



**City Council Workshop & Meeting
January 22, 2018
Agenda**

5:30 P.M. Workshop

- A. General Hydro and FERC Licensing – Eric Cousens (10 minutes)
- B. Zone Change - 186 Main Street – Eric Cousens (15 minutes)
- C. Sesquicentennial (150th) Anniversary Committee – Jonathan LaBonté (15 minutes)
- D. Executive Session regarding economic development (Airport lease negotiations) pursuant to 1 MRSA Sec. 405 (6)(C) – Jill Eastman and Rick Lanman (15 minutes)

7:00 P.M. City Council Meeting

Roll call votes will begin with Councilor Titus

Pledge of Allegiance

- I. **Consent Items** – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.
- II. **Minutes** – January 8, 2018 Regular Council Meeting
- III. **Communications, Presentations and Recognitions**
 - Proclamation** – Norway Savings Bank Arena – Maine Gladiators U10 Squirt Team
- IV. **Open Session** – Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.
- V. **Unfinished Business** - None
- VI. **New Business**
 - 1. **Order 05-01222018**
Approving the liquor license (beer and wine) for Craft Brew Underground LLC, DBA Craft Brew Underground located at 34 Court Street. Public hearing.
 - 2. **Resolve 03-01222018**
Authorizing membership in the Maine Service Center Coalition for 2018 and designating Peter Crichton to be the appointed representative and Denise Clavette as alternate representative.
 - 3. **Order 06-01222018**

Authorizing staff to enter into an agreement with RealTerm Energy for the LED Street Light Conversion Project.

4. Resolve 04-01222018

Supporting the formation of a Mayor's Ad hoc Committee on Economic Development and Marketing as recommended by Mayor Levesque.

VII. Reports

a. Mayor's Report

b. City Councilors' Reports

c. City Manager Report

d. Finance Director, Jill Eastman – December 2017 Monthly Finance Report

VIII. 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*.

IX. Executive Session

X. Adjournment



**City of Auburn
City Council Information Sheet**

Council Workshop Date: 1-22-2018

Author: Zach Mosher, City Planner

Subject: Zoning Map Amendment at 186 Main St.

Information: 186 Main St, a city-owned property, has been selected by the City as a valuable downtown redevelopment site. During the Staff review period it was determined that the existing zoning of T-4.2 is not the appropriate zoning for a more urban type redevelopment of 186 Main Street. The zoning amendment would change the zoning at 186 Main St (PID: 231-020) from Traditional Downtown Neighborhood (T-4.2) to Traditional Downtown Center (T-5.1). The Traditional Downtown Center (T-5.1) zoning for the proposed property will be a positive incentive for redevelopment by taking advantage of the increased density and building size that the Form Based Code allows. 186 Main St is located on the boundary between the T-4.2 and T-5.1 zoning districts and staff opines that it makes sense to extend the T-5.1 district to include this parcel and continue the visual character of the properties at 178 Main Street and other properties further to the north on Main Street.

The Planning Board voted unanimously (7-0) to forward a recommendation of APPROVAL on to the City Council. The required Planning Board report is attached with this information sheet.

Advantages: The T-5.1 zoning will allow for a denser, more urban type development than the T-4.2 zoning district.

Disadvantages: None.

City Budgetary Impacts: None

Staff Recommended Action: Workshop and provide feedback prior to 1st reading.

Previous Meetings and History: January 9, 2018 Planning Board meeting- A public hearing was held (no public response) and the Planning Board voted 7-0 to forward a positive recommendation to the City Council. All Planning Board materials and maps are attached.

City Manager Comments:

I concur with the recommendation. Signature: Denise M. Clavette

Attachments:

1. Staff Report for the Planning Board's January 9, 2018 meeting.
2. Planning Board report to the City Council.



City of Auburn, Maine

Office Economic and Community Development

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PLANNING BOARD STAFF REPORT

To: Auburn Planning Board

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

Re: Zoning Map Amendment for 186 Main Street

Date: January 9, 2018

I. PROPOSAL –, The Auburn Planning Board initiated a Zoning Map Amendment (zone change) at their November 14, 2017 meeting for the property located at 186 Main Street (PID # 231-020). This property is owned by the City of Auburn and is currently zoned Traditional Downtown Neighborhood (T-4.2) and is being proposed to be rezoned to Downtown Traditional Center (T-5.1).

BACKGROUND and STAFF COMMENTS – This property was been selected by the City as a valuable downtown redevelopment site and an RFP was released in the summer seeking qualified development firms to develop the site. To date, no proposal has been accepted by the City but during the Staff review period it was determined that the existing zoning of T-4.2 is not the appropriate zoning for a more urban type redevelopment of 186 Main Street. The Staff feels that this site is more suitable for Downtown Traditional Center (T-5.1) for the following reasons:

- The T-5.1 zoning will allow for a denser, more urban type development than the Traditional Downtown Neighborhood (T-4.2) zoning.
- The T-5.1 zoning is more compatible to the adjacent properties at 178 Main Street and other nearby properties further to the north on Main Street.

THE SITE – The vacant property is approximately .13 ac. (5,662 s.f.) in size and is the site of previous multi unit structure. There is a significant grade difference from the Main Street frontage to the rear of the lot closer to the Riverwalk and Androscoggin River. A portion of the property is located in the 100 year flood plain but a future development could use the lower area for parking both outside of and underneath a new structure.

II. DEPARTMENT REVIEW - The proposed zoned change was reviewed at the October 18, 2017 Plan Review Committee.

- a. Police - No Comments

- b. Auburn Water and Sewer - No Comments
- c. Fire Department - No Comments
- d. Engineering – No Comments
- e. Public Services – No Comments
- f. Economic and Community Development – Staff presented the zone change request to the Plan Review Committee.

III. PLANNING BOARD ACTION- The Planning Board is being asked to use Chapter 60-1445, *Amendments to the Zoning Ordinance Map* and the *2010 Comprehensive Plan* during its review. The Planning Board should reference and make findings that the proposed zone change is in compliance with: A.) The Comprehensive Plan Policies, Goals and Objectives and B.) The Future Land Use Map designations and descriptions.

A. The 2010 Comprehensive Plan has the following sections described in the Chapter 1, *Goals, Policies and Strategies* that support the mixed use that this zone change would create:

From the Executive Summary Land Use *Policies for Commercial/Mixed Use* (pg. ix)

- *Continue to promote development/redevelopment/reuse in intown areas that reinforces the traditional development pattern and increases pedestrian use.*

From Community Development- H.2 Housing (Policies)

Objective H.2.4: (pg. 61)

Encourage investment in higher-density downtown multi-family and mixed-use neighborhoods to develop a balance of rental and ownership options that serve a wide range of households.

- *In other (areas), particularly along the River, there are opportunities for higher-cost apartments and condominiums suitable for young professionals and empty-nesters seeking an urban lifestyle.*

From Economic Development - I.1 Downtown Development (Policies)

Objective I.1.1: (pg. 65)

Attract and retain a wide range of small and medium size businesses to the Auburn and New Auburn downtowns that promote and enhance a vibrant urban environment.

B. Future Land Use Map- The 2010 Comprehensive Plan's Future Land Use Map categorizes this area as a *Nonresidential and Mixed Use Designation* and shows this property to be in the *Main/Elm Corridor Mixed-Use District (MEMUC)* The Comprehensive Plan (pg. 97) further describes this District as follows:

Objective – Encourage the reuse and reinvestment in properties in a manner that maintains and is consistent with the historical development pattern while allowing a wide range of residential and nonresidential uses.



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Allowed Uses – The following general types of uses should be allowed in the Main/Elm Corridor Mixed-Use District:

- residential uses including multifamily housing
- elderly housing
- professional and business offices
- personal and business services
- art and craft studios and galleries
- restaurants (without drive thru service), bakeries, cafes
- small retail stores
- neighborhood/specialty grocery/food stores
- home occupations
- bed and breakfast establishments
- community services and government uses
- recreational facilities and open space

Development Standards – Development within the district, including renovations or expansions of existing buildings, should be required to maintain the established character of the neighborhood, including the relationship of the building to the street and the placement of parking with respect to the building. The intent of the development standards is to allow buildings to be used for a wide range of smaller scale nonresidential uses, as long as the character of the neighborhood is maintained. The standards should require that new or renovated/expanded buildings be compatible with nearby properties with historical significance.

Residential development and redevelopment should be allowed at a density of up to 12-18 units per acre. The reuse/reconfiguration of the space within existing buildings for residential purposes should be allowed without consideration of the density/lot size requirements, provided that the building will be renovated, be compatible with the neighborhood, and will meet the City's requirements for residential units including the provision of appropriate parking and green space. Buildings with both residential and nonresidential uses should be allowed to consider shared parking to meet their parking requirements.

IV. STAFF COMMENTS-

Context- The proposed zone change, while not officially part of "Downtown Auburn", and designated as the *Main/Elm Corridor Mixed-Use District* is adjacent, similar in character and visual appearance for properties to the north that are zoned Traditional Downtown Center (T-5.1). Re-zoning this property to Traditional Downtown Center (T-5.1) would

allow the redevelopment of the property to benefit from this more urban style zone of the Form Based Code by allowing:

- Taller buildings and more building area and coverage.
- Smaller set-backs.
- Reduced parking requirements.
- Greater flexibility how you can use your property.
- New construction will have to follow the Form Based Code creating a predictable built environment that protects investment.

The Traditional Downtown Center (T-5.1) zoning for the proposed property will be a positive incentive for redevelopment by taking advantage of the increased density and building size that the Form Based Code allows.

V. STAFF RECOMMENDATION

The Staff recommends the Planning Board forward a motion of **APPROVAL** to the City Council of the Zoning Map Amendment for the property at 186 Main Street (PID # 231-020) from Traditional Downtown Neighborhood (T-4.2) to Traditional Downtown Center (T 5.1).

This recommendation is made with the following findings:

1. The zoning request to the Traditional Downtown Center (T-5.1) is in compliance with Chapter 60-1445, *Amendments to the Zoning Ordinance Map*.
2. The proposed zone change is in compliance with the 2010 Comprehensive Plan's policies, goals, and objectives for Housing and Economic Development by meeting the following:
 - a.) **Land Use Policies for Commercial/Mixed Use** (From the Executive Summary pg. ix)
 - Continue to promote development/redevelopment/reuse for intown areas that reinforce the traditional development patterns and increases pedestrian use.
 - b) **Housing Objective H.2.4** (pg. 61)
 - Encourage investment in higher-density downtown multi-family and mixed-use neighborhoods to develop a balance of rental and ownership options that serve a wide range of households.
 - In other (areas), particularly along the River, there are opportunities for higher-cost apartments and condominiums suitable for young professionals and empty-nesters seeking an urban lifestyle.
 - c) **Economic Development Policies - I.1 Downtown Development Objective I.1.1:** (pg. 65)
 - Attract and retain a wide range of small and medium size businesses to the Auburn and New Auburn downtowns that promote and enhance a vibrant urban environment.
3. The proposed zone for the property is in compliance with the Future Land Use Designation of *Main/Elm Corridor Mixed-Use District (MEMUC)* and supports the rezoning the property to Traditional Downtown Center (T-5.1) by allowing future



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redevelopment to be constructed in a manner consistent with the adjacent area's character and visual appearance.

A handwritten signature in black ink that reads "Douglas M. Greene".

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

C: File



Attachment 1
Existing Conditions

Miller

186 Main Street

Riverwalk

Drummond

Main

Vine

**Attachment 2
Existing Zoning**

**Downtown City Center
T-5.2**

**Downtown Traditional Center
T-5.1**

**Conservation/Open Space
C/OS**

DE DOWNTOWN ENTERPRISE

**T-4:1
Traditional Mainstreet Neighborhood**

186 Main St.

**Traditional Downtown Neighborhood
T-4.2**

High

Miller

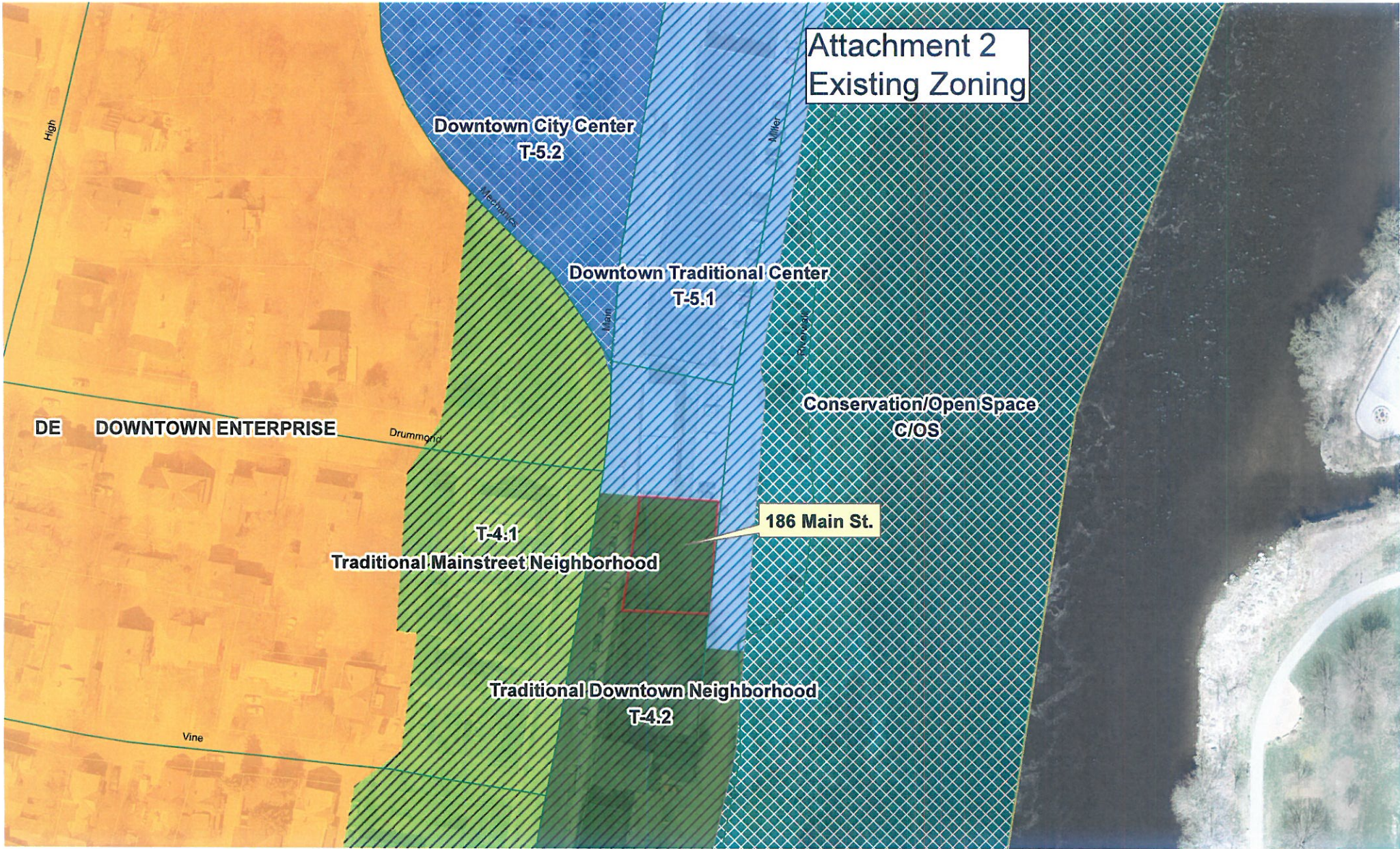
Mechanics

Main

Proctor

Drummond

Vine





**Attachment 3
Proposed Zoning**

**Downtown City Center
T-5.2**

**Downtown Traditional Center
T-5.1**

**Conservation/Open Space
C/OS**

**Traditional Mainstreet Neighborhood
T-4.1**

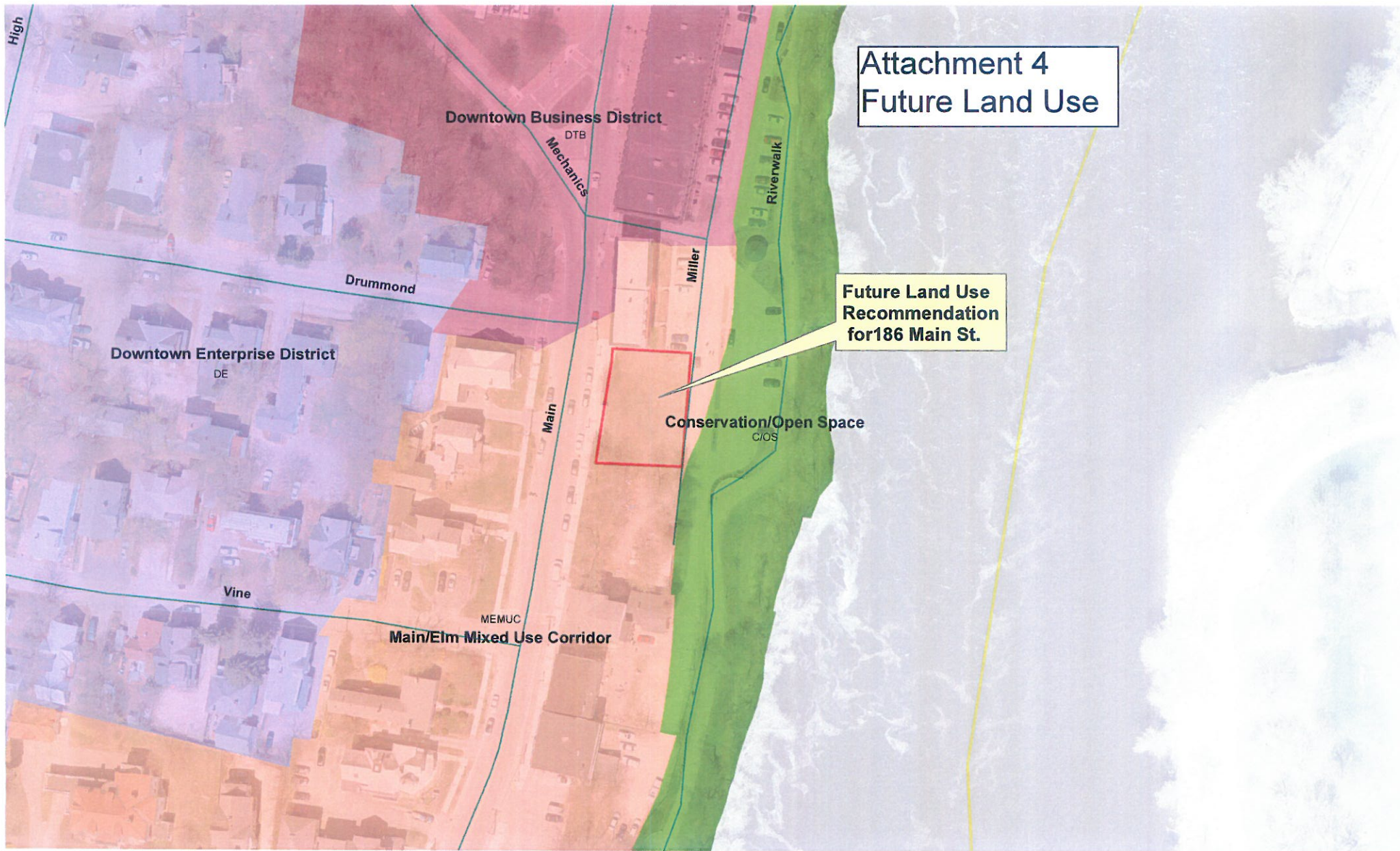
**T-4.2
Traditional Downtown Neighborhood**

**Proposed Zoning for
186 Main St.**

DE DOWNTOWN ENTERPRISE

Drummond

Vine



**Attachment 4
Future Land Use**

**Future Land Use
Recommendation
for 186 Main St.**

Conservation/Open Space
CIOS

Downtown Enterprise District
DE

Downtown Business District
DTB

Main/Elm Mixed Use Corridor
MEMUC

Vine

Drummond

Main

Miller

Riverwalk

Mechanics

High



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PLANNING BOARD REPORT to the CITY COUNCIL

To: Mayor Levesque and Honorable Members of the Auburn City Council

From: Zach Mosher, City Planner

Re: Zoning Map Amendment – 186 Main St

Date: January 22, 2018

- A. **SUMMARY** - On January 9, 2018 the Auburn Planning Board held a public hearing and made a recommendation to approve a Zoning Map Amendment concerning 186 Main St. The property is located in the T-4.2 Form Based Code area. The zoning amendment would change the zoning of this city-owned property at 186 Main St (PID: 231-020) from Traditional Downtown Neighborhood (T-4.2) to Traditional Downtown Center (T 5.1). The Planning Board meeting consisted of a staff presentation and discussion by the Planning Board, after which the Planning Board voted unanimously in favor (motion by Bowyer, seconded by Poliquin-Pross) to send a recommendation of **APPROVAL** for the Zoning Map Amendment on to the City Council for final action.

PROPOSAL - This property was been selected by the City as a valuable downtown redevelopment site and an RFP was released in the summer seeking qualified development firms to develop the site. To date, no proposal has been accepted by the City but during the Staff review period it was determined that the existing zoning of T-4.2 is not the appropriate zoning for a more desired urban type redevelopment of 186 Main Street. It is staff's opinion that this site is more suitable for Downtown Traditional Center (T-5.1) for the following reasons:

- The T-5.1 zoning will allow for a denser, more urban type development than the Traditional Downtown Neighborhood (T-4.2) zoning.
- The parcel is located at the transition between existing T-4.2 zone and the T-5.1 zone.
- The T-5.1 zoning is more compatible to the adjacent properties at 178 Main Street and other nearby properties further to the north on Main Street.
- Would allow taller buildings and more building area and coverage.
- Would allow smaller set-backs.
- Would allow greater flexibility how you can use the property.
- New construction will have to follow the Form Based Code creating a predictable built environment that protects investment.

PLANNING BOARD DELIBERATION AND RECOMMENDATION - After a short presentation, staff asked the Planning Board to initiate the zoning amendment at the November 14, 2017 meeting and it was brought back for a longer presentation and public hearing at the January 9, 2018 meeting. The Planning Board voted unanimously to approve a recommendation of a zoning amendment with the following findings:

1. The zoning request to the Traditional Downtown Center (T-5.1) is in compliance with Chapter 60-1445, *Amendments to the Zoning Ordinance Map*.
2. The proposed zone change is in compliance with the 2010 Comprehensive Plan's policies, goals, and objectives for Housing and Economic Development .
3. The proposed zone for the property is in compliance with the Future Land Use Designation of **Main/Elm Corridor Mixed-Use District (MEMUC)** and supports the rezoning the property to Traditional Downtown Center (T-5.1) by allowing future redevelopment to be constructed in a manner consistent with the adjacent area's character and visual appearance.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: January 22, 2018

Author: Denise Clavette, Assistant City Manager

Subject: Sesquicentennial (150th) Anniversary Committee

Information: To discuss the Sesquicentennial (150th) Anniversary Committee role and responsibilities to plan events and/or attractions to celebrate and recognize 150 years for the City of Auburn. Former Mayor Jonathan LaBonte will Chair the committee, and city staff Sabrina Best, Director of Recreation, will be the Staff & Volunteer Chair.

City Budgetary Impacts: The impact to the budget is unknown at this time; the committee will be working on a fundraising campaign.

Staff Recommended Action: No action at this time.

Previous Meetings and History: January 8, 2018 City Council meeting, establishing the Mayor's Sesquicentennial (150th) Anniversary Committee.

Assistant City Manager Comments:

I concur with the recommendation. Signature: Denise M. Clavette

Attachments: Memo

TO: Mayor Jason Levesque and City Manager Peter Crichton

FROM: Jonathan P. LaBonte

RE: Initial planning steps for sesquicentennial

January 18, 2018

BACKGROUND

2019 will mark the 150th anniversary of Auburn completing its transition from a town to a city. To celebrate the occasion, Mayor Levesque approached me to assist in the planning and coordination of citywide activities, as a committee chairman, along with staff liaison Sabrina Best from the Recreation Department.

STAKEHOLDER ENGAGEMENT

To maximize the connections of the community to this yearlong celebration, we will be looking to the role partner organizations can play in hosting or coordinating events during the year, or even enhancing their regular scheduled annual events with a nod to Auburn's 150th. This includes non-profit organizations, our schools, neighborhood associations and neighborhood watch groups, and the many boards and committees already in place in the city. The goal will be for the planning committee to consist of partner liaisons or those committed to doing work to build activities.

Might the Danville Grange host an event? Could neighborhood watch groups host block parties to engage more neighbors in their work? Would courses within our Auburn schools link curriculum requirements with researching and sharing aspects of our history or our citizens who have achieved success here and away?

RESOURCE NEEDS

While engaging with partner organizations and enhancing existing events (like Winter Festival) will limit the need for financial resources, it will not eliminate them. I am currently reviewing community fundraising plans that we utilized elsewhere in Maine to support anniversary year celebrations, and have scheduled a meeting with Maine State Historian Earle Shettleworth to get insights on other potential funding sources that might help the city, and partners, fund some of the activities in 2019.

It is my understanding that Sabrina Best, Recreation Director, will be a liaison to the committee. I do not interpret that as being staff *for* the committee, in that the intent is that committee members will be actively involved in volunteering for specific events or representing partner organizations advancing events.

NEXT STEPS

A kick-off planning meeting will be held on Wednesday January 31st at 6 PM at the Auburn Public Library in the Community Room. Electronic invitations to many of the stakeholder groups noted above will be made, as well as requests that it be posted on the city website and social media, if possible. Initial stakeholder lists are not exhaustive, but will help to get the word out about the planning and the interest in empowering partners to be part of the effort. At this stage, I am projecting at least monthly meetings to map out 2019 events/activities/etc. and resource needs and can report back to city management and the Mayor as needed.



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: January 8, 2018

Subject: Executive Session

Information: Discussion regarding economic development (Airport Lease Negotiations), pursuant to 1 M.R.S.A. Section 405(6) (C).

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

A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:

- (1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;
 - (2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;
 - (3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and
 - (4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.
- This paragraph does not apply to discussion of a budget or budget proposal;

B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, as long as:

- (1) The student and legal counsel and, if the student is a minor, the student's parents or legal guardians are permitted to be present at an executive session if the student, parents or guardians so desire;

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency;

D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions;

E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage;

F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;

G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and

H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph C in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.

IN COUNCIL REGULAR MEETING JANUARY 8, 2018 VOL. 35 PAGE 101

Mayor Levesque, along with Auburn resident Brayden Bashaw, called the meeting to order at 7:00 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. All Councilors were present.

I. Consent Items

1. Order 01-01082018*

Confirming Chief Crowell's Appointments of Constables without firearms for the Auburn Police Department and Constable Process Servers without firearms within the City of Auburn.

Motion was made by Councilor Titus and seconded by Councilor Fournier for passage. Passage 7-0.

II. Minutes – December 18, 2017 Regular Council Meeting

Motion was made by Councilor Walker and seconded by Councilor Fournier to approve the minutes of the December 18, 2017 Regular Council Meeting. Passage 7-0.

III. Communications, Presentations and Recognitions

Proclamation: Brayden Bashaw - Ornaments of Hope

Brayden Bashaw, 12 year old Auburn resident, was recognized by Mayor Levesque for his significant contributions to the Barbara Bush Children's Hospital. Brayden raised \$7,500 by crafting and selling ornaments – "Ornaments of Hope" to benefit the Barbara Bush Children's Hospital. He was presented with a framed proclamation. Mayor Levesque praised him for "being an upstanding role model for children and adults alike".

IV. Open Session

Robert Spencer, PO Box 1088 Auburn, stated that he was opposed to Troy Street project, and wanted the Councilors to ask themselves if they thought the City would be better off without the project than with having it on the wrong lot. He also stated that he did not think the previous Planning Board meeting was a legal meeting because in his opinion, it was not properly noticed.

Renee Simonitis, commented on the Street Light Conversion and the smart controls on the street lights. She stated that she did not want cameras added on and believes that doing so would be a step in the wrong direction for citizen privacy.

V. Unfinished Business - None

VI. New Business

1. Order 02-01082018

Accepting Portland Way as a City street.

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

Public comment – no one from the public spoke. Passage 7-0.

2. Order 03-01082018

Approving the discontinuance of Troy Street and to appropriate funding for damages.

Motion was made by Councilor Gerry and seconded by Councilor Hayes to “order the discontinuance of a portion of Troy Street, said road being a City Way approximately 30 feet wide including the right of way, from a point beginning at the southern side of the intersection of Hampshire Street and Troy Street and extending approximately 250 feet in a generally southerly direction to the northerly intersection of Library Avenue and Troy Street and that the following damages be paid to the adjoining property owners as follows: Nico Carrao - \$0.00; Pan Am Railroad - \$0.00”.

Public comment – no one from the public spoke.

Passage 5-2 (Councilors Titus and Gerry opposed).

3. Order 04-01082018

Approving the order directing the municipal clerk to record an attested certificate of the Troy Street discontinuance.

Motion was made by Councilor Young and seconded by Councilor Walker to “issue and file with the City Clerk an Order of Discontinuance that accurately reflects the action taken by the City Council to discontinue a portion of Troy Street, and that the City Council send abutting property owners best practicable notice of this action without delay”.

Public comment – no one from the public spoke.

Passage 6-1 (Councilor Titus opposed).

4. Resolve 01-01082018

Supporting the formation of a Sesquicentennial (150th) Anniversary Committee as recommended by Mayor Levesque.

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

Public comment – no one from the public spoke.

Passage – 6-0-1 (Councilor Hayes abstained).

5. Resolve 02-01082018

Supporting the formation of an Age Friendly Community Committee as recommended by Mayor Levesque.

Motion was made by Councilor Fournier and seconded by Councilor Gerry for passage.

Public comment - Renee Simonitis wanted more information about this committee.

Motion was made by Councilor Hayes and seconded by Councilor Fournier to amend the language to read “resolved that the Auburn City Council hereby supports the formation of *the Mayor’s* Age Friendly Community Committee”. Passage 6-1 (Councilor Walker opposed).

Passage of Resolve 02-01082018 as amended 7-0.

VII. Reports

Mayor Levesque – reported that it has been a busy couple of weeks. He received several emails during the snow storms, he encouraged Councilors to reach out to their constituents encouraging them to sign up to receive Auburn Connections. He also encouraged Councilors to reach out to constituents regarding snow removal. He reported that a new softball league will be starting up Saturday at Ingersoll Arena. On January 15th, Krispy Kreme is having their grand opening at 6AM. Councilor Fournier will attend in the Mayor’s absence. He also mentioned that with all of the hockey tournaments that are taking place at the Norway Savings Bank Arena and the number of people attending these events, he would like to see a pop up display or something similar that would showcase Auburn in a positive way.

Councilor Young – reported that the Danville Junction Grange Hall is being jacked up in order to put in a foundation. Due to that, the Grange Hall supper did not take place.

Councilor Lasagna – reported that she went to brunch at the House of Bacon, adding that it is well worth checking out. She also displayed a gift that her daughter gave her as a Christmas gift, a beautiful framed wall hanging that had her name and Auburn City Council embroidered on it. She said that in the note, her daughter said that “she was very inspired about having me run for City Council” and Councilor Lasagna added that “this is where it begins”.

Councilor Hayes – reported that he attended the Lewiston Inauguration, and noted that he was very pleased to hear Mayor Bouchard comment that he and Mayor Levesque have met on a few different occasions and it was reported in the newspaper that between the two Mayors, it may be the best working relationship between the two Mayors that we’ve had. He also reported that the Airport Board will be meeting on Thursday at 5:00 PM at the airport. Members of the public are invited to attend.

Councilor Titus – reported that he did meet with the Sunderland Drive Neighborhood Watch Committee. There are still concerns regarding speeding in the Stevens Mill and Hotel Road areas. He also reported that the Sewer and Water District meetings will be held on the 16th and 17th of the month at 4:00 PM at the District Office.

Councilor Fournier – reported on the School Committee meeting. The 2021 graduating class will be graduating based on proficiency levels instead of grade levels (proficiency based learning). She added that there is a lot going on in the school system and she recommended inviting the School Committee to a meeting to give a presentation. They (School Department) are in the process of reviewing labor contracts, they reviewed their finance report, the wellness policy, and will review the 2018 school calendar and goals at the next School Committee meeting which will be held on January 17th.

Councilor Walker – thanked the Public Services Department staff and Director Dan Goyette for helping out with the skating rink at Sherwood Heights, and their work during the storms. He said he appreciates everything they've done. He said the sidewalks and the City of Auburn look great and are the best he's ever seen.

Councilor Gerry – reported that the Lewiston Auburn Transit Committee (LATC) will meet on Wednesday at 12:30 at AVCOG. She also reported that the General Assistance department is in need of a lot of items (diapers, personal hygiene items, soaps, cleaning supplies, canned goods and other food items are needed). She will be placing a box in the lobby for residents to drop off items. She also commented on the Senior Center and some of the programs that are offered.

Assistant City Manager Clavette – reported that on January 29th there will be a workshop to cover the Departmental Orientation overview. She also reported that Mayor Levesque and she are setting up regular meetings with the Legislative delegation and she will provide regular updates to the Council on that. She also reported that on January 22nd, the City Council will transition from a paper and note books to a surface pro tablet with the goal going paperless for the February 5th meeting.

VIII. Open Session – Robert Spencer, PO Box 1088 talked about locating development lots and also about finding the location for the new high school.

IX. Executive Session

To confer with Counsel regarding their legal rights and obligations pursuant to 1 M.R.S.A § 405 (6)(e)

Motion was made by Councilor Gerry and seconded by Councilor Fournier to enter into executive session pursuant to 1 M.R.S.A. §405(6)(e).

