward shall be present at the time of written notification. Employees shall have the option of waiving their right to have a union representative present.

### 285 Section 4- Suspension and Discharge

290 In all cases involving suspension or discharge, the City shall notify the  
employee of the existence of an investigation that may be cause for suspension or  
discharge. Such notice shall also be given to a union steward. Upon conclusion  
and final determination a notice of final action, including suspension or discharge,  
shall be mailed to the employee, union steward and local Union office within one  
(1) working day of issuance.

### 295 Section 5- Wages

300 Any employee discharged must be paid in full for wages owed him/her by  
the City, including earned vacation pay, at the pay period following the date of  
discharge. This provision shall not apply to the payment of other benefits not  
specifically covered by law or provisions of this agreement.

### Section 6- Appeal



305 Any employee wishing to appeal a disciplinary action shall utilize the grievance procedure set forth in this Agreement.

Section 7- File Review

310 Two years after an incident giving rise to discipline an employee may submit a request to the Public Services Director or his designee that the incident be purged from the employee's record. Such a request shall be reviewed by a three (3) member committee composed of the City Manager or designee, the Public Services Director or his designee and Union Steward. In considering whether to  
315 purge an incident the Committee may consider the employee's work record and violations since the date of the incident in question. The employee may also submit, in writing, reasons why the incident should be purged. The decision of the Committee shall be final and binding upon all parties.

320 **ARTICLE 9 - GRIEVANCE PROCEDURE**

Section 1 - Definition

325 A grievance shall be defined as any dispute or disagreement raised by an employee against the City involving interpretation or application of the specific provisions of this Agreement. All grievances shall be settled in the following manner:

330 Step 1 - The aggrieved employee(s) and the Union steward shall notify the employee(s)' immediate supervisor of a grievance within ten (10) working days of the event which caused the grievance. In an effort to resolve the grievance, a meeting shall be arranged involving the aggrieved employee(s), a union steward, the employee(s)' supervisor and the Public Services Operations Manager or Deputy Public Services Director. The purpose of the  
335 meeting will be to share information, to review the grievance and to attempt to resolve or settle the dispute. The meeting shall be held within ten (10) working days from the date of notification to the employee(s)' supervisor. Written documentation of the result(s) of the meeting will be given to the aggrieved employee and the union within five (5) working days.

340 Step 2 - If the results of Step 1 are not satisfactory to the employee, the employee and steward may appeal to the Public Services Director or his designee in writing within ten (10) working days of the date of the Step 1 meeting documentation. The Public Services Director or his designee shall  
345 attempt to resolve or settle the dispute promptly and shall submit a written report of his action to the employee within ten (10) working days of its



presentation.

350 Step 3 - If the Public Services Director's action is not satisfactory to the  
employee, the employee and steward may appeal the case to the City  
Manager in writing within ten (10) working days of the decision of the  
Director. The Manager or his/her designee shall forthwith consider the  
355 appeal and may hold a meeting or hearing at his/her option. The City  
Manager shall reach a decision within ten (10) working days of receipt of the  
employee's appeal, and submit his/her decision in writing to the employee.

360 Step 4 - If the grievance is not settled in accordance with the foregoing  
steps, then the City and/or the Union may refer the grievance to mediation  
within ten (10) working days after the receipt of the City Manager's  
decision. The parties shall utilize the Maine Labor Relations Board mediation  
procedures in accomplishing the purposes of this step.

365 Step 5 - If the grievance is not settled in accordance with the foregoing  
procedure, the Union may refer the grievance to binding arbitration within  
ten (10) calendar days after the completion of the mediation process  
prescribed in Step 5. The parties shall attempt to agree upon an arbitrator  
within five (5) calendar days after receipt of notice of referral and in the  
370 event the parties are unable to agree upon an arbitrator within said five (5)  
day period, the parties shall immediately jointly request the American  
Arbitration Association to submit a panel of five (5) arbitrators. Either party  
may reject the entire panel. Both the City and the Union shall have the right  
to strike two (2) names from the panel. One party shall strike the first name,  
375 the other party shall then strike a second name, the first party a third name,  
and other party a fourth name, and the remaining person shall be the  
arbitrator. The order of striking shall be determined by a coin toss.

1 - The arbitrator shall be notified jointly by the parties of his/her selection  
and shall be requested to set a time and place for the hearing, subject to the  
availability of Union and City representatives. The arbitrator shall submit his/her  
380 decision in writing within thirty (30) calendar days following the close of the  
hearing or the submission of briefs by the parties, whichever is later. The fees and  
expenses of the arbitrator shall be divided equally between the City and the Union,  
provided, however, that each party shall be responsible for compensating its own  
representatives and witnesses. If the above selection procedure fails to produce an  
385 arbitrator, then a request for arbitration will be submitted to the Maine Labor  
Relations Board.

2 - The local Union or its authorized representative shall have the right to  
examine time sheets and any other records pertaining to the computation of  
390 compensation of any individual or individuals whose pay is in dispute or records



pertaining to a specific grievance, provided such requests are first made in writing to the Public Services Director.

395 3 - The time limits for the processing of grievances may be extended by consent of both parties, followed by written confirmation including a defined time period for the extension.

400 4 - All grievances shall be initiated not later than ten (10) working days after the occurrence of the event giving rise to the grievance.

405 5 - Should the City feel aggrieved as the result of the interpretation or application by the Union of any provision in this Agreement, the City may seek adjustment of said grievance in the foregoing manner, except that the procedure may be initiated at Step 4.

**ARTICLE 10 - SENIORITY**

Section 1 - List and Purpose

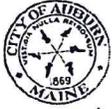
410 A seniority list shall be established naming all the employees covered by this Agreement, with the employee with the greatest seniority (years of service) listed first. Seniority shall be based upon the employee's last date of hire. Seniority, for the purpose of this Agreement shall be interpreted to mean length of continuous service only, and shall be the governing factor in all matters affecting layoff and recall provided all other qualifications are equal. In cases of promotion and work shift assignment, where ability and qualifications are equal, employee seniority will be recognized as the controlling factor. Work shift shall be defined as a scheduled period of work and shall not be considered in the same context as daily work assignment.

420 The City reserves the exclusive right to make day to day work assignments based upon the work required to serve the citizens of Auburn. In making day to day work assignments the City agrees to consider seniority as a factor in assigning the work available, providing such consideration does not interfere with the efficient conduct of the City's business. The Union agrees that this issue will not be processed through the grievance procedure but will be referred and reviewed within the Labor-Management Team process.

425 Public Services Management Staff will maintain an overtime list in the administrative office. Employees will be allowed to sign up for overtime shifts and overtime will be approved based upon seniority.

430 Section 2 - Layoff

In the event it becomes necessary for the City to layoff employees for any



reason(s), employees shall be laid-off in the inverse order of their seniority, by classification with bumping rights. All affected employees shall receive a two (2)  
435 calendar week advance notice of layoff and the City shall meet with the affected employees prior to the actual occurrence of layoff. Employees shall be recalled from layoff according to their seniority. No new employees shall be hired until all employees on layoff have been afforded recall notices.

440 Section 3 - Availability

The seniority list shall be made available to the Union within thirty (30) days after the signing of this Agreement and posted on the department bulletin board. Corrections to the seniority list shall be made within thirty (30) days of such  
445 posting. After such thirty (30) day period, the seniority list shall be deemed correct.

Section 4 - Draft

450 A name shall stay on the seniority list if an employee of draft age either is drafted or enlists (under the threat of draft). The name shall stay on the seniority list for four years or until the end of hostile enemy action (whichever is longer).

455 **ARTICLE 11 - HOURS OF WORK**

Section 1 - Workweek

460 The regular workweek shall be five (5) consecutive workdays, Monday through Friday, consisting of eight consecutive hours of work inclusive of lunch within the twenty-four (24) hour period. The normal work day, except in emergencies, is 7:00 a.m. to 3:00 p.m. In some instances, an employee(s)' hours of work may be altered on a seasonal or temporary basis.

465 Overtime at the rate of one and one half (1 1/2) shall be paid for all hours worked in excess of eight (8) hours in a day or forty (40) hours in a week. Further overtime at the rate of time and one-half (1 1/2) shall be paid to employees working a designated Public holiday, except on Christmas and Thanksgiving which will be double time. In the case of an altered workweek or hours, overtime shall be  
470 calculated after the daily work shift or forty (40) hours, whichever is appropriate. A lunch break of twenty (20) minutes shall be granted to all employees. The City will not relieve a person of normal duties because of overtime worked, unless requested by the employee.

475



### Section 2 – Summer Schedule

480 Each spring, management will review the workload and projects scheduled  
for the summer months and will determine if the crews will work the regular  
schedule or will work four 10 hour days. Such changes may only occur if mutually  
agreed upon by the employee(s) involved and the Employer.

### Section 3 - Call Back

485 Employees called back to work shall receive a minimum of three (3) hours  
pay for the work which they are called back for at time and one-half (1 ½) the  
straight time hourly rate. Call back specifically pertains only to employees who  
have punched out and left the premises prior to or after their regularly scheduled  
490 straight time work shift. Employees offered the opportunity to begin work early,  
may choose to do so and receive 1 1/2 times the regular rate for hours worked  
only. All other circumstances shall qualify as a "Call Back" for pay purposes. Call  
back minimum shall not be cumulative to hours worked, at time and one-half (1 ½),  
in excess of the three (3) hour minimum. Employees shall be permitted reasonable  
495 travel time (considering the location of the employee's home and weather  
conditions) for response to a call back. If an employee is found to have taken an  
unreasonable period of time to report for a call back, except for unusual  
circumstances, then the employee shall be compensated only for the hours actually  
worked. The reasonableness of the response time shall be reviewed by the  
500 supervisor and the union prior to the withholding of minimum call back pay.

### Section 4 - Overtime

505 Employees may be assigned to overtime work at the discretion of the  
employer. Employees shall be expected to work overtime unless excused by the  
employer from November 15th to April 15th of each year. No employee shall be  
required to work, and shall be sent home if, during extended overtime situations,  
an employee informs his supervisor that he is too tired to work and said supervisor  
concur. No request will be unreasonably denied. Insofar as practicable, without  
510 reducing efficiency of work performance, opportunities to work overtime shall be  
offered as equally as practicable among the employees in each job classification in  
each work area, provided the employees are qualified to perform the specific  
overtime work required. Daily and weekend overtime opportunities shall be  
accumulated on adequate records and offered overtime not worked shall be  
515 considered as worked in maintaining these records. If an employee established that  
he has not received his fair share of weekly overtime, such employee shall have  
preference to future weekly overtime until reasonable balance is re-established.



520 For all non-emergency overtime opportunities on the third shift, the evening  
(second) shift person shall be offered the first opportunity for the overtime and vice  
versa for the third shift person. All such overtime opportunities must be within the  
offered employee's job classification.

