



**City Council Workshop & Meeting  
Agenda  
September 19, 2022  
Auburn Hall, Council Chambers**

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

- A. Homeowner Relief – Phil Crowell
- B. Open Session Guidelines – Phil Crowell
- C. Food Service License (Lemonade Stands) – Sue Clements-Dallaire
- D. Executive session, Legal Consultation, pursuant to 1 M.R.S.A. §405(6)(E)

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

**Pledge of Allegiance**

- I. **Consent Items** - All items with an asterisk (\*) are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member or a citizen so requests, in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda
- 1. **Order 127-09192022\***  
Approving the renewal of the Auto Graveyard/Junkyard permit for Isadore T. Miller Corp. located at 78 & 80 Hotel Road.
- 2. **Order 128-09192022\***  
Approving the renewal of the Auto Graveyard/Junkyard permit for Prolerized New England Co., LLC. located at 522 Washington Street.
- 3. **Order 129-09192022\***  
Approving the renewal of the Auto Graveyard/Junkyard permit for Don's No Preference Towing, dba Morris Auto Parts located at 940 Washington St. N.
- 4. **Order 130-09192022\***  
Approving the renewal of the Auto Graveyard/Junkyard permit for Randy's Auto Parts located at 899 Broad Street.
- 5. **Order 131-09192022\***  
Approving the renewal of the Auto Graveyard/Junkyard permit for M & P Auto located at 227 Merrow Road.

**II. Minutes**

- September 6, 2022, Regular Council Meeting

**III. Communications, Presentations and Recognitions**

- Council Communications (about and to the community)

**IV. Open Session** – *Members of the public are invited to speak to the Council about any issue directly related to City business or any item that does not appear on the agenda.*

**V. Unfinished Business**

**1. Ordinance 20-09062022**

Amending the zoning district T-4.2B. Second reading.

**VI. New Business**

**1. Public hearing** - CDBG/HOME Consolidated Annual Performance Evaluation Report (CAPER) Program Year 2020.

**2. Public hearing** - CDBG/HOME Consolidated Annual Performance Evaluation Report (CAPER) Program Year 2021.

**3. Order 132-09192022**

Amending the PY21 Action Plan to include the Auburn-Lewiston Consortium HOME-ARP Plan as recommended by the Business & Community Development Office.

**4. Ordinance 21-09192022**

Amending the GA Maximum Appendices. Public hearing and first reading.

**5. Order 133-09192022**

Directing the City Manager to draft a Request for Proposal (RFP) procuring the solicitation of engineering and/or architectural services as part of the Accessory Dwelling Unit Initiative proposed by Council.

**6. Order 134-09192022**

Adopting the Rules & Procedures Governing Open Session and Public Comment.

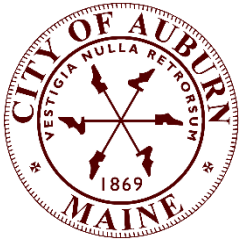
**VII. Open Session** - *Members of the public are invited to speak to the Council about any issue directly related to City business or any item that does not appear on the agenda*

**VIII. Reports (from sub-committees to Council)**

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

**IX. Executive Sessions – None**

**X. Adjournment**



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** September 19, 2022

**Author:** Kelsey Earle, Deputy Finance Director

**Subject:** Homeowner Relief Program 2022

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**Information:** The anticipated goal is to provide \$300.00 dollar checks to homeowners 65 and older, who's taxes increased by \$300.00 dollars or more, and currently qualify for the Homestead exemption. The Council would allocate \$700,000.00 from the American Rescue Plan Act (ARPA) funds to cover the cost of this initiative. There would be an application created by city staff, made available by November, with a deadline to apply of February 1<sup>st</sup>. This would allow a 3-month window for qualifying homeowners to apply for the funds.

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**City Budgetary Impacts:** N/A

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**Staff Recommended Action:** Staff recommends exploring this opportunity.

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**Previous Meetings and History:** September 6, 2022, Order 125-09062022 Allocating \$1,500,000.00 ARPA (American Rescue Plan Act) funding for home relief. Vote was tabled.

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**City Manager Comments:**

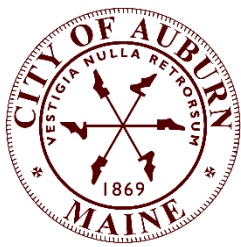
*Phillip Crowell Jr.*

I concur with the recommendation. Signature:

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**Attachments:**





**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** September 19, 2022

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

**Subject:** Rules & Procedures Governing Open Session/Public Comment

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**Information:** The City Manager will review a the proposed Rules & Procedures Governing Open Session and Public Comment.

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**City Budgetary Impacts:** N/A

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**Staff Recommended Action:** Discussion, and recommended that Council vote on the proposed document during tonight's meeting.

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

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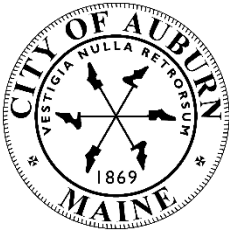
**City Manager Comments:**

*Phillip Crowell Jr.*

I concur with the recommendation. Signature:

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**Attachments:** Draft Rules & Procedures Governing Open Session/Public Comment



## **RULES & PROCEDURES GOVERNING OPEN SESSION/PUBLIC COMMENT**

**City Council meetings are conducted to carry on the official business of the City of Auburn.** All meetings of the City Council, except Executive Sessions, are open to the public. The public is cordially invited to attend City Council meetings, and to participate in them consistent with the provisions of this policy and with the exception of Council workshops, which are primarily intended for the

Council and staff to review and discuss items prior to their appearance on a regular City Council meeting.

The intent of this policy is to allow a fair and adequate opportunity for the public to be heard, to express opinions and concerns related to the business of the City, and to provide adequate time for the City Council to obtain information and opinions on subjects before it while ensuring that the time allowed for public input does not interfere with the addressing the scheduled agenda.

To carry out these purposes, the following rules and procedures shall govern the public comment period at all Auburn city council meetings:

### **GENERAL OPEN SESSION**

An open session, or public comment period, shall be conducted near the beginning and end of all regular City Council meetings, at which time Auburn residents will have the opportunity to be heard on matters directly relating to City business that ARE NOT included on the regular agenda. Individuals addressing the Council during the public comment period will limit their comments to (3) three minutes. Up to forty-five (45) minutes will be allocated for general public comment periods. If the general public comment period exceeds 45 minutes, the public comment period will be suspended by the Mayor to allow the Council to conduct its business and out of courtesy for those attending the meeting for a specific agenda item. If needed, the open session will continue at end of the meeting as listed in the agenda. The Council will not engage in dialogue with the public during this time. Questions posed during the public comment period will be followed up upon after the meeting. Individuals requesting further information should leave their contact information with the City Clerk.

Open session will not be conducted at workshops, emergency meetings, or special meetings of the City Council.

### **ADDRESSING SPECIFIC AGENDA ITEMS**

Public comments will be allowed during a meeting on those items requiring a public hearing and on other items appearing on the agenda. These comments should be DIRECTLY related to the specific agenda item being addressed. Public comments will not be taken during workshops unless a request is made to the Mayor by an individual Councilor.

### **RULES GOVERNING OPEN SESSION**

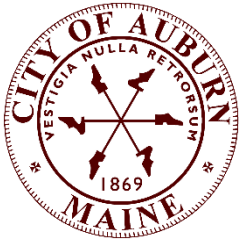
1. Since meetings are broadcast and recorded, persons wishing to speak must use the public podium located to the left side of the audience, and speakers must preface their comments by giving their full name and address.
2. Comments must be limited to issues or concerns DIRECTLY related to Auburn municipal government. Public comment on matters not related to the City business will not be allowed, so as

to make sure that all meetings are carried out in a productive and efficient time and in keeping with the interests of all who attend and participate in a Council meeting.

3. Per state law, found in Title 1, Section 408, complaints or charges from the public about an individual employee will not be permitted. Such comments should be directed to the City Manager for their immediate follow-up and review.
4. Comments related to the following will be ruled out of order by the Mayor:
  - a. Specific situations that are in litigation, including those in which the City is a party (issues of a criminal or legal nature should be addressed with the Auburn Police Department or other criminal justice agency). Individual employees and/or employee groups will not be permitted to discuss matters for which complaint or grievance procedures are provided;
  - b. Personal disputes between the speaker and other private residents not germane to City business; or
  - c. Support for or opposition to any candidate for political office.
5. Individuals will be restricted to speaking once during the general public comment period and once per public comment period for each specific agenda item.
6. Individuals addressing the Council shall direct their remarks exclusively to the Mayor. No person other than the elected officials and the individual at the podium shall be permitted to enter into any discussion, either directly or through members of the Council. The public comment period is an opportunity for residents to express their views on matters relating to City business.
7. As a limited designated public forum, the City Council does not have the right to prohibit disparaging, rude and other remarks of a personal nature. But, because of the potential implications, including personal liability of the speakers, speakers are encouraged to strive to be accurate in their statements and avoid making personal, rude, or provocative remarks.
8. All statements should respect the dignity and seriousness of the proceeding.
9. Persons present at Council meetings shall not interrupt, nor applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting, except for those instances that are listed on the Council Agenda under Public Recognition where the Mayor or a City Councilor are formally recognizing an individual or group for their accomplishments.

#### **FAILURE TO FOLLOW GUIDELINES**

The Mayor will limit commentary that is determined not to be germane to City business or the topic at hand, or which violates any of the guidelines listed above. The Mayor will direct any individual not operating in accord with these guidelines to cease such action or risk being asked to be seated or removed. If such conduct continues, the Mayor will call a recess, request the removal of such person(s) from the Chambers, adjourn the meeting, or take other such appropriate action. Repeated violations by any individual will result in the Mayor revoking that individual's right to speak at future meetings. Should the Mayor fail to take action, any Councilor may move that the Mayor enforce the rules and guidelines and, if denied, request that the Council vote on the motion.



## City of Auburn City Council Information Sheet

**Council Workshop or Meeting Date:** September 19, 2022

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

**Subject:** Food Service Establishment – Lemonade Stands

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**Information:** During the September 6, 2022 Council meeting, Councilor Morin reported that he was contacted by a constituent whose six year old son wanted to run a lemonade stand to try to raise money to purchase a guitar. They came to Auburn Hall to obtain a permit and was told that the permit would be \$200. He has asked Councilor Hawes to co-sponsor an ordinance that they will try to present at the September 19, 2022 City Council meeting regarding waiving that fee.

Three options are listed below for the Councils consideration:

1. **Sec. 14-31 Fees; Waiver**

This section of our Code states: The fees for business licenses shall be paid by the owner or his agent in accordance with the business fee schedule established by the city council. The city council is the only authority allowed to waive fees prescribed by ordinance. **An application for waiver of any fees must be presented in writing to the city clerk to be brought to the city council at its next available meeting.**

With this provision, an ordinance amendment would not be necessary and the City Council can determine on a case by case basis if they would like to waive the fee if someone were to request a license for a lemonade stand.

2. **Sec. 14-31 Fees; Waiver**

This section of our Code states: The fees for business licenses shall be paid by the owner or his agent in accordance with the business fee schedule established by the city council. The city council is the only authority allowed to waive fees prescribed by ordinance, except that the City Clerk has the delegated authority to waive the fee for minors operating a temporary lemonade stand on private property. An application for waiver of any fees must be presented in writing to the city clerk to be brought to the city council at its next available meeting.

This provides the City Clerk to waive the fee without having to bring forth to the City Council. This option would be an ordinance amendment and would require a public hearing and two readings.

3. **Sec. 14-49 Exemptions from license requirement or fees.**

This section of our code lists exemptions from license requirement or fees.

We could include the following to that section which would exempt minors operating a lemonade stand on private property from having to obtain a license.

(h) Minors operating a temporary lemonade stand on private property.

Option three would be an ordinance amendment and would require a public hearing and two readings.

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**City Budgetary Impacts:** N/A

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**Staff Recommended Action:** Discussion and recommendation

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**Previous Meetings and History:** Councilor Morin discussed bringing this forward during the 9/6/2022 Council meeting.

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**City Manager Comments:**

I concur with the recommendation. Signature:



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**Attachments:**

# OPTION 2 - DRAFT

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## **Sec. 14-31. Fees; waiver.**

This section of our Code states: The fees for business licenses shall be paid by the owner or his agent in accordance with the business fee schedule established by the city council. The city council is the only authority allowed to waive fees prescribed by ordinance, except that the City Clerk has the delegated authority to waive the fee for minors operating a temporary lemonade stand on private property. An application for waiver of any fees must be presented in writing to the city clerk to be brought to the city council at its next available meeting.

(Ord. No. 38-02072011-05, att. §§ 24-31, 2-7-2011)

# OPTION 3 - DRAFT

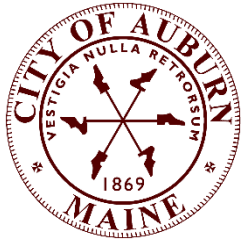
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## **Sec. 14-49. Exemptions from license requirement or fees.**

- (a) Persons acting pursuant to an order or process of a court of competent jurisdiction and persons acting in accordance with their powers and duties as public officers, such as sheriffs and marshals, shall not be required to secure a local license.
- (b) Orphanages and public and private hospitals, as defined in the laws of the State, shall not be required to secure a local business license to operate a children's home or day care facility.
- (c) Persons selling, exclusively, farm, dairy, orchard or fish products of their own production shall not be required to obtain a local license.
- (d) No charge shall be made for the issuance of a solicitor's license, blasting permit or chimney cleaner permit; however, persons traveling by foot, wagon, automotive vehicle or any other type of conveyance, from place to place, from house to house or from street to street selling magazines or other merchandise by sample, list or catalogue for future delivery shall be required to obtain a local itinerant vendor/peddler's license.
- (e) Persons licensed in accordance with state law to maintain an automobile graveyard or junkyard shall not be required to obtain a local license to also operate as a junk collector.
- (f) Persons who use their own homes to provide foster care to children shall not be required to obtain a local license.
- (g) Public or private school cafeterias and nursing homes shall not be required to obtain a local food service establishment license.

(h) Minors operating a temporary lemonade stand on private property.

(Ord. No. 38-02072011-05, att. § 24-48, 2-7-2011)



## City of Auburn City Council Information Sheet

**Council Workshop or Meeting Date:** September 19, 2022

**Subject:** Executive Session

**Information:** Legal consultation, pursuant to 1 M.R.S.A. Section 405(6) (E).

**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;

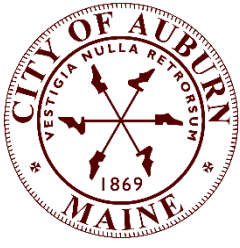
E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional 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:** September 19, 2022

**Orders:** 127-09192022 through 131-09192022

**Author:** Alison F. Pepin, Deputy Clerk

**Subject:** Automobile Graveyard/Junkyard permit renewals

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**Information:** This is an annual renewal of currently existing Automobile Graveyard/Junkyards in Auburn, which require Council approval. All have passed inspections conducted by the Code and Fire Departments. These are routine, yearly renewals.

Don's No Preference Towing of L/A, Inc., dba Morris Auto Parts, 940 Washington St. North  
Isadore T. Miller, 78 & 89 Hotel Road  
M & P Auto, Inc., 227 Merrow Road  
Prolerized New England Company, LLC., 522 Washington St. North  
Randy's Auto Parts, Inc., 899 Broad Street

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Approve all renewal applications.

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**Previous Meetings and History:** Annual Renewal

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**City Manager Comments:**

*Phillip Crowell Jr.*

I concur with the recommendation. Signature:

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**Attachments:**

- Automobile Graveyard/Junkyard applications
- Inspection e-mail from Eric Cousens (Planning & Permitting)
- Approval email from David O'Connell (Fire Department)
- Orders

**From:** [David O'Connell](#)  
**To:** [Alison Pepin](#)  
**Subject:** RE: Automobile Graveyard Apps  
**Date:** Friday, September 2, 2022 8:57:03 AM  
**Attachments:** [image001.png](#)

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Hi Alison,

Fire approves all of the auto salvage yards.

Thank you,

David N O'Connell CEO CFI-I MIAAI  
Fire Prevention Officer, Auburn Fire Dept., City of Auburn  
550 Minot Ave | Auburn, Maine 04210 | 207.333.6633 X6



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**From:** Alison Pepin <[aepin@auburnmaine.gov](mailto:aepin@auburnmaine.gov)>  
**Sent:** Wednesday, August 24, 2022 9:05 AM  
**To:** David O'Connell <[doconnell@auburnmaine.gov](mailto:doconnell@auburnmaine.gov)>  
**Subject:** RE: Automobile Graveyard Apps

Prolerized New England – 522 Washington Street – Phone # (617)387-7298  
Isadore T. Miller – 79 & 80 Hotel Road – Phone # (617)387-7298  
M & P Auto – 227 Merrow Road – Albert Bazinet, Jr 212-0217  
Randy's Auto Parts – 899 Broad Street – Ronald & Ernest Levasseur – 782-9589  
Morris Auto Parts – 940 Washington Street, N – Donald St. Germain – 754-1608

Alison F. Pepin  
License Specialist/Deputy City Clerk  
60 Court Street  
Auburn, ME 04210  
207.333.6601 EXT 1121

**From:** [Eric Cousens](#)  
**To:** [Alison Pepin](#)  
**Cc:** [Katherine Cook](#)  
**Subject:** September 2022 Junkyard Inspections - Planning and Permitting  
**Date:** Friday, September 9, 2022 3:01:08 PM  
**Attachments:** [Outlook-b55nhivc.png](#)

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Alison,

On September 9, 2022 we inspected the following Junkyards:

Don's Towing / Morris Auto Parts - Washington Street North - Planning approves of the license renewal. Vehicles are being stored outside of floodplain until fluids are drained as required. Fencing is in poor condition but still meeting basic screening requirements. Building is in the process of being painted and fencing improvements are planned.

M&P Auto Parts - 227 Merrow Road - Planning approves of the license renewal. Fewer cars than normal.

Randy's Auto Parts - 899 Broad Street - Planning approves of the license renewal. Fewer cars than normal.

Isadore T Miller - 79 and 80 Old Hotel Road - Planning approves of the license renewal. Currently no Junk at the property but they maintain the license.

Prolerized New England - 522 Washington Street North- Planning approves of the license renewal.

Eric J. Cousens

Director of Planning and Permitting

60 Court Street | Auburn, Maine 04210 | 207.333.6601 X1154

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

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## City of Auburn, Maine

Office of The City Clerk

60 Court Street | Auburn, Maine 04210

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

Police- BS- 8/23/22  
Fire- DD 9/2/22  
Code- EL 9/2/22  
Tax- TN 8/23/22

### CITY OF AUBURN AUTOMOBILE GRAVEYARD/JUNKYARD PERMIT APPLICATION

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To the City of Auburn, County of Androscoggin, Maine:

I/We **Isadore T. Miller** hereby

Make application for a permit to establish, operate or maintain an Automobile Graveyard and/or Junkyard at the following described location and in accordance with the provisions of Title 30-A MRSA Sections 3751-3760.

#### All questions must be answered in full.

1. Where is the location of the Automobile Graveyard and/or Junkyard?  
Physical Address: **79 & 80 Hotel Road, Auburn, ME 04210**  
Mailing Address: **Attn: Licensing 10860 Gold Center Drive, Rancho Cordova, CA 95670**  
Email address: **Amrlicesnerenewal@schn.com**
2. Is this application made by or for a company, partnership, corporation or individual:  
**Corporation**
3. Is this property leased? **No** Property owned by: **Isadore T. Miller**  
Address: **79 & 80 Hotel Road, Auburn, ME 04210**
4. How is "yard" screened?  
☐ Fence (type) **Wood** Height: **6ft.**  
☐ Trees (type) \_\_\_\_\_  
☐ Embankment: \_\_\_\_\_  
☐ Gully: \_\_\_\_\_  
☐ Hill: \_\_\_\_\_  
☐ Other: \_\_\_\_\_
5. How far is edge of "yard" from center of highway? **200 ft.**



## City of Auburn, Maine

Office of The City Clerk  
60 Court Street | Auburn, Maine 04210  
[www.auburnmaine.gov](http://www.auburnmaine.gov) | 207.333.6601

6. Can junk be seen from any part of highway? Yes No **X**
7. Were Junkyard Law, Requirements and Fees explained to you? Yes **X** No
8. Is any portion of this "yard" on public property? Yes No **X**
9. Is "yard" within 300 feet of a Public Park, Public Playground, Public Bathing Beach, School, Church or Cemetery? Yes **X** No
10. When was "yard" established? **1930** By whom? **Barker Family**
11. When was last permit issued? **2021** By whom? **City of Auburn to Isadore T. Miller**

The undersigned certified that the above information is true and correct to the best of his/her knowledge and that he/she is the owner or agent of the property or that he/she has been duly authorized by the owner, individual, partnership, company or corporation to make this application and to receive the permit under the law.

Signed by:  for: **Prolerized New England Co, LLC**  
Name of Company, Corporation, Partnership or Individual

Address: **11 Times Square, NY, NY**

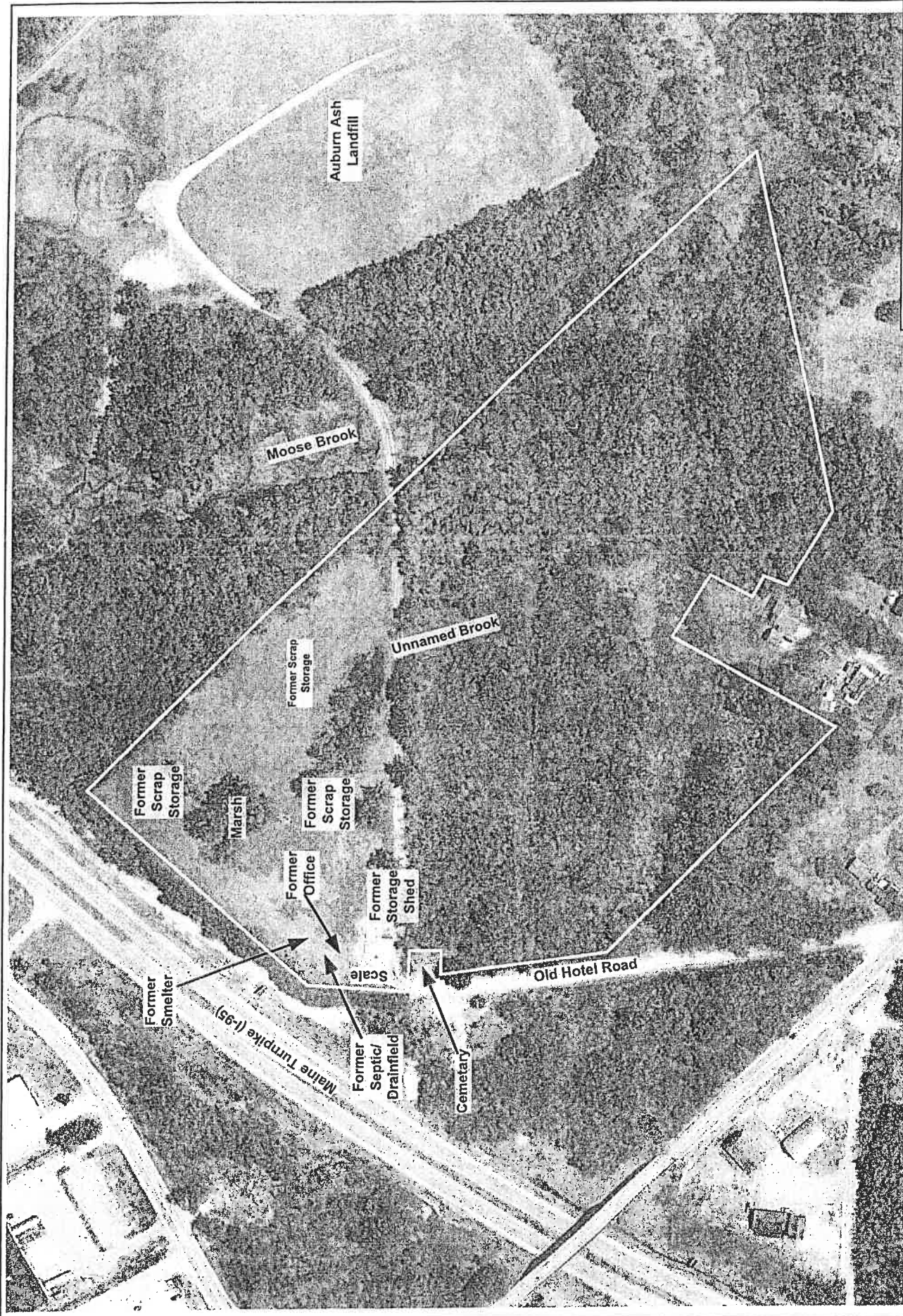
Make complete sketch of "yard". Show footage of all sides and location in relationship to adjacent properties. Show distance (in feet) from edge of "yard" to center of highway. Fill in Route Number or Local Road Name. Name of nearest City/Town in each direction. Distance from nearest intersection, bridge or other known reference point.

Tax Map No. **79**  
Lot No. **017 & 018**  
Zone **13**

Check correct direction:

- ☐ North
- ☐ East
- ☐ West
- ☐ South

- 1 copy of application to City
- 1 copy of application to Applicant
- 1 copy of application to State Police, Augusta
- 1 Copy of application to Dept. of Transportation, Augusta (Right of Way Division)



Danville  
79 Old Hotel Road, Danville, ME  
MRB Northeast  
RIEKE CONSULTING SERVICES, LLC

Approximate Scale  
240 Feet  
Base photograph May 2018









**ORDER 127-09192022**

# City Council Order

## IN CITY COUNCIL

**ORDERED**, that the City Council hereby approves the annual renewal request for an Auto Graveyard/Junkyard permit for Isadore T. Miller, located at 78 & 79 Old Hotel Road.

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**Richard Whiting**, Ward One  
**Joseph Morin**, Ward Four  
**Belinda A. Gerry**, At Large

**Ryan Hawes**, Ward Two  
**Leroy G. Walker**, Ward Five  
**Jason J. Levesque**, Mayor

**Stephen G. Milks**, Ward Three  
**Dana Staples**, At Large  
**Phillip L. Crowell, Jr.**, City Manager





## City of Auburn, Maine

Office of The City Clerk

60 Court Street | Auburn, Maine 04210

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

Police - BS 8/23/22  
Fire - DO 9/2/22  
Code - EC 9/2/22  
Tax - TN 8/23/22

### CITY OF AUBURN AUTOMOBILE GRAVEYARD/JUNKYARD PERMIT APPLICATION

\*\*\*\*\*

To the City of Auburn, County of Androscoggin, Maine:

I/We **Prolerized New England Company, LL** hereby

Make application for a permit to establish, operate or maintain an Automobile Graveyard and/or Junkyard at the following described location and in accordance with the provisions of Title 30-A MRSA Sections 3751-3760.

**All questions must be answered in full.**

1. Where is the location of the Automobile Graveyard and/or Junkyard?  
Physical Address: **522 Washington Street, Auburn, ME 04210**  
Mailing Address: **Attn: Licensing 10860 Gold Center Drive, Rancho Cordova, CA 95670**  
Email address: **Amrlicesnerenewal@schn.com**
2. Is this application made by or for a company, partnership, corporation or individual:  
**Corporation**
3. Is this property leased? **No** Property owned by: **Prolerized New England**  
Address: **69 Rover Street, Everett, MA 02149**  
Phone number: **617-387-7298**
4. How is "yard" screened?  
☐ Fence (type) **Metal** Height: **8ft.**  
☐ Trees (type) \_\_\_\_\_  
☐ Embankment: \_\_\_\_\_  
☐ Gully: \_\_\_\_\_  
☐ Hill: \_\_\_\_\_  
☐ Other: \_\_\_\_\_
5. How far is edge of "yard" from center of highway? **150 ft.**



## City of Auburn, Maine


Office of The City Clerk

60 Court Street | Auburn, Maine 04210

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

6. Can junk be seen from any part of highway? Yes No **X**
7. Were Junkyard Law, Requirements and Fees explained to you? Yes **X** No
8. Is any portion of this "yard" on public property? Yes No **X**
9. Is "yard" within 300 feet of a Public Park, Public Playground, Public Bathing Beach, School, Church or Cemetery? Yes No **X**
10. When was "yard" established? **1986** By whom? **Main Metal Recycling**
11. When was last permit issued? **2021** By whom? **Prolerized New England Co, LLC**

The undersigned certified that the above information is true and correct to the best of his/her knowledge and that he/she is the owner or agent of the property or that he/she has been duly authorized by the owner, individual, partnership, company or corporation to make this application and to receive the permit under the law.

Signed by:  for: **Prolerized New England Co, LLC**  
Name of Company, Corporation, Partnership or Individual

Address: **11 Times Square, NY, NY**

Make complete sketch of "yard". Show footage of all sides and location in relationship to adjacent properties. Show distance (in feet) from edge of "yard" to center of highway. Fill in Route Number or Local Road Name. Name of nearest City/Town in each direction. Distance from nearest intersection, bridge or other known reference point.

Tax Map No. **189**

Lot No. **024**

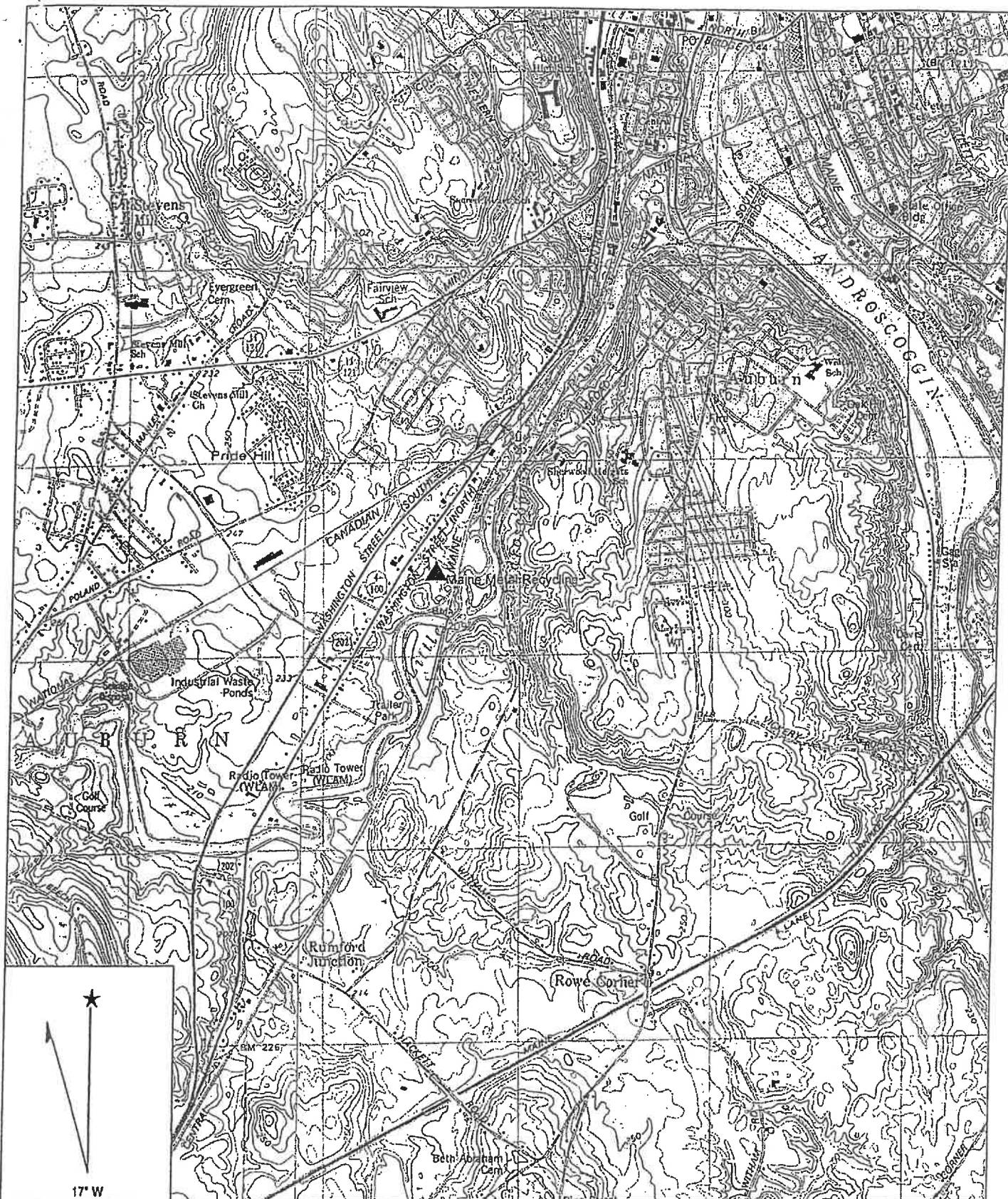
Zone **GB9**

Check correct direction:

- ☐ North  
☐ East  
☐ West  
☐ South

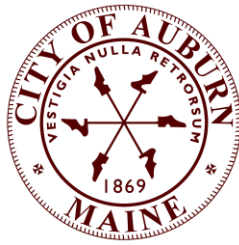
- 1 copy of application to City  
1 copy of application to Applicant  
1 copy of application to State Police, Augusta  
1 Copy of application to Dept. of Transportation, Augusta (Right of Way Division)





Name: LEWISTON  
 Date: 10/20/2006  
 Scale: 1 inch equals 2000 feet

Location: 044° 04' 14.2" N 070° 14' 14.1" W  
 Caption: Figure 1: Site Location Map  
 Maine Metal Recycling  
 522 Washington St. Auburn, ME



**ORDER 128-09192022**

# City Council Order

## IN CITY COUNCIL

**ORDERED**, that the City Council hereby approves the annual renewal request for an Auto Graveyard/Junkyard permit for Prolerized New England Company, LLC., 522 Washington St. North.

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**Richard Whiting**, Ward One  
**Joseph Morin**, Ward Four  
**Belinda A. Gerry**, At Large

**Ryan Hawes**, Ward Two  
**Leroy G. Walker**, Ward Five  
**Jason J. Levesque**, Mayor

**Stephen G. Milks**, Ward Three  
**Dana Staples**, At Large  
**Phillip L. Crowell, Jr.**, City Manager



City of Auburn, Maine

Office of The City Clerk

60 Court Street Auburn, Maine 04210

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

Police - 912  
Fire - 912  
Code - 912  
Tax - 912

2022

**CITY OF AUBURN  
AUTOMOBILE GRAVEYARD/JUNKYARD PERMIT  
APPLICATION**

\*\*\*\*\*

To the City of Auburn, County of Androscoggin, Maine:

I/We BRYAN McLEAN, Donald St. GERMAIN, DUN'S DBA/ MORRIS AUTO PARTS hereby  
Make application for a permit to establish, operate or maintain an Automobile Graveyard and/or  
Junkyard at the following described location and in accordance with the provisions of Title 30-A  
MRSA Sections 3751-3760.

**All questions must be answered in full.**

1. Where is the location of the Automobile Graveyard and/or Junkyard?  
940 WASHINGTON ST. NORTH
2. Is this application made by or for a company, partnership, corporation or individual:  
CORPORATION
3. Is this property leased? NO Property owned by: Donald St. GERMAIN  
Address: 940 WASHINGTON ST. NORTH  
Phone number: 207-754-1608
4. How is "yard" screened?  
☒ Fence (type) Wood Height: 8 FT'  
☐ Trees (type) \_\_\_\_\_  
☐ Embankment: \_\_\_\_\_  
☐ Gully: \_\_\_\_\_  
☐ Hill: \_\_\_\_\_  
☒ Other: METAL 8 FT'
5. How far is edge of "yard" from center of highway?  
53 FT Center To Fence



6. Can junk be seen from any part of highway? Yes \_\_\_\_\_ No ///
7. Were Junkyard Law, Requirements and Fees explained to you? Yes /// No \_\_\_\_\_
8. Is any portion of this "yard" on public property? Yes \_\_\_\_\_ No ///
9. Is "yard" within 300 feet of a Public Park, Public Playground, Public Bathing Beach, School, Church or Cemetery? Yes \_\_\_\_\_ No ///
10. When was "yard" established? 1938 By whom? MORRIS Auto Parts
11. When was last permit issued? 2021 By whom? CITY of Auburn

2022 = State of MAINE

The undersigned certified that the above information is true and correct to the best of his/her knowledge and that he/she is the owner or agent of the property or that he/she has been duly authorized by the owner, individual, partnership, company or corporation to make this application and to receive the permit under the law.

Signed by: Donald H Simon for: Don's DBA/MORRIS Auto Parts

Name of Company, Corporation, Partnership or Individual

Address: 940 Washington St. Auburn, ME 04210  
P.O. Box # 283, Auburn, ME 04212

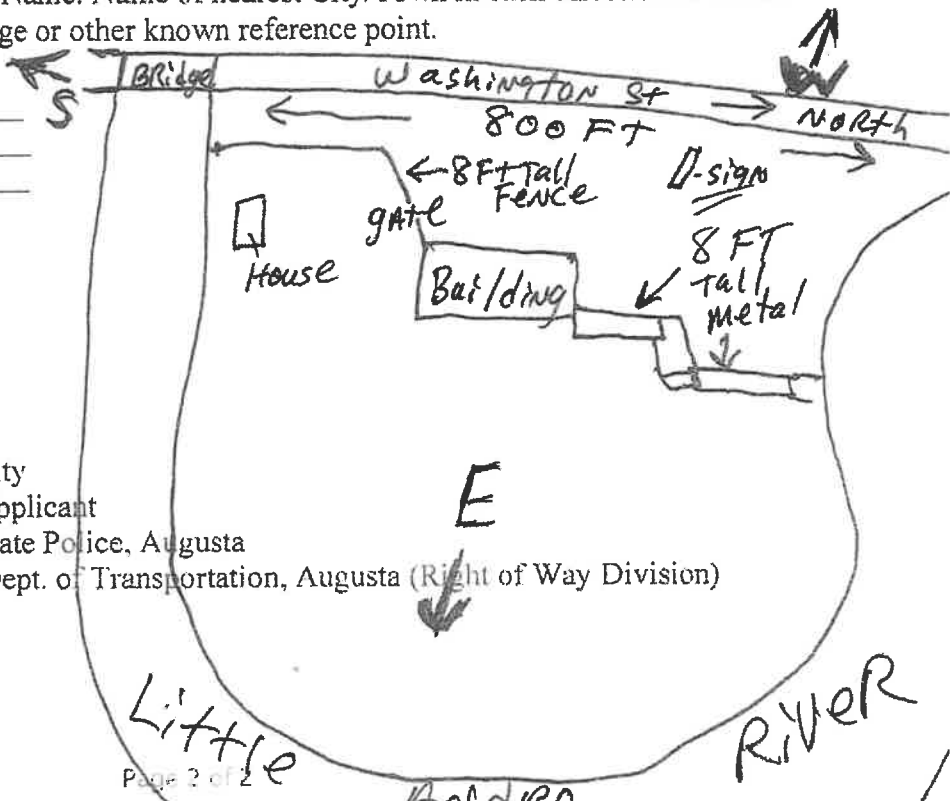
Make complete sketch of "yard". Show footage of all sides and location in relationship to adjacent properties. Show distance (in feet) from edge of "yard" to center of highway. Fill in Route Number or Local Road Name. Name of nearest City/Town in each direction. Distance from nearest intersection, bridge or other known reference point.

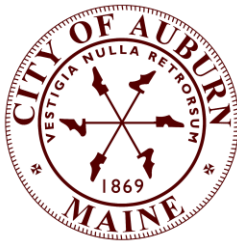
Tax Map No. 170  
Lot No. 020  
Zone \_\_\_\_\_

Check correct direction:

- ☐ North  
☐ East  
☐ West  
☐ South

- 1 copy of application to City  
1 copy of application to Applicant  
1 copy of application to State Police, Augusta  
1 Copy of application to Dept. of Transportation, Augusta (Right of Way Division)





**ORDER 129-09192022**

# City Council Order

## IN CITY COUNCIL

**ORDERED**, that the City Council hereby approves the annual renewal request for an Auto Graveyard/Junkyard permit for Don's No Preference Towing of L/A, Inc., dba Morris Auto Parts, 940 Washington St. North.

---

**Richard Whiting**, Ward One  
**Joseph Morin**, Ward Four  
**Belinda A. Gerry**, At Large

**Ryan Hawes**, Ward Two  
**Leroy G. Walker**, Ward Five  
**Jason J. Levesque**, Mayor

**Stephen G. Milks**, Ward Three  
**Dana Staples**, At Large  
**Phillip L. Crowell, Jr.**, City Manager



Received  
8-24-22  
CK# 55935



City of Auburn, Maine  
Office of The City Clerk  
60 Court Street | Auburn, Maine 04210  
[www.auburnmaine.gov](http://www.auburnmaine.gov) | 207.333.6601

Police - BG 8/24/22  
Fire - DD 9/2/22  
Code - KB 8/25/22 EC 9/2  
Tax - TN 8/25/22

✓ FOR 2022??

**CITY OF AUBURN  
AUTOMOBILE GRAVEYARD/JUNKYARD PERMIT  
APPLICATION**

\*\*\*\*\*

To the City of Auburn, County of Androscoggin, Maine:

I/We RANDY'S AUTO PARTS hereby  
Make application for a permit to establish, operate or maintain an Automobile Graveyard and/or  
Junkyard at the following described location and in accordance with the provisions of Title 30-A  
MRSA Sections 3751-3760.

**All questions must be answered in full.**

- Where is the location of the Automobile Graveyard and/or Junkyard?  
899 BROAD STREET AUBURN ME  
04210
- Is this application made by or for a company, partnership corporation or individual:  
RONALD & ERNEST LEVASSEUR
- Is this property leased? No Property owned by: RONALD & ERNEST LEVASSEUR  
Address: 899 BROAD ST  
Phone number: 7829589
- How is "yard" screened?  
☒ Fence (type) Wood Height: 6'8"  
☒ Trees (type) FIR  
☐ Embankment: \_\_\_\_\_  
☐ Gully: \_\_\_\_\_  
☐ Hill: \_\_\_\_\_  
☐ Other: \_\_\_\_\_
- How far is edge of "yard" from center of highway?  
300 feet



City of Auburn, Maine  
Office of The City Clerk  
60 Court Street | Auburn, Maine 04210  
[www.auburnmaine.gov](http://www.auburnmaine.gov) | 207.333.6601

6. Can junk be seen from any part of highway? Yes \_\_\_\_\_ No ☒
7. Were Junkyard Law, Requirements and Fees explained to you? Yes ☒ No \_\_\_\_\_
8. Is any portion of this "yard" on public property? Yes \_\_\_\_\_ No ☒
9. Is "yard" within 300 feet of a Public Park, Public Playground, Public Bathing Beach, School, Church or Cemetery? Yes \_\_\_\_\_ No ☒
10. When was "yard" established? 1980 By whom? TWIN TOWN RENDERING
11. When was last permit issued? 2021 By whom? RANDY'S AUTO PARTS

The undersigned certified that the above information is true and correct to the best of his/her knowledge and that he/she is the owner or agent of the property or that he/she has been duly authorized by the owner, individual, partnership, company or corporation to make this application and to receive the permit under the law.

Signed by: Ronald Lussier for: Randy's Auto Parts Inc.  
Name of Company, Corporation, Partnership or Individual  
Address: P.O. Box 1243 - 899 Broad Street Auburn, ME 04211

Make complete sketch of "yard". Show footage of all sides and location in relationship to adjacent properties. Show distance (in feet) from edge of "yard" to center of highway. Fill in Route Number or Local Road Name. Name of nearest City/Town in each direction. Distance from nearest intersection, bridge or other known reference point.

Tax Map No. 182-001  
Lot No. \_\_\_\_\_  
Zone \_\_\_\_\_

Check correct direction:

- ☐ North  
☐ East  
☐ West  
☒ South

- 1 copy of application to City  
1 copy of application to Applicant  
1 copy of application to State Police, Augusta  
1 Copy of application to Dept. of Transportation, Augusta (Right of Way Division)

BROAD STREET

Road Name

or

Route No.

To

To

TREES  
8' FENCE

8' FENCE

TREES

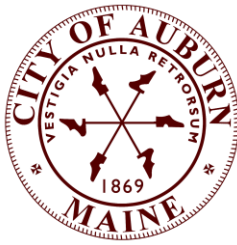
50 x 80  
Buildin

300'  
ENTRANCE  
INTO THE  
YARD

12 x 12  
Buildin

FENCE

TREES  
200 FT. FENCE



**ORDER 130-09192022**

# City Council Order

## IN CITY COUNCIL

**ORDERED**, that the City Council hereby approves the annual renewal request for an Auto Graveyard/Junkyard permit for Randy's Auto Parts, Inc., 899 Broad Street.