Passage 7-0.

Time 8:19 PM.

Council was declared out of executive session at 8:31 PM.

Discussion on a poverty abatement case # 2017-001 pursuant to (36 M.R.S.A § 841) with possible action to follow.

Motion was made by Councilor Fournier and seconded by Councilor Lasagna to enter into executive session pursuant to 36 M.R.S.A. §841.

Passage 5-0 (Councilors Gerry and Hayes not in room for vote).

Time 8:32 PM.

Council was declared out of executive session at 9:22 PM.

IN COUNCIL REGULAR MEETING JANUARY 8, 2018 VOL. 35 PAGE 105

Motion was made by Councilor Titus and seconded by Councilor Fournier to deny the abatement in full for case number 2017-001 for tax year 2016 - 2017.

Passage 4-2-1 (Councilors Young and Gerry opposed, Councilor Walker abstained).

Motion was made by Councilor Lasagna and seconded by Councilor Fournier to deny the abatement in full for case 2017-001 for tax year 2017 – 2018.

Passage 4-2-1 (Councilors Young and Gerry opposed, Councilor Walker abstained).

Discussion on a personnel matter pursuant to (1 M.R.S.A § 405 (6)(a)).

Motion was made by Councilor Walker and seconded by Councilor Fournier to enter into executive session pursuant to 1 M.R.S.A. §405(6)(e).

Passage 7-0.

Time 9:26 PM.

Council was declared out of executive session at 10:18 PM.

X. Adjournment

Motion was made by Councilor Hayes and seconded by Councilor Walker to adjourn.

Passage 6-0 (Councilor Young was not present for this vote). The meeting adjourned at 10:19 PM.

A True Copy.

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



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: January 22, 2018

Author: Jason Paquin

Subject: Gladiators U10 Recognition Award & Proclamation

Information: The Maine Gladiators Tier II U10 team assembled an entry for this year's "Mini 1-on-1" hockey tournament sponsored by the NHL Boston Bruins. The competition utilized a 3 vs. 3 cross-ice format where teams must first win their District prior to gaining entry into a single elimination tournament held at TD Garden in Boston, MA. The Gladiators earned their bid to this tournament by winning the Maine District Showdown, held in October of 2017 in Augusta. The Gladiators were one of twelve teams from across New England competing in the TD Garden Showdown held January 14, 2018 in the U10 Division. The Gladiators first game of the day ended in a 2-1 shootout victory over Canton, MA. Their second game pitted them against Triboro, MA, where they netted a 4-0 win and earned a spot in the Championship game versus the Greater Boston Vipers. The Regulation game ended in a scoreless tie and would take 7 rounds in the shootout to name the Gladiators as Champions!

Along with their championship title, participants Axel Favreau, Ryan Mileikis, Ace Watson and Will Routhier, have earned an all-expenses paid trip by the Boston Bruins Organization to the 2018 NHL All-Star Game in Tampa, Florida, being held January 26-28, 2018. These talented, young individuals, will not only be on hand to watch the Skills Competition and All-Star Game, but will also be competing against 13 other U10 youth Hockey Programs from around the country, which all represent their respective NHL teams, in a shootout competition as the Boston Bruins entry.

OFFICE OF THE MAYOR
CITY OF AUBURN



PROCLAMATION

WHEREAS, Axel Favreau, Ryan Mileikis, Ace Watson and Will Routhier have made their community proud as they have represented the Auburn and Lewiston Area and Maine Gladiators U10 Tier II Hockey Team in The Boston Bruins Mini "1 on 1" hockey tournament and prevailing as Champions.

WHEREAS, The team earned the right to represent the Maine District by winning the Maine District Showdown Held in October 2017 in Augusta, a 3 vs. 3 tournament sponsored by the NHL Boston Bruins. With winning this tournament, the team was entered into a single elimination tournament held at the TD Garden in Boston on January 14, 2018.

WHEREAS, The team defeated Canton, MA in their first matchup of the day by a score of 2-1. Their second game resulted in victory over Triboro, MA by a score of 4-0 and seated them in the Championship Round against the Greater Boston Vipers.

WHEREAS, The Gladiators team played a hard-fought battle through a regulation period vs. Greater Boston which ended 0-0. The Gladiators and Greater Boston battled through 7 rounds of a shootout before the Gladiators prevailed as Champions.

WHEREAS, Axel Favreau, Ryan Mileikis, Ace Watson and Will Routhier will now represent the NHL Boston Bruins, Maine, and the Auburn and Lewiston Area, at the 2018 NHL All-Star Game in Tampa, Florida, being held January 26-28. The team will participate in a shootout competition against 13 Under 10 youth hockey programs from around the country representing their respective NHL teams.

NOW THEREFORE The Mayor of Auburn wishes to commend Axel Favreau, Ryan Mileikis, Ace Watson and Will Routhier on their tremendous accomplishment and continued success as they travel to Tampa, FL, to represent the Boston Bruins during the 2018 NHL All-Star Game.



IN WITNESS WHEREOF, I have hereunto

Set my hand and caused the Seal of the

City of Auburn, Maine to be fixed this

22nd day of January, 2018.

A handwritten signature in blue ink, appearing to read "Jason Levesque".

Mayor Jason Levesque



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: January 22, 2018

Order: 05-01222018

Author: Kelsey Earle, License Specialist

Subject: Craft Brew Underground

Information: Craft Brew Underground LLC, DBA Craft Brew Underground, is a new business located at 34 Court Street. They've applied for a Liquor License. Police, Fire, and Code have completed the necessary inspections and have granted approval and there are no outstanding taxes owed.

City Budgetary Impacts: None

Staff Recommended Action: Public hearing and recommend passage.

Previous Meetings and History: N/A

City Manager Comments:

I concur with the recommendation. Signature: Denise M. Clavette

Attachments:

- Applications
- Public Notice
- Order

DEPARTMENT OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
100 WATER STREET, HALLOWELL, ME 04347
TEL: (207) 624-7220 FAX: (207) 287-3434
EMAIL INQUIRIES: MAINELIQUOR@MAINE.GOV

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	

NEW application: ☒ Yes ☐ No

PRESENT LICENSE EXPIRES _____

INDICATE TYPE OF PRIVILEGE: ☒ MALT ☒ VINOUS ☐ SPIRITUOUS

INDICATE TYPE OF LICENSE:

- | | | |
|---------------------------------------------------------|-----------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input type="checkbox"/> RESTAURANT/LOUNGE (Class XI) | <input type="checkbox"/> CLASS A LOUNGE (Class X) |
| <input type="checkbox"/> HOTEL (Class I,II,III,IV) | <input type="checkbox"/> HOTEL, FOOD OPTIONAL (Class I-A) | <input type="checkbox"/> BED & BREAKFAST (Class V) |
| <input type="checkbox"/> CLUB w/o Catering (Class V) | <input type="checkbox"/> CLUB with CATERING (Class I) | <input type="checkbox"/> GOLF COURSE (Class I,II,III,IV) |
| <input checked="" type="checkbox"/> TAVERN (Class IV) | <input type="checkbox"/> QUALIFIED CATERING | <input type="checkbox"/> OTHER: _____ |

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: <u>CRAFT BREW UNDERGROUND LLC</u>			Business Name (D/B/A) <u>CRAFT BREW UNDERGROUND</u>		
APPLICANT(S) –(Sole Proprietor) DOB:			Physical Location: <u>34 COURT ST.</u>		
DOB:			City/Town <u>AUBURN</u>	State <u>ME</u>	Zip Code <u>04210</u>
Address <u>360 EAST AVE</u>			Mailing Address <u>360 EAST AVE</u>		
City/Town <u>LEWISTON</u>	State <u>ME</u>	Zip Code <u>04240</u>	City/Town <u>LEWISTON</u>	State <u>ME</u>	Zip Code <u>04240</u>
Telephone Number <u>207-713-5757</u>	Fax Number		Business Telephone Number <u>207-713-5757</u>	Fax Number	
Federal I.D. #			Seller Certificate #: or Sales Tax #:		
Email Address: Please Print <u>MIKEWILLIAMSJR@ROADRUNNER.COM</u>			Website:		

If business is NEW or under new ownership, indicate starting date: 1/1/18

Requested inspection date: _____ Business hours: T.B.D.

1. If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: N/A

2. State amount of gross income from period of last license: ROOMS \$ — FOOD \$ — LIQUOR \$ —

3. Is applicant a corporation, limited liability company or limited partnership? YES ☒ NO ☐

If Yes, please complete the Corporate Information required for Business Entities who are licensees.

4. Do you own or have any interest in any another Maine Liquor License? ☐ Yes ☒ No

If yes, please list License Number, Name, and physical location of any other Maine Liquor Licenses.

License # Name of Business (Use an additional sheet(s) if necessary.)

Physical Location City / Town

5. Do you permit dancing or entertainment on the licensed premises? YES ☐ NO ☒
6. If manager is to be employed, give name: N/A
7. Business records are located at: 360 EAST AVE LEWISTON, ME 04240
8. Is/are applicants(s) citizens of the United States? YES ☒ NO ☐
9. Is/are applicant(s) residents of the State of Maine? YES ☒ NO ☐
10. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
MIKE WILLIAMS JR.	7/4/71	WATERVILLE, ME

Residence address on all of the above for previous 5 years (Limit answer to city & state)

360 EAST AVE LEWISTON, ME 04240

11. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES ☐ NO ☒
- Name: _____ Date of Conviction: _____
- Offense: _____ Location: _____
- Disposition: _____ (use additional sheet(s) if necessary)
12. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?
Yes ☐ No ☒ If Yes, give name: _____
13. Has/have applicant(s) formerly held a Maine liquor license? YES ☐ NO ☒
14. Does/do applicant(s) own the premises? Yes ☐ No ☒ If No give name and address of owner: J&T HOLDINGS INC. PO BOX 748 GORHAM, ME 04038
15. Describe in detail the premises to be licensed: (On Premise Diagram Required) _____
-
16. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?
YES ☐ NO ☐ Applied for: _____
17. What is the distance from the premises to the **NEAREST** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? _____
- Which of the above is nearest? _____
18. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES ☒ NO ☐
- If YES, give details: AVCOG, AUBURN, ME & CITY OF AUBURN, ME

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: _____ on _____, 20 _____

Town/City, State

Date

Please sign in blue ink

Signature of Applicant or Corporate Officer(s)

Signature of Applicant or Corporate Officer(s)

Print Name

Print Name

FEE SCHEDULE

FILING FEE: (must be included on all applications) \$ 10.00

Class I Spirituous, Vinous and Malt \$ 900.00

CLASS I: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.

Class I-A Spirituous, Vinous and Malt, Optional Food (Hotels Only) \$1,100.00

CLASS I-A: Hotels only that do not serve three meals a day.

Class II Spirituous Only \$ 550.00

CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.

Class III Vinous Only \$ 220.00

CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.

Class IV Malt Liquor Only \$ 220.00

CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.

Class V Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts) \$ 495.00

CLASS V: Clubs without catering privileges.

Class X Spirituous, Vinous and Malt – Class A Lounge \$2,200.00

CLASS X: Class A Lounge

Class XI Spirituous, Vinous and Malt – Restaurant Lounge \$1,500.00

CLASS XI: Restaurant/Lounge; and OTB.

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. **All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.**

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval and signatures for liquor licenses prior to submitting them to the bureau.

All fees must accompany application, make check payable to the **Treasurer, State of Maine.**

This application must be completed and signed by the Town or City and mailed to:

Bureau of Alcoholic Beverages and Lottery Operations

Division of Liquor Licensing and Enforcement

8 State House Station, Augusta, ME 04333-0008.

Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:

Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

Dated at: _____, Maine _____
City/Town (County)

On: _____
Date

The undersigned being: ☐ Municipal Officers ☐ County Commissioners of the
☐ City ☐ Town ☐ Plantation ☐ Unincorporated Place of: _____, Maine

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§653. Hearings; bureau review; appeal

1. Hearings. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms. [1993, c. 730, §27 (AMD).]

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c. 140, §4 (AMD).]

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application. [2003, c. 213, §1 (AMD).]

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant. [1995, c. 140, §5 (NEW).] [2003, c. 213, §1 (AMD).]

2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime; [1987, c. 45, Pt. A, §4 (NEW).]

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c. 45, Pt. A, §4 (NEW).]

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c. 730, §27 (AMD).]

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c. 592, §3 (AMD).]

E. A violation of any provision of this Title; [2009, c. 81, §1 (AMD).]

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and [2009, c. 81, §2 (AMD).]

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages. [2009, c. 81, §3 (NEW).]

[2009, c. 81, §§1-3 (AMD).]

3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. [1993, c. 730, §27 (RP).]

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause. [1993, c. 730, §27 (AMD).]

[1995, c. 140, §6 (AMD).]

4. No license to person who moved to obtain a license. [1987, c. 342, §32 (RP).]

5. Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

[1995, c. 140, §7 (AMD); 1999, c. 547, Pt. B, §78 (AMD); 1999, c. 547, Pt. B, §80 (AFF).]

Please be sure to include the following with your application:

Completed the application and sign the form.

Signed check with correct license fee and filing fee.

Your local City or Towns signature(s) are on the forms.

Be sure to include your ROOM, FOOD and LIQUOR gross income for the year (if applicable).

Enclose diagram for all businesses, auxiliary locations, extended decks and storage areas.

Complete the Corporate Information sheet for all ownerships except sole proprietorships.

If you have any questions regarding your application, please contact us at (207) 624-7220.

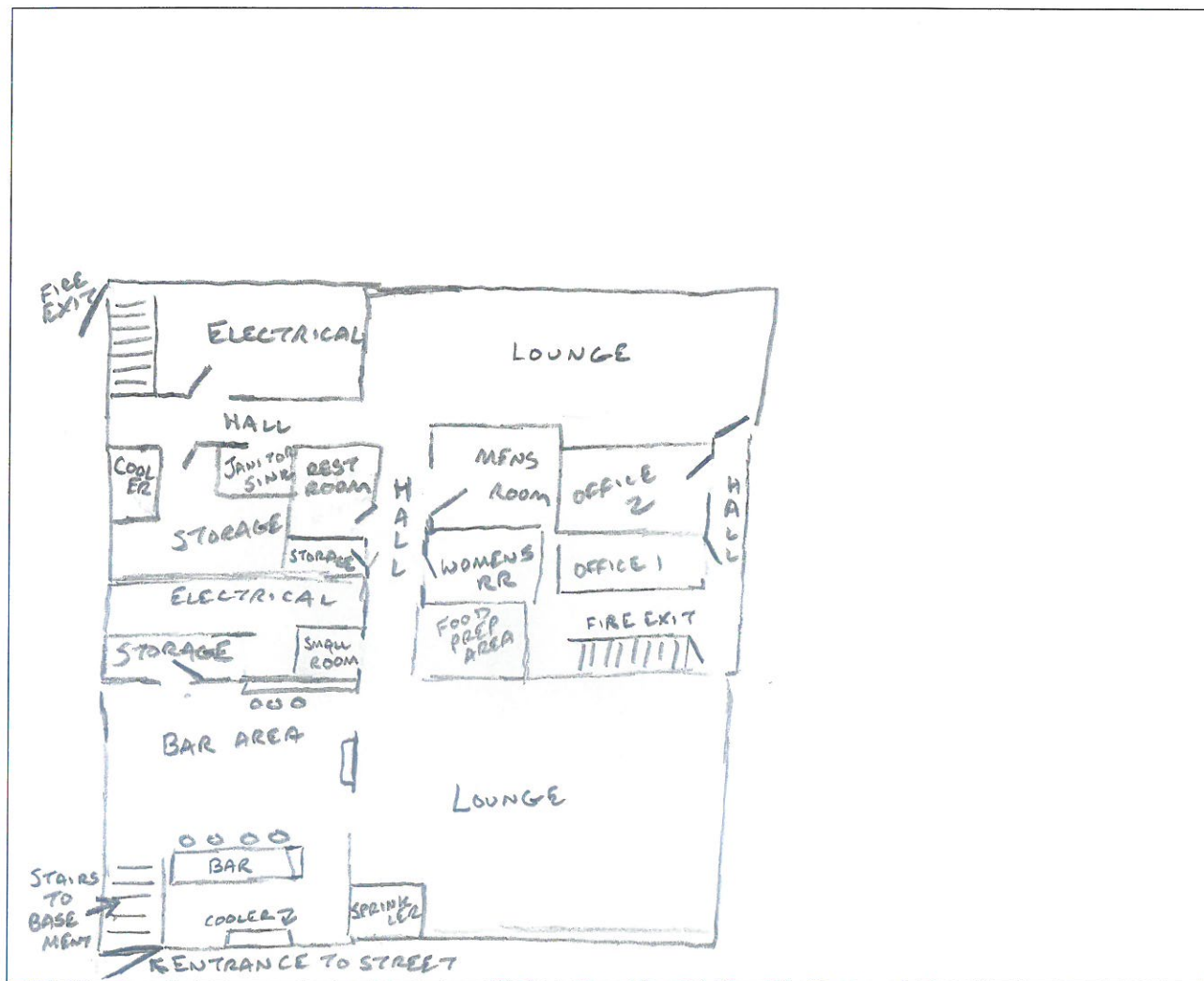
Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing & Enforcement
8 State House Station, Augusta, ME 04333-0008
10 Water Street, Hallowell, ME 04347
Tel: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@maine.gov

DIVISION USE ONLY	
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Not Approved
BY:	

ON PREMISE DIAGRAM

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, restrooms, decks and all areas that you are requesting approval from the Division for liquor consumption.





Division of Alcoholic Beverages and Lottery
Operations
Division of Liquor Licensing and Enforcement

**Corporate Information Required for
Business Entities Who Are Licensees**

For Office Use Only:

License #: _____

SOS Checked: _____

100% Yes ☐ No ☐

Questions 1 to 4 must match information on file with the Maine Secretary of State's office. If you have questions regarding this information, please call the Secretary of State's office at (207) 624-7752.

Please clearly complete this form in its entirety.

1. Exact legal name: CRAFT BREW UNDERGROUND LLC
2. Doing Business As, if any: CRAFT BREW UNDERGROUND
3. Date of filing with Secretary of State: _____ State in which you are formed: MAINE
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:

5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percentage ownership: (attach additional sheets as needed)

NAME	ADDRESS (5 YEARS)	Date of Birth	TITLE	Ownership %
MICHAEL WILLIAMS JR.	360 EAST AVE LEWISTON	7/4/71	PRESIDENT	100

(Stock ownership in non-publicly traded companies must add up to 100%.)

6. If Co-Op # of members: _____ (list primary officers in the above boxes)

7. Is any principal person involved with the entity a law enforcement official?

Yes ☐ No ☒ If Yes, Name: _____ Agency: _____

8. Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States?

Yes ☐ No ☒

9. If Yes to Question 8, please complete the following: (attached additional sheets as needed)

Name: _____

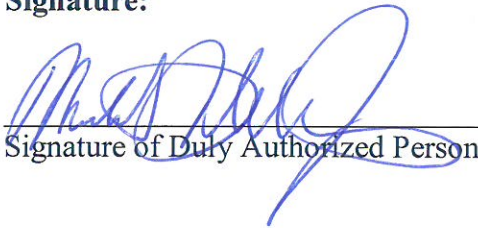
Date of Conviction: _____

Offense: _____

Location of Conviction: _____

Disposition: _____

Signature:



12/11/17
Date

Signature of Duly Authorized Person

Print Name of Duly Authorized Person

Submit Completed Forms to:

Bureau of Alcoholic Beverages
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, Me 04333-0008 (Regular address)
10 Water Street, Hallowell, ME 04347 (Overnight address)
Telephone Inquiries: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@Maine.gov

**CITY OF AUBURN
PUBLIC NOTICE**

A public hearing will be held by the Auburn City Council on Monday, January 22, 2018 at 7:00 p.m. or as soon as possible thereafter, in the Council Chambers of Auburn Hall, 60 Court Street, to consider the Liquor License application for:

**Craft Brew Underground LLC,
DBA, Craft Brew Underground
34 Court Street, Auburn, Maine**

All interested persons may appear and will be given the opportunity to be heard before final action is taken.

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 05-01222018

ORDERED, that the City Council hereby approves the Liquor License for Craft Brew Underground LLC, DBA Craft Brew Underground located at 34 Court Street, Auburn, Maine.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: January 22, 2018

Resolve: 03-01222018

Author: Denise Clavette, Assistant City Manager

Subject: Maine Service Centers Coalition

Information: The Maine Service Center Coalition provides advocacy efforts for the state's service center communities with the legislature, federal government, and any other influential group. They are strong advocates for restoring municipal revenue sharing and other municipal revenue sources. They work with local legislators, federal officials, municipal leaders, and lobby with other service center municipal officials at the State House. Efforts last year included helping to prevent or mitigate attempts to decrease municipal revenue sharing which would result in higher property taxes on municipalities around the state.

Questions were asked by the Mayor and City Council members at the January 8, 2018 Workshop; answers are below:

- Why did Auburn decide to leave the service center coalition?
 - Budget reductions
- What are the top 2 – 3 reasons one should be a member of the MSCC? Regarding revenue sharing, are we as a city better off as part of the MSCC, or can we get same level of support through MMA / LPC?
 - Well regarded presence in the halls of the state legislature
 - MSCC weighs in on all matters of importance to our communities (funding, revenue sharing, mandates, social policy that impacts us like general assistance, jails, etc)
 - Strength in numbers; Auburn's presence would add greatly to the coalition when championing (or opposing) legislation that will impact cities / towns like ours. Auburn would have a voice at the table.
 - Example for support: MSCC continues to champion local option sales tax, where MMA does not.
- How many communities are named as service centers in Maine, and how many are part of the coalition?
 - It appears with the 2017 roster, that there are 29 in the coalition, of the original 71.

City Budgetary Impacts: Membership to the Maine Service Center Coalition is set at twelve cents (12¢) per capita based on the city's population. The dues for the City of Auburn are \$2,730.84 for a population of 22,757.

Staff Recommended Action: To join the Maine Service Centers Coalition.

Previous Meetings and History: City has been a member previously. It is in the best interest of the city to rejoin the Coalition.

Assistant City Manager Comments:

I concur with the recommendation. Signature: Denise M. Clavette

Attachments: Service Center Coalition documents; 2017 MSCC Membership Roster; Maine Services Centers Revisited Report

MAINE SERVICE CENTERS COALITION

60 Community Drive • Augusta, Maine 04330 • (207) 623-8428

William Bridgeo, Chair
City of Augusta
(207) 626-2300

December 20, 2017

Catherine Conlow, Vice Chair
City of Bangor
(207) 992-4204

Mr Peter J Crichton, City Manager
City of Auburn
60 Court St
Auburn, ME 04210

Scott Morelli, Secretary
City of South Portland
(207) 767-3201

Christine Landes, Treasurer
Town of Bethel
(207) 824-2669

Dear Peter:

The 2018 Maine Legislative Session is about to begin. I wanted to take the opportunity to extend an invitation and ask that you consider rejoining the Maine Service Centers Coalition and provide dues support for this organization and the many policy initiatives and positions we advocated for on your behalf. The need for your participation in the Maine Service Centers Coalition's advocacy efforts has never been greater. Our efforts in outreach to local legislators, working with local municipal officials and in many cases lobbying with us at the State House were critical to success in defeating or mitigating so many of the attacks directed at municipal revenue streams and services.

This second session of the Legislature again begins with Maine's most onerous fiscal problems not only unsolved but, in many cases not even prudently addressed. While we were successful last year in helping prevent or mitigate some of the most harmful attacks on municipal revenue the cuts that were included in the biennial budget left most of Maine's taxpayers faced with property tax increases that show no sign of abating.

Several significant issues were carried over unresolved from the 2017 session. They include County Jail issues now in the third year deadlocked over a variety of conflicting measures to address stability and adequate funding. Also of particular interest to most municipalities is LD 1629 that proposes wholesale changes to the statutes relating to elderly tax lien foreclosures. The carryover bills also include those dealing with municipal road maintenance responsibility, municipal control of pesticides and opioid use.

Legislative Leaders voted to allow only 93 new bills for the upcoming session but several of those propose changes to motor vehicle excise and sales taxes, additional funding for state correctional facilities and programs, and several bills dealing with expensive program changes in Health & Human Services.

And speaking of expenses, the recent November election resulted in the passage of the citizen initiative that authorizes the expansion of Medicaid. The expansion would cover an additional eighty thousand Maine citizens earning less than \$17,000 per year. The program would draw down \$525 million in federal funds but carries a hefty price tag as Maine's share is estimated to be somewhere between \$55 million (the Legislature's fiscal office) or the \$63 million estimated by Health & Human Services. The Governor has already drawn lines in the sand refusing to consider several possible methods of covering that cost including any tax increases or use of rainy day funds.

(over)

The bottom line is that this "short session" has a potential to negatively impact the General Fund Budget to a significant degree and MSCC will carefully monitor the upcoming budget discussions to prevent any further raids on municipal revenue. We also remain committed to our long term goals of restoring Revenue Sharing and other municipal revenue sources. We will continue to work with a group of organizations to restore full funding to municipalities. Our strategy includes holding every Maine legislator accountable for every vote that impacts municipal revenue and impairs our ability to provide long overdue property tax relief to our citizens. However, as always we will need your help.

We are committed to restoring Revenue Sharing and other municipal revenue sources. We will continue to work with a group of organizations to restore full funding to municipalities. Our strategy includes holding every Maine legislator accountable for every vote that impacts municipal revenue and impairs our ability to provide long overdue property tax relief to our citizens.

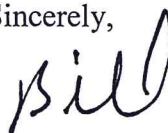
Given the ongoing fiscal problems, the Maine Service Centers Coalition leadership and staff will continue to need your help, support and input. For this Legislative Session, we are again relying upon Richard Trahey and his firm of Maine Governmental Relations for professional lobbying staff support. I believe that this relationship with Richard has benefited the Coalition greatly in providing us access to policy makers, sound policy advice and effective advocacy services.

We are enclosing the MSCC Membership Dues Invoice for 2018 and hope you will respond favorably. Membership dues are set at twelve cents per capita based on your community's population (established by the 2000 U. S. Census) with a minimum dues payment of \$500 per community. In addition, enclosed please find an informational form that we ask you to update and return to us. Please be sure to note to whom we should rely upon as the principal REPRESENTATIVE and ALTERNATE for your community.

Also, please feel free to contact me directly at the Augusta City Hall (207.626.2300) or by e-mail at william.bridgeo@augustamaine.gov

Once again, thank you for your municipality's past support. Together we can make 2018 a productive year for the Maine Service Centers Coalition.

Sincerely,



Bill Bridgeo, Chairperson
Maine Service Centers Coalition
Augusta, Maine

Enclosures (3)

*Best wishes to you
and your family for a great
holiday season!
B.*

MAINE SERVICE CENTERS COALITION

C/O MAINE MUNICIPAL ASSOCIATION
60 COMMUNITY DRIVE
AUGUSTA, ME 04330

Mr Peter J Crichton, City Manager
City of Auburn
60 Court St
Auburn, ME 04210

DATE: December 20, 2017

DUES NOTICE: MSCC-MBR

DATE	DESCRIPTION	POPULATION	AMOUNT
01-01-18	<p>Annual Membership Dues for 2018</p> <p>[Annual dues are based on 12¢ per capita with a minimum annual dues of \$500.00.]</p> <p><i>Thank you for considering membership in the Maine Service Centers Coalition.</i></p>	22,757	\$2,730.84
	TOTAL AMOUNT DUE		\$2,730.84

Please make checks payable to **MAINE SERVICE CENTERS COALITION**. If you have any questions, contact Theresa Chavarie in the MMA Executive Office at 1-800-452-8786. Thank you.

MAINE SERVICE CENTER COALITION

Resolution for Membership and Appointment of Voting Delegate Representative and Alternate

BE IT RESOLVED that the _____
(City/Town Council or Board of Selectmen)

hereby authorizes membership in the Maine Service Center Coalition for 2018 and designates:

(name) (position in municipality)

to be the appointed REPRESENTATIVE for the Maine Service Centers Coalition and is therefore authorized to vote at the Maine Service Centers Coalition business meetings.

BE IT FURTHER RESOLVED that the designated ALTERNATE is:

(name) (position in municipality)

Dated

Attested To By:

Please return this Resolution as soon as possible to:

Maine Service Centers Coalition
c/o Theresa Chavarie, Manager, Member Relations
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
E-mail: tchavarie@memun.org

MAINE SERVICE CENTERS COALITION

VOTING DELEGATES - 2018

Membership Information Sheet

MSCC REPRESENTATIVE	MSCC ALTERNATE
NAME:	NAME:
TITLE:	TITLE:
MUNICIPALITY:	MUNICIPALITY:
MAILING ADDRESS:	MAILING ADDRESS:
CITY/ST/ZIP:	CITY/ST/ZIP:
TOWN OFFICE PHONE:	TOWN OFFICE PHONE:
WORK PHONE:	WORK PHONE:
HOME PHONE:	HOME PHONE:
FAX PHONE:	FAX PHONE:
E-MAIL ADDRESS:	E-MAIL ADDRESS:

RETURN TO:

Maine Service Centers Coalition
c/o Theresa Chavarie, Manager of Member Relations
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
FAX: (207) 626-3358
E-MAIL: tchavarie@memun.org

MAINE SERVICE CENTER COALITION

File

2017 MEMBERSHIP ROSTER

Member Last First Name	County	Member Full Address	Member Primary Email Address	Primary Phone	Payment Amount	Balance Due
Augusta, City of	Kennebec	City of Augusta 16 Cony St Augusta, ME 04330-5201	roberta.fogg@augustamaine.gov	(207)626-2300	(\$2,245.32)	\$0.00
Bangor, City of	Penobscot	City of Bangor 73 Harlow St Bangor, ME 04401	lisa.goodwin@bangormaine.gov	(207) 992-4200	(\$3,891.12)	\$0.00
Bar Harbor, Town of	Hancock	Town of Bar Harbor 93 Cottage St Suite I Bar Harbor, ME 04609-1400	clerk@barharbormaine.gov	(207) 288-4098	(\$629.64)	\$0.00
Bethel, Town of	Oxford	Town of Bethel PO Box 1660 Bethel, ME 04217-1660	info@bethelmaine.org	(207)824-2669	(\$500.00)	\$0.00
Biddeford, City of	York	City of Biddeford PO Box 586 Biddeford, ME 04005-0586	cmorris@biddefordmaine.org	(207) 284-9307	(\$2,597.40)	\$0.00
Brewer, City of	Penobscot	City of Brewer 80 North Main St Brewer, ME 04412	pryan@brewermaine.gov	(207)989-7500		\$1,122.00
Calais, City of	Washington	City of Calais PO Box 413 Calais, ME 04619-0413	manager@calaismaine.org	(207) 454-2521	(\$500.00)	\$0.00
Camden, Town of	Knox	Town of Camden PO Box 1207 Camden, ME 04843-1207	acaler-bell@camdenmaine.gov	(207) 236-3353		\$569.16

MAINE SERVICE CENTER COALITION

2017 MEMBERSHIP ROSTER

Damariscotta, Town of	Lincoln	Town of Damariscotta 21 School St Damariscotta, ME 04543	mlutkus@damariscottame.com	(207)563-5168	(\$500.00)	\$0.00
Dover-Foxcroft, Town of	Piscataquis	Town of Dover-Foxcroft 48 Morton Ave Ste A Dover Foxcroft, ME 04426	djohnson@dover-foxcroft.org	(207)564-3318		\$500.00
Ellsworth, City of	Hancock	City of Ellsworth One City Hall Plaza Ellsworth, ME 04605	cityhall@ellsworthmaine.gov	(207) 667-2563	(\$941.64)	\$0.00
Farmington, Town of	Franklin	Town of Farmington 153 Farmington Falls Rd Farmington, ME 04938	info@farmington-maine.org	(207)778-6538	(\$918.48)	\$0.00
Freeport, Town of	Cumberland	Town of Freeport 30 Main St Freeport, ME 04032-1209	cwolfe@freeportmaine.com	(207)865-4743	(\$954.60)	\$0.00
Gardiner, City of	Kennebec	City of Gardiner 6 Church St Gardiner, ME 04345	citymanager@gardinermaine.com	(207)582-4460	(\$686.04)	\$0.00
Houlton, Town of	Aroostook	Town of Houlton 21 Water St Houlton, ME 04730-2020	town.manager@houlton-maine.com	(207)532-7111		\$713.76
Jackman, Town of	Somerset	Town of Jackman PO Box 269 Jackman, ME 04945-0269	Diane.St.Hilaire@jackmanme.net	(207) 668-2111		\$500.00
Madawaska, Town of	Aroostook	Town of Madawaska 328 Saint Thomas St Ste 101 Madawaska, ME 04756	townmanager@townofmadawaska.net	(207) 728-6351		\$500.00