525 Employees who have been called back to emergency work between the  
hours of 11:00 p.m. and 7:00 a.m. will be paid for a breakfast break of one-half  
(1/2) hour that may be taken prior to 7:00 a.m. This shall be interpreted to mean  
as follows:

530 (1) The City will pay the one-half hour breakfast break for employees who  
work five (5) consecutive hours at some time during the third shift between 11:00  
p.m. and 7:00 a.m. (for those employees not scheduled to work the next shift)  
and; in the event the call-out was made prior to 5:00 a.m. and would be  
continuous service through the first shift then the employees would be entitled to a  
paid one-half (1/2) hour breakfast break.

535 (2) Employees who have worked from 7:00 a.m. through 3:00 p.m. and are  
continuing work and expected to work through the night shift shall be allowed a  
fifteen (15) minute paid break between 3:00 p.m. and 11:00 p.m. Further, if the  
employee continues to work after 11:00 p.m. and is expected to continue work he  
540 shall be entitled to a paid fifteen (15) minute break. All breaks shall be scheduled  
at the discretion of the Public Services Supervisors or their designee.

### Section 5 - Rest Periods

545 Employees shall be permitted a fifteen (15) minute rest period during each  
one-half work shift. Rest periods shall be taken at times which are convenient and  
efficient to the current work assignment and with the approval of the supervisor.  
Employees shall also be permitted two five (5) minute clean-up periods, one prior to  
550 lunch and one prior to the end of the work shift.

### Section 6 – Compensation Time

555 Employees who earn overtime may elect, at time of earning, to be paid at  
their current wage or may accrue hours equivalent to the overtime worked (actual  
hours worked multiplied by 1.5). A record of accrued compensation time (earned  
but not paid or used) shall be maintained by the Public Services Director or his/her  
designee. Employees must schedule accrued compensation time within three (3)  
months of the date which it was earned (unless otherwise agreed to by the Public  
Services Director or his designee).

560



**ARTICLE 12 - WAGES**

565 Section 1 - Wages

The permanent employees of the Public Services Department who are members of the bargaining unit shall be paid in accordance with the attached wage and position classification schedules by respective fiscal years 2015, 2016, 2017. 570 The COLA for FY 2015 will be effective as of the date of the signing of the contract, with no retroactivity. All members of the bargaining unit will receive a \$500 signing bonus in lieu of retroactive wages for FY 15.

575 Section 2 - Step Increases

Eligible employees will receive step increases in accordance with the attached wage schedule(s). In order to receive a step increase each employee must receive a successful performance evaluation. After successful completion of a probationary period and upon the date of his/her first anniversary of employment, 580 employees will be eligible for a step increase. All subsequent step increase eligibility will occur on the employee's anniversary date of hire, or in the case of a promotion, on the most recent anniversary date of promotion.

585 Effective on 7/1/15, the entry step of each pay range will be dropped. Employees on the entry step of the range will move up to the second step of their respective pay range.

Section 3 - Acting Pay

590 Employees who are assigned to work in a position in a higher pay classification shall be paid the starting pay of that classification or 5% above their regular hourly rate, whichever is greater. Employees serving in the capacity as Recycling Operator will also receive a 5% differential over their base pay. To be eligible for the 'acting pay' employees must be assigned for at least four (4) hours 595 in the eight (8) hour shift. The provisions of this section shall not apply when an employee has not been assigned to the higher position or for bona-fide training, mandatory or voluntary.

600 A third shift may be established at the discretion of the Public Services Director. Employees assigned to third shift will receive a 5% shift differential pay



on to their base hourly wage rate.

605 Section 4 - Cafeteria Benefit Plan

Permanent employees, covered by this Agreement, may participate in the City's Cafeteria Benefit Plan. The City will contribute \$800 per year to the Plan in FY 2016 and 2017 for those employees who enroll in the PPO 500 Health Insurance plan. Employees who remain in the POS C Plan will receive an employer contribution to the Cafeteria Benefit Plan in the amount of \$450 per year. Reimbursement will be made in accordance with the City's Cafeteria Benefit Plan. Employees may also contribute the 'cash' value of up to three (3) earned sick days and up to four (4) sick leave incentive days annually to the Cafeteria Benefit Plan. Said days will be computed at the employee's current hourly rate X hours of current average workday (excluding overtime). Employees may contribute through payroll deduction additional funds into the Cafeteria Benefit Plan, including savings from changing to the PPO 500 Plan as long as the total funds in the plan (employer contributions, employee contributions and sick leave and sick leave incentive days conversion) does not exceed a maximum of \$2,000. Current employees and terminated employees must comply with all regulations governing the Cafeteria Benefits Plan.

625 Section 5 - Performance Evaluation

During the term of this Agreement, the City and the Union agree to develop job specific criteria for use in the performance evaluation process. Use of job specific performance evaluations may be implemented on a position-by-position basis, as developed.

630 Section 6 – Pay for Lead Mechanic

The pay for the Lead Mechanic will be increased to \$1,000 per year, upon the condition that he obtain at least 2 new job-related ASE certificates each year and that those certifications are maintained from year to year. The Lead Mechanic is also eligible for the annual payment for obtaining ASE certificates as per **Article 24 Training, Section 4 Additional Certificates** as long as he meets the conditions included in that section. If the Lead Mechanic does not obtain the certifications, the pay will remain at \$750 per year for FY 11/12. The Lead Mechanic pay will be paid on a weekly basis as a stipend in addition to the regular base wage.

**ARTICLE 13 - HOLIDAYS**

645 The following days shall be observed as holidays by all regular employees in the bargaining unit:



- New Year's Day
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- 1/2 day before Christmas
- Christmas Day

650 Effective 7/1/15 Veterans Day will be added to the list of paid holidays observed by the members of the bargaining unit.

655 All employees required to work during a holiday shall receive normal holiday pay plus time and one-half (1 1/2) for the hours worked, except on Christmas and Thanksgiving when employees will receive double time.

660 In addition, all employees in the bargaining unit will be entitled to five (5) individual floating holidays per contract year. In FY 2015, members of the bargaining unit will receive six (6) floating holidays. In Fy 2016, the number of holidays will revert to five (5) per contract year and members of the bargaining unit will receive an additional paid holidays (Veterans Day). Floating holidays must be taken within each contract year and requested by the employee at least 48 hours in advance, unless unusual circumstances exist. Scheduling and/or approval of  
 665 floating holidays shall be the responsibility of the Public Services Director or designee who shall ensure that the floating holidays do not significantly interfere with the work and efficiency of the department. Provisions shall be made, however, so that no employee forfeits any floating holiday.

670 **ARTICLE 14 - VACATIONS**

Permanent employees, covered by this Agreement, shall be entitled to accrual of vacation leave in accordance with the following schedule:

675	6 months to completion of 4 years of service	1 day per month
	5 to completion of 14 years of service	1.25 days per month
	15 to completion of 19 years of service	1.66 days per month
	20 or more years of service	1.75 days per month

680 Vacation leave shall be accrued on a monthly basis and at the end of the month. The month in which employment begins or ends will be counted as a month of service if employment begins before the 16th or ends after the 15th day of the month. (Any absence from duty for which sick leave is paid shall not constitute a break in the service record for the accumulation of vacation leave).  
 685 Unused vacation days may accrue from one year to the next but at no time shall exceed a total accumulation of thirty (30) days or six (6) workweeks. 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



690 minimum employment, to his or her beneficiary. The payment shall be made in one lump sum. Computation of the value of each day paid shall be determined by dividing the most recent weekly salary by five.

695 Scheduling and/or approval of vacation leave shall be the responsibility of the Public Services Director or designee, who shall ensure that vacations do not significantly interfere with the work and efficiency of the department. Provisions shall be made, however, so that no employee forfeits any vacation leave. Vacation leave must be requested 48 hours in advance unless unusual circumstances exist.

700 Vacation utilization authorized shall not exceed the balance available to the employee by more than one (1) day. With the permission of the Public Services Director or designee an employee may be allowed to "borrow" one day's leave in advance but at no time may an employee "owe" the City more than one (1) vacation day.

705 An employee may contribute one or more vacation days to an authorized sick bank for a Public Services co-worker. The authorized sick banks will be established according to a Public Services Department policy.

### ARTICLE 15 - SICK LEAVE

#### 710 Section 1 - Purpose

715 It is the expectation of the employer and the union that employees be available for work. However, it is recognized that from time to time, employees may be absent due to illness. Therefore, each employee is provided with paid sick leave to accommodate periods of illness or injury. Misuse or abuse of sick leave is unfair to other employees and the city. In accordance with this agreement, employees confirmed of sick leave abuse will be subject to the disciplinary process.

#### 720 Section 2 - Accrual and Use

725 Each employee in the bargaining unit shall be entitled to paid sick leave earned at the rate of one day for each calendar month of service. Sick leave will continue to accrue while an employee is on sick leave, with unused leave accruable to a maximum of 150 days.

730 Illness for which sick leave may be granted shall be actual personal illness or incapacity, quarantined, bodily injury or disease. Sick leave may also be granted because of illness of a member of the employee's immediate family, defined in this instance as spouse, child or parent.



735 An employee requesting sick leave must speak with a Supervisor, or on the answering machine (with an appropriately detailed message) if the Supervisor is unavailable, no later than one half-hour (1/2) prior to the start of the employee's regularly scheduled work shift on the day leave will be taken, unless unusual circumstances exist. Failure to call in one half-hour prior to the start of a regularly scheduled work shift will be cause for progressive discipline as outlined in Article 8 - Discipline / Discharge.

740 Sick leave shall be credited and accrued at the rate of eight (8) hours a day and shall be charged at hourly increments. In the case of an altered work shift, sick leave shall be credited, accrued and charged at the number of hours of the altered work shift. An employee must be on an altered work shift for a minimum of one (1) month for a change in the accrual and crediting of sick leave.

745 The City will post the monthly vacation and sick leave report which includes each member's balance for vacation, sick leave and floating holidays. Sick leave may not be "borrowed" in advance.

750 The Public Services Director or designee, may as a condition of payment of sick leave require a certificate from a qualified physician certifying the following:

- a. That the employee or his family member is in such condition as to justify continued absence from employment;
- 755 b. documenting cases of single day patterned use of sick leave;
- c. high frequency of sick leave usage.

760 Except as provided in this section, 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. Those employees whose absence is covered by the MMEHT Income Protection Plan have the option of using partial sick leave for the first month of absence. The employee must notify the Public Services Office Staff and the Human Resources Department within 24 hours of his/her intent to use partial sick leave. During this first month period, the employee must use at least  
765 two sick days per week to cover all weekly deductions including health insurance cost share, employee premiums for life insurance, income protection, dental insurance, cafeteria benefit plan, retirement, ICMA Loans, child support and similar deductions.

770 When all leave, including vacation leave and floating holidays have been utilized by an employee absent on sick leave, salary payments to the employee, including holiday pay, shall cease immediately. Once an employee has exhausted all continuous earned accrued leave benefits, the City will continue health insurance coverage and life insurance coverage of the employee (and the



775 employee's dependents if applicable, up to and including 61 days from the date  
that all such leave benefits have been exhausted as long as the employee continues  
to pay for his share of the premiums. At the end of the 61 days he or she will  
have the option of continuing his or her health insurance as provided by COBRA  
780 regulations at the employee's expense, or have his or her insurance coverage  
discontinued until such time as the employee is able to return to work.