---

**Richard Whiting**, Ward One  
**Joseph Morin**, Ward Four  
**Belinda A. Gerry**, At Large

**Ryan Hawes**, Ward Two  
**Leroy G. Walker**, Ward Five  
**Jason J. Levesque**, Mayor

**Stephen G. Milks**, Ward Three  
**Dana Staples**, At Large  
**Phillip L. Crowell, Jr.**, City Manager

Received 9-2-2022

CK 43263



City of Auburn, Maine

Office of The City Clerk

60 Court Street | Auburn, Maine 04210

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

Police - BS 9/2/22

Fire - DO 9/2/22

Code - EC 9/2/22

Tax - KE 9/2/22

**CITY OF AUBURN  
AUTOMOBILE GRAVEYARD/JUNKYARD PERMIT  
APPLICATION**

\*\*\*\*\*

To the City of Auburn, County of Androscoggin, Maine:

I/We MT P Used Auto parts / Baznet Jr hereby  
Make application for a permit to establish, operate or maintain an Automobile Graveyard and/or  
Junkyard at the following described location and in accordance with the provisions of Title 30-A  
MRSA Sections 3751-3760.

**All questions must be answered in full.**

1. Where is the location of the Automobile Graveyard and/or Junkyard?

227 Merrow Rd.  
Auburn, ME 04210

2. Is this application made by or for a company, partnership, corporation or individual:

Corporation

3. Is this property leased? No Property owned by: Albert Baznet Jr

Address: 81 Dawes Ave. Auburn, ME 04210

Phone number: 207-212-0217 or 207-786-3030

4. How is "yard" screened?

☒ Fence (type) ✓ Height: 8'  
☐ Trees (type) \_\_\_\_\_  
☐ Embankment: \_\_\_\_\_  
☐ Gully: \_\_\_\_\_  
☐ Hill: \_\_\_\_\_  
☐ Other: \_\_\_\_\_

5. How far is edge of "yard" from center of highway?

400 ft



City of Auburn, Maine  
Office of The City Clerk  
60 Court Street | Auburn, Maine 04210  
[www.auburnmaine.gov](http://www.auburnmaine.gov) | 207.333.6601

6. Can junk be seen from any part of highway? Yes \_\_\_\_\_ No ✓
7. Were Junkyard Law, Requirements and Fees explained to you? Yes ✓ No \_\_\_\_\_
8. Is any portion of this "yard" on public property? Yes \_\_\_\_\_ No ✓
9. Is "yard" within 300 feet of a Public Park, Public Playground, Public Bathing Beach, School, Church or Cemetery? Yes \_\_\_\_\_ No ✓
10. When was "yard" established? 1978 By whom? Albert Baznet Jr
11. When was last permit issued? 2021 By whom? MTP USED Auto parts

The undersigned certified that the above information is true and correct to the best of his/her knowledge and that he/she is the owner or agent of the property or that he/she has been duly authorized by the owner, individual, partnership, company or corporation to make this application and to receive the permit under the law.

Signed by: Clayton Baznet for: MTP USED Auto parts Inc.  
Address: 227 Merrow Rd. Auburn, ME 04210

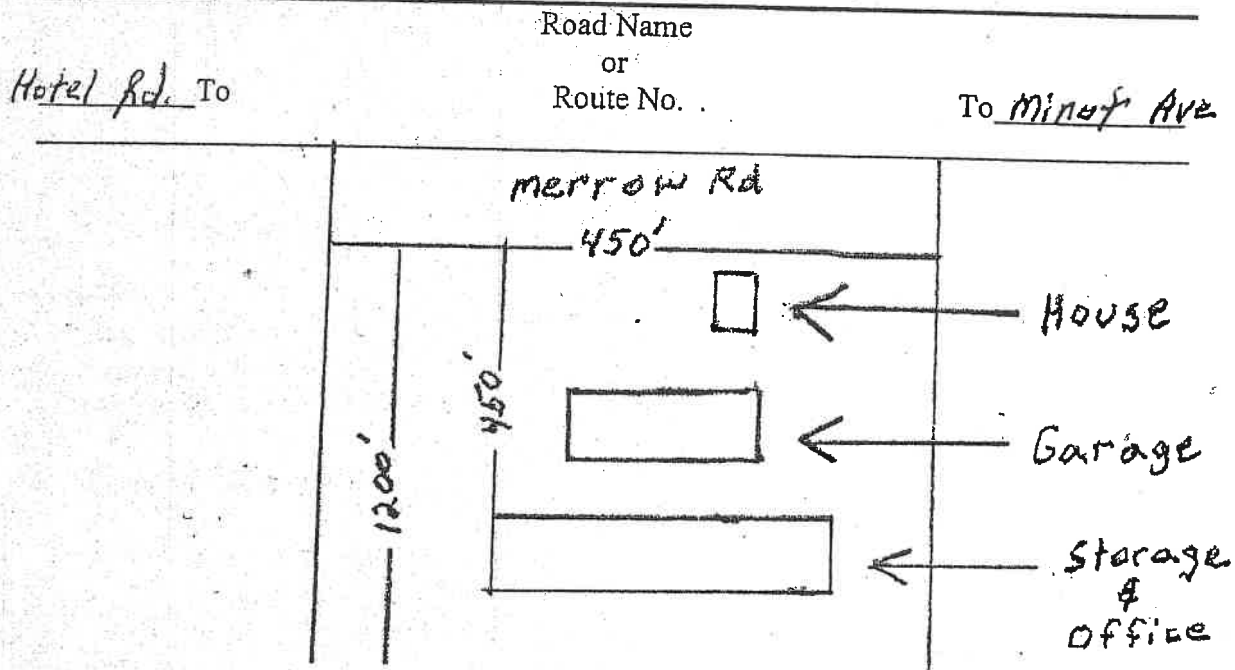
Make complete sketch of "yard". Show footage of all sides and location in relationship to adjacent properties. Show distance (in feet) from edge of "yard" to center of highway. Fill in Route Number or Local Road Name. Name of nearest City/Town in each direction. Distance from nearest intersection, bridge or other known reference point.

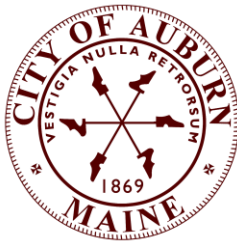
Tax Map No. 186  
Lot No. 013  
Zone \_\_\_\_\_

Check correct direction:

- ☐ North  
☐ East  
☐ West  
☐ South

- 1 copy of application to City  
1 copy of application to Applicant  
1 copy of application to State Police, Augusta  
1 Copy of application to Dept. of Transportation, Augusta (Right of Way Division)





**ORDER 131-09192022**

# City Council Order

## IN CITY COUNCIL

**ORDERED**, that the City Council hereby approves the annual renewal request for an Auto Graveyard/Junkyard permit for M & P Auto, Inc., 227 Merrow Road.

---

**Richard Whiting**, Ward One  
**Joseph Morin**, Ward Four  
**Belinda A. Gerry**, At Large

**Ryan Hawes**, Ward Two  
**Leroy G. Walker**, Ward Five  
**Jason J. Levesque**, Mayor

**Stephen G. Milks**, Ward Three  
**Dana Staples**, At Large  
**Phillip L. Crowell, Jr.**, City Manager



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

**Pledge of Allegiance**

- I. Consent Items** - All items with an asterisk (\*) are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member or a citizen so requests, in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda
- II.**

**1. Order 124-09062022\***

Confirming Chief Moen's appointment of Corey David as Constable with firearm for the Auburn Police Department.

Motion was made by Councilor Staples and seconded by Councilor Walker for passage of the one consent item.

Passage 7-0.

**III. Minutes – August 15, 2022, Regular Council Meeting**

Motion was made by Councilor Walker and seconded by Councilor Milks to approve the minutes of the August 15, 2022, Regular Council Meeting.

Passage 7-0.

**IV. Communications, Presentations and Recognitions**

- Landon Cougle was recognized for being selected as a Page for the US Senate.
- The Spirit of America Award was awarded to the late Jimbo Marston for his contribution to the community. His wife and family were there to accept the award.
- Councilor Walker provided an update on the Potato Give-Away on behalf of the Age Friendly Community Committee.
- The Mayor provided a communication on the Mayor's Ad-hoc Committee to Develop Permit Ready Housing Plans.
- Council Communications (about and to the community)

**Mayor Levesque** reminded everyone about the Blues and Brews Festival to be held on September 10<sup>th</sup>.

**Councilor Staples** reported that the Androscoggin Land Trust will be holding their 13<sup>th</sup> annual Androscoggin River clean up from 9am until noon on September 10<sup>th</sup>.

**Councilor Walker** reported that the United New Auburn Association met on August 30<sup>th</sup> at Rolly's diner. The City Manager was the guest speaker. Councilor Walker commended City Manager Crowell stating that "Phil Crowell is one heck of a speaker". He also added that the Age Friendly Community Committee will be meeting at Senior Center on September 13<sup>th</sup> at 6:00 pm. All are welcome.

**Councilor Morin** reported that he was contacted by a constituent whose six year old son wanted to run a lemonade stand to try to raise money to purchase a guitar. They came to Auburn Hall to obtain a permit and was told that the permit would be \$200. He has asked Councilor Hawes to co-sponsor an ordinance that they will try to present at the next City Council meeting regarding waiving that fee.

**City Manager Crowell** – provided a work force update and some of the challenges we are facing. We currently have approximately 30 vacancies with the majority being Police, Fire, and the Public Works Departments. These shortages unfortunately impact our services. We are working on it and numerous initiatives to try to resolve the issue.

**V. Open Session**

**Stephen Beale**, 575 Johnson Road, asked if there would be an opportunity to comment on the Lake Auburn repeal.

**Pam Rousseau**, 745 West Auburn Road, stated that when watching meetings on YouTube, it is difficult to hear, and closed captioning isn't available. She would like to see the volume increased and closed captioning available. She also said she wanted to remind everyone is that "Taylor Pond is on the chopping block, also".

**Scott Berry**, 179 Davis Avenue, spoke in favor of the proposed zoning amendments which he feels will end exclusionary zoning and help to end racial discrimination in the housing market. He provided photos to the Council and also commented on the illumination of business signs and devaluation of homes.

**Elizabeth Dunn**, 530 Court Street, had a request for a new ordinance to be written making it a requirement for, rather than only encouraging, public meetings to be held if a developer or someone wants to come into a neighborhood with plans for an apartment complex or to develop property.

**VI. Unfinished Business - None**

**VII. New Business**

**1. Resolve 04-09062022**

Accepting the final report from the Public Safety Building Ad-Hoc Committee.

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

Public comment – No one from the public spoke.

Motion was made by Councilor Staples and seconded by Councilor Walker to amend by correcting the date in the second to last paragraph to say August 15th not September 16<sup>th</sup> as follows:

***"WHEREAS, a final report and recommendation was presented to the Auburn City Council on ~~September 16~~ August 15, 2022"***

Passage 7-0.

Passage of Resolve 04-09062022 as amended 7-0.

**2. Resolve 05-09062022**

Supporting the Center Street Safety Action Plan Grant Application.

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

Public comment – No one from the public spoke.

Passage 7-0.

**3. Resolve 06-09062022**

Addressing the current housing shortage in Auburn by seeking an opinion from the Planning Board to consider eliminating income standards and current strip zoning limitations in areas outside of the Lake Auburn Watershed overlay.

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

Public comment –

**Pam Rousseau**, 745 West Auburn Road, stated that we need our Ag zone, and she is not in favor of this. She asked how does one demonstrate that any development will not negatively impact the regions primary source of drinking water? She added that she would like them to vote not in favor of this.

**Victoria Ballou**, 106 Locksley Road, asked if we were working with consultants, and what that may look like and what would the plan be to make a decision.

**Jane Costlow**, 104 Fourth Street, she spoke of balancing need for housing and protecting the lake and our natural resources and there should be a robust series of conversations with the various committees and the Planning Board. She stated that there was an error in the resolve, in the section referencing the 2018 Crossroads Study regarding the elimination of the income standards. She stated that they did recommend doing away with the income standards, but they also recommended putting in other considerations to make sure that the people building houses were in fact farming.

**Bruce Rioux**, 85 Mary Carroll Street, said that he didn't have a strong opinion either way, but eliminating the last paragraph of this resolve would make it a much better document.

Motion was made by Councilor Staples and seconded by Councilor Whiting to amend the last paragraph to read:

*Therefore, be it resolved that the City Council directs the Planning Board after consultation from the Sustainability and Natural Resource Management Board to provide an opinion no later than December 15<sup>th</sup>, 2022, on whether or not to eliminate the income standard and the current strip zoning limitations in all areas outside of the Lake Auburn Watershed overlay.*

Passage 7-0.

Motion was made by Councilor Staples and seconded by Councilor Whiting to amend the deadline from December 15, 2022 to March 20, 2023 and to include language that the recommendations be delivered to the City Council no later than that March 20<sup>th</sup> deadline, as follows:

*Therefore, be it resolved that the City Council directs the Planning Board after consultation from the Sustainability and Natural Resource Management Board to provide an opinion and deliver recommendations to the City Council no later than March 20, 2023 ~~December 15<sup>th</sup>, 2022~~, on whether or not to eliminate the income standard and the current strip zoning limitations in all areas outside of the Lake Auburn Watershed overlay.*

Passage 6-1 (Councilor Walker opposed).

Passage of Resolve 06-09062022 as amended, 4-3 (Councilor Staples, Gerry, and Whiting opposed).

**4. Referred Ordinance 08-03072022**

Repealing Ordinance 08-03072022 that was adopted on 3/21/2022 amending the zoning map and adjusting Article XII, Division 4, Sec. 60-751 Lake Auburn Watershed Overlay District Map.

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

Public comment –

**Stephen Beale**, 575 Johnson Road commented on an error in packet where the acreage in the Ordinance did not reflect the amendment that was made when the Ordinance was adopted (changing it from 148 acres to 120 acres). He also stated that he would like to see this referred to the public for a public vote rather than being repealed by the City Council.

Passage 4-3 (Councilors Gerry, Whiting, and Staples opposed).

**5. Order 125-09062022**

Allocating \$1,500,000.00 ARPA (American Rescue Plan Act) funding for home relief.

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

Public comment –

**Jackie Majeris-Collins**, 30 Taylor Street, spoke in opposition of this order and would like to see the money spent in other areas, such as homelessness. There is more that can be done if the money is pooled together.

**Ryan Smith**, 14 Weaver Street, said he is not against doing this, but a better solution would be adjusting the taxes on commercial properties.

**Dan Herrick**, 470 Hatch Road, asked why they don't take the money and reduce the budget instead.

Motion was made by Councilor Walker and seconded by Councilor Gerry to postpone this item until the first meeting of October (October 3, 2022).

Passage 7-0.

**6. Ordinance 20-09062022**

Amending the zoning district T-4.2B. Public hearing and first reading.

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

Public hearing –

**John Cleveland**, 183 Davis Avenue, said citizens have not had adequate time for public involvement and this item should be tabled until the Planning Board reviews the zoning changes with an opportunity for more public input and then make a recommendation to the City Council.

**Ronald Lebel**, 31 Coachman Avenue, said that he objects to this proposal and stated his reasons why. A written statement was provided to the City Clerk.

**Beth Bell**, 86 Nottingham Road, said she is trying to get up to speed on this, adding that she feels that many people are uninformed about this. She said she is opposed to this at this time, she has a lot of concerns about it. She said that she is a real estate agent and is concerned about the values of people's homes and feels like it is too big of an area to make the change.

**Pam Rousseau**, 745 West Auburn Road, said that she doesn't believe they are able to do this legally based on the City Charter, and this is not a "one size fits all".

**Jeffrey Harmon**, 34 Vista Drive, stated that his issue with the matter before the Council is with the lack of public engagement.

**Elizabeth Dunn**, 530 Court Street, stated that her concern is that this is very similar to T-4.2 which was repealed. She spoke about the development at 555 Court Street, stating that the buildings tower over the neighborhood.

**Ryan Smith**, 14 Weaver Street, said that he believes this item is out of order and that this item should be tabled until the next meeting. He noted that many municipalities are waiting to see what happens with LD 2003 before making changes.

**Pat Phillips**, 17 Sunset Avenue, received a letter stating that her home is within 500 feet of one of the proposed zoning changes and she doesn't really know what that means. She suggested having neighborhood meetings and to make it a community effort.

The Mayor closed the public hearing.

Councilor Milks stated that he does own a piece of property within this area, which could be viewed as a potential conflict.

Motion was made by Councilor Staples and seconded by Councilor Morin to allow Councilor Milks to continue in the debate and voting on this item. Passage 6-0 with Councilor Milks abstaining.

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

**7. Resolve 07-09062022**

Supporting the creation of an Ad-hoc/Public Infrastructure Committee.

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

Public comment – No one from the public spoke.

Passage 6-1 (Councilor Gerry opposed).

**8. Order 126-09062022**

Allocating \$225,000 in ARPA (American Rescue Plan Act) funding for Accessory Dwelling Unit Development Program.

Motion was made by Councilor Staples and seconded by Councilor Morin for passage.

Public comment – No one from the public spoke.

Passage 7-0.

**VIII. Open Session** – No one from the public spoke.

**IX. Reports (from sub-committees to Council)**


**Mayor Levesque** reported on the School Committee meeting.

**Councilor Morin** congratulated the ELHS football team on their win Friday night.

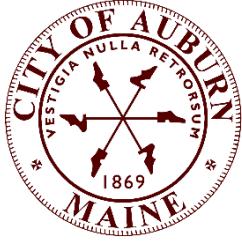
**IX. Executive Sessions** – None

**X. Adjournment** – Motion was made by Councilor Milks and seconded by Councilor Morin to adjourn. Unanimously approved and the meeting adjourned at 10:00 pm.

A TRUE COPY

ATTEST 

Susan Clements-Dallaire, City Clerk



**City of Auburn**  
**City Council Information Sheet**

**Council Public Hearing or Meeting Date:** September 19, 2022

**Ordinance:** 20-09062022

**Author:** Eric Cousens, Director of Planning and Permitting

**Subject:** Zoning Text and Map Amendments to Create the Traditional Neighborhood Form Based Code T-4.2B zoning district and to include 1,687.41 acres of property located in the Court Street/City Residential Core area of the City within the new zoning district.

---

**Information:** The property to be rezoned is currently located in the Urban Residence zoning district and is further identified on the Proposed Official Zoning Map dated 7/6/2022. The text of the new Traditional Neighborhood District Form Based Code T-4.2B zoning district is also attached. The purpose of the rezoning is to provide equitable access to housing in walkable neighborhoods by allowing residential uses at a density driven by the form, lot size and configuration of the lot with less minimum road frontage required and shared driveways encouraged. These changes are recommended in the 2021 Comprehensive Plan Update that support higher density and growth from the city's core outward that is supported by existing infrastructure and smart economic growth. The change creates a new district that carries the urban form of walkable, desirable existing neighborhoods to expanded land area where existing zoning has forced development to meet more suburban standards and limited housing production. The area proposed is limited to land where public water and sewer are available or reasonably available nearby. The proposed changes allow for infill development, creation of new housing units in existing buildings, new development of housing on vacant land and limited neighborhood scale commercial uses.

This proposal will also go to Planning Board for a public hearing and recommendation to Council on September 13, 2022. Second reading with the Council is scheduled for the September 19, 2022 agenda. Both the City Council and Planning Board have created this new district based on feedback from the public while considering the application of the existing T-4.2 district to the same area. In response to public feedback the new district was created to recognize differences between existing T-4.2 districts and the proposed T-4.2B area. Most notable are setback allowances that are flexible to match existing development patterns, the size limitations on commercial uses, a requirement for a residence on the same lot as a commercial use and the additional Special Exception review and Planning Board public process required for considering most commercial uses.

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**Staff Recommended Action:** Consider passage of the second reading of the proposed text and map amendment.

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**Previous Meetings and History:** See Staff Report attached. A public hearing and passage of first reading was on 9/6/2022.

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**City Manager Comments:**

*Phillip Crowell Jr.*

I concur with the recommendation. Signature:

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**Attachments:** Proposed Official Zoning Map dated 7/6/2022, proposed text of the new Traditional Neighborhood District Form Based Code T-4.2B zoning district, Planning Board Staff report.





## MEMORANDUM

TO: Evan Cyr, Planning Board Chair

CC: Eric Cousens, Director of Planning and Permitting

FROM: Sally J. Daggett, Esq.

RE: Planning Board Public Hearing Process re Zoning Ordinance Amendments

DATE: September 8, 2022

---

I am writing in response to your inquiry regarding the Planning Board public hearing process related to Zoning Ordinance amendments. Specifically, you have inquired whether it is legally permissible for the City Council to conduct its first reading on proposed Zoning Ordinance amendments in advance of the required Planning Board public hearing. The short answer is yes.

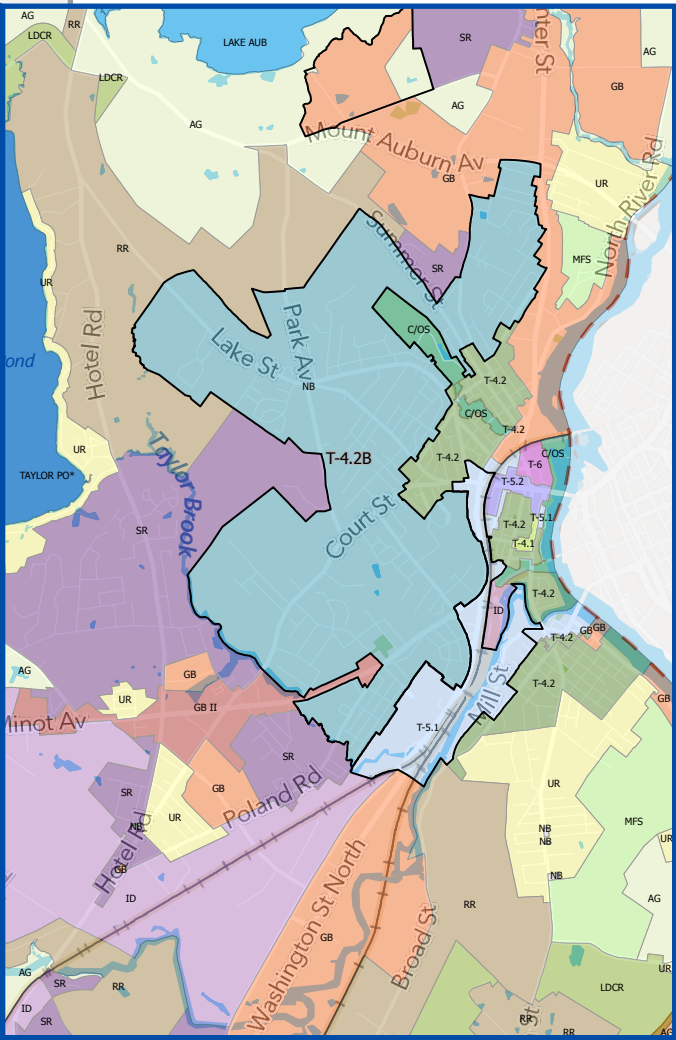
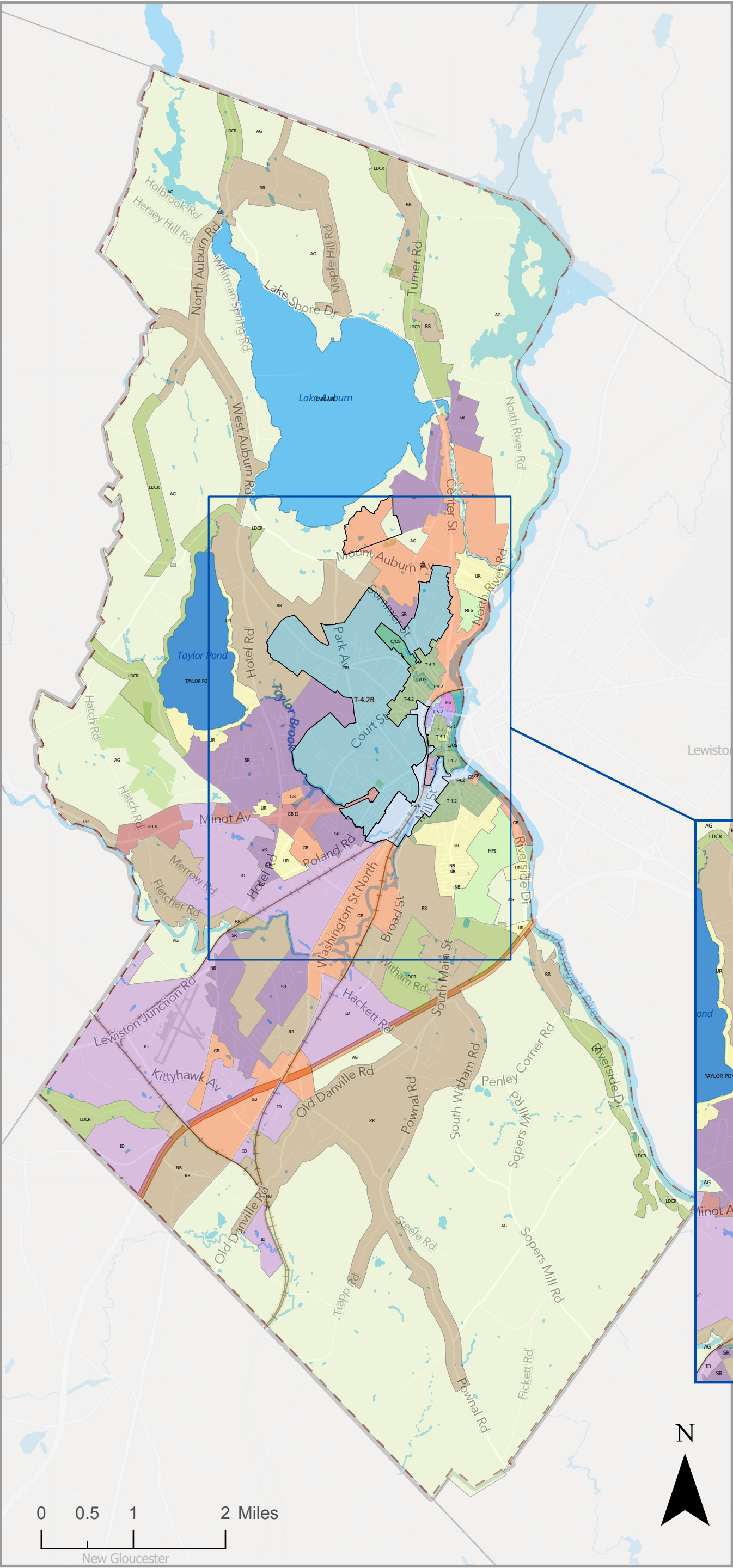
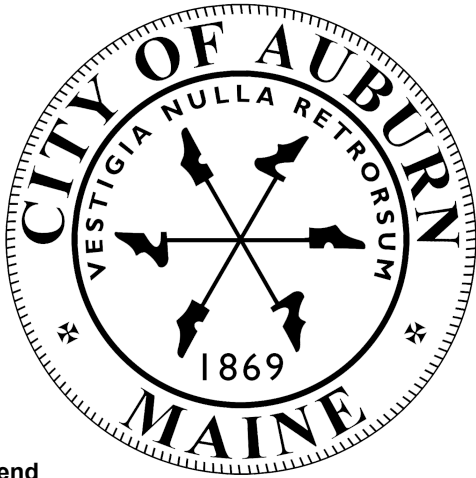
State statute requires that the Planning Board conduct a public hearing on the adoption or amendment of the Zoning Ordinance, with certain notices provided in advance of the public hearing, including a public hearing notice posted at City Hall at least 13 days before the public hearing and publication of notice of the public hearing in a newspaper of general circulation at least 12 days and again at least 7 days in advance of the public hearing. 30-A M.R.S. § 4351(9). Section 60-1474 of the City's Zoning Ordinance contains similar notice provisions (and adds a local requirement of notice to abutters in Sec. 60-1475). Under Sec. 60-1496 of the Zoning Ordinance, the Planning Board must "within 30 days of the conclusion of the [Planning Board] public hearing, report in writing the results of the hearing and recommendations of the board on the amendment to the city council."

There is nothing in State statute, the City Charter or the Zoning Ordinance that dictates the timing of the Planning Board public hearing in relationship to the City Council's first reading of proposed Zoning Ordinance amendments. Some municipalities with the Council-Manager form of government prefer to conduct Council first reading before the Planning Board public hearing to enable Council input on the version of the amendments that will be considered and reported on by the Planning Board. Other municipalities with the Council-Manager form of government prefer to have the Planning Board conduct its public hearing before Council first reading. In some municipalities, the timing of the Planning Board public hearing in relationship to the City Council's first reading of proposed Zoning Ordinance amendments varies from time

to time (*i.e.*, sometimes before first reading and sometimes after first reading) depending on the complexity of the subject matter of the amendments.

As relates to the proposed amendments to the Zoning Ordinance text and map to create a new Traditional Neighborhood Form Based Code T-4.2B District, it is my understanding that the Planning Board specially requested at its June 21, 2022 meeting that its recommendation on the T-4.2B amendments be delayed until after the City Council determined what version of the amendments the Council wanted to bring forward for final action. Such an approach whereby the City Council conducts its first reading in advance of the Planning Board public hearing is legally permissible under State and local law.

# Proposed Official Zoning Map



- Legend**
- AG - Agriculture and Resource Protection
  - C/OS - Conservation / Open Space
  - GB - General Business
  - GB II - General Business II
  - ID - Industrial
  - LAKE AUB
  - LDCR - Low Density Country Residential
  - LAKE AUB
  - NB - Neighborhood Business
  - RR - Rural Residential
  - SR - Suburban Residential
  - T-4.1 - Traditional Mainstreet Neighborhood
  - T-4.2 - Traditional Downtown Neighborhood
  - T-5.1 - Downtown Traditional Center
  - T-5.2 - Downtown City Center
  - T-6 - Great Falls Metropolitan
  - TAYLOR PO\*
  - UR - Urban Residential
  - Proposed T-4.2B



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



## City of Auburn, Maine

Office of Planning & Permitting

Eric Cousens, Director

60 Court Street | Auburn, Maine

04210 [www.auburnmaine.gov](http://www.auburnmaine.gov) |

207.333.6601

To: Auburn Planning Board  
From: Katherine Cook, Planning Coordinator  
Re: Zoning Text and Map Amendment Public Hearing  
Date: August 30, 2022

**PROPOSAL: Zoning Text and Map Amendments to Create the Traditional Neighborhood Form Based Code T-4.2B zoning district and to include 1,687.41 acres of property located in the Court Street/City Residential Core area of the City within the new zoning district.**

The property to be rezoned is currently located in the Urban Residence zoning district and is further identified on the Proposed Official Zoning Map dated 7/6/2022. The text of the new Traditional Neighborhood District Form Based Code T-4.2B zoning district is also attached. The purpose of the rezoning is to provide equitable access to housing in walkable neighborhoods by allowing residential uses at a density driven by the form, lot size and configuration of the lot with less minimum road frontage required and shared driveways encouraged. These changes are recommended in the 2021 Comprehensive Plan Update that support higher density and growth from the city's core outward that is supported by existing infrastructure and smart economic growth.

### **STAFF RECOMMENDATIONS**

Hold a public hearing on creation of new Form-Based Code zoning district, T-4.2B and the application of the same new zone, T-4.2B to the Court Street area. The Board should review these as a single agenda item and forward a recommendation to Council.

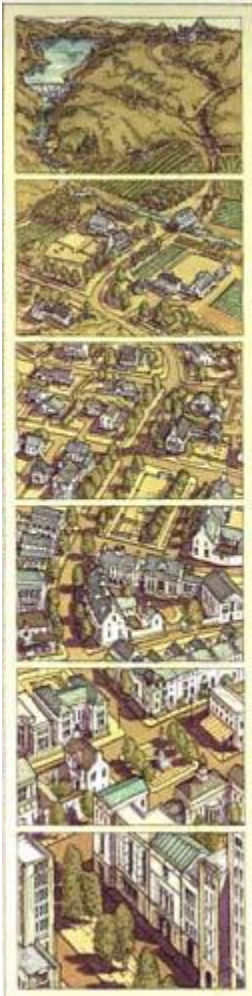
### **Previous meetings concerning the creation of application of T-4.2B:**

- August 17, 2021, city council meeting: increased housing and form-based code
- December 21, 2020, city council meeting T-4.2 Downtown Enterprise District
- December 17, 2020, - June 16, 2021, comprehensive plan meetings
- March 1, 2021, city council meeting T-4.2 Court/Lake Street and Lake Auburn Avenue, Union, Lake, and Whitney Street areas
- April 27, 2021, community conversation: comprehensive plan update
- April 29, 2021, community conversation: comprehensive plan update
- May 4, 2021, community conversation: comprehensive Plan update
- March 31, 2022, community conversation: discuss zoning changes January 3, 2022, city council meeting
- January 11, 2022, planning board meeting Workshop: T-4.2 Court Street
- February 8, 2022, planning board meeting Public Hearing: T-4.2 Court Street
- March 8, 2022, planning board meeting Public Hearing: T-4.2 Court Street
- March 21, 2022, city council meeting: T-4.2 Court Street
- March 28, 2022, city council meeting: T-4.2B Court Street planning board directive
- April 14, 2022, planning board meeting workshop: T-4.2B areas A-D



- June 18, 2022, city council meeting- T-4.2B creation
- June 27, 2022, city council meeting- Court Street amendment workshop
- July 12, 2022, community conversation: zoning in Auburn
- July 18, 2022, city council meeting: T-4.2B first reading
- August 1, 2022, city council meeting- T-4.2B Court Street planning board directive and repeal 4.2 Court Street
- August 15, 2022, city council meeting: postpone T-4.2B Court Street  
Update original dates from first approval

**<sup>1</sup>FORM-BASED CODE** The Form Based Code Institute defines a form-based code as “a land development regulation that fosters predictable built results and a high-quality public realm by using physical form (rather than separation of uses) as the organizing principle for the code. A form-based code is a regulation, not a mere guideline, adopted into city, town, or county law. A form-based code offers a powerful alternative to conventional zoning regulation.”<sup>2</sup>The purpose of implementing form-based code is to provide equitable access to housing in walkable neighborhoods by allowing residential uses at a density driven by the form, lot size and configuration of the lot with less minimum road frontage required and shared driveways encouraged. Form-based code regulates the physical form of the built environment using transects, which are the standardized categories that describe the range or continuum of development types; from T-1 Natural Areas to T-6 Urban Core or City Center with an additional category designated for other uses. Form-based code offers an alternative to traditional zoning laws which separate where we live from where we work, learn, shop, play, and gather. By strictly regulating the setbacks and types of housing, units are built further apart resulting in greater reliance on roads. As an alternative, form-based code promotes walkability by reducing the separation between private and public realms of life. Auburn’s form-based code proposes five types of form-based code districts, T-4.1, T-4.2B, T-4.2, T-5.1, T-5.2 and T-6. These districts range from least urban to most urban. T-4.2B is characterized as the Traditional Neighborhood Development District or General Urban Zone.



#### **TRADITIONAL NEIGHBORHOOD DEVELOPMENT DISTRICT (TND)**

*Description- The Traditional Downtown Neighborhood district is characterized by a small to medium sized buildings with smaller front yards and stoops in a more compact urban environment and includes and traditional neighborhood sized storefronts. The smaller minimum and maximum building setbacks form a moderately dense street-wall pattern, diverse architectural styles and pedestrian friendly streets and sidewalks (Sec. 60.549).*

<sup>1</sup> “American Transect,” Duany Plater-Zyberk & Company / James Wassell

<sup>2</sup> <https://formbasedcodes.org/definition/>

*Objective – Allow for the development of a wide range of residential and community uses at a density of up to what is allowed by the form of the lot with an estimation of 16 units per acre, but not specified because of the variability of the lots form, as specified in the Comprehensive Plan in areas that are served or can be served by public sewer and water (see Figures 2.3, 2.4 and 2.6). New development should be designed to minimize the number of vehicular access points to existing collector or other through roads.*

*Allowed Uses – The Traditional Neighborhood Development District generally follows the boundaries of the Urban Residential Zoning District, in effect at the time of the 2021 Comprehensive Plan update. The following general types of uses should be allowed within the Traditional Neighborhood Development District:*

- *Low and High-Density Residential Dwellings*
- *Home Occupations*
- *Plant/Crop-Based Agriculture*
- *Community Services and Government Uses*
- *Small Offices and Mixed-Use Buildings*
- *Small commercial operations that do not exceed the average lot size of the neighborhood (or more than two times the average size of the home).*

*<sup>3</sup>Development Standards – Residential uses should be allowed at a density of the existing form of the lot with no minimum road frontage required, shared driveways are encouraged, the front setback should be 25 feet max with the consideration that no front yard needs to be any less than the average depth of front yards on the lots next thereto on either side. Side and rear setbacks should be 5-10 feet or 25% of the average depth of the lot to establish dimensional standards that relate to the size and width of the adjacent lot with up to 70% lot coverage. Minimum building height 1 story with maximum of 3 stories (excluding an attic story).*

**T-4.2B is a new zone distinct from T-4.1, T-4.2, T-5.1, T-5.2, and T-6.** The attached text, Division 14. Form Based Code, shows the text of the T-4.2 B. The document represents the text of proposed new zone, T-4.2 B. The red sections mark the differences between T-4.2 and T-4.2B. The transects in Auburn are ordered from least to most urban. Form allows multifamily housing in this area capped at 3.5 stories with an attic.



Parcel size determines form and therefore number of units. The most prominent differences between T-4.2 and T-4.2B is the size and type of businesses that will be permitted. Office, service, and retail uses limited to 1500 sq ft with a residential unit on the same parcel. Age-restricted retail stores (marijuana stores or dispensaries) are not allowed in T-4.2B. Restaurants with over 30 seats will not be permitted nor will drive-through restaurants.

## **THE PURPOSE BEHIND APPLYING NEW ZONING TO AUBURN'S CITY CORE**

1. The proposed zone change will **increase housing opportunity** for more people by lowering barriers to finding housing. Auburn's housing supply is limited and is not increasing fast enough to accommodate both current residents and those who want to call Auburn home. Housing scarcity drives up prices and increasing the supply of housing will lower the cost overtime.

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<sup>3</sup> Newport, Rhode Island. Sponsored by Center for Applied Transect Studies, Photographed by Sandy Sorlien

2. <sup>4</sup>The proposed zoning will **allow a wider variety of housing**. Offering choice in housing to residents will allow more residents the freedom to live as they want and not pay more than they can afford. Financial institutions recommend not spending more than 28% of household gross income on housing. Single family homes are outside of the price range and may not meet the lifestyle needs of many people, especially young adults, young



families, empty nesters, elderly residents and many in between. The current zoning essentially renders housing that is not single-family or two-family illegal effectively barring those who cannot afford the high price of a single-family home to live with their neighbors. Allowing mixed use housing gives residents of all backgrounds and financial capacities options and promotes community by allowing neighbors to live close to and among each other.

3. <sup>5</sup>Current traditional zoning laws tend to separate where we live from where we work, learn, and shop and force us to center roads over all other aspects of city design. These roads, as they are today, are dangerous to pedestrians and cyclists. We have an over-reliance on cars and Auburn's form-based code is meant to provide an alternative. T-4.2B **encourages walkability** by allowing uses that are not exclusively residential in moderately dense urban environments. There will not be walkability if there is nowhere to walk to. Encouraging infill and small business growth encourages walkability by giving folks spaces to walk to. Suburban sprawl as it exists limits transportation to folks who have a car and assumes that there will be little to no walking. It champions cars and roads over people and centralized communities.



## FREQUENTLY ASKED QUESTIONS

### How would T-4.2B affect my neighborhood?

Building by form as regulated in T-4.2B will differ based on where you live and the existing neighborhood form. Most city lots are small and already built on, likely limiting additional development to infill housing opportunities and freedom for property owners to add additional units or make improvements to existing homes. The map shows the size of parcels in the urban core area. The map shows that 54.6% of parcels cannot support over four units and 79.4% of parcels cannot support over eight units.

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<sup>4</sup> Marblehead Massachusetts. Sponsored by Center for Applied Transect Studies, Photographed by Sandy Sorlien.

<sup>5</sup> Newport, Rhode Island. Sponsored by Center for Applied Transect Studies, Photographed by Sandy Sorlien.



The larger open areas, five-plus acres in the example, have a form that could support higher development intensity. Of the 571.85 acres on parcels with over five acres in what is proposed to be T-4.2B, only 391.71 acres of the area could be considered for further development (26.6%) because of schools, existing condos, and parks.

**“The traffic in Auburn is already much too fast and congested. Would higher density in the city core make the traffic worse?”** Adding more housing, though may add more vehicles to the road in the short term, will allow the city to find projects to improve current road conditions, and invest in improving circulation patterns throughout the city. Increasing density will also make Auburn a more viable location to extend local public transit and especially commuter transportation to and from nearby metro areas like Boston, Portland, and more. Form-based code encourages and supports safe pedestrian traffic, over time also decreasing the heavy reliance on vehicles.



**More units will mean more kids who need education. Will T-4.2B make this worse for already strained educators?**

Applying form-based code could improve the state of Auburn’s schools. Over the past several years, students enrolled in Auburn public schools have been stagnant and falling. Fairview can absorb another 100 students, Walton can absorb another 150, and East Auburn is close to capacity but could absorb about 20 more students. Altogether, the district could absorb up to 500-600 more students.

A reliable marker for determining enrollment trends in schools is the rate of preschool enrollment. Superintendent, Dr. Connie Brown, noted that preschool enrollment has been decreasing over the past several years resulting in needing to close Walton Preschool and reducing the hours of East Auburn preschool. She noted that there are other schools that may need to close if they cannot increase enrollment.

The school district can, and in some cases will need to absorb more students, though it is also struggling with attracting and retaining teachers. The recommended monthly house payment is 28% of a person’s income. The entry level pay for a teacher is \$42,000, a firefighter starting wage is \$45,000 plus average OT is \$10,000 for a total of \$55,000, and a police officer with OT is \$65,000. The average price of an existing, entry level home is \$267,500 and the average cost of a new entry level home is \$318,000. Based on the 28% recommendation, a person would need to make \$87,450.00. / year to afford an existing entry level home, and 104,6000.000/year to afford a new entry-level home. People working the above noted jobs, which are critical to some of the most important city services could not afford to build or purchase a home in the city that they work in. A teacher and fireperson living together still could not afford a single-family home in the city where they work. Dr. Brown stated that her number-one reason for teacher resignations is that they found another job closer to where they live. Housing options need to reflect different families and individuals' lifestyles and incomes.

**How might new zoning affect the housing crisis?**

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<sup>6</sup> T4 Rendering of Spring Street



In his article, “3 Zoning changes that Make Residential Neighborhoods More Affordable”, Founder and Director of the Urban Sustainability Accelerator and Institute for Sustainable Solutions at Portland State University, Robert Liberty, identified eliminating single-family-residential-only zoning as an important factor to make residential neighborhoods more affordable. Multifamily housing is outlawed in about 75% of the country which poses a significant barrier for low to middle income residents by reinforcing housing segregation and increasing reliance on cars.<sup>7</sup>

**Form-based code allows mixed uses and businesses among homes. What does this mean? What can I expect?**

T-4.2B will allow uses other than single family including businesses with a residential unit on the same parcel. Businesses shall not be over 1,500 square feet. Drive-through restaurants are not allowed in T-4.2B and cannabis shops are also prohibited- a change from the first T-4.2 zone. There are some businesses that will be prohibited and most will require Special Exception Approval from the planning board depending on the size and type.

