



**City Council Workshop & Meeting  
June 15, 2020  
Agenda**

**This City Council workshop and meeting will be conducted both in Council Chambers and remotely using “Zoom.”** The meeting will be broadcast as usual on Great Falls TV (cable channel 1302) and on the City of Auburn [YouTube](#) channel.

**If you wish to offer public comment during the meeting,** you can “attend” the meeting via Zoom and speak during the public comment session. To participate in this way, please register in advance by using the following link: [https://us02web.zoom.us/webinar/register/WN\\_WX51XTL4SQSSTeGh0OKCg](https://us02web.zoom.us/webinar/register/WN_WX51XTL4SQSSTeGh0OKCg)

After registering, you will receive a confirmation email containing information about joining the meeting. If you wish to speak, simply click “Raise Hand” in the webinar controls. You can also use the Alt+Y keyboard shortcut (Mac: Option+Y) to raise or lower your hand. You will be notified when it is your turn to speak. Be sure to “Unmute” yourself and speak clearly. All participants will be able to hear you.

If you prefer to submit public comment in writing, please send your remarks via email to: [comments@auburnmaine.gov](mailto:comments@auburnmaine.gov). Your comments will be included in the meeting minutes.

**05:30 P.M. City Council Workshop**

- A. Recycling Presentation – Recycling Committee (20 minutes)
- B. CARES Act Guidelines – Zachary Lenhert and Michael Chammings (10 minutes)
- C. Urban Agricultural Grant Application – Eric Cousens (5 minutes)
- D. Noise Ordinance – Eric Cousens and Tim Cogle (20 minutes)
- E. Consolidation of Polling Places for the July 14, 2020 Election – Sue Clements-Dallaire (15 minutes)
- F. Council Budget Discussion

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

**Pledge of Allegiance**

**I. Consent Items**

**1. Resolve 08-06152020\***

Supporting the application for the Urban Agriculture and Innovative Production Grant Urban Agricultural Grant Application.

**2. Order 71-06152020\***

Nominating Mayor Jason Levesque to serve as full member on the Maine Municipal Associations Legislative Policy Committee during the 2020-2022 biennium.

- 3. Order 72-06152020\***  
Appointing Phil Crowell to serve as an alternate member on the Maine Municipal Associations Legislative Policy Committee during the 2020-2022 biennium.
- II. Minutes**
- June 1, 2020 Regular Council Meeting
- III. Communications, Presentations and Recognitions**
- Covid-19 Update (Phil Crowell and Matt Fifield)
    - Recovery Plan Update (Marc Gosselin)
  - Council Communications
- IV. Open Session – *Members of the public are invited to speak to the Council about any issue directly related to City business or any item that appears on the agenda.***
- V. Unfinished Business**
- 4. Order 66-06012020**  
Reallocating \$235,000 of unspent proceeds from various General Obligation Bonds to finance a portion of the City's FY 21 Capital Improvements. Second reading.  
***Passage requires an affirmative vote of 5 Councilors at the second and final reading.***
- 5. Order 67-06012020**  
Authorizing the City's general obligation bonds in the amount of \$10,110,000 (as amended during the first reading on 06/01/2020) to finance the City's FY21 Capital Improvement Program. Second reading.  
***Passage requires an affirmative vote of 5 Councilors at the second and final reading.***
- 6. Resolve 07-06012020**  
Adopting the Appropriations Resolve for Fiscal Year 2021. Second reading.  
***Passage requires an affirmative vote of 4 Councilors at the second and final reading.***
- VI. New Business**
- 1. Order 73-06152020**  
Adopting the School Budget for Fiscal Year 2021.
- 2. Resolve 09-06152020**  
Accepting the public art piece as recommended by the Public Art Group.
- 3. Resolve 10-06152020**  
Declaring all businesses in the City of Auburn essential and calling on the Governor of the State of Maine to open all businesses.
- 4. Resolve 11-06152020** Requesting that Governor Mills immediately begin distributing funds to Maine municipalities based on \$30 per capita in direct and flexible state funding.

**VII. Reports**

- a. Mayor's Report**
- b. City Councilors' Reports**
- c. City Manager Report**
- d. Finance Director, Jill Eastman – May 2020 Monthly Finance Report**

**VIII. Executive Session**

- Poverty Abatement, pursuant to (36 M.R.S.A § 841) with possible action to follow.
- Economic Development, pursuant to 1 M.R.S.A. Sec. 405(6)(C).
- Economic Development, pursuant to 1 M.R.S.A. Sec. 405(6)(C).
- Personnel matter, pursuant to 1 M.R.S.A. Sec. 405 (6)(A).
- Personnel matter, pursuant to 1 M.R.S.A. Sec. 405 (6)(A).
- Labor contract negotiations, pursuant to 1 M.R.S.A. Sec. 405 (6)(D).

**X. Adjournment**



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** Workshop - June 15, 2020

**Author(s):** Raegan Young; Phil Crowell

**Subject:** Presentation of Recycling Ad-hoc Committee Report, and Extension of Resolve

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**Information:** The Committee is pleased to present the Final Report to Council. The investigations have shown that Auburn has the basis for a strong, forward looking municipal solid waste program. However, various shortcomings have allowed the program to continue inefficiently. The Committee contends that the benefits of improving the program far outweigh the small cost savings of eliminating it entirely. In addition to environmental sustainability, maintaining a strong recycling program has social benefits.

*“Recycling programs function as a public service boosting overall social welfare. Within this frame of reference, recycling programs can be viewed as serving the same purpose of public parks, recreation areas, and public events. These are similar public services that are costly yet supported by public funding. These types of public services are viewed as a necessity by the community and are only able to exist due to the presence and willingness of the government to provide public funds to sustain them.” (Miller et. al, “The Economic Benefits of Recycling in Virginia”)*

They have also found many opportunities for improvement. Several evidenced-based interventions, some relatively low-cost, could be implemented with immediate return on investment. The Committee has committed to pursuing these program improvements over the coming year. Their recommendations are detailed in the report but include the following benchmarks:

**September 15, 2020: Recycling Infrastructure Improvements**

Report on **specific infrastructure needs**, e.g. bins, collection schedule and educational/feedback program to improve Auburn's recycling rate and lower its contamination rate. In addition, we would review and recommend personnel resources, short and long term, to support efforts to enhance Auburn's sustainability mission.

**December 15, 2020: Reconsidering the Recycling Contract**

Report on **options for improving the services we receive from a recycling contractor**, specifically focusing on their educational outreach to households and schools, assistance with reducing the recycling contamination rate, compilation of publicly available data, experience helping communities reach performance benchmarks, and recycling efficiency/return on investment for the various products. In addition, we will consider the contract lengths and risk-sharing policies of possible contracts, as we believe a contractor in the modern recycling market needs to be aware of both the positive and negative risks faced by the City in this process. This would include a review of these services and the contractual options offered by various vendors.

**March 15, 2021: Options for a Composting Pilot Program**

Report on initiating a pilot program for the collection of **household organics**, e.g. food waste. This effort would include identifying vendors, costs, and options for collection. We would also recommend the best option, method of evaluation of success, and timeline for the pilot program.

**June 15, 2021: Annual Report**

**Present the Annual report** on our work, outcomes from various projects, and summer opportunities.



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**City Budgetary Impacts:** The current request has no budgetary impacts. Any recommendations or projects resulting from work in the coming year will be financed through the Comprehensive Plan funds in the current FY 2021 budget.

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**Staff Recommended Action:** Approve the Committee's request to extend the resolve and continue work through 2021.

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**Previous Meetings:** 5/13/2019 Workshop discussion, 5/20/2019 Resolve to create the Recycling Ad-hoc Committee was approved, 6/3/19 purpose, composition, term and outcomes were reviewed, 6/24/19 purpose, composition, term, and outcomes were approved.

**Recent History:** Since its inception, the Recycling Committee has provided two updates to Council, on 12/2/2019 and 3/2/20.

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**City Manager Comments:**

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Coakley".

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**Attachments:** Recycling Ad-Hoc Committee Final Report to Council



Holly C. Lasagna, Ward One  
Leroy G. Walker, Ward Five  
Robert P. Hayes, Ward Two  
Belinda A. Gerry, At Large  
Andrew D. Titus, Ward Three  
David C. Young, At Large  
Alfreda M. Fournier, Ward Four  
Jason J. Levesque, Mayor

IN CITY COUNCIL  
ORDER 77-06242019

ORDERED, that the Auburn City Council hereby adopts the purpose, composition, terms, and outcomes of a Recycling Ad-hoc Committee below.

Recycling Ad-hoc Committee

The mission of the Recycling Committee is to study, recommend, and report on programs/models being implemented in response to the changing marketplace. Our goal is to have both the residential and commercial community conscious of recycling and related issues that affect the quality of life in Auburn.

Recycling in the broad sense is the reuse or extension of usable life of materials that have fulfilled the purpose of original manufacture or possession. Recycled materials may be remanufactured into new or different materials, renovated to their original purpose or reused in their current configuration via change in ownership. Recycling may parallel waste removal but is the opposite of waste disposal as recycled materials are removed from the waste stream to begin a new economic life.

For these reasons, the Auburn City Council has created a Recycling Ad-hoc Committee. This Committee, composed of six Auburn residents and one city councilor, appointed by the City Council for a six-month term with the option to expand the term an additional six-months, shall conduct a minimum of six scheduled public meetings and shall:

1. Identify the key impacts of the current recycling program;
2. Compare the current model with different models we could adopt;
3. Identify our current costs for recycling and compare with other municipalities which have adapted to the changing market; and
4. Create a public education and awareness campaign for the recommended changes.

The Recycling Committee is encouraged to include content experts to attend and participate in the meetings to ensure the most recent information pertaining to recycling is being considered. The Recycling Committee shall provide the City Council with one status report in September 2019 and a final report in December 2019 of the studies, reports, activities, and recommendations to the City Council.



**Auburn's Ad Hoc  
RECYCLING  
& Sustainability  
COMMITTEE**

**Final Committee Report**

**June 15, 2020**

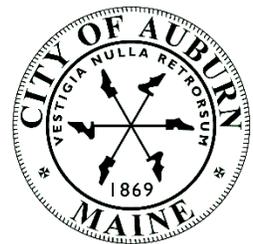
“

Recycling is our commitment to sustainable living - our collective effort to reduce harm to our environment by minimizing what we throw away to be burned and buried in landfills.

”



**Presented by: Sharon Benoit, Dennis Connelly Sr. Ralph Harder, Councilor  
Holly Lasagna, Rebecca Lloyd, Silver Moore-Leamon, Camille Parrish**



**CITY OF AUBURN, MAINE**  
60 Court Street Auburn, ME 04210  
[WWW.AUBURNMAINE.GOV](http://WWW.AUBURNMAINE.GOV)

Prepared by Raegan Young, Muskie School of Public Service

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## EXECUTIVE SUMMARY

The Recycling Ad-hoc Committee is pleased to submit its report to the Auburn City Council fulfilling its charge to assess the effectiveness of Auburn's recycling program on the basis of cost, impact in the community, and in comparison to other Maine municipal programs. We were asked specifically to comment on evidenced-based methods to enhance community engagement in sound recycling practices. Below are our findings and recommendations.



Our assessments are carried out, in part, in response to volatile and shrinking markets for recyclable commodities worldwide that have reduced recycling revenue and adversely impacted municipal budgets across the United States. In addition, we write this report in the midst of a global pandemic that has upended our local and state economy and will continue to do so for the foreseeable future.

Having said that, as a community, a neighborhood, a household, we practice recycling not because of its impact on the municipal budget alone. Recycling is our commitment to sustainable living - our collective effort to reduce harm to our environment by minimizing what we throw away to be burned and buried in landfills.

### Findings

Our investigations have shown that Auburn has the basis for a strong, forward looking municipal solid waste program. Waste incineration at Maine Waste to Energy, a consortium of surrounding towns, generates reusable energy in the form of electricity. Recycling is processed at a single-sort facility in Lewiston where commodities are separated and sent to available markets.

The weaknesses in our recycling program compared to those of Maine communities detailed in the report include:

1. **Poor Participation and High Contamination:** An estimated 7- 8% of Auburn households recycle compared to 30-50% in other communities. Fifteen to eighteen percent of Auburn recycling is contaminated with food waste, non-recycling materials, or moisture.
2. **Low Recycling Rate:** About 7% by weight of all curbside waste and recycling collected is diverted from the solid waste stream. Better performing communities divert 40-50%.
3. **Lack of Education:** The lack of educational materials, of a feedback mechanism where residents are continuously educated about recycling, and the absence of educational programming about the waste management system in the city creates a lack of information for citizens.

4. **Current Contracts:** Contracts for collection and processing of waste do not fairly share risk between the City and the contractor in this volatile recycling market. In addition, the services provided do not include any education or tracking for residents and the City.
5. **Lack of Data Transparency:** We have no Auburn specific benchmarking and performance evaluation of the recycling program. This is in part due to the nature of the regional associations Auburn has joined for municipal solid waste processing and recycling. City specific data is not always collected.

Fortunately, opportunities for improvement are available. Several evidenced-based interventions, some relatively low-cost, could be implemented with immediate return on investment with increases in participation and reduction in contamination.

Other longer-range program changes include implementing community composting. Organic waste comprises about 20% of municipal solid waste by weight. Diverting this to a composting program could potentially impact Auburn's disposal costs favorably by lowering the total tonnage. In addition, composting would help reduce the portion of Auburn's waste that is now sent to a landfill because of capacity issues at Maine Waste to Energy during peak months.

Finally, sustainability efforts are increasingly part of municipal government's portfolio. Success in these efforts often requires unique management skills in coordinating multiple programs across several departments or jurisdictions. Municipal recycling has changed since it started at the dawn of the environmental movement in the United States almost 50 years ago. Although the reasons to recycle are largely unchanged, we are operating in a much more complex environment. This will require re-thinking, not only our methods but also the management of our recycling program. We hope this report contributes positively in both regards.

## Recommendations

- 1) Invest in improved recycling infrastructure
  - To provide city-specific, designated bins, and/or integrate a composting program
- 2) Implement an education program that has an effective feedback and residential engagement component.
  - To increase convenience, awareness, engagement and vitality of the current recycling program, in turn improving participation and reducing contamination
- 3) Consider changing recycling contractors or negotiating a better contract with Casella
  - To reduce the overall cost of recycling for the city, and/or to add a robust education program in the community and schools. EcoMaine has such programs as a part of their contract.
- 4) Implement a Composting Program
  - Intended to reduce solid waste tonnage, improve contamination rates, and encourage recycling. Auburn is incinerating approximately 1800 tons of organic waste, representing an estimate of \$76,000 in processing costs.

# INTRODUCTION

## Committee Background and Goals

On June 24, 2019, the City Council adopted a resolve to create an ad-hoc Recycling Committee. This resolve arose due to the current state of the volatile recycling market. Increasing recycling costs led to a discussion of suspending the program. Instead, Auburn chose to take the time needed to consider all aspects of recycling and sustainability in our community. After a delay in appointing members, we began work on October 31, 2019. Since that time we have provided two updates to the Council; on December 2, 2019 and March 2, 2020. During the second Council update, we received approval to extend our work to May 1, 2020.

## Committee Charge

The Council charged us as follows:

- 1. Identify the key impacts of the current recycling program**
- 2. Compare the current model with different models Auburn could adopt**
- 3. Identify Auburn's current costs for recycling and compare with other municipalities which have adapted to the changing market, and**
- 4. Create a public education and awareness campaign for the recommended changes**

Since work began in October 2019, we have reviewed, in detail, the current state of Auburn's recycling program. Interviews with key Auburn staff members like Billy Hunter, Director of Support Services, and Dan Goyette, Public Works Director, were particularly helpful. We visited Auburn's waste management facilities, spoke to staff at each site, and spent time in committee meetings pouring over data and lived experience. Through conversations with regional actors, such as the South Portland Sustainability Coordinator Julie Rosenbach, we have explored program models adopted by other municipalities. By enlisting students and faculty researchers from the Environmental Studies Program at Bates College, we have been able to assess and weigh the cost and environmental impact of various waste management practices, along with best practices for improving recycling rates and lowering contamination. The reports completed by Bates provide robust detailed data and generated recommendations for the City.

We have remained active despite the COVID-19 pandemic, holding virtual meetings continued as scheduled with weekly or bi-weekly meetings. We recognize the fiscal and programmatic challenges to the City and Council at this time, and we propose our recommendations with these issues in mind. It is our intention to be thoughtful in our proposed changes to the current recycling program. This proposal takes into account both short and long-term changes that build a recycling and sustainability infrastructure that will position Auburn to become one of the best cities in America.

## Value and Importance of Sustainable Waste Management

What has guided our work is our belief that a comprehensive, sustainable waste management program will benefit the city, its residents, and the health of the region now and into the future. Our research indicates that there is potential to create a more efficient program by improving our waste management practices. We also want to acknowledge that the market rates for recycled products will fluctuate over time, and no one is able to predict its trends, positively or negatively. While initial investment will be necessary, we believe potential environmental and social benefits far outweigh these costs.

Committing to sustainable practices will continue to have a ripple effect throughout the city. Moving toward environmentally conscious programs shows residents that the city values the health and lives of Auburn residents for generations to come. An improved waste management program will provide residents with a greater sense of responsibility for their city and a direct way to participate in protecting Maine's natural beauty and the health and wellbeing of residents. Auburn is a beacon for the Androscoggin Valley and pursuing these potential programs has the power to change not just our community, but the whole region.

These issues are not unique to Auburn and stakeholders statewide have identified their importance. One suggestion in the report, separating out food waste for composting, contributes to our long-term vision of sustainability. The newly formed Maine Food Production Leadership Council has identified composting food waste along with diverting other organic waste from landfills, as its highest priority. The Natural Resources Council of Maine has been a catalyst for Maine recycling reform. They assert that Maine has been struggling for years to increase recycling rates above 40%, and the statewide goal of recycling 50% of all discarded materials remains out of our reach. Municipal recycling struggles like ours exist across the state, and Auburn has the opportunity to be a leader.

## Alignment with City of Auburn Plans

A second guiding principle in our work is to align our recommendations with the City's comprehensive and Strategic Plans. Both the 2010 Comprehensive Plan and 2019 Strategic Plan outline goals that support the programs discussed throughout this report. These plans clearly show that the City has intended to invest in recycling and sustainability programs and continues to value the benefits the programs can have over time.

## 2010 Comprehensive Plan Goals

In 2010, the City prioritized two recycling related strategies within the Comprehensive Plan. These goals were pursued by the first Recycling Committee that was formed in 2015, but the recommendations for infrastructure changes and educational outreach were never put into practice. Our recommendations seek to implement these goals.

The City will soon be developing new Comprehensive Goals for the next ten years. This will be a chance to strengthen the plan and infrastructure for supporting and growing recycling in Auburn. Below are the 2010 Comprehensive Plan Goals that align with recycling and sustainability in Auburn:

**Goal C.2**, "Provide adequate public facilities to support the delivery of efficient, cost-effective services" includes the Objective C.2.2 "Increase the level of recycling within the City by expanding efforts to engage citizens in recycling, and by educating them on ways to decrease trash production." This statement strongly supports our recommendations, as we value the importance of generally decreasing waste production altogether, as well as improving recycling efforts. The two strategies within the objective highlight the need to research and assess potential recycling programs, as well as to establish a citywide recycling campaign. (Comprehensive Plan 2010 to 2020, pgs. 25-26) Both of these elements were key to our work as a committee and directly inform our recommendations for continuing work in the future.

## City of Auburn Strategic Plan 2019

The proposals in this committee report are new only in their details; everything fits with Auburn's 2019 Strategic Plan for our community going forward. The Strategic Plan's vision for Auburn includes "a community that balances urban & rural living, with safe, sustainable, livable neighborhoods that are well-connected; a community to be proud of, with a vibrant workforce and resources that are preserved and protected". (Auburn Strategic Plan, pg. 9) Auburn clearly envisions itself as a sustainable community, responding effectively to environmental changes, and conscious of health. Rather than simply taking "no backward steps", the recommendations in our report support and advance Auburn's dedication to implement both the spirit and the specific activities of its Strategic Plan.

**GROWTH Goal 4** of the Strategic Plan seeks to "invest in and maintain the infrastructure necessary to provide a sustainable, safe and livable environment." (pg. 11) While a lack of recycling does not pose immediate threats to the city's environment, a continued reliance on landfill and incineration could have long term impacts on the availability of virgin materials and air quality. In turn, infrastructure encouraging or facilitating the creation of a more efficient waste management plan, including organics collection, could limit these threats and potentially support growth in our agriculture community and maintain soil quality over time.

**GROWTH Goal 5** includes two solutions, "1) Rehabilitate and improve curb appeal of downtown neighborhoods" and "2) Create more pride in neighborhoods". Both initiatives, while directly related to sustainable residential development, are supported by a recycling program that prioritizes and encourages responsible waste management. An improved infrastructure and waste education program are potential starting points for other steps listed in this workplan. (pg. 24)

# COMMITTEE RESEARCH

## Current Recycling Program

The city currently holds a contract with Pine Tree Waste, Inc. for all waste and recyclable collection, with recyclables going to Casella in Lewiston and most municipal solid waste (MSW) to Maine Waste to Energy in Auburn. Maine Waste to Energy incinerates solid waste to generate energy for the region. However, when the Maine Waste to Energy facility receives more waste than it can process, excess waste is sent to landfill. This happens only at peak times of the year, typically summer months. The leftovers of incineration ash are disposed of at the Lewiston Landfill. Landfilling diverted waste and ash contributes to both the financial and environmental cost of the City's solid waste disposal as discussed below.

In April 2019, the contract was extended to March 31, 2022. The city pays a fixed rate for collection and processing of municipal solid waste (MSW) at Maine Waste to Energy and for collection of recyclables. The cost or benefit to the City from processing recycled materials varies monthly in response to changes in the market rate. The low recycling participation rate in the city, 7.3% in 2019, affects the average cost per ton of collection. With higher participation rates, we could see lower average collection costs per ton.

The Auburn Department of Public Works compiled the cost data in Table 1 for municipal solid waste and recyclables in the last full year. According to these figures, total recycling costs represent 17% of total waste management costs annually.

	MSW	Recyclables
<b>Collection</b>		
total tons collected per year	8421	650
total collection cost	\$452,000	\$102,500
collection cost/ton	\$53.68	\$157.69
<b>Processing</b>		
total tons processed per year	8421	650
total processing cost	\$353,682	\$76,050
processing cost/ton	\$42.00	\$117.00

## Regional Models | South Portland: Role-Model City

We choose to highlight the City of South Portland, one of the leading cities in Maine regarding sustainability initiatives. Through their Office of Sustainability, led by two full-time sustainability coordinators, the department primarily works to advance the city's Climate Action Plan, as well as five strategic goals. The goals are ordered by priority for 2019-2020, and the first of these is Waste Reduction. Specifically, the city hopes to "increase South Portland's Recycling rate to 40% by 2020, through purposeful purchasing, reuse, recycling, and composting".

Within this goal, the City points to multiple action items that contribute to an increased recycling rate. Included in these action steps are providing infrastructure and an education and outreach program to increase citizen awareness and action. In turn, program planners recognize

the unique challenges of recycling at multi-family units and businesses, so a step is included to research how other communities deal with these streams.

Other steps in South Portland's plan consider waste reduction in a larger sense, recognizing that recycling responds to the amount of waste generated, as opposed to reducing the amount of materials in the waste stream in the first place. Included under waste reduction in the plan are also steps to reduce the use of single plastics, improve the citywide food waste program, and move the City towards "zero waste" practices. While these are not recycling specific, they can lighten the burden placed on recycling and solid waste management by improving other effective means of eliminating and or reducing waste.

### Other Comparable Communities

Part of the work assigned to the Bates Environmental Studies students included researching the recycling programs and their relative successes in other comparable communities. The students chose to look at South Portland, Biddeford, Bangor, and Farmington. Information from each municipality varied, but comparisons were made with what data was available.

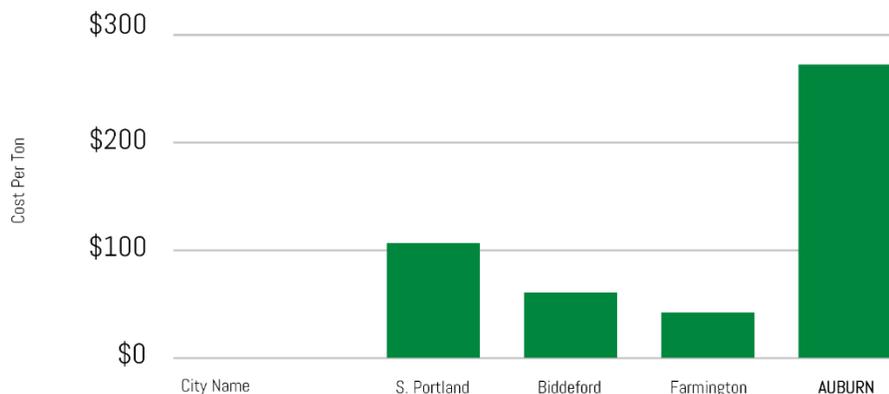
The following chart, Figure 1, compares recycling costs per ton, including both collection and hauling. Data was not provided by Bangor. Farmington charges residents for optional curbside pick-up of all waste which covers the costs of hauling and gives them the lowest rate per ton.

Figure 1. Average cost of recycling per ton in comparison communities. ("A Recycling Recommendation for Auburn, Maine", Sedoric & Bucki)

Auburn's high cost per ton is due in part to the cost per ton of processing, as well as the average cost per ton of collection.