The Public Services Director or designee, in the use of reasonable judgment,  
may also require an employee to undergo a medical examination, if the employee's  
physical and/or emotional condition is affecting his/her health, safety, job  
785 performance or well being. These examinations will not be unreasonably  
requested.

### Section 3 - Retirement and Separation

790 One-half (1/2) of the accumulated sick leave, to a maximum of 75 days,  
shall be paid to an employee upon retirement with 25 years of service, or upon  
death, to his or her beneficiary. One-half of accumulated sick leave to a maximum  
of 45 days will be paid to any employee separating with ten years of service.  
Computation of the value of each day paid shall be determined by dividing the most  
795 recent weekly salary by five.

### Section 4 – Attendance Incentive

Those employees who have reached maximum sick leave accumulation (150  
800 days) shall be entitled thereafter to exchange three (3) consecutive months of  
perfect attendance for one (1) vacation day to be scheduled at the discretion of the  
Public Services Director or designee. Employees, who have not reached the  
maximum sick leave accumulation, shall be granted one (1) vacation day upon the  
completion of three (3) consecutive months without using sick leave. For the  
805 purposes of this section the three (3) month periods are established as follows; 1 –  
(July, August, September), 2- (October, November, December), 3 – (January,  
February, March), 4 – (April, May, June). Use of sick leave for any reason (except  
as noted below) during any three (3) month period will deem the employee  
ineligible for the incentive for that period. It shall be the employee's responsibility  
810 to notify the department of his/her eligibility for this incentive. Upon earning an  
attendance incentive day an employee must elect to add the day to his/her  
accumulated vacation leave or to have the current value (employee's current hourly  
wage x current work day hours) of the day placed into the employee's Cafeteria  
Benefit Plan for use in the next plan year which begins on 7/1. The value of the  
815 Cafeteria Benefit Plan may not exceed the limit noted in Article 11, Section 4. Any  
earned vacation days shall be scheduled at the discretion of the Public Services  
Director or designee. It shall be the employee's responsibility to notify the



department of his/her eligibility for this incentive. Any earned vacation days shall be scheduled at the discretion of the Public Services Director or designee.

820

**ARTICLE 16 - OTHER LEAVES**

825

**Section 1 - State and Federal Family Leave**

The City will comply with all provisions of the State and Federal Family Medical Leave Acts which provides unpaid employee leave for up to 10 consecutive weeks (12 weeks under the federal law) for serious, life threatening illness of the employee or the employee's immediate family, or for the birth or adoption of a child. Leave under the Federal or State Family Leave Acts may be taken if the employee meets all of the requirements of the respective acts.

830

835

Any leave taken under the State and Federal Family Leave Acts shall be substituted for, not taken in addition to any time taken under the City's Sick Leave policy. If an employee does not have sufficient sick leave accrual to cover leave provided by the State and Federal Family Leave Acts for which he/she is otherwise eligible, said State and Family Federal Leave shall be unpaid.

840

**Section 2 - Leave of Absence**

An employee may be granted a leave of absence without pay by the City Manager on recommendation of the department head, with such leave not-to-exceed one year in length. The granting of the leave shall protect the employee's existing continuous service for the leave period but shall not count as service time for Maine State Retirement, nor shall vacation or sick leave accrue during the absence, nor will the employee receive pay for municipal holidays.

845

850

For the purpose of this section 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 is not occasioned by illness of the employee.

**Section 3 - Military Leave**

855

Employees who are members of the organized military reserves and who are required to perform field duty will be granted a maximum of two weeks reserve service leave, in addition to normal vacation leave, per fiscal year. For any such period of reserve service leave, the City will pay the difference (if any) between



860 service pay, and the employee's regular pay except as hereinafter provided.

#### Section 4 - Jury Duty

865 An employee will be granted special leave, as required, for jury duty or performance of other civic duty requiring appearance in court or before another public body. The employee shall be paid the difference (if any) in compensation between the amount received from the rendering of such service and his or her regular rate of pay, if the service occurs during a work day. Any employee who is released from active jury duty prior to 1:30 p.m. shall report to work and be  
870 available for active service.

#### Section 5 - Funeral Leave

875 Leave of absence without loss of pay shall be granted for five (5) consecutive calendar days for death of spouse or child and up to a maximum of three (3) consecutive calendar days (which must include the day of the funeral), plus reasonable travel time, shall be granted for the death of his or her immediate family. Immediate family here shall be defined to include parent, grandparent,  
880 brother, sister, brother-in-law, sister-in-law, father-in-law, mother-in-law, grandparents-in-law, grandchildren, and any other person living in the employee's household. Special leave may also be granted for the funeral of a co-worker if the funeral is scheduled during the regular work day, with the time granted not-to-exceed four (4) hours. Funeral leave for a co-worker will not be granted if the  
885 funeral is scheduled on the weekend, holiday, evening or during time that the employee is not normally scheduled to work. One day's funeral leave will be granted for all other in-laws and for aunts, uncles, nieces and nephews. For attendance at a funeral for a relative or friend not included in the category eligible for special leave, it shall be permissible to utilize sick leave.

890

#### Section 6 - Medical Leave

An employee may be allowed up to 20 (twenty) hours per fiscal year of medical appointments when medical appointments are only available during  
895 working hours. Medical leave will be granted if the following conditions are met:

- The medical leave is available for the appointments of the employee and is not intended to cover medical appointments for spouse or dependents.
  - Medical Leave may be taken in one hour increments, but will not exceed four (4) hours per occurrence.
  - The employee must punch into work for at least 4 hours per day.
- 900

Medical appointments that exceed the 4 hour limit or which are in excess of



20 hours in the fiscal year will be charged against the employee's sick leave accrual, or if the sick leave is exhausted, against vacation or at no pay.

905 It is the responsibility of the Public Services Director or designee to insure that this benefit is not abused. Employees are required to schedule medical leave with the main office at least twenty-four hours in advance (whenever possible). Following the appointment, a medical sign-off form or a physician's slip/receipt may be  
910 required to be returned to the office and placed in the personnel file, unless unusual circumstances exist.

### Section 7 - Termination

915 An employee who is absent from employment for any reason, excluding active military duty, in excess of one (1) year, may be terminated at the discretion of the City Manager. Employees with more than ten (10) years of continuous employment with the city will have a period, not to exceed two (2) years for the purposes of this section. Employees returning to work after a period of less than one (1) year will be returned to their prior pay and seniority. Further, in any case,  
920 employees who have reached their maximum medical improvement and who as a result are unable to fulfill their job duties may be terminated before the above time periods. Employees must return to regular duty for a sixty (60) consecutive day period in order to regain rights to a new grace period under this section.

### 925 Section 8 – Promotion Notice

With respect to promotion posting, employees on leave will be notified of the promotional opening via written notice (1st class) to their last known address.

930

## ARTICLE 17 - INSURANCE

### Section I - Coverage

935 The City will make available to all employees and their dependents (as defined by the Maine Municipal Employee Health Trust) insurance under the Maine Municipal Employees Health Trust (MMEHT). Effective with the signing of this contract, employees opting for health insurance coverage with the City of Auburn may participate in the PPO 500 Plan or the POS C Plan.

940

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 benefits are substantially similar to those which they are replacing.



945

Section 2 – Cost and Health Promotion Program

950

The City and the employee shall share in the cost of health insurance. Effective for the duration of this contract, City and employee cost share for annual health insurance premiums will be 85% of the PPO 500 Plan for the City's contribution and 15% of the PPO 500 Plan for the employee contribution. The employee cost share of the health insurance premiums will be 30% for employees remaining in the POS C Plan. The employer cost share toward the premiums will be 70% for employees who remain in the POS C Plan.

955

In order to maintain the 15% employee contribution (or 30% if in the POS C Plan), the members of the bargaining unit agree to participate in a health promotion program. The Health Promotion Program will include the following components:

960

- Annual Physicals -- The members of the bargaining unit agree to have an annual physical with their primary care physician each year. The City will pay up to \$15.00 co-pay for the office visit if the insurance plan requires a co-pay for the annual exam. The employee will verify that he/she has received an annual physical by requesting that the physician complete a specific form generated by the City.

965

- Health Education – The City will provide health education for the employees at the employees' worksite on paid time. The health education sessions will be designed to be of special interest to the members of the bargaining unit.

970

- Physical Fitness – The members of the bargaining unit may continue to participate in the City's Wellness Program as designed by the City Wellness Team. In addition, the City will encourage employee involvement in physical fitness programs and develop plans, programs and incentive for participation.

975

This cost share shall apply regardless of the level of insurance (individual, individual with children, or family). Employees will reimburse their share on a weekly basis (48 pay periods) through payroll deduction. Employees may elect to have the weekly cost share deducted from their Cafeteria Benefit Plan. Employee cost share shall be adjusted upon notification and billing by the insurance carrier.

980

Employees who do not participate in the Health Promotion Program, either in part or in whole will be subject to the following cost share schedule:

985

FY 2015-2017                      Employee Cost Share 25% (40% of in the POS C Plan)



Section 3 - Cost Containment

990 The City reserves the right to institute cost containment measures relative to insurance coverage 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 elective surgery, pre-admission and continuing admission review, prohibition on weekend admission except in emergency situations, and mandatory out-patient elective surgery for certain designated surgical procedures.

995

Section 4 - Terms of Insurance Policies to Govern

1000 The extent of coverage under the insurance policies (including HMO and self-insured plans) referred to in this Agreement shall be governed by the terms and conditions set forth in said policies or plans. Any questions or disputes concerning said insurance policies or plans or benefits there under shall be resolved in accordance with the terms and conditions set forth in said policies or plans and shall not be subject to the grievance and arbitration procedure set forth in this Agreement. 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.

1005

Section 5 - Group Term Life Insurance Plan

1010

Effective 7/1/12, the City will pay up to \$40,000 of supplemental term life insurance as provided under the City's policy with the Maine Municipal Employees Health Trust Supplemental Life Insurance Plan for each member of the collective bargaining group as long as the following criteria are met:

1015

1. The member agrees to pick up the cost of his/her supplemental life insurance for any coverage over \$40,000. If the member does not purchase the remaining life insurance coverage, the member will not be eligible for the first \$40,000.
2. The City of Auburn and the participant agree to the terms and conditions of the MMEHT Supplemental Life Insurance Plan.

1020

Section 6- Payment Program for Waiving Health Insurance Coverage with the City of Auburn

1025

Any member of the bargaining unit may elect to waive coverage in the City's health insurance plan. Any employee, covered by this agreement, electing to waive full coverage or partial coverage for which he/she would otherwise be eligible shall be paid according to the following conditions:



1030 a. Any employee eligible for full family coverage, single parent coverage or  
single coverage and who elects to waive health insurance coverage shall receive an  
annual payment equal to three (3) months of health insurance premiums at the POS  
C insurance rates in effect as of 1/1/14. The health insurance waiver payments are  
fixed at these rates for the duration of this agreement

1035 b. 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 annual payment equal to three  
(3) months of the difference in POS C Plan premiums effective 1/1/14 between the  
plan for which he/she is eligible and the plan which he/she opts to take.