**ADDITIONAL READING**

*The list below includes information about the proposed planning methods and provides case studies of towns and cities which have already applied form-based code.*

[Center for Applied Transect Studies](#)

[The Organization | CNU](#)

[3 Zoning Changes That Make Residential Neighborhoods More Affordable \(planning.org\)](#)

[Market — Missing Middle Housing](#)

[How to Enable MMH — Missing Middle Housing](#)

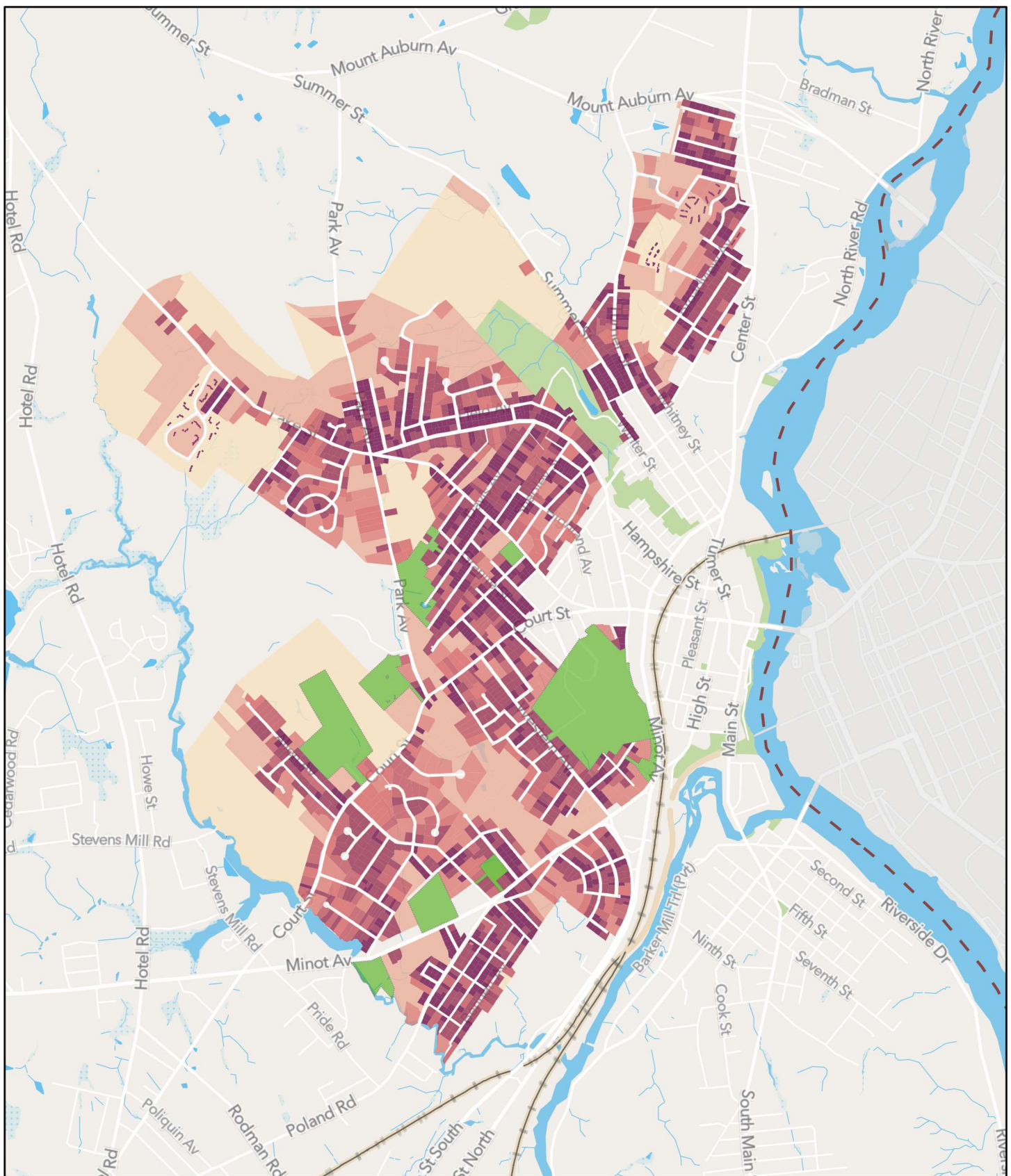
[How Minneapolis became the first to end single-family zoning | PBS News Weekend](#)

[3 Zoning Changes That Make Residential Neighborhoods More Affordable \(planning.org\)](#)

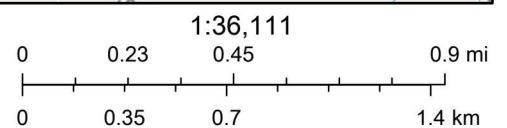
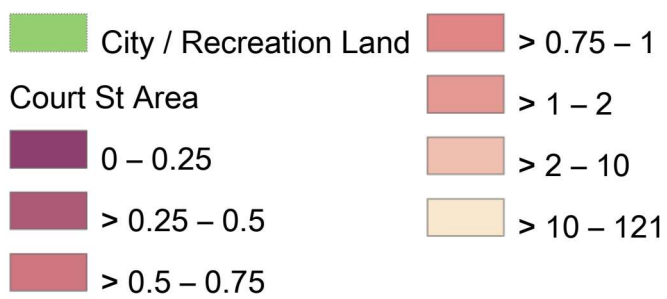
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<sup>7</sup> <https://www.planning.org/planning/2021/winter/3-zoning-changes-that-make-residential-neighborhoods-more-affordable/>

# Court St By Acreage



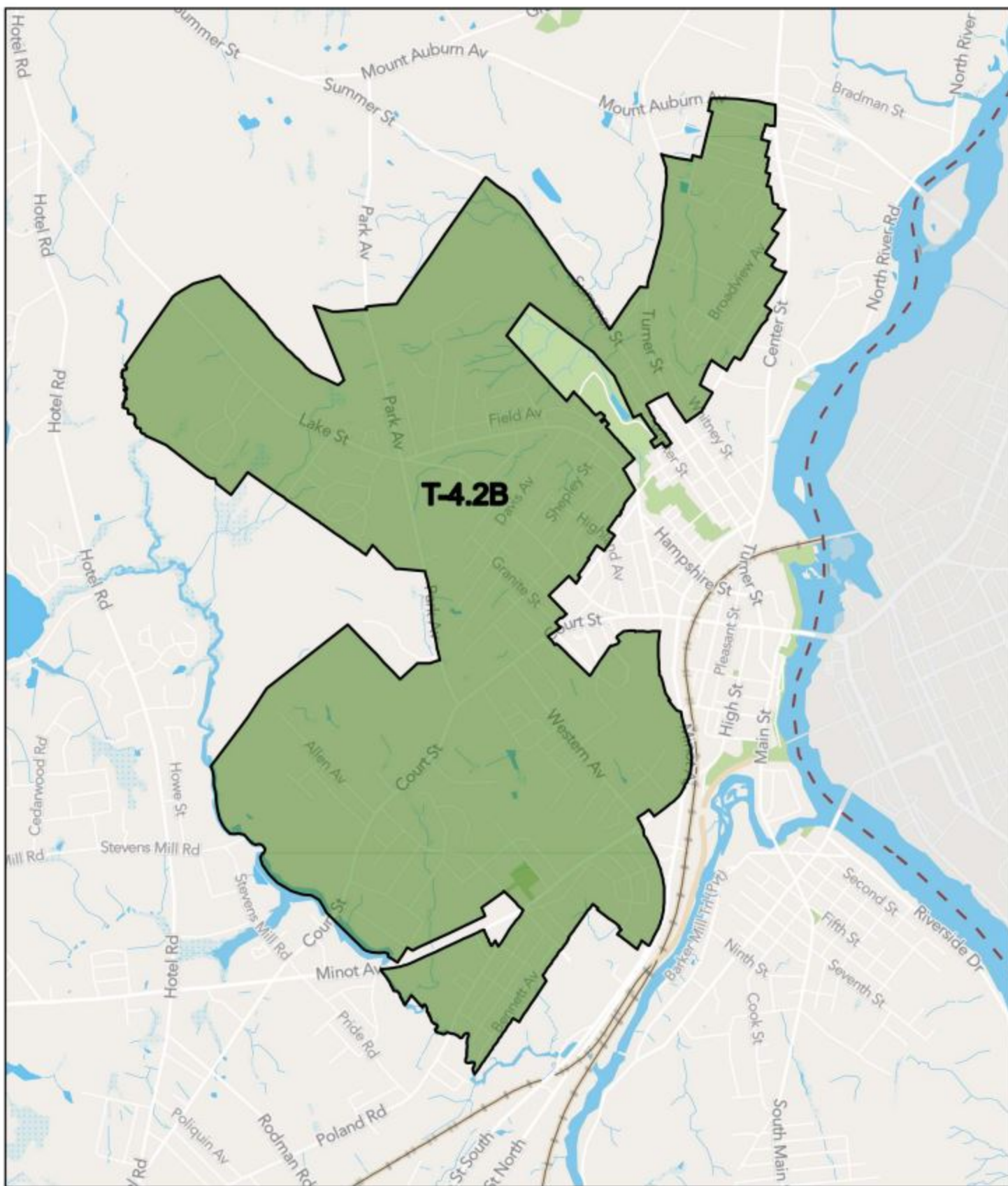
8/15/2022



Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA



# Court St Area T-4.2B



8/12/2022



THURSDAY,  
SEPTEMBER 1, 2022

[sunjournal.com](http://sunjournal.com)

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**LEGAL NOTICE  
CITY OF AUBURN**

**NOTICE OF PUBLIC HEARING ON  
PROPOSED AMENDMENTS TO THE  
ZONING ORDINANCE TEXT AND MAP  
TO CREATE A NEW TRADITIONAL  
NEIGHBORHOOD FORM BASED CODE  
T-4.2B DISTRICT**

Notice is hereby given that the Auburn Planning Board will hold a Public Hearing on **Tuesday, September 13, 2022 at 6:00 p.m.** in the City Council Chambers, 60 Court Street, Auburn, Maine to consider proposed amendments to the Zoning Ordinance text and map to create a new Traditional Neighborhood Form Based Code T-4.2B zoning district as follows:

**PUBLIC HEARING: Zoning Text and Map Amendments to Create the Traditional Neighborhood Form Based Code T-4.2B zoning district and to include 1,687.41 acres of property located in the Court Street/City Residential Core area of the City within the new zoning district.** The property to be rezoned is currently located in the Urban Residence zoning district and is further identified on a sketch map available in the Planning & Permitting Department. The text of the new Traditional Neighborhood District Form Based Code T-4.2B zoning district is also available in the Planning & Permitting Department. The purpose of the rezoning is to provide equitable access to housing in walkable neighborhoods by allowing residential uses at a density driven by the form, lot size and configuration of the lot with less minimum road frontage required and shared driveways encouraged. These changes are recommended in the 2021 Comprehensive Plan Update. The map and text showing the proposed changes is available at <https://www.auburnmaine.gov/pages/government/planning-board-agendas> under the September 13, 2022 Agenda link and in-person at the City of Auburn

Planning & Permitting Office, 60 Court Street, Auburn, Maine during normal business hours. All interested persons are invited to attend the public hearing and will be given an opportunity to be heard at the hearing.

The Planning Board will, after the close of the public hearing, make a recommendation to the Auburn City Council regarding the proposed amendments. The City Council is expected to conduct First Reading and its own Public Hearing on the proposed amendments on Tuesday, September 6, 2022 at 7:00 p.m. and a Second Reading on Monday, September 19, 2022 at 7 p.m. in the City Council Chambers, 60 Court Street, Auburn, Maine.

Additional information is available and may be obtained from the Auburn Planning & Permitting Department by contacting Katherine Cook at (207) 333-6601 ext. 1155 or [kcook@auburnmaine.gov](mailto:kcook@auburnmaine.gov) or John Blais at (207) 333-6601 ext. 1334 or [jblais@auburnmaine.gov](mailto:jblais@auburnmaine.gov).

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**LEGAL NOTICE  
CITY OF AUBURN****NOTICE OF PUBLIC HEARING ON  
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WEDNESDAY,  
AUGUST 24, 2022

[sunjournal.com](http://sunjournal.com)

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## City of Auburn, Maine

Office of Planning & Permitting

Eric Cousens, Director

60 Court Street | Auburn, Maine

04210 [www.auburnmaine.gov](http://www.auburnmaine.gov) |

207.333.6601

Motion: Brian Dubois; Second: Stacey Leblanc

Motion that we forward a recommendation to the city council to adopt the zoning text and map amendments to create the traditional neighborhood form-based code T-4.2B zoning district and to include 1,687.41 acres of property located in the Court Street residential core area of the city within the new zoning district as proposed and presented within the staff report presented at the September 13<sup>th</sup> 2022 meeting of the planning board.

Motion passes 5-2-0

The Planning Board adopted the findings of the 6staff reports, attached.





## City of Auburn, Maine

Office of Planning & Permitting

Eric Cousens, Director

60 Court Street | Auburn, Maine 04210

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

To: Auburn Planning Board  
From: Katherine Cook, Planning Coordinator  
Re: Zoning Text and Map Amendment Public Hearing  
Date: August 30, 2022

**PROPOSAL: Zoning Text and Map Amendments to Create the Traditional Neighborhood Form Based Code T-4.2B zoning district and to include 1,687.41 acres of property located in the Court Street/City Residential Core area of the City within the new zoning district.**

The property to be rezoned is currently located in the Urban Residence zoning district and is further identified on the Proposed Official Zoning Map dated 7/6/2022. The text of the new Traditional Neighborhood District Form Based Code T-4.2B zoning district is also attached. The purpose of the rezoning is to provide equitable access to housing in walkable neighborhoods by allowing residential uses at a density driven by the form, lot size and configuration of the lot with less minimum road frontage required and shared driveways encouraged. These changes are recommended in the 2021 Comprehensive Plan Update that support higher density and growth from the city's core outward that is supported by existing infrastructure and smart economic growth.

### **STAFF RECOMMENDATIONS**

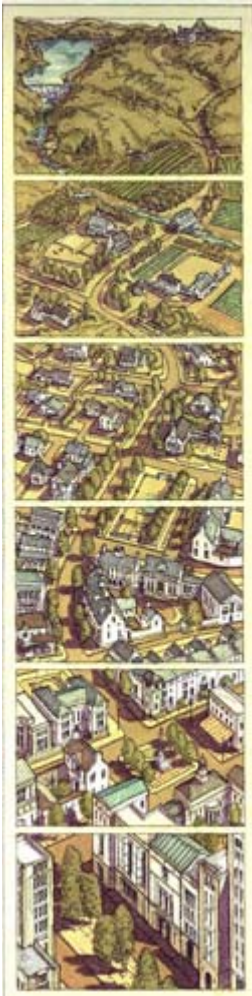
Hold a public hearing on creation of new Form-Based Code zoning district, T-4.2B and the application of the same new zone, T-4.2B to the Court Street area. The Board should review these as a single agenda item and forward a recommendation to Council.

### **Previous meetings concerning the creation of application of T-4.2B:**

- August 17, 2021, city council meeting: increased housing and form-based code
- December 21, 2020, city council meeting T-4.2 Downtown Enterprise District
- December 17, 2020, - June 16, 2021, comprehensive plan meetings
- March 1, 2021, city council meeting T-4.2 Court/Lake Street and Lake Auburn Avenue, Union, Lake, and Whitney Street areas
- April 27, 2021, community conversation: comprehensive plan update
- April 29, 2021, community conversation: comprehensive plan update
- May 4, 2021, community conversation: comprehensive Plan update
- March 31, 2022, community conversation: discuss zoning changes January 3, 2022, city council meeting
- January 11, 2022, planning board meeting Workshop: T-4.2 Court Street
- February 8, 2022, planning board meeting Public Hearing: T-4.2 Court Street
- March 8, 2022, planning board meeting Public Hearing: T-4.2 Court Street
- March 21, 2022, city council meeting: T-4.2 Court Street
- March 28, 2022, city council meeting: T-4.2B Court Street planning board directive
- April 14, 2022, planning board meeting workshop: T-4.2B areas A-D

- June 18, 2022, city council meeting- T-4.2B creation
  - June 27, 2022, city council meeting- Court Street amendment workshop
  - July 12, 2022, community conversation: zoning in Auburn
  - July 18, 2022, city council meeting: T-4.2B first reading
  - August 1, 2022, city council meeting- T-4.2B Court Street planning board directive and repeal 4.2 Court Street
  - August 15, 2022, city council meeting: postpone T-4.2B Court Street
- Update original dates from first approval

**<sup>1</sup>FORM-BASED CODE** The Form Based Code Institute defines a form-based code as “a land development regulation that fosters predictable built results and a high-quality public realm by using physical form (rather than separation of uses) as the organizing principle for the code. A form-based code is a regulation, not a mere guideline, adopted into city, town, or county law. A form-based code offers a powerful alternative to conventional zoning regulation.”<sup>2</sup>The purpose of implementing form-based code is to provide equitable access to housing in walkable neighborhoods by allowing residential uses at a density driven by the form, lot size and configuration of the lot with less minimum road frontage required and shared driveways encouraged. Form-based code regulates the physical form of the built environment using transects, which are the standardized categories that describe the range or continuum of development types; from T-1 Natural Areas to T-6 Urban Core or City Center with an additional category designated for other uses. Form-based code offers an alternative to traditional zoning laws which separate where we live from where we work, learn, shop, play, and gather. By strictly regulating the setbacks and types of housing, units are built further apart resulting in greater reliance on roads. As an alternative, form-based code promotes walkability by reducing the separation between private and public realms of life. Auburn’s form-based code proposes five types of form-based code districts, T-4.1, T-4.2B, T-4.2, T-5.1, T-5.2 and T-6. These districts range from least urban to most urban. T-4.2B is characterized as the Traditional Neighborhood Development District or General Urban Zone.



#### **TRADITIONAL NEIGHBORHOOD DEVELOPMENT DISTRICT (TND)**

*Description- The Traditional Downtown Neighborhood district is characterized by a small to medium sized buildings with smaller front yards and stoops in a more compact urban environment and includes and traditional neighborhood sized storefronts. The smaller minimum*

<sup>1</sup> “American Transect,” Duany Plater-Zyberk & Company / James Wassell

<sup>2</sup> <https://formbasedcodes.org/definition/>



*and maximum building setbacks form a moderately dense street-wall pattern, diverse architectural styles and pedestrian friendly streets and sidewalks (Sec. 60.549).*

*Objective – Allow for the development of a wide range of residential and community uses at a density of up to what is allowed by the form of the lot with an estimation of 16 units per acre, but not specified because of the variability of the lots form, as specified in the Comprehensive Plan in areas that are served or can be served by public sewer and water (see Figures 2.3, 2.4 and 2.6). New development should be designed to minimize the number of vehicular access points to existing collector or other through roads.*

*Allowed Uses – The Traditional Neighborhood Development District generally follows the boundaries of the Urban Residential Zoning District, in effect at the time of the 2021 Comprehensive Plan update. The following general types of uses should be allowed within the Traditional Neighborhood Development District:*

- *Low and High-Density Residential Dwellings*
- *Home Occupations*
- *Plant/Crop-Based Agriculture*
- *Community Services and Government Uses*
- *Small Offices and Mixed-Use Buildings*
- *Small commercial operations that do not exceed the average lot size of the neighborhood (or more than two times the average size of the home).*

<sup>3</sup>*Development Standards – Residential uses should be allowed at a density of the existing form of the lot with no minimum road frontage required, shared driveways are encouraged, the front setback should be 25 feet max with the consideration that no front yard needs to be any less than the average depth of front yards on the lots next thereto on either side. Side and rear setbacks should be 5-10 feet or 25% of the average depth of the lot to establish dimensional standards that relate to the size and width of the adjacent lot with up to 70% lot coverage. Minimum building height 1 story with maximum of 3 stories (excluding an attic story).*

**T-4.2B is a new zone distinct from T-4.1, T-4.2, T-**

**5.1, T-5.2, and T-6.** The attached text, Division 14.

Form Based Code, shows the text of the T-4.2 B. The

document represents the text of proposed new zone, T-4.2 B. The red sections mark the differences between T-4.2 and T-4.2B. The transects in Auburn are ordered from least to most urban. Form allows multifamily housing in this area capped at 3.5 stories with an attic.

Parcel size determines form and therefore number of

units. The most prominent differences between T-4.2 and T-4.2B is the size and type of businesses that will be permitted. Office, service, and retail uses limited to 1500 sq ft with a residential unit on the same parcel. Age-restricted retail stores (marijuana stores or dispensaries) are not allowed in T-4.2B. Restaurants with over 30 seats will not be permitted nor will drive-through restaurants.



## **THE PURPOSE BEHIND APPLYING NEW ZONING TO AUBURN'S CITY CORE**

1. The proposed zone change will **increase housing opportunity** for more people by lowering barriers to finding housing. Auburn's housing supply is limited and is not increasing fast enough to accommodate both current residents and those who want to call

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<sup>3</sup> Newport, Rhode Island. Sponsored by Center for Applied Transect Studies, Photographed by Sandy Sorlien

Auburn home. Housing scarcity drives up prices and increasing the supply of housing will lower the cost overtime.

2. <sup>4</sup>The proposed zoning will **allow a wider variety of housing**. Offering choice in housing to residents will allow more residents the freedom to live as they want and not pay more than they can afford. Financial institutions recommend not spending more than 28% of household gross income on housing. Single family homes are outside of the price range and may not meet the lifestyle needs of many people, especially young adults, young



families, empty nesters, elderly residents and many in between. The current zoning essentially renders housing that is not single-family or two-family illegal effectively barring those who cannot afford the high price of a single-family home to live with their neighbors. Allowing mixed use housing gives residents of all backgrounds and financial capacities options and promotes community by allowing neighbors to live close to and among each other.

3. <sup>5</sup>Current traditional zoning laws tend to separate where we live from where we work, learn, and shop and force us to center roads over all other aspects of city design. These roads, as they are today, are dangerous to pedestrians and cyclists. We have an over-reliance on cars and Auburn's form-based code is meant to provide an alternative. T-4.2B **encourages walkability** by allowing uses that are not exclusively residential in moderately dense urban environments. There will not be walkability if there is nowhere to walk to. Encouraging infill and small business growth encourages walkability by giving folks spaces to walk to. Suburban sprawl as it exists limits transportation to folks who have a car and assumes that there will be little to no walking. It champions cars and roads over people and centralized communities.



## FREQUENTLY ASKED QUESTIONS

### How would T-4.2B affect my neighborhood?

Building by form as regulated in T-4.2B will differ based on where you live and the existing neighborhood form. Most city lots are small and already built on, likely limiting additional development to infill housing opportunities and freedom for property owners to add additional units or make improvements to existing homes. The map shows the size of parcels in the urban

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<sup>4</sup> Marblehead Massachusetts. Sponsored by Center for Applied Transect Studies, Photographed by Sandy Sorlien.

<sup>5</sup> Newport, Rhode Island. Sponsored by Center for Applied Transect Studies, Photographed by Sandy Sorlien.

core area. The map (*Appendix A*) shows that 54.6% of parcels cannot support over four units and 79.4% of parcels cannot support over eight units.

The larger open areas, five-plus acres in the example, have a form that could support higher development intensity. Of the 571.85 acres on parcels with over five acres in what is proposed to be T-4.2B, only 391.71 acres of the area could be considered for further development (26.6%) because of schools, existing condos, and parks.

**<sup>6</sup>The traffic in Auburn is already much too fast and congested. Would higher density in the city core make the traffic worse?** Adding more housing, though may add more vehicles to the road in the short term, will allow the city to find projects to improve current road conditions, and invest in improving circulation patterns throughout the city. Increasing density will also make Auburn a more viable location to extend local public transit and especially commuter transportation to and from nearby metro areas like Boston, Portland, and more.

Form-based code encourages and supports safe pedestrian traffic, over time also decreasing the heavy reliance on vehicles.

**More units will mean more kids who need education. Will T-4.2B make this worse for already strained educators?**

Applying form-based code could improve the state of Auburn's schools. Over the past several years, students enrolled in Auburn public schools have been stagnant and falling. Fairview can absorb another 100 students, Walton can absorb another 150, and East Auburn is close to capacity but could absorb about 20 more students. Altogether, the district could absorb up to 500-600 more students. A reliable marker for determining enrollment trends in schools is the rate of preschool enrollment.

Superintendent, Dr. Connie Brown, noted that preschool enrollment has been decreasing over the past several years resulting in needing to close Walton Preschool and reducing the hours of East Auburn preschool. She noted that there are other schools that may need to close if they cannot increase enrollment.

The school district can, and in some cases will need to absorb more students, though it is also struggling with attracting and retaining teachers. The recommended monthly house payment is 28% of a person's income. The entry level pay for a teacher is \$42,000, a firefighter starting wage is \$45,000 plus average OT is \$10,000 for a total of \$55,000, and a police officer with OT is \$65,000. The average price of an existing, entry level home is \$267,500 and the average cost of a new entry level home is \$318,000. Based on the 28% recommendation, a person would need to make \$87,450.00. / year to afford an existing entry level home, and 104,6000.000/year to afford a new entry-level home. People working the above noted jobs, which are critical to some of the most important city services could not afford to build or purchase a home in the city that they work in. A teacher and fireperson living together still could not afford a single-family home in the city where they work. Dr. Brown stated that her number-one reason for teacher resignations is



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<sup>6</sup> T4 Rendering of Spring Street

that they found another job closer to where they live. Housing options need to reflect different families and individuals' lifestyles and incomes.

**How might new zoning affect the housing crisis?**

In his article, “3 Zoning changes that Make Residential Neighborhoods More Affordable”, Founder and Director of the Urban Sustainability Accelerator and Institute for Sustainable Solutions at Portland State University, Robert Liberty, identified eliminating single-family-residential-only zoning as an important factor to make residential neighborhoods more affordable. Multifamily housing is outlawed in about 75% of the country which poses a significant barrier for low to middle income residents by reinforcing housing segregation and increasing reliance on cars.<sup>7</sup>

**Form-based code allows mixed uses and businesses among homes. What does this mean?**

**What can I expect?**

T-4.2B will allow uses other than single family including businesses with a residential unit on the same parcel. Businesses shall not be over 1,500 square feet. Drive-through restaurants are not allowed in T-4.2B and cannabis shops are also prohibited- a change from the first T-4.2 zone. There are some businesses that will be prohibited, and most will require Special Exception Approval from the planning board depending on the size and type.

**ADDITIONAL READING**

*The list below includes information about the proposed planning methods and provides case studies of towns and cities which have already applied form-based code.*

[Center for Applied Transect Studies](#)

[The Organization | CNU](#)

[3 Zoning Changes That Make Residential Neighborhoods More Affordable \(planning.org\)](#)

[Market — Missing Middle Housing](#)

[How to Enable MMH — Missing Middle Housing](#)

[How Minneapolis became the first to end single-family zoning | PBS News Weekend](#)

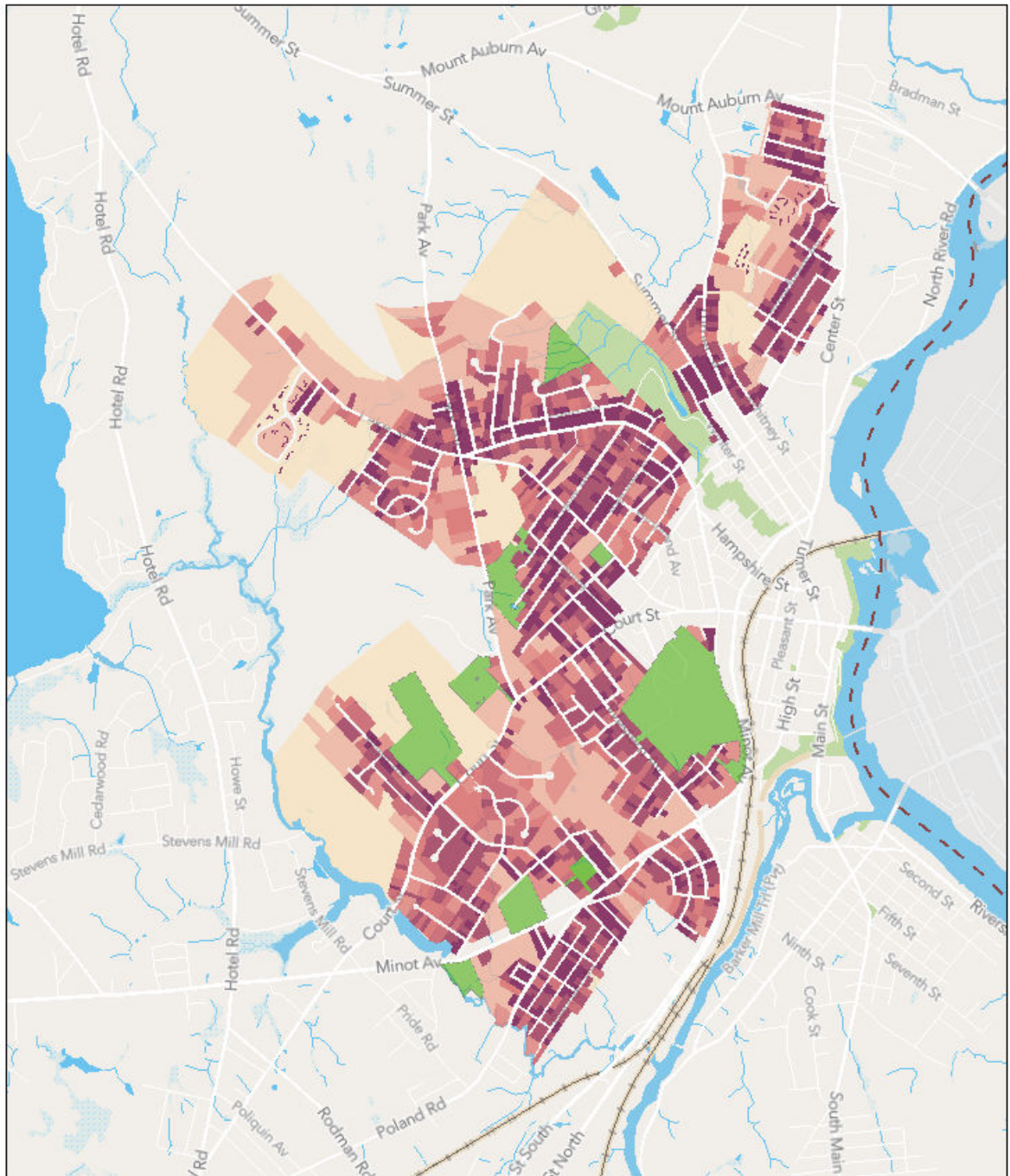
[3 Zoning Changes That Make Residential Neighborhoods More Affordable \(planning.org\)](#)

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<sup>7</sup> <https://www.planning.org/planning/2021/winter/3-zoning-changes-that-make-residential-neighborhoods-more-affordable/>



## Court St By Acreage



8/19/2022

City / Recreation Land

Court St Area

0 – 10,000 sq. feet

> 10,000 - 21,780 sq. feet

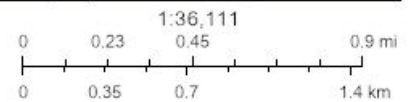
> 0.5 – 0.75 acres

> 0.75 – 1 acres

> 1 – 2 acres

> 2 – 10 acres

> 10 – 121 acres



Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc., MET/NASA, USGS, EPA, NPS, US Census Bureau, USDA



## City of Auburn, Maine

Planning Board

60 Court Street | Auburn, Maine

04210 [www.auburnmaine.gov](http://www.auburnmaine.gov) |

207.333.6601

### **DRAFT FOR REVIEW AND FINALIZATION AT THE 6/28/22 PLANNING BOARD MEETING**

**To:** Auburn City Council

**From:** Auburn Planning Board

**RE:** Planning Board Report to City Council on Zoning Text and Map Amendments (T-4.2B Text and Court Street/City Core; 1,687.41 acres of Traditional Neighborhood Development District Areas Map amendment

**Date:** June 28, 2022

This report is the report from the Planning Board regarding the above-described map and text amendments pursuant to Section 60-1496 of the City of Auburn Ordinances. After notice and Public Hearings held on June 21, 2022 the Planning Board forwards this report to the City Council. The Board Recommends as follows:

**1. PROPOSAL: PUBLIC HEARING: Zoning Amendments:** Court Street/City Core; 1,687.41 acres of Traditional Neighborhood Development District Areas (T-4.2). Proposed text amendments to the Court Street/City Core of Urban Residential Area; 1,687.41 acres of Formed Base Code T-4.2 to T-4.2B (Exhibit A)

Motion: Brian DuBois; Second: Stacey LeBlanc

“I make a motion to recommend to City Council a text amendment suggested by Council with creation of a new form-based code zone T-4.2B with items listed under section 2 of your summary with a couple of revisions. One is under #9 to remove the words upper floor and say must include residential unit, and add number 12: that artists' studios and performing arts centers be considered a Special Exception”

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Motion: Evan Cyr; Second: Riley Bergeron

“I make a motion to amend the front setbacks to include that we change the setbacks from a minimum of 5 to a maximum of 15 to a 5-foot minimum to a maximum of 25 foot or 25% of the lot whichever is more.”

Motion to amend passes 7-0

*The main motion is now amended to include the amended setbacks*

---

Motion: Evan; Second: Mathieu Duvall

I am going to make a motion to amend to remove note number five (5) on page 19 of 22 which read that density of 14 dwelling units per acre unless special exception subject to planning Board approval.”

Motion to amend passes 6-1

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Motion to recommend new zone, T-4.2B with amendments passes 7-0

**2. PROPOSAL: PUBLIC HEARING: Zoning Map Amendments:** Court Street/City Core; 1,687.41 acres of Traditional Neighborhood Development District Areas (T-4.2). Proposed map amendment to the Court Street/City Core of Urban Residential Area; 1,687.41 acres of Formed Base Code T-4.2 to T-4.2B (Exhibit A)

Motion: Mathieu Duvall; Second Riley Bergeron

I'd like to make a motion to postpone this item until the first regular meeting of the Planning Board after the City Council finishes its deliberation and makes its decision on adoption of T-4.2B

Motion does not pass 0-7

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Motion: Evan Cyr; Second Mathieu Duvall.

I make a motion to recommend the City to not (make a map) amend(ment) (regarding changing) T-4.2 to T-4.2 B for the Court Street area with a total area having been suggested for amendment of 1687.41 acres shown on the map exhibit A, due to process concerns specific to not knowing what the final language of T-4.2B will be from City Council that the Board would be adopting.

Motion passes as amended 7-0

**DRAFT FOR CLARIFICATION BY THE BOARD:** The Board intends to resume this discussion with an additional notice and public hearing after the T-4.2B Text has been finalized by the City Council.

**OR**

The Board requests direction from Council after receiving this report for how to proceed with future consideration.

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Motion to continue the meeting to take on Item 5-8,

Motion does not pass. 5-2 (Need 100% concurrence found in Planning Board Policy- Article VI  
D: **No New Business.**)





## City of Auburn, Maine

Office of Planning & Permitting

Eric Cousens, Director

60 Court Street | Auburn, Maine 04210

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

To: Auburn Planning Board  
From: John Blais, Deputy Director  
Re: Public Hearing Court Street/Urban Core Area Zoning Considerations from City Council for Zoning Map and Text Amendment.

Date: June 21, 2022

**PROPOSAL: PUBLIC HEARING: Zoning Amendments:** Court Street/City Core; 1,687.41 acres of Traditional Neighborhood Development District Areas (T-4.2). Proposed text and map amendments to the Court Street/City Core of Urban Residential Area; 1,687.41 acres of Formed Base Code T-4.2 to T-4.2B (Exhibit A)

### **New Proposed Form-Based Code Zone:** T-4.2B

Council voted on May 16th, 2022, to ask the Planning Board to review the T-4.2 zone known as Court street area and deliver a recommendation for a T-4.2B zone, based on amendments previously put forward by the Council. They include the following:

- All Bed and Breakfast establishments allowed with special exception approval from the Planning Board.
- Residential Facilities allowed with special exception approval from the Planning Board.
- Lodging allowed with special exception approval from the Planning Board.
- Personal Services allowed with special exception approval from the Planning Board.
- Age restricted retail not allowed.
- Restaurants with over 30 seats not allowed.
- Government offices allowed with special exception approval from the Planning Board.
- Parking requirements (public or private) may be provided within 500 feet of the establishment.
- Office, Service and Retail Use limited to 1,500 SF footprint and must include upper floor residential unit.
- No drive through businesses allowed.
- Multifamily allowed with special exception approval from Planning Board. (limit is 14 units per acre-above with Planning Board approval).

- I. PLANNING BOARD ACTION/STAFF SUGGESTIONS:** Staff suggests a planning board discuss the proposals and hold a Public Hearing on June 21, 2022 on the following items. 1.) Staff recommends that the Board forward a positive recommendation to the Council supporting the proposed changes provided by the City Council, to include the adjusted text to create a new Formed Base Code T-4.2B. 2.) Provide a map amendment (T-4.2 to T-4.2B) for the Court Street Area. The total amendment includes 1,687.41 acres shown on the map (Exhibit A) based on the following findings.

## **SUGGESTED FINDINGS AND REASONS:**

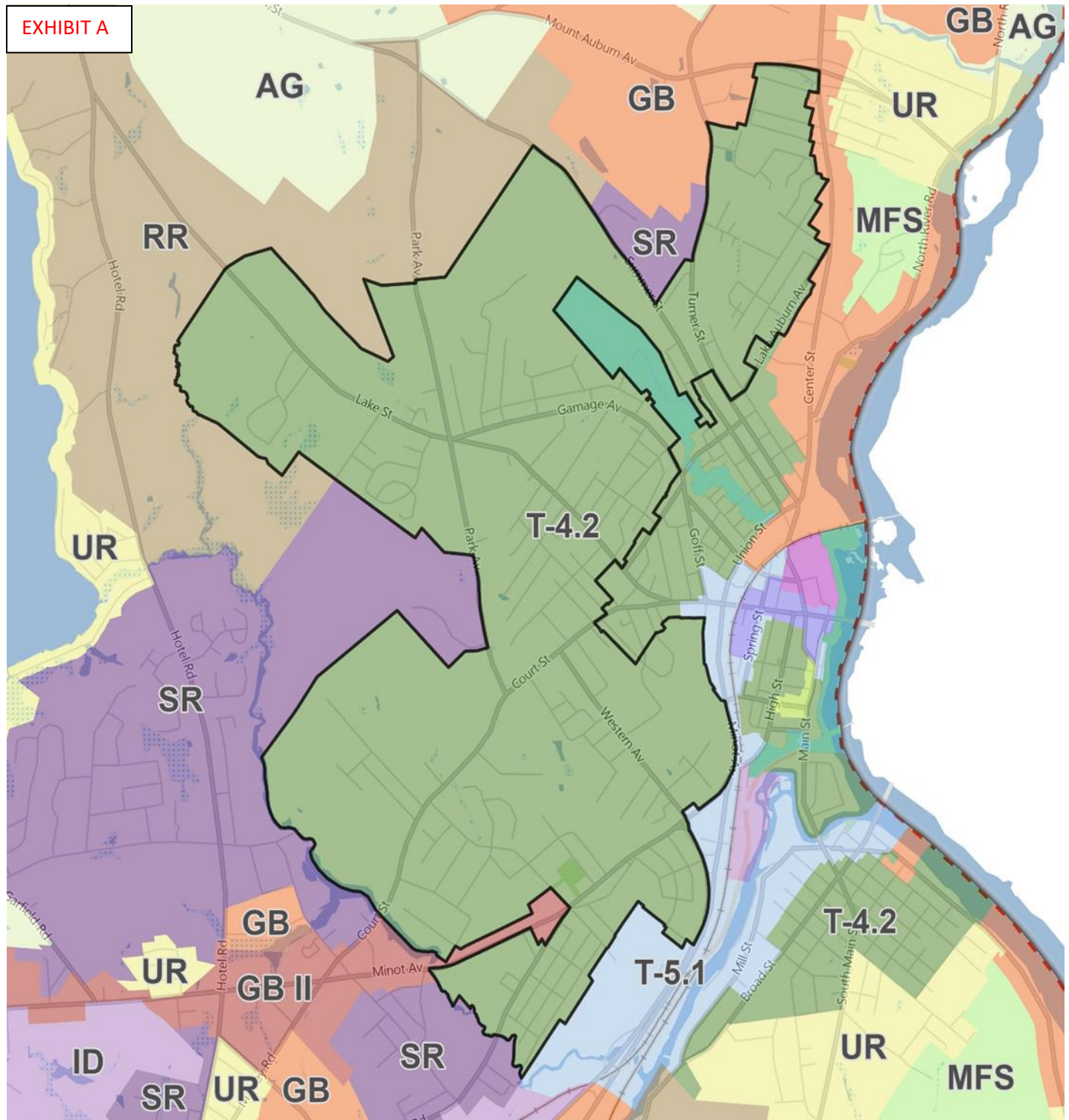
1. The 2010 and now 2020 Comprehensive Plan recommends expanding the Formed Base zoning. This can be accomplished with the creation of a new district by using T-4.2B that conforms to and expands existing development patterns.
2. The distinctions between allowed uses, density and development patterns in the existing T-4.2 areas in place for years and the Court Street/City Core area are significant enough to warrant a new zoning district that can be called T-4.2-B. This will prevent limitation in the urban core where density and mixed use has been allowed by leaving T.4.2 zoning in place in some areas.
3. The area is considered the core of the city and the 2010 and now 2021 support higher density with available infrastructure in place. (sewer, water, power, high speed internet, gas & roads)
4. The proposal can be implemented without detriment to city resources.
5. Assure that the City's zoning and land use regulations allow for private investments to improve property in these neighborhoods.
6. Maintain and increase the City's population.
7. Limit the need for new roads by encouraging infill development within the identified growth areas in 2020 Comprehensive Plan .
8. FBC allows for 5-foot front and side setbacks in contrast with the current 25 feet. Most buildings in these districts are currently non-conforming because of this standard. Generally, the change recommended will have little impact on the allowed uses in the district.
9. In many of the older, developed areas of the City, the current configuration of space within residential buildings is functionally obsolete. Reconfiguration of the available space is often difficult under the density and lot size requirements of the current zoning ordinance.

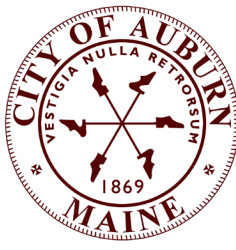
## **II. SUGGESTED MOTION:** 1.) I make a motion to recommend to City Council a text amendment suggested by council with creation of a new Formed Based Code Zone T-4.2B.

1. All Bed and Breakfast establishments allowed with special exception approval from the Planning Board.
2. Residential Facilities allowed with special exception approval from the Planning Board.
3. Lodging allowed with special exception approval from the Planning Board.
4. Personal Services allowed with special exception approval from the Planning Board.
5. Age restricted retail not allowed.
6. Restaurants with over 30 seats not allowed.
7. Government offices allowed with special exception approval from the Planning Board.
8. Parking requirements (public or private) may be provided within 500 feet of the establishment.
9. Office, Service and Retail Use limited to 1,500 SF footprint and must include upper floor residential unit.
10. No drive through businesses allowed.
11. Multifamily allowed with special exception approval from Planning Board. (limit is 14 units per acre-above with Planning Board approval).

2.) I make a motion of the proposed map amendment (T-4.2 to T-4.2B) for the Court Street Area. The total amendment includes 1,687.41 acres shown on the map (Exhibit A) boundary and be adjusted from T-4.2 to T-4.2B the total amendment includes 1,687.41 acres shown on the map as Exhibit A.

The green area below highlighted in black is 1,687.41 acres of Traditional Neighborhood Development District Areas (T-4.2). Proposed is text and map amendments to the Court Street/City Core of Urban Residential Area; 1,687.41 acres of Formed Base Code from T-4.2 to T-4.2B. Roads include parts of Lake, Court, Turner and Summer Streets and parts of Park, Western, Gamage Avenues.





**T-4.2B ZONING ORDINANCE TEXT AND MAP AMENDMENTS**  
**Council First Reading & Public Hearing 9/6/22**  
**Planning Board Public Hearing 9/13/22**

**Amend Sec. 60-547 of ARTICLE IV, DISTRICT REGULATIONS, DIVISION 14, FORM BASED CODE**

**BE IT ORDAINED**, that the City Council hereby approves the amendment of the text and map of Chapter 60, Zoning, of the Code of Ordinances as follows:

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1. Amend Sec. 60-547 of ARTICLE IV, DISTRICT REGULATIONS, DIVISION 14, FORM BASED CODE, as follows (additions underlined and in red):

*Subdivision I. In General*

• • •

**Sec. 60-547. Transects.**

Form based code uses transects as a way to describe the areas under the regulating plan. A transect is a system of ordering human habitats in a range from the most natural to the most urban. Auburn's transects are organized using five form based code districts, (Transect 4.1, Transect 4.2B, Transect 4.2, Transect 5.1, Transect 5.2 and Transect 6), which describe the physical character of a place at a certain scale, according to the density and intensity of land use and urbanism.