MAINE SERVICE CENTER COALITION

2017 MEMBERSHIP ROSTER

Millinocket, Town of	Penobscot	Town of Millinocket 197 Penobscot Ave Millinocket, ME 04462-1430	manager@millinocket.org	(207)723-7000		\$509.76
Newport, Town of	Penobscot	Town of Newport 23 Water St Newport, ME 04953	townclerk@newportme.org	(207) 368-4410	(\$500.00)	\$0.00
Old Orchard Beach, Town of	York	Town of Old Orchard Beach 1 Portland Ave Old Orchard Beach, ME 04064	lmead@oobmaine.com	(207) 934-5714	(\$1,036.08)	\$0.00
Orono, Town of	Penobscot	Town of Orono 59 Main St Orono, ME 04473-4001	info@orono.org	(207)866-2556	(\$1,215.48)	\$0.00
Pittsfield, Town of	Somerset	Town of Pittsfield 112 Somerset Ave Pittsfield, ME 04967-1432	townmanager@pittsfield.org	(207) 487-3136	(\$500.00)	\$0.00
Presque Isle, City of	Aroostook	City of Presque Isle 12 Second St Presque Isle, ME 04769	tking@presqueisleme.us	(207)760-2700	(\$1,131.84)	\$0.00
Rockland, City of	Knox	City of Rockland 270 Pleasant St Rockland, ME 04841-5305		(207)594-0300	(\$867.00)	\$0.00
Saco, City of	York	City of Saco 300 Main St Saco, ME 04072-1583	Ksutherland@sacomaine.org	(207) 282-4191		\$2,243.88
South Portland, City of	Cumberland	City of South Portland PO Box 9422 South Portland, ME 04116-9422	escully@southportland.org	(207)767-3201	(\$3,085.44)	\$0.00

MAINE SERVICE CENTER COALITION

2017 MEMBERSHIP ROSTER

Thomaston, Town of	Knox	Town of Thomaston PO Box 299 Thomaston, ME 04861-0299	vblastow@midcoast.com	(207) 354-6107	(\$500.00)	\$0.00
Waterville, City of	Kennebec	City of Waterville One Common St Waterville, ME 04901-6699	mroy@waterville-me.gov	(207) 680-4200	(\$1,864.92)	\$0.00
Windham, Town of	Cumberland	Town of Windham 8 School Rd Windham, ME 04062-4899	lsmorrell@windhammaine.us	(207) 892-2511	(\$2,088.00)	\$0.00
				Sum:	(\$27,153.00)	\$6,658.56

Maine Service Centers Revisited



October 3, 2013

Eaton Peabody
Consulting Group



Richert Planning
City • Regional • Transportation

Profiling Maine's Service Centers

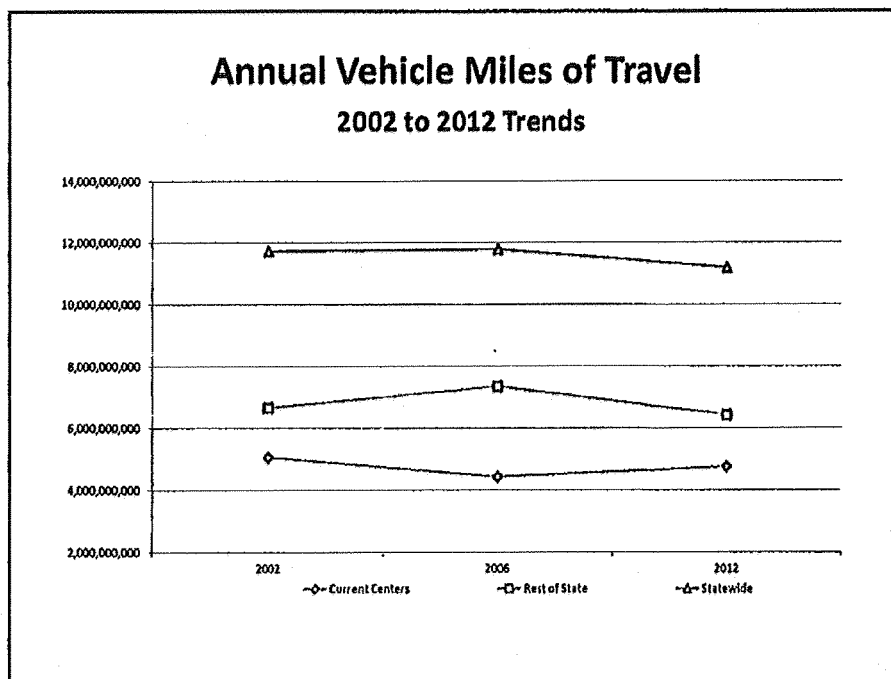
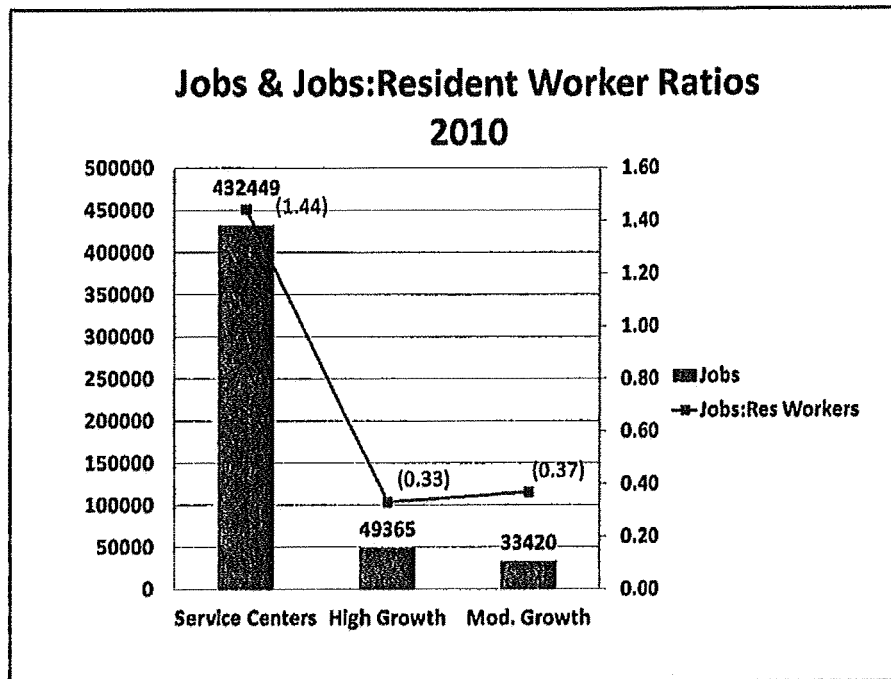
Who Is In and Who Is Out

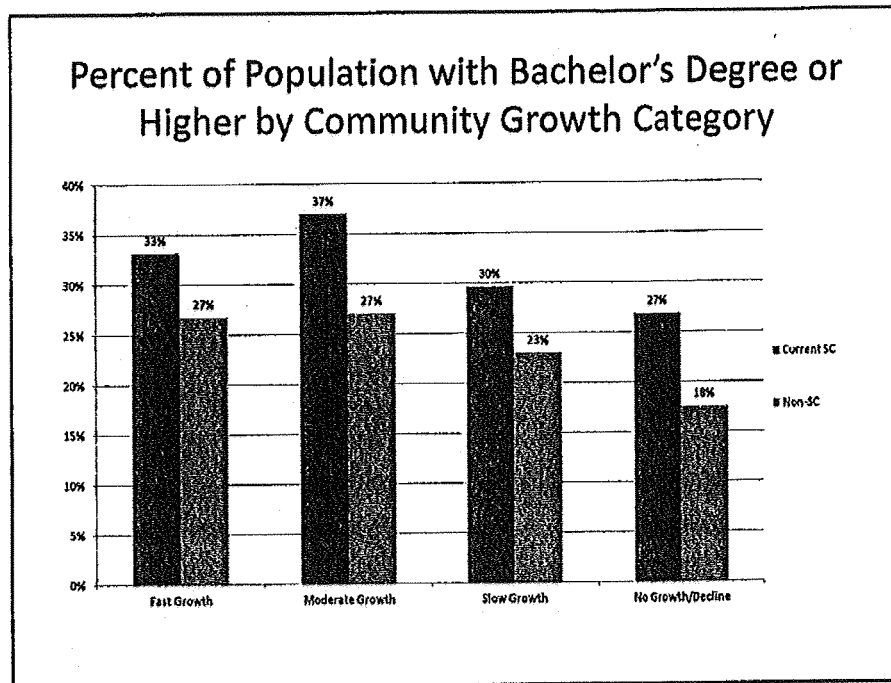
- Maine updated the Service Center list in early 2013
- 13 communities were added and 5 dropped out
- Compared to the original 63, today's 71 Centers are somewhat more populous, better educated with somewhat higher incomes & home values
- The tax rate is ½ mill lower on average while taxable values, tax exemptions and taxes raised are higher
- Job/resident worker ratio is .76 for the 13 new Centers compared to 1.55 for the other 58 Centers

Productivity of Today's Service Centers

Engines of the Maine Economy

- 81% of all taxable consumer retail sales
- 77% of all wage and salary employment
- A 1.44 jobs to resident worker ratio with 342,000 workers commuting to jobs in Centers
- 56% of all BETE valuation
- 77% of all TIF district tax revenue, \$44.6 million out of a total statewide of \$57.77 million (75% of CAV)
- The 71 Centers (14.5% of municipalities) handle 43% of all motor vehicle traffic





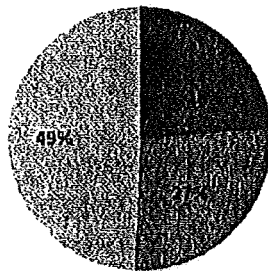
Where's the Rub for Service Centers?

- While generating 77-81% of jobs and retail sales, only 43% of taxable property value is in Centers
- Of all tax exempt property, 59% is in Centers
- The average mill rate is 14.45 in Centers, 10.19 in the rest of the State and 12.02 for the State as a whole
- The property tax burden in Centers is 6.5% compared to 4.3% in the rest of the State *
- Center median household incomes are 10.5% lower but median owner occupied housing values are 6% higher
- Centers raise 52% of all property taxes paid
- Center population growth overall is relatively stagnant

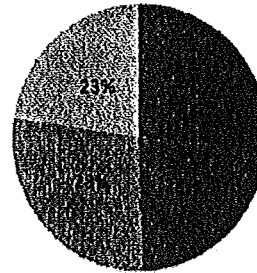
* derived from weighted averages of % of household median income to pay property tax on average median home value

Comparative Population Growth Rates 1960 - 2010

Current 71 Service Center
Communities

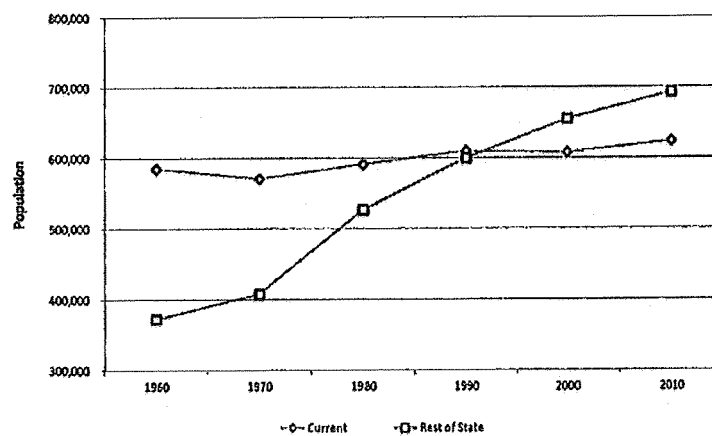


Current Non-Service Center
Communities



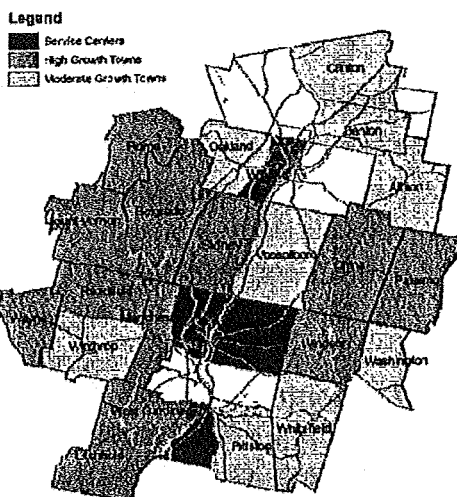
■ Fast Growth ■ Moderate Growth ■ Slow Growth ■ No Growth/Decline

Population Growth Trends, 1960 to 2010 Current Service Centers vs Rest of State

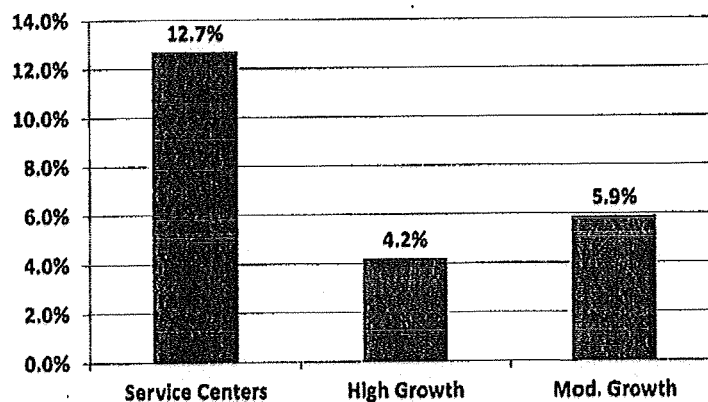


High and Moderate Rate Growth Towns Economically Tied to Augusta-Waterville Service Centers

In Augusta-Waterville Area, 61% of workers living in high growth towns commute to Service Centers (51% to Augusta, Waterville, & Gardiner; 10% to other Service Centers)



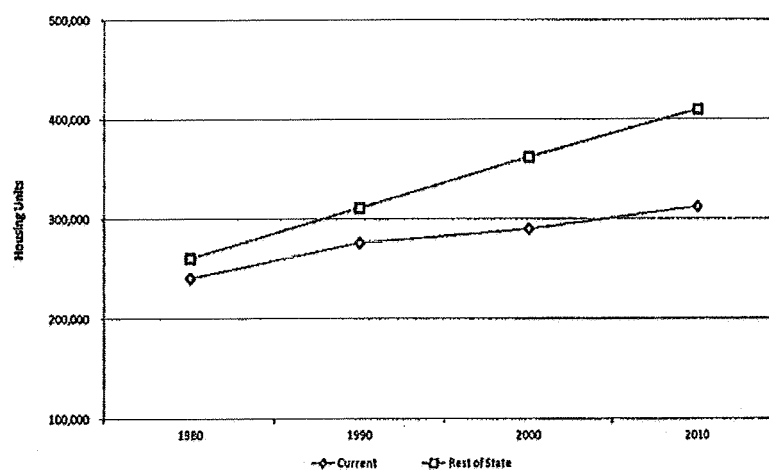
Percent of Assessed Value That is Tax Exempt



Housing Growth and Value

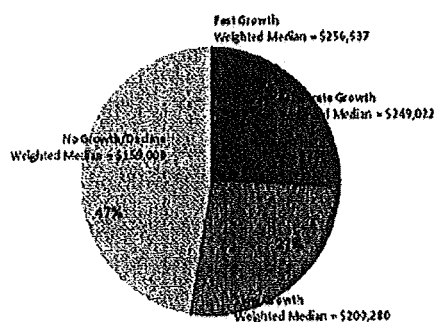
- Centers provide 43% of all housing units, 41% of owner occupied units and 47% of other housing units
- From 2008-2012, 38% of new housing value located in Centers (\$937.6 million of \$2,478.6 million total)
- From 2008-2012, 80% (1,612) of multi-family unit building permits were issued in Centers
- From 2008-2012, the value/new unit was \$156,918 in Centers vs \$169,158 elsewhere
- From 1990-2010, the Center housing unit growth rate was 0.62%/year vs 1.39% for the rest of the State

Housing Unit Growth Trends, 1980 to 2010 Current Service Centers vs Rest of State

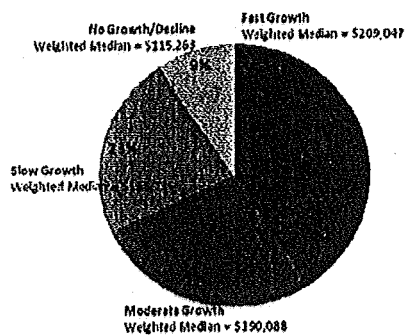


Distribution of Owner Occupied Housing Units by Community Growth Rate

Current Service Centers



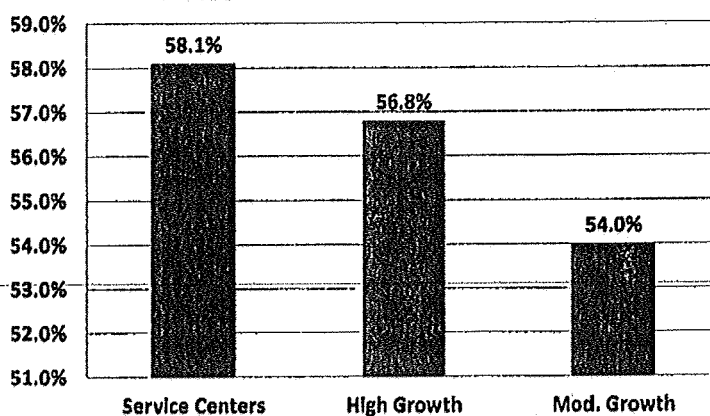
Non Service Centers



Public Service Demands

- Support 47% of the population, 77% of the jobs and 81% of the commerce
- Pay 42% of county tax proportional to taxable value
- Educate 44% of K-12, paying 58.1% of the total state-local funding compared to 53.4% for the rest of the State
- Maintain 855 miles of state highways inside urban compact areas, over 10% of the State highway system
- Carry 43% of all non-Interstate vehicle miles of travel
- Report 63% of all crimes
- Host 80% of federally assisted housing
- Provide 82.4% of FY 09-12 general assistance
- Cite wastewater needs of \$733 million or 73% of total needs statewide

Local Share as a Percent of Total FY13 Educational Allocation



Intergovernmental Support

- Centers received 43% of State GPA in FY13 at \$358.1 million up from 41% in FY 06-07
- FY 13 revenue sharing to Centers was \$53.3 million or 58% of total payments
- Center TIF sheltered property (CAV) at \$2.62 billion
- Centers receive \$9.2 million of MaineDOT LRAP aid or 39.6% of total anticipated FY14 allocation
- Total State GA match was \$12 million in FY13. Total expense statewide was \$17.5 million with Portland, Bangor & Lewiston 68.5% of the total
- The water and wastewater SRF programs each go from \$1.3 million in FY15 to \$3.5 million in FY17 and thereafter

What If?

- Population growth rates were even between Centers and the rest of the State?
- Property valuations were proportional to taxes raised?
- The burden of property tax exemptions were shared equally?
- Housing values and mix were competitive with fast to moderate growth communities in the rest of the state?
- A portion of State income and sales taxes generated in Centers were reinvested to enhance economic productivity and lower the costs of living and doing business?
- Intergovernmental finance was restructured to at least level the playing field among all communities
- Intergovernmental finance was realigned to better rationalize the connections between sources, uses and return on investment
- What if you have to solve this problem on your own?

Service Centers Host to Maine's Economy

To meaningfully address Maine's competitive position a business plan is needed that:

- **Focuses upon the places where Maine's economy principally resides**
- **Lowers the cost of doing business in these places by investing in productivity enhancements**
- **Adopts a return on investment philosophy tied to state and local general fund revenue generation**
- **Provides the mix of housing offerings needed to support diversity in age, income and educational achievement**

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

RESOLVE 03-01222018

RESOLVED, that the City Council hereby authorizes membership in the Maine Service Center Coalition for 2018 and designating Peter Crichton to be the appointed representative and Denise Clavette as alternate representative.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: January 22, 2018 **Order:** 06-01222018

Author: Derek Boulanger, Facilities Manager/ Purchasing Agent

Subject: The purchase of utility owned community street light system and conversion to LED fixtures.

Information: The City's approximately 1250 street lights are currently owned and maintained by Central Maine Power. The current inventory is comprised of aging and inefficient technology. The purchase of these light fixtures would allow the City to convert the fixtures to efficient LED technology. This conversion would reduce the annual electricity consumption from street lights by an estimated 61% and would reduce annual electricity costs related to street lights by an estimated 85%.

Answers to questions asked at the City Council workshop held January 8, 2018:

- Ancillary jack for holiday lights will be an add on feature
- Savings realization: see Executive Summary, page 4; Section 2.3 Expected Savings, page 7; Section 3 Project Financing, page 3. Reference advantages and disadvantages to lease-purchase (TELP) or design, upgrade and transfer (DUT). The City of Auburn staff recommends the DUT for reasons stated in the document: ownership transferred immediately; turnkey; minimizes staff time over life of the project; no creation of debt; and most importantly – Auburn will realize 100% of the savings from project completion. Bond rate less than lease rate.
- Cameras are not part of the package; add on if / when needed.
- Consultant to bring a fixture in to the City Council meeting.

City Budgetary Impacts: No impact to the current budget, once the project is complete an estimated monthly savings of approximately \$16,700.00 is expected. Any debt service will be covered by the reduction in electricity costs; additional savings will be utilized to reduce electricity expenditures in future budgets.

Staff Recommended Action: Enter into an agreement with RealTerm Energy for the LED Street Light Conversion Project. \$81,000 in available funds as part of the FY 2018 CIP will be utilized to begin the project. The remaining funds needed will be requested through a Bond Order at a later date.

Previous Meetings and History: Budget meetings: fiscal year 2013- 2014.

\$750,000 was bonded in FY2014 and was reallocated to other projects. Issues with rules and regulations at the State level prevented this project from moving forward at that time. These issues have been resolved allowing the project to now move forward.

November 6, 2017 Workshop presentation and January 8, 2018 Workshop presentation

Assistant City Manager Comments:

I concur with the recommendation. Signature: Denise M. Clavette

Attachments:

- **Staff Power Point Presentation**
- **Real Term Proposal**
- **Request for Qualifications - Conversion of community street light system to LED fixtures and from utility owned to municipally owned and maintained fixtures on utility owned poles. Cities of Rockland, South Portland and Biddeford, and Town of Falmouth, Maine**



Streetlight Acquisition

A “bright” future for Auburn!

history

Auburn has approximately **1,250** street lights, currently owned & maintained by CMP.

This inventory is aging, inefficient & **VERY** costly to operate.



history

Due to legislative changes, we are now positioned to **purchase** the street lights from the utility and **convert** them to energy-efficient LED technology.

The annual savings realized from this purchase will be significant.



history

FY2014, Council bonded \$750,000 for this purchase.

Questions & concerns at the State level regarding implementation prevented the project from moving forward at that time.

As a result, the bonded funds were reallocated to other projects.

These concerns have been resolved, allowing the project to move ahead.

history

In 2016, a **Request for Quotes** seeking highly-qualified consultants was issued jointly by Rockland, South Portland, Biddeford and Falmouth.

After extensive committee review, **RealTerm Energy** was selected as the top candidate.

today

More than 25 municipalities across Maine have now selected RealTerm Energy as part of a **cooperative purchasing agreement**.

Team Auburn recommends the same approach.

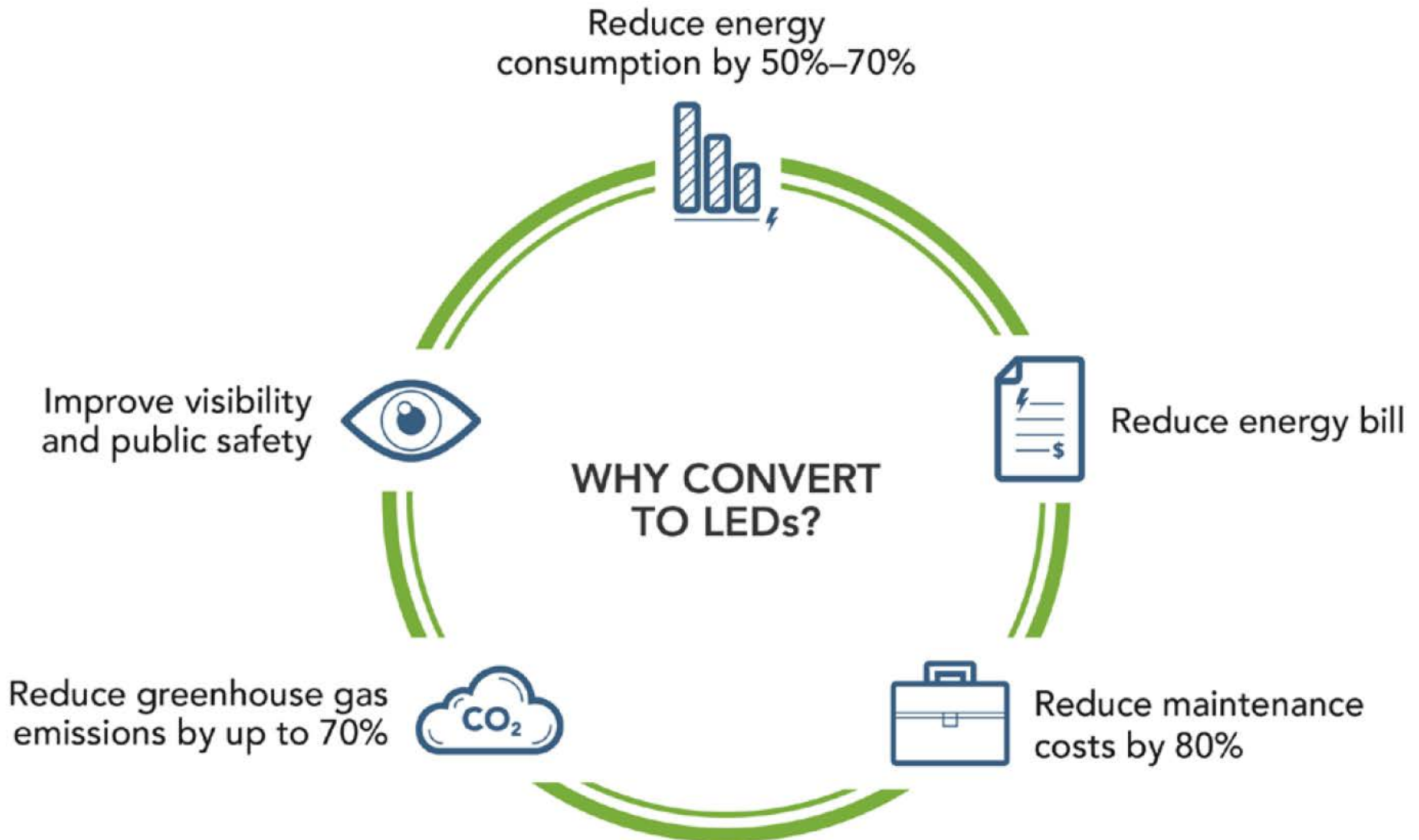


the process

RealTerm is a turn-key solution for Auburn:

- **Evaluate/audit current infrastructure using GIS data collection** (will become ours)
- **Manage bid process & fixture selection**
(Better pricing - “economies of scale”)
- **Project management**
- **Quality control & final commissioning**

project benefits



the numbers

	BEFORE UPGRADE	POST UPGRADE	VARIANCE	PERCENT
Number of Fixtures	1,253	1,253		
Annual Electricity Consumption (kWh)	644,858	249,640	395,218	61%
Annual Electricity Costs	\$233,815	\$34,244	\$199,571	85%
Annual Maintenance Costs	\$0	\$10,024	(\$10,024)	
Total Expenditures	\$233,815	\$44,268	\$189,547	81%
Avg Annual Cost per Fixture	\$187	\$35	\$151	81%

why now?

Making this decision ahead of usual bonding schedule allows Auburn to capitalize on **significant potential savings of approximately:**

\$16,700 per month

next steps

- * Decision to move forward from Council:**
Action at future meeting to bond project
- * Award contract to RealTerm**
- * Data collection & audit process begins**

other benefits

Potential for Smart Controls:

- Dimming
- Metering
- City-wide Wireless Network
- Cameras
- Air quality monitors



Smart City technology...in Auburn!



Proposal to the City of Auburn

LED Street Light Conversion

August 11, 2017

O-1109

Primary Contact

Paul Vesel, Director, Business Development – NE USA
201 West Street, Suite 200, Annapolis, MD 21401
(413)-695-0045
pvesel@realtermenergy.com



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August 11th, 2017

Derek Boulanger
Facilities Manager and Purchasing Agent
The City of Auburn
60 Court Street
Auburn, ME 04210

Dear Mr. Boulanger,

RealTerm Energy is pleased to propose its LED conversion services to the City of Auburn. Our experienced team of lighting professionals employ customized and innovative solutions utilizing the highest quality luminaires to provide you with increased system performance, safe and reliable lighting, and maximized energy savings. The economics of this project are compelling, as substantiated by the **81% overall operating cost savings** on your streetlight expenditures in the first year.

Our turnkey service offering includes:

- An initial GIS/GPS inventory assessment of your existing streetlight network
- Complete photometric designs to optimize energy efficiency, minimize costs, and protect public safety
- A comprehensive Investment Grade Audit (IGA)
- Robust procurement to ensure best value pricing on equipment and labor
- Installation of new LED fixtures and responsible recycling of old fixtures
- Transfer of all inventory files, data, and warranties
- Review of project financing options, and
- Customized community outreach services

We manage all of our conversion projects in a transparent fashion. During each phase, we will keep the City of Auburn informed of all progress facilitated by regular meetings and continually accessible reports.

You will find included a preliminary LED life-cycle cost analysis based upon data provided by the Town. The next step is a demanding Investment Grade Audit (IGA) that includes extensive field investigations, data collection and verification, infrastructure analysis, comprehensive lighting designs, and detailed engineering calculations to project accurate and reliable energy and maintenance savings. This Proposal includes the estimated acquisition cost of \$187,950 from Central Maine Power (CMP). The acquisition cost is provided solely for analysis purposes and is not included in RealTerm Energy's total project cost.

The RealTerm Energy team appreciates this opportunity to present our proposal. We look forward to the prospect of working with the City of Auburn to design and install your new, highly-efficient LED street lighting system. We are passionate about what we do and want you to feel the same way about this project's results.



Sean Neely, President
sneely@realtermenergy.com

1. EXECUTIVE SUMMARY

Technical/ Environmental Assessment	Title	City of Auburn LED Street Light Conversion
	Baseline	1,250 HID ¹ Cobrahead fixtures, 3 HID decorative fixtures Total demand: 151.3 kW Annual energy consumption: 644,858 kWh Annual operating hours: 4,260
	Technology Employed	Smart ready LED Fixtures
	Technology Provider(s)	Acuity Brands
	Technical Specifications	7-PIN, Smart ready fixtures Color temp: 4,000K, Average life ≥ 100,000 hours CRI ≥ 65, IP ≥ IP 65
	Fixture Warranty	10 years
	Annual Energy Savings	395,218 kWh (61%)
Financial Assessment	Financing Scheme	Capital Purchase (Financed by Auburn)
	Project Cost	\$586,911
	Acquisition Cost (estimate) ²	\$187,950
	Total Project Cost (RTE & Acquisition Cost)	\$774,861
	Project Reference Period	23 Years
	Payback Period	3.9 Years
Organizational Assessment	Time Schedule	TBD

(1) – High Intensity Discharge

(2) – Acquisition Cost from Central Maine Power is Estimated

2. PRELIMINARY ANALYSIS

Our team has constructed an initial LED assessment for illustrative purposes. The inventory that is presented was established using data provided by the City of Auburn. For any assumptions made regarding the inventory, please refer to the Calculation Assumptions section of this report. We have selected Acuity Brands LED fixtures with comparative light outputs for all existing HPS fixtures recorded in the City of Auburn's most up to date inventory. This analysis is only a starting point, and demonstrates the energy savings that are possible using LED technology while deploying industry standard roadway practices. Final luminaire selection and revised energy savings will follow, after the design phase of the analysis.

Please note that these estimates are conservative. Once our IGA report and photometric analysis are completed, our team typically improves the efficiency levels and project costs by as much as 10%.