1040 c. Employees who are married to other City (non-school) employees covered  
by the health insurance plan shall be eligible for an amount equal to three (3)  
months of POS C Plan insurance premiums effective 1/1/14 at the single rate if  
he/she waives health insurance coverage with the City. The payment will be made  
1045 to one or the other of the married employees, but not to both.

d. The annual payment will be divided into twelve (12) equal payments and  
will be paid monthly.

1050 e.. A new employee who waives health insurance coverage shall not be  
eligible for the payment in lieu of insurance until he/she has successfully completed  
the probationary period.

1055 f. If the new employee wishes to be reinstated on the health insurance plan  
or change his or her coverage from a single or a single parent plan (if he/she would  
otherwise be eligible for full coverage) he/she may do so as long as he or she  
follows the insurance carrier's requirements for evidence of insurability and  
portability of coverage provisions.

1060 g. In order to receive payment for waiving health insurance coverage or to  
be reinstated on the health insurance plan, the employee must submit written  
1065 notice to the Human Resources Director. Discontinuance of health insurance or  
reinstatement of coverage will be effective the first day of the month following the  
receipt of the written notice, provided that the employee meets all conditions  
which may be imposed by the health insurance carrier.

1070

## Section 7 – Health Reimbursement Account (HRA)



1075 The City of Auburn will implement a Health Reimbursement Account for each  
employee participating in the PPO 500 Plan through MMEHT. The City will provide  
50% of the plan deductibles and co-insurance (\$750 for single subscriber and  
\$1500 for family and single parent subscribers) for FY 2016 and 2017. The HRA  
will be pro-rated by to \$375 for single subscriber and \$750 for family and single  
parent subscribers for FY 2015.

1080 The unused money the HRA rolls over from year to year and each fiscal year,  
the City will refund each account up to the percentage and dollar amount specified  
above.

1085 **ARTICLE 18 - RETIREMENT**

The City of Auburn is a participating district in the Maine Public Employees  
Retirement System for the benefit of all employees covered by this Agreement.  
Under this system employees may participate in a plan which provides a pension at  
one half (1/2) pay with twenty-five (25) years of service with the attainment of age  
60 or a substantially similar plan.

1090 The City also participates in the I.C.M.A. 401(a) plan and the I.C.M.A. 457  
plan. Participation is voluntary for any of the above retirement plans. The  
employee may join either the Maine State Retirement Plan or the I.C.M.A. 401(a)  
plan, but not both. The I.C.M.A. 457 plan may a supplement for either of the  
other plans. The employee contributes 5% to the 401(a) plan and the City  
contributes 6% to the 401(a). There is no employer contribution toward the  
I.C.M.A. 457 plan. The employee and the employer must meet all IRS and  
1100 I.C.M.A. Retirement Corporation regulations in order to participate in the 401(a)  
and 457 Deferred Compensation plans.

1105 **ARTICLE 19 - WORKER'S COMPENSATION**

All employees are eligible for benefits under the Workers' Compensation Act  
for a personal injury or compensable illness arising out of or in the course of  
employment.

1110 When an on-the-job accident occurs, the affected employee shall report it  
immediately to his or her direct supervisor, who in turn, shall immediately notify the  
department head.

Medical bills, when received either by the department or the employee, are



1115 to be forwarded immediately to the Personnel Office.

1120 If the injured employee is out over three (3) days, the department must, on the 4th day, fill out the Wage Statement and forward it to the Personnel Office. If the absence is over three (3) days, an Agreement Claim Form will normally be signed by both the City and the employee.

1125 Medical bills are paid without any waiting period. For employee compensation there is a three (3) day waiting period. The City remains responsible for employee compensation for the first three (3) days of the absence; between four and thirteen days the insurance carrier provides compensation; fourteen days and over all compensation is retroactive to day one.

1130 If the carrier denies payment or stops payment, the Personnel Office will contact the company, ascertain the reason, and contact the affected employee.

1135 The affected employee in a situation such as above may petition for a hearing before the Worker's Compensation Commission and may be required by the City to petition for such a hearing.

If he or she so prefers, the employee may receive his or her normal pay be electing to have the difference between the amount of Worker's Compensation and normal pay charged to accrued sick leave. Such a choice shall be in writing.

1140 Each time the injured employee is examined by his physician, he (physician) is to provide a statement to the City as to the employee's condition and whether or not the employee may return for light duty. If an employee is determined to have a work capacity for other than his or her regular job, such employee shall immediately report for such work as the City may arrange which is suited to the practitioner. Any employee who is determined by his treating physician, 1145 chiropractor, or other health practitioner to be fit to return to his or her regular job shall do so immediately.

1150 The City shall have the authority to order an examination of any employee making a claim for, or receiving benefits under this section by a physician of his choice. The city shall pay for the cost of this examination.

1155 At the end of two years absence from the City as a result of a work related accident or illness or at such time that the employee is determined by a physician that he/she is unable to return to work, whichever is first, said employee will be terminated from employment with the City of Auburn, unless extended by the City Manager after review of the employee's medical condition.



**ARTICLE 20 - CLOTHING**

1160 For the duration of the contract, except as provided below the City will  
provide each member of the bargaining unit \$ 50 toward the purchase of a City  
approved list of uniform short-sleeved tee shirts, long-sleeved tee shirts, hooded  
1165 sweatshirts and/or jackets. The \$ 50 uniform purchase will be supplemented by a  
clothing allowance of \$ 520 toward the purchase of other work-related clothing and  
footwear.

1170 Footwear shall be OSHA approved only. Allowable items include uniforms  
(shirts and pants), work gloves, winter jacket, insulated vest, coveralls, rain gear  
(different than supplied by the City), winter gloves and hats. Items specifically  
excluded from reimbursement from the clothing allowances are watches, wallets,  
knives and similar items. Foul weather gear, including rainsuit and rubber boots,  
1175 three (3) pairs of good quality work gloves annually and safety glasses will  
continue to be supplied by the City.

1180 Employees are required to have with them, at all times, safety equipment  
and clothing required to perform the job. Such items may include, but not be  
limited to, hardhat, safety glasses, vests, ear protection, work gloves and safety  
footwear. The City will issue one pair of prescription safety glasses not to exceed  
\$300, when the employee has a new prescription. A second pair of tinted glasses,  
not to exceed \$300 will be allowed if job conditions warrant.

1185 Employees are expected to wear clothing that is clean and in good repair to  
the work site. Employees will not wear clothing with any obscene, derogatory, or  
otherwise offensive wording, pictures or gestures on them. Clothing must meet all  
department safety standards.

1190 The City shall determine the method of reimbursement to employees.  
Employees who are discharged, retire or otherwise terminate their employment  
with the City shall not be entitled to the balance of any unused clothing allowance.

1195 **ARTICLE 21 - DEFECTIVE EQUIPMENT AND DANGEROUS  
CONDITIONS**

1200 The employer shall not require employees to take out on the streets or  
highways any vehicle that is not in safe operating condition or equipped with the  
safety appliances prescribed by law.



1205 Employees shall immediately, or at the end of their shift, report all defects of equipment. Such reports shall be made on a suitable form furnished by the Employer and shall be made in multiple copies, one copy to be retained by the employee. The employer shall not ask or require any employee to take out equipment that has been reported by any other employee as being in an unsafe operating condition until same has been approved as being safe by the mechanical department foreman or his designee.

1210 Whenever practicable, major repairs on defective equipment shall be made in the shop not on the highway.

1215 Under no circumstances will an employee be required or assigned to engage in any activity involving dangerous conditions of work.

1220 If an employee is injured on the job as a direct result of violent action taken against him by a private individual(s) he shall have the first right to take civil action against said individual(s). However, if the employee does not wish to take civil action he shall assign that right or request to the City who then shall have the right to proceed with Court action. Expenses for action by the City shall be the burden of the City and revenues derived from such action will revert to the City.

1225

**ARTICLE 22 - MISCELLANEOUS PROVISIONS**

1230 During the term of this Agreement, the City agrees to maintain the following practices and benefits:

- a. Employees can continue to use showers and lockers at the garage.
- 1235 b. Employees can continue to use the lunch room and vending machines after hours or during authorized breaks.
- c. Employees can continue to play portable radios in their trucks, so long as they do not interfere with the reception of mobile radio communication.
- 1240 d. Supervisors will notify employees when office/garage receives notification of personal emergencies relating to one of the employees.
- e. City will provide a flashlight for each truck.



1245 f. Public Services Department employees may continue to use Public Services vehicles to stop for food, as long as stops are reasonably on the way.

1250 g. City will continue present practice of attempting to maintain a position for a disabled employee for a period of up to one (1) year if it appears that said employee will return to work and that maintaining the position will not be detrimental to the function of the department.

1255 h. It shall be the responsibility of the employees to make arrangements to get to and from work. However, in call-back situations where an employee who lives in Auburn has no other method of transportation and no other ride can be obtained, then the City may provide a ride to the worksite. In all instances, the decision of the Public Services Operations Manager or his designee shall be final.

1260

**ARTICLE 23 - SUBCONTRACTING**

1265 If the city's subcontracting will result in a loss of a job of an employee, the City will meet and consult with the Union over the loss of the job. In addition, the City will:

1270 A. Fill a posted vacancy within the Public Services Department, if any, with an affected employee who is qualified for that vacancy;

B. If there is no posted vacancy for which an affected employee is qualified, the City will attempt to find a vacancy elsewhere within the City's workforce, which would provide comparable employment and offer such employment to the affected employee;

1275 C. If there is no comparable employment available elsewhere within the City's workforce, the City will attempt to obtain an offer of employment for an affected employee from a subcontractor.

1280 D. If there is no offer of comparable employment by the City, and if there is no offer of comparable employment by the subcontractor, an employee will then be laid-off. A laid-off employee shall be recalled to his former job if a vacancy occurs within one (1) year of layoff.

1285 If an affected employee obtains a job with a subcontractor, but is laid off by the subcontractor within two (2) years after the employee's last date of



employment with the City and the following conditions exist:

1290 1. The layoff of the former City employee by the subcontractor was due to the loss of the contract with the City of Auburn;

2. the City of Auburn resumes the performance of the work formerly performed by the contractor;

1295 3. because of the resumption of such work by the City of Auburn, a vacancy exists in the Public Services Department for which the former City employee is qualified;

1300 Then the City shall recall that former City employee for employment with the City of Auburn.

1305 A laid-off employee or former employee may be given notice of recall by certified mail sent to the employee's last address in the City's records. Within five (5) working days after the certified receipt date, a laid-off employee must signify his intention of returning to work to the Director of Services Works. If delivery of the notice is unsuccessful, or if an employee fails to respond within five (5) working days of the certified receipt date, such employee shall be considered to have forfeited his rights to recall and shall be considered to have quit City employment. If an employee signifies to the Director of Public Services his intention to return to work, he shall be given up to fourteen (14) consecutive days of the certified receipt date within which to report to work.

1315 It is understood that the City may subcontract for reasons of economic or performance efficiency and effectiveness as long as those reasons do not include retribution on the Union for the conduction of legal Union activities.