• • •

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2. Amend ARTICLE IV, DISTRICT REGULATIONS, DIVISION 14, FORM BASED CODE, to add a new Secs. 60-548B, 60-548B.1, 60-548B.2 and 60-548B.3 as follows (text additions in **red text** and includes images and photographs):

**Sec. 60-548. Traditional Main Street Neighborhood (T-4.1)**

• • •

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**Richard Whiting**, Ward One  
**Joseph Morin**, Ward Four  
**Belinda A. Gerry**, At Large

**Ryan Hawes**, Ward Two  
**Leroy G. Walker**, Ward Five  
**Jason J. Levesque**, Mayor

**Stephen G. Milks**, Ward Three  
**Dana Staples**, At Large  
**Phillip L. Crowell, Jr.**, City Manager

**Sec. 60-548B. Traditional Neighborhood T-4.2B.**

**Illustrative View of T-4.2B**



**Intent and Purpose:  
Traditional Neighborhood (T-4.2B)**

The Traditional Neighborhood district is characterized by a small to medium sized buildings with smaller front yards and stoops in a more compact urban environment, and includes and traditional neighborhood sized storefronts. The smaller minimum and maximum building set-backs form a moderately dense street-wall pattern, diverse architectural styles and pedestrian friendly streets and sidewalks.



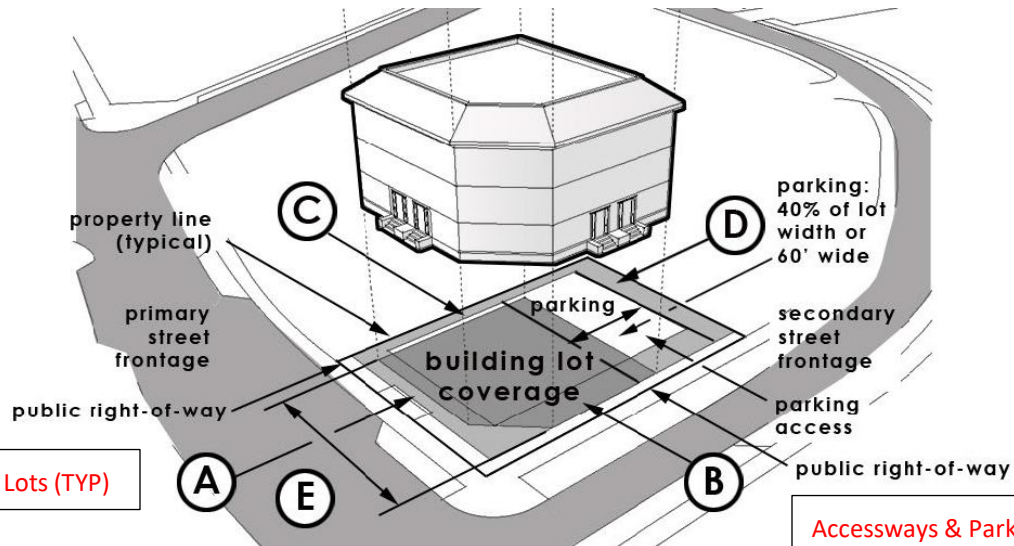




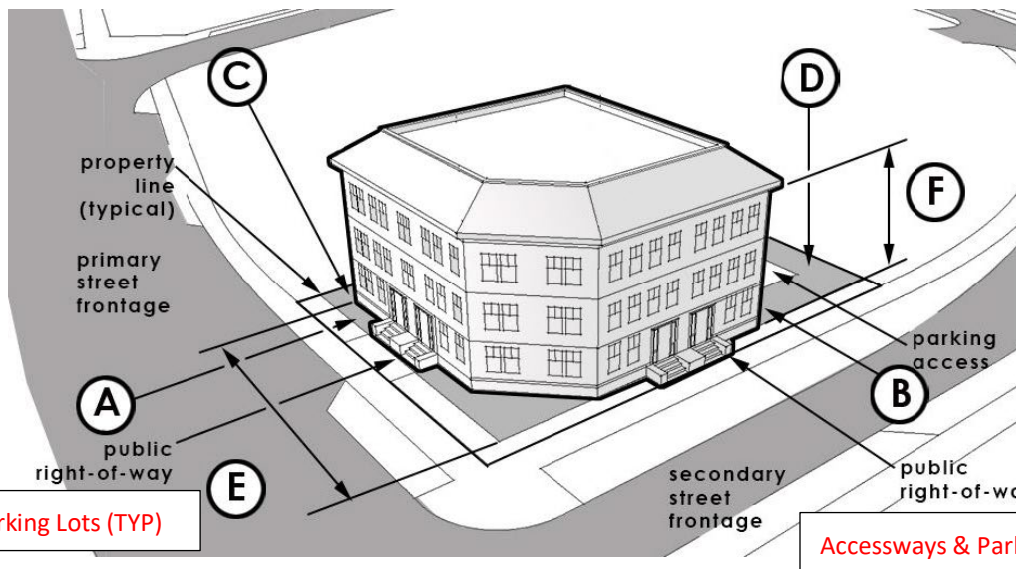
### Characteristic Features

- More public and private realm interaction
- Front facade detailing
- Small front yards
- Bay windows
- Neighborhood scaled storefronts with large windows
- Frontage Fences
- Street Trees
- Moderate densities

### Sec. 60-548B.1. Building placement and configuration T-4.2B.



## Elevated Building Placement

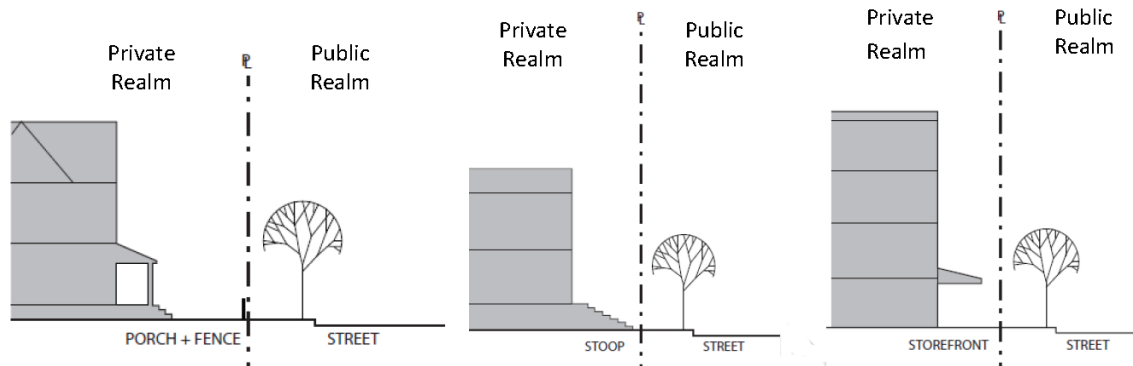


## Building Placement on Lot

<b>PRINCIPAL BUILDING PLACEMENT:</b>		
Front Setback, Principal:	5 ft. Min/, 25 ft. Max*	(A)
(Corner Lot) Front Setback, Secondary:	5 ft. Min., 15 ft. Max.	(B)
Side Setback:	5 ft. Min.	(C)
Rear Setback:	10 ft. Min.	(D)
Building Lot Coverage:	70% Max.	
Useable Open Space:	10% Min.	
Frontage Build-Out:	60% Min (along Front Setback, Primary)	
Lot Width:	24 ft. Min, 120 ft. Max.	
<b>PRINCIPAL BUILDING CONFIGURATION:</b>		
Building Width:	14 ft. Min., 110 ft. Max.	(E)
Building Height Minimum:	1 Story Min.	(F)
Building Height Maximum:	3 Story Max.	(F) (excluding attic story)

\*Where adjacent buildings exceed the maximum setback, the maximum setback may be calculated by the average setback of principal structures on adjacent lots. For undeveloped adjacent lots, a setback of 25 feet shall be used for the calculation.

## Sec. 60-548B.2. Building frontages T-4.2B.



**Common or Porch Yard Stoop Yard Frontage Storefront Type**

<b>BUILDING FRONTAGE TYPES:</b>	Common Yard; Porch Yard, Stoop and Storefront
<b>BUILDING ENTRIES:</b>	Primary entry door is encouraged along ground story facade facing a primary street.
<b>BUILDING ENVELOPE ARTICULATION:</b>	
Ground Story Building Frontage Facade:	<u>Residential</u> - Windows and doors shall comprise a minimum of 25% and maximum 60% coverage of the total ground story frontage facade. <u>Commercial</u> - Windows and doors shall comprise a minimum of 40% and maximum of 90% coverage of the total ground story frontage facade.



Upper Story Building Frontage Facade:	Windows and doors shall comprise a minimum of 20% and maximum 40% coverage of the total upper story building frontage facade.
Ground Story Finished Floor Elevation:	<u>Residential</u> - The ground story elevation must be a minimum of 2 feet minimum and 6 feet maximum above the front yard elevation (average grade). <u>Commercial</u> - The ground story elevation must be at a minimum of sidewalk grade to maximum of 2 feet.
Frontage Facade Wall:	Blank lengths of wall exceeding 10 linear feet are prohibited.

### **Sec. 60-548B.3. External elements T-4.2B.**

Front Yard Fence:	<u>Residential</u> - A front yard fence a minimum of 2 feet and a maximum of 4 feet in height is encouraged to maintain spatial edge of street. No chain link, vinyl, split rail, or barbed wire is allowed
Front Yard Fence/Wall Opening:	A vehicle entry way, as part of a front fence/wall, shall be a maximum width of 20 feet; a pedestrian entry way shall be a maximum width of 6 feet.
Building Projections:	No part of any building, except overhanging eaves, awnings, balconies, bay windows, stoops and other architectural features shall encroach beyond the minimum front setback line.
Porch & Stoop Encroachments:	Porches & Stoops may encroach upon the minimum front setback line by the following distances: Front Setback, Principal Frontage 5 ft. maximum. Front Setback, Secondary Frontage 5 ft. maximum.
Garages:	Detached garages shall be located a minimum of 20 feet from any street right-of-way.
Driveways:	Driveways are encouraged to be on the secondary street frontage. Driveways shall be paved and a minimum of 8 feet wide and a maximum of 20 feet wide.
Parking:	<u>Residential</u> - Vehicle parking areas shall be located only on driveways or designated parking areas and shall not extend into the street right-of-way or sidewalk. <u>Commercial</u> - Parking shall be located to rear of the property to the greatest extent possible. Parking on a side yard is limited to no more than 60 feet wide or 40% of the lot width. Screening and/or street wall is required for parking areas along a street.
Accessory Structures:	Accessory structures shall be located a minimum of 20 feet from any street right-of-way and 5 feet from either side or rear property line.
Landscaping:	Landscaping is encouraged but shall not extend into any street right-of-way or sidewalk. Street trees are encouraged.
Foundation Planting:	Foundation plantings are encouraged but should be pruned and maintained with enough clearance from the building facade to encourage air circulation.

### **Sec. 60-549. Traditional Downtown Neighborhood T-4.2.**

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3. Amend Sec. 60-554 of ARTICLE IV, DISTRICT REGULATIONS, DIVISION 14, FORM BASED CODE, as follows (text additions underlined and in red; deletions are ~~struck out~~):

**Sec. 60-554. Form based code use and parking matrix.**

<b>Key:</b>	
S =	Special exception
P =	Permitted
X =	Prohibited
sp =	Parking space
sf =	Square foot of gross floor space
DU =	Dwelling unit

USE(1)	T-4.1	<u>T-4.2B</u> <u>(4)</u>	T-4.2	T-5.1	T-5.2	T-6	PARKING REQUIREMENTS (2)
<b><u>Residential Use Type</u></b>							
Single Family	P	<u>P</u>	P	P			1 sp/DU
Duplex	P	<u>P</u>	P	P	P	P	1 sp/DU
Townhouse	P	<u>P</u>	P	P	P	P	1 sp/DU
Multi-Family	P	<u>P</u>	P	P	P	P	1 sp/DU plus 1 guest space/4 DU
Bed & Breakfast < 4 Rooms	S	<u>S</u>	P	P	P	P	1 sp/employee plus 1 sp/guest
Bed & Breakfast > 4 Rooms	S	<u>S</u>	S	P	P	P	1 sp/employee plus 1 sp/guest
Hotel	X	<u>X</u>	X	S	S	P	½ sp/employee plus 1 sp/room
Elderly/Child Care Facility	S	<u>S</u>	S	S	S	P	½ sp/employee plus 1 sp/ 8 users
Home Occupation	P	<u>P</u>	P	P	P	P	Based on Use Type (Ch. 60, Art. IX)
Community Based Residential Facilities	P	<u>S</u>	P	P	P	P	1 sp/employee plus 1 sp/client
Boarding House/ Lodginghouse	P	<u>S</u>	P	P	S	X	1 sp/guestroom plus
							1 sp/employee
<b><u>Office/Service</u></b>							
Professional Offices	S	<u>S</u>	S	P	P	P	None
Medical and Dental Clinics	S	<u>S</u>	S	P	P	P	None
Personal Services	S	<u>S</u>		P	P	P	None
<b><u>Retail Type Use</u></b>							
General Retail	S	<u>S</u>	S	P	P	P	None
Age Restricted Retail (3)	S	<u>X</u>	S	S	S	S	None
Specialty Shops	S	<u>P</u>	P	P	P	P	None

Restaurant up to 30 seats w/16 outdoor	X	<u>S</u>	S	P	P	P	None
Restaurant over 30 seats w/16 outdoor		<u>X</u>	S	S	P	P	None
Halls, Private Clubs, Indoor Amusement	S	<u>S</u>	S	S	P	P	None
Artist Studios, Performing Art Center	S	<u>S</u>	S	P	P	P	None
<b>Civic</b>							
Church or Places of Worship	S	<u>S</u>	S	P	P	P	None
Government Offices	X	<u>S</u>	X	P	P	P	None
Art Galleries	S	<u>P</u>	P	P	P	P	None
Transportation Facilities	X	<u>X</u>	X	S	S	S	None
Adaptive Reuse of Structures of Community Significance	S	<u>S</u>	S	S	S	S	None

**Notes:**

- (1) Uses not listed are considered prohibited unless deemed similar by the director of planning or by the planning board through a special exception approval.
- (2) \*Parking requirements in T-4.1, T-4.2B, T-4.2, T-5.1, T-5.2 and T-6 may be provided by the municipality or private parking resources within ~~1,000~~ 500 feet of the principal building, subject to planning board approval.
- (3) Where more than 50 percent of floor space is devoted to age restricted goods. This may include licensed adult use or medical marijuana stores.
- (4) Office, Service and Retail uses limited to 1,500 SF footprint and must include a residential unit; no drive through businesses allowed.

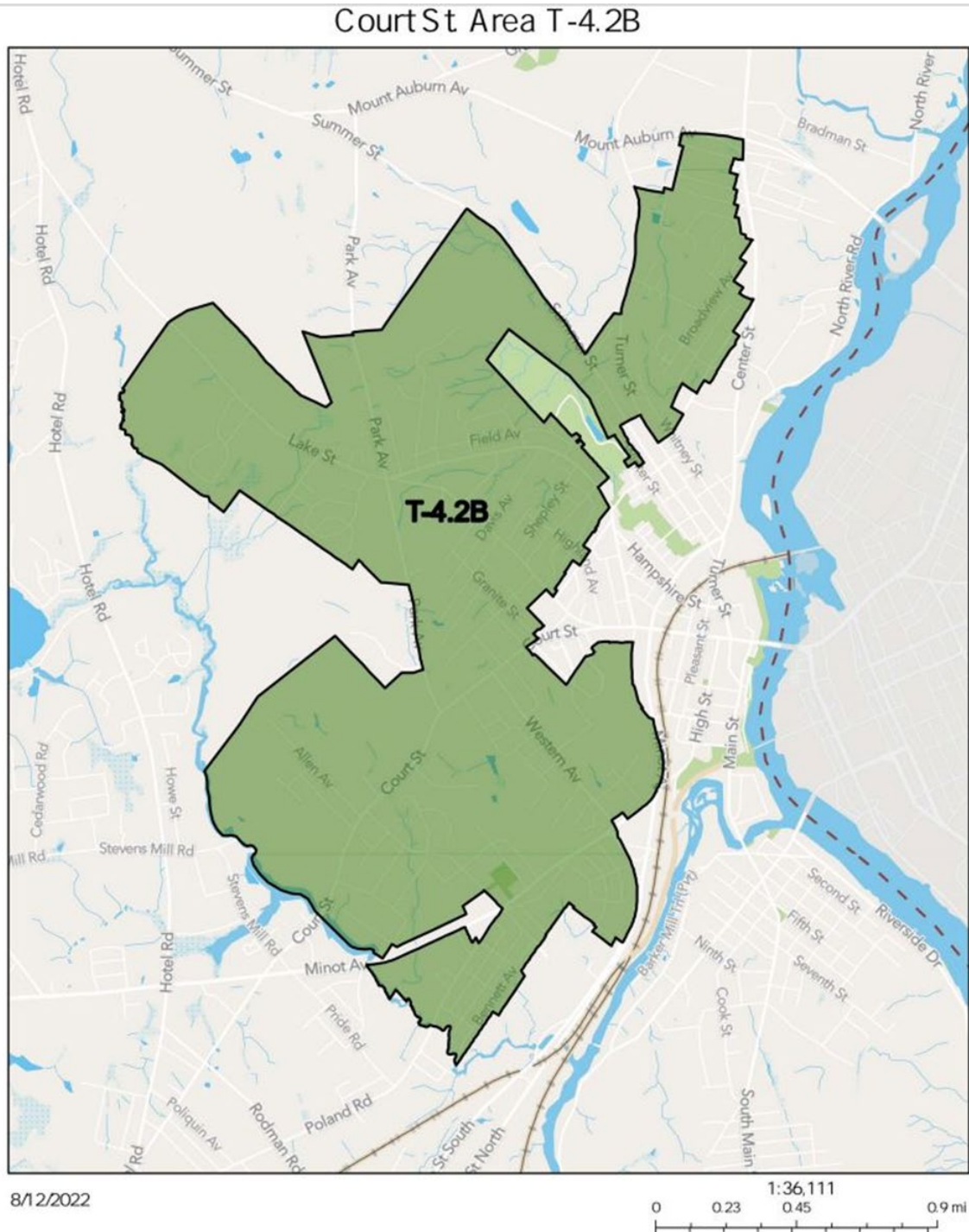
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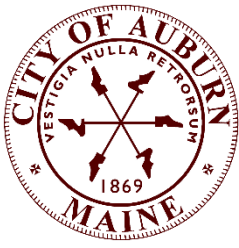
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4. Amend the official zoning map of the City of Auburn entitled “City of Auburn, Zoning Map, dated May 16, 2016,” revised through its current date and revisions, as provided under Sec. 60-5 of the Zoning Ordinance, to rezone certain land area from the Urban Residence zoning district to the Traditional Neighborhood Form Based Code T-4.2B zoning district, all as more particularly shown on the attached sketch map. (The attached sketch map is for general reference purposes only. The official zoning map amendment is available for review and inspection at the City Clerk’s Office and the Planning & Permitting Department.)

**SKETCH MAP OF COURT STREET AREA TO BE REZONED FROM URBAN RESIDENCE TO  
TRADITIONAL NEIGHBORHOOD FORM BASED CODE T-4.2B**

The green area outlined in black below is 1,687.41 acres of land area that is currently zoned Urban Residence and is proposed to be rezoned Traditional Neighborhood Form Based Code District T-4.2B. Streets/roads included in the new district are parts of Lake, Court, Turner and Summer Streets and parts of Park, Western, Gamage Avenues.





**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** September 19, 2022

**PUBLIC HEARING**

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

**Subject:** CDBG/HOME Consolidated Annual Performance Evaluation Report (CAPER) Program Year 2020

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**Information:**

Each year the Community Development office presents the Consolidated Annual Performance Evaluation Report (CAPER), detailing the use of Auburn's CDBG funds & the Auburn-Lewiston Consortium's HOME funds. This report compares actual impact numbers to expectations set within the 5-year Consolidated Plan which was adopted in 2020.

This report was revised after consultation with US Department of HUD staff and re-released. Programs focused on Public Service exceeded expectation and were made possible by additional funding provided for Covid-19 response and relief. Programs which came in under expectation included activities such as home rehab and tenant based Rental assistance as project were put on hold due to the pandemic, or additional programs filled the needs gap (such as the Emergency Rental Assistance program).

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**City Budgetary Impacts:**

CDBG funds expended during this program year totaled \$985,156. Home Funds expended totaled \$539,708. These federal grant dollars cover staff salary/benefits as well as program activities for the Business and Community Development program.

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**Staff Recommended Action:** Hold Public Hearing.

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**Previous Meetings and History:**

Original Public Comment Period October 14-29, 2021

Revised plan Public Comment Period September 1-19<sup>th</sup>, 2022

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**City Manager Comments:**

*Phillip Crowell Jr.*

I concur with the recommendation. Signature:

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**Attachments:**

CDBG/HOME Consolidated Annual Performance Evaluation Report (CAPER) Program Year 2020



City of Auburn  
**Consolidated Annual  
Performance  
Report (CAPER)**

**PROGRAM YEAR 2020**

On behalf of:

The Auburn-Lewiston Home Consortium &  
City of Auburn CDBG program

Prepared by Auburn Community Development Office



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## CR-05 - Goals and Outcomes

### **Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)**

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The Auburn/Lewiston Consortium Annual Performance Report describes implementation of the consortium's consolidated plan for the 2020 project year. The consolidated plan covers the use of HOME Investment Partnership Program (HOME) for both Auburn & Lewiston, Community Development Block Grant (CDBG) for Auburn and leveraged funds for the period of July 1, 2020, through June 30, 2021. Objectives and expectations for HOME & CDBG funds have been identified through the Consolidated Plan process. The Annual Action Plan addresses how identified objectives are met for each year of the Consolidated Plan.

The global Covid-19 pandemic as well as a high rate of staff turnover within the program significantly affected the outcomes contained in this report. However, progress has been made to address Consolidated Plan priorities and objectives. When the CDBG Covid-19 funds were provided to the city there was no requirement to increase the expected outcomes of the Annual Action Plan. The effect is that the impact from the extra programming created the illusion that the city outperformed its expectations. In reality, where the regularly expected impacts were difficult to reach due to the pandemic, the added programs overcompensated for the shortfall in impact.

**Improve Parks and Create Community Gardens:** Agreements have been signed with St. Mary's Nutrition Center for the construction of the third community garden. This garden, located on Whitney St, has been fenced in and most of the garden beds built and planted for this growing cycle. The other two gardens continued to operate this year with health and safety guidelines in effect. The city also installed neighborhood signs in New Auburn to promote neighborhood identity and benches in Anniversary Park.

**Make Neighborhoods Safe and Walkable:** The City of Auburn has made a number of efforts this past year towards making neighborhoods safe and walkable. On Third St, a raised crosswalk been installed to service the community around the neighborhood Boy & Girls Club and safely and reduce vehicle speeds on these residential streets.

**Prevent Deterioration of Housing Stock/Aub:** The pandemic paused rehab projects and a lack of contractors has created a backlog of projects. Delays caused by the pandemic and rising construction costs have added to the large number of open/uncompleted projects, many of which were finished and closed out during the final months of this program year. Moving forward Auburn is now better positioned to make broader, more impactful improvements in the condition of housing stock across the city during the subsequent years of this consolidated plan to make up

for the lack of notable forward momentum this past year.

**Improve Quality of life for Seniors:** Throughout the pandemic the Auburn Recreation and the new Senior Community Center were busy with a variety of programming for the community. When allowable under Covid safety protocols programming was offered and centered around the senior population. These programs provided opportunities for seniors to be social and physically active as well as participating in meal programs. Similarly, in addition to a Public Service grant to SeniorsPlus for a Meals-on-Wheels program, new programming was added for Seniors including the Senior Activity Kits and the Grab-N-Go food delivery program which were launched to mitigate the harmful effects of isolation and hunger caused by the Covid19 Pandemic.

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Improve Infrastructure and reduce blight	Non-Housing Community Development	CDBG: \$ / HOME: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	3000	1977	65.90%	1000	1977	197.70%
Promote Economic Opportunities	Non-Housing Community Development	CDBG: \$ / HOME: \$	Jobs created/retained	Jobs	10	6	60.00%	2	6	300.00%

Promote Economic Opportunities	Non-Housing Community Development	CDBG: \$ / HOME: \$	Businesses assisted	Businesses Assisted	10	4	40.00%	2	4	200.00%
Provide Essential Services	Homeless Non-Homeless Special Needs	CDBG: \$ / HOME: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1200	984	82.00%	384	984	256.25%
Provide Essential Services	Homeless Non-Homeless Special Needs	CDBG: \$ / HOME: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	6		81	6	7.41%
Provide Essential Services	Homeless Non-Homeless Special Needs	CDBG: \$ / HOME: \$	Homeless Person Overnight Shelter	Persons Assisted	0	47		0	47	
Provide Safe and Affordable Housing	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: \$ / HOME: \$	Rental rehabilitated units	Household Housing Unit	100	15	15.00%	25	15	60.00%
Provide Safe and Affordable Housing	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: \$ / HOME: \$	Homeowner Housing Rehabilitated	Household Housing Unit	50	7	14.00%	10	7	70.00%

Provide Safe and Affordable Housing	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: \$ / HOME: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	125	14	11.20%	30	14	46.67%
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**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

Anti-Poverty Strategy has been addressed by providing funds to public service agencies and two city programs. Literacy Volunteers, Community Youth Services and Androscoggin Head Start are crucial to the success of families who are struggling with the issues of poverty. The Auburn Police Department offers a program called “Work with Me” aimed at area high school youth to ensure they remain in school and learn important skills that can transition them out of generational poverty. The Recreation Scholarship Program is funded to aid LMI families by offering valuable summer camp experiences for area youth. The program provides greater diversity within the campers as well as making it possible for parents to work, look for employment and better their financial situations.

Auburn’s aging housing stock has been neglected and in disrepair within specific target areas. Rehab projects dropped off due to the pandemic. Many jobs were canceled or greatly delayed because of the added risk of bringing contractors into occupied units during the pandemic. Program guidelines have been revamped at the end of the project year to streamline applications as well as to limit the number of various programs putting funding into the same property. The goal moving forward is to generate larger impact within the community by focusing on many more, smaller dollar critical repairs needed by auburn residents as opposed to whole-home upgrades. Auburn appears to be experiencing more investment in housing due to rise in housing costs in other areas of the state.

The city addressed the safety and walkability of neighborhoods with pedestrian improvements to Third St. A raised crosswalk was installed that allows visitors of the Boys and Girls Club to safely cross the street to the newly constructed Anniversary Park. A Neighborhood Challenge Grant was also used to place benches and bike racks within Anniversary Park to improve accessibility. Walkability is also continuing after the design commissioned for the Library St. area.



Promoting Jobs and development has been a difficult goal to make progress on. The City is finding the program difficult for applicants due to eligibility requirements. Program guidelines were altered to expand eligibility, but the City still only approved one activity under this goal the past project year. The city was more successful disbursing the additional Covid grant funds to another 3 businesses.

Preventing homelessness was addressed through public service providers, Tedford Housing and Safe Voices, who provides shelter for the homeless.

The continued Senior Center Expansion allows the city to better serve the growing senior population of Auburn by providing more space and better amenities. New additions this year were expanded refrigeration and backup generators to help service seniors through the pandemic.

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).  
91.520(a)

	CDBG	HOME
White	1,438	15
Black or African American	234	0
Asian	16	4
American Indian or American Native	20	0
Native Hawaiian or Other Pacific Islander	6	0
<b>Total</b>	<b>1,714</b>	<b>19</b>
Hispanic	18	3
Not Hispanic	1,696	16

**Table 2 – Table of assistance to racial and ethnic populations by source of funds**

### Narrative

The total population for the city of Auburn is 23,414 and the 2019 ACS shows that 91% of the population is white, 5.7% is two or more races, while all other races were less than 2%.

The analysis of CDBG Funds spent by population shows that 83% were white, 13% were black and the other races received 2%. Home Funds spent by population shows that 78% of the funds went to white households/persons, 21% are Asian households/persons. Demographics for the City are changing as more diverse families are seeking to settle in Auburn. The discrepancy with the HOME funds total demonstrates a struggle for these families to enter homeownership as well as the need for further improvements to the city's affirmative marketing plan.

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Available	Made	Amount Expended During Program Year
CDBG	public - federal	1,802,724		985,156
HOME	public - federal	1,365,409		539,708

**Table 3 - Resources Made Available**

### Narrative

The city had a notable carry over of uncompleted projects from the previous year which were completed during this period. The higher number of CDBG funds represents the city catching up on not just open projects but the subsequent drawdowns.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

**Table 4 – Identify the geographic distribution and location of investments**

### Narrative

The 2020-24 Consolidated Plan did not provide for a target area of focus, but instead categorized activities under a city-wide lens. Because of this the data provided by the IDIS reporting system did not track such information.

Under the most recent Action Plan there is a designated target area of focus for future projects. This area consists of Census tracts 101, 103 & 105, which are qualified as being 51% or more Low-to-Moderate Income in the 2015 American Community Survey (ACS) Census 2010.

During this program year there were no publicly owned land utilized to fulfil the needs identified within the Consolidated Plan.

## Leveraging

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

The city tracks available match carried forward from previous years. For this year the city has an available carry forward of \$1,388,905.11 in match. The City also received approval of a match waiver allowing this amount to be carried forward for another year.

City programs leverage additional federal, state, or private funds by requiring matching funds be provided by homeowners and non-LMI multi-unit owners. These match requirements average 20% of project costs.

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	1,351,210
2. Match contributed during current Federal fiscal year	0
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	1,351,210
4. Match liability for current Federal fiscal year	0
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	1,351,210

**Table 5 – Fiscal Year Summary - HOME Match Report**

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match

Table 6 – Match Contribution for the Federal Fiscal Year

### HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
31,230	259,400	126,908	2,018	163,722

Table 7 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Dollar Amount	0	0	0	0	0	0
Number	0	0	0	0	0	0
Sub-Contracts						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
Contracts						
Dollar Amount	0	0	0			
Number	0	0	0			
Sub-Contracts						
Number	0	0	0			
Dollar Amount	0	0	0			

**Table 8 - Minority Business and Women Business Enterprises**

<b>Minority Owners of Rental Property</b> – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	<b>Total</b>	<b>Minority Property Owners</b>				<b>White Non-Hispanic</b>
		<b>Alaskan Native or American Indian</b>	<b>Asian or Pacific Islander</b>	<b>Black Non-Hispanic</b>	<b>Hispanic</b>	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

**Table 9 – Minority Owners of Rental Property**



<b>Relocation and Real Property Acquisition</b> – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired	0	0				
Businesses Displaced	0	0				
Nonprofit Organizations Displaced	0	0				
Households Temporarily Relocated, not Displaced	0	0				
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

**Table 10 – Relocation and Real Property Acquisition**

## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	48	8
Number of Non-Homeless households to be provided affordable housing units	34	8
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>82</b>	<b>16</b>

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	48	8
Number of households supported through The Production of New Units	0	2
Number of households supported through Rehab of Existing Units	34	6
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>82</b>	<b>16</b>

Table 12 – Number of Households Supported

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

The one-year goal for HOME programs is established in the 2020 Annual Action Plan. The HOME Data in the table above is populated from the HUD IDIS system, which may not include all activities covered by this report. The data above is only from the HOME activities completed in project year 2020. Some activities were begun in the previous program years and closed out within 2020. Similarly, some activities have begun in Program year 2020 but are not yet complete.

Additionally, the impacts of the Covid-19 pandemic, related increase in construction costs, limited available contractors and eviction moratoriums impacted the city's ability to meet goals and complete projects as expected.

During the Pandemic the city provided extra focus on addressing "worst case needs". Additional support was provided through the Emergency Rental assistance (ERA) program operated by a local community Action program. These low-income renters are traditionally burdened by paying more than half of their monthly income towards rent, homeless or currently housed in substantially substandard housing.

Tenants in substandard housing are served by the CDBG Emergency repair program. Of the rehab projects completed within the program year 15 of 22 units were housed by tenants who qualify as Low-to-Moderate income.

These multi-unit rental rehab projects are intended to foster and maintain affordable housing stock within Auburn by providing financial resources to landlords for qualified repairs in exchange for maintaining affordable rents within rehabbed units. This affordability period length differs based on the amount of federal subsidy, but caps monthly rent at Fair Market Rent (FMR) standards as posted by HUD each year.

There were noted errors included within the previous year action plan and consolidated plan. These errors were made under the presumption of qualified vs nonqualified units which could be expected during the current year. This impact is most notable under the number of Homeless households to be provided affordable housing units. The expectation is to have a greater impact for this qualified population through the implementation of new Home-ARP funded programs later this project year.

#### **Discuss how these outcomes will impact future annual action plans.**

The Consortium will consider these outcomes when establishing the goals of the 2022 Action Plan.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

<b>Number of Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	6	7
Low-income	47	7
Moderate-income	0	2
<b>Total</b>	<b>53</b>	<b>16</b>

**Table 13 – Number of Households Served**

#### **Narrative Information**

Home funds for Project year 2020 were reserved for single family residences. All the HOME funds deployed during the year can be more effectively targeted to the Low-Moderate Income population. Meanwhile, CDBG funds are used on multi-unit rehab projects. To qualify a multi-unit building for rehab a minimum of 51% of the tenants need to qualify as LMI. During program year 2020 only 2 units were reported as being non-low-mod, compared to the 16 Low-mod units. This represents only 11% of CDBG units rehabbed during the year, which is well under the 25% guideline.

Additional efforts are being undertaken to maintain and preserve affordable housing through the Lead & Healthy Homes program. This program provides grants to homeowners and landlords to improve living standards by removing lead hazards. All units utilizing this program must be occupied by low-to-moderate income families or be made available to LMI tenants in the future. This program, which leverages CDBG funds to cover income qualifying homeowners required match funding, provides for an affordability period in which max rent rates are monitored to assure affordability. Each new unit rehabbed creates 1 new affordable unit within the city.

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The Maine Continuum of Care's outreach plan is supported in coordination with the Department of Health and Human Services (DHHS) Projects for Assistance in Transition from Homelessness (PATH) grantees. The goal of these outreach efforts is to engage individuals who are unsheltered, assess their immediate needs and health care concerns, determine their eligibility for MaineCare and other services, and transition them to a community provider for ongoing assistance.

The Maine CoC continued to redesign its Coordinated Entry System in 2020 and has coordinated with the Maine Statewide Homeless Council to redesign the homelessness response system in Maine around local service hubs. When implemented, these hubs will include outreach providers who will be able to directly with shelter and housing providers in their area.

Internally, Auburn's Community Development office now houses the City General Assistance Administrator as well as the Public Health Officer. These positions are working proactively with the city police and EMTs to develop new resources for first responders to house homeless individuals in distress or rehouse individuals after an adverse experience that would otherwise lead to homelessness.

Both the General Assistance Administrator & the City Public Health Officer are active members of the Lewiston Auburn Alliance of Services to the Homeless (LAASH). LAASH has been working in the Lewiston Auburn area for 25 years and meets monthly to focus on local homeless issues. It is currently working on continuum of care issues and provides a forum for educating its members about available resources.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

Maine continues to address both emergency shelter and transitional housing needs of persons who are homeless through the direction and advocacy of the Maine Continuum of Care and the Maine Statewide Homeless Council. Maine utilizes ESG funding to support 36 shelters across the state, including adult individual, family, youth, and domestic violence shelters. Unfortunately, most local shelters are not funded by Maine Housing Authority. Instead, the city utilizes portions of its Public Service allocation of funds to provide some financial support to these programs.

One such organization is Safe Voices, a domestic violence response organization that helps including re-housing and homelessness diversion programs.

### **Helping low-income individuals and families avoid becoming homeless, especially extremely**

**low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

The Statewide Homeless Council continues to work with the Department of Corrections to implement the Maine Criminal Justice System Blueprint for Ending and Preventing Homelessness, which seeks to prevent inmates from being released into homelessness. A similar Blueprint for Ending Homelessness with DHHS is used to address discharge planning from state-run mental health facilities. Maine was also awarded the Youth Homelessness Demonstration Program grant in 2019 and has been working to design and implement a number of programs supported by that funding. These programs will establish protocols and procedures for youth leaving foster care and other youth facilities.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

Community Development staff, specifically the Public Health Officer and General Assistance Administrator work in cooperation with the School Department, Police & Fire departments as well as local non-profits such as Safe Voices and New Beginnings. This integration of services allows for more direct hand-offs of residents in need and various service providers.

The Community Development team was recently awarded \$1.7 Million in a new, 1 time allocation of HOME-ARP funds. The plan currently being developed for both Auburn & Lewiston around these funds are targeted specifically towards meeting the needs of homelessness, homelessness prevention and additional qualified populations.



## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

The City of Auburn works closely with the Auburn Housing Authority (AHA) on the promotion and development of affordable housing. During this program year AHA increased their payment standards within the section 8 voucher program up to 110% of Fair Market Rent. This increase is to assist qualified renters be able to find and afford housing in the face of increasing rental rates and limited supply of available units.

MaineHousing Family Self-Sufficiency (FSS) staff continue to lead statewide efforts to improve processes and evaluation of the program among those PHAs who administer it, along with bringing together all other PHA FSS staff to assess and respond to new HUD program regulations. Along with Portland HA, MaineHousing is a member of the National FSS Network through a partnership with Compass Working Capital.

### **Actions taken to encourage public housing residents to become more involved in management and participate in homeownership**

City provides down payment assistance are available to first-time homebuyers who meet income requirements.

### **Actions taken to provide assistance to troubled PHAs**

There are no troubled PHAs in Maine.

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

The city of Auburn has been very proactive removing barriers to housing development in the past year. Notable achievements include the approval of new ordinances allowing for accessory dwelling units, an increase in density standards and reduced road frontage requirements for residential lots. Coupled with a new form-based code, these changes will promote in-fill development of new housing, allow for multi-unit housing development in residential zones and reducing or eliminating permit fees for targeted demographics.

The city efforts in advocating for change do not stop at the local level. The Mayor of Auburn has been active in highlighting inequities in policy which hinder progress in development of new affordable housing units. In a recent editorial the mayor is continuing to call for zoning reforms to address racial inequities not just in Auburn, but across the state. the full article is linked below: [https://news.yahoo.com/editorial-auburns-mayor-isnt-afraid-035900064.html?soc\\_src=social-sh&soc\\_trk=ma&guccounter=1](https://news.yahoo.com/editorial-auburns-mayor-isnt-afraid-035900064.html?soc_src=social-sh&soc_trk=ma&guccounter=1) Further coverage of new, private affordable housing developments the city has been developing: <https://wgme.com/news/local/new-affordable-housing-developments-planned-for-biddeford-auburn>

Linked below is a radio interview with Maine Speaker of the House talking about Auburn's innovative changes to zoning for the promotion of affordable housing development (comments begin at 5min30sec.) [https://soundcloud.com/newsradio-wgan/speaker-ryan-fecteau-7?utm\\_source=clipboard&utm\\_campaign=wtshare&utm\\_medium=widget&utm\\_content=https%253A%252F%252Fsoundcloud.com%252Fnewsradio-wgan%252Fspeaker-ryan-fecteau-7](https://soundcloud.com/newsradio-wgan/speaker-ryan-fecteau-7?utm_source=clipboard&utm_campaign=wtshare&utm_medium=widget&utm_content=https%253A%252F%252Fsoundcloud.com%252Fnewsradio-wgan%252Fspeaker-ryan-fecteau-7)

Below are two articles highlighting the City Council efforts to promote affordable housing development by making strategic changes to zoning and land use ordinances:

<https://www.sunjournal.com/2021/05/02/auburn-looks-to-zoning-to-solve-housing-crunch/><https://www.sunjournal.com/2020/09/18/auburn-looking-to-increase-housing-stock/>

## **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

Administrative barriers for underserved community needs are being improved in part through the addition of General Assistance Administrator and Public Health Officer to the Community Development team. They are integral parts of weekly team meetings as well as having input on the Action Plan

development and Caper reporting. These front-line, community facing positions work with underserved communities daily and relay program challenges and changing community needs to the team more rapidly so improvements can be made to program delivery on a weekly basis if need be.

**Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

During the project year the City of Auburn worked with regional CAP agencies to provide additional resources for Lead remediation projects.

The City of Lewiston has received and began the first year of a three-year Lead Hazard Control & Healthy Homes (LHCHH) grant. The City of Auburn has applied for and just received notification of award for their own LHCHH grant to begin implementing in the current project year. These funds will be used in cooperation with the CDBG & HOME funds to further the impact of this program.

**Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

In Maine, there is a statewide network of Community Action Programs (CAPs) with a common purpose of providing services to low-income people across Maine. The goal of these agencies is to empower low-income people to lift themselves and their families out of poverty. The city works with these agencies to leverage additional support for poverty-level families to weatherize and install new, more efficient systems in more homes. On a case-by-case basis city staff has been able to make referrals to financial coaching services and Homebuyer education classes provided by these CAP agencies.

**Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

Internally, the City of Auburn has redeveloped the entire Community Development department, including the integration of General Assistance and Public Health Officer. This includes 100% turnover of staff within the past project year. This new team-based approach to program delivery has allowed staff to provide a more holistic delivery of services to targeted communities. The redevelopment coincided with larger city efforts to streamline the application, approval, and service delivery. These efforts have reduced impact latency and allows the program to respond in-time to identified needs. In 2020, MaineHousing and the Maine Continuum of Care continued to work to redevelop and improve its Coordinated Entry system. The Maine CoC has also worked to address the concerns brought forward in the gaps and needs analysis conducted in 2019.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

Community Development Staff is working in tandem with Auburn Housing Authority (AHA) staff to develop new plans for new affordable housing units, manage a Security Deposit assistance program as well as managing a new co-op owned residential facility.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

The city has put substantial effort into removing barriers to the development of new affordable housing units. These efforts include switching to form-based code, changes to density standards in residential zones allowing for the construction of new, accessory dwelling units and the reduction of required road frontage to allow for infill development of new residential units.

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

Community Development Staff is working within the Auburn-Lewiston Consortium to implement new, comprehensive monitoring program to ensure fund recipients are adhering to program guidelines for the duration of their federally mandated affordability period. This process includes an annual desk monitoring, risk assessment and onsite inspection regiment which serves to verify and document findings related to income levels, fair market rental rates and compliance with the city's established standards of housing.

Additional required oversight and technical assistance is being developed for Public Service grant recipients. The city requires a subrecipient to submit a quarterly demographic and impact report for desktop review prior to requesting disbursement of funds. These reports include backup data on the demographics of LMI program recipients as well as administrative data such as payroll records and financial expense reports. This elevated level of review ensures that grant recipients are better prepared to not only provide, but to track and report out on the essential and valuable impact they provide.

## **Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

The draft 2020 CAPER was published on the city website and available for public comment for 15 days as required by statute beginning October 14th to October 29th. The public was notified of the availability via newspaper ad in the Lewiston Sun Journal. Additional solicitations for input were made available through the city social media presence. The Caper was also emailed directly to the 2,041 individuals who have signed up for email alerts through the city marketing department.

The revised 2020 Caper was published on the city website and available for public comment for 15 days as required by statute beginning September 1st to September 20th, 2022. A Public Hearing was held by the Auburn City Council on September 19th. The public was notified of the availability of the report in accordance with the Citizen Participation Plan. Additional solicitations for input were made available

through the city social media presence. The Caper was also emailed directly to the 2,041 individuals who have signed up for email alerts through the city marketing department.

Responses to comments received will be included here prior to submission.

Improved citizen outreach efforts include posting notices to the CAPER (with direct access links and QR codes) in public facilities around the city. This includes city hall, public library, senior housing facilities and food pantries. Additional outreach methods include translatable website and social medial notifications. These posts include language and directions for accommodations for language translation and access to printed versions of the report.



## City of Auburn, Maine (Official)

August 31 at 4:32 PM · 🌐

**PUBLIC NOTICE:** The Auburn Community Development Office announces the publication of the Consolidated Annual Performance and Evaluation Report (CAPER). This report details how CDBG & HOME funds, as provided by the U.S. Department of Housing & Urban Development (HUD), were expended during program years 2020 & 2021. Prior to submitting the CAPER to HUD, the Auburn/Lewiston consortium must provide reasonable notice and opportunity for the public to comment on the plan no less tha... [See more](#)

### City of Auburn **Consolidated Annual Performance Report (CAPER)**

#### **PROGRAM YEAR 2021**

On behalf of:

The Auburn-Lewiston Home Consortium &  
City of Auburn CDBG program

Prepared by Auburn Community Development Office



2



Like



Comment



Share



## Winthrop talk to cover town's apple history

WINTHROP — Kerry Wilkins-Demming plans present a "History of Apples in Winthrop: What We Know and What We Don't Know" on Thursday.