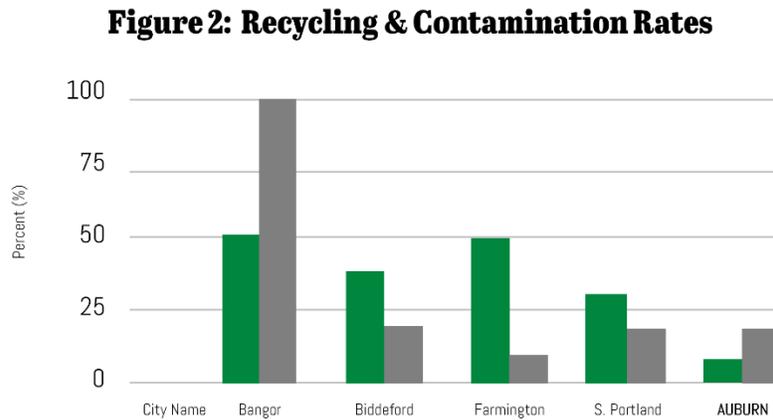
In Figure 2, which compares recycling rates and contamination rates among the communities, Auburn's rate of 7.3% in 2019 is the lowest of the four cities studied. In addition, our contamination rates are on par with Biddeford and South Portland, communities with more than double the participation. Bangor's 100%

**Figure 1: Average Cost of Recycling Per Ton**



contamination rate is due to their “One Bin, All-In” system, where all waste is put in one receptacle and recyclables are separated from other solid waste after collection.

Figure 2. Percent of total waste recycled and percent of total recycled waste with contamination. (“A Recycling Recommendation for Auburn, Maine”, Sedoric & Bucki)



The following table, Table 2, provides details of the recycling programs in each municipality. There are marked differences between these municipalities’ programs and that which exists in Auburn. Assets such as weekly curbside pick-up, visible City support, educational initiatives, more favorable recycling contracts, and composting programs contribute to the more successful costs and participation rates in these communities.

	Type of Program	Curbside	Contractor Name	Types of Education	Composting
South Portland	Single Stream	Yes, free	Pine Tree Waste & <u>EcoMaine</u>	Brochures & App	Yes, at resident expense
Bangor	“One bin, all in”	Yes, free	Coastal Resources	Meetings	Yes, free
Biddeford	Single Stream	Yes, free	Casella	Audits & Brochures	Yes, at resident expense
Farmington	Dual Stream	Yes, at resident expense	Archie’s Co.	Brochures, Website link & School talks	Yes, free
Auburn	Single Stream	Yes, not weekly	Casella	Minimal site on City website	No

## Committee Key Findings

There are various weaknesses with the current recycling program compared to other Maine municipalities:

**Participation and Contamination:** The low participation rate of 7.3% is also accompanied by high contamination rates, which reduces even further what percentages of collected recyclables are processed.

**Low Recycling Rate:** Auburn has no mechanisms for reducing total waste production. Primarily, the total tonnage of solid waste could be reduced by implementing a composting program to remove organic waste from the solid waste stream.

**Lack of Education:** The lack of educational materials, of a feedback mechanism where residents are continuously educated about recycling, and the absence of educational programming about the waste management system in the city creates a lack of information for citizens.

**Current Waste Agreements:** The services provided do not include any education or tracking for residents and the City. Agreements for the processing of recyclables do not reflect the current market, and therefore pose unfair risk to the City

**Lack of Data Transparency:** We have no Auburn specific benchmarking and performance evaluation of the recycling program. This is in part due to the nature of the regional associations Auburn has joined for municipal solid waste processing and recycling. City specific data is not always collected.

Outside of our immediate program, the Maine Waste to Energy facility receives more solid waste than it can process during peak months of the year, causing it to send its extra waste to a landfill. Efforts within the city to reduce waste production would improve the efficiency of the WTE facility.

Improving recycling and pursuing other methods of reducing solid waste tonnage could reduce MSW processing costs, reduce average recycling costs per ton, and improve the environmental outcomes of Auburn's waste management system.

While gathering information about the municipal waste program in Auburn, we found it particularly challenging that there is no specific data about the program performance. This is in part due to the intergovernmental nature of our current waste management, as information on individual municipalities is rarely reported. We believe that implementing a more straightforward and standard form of data tracking and performance evaluation measures will significantly improve the ability to support and adapt the program in the future.

## **BATES COLLEGE RESEARCH**

After approaching the Bates College Environmental Studies program with the challenges faced by Auburn, two projects were developed to aid the city in researching recycling in Auburn. These projects focused on researching national and regional best practices in waste management and comparing these options with Auburn. Research proposals for each project were received in early 2020, and final reports were sent to the recycling committee in May.

That being said, the data regarding these costs and impacts is qualitative in that it is based in part on extrapolations and assumptions from the municipal data provided to us, as well as on scholarly articles and research studies. Therefore, the information should be understood to be generally true, but not exact with respect to Auburn's costs and impacts.

## Comparison of Waste Management Strategies | Carbon and Costs

The students involved with this project, Lars Gunderson and Ryan Giunta, researched the “relative merits” of various waste management methods, including both greenhouse gas emissions and costs to the municipality. Primarily, the research centered on waste-to-energy incineration systems, composting, and recycling. After gathering information about the merits of each of these methods, the group compared the outcomes of four management scenarios the city could consider:

- 🌿 Continue current recycling program as-is
- 🌿 Implement composting in addition to current program
- 🌿 Replace current recycling program with composting, or
- 🌿 Eliminate recycling entirely

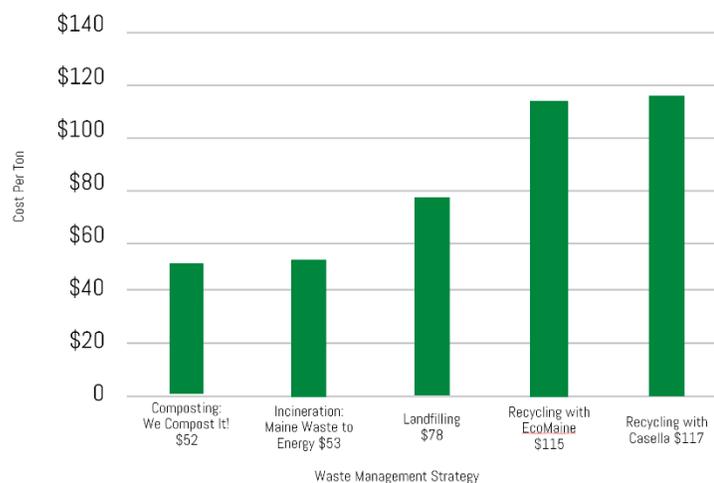
Composting is highlighted in these optional scenarios as either a potential alternative or an addition to the recycling program based on the amount of solid waste it can divert from the waste stream. In 2014, the EPA estimated that 21.6% of municipal solid waste disposed of in landfills and incinerators was food scraps. If this estimate is true in Auburn, based on the 2019 estimate of 8421 tons of solid waste, around 1,818 tons of that waste is made up of organics, or food scraps. With this estimate, at a processing cost of \$42.00 per ton, Auburn is spending approximately \$76,000 annually to incinerate organics, an environmentally valuable and compostable material. Composting also facilitates the separation of food scraps from other trash within the home, which can help to reduce recycling contamination, which frequently occurs in the form of food scraps or moisture.

It is clear that to efficiently maintain any recycling program and improve its environmental benefit, investment is necessary. The students’ findings suggest that some basic changes could have a large environmental impact. Figure 5 compares the processing cost per ton of five possible waste management methods. EcoMaine is included as a comparable recycling contractor.

Table 3 compares the same methods based on emissions generated per material. Comparing these two charts allowed us to think critically about the options available going forward.

Figure 5. Cost per ton of management options available to Auburn, (“Conducting a Greenhouse Gas Lifecycle Analysis”, Gunderson & Giunta)

**Figure 5: Cost Per Ton of Management Options**



<b>Table 3. Emissions in tons of CO2 equivalent per ton of waste</b>				
	<b>Composting</b>	<b>Recycling</b>	<b>WTE</b>	<b>Landfilling</b>
<b>Paper</b>	-	-3.53	-0.51	0.13
<b>Plastic</b>	-	-1.02	1.23	0.2
<b>Metal</b>	-	-4.34	-	0.02
<b>Organic Waste</b>	-0.16	-	-0.16	0.2
<b>Glass</b>	-	-0.28	0.03	0.02

Table 3. Emissions in tons of CO2 equivalent per ton of waste. Green indicates the fewest emissions, red indicates the most. WTE stands for Waste-to-Energy. (“Conducting a Greenhouse Gas Lifecycle Analysis”, Gunderson & Giunta)

The findings in both Figure 5 and Table 3 represent the relative value of the waste management strategies available to Auburn. Given its relatively low cost of implementation and high environmental benefit, implementing a composting program allows the City to improve the effectiveness of both recycling participation and the Maine Waste to Energy Facility’s capacity issues. In this effort, we would reduce the need for landfilling, the most environmentally harmful disposal method, shown above.

### Curbside Recycling Practice: Recommendations for Auburn

Given the low recycling participation rate and high contamination of recyclables in Auburn, Bates students researching this aspect made recommendations to both increase participation rates and reduce contamination rates. Research of best practices nationally, as well as information about other Maine municipalities, informed their results.

Overall, the students found that education programs are most effective for decreasing contamination rates if the messages are reinforced over time and not just based on a one-time educational program. Other infrastructure improvements can also be used to increase participation including weekly curbside pick-up, dedicated covered containers, and composting programs.

Education initiatives and feedback systems are recommended methods for improving Auburn’s recycling program. The distribution of materials such as flyers and brochures, in addition to town meetings, can provide information and improve awareness. In particular, programs with a feedback system are effective. A feedback system is anything that tracks the total recycling waste and solid waste on an individual or neighborhood level and reports the data back to residents. These programs can take many forms, but the key element is the ability of the individuals to see how their waste habits compare to those throughout the city. Residents have the opportunity to see how they are doing with recycling in real time. Individuals are motivated by social norm, understanding that responsible, sustainable waste management is an expectation from their neighbors as well as the city can be very persuasive.

For example, South Portland implemented a very successful “Red, Yellow and Green” tagging system where interns spent a summer putting stickers on residents’ recycling bins to indicate how well the individual residents were doing. A green sticker meant they were doing a great job separating and cleaning recyclables, a yellow meant the resident was doing well but needed improvement, and a red sticker meant that they needed to pay closer attention to what to recycle and how to prevent contamination. This work was supported by print materials to reinforce the information. Neighbors were very engaged in the project and felt a sense of accomplishment and community spirit when they went from red or yellow to green. This type of project models not only good recycling behavior, but also engages individuals to take an active role in the recycling process.

Convenience is of utmost importance when it comes to residential recycling. Making “the right choice the easy choice” is vital. The most effective form of increasing convenience is by offering curbside pick-up, something that Auburn already offers. According to the Maine municipality data, high participation rates are observed in some communities even when curbside pickup is paid for by the resident. Another aspect of convenience includes city provided containers which, in one study, increased participation rates more than 50%. In addition to having a city provided container, it was found that the color of the container mattered as well. Making the practice of recycling easy, obvious, and familiar with large blue containers has also been shown to increase recycling rates.

## **RECOMMENDATIONS**

### **Final Committee Recommendations**

Both the Bates student reports and the committee research came to the same conclusions about what would be effective improvements to the Auburn recycling program. We conclude that the following steps are essential for revitalizing our waste management:

**Invest in improved recycling infrastructure** | To provide city-specific, designated bins, and/or integrate a composting program

**Implement an education program that has an effective feedback and residential engagement component** | To increase convenience, awareness, engagement, and vitality of the current recycling program, in turn improving participation and reducing contamination

**Consider changing recycling contractors or negotiating a better contract with Casella** | To reduce the overall cost of recycling for the city, and/or to add a robust education program in the community and schools. (EcoMaine has such programs as a part of their contract.)

**Implement a Composting Program** | Intended to reduce solid waste tonnage, improve contamination rates, and encourage recycling. Auburn is incinerating approximately 1800 tons of organic waste, representing an estimate of \$76,000 in processing costs.

## Committee Benchmarks: Extension through 2021

To achieve the goals outlined above, we are requesting that the Recycling Committee Resolve be extended through to June 15, 2021.

Below, you will find our goals for the coming year with specific benchmarks. We believe this is the most appropriate way forward, given our intention to be fiscally responsible while ensuring that important improvements to the program can be implemented.

### September 15th, 2020: Recycling Infrastructure Improvements

Report on specific infrastructure needs, e.g. bins, collection schedule and educational/feedback program to improve Auburn's recycling rate and lower its contamination rate. In addition, we would review and recommend personnel resources, short and long term, to support efforts to enhance Auburn's sustainability mission.

### December 15th, 2020: Reconsidering the Recycling Contract

Report on options for improving the services we receive from a recycling contractor, specifically focusing on their educational outreach to households and schools, assistance with reducing the recycling contamination rate, compilation of publicly available data, experience helping communities reach performance benchmarks, and recycling efficiency/return on investment for the various products. In addition, we will consider the contract lengths and risk-sharing policies of possible contracts, as we believe a contractor in the modern recycling market needs to be aware of both the positive and negative risks faced by the City in this process. This would include a review of these services and the contractual options offered by various vendors.

### March 15th, 2021: Options for a Composting Pilot Program

Report on initiating a pilot program for the collection of household organics, e.g. food waste. This effort would include identifying vendors, costs, and options for collection. We would also recommend the best option, method of evaluation of success, and timeline for the pilot program.

### June 15th, 2021: Annual Report

Present the Annual Report on our work, outcomes from various projects, and summer opportunities.

## Future Needs

It is important for us to note that the hiring of a Sustainability Coordinator in the City Manager's Office is still a priority. Much of the work required to create a dynamic and sustainable program is beyond the capabilities of this committee. As Auburn decides what options are best, we will someday need leadership within the City to oversee their execution. In addition, this individual would be an asset to the city by coordinating all sustainability efforts to yield maximum financial, social, and environmental benefits for the city. We

understand that now is not the time for Auburn to adopt this position, but we look forward to a day when we are able to make this investment.

In addition, the City should work to establish a set of publicly available data elements that will be used to evaluate changes to, and performance of, the recycling program based on measurable impacts on the environment, budget, and quality of life in Auburn. There is no doubt that this program will need to adapt and change over time. Maintaining standardized data available to future committees or research groups will ensure this process is easier and more effective going forward. We hope that our work in contract negotiation or the eventual hire of a sustainability professional will include efforts towards this need.

## **FINAL THOUGHTS**

A recycling program that supports all three areas of a sustainable lifestyle - reduce, reuse, recycle - is the most visible sign of Auburn's wholehearted commitment to a more wholesome life for all of its citizens. Community members will be justifiably proud to live in a modern and environmentally conscious city and motivated to participate in programs which maintain it. One of the reasons people choose a particular community to live in is the natural beauty of its setting. Committing to a robust, innovative, sustainability program will demonstrate Auburn's commitment to preserving our own unique environment. Other towns will see that we are a city that prioritizes the natural beauty of our region, using us as a model of caring for the health and safety of Mainers for generations to come.

Implementing our suggestions will achieve long held goals stated in the City of Auburn Comprehensive Plan to "provide adequate public facilities to support the delivery of efficient, cost-effective services". Even then, we knew that we must "increase the level of recycling within the City by expanding efforts to engage citizens in recycling, and by educating them on ways to decrease trash production." Auburn has continued to prioritize these goals as recently as the 2019 Strategic plan, proclaiming the need to "invest in and maintain the infrastructure necessary to provide a sustainable, safe and livable environment."

**These goals envision a 21st century Auburn that is at the forefront of innovative practices in every way possible. The recommendations in our report move Auburn to the forefront in the important area of sustainable waste management.**



Respectfully submitted by the Ad Hoc Recycling and Sustainability Committee, June 15, 2020.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** June 15, 2020

**Author:** Zachary Lenhert

**Subject:** CARES Act – CDBG Business & Microenterprise Loan Program Guidelines

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**Information:** The City of Auburn’s Action Plan amendment for the additional allocation of \$334,985 has been approved by HUD. The amendment that was approved by the Auburn City Council on May 4, 2020 and submitted to HUD included \$100,000 for an Economic Development loan programs for Small Businesses and Microenterprises. The loans are forgivable if the businesses meet the requirements of the programs.

Small business loans are for businesses with 1-75 employees with a maximum loan of \$20,000. The business must demonstrate a gap in funding availability and create or retain jobs for LMI individuals.

Microenterprises are defined by HUD as a business with 1-5 employees, one of which is an owner. Many self-employed persons qualify as Microenterprises. The maximum loan is \$7,500. Microenterprises are not required to demonstrate a gap in funding availability, and if the owner qualifies as low- to moderate-income they are not required to create or retain additional jobs.

These funds are from the federal government and come with additional regulations and guidelines. Staff has attempted to make these new program guidelines as simple and flexible as possible. Applications are currently be created and once the guidelines are approved the City can begin taking applications.

**City Budgetary Impacts:** None

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**Staff Recommended Action:** Review Small Business and Microenterprise Loan Program Guidelines and offer comments

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**Previous Meetings and History:** May 4, 2020 Council Meeting – Approved Action Plan Amendment for CARES Act

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**City Manager Comments:**

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Cudde".

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**Attachments:** Small Business Loan Program Guidelines  
Microenterprise Loan Program Guidelines

## **Microenterprise Forgivable Loan Program - CV**

### **National Objectives:**

570.208(a)(2)(iii) Low-Moderate Income Limited Clientele

**Purpose:** To retain jobs for Low- to Moderate-Income individuals affected by the COVID-19 pandemic through Microenterprise assistance

**Eligible Activities:** 570.201(o)

Payroll – Purchase Business Equipment – Purchase Inventory – Construction costs below \$2000  
– Working Capital – Business Lease/Mortgage payment

### **Ineligible Activities:**

Debt Payment – Construction of \$2000 or more – Anything not listed as eligible - expenses incurred prior to signed agreement with the City.

### **Applicant Eligibility:**

- Request must be related to COVID-19 pandemic.
- Must not be a Duplicate of Benefits from other federal assistance programs (eg PPP)
- Business must have 1-5 employees, one of which is the owner.
- Applicant must either create or retain jobs for persons with low to moderate income (LMI) OR qualify as low-moderate income (LMI is defined as 80% of Area Median Income, variable by family size.)
- Funds cannot be used for expenses incurred prior to signed agreement with the City.

**Maximum Loan/Grant:** \$7,500

**Terms:** This loan will have a three-year term at a 0% interest rate. If your business is able to create or retain at least ONE low or moderate income job for the first three months after the receipt of loan funds then the loan will be completely forgiven. If your business is unable to provide such documentation, it will not be deemed to have met the requirements to enable it to be forgiven, however repayment will be deferred for the first twelve (12) month period after the loan is administered. Businesses will begin monthly loan repayments on month 13. After repayment begins, businesses shall have two (2) years (Twenty-four (24) months) to complete full repayment of the loan.

**Funding Source:** CDBG entitlement funding based on funding availability.

## Application Process

### **I. To Apply for a City Loan:**

Anyone interested in participating in the City's Loan Programs must submit an application (found on City of Auburn website, Economic and Community Development Department). Any questions or requests for a paper application may be sent to the Economic and Community Development Department (ECD) at [zlenhert@auburnmaine.gov](mailto:zlenhert@auburnmaine.gov). The application period is open as long as funding is available. Economic Development applications are processed on a first come, first serve basis.

**Pre-Application:** All interested parties must fill out an application found on Auburnmaine.gov under "City Loan and Grant". ECD staff will review the application and documentation to identify for which programs applicant may be eligible.

**Application Submission:** The following items may be required submissions as part of the application package:

1. An application that is complete and signed by every owner with an interest of 20% or more interest in the business
2. Signed permission to check credit of each individual owner with an interest of 20% or more in the business
3. Financial information from all owners with a 20% interest or more, including: income from all sources (employment income must include 2 months of pay stubs or payroll record); two years of personal and corporate income taxes; two months of personal and corporate bank statements; personal financial statement
4. Other information as requested to determine credit worthiness and eligibility for a loan
5. Addresses of all properties in the City of Auburn owned wholly or in part by the applicant
6. Written description of the specific purpose of funds
7. Income Verification forms for Owner and Employees

**Application Processing and Review:** Each application will be dated upon receipt in the Economic and Community Development Department offices on the First Floor at City Hall. Only one original application is needed; however, applicants should retain a copy of the completed application. Each program description outlines the type of funding available as well as the maximum funding limit. You may request up to that limit; however, if the ask is not supported by the need, the City

may fund at a lower amount. You must meet the individual program and the financial guidelines for program.

**Verification of Information:** Once the application is submitted, ECD staff will verify all sources of income, assets, and matching sources. Third party written verifications may be needed. Credit reports are obtained to determine credit worthiness of the applicant(s). The City is a credit reporting agency. The majority owners (20% ownership and over) will be required to sign a Personal Guaranty in addition to a Corporate Guaranty.

**Outstanding City Assessments or Complaints:** City Staff will verify applicant has no outstanding assessments with the city. (Assessing, Finance, Water and Sewer, Treasurers, Code Enforcement and Planning). If there are outstanding assessments or complaints, the applicant will not be eligible for funding until the assessments are paid in full and the complaints cooperatively dealt with. If the applicant is in a payment plan with the City and is current and demonstrates a good paying record, funding may be considered.

**Environmental Review:** ECD staff will check the Federal, State, and local databases to determine whether or not an environmental review is needed.

## **II. Risk Analysis and Underwriting Criteria**

All loans will be underwritten by staff or contractors of the Economic and Community Development Department.

**Underwriting Criteria:** The following underwriting criteria will be used to evaluate the financial strength of the borrower and the anticipated success of the project:

1. Gap Analysis: Debt Service Coverage Ratio (DSCR) defined as monthly debt compared to the monthly net income. A private market industry minimum standard DSCR is considered 1.25; the City will accept a DSCR less than 1.24 as indication that the business is ineligible for conventional funding and therefore represents the gap. City will also evaluate whether applicant is ineligible for conventional funding for other reasons including inability to use interest.
2. Commitment of other lenders/Terms of the Commitment/Subordination.
3. Verification that all City Department assessments (taxes, City utilities, etc) have been paid.
4. Business Income Projection Statement

The file will be documented with this information and reviewed by staff to determine whether the project is financially feasible.

**Other Considerations:** The City may accept or reject any application for funding. The City has an “open window” to accept applications throughout the year. Sometimes a project meets the underwriting criteria but then is not funded by the City.

The following reasons may cause the City to reject an application for funding:

- 1) There is no more funding available through City sources.
- 2) The funding priority may have changed; or
- 3) There are environmental review concerns. Examples may be: the property is in a 100 year flood plain; it's historic and the cost to rehabilitate the building is no longer cost reasonable for the limited funding the City has available; severe or toxic contamination, etc.
- 4) There was a material change in either the property condition or the owner's financial condition. If this situation occurs after the loan has been approved but before the closing, City staff may choose to not close the project; if this occurs after loan approval and closing, the City may choose to follow the default remedies under the loan.

### **III. City Approval/Disapproval**

All loan requests that meet program and financing guidelines are presented for review and approval to the Community Development Loan Committee (CDLC).

The actions of the Committee shall be governed by the following rules:

1. A majority of the Committee's members must be present to constitute a quorum.
2. Committee approval of loans will be contingent upon the applicant meeting the ongoing requirements of the program.
3. The Committee has the authority to adjust terms, rates, the match requirement, and underwriting ratios on a case-by-case basis. The City Manager shall have authority to approve an increase in maximum loan amount by 25%.

Once the CDLC makes a recommendation, the applicant will be notified via telephone by a representative of the Economic and Community Development Staff. If the terms have been modified, the borrower will be given an opportunity to accept the new terms and conditions or request an appeal.

#### **IV. Appeal Process**

Applications that have been denied or terms modified may request an appeal to the Community Development Loan Committee for a period of thirty days after the date of rejection. A request for an appeal must be in writing and submitted to the Economic and Community Development Department.

The applicant will be allowed to present his/her case to the Community Development Loan Committee. The Community Development Loan Committee may reconsider their prior vote to denying the application after the appeal review has been completed.

#### **V. General Terms and Conditions for Participation in the City Programs**

This section sets forth the general terms and conditions to which an applicant must agree in order to receive a loan through the City.

Once the proposed grant or loan is approved for funding and a Notice of Approval is issued, ECD staff will contact applicant to arrange for closing documents.

The City of Auburn views the documents executed at the loan closing as a contractual agreement between the Borrower and the City. To fulfill this agreement, the Borrower must:

1. Supply Job Creation/Retention Income Verification Forms and/or Owner Income Verification Form.
2. Use funds only as stated in agreement.
3. No money will be disbursed to reimburse the Borrower for expenses incurred before date of agreement.
4. The Borrower agrees to keep such records as may be required by the City of Auburn for a period of seven years. Records may be subject to review by the City or HUD oversight staff. Representatives of the City, HUD, the Comptroller General of the United States, or of other authorized governmental agencies have the right of access to any pertinent records to make audits, examinations, excerpts, and transcripts. (24 CFR 85.10 (e) and 84.53 (e)) Consistent with applicable state and local laws regarding privacy and obligations of confidentiality, the City also must provide citizens with reasonable access to records on the past use of CDBG funds (24 CFR 570.508). This does not include the applicant's right to privacy for Personal Protected Identifiable Information.