**ARTICLE 24 - TRAINING**

Section 1 - Purpose

1320 It is the policy of the Employer to provide training for its employees whenever reasonably consistent with the operational needs of the Department. Training may be in various forms, such as through providing opportunities to work in other job classifications, through offering special training on new equipment, through the institution of safety training programs and demonstrations, through presenting group instruction and programs.

Section 2 - Educational Opportunities



1330 City will maintain reimbursement for educational credits as outlined in the Administrative Manual, unless otherwise specified herein.

1335 To provide for increased educational opportunities for mechanics, arborist and welders the City will pay the cost of testing and certification for any employee who attains required or authorized certifications from the State of Maine subject to the following conditions:

1340 1. each employee may only take each test once with the City's maximum cost to be \$150 per person;

2. the employee will be responsible for providing his/her own transportation, meals and related expenses;

1345 2. as a result of State Certification, the City shall not be required to make any changes in the employee's job assignments, performance standards, promotions, pay, or other related matters, unless otherwise specified by this agreement.

1350 The sole purpose of assisting employees to obtain State Certification is to provide an incentive for them to better themselves in their functional areas of employment.

### Section 3 - Commercial Drivers License

1355 The City will reimburse an employee for the cost of the Commercial Drivers License (CDL) when the CDL is a requirement for a promotion, or when the CDL is required by the City of Auburn. If an employee acquires the CDL which is a requirement for a promotion which he receives at a later date, the City will reimburse the employee for the cost of the license. The employee will provide a receipt for the cost of the license to be placed in the personnel file for future reimbursement, if entitled by the provisions of this section.

### Section 4 – Additional Certifications

1365 Employees may obtain additional ASE (Automotive Service Excellence) certifications (mechanics only) or State of Maine licenses/endorsements and receive an annual bonus. All such certifications must meet the following conditions;

1370 a. The certifications and/or licenses must not be required by the employee's current job description.

b. The certifications and/or licenses must be reasonably beneficial to the Public Services Department and its work activities. The Public Services



Director will render the final determination.

- 1375 c. Employees must show proof of valid certification and/or license (annually) in order to receive the specified bonus.
- d. No bonus shall be paid for certificates, diplomas or other awards granted as a result of training or course completions which do not meet all of the other conditions herein.
- 1380 e. Employees must complete their probationary period before being eligible for any bonus.
- f. Each annual bonus will be paid in January.

For each State of Maine license/endorsement (listed below), earned and maintained, the employee shall receive a \$ 150 annual bonus.

1385 Class A License (State of Maine) – only Equipment Operator II, Equipment Operator and Maintenance Person positions.

1390 Class B License (State of Maine) – only Maintenance Person and Traffic Technician II positions.

(eligible positions may only receive either the Class A or Class B bonus not both.)

1395 Tanker Endorsement (State of Maine) - current employees (see attached list) who possess a valid tanker endorsement will be 'grandfathered' to receive the annual bonus. Said employees will continue to receive the bonus so long as they maintain the certification and are employed by the department. Any new employee who is employed by the city and possesses a valid tanker endorsement will not be eligible for the bonus. Any existing employee who does not currently possess a valid tanker endorsement but obtains said

1400 during his/her employment will also not be eligible for the bonus. Employees whose job position does not reasonably permit the operation of a tanker will not be awarded the bonus. Employees whose current or future job

1405 description requires a tanker endorsement will not be awarded the bonus. Through attrition, retirement or loss of license the department will reduce the number of tanker endorsement bonus' to five (5).

1410 Emergency Medical Technician (State of Maine) – any employee.

American Welding Society (AWS) – only Welder positions and two (2) other employees. Two other employees eligibility to be determined by seniority.

1415 Structural Welding Certification – equals one annual bonus.  
Pipe Welding Certification – equals one annual bonus.  
MIG/TIG Welding Certification – equals one annual bonus.



For each three (3) ASE certifications earned and maintained each Mechanic shall receive a \$ 300 annual bonus.

1420

The City agrees to develop a Field Training Program for the Department. The Program would conceptually provide for a standardized training program for department positions and equipment. Within the program would be the appointment of Field Trainers who would possess the skills and knowledge to appropriately train new employees or existing employees on new equipment.

1425

**ARTICLE 25 - SEPARABILITY AND SAVINGS CLAUSE**

If any provision of the Agreement is declared by proper legislative, administrative or judicial authority to be unlawful, unenforceable or not in accordance with applicable law, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement. The parties mutually agree to then renegotiate the terms of that particular contract provision which has been set aside.

1430

1435

**ARTICLE 26 - ACTIVE AGREEMENT**

The Union and the City agree, by mutual consent, to discuss, reopen or negotiate any matter or contract provision of interest to the parties during the term of this agreement. Any new or amended provision(s) is subject to ratification by both parties and cannot be unilaterally implemented unless mutually ratified. In particular, the parties agree to reopen and make necessary amendments resulting from the discussions and implementation of the Labor-Management Team Workplan.

1440

1445

**ARTICLE 27 - LABOR-MANAGEMENT TEAM**

The Union, its members, and the City agree to continue to participate in the Labor-Management Team. The purpose of the team is to work together in identifying and implementing improvements to the operations and productivity of the Auburn Public Services Department and service to the citizens of Auburn. The goals of the team include fostering good communications (both internal and external), improving customer service (internal and external), increasing accountability and effectiveness, increasing productivity and realization of cost savings. For this effort, the Union agrees to appoint a minimum of three (3) representatives to the team and other members as may be needed for individual issues and/or subcommittees.

1450

1455



# CITY OF AUBURN

## Teamsters Local Union #340

1460 Annually, the team shall develop a Workplan (incorporated herein by  
 reference) for the department. The Workplan will be developed to identify and  
 prioritize those areas/issues of improvement that the team will concentrate on  
 achieving the team's goals. Each year's Workplan is hereby incorporated into this  
 agreement. In addition, the Union agrees to work towards the development and  
 implementation of an employee appraisal system.

1465

### ARTICLE 28 - DURATION

1470 This Agreement shall be in full force and effect from July 1, 201 4to June  
 30, 201 7 and shall automatically remain in effect from year to year thereafter  
 unless either party shall notify the other in writing sixty (60) days prior to the  
 anniversary date that it desires to modify or terminate this Agreement. In witness  
 thereof, the undersigned have caused this Agreement to be executed.

1475 **FOR THE EMPLOYER:**  
 CITY OF AUBURN

**FOR THE UNION:**  
 TEAMSTERS LOCAL UNION NO. 340

1480 \_\_\_\_\_  
 Howard Kroll,  
 City Manager

\_\_\_\_\_  
 Vianney Soucy,  
 President

\_\_\_\_\_  
 Witness

\_\_\_\_\_  
 Brett Miller, Secretary/Treasurer

1485

\_\_\_\_\_  
 Raymond Cote, Business Agent

1490

\_\_\_\_\_  
 Bruce Clark, Steward

1495

Dated: April \_\_\_\_, 2015

Dated: April \_\_\_\_, 2015



Attachment A

1500

Auburn Public Services Department

Tanker Endorsements (as of July 1, 2014)

1505

1510

- Rick Clark
- Mike Cohen
- David Knox
- Alan Kolln
- David Lane
- Ed Nemethy
- Donald Sjostrom
- Alan Spencer

1515

1520

1525

1530

1535

1540



# CITY OF AUBURN

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**Teamsters Local Union #340**

Public Works Department  
Position Wage and Classification Scale

04/06/15 to 6/30/15

Step / Range	<u>1</u> (Probationary)	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>
<b>A1</b> Mechanic, Welder											
Annual	\$31,608.10	\$32,558.66	\$33,532.72	\$34,529.87	\$35,573.41	\$36,640.24	\$37,753.46	\$38,843.58	\$40,002.98	\$41,232.05	\$42,876.91
Weekly	\$607.85	\$626.13	\$644.86	\$664.04	\$684.10	\$704.62	\$726.03	\$746.99	\$769.29	\$792.92	\$824.56
Hourly	\$15.1962	\$15.6532	\$16.1215	\$16.6009	\$17.1026	\$17.6155	\$18.1507	\$18.6748	\$19.2322	\$19.8231	\$20.6139
<b>A</b> <i>Equipment Operator I, Arborist, Bldg. Maint. Technician I, Inventory Technician, Stock Room Attendant.</i>											
Annual	\$30,100.72	\$31,004.90	\$31,932.58	\$32,883.55	\$33,880.70	\$34,900.94	\$35,944.48	\$36,988.02	\$38,101.23	\$39,265.62	\$40,840.18
Weekly	\$578.86	\$596.25	\$614.09	\$632.38	\$651.55	\$671.17	\$691.24	\$711.31	\$732.72	\$755.11	\$785.39
Hourly	\$14.4715	\$14.9062	\$15.3522	\$15.8094	\$16.2888	\$16.7793	\$17.2810	\$17.7827	\$18.3179	\$18.8777	\$19.6347
<b>B</b> <i>Equipment Operator II (incl. 2nd &amp; 3rd shift), Arborist Assistant</i>											
Annual	\$28,662.82	\$29,520.82	\$30,402.32	\$31,306.50	\$32,257.26	\$33,231.33	\$34,228.48	\$35,248.93	\$36,315.34	\$37,405.47	\$38,896.21
Weekly	\$551.21	\$567.71	\$584.66	\$602.05	\$620.33	\$639.06	\$658.24	\$677.86	\$698.37	\$719.34	\$748.00
Hourly	\$13.7802	\$14.1927	\$14.6165	\$15.0512	\$15.5083	\$15.9766	\$16.4560	\$16.9466	\$17.4593	\$17.9834	\$18.7001
<b>C</b> <i>Recycling Operator -- Eliminated from Pay Scale</i>											
<b>D</b> <i>Equipment Operator</i>											
Annual	\$26,019.34	\$26,784.37	\$27,595.78	\$28,431.10	\$29,266.02	\$30,147.10	\$31,051.49	\$31,979.38	\$32,906.64	\$34,236.18	
Weekly	\$500.37	\$515.08	\$530.69	\$546.75	\$562.81	\$579.75	\$597.14	\$614.99	\$632.82	\$658.39	
Hourly	\$12.5093	\$12.8771	\$13.2672	\$13.6688	\$14.0702	\$14.4938	\$14.9286	\$15.3747	\$15.8205	\$16.4597	
<b>E</b> <i>Building Maintenance Technician II</i>											
Annual	\$24,743.89	\$25,509.12	\$26,274.35	\$27,062.67	\$27,874.50	\$28,708.99	\$29,567.41	\$30,448.50	\$31,682.14		
Weekly	\$475.84	\$490.56	\$505.28	\$520.44	\$536.05	\$552.10	\$568.60	\$585.55	\$609.27		
Hourly	\$11.8961	\$12.2640	\$12.6319	\$13.0109	\$13.4012	\$13.8024	\$14.2151	\$14.6387	\$15.2318		

- Notes:**
- 2% Cost of living increase applied to all steps (except top step) and ranges on signing of the contract. Top step adjusted by 3%
  - Upon successful completion of performance review - employees will move up one(1) step on their employment anniversary or on anniversary date of most recent promotion.
  - All employees will progress in accordance with step schedule.
  - Employees promoted from one pay grade to another will receive the starting pay for each grade promoted closest to a 5% increase over their current rate. No promotion will result in an increase greater than 11% when promoted more than one paygrade.
  - Mechanic Leadperson will receive an annual stipend of \$750.00. An additional \$250 Stipend will be earned upon the successful completion of six (6) ASE Certifications.
  - 5% between ranges and 3% between steps
  - Effective 7/1/11 the pay range C is eliminated. Employees assigned to the Recycling Operation will receive 5% over their base hourly wage.