The talk will take place at the Winthrop History and Heritage Center, 107 Main St.

Wilkins-Demming, who lives in East Winthrop, will talk on the early history of Pond Town, the more recent history of apples in Winthrop and the future of apple orchards in town.

Ichabod Howe, an early settler in what was then called Pond Town, planted orchards there. He and his family moved from New Hampshire to Pondtown in 1708.

Howe brought with him a bag of apple seeds. One of the seedlings became the Winthrop Greening, which still exists today due to Morris Towle (1911-93), who found the Winthrop Greening and saved it.

The Winthrop Greening, now over 100 years old, can be found at the Maine Heritage Orchard in Yarmouth where one can obtain scion wood for the Winthrop Greening from Fodco trees.

For more information, call 207-385-5199 or email winthropsunjournal@icloud.com.



Kerry Wilkins-Demming

## LIVERMORE FALLS

### Library events, programs planned

LIVERMORE FALLS — Treat Memorial Library, at 56 Main St., plans several events and programs for September.

Among those is Fall in to Books, every time books are checked out at the library, the reader is entered for a chance to win a book in December. The more books read, the more chances to win. The library has books available for children, teens and adults, so everyone gets to play this fall, according to a news release from the library.

The library will be closed Tuesday in observance of Labor Day.

Those who need help with a job search can talk with a career consultant from the Career Center from 1 to 3 p.m. Wednesday. Appointments will be drop in on a first-come, first-served basis. The consultant will be able to assist with job searches, preparation of a resume and cover letters, and/or provide information on education and training related to one's career interest.

On Wednesdays at 10:30 a.m., Story Time will be held inside at the library with picture books, sing-alongs, and other activities.

Book Club will hold a hybrid meeting, both Zoom and in person, at 3 p.m. Thursday, "One Flew Over the Cuckoo's Nest" by Ken Kesey will be discussed as part of the club's Count on Books series (books with numbers in the title). Let staff know if a copy of the book up for discussion is needed.

Check out the staff's latest favorites from the shelves with Bonkers for Books, their biweekly recommendation video on Facebook. Some of their favorites will be shared on Saturdays, Sept. 3 and 17.

The library's annual book sale is back. On Saturday, Sept. 24, from 10 a.m. to 2 p.m., the library will have books, DVDs, CDs and more available by donation; stop by on way to or from the Apple Pumpkin Festival.

For more information, call the library at 207-867-5631.

## Lewiston Public Library reading program concludes

The Lewiston Public Library's Summer Reading Program recently ended. The program, which ran from June 27 through Aug. 13, provided all ages with reading logs that also served as bookmarks. Participants could log reading time combined with other activities such as signing out a state of Maine park pass or signing out a nature backpack filled with educational activities on the topics of birds, wildlife and plants. The backpacks were provided by the Maine Audubon Society.

"Adults were part of the enrichment and fun too. Not only did they complete more reading logs than last year but also enjoyed book discussions with ReadMe! in partnership with the Maine Humanities Council; listened to the musical stylings of New York Blues Hall of Fame inductee Marc Blac; and learned about community solar, whales of Maine, and first amendment rights in modern times," said Children's Librarian Sara Turner, according to a news release from the Lewiston Public Library.

"Every person has different learning styles, and we want to provide accommodations for more than just reading. It's about experiences, it's about engagement, and educational enrichment in many learning forms. We want a connection with the Lewiston Public Library to be safe, a place where people feel accepted, and a place where they are empowered."

Turner adds that Tree Street Youth also visited the library each week over the summer, which provided youth with access to various activities, books, and an interaction with library staff. The relationship with Tree Street Youth is expected to continue into the fall.

## Lewiston Public Library reading program concludes

Lewiston Public Library staff work hard to offer programming that engages community members of all ages in a season of joyful learning and enrichment. We hope that through the Library's Summer Reading Program each year, kids, teens, and adults will use their extra time to challenge themselves to learn new skills, meet others with similar interests, and celebrate our community of learners.

Additional creativity at the library continued throughout the summer with Lewiston High School 21st Century teens weekly utilizing the teen space, and the Teen Tabletop RPG Program, which will continue into the fall, brought many teen patrons into the teen space. In addition, library staff and teen volunteers also hosted a movie night within the community, and the teen space was also a popular venue for teens and families to play games, read, watch movies, do crafts and stay cool.

For more information, visit [www.lewistonmaine.gov](http://www.lewistonmaine.gov).

Mayor Carl Shelton

Visit us online at [sunjournal.com](http://sunjournal.com)

NOTICE TO CREDITORS

RE: BEANE L. GOSSELINK, deceased. NOTICE TO CREDITORS. BEANE L. GOSSELINK, deceased. NOTICE TO CREDITORS.

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## STATE OF MAINE ANDROSCOGG COUNTY PROBATE COURT

### NOTICE OF PETITION FOR CHANGE OF NAME TO ALL PERSONS INTERESTED IN ANY OF THE FOLLOWING ESTATES

Notice is hereby given to the respective petitioners that they have filed a petition for change of name as follows:

2022-351 LARRY CLINTON PETERSON, late of Leeds, deceased. Nancy Lind Peterson, 71 Kenney Rd., Leeds, ME 04453, Personal Representative.

2022-358 WILLIAM A. HOOKINS, late of Greene, deceased. Robert L. Hodgins, 12 Tall Timber Dr., Greene, ME 04236, Personal Representative.

2022-368 JACOB L. JOHNSON, late of Poland, deceased. Ronald Johnson, 10422 Main St., Windham, ME 04062, Personal Representative.

2022-369 THOMAS J. MANOR, late of Greene, deceased. Tony J. Robert, 36 West Shore Dr., Greene, ME 04236, Personal Representative.

2022-370 LUCIE F. JENKINS, JR., late of Auburn, deceased. Tracy M. Davies, 5 Carter Ct., Auburn, ME 04210, Personal Representative.

2022-372 PHILIP WILLIAM ROBINSON, late of Turner, deceased. Ronald Robinson, 1048 Lake Ashbury Dr., Green Cove Spgs., ME 04203, Personal Representative.

2022-375 GAIL L. CAMERON, late of Lewiston Falls, deceased. Kelly J. Dyer, 174 Foundry Rd., Lewiston Falls, ME 04254, Personal Representative.

2022-377 TERRY L. SAUTER, late of Lewiston Falls, deceased. Timothy D. Sauter, 20 Elizabeth Ave., Sanford, ME 04084, Personal Representative.

2022-378 ELEANOR L. GILFILLAN, late of Lewiston Falls, deceased. Ronald K. Lempenau, 4650 Fire Ck., Las Vegas, NV 89122, Personal Representative.

2022-381 JAMES H. HADLEY, late of Lewiston Falls, deceased. James H. Hadley, 20 Oak St., Lewiston Falls, ME 04252, Personal Representative.

2022-382 ROBERT ARTHUR COULTER, JR., late of Mechanic Falls, deceased. Elizabeth Ann Coulter, 10 Pottery St., Mechanic Falls, ME 04256, Personal Representative.

2022-383 MADELINE BEN DIONNE, late of Mechanic Falls, deceased. Becky H. Dionne, 45 Saunders Rd., Mechanic Falls, ME 04256, Personal Representative.

2022-386 JAMES H. HADLEY, late of Lewiston Falls, deceased. James H. Hadley, 20 Oak St., Lewiston Falls, ME 04252, Personal Representative.

2022-389 NANCY D. BASTION, late of Auburn, deceased. Bonnie Bastion Kuykendall, 10 Jackson Ave., Belfast, ME 04915, Personal Representative.

2022-388 PATRICIA A. NASH, late of Poland Springs, deceased. Karen Lee Nard, 1748 Ilwaco St., Honolulu, HI 96816, Personal Representative.

2022-389 NANCY D. BASTION, late of Auburn, deceased. Bonnie Bastion Kuykendall, 10 Jackson Ave., Belfast, ME 04915, Personal Representative.

2022-390 BRUCE DALE CLURKEY, late of Lewiston, deceased. Bruce D. Clurkey, 240 Broadwater Rd., Lewiston Falls, ME 04252, Personal Representative.

2022-391 THOMAS J. MANOR, late of Auburn, deceased. Tracy M. Davies, 5 Carter Ct., Auburn, ME 04210, Personal Representative.

2022-400 LORRAINE P. RAY, late of Auburn, deceased. Lewis Ellen Deschene, 40 Canterbury Rd., Brewer, ME 04412, Personal Representative.

2022-401 JANA MARIE WHITTEN, late of Lewiston, deceased. Adrienne Marie Decroix, 5 General St., Apt. 15, Lewiston, ME 04240, Personal Representative.

2022-403 ROBERT ROGER DICKSTEIN, late of Lewiston, deceased. Joyce H. Leppage, 495 Pond Rd., Lewiston, ME 04240, Personal Representative.

2022-406 DOUGLAS H. ROBINSON, late of Lewiston Falls, deceased. Raymond Lawrence Robinson, 16 Frost Hill Ave., Lewiston Falls, ME 04252, Personal Representative.

2022-408 CLARE L. LEEVICK, late of Lewiston, deceased. Rachel Levesque, 8 Hawthorne Ln., Lewiston, ME 04240, Personal Representative.

2022-410 NORMAN L. JANE, late of Durham, deceased. Gary P. Lane, 141 Summer St., Lewiston Falls, ME 04252, and Carl Lane-Slade, 1511 Royabrook Rd., Durham, ME 04222, Personal Co-Representatives.

2022-412 AUSTIN DANIEL BLANK, late of Leeds, deceased. Kendra Gendron, 1256 College St., Lewiston, ME 04240, Personal Representative.

2022-413 JANA PAUL L. LABONTE, late of Lewiston, deceased. Mark C. Labonte, 465 College St., Lewiston, ME 04240, Personal Representative.

2022-414 WILLIAM GEORGE TWITCH, late of Wales, deceased. Shirley J. Hatch, 332 Leeds Rd., Wales, ME 04240, Personal Representative.

2022-415 PHILADELPHIA CHARLOTTE CHARLOTTE, late of Chatham, deceased. Linda Marie Charavotte, 167 Chicopee Ave., Chatham, ME 04210, Personal Representative.

2022-416 GILBERT, late of Lewiston, deceased. Lon Early Gilbert, 606 Canal St., Lewiston, ME 04240, Personal Representative.

2022-417 BRYAN FRANK, late of Auburn, deceased. Kathleen Ann Harwood, 1103 Main Ave., Auburn, ME 04210, Personal Representative.

2022-418 JANA MARIE WHITTEN, late of Lewiston, deceased. Adrienne Marie Decroix, 5 General St., Apt. 15, Lewiston, ME 04240, Personal Representative.

2022-419 DIANE S. RICHARDSON, late of Turner, deceased. Heather W. Richardson, 25 Pearl Rd., Turner, ME 04262, Personal Representative.

2022-420 ANNE R. BURTON, late of Auburn, deceased. Donna L. Eickman, 707 Lake Shore Dr., Auburn, ME 04210, Personal Representative.

2022-421 DENNIS TREMBLAY, late of Sabattus, deceased. Erka E. Tremblay, 811 Middle Rd., Sabattus, ME 04280, Personal Representative.

2022-422 BRYAN FRANK, late of Auburn, deceased. Kathleen Ann Harwood, 1103 Main Ave., Auburn, ME 04210, Personal Representative.

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2022-436 ANNE R. BURTON, late of Auburn, deceased. Donna L. Eickman, 707 Lake Shore Dr., Auburn, ME 04210, Personal Representative.

2022-437 DENNIS TREMBLAY, late of Sabattus, deceased. Erka E. Tremblay, 811 Middle Rd., Sabattus, ME 04280, Personal Representative.

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2022-474 BRYAN FRANK, late of Auburn, deceased. Kathleen Ann Harwood, 1103 Main Ave., Auburn, ME 04210, Personal Representative.

2022-475 DIANE S. RICHARDSON, late of Turner, deceased. Heather

## Public Notice Displays



P.A.L. Center



Public Library



Senior Center I



Senior Center II



Auburn Housing – Great Falls



City Hall

CR-45 - CDBG 91.520(c)

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

There were no changes made to the city's program objectives during the program year.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**



## **CR-50 - HOME 91.520(d)**

**Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations**

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

In 2020, due to the COVID-19 pandemic, HUD granted waivers in relation to several HOME regulatory requirements, including the requirement for on-site inspections and reviews. Most projects needing to be reviewed in 2020 were therefore deferred and will be completed once on-site reviews and inspections resume.

**Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)**

Property owners are required to have a Management Plan and a Marketing Plan that affirmatively furthers Fair Housing. The Owner is responsible for selecting residents in a nondiscriminatory manner. The Owner is also responsible for maintaining a written waiting list of applicants in accordance with the project's resident selection policies and criteria that comply with all federal and state laws prohibiting discrimination on the grounds of race, color, national origin, religion, sex, physical or mental handicap, sexual orientation, familial status, ancestry, and receipt of public assistance.

The city is renewing efforts to update its affirmative marketing plan to meet the changing needs of the community. This includes new avenues for outreach, translation, and accessibility services.

**Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics**

HUD's IDIS PR-09 report demonstrated \$126,907 in Program Income received from HOME projects.

These funds were reinvested in the Stay At Home Rental Assistance Program, new unit development at 48 Hampshire St and 477 Minot Ave.

**Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)**

The city of Auburn fosters the development and maintenance of affordable housing through its Housing Development & rehab programs. These programs offer federal funds to developers or building owners for qualified expenses in exchange for ensuring units created or rehabbed remain affordable. Affordable rent requirements are capped at the Fair Market Rent (FMR) as established by HUD.

## CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
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Table 14 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
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Table 15 – Qualitative Efforts - Number of Activities by Program

### Narrative

Section 3 tracking and reporting was not conducted within the program year.

## Attachments

### PR26 for CDBG

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	PR26 - CDBG Financial Summary Report	
Program Year 2020		
AUBURN, ME		

<b>PART I: SUMMARY OF CDBG RESOURCES</b>		
01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR		871,296.13
02 ENTITLEMENT GRANT		569,356.00
03 SURPLUS URBAN RENEWAL		0.00
04 SECTION 108 GUARANTEED LOAN FUNDS		0.00
05 CURRENT YEAR PROGRAM INCOME		362,073.59
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)		0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT		0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT		0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE		0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)		1,802,724.72
<b>PART II: SUMMARY OF CDBG EXPENDITURES</b>		
09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION		840,054.09
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT		0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)		840,054.09
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION		145,102.20
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS		0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES		0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)		985,156.29
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)		817,568.43
<b>PART III: LOW/MOD BENEFIT THIS REPORTING PERIOD</b>		
17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS		0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING		294,052.76
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES		393,148.90
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT		0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)		687,201.66
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)		81.80%
<b>LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS</b>		
23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: PY: PY:	
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION		0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS		0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)		0.00%
<b>PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS</b>		
27 DISBURSED IN IDIS FOR PUBLIC SERVICES		105,434.24
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR		0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR		90,213.69
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS		0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)		95,220.95
32 ENTITLEMENT GRANT		569,356.00
33 PRIOR YEAR PROGRAM INCOME		252,999.94
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP		0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)		822,355.94
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)		11.58%
<b>PART V: PLANNING AND ADMINISTRATION (PA) CAP</b>		
37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION		145,102.20
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR		0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR		50,191.17
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS		0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)		94,911.03
42 ENTITLEMENT GRANT		569,356.00
43 CURRENT YEAR PROGRAM INCOME		362,073.59
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP		0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)		931,429.59
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)		10.19%





Office of Community Planning and Development  
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LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17  
Report returned no data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18

Plan Year	IDIS Project	IDIS Activity	Activity Name	Matrix Code	National Objective	Drawn Amount
2018	2	1688	81 Academy Street	14B	LNH	\$15,000.00
2018	2	1705	75 Pleasant Street	14B	LNH	\$1,435.60
2018	2	1724	117 High Street	14B	LNH	\$3,131.25
2018	2	1725	47 Winter Street	14B	LNH	\$238.00
2018	2	1726	77 Highland Avenue	14B	LNH	\$2,350.00
2018	2	1727	93 Summer Street	14B	LNH	\$1,200.00
2018	2	1733	76 Newbury Street	14B	LNH	\$10.00
2019	2	1728	62-64 Dennison Street	14B	LNH	\$20,573.75
2019	2	1736	95 Western Ave	14B	LNH	\$7,975.00
2019	2	1759	60 Elm Street	14B	LNH	\$9,448.75
2019	2	1761	9 Library Avenue	14B	LNH	\$1,175.00
2019	2	1762	14-16 Elm Street	14B	LNH	\$24,500.00
2019	2	1766	93 Golf Street	14B	LNH	\$25,000.00
2020	5	1767	17 Laurel Avenue	14B	LNH	\$19,500.00
2020	5	1769	25 Gamage Avenue	14B	LNH	\$58,250.00
2020	5	1774	150 Third Street	14B	LNH	\$45,146.70
2020	5	1776	93 Newbury Street	14B	LNH	\$10,950.00
2020	5	1779	41 Third Street	14B	LNH	\$13,730.00
2020	5	1780	416-418 Turner Street	14B	LNH	\$13,109.60
				14B	Matrix Code	\$272,725.65
2019	2	1740	Administration of Housing Rehab Programs	14H	LNH	\$37,250.96
				14H	Matrix Code	\$37,250.96
Total						\$309,976.61

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2018	15	1718	6401440	Senior Center Reconstruction	03A	LNC	\$25,292.31
					03A	Matrix Code	\$25,292.31
2020	6	1788	6401450	Boys and Girls Club Roof	03D	LNC	\$39,208.77
2020	6	1788	6472173	Boys and Girls Club Roof	03D	LNC	\$16,133.98
					03D	Matrix Code	\$55,342.75
2020	12	1810	6466704	New Auburn Anniversary Park	03E	LMA	\$9,132.02
					03E	Matrix Code	\$9,132.02
2020	7	1789	6472173	New Auburn Crosswalk	03K	LMA	\$45,000.00
					03K	Matrix Code	\$45,000.00
2019	4	1758	6401440	Whitney Street Community Garden	032	LMA	\$1,430.47
2019	4	1758	6466704	Whitney Street Community Garden	032	LMA	\$198.95
2019	4	1758	6466818	Whitney Street Community Garden	032	LMA	\$58.27
2019	4	1758	6473217	Whitney Street Community Garden	032	LMA	\$1,790.55
2019	4	1758	6475171	Whitney Street Community Garden	032	LMA	\$2,235.75
2019	4	1758	6530513	Whitney Street Community Garden	032	LMA	\$3,805.25
					032	Matrix Code	\$9,579.24
2019	5	1748	6465156	Auburn Police Dept - Work With Me Program	05D	LNC	\$47,105.00
2019	5	1800	6465156	Auburn Recreation Department Scholarships	05D	LNC	\$15,000.00
2020	9	1803	6530545	Auburn Recreation Department Scholarships	05D	LNC	\$12,000.00
2020	9	1805	6474895	Auburn Police Department - Work With Me Program	05D	LNC	\$8,853.43
2020	9	1805	6530545	Auburn Police Department - Work With Me Program	05D	LNC	\$31,050.72
2020	9	1807	6466818	Community Youth Services	05D	LNC	\$1,000.00
2020	9	1807	6472173	Community Youth Services	05D	LNC	\$1,000.00
2020	9	1807	6474895	Community Youth Services	05D	LNC	\$3,000.00
2020	9	1807	6530545	Community Youth Services	05D	LNC	\$5,000.00
					05D	Matrix Code	\$124,009.15
2019	10	1747	6401440	Safe Voices	05G	LNC	\$9,359.25
2020	9	1809	6466818	Safe Voices	05G	LNC	\$3,324.86
2020	9	1809	6474895	Safe Voices	05G	LNC	\$2,266.00
2020	9	1809	6530545	Safe Voices	05G	LNC	\$4,409.14
					05G	Matrix Code	\$19,359.25
2019	5	1748	6401440	Androskoggin Head Start-Promise Early Education	05L	LNC	\$2,500.00
2019	5	1748	6465136	Androskoggin Head Start-Promise Early Education	05L	LNC	\$1,233.36
2019	5	1748	6465138	Androskoggin Head Start-Promise Early Education	05L	LNC	\$3,766.64
2020	9	1804	6466818	Androskoggin Head Start-Promise Early Education	05L	LNC	\$2,000.00
2020	9	1804	6474895	Androskoggin Head Start-Promise Early Education	05L	LNC	\$2,000.00



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2020	9	1804	6530545	Androsoggin Head Start-Promise Early Education	05L	LWC	\$4,000.00
					05L	Matrix Code	\$15,500.00
2019	5	1749	6401440	Literacy Volunteers	05Z	LWC	\$6,593.60
2019	10	1752	6401440	Tedford Housing- Franklin School Apartments	05Z	LWC	\$2,905.84
2019	10	1752	6465136	Tedford Housing- Franklin School Apartments	05Z	LWC	\$1,750.00
2020	9	1802	6472173	Literacy Volunteers	05Z	LWC	\$2,246.40
2020	9	1802	6474895	Literacy Volunteers	05Z	LWC	\$2,073.60
2020	9	1802	6530545	Literacy Volunteers	05Z	LWC	\$2,246.40
2020	9	1808	6468818	Tedford Housing - Franklin School Apartments	05Z	LWC	\$1,750.00
2020	9	1808	6474895	Tedford Housing - Franklin School Apartments	05Z	LWC	\$1,750.00
2020	9	1808	6530545	Tedford Housing - Franklin School Apartments	05Z	LWC	\$5,250.00
					05Z	Matrix Code	\$26,565.84
2019	2	1753	6401440	55 Winter Street	14A	LWH	\$1,077.42
2019	2	1753	6472154	55 Winter Street	14A	LWH	\$4,315.92
2019	2	1753	6475160	55 Winter Street	14A	LWH	\$16,800.00
2019	2	1753	6475171	55 Winter Street	14A	LWH	\$5,340.00
2019	2	1753	6475447	55 Winter Street	14A	LWH	\$100.00
2019	2	1764	6466704	153 Sixth Street	14A	LWH	\$10,000.00
					14A	Matrix Code	\$37,093.34
2020	8	1765	6465136	Kiddie Cove Daycare, LLC	18A	LWJ	\$5,382.67
2020	8	1765	6466704	Kiddie Cove Daycare, LLC	18A	LWJ	\$17,938.82
2020	8	1765	6468818	Kiddie Cove Daycare, LLC	18A	LWJ	\$2,353.41
					18A	Matrix Code	\$25,675.00
Total							\$393,148.90

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity to prevent, prepare for, and respond to Coronavirus	Activity Name	Grant Number	Fund Type	Matrix Code	National Objective	Drawn Amount
2019	5	1746	6465156	No	Auburn Police Dept - Work With Me Program	B18MC230001	EN	05D	LWC	\$47,105.00
2019	5	1800	6465156	No	Auburn Recreation Department Scholarships	B15MC230001	EN	05D	LWC	\$15,000.00
2020	9	1803	6530545	No	Auburn Recreation Department Scholarships	B15MC230001	EN	05D	LWC	\$131.25
2020	9	1803	6530545	No	Auburn Recreation Department Scholarships	B16MC230001	EN	05D	LWC	\$9,725.89
2020	9	1803	6530545	No	Auburn Recreation Department Scholarships	B17MC230001	EN	05D	LWC	\$2,142.86
2020	9	1805	6474895	No	Auburn Police Department - Work With Me Program	B17MC230001	EN	05D	LWC	\$3,547.08
2020	9	1805	6474895	No	Auburn Police Department - Work With Me Program	B18MC230001	EN	05D	LWC	\$5,306.35
2020	9	1805	6530545	No	Auburn Police Department - Work With Me Program	B17MC230001	EN	05D	LWC	\$23,724.73
2020	9	1805	6530545	No	Auburn Police Department - Work With Me Program	B18MC230001	EN	05D	LWC	\$7,325.99
2020	9	1807	6468818	No	Community Youth Services	B17MC230001	EN	05D	LWC	\$1,000.00
2020	9	1807	6472173	No	Community Youth Services	B20MC230001	PI	05D	LWC	\$1,000.00
2020	9	1807	6474895	No	Community Youth Services	B17MC230001	EN	05D	LWC	\$3,000.00
2020	9	1807	6530545	No	Community Youth Services	B18MC230001	EN	05D	LWC	\$5,000.00
								05D	Matrix Code	\$124,009.15
2019	10	1747	6401440	No	Safe Voices	B19MC230001	PI	05G	LWC	\$9,359.25
2020	9	1809	6468818	No	Safe Voices	B17MC230001	EN	05G	LWC	\$3,324.86
2020	9	1809	6474895	No	Safe Voices	B19MC230001	EN	05G	LWC	\$2,266.00
2020	9	1809	6530545	No	Safe Voices	B15MC230001	EN	05G	LWC	\$2,073.60
2020	9	1809	6530545	No	Safe Voices	B17MC230001	EN	05G	LWC	\$2,335.54
								05G	Matrix Code	\$19,359.25
2019	5	1748	6401440	No	Androsoggin Head Start-Promise Early Education	B19MC230001	PI	05L	LWC	\$2,500.00
2019	5	1748	6465136	No	Androsoggin Head Start-Promise Early Education	B20MC230001	PI	05L	LWC	\$1,233.36
2019	5	1748	6465136	No	Androsoggin Head Start-Promise Early Education	B20MC230001	EN	05L	LWC	\$3,766.54
2020	9	1804	6468818	No	Androsoggin Head Start-Promise Early Education	B17MC230001	EN	05L	LWC	\$2,000.00
2020	9	1804	6474895	No	Androsoggin Head Start-Promise Early Education	B17MC230001	EN	05L	LWC	\$2,000.00
2020	9	1804	6530545	No	Androsoggin Head Start-Promise Early Education	B17MC230001	EN	05L	LWC	\$4,000.00
								05L	Matrix Code	\$15,500.00
2019	5	1749	6401440	No	Literacy Volunteers	B19MC230001	PI	05Z	LWC	\$6,593.60
2019	10	1752	6401440	No	Tedford Housing- Franklin School Apartments	B19MC230001	PI	05Z	LWC	\$2,905.84
2019	10	1752	6465136	No	Tedford Housing- Franklin School Apartments	B20MC230001	PI	05Z	LWC	\$1,750.00
2020	9	1802	6472173	No	Literacy Volunteers	B20MC230001	PI	05Z	LWC	\$2,246.40
2020	9	1802	6474895	No	Literacy Volunteers	B15MC230001	EN	05Z	LWC	\$2,073.60
2020	9	1802	6530545	No	Literacy Volunteers	B15MC230001	EN	05Z	LWC	\$1,606.40
2020	9	1802	6530545	No	Literacy Volunteers	B19MC230001	EN	05Z	LWC	\$640.00
2020	9	1808	6468818	No	Tedford Housing - Franklin School Apartments	B17MC230001	EN	05Z	LWC	\$1,750.00
2020	9	1808	6474895	No	Tedford Housing - Franklin School Apartments	B17MC230001	EN	05Z	LWC	\$1,750.00
2020	9	1808	6530545	No	Tedford Housing - Franklin School Apartments	B17MC230001	EN	05Z	LWC	\$5,250.00
								05Z	Matrix Code	\$26,565.84



Office of Community Planning and Development  
U.S. Department of Housing and Urban Development  
Integrated Disbursement and Information System  
PR25 - CDBG Financial Summary Report  
Program Year 2020  
AUBURN, ME


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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity to prevent, prepare for, and respond to Coronavirus	Activity Name	Grant Number	Fund Type	Matrix Code	National Objective	Drawn Amount
				No	Activity to prevent, prepare for, and respond to Coronavirus					\$185,434.24
Total										\$185,434.24

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2019	1	1738	6472173	Administration - Salaries	21A		\$45,616.02
2019	1	1739	6401450	Administration - Goods and Services	21A		\$4,575.15
2020	10	1785	6464132	Administration Auburn CDBG - Salaries	21A		\$8,120.32
2020	10	1785	6465136	Administration Auburn CDBG - Salaries	21A		\$5,240.20
2020	10	1785	6466704	Administration Auburn CDBG - Salaries	21A		\$6,094.97
2020	10	1785	6468818	Administration Auburn CDBG - Salaries	21A		\$6,088.52
2020	10	1785	6472173	Administration Auburn CDBG - Salaries	21A		\$5,245.75
2020	10	1785	6473217	Administration Auburn CDBG - Salaries	21A		\$6,476.58
2020	10	1785	6474895	Administration Auburn CDBG - Salaries	21A		\$6,041.34
2020	10	1785	6475171	Administration Auburn CDBG - Salaries	21A		\$5,580.89
2020	10	1785	6530437	Administration Auburn CDBG - Salaries	21A		\$30,948.26
2020	10	1786	6464132	Administration Auburn CDBG - Goods & Services	21A		\$40.01
2020	10	1786	6465136	Administration Auburn CDBG - Goods & Services	21A		\$347.29
2020	10	1786	6466704	Administration Auburn CDBG - Goods & Services	21A		\$510.81
2020	10	1786	6468818	Administration Auburn CDBG - Goods & Services	21A		\$1,696.30
2020	10	1786	6472173	Administration Auburn CDBG - Goods & Services	21A		\$735.67
2020	10	1786	6473217	Administration Auburn CDBG - Goods & Services	21A		\$640.88
2020	10	1786	6474895	Administration Auburn CDBG - Goods & Services	21A		\$475.01
2020	10	1786	6475171	Administration Auburn CDBG - Goods & Services	21A		\$686.79
2020	10	1786	6530437	Administration Auburn CDBG - Goods & Services	21A		\$9,929.44
Total					21A	Matrix Code	\$145,102.20
							\$145,102.20

# PR26 for CDBG-CV

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	U.S. Department of Housing and Urban Development	TIME:	15:17
	Integrated Disbursement and Information System	PAGE:	1
	PR26 - CDBG-CV Financial Summary Report		
	AUBURN, ME		

PART I: SUMMARY OF CDBG-CV RESOURCES	
01 CDBG-CV GRANT	472,917.00
02 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
03 FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
04 TOTAL AVAILABLE (SUM, LINES 01-03)	472,917.00
PART II: SUMMARY OF CDBG-CV EXPENDITURES	
05 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	273,533.03
06 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	5,369.51
07 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
08 TOTAL EXPENDITURES (SUM, LINES 05 - 07)	278,902.54
09 UNEXPENDED BALANCE (LINE 04 - LINE8 )	194,014.46
PART III: LOW/MOD BENEFIT FOR THE CDBG-CV GRANT	
10 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
11 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
12 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	273,533.03
13 TOTAL LOW/MOD CREDIT (SUM, LINES 10 - 12)	273,533.03
14 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 05)	273,533.03
15 PERCENT LOW/MOD CREDIT (LINE 13/LINE 14)	100.00%
PART IV: PUBLIC SERVICE (PS) CALCULATIONS	
16 DISBURSED IN IDIS FOR PUBLIC SERVICES	96,350.35
17 CDBG-CV GRANT	472,917.00
18 PERCENT OF FUNDS DISBURSED FOR PS ACTIVITIES (LINE 16/LINE 17)	20.37%
PART V: PLANNING AND ADMINISTRATION (PA) CAP	
19 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	5,369.51
20 CDBG-CV GRANT	472,917.00
21 PERCENT OF FUNDS DISBURSED FOR PA ACTIVITIES (LINE 19/LINE 20)	1.14%





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PR26 - CDBG-CV Financial Summary Report  
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LINE 10 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 10

Report returned no data.

LINE 11 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 11

Report returned no data.

LINE 12 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 12

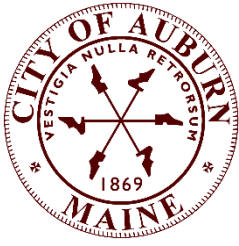
Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2020	1	1771	6530509	CV - Farmer's Market Market Bucks	05Z	LMC	\$1,310.00
		1793	6475942	CV - Grab & Go Grocery	05W	LMC	\$16,937.28
			6530509	CV - Grab & Go Grocery	05W	LMC	\$16,465.78
			6647654	CV - Grab & Go Grocery	05W	LMC	\$14,775.99
			6662673	CV - Grab & Go Grocery	05W	LMC	\$7,482.00
		1795	6530509	CV - Senior Care Packages	05A	LMC	\$4,820.55
			6647652	CV - Senior Care Packages	05A	LMC	\$3,708.75
		1796	6475942	CV - Senior Center Generator & Refrigeration	03A	LMC	\$21,004.73
			6530509	CV - Senior Center Generator & Refrigeration	03A	LMC	\$19,465.26
		1799	6475942	Pal Center Generator Walk-In Refrigeration	03Z	LMC	\$57,457.19
			6530509	Pal Center Generator Walk-In Refrigeration	03Z	LMC	\$36,755.50
	2	1777	6475942	CV - Auburn Cleaning Center	18A	LMJ	\$20,000.00
		1782	6475942	CV - Stepladder Enterprize	18C	LMJ	\$7,500.00
		1783	6475942	CV - A1 Superior Cleaning	18C	LMJ	\$7,500.00
		1841	6662675	CV- Micro-Enterprise Loans	18C	LMJ	\$7,500.00
	3	1818	6530509	CV- Recreation Scholarships	05D	LMC	\$30,850.00
Total							\$273,533.03

LINE 16 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 16

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2020	1	1771	6530509	CV - Farmer's Market Market Bucks	05Z	LMC	\$1,310.00
		1793	6475942	CV - Grab & Go Grocery	05W	LMC	\$16,937.28
			6530509	CV - Grab & Go Grocery	05W	LMC	\$16,465.78
			6647654	CV - Grab & Go Grocery	05W	LMC	\$14,775.99
			6662673	CV - Grab & Go Grocery	05W	LMC	\$7,482.00
		1795	6530509	CV - Senior Care Packages	05A	LMC	\$4,820.55
			6647652	CV - Senior Care Packages	05A	LMC	\$3,708.75
	3	1818	6530509	CV- Recreation Scholarships	05D	LMC	\$30,850.00
Total							\$96,350.35

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2020	4	1798	6475942	CV Admin	21A		\$3,665.68
			6530509	CV Admin	21A		\$180.47
			6647651	CV Admin	21A		\$1,058.50
			6662672	CV Admin	21A		\$464.86
Total							\$5,369.51



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** September 19, 2022

**PUBLIC HEARING**

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

**Subject:** CDBG/HOME Consolidated Annual Performance Evaluation Report (CAPER) Program Year 2021

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**Information:**

Each year the Community Development office presents the Consolidated Annual Performance Evaluation Report (CAPER), detailing the use of Auburn's CDBG funds & the Auburn-Lewiston Consortium's HOME funds. This report compares actual impact numbers to expectations set within the 5-year Consolidated Plan which was adopted in 2020. This report represents the second year of the 5-year plan.

Programs focused on Public Service again exceeded expectation and were made possible by additional funding provided for Covid-19 response and relief. Programs which came in under expectation included activities such as home rehab, public infrastructure and tenant based Rental assistance as project were put on hold due to the pandemic, or additional programs filled the needs gap (such as the Emergency Rental Assistance program).

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**City Budgetary Impacts:**

CDBG funds expended during this program year totaled \$579,052. Home Funds expended totaled \$158,283. These federal grant dollars cover staff salary/benefits as well as program activities for the Business and Community Development program.

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**Staff Recommended Action:** Hold Public Hearing.

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**Previous Meetings and History:** Public Comment Period September 1-19<sup>th</sup>, 2022

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**City Manager Comments:**

*Phillip Crowell Jr.*

I concur with the recommendation. Signature:

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**Attachments:**

CDBG/HOME Consolidated Annual Performance Evaluation Report (CAPER) Program Year 2021

City of Auburn  
**Consolidated Annual  
Performance  
Report (CAPER)**

**PROGRAM YEAR 2021**

On behalf of:

The Auburn-Lewiston Home Consortium &  
City of Auburn CDBG program

Prepared by Auburn Community Development Office





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## **CR-05 - Goals and Outcomes**

### **Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)**

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The City of Auburn receives annual allocations from the U. S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program and the HOME Investment Partnership (HOME) program. The national purpose of the CDBG program is the development of viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities principally for persons of low and moderate income. The national purpose of the HOME program is to create affordable housing for low-income households.

This Consolidated Annual Performance Evaluation Report (CAPER) covers the use of HOME funds for both Auburn & Lewiston, CDBG funds for Auburn and leveraged funds for the period of July 1, 2021, through June 30, 2022. Objectives and expectations for HOME & CDBG funds have been identified through the Consolidated Plan process conducted for program years 2020-2024. The Annual Action Plan referenced within established 1 year performance measures and how identified objectives to be met for each year of the Consolidated Plan.

The Auburn Community Development Office (ACDO) worked with HUD staff to correct previous year's financial and project reporting data and will re-release the 2020 CAPER in tandem with this report. Through this process it was necessary to conduct extensive internal quality control checks to re-qualify multiple projects. A limited number of projects, which had already begun or had been completed prior to PY21 have now been deemed to be out of compliance with HUD requirements. For cases which cannot be brought into compliance the City of Auburn will be seeking to complete a Voluntary Grant Reduction (VGR) from future allocations. This process required ACDO staff to revise previous year's impact numbers contained within the CAPERs by removing projects which were deemed non-compliant with HUD requirements. The result is a reduction in not only PY21 impact metrics but in the PY20 & PY19 previously reported performance reports.

During PY21 ACDO brought on and trained an entirely new staff as well as embraced extensive Technical Assistance which was provided and paid for by HUD in order to develop and approve a new set of policies and procedures. This process, although greatly beneficial, significantly affected the outcomes contained in this report. Dramatic increases in building materials and a lack of qualified contractors added to the low housing rehab numbers. However, unexpected progress has been made to address Consolidated Plan priorities and objectives. The added impact numbers from CDBG-CV programming increased and offset the overall effectiveness of program deliverables.

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Improve Infrastructure and reduce blight	Non-Housing Community Development	CDBG: \$ / HOME: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	3000	2020	67.33%			
Improve Infrastructure and reduce blight	Non-Housing Community Development	CDBG: \$ / HOME: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0		1000	43	4.30%
Promote Economic Opportunities	Non-Housing Community Development	CDBG: \$ / HOME: \$	Jobs created/retained	Jobs	10	11	110.00%	0	5	
Promote Economic Opportunities	Non-Housing Community Development	CDBG: \$ / HOME: \$	Businesses assisted	Businesses Assisted	10	7	70.00%	6	3	50.00%

Provide Essential Services	Homeless Non-Homeless Special Needs	CDBG: \$ / HOME: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1200	1584	132.00%	520	600	115.38%
Provide Safe and Affordable Housing	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: \$ / HOME: \$	Rental units rehabilitated	Household Housing Unit	100	5	5.00%	25	2	8.00%
Provide Safe and Affordable Housing	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: \$ / HOME: \$	Homeowner Housing Rehabilitated	Household Housing Unit	50	15	30.00%	10	5	50.00%
Provide Safe and Affordable Housing	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: \$ / HOME: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	125	20	16.00%	30	1	3.33%

**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

The specific objectives identified within the PY21 Action Plan are four-fold, and outlined below:

**Provide Safe and Affordable Housing:** The city of Auburn continued to use CDBG funds in the rehabilitation of LMI qualified residents. These funds have also been used to leverage additional Lead Abatement funds sourced from a newly received grant from the Office of Lead Hazard Control & Health Homes.

**Improve Public Infrastructure:** This program year saw the completion of the final of 3 public community gardens. Additional activities began within this program year but are not expected to be completed until PY22. The impact from these efforts will be recognized within the PY22 CAPER.

**Promote Economic Opportunities:** This program year saw two job creation loans made to two LMI owned businesses under the outdated STAR loan program. New microloan programs and support programs for businesses affected by Covid-19 continued during PY21.

**Provide Essential Services:** During this program year the city provided CDBG funds to 8 sub-recipients for the purposes of providing essential Public Services to LMI residents of Auburn. These included Literacy Volunteers, Community Youth Services and Androscoggin Head Start and are crucial to the success of families who are struggling with the issues of poverty. The Recreation Scholarship Program is funded to aid LMI families by offering valuable summer camp experiences for area youth. This program provides greater diversity within the campers as well as making it possible for parents to work, look for employment and better their financial situations.

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).  
91.520(a)

	CDBG	HOME
White	570	88
Black or African American	99	4
Asian	13	0
American Indian or American Native	1	2
Native Hawaiian or Other Pacific Islander	1	0
<b>Total</b>	<b>684</b>	<b>94</b>
Hispanic	20	1
Not Hispanic	664	93

**Table 2 – Table of assistance to racial and ethnic populations by source of funds**

### Narrative

The total population for the city of Auburn is 24,033 and 2021 census data shows that 90% of the population is white, 1.3% is Black or African American and 1.4% Asian. The analysis of CDBG impact by population demonstrates that 83% of the recipients were white, 14% were black and 1.9% Asian. Home Funds spent by population demonstrates that 93% of the recipients were white, 4.2% were black and 2.1% Native American.

Some activities funded through PY21 CDBG funds fall under the category of 'area wide benefit', activities that fall under this category have a higher-than-average impact per activity but do not collect the racial and ethnic composition of the people served. The location of these 'area wide benefit' projects are reserved for qualified Low-to-moderate income qualified census tracts, which trend higher than average racial and ethnic composition of the city or serve a more diverse population than the makeup of Auburn as a whole. Demographic makeup of the city is evolving but data suggest that further improvements to the cities affirmative marketing plan and community outreach is needed.

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Available	Made	Amount Expended During Program Year
CDBG	public - federal	1,051,858		579,052
HOME	public - federal	1,803,240		158,283

**Table 3 - Resources Made Available**

### Narrative

The city spent substantial time re-qualifying recent projects and preparing work-out recommendations for non-compliant projects. Additionally, many activities that carried over from the previous fiscal year that were delayed due to the pandemic, or otherwise delayed by the contractors, were canceled due to non-performance. This kept the expended amount during the program year lower than expected.

There was also a considerable amount of unexpected Program Income recorded this year. This was due in part to multiple units being sold prior to the end of their affordability period as well as a more consistent enforcement of refinance policies by administration.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

**Table 4 – Identify the geographic distribution and location of investments**

### Narrative

The 2020-24 Consolidated Plan did not provide for a target area of focus, but instead categorized activities under a city-wide lens. Because of this the data provided by the IDIS reporting system did not track such information.

Under the most recent Action Plan there is a designated target area of focus for future projects. This area consists of Census tracts 101, 103 & 105, which are qualified as being 51% or more Low-to-Moderate Income in the 2015 American Community Survey (ACS) Census 2010.

During this program year there were no publicly owned land utilized to fulfil the needs identified within the Consolidated Plan.



## Leveraging

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

The city tracks available match carried forward from previous years. For this year the city has an available carry forward of \$1,351,209 in match. The City also received approval of a match waiver allowing this amount to be carried forward for another year.

City programs leverage additional federal, state or private funds by requiring matching funds be provided by homeowners and non-LMI multi-unit owners. These match requirements average 20% of project costs.

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	1,351,210
2. Match contributed during current Federal fiscal year	0
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	1,351,210
4. Match liability for current Federal fiscal year	0
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	1,351,210

**Table 5 – Fiscal Year Summary - HOME Match Report**

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match

Table 6 – Match Contribution for the Federal Fiscal Year

### HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
163,722	75,262	22,375	0	216,609

Table 7 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Dollar Amount	0	0	0	0	0	0
Number	0	0	0	0	0	0
Sub-Contracts						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
Contracts						
Dollar Amount	0	0	0			
Number	0	0	0			
Sub-Contracts						
Number	0	0	0			
Dollar Amount	0	0	0			

**Table 8 - Minority Business and Women Business Enterprises**

<b>Minority Owners of Rental Property</b> – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	<b>Total</b>	<b>Minority Property Owners</b>				<b>White Non-Hispanic</b>
		<b>Alaskan Native or American Indian</b>	<b>Asian or Pacific Islander</b>	<b>Black Non-Hispanic</b>	<b>Hispanic</b>	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

**Table 9 – Minority Owners of Rental Property**

<b>Relocation and Real Property Acquisition</b> – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired	0	0				
Businesses Displaced	0	0				
Nonprofit Organizations Displaced	0	0				
Households Temporarily Relocated, not Displaced	0	0				
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

**Table 10 – Relocation and Real Property Acquisition**

## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	35	1
Number of Non-Homeless households to be provided affordable housing units	120	7
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>155</b>	<b>8</b>

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	35	1
Number of households supported through The Production of New Units	85	0
Number of households supported through Rehab of Existing Units	35	7
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>155</b>	<b>8</b>

Table 12 – Number of Households Supported

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

The one-year goal for HOME programs is established in the 2021 Annual Action Plan. The HOME Data in the table above is populated from the HUD IDIS system, which may not include all activities covered by this report. The data above is only from the HOME activities completed in project year 2021. Some activities were begun in the previous program years and closed out within 2021. Similarly, some activities have begun in Program year 2021 but are not yet complete.