5. The Borrower further agrees to abide by all terms and conditions of Federal Regulations.

2020 Income Limits

Low and Moderate Income Limits  
Effective Date: April 17, 2020

Median Income is \$75,900

FAMILY SIZE	80% of Median Income	50% of Median Income	30% of Median Income
1 person	\$39,150	\$24,500	\$14,700
2 persons	\$44,750	\$28,000	\$17,240
3 persons	\$50,350	\$31,500	\$21,720
4 persons	\$55,900	\$34,950	\$26,200
5 persons	\$60,400	\$37,750	\$30,680
6 persons	\$64,850	\$40,550	\$35,160
7 persons	\$69,350	\$43,350	\$39,640
8 persons	\$73,800	\$46,150	\$44,120*

\*The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as established by the Department of Health and Human Services (HHS), provided that

this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits.

DRAFT

## **Small Business Forgivable Loan Program - CV**

### **National Objectives:**

570.208(a)(4) Low-Moderate Income Job Creation/Retention

**Purpose:** To retain jobs for low to moderate income (LMI) persons in businesses affected by the COVID-19 pandemic response.

### **Eligible Activities:**

Payroll – Purchase Business Equipment – Purchase Inventory – Construction costs below \$2000

### **Ineligible Activities:**

Debt Payment – Construction of \$2000 or more – Working Capital – Anything not listed as eligible – expenses incurred prior to signed agreement with the City.

### **Applicant Eligibility:**

Request must be related to COVID-19 pandemic.

Must not be a Duplicate of Benefits from other federal assistance programs. (eg PPP)

Applicant must either create or retain jobs for LMI individuals.

Must demonstrate a gap in funding.

Business must have 1-75 employees.

**Maximum Loan:** \$20,000

**Terms:** This loan will have a three-year term at a 0% interest rate. If your business is able to create or retain at least ONE low or moderate income job for the first three months after the loan closing date then the loan will be completely forgiven after all funds have been dispersed. If your business is unable to provide such documentation, it will not be deemed to have met the requirements to enable it to be forgiven, however repayment will be deferred for the first twelve (12) month period after the loan is administered. Businesses will begin monthly loan repayments on month 13. After repayment begins, businesses shall have two (2) years (Twenty-four (24) months) to complete full repayment of the loan.

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3. Financial information from all owners with a 20% interest or more, including: income from all sources (employment income must include 2 months of pay stubs or payroll record); two years of personal and corporate income taxes; two months of personal and corporate bank statements; personal financial statement
4. Other information as requested to make a determination of credit worthiness and eligibility for a loan (e.g. A business plan describing the nature of the business, the sales and marketing strategy, and the financial background, and containing a projected profit and loss statement)
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1 person	\$39,150	\$24,500	\$14,700
2 persons	\$44,750	\$28,000	\$17,240
3 persons	\$50,350	\$31,500	\$21,720
4 persons	\$55,900	\$34,950	\$26,200
5 persons	\$60,400	\$37,750	\$30,680
6 persons	\$64,850	\$40,550	\$35,160
7 persons	\$69,350	\$43,350	\$39,640
8 persons	\$73,800	\$46,150	\$44,120*

\*The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as established by the Department of Health and Human Services (HHS), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** June 15, 2020

**Author:** Eric J. Cousens, Deputy Director of Economic and Community Development

**Subject:** Urban Agriculture Grant Opportunity

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**Information:** The City has a chance to partner with the Good Food Council, Lewiston and other agricultural stakeholders to apply for an Urban Agriculture and Innovative Production Grant through the USDA. It was announced at the end of May and staff has been discussing what could be funded with such a grant. The grant could fund a consultant to help speed the efforts of the Ag Advisory Committee and get them off to a good start. It could also reimburse some staff time spent on agricultural work for the Council and to explore public markets, connect producers with existing markets and establish branding for products produced in Auburn and the region. Staff believes the partnerships add strength to the application and we would not have capacity to pursue it on our own at this time. Staff would like the OK to participate in the application and no match is needed. The grant is a great fit for current efforts in Auburn.

The purpose the grant is to fund projects that will either initiate, build upon, or expand the efforts of farmers, gardeners, citizens, government officials, schools, and other stakeholders in urban areas and suburbs. No single award will exceed \$200,000 in any single year or \$500,000 over three years.

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**City Budgetary Impacts:** Increased staff capacity at no cost to the City and reimbursement of existing salaries on certain Ag related efforts.

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**Staff Recommended Action:** Discuss. Vote to allow staff to participate in the application later in tonight's meeting.

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**Previous Meetings and History:** None

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**City Manager Comments:**

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Coakley".

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**Attachments:** None.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** June 15, 2020

**Author:** Tim Cogle, Deputy Police Chief and Eric J. Cousens, Deputy Director of Economic and Community Development

**Subject:** Overview of Noise Ordinances and Laws

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**Information:** A resident on Riverside drive has raised an issue regarding noise created by her neighbor when he target shoots on his property. Staff from multiple Departments have met with her and explained what we have for ordinances related to noise. APD and ECD have looked at the private range to determine if there is a violation of local ordinances or State Law that is within our areas of responsibility. Councilors have asked for an overview of existing ordinances and we are here to provide that.

Current noise ordinances do not apply to this situation and changing the ordinance may create legal issues for the City if the change restricts ones ability to use or possess firearms in a rural area where there is not a specifically identified safety concern.

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**City Budgetary Impacts:** None.

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**Staff Recommended Action:** Discuss

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**Previous Meetings and History:** None

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**City Manager Comments:**

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Coakley".

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**Attachments:** State Law Excerpts and local Ordinance, Chapter 60 Noise and Environmental Standards.

**Title 17: CRIMES**  
**Chapter 91: NUISANCES**  
Subchapter 1: GENERAL PROVISIONS

**§2701-A**

**§2701. Action for damages caused by nuisance**

Any person injured in his comfort, property or the enjoyment of his estate by a common and public or a private nuisance may maintain against the offender a civil action for his damages, unless otherwise specially provided.

**Title 17: CRIMES**  
**Chapter 91: NUISANCES**  
Subchapter 3: PARTICULAR NUISANCES

**§2806. Sport shooting ranges**

**1. Acquisition of property near existing range.** Except as provided in this subsection, a person may not maintain a nuisance action, including for noise, against a shooting range located in the vicinity of that person's property if the shooting range was established as of the date the person acquired the property. If there is a substantial change in use of the range after the person acquires the property, the person may maintain a nuisance action if the action is brought within 3 years from the beginning of the substantial change.

[PL 2015, c. 433, §1 (AMD).]

**2. Establishment of shooting range near existing property.** A person who owns property in the vicinity of a shooting range that was established after the person acquired the property may maintain a nuisance action, including for noise, against that shooting range only if the action is brought within 5 years after establishment of the range or 3 years after a substantial change in use of the range.

[PL 2015, c. 433, §1 (AMD).]

**3. Dormant shooting range.** If there has been no shooting activity at a range for a period of 3 years, resumption of shooting is considered establishment of a new shooting range for purposes of this section.

[PL 1995, c. 231, §1 (NEW).]

**4. Application.** This section does not limit nuisance actions against shooting ranges established on or after September 1, 2016.

[PL 2015, c. 433, §2 (AMD).]

SECTION HISTORY

PL 1995, c. 231, §1 (NEW). PL 2015, c. 433, §§1, 2 (AMD).

**Title 12: CONSERVATION**  
**Part 13: INLAND FISHERIES AND WILDLIFE**  
Subpart 4: FISH AND WILDLIFE  
**Chapter 915: HUNTING: SEASONS,  
REQUIREMENTS AND RESTRICTIONS**  
Subchapter 4: GENERAL UNLAWFUL ACTS  
PERTAINING TO HUNTING

**§11209-A**

**§11209. Discharge of firearm near dwelling or building**

**1. Prohibition.** A person may not:

A. Unless a relevant municipal ordinance provides otherwise and except as provided in subsections 3 and 4 and sections 12401 and 12402, discharge a firearm, including a muzzle-loading firearm, or crossbow or cause a projectile to pass as a result of that discharge within 100 yards of a building or residential dwelling without the permission of the owner or, in the owner's absence, of an adult occupant of that building or dwelling authorized to act on behalf of the owner; or [PL 2019, c. 14, §1 (AMD).]

B. Possess a wild animal or wild bird taken in violation of this subsection, except as otherwise provided in this Part. [PL 2003, c. 414, Pt. A, §2 (NEW); PL 2003, c. 614, §9 (AFF).]

This subsection may not be construed to prohibit a person from killing or taking a wild animal in accordance with sections 12401 and 12402.

For purposes of this section, "building" means any residential, commercial, retail, educational, religious or farm structure that is designed to be occupied

by people or domesticated animals or is being used to shelter machines or harvested crops.

For purposes of this section, "projectile" means a bullet, pellet, shot, shell, ball, bolt or other object propelled or launched from a firearm or crossbow.

[PL 2019, c. 14, §1 (AMD).]

**2. Penalty.** A person who violates subsection 1 commits a Class E crime.

[PL 2003, c. 655, Pt. B, §140 (NEW); PL 2003, c. 655, Pt. B, §422 (AFF).]

**3. Target practice; crossbow.** Unless otherwise prohibited, a landowner or the landowner's invitee may discharge a crossbow for recreational target practice purposes on the landowner's property within 100 yards of a building or residential dwelling without the permission of the owner of that building or dwelling. Nothing in this subsection authorizes a landowner or the landowner's invitee to cause a projectile discharged from a crossbow to enter property owned by another person.

[PL 2015, c. 71, §1 (NEW).]

**4. Sport shooting ranges.** Unless otherwise prohibited, a person may discharge a firearm on a sport shooting range as defined in Title 30-A, section 3011, subsection 1 that is within 100 yards of a building if the sport shooting range was established and in regular operation prior to the erection of the building.

[PL 2019, c. 14, §2 (NEW).]

#### SECTION HISTORY

PL 2003, c. 414, §A2 (NEW). PL 2003, c. 414, §D7 (AFF). PL 2003, c. 527, §1 (AMD). PL 2003, c. 527, §2 (AFF). PL 2003, c. 614, §9 (AFF). PL 2003, c. 655, §B140 (AMD). PL 2003, c. 655, §SB422,C1,6 (AFF). PL 2005, c. 477, §8 (AMD). PL 2009, c. 340, §14 (AMD). RR 2013, c. 1, §26 (COR). PL 2013, c. 215, §1 (AMD). PL 2013, c. 538, §26 (AMD). PL 2015, c. 71, §1 (AMD). PL 2019, c. 14, §§1, 2 (AMD).

## Title 17-A: MAINE CRIMINAL CODE

### Part 2: SUBSTANTIVE OFFENSES

## Chapter 21: OFFENSES AGAINST PUBLIC ORDER

### §502

#### §501-A. Disorderly conduct

1. A person is guilty of disorderly conduct if:

A. In a public place, the person intentionally or recklessly causes annoyance to others by intentionally:

(1) Making loud and unreasonable noises;

(2) Activating a device, or exposing a substance, that releases noxious and offensive odors; or

(3) Engaging in fighting, without being licensed or privileged to do so; [PL 2007, c. 144, §3 (NEW).]

B. In a public or private place, the person knowingly accosts, insults, taunts or challenges any person with offensive, derisive or annoying words, or by gestures or other physical conduct, that would in fact have a direct tendency to cause a violent response by an ordinary person in the situation of the person so accosted, insulted, taunted or challenged; [PL 2007, c. 144, §3 (NEW).]

C. In a private place, the person makes loud and unreasonable noise that can be heard by another person, who may be a law enforcement officer, as unreasonable noise in a public place or in another private place, after having been ordered by a law enforcement officer to cease the noise; or [PL 2007, c. 144, §3 (NEW).]

D. In a private or public place on or near property where a funeral, burial or memorial service is being held, the person knowingly accosts, insults, taunts or challenges any person in mourning and in attendance at the funeral, burial or memorial service with unwanted, obtrusive communications by way of offensive, derisive or annoying words, or by gestures or other physical conduct, that would in fact have a direct tendency to cause a violent response by an ordinary person in mourning and in attendance at a funeral, burial or memorial service. [PL 2007, c. 144, §3 (NEW).]

[PL 2007, c. 144, §3 (NEW).]

**2.** As used in this section, unless the context otherwise indicates, the following terms have the following meanings.

A. "Public place" means a place to which the public at large or a substantial group has access, including but not limited to:

(1) Public ways as defined in section 505;

(2) Schools and government-owned custodial facilities; and

(3) The lobbies, hallways, lavatories, toilets and basement portions of apartment houses, hotels, public buildings and transportation terminals. [PL 2007, c. 144, §3 (NEW).]

B. "Private place" means any place that is not a public place. [PL 2007, c. 144, §3 (NEW).]

[PL 2007, c. 144, §3 (NEW).]

### 3. Disorderly conduct is a Class E crime.

[PL 2007, c. 144, §3 (NEW).]

SECTION HISTORY

PL 2007, c. 144, §3 (NEW).

## City of Auburn Code of Ordinances

### Chapter 30 - NUISANCES<sup>[1]</sup>

#### *Footnotes:*

--- (1) ---

**State Law reference**— *Nuisances generally, 17 M.R.S.A. § 2701 et seq.; abatement, 17 M.R.S.A. § 2702; common nuisances, 17 M.R.S.A. § 2741 et seq.; miscellaneous nuisances, 17 M.R.S.A. § 2802; municipality authority regarding certain nuisance trades, employment and manufacturers, 17 M.R.S.A. § 2803; dangerous buildings, 17 M.R.S.A. § 2851 et seq.; municipal authority to abate nuisances, 30-A M.R.S.A. § 3104; waste dumping as nuisance, 30-A M.R.S.A. § 3352.*

- **ARTICLE I. - IN GENERAL**
- **Sec. 30-1. - Definitions.**

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Graffiti* means an unauthorized inscription, work, signature, symbol, design, or other marking which is etched, engraved, written, painted, drawn, or applied in any other way to a structure, building, or property.

*Motorcycle* means an unenclosed motor vehicle, having a saddle for the use of the operator, with two or three wheels in contact with the ground, including, but not limited to, motor scooters and minibikes.

**Noise-creating device** means any electrical, mechanical or chemical device or instrument, or combination thereof, that creates **noise** during its operation by a person.

*Operation* means actual control by a person.

*Owner* means a person who owns or is in possession of property.

*Public right-of-way* means any street, roadway, alley, sidewalk or other area deeded or dedicated for public travel or transportation purposes.

*Straight pipe exhaust system* means any muffler that does not contain baffles, including, but not limited to, glass packs, steel packs, straight pipes and drag pipes.

*Unauthorized* means without the permission of the owner of property.

(Ord. of 10-1-2007(3), § 6.2)

- **Secs. 30-27—30-55. - Reserved.**
- **ARTICLE III. - NOISE[3]**

***Footnotes:***

--- (3) ---

***State Law reference— Loud and unreasonable noise as disorderly conduct, 17-A M.R.S.A. § 501-A; municipal authority for regulation of noise generally by commercial or industrial development, 38 M.R.S.A. § 484; excessive vehicle sound system noise, 29-A M.R.S.A. § 2079-A.***

- **Sec. 30-84. - Purpose.**

The city council finds that excessive **noise** on public ways may cause distraction to other drivers which impairs the safe operation of motor vehicles, unreasonably disturb the quiet and normal functioning of the city's residential neighborhoods, threaten and intimidate pedestrians, and project a negative image of the city, all to the detriment of the health, welfare and safety of city's citizens and guests. Accordingly, it is the policy of the city to prohibit unnecessary, excessive, annoying or distracting **noise** on public rights-of-way within the city.

(Ord. of 10-6-2003, § A)

- **Sec. 30-85. - Creation of certain noises upon public right-of-way prohibited.**

No person, while occupying any public right-of-way in the city, shall operate any noise-creating device in such a manner that the level of noise causes the public's attention to be drawn to the source of the noise, subject to the exceptions hereafter provided. The prohibition of this section shall include, but not be limited to, the following activity or conduct:

(1)  
Discharging fireworks or any exploding device.

(2)  
Firing a starter pistol or firearm.

(3)  
Sounding a bell or whistle, alarm or horn for so extended a period of time as to cause annoyance to others.

(4)  
Rapid throttle advance and/or revving of an internal combustion engine resulting in increased noise from the engine and exhaust system, including the practice of motorcycle blipping.

(5)  
Operation of an unmuffled motor vehicle.

(6)  
Operation of a motor vehicle, including a motorcycle, that has a straight pipe exhaust system, an exhaust system with a cutout, bypass or similar device or an exhaust system that does not meet the requirements of state law, including, but not limited to, 29-A M.R.S.A. [§ 19](#).

(Ord. of 10-6-2003, § C)

**State Law reference—** Mufflers required, 29-A M.R.S.A. § 1912.

- **Sec. 30-86. - Vehicle sound systems.**

A person may not operate a sound system in a vehicle on a public way at a volume that is audible at a distance of greater than 25 feet and that exceeds 85 decibels or that is greater than is reasonable with due regard to the location of the vehicle and the effect on persons in proximity to the vehicle. It is a prima facie violation of the section if the vehicle is located near buildings and the buildings or windows in the buildings are shaken or rattled by the sound of the sound system. With

respect to penalties of this provision this ordinance shall supersede 29-A M.R.S.A. § 2079-A.

(Ord. of 10-6-2003, § C)

**State Law reference**— Excessive vehicle sound system **noise**, 29-A M.R.S.A. § 2079-A.

**Sec. 30-87. - Exceptions.**

The provisions of this division shall not apply to the following activities or conduct:

- (1)  
Expression or communication protected by the United States Constitution, including the First Amendment, or the state Constitution.
- (2)  
Any activity or conduct the regulation of which has been preempted by state statute.
- (3)  
Any **noise** created by a governmental entity in the performance of an official duty.
- (4)  
Any **noise** for which a permit has been issued by an authority having jurisdiction to issue the permit.
- (5)  
The sounding of any signaling device permitted by law.
- (6)  
Properly licensed common carriers and service vehicles in the performance of their customary duties.

[Chapter 60 - ZONING](#)

**ARTICLE XIII. - ENVIRONMENTAL PERFORMANCE STANDARDS**

- **DIVISION 1. - GENERALLY**
- **Sec. 60-1034. - Purpose.**

The purpose of the standards in this article relating to smoke, **noise**, vibration, odors, air pollution and electrical disturbance of infrastructure is to ensure that no new development occurs which may have an environmental **impact** that could be detrimental to the city or property owners or that may have a direct **impact** to property caused by nuisances directly or indirectly associated with the above environmental issues. The standards provided in this article shall apply to all nonresidential uses in the city.

(Ord. of 9-21-2009, § 5.6A)

- **Sec. 60-1035. - Applicability.**

No land use, facility, or activity shall be exempt from complying with the environmental performance standards contained in this article because of grandfathering or because of being an existing use, facility, or activity at the time the standards were enacted. The standards apply to all existing and future sources, land uses, facilities, and activities in the non-residential uses of the city, except as otherwise provided herein.

(Ord. No. 09-05202019, 9-9-2019)

**Editor's note**— Ord. No. 09-05202019 created a new [§ 60-1035](#) and renumbered §§ [60-1035](#)—60-1040 as §§ [60-1036](#)—60-1041.

**Sec. 60-1037. - Noise.**

(a)

A decibel is a measure of a unit of sound pressure. Since sound waves having the same decibel level sound louder or softer to the human ear depending upon the frequency of the sound wave in cycles per second (i.e., whether the pitch of the sound is high or low) and A-weighted filter constructed in accordance with the specifications of the American National Standards Institute, which automatically takes account of the varying effect on the human ear of different pitches, shall be used on any sound level meter taking measurements required by this section. And accordingly, all measurements are expressed in dB(A) to reflect the use of this A-weighted filter.

(b)

The standards established in the table set forth in subsection (c) of this section are expressed in terms of the equivalent sound level (Leq), which must be calculated by taking 100 instantaneous A-weighted sound levels at then-second intervals and computing the Leq.

(c)

Except as provided in subsection (d) of this section, the following table establishes the maximum permissible noise levels for nonresidential uses. Measurements shall be taken at the boundary line of the lot where the nonresidential use is located, and, as indicated, the maximum permissible noise levels vary according to the zoning of the lot adjacent to the lot on which the use is located.

	Zoning of Adjacent Lot		
	<i>Residential</i>	<i>General Business</i>	<i>Light Industrial</i>
Maximum sound level	50	60	70

(d)

Impact noises are sounds that occur intermittently rather than continuously. Impact noises generated by sources that do not operate more than one minute in any one-hour period are permissible up to a level of ten dB(A) in excess of the figures listed in the table, except that this higher level of permissible noise shall not apply from 7:00 p.m. to 7:00 a.m. when the adjacent lot is zoned residential. The impact noise shall be measured using the fast response of the sound level meter.

(e)

Noise resulting from temporary construction activity that occurs between 7:00 a.m. and 7:00 p.m. shall be exempt from the requirements of this section.

(Ord. of 9-21-2009, § 5.6C; Ord. No. 09-05202019, 9-9-2019)



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** June 15, 2020

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

**Subject:** Consolidation of Polls for the July 14, 2020 Election

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**Information:** Due to the pandemic, the state Primary Election was moved from June 9, 2020 to July 14, 2020.

We are seeing a drastic increase in voters requesting absentee ballots by mail. It has also been challenging to adequately line up staff for each of the five polling places. Although it is hard to predict voter turnout, Primary Elections generally have low voter turnout (between 8% and 30% historically in Auburn over the last 23 years).

Governor Mills has also extended the deadline to request an absentee ballot up to election day. She has also suspended the 90 day public hearing requirement to consolidate polling places to 15 days (June 29<sup>th</sup>).

Our recommendation would be to hold this election at the Norway Savings Bank Arena mezzanine area.

Consolidating polling places for this election would be easier/more efficient to manage and would allow for appropriate staffing. It would also ease the burden of the Schools that are used as polling places that will have to find other accommodations for their summer programs.

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**City Budgetary Impacts:**

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**Staff Recommended Action:** Consider consolidating to one polling place for the July 14, 2020 Election. If Council is in favor of moving forward, we would have to hold a Special Council Meeting on Monday, June 22, 2020 to hold a public hearing and vote to approve the request to consolidate to one polling place. Following that, the Secretary of State's office would have to approve consolidating to one polling place (the deadline being 10 days before the election).

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

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**City Manager Comments:**

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Cushman".

**Attachments:**

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**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** June 15, 2020

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

**Subject:** FY21 Final Proposed Budget Presentation

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**Information:** The City Manager will present an overview of the FY21 Final Proposed Budget with zero tax increase.

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**City Budgetary Impacts:** There is no budgetary impact at this time.

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**Staff Recommended Action:** Approve the second and final reading during the regular meeting.

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**Previous Meetings and History:** FY21 Proposed Budget was presented on 4-6-2020. Department presentations were made on 4/9/2020, 4/13/2020, 4/16/2020, and 4/23/2020. Council Budget Discussion on 4/27/2020, FY21 Final Proposed Budget Presentation and Discussion on 5/4/2020, 5/11/2020, 5/18/2020, and 6/1/2020. Public hearings and passage of first readings on 6/1/2020.

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**City Manager Comments:**

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Cusick".

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**Attachments:** City Manager's FY21 budget letter



# City of Auburn, Maine

Office of the City Manager

[www.auburnmaine.gov](http://www.auburnmaine.gov) | 207.333.6601

60 Court Street | Auburn, Maine 04210

June 9, 2020

Dear Mayor and Members of the City Council,

It has been my privilege and an honor to serve the City of Auburn for the past three plus years. With my upcoming retirement on July 1, I would be remiss if I did not thank you as well as the previous Mayor and Councils, Assistant City Manager Phil Crowell, the City Manager's team, Department Directors, and city staff for your support of me during this time. Team Auburn is strong, determined, and headed in the right direction as one of the best small cities in America! My public service to Auburn has truly been one of the highlights of my career.

## Introduction

This marks my fourth and by far most difficult budget as your City Manager. With the uncertainty over the coronavirus issue and its unpredictable impact on city revenues, it has made revenue forecasting and the preparation of this budget especially difficult. I am sure you would agree, it has been - and remains - an especially challenging time. Assistant City Manager Phil Crowell, Finance Director Jill Eastman, the Department Directors and I have worked with you as collaboratively as we can during our budget discussions to produce the most fiscally responsible and least damaging budget possible with the goal of a minimal tax increase. We have accomplished that goal and more, with no tax increase. But it has been very difficult with some intense budget discussions on both the Municipal and School Department sides of the budget.

I want to acknowledge how closely incoming City Manager Phil Crowell and I have worked in the development of this budget, discussing countless details and outcomes. With my impending retirement, Phil and I were determined to make sure there would be no surprises for him as a result of this budget. The budget includes some tough decisions. More about this later.

In writing this budget message, I am reminded of the beginning of this process when I asked the department directors to submit what they needed in order to fulfill their departments' mission. It was a different time then, when my budget team (Finance

Director Jill Eastman, Human Resources Director Chris Mumau, and Assistant City Manager Phil Crowell) and I first sat down to work on the budget for the next fiscal year. We held meetings with the Department Directors, reviewed their requests, and with their input and advice, I made the necessary adjustments to meet our personnel and fiscal situation at that time. The pandemic had not yet evolved to the extent it has today. And although our non-tax revenues were conservatively projected for municipal revenue sharing and excise tax on vehicles, after learning what other municipalities were doing, I came to feel that our non-tax revenues needed further adjusting.

Of course, no one has a crystal ball. My goal with budgeting has always been to strive for a **balance** between the needs of the departments and the importance of minimizing the impact on the taxpayers to the greatest extent possible. For most of this budget process, this municipal budget accomplished that goal, until it became clear that more adjustments were needed on the revenue and expense side.