2.1. Current Inventory and Proposed LED Replacements

COBRAHEAD FIXTURES								
HID Fixture type	HID System Wattage	HID Qty.	Total HID Demand (kW)	LED Fixture type	LED System Wattage	LED Qty.	Total LED Demand (kW)	Energy Savings
100W Sodium Cut off	130	78	10.1	40W_ATBS E MVOLT R2 MP NL P7	40	78	3.1	69%
50W Sodium Enclosed	65	246	16.0	31W_ATBS C MVOLT R2 MP NL P7	31	246	7.6	52%
70W Sodium Enclosed	95	55	5.2	40W_ATBS E MVOLT R2 MP NL P7	40	55	2.2	58%
100W Sodium Enclosed	130	22	2.9	50W_ATBS G MVOLT R2 MP NL P7	50	22	1.1	62%
150W Sodium Enclosed	195	29	5.7	76W_ATBS I MVOLT R2 MP NL P7	76	29	2.2	61%
250W Sodium Enclosed	300	56	16.8	95W_ATBM D MVOLT R2 MP NL P7	95	56	5.3	68%
400W Sodium Enclosed	465	6	2.8	164W_ATBM H MVOLT R2 MP NL P7	164	6	1.0	65%
70W Sodium Cut off	95	86	8.2	40W_ATBS E MVOLT R2 MP NL P7	40	86	3.4	58%
50W Sodium Cut off	65	487	31.7	31W_ATBS C MVOLT R2 MP NL P7	31	487	15.1	52%
250W Sodium Cut off	300	117	35.1	95W_ATBM D MVOLT R2 MP NL P7	95	117	11.1	68%
150W Sodium Cut off	195	56	10.9	76W_ATBS I MVOLT R2 MP NL P7	76	56	4.3	61%
400W Sodium Cut off	465	10	4.7	164W_ATBM H MVOLT R2 MP NL P7	164	10	1.6	65%
70W Sodium Open	95	2	0.2	40W_ATBS E MVOLT R2 MP NL P7	40	2	0.1	58%
Total (Cobras)		1,250	150.1			1,250	58.2	61.2%

FLOOD & DECORATIVE FIXTURES								
HID Fixture type	HID System Wattage	HID Qty.	Total HID Demand (kW)	LED Fixture type	LED System Wattage	LED Qty.	Total LED Demand (kW)	Energy Savings
400W Sodium Flood	465	2	0.9	150W_ACPOLED PK4 MVOLT FL 40K YK GYSDP 10KVMP PER7 04 23 NL	150	2	0.3	68%
250W Sodium Flood	300	1	0.3	119W_ACPOLED PK3 MVOLT FL 40K YK GYSDP 10KVMP PER7 04 23 NL	119	1	0.1	60%
Total (Decos)		3	1.2			3.0	0	65.9%
Total (Cobras+Decos)		1,253	151.4			1,253	58.6	61.3%

2.2. Robust Photometric Design is Recommended

Relying solely on a “one-for-one” replacement technique has limitations:

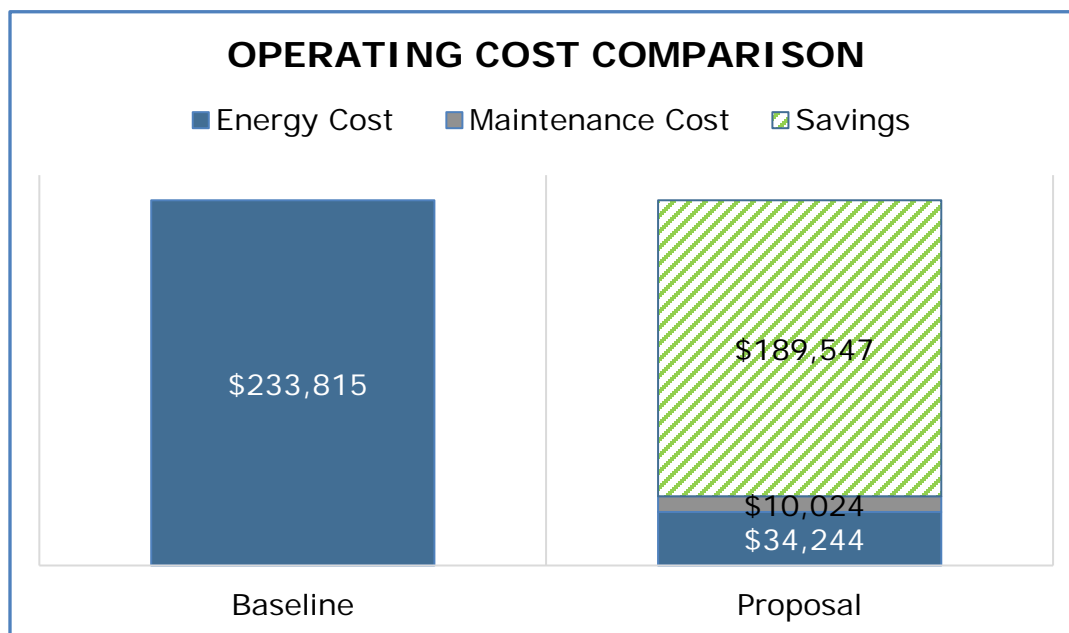
- It is limited to existing inventory records that are often outdated and/or inaccurate.
- It can only prescribe the LED replacement wattage according to the wattage that is recorded in the most up to date inventory.
- No consideration is made for a proper lighting design and updated for current roadway conditions.
- Without lighting designs, over-lit or under-lit streets today will continue to be so, even with LEDs.

The limitations of the industry-standard one-for-one replacement, listed above, are why RealTerm Energy advises all of its clients to undertake an Investment Grade Audit (IGA). The IGA includes extensive field investigations, infrastructure analysis, comprehensive photometric designs, and detailed engineering calculations to project accurate and reliable energy and maintenance savings. The many benefits of robust photometric design are described in more detail in Section 5.2 below.

2.3. Expected Savings

CURRENT STATUS	BEFORE UPGRADE	POST UPGRADE	VARIANCE	PERCENT
Number of Fixtures	1253	1,253	-	-
Annual Electricity Consumption (kWh)	644,858	249,640	395,218	61%
Annual Electricity Costs ⁽¹⁾	\$233,815	\$34,244	\$199,571	85%
Annual Maintenance Cost	\$0	\$10,024 ⁽²⁾	(\$10,024)	-
Total Street Lights Expenditures	\$233,815	\$44,268	\$189,547	81%
Average Annual Cost per Fixture	\$187	\$35	\$151	81%

- (1) Before upgrade, the maintenance cost is included in the electricity cost. After the acquisition of the lights from Central Maine Power, Auburn will be responsible for the maintenance cost of the new LED lighting system.
- (2) Estimated maintenance cost includes only the warranty maintenance cost of the fixtures and photocells.



3. PROJECT FINANCING

The cash flows associated with implementing energy efficiency projects create unique opportunities for alternative financing structures. Auburn may wish to consider one of the options presented below for this project. RealTerm Energy can assist the City in procuring its preferred source of financing:

1. Tax Exempt Lease-Purchase Agreements (TELP)
2. Design, Upgrade, Transfer (DUT) Option

3.1. Tax Exempt Lease-Purchase Agreements (TELP)

Numerous municipalities have opted for TELP for their LED upgrades. RealTerm Energy possesses extensive experience in structuring this financing option.

Advantages of TELP

- No creation of debt
- Typically, no voter approval needed
- Conservation of working capital
- Building of Equity
- Full ownership
- Flexibility, convenience and cost-effectiveness

Several other important factors to consider:

- Provides effective solutions during revenue shortfalls and other unexpected situations
- Enables the prompt acquisition of modern equipment and technology upgrades, and continues to provide quality public services
- Appropriates annually
- Ties to the useful life of the equipment
- Allows for the lowering of cost to administer a lease versus a bond

3.2. Design, Upgrade, and Transfer (DUT)

The Capital Purchase, or Design, Upgrade and Transfer (DUT) option provides the same services as in the other options but is self-financed through reserves, levies, or some other local source. In this option, the City provides its own financing, and purchases from RealTerm Energy a fully-designed and upgraded system, with ownership being transferred immediately upon final payment.

Advantages of DUT

- RealTerm Energy delivers a full turn-key program to manage the entire project, including design, procurement, installation and final commissioning
- Easy to administer, no need for third-party involvement unless desired
- Turnkey services greatly minimize staff time over the life of the project
- No creation of debt
- Able to enjoy 100% of the savings from project completion

4. PROJECT COSTS AND PAYBACK PERIOD

PROJECT COSTS	
Number of Fixtures	1,253
Total RTE Project Cost (excluding Acquisition Costs)	\$586,911
Estimated Acquisition Cost	\$187,950
Total Project Cost (including acquisition cost)	\$774,861
RTE Price per Fixture	\$468.40
Estimated Acquisition Cost per Fixture	\$150.00
Total Price per Fixture (including Acquisition Costs)	\$618.40

4.1. Investment Return

The payback period of the project, including acquisition cost but excluding any financing costs is **3.9 years**. The following table shows an example of financing based on a representative interest rate (3%):

CAPITAL COST	TERM (YEARS)	INTEREST RATE	ANNUAL PAYMENT	COST OF BORROWING
\$774,861	10	3.00%	\$89,706	\$122,196
\$774,861	15	3.00%	\$64,129	\$187,082

Annual Savings over 10-year Period for a 10-year loan period with 3% interest rate

Year	1	2	3	4	5	6	7	8	9	10
Annual Savings	\$189,547	\$195,334	\$201,296	\$207,439	\$213,769	\$220,291	\$227,010	\$233,933	\$241,066	\$248,416
Loan Repayment	\$89,706	\$89,706	\$89,706	\$89,706	\$89,706	\$89,706	\$89,706	\$89,706	\$89,706	\$89,706
Annual Net Savings	\$99,841	\$105,628	\$111,590	\$117,733	\$124,063	\$130,585	\$137,304	\$144,227	\$151,360	\$158,710
Cumulative net Savings	\$99,841	\$205,470	\$317,060	\$434,793	\$558,857	\$689,442	\$826,747	\$970,974	\$1,122,334	\$1,281,045

4.2. Calculation Assumptions

1. The electricity cost savings were calculated based on Central Maine Power current rates valid at the date of the preparation of this Proposal. The annual energy savings of the new LED street lighting system were calculated based on the data provided by the City. Any modifications in the data outlined in section 2.1 of this proposal report will change the energy consumption and cost savings. The annual streetlight system operating hours were obtained from Central Maine Power's current tariff structure.
2. The Total project cost includes the following costs:

• Refusing	Each new LED fixture to include a new fuse
• Fuse Holder Replacement	100% of Inventory to require a new fuse holder
• Disposal	Included at no additional cost
• Arm Replacement	2% of the davit arms
• Quality Control	2% fixtures to undergo installation quality control

RealTerm Energy includes each of these elements because, based upon our extensive experience over a wide range of infrastructure conditions, we know that they are required to do the job properly. While it is not uncommon in the industry to see attractive looking proposals with lower-cost fixtures and workmanship, often there is no provision for refusing or required arm replacements. While appearing lower in price, many in the industry rely upon change orders to both complete the job and make their margins. At RealTerm Energy, we work extensively at the outset to properly assess costs and establish work standards that eliminate, as much as possible, the need for change orders, thereby reducing the need to return to Council to request additional funds to complete the project.

Therefore, we provide transparent and realistic allowances for all cost centers as part of our proposals, upon which staff reports to Council are based. In the event that we spend less than the provisions which have been allocated, you will receive a credit for the work that was not required.

3. The total project cost does not include any of the following costs:
 - Secondary Connection Refresh
 - Modification of fixture mounting
 - Relocation of fixture
 - The replacement of the fixtures near high tension located in the restricted zone
 - Any potential connection or disconnect fees by the Central Maine Power
 - Any applicable Sales Tax
4. The specified fixtures have a 10-year warranty and include Long Life Photo controls with a warranty of the same length. Specified LED fixtures come with Dimmable Drivers and 7-pin NEMA Photocell Receptacle.
5. The energy and costs savings have been calculated assuming that the current lighting inventory baseline is being billed by Central Maine Power based on Rate SL-Full Service Lighting. The proposed LED energy costs have been calculated assuming that the new LEDs will be billed under the Delivery Only Service lighting where your municipality will own and maintain the street lights. Special facility charges have not been factored into the energy and cost savings.

4.3. Opportunity Cost

Sometimes postponing the decision to buy something today is rewarded by a lower price tomorrow. While on the surface this is sometimes true, we have to examine the dollar value of any anticipated cost savings versus the lost energy and maintenance savings from postponing the project. Energy experts and our LED production partners have determined that the major price reductions and efficiency advances that we've seen in the past 5 years in LED manufacturing are not likely to be seen again.

With LED streetlights, postponing doesn't just mean waiting, it also means continuing to operate the existing inefficient system and missing out on material energy and maintenance savings while waiting for the prices to drop. In other words, if you're waiting, you're wasting energy and money. For example, even in the unlikely event of a 10% price reduction as shown in the table below, there is still a net loss for those who decide to wait:

OPPORTUNITY COST	
Foregone Energy/Maintenance Savings (1 Year)	\$189,547
LED Luminaire Cost (today)	\$237,267
Projected Price Reduction (10%)	-\$23,727
Opportunity Cost of Waiting (12 months)	\$165,821

As you can see, postponing a decision to upgrade, costs the City each year in foregone savings and wasted money spent on maintaining an inefficient and costly system.

5. APPROACH

RealTerm Energy uses a proven six-step approach. Each of these steps is fundamental to achieving the most efficient LED conversion with the highest degree of energy savings and the greatest assurance of safe light levels. We tailor our work to the context and needs of your City, relying on the input of your knowledgeable municipal staff.



1. GIS Inventory	2. Photometric Design	3. Investment Grade Audit Report
<ul style="list-style-type: none"> Conduct comprehensive geospatial streetlight inventory Identify any discrepancies in previous streetlight inventory Develop accurate base for an interactive, geospatial streetlight map 	<ul style="list-style-type: none"> Create robust photometric designs based on updated streetlight inventory and selected LED luminaires Maximize energy savings and roadway / pedestrian safety while minimizing glare 	<ul style="list-style-type: none"> Complete analysis of your current streetlight infrastructure's performance Comparison of the City's current energy consumption with the post-conversion LED system



4. Fixture Procurement	5. Fixture Installation	6. Project Close-Out
<ul style="list-style-type: none"> Negotiations with vendors aimed at securing best value prices Complete all administrative and logistical tasks relating to the procurement of all products and labor 	<ul style="list-style-type: none"> Complete installation of new LED street lights Real-time installation tracking Recycling / safe disposal of old fixtures Community outreach 	<ul style="list-style-type: none"> Transfer of commissioning binder Finalize incentive and/or rebate application(s) Assist with utility billing changes Transfer of finalized geospatial streetlight map

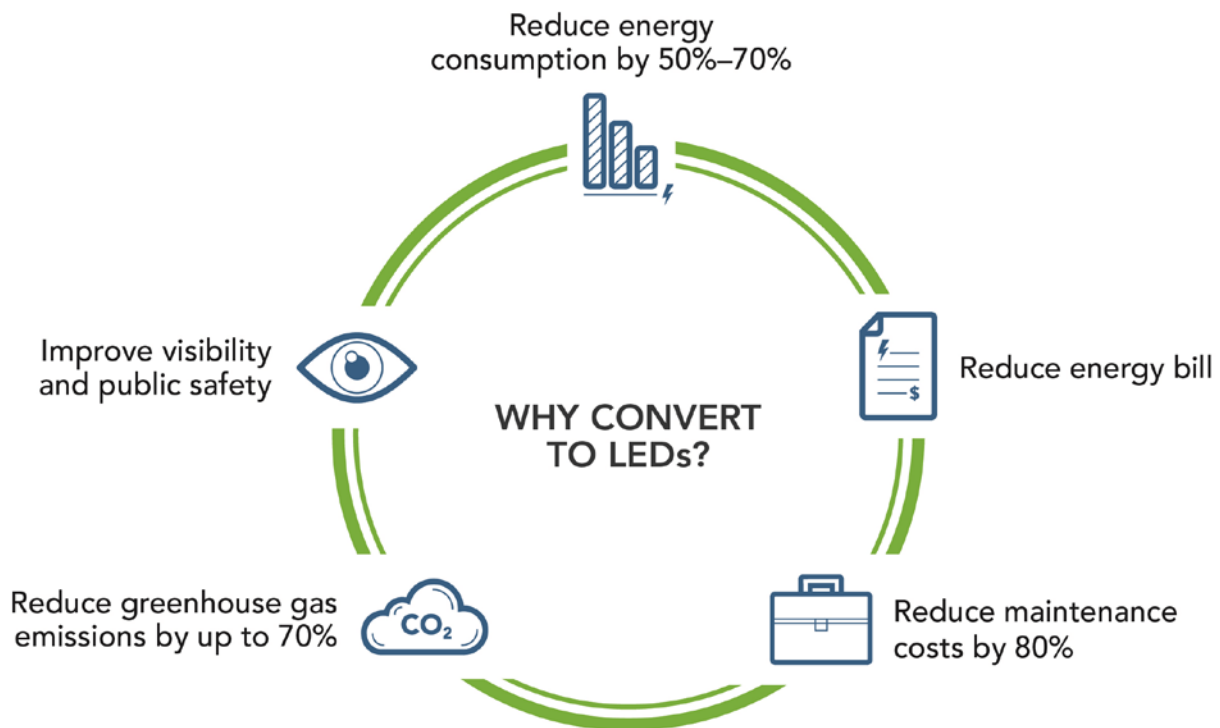
Project Management Experience

RealTerm Energy's conversion projects have ranged from 13 fixtures to over 12,000 fixtures in urban, suburban and rural municipalities. Our project management team has demonstrated its ability to effectively manage and complete numerous turn-key LED conversion projects simultaneously for multiple municipalities in wide-spread locations. We adapt our approach to each municipalities' unique needs and streetlight infrastructure requirements, standards and legislation. During a recent quarter, our project management team was overseeing 64 installation subcontractors on 35 separate projects. All projects were completed on time and within budget.

Single Point of Contact (SPOC) Management

We will assign a project manager as the single point of contact for the duration of the project. This enhances overall efficiency and increases project transparency. Our team recommends that the City also assign a SPOC as this will provide a clear management structure to communicate all project information.

RealTerm Energy Can Help You:





5.1. GIS Inventory Survey

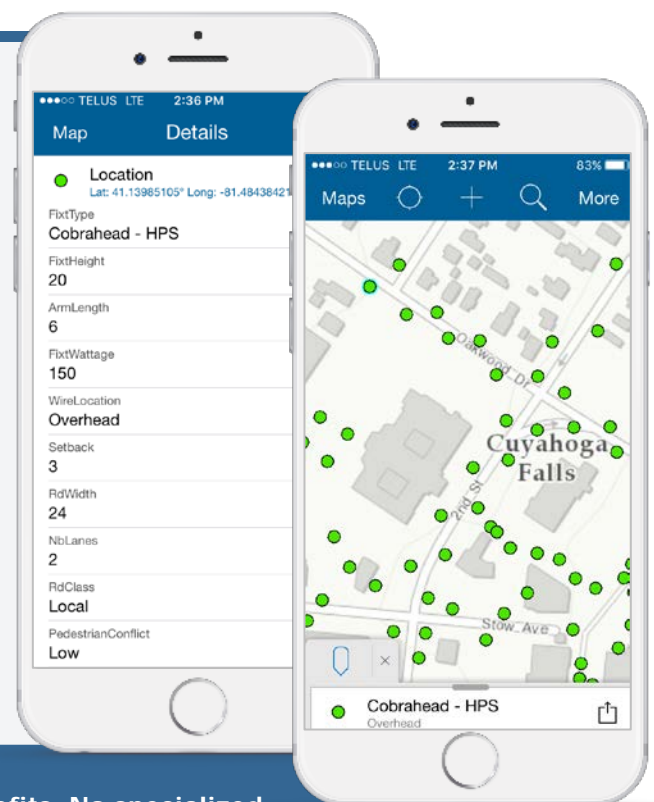
The GIS inventory is a critical component of our approach. Our project team collects all the baseline geospatial streetlight data required to develop a comprehensive photometric design plan of your new LED street lighting network.

Your staff will find that asset management is now easy. They will be able to identify each individual light in the system and view its history and characteristics.

RealTerm Energy uses a customized ESRI application to capture and record detailed street light data and measurements.

The GIS-based application records and verifies the following characteristics:

- Exact pole location (longitude, latitude)
- Unique ID number
- Fixture type, wattage and mounting height
- Pole setback from edge of pavement
- Arm length
- Pole material (steel, aluminum, wood)
- Pole ownership
- Connection location (overhead or ground)
- Road classification and pedestrian activity
- Decorative data (pole color, photocell)
- Street name





Our mobile street lighting app offers significant benefits. No specialized equipment or expensive software licenses are required for the Town's authorized users to access the survey data online and all data can be easily exported to MS-Excel.

Access the link below to view a work product sample of RealTerm Energy's street light map:

<http://arcg.is/2dzu9SA>

Troy and Banks Smart Solutions

RealTerm Energy has partnered with Troy & Banks Inc., a professional cost management and consulting firm specializing in solutions to reduce utility and telecommunications expenses based out of Buffalo, NY. They will perform the GIS inventory survey for the Village.

PROJECTS COMPLETED TOGETHER		
 		
Municipality	# of Fixtures <u>Before</u> GIS Survey	# of Fixtures <u>After</u> GIS Survey
Watertown, CT	1,205	1,276
Holden, MA	1,655	1,836
Great Neck, NY	740	792



5.2. Photometric Design

RealTerm Energy's in-house design team uses GIS-based inventory data to create photometric design plans that optimize lighting quality, safety levels and energy savings.

- All designs follow the RP-8-2014 Roadway Lighting recommendation produced by the IES.
- They are done in accordance with LEED-ND (Neighborhood Development) and specifically, with GIB Credit 17-Light Pollution Reduction.
- Each design reduces back-light and up-light while delivering the required light to the targeted area.
- Light trespass and Dark Sky considerations are incorporated to avoid light pollution.
- Designs allow for local choice of color temperature (i.e. 3000k, 4000k, or a hybrid approach)



"Many municipalities seemed to be going with a one-for-one replacement. We liked the GIS mapping, and the design process brought additional value to the project."

Barry Thompson, Manager of Energy Management, City of Barrie, ON

Figure 1: The sample graphic above is a digital rendering of RealTerm Energy's photometric calculations, taking into account the GIS inventory survey data and the lighting recommendations for the given street, intersection, sidewalks and pedestrian crosswalks.

Our team delivers the most efficient design methodology to achieve standardized designs that meet the RP-8-2014 guidelines wherever possible, thereby reducing the number of over- or under-lit roadways. While every effort is made to use RP-8-14 in all instances, concerns specific to the Village will be addressed by the design team (such as adding or reducing light levels where desired by the Village). Unique regional characteristics such as neighborhoods, schools, hospitals and areas with higher levels of street crime, accidents and/or vehicle-bicycle-pedestrian conflicts, are taken into account.



5.3. Investment Grade Audit Report

The Investment Grade Audit (IGA) report will provide the City with 1) a complete analysis of your current streetlight infrastructure's performance and 2) a comparison of the status quo energy consumption with the post-conversion LED system, using highly accurate data from the custom photometric designs.

This bankable report is based on precise, fixture-by-fixture inventory and design, and provides the optimal fixture types, wattages, light distributions and quantities for approval by the City and for procurement. It is easily understood and acts as a helpful tool for communicating the advantages of the LED conversion to non-expert decision-makers, stakeholders and community members.



5.4. Procurement

RealTerm Energy will carry out the procurement of all the necessary equipment and installation services.

Selection of LED Supplier(s)

RealTerm Energy will use a competitive bidding process, involving non-proprietary performance specifications describing relevant photometric, electrical, physical, and durability characteristics of the luminaires, to select a luminaire supplier(s). The City will be requested to review and approve the luminaires based on the RealTerm's recommendation and on the specifications required by the City.

The RealTerm Energy team has directly handled the procurement of approximately 150,000 streetlight fixtures in the last 3 years working with the major LED streetlight manufacturers.

Municipalities we've worked with know that we will only design LED streetlight systems using products from reputable manufacturers. These manufacturers must be financially solid, certified, proven and supply the highest quality luminaires accompanied by appropriate warranties. Various fixture characteristics are reviewed during the selection process such as color temperature, color rendition index, distribution pattern, efficacy, etc., and the impacts of each.

Selection of Installation Contractor

RealTerm Energy will work with the MUNISHORT to develop detailed installation specifications and through a competitive procurement process, to engage a firm, authorized by the electric utility, to install the light fixtures.

Our experience gained from preparing 160+ Installation Quote Requests (IQRs) will ensure a proper tender for installation services is developed in collaboration with the City and any other relevant stakeholders. Our team has learned that a more detailed and clear quote request will eliminate delays during the construction phase and will establish a better working relationship with the selected contractor as the project progresses.



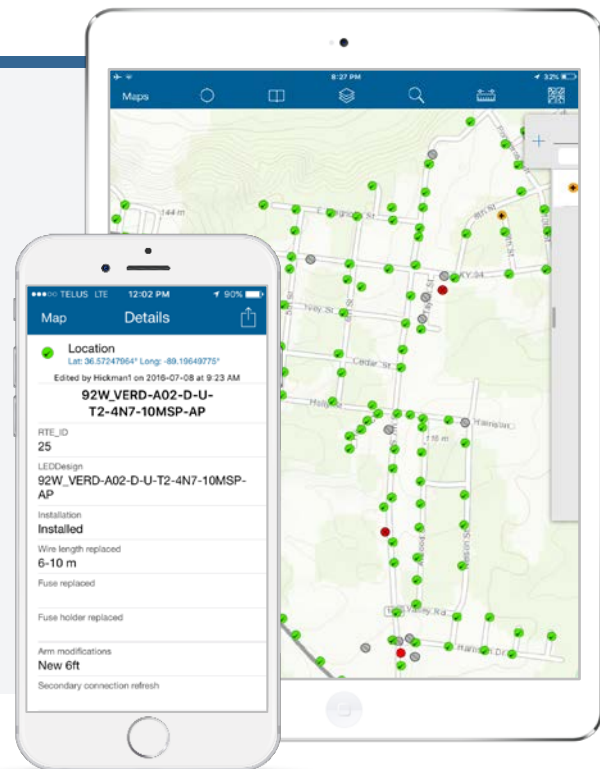
5.5. Installation

Oversight of Installation

Our project manager and field installation supervisor outline installation protocol and provide all necessary training for each team of installers. This ensures that all work is done to the highest standards and is fully documented. Procedures are worked out in advance to ensure a safe working environment and to establish guidelines for handling exceptions and reporting problems.

All installation personnel will use RealTerm Energy's customized GIS streetlight app, which builds on the GIS survey and design data. Use of this app is extremely important as it tells the installation crew what LED luminaire to install at each individual location and confirms what has been installed and removed. Team members and any municipal stakeholders can review project progress in real-time.

The installation team can also use the app to view and/or record any streetlight infrastructure that requires a return trip for unexpected repairs and/or new wiring.



Installation Protocols

Our field-tested highly efficient installation protocols:

- Minimize disruption to traffic, pedestrians and residents
- Minimize the installation timeline
- Maximize safety standards
- Maximize installation crew efficiency

We Think Local

Our goal is to identify and contract with qualified local electrical contractors for the conversion of your streetlights. We train them in best practices and the use of the latest technology which we provide. This technology allows them to know exactly which streetlight to install in each location and provides detailed documentation to the City that the correct equipment was installed.

Media and Community Outreach

Our Marketing team provides the City with resources for media and community outreach such as press releases, frequently asked questions, and white papers on key topics. RealTerm Energy staff are also available for open houses, council meetings, and other community outreach events.

Quality Control and Spot-Checks

Quality control verifications are initiated as soon as the installation begins to verify that all standards are being met. We ensure that fixtures are mounted level, that all connections are secure, and that proper safety equipment is in place both for the workers as well as the site. We remain in constant communication with the City's staff and respond to any issues raised by community members throughout the installation process.

Billing Changes

The tremendous benefit of your energy savings won't be realized until the energy bills from your utility are adjusted to reflect the new lower kW consumption of the new LED street lights.

Revised billing usually begins the very next billing cycle after installation is completed. Our proven experience with over 40 utilities to date reveals that billing changes have never been refused nor delayed due to our accurate data and efficient procedures.

Environmental Management Plan (EMP)

RealTerm Energy will develop an Environmental Management Plan (EMP) together with the installation contractors to respect the requirements for identifying, handling, storing, and shipping of fixtures, and of the hazardous materials resulting from the removal and recycling of the existing luminaires. Our team will maintain organized disposal records for reference as needed.



5.6. Closeout

Upon completion of the contract, RealTerm Energy transfers a Commissioning Binder (on paper and on a USB key) to the City. This ensures that you and your team have all the necessary and complete information going forward. This will include but is not limited to:

Closing and Contractor letters	Disposal approvals
Luminaire and photocell warranties	Lighting designs
Cost outline	Customer Care information
All collected metadata on the street lights and their LED replacements	Final installed mapping (ESRI, KMZ and Excel Spreadsheet Format)
Insurance	Emergency contact details of our key staff
Final incentive and/or rebate application documentation	Billing change confirmation from the utility

6. CONCLUSION AND NEXT STEPS

We are available to meet with municipal staff either in person or by video conference to review this proposal, answer any questions you may have, and gain a better understanding of your lighting needs and objectives.

The next steps for implementing this new technology and seeing energy and maintenance savings are as follows:

1. **Recommendation from Staff to Council to proceed** (RealTerm Energy Personnel are available to make a presentation to Council on the contents of this proposal)
2. Letter of Intent (LOI)
3. RealTerm Energy commences our Investment Grade Audit of your Streetlight network
4. Data Collection (GIS/GPS mapping and physical parameters)
5. Review of Energy and Maintenance Records
6. Photometric Analysis and Detailed Lighting Designs
7. Final Fixture Selection
8. Economic Models and Savings Forecasts
9. Preparation of Project Financing
10. Final Costing and Timetable for Completion
11. Presentation of Findings to Staff/Council
12. Approval by Council (if required)

7. VALUE ADDED SERVICES

Troy and Banks Smart Solutions – Forensic Audit

One of Troy & Banks' core specialties is its forensic audit of municipal street lighting, aimed at identifying errors in utility rates, tariffs and service options. Troy & Banks has recovered over \$500 million for its clients and has performed over 10,000 utility audits in all 50 states.

Troy and Banks is offering their contingency-based forensic audit on your utility bills. All fees are paid from the refund or reduction in the costs charged to the municipality. The municipality only pays if they receive a refund or savings.

Some of its street light audit clients and their savings include: Town of Cheektowaga, NY - \$300,000, Town of Dewitt, NY – \$261,000, City of Buford, GA - \$76,000, Village of Royal Palm Beach, FL - \$21,000, and City of Virginia Beach, VA - \$16,000.

City of Buffalo

The City of Buffalo issued an RFP bid for streetlight consulting services, which was subsequently awarded to Troy & Banks.

Over the course of the street light portion of the audit, Troy & Banks found that the City of Buffalo was being charged for 3,500 luminaires that did not exist. The disparity was a data entry error of the part of the city's electricity provider, National Grid, which resulted in **\$1.1 million** in overcharges.

8. COMPANY PROFILE

8.1. RealTerm Energy

RealTerm Energy is an international leader in providing energy-efficient turnkey LED street lighting conversions for cities. Over 175 municipalities have selected RealTerm Energy for such projects over the past three years.

Our group of 40 full-time employees is dedicated exclusively to designing and executing high-quality and cost-effective LED street light conversions for cities. We have complete GIS, lighting design, project management, implementation, government relations, and client services departments.

Cities we've worked with quickly recognize that RealTerm Energy lives and breathes its business. Our team's innovative technical and operational processes ensure we accomplish what we set out to do – in short, what we promise at the onset of a project. This approach results in municipalities finding we are tenacious when it comes to making things right. Should any issues arise during or post a project, we'll all work together until they're resolved.

RealTerm Energy's solid expertise with similar conversions enables us to provide the scope of services you are seeking. Our combined teams are equipped with the resources they need, and the on-the-ground experience, to complete this project on time and on budget for the City.

"The LED streetlight conversion project went very smoothly. RealTerm Energy developed an installation protocol that allowed them to work rapidly, while doing the job right. The RealTerm team converted 10,622 High Pressure Sodium lights to LED in three months (57 working days). We had very few complaints on any aspect of the project, especially considering this change impacted virtually every resident in Barrie."

Barry Thompson, Manager of
Energy Management
City of Barrie, ON

Realterm (Parent Company)

Founded in 1991, Realterm is a privately-held international on-airport real estate operator and leader in infrastructure and logistics strategies, with installations in North America, Europe, and Asia. Since its inception, Realterm has grown steadily, currently managing over \$3 billion in assets. RealTerm Energy, established in 2013, is the division of Realterm that was created to deliver best-in-class technological, managerial and financial solutions for efficient energy-related projects to municipalities and public authorities.

Company Mission

RealTerm Energy's mission is to deliver future-ready "Smart City" solutions that allow forward-thinking communities to reduce energy costs, improve the quality of life of citizens, and protect the environment. Building on RealTerm's expertise as a leader in logistics infrastructure, RealTerm Energy delivers best-in-class technological, financial, and managerial solutions for efficient energy-related projects to municipalities and public authorities.

Municipal Associations

Two major North American municipal associations have selected RealTerm Energy as a preferred provider of LED street lighting services: Connecticut Conference of Municipalities (CCM) and Ontario's Local Authority Services (LAS). Similarly, the Metropolitan Area Planning Commission (MAPC) of Massachusetts has partnered with RealTerm Energy in their street lighting conversion program.

8.2. Summary of Projects by Phase

The table below provides an overview of all our past and current LED street lighting projects, valued in excess of \$100M.

PHASE	PROJECTS	STREETLIGHTS
Installed	250	108,773
Installation phase	20	22,138
Inventory Survey, Design, and Procurement	101	50,365
Total	371	181,276



WORLD BANK GROUP

Proud to be recognized by the World Bank.

RealTerm Energy's "remarkable" partnership in the joint-procurement model developed with LAS and the Association of Municipalities of Ontario has been recognized by the World Bank as being among the most efficient and successful delivery models in the world.

The World Bank Group estimates that 20% of global electricity is consumed by lighting and it projects that widespread adoption of LED lighting can reduce that to 7%. We are proud to join the World Bank's efforts to increase energy efficiency and lower greenhouse gas emissions as we continue to expand to new jurisdictions. Access our homepage to view the complete case study:

<http://www.realtermenergy.com/>

8.3. Recently Awarded Projects

RECENTLY AWARDED PROJECTS		
Municipality	Fixtures	Scope of Work
City of Brockton, MA	8,761	Consulting Services
City of Biddeford, ME	2,325	Turn-key Conversion
Holden Municipal Light Dept., MA	1,655	GIS Audit
City of South Portland, ME	1,597	Turn-key Conversion
City of Newark, NY	1,500	Turn-key Conversion
Town of Watertown, CT	1,160	Consulting Services
Town of Seymour, CT	1,133	Turn-key Conversion
Town of Great Neck, NY	800	Turn-key Conversion
Town of Rockland, ME	704	Turn-key Conversion
Town of Falmouth, ME	597	Turn-key Conversion
Town of Wells, ME	500	Turn-key Conversion
Town of Mt. Desert, ME	294	Turn-key Conversion

APPENDIX A: LUMINAIRE SPEC SHEETS

Please refer to the zip file attached in our email to access the Luminaire Specification Sheets.