Additionally, the impacts of the Covid-19 pandemic, related increase in construction costs, limited availability of contractors and eviction moratoriums impacted the city's ability to meet goals and complete projects as expected.

During the Pandemic the city provided extra focus on addressing "worst case needs". Additional support was provided through the Emergency Rental assistance (ERA) program operated by a local community Action program. These low-income renters are traditionally burdened by paying more than half of their monthly income towards rent, homeless or currently housed in substantially substandard housing.

Tenants in substandard housing are served by the CDBG Emergency repair program. Of the rehab projects completed within the program year 15 of 22 units were housed by tenants who qualify as Low-to-Moderate income.

These multi-unit rental rehab projects are intended to foster and maintain affordable housing stock within Auburn by providing financial resources to landlords for qualified repairs in exchange for maintaining affordable rents within rehabbed units. This affordability period length differs based on the amount of federal subsidy, but caps monthly rent at Fair Market Rent (FMR) standards as posted by HUD each year.

#### **Discuss how these outcomes will impact future annual action plans.**

The ability for a person to find safe, quality, affordable housing is becoming increasingly difficult across Maine. Prior to the Covid-19 Pandemic, the housing market in the region was tight, this has gotten significantly worse and spread further out into the rest of the County. In future action plans, the need to create more affordable housing and offer more services to help individuals find quality housing will become ever more important. The Consortium will consider these outcomes when establishing the goals of the 2023 Action Plan.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

<b>Number of Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	0	2
Low-income	66	5
Moderate-income	2	1
<b>Total</b>	<b>68</b>	<b>8</b>

**Table 13 – Number of Households Served**

#### **Narrative Information**

Historically, Home funds had been reserved for single family residences. This posed problematic for a hand full of projects as the homes needed substantial additional resources above the max allowable home funds to achieve the necessary Auburn Rehab standards. Meanwhile, CDBG funds are used on multi-unit rehab projects. To qualify a multi-unit building for rehab a minimum of 51% of the tenants need to qualify as LMI.

Additional efforts are being undertaken to maintain and preserve affordable housing through the Lead & Healthy Homes program. This program provides grants to homeowners and landlords to improve living standards by removing lead hazards. All units utilizing this program must be occupied by low-to-moderate income families or be made available to LMI tenants in the future. This program, which leverages CDBG funds to cover income qualifying homeowners required match funding, provides for an affordability period in which max rent rates are monitored to assure affordability. Each new unit rehabbed creates 1 new affordable unit within the city.



## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The Maine Continuum of Care's outreach plan is supported in coordination with the Department of Health and Human Services (DHHS) Projects for Assistance in Transition from Homelessness (PATH) grantees. The goal of these outreach efforts is to engage individuals who are unsheltered, assess their immediate needs and health care concerns, determine their eligibility for MaineCare and other services, and transition them to a community provider for ongoing assistance.

The Maine CoC concluded the redesign of its Coordinated Entry System in 2020 and has coordinated with the Maine Statewide Homeless Council to redesign the homelessness response system in Maine around local service hubs. When implemented, these hubs will include outreach providers who will be able to directly work with shelter and housing providers in their area.

Internally, Auburn's Community Development office now houses the City General Assistance Administrator as well as the Public Health Officer. These positions are working proactively with the city police and EMTs to develop new resources for first responders to house homeless individuals in distress or rehouse individuals after an adverse experience that would otherwise lead to homelessness.

Both the General Assistance Administrator & the City Public Health Officer are active members of the Lewiston Auburn Alliance of Services to the Homeless (LAASH). LAASH has been working in the Lewiston Auburn area for 25 years and meets monthly to focus on local homeless issues. It is currently working on continuum of care issues and provides a forum for educating its members about available resources.

During this program year substantial outreach was conducted for the HOME-ARP plan development. This outreach focused on qualifying the unmet needs of the Homeless and at-risk populations. The adoption of the HOME-ARP plan early in Program year 2022 will dramatically increase Auburn's effectiveness in serving this population.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

Maine continues to address both emergency shelter and transitional housing needs of persons who are homeless through the direction and advocacy of the Maine Continuum of Care and the Maine Statewide Homeless Council. Maine utilizes ESG funding to support 36 shelters across the state, including adult individual, family, youth, and domestic violence shelters. Unfortunately, most local shelters are not funded by Maine Housing Authority. Instead, the city utilizes portions of its Public Service allocation of funds to provide some financial support to these programs. One such organization is Safe Voices, a

domestic violence response organization that provides assistance including re-housing and homelessness diversion programs. One such organization is Safe Voices, a domestic violence response organization that provides assistance including re-housing and homelessness diversion programs.

Substantial consultation was conducted during PY21 in preparation of the HOME-ARP plan. This plan is expected to be implemented early in PY22.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

The Statewide Homeless Council continues to work with the Department of Corrections to implement the Maine Criminal Justice System Blueprint for Ending and Preventing Homelessness, which seeks to prevent inmates from being released into homelessness. A similar Blueprint for Ending Homelessness with DHHS is used to address discharge planning from state-run mental health facilities.

During PY21 the Emergency Rental Assistance (ERA) program serviced over 1,118 non duplicated households via services provided by Community Concepts inc. Additional improvements to the Auburn Security Deposit program guidelines increased compliance with HUD regulations, but disbursement of funds was hampered by the Fair Market Rent (FMR) caps established by HUD in light of the dramatic increase of market rent. Many landlords were not interested in entertaining a program which capped their rent for such at such a reduced rate.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

Community Development staff, specifically the Public Health Officer and General Assistance Administrator work in cooperation with the School Department, Police & Fire departments as well as local non-profits such as Safe Voices and New Beginnings. This integration of services allows for more direct hand-offs of residents in need and various service providers.

The Community Development team was recently awarded \$1.7 Million in a new, 1 time allocation of HOME-ARP funds. The plan currently being developed for both Auburn & Lewiston around these funds are targeted specifically towards meeting the needs of homelessness, homelessness prevention and

additional qualified populations. Planning and consultations were conducted during PY21, but final approval of the workplan will commence early in PY22.

## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

The City of Auburn works closely with the Auburn Housing Authority (AHA) on the promotion and development of affordable housing. During this program year AHA increased their payment standards within the section 8 voucher program up to 110% of Fair Market Rent. This increase is to assist qualified renters be able to find and afford housing in the face of increasing rental rates and limited supply of available units.

MaineHousing Family Self-Sufficiency (FSS) staff continue to lead statewide efforts to improve processes and evaluation of the program among those PHAs who administer it, along with bringing together all other PHA FSS staff to assess and respond to new HUD program regulations. Along with Portland HA, MaineHousing is a member of the National FSS Network through a partnership with Compass Working Capital.

Auburn Housing Authority has increased its efforts to convert their operation to voucher based support. Increased efforts to support the development of privately built units which could employ housing vouchers continues.

### **Actions taken to encourage public housing residents to become more involved in management and participate in homeownership**

City continues to provide down payment assistance to first-time homebuyers who meet income requirements.

The city, along with Auburn Housing staff, also met with multiple Co-op and Resident Owned community planning organizations. The goal is to involve a 3rd party organization in the new Fern St development, who can provide on-going technical assistance to the resident-owners of the new development. This project is expected to be completed within PY23.

### **Actions taken to provide assistance to troubled PHAs**

There are no troubled PHAs in Maine.

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

The city of Auburn has been very proactive removing barriers to housing development in the past two years. Notable achievements include the approval of new ordinances allowing for accessory dwelling units, an increase in density standards and reduced road frontage requirements for residential lots. Coupled with a new form-based code, these changes will promote in-fill development of new housing, allow for multi-unit housing development in residential zones and reducing or eliminating permit fees for targeted demographics.

The City Council have since been facing community petition efforts and threats of recall by an organized citizen group opposed to the new, more inclusive zoning efforts.

### **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

Administrative barriers for underserved community needs are being improved in part through the addition of General Assistance Administrator and Public Health Officer to the Community Development team. They are integral parts of weekly team meetings as well as having input on the Action Plan development and Capex reporting. These front-line, community facing positions work with underserved communities daily and relay program challenges and changing community needs to the team more rapidly so improvements can be made to program delivery on a weekly basis if need be.

Additional staff is being brought on board under the HOME-ARP program to provide direct services to underserved residents. This plan is expected to be approved early in PY22.

### **Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

The City of Auburn has received a three-year Lead Hazard Control & Healthy Homes (LHCHH) grant that began in November 2021. CDBG funds are used at matching funds to provide additional subsidy grants to income qualified residents.

### **Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

In Maine, there is a statewide network of Community Action Programs (CAPs) with a common purpose of providing services to low-income people across Maine. The goal of these agencies is to empower low-income people to lift themselves and their families out of poverty. The city works with these agencies to leverage additional support for poverty-level families to weatherize and install new, more efficient systems in more homes. On a case-by-case basis city staff has been able to make referrals to financial

coaching services and Homebuyer education classes provided by these CAP agencies.

Auburn Community Development continues to fund public services and housing programs. Services include, food pantries, homelessness prevention, housing navigators, domestic violence services, neighborhood centers, Meals on Wheels, and youth programs.

**Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

Internally, the City of Auburn has redeveloped the entire Community Development department, including the integration of General Assistance and Public Health Officer. This new team-based approach to program delivery has allowed staff to provide a more holistic delivery of services to targeted communities. The redevelopment coincided with larger city efforts to streamline the application, approval, and service delivery. These efforts have reduced impact latency and allows the program to respond in-time to identified needs. In 2021, MaineHousing and the Maine Continuum of Care continued to work to redevelop and improve its Coordinated Entry system. The Maine CoC has also worked to address the concerns brought forward in the gaps and needs analysis conducted in 2019.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

Community Development Staff is working in tandem with Auburn Housing Authority (AHA) staff to develop new plans for new affordable housing units, manage a Security Deposit assistance program as well as managing a new co-op owned residential facility.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

The city has put substantial effort into removing barriers to the development of new affordable housing units. These efforts include switching to form-based code, changes to density standards in residential zones allowing for the construction of new, accessory dwelling units and the reduction of required road frontage to allow for infill development of new residential units. Additional efforts have been taken to highlight the impediments to fair housing as highlighted by Maine Housing Authority.

In 2019 Maine State Housing Authority (MSHA) published an analysis of Impediments to Fair Housing Choice in which it recognized that opposition by communities and neighbors to planning and zoning improvements aimed at promoting affordable housing is discriminatory. In this report MSHA pledges to support affordable housing projects against such NIMBY efforts. The city of Auburn is similarly committed to affirmatively furthering fair housing not only because it is a condition of federal funding but because it is the most fair and practical means to improve the quality of our community. Limiting access to certain types or locations of housing development for low-income populations strips opportunities and equity from our most at-risk community members. Similarly, concentrating subsidized housing in downtown urban areas as a development model serves only to cave to the pressures of

nimbyism that MSHA has identified in their assessment.

To this end, the city is embracing development models which increase housing choice for residents that rely on affordable housing. Each neighborhood has a distinct style and value, as does each resident of this city. Allowing all families, regardless of income, the freedom to choose their home and what environment in which to raise their children is an essential right. That is why this department not only supports the inclusive zoning efforts undertaken by the Planning & Permitting department, but why we continue to approach the creation of affordable housing in Auburn from a place of increased inclusion, accessibility, and choice. This policy is consistent with MSHA's recommendation to encourage economic diversity by encouraging mixed-income housing initiatives as well as to increase the use of housing choice vouchers in low poverty areas.

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

Community Development Staff is working within the Auburn-Lewiston Consortium to implement new, comprehensive monitoring program to ensure fund recipients are adhering to program guidelines for the duration of their federally mandated affordability period. This process includes an annual desk monitoring, risk assessment and onsite inspection regiment which serves to verify and document findings related to income levels, fair market rental rates and compliance with the city's established standards of housing.

Additional required oversight and technical assistance is being developed for Public Service grant recipients. The city requires a subrecipient to submit a quarterly demographic and impact report for desktop review prior to requesting disbursement of funds. These reports include backup data on the demographics of LMI program recipients as well as administrative data such as payroll records and financial expense reports. This elevated level of review ensures that grant recipients are better prepared to not only provide, but to track and report out on the essential and valuable impact they provide.

## **Citizen Participation Plan 91.105(d); 91.115(d)**

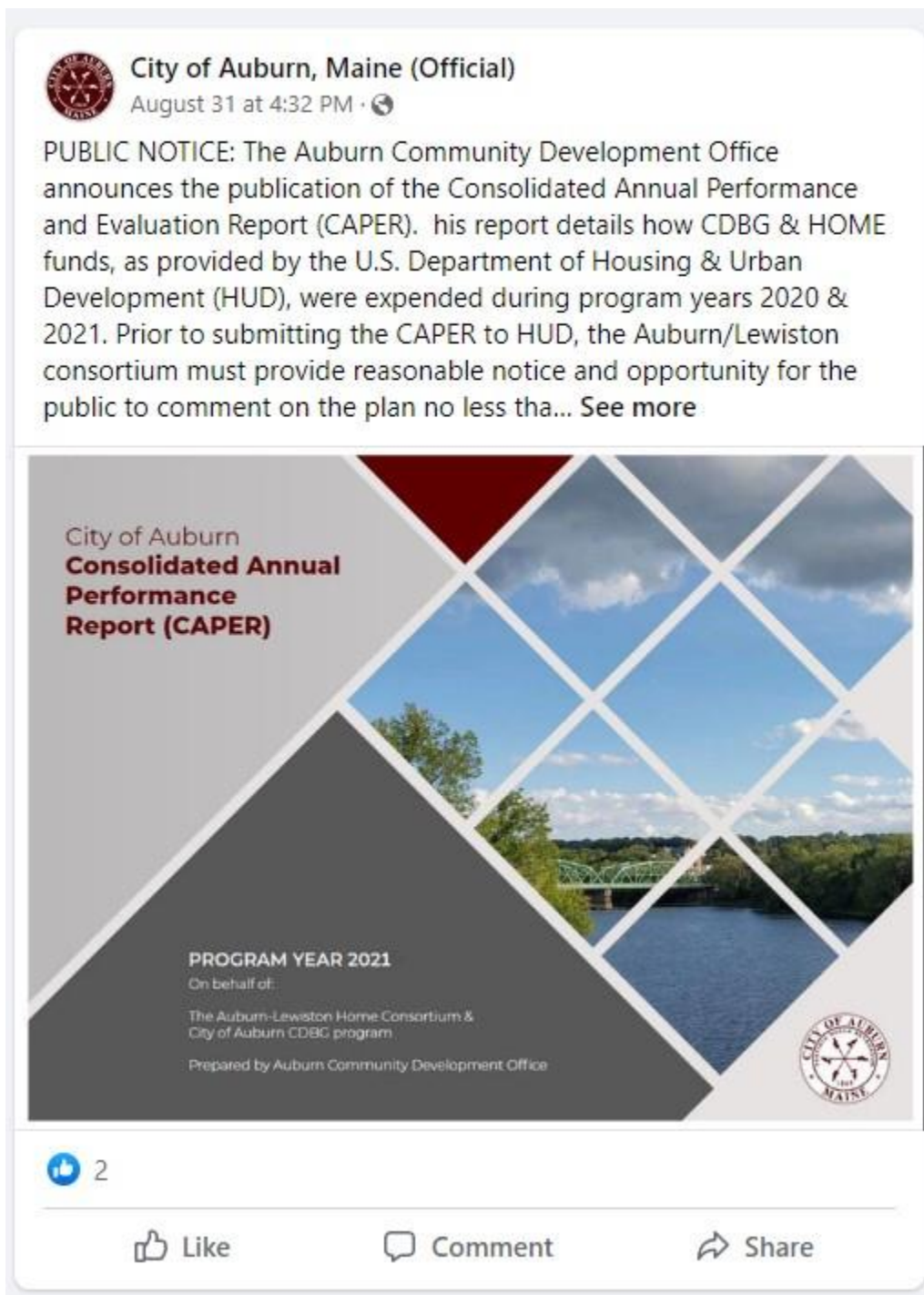
**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

The draft 2021 CAPER was published on the city website and available for public comment for 15 days as required by statute beginning September 1st to September 20th. A Public Hearing was held by the Auburn City Council on September 19th. The public was notified of the availability of the report in accordance with the Citizen Participation Plan. Additional solicitations for input were made available through the city social media presence. The Caper was also emailed directly to the 2,041 individuals who have signed up for email alerts through the city marketing department.

Responses to comments received will be included here prior to submission.



Improved citizen outreach efforts include posting notices to the CAPER (with direct access links and QR codes) in public facilities around the city. This includes city hall, public library, senior housing facilities and food pantries. Additional outreach methods include translatable website and social medial notifications. These posts include language and directions for accommodations for language translation and access to printed versions of the report.



## Winthrop talk to cover town's apple history

WINTHROP — Kerry Wilkins-Demming plans present a "History of Apples in Winthrop: What We Know and What We Don't Know" on Thursday.

The talk will take place at the Winthrop History and Heritage Center, 107 Main St.

Wilkins-Demming, who lives in East Winthrop, will talk on the early history of Pond Town, the more recent history of apples in Winthrop and the future of apple orchards in town.

Ichabod Howe, an early settler in what was then called Pond Town, planted orchards there. He and his family moved from New Hampshire to Pondtown in 1768.

Howe brought with him a bag of apple seeds. One of the seedlings became the Winthrop Greening, which still exists today due to Morris Towle (1911-93), who found the Winthrop Greening and saved it.

The Winthrop Greening, now over 100 years old, can be found at the Maine Heritage Orchard in Yarmouth where one can obtain scion wood for the Winthrop Greening from Fodco trees.

For more information, call 207-385-5199 or email winthropsunjournal@icloud.com.



Kerry Wilkins-Demming

## LIVERMORE FALLS

### Library events, programs planned

LIVERMORE FALLS — Treat Memorial Library, at 56 Main St., plans several events and programs for September.

Among those is Fall in to Books, every time books are checked out at the library, the reader is entered for a chance to win a book in December. The more books read, the more chances to win. The library has books available for children, teens and adults, so everyone gets to play this fall, according to a news release from the library.

The library will be closed Tuesday in observance of Labor Day.

Those who need help with a job search can talk with a career consultant from the Career Center from 1 to 3 p.m. Wednesday. Appointments will be drop in on a first-come, first-served basis. The consultant will be able to assist with job searches, preparation of a resume and cover letters, and/or provide information on education and training related to one's career interest.

On Wednesdays at 10:30 a.m., Story Time will be held inside at the library with picture books, sing-alongs, and other activities.

Book Club will hold a hybrid meeting, both Zoom and in person, at 3 p.m. Thursday, "One Flew Over the Cuckoo's Nest" by Ken Kesey will be discussed as part of the club's Count on Books series (books with numbers in the title). Let staff know if a copy of the book up for discussion is needed.

Check out the staff's latest favorites from the shelves with Bonkers for Books, their biweekly recommendation video on Facebook. Some of their favorites will be shared on Saturdays, Sept. 3 and 17.

The library's annual book sale is back. On Saturday, Sept. 24, from 10 a.m. to 2 p.m., the library will have books, DVDs, CDs and more available by donation; stop by on way to or from the Apple Pumpkin Festival.

For more information, call the library at 207-867-5631.

The Lewiston Public Library's Summer Reading Program recently ended.

The program, which ran from June 27 through Aug. 13, provided all ages with reading logs that also served as bookmarks. Participants could log reading time combined with other activities such as signing out a state of Maine park pass or signing out a nature backpack filled with educational activities on the topics of birds, wildlife and plants. The backpacks were provided by the Maine Audubon Society.

"Adults were part of the enrichment and fun too. Not only did they complete more reading logs than last year but also enjoyed book discussions with ReadMe! in partnership with the Maine Humanities Council; listened to the musical stylings of New York Blues Hall of Fame inductee Marc Blac; and learned about community solar, whales of Maine, and first amendment rights in modern times," said Children's Librarian Sara Turner, according to a news release from the Lewiston Public Library.

"Every person has different learning styles, and we want to provide accommodations for more than just reading. It's about exposing them to all types of engagement, and educational enrichment in many learning forms. We want a connection with the Lewiston Public Library to be safe, a place where people feel accepted, and a place where they are empowered."

Turner adds that Tree Street Youth also visited the library each week over the summer, which provided youth with access to various activities, books, and an interaction with library staff. The relationship with Tree Street Youth is expected to continue into the fall.

## Lewiston Public Library reading program concludes

Library staff work hard to offer programming that engages community members of all ages in a season of joyful learning and enrichment. We hope that through the Library's Summer Reading Program each year, kids, teens, and adults will use their extra time to challenge themselves to learn new skills, meet others with similar interests, and celebrate our community of learners.

Additional creativity at the library continued throughout the summer with Lewiston High School 21st Century teens weekly utilizing the teen space, and the Teen Tabletop RPG Program, which will continue into the fall, brought many teen patrons into the teen space. In addition, library staff and teen volunteers also hosted a variety of events within the community, and the teen space was also a popular venue for teens and families to play games, read, watch movies, do crafts and stay cool.

For more information, visit [lewistonmaine.gov](http://lewistonmaine.gov).

## STATE OF MAINE

### ANDROSCOGG COUNTY PROBATE COURT

#### 2 Turner Street, Auburn, Maine

#### NOTICE OF PETITION FOR CHANGE OF NAME TO ALL PERSONS INTERESTED IN ANY OF THE FOLLOWING ESTATES

Notice is hereby given to the respective petitioners (Notice is hereby given to the respective petitioners) that they have filed a petition for change of name, as follows: (Notice is hereby given to the respective petitioners) that they have filed a petition for change of name, as follows: (Notice is hereby given to the respective petitioners) that they have filed a petition for change of name, as follows:

2022-351 LARRY CLINTON PETERSON, late of Leeds, deceased. Nancy Lind Peterson, 71 Kenney Rd., Leeds, ME 04453, Personal Representative.

2022-358 WILLIAM A. HOOKINS, late of Greene, deceased. Robert L. Hodgins, 12 Tall Timber Dr., Greene, ME 04236, Personal Representative.

2022-368 JACOB L. JOHNSON, late of Poland, deceased. Ronald Johnson, 1422 Main St., Windham, ME 04062, Personal Representative.

2022-369 THILMA V. MANOR, late of Greene, deceased. Tony J. Robert, 36 West Shore Dr., Greene, ME 04236, Personal Representative.

2022-370 LILLIE F. JENKINS, JR., late of Auburn, deceased. Tracy M. Dwyer, 5 Carter Ct., Auburn, ME 04210, Personal Representative.

2022-372 PHILIP WILLIAM ROBINSON, late of Turner, deceased. Ronald Robinson, 1048 Lake Ashbury Dr., Green Cove Spgs., ME 04203, Personal Representative.

2022-375 GAIL L. CAMERON, late of Lewiston Falls, deceased. Kelly J. Dyer, 174 Foundry Rd., Lewiston Falls, ME 04254, Personal Representative.

2022-377 TERRY L. SAUTER, late of Lewiston Falls, deceased. Timothy D. Sauter, 20 Elizabeth Ave., Sanford, ME 04874, Personal Representative.

2022-378 ELEANOR L. GILFILLAN, late of Lewiston Falls, deceased. Ronald K. Lempenau, 4650 Fire Ck., Las Vegas, NV 89122, Personal Representative.

2022-381 MARIE A. HENNINGTON, late of Auburn, deceased. Tracy E. McComb, 189 Dunhill Rd., Buxton, ME 04909, Personal Representative.

2022-382 ROONEY ARTHUR COULTER, JR., late of Mechanic Falls, deceased. Elizabeth Ann Coulter, 1 Pottery St., Mechanic Falls, ME 04256, Personal Representative.

2022-383 MADELINE BEN DIONNE, late of Mechanic Falls, deceased. Becky H. Dionne, 45 Saunders Rd., Mechanic Falls, ME 04256, Personal Representative.

2022-386 JAMES L. HADLEY, late of Lewiston Falls, deceased. Jennifer Poirer, 20 Oak St., Lewiston Falls, ME 04252, Personal Representative.

2022-389 NANCY D. BASTION, late of Auburn, deceased. Bonnie Bastion Kuykendall, 10 Jackson Ave., Belfast, ME 04915, Personal Representative.

2022-388 PATRICIA A. NASH, late of Poland Springs, deceased. Karen Lee Renard, 1748 Ilwaco St., Honolulu, HI 96816, Personal Representative.

2022-389 CYNTHIA L. CURTIS, late of Lewiston, deceased. Cynthia L. Malove, 129 Talbot Ave., Rockland, ME 04841, and Paul H. Curtis, 12 Levent Ave., Oxbow Head, ME 04854, Personal Co-Representatives.

2022-393 BRUCE DALE CLURKEY, late of Lewiston, ME or Appointment of Personal Representative of Bruce D. Clurkey, 240 Broadwater Rd., Lewiston Falls, ME 04252, Personal Representative.

2022-397 THOMAS C. RICHARD, late of Auburn, deceased. Thomas C. Richard, P.O. Box 210, Rostbury, ME 04273, Personal Representative.

2022-400 LORRAINE P. RAY, late of Auburn, deceased. Lewis Ellen Deschene, 40 Canterbury Rd., Brewer, ME 04412, Personal Representative.

2022-401 JANA MARIE WHITTEN, late of Lewiston, deceased. Adrienne Marie Deschene, 5 General St., Apt. 15, Lewiston, ME 04240, Personal Representative.

2022-403 RICHARD ROGER DOCKWITTE, late of Lewiston, deceased. Joyce H. LePage, 495 Pond Rd., Lewiston, ME 04240, Personal Representative.

2022-406 DOUGLAS H. ROBINSON, late of Lewiston Falls, deceased. Raymond Lawrence Robinson, 16 Frost Hill Ave., Lewiston Falls, ME 04252, Personal Representative.

2022-408 CLARE L. LEEVICK, late of Lewiston, deceased. Rachel Levesque, 8 Hawthorne Ln., Lewiston, ME 04240, Personal Representative.

2022-410 NORMAN L. JANE, late of Durham, deceased. Gary P. Lane, 141 Summer St., Lewiston Falls, ME 04252, and Carl Lane-Slade, 1511 Royabrook Rd., Durham, ME 04222, Personal Co-Representatives.

2022-412 AUSTIN DANIEL BLANK, late of Leeds, deceased. Kendra Gendron, 1256 College St., Lewiston, ME 04240, Personal Representative.

2022-413 JANA PAUL L. LABONTE, late of Lewiston, deceased. Mark C. Labonte, 455 College St., Lewiston, ME 04240, Personal Representative.

2022-414 WILLIAM GEORGE TWITCH, late of Wales, deceased. Shirley J. Hatch, 312 Lehigh Rd., Wales, ME 04280, Personal Representative.

### STATE OF MAINE

#### ANDROSCOGG COUNTY PROBATE COURT

#### NOTICE TO CREDITORS

#### 18 C.M.R.S. § 3-801(1)

The following Personal Representatives have been appointed in the Estates noted. The first publication date of this notice is August 26, 2022. If you are a creditor of an Estate listed below, you must present your claim within four months of the first publication date of this notice to Creditors or be forever barred.

2022-325 RENE E. DUMAIS, late of Lewiston, deceased. Patricia E. Dumas, ME or Appointment of Personal Representative of R. Dumais, presented by Daniel A. D'Astous, Jr., Esq., Skelton, Taylor & Abbott, 500 Canal St., Lewiston, ME 04240, (202/784-1200), on behalf of Aick R. Dumais, that he be appointed Personal Representative.

2022-331 DONALD RAYMOND DEAN, JR., late of Auburn, deceased. Petition for Formal Probate of Will or Appointment of Personal Representative of Dean, presented by Richard James Dean, 38 Moose Dr., Sabattus, ME 04280, (207/446-7939), that he be appointed Personal Representative.

2022-332 RICHARD R. DEAN, late of Auburn, deceased. Richard R. Dean, 38 Moose Dr., Sabattus, ME 04280, (207/446-7939), that he be appointed Personal Representative.

2022-333 DONALD RAYMOND DEAN, JR., late of Auburn, deceased. Petition for Formal Probate of Will or Appointment of Personal Representative of Dean, presented by Richard James Dean, 38 Moose Dr., Sabattus, ME 04280, (207/446-7939), that he be appointed Personal Representative.

2022-334 RICHARD R. DEAN, late of Auburn, deceased. Richard R. Dean, 38 Moose Dr., Sabattus, ME 04280, (207/446-7939), that he be appointed Personal Representative.

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## NOTICE

The Auburn Community Development Office announces the publication of the Consolidated Annual Performance and Evaluation Report (CAPER). This report details how CDBG & HOME funds, as provided by the U.S. Department of Housing & Urban Development (HUD), were expended during program years 2020 to 2021. Prior to submitting the CAPER to HUD, the Auburn-Lewiston consortium must provide reasonable notice and opportunity for the public to comment on the plan no less than 15 days.

Public comments will be accepted until September 19th, 2022. Comments may be submitted to [CDDBG@auburnmaine.gov](mailto:CDDBG@auburnmaine.gov) or delivered in person to the Business & Community Development Office. A Public Hearing will be held by the Auburn City Council on Sept. 19th, 2022.

Request printed copies, translations, or other accommodations by emailing [CDDBG@auburnmaine.gov](mailto:CDDBG@auburnmaine.gov) or call the Community Development Office at (207) 333-6501. View the reports at [AuburnMaine.gov](http://AuburnMaine.gov) or scan the QR code below to download.

## NOTICE

The Auburn-Lewiston HOME Consortium presents their HOME ARP Plan. This plan spells out how HOME-ARP funds, as provided by the U.S. Department of Housing & Urban Development, will be used to provide homelessness assistance and supportive services prior to submitting the HOME-ARP allocation plan to HUD. The Auburn-Lewiston consortium must provide reasonable notice and opportunity for the public to comment on the plan no less than 15 days.

Public comments will be accepted until October 4th, 2022. Comments may be submitted to [CDDBG@auburnmaine.gov](mailto:CDDBG@auburnmaine.gov) or delivered in person to the Business & Community Development Office. A Public Hearing will be held by the Auburn City Council on Sept. 19th, 2022 & by the Lewiston City Council on October 4th, 2022.

Request printed copies, translations or other accommodations by emailing [CDDBG@auburnmaine.gov](mailto:CDDBG@auburnmaine.gov) or call the Community Development Office at (207) 333-6501. View the plan at [AuburnMaine.gov](http://AuburnMaine.gov) or scan the QR code to download.





## Public Notice Displays



P.A.L. Center



Public Library



Senior Center I



Senior Center II



Auburn Housing – Great Falls



City Hall

CR-45 - CDBG 91.520(c)

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

There were no changes made to the city's program objectives during the program year.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

## **CR-50 - HOME 91.520(d)**

**Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations**

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

The city has begun utilizing the Code Enforcement office to assist completion of HQS and property standard inspections. During this program year 2 projects were found to be out of compliance with monitoring requirements. To this end the city will be including these units in a Voluntary Grant Reduction (VGR) to cure the problem with HUD.

**Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)**

Property owners are required to have a Management Plan and a Marketing Plan that affirmatively furthers Fair Housing. The Owner is responsible for selecting residents in a nondiscriminatory manner. The Owner is also responsible for maintaining a written waiting list of applicants in accordance with the project's resident selection policies and criteria that comply with all federal and state laws prohibiting discrimination on the grounds of race, color, national origin, religion, sex, physical or mental handicap, sexual orientation, familial status, ancestry, and receipt of public assistance.

The city has updated its affirmative marketing plan to meet the changing needs of the community. This includes new avenues for outreach, translation, and accessibility services.

**Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics**

HUD's IDIS PR-01 report draws information from the registered HOME projects completed in Auburn for the project year. These reports demonstrate an additional \$75,261 in program income generated during the year which had been committed to new activities. Portion of these funds were reinvested into the rehabilitation of a single family residence located at 140 Lake St.

**Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)**

The city of Auburn fosters the development and maintenance of affordable housing through its Housing Development & rehab programs. These programs offer federal funds to developers or building owners

for qualified expenses in exchange for ensuring units created or rehabbed remain affordable. Affordable rent requirements are capped at the Fair Market Rent (FMR) as established by HUD.

## CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	0	0	0	0
Total Labor Hours	0	0			
Total Section 3 Worker Hours	0	0			
Total Targeted Section 3 Worker Hours	0	0			

**Table 14 – Total Labor Hours**

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					

Other.					
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**Table 15 – Qualitative Efforts - Number of Activities by Program**

### **Narrative**

The city did not have a project which required Section 3 tracking. Still, new outreach efforts were undertaken during the program year including the hosting of lead hazard control and RRP trainings being provided to local contractors and their employees.



## Attachments

### PR26 for PY21

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	PR26 - CDBG Financial Summary Report	
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<b>PART I: SUMMARY OF CDBG RESOURCES</b>		
01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR		817,568.43
02 ENTITLEMENT GRANT		561,050.00
03 SURPLUS URBAN RENEWAL		0.00
04 SECTION 108 GUARANTEED LOAN FUNDS		0.00
05 CURRENT YEAR PROGRAM INCOME		453,091.72
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)		0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT		13,109.60
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT		0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE		0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)		1,845,627.75
<b>PART II: SUMMARY OF CDBG EXPENDITURES</b>		
09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION		412,239.31
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT		0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)		412,239.31
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION		108,325.35
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS		0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES		0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)		520,564.66
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)		1,325,063.09
<b>PART III: LOW/MOD BENEFIT THIS REPORTING PERIOD</b>		
17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS		0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING		144,414.99
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES		199,647.29
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT		0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)		344,062.18
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)		83.48%
<b>LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS</b>		
23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: PY: PY:	
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION		0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS		0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)		0.00%
<b>PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS</b>		
27 DISBURSED IN IDIS FOR PUBLIC SERVICES		93,683.19
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR		0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR		0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS		0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)		93,683.19
32 ENTITLEMENT GRANT		561,050.00
33 PRIOR YEAR PROGRAM INCOME		362,073.99
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP		0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)		923,931.99
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)		10.14%
<b>PART V: PLANNING AND ADMINISTRATION (PA) CAP</b>		
37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION		108,325.35
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR		0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR		0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS		0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)		108,325.35
42 ENTITLEMENT GRANT		561,050.00
43 CURRENT YEAR PROGRAM INCOME		453,091.72
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP		0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)		1,014,949.72
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)		10.67%



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LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17  
Report returned no data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18

Plan Year	IDIS Project	IDIS Activity	Activity	Activity Name	Matrix Code	National Objective	Drawn Amount
2018	2	1726		77 Highland Avenue	14B	LNH	\$3,198.50
2020	5	1769		25 Gamage Avenue	14B	LNH	\$18,200.00
2020	5	1774		150 Third Street	14B	LNH	\$7,802.41
2020	5	1776		93 Newbury Street	14B	LNH	\$14,047.45
2020	5	1779		41 Third Street	14B	LNH	\$11,745.00
2020	5	1784		370 Main Street	14B	LNH	\$99,421.53
Total					14B	Matrix Code	\$144,414.89
							\$144,414.89

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2018	4	1721	6647586	Library Avenue	03K	LNA	\$15,174.15
					03K	Matrix Code	\$15,174.15
2019	4	1758	6647584	Whitney Street Community Garden	03Z	LNA	\$10,104.88
2020	9	1806	6647569	Auburn Community Gardens	03Z	LNC	\$6,335.07
					03Z	Matrix Code	\$18,439.95
2021	13	1828	6662601	PS21 - Seniors Plus	05A	LNC	\$15,000.00
					05A	Matrix Code	\$15,000.00
2021	13	1825	6647544	PS21 - Auburn Recreation	05D	LNC	\$3,400.00
2021	13	1825	6662613	PS21 - Auburn Recreation	05D	LNC	\$17,900.00
2021	13	1827	6647544	PS21 - Community Youth Services	05D	LNC	\$6,500.00
2021	13	1827	6662610	PS21 - Community Youth Services	05D	LNC	\$4,500.00
					05D	Matrix Code	\$32,300.00
2021	13	1823	6647544	PS21 - Safe Voices	05G	LNC	\$7,940.37
2021	13	1823	6662615	PS21 - Safe Voices	05G	LNC	\$3,855.97
					05G	Matrix Code	\$11,796.34
2021	13	1826	6647538	PS21 - Tedford Housing	05K	LNC	\$3,500.00
2021	13	1826	6662617	PS21 - Tedford Housing	05K	LNC	\$3,500.00
					05K	Matrix Code	\$7,000.00
2021	13	1822	6647544	PS21 - Androscooggin Headstart	05L	LNC	\$6,000.00
2021	13	1822	6662620	PS21 - Androscooggin Headstart	05L	LNC	\$2,000.00
					05L	Matrix Code	\$8,000.00
2021	13	1829	6662602	PS21 - St. Mary's Nutrition Center	05M	LNC	\$11,174.00
					05M	Matrix Code	\$11,174.00
2021	13	1824	6647544	PS21 - Literacy Volunteers	05Z	LNC	\$8,412.85
					05Z	Matrix Code	\$8,412.85
2021	1	1835	6647541	ERG - 05 Glendale	14A	LNH	\$8,600.00
					14A	Matrix Code	\$8,600.00
2021	7	1830	6647642	ED - POSH Emporium	18A	LWJ	\$33,750.00
2021	7	1831	6647643	ED - Prime 960	18A	LWJ	\$30,000.00
					18A	Matrix Code	\$63,750.00
Total							\$199,647.29

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity to prevent, prepare for, and respond to Coronavirus	Activity Name	Grant Number	Fund Type	Matrix Code	National Objective	Drawn Amount
2021	13	1828	6662601	No	PS21 - Seniors Plus	B21MC230001	PI	05A	LNC	\$15,000.00
								05A	Matrix Code	\$15,000.00
2021	13	1825	6647544	No	PS21 - Auburn Recreation	B21MC230001	PI	05D	LNC	\$3,400.00
2021	13	1825	6662613	No	PS21 - Auburn Recreation	B21MC230001	PI	05D	LNC	\$17,900.00
2021	13	1827	6647544	No	PS21 - Community Youth Services	B21MC230001	PI	05D	LNC	\$6,500.00
2021	13	1827	6662610	No	PS21 - Community Youth Services	B21MC230001	PI	05D	LNC	\$4,500.00
								05D	Matrix Code	\$32,300.00
2021	13	1823	6647544	No	PS21 - Safe Voices	B21MC230001	PI	05G	LNC	\$7,940.37
2021	13	1823	6662615	No	PS21 - Safe Voices	B21MC230001	PI	05G	LNC	\$3,855.97
								05G	Matrix Code	\$11,796.34
2021	13	1826	6647538	No	PS21 - Tedford Housing	B21MC230001	PI	05K	LNC	\$3,500.00



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity to prevent, prepare for, and respond to Coronavirus	Activity Name	Grant Number	Fund Type	Matrix Code	National Objective	Drawn Amount
2021	13	1826	6662617	No	PS21 - Bedford Housing	B21MC230001	PI	05K	LMC	\$3,500.00
								05K	Matrix Code	\$7,000.00
2021	13	1822	6647544	No	PS21 - Androscooggin Headstart	B21MC230001	PI	05L	LMC	\$6,000.00
2021	13	1822	6662620	No	PS21 - Androscooggin Headstart	B21MC230001	PI	05L	LMC	\$2,000.00
								05L	Matrix Code	\$8,000.00
2021	13	1829	6662602	No	PS21 - St. Mary's Nutrition Center	B21MC230001	PI	05M	LMC	\$11,174.00
								05M	Matrix Code	\$11,174.00
2021	13	1824	6647544	No	PS21 - Literacy Volunteers	B21MC230001	PI	05Z	LMC	\$8,412.85
								05Z	Matrix Code	\$8,412.85
				No	Activity to prevent, prepare for, and respond to Coronavirus					\$93,683.19
Total										\$93,683.19

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2021	8	1833	6647518	CD6G Admin - Auburn	21A		\$95,419.92
2021	8	1833	6662587	CD6G Admin - Auburn	21A		\$11,905.43
					21A	Matrix Code	\$108,325.35
Total							\$108,325.35

# PR26 for CDBG-CV

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PART I: SUMMARY OF CDBG-CV RESOURCES	
01 CDBG-CV GRANT	472,917.00
02 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
03 FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
04 TOTAL AVAILABLE (SUM, LINES 01-03)	472,917.00
PART II: SUMMARY OF CDBG-CV EXPENDITURES	
05 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	273,533.03
06 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	5,369.51
07 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
08 TOTAL EXPENDITURES (SUM, LINES 05 - 07)	278,902.54
09 UNEXPENDED BALANCE (LINE 04 - LINE8 )	194,014.46
PART III: LOWMOD BENEFIT FOR THE CDBG-CV GRANT	
10 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
11 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
12 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	273,533.03
13 TOTAL LOW/MOD CREDIT (SUM, LINES 10 - 12)	273,533.03
14 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 05)	273,533.03
15 PERCENT LOW/MOD CREDIT (LINE 13/LINE 14)	100.00%
PART IV: PUBLIC SERVICE (PS) CALCULATIONS	
16 DISBURSED IN IDIS FOR PUBLIC SERVICES	96,350.35
17 CDBG-CV GRANT	472,917.00
18 PERCENT OF FUNDS DISBURSED FOR PS ACTIVITIES (LINE 16/LINE 17)	20.37%
PART V: PLANNING AND ADMINISTRATION (PA) CAP	
19 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	5,369.51
20 CDBG-CV GRANT	472,917.00
21 PERCENT OF FUNDS DISBURSED FOR PA ACTIVITIES (LINE 19/LINE 20)	1.14%



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LINE 10 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 10

Report returned no data.

LINE 11 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 11

Report returned no data.

LINE 12 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 12

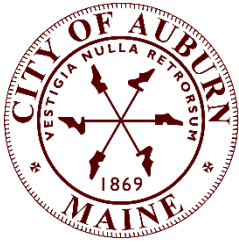
Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2020	1	1771	6530509	CV - Farmer's Market Market Bucks	05Z	LMC	\$1,310.00
		1793	6475942	CV - Grab & Go Grocery	05W	LMC	\$16,937.28
			6530509	CV - Grab & Go Grocery	05W	LMC	\$16,465.78
			6647654	CV - Grab & Go Grocery	05W	LMC	\$14,775.99
			6662673	CV - Grab & Go Grocery	05W	LMC	\$7,482.00
		1795	6530509	CV - Senior Care Packages	05A	LMC	\$4,820.55
			6647652	CV - Senior Care Packages	05A	LMC	\$3,708.75
		1796	6475942	CV - Senior Center Generator & Refrigeration	03A	LMC	\$21,004.73
			6530509	CV - Senior Center Generator & Refrigeration	03A	LMC	\$19,465.26
		1799	6475942	Pal Center Generator Walk-In Refrigeration	03Z	LMC	\$57,457.19
			6530509	Pal Center Generator Walk-In Refrigeration	03Z	LMC	\$36,755.50
	2	1777	6475942	CV - Auburn Cleaning Center	18A	LMJ	\$20,000.00
		1782	6475942	CV - Stepladder Enterprize	18C	LMJ	\$7,500.00
		1783	6475942	CV - A1 Superior Cleaning	18C	LMJ	\$7,500.00
		1841	6662675	CV- Micro-Enterprise Loans	18C	LMJ	\$7,500.00
	3	1818	6530509	CV- Recreation Scholarships	05D	LMC	\$30,850.00
Total							\$273,533.03

LINE 16 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 16

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2020	1	1771	6530509	CV - Farmer's Market Market Bucks	05Z	LMC	\$1,310.00
		1793	6475942	CV - Grab & Go Grocery	05W	LMC	\$16,937.28
			6530509	CV - Grab & Go Grocery	05W	LMC	\$16,465.78
			6647654	CV - Grab & Go Grocery	05W	LMC	\$14,775.99
			6662673	CV - Grab & Go Grocery	05W	LMC	\$7,482.00
		1795	6530509	CV - Senior Care Packages	05A	LMC	\$4,820.55
			6647652	CV - Senior Care Packages	05A	LMC	\$3,708.75
	3	1818	6530509	CV- Recreation Scholarships	05D	LMC	\$30,850.00
Total							\$96,350.35

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2020	4	1798	6475942	CV Admin	21A		\$3,665.68
			6530509	CV Admin	21A		\$180.47
			6647651	CV Admin	21A		\$1,058.50
			6662672	CV Admin	21A		\$464.86
Total							\$5,369.51



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** September 19, 2022

**Order:** 132-09192022

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

**Subject:** Auburn-Lewiston HOME-ARP Plan

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**Information:**

The Auburn-Lewiston HOME Consortium was allocated \$1,700,829 from U.S. Department of HUD for the purpose of addressing Homelessness and housing insecurity. To access these funds, the Consortium had to complete a comprehensive assessment and consultation process. This plan codifies the recommendations from community and service provider input and establishes a 3-year budget and action plan for the use of these funds. Of the funds provided in aggregate to both cities, this plan establishes that 58% shall be spent on providing supportive services, 4% will provide additional funding for Security Deposit assistance, 21% for the development of affordable housing, 5% for 3<sup>rd</sup> party non-profit operations and 12% for planning and administration of the grant.