As background, between 2010 and 2018, municipal revenue sharing was reduced by 60% statewide. This represented an aggregate loss to Auburn of ***\$18.3 million during that time span, in addition to state exemptions of \$132 million that have negated our growth in property valuation of \$112 million.*** This has put extreme pressure on the municipal budget over the years and led inevitably to higher increases in Auburn's tax rate.

## Part One of the Budget Process

Fortunately for the City of Auburn and all Maine municipalities, beginning last year Governor Mills and the Legislature began restoring municipal revenue sharing back to its former funding. As a result, we had less than a 1 percent tax increase for our current fiscal year budget. At the outset of this budget process, we estimated our revenue increase would be \$1.3 million, including an increase in municipal revenue sharing of \$900,000, which in this uncertain economy still left us \$200,000 less than what we were scheduled to receive. We thought that would be enough of a "cushion." It was not until the rise of the pandemic and the very real potential of a 20% reduction in municipal revenue sharing and an anticipated reduction in revenues from the excise tax on vehicles that I began to think that a different budget strategy was necessary.

I have mentioned several key factors that have driven this budget process, the most significant being the pandemic and its impact on city revenues. I view this budget process in two parts, with the first being *prior to the pandemic* and the second following the

adjustments that have been made *in response to the pandemic*. For the first part of the story, on the municipal side there was an **operational increase of \$1,301,650 following cuts by me of \$508,723**. This increase included a 2% cost of living increase (\$293,000) and a compensation study increase for equipment operators (\$65,000) in order to retain as well as attract people interested in being equipment operators. There was also an increase of 9% in health insurance costs totaling \$312,697.

Another important factor impacting the FY21 budget was **a debt service increase of \$243,045 due to interest on the city's debt**. In addition, there was **an increase of \$336,824 for Intergovernmental Programs** due to an increase of \$147,217 for County Taxes, (\$10,000) for the Auburn-Lewiston Airport, \$176,921 for the Lewiston-Auburn Transit Committee to restore full bus service again to Auburn, as well as \$22,686 for LA 911. The goal for the tax increase was to keep it at 2% or less.

## Part Two of the Budget Process

Part Two of the budget process tells quite a different story, with a very difficult budget suddenly becoming *extremely* difficult, with added goals of cutting the budget significantly in order to make up for some rather large revenue reductions -- while at the same time achieving a zero tax increase. This is kind of like shooting a moving target while going at a high rate of speed! Not an easy thing to accomplish. In the end, it has required the elimination of some badly needed vacant positions, including one police officer position, two fire fighter positions, two public works equipment operators, and one public works mechanic, thereby reducing the city's ability to provide essential public services. Unfortunately, the vacancies alone did not produce the necessary savings for a balanced budget with the goal of no tax increase. It also took layoffs; a decision of last resort that I tried very hard to avoid. I can tell you it is the most difficult thing I have had to do as a manager, first as an Assistant City Administrator, then as County Manager and now as the City Manager of Auburn. The City has also been able to use CARES Act Funding that was received by the Lewiston-Auburn Transit Committee to zero out the increase on the Intergovernmental side.

The outcome of the adjustments on the city side has been a city operational increase of **\$708,090** instead of the previous \$1,301,650, for total reductions of **\$1,103,283** on the expense side. This has been done through the assistance and collaboration of the Assistant City Manager, Finance Director, Human Resources Director, and the Department Directors. It has been a team effort that enabled us to get to this point.

The Superintendent of Schools, Katy Grondin, with her team and the School Committee have managed to come in at zero increase, along with the previously mentioned zero increase on the Intergovernmental side.

## Budget Overview

The FY21 proposed expenditures can be divided into three categories as follows, with a total tax levy increase of 0%:

- City expenditures have increased to \$41,397,183 for an increase of \$951,135 or 2.35%
- Intergovernmental expenditures have increased to \$4,535,380 for an increase of \$126,217 or 2.86%
- Non-tax revenues of \$17,349,326 or \$1,077,352 more for an increase of 6.62%
- School Department: with \$45,802,612 or an expenditure increase of \$465,175 with non-tax revenues of \$27,905,351 for an increase of \$465,175 or a 1.70% increase; and

The above figures represent a total increase of \$0 dollars or 0%.

## Budget Highlights

The budget highlights can be divided into three areas:

- 1) Organization
- 2) Management
- 3) Capital Needs

### **Organization**

The City invests over \$3 million annually in our employees' health insurance. Historically, our health insurance increases have been reasonable averaging 2-3%. Unfortunately, due to our health claims this past year, we have an increase of 9%. This translates into increased costs of \$312,697 and underscores the importance of continuing our wellness efforts. Our Wellness Committee and our Human Resources team are heavily involved in these activities. working in conjunction with our part-time Wellness Advisor. We must continue to emphasize our employee wellness program activities, with specific goals and objectives. We will continue the efforts that are underway and build upon them to continue to nurture and create a culture of health and well-being.

On the economic development front, building permits and construction have continued to be a hallmark of the City. In spite of the health pandemic, we are still experiencing some positive signs of the progress that we have seen the past three years. Only time will tell how much of an impact the pandemic has on our local economy. It is our hope that the work the City has done on creating a Strategic Plan for Auburn City Government will help provide the City Manager's Office and our elected officials with a roadmap forward to address both present and future needs of the City.

With our Strategic Plan, we are better positioned to address opportunities and challenges that we face as a community. They range from steps that we can take to foster greater economic vitality and walkability in the downtown, to encouraging more activities focused on the riverfront, to initiatives like sports tourism and reimagining Auburn as a **City of Events**. The strategies also include the development of a Communications Plan. This budget addresses this specific strategy by transferring our Great Falls TV technician and GIS Manager into a new **Communications & Community Engagement Division** in the City Manager's Office, headed by our Communications & Compliance Manager, Liz Allen.

### **Management**

As described above, there is a personnel change with a transfer of two positions from the Information Technology Office into the City Manager's Office. The only fiscal impact to this change is the addition of \$5,000 for improved communications. There were several new positions that have been requested by the Police Department to do the police accreditation full-time, handle law enforcement's part of the process for verifying the legitimacy of the marijuana businesses, and add one more GIS professional to strengthen our capacity in the IT Department. These positions were not added due to our limited resources and the situation that I have previously described with the elimination of several vacant positions as well as layoffs.

In addition, adding the new position of Deputy Finance Director for succession purposes (with the Finance Director planning on retiring within the next couple of years) has been put on hold. When the pandemic is behind us and things have improved, I highly recommend that a Deputy Finance Director position be added, as there is the need for another finance professional to assist with budget preparation, financial reporting and analysis.

### **Capital Needs**

First and foremost, I think it is important to note that the City Council in its first reading on the FY21 Final Proposed Capital Improvement Plan (CIP) has approved, adding an additional \$800,000 to the Downtown Vision in order to provide an economic stimulus to

the downtown – the heart of our City - which the Council and Mayor all agree should be a high priority for the City's economic development efforts.

The City has a 5 Year CIP as a planning document for capital needs that are projected over the next five years. Long range capital planning is a critical management tool for the city and is a key tenet to the capital improvement planning for any well managed, forward-thinking community. Our goal is to balance the community's infrastructure needs with the financial capacity of the City. I have asked each Department Director with CIP item(s) to prioritize them.

This is a challenging CIP with an original bonded goal of \$9.5 million and requests of nearly \$17 million. The Council has at this point approved a total of \$10.1 million for bonded items. As I stated during my presentation of the 5 Year CIP, there are a number of capital items that are supportive of the City's Strategic Plan. It is a valuable tool that the Council, Mayor, City Manager's Office, and Department Directors can utilize as an important and necessary step for making decisions on funding for present and future capital needs.

City officials will need to continually look for opportunities to invest in the future, such as the future development of the downtown (including Great Falls Plaza) as envisioned many years ago. With events like "New Year's Auburn," we can position ourselves as a true *City of Events*, with a minimum of 10 successful, community-wide events each year.

More information on the CIP is provided in the budget booklet. Listed below is a summary of some of the bonded and unbonded items with the City Council's vote on the first reading:

- Auburn-Lewiston Airport: \$450,000
- Economic Development & Planning: \$1,100,000
- Facilities: \$380,000
- Fire & EMS: \$756,000
- LATC: \$50,000
- Police: \$360,000
- Public Works: \$6,532,000
- Recreation & Sports Facilities: \$370,000
- Education: \$1,000,000

## CONCLUSION

I would like to thank the Department Directors and their teams for the work they have done on the budget and my budget team consisting of the Finance Director Jill Eastman, Human Resources Director Chris Mumau, and Assistant City Manager Phil Crowell for their many hours devoted to the proposed budget. A special thanks to the Assistant City Manager Phil Crowell for his collaboration with me on the budget and the Finance Director Jill Eastman for all her work in the background and preparation of this final proposed budget for fiscal year 2021.

Finally, on behalf of Phil and myself, I would like to thank the Council and Mayor for a smooth, constructive budgetary process, especially while conducting portions of it both remotely and in the Council Chambers. My goal during this challenging time has been to meet the most critical needs of the organization while minimizing the impact on our taxpayers to the greatest extent possible. **Thank you for this opportunity to serve you and the citizens of Auburn.** I have had an exceptional City Manager's Office team with Phil, Jody Durisko, Kelsey Earle, and Liz Allen. We have worked very well together, and they have each been *outstanding* in their various positions. You can be proud of Team Auburn; I am. At every level of the organization, you have a very capable, dedicated staff, who - with your support and leadership - represent the city's most important asset as a city government. I am confident that Phil will do an exemplary job as Auburn's next City Manager with your full support, trust, and confidence! Best wishes for a highly successful future!

Sincerely,

  
Peter J. Crichton  
City Manager



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** June 15, 2020

**Author:** Eric J. Cousens, Deputy Director of Economic and Community Development

**Subject:** Urban Agriculture Grant Opportunity

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**Information:** The City has a chance to partner with the Good Food Council, Lewiston and other agricultural stakeholders to apply for an Urban Agriculture and Innovative Production Grant through the USDA. It was announced at the end of May and staff has been discussing what could be funded with such a grant. The grant could fund a consultant to help speed the efforts of the Ag Advisory Committee and get them off to a good start. It could also reimburse some staff time spent on agricultural work for the Council and to explore public markets, connect producers with existing markets and establish branding for products produced in Auburn and the region. Staff believes the partnerships add strength to the application and we would not have capacity to pursue it on our own at this time. Staff would like the OK to participate in the application and no match is needed. The grant is a great fit for current efforts in Auburn.

The purpose the grant is to fund projects that will either initiate, build upon, or expand the efforts of farmers, gardeners, citizens, government officials, schools, and other stakeholders in urban areas and suburbs. No single award will exceed \$200,000 in any single year or \$500,000 over three years.

---

**City Budgetary Impacts:** Increased staff capacity at no cost to the City and reimbursement of existing salaries on certain Ag related efforts.

---

**Staff Recommended Action:** Discuss. Vote to allow staff to participate in the application later in tonight's meeting.

---

**Previous Meetings and History:** None

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**City Manager Comments:**

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Coakley".

---

**Attachments:** None.

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 08-06152020

**Resolved**, that the Auburn City Council supports the application for the Urban Agriculture and Innovative Production Grant to add staff capacity and promote agriculture in the City of Auburn and directs staff to apply in partnership with Lewiston, the Good Food Council of L/A and others that would strengthen our application and relationships.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** June 15, 2020

**Orders:** 71-06152020 and 72-06052020

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

**Subject:** Nominations to MMA's Legislative Policy Committee (LPC)

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**Information:** Two municipal officials are elected from each of Maine's 35 Senate Districts. Nominees may be either elected or appointed and must be serving currently as a municipal official. Nomination forms must be returned to MMA by 5:00 PM on July 13, 2020 to be counted. Ballots will be sent out immediately after the nomination process closes. This is a two-year term (2020-2022).

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**City Budgetary Impacts:** Not Applicable

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**Staff Recommended Action:** Motion to nominate Mayor Jason Levesque (Order 71-06152020) to serve as full member, and Phil Crowell (Order 72-06152020) to serve as an alternate member.

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**Previous Meetings and History:** Biennial appointment

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**City Manager Comments:**

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Cusick".

**Attachments:**

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Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

### ORDER 71-06152020

**ORDERED**, that the City Council hereby nominates Mayor Jason Levesque to serve as full member on the Maine Municipal Associations Legislative Policy Committee during the 2020-2022 biennium.



Maine Municipal  
Association

60 COMMUNITY DRIVE  
AUGUSTA, MAINE 04330-9486  
(207) 623-8428  
www.memun.org

To: MMA's Key Municipal Officials

From: Christine Landes, President, Maine Municipal Association

Date: June 1, 2020

Re: Nominations to MMA's 2020-2022 Legislative Policy Committee

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This memo begins the process of electing 70 dedicated municipal officials to serve on MMA's Legislative Policy Committee (LPC) over the next two-year period. Given the importance of this Policy Committee to MMA's overall mission, I urge you to help us identify nominees for service during the 2020-2022 biennium.

The LPC brings elected and appointed officials together from towns and cities across the state. According to its by-laws, the purpose of the LPC is "*to define municipal interests and to maximize those interests through effective participation in the legislative process.*" Operating something like a town meeting, the LPC establishes MMA's public policy positions on all matters of direct and statewide municipal interest for representation in the State House.

After the next LPC is elected, its first task will be to develop MMA's legislative agenda for submission to the Legislature in January 2021. Beginning in early 2021, the LPC will meet to determine MMA's position on all municipally-related legislation submitted by the Governor and legislators. MMA's legislative staff advocates for the positions established by the LPC.

The membership of the LPC tends to be a mixture of seasoned municipal officials, who bring an extraordinary depth of experience to the table, and new members with fresh concerns and insights. Speaking as a former Chair of the LPC, it is my observation that the debates and decision-making accomplished by this Committee often include public policy discussions of the highest caliber. The results certainly help establish MMA's credibility in the Maine legislative process.

A Nomination Form for your Senate District is linked on this page: <https://www.memun.org/Legislative-Advocacy/Legislative-Policy-Committee>. Two municipal officials are elected from each of Maine's 35 Senate Districts. What follows is background information on the process of election, and the suggested time commitment to serve.

**Background Information.** Any elected or appointed municipal official holding office in any MMA member community is eligible to serve on the committee. Because you have received this email, you are eligible to nominate a municipal official to serve on the committee. There are two seats on the LPC for each State Senate District. Members serve two-year terms, representing their own community and the other municipalities in their Senate District.

LPC activities require a time commitment of approximately ten hours a month during legislative sessions (i.e., during the first 4 months of each calendar year) which includes attendance at the monthly meeting and contacts with other communities and legislators in the district as issues arise. The LPC is also engaged in the development of MMA's legislative agenda during the fall and early winter of each even-numbered year, which typically involves at least one additional meeting in Augusta. All mileage expenses are reimbursed. MMA's strength as a municipal advocate depends on the active help of a dedicated LPC membership.

More information about MMA's Legislative Policy Committee and the Association's entire advocacy program can be found at the Legislative/Advocacy link at MMA's website <http://www.memun.org/LegislativeAdvocacy/TheLPCHandbook.aspx>. In particular, the *LPC Handbook* describes the Association's overall policy development process and procedures in more detail.

### **Nomination Process**

Your municipality is entitled to nominate a representative to the LPC.

- The nominee may be either elected or appointed, but must be serving currently as a municipal official.
- You may nominate any municipal official from any member town or city within your Senate/LPC District; you do not have to nominate someone from your municipality.
- The names and brief bios of all municipal officials properly nominated will appear on the LPC ballot, which will be distributed on July 15<sup>th</sup>.

### ***Nominee Profile***

Because the municipal officers may not be familiar with a nominee from another municipality, a brief description of each nominee who completes the **Nominee Profile Sheet** will be provided with the ballots that are distributed in mid-July. Please make sure that the person you nominate has a chance to complete the Nominee Profile Sheet and that it is returned to MMA.

### **Deadline for Submitting Nomination**

- ✍ The Chairman of your Board of Selectman, Council or Assessors (the "nominator") *and the nominee* must sign the nomination form for it to be valid. If you are unable to obtain the signature of the nominee prior to the deadline, an email from the nominee signifying their willingness to serve, will serve as their signature.
- ☒ The forms must be returned to MMA by 5:00 P.M. on July 13, 2020, to be counted. Ballots will be sent out immediately after the nomination process closes, so make sure the nomination form is received by MMA by that deadline. Please return the nomination form *and* nominee profile to **Laura Ellis** at MMA either by FAX (624-0129) or by email ([Lellis@memun.org](mailto:Lellis@memun.org)).

If you have any questions, please call MMA's State and Federal Relations staff at 1-800-452-8786 or 623-8428.

# NOMINATION FORM

Maine Municipal Association's  
**Legislative Policy Committee**  
July 2020 to June 2022

**Senate District 20** (*Auburn appoints 1 LPC Member*)

Auburn  
Mechanic Falls  
Minot

New Gloucester  
Poland

The municipal officers of \_\_\_\_\_ hereby nominate:  
*Print name of your municipality*

Nominee: \_\_\_\_\_   
*Print name of Nominee*

Nominee's municipality: \_\_\_\_\_ Position: \_\_\_\_\_

Date: \_\_\_\_\_  
\_\_\_\_\_  
*Signature of Nominator* 

\_\_\_\_\_  
*Print name of Nominator*

## Consent

I agree to accept the nomination and to serve if elected to the MMA Legislative Policy Committee:

Date: \_\_\_\_\_  
\_\_\_\_\_  
*Signature of Nominee* 

**Please return Nomination Form by 5:00 p.m. on July 13, 2020, to:**

Laura Ellis - Maine Municipal Association  
lellis@memun.org  
FAX: 624-0129

**Nominations received after 5:00 p.m. on July 13, 2020 will not be counted.**

Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

### ORDER 72-06152020

**ORDERED**, that the City Council hereby nominates Phil Crowell as alternate member to the Maine Municipal Associations Legislative Policy Committee during the 2020-2022 biennium.

Mayor Levesque called the meeting to order at 7:00 P.M. The meeting was conducted remotely using “Zoom” due to the Covid-19 pandemic. The meeting was also broadcast as usual on Great Falls TV (cable channel 1302) and on the City of Auburn YouTube channel.

Members of the public were allowed to comment during the public comment session of the meeting, by either “attending” the meeting via Zoom or by submitting remarks via email to: [comments@auburnmaine.gov](mailto:comments@auburnmaine.gov).

Mayor Levesque led the assembly in the salute to the flag. All Councilors were present.

**I. Consent Items - None**

**II. Minutes – May 18, 2020 Regular Council Meeting**

Motion was made by Councilor Carrier and seconded by Councilor MacLeod to approve the minutes of the May 18, 2020 Regular Council Meeting.

Passage 7-0. A roll call vote was taken.

**III. Communications, Presentations and Recognitions**

- Museum L-A Project Design and Exhibit Concepts – Rachel Desgrosseilliers, Thomas Platz, and Audrey Thomson presented.
- Covid-19 Update – (Phil Crowell and Matt Fifield)
  - Recovery Plan Update (Marc Gosselin)
- Council Communications:

Councilor Boss – nothing at this time.

Councilor Walker – nothing at this time.

Councilor Carrier – nothing at this time.

Councilor Milks – nothing at this time.

Councilor MacLeod – nothing at this time.

Councilor Lasagna – commented on the Recycling Committee

Councilor Gerry – commented on the Community Gardens

Mayor Levesque - commented on the summer City Council schedule and asked to consider postponing or cancelling one of the Council meetings in August as they did last year. He reported on the Memorial ceremony that was held last week at Mount Auburn Cemetery. He also said he has been advocating for early release of the CARES Act funds.

**IV. Open Session – no one from the public spoke and no written comments were provided.**

**V. Unfinished Business**

**1. Ordinance 04-05182020**

Amending Chapter 60, Article XVIII: Solar Energy Generating System. Second reading.

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

Public comment – no one from the public spoke.

Passage 7-0. A roll call vote was taken.

**2. Ordinance 05-05182020**

Amending Chapter 60, Article IV, Division 2: Agriculture and Resource Protection District. Second reading.

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

Public comment – no one from the public spoke.

Motion was made by Councilor Lasagna and seconded by Councilor Boss to amend the ordinance allowing Ag Committee review after 1% of all land in the Ag zone has been developed with solar power.

Passage of amendment 4-3 (Councilors Gerry, Boss and Lasagna opposed). A roll call vote was taken.

Passage of the ordinance as amended 6-1 (Councilor Gerry opposed). A roll call vote was taken.

**VI. New Business**

**1. Order 65-06012020**

Adopting the 2020-2024 CDBG/HOME Consolidated Plan & PY2020 Annual Action Plan. Public comment and vote.

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

Public comment – no one from the public spoke.

Passage 7-0. A roll call vote was taken.

**2. Order 66-06012020**

Reallocating \$235,000 of unspent proceeds from various General Obligation Bonds to finance a portion of the City's FY 21 Capital Improvements. Public hearing and first reading.

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

Public hearing – no one from the public spoke.

Passage 7-0. A roll call vote was taken.

**3. Order 67-06012020**

Authorizing the City's general obligation bonds in the amount of \$9,310,000 to finance the City's FY21 Capital Improvement Program. Public hearing and first reading.

Motion was made by Councilor Carrier and seconded by Councilor Boss for passage.

Public hearing – no one from the public spoke.

Motion was made by Councilor MacLeod and seconded by Councilor Milks to amend by adding \$800,000 to the Downtown Vision line item and allowing the City Manager to sign anything up to \$25,000 and anything more than that would require Council approval.

Passage of amendment 6-1 (Councilor Gerry opposed).

Passage of Order 67-06012020 as amended 6-1 (Councilor Gerry opposed).

**4. Resolve 07-06012020**

Adopting the Appropriations Resolve for Fiscal Year 2021. Public hearing and first reading.

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

Public hearing – no one from the public spoke.

Motion was made by Councilor Gerry and seconded by Councilor MacLeod to amend by directing the City Manager to re-appropriate \$10,000 from the current budget that was earmarked for Auburn's share of the fourth of July fireworks (Liberty Festival) line item to be put in a dedicated account for the Mount Auburn Cemetery to be used to restore, update, and purchase additional monuments and if feasible, restore the man-made pond.

Passage of amendment 7-0.

Passage of Resolve 07-06012020 as amended 6-1 (Councilor Gerry opposed).

**5. Order 68-06012020**

Adopting the Fiscal Year 2021-2025 Capital Improvement Plan (CIP).

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

Public comment – no one from the public spoke.

Passage 7-0. A roll call vote was taken.

**6. Order 69-06012020**

Authorizing the carry forward, up to \$400,000 from the FY 20 Budget, Emergency Reserve Account to the FY 21 Budget – Emergency Reserve Account.

Motion was made by Councilor MacLeod and seconded by Councilor Boss for passage.

Public comment – no one from the public spoke.

Passage 7-0. A roll call vote was taken.

**7. Order 70-06012020**

Appointing Phil Crowell to the Androscoggin Valley Council of Governments (AVCOG) Executive Committee, Androscoggin Resource Transportation Committee (ATRC), and the Lewiston-Auburn Transit Committee (LATC) effective July 1, 2020.

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

Public comment – no one from the public spoke.

Passage 7-0. A roll call vote was taken.

- **Mayor Levesque** – read an Executive Order 01-06022020 which he is issuing effective on June 2, 2020 regarding the Agriculture Committee.
- **Councilor Gerry** – no report
- **Councilor Lasagna** – reported on the Recycling Committee
- **Councilor MacLeod** – reported on the LATC meeting
- **Councilor Milks** – reported on the Water and Sewer District meetings
- **Councilor Carrier** – reported on the School Committee and status of the school budget
- **Councilor Walker** – reported on the upcoming Maine Waste to Energy meeting where they will discuss their budget
- **Councilor Boss** – provided and update on the Auburn Public Library.
- **City Manager Report** – thanked the Mayor and Council for their support through this budget process.

**VIII. Adjourn**

Motion was made by Councilor Carrier and seconded by Councilor Walker to adjourn.  
All were in favor and the meeting adjourned at 9:01 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:** June 15, 2020      **Order:** 66-06012020

**Author:** Jill M. Eastman, Finance Director

**Subject:** Order – Reallocating Unspent Proceeds from the City’s General Obligation Bonds.

---

**Information:** This is the order authorizing the reallocation of \$235,000 from previous General Obligation Bonds that were unspent to fund a portion of the City’s FY 20 - 21 CIP. (list attached)

---

**City Budgetary Impacts:** There are no budgetary impacts at this time.

---

**Staff Recommended Action:** Staff recommends passage the second reading.

---

**Previous Meetings and History:** Joint Council and School Committee workshop on 3/23/20, various budget workshops through April and May 2019. Public hearing and passage of first reading was on 6/1/2020.

---

**City Manager Comments:**

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Cudde".

---

**Attachments:**

- List of projects
- Bond Order
- Public Hearing Notice

**CITY OF AUBURN  
NOTICE OF PUBLIC HEARING**

Pursuant to Section 8.13 of the City Charter, notice is hereby given that the Auburn City Council will hold a public hearing on Monday, June 1, 2020, at 7:00 p.m. in the Council Chambers, Auburn Hall, 60 Court Street on a proposed order reallocating \$235,000 of unspent proceeds from various General Obligation Bonds to finance a portion of the City's FY 21 Capital Improvements. The order is available for inspection on the City's website: [auburnmaine.gov/pages/government/budget-fy21](http://auburnmaine.gov/pages/government/budget-fy21).

The City Council expects to conduct the first reading and public hearing on the order at the June 1, 2020 meeting and second reading and final action at the meeting of June 15, 2020.