Public Works Department  
Position Wage and Classification Scale  
7/01/15 to 6/30/16

**Step / Range**      **1**      **2**      **3**      **4**      **5**      **6**      **7**      **8**      **9**      **10**      **11**  
**(Probationary)**      **Advancement for all wage progression based upon successful completion of performance evaluation**  
**A1**      **Mechanic, Welder**

<b>Annual</b>	Entry	\$33,209.90	\$34,203.31	\$35,220.43	\$36,289.76	\$37,373.02	\$38,508.50	\$39,620.46	\$40,802.94	\$42,056.77	\$44,163.18
<b>Weekly</b>	Step	\$638.65	\$657.76	\$677.32	\$697.88	\$718.71	\$740.55	\$761.93	\$784.67	\$808.78	\$849.29
<b>Hourly</b>	Deleted	\$15.9663	\$16.4439	\$16.9329	\$17.4470	\$17.9678	\$18.5137	\$19.0483	\$19.6168	\$20.2196	\$21.2323

**A**      **Equipment Operator I, Arborist, Bldg. Maint. Technician I, Inventory Technician, Stock Room Attendant.**

<b>Annual</b>	Entry	\$31,624.94	\$32,571.14	\$33,541.25	\$34,558.37	\$35,598.99	\$36,663.33	\$37,727.87	\$38,863.34	\$40,051.02	\$42,065.30
<b>Weekly</b>	Step	\$608.17	\$626.37	\$645.02	\$664.58	\$684.60	\$705.06	\$725.54	\$747.37	\$770.21	\$808.95
<b>Hourly</b>	Deleted	\$15.2043	\$15.6592	\$16.1256	\$16.6146	\$17.1149	\$17.6266	\$18.1384	\$18.6843	\$19.2553	\$20.2237

**B**      **Equipment Operator II (incl. 2nd & 3rd shift), Arborist Assistant**

<b>Annual</b>	Entry	\$30,111.33	\$31,010.30	\$31,932.58	\$32,902.48	\$33,895.89	\$34,913.01	\$35,953.84	\$37,041.68	\$38,153.65	\$40,063.09
<b>Weekly</b>	Step	\$579.06	\$596.35	\$614.09	\$632.74	\$651.84	\$671.40	\$691.42	\$712.34	\$733.72	\$770.44
<b>Hourly</b>	Deleted	\$14.4766	\$14.9088	\$15.3522	\$15.8185	\$16.2961	\$16.7851	\$17.2855	\$17.8085	\$18.3431	\$19.2611

**C**

**Recycling Operator Eliminated from Pay Scale**

**Annual**  
**Weekly**  
**Hourly**

**D**      **Equipment Operator**

<b>Annual</b>	Entry	\$27,319.97	\$28,147.60	\$28,999.78	\$29,851.33	\$30,750.10	\$31,672.58	\$32,618.98	\$33,564.75	\$35,263.28
<b>Weekly</b>	Step	\$525.38	\$541.30	\$557.69	\$574.06	\$591.35	\$609.09	\$627.29	\$645.48	\$678.14
<b>Hourly</b>	Deleted	\$13.1346	\$13.5325	\$13.9422	\$14.3516	\$14.7837	\$15.2272	\$15.6822	\$16.1369	\$16.9535

**E**      **Building Maintenance Technician II**

<b>Annual</b>	Entry	\$26,019.34	\$26,799.76	\$27,603.89	\$28,431.94	\$29,283.07	\$30,158.75	\$31,057.52	\$32,632.70
<b>Weekly</b>	Step	\$500.37	\$515.38	\$530.84	\$546.77	\$563.14	\$579.98	\$597.26	\$627.55
<b>Hourly</b>	Deleted	\$12.5093	\$12.8845	\$13.2711	\$13.6692	\$14.0784	\$14.4994	\$14.9315	\$15.6888

**Notes:**

- 2% Cost of living increase applied to all steps and ranges on 7/1/15 except for a 3% adj for top step.
- Upon successful completion of performance review - employee will move up one(1) step on their employment anniversary date or anniversary date of most recent promotion.date
- All employees will progress in accordance with step schedule.
- Employees promoted from one pay grade to another will receive the starting pay for each grade promoted closest to a 5% increase over their current rate. No promotion will result in an increase greater than 11% when promoted more than one paygrade.
- Mechanic Leadperson will receive an annual stipend of \$750.00. An additional \$300 Stipend will be earned upon the successful completion of three (3) ASE Certifications. Effective 7/1/12 the stipend will be paid in 52 weekly installments.
- 5% between ranges and 3% between steps
- Effective 7/1/11 Range C is eliminated. Employees assigned to the recycling operation will be paid 5% over their base hourly wage.



Public Works Department  
Position Wage and Classification Scale  
7/1/16 to 6/30/17

3/31/2015

**Step / Range**      **1**      **2**      **3**      **4**      **5**      **6**      **7**      **8**      **9**      **10**      **11**  
**(Probationary)**      **Advancement for all wage progression based upon successful completion of performance evaluation**  
**A1**      **Mechanic, Welder**

<b>Annual</b>	Entry	\$33,874.05	\$34,887.22	\$35,924.93	\$37,010.69	\$38,120.58	\$39,278.72	\$40,412.94	\$41,618.93	\$42,897.92	\$45,488.14
<b>Weekly</b>	Step	\$651.42	\$670.91	\$690.86	\$711.74	\$733.09	\$755.36	\$777.17	\$800.36	\$824.96	\$874.77
<b>Hourly</b>	Deleted	\$16.2856	\$16.7727	\$17.2716	\$17.7936	\$18.3272	\$18.8840	\$19.4293	\$20.0091	\$20.6240	\$21.8693

**A**      **Equipment Operator I, Arborist, Bldg. Maint. Technician I, Inventory Technician, Stock Room Attendant.**

<b>Annual</b>	Entry	\$32,257.47	\$33,222.59	\$34,212.05	\$35,249.55	\$36,310.98	\$37,396.53	\$38,482.50	\$39,640.64	\$40,852.03	\$43,327.23
<b>Weekly</b>	Step	\$620.34	\$638.90	\$657.92	\$677.88	\$698.29	\$719.16	\$740.05	\$762.32	\$785.62	\$833.22
<b>Hourly</b>	Deleted	\$15.5084	\$15.9724	\$16.4481	\$16.9469	\$17.4572	\$17.9791	\$18.5012	\$19.0580	\$19.6404	\$20.8304

**B**      **Equipment Operator II (incl. 2nd & 3rd shift), Arborist Assistant**

<b>Annual</b>	Entry	\$30,713.49	\$31,630.56	\$32,571.14	\$33,560.59	\$34,573.76	\$35,611.26	\$36,672.90	\$37,782.58	\$38,916.80	\$41,264.91
<b>Weekly</b>	Step	\$590.64	\$608.28	\$626.37	\$645.40	\$664.88	\$684.83	\$705.25	\$726.59	\$748.40	\$793.56
<b>Hourly</b>	Deleted	\$14.7661	\$15.2070	\$15.6592	\$16.1349	\$16.6220	\$17.1208	\$17.6312	\$18.1647	\$18.7100	\$19.8389

**C**      **Recycling Operator Eliminated from the Pay Scale**

<b>Annual</b>	Entry	\$27,866.38	\$28,710.66	\$29,579.68	\$30,448.29	\$31,365.15	\$32,305.94	\$33,271.26	\$34,235.97	\$36,321.17
<b>Weekly</b>	Step	\$535.89	\$552.13	\$568.84	\$585.54	\$603.18	\$621.27	\$639.83	\$658.38	\$698.48
<b>Hourly</b>	Deleted	\$13.3973	\$13.8032	\$14.2210	\$14.6386	\$15.0794	\$15.5317	\$15.9958	\$16.4596	\$17.4621

**D**      **Equipment Operator**

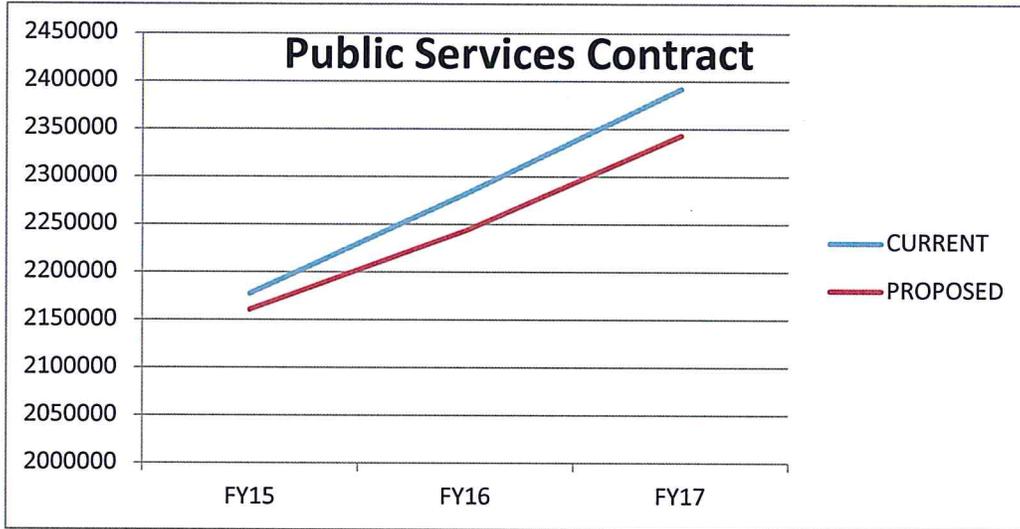
<b>Annual</b>	Entry	\$26,539.76	\$27,335.78	\$28,155.92	\$29,000.61	\$29,868.80	\$30,761.95	\$31,678.61	\$33,611.76
<b>Weekly</b>	Step	\$510.38	\$525.69	\$541.46	\$557.70	\$574.40	\$591.58	\$609.20	\$646.38
<b>Hourly</b>	Deleted	\$12.7595	\$13.1422	\$13.5365	\$13.9426	\$14.3600	\$14.7894	\$15.2301	\$16.1595

**E**      **Building Maintenance Technician II**

<b>Annual</b>	Entry	\$26,539.76	\$27,335.78	\$28,155.92	\$29,000.61	\$29,868.80	\$30,761.95	\$31,678.61	\$33,611.76
<b>Weekly</b>	Step	\$510.38	\$525.69	\$541.46	\$557.70	\$574.40	\$591.58	\$609.20	\$646.38
<b>Hourly</b>	Deleted	\$12.7595	\$13.1422	\$13.5365	\$13.9426	\$14.3600	\$14.7894	\$15.2301	\$16.1595

1. 2% Cost of living increase applied to all steps and ranges on July 1, 2016 except for a 3% adj for top step
2. Upon successful completion of performance review - employee will move up one(1) step on their employment anniversary date or anniversary date of most recent promotion.date
3. All employees will progress in accordance with step schedule.
4. Employees promoted from one pay grade to another will receive the starting pay for each grade promoted closest to a 5% increase over their current rate. No promotion will result in an increase greater than 11% when promoted more than one paygrade.
5. Mechanic Leadperson will receive an annual stipend of \$750.00. An additional \$ Stipend will be earned upon the successful completion of three (3) ASE Certifications. Effective 7/1/12 the stipend will be paid in 52 weekly installments.
6. 5% between ranges and 3% between steps
7. Effective 7/1/11 Range C is eliminated. Employees assigned to the recycling operation will be paid 5% over their base hourly wage.