A previous version of this plan was approved by the Auburn City Council on August 1, 2022. The Lewiston City Council was presented the plan for approval on August 16<sup>th</sup> and opted to recommend changes to the Lewiston portion of the joint budget. These changes included removing funding for non-congregate shelter development and reallocating those funds to public services & affordable housing development. This substantial change necessitated the overall revision and restarting of the public approval process.

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**City Budgetary Impacts:**

Auburn's share of the consortium allocation for HOME-ARP is \$914,195. These federal grant dollars cover staff salary/benefits as well as program activities for the Business and Community Development program.

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**Staff Recommended Action:**

Vote to amend the PY21 Action Plan to include the Auburn-Lewiston Consortium HOME-ARP Plan as presented.

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**Previous Meetings and History:**

Public Hearing May 2, 2022

Public Comment Period July 14 – August 1, 2022 & approval of first version.

Public Comment Period September 1 – September 19<sup>th</sup>.

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**City Manager Comments:**



I concur with the recommendation. Signature:

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**Attachments:**

Auburn-Lewiston Consortium HOME-ARP Plan



# Auburn-Lewiston HOME Consortium

## HOME-ARP PY21 Allocation Plan



**auburnmaine**

City of Auburn Business & Community Development Department

# **HOME-ARP Allocation Plan**

## **A Program Year 2021 Amendment**

Prepared by: Auburn-Lewiston HOME Consortium  
August 2022

This plan was created utilizing the HUD CPD template provided, including questions and tables, as well as the requirements for the HOME-ARP allocation plan, as described in Notice CPD-21-10: *Requirements of the Use of Funds in the HOME-American Rescue Plan Program*, unless noted as optional. Also submitted with this plan are the SF-424, and the related certifications. References to “ARP” mean the HOME-ARP statute at section 3205 of the American Rescue Plan Act of 2021 (P.L. 117-2).

### **Award Amount**

The Auburn-Lewiston HOME Consortium (ALHC) is a Participating Jurisdiction (PJ) recognized by the US Department of Housing & Urban Development (HUD). The ALHC will receive \$1,700,829 in HOME-American Rescue Plan (ARP) funding. These funds are to be distributed by the city of Auburn to the ALHC Members in accordance with this Allocation Plan.

### **Consultation**

In accordance with Section V.A of the Notice (page 13), before developing its HOME-ARP allocation plan, at a minimum, a PJ consulted with:

- CoC(s) serving the jurisdiction’s geographic area,
- homeless service providers,
- domestic violence service providers,
- veterans’ groups,
- public housing agencies (PHAs),
- public agencies that address the needs of the qualifying populations, and
- public or private organizations that address fair housing, civil rights, and the needs of persons with disabilities.

### ***Describe the consultation process including methods used and dates of consultation:***

The Auburn-Lewiston Home Consortium (ALHC) employed the following three tactics to collect meaningful and informative data regarding the size, demographic makeup, and unmet needs of the local population. First, staff sources all traditional statistical data sources including federal census numbers, American Community Survey (ACS) and the Comprehensive Housing Affordability Strategy (CHAS) data as well as local data compiled by the Maine State Housing Authority (MSHA).



Secondly, staff reached out to local homeless service providers, community advocates, educational institutions, veterans' groups, community action programs, state agencies, domestic violence organizations, public housing authorities, mental healthcare providers and various housing navigators operating at organizations throughout the jurisdiction. This outreach included an overview of the qualified population as defined by HUD in CPD notice 21-10 as well as potential situations in which these populations may be encountered which they may not have considered in the past. This outreach concluded an appeal to these organizations to provide quantifiable data on hand or anecdotal narratives which may serve to highlight unmet needs regularly encountered. From this outreach culminated several formal and informal letters and consultations providing qualitative as well as quantitative data not represented or considered within the traditional data sources noted above.

The third approach was to release a broad community survey focused specifically on the impact of Covid-19 on access to adequate housing and essential services. This survey was circulated in 5 languages, utilizing digital as well as paper surveys distributed at key service points within the city including food pantries, youth centers, head start service providers and municipal offices. The result was over 362 households encompassing over 1,000 residents being completed.

This locally sourced survey data coupled with the formal or informal correspondence from local service providers was at times contradictory to the traditional data sources. Still, it aided in the development of a plan which is fixated on providing direct responses to the below identified needs. Through consultation and continued collaboration and data sharing with the MSHA HUB Coordinator, the Coordinated Entry system of the Continuum of Care and the various housing navigators operating at various specialty service providers within the jurisdiction the ALHC will be able to better compile accurate, local assessments of need. Sharing these methodologies and conclusions with MSHA and other state and federal level offices will improve the ability to assess and address homeless & at-risk populations.

***List the organizations consulted:***

Agency/Org Consulted	Type of Agency/Org	Method of Consultation	Feedback
Maine Continuum of Care (MCoC)	Continuum of Care	Participated in virtual meeting with 24 service provider organizations – 10/27/21	Need to continue rental assistance programs and assess missing connections through a diversity, equity & inclusion lens. Provide direct outreach to landlords to assist development or improvement of new units. Need relaxed income criteria for LMI populations accessing housing.
Name		Agency/Organization/Company	
Heidi Leblanc		Penquis	
Denise Lord		MSHA	

Josh D'Alessio	PCHC
Ben Strick	Spurwink
Theresa Dow-Oleary	ACAP
Jason Parent	ACAP
Shawn Yardley	Community Concepts
Steve McDermott	MSHA
Barbara Crider	YCCAC
Donna Kelley	Waldo Cap
Claire Berkowitz	MMCA Corp.
Lauren Bustard	MSHA
Paula Webber	MSHA
Mark Wiesendanger	MSHA
Mary Davis	City of Portland
Lincoln Jeffers	City Of Lewiston
Zakk Maher	City of Auburn
Rick Hooks Wayman	VOANNE
Boyd Kronholm	BAHS
Nate Libby	Community Concepts
Deb Johnson	DECD
Sayre Savage	Four Directions Development
Megan Parks	Community Concepts
Bobbi Harris	Down East Community Partners
Jason Bird	Penquis
Betty LaBua	MSHA

<b>Lewiston-Auburn Landlord Association</b>	<b>Private Org addressing housing</b>	<b>Attended regular meetings with 26 landlords. – 1/25/22</b>	<b>Need for more rehab programs with relaxed criteria to improve or add new units. Need relaxed zoning to allow for additional units. Need to remove sprinkler requirements for older buildings.</b>
<b>Auburn Housing Authority</b>	Public Housing Authority	Discussions with Director	Needing increase in voucher funds for Section 8. Additional funding from HOME program for new unit development projects is needed to add to inventory.
<b>PAL Center</b>	Agency which addresses needs of Qualified	Discussions with Director/ Survey Distribution Center	Need for additional funding to continue food pantry and senior services.

	Populations: Homeless, At-Risk & Other		
<b>Auburn Police Department</b>	Agency which addresses needs of Qualified Populations: Homeless, At-Risk, DV & Other	Discussions with Police Chief	Department needs greater assistance to comply with new Homelessness Crisis Protocol. Additional Co-responders with mental health, substance abuse or housing focus will provide for better incident outcomes and follow-up services.
<b>Community Concepts Inc.</b>	Agency which addresses needs of Qualified Populations: Homeless, At-Risk & Other	Consultation with Program Director	Discussed needs of QPs and current Emergency Rental Assistance counts and program sunset concerns.
<b>Community Concepts Finance Corp</b>	Agency which addresses needs of Qualified Populations: Homeless, At-Risk & Other	Discussions with Program Manager and review of Community Needs Assessment.	Needed increase in homeownership counseling and financial capability training for tenants to move into homeownership. Establish referral network for new tenants and tracking of completed educational opportunities.
<b>Auburn Fire Department</b>	Agency which addresses needs of Qualified Populations: Homeless, At-Risk, DV & Other	Discussions with Fire Chief	Direct data points indicating 34% increase in interactions with Homeless individuals & 87% dealing with substance abuse, mental health, and exposure. Additional co-responder and follow up services is needed.
<b>Auburn Adult Education</b>	Agency which addresses needs of Qualified Populations: At-Risk & Other	Consultation with Assistant Director	Additional funding and services are needed for continued educational and job preparedness training. This includes transportation services to and from training and early work-placement programs.
<b>New Auburn Neighborhood Watch</b>	Neighborhood group	Meeting on 4/28/22	18 residents attended. Comments supporting section 8 voucher program, question on how to achieve local adult homelessness counts, cost savings if city consolidated shelter programs.
<b>Androscoggin Head Start</b>	Agency which addresses needs of Qualified	Survey Distribution Center	Need to fill gaps for middle income residents and support services for LMI families and single parents.

	Populations: At-Risk & Other		
<b>Lewiston Housing Authority</b>	Public Housing Agency	Consultation with HUB Coordinator	Need to integrate local actions and activities with the COC. HUB Coordinator cannot provide direct service. Case management needed to better count and facilitate services.
<b>Lewiston Shelter Committee</b>	Organization addressing Fair Housing, Civil Rights and/or needs of persons with disabilities	Consultation with Committee Chair and review of report released July, 2022.	Discusses options for transitional housing development as well as zoning and shelter options.
<b>Veterans Inc.</b>	Veterans Group	Consultation with Staff Grantwriter	Not enough resources to meet the increased number of homeless or at-risk veterans with their pandemic-related federal financial assistance ending in July of this year. Funding needed to supplement homeless veterans transitional housing programs as well as increased operational costs. Seeing a 17% increase in veterans served in transitional housing program so far this program year.
<b>Preble Street Veterans Services</b>	Veterans Group	Consultation with staff	Provided feedback regarding housing service needs and latent job training opportunities.
<b>Emergency Quarantine Shelter</b>	Homeless Service Providers	Consultation with Managers – 3/17/22	Current service data on population counts and demographics. Recommends additional transitional housing and low barrier shelter development.
<b>Trinity Jubilee Shelter</b>	Homeless Service Providers	Consultation with Executive Director	Not enough housing to use with vouchers; not enough readily accessible mental health case management services, program expansion estimated to serve at least 50 people per year; accessible overnight shelters that do not require guests to climb stairs to enter building and/or sleeping area; need for trainings relating to de-escalation and incentives to serve the mentally ill; need for shelters to participate in HMIS to provide robust, accurate data, offer proof of the scale of the homelessness issue, and possibly

			increase funding for homeless services; need for public restrooms/showers that would likely be used by more than 60 homeless people per year; and need for laundry access for at least 75 homeless people per year wash clothing and bedding.
<b>New Beginnings</b>	Homeless Service Providers	Feedback from Executive Director	Not enough services – shelters or housing – available to help youth exit homelessness. Funding needed for additional staffing positions for existing services; creation of new or expansion of existing support services facilities to address non-daytime weekday needs and service of individuals who are excluded by current age or other restrictions in existing programming. Significant unmet need for a) affordable housing; b) support services; and c) shelter resources.
<b>Lewiston School Department</b>	Agency which addresses needs of Qualified Populations	Consultation with District Resource Coordinator	Approximately 300 youth are identified as homeless or at risk for experiencing housing disruption. The Store Next Door provides hygiene items, clothing, food, gift cards for cabs/groceries, and school supplies which are funded with community donations. Funding needed to expand program offerings.
<b>Pinetree Legal</b>	Organization addressing Fair Housing, Civil Rights and needs of persons with disabilities.	Consultation regarding Fair housing	Direct discussions and resource development regarding fair housing services and legal aid.
<b>Androscoggin EMA</b>	Agency which addresses needs of Qualified Populations: At-Risk	Consultation with County EMA Director	EMA has new directives on development of Emergency housing plans. Shared quantified data on estimated emergency shelter needs.
<b>Safe Voices</b>	Domestic Violence Service Providers	Consultation with Director of Shelter and Housing Services	Provided data on sheltered counts and local unmet demand. Support if housing in the form of security deposits and housing resources is needed.

<b>Lewiston Fire Department</b>	Agency which addresses needs of Qualified Populations: Homeless, At-Risk, DV & Other	Consultation with Fire Chief	Most frequent adverse housing events are unsafe housing and sanitary issues for persons housed in units that are not suited to their physical conditions. Lack of housing for physically impaired persons. Long waitlist for Section 8 and other government assistance.
<b>Lewiston Police Department</b>	Agency which addresses needs of Qualified Populations: Homeless, At-Risk, DV & Other	Consultation with Police Chief	Better funding is needed to provide resources to the homeless population, including better services for mental health, substance misuse, and housing. Project Support You (PSY) has 1 1/2 positions and needs the other half position funded to provide additional on-scene crisis de-escalation and mental health resources, connect individuals with ongoing treatment options, and resources to officers to address crisis calls. Funding is needed for counseling resources to address current legislation directing law enforcement to encourage counseling and resources versus arrest or issuing citations. Other needs include reimbursement for emergency hotel vouchers (weekends/holiday); wrap-around services inclusive of a temporary shelter, drug/substance abuse counseling, and shelter for those seeking protection from an abuser; affordable housing; and support for those experiencing substandard rental units.
<b>LA Housing System Collaborative</b>	Organization addressing Fair Housing, Civil Rights and needs of persons with disabilities.	Community Discussion Forum - 5/3/22 facilitated by the Sewall Foundation	Worked with other housing system stakeholders to develop new structures and systems for inter-organizational communication and coordination.
<b>Lewiston-Auburn Alliance for Services to the Homeless (LAASH)</b>	Agency which addresses needs of Qualified Populations: Homeless, At-	Attended Monthly meetings and reviewed the 2009 study and 10-year plan to end homelessness	This plan was to be administered by regional partners including the cities of Auburn & Lewiston, Auburn Housing Authorities, Community Concepts, St. Mary's, and New Beginnings. This initiative was to be

	Risk, DV & Other		overseen by the United Way of Androscoggin County. This plan had concrete benchmarks and established expectations for all partners and was set to be re-assessed in 2019.
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***Summarize feedback received and results of upfront consultation with these entities:***

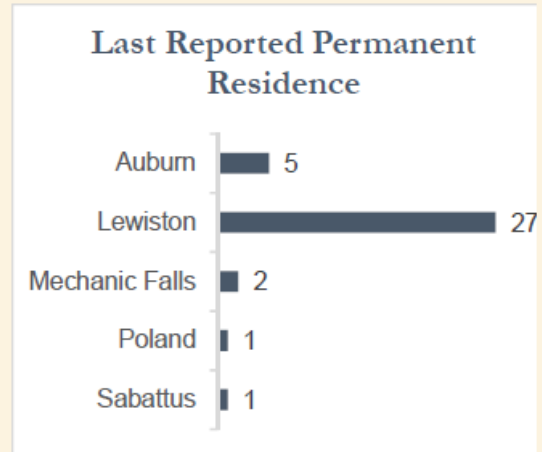
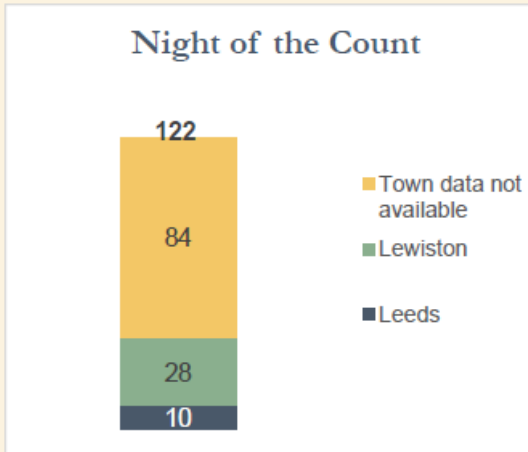
Through this consultation process the ALHC identified early on that the traditional assessments and sources of data would not adequately demonstrate a modern GAP analysis for the identified Qualified Populations (QPs) for two specific reasons. First, traditional sources of data, such as the American Community Survey (ACS) or the Comprehensive Housing Affordability Strategy (CHAS) were most recently completed in 2019-20, prior to the onset of the Covid-19 pandemic. Second, the ongoing impact of the Covid-19 pandemic has negatively impacted more recent efforts to update this traditional data, including regional Point in Time (PIT) studies. Many of these annual studies have been put on hold altogether, or recent surveys have demonstrated detrimentally small respondent numbers.

For example, the scope of the 2021 Point-in-Time Youth Addendum Survey conducted by MSHA was reduced to only 25 individuals due to the Covid-19 pandemic. This survey sample represents only 0.4% of the number of homeless clients MSHA recorded as sheltered in the 2020 statewide counts. Further, through direct consultation with the local School Department 69 Auburn and 196 Lewiston homeless students within the district have already been qualified as of March 2022, with another 20 cases still being confirmed. The current year combined totals of McKinney-Vento qualified students between both Auburn and Lewiston school systems are already more than 265. This data collected did not differentiate as accompanied or unaccompanied youth but, according to the direct service providers consulted in the development of this plan, is still the tip of the unmet need iceberg.

The second apprehension with current statewide data points is the waiver to skip the 2021 unsheltered population counts or not compile the 2020 data. Attempting to develop an emergency service plan to address the needs of the increasing homeless and at-risk population while maintaining an inconsistent collection of data is problematic. Firstly, without consistent measurements any new data points have no baseline for change which can reasonably be relied upon. For example, Maine's Plan to End & Prevent Homelessness as amended in 2017 estimates the population statewide at 7,020 based on HMIS data and asserts that 98% of those are currently serviced within shelters. This data was updated again in 2021 within the Homeless System Re-Design Initiative. This final report and recommendations are based on a total, statewide population in need of only 4,497. This 36% reduction in need is directly contradictory to local data recently collected. What this data does show is that the current shelter and transitional housing system is clogged with current residents and service recipients which are unable to exit the subsidized housing system and related services.



## Region 2: Androscoggin County



2022 Maine COC PIT Location Detail 1

The MSHA 2022 PIT did detail 122 individuals in Androscoggin County, as recorded above. Unfortunately, this data did not capture the place of permanent residence totals for most individuals encountered during the count, nor did it record the location data for 84 of the total 122 individuals. The 2022 PIT location report does indicate that counts where no town data is available were derived from hotel stays paid for by General Assistance or Emergency Rental Assistance programs. Direct consultation with the Auburn GA administrator indicates that the 8 families (17 individuals) which were housed through General Assistance last year are not included in that count.

Direct correspondence with MSHA also confirms that the state level unhoused population count of 164 is not included in the county totals, nor will that data be shared to “protect the whereabouts of certain populations.” In addition to the fact that the 164 total of unhoused across the state is artificially low, this means we are still unable to quantify if any of the individuals were encountered within the city of Auburn by utilizing MSHA data. This point is further supported by the Lewiston Ad Hoc Shelter Committee report released July 14, 2022, in which it is posed that the PIT counts are “fundamentally flawed” and that the true homelessness numbers are 5-10 times higher than MSHA figures.

By using data generated by the Auburn Fire Department’s incident reporting system the ALHC confirmed officers had 198 separate encounters with homeless individuals from March 2020 to March 2022 with the second year containing 113 recorded encounters. This establishes a 34% increase from the previous year, a relation directly inverse to the trend demonstrated by state-level assessments. The ALHC understands this count does not establish a more accurate total, nor does it include all potential homeless or at-risk populations. What it does do is further corroborate the view statewide data, as compiled by MSHA, is insufficient to assist if not detrimental to the development of a true needs-based plan.

What is more useful to establishing priorities within the Auburn-Lewiston Consortium is data generated locally and what can effectively incorporate these new data sources including first responders and volunteer program services. For example, of the 51 contacts with homeless individuals that the Auburn Fire Department serviced in the last 3 months, 87% of those involved

substance abuse, Anxiety/psychiatric individuals, or those with exposure to the elements. Not only does this total eclipse the PIT counts provided by MSHA, but clearly demonstrates the unsheltered population, which is currently not being counted, is suffering to the extent that EMTs from the local fire departments must intervene on a routine basis to address the needs of this population, including substance abuse, mental health, and exposure.

Unfortunately, after treatment these individuals are released back into the unhoused population with little to no follow-up support or continuation of services being provided. What is needed, and what this plan lays out for response, is the development of new field service providers whose roll will be to take these self-generated or referrals from first responders and provide the needed follow up and direct service care in order to address the un-met needs of unhoused populations with the end result to facilitate the client's transition into the Coordinated Entry (CE) system either via the HUB Coordinator or the housing navigators housed within one of the specialty service providers.

There has been substantial evidence that the local homeless service providers are not committed to utilizing the HMIS system which MSHA relies on to compile their counts. Most of the shelters in Auburn & Lewiston which provide 83 shelter beds do not use HMIS. Instead, the counts attributed to these shelters in the MSHA PIT are anecdotal and can only be used with a healthy bit of skepticism given the flaws pointed out in other aspects of the count. In response, this plan outlines a dedicated pre-entry and co-responder system that can count, assess, and serve the unsheltered population where they are with an end goal of referring them to the most appropriate service providers and Housing Navigators that can best meet their needs.

## **Public Participation**

***Describe the public participation process, including information about and the dates of the public comment period and public hearing(s) held during the development of the plan:***

- ***Date(s) of public notice: 9/1/2022***
- ***Public comment period: start date – 9/1/2022 end date – 10/1/2022***
- ***Date(s) of public hearings: 9/19/2022  
10/4/2022***

***Describe the public participation process:***

Traditional public participation process, including posting of the proposed plan in its entirety, holding public hearings and public comment period have been expanded to additionally include multiple community outreach efforts as documented above. ALHC staff sent direct requests to area service providers which highlighted all the potential uses of the program funds and outlined the qualified populations. Staff also conducted multiple listening sessions within both cities hosted at city council meetings, neighborhood watch events and housing focused meetings. The efforts to broaden this participation from the mandated minimum will be more thoroughly described below.

Evidence of public posting and appeals for input is included below:

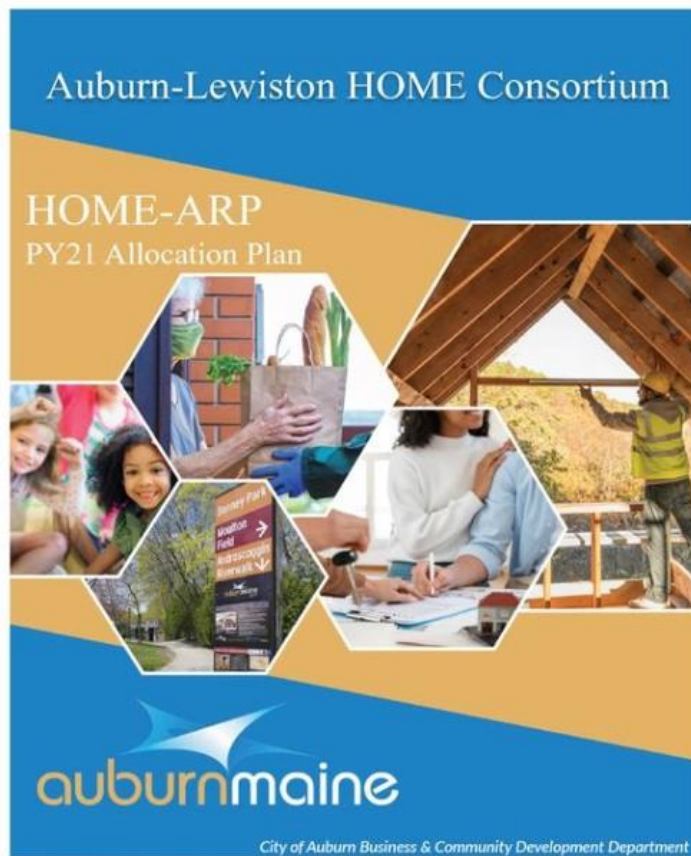


City of Auburn, Maine (Official)

August 31 at 4:24 PM · 🌐

PUBLIC NOTICE: The Auburn-Lewiston HOME Consortium presents their HOME ARP Plan. This plan spells out how HOME-ARP funds, as provided by the U.S. Department of Housing & Urban Development, will be used to provide homelessness assistance and supportive services. Prior to submitting the HOME-ARP allocation plan to HUD, the Auburn-Lewiston consortium must provide reasonable notice and opportunity for the public to comment on the plan no less than 15 days.

Public comments will ... [See more](#)



👍 1

👍 Like

💬 Comment

➦ Share



## Winthrop talk to cover town's apple history

WINTHROP — Kerry Wilkins-Demming plans present a "History of Apples in Winthrop: What We Know and What We Don't Know," at 6 p.m. Thursday.

The talk will take place at the Winthrop History and Heritage Center, 107 Main St.

Wilkins-Demming, who lives in East Winthrop, will talk on the early history of Pond Town, the more recent history of apples in Winthrop and the future of apple orchards in town.

Ichabod Howe, an early settler in what was then called Pond Town, planted orchards there. He and his family moved from New Hampshire to Pondown in 1708.

Howe brought with him a bag of apple seeds. One of the seedlings became the Winthrop Greening, which still exists today due to Morris Towle (1911-98), who found the tree, Greening and saved it.

The Winthrop Greening, now over 200 years old, can be found at the Maine Heritage Orchard in Unity where one can obtain scion wood for the Winthrop Greening from Fred Tores.

For more information, call 207-395-5199 or email winthropmainehistorical@gmail.com.



Kerry Wilkins-Demming

## LIVERMORE FALLS

### Library events, programs planned

LIVERMORE FALLS — Treat Memorial Library, at 56 Main St., plans several events and programs for September.

Among those are Fall Into Books, every time books are checked out at the library, the reader is entered for a chance to win a book in December. The more books read, the more chances to win. The library has books available for children, teens and adults, so everyone gets to play this fall, according to a news release from the library.

The library will be closed Tuesday in observance of Labor Day.

Those who need help with a job search can talk with a career consultant from the Career Center from 1 to 3 p.m. Wednesday. Appointments will be drop in on a first-come, first-served basis. The consultant will be able to assist with job searches, preparation of a resume and cover letters, and/or provide information on education and training related to one's career interest.

On Wednesdays at 10:30

## CITY OF LIVERMORE FALLS

A hearing on the following liquor license application will be held by the Livermore Falls City Council on Monday, September 12, 2022 at 5:30 p.m. in the City Council Chambers, City Hall on Monday, September 12, 2022 at 7:00 p.m., or as an adjourned session. Any interested person may appear and will be given the opportunity to be heard before final action on said application.

1203 Elm Street  
Livermore Falls, ME 04450  
Owners: Nicole & Peter Ouellette  
The City of Livermore Falls, ME. For more information, please visit our website at [www.livermorefalls.org](http://www.livermorefalls.org) and click on the Non-Discrimination Policy.

## NOTICE

The Auburn Community Development Office announces the publication of the Consolidated Annual Performance and Evaluation Report (CAPER). This report details how CDBG & HOME funds, as provided by the U.S. Department of Housing & Urban Development (HUD), were expended during program years 2020 & 2021. Prior to submitting the CAPER to HUD, the Auburn-Livermore consortium must provide reasonable notice and opportunity for the public to comment on the plan no less than 15 days.

Public comments will be accepted until September 19th, 2022. Comments may be submitted to [CDBG@auburnlivermore.gov](mailto:CDBG@auburnlivermore.gov) or delivered in person to the Business & Community Development Office. A Public Hearing will be held by the Auburn City Council on Sept 19th, 2022.

Request printed copies, translations, or other accommodations by emailing CDBG@auburnlivermore.gov or call the Community Development Office at (207) 333-6601. View the reports at [AuburnLivermore.gov](http://AuburnLivermore.gov) or scan the QR code below to download:



## NOTICE

The Auburn-Livermore HOME Consortium presents their HOME-ARP Plan. This plan spells out how HOME-ARP funds, as provided by the U.S. Department of Housing & Urban Development, will be used to provide homelessness assistance and supportive services. Prior to submitting the HOME-ARP allocation plan to HUD, the Auburn-Livermore consortium must provide reasonable notice and opportunity for the public to comment on the plan no less than 15 days.

Public comments will be accepted until October 4th, 2022. Comments may be submitted to [CDBG@auburnlivermore.gov](mailto:CDBG@auburnlivermore.gov) or delivered in person to the Business & Community Development Office. A Public Hearing will be held by the Auburn City Council on Sept 19th, 2022 & by the Livermore City Council on October 4th, 2022.

Request printed copies, translations or other accommodations by emailing CDBG@auburnlivermore.gov or call the Community Development Office at (207) 333-6601. View the plan at [AuburnLivermore.gov](http://AuburnLivermore.gov) or scan the QR code to download:



## Lewiston Public Library reading program concludes

The Lewiston Public Library's Summer Reading Program recently ended.

The program, which ran from June 27 through Aug. 13, provided all ages with reading logs that also served as bookmarks. Participants could log reading time combined with other activities such as signing out a state or Maine park pass or signing out a nature backpack filled with educational activities on the topics of birds, wildlife and plants. The backpacks were provided by the Maine Audubon Society.

"Adults were part of the enrichment and fun too. Not only did they complete more reading logs than last year but also enjoyed book discussions with ReadMe! in partnership with the Maine Humanities Council," listened to the musical styles of New York Blues Hall of Fame Inductee Mary Black; and learned about community solar, whales of Maine, and first amendment rights in the modern age," said Children's Librarian Sara Turner, according to a news release from Dottie Perham-Whitler, community relations coordinator at Lewiston City Hall.

"Every person has different learning styles, and we want to provide accommodations for more than just reading. It's about experience, it's about engagement, and educational enrichment in many learning forms. We want a connection with the Lewiston Public Library to be a place where people feel accepted, and a place where they are understood."

Mayor Carl Sheeline

Turner adds that Tree Street Youth also visited the library each week over the summer, which provided youth with access to various activities, books, and interaction with Library staff. The relationship with Tree Street Youth is expected to continue into the fall.

shared his enthusiasm for Read Me, Explore, Reach Out and Connect members. "The Library is a cornerstone of our city, and I'm proud of the programs that we have," said Sheeline. "The Department has developed for all ages this past summer," he said.

In addition to in-person activities with a focus on Possibilities theme, the program provided educational presentations: a musician and puppeteer, lecture talks and crafts for adults; and learning enrichment programs about sharks, cephalopods, and the importance of keeping the environment clean. Participants also visited with entertainer Drew Hoskins and Mr. Chameleon, and His Animals Too in Kennedy Park.

Turner adds that Tree Street Youth also visited the library each week over the summer, which provided youth with access to various activities, books, and interaction with Library staff. The relationship with Tree Street Youth is expected to continue into the fall.

To be sensitive to the time and possible transportation and language barriers for parents/guardians to bring children to the library, Turner also brought the summer reading program to each Lewiston elementary school where 21st Century and Early Promise Education summer camps were being hosted. She said that at the end of the program she rolled in carts of books to give away.

"Seeing the smiles spread across each child's face as they selected a book was worth the effort. There's nothing like receiving a brand new book as your very own, especially if you've only had used books. Even in these small moments, you never know how it can impact a child's life," said Turner.

The Children's Department gave away over 400 new books this summer. Library Director Marcela Perez echoed the mayor's sentiments, "Mainers love to take full advantage of summers, so Lewiston Public

Library staff work hard to offer programming that engages community members of all ages in a season of joyful learning and enrichment. We hope that through the Library's Summer Reading Program each year, kids, teens, and adults will use their extra time to challenge themselves to learn new skills, meet others with similar interests, and celebrate our community of learners."

Additional creativity at the library continued throughout the summer with Lewiston High School 21st Century teens weekly utilizing the teen space, and the Teen Tabletop RPG Program, which will continue into the fall, brought many new teen patrons into the teen space. In addition, library staff and teen volunteers also hosted various times within the community, and the teen space was also a popular venue for teens studying to play games, do crafts and stay cool.

For more information, visit [lewisatmaine.gov](http://lewisatmaine.gov).

Visit us online at [sunjournal.com](http://sunjournal.com)

**NOTICE TO CREDITORS**  
RE: ESTATE OF GERALD AND REBEKAH COLEMAN, DECEASED  
TO ALL PERSONS HAVING CLAIMS OR DEMANDS AGAINST THE ABOVE NAMED DECEDENT

The above named Decedents, established a Living Trust, entered Gerald and Rebeah Coleman Living Trust Dated March 12, 1994 and Restated February 23, 2004.

The names and addresses of the Trust Beneficiaries are set forth below:

**ALL INTERESTED PERSONS ARE NOTIFIED THAT:**  
All creditors of the decedent and other persons having claims or demands against the trust (and/or estate) must file their claims with the Trustee listed below on or before the date of the first publication of this notice in August 26, 2022.  
**FOUR MONTHS AFTER THE DATE OF THE FIRST PUBLICATION OF THIS NOTICE, ALL CLAIMS AND DEMANDS NOT SO FILED WILL BE FOREVER BARRED.**  
The date of the first publication of this notice is August 26, 2022.  
Sandra Boland, Trustee  
1949 Elmwood Dr. Land O' Lakes, FL 34638  
813-493-1281

**LEGAL NOTICE AND NOTICE OF HEARING**

**MAINE DEPARTMENT OF HEALTH & HUMAN SERVICES**  
**MAINE DISTRICT COURT**  
IN RE: HADSON WILSON  
DOC NO.: LEWDC-PC-20-096

**NOTICE IS HEREBY GIVEN TO:**  
John Wilson, Unknown Father of Hadson Wilson and David Lord, Plaintiff and respondent in the following Petition to 22 M.R.S. §4001 et seq., the Maine Department of Health & Human Services (hereinafter, "DHHS") has petitioned the Court for a Child Protection Order and/or Termination of Parental Rights Order, concerning the child, **Hadson Wilson**, Maine. The mother is **Becky Herrick**, and the father is or may be John Wilson, Unknown Father of David Lord. DHHS has met the requirements of M.R.S. Ch. 1 Rule 401(a)(1)-(3). Hearing on the pending Petition is set for **September 12, 2022 at 9:00 a.m.** in the Maine District Court, 71 Lisbon Street, Lewiston, Maine, on October 6, 2022, at 8:30 a.m. alternately by remote means to be determined and assigned by the clerk's office. You must contact the clerk, Maine District Court, 71 Lisbon Street, Lewiston, ME 04240 (207) 795-4800 immediately to receive further information about the method of participation in this hearing. Failure to appear at this hearing by the means set by the court or DHHS at 200 Main Street, Lewiston, ME 04240 (207) 795-4800, will result in the termination of your parental rights, and may result in an order enforceable under 22 M.R.S. §4001 et seq. You may wish to seek legal counsel regarding these proceedings. Contact the court at the above address or call 207 795-4800 to obtain a copy of the Petition, contact the court or DHHS at 200 Main Street, Lewiston, ME 04240 (207) 795-4800. DHHS is represented by the Maine Office of the Attorney General, State House Station, Augusta, ME 04333.

Dated: 08/12/22  
Jennifer A. Archer  
Judge, Maine District Court

A True Attested Copy  
Clerk, Maine District Court

## STATE OF MAINE

**ANDROSCOGGIN COUNTY PROBATE COURT**  
2 Turner Street, Auburn, Maine  
04210  
**NOTICE OF PETITION FOR CHANGE OF NAME**  
**TO ALL PERSONS INTERESTED IN OR AFFECTED BY THE FOLLOWING PETITION:**

Notice is hereby given that the respective petitioner(s) that they have filed a petition for change of name, as follows. This matter will be heard beginning at 1:00 PM on or as soon thereafter as they shall be, on the 20th day of September, A.D., 2022. The requested change of name may be granted unless, on or after the hearing date, if no sufficient objection be heard.

2022-396 SHAYLA MARIE GETCHELL, of Lisbon Falls, ME; Petition to change name to SHAYLA MARIE BLUNSKAVICH, presented by Shayla Marie Getchell. Dated: August 26, 2022.

/s/ Tom Reynolds  
Register of Probate

## STATE OF MAINE

**ANDROSCOGGIN COUNTY PROBATE COURT**  
**PROBATE NOTICES**  
**TO ALL PERSONS INTERESTED IN ANY OF THE ESTATES LISTED BELOW**

Notice is hereby given that the respective Petitioners that they have filed for appointment of Personal Representative in the following Estates. These matters will be heard at 9:00 AM or as soon thereafter as they shall be, on or as soon thereafter as they shall be, on the 20th day of September, 2022. The requested appointments may be made on or after the hearing date, if no sufficient objection be heard. This notice is published in the Sun Journal, a newspaper of general circulation in the State of Maine, on August 26, 2022.

2022-378 IMANI L. GALT, late of Livermore Falls, deceased. Randall K. Longenecker, 4650 Tim Co., Las Vegas, NV 89122, Personal Representative.  
2022-379 LEONARD A. HUNTINGTON, late of Auburn, deceased. Tracy E. McKim, 189 Danforth Rd., Buxton, ME 04093, Personal Representative.  
2022-382 ROSEMARY ANN COLETT, JR., late of Mechanic Falls, deceased. Elizabeth Ann Coulter, 5 Perkins Rd., Mechanic Falls, ME 04256, Personal Representative.  
2022-383 MADELINE BENE DIONNE, late of Mechanic Falls, deceased. Ricky H. Dionne, 45 Saunders Rd., Mechanic Falls, ME 04256, Personal Representative.  
2022-386 JAMIE LEE HADWIN, late of Livermore Falls, deceased. Janyalee Pense, 20 Oak St., Lisbon Falls, ME 04252, Personal Representative.  
2022-387 NANCY D. SAWYER, late of Auburn, deceased. Bonnie Barlow Kuykendall, 10 Jackson Ave., Belfast, ME 04915, Personal Representative.  
2022-388 PATRICIA A. NASH, late of Old Orchard Springs, deceased. Karen Lee Bernard, 1748 Bertram St., Hallowell, ME 04862-4, Personal Representative.  
2022-389 STEPHEN J. CURTIS, late of Lisbon, deceased. Cynthia L. Maloney, 129 Talbot Ave., Rockland, ME 04841, and Paul C. Curtis, 12 Everett Ave., Oxbow Head, ME 04854, Personal Co-Representatives.  
2022-395 BRUCE DALE CLUXEY, late of Lisbon, ME or deceased. Adam D. Cluxey, 240 Ironwood Rd., Lisbon Falls, ME 04252, Personal Representative.  
2022-397 FREDRICK G. RICHARD, late of Auburn, deceased. Grace Rose Barnett, P.O. Box 210, Roxbury, ME 04273, Personal Representative.

2022-400 LORRAINE P. RAY, late of Auburn, deceased. Leslie Ellen Deschamps, 40 Canterbury Rd., Brewer, ME 04412, Personal Representative.

## STATE OF MAINE

**ANDROSCOGGIN COUNTY PROBATE COURT**  
**NOTICE TO CREDITORS**  
**18-C.M.R.S. §3-801(1)**

The following Personal Representatives have been appointed in the Estates listed. The first publication date of this notice is August 26, 2022. If you are a creditor of an Estate listed below, you must present your claim within four months of the first publication date of this Notice to Creditors or be forever barred. You may present your claim by filing a written statement of your claim on a proper form with the Register of Probate of this Court or by delivering or mailing to the Personal Representative listed below at the address published by this Personal Representative's name a written statement of the claim indicating the basis therefore, the name and address of the claimant and the amount claimed or in such other manner as the law may provide. See 18-C.M.R.S. §3-804.

2022-474 ARTHUR DIONNEA, late of Lisbon, deceased. Jennifer M. Billings, 29 Main St., West Paris, ME 04289-5133, Personal Representative.  
2022-154 RONALD LEE ANTHONY, late of Lewiston, deceased. Tasha Marie Massey, 256 CR 102, Jonesboro, ME 04241, Personal Representative.  
2022-242 BRIGIDA N. CRANE, late of Livermore Falls, deceased. Dexter Peters, 4 Maple St., Livermore Falls, ME 04254, Personal Representative.  
2022-248 THOMAS P. O'CONNELL, SR., late of Wales, deceased. Kathleen O'Connell, 222 Ridge Rd., Wales, ME 04241, Personal Representative.  
2022-278 IRISAN FRANK, late of Auburn, deceased. Kathleen Ann Hammond, 1103 Minot Ave., Auburn, ME 04210, Personal Representative.  
2022-321 JOHN MICHAEL LADRECOUE, late of Livermore Falls, deceased. Colleen Ayers, 119 Union St., Milford, ME 05055, Personal Representative.  
2022-346 DIANA S. RICHARDSON, late of Turner, deceased. Harriet W. Richardson, Jr., 25 Pearl Rd., Turner, ME 04282, Personal Representative.  
2022-347 BETSY ANNE DYKE, late of Lewiston, deceased. Benjamin Dyke, 22 Osborn Dr., Lewiston, ME 04240, Personal Representative.  
2022-350 SHARI WILLIAMS, late of Auburn, deceased. Dwan Williams, 1 Madeline St., Auburn, ME 04251, Personal Representative.  
2022-352 MARY L. LAWOR, late of Auburn, deceased. Heidi McIntosh, 11 Julia St., Poland, ME 04274 and Donald Lawlor, 70 Hacketts Mill Rd., Poland, ME 04274, Personal Co-Representatives.

Dated: August 26, 2022

/s/ Tom Reynolds  
Register of Probate

## Public Notice Displays



P.A.L. Center



Public Library



Senior Center I



Senior Center II

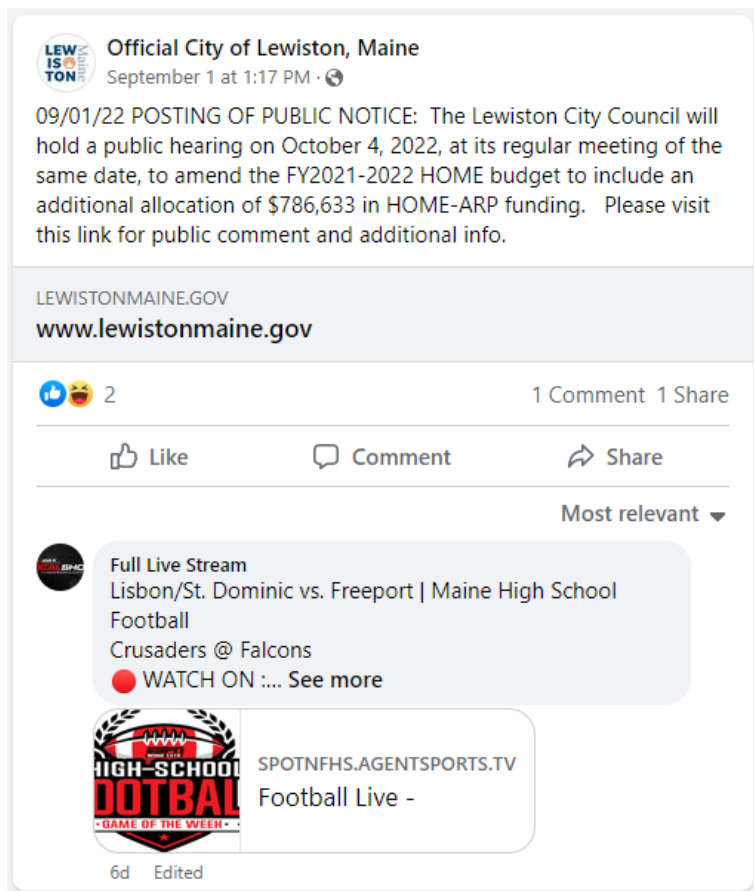


Auburn Housing – Great Falls



City Hall





Responses to any public comments delivered will be entered here.