DISCLAIMER

This confidential Proposal is being provided to the City of Auburn for the sole purpose of demonstrating various options for the City to consider in designing and upgrading its street lighting network to LED technology, (the "Project") including evaluating a possible shared energy savings partnership, and is not to be used for any other purpose or made available to any other party without the prior written consent of RealTerm Energy.

This Proposal contains select information about the Project and the LED Street Lighting market, but does not contain all of the information necessary to evaluate the exact energy savings potential of the Project. The financial projections contained herein (or in any other Evaluation Material, including any computer diskettes) are for general reference only. They are based on assumptions relating to the overall market and historical data, among other factors. Accordingly, actual results may vary materially from such projections.

While the information contained in this Proposal and any other Evaluation Material is believed to be reliable, RealTerm Energy cannot guarantee its accuracy or completeness. Prospective clients or other parties authorized by the prospective client to use such material solely to facilitate the prospective client's investigation are advised to make their own independent investigations, projections and conclusions regarding the energy savings of the Project without reliance on this Proposal or any other Evaluation Material. Although additional Evaluation Material, which may include engineering, system design or other reports, may be provided to qualified parties as the evaluation period proceeds, prospective clients should seek advice from their own attorneys, accountants, engineers and street lighting experts.

RealTerm Energy expressly reserves the right, at its sole discretion, to reject any offer to partner or to terminate any negotiations with any party at any time upon written notice to the client. RealTerm Energy shall have no legal commitments or obligations to any prospective client unless and until a written term sheet has been fully executed, delivered and approved by RealTerm Energy.

This Proposal is the property of RealTerm Energy and may be used only by parties approved by RealTerm Energy.

Cities of Rockland, South Portland and Biddeford, and Town of Falmouth, Maine

Request for Qualifications - Conversion of community street light system to LED fixtures and from utility owned to municipally owned and maintained fixture on utility owned poles.

January 28, 2016

The four communities are inviting qualified companies to submit proposals for the design and implementation of community-wide street light enhancements and conversions to LED fixtures. **Proposals must be submitted no later than 2:00 PM on February 25, 2016.**

I. GENERAL

A. Project Background

Maine's municipalities incur significant annual costs related to street lighting. Through this RFQ, the participating municipalities "PM" are interested in selecting a service provider to assist them in reducing streetlight costs by retrofitting their streetlights to LED technology. The PM anticipate that the scope of work may include street lights mounted to utility owned poles, decorative streetlights, parking facility lighting, lighting controls, etc., in the LED conversion process. A profile of each participating municipality is included in Attachment A. Detailed billing for all street lights attached to utility poles is also attached.

B. Scope of Services

PM are seeking proposals from qualified service providers (referred to variously as "proposer", "firm", or "contractor") This proposal is to be a turn-key proposal that includes: undertaking an IGA (Investment Grade Audit) of the street lights and their attributes, performing an independent and certified lighting design analysis which includes designing each unique street to either an RP 8-14 standards where applicable or at a standard to be specified; providing a comprehensive financial analysis to indicate ROI (Return On Investment), savings and payback period; completing all applicable incentive applications; carrying out all procurement requirements; applying on behalf of the PM for all available grants and rebates relating to the LED conversion project; performing project management functions; undertaking or overseeing the LED luminaire installation and the recycling/disposal of all waste material; and identifying any Financing Options that the supplier can provide. The service provider must also demonstrate experience in performing street light acquisitions from Electric Utilities or submit a detailed approach to how best perform an acquisition and the options associated with an acquisition.

C. Non-Compete

PM plan to select a firm that will provide the services requested in this RFQ, including but not limited to LED streetlight conversions and streetlight maintenance services for public entities in Maine. If selected, the firm shall agree to provide such services to Maine municipalities, individually or collectively.

D. Conflict of Interest

PM seek to work with firms that represent consumers, not suppliers, avoiding both the appearance, as well as any actual conflict of interest. Any subsequent disclosure of a conflict of interest after the award has been made, but which existed at the time of proposal submission, will be grounds for termination of any resulting contract

II. PROPOSAL FORMAT

Proposals must be submitted in the following format using the numbering sequence outlined below. This is the minimum information to be provided and will be used in the evaluation process. Proposals are to be limited to a maximum of 25 pages excluding addendums

A. Covering Letter

A covering letter signed by an authorized representative of the company of Proposer shall outline the intent of the response and shall state that the information contained in the Proposal accurately describes the services to be provided

B. Company Profile

- Provide a description of the Proposer's company or business, purpose, history and successes, including the number of years in LED street lighting business and major successes.
- List any similar projects, the client/owner, and the approximate value of the work.
- List similar partnerships with municipalities including collaborations with groupings of municipalities to carry out LED lighting upgrades
- Extensive knowledge of relevant legislation, standards, including the knowledge of available grants and rebate programs
- Describe any unique technologies pertinent to improving street lighting projects
- Knowledge of local municipal operations and maintenance requirements
- Experience in assisting municipalities with evaluation and acquisition of their streetlights from electric utilities.

C. Key Personnel

Identify key personnel that would be employed for this program and provide a detailed resume/CV of their relevant experience, education & successes. Key personnel should demonstrate ample experience in managing turn-key street lighting projects.

D. References

Include a list of at least three (3) projects that the Proposer has successfully completed an LED retrofit and provide associated references and contact information for the persons or organizations

that engaged the Proposer. By submitting a proposal, the Proposer consents to PM contacting these references, and consents to PM also contacting any other organization for the purposes of evaluating the Proposal.

E. Approach

Describe the approach and/or process proposed to address the project requirements. Include any notable methodologies, tools and techniques, and their respective suitability to this project. Also provide a project plan that reflects your proposed approach/process and demonstrates your ability to meet the milestones.

The following key components must be included in the approach description:

1. Audit

The provider will determine the existing street and outdoor light inventory via a Geographic Information Systems (GIS) inventory assessment of all the streetlights and outdoor lights included in the project. The provider should list the attributes that they collect and describe how they relate to the design process.

During the inventory assessment, the provider will report and review all issues with the PM weekly so that the PM may begin to address them in order to minimize any delay on the eventual conversion.

The proponent must produce an electronic inventory file suitable for use in common GIS software (e.g. ESRI ArcMap), as well as Microsoft Excel, that contains the required attributes.

Based on the inventory, utility bill analysis, and consultation on controls and/or other products, the Proposer will develop an Audit Report which will include:

- Deficiencies in the current street lighting network
- Baseline energy use, energy cost and operations & maintenance costs
- Estimated retrofit energy use and operations & maintenance costs
- Estimated sources of funding, including rebates
- Calculation of estimated total conversion cost (remaining design tasks, product, and installation), energy reduction, and simple payback

The PM seeks Proposers who can provide the strongest case for why their Audit will be most accurate and support approval by the PM.

2. Financial stability

- Proposer should demonstrate the capacity to finance street lighting projects by having financed or been part of a financing project using an Energy Savings Performance Contract (ESPC).
- Should the PM opt for this type of financing, the Proposer must produce an ESPC contract at the time opt in.

3. Design

The design of an LED network will have a measurable impact on both the life cycle savings as well as overall light quality. Proposers must include a design component in the scope of work.

The determination of adequate light levels for safety of pedestrians, cyclists, and vehicles is guided by the Illuminating Engineering Society (IES) Standard for Roadway Lighting (RP-8-14). The PM recognizes that existing pole placement limits the degree to which IES standards may be met. The PM will look favorably upon proposals that use design methodologies that will best deliver adequate lighting through the PM for the expected life of the products and the PM's desire for specific goals associated with customized lighting levels. IES standards may not be the standard selected by the PM. Additionally, the designer should incorporate an analysis of the following data points to identify target areas that may need special consideration:

- Pedestrian/vehicle and bicycle/vehicle crash data for the last 5 years to identify areas where light levels and/or spacing have affected public safety.
- Important localized land uses (e.g. parks, schools, hospitals, etc.)
- Relative volumes of pedestrian and bicycle activity
- Unique neighborhood characteristics

The provider should describe their design process, including how actual light levels are measured before & after the conversion, and how designs are modified for unique street characteristics.

4. Project Management

Proposers shall describe their approach to Project Management and how this will impact cost, quality control and timing of the project.

- Qualifications and experience of Project Team
- Experience in projects managing multiple projects simultaneously
- Experience in projects managing large LED retrofits (over 1,000 fixtures)
- Detailed description on how the project will be managed including:

- A description of the methods to be employed in the performance and coordination of the work that will control the scope, quality, schedule and cost of the Project
- The anticipated risks and assumptions that will be part of completing the Project
- Any special challenges or considerations foreseen by the Proposer and proposed solutions for each.

5. Technology Procurement

a. Fixtures

Describe the process for selecting appropriate fixtures.

The Proposers should develop complete and detailed specifications for LED Luminaires to replace lighting fixtures. The specifications will be non-proprietary performance specifications describing all relevant photometric, electrical, physical, and durability characteristics of the luminaires.

The Proposer should provide details on their method of developing specifications and how that ensures that appropriate quality standards are met.

b. Smart Controls and other Smart City solutions

The Proposer will advise the PM on the use of controls in terms of impact on safety, standardization, and energy and cost savings. The Proposer should be able to present analysis of how controls could impact the total lifecycle costs of the system. The Proposer should also propose to the PM any other value-add systems and discuss with the PM their financial impacts, commercial readiness, and alignment with utility policies.

The Proposer will demonstrate their knowledge and ability to advise municipalities on different Smart City applications to add on to their existing street light infrastructure.

6. Installation & Maintenance

Based on the finalized design, the Proposer will describe their approach to installation and maintenance or oversight as an owner representative. The following elements should be covered:

- Description of Work
- Required installation schedule
- Reference standards
- Submittals
- Quality Assurance and Warranty
- Installation
- Field Quality Control
- Adjusting and Cleaning
- Disposal

7. Construction Administration

The Proposer will describe their approach to Construction Administration including the following:

- Perform a sampling of spot-checks on installed lights to ensure proper installation procedures are being followed, especially at the beginning of the project
- Manage data on installations and provide a weekly status update of the of the project
- Confirmation of satisfactory installation completion by install contractor

8. Acquisition of Streetlights

The Proposer will describe their experience and methodology for assisting municipalities in acquiring their streetlights.

9. Rebates/Incentives

The Proposer will describe their experience and approach to managing rebates/incentives for streetlights on behalf of municipalities.

F. Value Added Services

The Proposer has the opportunity to propose value added services or products and detail what the Proposer is prepared to supply as part of the contract.

G. Additional Information

The proposer may provide any other information that may be relevant for the review and evaluation of the prospective vendor's experience or capabilities.

H. Project Schedule

The selected Proposer shall be expected to begin work immediately upon contract signing and complete the tasks in their entirety within a reasonable yet aggressive schedule. The dates below indicate desired dates for the completion of project milestones however the PM anticipates guidance from the selected Proposer to refine the project schedule.

- January 28, 2016 Issue RFP
- February 8, 2016 11:00 AM EST - Pre-bid meeting (*Falmouth Town Hall, 271 Falmouth Road, Falmouth Maine or via conference call by dialing 207- 699-5399. All participants who plan to use the conference call to attend the meeting must pre register with Nathan Poore by e-mail at npoore@falmouthme.org.*)
- February 25, 2016 Deadline for Submission of Proposals
- March 1, 2016 Interviews with lead proposer(s)
- March 3, 2016 Select consultant
- March-May 2016 Meet with staff, utility and other stakeholders
- April 2016 Audit

- May-June 2016 Design and product selection
- July 2016 – Aug 2017 Installation

I. Submission

Nine (9) paper copies and four digital copies of the proposal must be submitted. No facsimile or e-mail submissions will be considered. Please submit the electronic copy as a disc or thumb drive in PDF format and enclose with your paper copies. Submission delivery instructions – see Section K.

J. Proposer Selection

At its discretion, the Municipalities may select a firm outright or select a finalist(s) for in-person interviews. The Municipalities reserve the right to negotiate directly with the firm selected for additional project work at a negotiated contract for services. The Municipalities reserve the right to accept or reject any or all proposals for any reason, to negotiate with any individual or firm and to select one or more of the proposals. Attachment B includes a table that identifies the selection criteria which will be used to rank proposals.

K. Questions

The Town of Falmouth will administer all aspects of this RFQ. Questions regarding this RFQ may be directed, in writing, to Nathan Poore, Town Manager, Falmouth Maine via e-mail at npoore@falmouthme.org. All submitted inquiries and responses will be posted to the Town of Falmouth web site in an area dedicated to bids/RFP/RFQ <http://www.falmouthme.org/current-bids-rfps/pages/current-bids-rfps>

Deadline for Submissions:

All responses to this Request for Qualifications must be received by the Town of Falmouth no later than February 25, 2016, 2:00 PM. Proposals should be sent to: Nathan Poore, Town Manager, Town of Falmouth, 271 Falmouth Road, Falmouth, Maine 04105. Proposals shall be labeled “RFQ – Street Lights.”

ATTACHMENT A – Participating Community Profile

COMMUNITY PROFILE	Approximate Units
Falmouth, Maine <ul style="list-style-type: none">• Road Miles• Street Lights attached to public utility poles and scheduled for replacement through this project• Population	78 700 11,185
Rockland, Maine <ul style="list-style-type: none">• Road Miles• Street Lights attached to public utility poles and scheduled for replacement through this project• Population	57 704 7,297
South Portland, Maine <ul style="list-style-type: none">• Road Miles• Street Lights attached to public utility poles and scheduled for replacement through this project• Population	153 1,597 25,002
Biddeford, Maine <ul style="list-style-type: none">• Road Miles• Street Lights attached to public utility poles and scheduled for replacement through this project• Population	135 2,325 21,277

ATTACHMENT B – Rating Categories

The following table will be used to rank proposals in the selection process:

RATING CATEGORY	WEIGHT
Company Capability & Experience <ul style="list-style-type: none">• Respondent demonstrates strong knowledge of streetlight technology, quality standards, and design requirements.• Respondent has project experience<ul style="list-style-type: none">○ Managing or performing all aspects of the project○ With large projects (1,000+ lights) in urban and suburban areas for a PM• Knowledge of local municipal operations and maintenance requirements• Experience with similar partnerships with municipalities and/or municipal collaborations• Experience or demonstrated understanding of utility requirements and incentives.• Experience in assisting municipalities with evaluation and acquisition of their streetlights• Experience and capability of providing financing• Possession of unique tools and technologies to improve system performance	30
Project References <ul style="list-style-type: none">• For the three project references. Each should:<ul style="list-style-type: none">○ Demonstrate high degree of responsiveness to client needs○ References speak highly of all aspects of the project and the key delivery personnel	15
Qualifications & Experience of Project Team <ul style="list-style-type: none">• Sufficient staff to support project implementation• Employees that will staff this project have:<ul style="list-style-type: none">○ Experience performing or managing all aspects of the project (i.e. audit through verification)○ Experience on the projects listed as references○ Connections with the appropriate utility reps○ Experience managing a project in this region○ Appropriate training/certifications	25
Project Approach <ul style="list-style-type: none">• Describes a coherent, convincing plan to meet or exceed requirements of scope of work for all tasks<ul style="list-style-type: none">○ Includes a detailed schedule that accelerates implementation where possible○ Includes a description of a rigorous Audit Report that can be used to support financing of the remaining project costs○ Includes a design approach that will meet the PM's goals of safety, standardization, and minimizing lifecycle costs○ Includes a project management approach which demonstrates efficiencies in time and cost○ Describes the PM's involvement in all phases and describes an efficient use of their time and resources (e.g. efficient plan for meetings, use of police details or avoiding them)	30

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 06-01222018

ORDERED, that the City Council hereby authorizes staff to enter into an agreement with RealTerm Energy for the LED Street Light Conversion Project. \$81,000 in available funds as part of the FY 2018 CIP will be utilized to begin the project. The remaining funds needed will be requested through a Bond Order at a later date.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: January 22, 2018 **Resolve:** 04-01222018

Authors:

Subject: Formation of a Mayor's Ad hoc Committee on Economic Development and Marketing

Information: The Mayor's Ad hoc Committee is primarily tasked with creating a list of current city assets, and how to effectively utilize those assets within a marketing strategy. This strategy will outline potential marketing channels, messaging, target audiences, budget, staff resources needed and potential private sector partners with vested interest in its success. The Committee will be active for an initial term of 12 months, and will report findings and recommendations regularly to the City Council as a scheduled workshop topic.

The Chair and members of the Committee will be appointed/approved by the Mayor or Chair.

City Budgetary Impacts:

Staff Recommended Action: Support the formation of this Committee

Previous Meetings and History: N/A

City Manager Comments:

I concur with the recommendation. Signature: Denise M. Clavette

Attachments: Memo

Holly C. Lasagna, Ward One
Robert P. Hayes, Ward Two
Andrew D. Titus, Ward Three
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five
Belinda A. Gerry, At Large
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

RESOLVE 04-01222018

RESOLVED, that the City Council hereby supports the formation of a Mayor's Ad hoc Committee on Economic Development and Marketing as recommended by Mayor Levesque.

Councilor Walker's LA 911 Report

LEWISTON-AUBURN 911 COMMITTEE

MINUTES

Date: Thursday, November 16, 2017
Time: 0830
Location: Auburn City Hall – Community Room

Roll Call:

Present- Finance Director Heater Hunter, Chief Brian Stockdale, Chief Brian O'Malley, Chief Phil Crowell, Pat Mador, Esq., Chief Geoff Low, Councilor Leroy Walker

Staff- Director Paul LeClair, IT Director Drew McKinley, Operations Manager Tim Hall

Secretary- Katie Gallant

Guest(s)- Deputy Chief Jason Moen, Pvt Brian Martin

Meeting called to order by Lewiston Auburn 911 Director, Paul LeClair at 08:07.
Introductions to our guests.

Approval of Minutes: September 29, 2017 meeting minutes.

- Motion to accept minutes made by Finance Director Heather Hunter, seconded by Pat Mador, Esq.
- All in favor. Motion passes.

Financial Report:

FY18

- Katie Gallant presented the FY18 year to date report.
- Pat Mador, Esq. moved to accept the FY18 report, seconded by Chief Phil Crowell.
- All in favor. Motion passes.

Code Red / Reverse 911

- Director LeClair recommends the Committee approve a waiver of the Formal Bid Process and allow the purchase of a reverse 911 product "CODE RED" through the GSA Contract (Government Services Agreement): Total not to exceed \$25,000.00. Funded 50% - 50% through Lewiston and Auburn Homeland Security Funds.

- Chief Crowell moved to accept the recommendation, seconded by Chief Brian Stockdale.
- All in favor. Motion passes.

Award Bid for the Goff Tower Project

- Director LeClair recommends the Committee award the Goff Tower Construction Bid to the lowest bidder, East Coast Communications of Gorham Maine, for the bid price of \$308,531.00.
- Ms. Hunter moved to accept recommendation, seconded by Chief Stockdale.
- All in favor. Motion passes.

Award Bid for Webber Ave Communications Building

- Director LeClair recommends the Committee award the Webber Ave Communications Shelter Project to the lowest bidder, East Coast Communications of Gorham Maine, for the bid price of \$147,945.00.
- Ms. Mador moved to accept the recommendation, seconded by Chief Brian O'Malley.
- All in favor. Motion passes.

Approve Antenna Tower Radio Equipment

- Director LeClair recommends the Committee approve the Goff Tower Radio Equipment purchase through Dirigo Wireless for a total of \$69,370.97. (Note: At the September 2017 Meeting the Committee waived the Bid Process specific to Dirigo Wireless for the Radio Project).
- Ms. Hunter moved to accept the recommendation, seconded by Ms. Mador, Esq.
- All in favor. Motion passes.

Approve Goff Tower Communications Shelter equipment purchase and install

- Director LeClair recommends the Committee approve the Goff Tower Communications Shelter equipment purchase and install through Dirigo Wireless for a total of \$64,182.01.
- Chief Crowell moved to accept the recommendation, seconded by Councilor Leroy Walker.
- All in favor. Motion passes.

Approve Webber Ave Communications Shelter equipment and install

- Director LeClair recommends the Committee approve the Webber Ave Communications Shelter equipment purchase and install through Dirigo Wireless for a total of \$64,058.06.
- Chief Crowell moved to accept the recommendation, seconded by Councilor Walker.
- All in favor. Motion passes.

Director & IT Director Reports:

FY19 Capital Requests

- Radio Replacement Project Year #2: Communication Center Radio Consoles, Furniture and Equipment \$1,022,000
- Computer Server Hardware Replacement: Year #1 funded through FY17 FB amount of \$143,000. FY19 Year #2 Request: \$170,000
- LA911 Communications Center Renovation or Build Proposal: \$2,000,000
 - Ms. Hunter recommended to move up the placeholder for the facility to the 5 year plan to mirror the Cities of Auburn and Lewiston.
- Ms. Hunter moved to approve the FY19 Capital requests, seconded by Chief Stockdale.
- All in favor. Motion passes.
- Ms. Hunter moved to approve the Hardscrabble project costs not to exceed \$5,000.
Ms. Mador, Esq. seconded the motion.
- All in favor. Motion passes

Next meeting:

- Thursday, January 18, 2018 at 08:00.

Public Comment:

- No public comment.

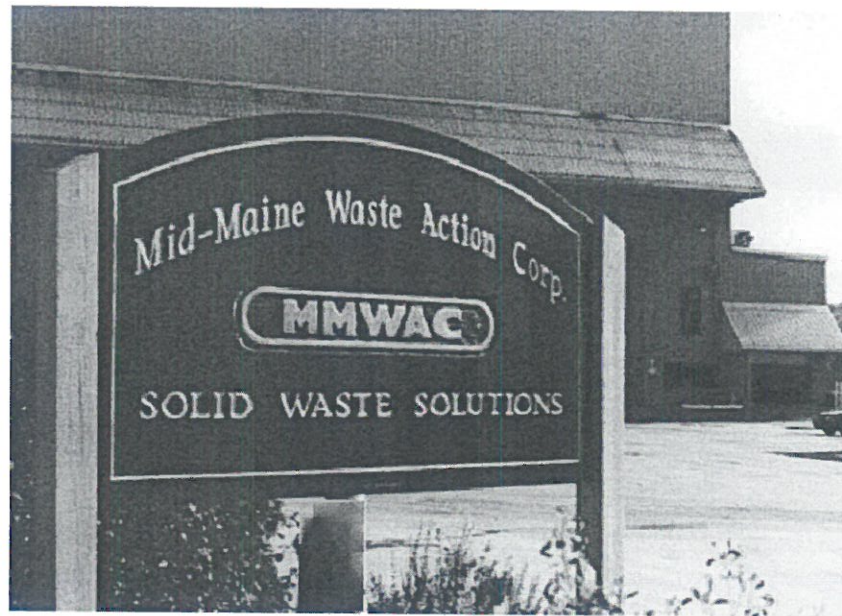
Adjournment:

- Chief Crowell made the motion to adjourn the meeting, Councilor Walker seconded the motion.
- Meeting adjourned at 08:50.

Councilor Walker's MMWAC Report

MONTHLY ACTIVITY REPORT

*Mid-Maine Waste Action Corporation
December 2017
2018 Fiscal Year*



Member Communities

*Auburn • Bowdoin • Buckfield • Lovell • Minot • Monmouth • New Gloucester • Poland
Raymond • Sumner • Sweden • Wales*

Mid-Maine Waste Action Corporation

110 Goldthwaite Road

Auburn, Maine 04210

(207) 783-8805

Fax (207) 783-9831

www.midmainewaste.com

MEMORANDUM

To: Board of Directors
From: John King, Executive Director
Michael Daily, Finance Director
Subject: December Financial/Activity Report - Unaudited
Date: January 10, 2018

Enclosed please find the unaudited December Activity Report covering the period from December 1 through December 31, 2017.

General Summary Start

Plant throughput for the month was 6,620 tons processed, or about 214 tons per day and running time throughput was 215 tons per day. Operating Revenues were above Expenses resulting in December having an operating gain of \$91,550 (These figures do not reflect balance sheet expenses). Year-to-date operating loss is \$198,590 compared to projected budget loss of \$326,246 and a \$285,571 operating loss in FY17. Cash and investments totaled \$5,651,402. Cash and investments are down \$349,416 from the start of FY18. The reserve goal established by the Board for FY18 is \$5,900,000 and is now at 95.8% of goal. The balance sheet shows current assets less liabilities at \$6,191,631, which is down \$202,461 from the beginning of the fiscal year.

Waste Deliveries/Operations

A total of 6,106 tons were delivered to the pit for an average of 197 tons per day. 7,284 tons were received from all sources for the month. Details on deliveries are presented in the following table:

Waste Type	Year-To-Date Tons		Variance	
	FY18 Actual	FY17 Actual	Tons	%
MSW Member	8,881	8,589	292	3.4%
Comm Member	6,688	7,235	(547)	-7.6%
Municipal Non-Member	11,266	11,342	(76)	-0.7%
Gate/Hauler	9,375	8,880	495	5.6%
OBW/Res TS	5,780	5,098	682	13.4%
Other	5,708	5,021	687	13.7%
Total	47,698	46,165	1,533	3.3%

MEMBER COMMUNITIES:

AUBURN • BOWDOIN • BUCKFIELD • LOVELL • MINOT • MONMOUTH • NEW GLOUCESTER • POLAND • RAYMOND • SUMNER • SWEDEN • WALES

Waste flows to the plant and transfer station are running 3.3% above last year. Waste processed in the plant during the month was recorded at 6,620 tons, or an average of 214 tons per day. The monthly running time thruput was 215 tons. Year-to-date tons processed in the plant are equal to 197 tons per day. Running time year-to-date throughput equaled 210 tons per day. The transfer station processed 893 tons during the month from all sources and averaging 39.7 tons per day for the month, (5.5 day receiving week) and 10,282 tons year-to-date. Recyclables totaled 286 tons for the month and 1,590 tons year-to-date. Prior year and budget comparisons of processing records as follows:

	Prior Year Comparison YTD				Budget Comparison YTD			
	FY18	FY17	Variance		FY18	FY18	Variance	
	Actual	Actual	Tons	%	Actual	Budget	Tons	%
Waste-To-Energy	36,159	33,454	2,705	8.1%	36,159	34,886	1,273	3.6%
Transfer Station	10,282	11,626	(1,344)	-11.6%	10,282	11,939	(1,657)	-13.9%
Recycling	1,590	1,268	322	25.4%	1,590	1,292	298	23.1%
Total	48,031	46,348	1,683	3.6%	48,031	48,117	(86)	-0.2%

Cash Available to Operations

Cash balances in checking and investments total \$5,651,402 up \$15,414 from the prior month. The following is the status of the reserve goal:

Reserve Status		
	FY 18 Goal	As of 12/31/17
Operating	2,006,000	1,921,477
Capital Improvement	944,000	904,224
20-Year Plan	1,711,000	1,638,907
Rate Stabilization	1,239,000	1,186,794
Total	5,900,000	5,651,402
Total Cash		5,651,402
Surplus or (Deficit)		(248,598)

Revenue

Revenue for the month totaled \$558,686. Major categories of revenue by month include: tipping fees, \$456,844; power contract, \$69,776; recycling, \$24,874; interest, \$6,360; other, \$832. Revenue for the month was \$31,788 above budget projections and \$53,431 above FY17. Year-to-date revenue is \$3,516,702, which is \$148,177 above budget and \$211,400 above FY17.

The table that follows shows detail relative to electrical sales:

Month	Price per MWHr			Electrical Output MWHr			Electrical Revenue		
	FY17	FY18		FY17	FY18		FY17	FY18	
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
Jul	\$31	\$29	\$30	1,244	1,350	1,288	\$38,052	\$38,873	\$38,560
Aug	\$41	\$27	\$29	1,288	1,350	1,259	\$52,439	\$37,118	\$36,364
Sep	\$30	\$23	\$24	1,322	1,325	1,291	\$39,196	\$30,727	\$31,372
Oct	\$27	\$23	\$36	1,254	1,225	1,033	\$33,585	\$28,343	\$37,670
Nov	\$26	\$32	\$30	1,424	1,425	1,357	\$36,466	\$45,262	\$41,335
Dec	\$39	\$46	\$48	1,392	1,400	1,452	\$54,817	\$64,237	\$69,776
YTD	\$32	\$30	\$33	7,924	8,075	7,680	\$254,555	\$244,560	\$255,076

Total gross kWh for the latest period was 2,026,434 of which 1,451,708 were sold to the grid. Net kWh per ton equaled 219, as compared to 242 for the comparable period in FY17.

Expenditures

Operating expenses in all categories total \$467,136 for the month, which is \$23,034 below budget projections, and \$108,950 below last year. Year-to-date expenses are \$3,715,293 which is \$20,522 above budget and \$124,420 above FY17.

Investments Status

As of December 31, MMWAC's investments totaled \$5,651,402. Table 8 details all of our investments.