	FY15	FY16	FY17
CURRENT	2177404	2281836	2391943
PROPOSED	2160688	2243147	2342750



**Teamster Negotiations**

**Management Proposal**

**3 Year Salary and Fringe Benefits Projections**

	FY 15 Budgeted	FY 15 Proposed	FY 16 Proposed	FY 17 Proposed
Base Wage	\$1,530,062	\$1,530,062	\$1,589,275	1,649,670
Signing Bonus	0	\$10,500	0	0
Step Adjustments	0	0	\$5,491	0
Step Increases	\$21,744	\$19,960	\$20,796	\$21,212
COLA	0	\$9,885*	\$39,599	\$40,589
Health Insurance	POS C \$488,160	POS C for 10 Months/PPO 500 for 2 months \$475,732	PPO 500 \$432,937**	PPO 500 \$476,230**
Cafeteria Benefit Plan	\$20,250	\$20,250	\$36,000	\$36,000
Insurance Waivers	\$44,820	\$43,899	\$43,899	\$43,899
Health Reimbursement Account	0	\$24,750	At 50% of Out-of-Pocket \$49,500***	At 50% Of Out-of-Pocket \$49,500***
Uniform Allowance	\$22,650	\$25,650	\$25,650	\$25,650
<b>Total Pay and Benefits Package</b>	<b><u>\$2,127,686</u></b>	<b><u>\$2,160,688</u></b>	<b><u>\$2,243,147</u></b>	<b><u>\$2,342,750</u></b>
<b>Projected Package if remain on POS C/no HRA</b>	<b><u>\$2,217,686</u></b>	<b><u>\$2,177,404</u></b>	<b><u>\$2,281,836</u></b>	<b><u>\$2,391,943</u></b>

\*Projected for 3 months for FY 2015

\*\*Assumes a 10% adjustment in health insurance premiums

\*\* \*Assumes 100% utilization. Actual utilization is likely to be about 60%

Tizz E. H. Crowley, Ward One  
Robert Hayes, Ward Two  
Mary Lafontaine, Ward Three  
Adam R. Lee, Ward Four



Leroy Walker, Ward Five  
Belinda Gerry, At Large  
David Young, At Large

Jonathan P. LaBonte, Mayor

## **IN CITY COUNCIL**

### **ORDER 30-04062015**

ORDERED, that the City Council hereby authorizes the Acting City Manager to execute the Collective Bargaining Agreement with Teamster Local 340 for 7/1/14 through 6/30/17.



## City Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:** 4-6-2015

**Order** 31-04062015

**Author:** Jill Eastman, Finance Director

**Subject:** Rescinding Prior Bond Order

**Information:** Attached is an update Order to rescind the Bond Order for the Great Falls Plaza Parking Garage

**Advantages:** This 5 million dollar authorization will no longer be valid.

**Disadvantages:** If a project for a parking garage in Great Falls Plaza comes forward, bond authorization will be required to do the project.

**City Budgetary Impacts:** N/A

**Staff Recommended Action:** Staff recommends passage

**Previous Meetings and History:** Council Workshop 3-16-15

**Attachments:**

Original Bond Order for Great Falls Parking Garage  
Order 31-04062015 Rescinding Prior Bond Order

# City of Auburn

CITY COUNCIL, AUBURN, MAINE

Date: February 23, 2004

TITLE: ORDER - AUTHORIZING THE ISSUANCE AND SALE OF UP TO \$5,000,000 GENERAL OBLIGATION BONDS OF THE CITY OF AUBURN TO FUND CONSTRUCTION OF A PARKING GARAGE IN GREAT FALLS PLAZA.

Be It Ordered by the Auburn City Council,

That under and pursuant to the provisions of Title 30-A, Sections 5723 and 5772, as amended, and the Charter of the City of Auburn, Maine, a public project consisting of the design and construction of a municipal parking garage in Great Falls Plaza in Auburn, Maine, to be known as the Great Falls Parking Garage, along with acquisition of necessary property interests and public improvements associated with the municipal Parking Garage, including but not limited to roads and roadway improvements, sidewalks and utilities, as presented to this meeting of the City Council, is hereby approved; and

That a sum not to exceed \$5,000,000 is hereby appropriated to provide for the cost of this public project; and

To fund said appropriation, the Treasurer and the Finance Director of the City of Auburn are hereby authorized to issue, at one time or from time to time, general obligation securities of the City of Auburn, Maine, including temporary notes in anticipation of the sale thereof, in an aggregate principal amount not to exceed \$5,000,000 and the discretion to fix the date(s), maturity(ies), denomination(s), interest rate(s), place(s) of payment, call(s) for redemption, form(s), and other details of said securities, including execution and delivery of said securities against payment therefor, and to provide for the sale thereof, is hereby delegated to the Treasurer and the Finance Director of the City of Auburn; and

That public notice has been given as required by Article VII, Section 8 of the Auburn City Charter by posting copies on February 9, 2004 of a Notice of Proposed Sale of Bonds at the Androscoggin County Building and the Auburn City Building, being two public places in the City of Auburn and by publishing the same on February 9, 2004 in the Lewiston Sun-Journal, a daily newspaper published in Androscoggin County. The Auburn City Council held a public hearing on the proposed bond issuance on February 23, 2004.

The bonds shall be issued as authorized and shall be signed by the City Treasurer and the Finance Director. A tax levy is hereby provided for each fiscal year to meet the annual installments of principal and interest as may accrue in each respective year.

The bonds issued hereunder may be subject to call for redemption on such terms as may be determined by the City Treasurer and the Finance Director.

In order to finance, temporarily, the municipal parking garage project described herein, the City Treasurer and the Finance Director are authorized to expend up to \$5,000,000 from available funds or from proceeds of Bond Anticipation Notes (BANs) that would be reimbursed from bond proceeds. This order is a declaration of official intent pursuant to Treas. Reg. § 1.150-2 and shall be kept available for public inspection during reasonable business hours at the office of the City Clerk.

Motion for acceptance of 1st reading: Joseph DeFilipp  
Vote: 5 Yeas with Councilors Gerry and Mennealy voting Nay

Seconded by: Marcel Bilodeau

Motion to waive provisions of the Charter calling for first and second readings on two separate dates:

Seconded by:

Vote:

Motion to dispense with further reading, for acceptance of second reading and final passage:

Richard Livingston

Seconded by: Marcel Bilodeau

Vote: 5 Yeas with Councilors Gerry and Mennealy voting Nay

Action by Council: PASSED

Date: March 1, 2004

ATTEST:



CITY CLERK

Tizz E.H. Crowley, Ward One  
Robert P. Hayes, Ward Two  
Mary J.K. Lafontaine, Ward Three  
Adam R. Lee, Ward Four



Leroy G. Walker, Sr., Ward Five  
Belinda A. Gerry, At-Large  
David C. Young, At-Large

Jonathan P. LaBonté, Mayor

**Order 31-04062015**

**TITLE: ORDER – Rescinding Prior Bond Order.**

WHEREAS, on March 1, 2004, the City of Auburn adopted an Order (the “Prior Order”) authorizing and approving issuance of the City’s bonds in an aggregate principal amount not to exceed \$5,000,000 (the “Bonds”), to finance the design and construction of a municipal parking garage in Great Falls Plaza (the “Great Falls Parking Garage Project”); and

WHEREAS, the City Council has determined that this Order was authorized eleven years ago and the City has not proceeded with the Great Falls Parking Garage Project; and

WHEREAS, the City Council therefore desires to rescind the Prior Order and to cancel and rescind the authorization for the Bonds;

NOW, THEREFORE, by the City Council of the City of Auburn, be it hereby ORDERED THAT the authorization to issue the Bonds be and hereby is cancelled and that the Prior Order be and hereby is rescinded in full and shall be of no further force or effect.



## City Council Information Sheet

City of Auburn

**Council Workshop or Meeting Date:** 4-6-2015

**Ordinance** 11-04062015

**Author:** Jill Eastman, Finance Director

**Subject:** Bond Authorization Ordinance

**Information:** Attached is an ordinance addition to add language to all bond authorizations that sets a sunset date.

**Advantages:** This ordinance will insure that all bond authorizations include a date that the authorization is automatically cancelled. It allows some flexibility in the number of years that the authorization is valid so that each authorization can be looked at individually.

**Disadvantages:** None

**City Budgetary Impacts:** N/A

**Staff Recommended Action:** Staff recommends passage

**Previous Meetings and History:** Council Workshop 3-16-15

**Attachments:**

Draft Ordinance language

Ordinance 11-04062015

- **ARTICLE VI. - FINANCE**

FOOTNOTE(S):

--- (14) ---

**State Law reference**— Municipal financial reports required, 30-A M.R.S.A. § 2801; municipal finances generally, 30-A M.R.S.A. § 5651 et seq.; determination of municipal year, 30-A M.R.S.A. § 5651; municipal debt generally, 30-A M.R.S.A. § 5701; municipal expenditures, 30-A M.R.S.A. § 5721 et seq.

- **DIVISION 1. - GENERALLY**

- **Sec. 2-483. - Fiscal year.**

The fiscal year of the city shall begin on July 1 and end on June 30 in each year.

(Code 1967, § 1-2.18)

**State Law reference**— Determination of municipal year, 30-A M.R.S.A. § 5651.

- **Sec. 2-484. - Claims or demands against city.**

Every city officer having knowledge of any fact concerning any claim or suit for or against the city shall report such fact forthwith to the city manager. It shall be the duty of every employee of the city to report at once to his superior any fact which may come to his notice concerning any accident for which the city may be liable. No member of the city council shall act as attorney, agent or representative of any person in making or prosecuting before the city council or the city department, office or agency any claim or demand against the city.

(Code 1967, § 1-2.17)

**State Law reference**— Procedure regarding claims against municipalities, 30-A M.R.S.A. § 6111.

- **Sec. 2-485. - Council action on budget increase.**

(a)

*Budget tax commitment cap.* Beginning with the fiscal year 2016 budget, the city council will not approve any increase in the tax commitment, City and School combined which exceeds the consumer price index (urban) as compiled for the 12-month period ending as of December 31 prior the start of the succeeding fiscal year.

(b)

*Exception.* When deemed necessary by the city council, this provision may be waived by a super majority vote of the city council with five affirmative council votes.

(c)

*Appropriation resolve.* The tax due date and the interest rate on delinquent taxes will be included in the appropriation resolve.