Due to the COVID-19 pandemic, this City Council workshop and meeting will be conducted remotely using the Zoom video platform. The public cannot attend the meeting in person, but may "attend" via Zoom and speak during the public comment session. Instructions on how to participate in the Zoom meeting can be found on the City's website at [auburnmaine.gov/Pages/Government/City-Council](http://auburnmaine.gov/Pages/Government/City-Council) to participate in this way.

The City Council meeting will also be broadcast on Great Falls TV (cable channel 1302) and on the City of Auburn YouTube channel.

If you would like to submit public comment in writing, please email your remarks to [comments@auburnmaine.gov](mailto:comments@auburnmaine.gov). Your comments will be included in the meeting minutes.

Holly C. Lasagna, Ward One  
 Timothy B. MacLeod, Ward Two  
 Stephen G. Milks, Ward Three  
 Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
 Belinda A. Gerry, At Large  
 Katherine E. Boss, At Large

Jason J. Levesque, Mayor

**IN CITY COUNCIL**

**ORDER 66-06012020**

**ORDER - Reallocating Unspent Proceeds from the City's General Obligation Bonds**

WHEREAS, the City of Auburn issued General Obligation Bonds in various amounts for various projects; and

WHEREAS, there remain unspent proceeds of the Bonds borrowed for multiple capital improvements, \$235,000 of which excess proceeds the City Council desires to reappropriate and reallocate to be used for the projects listed below;

<b>CITYWIDE</b>			
<b>CAPITAL IMPROVEMENT PLAN FY 21 Unallocated</b>			
	<b>Description</b>		<b>Unallocated Bond Proceeds</b>
<b>City Clerk</b>	<b>Record Restoration</b>		<b>\$ 20,000</b>
<b>Facilities</b>	<b>Public Safety Facility Study</b>		<b>\$ 100,000</b>
<b>Facilities</b>	<b>Assessing Electric Vehicle</b>		<b>\$ 25,000</b>
<b>Facilities</b>	<b>Festival Plaza Fountain System Removal/Engineering</b>		<b>\$ 25,000</b>
<b>Facilities</b>	<b>911 Study</b>		<b>\$ 25,000</b>
<b>Recreation</b>	<b>Programming/Facility Study</b>		<b>\$ 40,000</b>
<b>TOTAL CIP</b>			<b>\$ 235,000</b>

NOW, THEREFORE, by the City Council of the City of Auburn, be it hereby ORDERED:

THAT the excess proceeds of the Bonds, in the amount of \$235,000 be and hereby are appropriated from the amount borrowed as part of various Bonds to finance the costs of the projects listed above.

THAT the City's Finance Director / Treasurer be, and hereby is, authorized and empowered in the name and on behalf of the City, to do or cause to be done all such acts and things, and to execute and deliver, all such financing documents, certificates, and other documents as may be necessary or advisable, with the advice of counsel for the City, to carry out the provisions of this Order, as may be necessary or desirable.

A Public Notice describing the repurposing of these Bond proceeds borrowed for Various Projects to the list above was published on or before May 18, 2020, in the Lewiston Sun-Journal, a daily newspaper published in the City of Auburn and in Androscoggin County.

A public hearing was held on June 1, 2020.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** June 15, 2020

**Author:** Jill M. Eastman, Finance Director

**Subject:** Order – Authorizing Issuance of General Obligation Bonds and Tax Levy Therefor

---

**Information:** This is the order as amended during the first reading and public hearing, authorizing the sale of \$10,110,000 in General Obligation Bonds to finance the FY 20-21 Capital Improvement Projects. (list attached)

---

**City Budgetary Impacts:** There are no budgetary impacts at this time.

---

**Staff Recommended Action:** Staff recommends passage of 2nd reading as amended after the first reading and public hearing.

---

**Previous Meetings and History:** Joint Council and School Committee workshop on 3/23/20, various budget workshops through April and May 2020, passage of first reading and public hearing 06/01/2020.

---

**City Manager Comments:**

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Coakley".

**Attachments:**

FY 21 Project List as amended  
Bond Order as amended

**CAPITAL IMPROVEMENT PLAN  
FY 21 BONDS**

	Description		TOTAL	Page Detail
Airport	Pickup mounted Foam Generator		\$ 50,000	2
Airport	Reconstruct Airport Parking Apron FBO		\$ 400,000	3
Econ Dev & Planning	Dangerous Building Demolition		\$ 100,000	9
Econ Dev & Planning	Comprehensive Plan Property Acquisition Program		\$ 100,000	10
Econ Dev & Planning	Downtown Vision		\$ 900,000	11
Facilities	Security/Access Control		\$ 100,000	22
Fire	Fire Truck (\$550,000 in FY20)		\$ 100,000	NA
Fire	Fire Hose Replacement		\$ 20,000	35
Fire	Extrication equipment replacement		\$ 50,000	36
IT	Parking Enforcement Software		\$ 30,000	42
IT	Recreation Registration and Website Software		\$ 25,000	63
LATC	Bus Replacement		\$ 50,000	NA
Police	Vehicle Replacement		\$ 212,000	39
Police	Cruiser Camera System Replacement		\$ 130,000	40
Police	Police Motorcycle Purchase		\$ 18,000	43
Engineering	Reconstruction (\$840,000 to be paid by TIF)		\$ 2,140,000	44
Engineering	Reclamation		\$ 1,200,000	45
Engineering	Major Drainage		\$ 500,000	46
Engineering	MDOT Match		\$ 900,000	47
Engineering	Resurfacing		\$ 1,000,000	48
Public Works	Replace 7 yard plow trucks		\$ 215,000	50
Public Works	Replace 12 yard plow trucks		\$ 244,000	51
Public Works	Replace One Ton Trucks		\$ 120,000	53
Public Works	Replace bucket truck		\$ 175,000	56
Public Works	Sidewalk Plow Equipment		\$ 16,000	59
Public Works	Pipe camera		\$ 13,000	61
Public Works	Skid Steer Sweeper Attachment		\$ 9,000	60
Recreation	Union St. Park/Chestnut Park Upgrades		\$ 75,000	64
Recreation	Senior Center Phase III		\$ 75,000	67
Recreation	Pettengill Baseball Field Renovation		\$ 100,000	68
NSB Arena	Mezzanine Furniture		\$ 20,000	
School Department	School Projects		\$ 1,000,000	NA
Administration	Contingency		\$ 23,000	NA
<b>TOTAL BOND CIP</b>			<b>\$ 10,110,000</b>	

Holly C. Lasagna, Ward One  
 Timothy B. MacLeod, Ward Two  
 Stephen G. Milks, Ward Three  
 Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
 Belinda A. Gerry, At Large  
 Katherine E. Boss, At Large

Jason J. Levesque, Mayor

**IN CITY COUNCIL**

**ORDER 67-06012020**

**ORDER - AUTHORIZING ISSUANCE OF GENERAL OBLIGATION BONDS AND A TAX LEVY THEREFOR**

**Be It Ordered by the Auburn City Council**, following a public hearing duly called and held as required by Article 8, Section 8.13 of the Auburn City Charter and the requirements of 1 MRS §403-A, that there be and hereby is authorized the issuance and sale of the City’s general obligation bonds and notes in anticipation thereof on either a taxable or a tax-exempt basis in the amount of \$10,110,000, the proceeds of which, including premium, if any, and investment earnings thereon, are hereby appropriated to finance the following capital equipment and capital improvements (including costs of issuance for the bonds), all constituting part of the City’s FY21 Capital Improvement Program:

<b>CAPITAL IMPROVEMENT PLAN</b>		
<b>FY 21 BONDS</b>		
	<b>Description</b>	<b>TOTAL</b>
<b>Airport</b>	<b>Pickup mounted Foam Generator</b>	<b>\$ 50,000</b>
<b>Airport</b>	<b>Reconstruct Airport Parking Apron FBO</b>	<b>\$ 400,000</b>
<b>Econ Dev &amp; Planning</b>	<b>Dangerous Building Demolition</b>	<b>\$ 100,000</b>
<b>Econ Dev &amp; Planning</b>	<b>Comprehensive Plan Property Acquisition Program</b>	<b>\$ 100,000</b>
<b>Econ Dev &amp; Planning</b>	<b>Downtown Vision</b>	<b>\$ 100,000</b>
<b>Econ Dev &amp; Planning</b>	<b>Downtown Vision</b>	<b>\$ 800,000</b>
<b>Facilities</b>	<b>Security/Access Control</b>	<b>\$ 100,000</b>
<b>Fire</b>	<b>Fire Truck (\$550,000 in FY20)</b>	<b>\$ 100,000</b>
<b>Fire</b>	<b>Fire Hose Replacement</b>	<b>\$ 20,000</b>
<b>Fire</b>	<b>Extrication equipment replacement</b>	<b>\$ 50,000</b>
<b>IT</b>	<b>Parking Enforcement Software</b>	<b>\$ 30,000</b>
<b>IT</b>	<b>Recreation Registration and Website Software</b>	<b>\$ 25,000</b>
<b>LATC</b>	<b>Bus Replacement</b>	<b>\$ 50,000</b>
<b>Police</b>	<b>Vehicle Replacement</b>	<b>\$ 212,000</b>
<b>Police</b>	<b>Cruiser Camera System Replacement</b>	<b>\$ 130,000</b>
<b>Police</b>	<b>Police Motorcycle Purchase</b>	<b>\$ 18,000</b>
<b>Engineering</b>	<b>Reconstruction (\$840,000 to be paid by TIF)</b>	<b>\$ 2,140,000</b>

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<b>Engineering</b>	<b>Reclamation</b>	<b>\$ 1,200,000</b>
<b>Engineering</b>	<b>Major Drainage</b>	<b>\$ 500,000</b>
<b>Engineering</b>	<b>MDOT Match</b>	<b>\$ 900,000</b>
<b>Engineering</b>	<b>Resurfacing</b>	<b>\$ 1,000,000</b>
<b>Public Works</b>	<b>Replace 7 yard plow trucks</b>	<b>\$ 215,000</b>
<b>Public Works</b>	<b>Replace 12 yard plow trucks</b>	<b>\$ 244,000</b>
<b>Public Works</b>	<b>Replace One Ton Trucks</b>	<b>\$ 120,000</b>
<b>Public Works</b>	<b>Replace bucket truck</b>	<b>\$ 175,000</b>
<b>Public Works</b>	<b>Sidewalk Plow Equipment</b>	<b>\$ 16,000</b>
<b>Public Works</b>	<b>Pipe camera</b>	<b>\$ 13,000</b>
<b>Public Works</b>	<b>Skid Steer Sweeper Attachment</b>	<b>\$ 9,000</b>
<b>Recreation</b>	<b>Union St. Park/Chestnut Park Upgrades</b>	<b>\$ 75,000</b>
<b>Recreation</b>	<b>Senior Center Phase III</b>	<b>\$ 75,000</b>
<b>Recreation</b>	<b>Pettengill Baseball Field Renovation</b>	<b>\$ 100,000</b>
<b>NSB Arena</b>	<b>Mezzanine Furniture</b>	<b>\$ 20,000</b>
<b>School Department</b>	<b>School Projects</b>	<b>\$ 1,000,000</b>
<b>Administration</b>	<b>Contingency</b>	<b>\$ 23,000</b>
<b>TOTAL BOND CIP</b>		<b>\$ 10,110,000</b>

THAT the bonds and notes authorized hereunder shall be signed by the City's Finance Director and its Treasurer, attested by the City Clerk under the seal of the City. A tax levy is hereby provided for each fiscal year that the bonds authorized hereunder remain outstanding to meet the annual installments of principal and interest as may accrue in each respective year. The bonds and notes may be issued at one time or from time to time, either singly or in series, and the authority and discretion to fix method of sale, issue date, maturities, denominations, interest rate, place of payment, form and other details of said bonds and notes, and to take all other actions and to sign and deliver all other documents, certificates and agreements in order to provide for the sale thereof is hereby delegated to the City's Finance Director.

THAT in order to finance temporarily the projects described above, the Finance Director is authorized to expend up to \$10,110,000 either from available funds of the City or from the proceeds of bond anticipation notes which would be reimbursed or refinanced from bond proceeds.

THAT the bonds and notes authorized hereunder may be made subject to call for redemption, either with or without premium, on such terms as may be determined by the Finance Director.

Holly C. Lasagna, Ward One  
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Jason J. Levesque, Mayor

THAT the authority and discretion to designate the bond or notes authorized hereunder, or a portion thereof, as qualified tax-exempt obligations under Section 265 of the Internal Revenue Code of 1986, as amended, is hereby delegated to the Finance Director.

THAT the City's Finance Director, Treasurer, Clerk, and other proper officials of the City be, and hereby are, authorized and empowered in its name and on its behalf to do or cause to be done all such acts and things, and to execute, deliver, file, approve, and record all financing documents, contracts, agreements, certificates, preliminary and final official statements, tax certificates and other documents as may be necessary or advisable, with the advice of counsel for the City, to carry out the provisions of this order, as may be necessary or desirable.

THAT if the Finance Director, Treasurer, or Clerk are for any reason unavailable to approve and execute the bonds or any related financing documents, the person or persons then acting in any such capacity, whether as an assistant, a deputy, or otherwise, is authorized to act for such official with the same force and effect as if such official had himself or herself performed such act.

THAT the authority to issue the bonds or notes authorized hereunder shall automatically expire 2 years from the approval of this Order.

THAT this order is a declaration of official intent pursuant to Treas. Reg. § 1.150-2 and shall be kept available for public inspection during reasonable business hours at the office of the City Clerk.

A Public Notice describing the general purpose of the borrowing and the terms thereof was published on or before May 18, 2020, in the Lewiston Sun-Journal, a daily newspaper published in the City of Auburn and in Androscoggin County.

NOTE: Must be approved by roll call vote.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** June 15, 2020

**Resolve:** 07-06012020

**Author:** Jill M. Eastman, Finance Director

**Subject:** Resolve Adopting the 2020—2021 Annual Appropriation and Revenue Resolve (Second Reading)

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**Information:** In accordance with the City Charter, Article 8, Section 8.6, prior to the fiscal year the City Council shall adopt an annual appropriation resolve making appropriations by department, fund, services, strategy or other organizational unit and authorizing an allocation for each program or activity.

The Council has been supplied with a resolve to adopt the annual appropriations for the City of Auburn, which includes final figures for revenue, total appropriation and municipal budget.

The school appropriation resolve has been incorporated into this annual appropriation resolve for the City of Auburn.

Two readings are required for passage of this resolve.

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**City Budgetary Impacts:** With this F21 Proposed Budget the tax levy increase is 0.00%, which is below CPIU at 2.30%. At this time, the proposed mill rate increase is 0.00%.

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**Staff Recommended Action:** Staff recommends approval of the second reading.

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**Previous Meetings and History:** Budget presentation April 6, 2020, various Budget Workshops during April and May of 2020. Public hearing and passage of first reading on June 1, 2020.

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**City Manager Comments:**

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Cusick".

**Attachments:**

Resolve for the 2020-2021 Annual Appropriation and Revenue  
Updated Summary

Holly C. Lasagna, Ward One  
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Jason J. Levesque, Mayor

## IN CITY COUNCIL

### RESOLVE 07-06012020

RESOLVED, that the following be, and hereby is the Annual Appropriation and Revenue Resolve of the City of Auburn for the fiscal year 2020-2021, which includes the amounts appropriated herein and revenues from all sources beginning July 1, 2020 and ending June 30, 2021.

The estimated aggregate amount of non-property tax revenue is \$45,254,677 with a municipal revenue budget of \$17,349,326 and a School Department revenue budget of \$27,905,351.

The aggregate appropriation for the City of Auburn is \$91,735,175, with a municipal budget of \$43,302,625 County budget of \$2,629,038 and a School Department budget of \$45,802,612 which received School Committee approval on June 3, 2020, and school budget approved at the June 15, 2020 Council Meeting pursuant to the School Budget Validation vote on July 14, 2020, in accordance with Maine Revised Statutes, Title 20-A § 1486 and based on the budget submitted to the Auburn City Council on April 6, 2020, by the City Manager, and notification was posted on the City of Auburn website on May 28, 2020 that a public hearing would be held on June 1, 2020 at 7:00 p.m. and said hearing having been held on that date, and as amended by the City Council, the same is hereby appropriated for the fiscal year 2020-2021 beginning July 1, 2020 for the lawful expenditures of the City of Auburn and the County of Androscoggin taxes, and said amounts are declared not to be in excess of the estimated revenue from taxation and sources other than taxation for the fiscal year of 2020-2021.

### COUNCIL AMENDMENTS (At First Reading)

On June 1, 2020, the Council passed the following amendment to the Annual Appropriation and Revenue Resolve:

**Amendment 1** – We the Council of the City of Auburn adopt and approve the following item to the City Budget:

Reappropriate Recreation -Community Programs – Liberty Festival \$10,000 to Recreation – Community Programs – Mount Auburn Cemetery Monument upgrade \$10,000.

### RESOLVE WITH ALL AMENDMENTS INCORPORATED

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The aggregate appropriation for the City of Auburn is \$91,735,175, with a municipal budget of \$43,302,625 County budget of \$2,629,038 and a School Department budget of \$45,802,612 which received School Committee approval on June 3, 2020, and school budget approved at the June 15, 2020 Council Meeting pursuant to the School Budget Validation vote on July 14, 2020, in accordance with Maine Revised Statutes, Title 20-A § 1486 and based on the budget submitted to the Auburn City Council on April 6, 2020, by the City Manager, and notification was posted on the City of Auburn website on May 28, 2020 that a public hearing would be held on June 1, 2020 at 7:00 p.m. and said hearing having been held on that date, and as amended by the City Council, the same is hereby appropriated for the fiscal year 2020-2021 beginning July 1, 2020 for the lawful expenditures of the City of Auburn and the County of Androscoggin taxes, and said amounts are declared not to be in excess of the estimated revenue from taxation and sources other than taxation for the fiscal year of 2020-2021.

#### SCHOOL BUDGET ARTICLES

Ordered that the Auburn City Council hereby adopts and approves the following School Budget articles for Fiscal Year 2020-2021

1. That \$18,718,269 be authorized to be expended for Regular Instruction;
2. That \$ 11,523,023 be authorized to be expended for Special Education;
3. That \$-0- be authorized to be expended for Career and Technical Education;
4. That \$ 790,398 be authorized to be expended for Other Instruction;
5. That \$ 4,302,076 be authorized to be expended for Student and Staff Support;
6. That \$ 980,341 be authorized to be expended for System Administration;
7. That \$ 1,551,002 be authorized to be expended for School Administration;
8. That \$ 1,656,605 be authorized to be expended for Transportation and Buses;

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9. That \$ 5,166,894 be authorized to be expended for Facilities Maintenance;
10. That \$ ,682,367 be authorized to be expended for Debt Service and Other Commitments;
11. That \$ 39,547 be authorized to be expended for All Other Expenditures;
12. That \$ 45,410,522 be appropriated for the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and that \$16,272,338 be raised as the municipality's contribution to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20-A, section 15688;

***Explanation:*** *The city's contribution to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding*

*Act is the amount of money determined by state law to be the minimum amount that a municipality must raise in order to receive the full amount of state dollars.*

13. That \$102,473 be raised and appropriated for the annual payments on debt service previously approved by the city's legislative body for non-state-funded school construction projects or non-state-funded portions of school construction projects, in addition to the funds appropriated as the local share of the city's contribution to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with Maine Revised Statutes, Title 20-A, Section 15690 (2A);

***Explanation:*** *Non-state-funded debt service is the amount of money needed for the annual payments on the city's long-term debt for major capital school construction projects that are not approved for state subsidy. The bonding of this long-term debt was previously approved by the voters or other legislative body.*

14. That \$1,322,309 be raised and appropriated in additional local funds, which exceeds the State's Essential Programs and Services allocation model by \$1,322,309, as required to fund the budget recommended by the School Committee.

The School Committee recommends \$1,322,309, which exceeds the State's Essential Programs and Services allocation model by \$1,322,309. The School Committee gives the following reasons for exceeding the State's Essential Programs and Services funding model:

The Essential Programs and Services funding model does not recognize all of the costs of special education services, transportation services, instructional services, co-curricular services and other

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services that the School Department provides.

***Explanation:*** *The additional local funds are those locally raised funds over and above the city's local contribution to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and local amounts raised for the annual payment on non-state-funded debt service that will help achieve the school department budget for educational programs.*

15. That the school committee be authorized to expend \$45,410,522 for the fiscal year beginning July 1, 2020 and ending June 30, 2021 from the city's contribution to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, fund balances, state subsidy and other receipts for the support of schools;

16. That the City of Auburn appropriate \$392,090 for Adult Education and raise \$200,141 as the local share, with authorization to expend any additional, incidental or miscellaneous receipts in the interest and for the well-being of the adult education program.

17. That in addition to amounts approved in the preceding articles, the School Committee be authorized to expend such other sums as may be received from federal or state grants or programs or other sources during the fiscal year for school purposes, provided that such grants, programs or other sources do not require the expenditure of other funds not previously appropriated.

We the Council of the City of Auburn adopt and approve the following items

RESOLVED, that the following be, and hereby is the Annual Budget and Revenue Estimate for the City of Auburn Enterprise Fund – Norway Savings Bank Arena for the fiscal year 2020 – 2021, which includes the amounts budgeted herein beginning July 1, 2020 and ending June 30, 2021.

The Enterprise Fund-Norway Savings Bank Arena estimated amount of non-property tax revenue is \$1,122,850.

The Enterprise Fund-Norway Savings Bank Arena operating budget is \$897,640

If the Enterprise Fund-Norway Savings Bank Arena has a deficit at the end of the fiscal year, this deficit will be covered by the General Fund and will be considered a loan to the Arena to be paid back in subsequent years.

RESOLVED, that the following be, and hereby is the Annual Budget and Revenue Estimate for the City of Auburn Enterprise Fund – Ingersoll Turf Facility for the fiscal year 2020 –

Holly C. Lasagna, Ward One  
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2021, which includes the amounts budgeted herein beginning July 1, 2020 and ending June 30, 2021.

The Enterprise Fund-Ingersoll Turf Facility estimated amount of non-property tax revenue is \$268,880.

The Enterprise Fund- Ingersoll Turf Facility operating budget is \$250,146.

RESOLVED, The City is authorized to accept grants and forfeitures and to expend sums that may be received from grants and forfeitures for municipal purposes during the fiscal year beginning July 1, 2020 and ending June 30, 2021, provided that such grants and forfeitures do not require the expenditure of other funds not previously appropriated.

RESOLVED, that fifty percent (50%) of all real estate taxes assessed as in the annual commitment, committed to the Tax Collector, shall be due proportionately from each tax payer on September 15, 2020 and the remaining fifty percent (50%) shall be due on March 15, 2021.

Except as may be provided by resolve regarding payments in accordance with an installment payment plan, any real estate taxes remaining uncollected on September 16, 2020 and March 16, 2021 respectively shall bear interest at a rate of 8% per annum from and after such dates.

Personal property taxes shall be due and payable on or before September 15, 2020. Any personal property taxes remaining unpaid on September 16, 2020 shall bear an interest rate of 8% per annum from and after such date. Interest on all delinquent taxes shall be computed on a daily basis and shall be collected by the Tax Collector. The Tax Collector is authorized to accept tax prepayments.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** June 15, 2020

**Order:** 73-06152020

**Author:** Katy Grondin, Superintendent of Schools

**Subject:** FY21 Auburn School Budget

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**Information:** On May 20, 2020, the School Committee approved a \$45,802,612 budget for the 2020-2021 school year. The School Committee started work on the school budget on February 5, 2020. The budget was reduced by over 2 million dollars in order to not raise local taxes next year. The local tax commitment will be \$17,897,261.

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**City Budgetary Impacts:** No increase to the local tax commitment for education

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**Staff Recommended Action:** Approval of the School Committee recommended budget.

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**Previous Meetings and History:**

School Committee had budget discussions on February 5, 26, March 4, 11, 18, 25, April 1, 15, 29, May 6, 20, 27 and June 3. There were two joint meetings with the City Council to discuss budget on February 24 and March 23.

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**City Manager Comments:**

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Caulton".

**Attachments:**

Attached is the School Committee approved Cost Center Summary and the Revenue Sources for FY21.