Capital Expenditures:

There were none for the month of December.

cc: Member Municipalities
Reference No.: 03874

MONTHLY ACTIVITY REPORT DECEMBER - UNAUDITED

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Table 1

**MUNICIPAL SOLID WASTE STATISTICS
MMWAC MEMBER TONS
INCLUDING COMMERCIAL WASTE
02/07/90 - 12/17**

Member Municipalities	3 Year Comparison			Year-To-Date Comparison		Total Tons Since 02/90	%MSW
	07/14-06/15	07/15-06/16	07/16-06/17	07/16-12/16	07/17-12/17		
Auburn	18,656	18,133	17,335	8,814	8,499	529,377	61.79%
Bowdoin	808	893	765	399	358	17,222	2.01%
Buckfield/Sumner	817	863	879	452	460	25,066	2.93%
Lovell/Sweden	702	727	731	431	442	19,440	2.27%
Minot	1,199	1,282	1,312	675	686	27,180	3.17%
Monmouth/Wales	1,325	1,656	1,725	903	855	42,068	4.91%
New Gloucester	2,267	2,343	2,677	1,336	1,493	58,332	6.81%
Poland	2,063	2,092	2,051	1,045	1,089	81,237	9.48%
Raymond	3,008	3,010	3,110	1,768	1,686	56,874	6.64%
Total	30,845	30,997	30,585	15,823	15,568	856,796	100.00%

Table 2

SUMMARY TONS BY MATERIAL TYPE

FY 2018 Tonnages

Description	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	YTD	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total FY 18
MSW-Member	1,558	1,570	1,437	1,444	1,642	1,229	8,881							8,881
Commercial - Contract	712	756	574	624	464	381	3,511							3,511
Commercial - Member	1,069	1,229	1,054	1,117	1,164	1,056	6,688							6,688
Municipal Non-Member	1,959	1,929	1,845	1,917	2,041	1,574	11,266							11,266
Gate/Haul	1,723	1,658	1,508	1,537	1,507	1,443	9,375							9,375
Oily	4	4	6	2	6	3	25							25
Special Waste	7	8	7	6	9	8	44							44
Supplemental Waste	0	0	0	0	0	538	538							538
Processable Waste Total	7,032	7,153	6,430	6,648	6,833	6,233	40,328	0	0	0	0	0	0	40,328
Frozen Loads	0	0	0	0	0	11	11							11
OBW	853	959	980	980	917	735	5,425							5,425
Residential TS	61	64	65	61	74	19	344							344
Non-Processable Waste Total	914	1,023	1,045	1,041	991	765	5,780	0	0	0	0	0	0	5,780
Recyclables	264	240	275	214	312	286	1,590							1,590
Total	8,210	8,416	7,750	7,903	8,135	7,284	47,698	0	0	0	0	0	0	47,698

FY 2017 Tonnages

Description	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	YTD	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total FY 17
MSW-Member	1,434	1,556	1,385	1,391	1,521	1,301	8,589	1,279	1,017	1,210	1,397	1,675	1,551	16,719
Commercial - Contract	552	623	604	611	638	654	3,682	722	619	678	609	644	729	7,683
Commercial - Member	1,284	1,396	1,161	1,167	1,152	1,075	7,235	1,150	968	1,187	1,019	1,161	1,147	13,866
Municipal Non-Member	1,844	1,972	1,910	1,836	2,105	1,676	11,342	1,685	1,383	1,679	1,798	2,180	2,043	22,110
Gate/Haul	1,489	1,731	1,471	1,454	1,379	1,356	8,880	1,354	1,148	1,261	1,301	1,680	1,642	17,265
Oily	2	6	4	3	4	6	25	2	6	5	3	7	2	49
Special Waste	18	3	7	8	8	4	47	9	2	11	3	4	11	87
Supplemental Waste	0	0	0	0	0	0	0	0	521	875	217	30	0	1,643
Processable Waste Total	6,623	7,287	6,541	6,469	6,807	6,072	39,799	6,202	5,664	6,906	6,347	7,380	7,125	79,422
Frozen Loads	0	0	0	0	9	0	9	5	0	0	0	0	0	14
OBW	851	901	828	815	866	573	4,833	506	362	533	734	1,138	921	9,027
Residential TS	48	36	45	55	51	20	256	23	12	31	45	32	56	455
Non-Processable Waste Total	899	937	873	870	925	593	5,098	534	374	563	780	1,171	977	9,497
Recyclables	194	218	214	199	241	202	1,268	213	207	282	276	291	266	2,803
Total	7,716	8,442	7,628	7,539	7,972	6,868	46,165	6,948	6,245	7,752	7,402	8,842	8,368	91,722

Table 3

WASTE STATISTICS WITH PRIOR YEAR & BUDGET COMPARISON														
	Jul	Aug	Sep	Oct	Nov	Dec	Total	Jan	Feb	Mar	Apr	May	Jun	Total
Pit - Actual FY 18	6,106	5,935	5,589	5,370	6,719	6,106	35,824							
Pit - Budget FY 18	6,098	6,098	5,900	4,792	5,900	6,098	34,886	6,098	5,504	6,098	5,900	6,098	5,904	35,824
Pit - FY 17	5,501	5,713	5,038	5,194	6,493	5,328	33,266	6,131	5,584	6,822	6,092	6,474	5,968	70,337
Waste Processed - Actual FY 18	6,317	5,964	5,992	4,662	6,605	6,620	36,159							
Waste Processed - Budget FY 18	6,098	6,098	5,900	4,792	5,900	6,098	34,886	6,098	5,504	6,098	5,900	6,098	5,904	36,159
Waste Processed - FY 17	5,657	5,807	5,245	4,963	6,025	5,757	33,454	6,337	5,518	6,641	6,446	6,372	5,683	70,452
Unacceptable - Actual FY 18	90	91	93	76	109	108	568							
Unacceptable - Budget FY 18	35	36	39	44	59	42	255	54	59	60	70	80	73	568
Unacceptable - FY 17	49	51	54	61	82	59	356	75	82	84	97	111	101	907
OBW/Demolition - Actual FY 18	914	1,023	1,045	1,041	991	765	5,780							
OBW/Demolition - Budget FY 18	870	921	846	833	885	586	4,941	460	450	675	797	986	916	5,780
OBW/Demolition - FY 17	899	937	873	870	925	593	5,098	534	374	563	780	1,171	977	9,497
Transfer Station - Actual FY 18	1,838	2,242	1,886	2,319	1,104	893	10,282							
Transfer Station - Budget FY 18	2,083	2,652	2,489	2,207	1,147	1,361	11,939	460	450	675	797	1,069	2,141	10,282
Transfer Station - FY 17	2,018	2,515	2,376	2,143	1,238	1,336	11,626	612	457	647	1,032	2,077	2,135	17,531
Recyclables - Actual FY 18	264	240	275	214	312	286	1,590							
Recyclables - Budget FY 18	198	222	218	203	245	206	1,292	170	161	173	191	226	217	1,590
Recyclables - FY 17	194	218	214	199	241	202	1,268	213	207	282	276	291	266	2,430
Ash Produced - Actual FY 18	1,593	1,558	1,620	1,305	1,691	1,726	9,493							
Ash Produced - Budget FY 18	1,464	1,464	1,416	1,150	1,416	1,464	8,374	1,464	1,321	1,464	1,416	1,464	1,414	9,493
Ash Produced - FY 17	1,326	1,347	1,308	1,301	1,395	1,331	8,009	1,457	1,322	1,659	1,759	1,797	1,552	16,917
Ash Trips - Actual FY 18	100	100	107	89	115	112	623							
Ash Trips - Budget FY 18	92	92	89	72	89	92	523	92	83	92	89	92	88	623
Ash Trips - FY 17	89	87	83	84	91	87	521	95	87	107	111	114	97	1,057
% Ash/Waste - Actual FY 18	25.2%	26.1%	27.0%	28.0%	25.6%	26.1%	26.3%							
% Ash/Waste - Budget FY 18	24.0%	24.0%	24.0%	24.0%	24.0%	24.0%	24.0%	24.0%	24.0%	24.0%	24.0%	24.0%	23.9%	26.3%
% Ash/Waste - FY 17	23.4%	23.2%	24.9%	26.2%	23.2%	23.1%	23.9%	23.0%	24.0%	25.0%	27.3%	28.2%	27.3%	24.0%
														24.9%

TABLE 4

**Mid-Maine Waste Action Corporation
Balance Sheet
December 31, 2017**

DESCRIPTION	CHANGE	CURRENT	DESCRIPTION	CHANGE	CURRENT
ASSETS:			LIABILITIES:		
CURRENT ASSETS:			CURRENT LIABILITIES:		
Cash	15,160	187,514	Accounts Payable - Operations	(109,824)	57,983
Investments/Escrow	254	5,463,888	Surplus Reserve Member Payable	0	0
Accounts Receivable Net	15,462	349,075			
Interest Receivable	1,883	30,780	Accrued Expenses	87,262	340,022
Purchase Power Receivable	28,727	70,169			
Inventory - Spare Parts	1,712	423,933			
Prepaid Expenses	5,789	64,277			
TOTAL CURRENT ASSETS	68,988	6,589,636	TOTAL CURRENT LIABILITIES	(22,562)	398,005
LONG-TERM ASSETS	0	0			
PROPERTY, PLANT & EQUIPMENT			LONG-TERM LIABILITIES		
Land	0	2,703,951			
Property, Plant & Equipment	0	38,284,433			
Machinery & Equipment	0	732,483			
Furniture & Fixtures	0	34,943			
TOTAL P, P & E	0	41,755,810	TOTAL LONG-TERM LIABILITIES	0	0
Less Accumulated Depreciation	(60,990)	(37,898,639)	TOTAL LIABILITIES:	(22,562)	398,005
TOTAL NET P, P & E	(60,990)	3,857,171	FUND EQUITY:		
OTHER ASSETS:			Contributed Capital	0	44,234,519
	0	0	Retained Earnings	0	(33,621,507)
			Current Year Earnings	30,560	(564,210)
TOTAL OTHER ASSETS	0	0	TOTAL FUND EQUITY	30,560	10,048,802
TOTAL ASSETS:	7,998	10,446,807	TOTAL LIABILITIES & EQUITY	7,998	10,446,807

TABLE 5

**Mid-Maine Waste Action Corporation
Income Statement with Budget Comparison
December 31, 2017**

	CURRENT MONTH						YEAR-TO-DATE					
	BUDGET	%	ACTUAL	%	VARIANCE	%	BUDGET	%	ACTUAL	%	VARIANCE	%
Revenue:												
Permits	0	0.0%	0	0.0%	0	0.0%	780	0.0%	1,200	0.0%	420	53.8%
Weigh Fees	480	0.1%	792	0.1%	312	65.0%	2,905	0.1%	4,560	0.1%	1,655	57.0%
MSW Member	54,159	10.3%	50,394	9.0%	(3,765)	(7.0%)	357,523	10.6%	364,102	10.4%	6,579	1.8%
Municipal Contract	98,135	18.6%	92,165	16.5%	(5,970)	(6.1%)	664,252	19.7%	658,406	18.7%	(5,846)	(0.9%)
Commercial Member	69,874	13.3%	66,795	12.0%	(3,079)	(4.4%)	470,147	14.0%	422,931	12.0%	(47,216)	(10.0%)
Commercial Contract	41,713	7.9%	24,011	4.3%	(17,702)	(42.4%)	234,838	7.0%	219,497	6.2%	(15,341)	(6.5%)
Supplemental	0	0.0%	22,087	4.0%	22,087	0.0%	0	0.0%	22,087	0.6%	22,087	0.0%
Gate/Hauler Contract	122,315	23.2%	124,605	22.3%	2,290	1.9%	801,010	23.8%	809,873	23.0%	8,863	1.1%
Oil Waste	1,586	0.3%	856	0.2%	(730)	(46.0%)	6,951	0.2%	7,214	0.2%	263	3.8%
OBW & Demolition	56,248	10.7%	73,912	13.2%	17,664	31.4%	474,272	14.1%	555,188	15.8%	80,916	17.1%
Tires	460	0.1%	815	0.1%	355	77.1%	2,740	0.1%	3,738	0.1%	998	36.4%
Special Waste	1,397	0.3%	1,204	0.2%	(193)	(13.8%)	8,317	0.2%	7,339	0.2%	(978)	(11.8%)
Recyclable Materials	10,754	2.0%	24,874	4.5%	14,120	131.3%	67,340	2.0%	145,993	4.2%	78,653	116.8%
Interest Income	5,481	1.0%	6,360	1.1%	879	16.0%	32,540	1.0%	36,804	1.0%	4,264	13.1%
Electrical Sales	64,237	12.2%	69,776	12.5%	5,539	8.6%	244,560	7.3%	255,076	7.3%	10,516	4.3%
Other Revenue	59	0.0%	40	0.0%	(19)	(32.2%)	350	0.0%	2,694	0.1%	2,344	
Total Revenue	526,898	100.0%	558,686	100.0%	31,788	6.0%	3,368,525	100.0%	3,516,702	100.0%	148,177	4.4%

TABLE 5
Mid-Maine Waste Action Corporation
Income Statement with Budget Comparison
December 31, 2017

	CURRENT MONTH						YEAR-TO-DATE					
	BUDGET	%	ACTUAL	%	VARIANCE	%	BUDGET	%	ACTUAL	%	VARIANCE	%
Operating Expenses:												
Payroll	175,067	35.7%	170,342	36.5%	(4,725)	(2.7%)	1,056,520	28.6%	1,044,158	28.1%	(12,362)	(1.2%)
Payroll Taxes	13,567	2.8%	13,125	2.8%	(442)	(3.3%)	81,808	2.2%	79,423	2.1%	(2,385)	(2.9%)
Benefits	41,583	8.5%	41,022	8.8%	(561)	(1.3%)	249,695	6.8%	219,866	5.9%	(29,829)	(11.9%)
Recruiting	0	0.0%	0	0.0%	0	0.0%	1,400	0.0%	3,937	0.1%	2,537	181.2%
Education/Training	1,141	0.2%	2,839	0.6%	1,698	148.8%	7,563	0.2%	6,412	0.2%	(1,151)	(15.2%)
Public Relations	2,165	0.4%	338	0.1%	(1,827)	(84.4%)	9,375	0.3%	782	0.0%	(8,593)	(91.7%)
Board Expense	75	0.0%	0	0.0%	(75)	(100.0%)	465	0.0%	189	0.0%	(276)	(59.4%)
Travel	157	0.0%	23	0.0%	(134)	(85.6%)	938	0.0%	258	0.0%	(680)	(72.5%)
Insurance	11,209	2.3%	6,597	1.4%	(4,612)	(41.1%)	67,244	1.8%	56,227	1.5%	(11,017)	(16.4%)
Utilities	10,059	2.1%	19,746	4.2%	9,687	96.3%	65,279	1.8%	83,537	2.2%	18,258	28.0%
Security	0	0.0%	3,650	0.8%	3,650	0.0%	8,110	0.2%	3,650	0.1%	(4,460)	(55.0%)
Outside Fees	19,670	4.0%	19,969	4.3%	299	1.5%	118,020	3.2%	117,226	3.2%	(794)	(0.7%)
Environmental Compliance	2,264	0.5%	2,388	0.5%	124	5.5%	23,366	0.6%	21,106	0.6%	(2,260)	(9.7%)
Outside Services	9,680	2.0%	3,744	0.8%	(5,936)	(61.3%)	83,130	2.2%	35,522	1.0%	(47,608)	(57.3%)
Office Supplies	716	0.1%	605	0.1%	(111)	(15.5%)	4,294	0.1%	4,348	0.1%	54	1.3%
Health & Safety	324	0.1%	219	0.0%	(105)	(32.4%)	1,952	0.1%	1,059	0.0%	(893)	(45.7%)
Housekeeping	417	0.1%	0	0.0%	(417)	(100.0%)	2,498	0.1%	1,469	0.0%	(1,029)	(41.2%)
Disposal/Transportation	164,190	33.5%	146,202	31.3%	(17,988)	(11.0%)	1,254,652	34.0%	1,180,094	31.8%	(74,558)	(5.9%)
Rolling Stock	833	0.2%	803	0.2%	(30)	(3.6%)	5,102	0.1%	3,440	0.1%	(1,662)	(32.6%)
Chemicals	12,927	2.6%	12,285	2.6%	(642)	(5.0%)	77,563	2.1%	74,130	2.0%	(3,433)	(4.4%)
Safety Supplies	2,803	0.6%	1,980	0.4%	(823)	(29.4%)	17,668	0.5%	11,957	0.3%	(5,711)	(32.3%)
Shop Consumables	4,468	0.9%	2,492	0.5%	(1,976)	(44.2%)	25,542	0.7%	33,627	0.9%	8,085	31.7%
Shop Equipment	1,493	0.3%	1,435	0.3%	(58)	(3.9%)	8,967	0.2%	15,965	0.4%	6,998	78.0%
Contract Maintenance	1,371	0.3%	1,570	0.3%	199	14.5%	7,966	0.2%	11,582	0.3%	3,616	45.4%
Spare Parts	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Major Maintenance	13,991	2.9%	15,764	3.4%	1,773	12.7%	515,654	14.0%	705,331	19.0%	189,677	36.8%
Contingency	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Total Operating Expenses	490,170	100.0%	467,136	100.0%	(23,034)	(4.7%)	3,694,771	100.0%	3,715,293	100.0%	20,522	0.6%
Net Operations	36,728		91,550		54,822		(326,246)		(198,590)		127,656	
NON-CASH EXPENSES:												
Depreciation	61,851	100.0%	60,990	100.0%	(861)	(1.4%)	371,107	100.0%	365,620	100.0%	(5,487)	(1.5%)
Amortization	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Total Non-Cash Expenses	61,851	100.0%	60,990	100.0%	(861)	(1.4%)	371,107	100.0%	365,620	100.0%	(5,487)	(1.5%)
OTHER												
(Un) Realized (Gain) Loss		0.0%	0	0.0%	0	0.0%		0.0%	0	0.0%	0	0.0%
Net Gain/(Loss)	(25,123)		30,560		55,683		(697,353)		(564,210)		133,143	

TABLE 6

**Mid-Maine Waste Action Corporation
Income Statement with Prior Year Comparison
December 31, 2017**

	CURRENT MONTH						YEAR-TO-DATE					
	PRIOR	%	ACTUAL	%	VARIANCE	%	PRIOR	%	ACTUAL	%	VARIANCE	%
Revenue:												
Permits	30	0.0%	0	0.0%	(30)	(100.0%)	885	0.0%	1,200	0.0%	315	35.6%
Weigh Fees	600	0.1%	792	0.1%	192	32.0%	2,764	0.1%	4,560	0.1%	1,796	65.0%
MSW Member	53,343	10.6%	50,394	9.0%	(2,949)	(5.5%)	352,135	10.7%	364,102	10.4%	11,967	3.4%
Municipal Contract	96,704	19.1%	92,165	16.5%	(4,539)	(4.7%)	656,042	19.8%	658,406	18.7%	2,364	0.4%
Commercial Member	66,663	13.2%	66,795	12.0%	132	0.2%	448,530	13.6%	422,931	12.0%	(25,599)	(5.7%)
Commercial Contract	40,357	8.0%	24,011	4.3%	(16,346)	(40.5%)	227,200	6.9%	219,497	6.2%	(7,703)	(3.4%)
Supplemental	0	0.0%	22,087	4.0%	22,087	0.0%	0	0.0%	22,087	0.6%	22,087	0.0%
Gate/Hauler Contract	117,117	23.2%	124,605	22.3%	7,488	6.4%	766,889	23.2%	809,873	23.0%	42,984	5.6%
Oily Waste	1,609	0.3%	856	0.2%	(754)	(46.8%)	7,025	0.2%	7,214	0.2%	189	2.7%
OBW & Demolition	57,301	11.3%	73,912	13.2%	16,611	29.0%	490,493	14.8%	555,188	15.8%	64,695	13.2%
Tires	167	0.0%	815	0.1%	648	388.2%	3,177	0.1%	3,738	0.1%	560	17.6%
Special Waste	794	0.2%	1,204	0.2%	410	51.6%	8,338	0.3%	7,339	0.2%	(1,000)	(12.0%)
Recyclable Materials	10,414	2.1%	24,874	4.5%	14,461	138.9%	55,385	1.7%	145,993	4.2%	90,608	163.6%
Interest Income	5,300	1.0%	6,360	1.1%	1,060	20.0%	31,538	1.0%	36,804	1.0%	5,266	16.7%
Electrical Sales	54,817	10.8%	69,776	12.5%	14,959	27.3%	254,555	7.7%	255,076	7.3%	522	0.2%
Other Revenue	40	0.0%	40	0.0%	0		345	0.0%	2,694	0.1%	2,349	
Total Revenue	505,255	100.0%	558,686	100.0%	53,431	10.6%	3,305,302	100.0%	3,516,702	100.0%	211,400	6.4%

TABLE 6

Mid-Maine Waste Action Corporation
Income Statement with Prior Year Comparison
December 31, 2017

	CURRENT MONTH						YEAR-TO-DATE					
	PRIOR	%	ACTUAL	%	VARIANCE	%	PRIOR	%	ACTUAL	%	VARIANCE	%
Operating Expenses:												
Payroll	177,509	30.8%	170,342	36.5%	(7,167)	(4.0%)	1,059,393	29.5%	1,044,158	28.1%	(15,235)	(1.4%)
Payroll Taxes	13,544	2.4%	13,125	2.8%	(419)	(3.1%)	80,177	2.2%	79,423	2.1%	(754)	(0.9%)
Benefits	40,377	7.0%	41,022	8.8%	645	1.6%	214,048	6.0%	219,866	5.9%	5,817	2.7%
Recruiting	0	0.0%	0	0.0%	0	0.0%	487	0.0%	3,937	0.1%	3,451	709.3%
Education/Training	1,474	0.3%	2,839	0.6%	1,365	92.6%	4,648	0.1%	6,412	0.2%	1,764	37.9%
Public Relations	213	0.0%	338	0.1%	125	58.9%	1,134	0.0%	782	0.0%	(353)	(31.1%)
Board Expense	0	0.0%	0	0.0%	0	0.0%	186	0.0%	189	0.0%	3	1.4%
Travel	162	0.0%	23	0.0%	(139)	(86.0%)	758	0.0%	258	0.0%	(500)	(66.0%)
Insurance	6,725	1.2%	6,597	1.4%	(128)	(1.9%)	57,349	1.6%	56,227	1.5%	(1,122)	(2.0%)
Utilities	19,671	3.4%	19,746	4.2%	75	0.4%	67,004	1.9%	83,537	2.2%	16,534	24.7%
Security	0	0.0%	3,650	0.8%	3,650	0.0%	8	0.0%	3,650	0.1%	3,642	
Outside Fees	18,348	3.2%	19,969	4.3%	1,621	8.8%	114,790	3.2%	117,226	3.2%	2,436	2.1%
Environmental Compliance	88,068	15.3%	2,388	0.5%	(85,680)	(97.3%)	106,925	3.0%	21,106	0.6%	(85,820)	(80.3%)
Outside Services	2,179	0.4%	3,744	0.8%	1,565	71.8%	31,726	0.9%	35,522	1.0%	3,796	12.0%
Office Supplies	603	0.1%	605	0.1%	2	0.3%	3,137	0.1%	4,348	0.1%	1,212	38.6%
Health & Safety	105	0.0%	219	0.0%	114	108.6%	945	0.0%	1,059	0.0%	114	12.1%
Housekeeping	128	0.0%	0	0.0%	(128)	(100.0%)	2,405	0.1%	1,469	0.0%	(937)	(38.9%)
Disposal/Transportation	161,826	28.1%	146,202	31.3%	(15,624)	(9.7%)	1,222,431	34.0%	1,180,094	31.8%	(42,337)	(3.5%)
Rolling Stock	637	0.1%	803	0.2%	166	26.1%	6,446	0.2%	3,440	0.1%	(3,006)	(46.6%)
Chemicals	10,598	1.8%	12,285	2.6%	1,687	15.9%	80,079	2.2%	74,130	2.0%	(5,949)	(7.4%)
Safety Supplies	1,824	0.3%	1,980	0.4%	156	8.5%	11,660	0.3%	11,957	0.3%	297	2.5%
Shop Consumables	1,804	0.3%	2,492	0.5%	688	38.2%	18,725	0.5%	33,627	0.9%	14,903	79.6%
Shop Equipment	1,292	0.2%	1,435	0.3%	143	11.1%	13,457	0.4%	15,965	0.4%	2,508	18.6%
Contract Maintenance	167	0.0%	1,570	0.3%	1,403	838.9%	5,713	0.2%	11,582	0.3%	5,869	102.7%
Spare Parts	498	0.1%	0	0.0%	(498)	(100.0%)	42,992	1.2%	0	0.0%	(42,992)	(100.0%)
Major Maintenance	28,336	4.9%	15,764	3.4%	(12,572)	(44.4%)	444,252	12.4%	705,331	19.0%	261,079	58.8%
Contingency	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Total Operating Expenses	576,086	100.0%	467,136	100.0%	(108,950)	(18.9%)	3,590,873	100.0%	3,715,293	100.0%	124,420	3.5%
Net Operations	(70,831)		91,550		162,381		(285,571)		(198,590)		86,981	
NON-CASH EXPENSES:												
Depreciation	139,660	100.0%	60,990	100.0%	(78,670)	(56.3%)	837,583	100.0%	365,620	100.0%	(471,963)	(56.3%)
Amortization	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Total Non-Cash Expenses	139,660	100.0%	60,990	100.0%	(78,670)	(56.3%)	837,583	100.0%	365,620	100.0%	(471,963)	(56.3%)
OTHER												
(Un) Realized (Gain) Loss	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Net Gain/(Loss)	(210,491)		30,560		241,051		(1,123,154)		(564,210)		558,944	

Table 7

Monthly Budget Variance Analysis

Account Description	Final Adopted FY2018	Total Expensed YTD	Percent Remaining	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Balance Remaining YTD
Projected Tonnage																
Projected Tonnage *	90,474	47,760	47%	8,378	8,400	8,106	7,156	7,973	7,748	0	0	0	0	0	0	42,714
Revenue																
Fees	10,300	5,760	44%	1,480	927	828	877	856	792	0	0	0	0	0	0	4,540
Member Municipalities	684,700	364,102	47%	63,864	64,375	58,920	59,218	67,331	50,394	0	0	0	0	0	0	320,598
Municipal Contract	1,280,060	658,406	49%	117,131	112,965	108,857	110,914	116,374	92,165	0	0	0	0	0	0	621,654
Member Commercial	904,332	422,931	53%	67,593	77,692	66,642	70,618	73,591	66,795	0	0	0	0	0	0	481,401
Commercial Contract	440,580	219,497	50%	44,072	46,800	36,131	39,299	29,185	24,011	0	0	0	0	0	0	221,083
Spot/Hauler	1,528,600	809,873	47%	148,881	143,184	130,247	132,803	130,153	124,605	0	0	0	0	0	0	718,727
All Tip Fees	966,998	595,565	38%	90,269	100,988	103,725	101,945	99,765	98,873	0	0	0	0	0	0	371,433
Other Revenue	814,416	440,567	46%	66,594	64,366	68,120	65,265	75,172	101,050	0	0	0	0	0	0	373,849
Expenses																
Payroll	2,088,360	1,044,158	50%	170,827	176,129	163,255	177,414	186,190	170,342	0	0	0	0	0	0	981,802
Payroll Taxes	165,499	79,423	52%	13,018	13,461	12,452	13,539	13,827	13,125	0	0	0	0	0	0	86,076
Benefits	514,048	219,866	57%	28,680	31,405	35,132	38,771	44,855	41,022	0	0	0	0	0	0	294,182
Recruiting	1,900	3,937	-107%	199	234	2,079	184	1,241	0	0	0	0	0	0	0	-2,037
Education/Training	30,573	6,412	79%	11	827	709	47	1,979	2,839	0	0	0	0	0	0	24,161
Public Relations	18,120	782	96%	0	35	15	365	29	338	0	0	0	0	0	0	17,338
Debt Repayment	0	0	0%	0	0	0	0	0	0	0	0	0	0	0	0	0
Board Expense	2,200	189	91%	0	100	0	89	0	0	0	0	0	0	0	0	2,011
Travel	1,880	258	86%	0	104	25	15	92	23	0	0	0	0	0	0	1,622
Insurance	136,928	56,227	59%	10,702	10,705	10,699	10,927	6,598	6,597	0	0	0	0	0	0	80,701
Utilities	126,160	83,537	34%	8,404	8,668	6,284	15,014	25,421	19,746	0	0	0	0	0	0	42,623
Security	8,345	3,650	56%	0	0	0	0	0	3,650	0	0	0	0	0	0	4,695
Outside Fees	236,040	117,226	50%	19,042	19,184	20,143	19,294	19,594	19,969	0	0	0	0	0	0	118,814
Environmental Compliance	37,030	21,106	43%	1,614	11,511	2,028	2,156	1,411	2,388	0	0	0	0	0	0	15,924
Outside Services	144,165	35,522	75%	3,991	14,144	5,020	5,343	3,279	3,744	0	0	0	0	0	0	108,643
Office Supplies	8,590	4,348	49%	378	987	551	1,140	687	605	0	0	0	0	0	0	4,242
Health & Safety	3,898	1,059	73%	105	105	105	420	105	219	0	0	0	0	0	0	2,839
Housekeeping	5,000	1,469	71%	221	274	14	311	649	0	0	0	0	0	0	0	3,531
Transportation & Disposal	2,034,285	1,180,094	42%	202,313	236,955	212,544	228,662	153,419	146,202	0	0	0	0	0	0	854,191
Rolling Stock	10,100	3,440	66%	437	668	550	341	642	803	0	0	0	0	0	0	6,660
Chemicals	155,125	74,130	52%	5,480	11,505	13,138	5,439	26,283	12,285	0	0	0	0	0	0	80,995
Safety Supplies	34,699	11,957	66%	2,000	1,984	1,651	2,653	1,690	1,980	0	0	0	0	0	0	22,742
Shop Consumables	51,200	33,627	34%	4,659	12,145	3,121	6,493	4,718	2,492	0	0	0	0	0	0	17,573
Shop Equipment	17,925	15,965	11%	201	1,299	362	9,287	3,382	1,435	0	0	0	0	0	0	1,960
Contract Maintenance	13,940	11,582	17%	581	1,099	991	7,114	227	1,570	0	0	0	0	0	0	2,358
Spare Parts	0	0	0%	0	0	0	0	0	0	0	0	0	0	0	0	0
Annual Major Maintenance	603,400	705,331	-17%	9,270	24,446	36,450	550,230	69,171	15,764	0	0	0	0	0	0	-101,931
OTHER																
Depreciation Expense	742,213	365,620	51%	60,880	60,880	60,880	61,000	60,990	60,990	0	0	0	0	0	0	376,593
Amortization Expense	0	0	0%	0	0	0	0	0	0	0	0	0	0	0	0	0
(Un) Realized (Gain) Loss	1,456,802	0	0%	0	0	0	0	0	0	0	0	0	0	0	0	0
BALANCE SHEET ACCTS FUNDED																
Balance Sheet Accts. Funded	0	-29,814	0%	821	4,985	1,081	-42,849	4,436	1,712	0	0	0	0	0	0	29,814

Table 8
INVESTMENTS & EARNINGS

12/31/2017

ISSUER	INVESTMENT TYPE	MATURITY DATE	CURRENT YIELD	ACCOUNT BAL/AMOUNT INVESTED
Compass Bank	24 Month CD	01/02/18	1.35%	50,000
Northeast Bank	18 Month CD	02/01/18	1.00%	95,000
Wells Fargo Bank	24 Month CD	03/09/18	1.05%	198,000
BMO Harris Bank	24 Month CD	04/20/18	1.00%	200,000
FirstBank of Puerto Rico	30 Month CD	05/07/18	1.30%	100,000
Connectone Bank	24 Month CD	05/14/18	1.00%	99,000
KeyBank	25 Month CD	06/05/18	1.50%	140,000
Comenity Capital Bank	24 Month CD	06/13/18	1.10%	150,000
Northeast Bank	22 Month CD	07/21/18	1.10%	200,000
Northeast Bank	22 Month CD	07/21/18	1.10%	45,000
Capital One, NA	36 Month CD	09/10/18	1.65%	97,000
Capital One, NA	36 Month CD	09/17/18	1.60%	150,000
BMW Bank of NA	24 Month CD	09/28/18	1.10%	240,000
Northeast Bank	24 Month CD	10/25/18	1.20%	48,000
Ally Bank	30 Month CD	10/29/18	1.10%	98,000
Berkshire Bank	24 Month CD	11/29/18	1.25%	200,000
FirstBank of Puerto Rico	36 Month CD	12/04/18	1.60%	99,000
Enerbank USA	24 Month CD	12/14/18	1.35%	100,000
Northeast Bank	26 Month CD	01/28/19	1.20%	200,000
Northeast Bank	30 Month CD	02/28/19	1.20%	200,000
Northeast Bank	30 Month CD	02/28/19	1.20%	49,376
Northeast Bank	28 Month CD	03/08/19	1.20%	200,000
Whitney Bank	24 Month CD	04/22/19	1.65%	248,000
Wells Fargo Bank	36 Month CD	05/06/19	1.25%	48,000
American Express Bank, FSB	24 Month CD	05/17/19	1.65%	99,000
Worlds Foremost Bank	36 Month CD	05/28/19	1.30%	100,000
Northeast Bank	24 Month CD	06/20/19	1.60%	49,000
Northeast Bank	24 Month CD	06/27/19	1.60%	200,000
Northeast Bank	24 Month CD	07/11/19	1.60%	98,000
Northeast Bank	29 Month CD	07/22/19	1.35%	60,000
Northeast Bank	24 Month CD	08/08/19	1.60%	50,000
Northeast Bank	24 Month CD	08/22/19	1.60%	50,463
Northeast Bank	30 Month CD	08/22/19	1.35%	100,000
Northeast Bank	24 Month CD	09/18/19	1.60%	240,008
Northeast Bank	23.5 Month CD	10/14/19	1.60%	221,000
Morgan Stanley Bank	24 Month CD	11/18/19	1.80%	176,000
Discover Bank	24 Month CD	12/13/19	1.95%	200,000
Northeast Bank	31 Month CD	01/07/20	1.75%	150,000
BlackRock, Inc.	TempCash 021	N/A	1.290%	5,265
Northeast Bank	Money Market Fund	N/A	1.100%	407,266
State Farm Bank	Money Market Fund	N/A	0.300%	3,510
Androscoggin Bank	Checking/Cash Mgt	N/A	0.350%	186,489
Credit Union Savings Accounts	Savings Account	N/A		325
Petty Cash - Office/Scalehouse	Cash	N/A		700
TOTAL:				5,651,402

Table 9

DELIVERIES

Date	Pit	Transfer Station	Total
Jul-16	5,501	2,018	7,518
Aug-16	5,713	2,515	8,227
Sep-16	5,038	2,376	7,414
Oct-16	5,194	2,143	7,337
Nov-16	6,493	1,238	7,731
Dec-16	5,328	1,336	6,664
YTD:	33,266	11,626	44,892
Jan-17	6,131	612	6,743
Feb-17	5,584	457	6,040
Mar-17	6,822	647	7,469
Apr-17	6,092	1,032	7,125
May-17	6,474	2,077	8,551
Jun-17	5,968	2,135	8,103
FY 17 Total:	70,337	18,586	88,923
Jul-17	6,106	1,838	7,944
Aug-17	5,935	2,242	8,177
Sep-17	5,589	1,886	7,475
Oct-17	5,370	2,319	7,689
Nov-17	6,719	1,104	7,823
Dec-17	6,106	893	6,999
FY 18 Total:	35,824	10,282	46,106

Figure 1

DELIVERIES
07/16 - 12/17

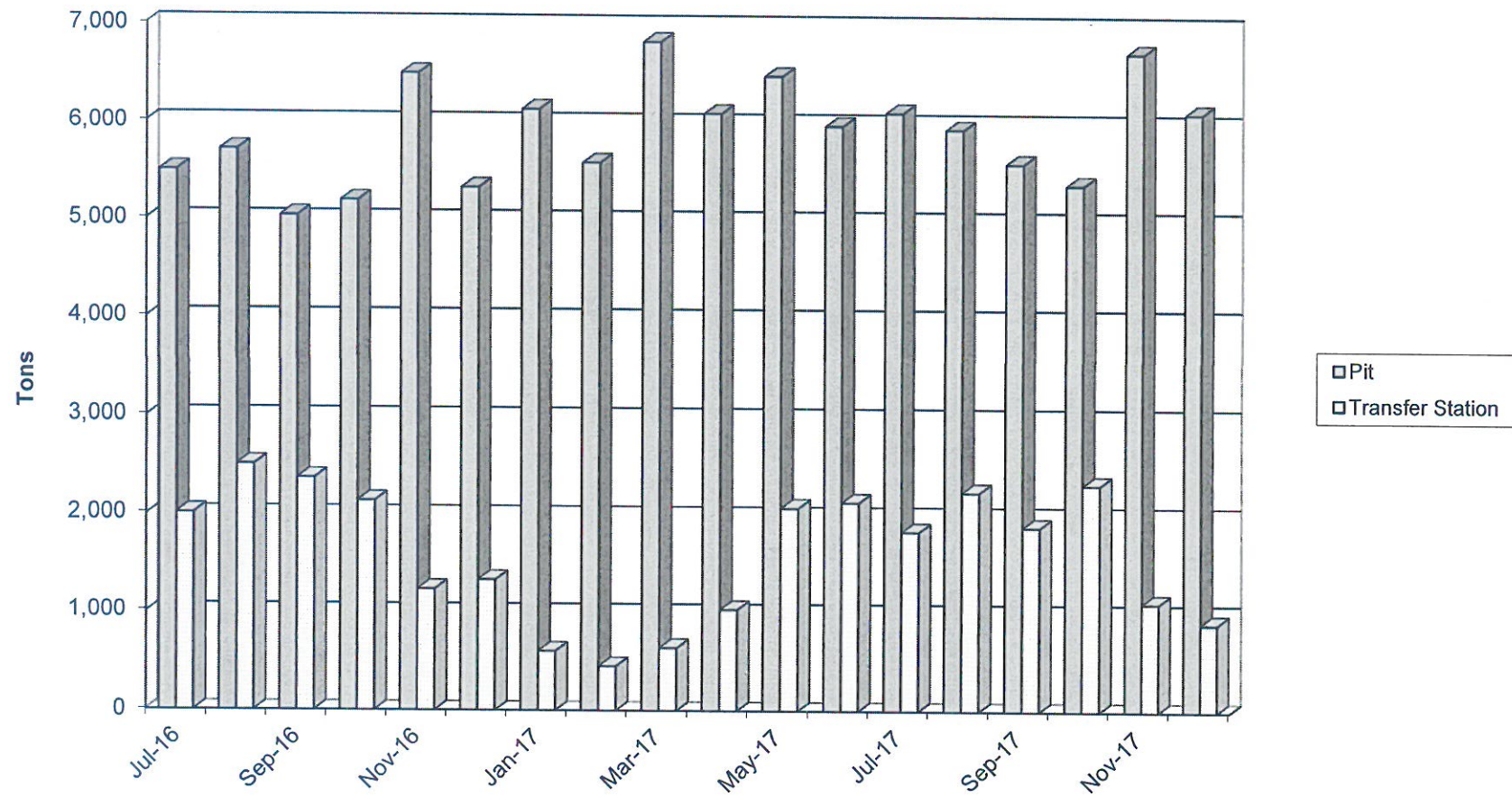


TABLE 10

WASTE TO ENERGY TONS PROCESSED

Date	Tons	Calendar Days		Running Time Days	
		Tons/Calendar Day	# Days	Tons/Running Time Day	# Days
Jul-16	5,657	182	31	188	30
Aug-16	5,807	187	31	194	30
Sep-16	5,245	175	30	178	30
Oct-16	4,963	160	31	207	24
Nov-16	6,025	201	30	210	29
Dec-16	5,757	186	31	203	28
YTD:	33,454	182	184	195	171
Jan-17	6,337	204	31	205	31
Feb-17	5,518	197	28	202	27
Mar-17	6,641	214	31	219	30
Apr-17	6,446	215	30	221	29
May-17	6,372	206	31	211	30
Jun-17	5,683	189	30	212	27
FY 17 Total :	70,452	193	365	203	346
Jul-17	6,317	204	31	210	30
Aug-17	5,964	192	31	198	30
Sep-17	5,992	200	30	201	30
Oct-17	4,662	150	31	210	22
Nov-17	6,605	220	30	226	29
Dec-17	6,620	214	31	215	31
FY 18 Total :	36,159	197	184	210	172