(Ord. of 5-21-2007; Ord. No. 10-12012014, 12-15-2014)

- **Sec. 2-486. - Institutional cooperation with City of Lewiston.**

(a)

*Policy.* It is the policy of the city to cooperate with the City of Lewiston in planning and executing programs of joint action whenever such cooperation will reduce costs or improve service to the citizens of Lewiston and the city.

(b)

*Duties of city manager; joint capital expenditure plan.* The city manager shall meet three times a year with the Lewiston City Manager to review existing cooperation and develop proposals for new areas of cooperation between the two cities. In addition, the city manager shall be responsible, in cooperation with the Lewiston City Manager, to prepare and submit a five-year joint capital expenditure plan for the two cities to the city councils by March 1 of each year. The joint capital expenditure plan shall include all public improvements and leases the city manager and city manager deem significant enough in value to merit inclusion in the plan. Specific areas that would result in cost savings or greater efficiencies through cooperation will be highlighted.

(c)

*Joint standing committee.* There shall be a joint standing committee consisting of four city councilors, two each from the city council and the Lewiston City Council, appointed by the respective mayors. The committee shall meet three times a year or more as determined by the mayors or the city managers.

(d)

*Joint city council meetings.* The city council and Lewiston City Council may meet in joint session three times a year to consider recommendations brought forward by the city managers and/or the joint standing committee regarding cooperation between the cities and, in the first quarter of each year, to act upon the recommendations with respect to the joint capital expenditure plan. The mayors of the two cities shall alternate as chair of these meetings.

(Code 1967, §§ 1-5.1—1-5.4)

- **Sec. 2-487. – Bond Authorization.**

**All bond authorization orders shall include a date when the authorization is automatically cancelled if the bonds have not been issued.**

Tizz E. H. Crowley, Ward One  
Robert Hayes, Ward Two  
Mary Lafontaine, Ward Three  
Adam R. Lee, Ward Four



Leroy Walker, Ward Five  
Belinda Gerry, At Large  
David Young, At Large

Jonathan P. LaBonte, Mayor

## IN CITY COUNCIL

### ORDINANCE 11-04062015

Be it ordained by the Auburn City Council, that the Code of Ordinance (Chapter 2, Article IV, Departments, Division 1 Finance, Sec. 2-487) be amended as follows;

- **Sec. 2-487. – Bond Authorization.**

**All bond authorization orders shall include a date when the authorization is automatically cancelled if the bonds have not been issued.**



## City Council Information Sheet

City of Auburn

**Council Meeting Date:** April 6, 2015

**Order** 32-04062015

**Author:** Fire Chief Frank Roma

**Subject:** Authorization for the Acting City Manager to execute the Addendum to the 7/1/13 through 6/30/16 Collective Bargaining Agreement between the City of Auburn and Auburn Firefighters Association Local 797 to reflect implementation of the EMS Transport Program

**Information:** The official implementation date of the EMS Transport Program was October 14, 2014 and several months into the first year of a three year collective bargaining agreement. The City and the Union had several months to evaluate the new program's impacts on working conditions. The union and the City have agreed to the following provisions to enhance the stability of The EMS Program. This package has been ratified by the Union.

The attached addendum provides the following:

- On-duty attendance or compensation off-duty for Firefighters upgrading their EMS Licenses;
- Department hiring requirements include Paramedics;
- Maintenance of a minimum number of Paramedic on the Department and Firefighters may not voluntarily surrender EMS License unless the number of Paramedics are at or exceed the threshold number of 16;
- Stipend for \$1.00 per hour for firefighters assigned to the Rescue/Ambulance;
- Increase in Paramedic Pay by \$1.50/hour over the next 12 months.

**Advantages:** The EMS enhancements increase the ability of the Auburn Fire Department to attract and retain qualified Firefighter/Paramedics in a competitive market place, while providing for long term sustainability of the EMS Transport Program. Support of both continuing education and training of existing Firefighter/Paramedics as well as providing incentives for other Firefighters to seek higher levels of EMS certifications are additional benefits of this agreement. The projected revenue stream from the EMS Transport Program will cover the costs of the additional wages and training expenses.

**Disadvantages:** None other than the impact on the budget as identified below.

**City Budgetary Impacts:**

\$43,008 for the Hourly Stipend for Firefighters assigned to the Rescue/Ambulance.

\$39,312 for the phased in adjustment to Paramedic Pay

Total cost effective 4/6/15 through end of the contract (June 30, 2016) is \$82,320

**Staff Recommended Action:** Staff recommends City Council vote for passage of this resolve.

**Previous Meetings and History:** Two Executive Sessions have been held to update the City Council on negotiations regarding the impact of the EMS Transport Program

**Attachments:** Addendum to the 7/1/13 through 6/30/16 Collective Bargaining Agreement

# **Collective Bargaining Agreement**

Between the

**City of Auburn**

and the

**Auburn Firefighters Association  
(Local No. 797)**

July 1, 2013 – June 30, 2016

Addendum to Contract to reflect implementation of the EMS Transport Program

Agreement made this day \_\_\_\_\_ by the City of Auburn and Auburn Firefighters Association (Local 797, International Association of Firefighters, AFL-CIO) hereinafter referred to the Association to amend the 7/1/13 -6/30/16 collective bargaining agreement to reflect the implementation of the EMS Transport Service.

October 14, 2014 is the official implementation date of EMS Services and corresponds to the first week of operations of the EMS Division, as identified by a fully staffed EMS Rescue/Ambulance being available for transport service. The City and Association have met to discuss the impacts that the new EMS Transport has had on working conditions. The following EMS related provisions have been agreed upon and will be implemented as per the specific effective dates in the applicable section. The City and the Association acknowledge that other impacts may be identified within the remainder of the first year of implementation of the EMS Transport Program. The City and the Association reserve the right to bring new issues forward to Labor/Management Team for discussion and resolution. The Association agrees to notify the Fire Chief of any violations of the contract or violations of past practice resulting from the EMS Transport Program as soon as practical that the concern is known to the Association. The parties agree to set aside any grievances resulting from the EMS Transport until November 14, 2015.

### **EMS Licenses**

- Any state, region or department mandated EMS license upgrade or training for EMT and above shall either be provided by the department while on duty or be fully compensated by the city to include overtime, tuition, and books.
- The City shall provide an adequate training program to assure that all current EMS providers are able to achieve the Maine EMS required continuing education hours in order to renew their license.
- Paramedic hiring is preferred.
- New hires after January 1, 2015 are required to be a Paramedic within 3 years.
- Support for new hires and current employees that volunteer to attend Paramedic training.
  - Approved costs, fees, overtime and/or shift coverage needed for the firefighter to attend the Paramedic course or to maintain licensure shall be borne by the City.
  - Except as otherwise identified "Approved costs or fees" shall mean the cost of text books, registration, lab, testing, tolls and parking fees.

- A department vehicle and fuel shall be provided for travel or mileage for use of a personal vehicle shall be reimbursed at the prevailing city reimbursement rate (\$0.38 for 2014), but not less than 60% of the IRS standard mileage rate, from point of departure or duty station if training occurs on a scheduled duty day .
- Effective with the signing of this addendum, the Fire Department shall have a minimum Paramedic roster level of sixteen (16). Current Paramedics will be included as part of the roster. The increase to sixteen paramedics will be accomplished as new firefighters are hired. Paramedics shall be required to maintain their EMS license while part of the minimum Paramedic roster level. The most senior Paramedic will be removed from the Paramedic roster when his/her replacement has attained their Paramedic license. On a case by case basis, a firefighter may request a temporary reduction in their EMS license due to personal reasons. Any reduction would be discussed by the Labor Management Committee.

#### **Ambulance Assignment Incentive**

- A stipend of \$1.00 per hour shall be paid to each firefighter working on the Rescues/Ambulances. This stipend will be effective with the signing of this agreement.
- Increase the Paramedic pay according to the following schedule:
  - effective 4/6/15 by \$0.50 per hour (\$84.98/week to \$105.98/week);
  - effective 10/6/15 by \$0.50 per hour (\$126.98/week); and
  - effective 4/6/16 by \$0.50 per hour (\$147.98/week).

#### **Paramedic Roster Rules**

- Employees hired after January 1, 2015 shall obtain and continue to retain a paramedic license while part of the minimum Paramedic Roster. This includes complying with state mandated continuing education requirements. Maintenance of such licensure level required by this Article shall constitute a condition of employment and failure to maintain such required licensure shall be considered just cause for dismissal.
- Employees hired before January 1, 2015, shall continue to retain a paramedic license while part of the minimum Paramedic Roster. This includes complying with state mandated continuing education requirements. Any employee whose EMS license has lapsed or has been downgraded for failure to comply with continuing education requirements will forfeit their EMS pay and be reduced an amount equal to two (2) anniversary steps. If and when

the employee's license is reinstated, the employee will return to full pay and status.

- Paramedics may request to downgrade licensure under the following conditions:
  - There are a sufficient number of paramedics with less seniority which would allow the reduction to occur without negatively impacting minimum paramedic staffing levels.
  - The paramedic has experienced a catastrophic event, not of their own doing, that would prohibit them from continuing to perform as a paramedic safely. For example an incident that results in post traumatic stress.
  - Either occurrence will require an administrative review followed by discussion with the Labor/Management Group.

#### **Actions against the Providers License**

- Any employee whose EMS license is being investigated by MEMS shall notify the Chief or his designee immediately.
  - The employee shall maintain full pay and status pending the results of the MEMS investigation unless the State, Regional, and/or department's Medical Director prohibits the employee from working in EMS or limits the capacity in which an employee can provide EMS.
  - In cases where the employee is prohibited from working in EMS, or has limits on their capacity in which they can provide EMS as a result of an internal action, the employee will be paid in accordance with their ability to perform EMS.
  - Providers hired after January 1, 2015 that are on the Paramedic Roster who are downgraded as an action of MEMS resulting from an investigation, regardless of duration, may be subject to termination.

#### **Article XIV, Section 2 Addition**

- Any employee, who holds an EMS position under this Article, shall maintain their EMS license required for their permanent position.

Unless otherwise renegotiated, these provisions will be incorporated into the successor collective bargaining agreement.

**Signatures:**

Witnesses:

City of Auburn

\_\_\_\_\_

By: \_\_\_\_\_  
Howard Kroll, Interim City Manager

Date: \_\_\_\_\_

Auburn Firefighters Association, Local  
797 of the International Association of  
Firefighters A.F.L.-C.I.O.

\_\_\_\_\_

By: \_\_\_\_\_  
Michael Scott, President

Date: \_\_\_\_\_

Tizz E. H. Crowley, Ward One  
Robert Hayes, Ward Two  
Mary Lafontaine, Ward Three  
Adam R. Lee, Ward Four



Leroy Walker, Ward Five  
Belinda Gerry, At Large  
David Young, At Large

Jonathan P. LaBonte, Mayor

## **IN CITY COUNCIL**

### **ORDER 32-04062015**

ORDERED, that the City Council hereby authorizes the Acting City Manager to execute the Addendum to the Collective Bargaining Agreement with Auburn Firefighters Association Local, 797 for 7/1/13 through 6/30/16 to reflect implementation of the EMS Program.