# Auburn School Department

## Total Budget by Cost Center

Account Number / Description	3 Years Prior Actual 7/1/2017 - 6/30/2018	2 Years Prior Actual 7/1/2018 - 6/30/2019	1 Year Prior Revised 7/1/2019 - 6/30/2020	1 Year Prior Actual 7/1/2019 - 6/30/2020	Budget Total 7/1/2020 - 6/30/2021	Budget Difference 7/1/2020 - 6/30/2021	Percent Change
<b>Total Regular Instruction</b>	<b>\$16,223,896.43</b>	<b>\$17,041,790.53</b>	<b>\$18,399,386.69</b>	<b>\$13,120,369.67</b>	<b>\$18,718,269.22</b>	<b>\$318,882.53</b>	<b>1.73%</b>
<b>Total Special Education</b>	<b>\$9,868,439.64</b>	<b>\$10,309,580.95</b>	<b>\$10,597,542.20</b>	<b>\$8,342,990.49</b>	<b>\$11,523,023.13</b>	<b>\$925,480.93</b>	<b>8.73%</b>
<b>Total Other Instruction</b>	<b>\$898,512.68</b>	<b>\$790,451.13</b>	<b>\$834,264.49</b>	<b>\$678,564.52</b>	<b>\$790,398.50</b>	<b>\$(43,865.99)</b>	<b>(5.26)%</b>
<b>Total Student &amp; Staff Support</b>	<b>\$4,325,741.36</b>	<b>\$4,674,113.50</b>	<b>\$4,894,394.59</b>	<b>\$3,956,502.59</b>	<b>\$4,302,075.93</b>	<b>\$(592,318.66)</b>	<b>(12.10)%</b>
<b>Total System Administration</b>	<b>\$976,198.05</b>	<b>\$939,326.87</b>	<b>\$965,499.12</b>	<b>\$842,923.97</b>	<b>\$980,340.82</b>	<b>\$14,841.70</b>	<b>1.54%</b>
<b>Total School Administration</b>	<b>\$1,388,128.19</b>	<b>\$1,465,517.90</b>	<b>\$1,525,474.75</b>	<b>\$1,229,352.91</b>	<b>\$1,551,001.85</b>	<b>\$25,527.10</b>	<b>1.67%</b>
<b>Total Transportation &amp; Buses</b>	<b>\$1,583,804.68</b>	<b>\$1,875,295.36</b>	<b>\$1,822,093.13</b>	<b>\$1,672,715.24</b>	<b>\$1,656,604.81</b>	<b>\$(165,488.32)</b>	<b>(9.08)%</b>
<b>Total Facilities Maintenance</b>	<b>\$4,673,024.64</b>	<b>\$4,746,746.29</b>	<b>\$5,134,573.51</b>	<b>\$4,354,280.94</b>	<b>\$5,166,893.95</b>	<b>\$32,320.44</b>	<b>0.63%</b>
<b>Total Debt Service &amp; Other Com</b>	<b>\$621,008.77</b>	<b>\$669,062.49</b>	<b>\$742,768.00</b>	<b>\$742,767.79</b>	<b>\$682,367.00</b>	<b>\$(60,401.00)</b>	<b>(8.13)%</b>
<b>Total All Other Expenditures</b>	<b>\$36,203.62</b>	<b>\$37,941.13</b>	<b>\$39,259.73</b>	<b>\$31,923.81</b>	<b>\$39,546.78</b>	<b>\$287.05</b>	<b>0.73%</b>
<b>Total Fund 1000 Expenditures</b>	<b>\$40,594,958.06</b>	<b>\$42,549,826.15</b>	<b>\$44,955,256.21</b>	<b>\$34,972,391.93</b>	<b>\$45,410,521.99</b>	<b>\$455,265.78</b>	<b>1.01%</b>
<b>Total Adult Education</b>	<b>\$284,362.94</b>	<b>\$279,868.30</b>	<b>\$382,181.35</b>	<b>\$219,437.41</b>	<b>\$392,090.26</b>	<b>\$9,908.91</b>	<b>2.59%</b>
<b>Total Fund 1000 &amp; Adult Ed</b>	<b>\$40,879,321.00</b>	<b>\$42,829,694.45</b>	<b>\$45,337,437.56</b>	<b>\$35,191,829.34</b>	<b>\$45,802,612.25</b>	<b>\$465,174.69</b>	<b>1.03%</b>

Auburn School Dept. FY 21 Revenue Sources - 5-19-20 Zero Local Increase - School Committee Approved

REVENUE SOURCES	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-21	Variance	Percentage
<b>General Fund</b>									
State/EPS Model	Approved	Approved	Approved	Approved	Approved	Approved	Recommended		
Subsidy	\$19,291,333	\$19,975,476	\$20,330,362	\$21,526,533	\$23,678,756	\$25,249,723	\$25,637,180	\$387,457	
Debt Service-Approved	\$1,119,906	\$1,079,600	\$1,042,975	\$641,790	\$624,158	\$601,933	\$579,894	(\$22,039)	
<b>Total State</b>	<b>\$20,411,239</b>	<b>\$21,055,076</b>	<b>\$21,373,337</b>	<b>\$22,168,323</b>	<b>\$24,302,914</b>	<b>\$25,851,656</b>	<b>\$26,217,074</b>	<b>\$365,418</b>	<b>1.41%</b>
<b>Local</b>									
Minimum Local 15671-A	\$ 14,329,818	\$ 14,505,847	\$ 15,605,575	\$ 15,970,091	\$ 16,781,933	\$ 16,355,070	\$16,272,338	(\$82,732)	
Local Only Debt Service	\$1,587,224	\$1,711,506	\$1,814,747	\$1,798,436	\$44,905	\$140,835	\$102,473	(\$38,362)	
Additional Local	\$0	\$0	\$0	\$0	\$980,019	\$1,210,952	\$1,322,309	\$111,357	
Crossing Guides	\$42,508	\$37,603	\$37,883	\$38,330	\$0	\$0	\$0	\$0	
<b>Total Local</b>	<b>\$ 15,959,550</b>	<b>\$ 16,254,956</b>	<b>\$ 17,458,205</b>	<b>\$ 17,806,857</b>	<b>\$ 17,806,857</b>	<b>\$ 17,706,857</b>	<b>\$17,697,120</b>	<b>(\$9,737)</b>	<b>-0.05%</b>
<b>Other</b>									
State Agency Client	\$30,000	\$53,350	\$53,350	\$70,000	\$30,000	\$50,000	\$50,000	\$0	
Spec. Ed. SOS Tuition	\$90,000	\$107,576	\$107,576	\$107,576	\$60,000	\$50,000	\$50,000	\$0	
McCare Reimbursement	\$125,000	\$135,000	\$135,000	\$135,000	\$120,000	\$140,692	\$140,000	(\$692)	
Secondary Tuition	\$134,266	\$179,620	\$179,620	\$160,174	\$160,973	\$165,026	\$115,466	(\$49,560)	
Rental Properties	\$68,506	\$58,000	\$58,000	\$58,000	\$58,000	\$58,000	\$58,000	\$0	
DayCare	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$0	
CDS-Pre-K	\$55,000	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0	
FY 18 Subsidy Adjust	\$0	\$0	\$0	(\$128,755)	\$0	\$0	\$0	\$0	
Gate Receipts	\$0	\$0	\$0	\$0	\$0	\$0	\$32,000	\$32,000	
Miscellaneous	\$30,000	\$30,000	\$30,000	\$30,000	\$10,000	\$10,000	\$30,000	\$20,000	
<b>Total Other</b>	<b>\$582,772</b>	<b>\$658,546</b>	<b>\$613,546</b>	<b>\$481,995</b>	<b>\$488,973</b>	<b>\$523,718</b>	<b>\$525,466</b>	<b>\$1,748</b>	<b>0.33%</b>
<b>Fund Balance</b>	<b>\$ 856,882</b>	<b>\$ 856,882</b>	<b>\$ 906,882</b>	<b>\$ 906,882</b>	<b>\$ 719,417</b>	<b>\$ 873,025</b>	<b>\$ 970,862</b>	<b>\$ 97,837</b>	<b>11.21%</b>
<b>Total General Fund</b>	<b>\$37,810,443</b>	<b>\$38,825,460</b>	<b>\$40,351,970</b>	<b>\$41,364,057</b>	<b>\$43,318,161</b>	<b>\$44,955,256</b>	<b>\$45,410,522</b>	<b>\$455,266</b>	<b>1.01%</b>
<b>Adult Education</b>									
State	\$98,500	\$104,761	\$107,694	\$107,694	\$91,918	\$94,206	\$98,649	\$4,443	4.72%
Local	\$189,080	\$189,080	\$190,404	\$190,404	\$190,404	\$190,404	\$200,141	\$9,737	5.11%
<b>Tuition</b>	<b>\$93,300</b>	<b>\$93,300</b>	<b>\$93,300</b>	<b>\$93,300</b>	<b>\$93,300</b>	<b>\$93,300</b>	<b>\$93,300</b>	<b>\$0</b>	<b>0.00%</b>
<b>Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,271</b>	<b>\$0</b>	<b>(\$4,271)</b>	<b>-100.00%</b>
<b>Total Adult Education</b>	<b>\$380,880</b>	<b>\$387,141</b>	<b>\$391,398</b>	<b>\$391,398</b>	<b>\$375,622</b>	<b>\$382,181</b>	<b>\$392,090</b>	<b>\$9,909</b>	<b>2.59%</b>
<b>Grand Total Fund Balance</b>	<b>\$856,882</b>	<b>\$856,882</b>	<b>\$906,882</b>	<b>\$906,882</b>	<b>\$719,417</b>	<b>\$877,296</b>	<b>\$970,862</b>	<b>\$93,566</b>	<b>10.67%</b>
<b>Grand Total State</b>	<b>\$20,509,739</b>	<b>\$21,159,837</b>	<b>\$21,481,031</b>	<b>\$22,276,017</b>	<b>\$24,394,832</b>	<b>\$25,945,862</b>	<b>\$26,315,723</b>	<b>\$369,861</b>	<b>1.43%</b>
<b>Grand Total Local</b>	<b>\$16,148,630</b>	<b>\$16,444,036</b>	<b>\$17,648,609</b>	<b>\$17,997,261</b>	<b>\$17,997,261</b>	<b>\$17,897,261</b>	<b>\$17,897,261</b>	<b>\$0</b>	<b>0.00%</b>
<b>Grand Total Other</b>	<b>\$676,072</b>	<b>\$751,846</b>	<b>\$706,846</b>	<b>\$575,295</b>	<b>\$582,273</b>	<b>\$617,018</b>	<b>\$618,766</b>	<b>\$1,748</b>	<b>0.28%</b>
<b>Grand Total Revenue</b>	<b>\$38,191,323</b>	<b>\$39,212,601</b>	<b>\$40,743,368</b>	<b>\$41,755,455</b>	<b>\$43,693,783</b>	<b>\$45,337,437</b>	<b>\$45,802,612</b>	<b>\$465,175</b>	<b>1.03%</b>
City Property Valuation	1,984,917,378	1,994,564,463	1,998,286,769	2,003,206,026	1,964,206,026	1,957,006,058	1,957,006,058	-	0.00%
Mil Rate For Education	8.14	8.24	8.83	8.98	9.16	9.15	9.15	-	0.00%
								Increase on \$150K home 0.00	

Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

### ORDER 73-06152020

Ordered that the Auburn City Council hereby adopts and approves the following School Budget articles for Fiscal Year 2020-2021

1. That \$18,718,269 be authorized to be expended for Regular Instruction;
2. That \$ 11,523,023 be authorized to be expended for Special Education;
3. That \$-0- be authorized to be expended for Career and Technical Education;
4. That \$ 790,398 be authorized to be expended for Other Instruction;
5. That \$ 4,302,076 be authorized to be expended for Student and Staff Support;
6. That \$ 980,341 be authorized to be expended for System Administration;
7. That \$ 1,551,002 be authorized to be expended for School Administration;
8. That \$1,656,605 be authorized to be expended for Transportation and Buses;
9. That \$5,166,894 be authorized to be expended for Facilities Maintenance;
10. That \$ 682,367 be authorized to be expended for Debt Service and Other Commitments;
11. That \$ 39,547 be authorized to be expended for All Other Expenditures;
12. That \$ 45,410,522 be appropriated for the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and that \$16,272,338 be raised as the municipality's contribution to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20-A, section 15688;

***Explanation:*** *The city's contribution to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the*

Holly C. Lasagna, Ward One  
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Katherine E. Boss, At Large

Jason J. Levesque, Mayor

*amount of money determined by state law to be the minimum amount that a municipality must raise in order to receive the full amount of state dollars.*

13. That \$102,473 be raised and appropriated for the annual payments on debt service previously approved by the city's legislative body for non-state-funded school construction projects or non-state-funded portions of school construction projects, in addition to the funds appropriated as the local share of the city's contribution to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with Maine Revised Statutes, Title 20-A, Section 15690 (2A) ;

***Explanation:*** *Non-state-funded debt service is the amount of money needed for the annual payments on the city's long-term debt for major capital school construction projects that are not approved for state subsidy. The bonding of this long-term debt was previously approved by the voters or other legislative body.*

14. That \$1,322,309 be raised and appropriated in additional local funds, which exceeds the State's Essential Programs and Services allocation model by \$1,322,309, as required to fund the budget recommended by the School Committee.

The School Committee recommends \$1,322,309, which exceeds the State's Essential Programs and Services allocation model by \$1,322,309. The School Committee gives the following reasons for exceeding the State's Essential Programs and Services funding model:

The Essential Programs and Services funding model does not recognize all of the costs of special education services, transportation services, instructional services, co-curricular services and other services that the School Department provides.

***Explanation:*** *The additional local funds are those locally raised funds over and above the city's local contribution to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and local amounts raised for the annual payment on non-state-funded debt service that will help achieve the school department budget for educational programs.*

15. That the school committee be authorized to expend \$45,410,522 for the fiscal year beginning July 1, 2020 and ending June 30, 2021 from the city's contribution to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes

Holly C. Lasagna, Ward One  
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Jason J. Levesque, Mayor

under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, fund balances, state subsidy and other receipts for the support of schools;

16. That the City of Auburn appropriate \$392,090 for Adult Education and raise \$200,141 as the local share, with authorization to expend any additional, incidental or miscellaneous receipts in the interest and for the well-being of the adult education program.

17. That in addition to amounts approved in the preceding articles, the School Committee be authorized to expend such other sums as may be received from federal or state grants or programs or other sources during the fiscal year for school purposes, provided that such grants, programs or other sources do not require the expenditure of other funds not previously appropriated.

A TRUE COPY

ATTEST \_\_\_\_\_  
Susan Clements-Dallaire, City Clerk      Date



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** June 15, 2020

**Resolve:** 09-06152020

**Author:** Darby Ray, Beckie Conrad, Sabrina Best

**Subject:** Review of Public Art Grant, Art Piece Recommendation

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**Information:** In January of 2019, the LA Metro Chamber of Commerce and L/A Arts were awarded a \$75,000 Creative Communities = Economic Development Phase 2 Grant from the Maine Arts Commission, with funds to be expended over a three-year period to improve the image of Lewiston/Auburn and to spur economic development through public art installations in each city. After a RFP and interview process that included the Public Art Working Group, City of Auburn Staff, and Mayor the committee presented it's final recommendation on the selected piece to the City Council and location at the park by Longley Bridge.

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**City Budgetary Impacts:** This is a 1:1 matching grant. The Plan does not include a financial commitment from the City. (The MAC grant mentioned above includes in-kind City support for site preparation and artwork installation on City property.)

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**Staff Recommended Action:** Approve Recommended selection and confirm location

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**Previous Meetings and History:**

Presented Plan at the Nov 18, 2019 Workshop.

Draft Resolve on Public Art Plan at the Dec 2, 2019 Council Meeting – Adopted

Review of Public Art Grant piece recommendation at the May 11, 2020 Workshop

Discussion of Public Art Grant piece recommendation at the June 1, 2020 Workshop

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**City Manager Comments:**

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Coakley".

**Attachments:**

Auburn's Public Art Plan

Update on Public Art Grant

**Public Art Plan for the City of Auburn**  
**Approved by unanimous vote of the City Council, 12/2/19**

**I. Purpose**

In recognition of the value that public art can bring to the cultural, aesthetic, and economic vitality of the community, the Cities of Auburn and Lewiston successfully sought a grant from the Maine Arts Commission to support the development of a Public Art Plan as one piece of "Cultural Plan LA". A Public Art Working Group comprised of citizens of Auburn and Lewiston, including mayoral appointments, artists, educators, and business people, was established to develop this master plan in consultation with City staff from Auburn and Lewiston. The resulting plan outlines recommendations for a basic administrative structure for public art initiatives in L/A.

**II. Mission and Guiding Principles**

The mission of the Public Art Plan is to foster and oversee the commissioning and acquisition of permanent and temporary public art, act as a steward of the City's public art collection, and engage the public in the collection. Public art projects will be accomplished through the direct commissioning of artwork, acquisitions, community partnerships, gifts, and by encouraging public art in private development.

**Guiding Principles**

1. When the City, on its own or through a partnership, builds or makes a significant renovation or addition to a community facility or park, public art should, whenever possible, be part of the project.
2. Public art should grow out of the richness of the community and, in most cases, be commissioned. Artists should be invited to work in the community and with the community to ensure that the work has meaning and resonance.
3. Public art projects should be commissioned through a transparent, competitive process that values both artistic expertise and community input. The policies and procedures adopted by the City will result in the selection of highly qualified artists and will support them in creating their best work. It will follow professional standards in the field.
4. Public art should be of high artistic quality and integrity. The City, developers, and cultural institutions must pay careful attention to the design of new buildings and public spaces downtown and throughout the community, bringing in fresh design thinking as well as complementing the historic fabric of the community. New public art should be of the same design quality as other aspects of the City's built environment and should support the cultural fabric of the community.
5. Public art should be for everyone: the people who live and work in the City; the people who visit for entertainment, culture, shopping, and dining; and even the people who are

just passing through. All should have an opportunity to experience art in public places. Art should invite interaction, contemplation, and discussion.

### III. **Definitions**

#### **Public Art**

Public art includes a variety of accessible, original cultural experiences and/or physical works of art located within a public place that enrich the City by contributing to its uniqueness and stimulating learning, reflection, and conversation. Public art may include permanent or temporary works. Public art should engage the site, its context, and audience. Public art may possess functional as well as aesthetic qualities.

#### **Artwork**

Artwork shall mean works in any style, expression, genre, and media created by an artist as defined herein that may be permanent, temporary, and/or functional. Artwork may be stand-alone and integrated into architecture, landscaping, or other site development if designed by an artist as defined herein. Excluded are gifts of state by foreign governments or by other political jurisdictions of the United States.

#### **Public Place**

- a) A public place is a publicly accessible landscape, structure, or infrastructure-- typically owned or under the jurisdiction of the City. Public places include, but are not limited to, public parks, plazas, streets and boulevards (right-of-way), bridges, stairways, buildings, and water features.
- b) Art within public places contributes to the unique identity of a location and can stimulate discussion and imagination.
- c) Privately owned places can also include public art insofar as the artwork is public facing and designed to engage the public.

#### **Artist**

An artist is an individual who creates original works of art and is typically recognized by professional peers and critics as a professional practitioner of the visual, craft, literary, musical, conceptual, or performing arts, as judged by the quality of that practitioner's body of work and experience. This recognition is demonstrated in the artist resume through credentials such as professional training, an exhibition record, past public art commissions, published work, previous performances, reviews, and recommendations.

### IV. **Administration**

#### **Public Art Committee (PAC)**

To support the Cities of Auburn and Lewiston in managing inquiries about public art and the vetting, creation, installation, and maintenance of public artworks, a Public Art Committee (PAC) shall be established. The PAC shall ordinarily be comprised of ten members: 2 mayoral appointments--one from each City--and the following to be appointed in accordance with procedures established by the body or organization making the appointments: 2 public school appointments--one from each school district; 2

appointments from Arts and Culture LA; 2 appointments from L/A Arts; and 2 appointments from the LA Metro Chamber of Commerce. The PAC shall convene semi-annually or as needed to consider updates to the Public Art Plan as well as inquiries or requests related to public art. During the Maine Arts Commission implementation grant period (2019-2021), the Public Art Working Group (PAWG) shall function as the PAC.

The PAC shall provide expert advice to the Cities in the following areas:

- a) Public Art Plan policies and procedures
- b) Artist selection review panels and processes for art associated with municipal development projects on City-owned property
- c) Artwork review and approval recommendations for municipal development projects on City-owned property
- d) Artwork review and recommendations for murals on City-owned property
- e) Maintenance and conservation of artwork on City-owned property
- f) Review and recommendations on proposed deaccession of artwork on City-owned property
- g) The incorporation of public-facing, public-engaging artwork in private development, should advice on such artwork be in order

## Update on Public Art Grant for Auburn City Council

Darby Ray, May 7, 2020

### Background

- In February of 2019, the LA Metro Chamber of Commerce and L/A Arts were awarded a \$75,000 Creative Communities = Economic Development Phase 2 Grant from the Maine Arts Commission, with funds to be expended over a three-year period to improve the image of Lewiston/Auburn and to spur economic development through public art installations in each city. A 1:1 match is required for the grant.
- Beckie Conrad, formerly of the Chamber, and Darby Ray of L/A Arts are co-chairing a ten-person Public Art Working Group that includes mayoral appointments, local art teachers, local businesspeople, and local artists and arts organization representatives. The Working Group is charged with overseeing grant implementation.

### Progress

- To date, the Working Group has:
  - Established itself, with appointees as described above. Established Working Group expectations, protocols, and meeting calendar. (February-March 2019)
  - Conducted research to understand the public art landscape (definitions, categories, principles, public art plans, peer communities, examples, funding models, etc.). (March-August)
  - Planned and hosted two public art “lunch and learn” programs to educate community members, elected officials, and city staff about the potential of public art to build community and stimulate economic development. Guest presenters from both Maine and away (September-October 2019)
  - Developed a Public Art Plan providing guiding principles, definitions, and administrative structure for encouraging and overseeing public art projects going forward, and successfully ushered it through official affirmation by both City Councils. (September-December 2019)
  - Developed and distributed a Request for Proposals to Maine-based artists to submit proposals for the creation and installation of a public artwork in each city. (November-January 2020)
  - Established a committee and timeline for reviewing the 11 impressive applications received, and selecting an artist and artwork for each city. The selection committee comprises Working Group members as well as two high school students (one from LHS and one from EL) and a Public Works official from each city. (December-January 2020)
  - Reviewed applications and selected two finalists for each city. (February-March 2020)
  - Hosted finalist presentations, which City staff attended. (April 2020)
  - Selected an artist/artwork for recommended adoption by each City Council. (April 2020)
  - Established a Workgroup marketing committee, led by Beckie Conrad and including marketing staff from LA Arts and the Chamber, to oversee a coordinated PR effort aimed at involving the wider community in the art creation, installation, and celebration process. This committee will work in close consultation with relevant City staff. (May 2020)

### Future Priorities

- Artist/Artwork confirmation by each City Council

- Site and installation preparation plans by each City
- Marketing roll-out, including press releases upon confirmation of each selected artwork, video of artists at work, etc.
- Fundraising for the grant's cash match of \$22,500
- Development of longer-term vision and strategic plan for public art in L/A

Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

## **IN CITY COUNCIL**

### **RESOLVE 09-06152020**

Resolve, that the City Council hereby accepts the public art piece as recommended by the Public Art Working Group as outlined in the Public Art Plan.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** June 15, 2020

**Resolve:** 10-06152020

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

**Subject:** Resolve calling on the Governor to open all business

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**Information:** Councilors Gerry and Milks submitted an agenda request form to include a resolve declaring all businesses in Auburn as essential and calling on the Governor to open all businesses.

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Consider passage of the resolve

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

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**City Manager Comments:**

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Coakley".

**Attachments:** Agenda request form and proposed Resolve

## IN CITY COUNCIL

### RESOLVE 10-06152020

**Resolution declaring all businesses in the City of Auburn essential and calling on the Governor of the State of Maine to open all businesses.**

#### RESOLUTION

**RESOLVED**, that the Auburn City Council supports the following resolution declaring all businesses in the City of Auburn essential as follows:

**WHEREAS**, We, the members of the Auburn City Council, have supported the initial measures taken by our Governor and Dr. Shah in order to prevent the spread of COVID-19; and

**WHEREAS**, this gave them the needed time to assess and monitor the situation which helped Maine make reasonable plans to mitigate the impact of the virus going forward; and

**WHEREAS**, the goal of "flattening the curve" and keeping the Maine Healthcare System from being overwhelmed has long ago been met; and

**WHEREAS**, the residents of the City of Auburn and of Androscoggin County have been diligent in following the prescribed precautions put in place by Governor Mills requiring us to stay at home, limit travel, social distance and limit social gatherings to the prescribed numbers; and

**WHEREAS**, precautions and limitations imposed by the Governor are being implemented in an arbitrary and capricious manner with Androscoggin County (3 deaths) being illogically lumped in with Cumberland County (55 deaths) and York County (11 deaths); and

**WHEREAS**, Auburn area residents are being forced to adhere to prescribed precautions, strict protocols and procedures and denied the rights afforded to other Maine Counties who are being allowed to resume safely living their lives freely; and

**WHEREAS**, Auburn area citizens are being forced to adhere to the state's provisions and precautions, while protestors are given total freedom to disregard state requirements; and

**WHEREAS**, the ripple effects of businesses having to close and the resulting economic decline are endangering the immediate and future prosperity of Auburn; and

**WHEREAS**, the City of Auburn already has seen a loss of revenue over the past few weeks due to the shutdown and we now anticipate a significant revenue decline over the coming months from businesses damaged or crippled by the forced closings; and

**WHEREAS**, future closings, as well as an expected weak re-start of the economy is anticipated along with deep cuts in state revenue sharing; and

**WHEREAS**, additional effects of revenue decline are expected to be seen into 2021 and beyond, due to ongoing economic decline and business losses carried forward; and

**WHEREAS**, reductions in revenue will necessitate the Auburn City Council deciding which services can continue, and which must be eliminated while preserving public safety as we meet our budget obligations;

**NOW THEREFORE, BE IT RESOLVED**, that the Auburn City Council:

**SECTION I:** Declares all businesses to be essential and valued members of our community.

**SECTION II:** Demands that the Governor permit all Maine businesses to open immediately.

**SECTION III:** In the event the Governor does not permit all Maine businesses to open immediately, we demand that Governor Mills delegate re-opening decisions to municipal and county authorities, allowing them to review and decide on accepting businesses' re-opening plans, and that the Governor further grant municipalities and counties the authority to determine whether any businesses are adhering to applicable public health guidelines.

Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

Signed Mayor Jason Levesque \_\_\_\_\_

Councilor Holly C. Lasagna  
Auburn City Councilor, Ward 1: \_\_\_\_\_

Councilor Timothy B. MacLeod  
Auburn City Councilor, Ward 2: \_\_\_\_\_

Councilor Stephen G. Milks  
Auburn City Councilor, Ward 3: \_\_\_\_\_

Councilor Brian S. Carrier  
Auburn City Councilor, Ward 4: \_\_\_\_\_

Councilor Leroy Walker  
Auburn City Councilor, Ward 5: \_\_\_\_\_

Councilor Katie Boss  
Auburn City Councilor, At- Large: \_\_\_\_\_

Councilor Belinda A. Gerry  
Auburn City Councilor, At- Large: \_\_\_\_\_



**CITY COUNCIL  
AGENDA REQUEST FORM**

**Requesting Councilor's Name:** Belinda A. Gerry

**1. Supporting Councilor's Name:** Stephen G. Milks

**Additional Supporting City Councilor's Names:** Leroy Walker

**Additional Supporting City Councilor's Names:** \_\_\_\_\_

**Additional Supporting City Councilor's Names:** \_\_\_\_\_

**Summary of Issue:** We feel that we are being discriminated against by not being able to resume our daily activities and our businesses to not be allowed to open like our neighboring Counties.

Due to COVID-19 Many Auburn Residents and area Business have had to and continue to endure unusual hardships for public safety and the health of all individuals.

People need to be able to resume their lives, be able see family, interact with others and return to work. Isolation eroded one's quality of life.

Most of Auburn's business have stuck with us through the years, supported us and worked with us when we all faced other hard times as well cheered for us and celebrated our good times with us as a community. We owe it to them to do what is right before they are at a point that they can't handle any more either being force to be closed or allowed to partially open before we lose them and they close up for good.

We owe it to them to let them open up as long as they adhere to CDC guidelines and health code ordinances

We understand the need to continue best practices we have now learned in order to keep everyone from becoming ill and are not making light of this virus.

**Recommended Action for Consideration:**

**Adopting this Resolution declaring all businesses in the City of Auburn essential and calling on the Governor of the State of Maine to open all businesses.**

**Existing Policy References (Comp. Plan, etc):**

Initial measures taken by our Governor and Dr. Shah in order to prevent the spread of COVID-19 ; and

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*In order for a workshop item to be considered for an upcoming Auburn City Council Workshop agenda, please complete the above and present it at any time to the Mayor and City Manager. Our goal is to have items requested on a workshop agenda within 90 days of the date received.*

**DO NOT WRITE BELOW THIS LINE**

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Date received by City Manager: \_\_\_\_\_

Date received by Mayor: \_\_\_\_\_

Recommended Date for Workshop Discussion: \_\_\_\_\_

Staff Assigned: \_\_\_\_\_

**IN CITY COUNCIL**

**RESOLVE 10-06152020**

**Resolution declaring all businesses in the City of Auburn essential and calling on the Governor of the State of Maine to open all businesses.**

**RESOLUTION**

**RESOLVED**, that the Auburn City Council supports the following resolution declaring all businesses in the City of Auburn essential as follows:

**WHEREAS**, We, the members of the Auburn City Council, have supported the initial measures taken by our Governor and Dr. Shah in order to prevent the spread of COVID-19; and

**WHEREAS**, this gave them the needed time to assess and monitor the situation which helped Maine make reasonable plans to mitigate the impact of the virus going forward; and

**WHEREAS**, the goal of "flattening the curve" and keeping the Maine Healthcare System from being overwhelmed has long ago been met; and

**WHEREAS**, the residents of the City of Auburn and of Androscoggin County have been diligent in following the prescribed precautions put in place by Governor Mills requiring us to stay at home, limit travel, social distance and limit social gatherings to the prescribed numbers; and

**WHEREAS**, precautions and limitations imposed by the Governor are being implemented in an arbitrary and capricious manner with Androscoggin County (3 deaths) being illogically lumped in with Cumberland County (55 deaths) and York County (11 deaths); and

**WHEREAS**, Auburn area residents are being forced to adhere to prescribed precautions, strict protocols and procedures and denied the rights afforded to other Maine Counties who are being allowed to resume safely living their lives freely; and

**WHEREAS**, Auburn area citizens are being forced to adhere to the state's provisions and precautions, while protestors are given total freedom to disregard state requirements; and

**WHEREAS**, the ripple effects of businesses having to close and the resulting economic decline are endangering the immediate and future prosperity of Auburn; and

**WHEREAS**, the City of Auburn already has seen a loss of revenue over the past few weeks due to the shutdown and we now anticipate a significant revenue decline over the coming months from businesses damaged or crippled by the forced closings; and

**WHEREAS**, future closings, as well as an expected weak re-start of the economy is anticipated along with deep cuts in state revenue sharing; and

**WHEREAS**, additional effects of revenue decline are expected to be seen into 2021 and beyond, due to ongoing economic decline and business losses carried forward; and

**WHEREAS**, reductions in revenue will necessitate the Auburn City Council deciding which services can continue, and which must be eliminated while preserving public safety as we meet our budget obligations;

**NOW THEREFORE, BE IT RESOLVED**, that the Auburn City Council:

**SECTION I:** Declares all businesses to be essential and valued members of our community.

**SECTION II:** Demands that the Governor permit all Maine businesses to open immediately.

**SECTION III:** In the event the Governor does not permit all Maine businesses to open immediately, we demand that Governor Mills delegate re-opening decisions to municipal and county authorities, allowing them to review and decide on accepting businesses' re-opening plans, and that the Governor further grant municipalities and counties the authority to determine whether any businesses are adhering to applicable public health guidelines.

Signed Mayor Jason Levesque

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Councilor Holly C. Lasagna  
Auburn City Councilor, Ward 1:

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Councilor Timothy B. MacLeod  
Auburn City Councilor, Ward 2:

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Councilor Stephen G. Milks  
Auburn City Councilor, Ward 3:

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Councilor Brian S. Carrier  
Auburn City Councilor, Ward 4:

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Councilor Leroy Walker  
Auburn City Councilor, Ward 5:

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Councilor Katie Boss  
Auburn City Councilor, At- Large:

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Councilor Belinda A. Gerry  
Auburn City Councilor, At- Large:

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Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** June 15, 2020

**Resolve:** 11-06152020

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

**Subject:** Resolve to request that the Governor immediately begin distributing funds to Maine municipalities

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**Information:**

The pandemic is having devastating impacts on the City and its residents and businesses. The City of Auburn now respectfully requests that Governor Mills immediately begin distributing funds to Maine municipalities based at \$30 per capita in direct and flexible state funding in order to continue to be a full partner in saving lives and recovering from this crisis.

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**City Budgetary Impacts:**

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**Staff Recommended Action:** Recommend passage of the Resolve

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

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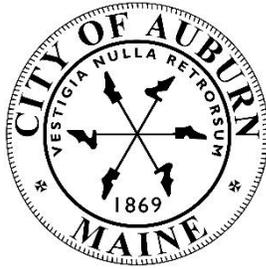
**City Manager Comments:**

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Caribon".

**Attachments:**

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RESOLVE: 11-06152020

Whereas, the City of Auburn thanks Governor Janet Mills for her leadership and efforts to protect and support Maine people during this unprecedented public health crisis;

Whereas, the City of Auburn is on the front line, helping residents with the support of local restaurants and community organizations by feeding 500 adults and kids per week, helping citizens stay safe in their homes, delivering emergency services, and supporting local businesses through a small business loan program;

Whereas, our COVID-19 costs continue to grow, surpassing \$200,000, and city revenues to fund local services are decreasing;

Whereas, COVID-19 is having devastating impacts on the City of Auburn's FY21 Budget process with the elimination of various vacant positions as well as layoffs;

Whereas budgetary decisions eliminating one vacant police officer position, two vacant fire fighter positions, two vacant public works equipment operator positions and one vacant mechanic position are going to impact core city services, as well as employees;

Whereas other governors in states such as New Hampshire and Texas have distributed funding to municipalities based on a per capita formula respectively of \$30 per capita, and \$50 per capita;

Whereas, the State of Maine has received \$1.2 billion dollars in CARES Act funds:

And whereas the City of Auburn appreciates Governor Mills' consideration of requests, and the city looks forward to discussing how we can continue to work with the state to best protect our community and reopen our economy;

The City of Auburn now hereby respectfully requests that Governor Mills immediately begin distributing funds to Maine municipalities based on \$30 per capita in direct and flexible state funding in order to continue to be a full partner in saving lives and recovering from this crisis.

# City of Auburn, Maine

*"Maine's City of Opportunity"*

## Financial Services



**TO: Peter Crichton, City Manager**

**FROM: Jill Eastman, Finance Director**

**REF: May 2020 Financial Report**

**DATE: June 15, 2020**

The following is a discussion regarding the significant variances found in the City's May 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 eleventh month of the current fiscal year. As a guideline for tracking purposes, revenues and expenditures should amount to approximately 91.7% 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**

- A. Revenues collected through May 31<sup>st</sup>, including the school department were \$83,732,347, or 92.84%, of the budget. The municipal revenues including property taxes were \$59,231,091 or 94.39% of the budget which is less than the same period last year by 1.20%. The accounts listed below are noteworthy.
- B. The current year tax revenue is at 99.16% as compared to 98.24% last year. The 30 day notice of liens were sent out in May and tax liens will be filed at the end of June on any properties that have unpaid taxes.
- C. Excise tax for the month of May is at 89.50%. This is a \$342,269 decrease from FY 19. Our excise revenues for FY20 are 2.10% below projections as of May 31, 2020.
- D. State Revenue Sharing for the month of May is 105.2% or \$2,513,855.

## **Expenditures**

City expenditures through May 2020 were \$39,762,842 or 88.65%, of the budget. This is 1.71% lower than last year at this time.

Noteworthy variances are:

- A. Recreation, IT and Water and Sewer are over budget at the end of May. The other operating departments are either right where they should be or below at the end of May.

## **Investments**

This section contains an investment schedule as of May 31st. Currently the City's funds are earning an average interest rate of 1.58%.

Respectfully submitted,

A handwritten signature in black ink that reads "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 AND WORKERS COMP FUND**  
**AS of May 2020, April 2020, and June 2019**

<b>ASSETS</b>	<b>UNAUDITED May 31 2020</b>	<b>UNAUDITED April 30 2020</b>	<b>Increase (Decrease)</b>	<b>AUDITED JUNE 30 2019</b>
CASH	\$ 18,846,898	\$ 24,485,009	\$ (5,638,110)	\$ 13,693,730
RECEIVABLES			-	
ACCOUNTS RECEIVABLES	1,512,539	1,473,690	38,849	1,754,042
TAXES RECEIVABLE-CURRENT	1,189,515	1,943,619	(754,104)	1,090,970
DELINQUENT TAXES	879,124	879,189	(65)	755,527
TAX LIENS	557,140	599,126	(41,985)	533,503
NET DUE TO/FROM OTHER FUNDS	1,234,902	(315,213)	1,550,115	2,970,731
<b>TOTAL ASSETS</b>	<b>\$ 24,220,118</b>	<b>\$ 29,065,419</b>	<b>\$ (4,845,301)</b>	<b>\$ 20,798,503</b>
 <b>LIABILITIES &amp; FUND BALANCES</b>				
ACCOUNTS PAYABLE	\$ (122,786)	\$ (126,437)	\$ 3,651	\$ (999,236)
PAYROLL LIABILITIES	(521,528)	(767,308)	245,779	(988,473)
ACCRUED PAYROLL	542	542	-	(3,484,840)
STATE FEES PAYABLE	(81,741)	(6,025)	(75,716)	-
ESCROWED AMOUNTS	(27,456)	(27,433)	(23)	(25,643)
DEFERRED REVENUE	(2,528,025)	(3,323,841)	795,815	(2,165,544)
<b>TOTAL LIABILITIES</b>	<b>\$ (3,280,995)</b>	<b>\$ (4,250,501)</b>	<b>\$ 969,506</b>	<b>\$ (7,663,736)</b>
FUND BALANCE - UNASSIGNED/ASSIGNED	\$ (17,903,696)	\$ (21,779,492)	\$ 3,875,796	\$ (10,099,340)
FUND BALANCE - RESTRICTED	(2,273,457)	(2,273,457)		(2,273,457)
FUND BALANCE - NON SPENDABLE	(761,970)	(761,970)	-	(761,970)
<b>TOTAL FUND BALANCE</b>	<b>\$ (20,939,123)</b>	<b>\$ (24,814,919)</b>	<b>\$ 3,875,796</b>	<b>\$ (13,134,767)</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ (24,220,118)</b>	<b>\$ (29,065,420)</b>	<b>\$ 4,845,302</b>	<b>\$ (20,798,503)</b>

**CITY OF AUBURN, MAINE  
REVENUES - GENERAL FUND COMPARATIVE  
THROUGH May 31, 2020 VS May 31, 2019**

REVENUE SOURCE	FY 2020 BUDGET	ACTUAL REVENUES THRU MAY 2020	% OF BUDGET	FY 2019 BUDGET	ACTUAL REVENUES THRU MAY 2019	% OF BUDGET	VARIANCE
<b>TAXES</b>							
PROPERTY TAX REVENUE-	\$ 49,295,498	\$ 48,881,320	99.16%	\$ 48,772,945	\$ 47,912,450	98.24%	\$ 968,870
PRIOR YEAR TAX REVENUE	\$ -	\$ 352,803		\$ -	\$ 771,195		\$ (418,392)
HOMESTEAD EXEMPTION REIMBURSEMENT	\$ 1,250,000	\$ 994,116	79.53%	\$ 1,190,000	\$ 997,694	83.84%	\$ (3,578)
EXCISE	\$ 3,910,000	\$ 3,499,336	89.50%	\$ 3,835,000	\$ 3,841,605	100.17%	\$ (342,269)
PENALTIES & INTEREST	\$ 150,000	\$ 136,532	91.02%	\$ 150,000	\$ 130,733	87.16%	\$ 5,799
<b>TOTAL TAXES</b>	<b>\$ 54,605,498</b>	<b>\$ 53,864,106</b>	<b>98.64%</b>	<b>\$ 53,947,945</b>	<b>\$ 53,653,677</b>	<b>99.45%</b>	<b>\$ 210,429</b>
<b>LICENSES AND PERMITS</b>							
BUSINESS	\$ 169,000	\$ 166,783	98.69%	\$ 62,000	\$ 65,133	105.05%	\$ 101,650
NON-BUSINESS	\$ 409,000	\$ 329,755	80.62%	\$ 355,000	\$ 422,329	118.97%	\$ (92,574)
<b>TOTAL LICENSES</b>	<b>\$ 578,000</b>	<b>\$ 496,538</b>	<b>85.91%</b>	<b>\$ 417,000</b>	<b>\$ 487,462</b>	<b>116.90%</b>	<b>\$ 9,076</b>
<b>INTERGOVERNMENTAL ASSISTANCE</b>							
STATE-LOCAL ROAD ASSISTANCE	\$ 400,000	\$ 417,352	104.34%	\$ 400,000	\$ 403,684	100.92%	\$ 13,668
STATE REVENUE SHARING	\$ 2,389,669	\$ 2,513,855	105.20%	\$ 1,689,669	\$ 1,515,073	89.67%	\$ 998,782
WELFARE REIMBURSEMENT	\$ 94,122	\$ 38,091	40.47%	\$ 103,747	\$ 41,886	40.37%	\$ (3,795)
OTHER STATE AID	\$ 32,000	\$ 14,495	45.30%	\$ 32,000	\$ 14,944	46.70%	\$ (449)
CITY OF LEWISTON	\$ 228,384	\$ -	0.00%	\$ 228,384	\$ 258,517	113.19%	\$ (258,517)
<b>TOTAL INTERGOVERNMENTAL ASSISTANCE</b>	<b>\$ 3,144,175</b>	<b>\$ 2,983,793</b>	<b>94.90%</b>	<b>\$ 2,453,800</b>	<b>\$ 2,234,104</b>	<b>91.05%</b>	<b>\$ 749,689</b>
<b>CHARGE FOR SERVICES</b>							
GENERAL GOVERNMENT	\$ 148,440	\$ 113,963	76.77%	\$ 144,440	\$ 145,057	100.43%	\$ (31,094)
PUBLIC SAFETY	\$ 215,600	\$ 128,141	59.43%	\$ 236,277	\$ 180,180	76.26%	\$ (52,039)
EMS TRANSPORT	\$ 1,200,000	\$ 1,070,316	89.19%	\$ 1,250,000	\$ 968,085	77.45%	\$ 102,231
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ 1,564,040</b>	<b>\$ 1,312,420</b>	<b>83.91%</b>	<b>\$ 1,630,717</b>	<b>\$ 1,293,322</b>	<b>79.31%</b>	<b>\$ 19,098</b>
<b>FINES</b>							
PARKING TICKETS & MISC FINES	\$ 55,000	\$ 37,653	68.46%	\$ 70,000	\$ 67,023	95.75%	\$ (29,370)
<b>MISCELLANEOUS</b>							
INVESTMENT INCOME	\$ 70,000	\$ 120,630	172.33%	\$ 32,000	\$ 147,910	462.22%	\$ (27,280)
RENTS	\$ 35,000	\$ 25,216	72.04%	\$ 35,000	\$ 25,240	72.11%	\$ (24)
UNCLASSIFIED	\$ 10,000	\$ 48,369	483.69%	\$ 10,000	\$ 73,832	738.32%	\$ (25,463)
COMMERCIAL SOLID WASTE FEES	\$ -	\$ 48,772		\$ -	\$ 44,117		\$ 4,655
SALE OF PROPERTY	\$ 20,000	\$ 65,539	327.70%	\$ 20,000	\$ 70,061	350.31%	\$ (4,522)
RECREATION PROGRAMS/ARENA	\$ -	\$ -		\$ -	\$ -		\$ -
MMWAC HOST FEES	\$ 225,000	\$ 211,091	93.82%	\$ 221,000	\$ 206,927	93.63%	\$ 4,164
TRANSFER IN: TIF	\$ 1,117,818	\$ -	0.00%	\$ 1,317,818	\$ -	0.00%	\$ -
TRANSFER IN: Other Funds	\$ 566,011	\$ -	0.00%	\$ 97,718	\$ -	0.00%	\$ -
ENERGY EFFICIENCY	\$ -	\$ -		\$ -	\$ -		\$ -
CDBG	\$ 214,430	\$ -	0.00%	\$ 214,430	\$ 10,250	4.78%	\$ (10,250)
UTILITY REIMBURSEMENT	\$ 20,000	\$ 16,964	84.82%	\$ 27,500	\$ 19,011	69.13%	\$ (2,047)
CITY FUND BALANCE CONTRIBUTION	\$ 527,500	\$ -	0.00%	\$ 527,500	\$ -	0.00%	\$ -
<b>TOTAL MISCELLANEOUS</b>	<b>\$ 2,805,759</b>	<b>\$ 536,581</b>	<b>19.12%</b>	<b>\$ 2,502,966</b>	<b>\$ 597,348</b>	<b>23.87%</b>	<b>\$ (60,767)</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$ 62,752,472</b>	<b>\$ 59,231,091</b>	<b>94.39%</b>	<b>\$ 61,022,428</b>	<b>\$ 58,332,936</b>	<b>95.59%</b>	<b>\$ 898,155</b>
<b>SCHOOL REVENUES</b>							
EDUCATION SUBSIDY	\$ 25,851,656	\$ 23,966,866	92.71%	\$ 24,302,914	\$ 22,474,178	92.48%	\$ 1,492,688
EDUCATION	\$ 711,224	\$ 534,390	75.14%	\$ 674,191	\$ 547,927	81.27%	\$ (13,537)
SCHOOL FUND BALANCE CONTRIBUTION	\$ 877,296	\$ -	0.00%	\$ 719,417	\$ -	0.00%	\$ -
<b>TOTAL SCHOOL</b>	<b>\$ 27,440,176</b>	<b>\$ 24,501,256</b>	<b>89.29%</b>	<b>\$ 25,696,522</b>	<b>\$ 23,022,105</b>	<b>89.59%</b>	<b>\$ 1,479,151</b>
<b>GRAND TOTAL REVENUES</b>	<b>\$ 90,192,648</b>	<b>\$ 83,732,347</b>	<b>92.84%</b>	<b>\$ 86,718,950</b>	<b>\$ 81,355,041</b>	<b>93.81%</b>	<b>\$ 2,377,306</b>

**CITY OF AUBURN, MAINE**  
**EXPENDITURES - GENERAL FUND COMPARATIVE**  
**THROUGH May 31, 2020 VS May 31, 2019**

DEPARTMENT	FY 2020 BUDGET	EXP THRU MAY 2020	% OF BUDGET	FY 2019 BUDGET	EXP THRU MAY 2019	% OF BUDGET	VARIANCE
<b>ADMINISTRATION</b>							
MAYOR AND COUNCIL	\$ 123,137	\$ 96,667	78.50%	\$ 111,610	\$ 90,739	81.30%	\$ 5,928
CITY MANAGER	\$ 582,119	\$ 512,297	88.01%	\$ 474,086	\$ 436,131	91.99%	\$ 76,166
CITY CLERK	\$ 207,139	\$ 164,809	79.56%	\$ 185,898	\$ 156,320	84.09%	\$ 8,489
FINANCIAL SERVICES	\$ 734,597	\$ 661,926	90.11%	\$ 694,109	\$ 639,069	92.07%	\$ 22,857
HUMAN RESOURCES	\$ 153,182	\$ 132,148	86.27%	\$ 149,953	\$ 129,934	86.65%	\$ 2,214
INFORMATION TECHNOLOGY	\$ 713,729	\$ 713,750	100.00%	\$ 588,403	\$ 481,107	81.76%	\$ 232,643
<b>TOTAL ADMINISTRATION</b>	<b>\$ 2,513,903</b>	<b>\$ 2,281,597</b>	<b>90.76%</b>	<b>\$ 2,204,059</b>	<b>\$ 1,933,300</b>	<b>87.72%</b>	<b>\$ 348,297</b>
<b>COMMUNITY SERVICES</b>							
ECONOMIC & COMMUNITY DEVELOPMENT	\$ 1,333,724	\$ 913,195	68.47%	\$ 1,471,918	\$ 981,722	66.70%	\$ (68,527)
HEALTH & SOCIAL SERVICES	\$ 211,371	\$ 134,138	63.46%	\$ 223,500	\$ 140,957	63.07%	\$ (6,819)
RECREATION & SPORTS TOURISM	\$ 448,575	\$ 486,306	108.41%	\$ 384,630	\$ 401,293	104.33%	\$ 85,013
PUBLIC LIBRARY	\$ 1,006,217	\$ 932,792	92.70%	\$ 998,189	\$ 998,189	100.00%	\$ (65,397)
<b>TOTAL COMMUNITY SERVICES</b>	<b>\$ 2,999,887</b>	<b>\$ 2,466,431</b>	<b>82.22%</b>	<b>\$ 3,078,237</b>	<b>\$ 2,522,161</b>	<b>81.94%</b>	<b>\$ (55,730)</b>
<b>FISCAL SERVICES</b>							
DEBT SERVICE	\$ 7,334,690	\$ 6,977,495	95.13%	\$ 6,702,508	\$ 6,709,037	100.10%	\$ 268,458
FACILITIES	\$ 667,128	\$ 609,831	91.41%	\$ 650,641	\$ 528,334	81.20%	\$ 81,497
WORKERS COMPENSATION	\$ 637,910	\$ 637,910	100.00%	\$ 581,360	\$ 581,360	100.00%	\$ 56,550
WAGES & BENEFITS	\$ 6,797,826	\$ 5,707,907	83.97%	\$ 6,471,614	\$ 5,389,892	83.29%	\$ 318,015
EMERGENCY RESERVE (10108062-670000)	\$ 445,802	\$ 37,500	8.41%	\$ 431,003	\$ -	0.00%	\$ 37,500
<b>TOTAL FISCAL SERVICES</b>	<b>\$ 15,883,356</b>	<b>\$ 13,970,643</b>	<b>87.96%</b>	<b>\$ 14,837,126</b>	<b>\$ 13,208,623</b>	<b>89.02%</b>	<b>\$ 762,020</b>
<b>PUBLIC SAFETY</b>							
FIRE DEPARTMENT	\$ 4,515,511	\$ 3,937,109	87.19%	\$ 4,422,256	\$ 3,930,658	88.88%	\$ 6,451
FIRE EMS	\$ 695,751	\$ 564,111	81.08%	\$ 683,181	\$ 621,897	91.03%	\$ (57,786)
POLICE DEPARTMENT	\$ 4,275,323	\$ 3,803,515	88.96%	\$ 4,166,631	\$ 3,685,935	88.46%	\$ 117,580
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 9,486,585</b>	<b>\$ 8,304,735</b>	<b>87.54%</b>	<b>\$ 9,272,068</b>	<b>\$ 8,238,490</b>	<b>88.85%</b>	<b>\$ 66,245</b>
<b>PUBLIC WORKS</b>							
PUBLIC WORKS DEPARTMENT	\$ 4,836,798	\$ 4,174,534	86.31%	\$ 4,778,668	\$ 4,388,127	91.83%	\$ (213,593)
SOLID WASTE DISPOSAL	\$ 1,030,500	\$ 843,950	81.90%	\$ 988,013	\$ 792,348	80.20%	\$ 51,602
WATER AND SEWER	\$ 645,216	\$ 669,837	103.82%	\$ 645,216	\$ 632,716	98.06%	\$ 37,121
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 6,512,514</b>	<b>\$ 5,688,321</b>	<b>87.34%</b>	<b>\$ 6,411,897</b>	<b>\$ 5,813,191</b>	<b>90.66%</b>	<b>\$ (124,870)</b>
<b>INTERGOVERNMENTAL PROGRAMS</b>							
AUBURN-LEWISTON AIRPORT	\$ 191,000	\$ 189,747	99.34%	\$ 172,000	\$ 171,759	99.86%	\$ 17,988
E911 COMMUNICATION CENTER	\$ 1,134,304	\$ 1,123,877	99.08%	\$ 1,123,081	\$ 1,103,445	98.25%	\$ 20,432
LATC-PUBLIC TRANSIT	\$ 331,138	\$ 331,138	100.00%	\$ 199,130	\$ 199,130	100.00%	\$ 132,008
TAX SHARING	\$ 270,000	\$ 5,398	2.00%	\$ 270,000	\$ 232,025	85.94%	\$ (226,627)
<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$ 1,926,442</b>	<b>\$ 1,650,160</b>	<b>85.66%</b>	<b>\$ 1,764,211</b>	<b>\$ 1,706,359</b>	<b>96.72%</b>	<b>\$ (56,199)</b>
<b>COUNTY TAX</b>							
TIF (10108058-580000)	\$ 2,482,721	\$ 2,482,721	100.00%	\$ 2,407,766	\$ 2,407,765	100.00%	\$ 74,956
OVERLAY	\$ 3,049,803	\$ 2,918,285	95.69%	\$ 3,049,803	\$ 3,049,803	100.00%	\$ (131,518)
	\$ -	\$ -		\$ -	\$ -		\$ -
<b>TOTAL CITY DEPARTMENTS</b>	<b>\$ 44,855,211</b>	<b>\$ 39,762,893</b>	<b>88.65%</b>	<b>\$ 43,025,167</b>	<b>\$ 38,879,692</b>	<b>90.36%</b>	<b>\$ 883,201</b>
<b>EDUCATION DEPARTMENT</b>	<b>\$ 45,337,437</b>	<b>\$ 36,316,949</b>	<b>80.10%</b>	<b>\$ 43,693,783</b>	<b>\$ 34,513,531</b>	<b>78.99%</b>	<b>\$ 1,803,418</b>
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$ 90,192,648</b>	<b>\$ 76,079,842</b>	<b>84.35%</b>	<b>\$ 86,718,950</b>	<b>\$ 73,393,223</b>	<b>84.63%</b>	<b>\$ 2,686,619</b>