Figure 2

WASTE TO ENERGY TONS PROCESSED
07/16 - 12/17

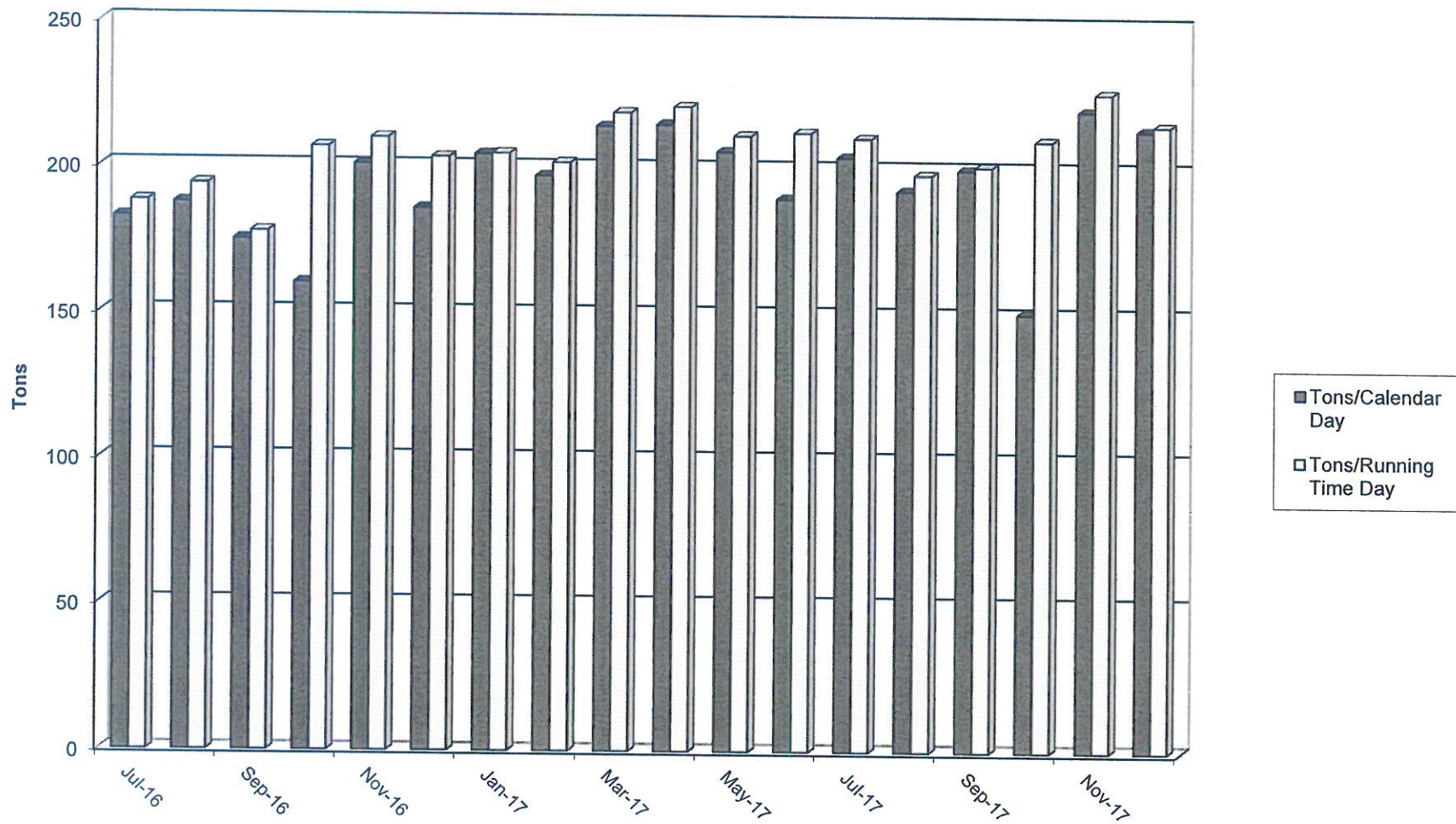


Table 11

POWER PRODUCTION INCLUDING IN-HOUSE USAGE

Period	Output (KWH)	In-House Consumption (KWH)	Gross KWH	Gross KWH/Day	Tons Processed	Gross KWH/Ton	Net KWH/Ton	In-House KWH/Ton
07/01/16 - 07/31/16	1,243,963	658,575	1,902,538	61,372	5,657	336	220	116
08/01/16 - 08/31/16	1,288,451	665,031	1,953,482	63,016	5,807	336	222	115
09/01/16 - 09/30/16	1,321,719	638,926	1,960,645	65,355	5,245	374	252	122
10/01/16 - 10/31/16	1,254,020	501,223	1,755,243	56,621	4,963	354	253	101
11/01/16 - 11/30/16	1,423,603	581,694	2,005,297	66,843	6,025	333	236	97
12/01/16 - 12/31/16	1,391,925	581,975	1,973,900	63,674	5,757	343	242	101
YTD:	7,923,681	3,627,424	11,551,105	62,813	33,454	345	237	108
01/01/17 - 01/31/17	1,566,610	623,467	2,190,077	70,648	6,337	346	247	98
02/01/17 - 02/28/17	1,312,709	552,580	1,865,289	66,617	5,518	338	238	100
03/01/17 - 03/31/17	1,493,700	604,908	2,098,608	67,697	6,641	316	225	91
04/01/17 - 04/30/17	1,330,477	613,274	1,943,751	64,792	6,446	302	206	95
05/01/17 - 05/31/17	1,308,704	652,732	1,961,436	63,272	6,372	308	205	102
06/01/17 - 06/30/17	1,143,571	635,933	1,779,504	59,317	5,683	313	201	112
FY 17 Total:	16,079,452	7,310,318	23,389,770	64,102	70,452	332	228	104
07/01/17 - 07/31/17	1,287,981	677,294	1,965,275	63,396	6,317	311	204	107
08/01/17 - 08/31/17	1,258,911	668,186	1,927,097	62,164	5,964	323	211	112
09/01/17 - 09/30/17	1,291,487	641,405	1,932,892	64,430	5,992	323	216	107
10/01/17 - 10/31/17	1,032,534	470,179	1,502,713	48,475	4,662	322	221	101
11/01/17 - 11/30/17	1,357,441	572,598	1,930,039	64,335	6,605	292	206	87
12/01/17 - 12/31/17	1,451,708	574,726	2,026,434	65,369	6,620	306	219	87
FY 18 Total:	7,680,062	3,604,388	11,284,450	61,361	36,159	312	212	100

Figure 3

**POWER PRODUCTION - OUTPUT & IN-HOUSE CONSUMPTION
07/01/16-12/31/17**

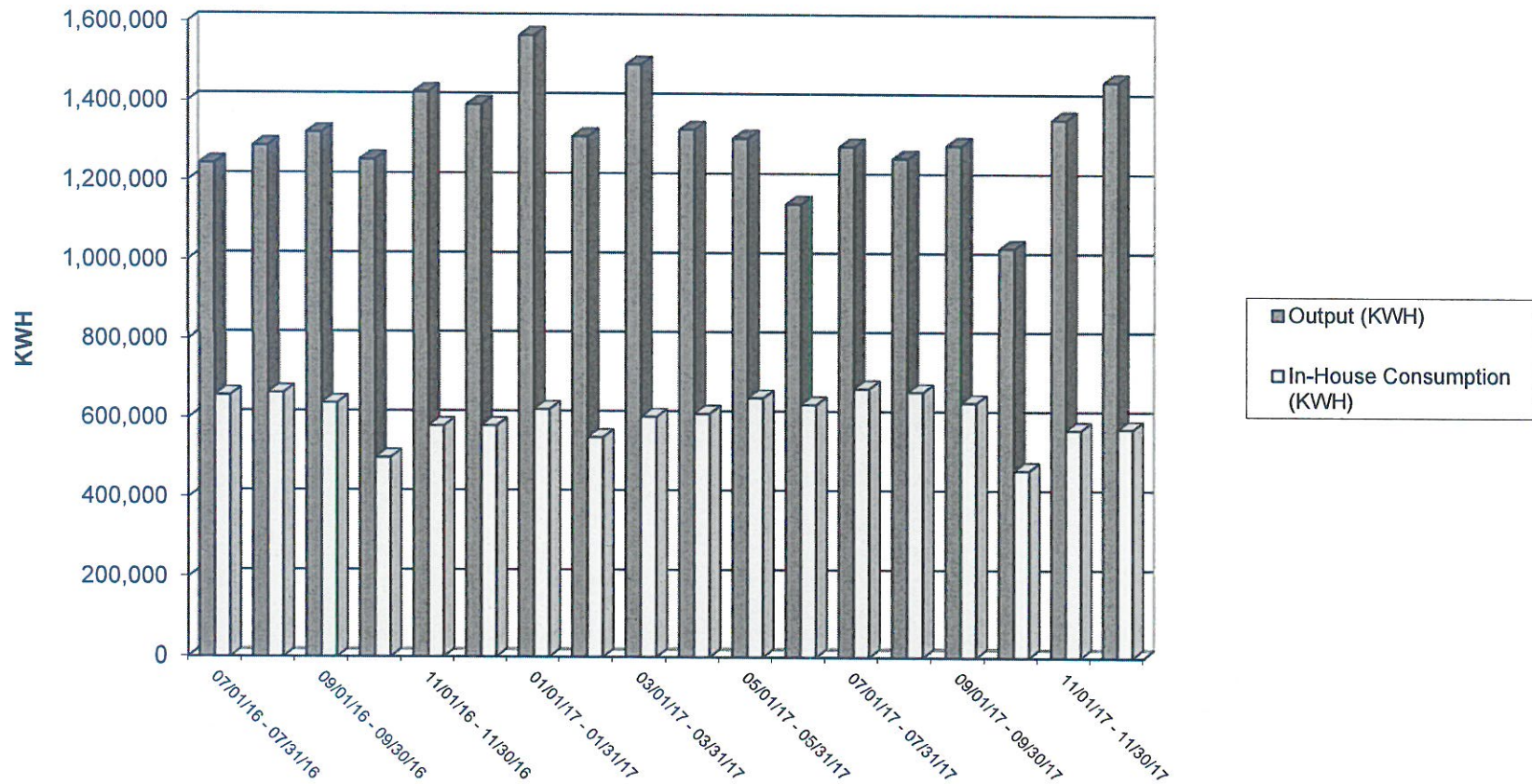


Table 12

GAS CONSUMPTION

Date	CCF	Waste Processed	CCF/Ton
06/30/16 - 07/27/16	2,300	5,078	0.45
07/28/16 - 08/29/16	3,500	6,196	0.56
08/30/16 - 09/28/16	2,100	5,256	0.40
09/29/16 - 10/27/16	4,800	4,509	1.06
10/28/16 - 11/29/16	5,300	6,606	0.80
11/30/16 - 12/28/16	4,000	5,492	0.73
YTD:	22,000	33,138	0.66
12/29/16 - 01/25/17	2,300	5,645	0.41
01/26/17 - 02/23/17	3,900	5,708	0.68
02/24/17 - 03/24/17	3,000	6,104	0.49
03/25/17 - 04/21/17	1,800	6,089	0.30
04/22/17 - 05/23/17	2,500	6,703	0.37
05/24/17 - 06/22/17	7,600	5,613	1.35
FY 17 Total:	43,100	69,000	0.62
06/23/17 - 07/25/17	2,800	6,692	0.42
07/26/17 - 08/24/17	4,600	5,849	0.79
08/25/17 - 09/25/17	2,400	6,415	0.37
09/26/17 - 10/25/17	11,400	4,352	2.62
10/26/17 - 11/27/17	10,200	7,309	1.40
11/28/17 - 12/27/17	6,000	6,322	0.95
FY 18 Total:	37,400	36,940	1.01

Figure 4

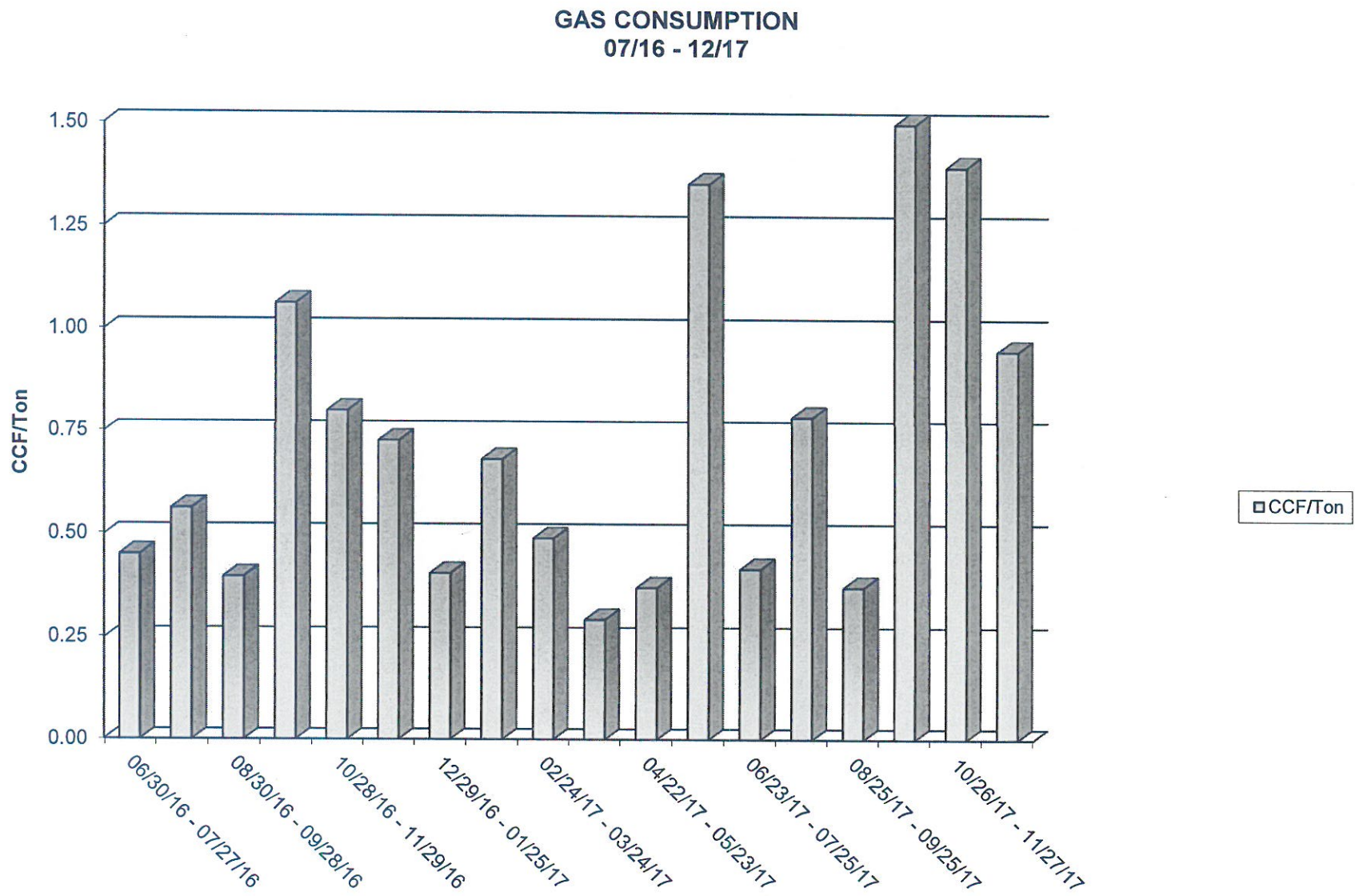


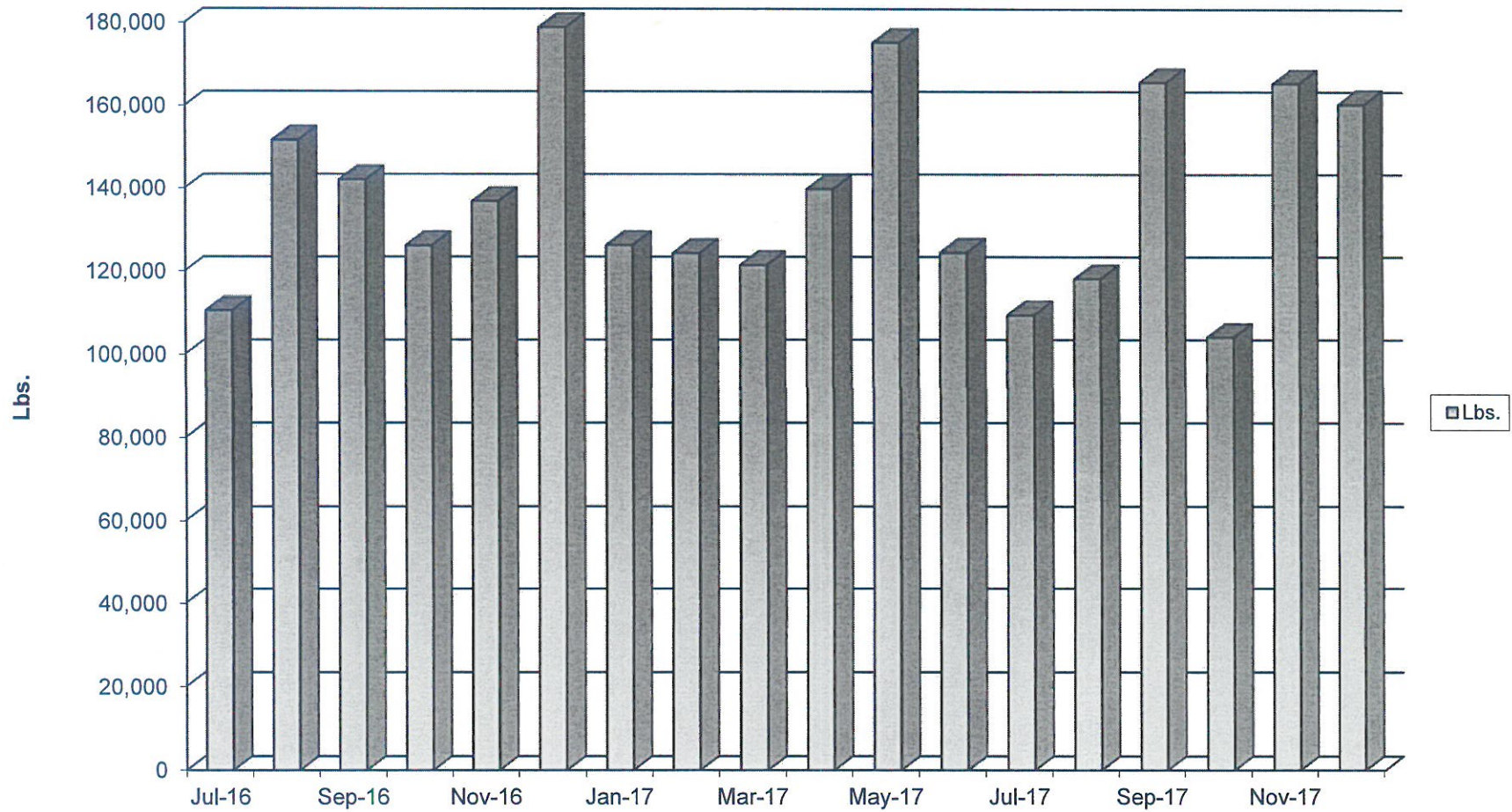
Table 13

LIME CONSUMPTION

Date	Lbs.	Waste Processed
Jul-16	110,320	5,657
Aug-16	151,580	5,807
Sep-16	141,960	5,245
Oct-16	126,000	4,963
Nov-16	136,740	6,025
Dec-16	178,880	5,757
YTD:	845,480	33,454
Jan-17	126,080	6,337
Feb-17	124,180	5,518
Mar-17	121,300	6,641
Apr-17	139,720	6,446
May-17	175,260	6,372
Jun-17	124,380	5,683
FY 17 Total:	1,656,400	70,452
Jul-17	109,280	6,317
Aug-17	118,020	5,964
Sep-17	165,700	5,992
Oct-17	103,980	4,662
Nov-17	165,400	6,605
Dec-17	160,400	6,620
FY 18 Total:	822,780	36,159

Figure 5

LIME CONSUMPTION
07/16 - 12/17



City of Auburn, Maine

"Maine's City of Opportunity"



TO: Peter Crichton, City Manager

FROM: Jill Eastman, Finance Director

REF: December 2017 Financial Report

DATE: January 17, 2018

The following is a discussion regarding the significant variances found in the City's December financial report. Please note that although the monthly financial report contains amounts reported by the School Department, this discussion is limited to the City's financial results and does not attempt to explain any variances for the School Department.

The City has completed its sixth month of the current fiscal year. As a guideline for tracking purposes, revenues and expenditures should amount to approximately 50.0% of the annual budget. However, not all costs and revenues are distributed evenly throughout the year; individual line items can vary based upon cyclical activity.

Revenues

Revenues collected through December 31st, including the school department were \$42,760,641, or 51.23%, of the budget. The municipal revenues including property taxes were \$32,903,010, or 55.10% of the budget which is the same as last year at this time. The accounts listed below are noteworthy.

- A. The current year tax revenue is at 56.31% as compared to 52.6% last year.
- B. Excise tax for the month of December is at 52.19%. This is a \$37,253 increase from FY 17. Our excise revenues for FY18 are 2.19% above projections as of December 31, 2017.
- C. State Revenue Sharing at the end of December is 49.9% or \$753,095.

Expenditures

City expenditures through December 2017 were \$22,169,461 or 53.14%, of the budget. This is 0.79% more than the same period last year. Noteworthy variances are:

- A. The operating departments are all in line with where they should be at this time. Several line items are paid quarterly, semi-annually or annually thus creating the appearance of being over budget. I have and will continue to monitor each department's expenditures throughout the fiscal year.

Investments

This section contains an investment schedule as of December 31st. Currently the City's funds are earning an average interest rate of .92%.

Respectfully submitted,

A handwritten signature in black ink, reading "Jill M Eastman". The signature is written in a cursive, flowing style.

Jill M. Eastman
Finance Director

CITY OF AUBURN, MAINE
BALANCE SHEET - CITY GENERAL FUND, WC AND UNEMPLOYMENT FUND
AS of December 2017, November 2017, and June 2017

	UNAUDITED December 31 2017	UNAUDITED November 30 2017	Increase (Decrease)	AUDITED JUNE 30 2017
ASSETS				
CASH	\$ 20,582,491	\$ 10,922,906	\$ 9,659,585	\$ 11,272,850
RECEIVABLES			-	
ACCOUNTS RECEIVABLES	2,118,377	2,001,494	116,883	2,532,611
TAXES RECEIVABLE-CURRENT	21,135,576	21,817,634	(682,058)	1,051,346
DELINQUENT TAXES	669,238	673,800	(4,562)	612,972
TAX LIENS	919,269	1,133,591	(214,322)	562,272
NET DUE TO/FROM OTHER FUNDS	2,485,493	10,859,924	(8,374,431)	3,021,419
TOTAL ASSETS	\$ 47,910,444	\$ 47,409,349	\$ 501,095	\$ 19,053,470
LIABILITIES & FUND BALANCES				
ACCOUNTS PAYABLE	\$ (22,711)	\$ (26,853)	\$ 4,143	\$ (851,716)
PAYROLL LIABILITIES	(901,359)	(1,168,090)	266,731	-
ACCRUED PAYROLL	-	(119)	119	(4,075,304)
STATE FEES PAYABLE	(46,883)	(49,352)	2,469	-
ESCROWED AMOUNTS	(9,021)	(4,326)	(4,695)	(2,826)
DEFERRED REVENUE	(22,574,552)	(23,471,956)	897,404	(2,057,984)
TOTAL LIABILITIES	\$ (23,554,526)	\$ (24,720,696)	\$ 1,166,171	\$ (6,987,830)
FUND BALANCE - UNASSIGNED	\$ (23,264,965)	\$ (21,597,700)	\$ (1,667,265)	\$ (8,863,571)
FUND BALANCE - RESTRICTED FOR WORKERS COMP & UNEMPLOYMENT	776,017	776,017	-	(2,023,296)
FUND BALANCE - RESTRICTED	(1,866,970)	(1,866,970)	-	(1,178,773)
TOTAL FUND BALANCE	\$ (24,355,918)	\$ (22,688,653)	\$ (1,667,265)	\$ (12,065,640)
TOTAL LIABILITIES AND FUND BALANCE	\$ (47,910,444)	\$ (47,409,349)	\$ (501,095)	\$ (19,053,470)

CITY OF AUBURN, MAINE
REVENUES - GENERAL FUND COMPARATIVE
THROUGH December 31, 2017 VS December 31, 2016

REVENUE SOURCE	FY 2018 BUDGET	ACTUAL REVENUES THRU DEC 2017	% OF BUDGET	FY 2017 BUDGET	ACTUAL REVENUES THRU DEC 2016	% OF BUDGET	VARIANCE
TAXES							
PROPERTY TAX REVENUE-	\$ 48,061,530	\$ 27,062,936	56.31%	\$ 46,032,435	\$ 24,214,168	52.60%	\$ 2,848,768
PRIOR YEAR TAX REVENUE	\$ -	\$ 659,083		\$ -	\$ 668,740		\$ (9,657)
HOMESTEAD EXEMPTION REIMBURSEMENT	\$ 1,015,000	\$ 821,845	80.97%	\$ 750,000	\$ 569,088	75.88%	\$ 252,757
EXCISE	\$ 3,810,000	\$ 1,988,316	52.19%	\$ 3,365,000	\$ 1,951,063	57.98%	\$ 37,253
PENALTIES & INTEREST	\$ 150,000	\$ 64,239	42.83%	\$ 150,000	\$ 87,790	58.53%	\$ (23,551)
TOTAL TAXES	\$ 53,036,530	\$ 30,596,420	57.69%	\$ 50,297,435	\$ 27,490,849	54.66%	\$ 3,105,571
LICENSES AND PERMITS							
BUSINESS	\$ 62,000	\$ 28,645	46.20%	\$ 48,000	\$ 25,582	53.30%	\$ 3,063
NON-BUSINESS	\$ 345,000	\$ 190,083	55.10%	\$ 427,384	\$ 196,259	45.92%	\$ (6,176)
TOTAL LICENSES	\$ 407,000	\$ 218,728	53.74%	\$ 475,384	\$ 221,841	46.67%	\$ (3,113)
INTERGOVERNMENTAL ASSISTANCE							
STATE-LOCAL ROAD ASSISTANCE	\$ 400,000	\$ 406,860	101.72%	\$ 400,000	\$ -	0.00%	\$ 406,860
STATE REVENUE SHARING	\$ 1,509,117	\$ 753,095	49.90%	\$ 1,468,313	\$ 725,891	49.44%	\$ 27,204
WELFARE REIMBURSEMENT	\$ 95,000	\$ 71,477	75.24%	\$ 59,000	\$ 29,426	49.87%	\$ 42,051
OTHER STATE AID	\$ 32,000	\$ 11,209	35.03%	\$ 22,000	\$ -	0.00%	\$ 11,209
CITY OF LEWISTON	\$ 228,384	\$ -	0.00%	\$ 160,000	\$ -	0.00%	\$ -
TOTAL INTERGOVERNMENTAL ASSISTANCE	\$ 2,264,501	\$ 1,242,641	54.87%	\$ 2,109,313	\$ 755,317	35.81%	\$ 487,324
CHARGE FOR SERVICES							
GENERAL GOVERNMENT	\$ 144,440	\$ 60,303	41.75%	\$ 132,640	\$ 51,750	39.02%	\$ 8,553
PUBLIC SAFETY	\$ 236,277	\$ 78,722	33.32%	\$ 139,077	\$ 56,252	40.45%	\$ 22,470
EMS TRANSPORT	\$ 1,250,000	\$ 463,986	37.12%	\$ 1,250,000	\$ 512,320	40.99%	\$ (48,334)
TOTAL CHARGE FOR SERVICES	\$ 1,630,717	\$ 603,012	36.98%	\$ 1,521,717	\$ 620,322	40.76%	\$ (17,310)
FINES							
PARKING TICKETS & MISC FINES	\$ 70,000	\$ 21,498	30.71%	\$ 65,000	\$ 27,792	42.76%	\$ (6,295)
MISCELLANEOUS							
INVESTMENT INCOME	\$ 32,000	\$ 18,148	56.71%	\$ 10,000	\$ 10,736	107.36%	\$ 7,412
RENTS	\$ 35,000	\$ 21,449	61.28%	\$ 18,000	\$ 19,010	105.61%	\$ 2,439
UNCLASSIFIED	\$ 10,000	\$ 17,452	174.52%	\$ 10,000	\$ 41,415	414.15%	\$ (23,963)
COMMERCIAL SOLID WASTE FEES	\$ -	\$ 33,920		\$ -	\$ 22,403		\$ 11,517
SALE OF PROPERTY	\$ 20,000	\$ 10,882	54.41%	\$ 20,000	\$ 10,667	53.34%	\$ 215
RECREATION PROGRAMS/ARENA	\$ -	\$ -		\$ -	\$ -		\$ -
MMWAC HOST FEES	\$ 215,000	\$ 109,193	50.79%	\$ 210,000	\$ 213,207	101.53%	\$ (104,015)
TRANSFER IN: TIF	\$ 1,287,818	\$ -	0.00%	\$ 1,537,818	\$ -	0.00%	\$ -
TRANSFER IN: REC SPEC REVENUE	\$ 54,718	\$ -	0.00%	\$ 54,718	\$ -	0.00%	\$ -
ENERGY EFFICIENCY	\$ -	\$ -		\$ -	\$ 1,625		\$ (1,625)
CDBG	\$ 214,430	\$ 9,668	4.51%	\$ 254,127	\$ 8,112	3.19%	\$ 1,556
UTILITY REIMBURSEMENT	\$ 27,500	\$ -	0.00%	\$ 27,500	\$ -	0.00%	\$ -
CITY FUND BALANCE CONTRIBUTION	\$ 412,500	\$ -	0.00%	\$ 825,000	\$ -	0.00%	\$ -
TOTAL MISCELLANEOUS	\$ 2,308,966	\$ 220,712	9.56%	\$ 2,967,163	\$ 327,175	11.03%	\$ (106,463)
TOTAL GENERAL FUND REVENUES	\$ 59,717,714	\$ 32,903,010	55.10%	\$ 57,436,012	\$ 29,443,296	51.26%	\$ 3,459,714
SCHOOL REVENUES							
EDUCATION SUBSIDY	\$ 22,039,568	\$ 9,545,942	43.31%	\$ 21,373,337	\$ 9,520,263	44.54%	\$ 25,679
EDUCATION	\$ 811,744	\$ 311,690	38.40%	\$ 814,540	\$ 391,189	48.03%	\$ (79,499)
SCHOOL FUND BALANCE CONTRIBUTION	\$ 906,882	\$ -	0.00%	\$ 906,882	\$ -	0.00%	\$ -
TOTAL SCHOOL	\$ 23,758,194	\$ 9,857,631	41.49%	\$ 23,094,759	\$ 9,911,452	42.92%	\$ (53,821)
GRAND TOTAL REVENUES	\$ 83,475,908	\$ 42,760,641	51.23%	\$ 80,530,771	\$ 39,354,748	48.87%	\$ 3,405,893

CITY OF AUBURN, MAINE
EXPENDITURES - GENERAL FUND COMPARATIVE
THROUGH December 31, 2017 VS December 31, 2016

DEPARTMENT	FY 2018 BUDGET	Unaudited EXP THRU DEC 2017	% OF BUDGET	FY 2017 BUDGET	Unaudited EXP THRU DEC 2016	% OF BUDGET	VARIANCE
ADMINISTRATION							
MAYOR AND COUNCIL	\$ 80,300	\$ 38,537	47.99%	\$ 78,464	\$ 45,488	57.97%	\$ (6,951)
CITY MANAGER	\$ 581,170	\$ 254,402	43.77%	\$ 378,880	\$ 125,811	33.21%	\$ 128,591
CITY CLERK	\$ 181,332	\$ 94,139	51.92%	\$ 177,906	\$ 91,184	51.25%	\$ 2,955
FINANCIAL SERVICES	\$ 675,239	\$ 313,974	46.50%	\$ 637,754	\$ 317,405	49.77%	\$ (3,431)
HUMAN RESOURCES	\$ 156,887	\$ 74,043	47.20%	\$ 150,435	\$ 39,626	26.34%	\$ 34,417
INFORMATION TECHNOLOGY	\$ 531,551	\$ 318,624	59.94%	\$ 479,324	\$ 296,917	61.94%	\$ 21,707
LEGAL SERVICES	\$ -	\$ -		\$ 45,650	\$ 62,009	135.84%	\$ (62,009)
TOTAL ADMINISTRATION	\$ 2,206,479	\$ 1,093,719	49.57%	\$ 1,948,413	\$ 978,440	50.22%	\$ 115,279
COMMUNITY SERVICES							
ECONOMIC & COMMUNITY DEVELOPMENT	\$ 1,717,028	\$ 545,028	31.74%	\$ 1,938,437	\$ 497,323	25.66%	\$ 47,705
HEALTH & SOCIAL SERVICES	\$ 220,870	\$ 130,113	58.91%	\$ 171,474	\$ 91,839	53.56%	\$ 38,274
RECREATION & SPECIAL EVENTS*	\$ 388,581	\$ 159,047	40.93%	\$ 341,772	\$ 134,599	39.38%	\$ 24,448
PUBLIC LIBRARY	\$ 998,189	\$ 415,912	41.67%	\$ 979,516	\$ 565,317	57.71%	\$ (149,405)
TOTAL COMMUNITY SERVICES	\$ 3,324,668	\$ 1,250,100	37.60%	\$ 3,431,199	\$ 1,289,078	37.57%	\$ (38,978)
FISCAL SERVICES							
DEBT SERVICE	\$ 6,366,533	\$ 5,841,011	91.75%	\$ 6,406,845	\$ 5,905,713	92.18%	\$ (64,702)
FACILITIES	\$ 640,201	\$ 376,575	58.82%	\$ 645,756	\$ 292,129	45.24%	\$ 84,446
WORKERS COMPENSATION	\$ 555,164	\$ 555,164	100.00%	\$ 522,088	\$ -	0.00%	\$ 555,164
WAGES & BENEFITS	\$ 5,960,970	\$ 2,978,419	49.97%	\$ 5,274,528	\$ 2,638,062	50.02%	\$ 340,357
EMERGENCY RESERVE (10108062-670000)	\$ 415,454	\$ -	0.00%	\$ 375,289	\$ -	0.00%	\$ -
TOTAL FISCAL SERVICES	\$ 13,938,322	\$ 9,751,169	69.96%	\$ 13,224,506	\$ 8,835,904	66.81%	\$ 915,265
PUBLIC SAFETY							
FIRE DEPARTMENT	\$ 4,227,575	\$ 2,231,883	52.79%	\$ 4,049,396	\$ 2,089,774	51.61%	\$ 142,109
FIRE EMS	\$ 708,828	\$ 225,449	31.81%	\$ 590,997	\$ 248,276	42.01%	\$ (22,827)
POLICE DEPARTMENT	\$ 4,043,998	\$ 1,931,261	47.76%	\$ 3,875,113	\$ 1,868,197	48.21%	\$ 63,064
TOTAL PUBLIC SAFETY	\$ 8,980,401	\$ 4,388,593	48.87%	\$ 8,515,506	\$ 4,206,247	49.40%	\$ 182,346
PUBLIC WORKS							
PUBLIC SERVICES DEPARTMENT	\$ 4,611,116	\$ 2,001,010	43.40%	\$ 4,496,349	\$ 1,928,638	42.89%	\$ 72,372
SOLID WASTE DISPOSAL*	\$ 964,118	\$ 422,911	43.87%	\$ 932,689	\$ 330,470	35.43%	\$ 92,441
WATER AND SEWER	\$ 632,716	\$ 328,858	51.98%	\$ 599,013	\$ 305,753	51.04%	\$ 23,105
TOTAL PUBLIC WORKS	\$ 6,207,950	\$ 2,752,779	44.34%	\$ 6,028,051	\$ 2,564,861	42.55%	\$ 187,918
INTERGOVERNMENTAL PROGRAMS							
AUBURN-LEWISTON AIRPORT	\$ 167,800	\$ 162,838	97.04%	\$ 106,000	\$ 49,184	46.40%	\$ 113,654
E911 COMMUNICATION CENTER	\$ 1,088,857	\$ 267,281	24.55%	\$ 1,088,857	\$ 537,020	49.32%	\$ (269,739)
LATC-PUBLIC TRANSIT	\$ 189,949	\$ 189,949	100.00%	\$ 182,244	\$ 182,244	100.00%	\$ 7,705
LA ARTS	\$ -	\$ -		\$ -	\$ -		\$ -
TAX SHARING	\$ 270,000	\$ 16,809	6.23%	\$ 270,000	\$ 18,015	6.67%	\$ (1,206)
TOTAL INTERGOVERNMENTAL	\$ 1,716,606	\$ 636,877	37.10%	\$ 1,647,101	\$ 786,463	47.75%	\$ (149,586)
COUNTY TAX	\$ 2,296,224	\$ 2,296,224	100.00%	\$ 2,167,824	\$ 2,167,824	100.00%	\$ 128,400
TIF (10108058-580000)	\$ 3,049,803	\$ -	0.00%	\$ 2,824,803	\$ -	0.00%	\$ -
OVERLAY	\$ -	\$ -		\$ -	\$ -	0.00%	\$ -
TOTAL CITY DEPARTMENTS	\$ 41,720,453	\$ 22,169,461	53.14%	\$ 39,787,403	\$ 20,828,817	52.35%	\$ 1,340,644
EDUCATION DEPARTMENT	\$ 41,755,455	\$ 14,517,805	34.77%	\$ 40,743,368	\$ 13,587,770	33.35%	\$ 930,035
TOTAL GENERAL FUND EXPENDITURES	\$ 83,475,908	\$ 36,687,266	43.95%	\$ 80,530,771	\$ 34,416,587	42.74%	\$ 2,270,679

**CITY OF AUBURN, MAINE
INVESTMENT SCHEDULE
AS OF December 31, 2017**

INVESTMENT		FUND	BALANCE December 31, 2017	BALANCE November 30, 2017	INTEREST RATE
ANDROSCOGGIN BANK	449	CAPITAL PROJECTS	\$ 5,194,965.48	\$ 5,191,878.13	0.45%
ANDROSCOGGIN BANK	502	SR-TIF	\$ 1,011,819.68	\$ 1,011,218.36	0.45%
ANDROSCOGGIN BANK	836	GENERAL FUND	\$ 3,138,290.80	\$ 3,136,342.89	0.45%
ANDROSCOGGIN BANK	801	WORKERS COMP	\$ 50,547.02	\$ 50,516.98	0.45%
ANDROSCOGGIN BANK	684	EMS CAPITAL RESERVE	\$ 232,376.93	\$ 232,238.82	0.45%
NORTHERN CAPITAL	02155	CAPITAL PROJECTS	\$ 750,000.00	\$ 750,000.00	1.15%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 500,000.00	1.00%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 500,000.00	1.15%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	1.25%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 500,000.00	1.30%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 750,000.00	\$ 750,000.00	1.40%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	1.50%
GRAND TOTAL			\$ 13,127,999.91	\$ 13,122,195.18	0.92%

EMS BILLING
SUMMARY OF ACTIVITY
July 1, 2017 - June 30, 2018
Report as of December 31, 2017

	Beginning Balance 12/01/17	December 2017				Write-Offs	Ending Balance 12/31/2017
		New Charges	Payments	Refunds	Adjustments		
Bluecross	\$ 8,066.57	\$ 8,671.00	\$ (3,946.74)		\$ (4,204.72)		\$ 8,586.11
Intercept	\$ -	\$ 100.00					\$ 100.00
Medicare	\$ 117,629.00	\$ 96,588.20	\$ (35,754.11)		\$ (50,559.77)		\$ 127,903.32
Medicaid	\$ 15,416.22	\$ 22,068.00	\$ (10,179.37)		\$ (12,769.85)		\$ 14,535.00
Other/Commercial	\$ 101,999.14	\$ 24,490.40	\$ (11,059.26)		\$ (2,736.90)		\$ 112,693.38
Patient	\$ 320,100.86	\$ 15,110.60	\$ (8,607.30)		\$ (878.00)	\$ (70,105.70)	\$ 255,620.46
Worker's Comp	\$ 77.99						\$ 77.99
TOTAL	\$ 563,289.78	\$ 167,028.20	\$ (69,546.78)	\$ -	\$ (71,149.24)	\$ (70,105.70)	\$ 519,516.26

EMS BILLING
BREAKDOWN -TOTAL CHARGES
July 1, 2017 - June 30, 2018
Report as of December 31, 2017

	July 2017	August 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Adjustment	Totals	% of Total
No Insurance Information								\$ -	0.00%
Bluecross	\$ 7,616.80	\$ 5,319.60	\$ 8,771.40	\$ 10,276.00	\$ 6,772.40	\$ 8,671.00	\$ 35.00	\$ 47,462.20	4.45%
Intercept	\$ 200.00		\$ 400.00	\$ 200.00	\$ -	\$ 100.00		\$ 900.00	0.08%
Medicare	\$ 93,981.80	\$ 121,672.00	\$ 73,260.80	\$ 126,451.20	\$ 96,014.80	\$ 96,588.20	\$ 21,533.60	\$ 629,502.40	58.98%
Medicaid	\$ 29,998.80	\$ 33,361.80	\$ 27,171.80	\$ 34,032.80	\$ 27,524.20	\$ 22,068.00	\$ 8,523.80	\$ 182,681.20	17.12%
Other/Commercial	\$ 26,335.20	\$ 31,967.40	\$ 28,178.40	\$ 20,213.20	\$ 20,077.80	\$ 24,490.40	\$ (19,637.80)	\$ 131,624.60	12.33%
Patient	\$ 15,784.20	\$ 20,029.80	\$ 11,348.00	\$ 10,776.00	\$ 10,916.20	\$ 15,110.60	\$ (11,348.00)	\$ 72,616.80	6.80%
Worker's Comp	\$ 872.40	\$ 685.00					\$ 893.40	\$ 2,450.80	0.23%
TOTAL	\$ 174,789.20	\$ 213,035.60	\$ 149,130.40	\$ 201,949.20	\$ 161,305.40	\$ 167,028.20	\$ (0.00)	\$ 1,067,238.00	100.00%

EMS BILLING
BREAKDOWN -TOTAL COUNT
July 1, 2017 - June 30, 2018
Report as of December 31, 2017

	July 2017	August 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Adjustment	Totals	% of Total
No Insurance Information								0	0.00%
Bluecross	9	7	11	12	8	10		57	4.21%
Intercept	2		4	2	0	1		9	0.66%
Medicare	117	151	98	154	121	119		760	56.13%
Medicaid	39	44	36	44	36	28		227	16.77%
Other/Commercial	36	41	36	25	26	31		195	14.40%
Patient	20	25	14	14	13	18		104	7.68%
Worker's Comp	1	1			0			2	0.15%
TOTAL	224	269	199	251	204	207	0	1354	100.00%

TOTAL REVENUE COLLECTED AS OF 12/31/17 \$463,986.20
TOTAL EXPENDITURES AS OF 12/31/17 \$225,448.90

**EMS BILLING
AGING REPORT
July 1, 2017 to June 30, 2018
Report as of December 31, 2017**

	Current		31-60		61-90		91-120		121+ days		Totals							
Bluecross	\$	5,166.32	107%	\$	-	0%	\$	85.12	2%	\$	-	0%	\$	(443.47)	-9%	\$	4,807.97	0.93%
Intercept	\$	100.00		\$	-		\$	-		\$	-		\$	-		\$	100.00	0.02%
Medicare	\$	40,726.60	96%	\$	1,327.46	3%	\$	466.26	1%	\$	-	0%	\$	(63.62)	0%	\$	42,456.70	8.17%
Medicaid	\$	21,823.72	66%	\$	3,579.91	11%	\$	4,489.80	14%	\$	358.66	1%	\$	2,645.20	8%	\$	32,897.29	6.33%
Other/Commercial	\$	47,641.95	61%	\$	5,967.41	8%	\$	3,459.14	4%	\$	4,998.39	6%	\$	16,392.27	21%	\$	78,459.16	15.10%
Patient	\$	31,039.38	9%	\$	20,554.33	6%	\$	31,200.87	9%	\$	21,171.94	6%	\$	256,828.62	71%	\$	360,795.14	69.45%
Worker's Comp	\$	-		\$	-		\$	-		\$	-		\$	-		\$	-	0.00%
TOTAL	\$	146,497.97		\$	31,429.11		\$	39,701.19		\$	26,528.99		\$	275,359.00		\$	519,516.26	
		28%			6%			8%			5%			53%			100%	100.00%

CITY OF AUBURN
SPECIAL REVENUE FUNDS
As of December 31, 2017

	1902		1905		1910		1913		1914		1915		1917		1922		1926		1927		1928		1929		1930		1931				
	Riverwatch		Winter Festival		Community Service		Police Fitness Equipment		Oak Hill Cemeteries		Fire Training Building		Wellness Grant		Walmart Risk/Homeless		Healthy Androscoggin		Insurance Reimbursement		Vending		Fire Prevention		211 Fairview		Donations				
Fund Balance 7/1/17	\$ 972,422.92	\$	(1,530.30)	\$	4,380.34	\$	5,932.53	\$	27,343.39	\$	(1,488.84)	\$	4,582.27	\$	6,378.18	\$	1,784.05	\$	925.21	\$	(83.88)	\$	4,791.12	\$	(566,303.71)	\$	2,069.13				
Revenues FY18	\$ 30,764.14	\$	500.00	\$	418.40				\$ 1,600.00						\$ 960.94	\$	5,820.00				\$ 354.00										
Expenditures FY18	\$ 106,052.65						\$ 225.00					\$ 1,528.75	\$	60.94	\$	2,604.00				\$ 506.94						\$ 658.11					
Fund Balance 12/31/17	\$ 897,134.41	\$	(1,030.30)	\$	4,798.74	\$	5,707.53	\$	28,943.39	\$	(1,488.84)	\$	3,053.52	\$	7,278.18	\$	5,000.05	\$	925.21	\$	(236.82)	\$	4,791.12	\$	(566,303.71)	\$	1,411.02				
	2003 Byrne JAG		2005 MDOT		2006 PEACE		2007 Seatbelt Grant		2008 Homeland Security		2010 State Drug Money		2013 OUI Grant		2014 Speed Grant		2019 Law Enforcement Training		2020 CDBG		2025 Community Cords		2030 Parking		2032 HEAPP		2033 Safe School/ Health (COPS)				
Fund Balance 7/1/17	\$ 2,808.57	\$	(300,767.41)	\$	4,155.42	\$	2,197.62	\$	(73,633.75)	\$	14,432.07	\$	6,210.37	\$	8,831.00	\$	(5,669.72)	\$	4,323,336.57	\$	29,316.61	\$	11,690.86	\$	(4,994.50)	\$	(15,906.07)				
Revenues FY18	\$ -	\$	14,466.95	\$	479.04					\$ 2,857.00	\$	7,916.00	\$	6,643.42	\$	5,061.78	\$	354,450.07	\$	1,572.12	\$	73,009.00									
Expenditures FY18		\$	18,644.86	\$	1,092.80					\$ 9,285.89	\$	6,402.00	\$	6,487.42	\$	7,285.00	\$	644,782.46			\$	94,208.81									
Fund Balance 12/31/17	\$ 2,808.57	\$	(304,945.32)	\$	3,541.66	\$	2,197.62	\$	(73,633.75)	\$	8,003.18	\$	7,724.37	\$	8,987.00	\$	(7,892.94)	\$	4,033,004.18	\$	30,888.73	\$	(9,508.95)	\$	(4,994.50)	\$	(15,906.07)				
	2037 Bulletproof Vests		2038 Community Action Team		2040 Great Falls TV		2041 Blanche Stevens		2044 Federal Drug Money		2045 Forest Management		2046 Joint Land Use Study		2048 TD Tree Days Grant		2050 Project Lifesaver		2051 Project Canopy		2052 Nature Conservancy		2053 St Louis Bells		2054 EMS Transport Capital Reserve		2055 Work4ME- PAL				
Fund Balance 7/1/17	\$ 8,478.66	\$	7,206.21	\$	45,319.88	\$	47,037.73	\$	16,988.54	\$	4,436.52	\$	0.57	\$	-	\$	150.00	\$	-	\$	975.05	\$	2,357.75	\$	331,362.88	\$	(13,692.41)				
Revenues FY18	\$ 4,531.24						\$ 3,940.00	\$	9,223.62							\$ 50.00								\$ 875.94							
Expenditures FY18					\$ 10,828.00	\$	1,942.94												\$ 420.71					\$ 109,806.69	\$	16,475.42					
Fund Balance 12/31/17	\$ 13,009.90	\$	7,206.21	\$	34,491.88	\$	49,034.79	\$	26,212.16	\$	4,436.52	\$	0.57	\$	-	\$	200.00	\$	(420.71)	\$	975.05	\$	2,357.75	\$	222,432.13	\$	(30,167.83)				
	2056 Lake Auburn Neighborhood		2057 ASPCA Grant		2058 Barker Mills Greenway		2059 Distracted Driving		2060 My Life My Choice JJAG		2201 EDI Grant		2500 Parks & Recreation																		
Fund Balance 7/1/17	\$ 125.00	\$	800.00	\$	(2,597.43)	\$	301.00	\$	-	\$	(1,484,407.18)	\$	191,966.40																		
Revenues FY18							\$ 8,680.83	\$	5,361.00				\$ 122,419.88																		
Expenditures FY18							\$ 7,144.83	\$	5,361.50				\$ 191,643.17																		
Fund Balance 12/31/17	\$ 125.00	\$	800.00	\$	(2,597.43)	\$	1,837.00	\$	(0.50)	\$	(1,484,407.18)	\$	122,743.11																		
	2600 Tambrands TIF 4		2600 J Enterprises TIF 5		2600 Tambrands II TIF 6		2600 J & A Properties TIF 7		2600 Formed Fiber TIF 8		2600 Mall TIF 9		2600 Downtown TIF 10		2600 Safe Handling TIF 11		2600 Auburn Industrial TIF 12		2600 Auburn Plaza TIF 13		2600 Auburn Plaza II TIF 14		2600 Webster School TIF 16		2600 Bedard Pharm TIF 17		2600 Slapshot LLC TIF 18		2600 Hartt Transport TIF 19		Total Special Revenues
Fund Balance 7/1/17	\$ (8,073.02)	\$	14,500.44	\$	(365,270.76)	\$	2,558.27	\$	30,486.17	\$	149,591.94	\$	(4,529.96)	\$	183.21	\$	(350,651.92)	\$	(37,076.39)	\$	9,722.38	\$	360.91	\$	31,366.79	\$	47,165.25	\$	(5.40)	\$ 3,140,347.13	
Revenues FY18																													\$ 661,955.37		
Expenditures FY18	\$ 541.20									\$ 436,255.95	\$	346,592.66			\$ 154,289.00	\$	82,200.78	\$	165,864.12	\$	15,064.43					\$ 69,010.56			\$ 2,513,267.59		
Fund Balance 12/31/17	\$ (8,614.22)	\$	14,500.44	\$	(365,270.76)	\$	2,558.27	\$	30,486.17	\$	(286,664.01)	\$	(351,122.62)	\$	183.21	\$	(504,940.92)	\$	(119,277.17)	\$	(156,141.74)	\$	(14,703.52)	\$	31,366.79	\$	(21,845.31)	\$	(5.40)	\$ 1,289,034.91	

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services

To: Peter Crichton, City Manager
From: Jill Eastman, Finance Director
Re: Financial Reports for December, 2017



Attached you will find a Statement of Net Assets and a Statement of Activities and budget to actual reports for Ingersoll Turf Facility for revenue and expenditures as of December 31, 2017.

INGERSOLL TURF FACILITY

Statement of Net Assets:

The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets as of December 31, 2017.

Current Assets:

As of the end of December 2017 the total current assets of Ingersoll Turf Facility were \$28,764. This consisted of an interfund receivable of \$28,764 a decrease from November of \$6,171.

Noncurrent Assets:

Ingersoll's noncurrent assets are the building and equipment that was purchased, less depreciation. The total value of the noncurrent assets as of December 31, 2017 was \$167,406.

Liabilities:

Ingersoll had no accounts payable as of December 31, 2017.

Statement of Activities:

The statement of activities shows the current operating revenue collected for the fiscal year and the operating expenses as well as any nonoperating revenue and expenses.

The operating revenues for Ingersoll Turf Facility through December 2017 are \$70,870. This revenue comes from the sponsorships, programs, rental income and batting cages.

The operating expenses for Ingersoll Turf Facility through December 2017 were \$90,863. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of December 2017 Ingersoll has an operating loss of \$19,993 compared to a net loss in November of \$13,822.

As of December 31, 2017 Ingersoll has a decrease in net assets of \$19,993.

The budget to actual reports for revenue and expenditures, show that the revenue for FY18 compared to FY 17.

Statement of Net Assets
Ingersoll Turf Facility
December 31, 2017
Business-type Activities - Enterprise Fund

	Dec 31, 2017	Nov 30, 2017	Increase/ (Decrease)
ASSETS			
Current assets:			
Cash and cash equivalents		\$ -	\$ -
Interfund receivables/payables	\$ 28,764	\$ 34,935	(6,171)
Accounts receivable	-	-	-
Total current assets	28,764	34,935	(6,171)
Noncurrent assets:			
Capital assets:			
Buildings	672,279	672,279	-
Equipment	86,625	86,625	-
Land improvements	18,584	18,584	-
Less accumulated depreciation	(610,082)	(610,082)	-
Total noncurrent assets	167,406	167,406	-
Total assets	196,170	202,341	(6,171)
LIABILITIES			
Accounts payable	\$ -	\$ -	\$ -
Total liabilities	-	-	-
NET ASSETS			
Invested in capital assets	\$ 167,406	\$ 167,406	\$ -
Unrestricted	\$ 28,764	\$ 34,935	\$ (6,171)
Total net assets	\$ 196,170	\$ 202,341	\$ (6,171)

CITY OF AUBURN, MAINE
Statement of Revenues, Expenses and Changes in Net Assets
Ingersoll Turf Facility
Business-type Activities - Enterprise Funds
Statement of Activities
December 31, 2017

	Ingersoll Turf Facility
Operating revenues:	
Charges for services	\$ 70,870
Operating expenses:	
Personnel	44,433
Supplies	4,196
Utilities	5,539
Repairs and maintenance	3,647
Rent	-
Depreciation	-
Capital expenses	33,048
Other expenses	
Total operating expenses	90,863
Operating gain (loss)	(19,993)
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	-
Total nonoperating expense	-
Gain (Loss) before transfer	(19,993)
Transfers out	-
Change in net assets	(19,993)
Total net assets, July 1	216,163
Total net assets, December 31, 2017	\$ 196,170

CITY OF AUBURN, MAINE
REVENUES - INGERSOLL TURF FACILITY
Through December 31, 2017 compared to December 31, 2016

REVENUE SOURCE	FY 2018 BUDGET	ACTUAL REVENUES THRU DEC 2017	% OF BUDGET	FY 2017 BUDGET	ACTUAL REVENUES THRU DEC 2016	% OF BUDGET
CHARGE FOR SERVICES						
Sponsorship	\$ 17,000	\$ 6,250	36.76%	\$ 15,000	\$ 7,000	46.67%
Batting Cages	\$ 11,520	\$ 6,253	54.28%	\$ 9,940	\$ 3,555	35.76%
Programs	\$ 80,000	\$ 36,025	45.03%	\$ 90,000	\$ 25,352	28.17%
Rental Income	\$ 103,650	\$ 22,342	21.56%	\$ 100,000	\$ 21,960	21.96%
TOTAL CHARGE FOR SERVICES	\$ 212,170	\$ 70,870	33.40%	\$ 214,940	\$ 57,867	26.92%
INTEREST ON INVESTMENTS	\$ -			\$ -		
GRAND TOTAL REVENUES	\$ 212,170	\$ 70,870	33.40%	\$ 214,940	\$ 57,867	26.92%

CITY OF AUBURN, MAINE
EXPENDITURES - INGERSOLL TURF FACILITY
Through December 31, 2017 compared to December 31, 2016

DESCRIPTION	ACTUAL				ACTUAL			
	FY 2018 BUDGET	EXPENDITURES THRU DEC 2017	% OF BUDGET	FY 2017 BUDGET	EXPENDITURES THRU DEC 2016	% OF BUDGET	Difference	
Salaries & Benefits	\$ 106,624	\$ 44,433	41.67%	\$ 101,899	\$ 42,637	41.84%	\$	1,796
Purchased Services	\$ 21,110	\$ 3,647	17.28%	\$ 20,750	\$ 4,603	22.18%	\$	(956)
Programs	\$ 7,000	\$ 4,047	57.81%	\$ 5,000	\$ 2,387	47.74%	\$	1,660
Supplies	\$ 5,000	\$ 149	2.99%	\$ 6,750	\$ 366	5.42%	\$	(217)
Utilities	\$ 39,720	\$ 5,539	13.95%	\$ 41,320	\$ 5,280	12.78%	\$	259
Insurance Premiums	\$ 2,431	\$ -	0.00%	\$ 2,383	\$ -	0.00%	\$	-
Capital Outlay	\$ 42,490	\$ 33,048	77.78%	\$ -	\$ -		\$	33,048
	\$ 224,375	\$ 90,863	40.50%	\$ 178,102	\$ 55,273	31.03%	\$	35,590
GRAND TOTAL EXPENDITURES	\$ 224,375	\$ 90,863	40.50%	\$ 178,102	\$ 55,273	31.03%	\$	35,590

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services

To: Peter Crichton, City Manager
From: Jill Eastman, Finance Director
Re: Arena Financial Reports for December 31, 2017

Attached you will find a Statement of Net Assets and a Statement of Activities and budget to actual reports for Norway Savings Bank Arena for revenue and expenditures as of December 31, 2017.

NORWAY SAVINGS BANK ARENA

Statement of Net Assets:

The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets and shows a comparison to the previous month, in this case, November 30, 2017.

Current Assets:

As of the end of December 2017 the total current assets of Norway Savings Bank Arena were (\$622,516). These consisted of cash and cash equivalents of \$94,726, accounts receivable of \$122,025, and an interfund payable of \$839,267.

Noncurrent Assets:

Norway's noncurrent assets are equipment that was purchased, less depreciation (depreciation is posted at year end). The total value of the noncurrent assets as of December 31, 2017 was \$394,783.

Liabilities:

Norway Arena had accounts payable of \$110 as of December 31, 2017.

Statement of Activities:

The statement of activities shows the current operating revenue collected for the fiscal year and the operating expenses as well as any nonoperating revenue and expenses.

The operating revenues for Norway Arena through December 2017 are \$500,605. This revenue comes from the concessions, sign advertisements, pro shop lease, youth programming, shinny hockey, public skating and ice rentals.

The operating expenses for Norway Arena through December 2017 were \$613,407. These expenses include personnel costs, supplies, utilities, repairs, rent, capital purchases and maintenance.

As of December 2017 Norway Arena has an operating loss of \$111,714 compared to the November 2017 operating loss of \$111,714 an increase in the operating loss for the fiscal year of \$9,630.

As of December 31, 2017 Norway Arena has a decrease in net assets of \$112,802.

The budget to actual reports for revenue and expenditures, with comparison to the same period last year show that revenue for FY18 is \$67,026 less than in FY17 and expenditures in FY18 are \$9,952 less than last year in December.

CITY OF AUBURN, MAINE
Statement of Net Assets
Norway Savings Bank Arena
December 31, 2017
Business-type Activities - Enterprise Fund

	December 31, 2017	November 30, 2017	Increase/ (Decrease)
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 94,726	\$ 91,217	\$ 3,509
Interfund receivables	\$ (839,267)	\$ (809,643)	\$ (29,624)
Prepaid Rent	\$ -	\$ -	\$ -
Accounts receivable	122,025	96,943	25,082
Total current assets	(622,516)	(621,483)	(1,033)
Noncurrent assets:			
Capital assets:			
Buildings	58,223	58,223	-
Equipment	514,999	514,999	-
Land improvements	-	-	-
Less accumulated depreciation	(178,439)	(178,439)	-
Total noncurrent assets	394,783	394,783	-
Total assets	(227,733)	(226,700)	(1,033)
LIABILITIES			
Accounts payable	\$ 110	\$ 55	\$ 55
Net pension liability	100,398	100,398	-
Total liabilities	100,508	100,453	55
NET ASSETS			
Invested in capital assets	\$ 394,783	\$ 394,783	\$ -
Unrestricted	\$ (723,024)	\$ (721,936)	\$ (1,088)
Total net assets	\$ (328,241)	\$ (327,153)	\$ (1,088)

CITY OF AUBURN, MAINE
Statement of Revenues, Expenses and Changes in Net Assets
Norway Savings Bank Arena
Business-type Activities - Enterprise Funds
Statement of Activities
December 31, 2017

	Norway Savings Arena
Operating revenues:	
Charges for services	\$ 500,605
Operating expenses:	
Personnel	187,328
Supplies	24,386
Utilities	111,441
Repairs and maintenance	7,691
Rent	253,242
Depreciation	-
Capital expenses	12,585
Other expenses	16,734
Total operating expenses	613,407
Operating gain (loss)	(112,802)
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	-
Total nonoperating expense	-
Gain (Loss) before transfer	(112,802)
Transfers out	-
Change in net assets	(112,802)
Total net assets, July 1	(215,439)
Total net assets, December 31, 2017	\$ (328,241)

CITY OF AUBURN, MAINE
REVENUES - NORWAY SAVINGS BANK ARENA
Through December 31, 2017 compared to December 31, 2016

REVENUE SOURCE	FY 2018 BUDGET	ACTUAL REVENUES THRU DEC 2017	% OF BUDGET	FY 2017 BUDGET	ACTUAL REVENUES THRU DEC 2016	% OF BUDGET	VARIANCE
CHARGE FOR SERVICES							
Concussions	\$ 18,000	\$ 1,125	6.25%	\$ 18,000	\$ 370	2.06%	\$ 755
Vending Machines	\$ -	\$ 3,746					\$ 3,746
Skate Rentals	\$ -	\$ 1,762					\$ 1,762
Sponsorships	\$ 275,000	\$ 112,018	40.73%	\$ 230,000	\$ 161,835	70.36%	\$ (49,817)
Pro Shop	\$ 8,500	\$ 1,663	19.56%	\$ 8,500	\$ 2,816	33.13%	\$ (1,153)
Programs	\$ 31,000	\$ 18,212	58.75%	\$ 31,000		0.00%	\$ 18,212
Rental Income	\$ 705,250	\$ 321,191	45.54%	\$ 672,250	\$ 354,075	52.67%	\$ (32,884)
Camps/Clinics	\$ 50,000	\$ 27,838	55.68%	\$ 50,000	\$ 38,895		\$ (11,057)
Tournaments	\$ 50,000	\$ 13,050	26.10%	\$ 50,000	\$ 9,640	19.28%	\$ 3,410
TOTAL CHARGE FOR SERVICES	\$ 1,137,750	\$ 500,605	44.00%	\$ 1,059,750	\$ 567,631	53.56%	\$ (67,026)

CITY OF AUBURN, MAINE
EXPENDITURES - NORWAY SAVINGS BANK ARENA
Through December 31, 2017 compared to December 31, 2016

DESCRIPTION	ACTUAL				ACTUAL			
	FY 2017 BUDGET	EXPENDITURES THRU DEC 2017	% OF BUDGET	FY 2016 BUDGET	EXPENDITURES THRU DEC 2016	% OF BUDGET	VARIANCE	
Salaries & Benefits	\$ 344,000	\$ 187,328	54.46%	\$ 311,000	\$ 183,282	58.93%	\$ 4,046	
Purchased Services	\$ 71,656	\$ 24,425	34.09%	\$ 87,306	\$ 18,401	21.08%	\$ 6,024	
Supplies	\$ 37,100	\$ 24,386	65.73%	\$ 37,150	\$ 26,584	71.56%	\$ (2,198)	
Utilities	\$ 225,150	\$ 111,441	49.50%	\$ 199,800	\$ 121,482	60.80%	\$ (10,041)	
Capital Outlay	\$ 103,500	\$ 12,585	12.16%	\$ 57,000	\$ 20,368	35.73%	\$ (7,783)	
Rent	\$ 507,000	\$ 253,242	49.95%	\$ 507,000	\$ 253,242	49.95%	\$ -	
	\$ 1,288,406	\$ 613,407	47.61%	\$ 1,199,256	\$ 623,359	51.98%	\$ (9,952)	
GRAND TOTAL EXPENDITURES	\$ 1,288,406	\$ 613,407	47.61%	\$ 1,199,256	\$ 623,359	51.98%	\$ (9,952)	