**CITY OF AUBURN, MAINE  
INVESTMENT SCHEDULE  
AS OF May 31, 2020**

INVESTMENT		FUND	BALANCE May 31, 2020	BALANCE April 30, 2020	INTEREST RATE
ANDROSCOGGIN BANK	449	CAPITAL PROJECTS	\$ 2,312,993.03	\$ 2,310,833.29	1.00%
ANDROSCOGGIN BANK	502	SR-TIF	\$ 1,042,748.21	\$ 1,041,774.59	1.00%
ANDROSCOGGIN BANK	836	GENERAL FUND	\$ 3,881,720.68	\$ 3,559,354.12	1.00%
ANDROSCOGGIN BANK	801	WORKERS COMP	\$ 52,091.88	\$ 52,043.24	1.00%
ANDROSCOGGIN BANK	684	EMS CAPITAL RESERVE	\$ 187,287.47	\$ 187,112.61	1.00%
ANDROSCOGGIN BANK	414	INGERSOLL TURF FACILITY	\$ 224,889.10	\$ 224,679.12	1.00%
ANDROSCOGGIN BANK	0888	ELHS FUNDRAISING	\$ 60,536.82	\$ 60,480.30	1.00%
ANDROSCOGGIN BANK		ELHS CONSTRUCTION BAN	\$ 6,310,673.25	\$ 6,624,026.79	1.00%
ANDROSCOGGIN BANK	0627	ST LOUIS BELLS FUNDRAISING	\$ 15,242.15	\$ 15,227.93	1.00%
NORTHERN CAPITAL	02155	CAPITAL PROJECTS	\$ 750,000.00	\$ 750,000.00	2.30%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	2.45%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	2.00%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 500,000.00	2.15%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 500,000.00	\$ 500,000.00	2.30%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 250,000.00	\$ 250,000.00	2.60%
NORTHERN CAPITAL	02155	GENERAL FUND	\$ 1,000,000.00	\$ 1,000,000.00	2.55%
<b>GRAND TOTAL</b>			<b>\$ 17,588,182.59</b>	<b>\$ 17,575,531.99</b>	<b>1.58%</b>

**EMS BILLING**  
**SUMMARY OF ACTIVITY**  
**July 1, 2019 - June 30, 2020**  
**Report as of May 31, 2020**

	Beginning	May 2020					Ending
	Balance 05/01/20	New Charges	Payments	Refunds	Adjustments	Write-Offs	Balance 5/31/2020
<b>Bluecross</b>	\$ 9,437.31	\$ 9,817.60	\$ (4,817.22)		\$ (5,669.30)		\$ 8,768.39
<b>Intercept</b>	\$ -						\$ -
<b>Medicare</b>	\$ 48,370.17	\$ 80,297.40	\$ (34,349.41)	\$ 40.98	\$ (67,663.22)		\$ 26,695.92
<b>Medicaid</b>	\$ 33,273.28	\$ 24,963.00	\$ (27,227.33)		\$ (11,656.98)		\$ 19,351.97
<b>Other/Commercial</b>	\$ 66,553.33	\$ 12,250.20	\$ (12,522.08)		\$ 3,009.26		\$ 69,290.71
<b>Patient</b>	\$ 123,136.18	\$ 8,817.60	\$ (12,393.70)		\$ 12,836.09	\$ 896.20	\$ 133,292.37
<b>Worker's Comp</b>	\$ -		\$ (924.20)		\$ 924.20		\$ -
<b>TOTAL</b>	\$ 280,770.27	\$ 136,145.80	\$ (92,233.94)	\$ 40.98	\$ (68,219.95)	\$ 896.20	\$ 257,399.36

**EMS BILLING**  
**BREAKDOWN -TOTAL CHARGES**  
**July 1, 2019 - June 30, 2020**  
**Report as of May 31, 2020**

	July 2019	August 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Totals	% of Total
<b>No Insurance Information</b>	\$ 1,557.40											\$ 1,557.40	0.07%
<b>Bluecross</b>	\$ 12,278.80	\$ 9,485.80	\$ 12,189.60	\$ 9,643.20	\$ 6,681.00	\$ 10,465.80	\$ 17,758.40	\$ 6,656.40	\$ 9,019.00	\$ 10,405.80	\$ 9,817.60	\$ 114,401.40	5.43%
<b>Intercept</b>			\$ 100.00	\$ 100.00	\$ 100.00			\$ 150.00				\$ 450.00	0.02%
<b>Medicare</b>	\$ 93,753.80	\$ 118,375.60	\$ 96,695.60	\$ 142,587.40	\$ 122,367.40	\$ 108,449.80	\$ 149,651.40	\$ 115,774.20	\$ 111,574.20	\$ 92,635.80	\$ 80,297.40	\$ 1,232,162.60	58.51%
<b>Medicaid</b>	\$ 27,506.40	\$ 38,869.20	\$ 31,700.80	\$ 49,219.40	\$ 35,495.20	\$ 45,028.80	\$ 38,051.60	\$ 25,589.40	\$ 42,385.00	\$ 37,275.20	\$ 24,963.00	\$ 396,084.00	18.81%
<b>Other/Commercial</b>	\$ 9,365.20	\$ 25,838.20	\$ 9,887.40	\$ 24,683.20	\$ 27,508.20	\$ 26,846.80	\$ 28,492.40	\$ 18,466.20	\$ 20,852.60	\$ 12,505.40	\$ 12,250.20	\$ 216,695.80	10.29%
<b>Patient</b>	\$ 10,890.80	\$ 23,643.20	\$ 10,939.60	\$ 16,513.00	\$ 14,572.80	\$ 15,168.60	\$ 13,122.60	\$ 10,122.20	\$ 14,233.60	\$ 4,865.20	\$ 8,817.60	\$ 142,889.20	6.78%
<b>Worker's Comp</b>	\$ -			\$ 878.00			\$ 922.80					\$ 1,800.80	0.09%
<b>TOTAL</b>	\$ 155,352.40	\$ 216,212.00	\$ 161,513.00	\$ 243,624.20	\$ 206,724.60	\$ 205,959.80	\$ 247,999.20	\$ 176,758.40	\$ 198,064.40	\$ 157,687.40	\$ 136,145.80	\$ 2,106,041.20	100.00%

**EMS BILLING**  
**BREAKDOWN -TOTAL COUNT**  
**July 1, 2019 - June 30, 2020**  
**Report as of May 31, 2020**

	July 2019	August 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Totals	% of Total
<b>No Insurance Information</b>	2	0	0	0	0	0	0					2	0.07%
<b>Bluecross</b>	15	12	15	11	7	13	21	8	11	13	12	138	5.14%
<b>Intercept</b>	0	0	1	1	1	0	0	1	0	0	0	4	0.15%
<b>Medicare</b>	117	145	125	186	154	136	187	155	141	116	102	1564	58.21%
<b>Medicaid</b>	35	49	40	62	47	61	49	33	54	49	33	512	19.05%
<b>Other/Commercial</b>	13	35	16	32	34	34	36	29	27	18	17	291	10.83%
<b>Patient</b>	14	28	14	20	17	18	16	12	18	6	11	174	6.48%
<b>Worker's Comp</b>	0			1		0	1					2	0.07%
<b>TOTAL</b>	196	269	211	313	260	262	310	238	251	202	175	2687	100.00%

**EMS BILLING  
AGING REPORT  
July 1, 2019 to June 30, 2020  
Report as of May 31, 2020**

	<b>Current</b>		<b>31-60</b>		<b>61-90</b>		<b>91-120</b>		<b>121+ days</b>		<b>Totals</b>	
<b>Bluecross</b>	\$ 7,720.58	88%	\$ 1,090.26	12%	\$ -	0%	\$ 227.80	3%	\$ (270.25)	-3%	\$ 8,768.39	3.41%
<b>Intercept</b>	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0.00%
<b>Medicare</b>	\$ 22,062.80	83%	\$ 1,630.20	6%	\$ -	0%	\$ 1,539.20	6%	\$ 1,463.72	5%	\$ 26,695.92	10.37%
<b>Medicaid</b>	\$ 9,482.44	49%	\$ 8,591.38	44%	\$ 1,036.05	5%	\$ 661.20	3%	\$ (419.10)	-2%	\$ 19,351.97	7.52%
<b>Other/Commercial Patient</b>	\$ 26,340.75	38%	\$ 9,048.26	13%	\$ 8,171.88	12%	\$ 6,884.38	10%	\$ 18,845.44	27%	\$ 69,290.71	26.92%
<b>Worker's Comp</b>	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	0.00%
<b>TOTAL</b>	\$ 94,095.68		\$ 39,704.05		\$ 33,810.55		\$ 35,035.92		\$ 54,753.16		\$ 257,399.36	
	37%		15%		13%		14%		21%		100%	100.00%



# 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 May 2020



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 May 31, 2020.

### **INGERSOLL TURF FACILITY**

#### **Statement of Net Assets:**

The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets as of May 31, 2020.

#### **Current Assets:**

As of the end of May 2020 the total current assets of Ingersoll Turf Facility were \$244,272. This consisted of cash and cash equivalents of \$224,476, an interfund receivable of \$19,796 and a decrease from April of \$10,357.

#### **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 May 31, 2020 was \$144,984.

#### **Liabilities:**

Ingersoll had no accounts payable as of May 31, 2020.

#### **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 May 2020 are \$178,191. This revenue comes from the sponsorships, programs, rental income and batting cages.

The operating expenses for Ingersoll Turf Facility through May 2020 were \$118,089. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of May 2020, Ingersoll has an operating gain of \$60,102 compared to April's of \$70,458.

As of May 31, 20, Ingersoll has an increase in net assets of \$61,708.

The budget to actual reports for revenue and expenditures, show that the revenue for FY20 compared to FY 19.

**Statement of Net Assets**  
**Ingersoll Turf Facility**  
**May 31, 2020**  
**Business-type Activities - Enterprise Fund**

	May 31, 2020	Apr 30, 2020	Increase/ (Decrease)
<b>ASSETS</b>			
Current assets:			
Cash and cash equivalents	\$ 224,476	\$ 224,476	\$ -
Interfund receivables/payables	\$ 19,796	\$ 30,153	(10,357)
Accounts receivable	-	-	-
Total current assets	244,272	254,629	(10,357)
Noncurrent assets:			
Capital assets:			
Buildings	672,279	672,279	-
Equipment	119,673	119,673	-
Land improvements	18,584	18,584	-
Less accumulated depreciation	(665,552)	(665,552)	-
Total noncurrent assets	144,984	144,984	-
Total assets	389,256	399,613	(10,357)
<b>LIABILITIES</b>			
Accounts payable	\$ -	\$ -	-
Interfund payable	\$ -	\$ -	-
Total liabilities	-	-	-
<b>NET ASSETS</b>			
Invested in capital assets	\$ 144,984	\$ 144,984	\$ -
Unrestricted	\$ 244,272	\$ 254,629	\$ (10,357)
Total net assets	\$ 389,256	\$ 399,613	\$ (10,357)

**CITY OF AUBURN, MAINE**  
**Statement of Revenues, Expenses and Changes in Net Assets**  
**Ingersoll Turf Facility**  
**Business-type Activities - Enterprise Funds**  
**Statement of Activities**  
**May 31, 2020**

	<b>Ingersoll Turf Facility</b>
Operating revenues:	
Charges for services	\$ 178,191
Operating expenses:	
Personnel	73,655
Supplies	22,000
Utilities	16,583
Repairs and maintenance	1,401
Rent	-
Depreciation	-
Capital expenses	-
Other expenses	4,450
<b>Total operating expenses</b>	<b>118,089</b>
<b>Operating gain (loss)</b>	<b>60,102</b>
Nonoperating revenue (expense):	
Interest income	1,606
Interest expense (debt service)	-
<b>Total nonoperating expense</b>	<b>1,606</b>
Gain (Loss) before transfer	61,708
Transfers out	-
Change in net assets	61,708
Total net assets, July 1	327,549
<b>Total net assets, May 31, 2020</b>	<b>\$ 389,257</b>

**CITY OF AUBURN, MAINE**  
**REVENUES - INGERSOLL TURF FACILITY**  
Through May 31, 2020 compared to May 31, 2019

REVENUE SOURCE	FY 2020 BUDGET	ACTUAL REVENUES THRU MAY 2020	% OF BUDGET	FY 2019 BUDGET	ACTUAL REVENUES THRU MAY 2019	% OF BUDGET
<b>CHARGE FOR SERVICES</b>						
Sponsorship	\$ 25,000	\$ 12,925	51.70%	\$ 20,500	\$ 15,375	75.00%
Batting Cages	\$ 13,000	\$ 14,250	109.62%	\$ 12,240	\$ 18,908	154.48%
Programs	\$ 90,000	\$ 75,171	83.52%	\$ 90,000	\$ 76,782	85.31%
Rental Income	\$ 102,000	\$ 75,845	74.36%	\$ 102,300	\$ 118,000	115.35%
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ 230,000</b>	<b>\$ 178,191</b>	<b>77.47%</b>	<b>\$ 225,040</b>	<b>\$ 229,065</b>	<b>101.79%</b>
<b>INTEREST ON INVESTMENTS</b>	<b>\$ -</b>	<b>\$ 1,606</b>		<b>\$ -</b>	<b>\$ 600</b>	
<b>GRAND TOTAL REVENUES</b>	<b>\$ 230,000</b>	<b>\$ 179,797</b>	<b>78.17%</b>	<b>\$ 225,040</b>	<b>\$ 229,665</b>	<b>102.06%</b>

**CITY OF AUBURN, MAINE**  
**EXPENDITURES - INGERSOLL TURF FACILITY**  
Through May 31, 2020 compared to May 31, 2019

DESCRIPTION	ACTUAL			ACTUAL			Difference
	FY 2020 BUDGET	EXPENDITURES THRU MAY 2020	% OF BUDGET	FY 2019 BUDGET	EXPENDITURES THRU MAY 2019	% OF BUDGET	
Salaries & Benefits	\$ 149,331	\$ 73,655	49.32%	\$ 120,000	\$ 79,870	66.56%	\$ (6,215)
Purchased Services	\$ 18,160	\$ 5,852	32.22%	\$ 19,460	\$ 7,823	40.20%	\$ (1,971)
Programs	\$ 17,000	\$ 19,526	114.86%	\$ 15,220	\$ 4,047	26.59%	\$ 15,479
Supplies	\$ 4,900	\$ 2,473	50.47%	\$ 4,600	\$ 15,274	332.04%	\$ (12,801)
Utilities	\$ 25,100	\$ 16,583	66.07%	\$ 30,920	\$ 19,933	64.47%	\$ (3,350)
Insurance Premiums	\$ -	\$ -		\$ 2,505	\$ -	0.00%	\$ -
Capital Outlay	\$ 11,000	\$ -	0.00%	\$ 30,000	\$ -	0.00%	\$ -
	<b>\$ 225,491</b>	<b>\$ 118,089</b>	<b>52.37%</b>	<b>\$ 222,705</b>	<b>\$ 126,947</b>	<b>57.00%</b>	<b>\$ (8,858)</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ 225,491</b>	<b>\$ 118,089</b>	<b>52.37%</b>	<b>\$ 222,705</b>	<b>\$ 126,947</b>	<b>57.00%</b>	<b>\$ (8,858)</b>

# 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 May 31, 2020



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 May 31, 2020.

### **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, April 30, 2020.

#### **Current Assets:**

As of the end of May 2020 the total current assets of Norway Savings Bank Arena were (\$1,389,493). These consisted of cash and cash equivalents of \$213,294, accounts receivable of \$95,761, and an interfund payable of \$1,698,548.

#### **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 May 31, 2020 was \$293,934.

#### **Liabilities:**

Norway Arena had accounts payable of \$7,511 as of May 31, 2020.

#### **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 May 2020 are \$788,177. 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 May 2020 were \$619,532. These expenses include personnel costs, supplies, utilities, repairs, rent, capital purchases and maintenance.

At the end of May 2020, there was an operating gain of \$168,645.

As of May 31, 2019, Norway Arena has a increase in net assets of \$168,645.

**CITY OF AUBURN, MAINE**  
**Statement of Net Assets**  
**Norway Savings Bank Arena**  
**May 31, 2020**  
**Business-type Activities - Enterprise Fund**

	May 31, 2020	April 30, 2020	Increase/ (Decrease)
<b>ASSETS</b>			
Current assets:			
Cash and cash equivalents	\$ 213,294	\$ 208,363	\$ 4,931
Interfund receivables	\$ (1,698,548)	\$ (1,681,581)	\$ (16,967)
Prepaid Rent	\$ -	\$ -	\$ -
Accounts receivable	95,761	115,761	(20,000)
Total current assets	(1,389,493)	(1,357,457)	(32,036)
Noncurrent assets:			
Capital assets:			
Buildings	58,223	58,223	-
Equipment	514,999	514,999	-
Land improvements	-	-	-
Less accumulated depreciation	(279,828)	(279,828)	-
Total noncurrent assets	293,394	293,394	-
Total assets	(1,096,099)	(1,064,063)	(32,036)
<b>LIABILITIES</b>			
Accounts payable	\$ 7,511	\$ 6,817	\$ 694
Net OPEB liability	\$ 67,511	\$ 67,511	\$ -
Net pension liability	57,636	57,636	-
Total liabilities	132,658	131,964	694
<b>NET ASSETS</b>			
Invested in capital assets	\$ 293,394	\$ 293,394	\$ -
Unrestricted	\$ (1,522,151)	\$ (1,489,421)	\$ (32,730)
Total net assets	\$ (1,228,757)	\$ (1,196,027)	\$ (32,730)

**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**  
**May 31, 2020**

	<b>Norway Savings Arena</b>
Operating revenues:	
Charges for services	\$ 788,177
Operating expenses:	
Personnel	272,416
Supplies	78,914
Utilities	195,672
Repairs and maintenance	44,942
Insurance Premium	25,588
Depreciation	
Capital expenses	2,000
Other expenses	
<b>Total operating expenses</b>	<b>619,532</b>
<b>Operating gain (loss)</b>	<b>168,645</b>
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	-
<b>Total nonoperating expense</b>	<b>-</b>
Gain (Loss) before transfer	168,645
Transfers out	-
Change in net assets	168,645
Total net assets, July 1	(1,397,402)
<b>Total net assets, May 31, 2020</b>	<b>\$ (1,228,757)</b>

**CITY OF AUBURN, MAINE**  
**REVENUES - NORWAY SAVINGS BANK ARENA**  
**Through May 31, 2020 compared to May 31, 2019**

REVENUE SOURCE	FY 2020 BUDGET	ACTUAL REVENUES THRU MAY 2020	% OF BUDGET	FY 2019 BUDGET	ACTUAL REVENUES THRU MAY 2019	% OF BUDGET	VARIANCE
<b>CHARGE FOR SERVICES</b>							
Concussions	\$ 16,500	\$ 12,000	72.73%	\$ 16,500	\$ 16,500	100.00%	\$ (4,500)
Skate Rentals	\$ 7,500	\$ -	0.00%	\$ 5,000	\$ 1,010	20.20%	\$ (1,010)
Pepsi Vending Machines	\$ 3,000	\$ 844	28.13%	\$ 9,000	\$ 7,092	78.80%	\$ (6,248)
Games Vending Machines	\$ 3,000	\$ 1,561	52.03%	\$ -	\$ -	-	\$ 1,561
Vending Food	\$ 3,000	\$ 475	15.83%	\$ -	\$ -	-	\$ 475
Sponsorships	\$ 230,000	\$ 181,000	78.70%	\$ 300,000	\$ 179,200	59.73%	\$ 1,800
Pro Shop	\$ 7,000	\$ 4,792	68.46%	\$ 8,500	\$ 7,143	84.04%	\$ (2,351)
Programs	\$ 27,500	\$ -	0.00%	\$ 31,000	\$ -	0.00%	\$ -
Rental Income	\$ 744,000	\$ 563,500	75.74%	\$ 774,000	\$ 690,679	89.24%	\$ (127,179)
Camps/Clinics	\$ 50,000	\$ 9,830	19.66%	\$ 50,000	\$ 19,060	38.12%	\$ (9,230)
Tournaments	\$ 55,000	\$ 14,175	25.77%	\$ 50,000	\$ 21,675	43.35%	\$ (7,500)
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ 1,146,500</b>	<b>\$ 788,177</b>	<b>68.75%</b>	<b>\$ 1,244,000</b>	<b>\$ 942,359</b>	<b>75.75%</b>	<b>\$ (154,182)</b>

**CITY OF AUBURN, MAINE**  
**EXPENDITURES - NORWAY SAVINGS BANK ARENA**  
**Through May 31, 2020 compared to May 31, 2019**

DESCRIPTION	ACTUAL			ACTUAL			VARIANCE
	FY 2020 BUDGET	EXPENDITURES THRU MAY 2020	% OF BUDGET	FY 2019 BUDGET	EXPENDITURES THRU MAY 2019	% OF BUDGET	
Salaries & Benefits	\$ 347,736	\$ 272,416	78.34%	\$ 344,000	\$ 342,600	99.59%	\$ (70,184)
Purchased Services	\$ 49,500	\$ 44,942	90.79%	\$ 71,656	\$ 81,706	114.03%	\$ (36,764)
Supplies	\$ 68,150	\$ 78,914	115.79%	\$ 37,100	\$ 70,946	191.23%	\$ 7,968
Utilities	\$ 238,000	\$ 221,260	92.97%	\$ 225,150	\$ 227,228	100.92%	\$ (5,968)
Capital Outlay	\$ 15,000	\$ 2,000	13.33%	\$ 103,500	\$ 19,156	18.51%	\$ (17,156)
Rent	\$ -	\$ -		\$ 507,000	\$ 464,277	91.57%	\$ (464,277)
	<b>\$ 718,386</b>	<b>\$ 619,532</b>	<b>86.24%</b>	<b>\$ 1,288,406</b>	<b>\$ 1,205,913</b>	<b>93.60%</b>	<b>\$ (586,381)</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ 718,386</b>	<b>\$ 619,532</b>	<b>86.24%</b>	<b>\$ 1,288,406</b>	<b>\$ 1,205,913</b>	<b>93.60%</b>	<b>\$ (586,381)</b>



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** June 15, 2020

**Subject:** Executive Session

**Information:** Poverty Abatement, case # 2020-001, pursuant to 36 M.R.S.A. Section 841 with possible action to follow.

A hearing and written notice needs to be provided within 30 days.



City of Auburn  
City Council Information Sheet

**Council Workshop or Meeting Date:** June 15, 2020

**Subject:** Executive Session

**Information:** Economic development, pursuant to 1 M.R.S.A. Section 405(6) (C).

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

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

(1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;

(2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;

(3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and

(4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.

This paragraph does not apply to discussion of a budget or budget proposal;

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

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

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

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

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

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

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

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



City of Auburn  
City Council Information Sheet

**Council Workshop or Meeting Date:** June 15, 2020

**Subject:** Executive Session

**Information:** Economic development, 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:

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(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

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City of Auburn  
City Council Information Sheet

**Council Workshop or Meeting Date:** June 15, 2020

**Subject:** Executive Session

**Information:** Personnel matter, pursuant to 1 M.R.S.A. Section 405(6) (A).

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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;

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

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

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

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



City of Auburn  
City Council Information Sheet

**Council Workshop or Meeting Date:** June 15, 2020

**Subject:** Executive Session

**Information:** Personnel matter, pursuant to 1 M.R.S.A. Section 405(6) (A).

**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:

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(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;

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City of Auburn  
City Council Information Sheet

**Council Workshop or Meeting Date:** June 15, 2020

**Subject:** Executive Session

**Information:** Labor contract negotiations, pursuant to 1 M.R.S.A. Section 405(6) (D).

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