***Describe efforts to broaden public participation:***

Prior to the development of the Home-ARP and the Auburn-Lewiston HOME Consortium Annual Action Plan a comprehensive community needs survey was circulated in 5 languages. This survey method utilized digital as well as paper surveys which were distributed at key service points within the city including food pantries, youth centers, head start service providers and municipal offices. The result was over 362 households including over 1,000 residents being received. This information, along with consultation efforts with area service provider partners helped craft the plan as presented.

The consultation process also entailed direct correspondence with dozens of area service providers. By educating them on the specifics of the qualified population as defined by HUD in CPD notice 21-10 this outreach further solicited quantifiable or anecdotal narratives which may serve to highlight unmet needs they regularly encounter.

Additionally, ALHC staff held listening session at multiple community neighborhood meetings and events as indicated above.

***Summarize the comments and recommendations received through the public participation process either in writing, or orally at a public hearing:***

Numerical data developed through the community survey will be summarized within the GAP analysis below. A selection of narrative input received during the local survey is included below. This input, sourced from over 1,000 households across two surveys, was key to filling data gaps caused by the Covid-19 pandemic and demonstrates the changed landscape residents and service providers need to navigate and adapt to better address the needs of at-risk and homeless populations.

- The prices of housing have increased substantially. Between prices of rent and goods we can barely make ends meet.
- Public transportation is severely lacking in Auburn especially in the evening.
- Lack of home health care due to staffing shortages and issues around quality healthcare
- Loss of jobs due to school closure and lack of adequate affordable childcare.
- I'm on a fixed income and looking into elderly housing but the waiting lists are so long
- My father and brother are living with me because they cannot find housing.
- Can't afford car upkeep or bills
- Can't access programs to help
- Don't have money for food medication and bill. Need help with property taxes
- I went through the process the rent assistance is on average six to eight weeks late via community concepts. The landlords get frustrated and toss the clients even if they share the applications to the program.
- folks are taking their important items and moving into their vehicles and sleeping in parking lots around auburn where they won't be harassed. I know of at least 500 vehicles at least some are couch surfing when possible or in for medical reasons, so their cars are parked around the hospital.
- I have a son with a disability who currently lives an hour away. For safety reasons he needs to be closer to us. He is on a ridiculously long waiting list for low-income housing.
- Rising costs have put me back to living paycheck to paycheck and seeking a second job. Pre-covid I lived comfortably on my single income. The cost of food is outrageous. I pay more for CMP delivery charges than I use in electric.
- There's a gap for kids who qualify for Headstart and those who don't. There is a long waitlist for many [childcare] providers.
- People don't know there's help there, and they are hard to navigate.
- People don't know about services. We have so many services, but they all work solo. None are working together.
- Covid-19 exacerbated food issues. People who were hurting are hurting more now.

***Summarize any comments or recommendations not accepted and state the reasons why:***

No comments or recommendations were intentionally dismissed. Some responses or recommendations derived either from the community surveys or through direct consultation with area service providers did contain demonstrations of unmet need which are unable to be addressed given the restrictions on funding availability or individuals who do not fall within the Qualified Population as defined by HUD. In these cases, consideration is taken, and priority of funding is established as available.

## Needs Assessment and Gaps Analysis

The Auburn-Lewiston Home Consortium includes the entirety of both cities. Much of the data provided at the state level is by Androscoggin County or as the Lewiston-Auburn Metropolitan Statistical Area (LAMSAs), which includes 12 surrounding municipalities. Both Auburn & Lewiston serve as a regional service HUB for the area meaning that even though HOME-ARP funds are designated for residents of the two cities, the needs of these cities is impacted by the spillover, or centralization of needs from the surrounding rural populations. The two emergency shelters recently operated in Lewiston during the Covid-19 pandemic corroborated this fact by reporting that 20% of their population cited towns outside of the PJ as their residence.

The American Community Survey (ACS) data calculated a total population of the jurisdiction as 59,425 in 2020. This accounts for 53% of the population of the entire county of Androscoggin being housed on only 20% of the total area. For this reason, and as further demonstrated by residency data provided by the two Emergency Shelters, this plan considers the expected spillover of needs from the total LAMSAs. An additional concern with the data utilized is that the county level data provided by MSHA is still derived from the 2015-2020 American community survey. Most of this data provided by ACS was compiled pre-covid and the recent and dramatic shifts in household income and rental rates are not representative of the current situation.

Prior to the current Lewiston Shelter Committee report, the last time this data was locally developed was in 2009, which was published in the Lewiston Auburn Homelessness Strategy by the Lewiston/Auburn Alliance for Services for the Homeless (LAASH). This was a local initiative used to establish a 10-year plan to end homelessness in the area. This plan was to be administered by regional partners including the cities of Auburn & Lewiston, Auburn Housing Authorities, Community Concepts, St. Mary's, and New Beginnings. This initiative was to be overseen by the United Way of Androscoggin County. This plan had concrete benchmarks and established expectations for all partners and was set to be re-assessed in 2019.

The below table is derived from the May 2009 study. Although it is dated this data still demonstrates the inconsistency between local assessments and state-level data that still exists to this day:



Gaps in Service for Homeless populations in Lewiston Auburn Lewiston Auburn Homelessness Strategy – May 8, 2009		
	Numbers	At-Risk
<b>Youth</b>	204 homeless youth grades 9-12 identified by schools 423 homeless youth served by New Beginnings and Volunteers of America	<b>Youth not employed:</b> 900 ages 20-21 500 ages 22-24 <b>Youth not in school:</b> 200 ages 15-17
<b>Families</b>	2008 MSHA Point-In-Time Survey found 6 families homeless on January 30, 2008 As of September 2008, 23 families sheltered; 47 families turned away 69 homeless children grades K-8 identified by schools	<b>Families living in poverty</b> in Lewiston Auburn: 1,400 families 1,200 families with children 200 families over age 65
<b>Domestic Violence Survivors</b>	AWAP's domestic violence shelter served 170 women and children last year	434 domestic violence crimes were reported to Lewiston and Auburn police departments in 2006
<b>New Americans</b>	There are an estimated 4,000- 6,000 New Americans living in Lewiston-Auburn.	As of Jan. 2007, Lewiston identified 2,641 immigrants who had moved to the city and enrolled in General Assistance. A 2007 study by the Maine Department of Labor found unemployment among the Somali immigrants to be at 51%
<b>Single Adults</b>	546 homeless single adults sheltered by Hope Haven and St. Martin De Porres in 2007 As of Sept. 2008, Hope Haven had sheltered 252 homeless individuals and turned away 207 because it was full.	3,900 non-institutionalized individuals with a mental disability over the age of 16 700 veterans living below poverty, 2/3 of whom are disabled National rates suggest that as many as 3,000 people in Lewiston Auburn may have significant substance abuse issues

The table above indicates the MSHA PIT report demonstrated 6 homeless families in 2008, while local data verified though the Auburn School Department verified 70 homeless families. Similarly, of the 546 homeless single adults sheltered by Hope Haven & St. Martin in 2007, the MSHA PIT report for 2022 estimates those same facilities to have only 12.

Unfortunately, in 2017 LAASH members agreed to use the Statewide Homeless Council's updated plan as the framework for advocacy as the group did not have the capacity to undertake the work and the expense of updating the plan. This abdication has left the Auburn Lewiston HOME Consortium with little to no accurate baseline data for use in the generation of this plan. To begin to augment the anecdotes and small data samples provided by local service providers the consortium released a Covid-19 Community housing and service survey.

To better qualify the current state of availability it is key to point out that in the 2009 Lewiston Auburn Homelessness Strategy it was clearly stated that "the homelessness problem in Lewiston and Auburn is not, in the first place, primarily a problem of lack of housing... Instead, homelessness

is a problem of insufficient income and resources, a lack of life skills, and health problems (primarily mental health and substance abuse).” This plan presented a 10-year goal of 210 new affordable units to be developed by the Auburn and Lewiston Community Development Offices. According to MSHA there were 243 new affordable units constructed within the area between 2019 and 2022 alone (not including the to-be developed Choice Neighborhood project currently underway in Lewiston).

There has since been an undisputed tightening of the housing market since this 2009 plan but the clearly identified gaps represented as a service deficiency, as opposed to a long-term permanent housing problem remain. This initial, although dated, claim is supported by the service call data from the Auburn Fire Department who indicate 87% of their responses to homeless individuals are related to substance or mental health situations. Therefore the development of a more effective Crisis Response Team as suggested in the 2009 strategy is a key component and priority addressed by this plan.

***Describe the size, demographic composition of qualifying populations and unmet housing and service needs within the PJ’s boundaries:***

Definitions of the four Qualified Populations (QP) is described below. Refer to HUD CPD Notice 21-10 for a more complete definition:

- Homeless
  - lacking fixed/regular and adequate nighttime residence
    - Nighttime residence is not designed for ordinary sleeping accommodations
    - Living in public/private shelter or commercial lodging
  - Will lose nighttime residence:
    - Within 14 days
    - Lacks support network needed to obtain new housing
  - Unaccompanied youth (under 25) or families with children which:
    - Defined by HUD as Runaway, DV or McKinney-Vento
    - Not had lease or ownership in permanent housing within 60 days
- At-Risk of Homelessness
  - Annual income below 30%LMI (\$15k individual)
  - Not had lease or ownership in permanent housing within 60 days
  - Has been notified in writing of eviction
- Fleeing DV, Dating Violence, Stalking or Assault
- Other Populations
  - Families requiring services or housing assistance to prevent homelessness
  - At greatest risk of homelessness
    - Annual income less than 30%AMI
    - Cost burden of 50% monthly household income
  - Veterans and families that include a veteran family member

***Homeless as defined in 24 CFR 91.5***

The Maine Continuum of Care (MCoC) is a state-wide effort, which is beneficial in regard to coordination of efforts and resources across a wide territory as the system improves. From a local

data collection effort, as addressed prior, it is also a limiting factor. The data below is from the statewide MCoC 2021 PIT. This data demonstrates a total population of sheltered individuals at 2,063.

**Summary by household type reported:**

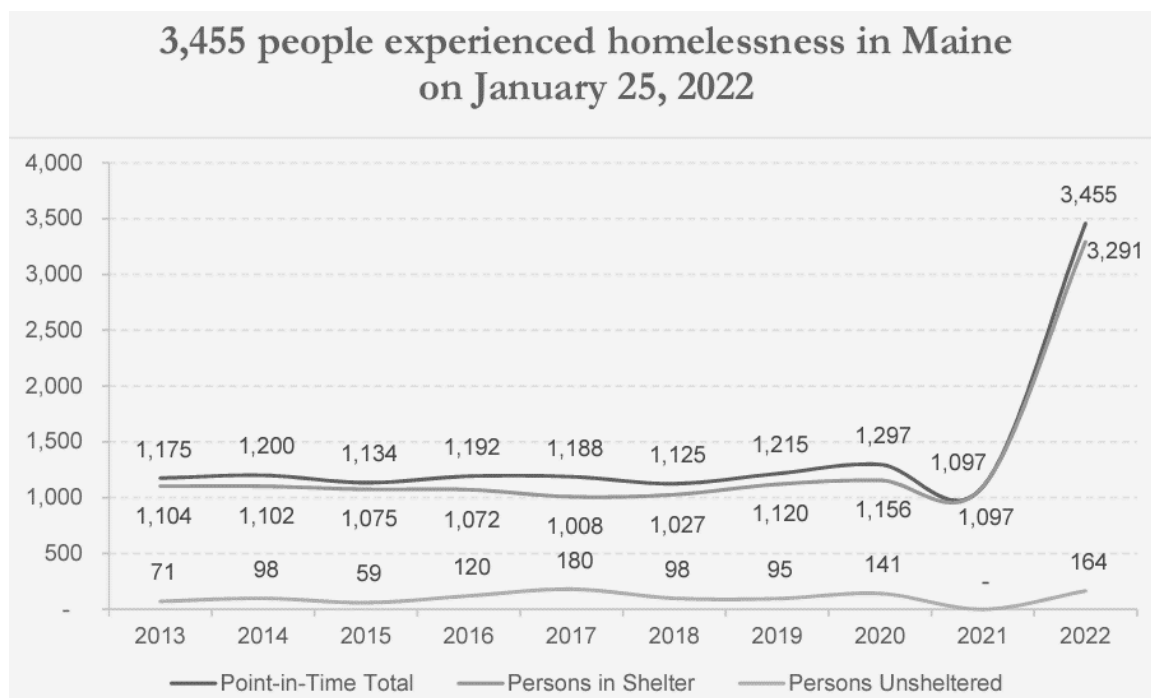
	Sheltered	
	Emergency Shelter	Transitional Housing*
Households without children <sup>1</sup>	706	529
Households with at least one adult and one child <sup>2</sup>	113	134
Households with only children <sup>3</sup>	3	2
<b>Total Homeless Households</b>	<b>822</b>	<b>665</b>

**Summary of persons in each household type:**

<b>Persons in households without children<sup>1</sup></b>	<b>717</b>	<b>556</b>
Persons Age 18 to 24	46	56
Persons Over Age 24	671	500
<b>Persons in households with at least one adult and one child<sup>2</sup></b>	<b>362</b>	<b>423</b>
Children Under Age 18	201	255
Persons Age 18 to 24	14	22
Persons Over Age 24	147	146
<b>Persons in households with only children<sup>3</sup></b>	<b>3</b>	<b>2</b>
<b>Total Homeless Persons</b>	<b>1,082</b>	<b>981</b>

*Source: MSHA PIT Report*

The number of people experiencing homelessness statewide, and MSHA quantified in January 2022, jumped to 3,455 in the updated 2022 PIT count. This increase was the result of including, for the first time, data derived from the local General Assistance providers as well as the Emergency Rental Assistance program. The most concerning take-away from this updated data compiled by MSHA is that as the sheltered counts increased over 300% over the past year by including new data sources, the unsheltered count only increased 15%. This demonstrates that, although new data collection and reporting is improving the accuracy of the sheltered counts, there is still an unmet need in adequately finding and quantifying the unhoused population.



Source: MSHA PIT count

Local data collected from the 2 emergency shelters operated at the Lewiston Ramada Inn and the Lewiston Armory clearly demonstrates this catch-basin effect of homeless services provided within the ALHC. The combined totals of the two emergency shelters (whose numbers are not included in MSHA PIT counts) regularly operated at capacity. Of their total 213 individuals sheltered 60% claimed Lewiston as their residence, 20% claimed Auburn with the remaining 20% coming from outside of the ALHC jurisdiction. The unmet needs as reported by managers and service providers is a lack of adequate case management as well as vacancies within transitional or supervised housing facilities that are essential to take high-need clients out of short-term shelters.

Another resource engaged during this assessment process was the Auburn & Lewiston School Departments McKinney-Vento Homeless Assistance liaisons. For Auburn, the historic totals were 69 students for school year 19-20, 70 students for school year 2021 and what is looking like 80 students for school year 2021-22. Department staff was clear data is currently hard to quantify as data was tracked in multiple systems. Still, the 265 students in the school systems who are being transported by the system under the McKinney-Vento program is notably larger than the totals of sheltered teen as reported by MSHA and the Continuum of Care. This data does not indicate whether they are unaccompanied youth or part of a larger homeless family unit, but it does indicate the unmet needs reported necessitate additional funding for reliable transportation as well as supplies and expenses necessary to sustain their education while in an unstable housing situation.

Data provided by the Lewiston Mayoral Ad Hoc Shelter Committee represents the most sound and updated picture of the present situation. In comparison to the total 122 homeless population

demonstrated my MSHA 2022 PIT, the Lewiston committee has indicated 130 individuals living outdoors or couch surfing and 54 individuals being put in temporary housing paid for by General Assistance in Lewiston. This is in addition to the 393 individuals housed within the emergency shelters and the 258 Lewiston students that were homeless during the 2021-2022 school year.

***At Risk of Homelessness as defined in 24 CFR 91.5***

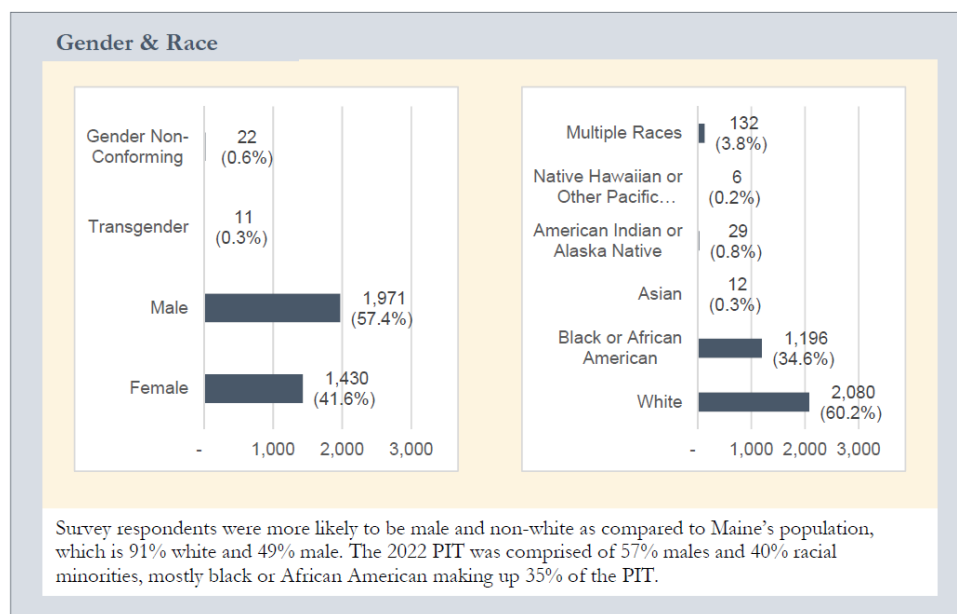
Those at risk of homelessness within Androscoggin County are renters within 30% of the Area Median Income with at least one severe housing problem, such as overcrowding or rent burden greater than 30% of their income. The below chart provides for a total of 1, 665 renters in Androscoggin County which qualified as 30%AMI.

Owner Occupied Households			Renter Occupied Households			Total
HOUSEHOLD INCOME	Estimate	Margin Of Error	HOUSEHOLD INCOME	Estimate	Margin Of Error	
30% of Median Household Income	2,388	+/-428	30% of Median Household Income	1,665	+/-266	<b>4,052</b>
50% of Median Household Income	5,612	+/-572	50% of Median Household Income	3,804	+/-529	<b>9,416</b>
80% of Median Household Income	11,305	+/-926	80% of Median Household Income	6,849	+/-967	<b>18,155</b>
<b>Total =</b>	<b>19,305</b>		<b>Total =</b>	<b>12,318</b>		

*Source: MSHA Housing Characteristics Report*

Over 57% of the survey respondents indicated household income levels below 80% of the Area Median Income (AMI), meaning their household would already qualify for assistance under traditional HOME programs. Furthermore, over 24% of respondents indicated a household income under 30% AMI, meaning they would qualify as “At Risk of Homelessness” as defined in 24 CFR 91.5. Of the total respondents, 36% indicated that their household income was negatively impacted by the Covid-19 pandemic. A further 34% also indicated their families access to food and household necessities was made more difficult due to the pandemic. Regarding housing, 14% of respondents indicated that their access to adequate housing was negatively impacted this past year.

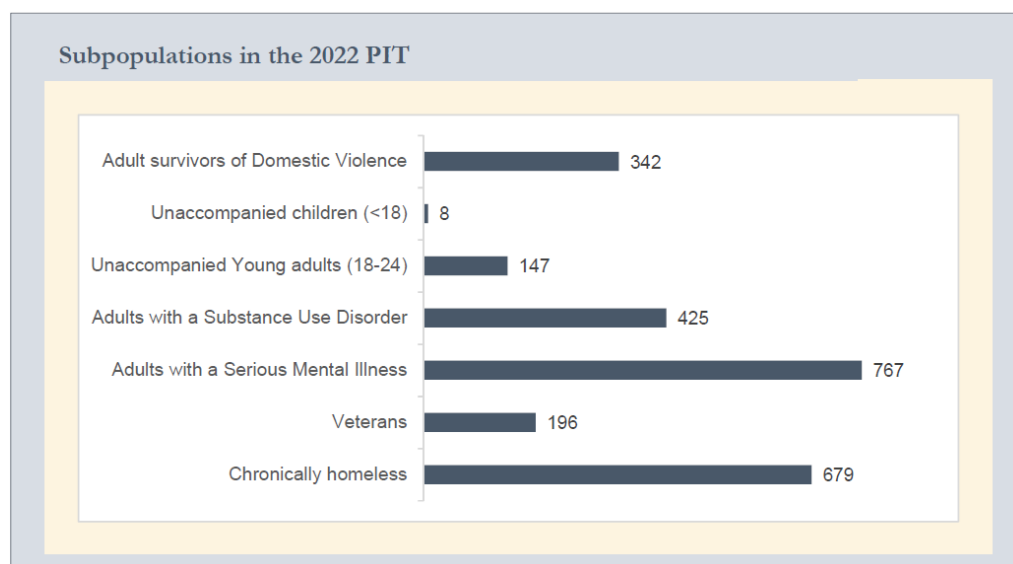
Demographic data provided by MSHA PIT report, as summarized below, indicate that most of the respondents are white males, although this percentage is disproportionately lower than the states overall population.



MSHA PIT Report 1

Lastly, through consultation with local housing authorities provided data on the Housing Choice Voucher centralized waitlist provided the quantification of 454 current applicants. 411 applicants currently qualify under 60% AI with 121 applicants residing in “temporary residences”, 26 being housed in a shelter or hotel and 33 reporting that they are currently “living in a place not normally used for housing.” Lastly, 57 of the current waitlist applicants are households of 3 or more.

The unmet needs relating to this QP includes additional support for adults with substance abuse or mental illness. As demonstrated by the MSHA PIT report on subpopulations the vast majority of respondents are, in order of prevalence, Adults with serious mental illness, chronically homeless and adults with substance abuse disorders.



MSHA PIT Report 2

***Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, as defined by HUD in the Notice***

Information provided by SafeVoices, a domestic abuse shelter service provider currently operating a 17-bed shelter, demonstrates an average 44 shelter requests per month. SafeVoices has been committed to the mission of supporting and empowering those affected by domestic violence and human trafficking and engaging the community in creating social change in Androscoggin, Oxford, and Franklin counties for 45 years.

As indicated in the above MSHA subpopulation summary, adult survivors are the 4<sup>th</sup> largest subpopulation. This is mirrored in the Lewiston Shelter Committee's assertion that the primary cause of homelessness for women is domestic abuse and violence. Although MSHA PIT reports reference 110 persons being located within domestic violence shelters, further information regarding demographics for this population are less available due to the anonymous nature of the locations and subpopulations serviced.

In their last fiscal year, SafeVoices alone received a total of 325 local shelter requests but were only able to house 83 individuals. This leaves an unmet need of 242 families which were under-served by the current capacity. The unmet need reported by DV focused shelter operators is additional funds and support for TBRA and subsidized housing programs to aid in the re-housing of their current population as well as a larger public awareness campaign to address the increasing instances of domestic violence they are seeing in recent years.

***Other populations requiring services or housing assistance to prevent homelessness and other populations at greatest risk of housing instability, as defined by HUD in the Notice***

In looking to better assess the at-risk population the ALHC staff reached out the current Emergency Rental Assistance providers for concrete numbers related to the impending end of the current Emergency Rental Assistance program. This program, which locally administered by Community Concepts Inc, has serviced 1,118 non-duplicated households as of March 2022. With the scheduled closure of the Ramada Inn Emergency Homeless shelter and the end of the ERA program funding, preparations for a dramatic increase in housing assistance needs are being developed.

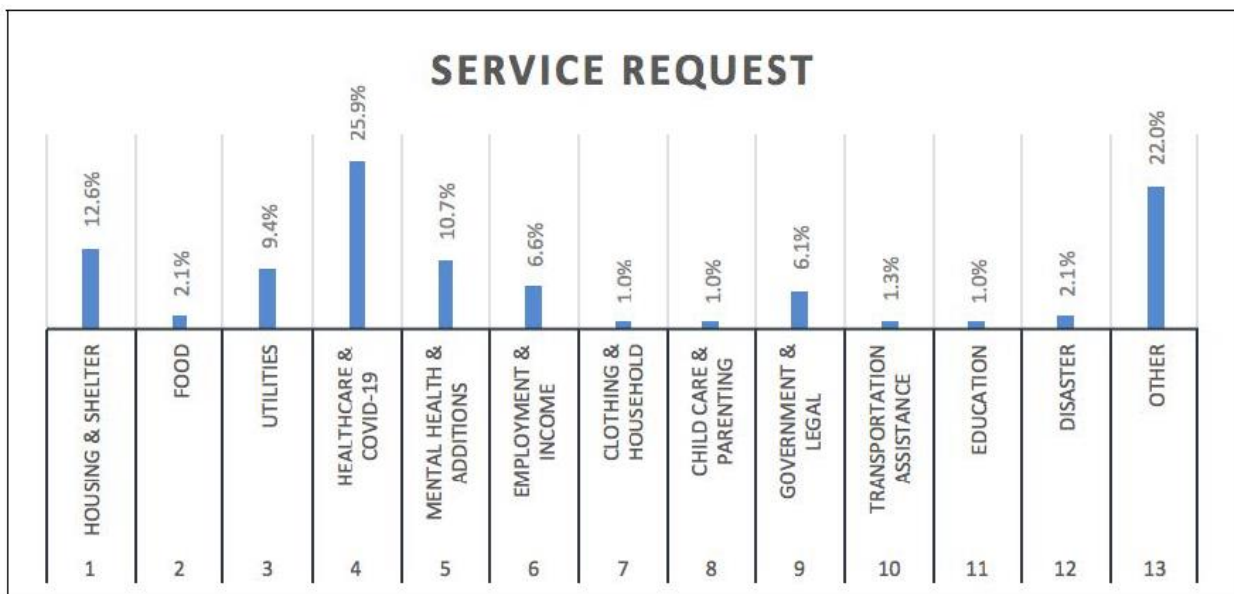


	2015 Income below Poverty Level			2020 Income below Poverty Level		
	Households	Margin of Error Households in Poverty	% of Family Type in Poverty	Households	Margin of Error Households in Poverty	% of Family Type in Poverty
Total Households	7,041	+/-515	15.8%	5,410	+/-503	11.8%
Family Households	3,179	+/-351	11.4%	1,931	+/-346	7.0%
Married Couple Fam HH	905	+/-185	4.4%	569	+/-194	2.8%
M C Fam HH w/Children	508	+/-139	6.5%	358	+/-164	4.7%
Male Head of Family HH	368	+/-140	16.7%	194	+/-90	8.2%
Male Head of HH w/Children	341	+/-138	21.7%	132	+/-73	8.4%
Female Head of Family HH	1,906	+/-293	38.3%	1,168	+/-296	24.6%
Female Head of HH w/Children	1,816	+/-280	47.2%	962	+/-291	31.6%
Non-Family HH	3,862	+/-394	22.9%	3,479	+/-469	19.2%
Total=				14,203		

Source: MSHA Housing Characteristics Report

Additional data below indicates a total of over 14, 000 households within Androscoggin which have reported incomes below the poverty line. These families qualify as having characteristics of housing associated with instability and increase risk of homelessness, which includes having a household income of less than 30% AMI and/or paying more than 50% of their monthly income toward housing expenses.

In addition to the traditional unmet needs of other populations, the Lewiston Shelter Committee derived data from the United Way 2-1-1 call for assistance between May 2021 through May 2022. Although only 12% of the calls were categorized as housing, the data also indicates additional unmet needs of the population such as 9.4% regarding assistance with utilities and 25.9% as healthcare.



Lewiston Shelter Committee Report 2022 1

In addition to the current homelessness crisis and the influx of more refugee families into a jurisdiction already coping with a housing shortage is the impending end of the current Emergency Rental Assistance program. This program, which locally administered by Community Concepts Inc,

has serviced 1,118 non-duplicated households as of March 2022. These populations are currently being housed within hotels and apartments funded through the ERA or General Assistance programs within the jurisdiction. Simultaneously, as the ERA program is coming to a funding cliff, the GA program has announced that the hotels will no longer be paying going rates for housing refugees. As these funds shrink the unmet needs of these QPs will be new unit development with the necessary TBRA and subsidized housing to support these populations.

***Identify and consider the current resources available to assist qualifying populations, including congregate and non-congregate shelter units, supportive services, TBRA, and affordable and permanent supportive rental housing (Optional):***

Current resources provided within the jurisdiction include 5 overnight shelters which provide a total of 83 overnight beds. Additional resources include drop-in shelters and food pantries.

The General Assistance offices of both cities work proactively to prevent LMI families from becoming homeless. These efforts are not just based on the use of General Assistance funds but also the addition of wrap-around support services rooted in their proactive community roles. Similarly, the Auburn Public Health office continues to work with residential institutions to match needs with readily dwindling community housing and support resources. These include current TBRA programs within both cities which provide security deposit assistance in the form of grants to help house people when available units can be found.

The Community Development Office is adding a new, Homelessness Intervention Specialist position with an additional McKinney-Vento style budget from the HOME-ARP allocation to provide additional services and resources to these at-risk qualified populations including additional TBRA services dedicated to QPs. Additional support service networks are being identified within this process including medical aid, education & job training providers as well as mental health and substance abuse counseling services which will better meet the needs of the unhoused subpopulations identified above.

Additionally, the Maine COC has added a new HUB Coordinator & Housing Navigator located at the Lewiston Housing Authority. This position will be the point of Coordinated Entry (CE) into the MCoC system, allowing the Community Development and Public Health teams to focus their efforts on crisis response and early intervention efforts.

Several new shelter initiatives are being developed within both cities. With the scheduled closure of the Ramada Inn Emergency Homeless shelter and the end of the ERA program funding set to expire on June 30th, 2022, preparations for a dramatic increase in housing needs are being developed. This plan allocates substantial funding and staff time to support these projects as they develop.

***Identify any gaps within the current shelter and housing inventory as well as the service delivery system:***

Community Concepts, who has been running the Emergency Rental Assistance program has reported a total of 1,118 non-duplicated households in the city of Auburn who have been assisted to date. As this program winds down, it is expected that these families will still need some form

of transitional Tennent Based Rental Assistance. More recently, MSHA has provided for government rate caps on rental assistance, which is substantially decreasing the number of hotel/motels that will accept discounted rates. The result being an anticipated eviction wave of residents currently housed within these privately owned facilities.

Total housing inventory data, as compiled by MSHA in 2021 for Androscoggin County demonstrates only a 2.6% vacancy rate for rental units. This rate is a causal reason for individuals to find themselves stuck within the shelter and transitional housing systems.

#### Units by Tenure & Vacancy

	2011-2015	%	Margin of Error 2011-2015	2016-2020	%	Margin of Error 2016-2020	% Change
Total Units	49,164		+/-154	50,053		+/-187	2%
Occupied Units	44,636	91% of Total	+/-483	45,906	92% of Total	+/-574	3%
Owner Occupied	28,372	64% of Occ.	+/-620	29,796	65% of Occ.	+/-724	5%
Renter Occupied	16,264	36% of Occ.	+/-596	16,110	35% of Occ.	+/-654	-1%
Vacant Units	4,528	9% of Total	+/-480	4,147	8% of Total	+/-541	-8%
Vacant For Sale	519	1.8% Vac.	+/-179	384	1.3% Vac.	+/-179	-26%
Vacant For Rent	681	4% Vac.	+/-213	423	2.6% Vac.	+/-146	-38%
Vacant Seasonal	1,110	2% of Total	+/-249	1,432	3% of Total	+/-363	29%

Data from the American Community Survey are estimates

Source: MSHA Housing Characteristics Report

Although this plan expects to provide funding for 4 new affordable rental units, the ALHC regular allocation budget workplan expects to double that number. Historically, Auburn and Lewiston have added multiple large affordable housing projects in the past few years. According to statistics maintained by Maine Housing Authority 243 new affordable housing units have been created with MSHA funding (including Auburn & Lewiston Consortium funds) between 2019 and 2022. These buildings offer modern affordable amenities to public housing residents. Auburn Housing Authority has been transitioning to a voucher-based system allowing more aid to residents using privately owned units.

Additional gaps, as identified within the MSHA PIT subpopulation report highlight the substantive calls for wrap-around services by individuals and organizations consulted during the development of this plan. Additional calls for assistance in funding allowable medical expenses such as non-cosmetic dental care, transportation, life skills training and substance abuse services.

#### ***Identify priority needs for qualifying populations:***

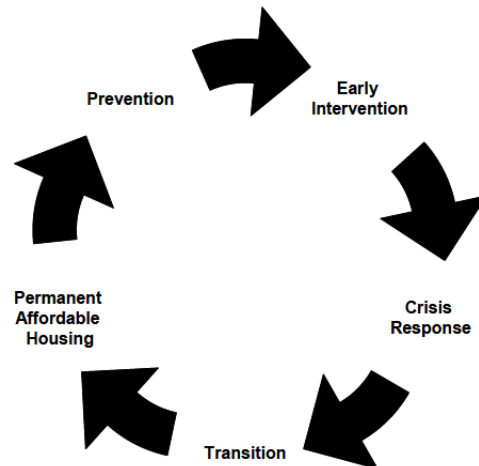
Priority needs for qualified homeless, at-risk, and domestic abuse populations include additional direct field services and case management is also needed to aid in the transition from the high-need unhoused population into openings within the current structures and non-profit service providers across the jurisdiction. To achieve the best outcomes for the largest populations a service-first model that incorporates direct outreach services will be prioritized. On-scene assessments and triage will allow city service providers to offer custom fit responses that address direct and immediate needs of the unhoused and underhoused population. The goal of the service-first programming is to better assist the population in accessing the coordinated entry system at one of the multiple service providers which they may otherwise not be able to access due to the unmet service needs identified above.

The Auburn Community Development Department, the Auburn Housing Authority, the Lewiston-Auburn Alliance for Services to the Homeless, the Lewiston Community Development Department, the Lewiston Housing Authority, Community Concepts, Healthy Androscoggin, and other city departments, and local and regional nonprofit organizations coordinate closely in the planning and delivery of housing services. However, there are not enough resources among all the partners to meet the identified needs. Additional funding from HOME-ARP will be utilized to expand service capacity for regional providers which specialize in mental health, out-patient medical services, transportation, life skill/job training as well as substance abuse.

There are five *strategies* to achieve the goal. Each strategy addresses homelessness at a different stage of its development:

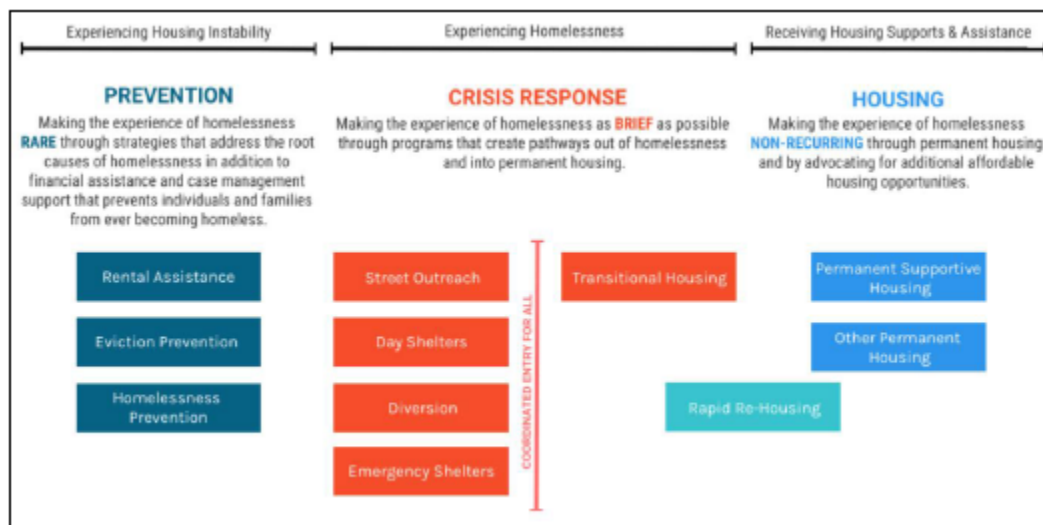
1. Prevention – addressing the broad conditions that foster homelessness
2. Early intervention – identifying and helping individuals at immediate risk of homelessness
3. Crisis response – ensuring that emergency food, shelter, health care, are available
4. Transition – helping people gain skills to live on their own
5. Permanent affordable housing – achieving reintegration into the community

Each strategy has one or more key *actions*.



*Lewiston Auburn Homeless Strategy - 2009 1*

The strategy laid out in 2009 (above) has changed very little as demonstrated by the current day Continuum of Care implementation and strategy graphic (below). The key to addressing and ending homelessness is not simply the development of new affordable housing units but must include a priority focus on prevention and crisis intervention.



*Continuum of Care graphic provided by Jessica Chow, Hub Coordinator, Androscoggin County*

Still, the development of new, affordable housing units is needed as part of a wholistic approach to ease the congestion within the current shelter as well as transitional housing systems. Waiting lists for services at the housing authorities are long. By leveraging private developers to construct more affordable units and engage with the Section 8 voucher program multiple agencies would be increasing efficiency and ability to better serve the 434 low-to-moderate income residents currently on the Section 8 wait list. By engaging with the new HUB Coordinator through a dedicated Housing Intervention Specialist position within the city these production efforts can be aided with wrap-around services necessary to move residents in need through a better organized structure with concrete benchmarks and measurable goals.

***Explain how the PJ determined the level of need and gaps in the PJ's shelter and housing inventory and service delivery systems based on the data presented in the plan:***

Housing inventory has been a recent topic for all income brackets within Auburn and Lewiston as of late. Private development of multi-unit housing projects is on the rise across Auburn. As reported by the Auburn Planning & Permitting Department, there are a total of 102 new units in 3 different projects expected to come into service by the end of 2022. Another 423 new units are also in process to be completed by 2023, and 196 seeking approval for 2024. The large, and rapid increase in new unit development, coupled with Auburn Housing Authority's conversion to a voucher-based system will have a notable impact on addressing not just the over-all housing shortage, but will also make much needed headway in the alleviation of the shortage of affordable housing. This increase will better serve the current 454 housing voucher holders currently on the waitlist within the jurisdiction.

The Lewiston Shelter Committee has completed the most recent and comprehensive assessment of housing services. In their report they identified that rents have risen 38.2% over the past 10 years which not only places more families within the at-risk population as the percentage of their housing-cost burdens go up but has driven more new residents to relocate to the area from more expensive markets. Even with substantially new affordable units going online demand is outpacing supply and thus creating scarcity.

The Lewiston Shelter Committee was also very prescriptive in their determination that the jurisdiction needs an additional 80-160 shelter beds to meet demand. Although the process to develop and support new additional shelter development has received substantial community and political opposition, including a moratorium stopping any new shelter development in Lewiston, zoning reforms are under way in both cities to help aid in the development of new affordable housing units.

## **HOME-ARP Activities**

***Describe the method(s) that will be used for soliciting applications for funding and/or selecting developers, service providers, subrecipients and/or contractors:***

The ALHC will draft a Request for Proposals (RFP) to choose projects, service providers and developers to receive HOME-ARP awards. The applicants must demonstrate how funding will be used to create affordable housing and provide allowable services as detailed by HUD CPD notice 21-10. These services may include the following:

- Childcare and related expenses

- Education services
- Employment Assistance and job training
- Food
- Housing search and counseling services
- Legal services
- Life Skills training
- Mental health services
- Outpatient health services
- Substance abuse treatment services
- Transportation
- Case management
- Services for special populations
- Financial assistance

Applicants will be scored according to a rubric including points for criteria such as developer experience, capacity building, services offered, housing need, project readiness, compliance to existing land use requirements, and availability of match funding. Applicants must submit application materials by a specific deadline. Applications will be scored by the ALHC management team and will award funding in order of scoring results until there are no remaining funds available. The applicants will be developers or service providers who must describe their own experience as well as that of any service providers, contractors, or consultants with whom they wish to partner. Application exhibits must demonstrate the financial feasibility of the projects, conformity to HOME-ARP requirements, commitments for services and other funding sources, site control, compliance with land use requirements, and detailed construction plans.

***Describe whether the PJ will administer eligible activities directly:***

These services are being developed in response to quantifiable data collected by the Auburn Lewiston HOME Consortium in partnership with multiple city department, service providers and non-profits. This plan contains two key elements. The first is to provide funding for qualified services to include both **Tenant Based Rental Assistance (TBRA)**, which includes security deposits and utility deposits for qualified households, as well as **Direct Support Services (DSS)** to include McKinney-Vento Support Services and Homelessness Prevention supportive services directly as described above as well as competitively selecting local service providers to fill identified service gaps.

The second key element will be the creation of a Crisis Response Team (CRT) comprised by a Housing Resource Coordinator funded by HOME-ARP as well as a Mental Health service provider funded by city ARPA funds. The City of Auburn will be creating one 3-year field service provider position focused on responding to the needs of community members experiencing homelessness, who are at risk of homelessness or who are fleeing domestic/dating violence, sexual assault, or human trafficking. These services will be provided directly by city staff when possible. Where

specialization is required, clients will be referred, and services facilitated by approved grant subrecipients.

These direct support service providers, housed in the Auburn Community Development Office, will work proactively across city departments including the School Departments, Police Departments and General Assistance Departments to provide advocacy and support services to residents at their time of need. These positions will assist with identifying unsheltered homeless or at-risk neighbors through direct outreach with and referrals from the Auburn Police Department, Auburn Fire Department, Auburn School Department, Public Health Manager, and General Assistance Manager as needed. This may include meeting with individuals in encampments, shelters, warming locations, and other locations not meant for human habitation. The work schedule will include some evening and weekend hours where the Specialist will assess the needs of the individuals identified and facilitate placement into emergency or short-term housing as needed.

By engaging with the new HUB Coordinator through a dedicated Housing Resource Coordinator position within the city these production efforts can be aided with wrap-around services necessary to move residents in need through a better organized structure with concrete benchmarks and measurable referrals to the Coordinated Entry system, partners operating transitional or supportive housing or permanent housing when available.

***If any portion of the PJ's HOME-ARP administrative funds are provided to a subrecipient or contractor prior to HUD's acceptance of the HOME-ARP allocation plan because the subrecipient or contractor is responsible for the administration of the PJ's entire HOME-ARP grant, identify the subrecipient or contractor and describe its role and responsibilities in administering all the PJ's HOME-ARP program:***

The ALHC did not provide administration funds to a subrecipient prior to HUD's acceptance of the HOME-ARP allocation plan.

#### **Use of HOME-ARP Funding**

	<b>Funding Amount</b>	<b>Percent of the Grant</b>	<b>Statutory Limit</b>
Supportive Services	\$994,419	58%	
Acquisition and Development of Non-Congregate Shelters	\$0	0%	
Tenant Based Rental Assistance (TBRA)	\$60,000	4%	
Development of Affordable Rental Housing	\$350,000	21%	
Non-Profit Operating	\$90,000	5%	5%
Non-Profit Capacity Building	\$0	0%	5%
Administration and Planning	\$206,410	12%	15%
<b>Total HOME ARP Allocation</b>	<b>\$1,700,829</b>	<b>100%</b>	



***Describe how the PJ will distribute HOME-ARP funds in accordance with its priority needs identified in its needs assessment and gap analysis:***

In 2001, Auburn and Lewiston formed a consortium with Auburn as the lead agency to receive HOME Investment Partnerships Program funds. The consortium was formed to meet the funding threshold for HOME funds. Auburn, serving as the program sponsor, utilizes 75% of the portion of the allocations which can be set aside for administration of the HOME program to cover the overall administration of the program for the Consortium. Lewiston utilizes the remaining 25% for their administration costs. The balance of current year allocations is then divided evenly between both cities to provide programing.

***Describe how the characteristics of the shelter and housing inventory, service delivery system, and the needs identified in the gap analysis provided a rationale for the plan to fund eligible activities:***

Families and individuals who are homeless or at risk of homelessness require access to many numerous types of resources and services. The gap analysis performed by the ALHC identified the three highest priorities as being affordable housing and supportive services. This approach is intended to quickly and successfully connect individuals and families experiencing homelessness to permanent housing as well as the supportive services needed to maximize housing stability and prevent returns to homelessness.

What the MSHA PIT, the CHAS & ACS data clearly demonstrates is the need for better data. The lack of use of the HMIS system can be addressed by the city service providers reporting all their interactions and activities around housing, homelessness, and at-risk populations either directly or indirectly to the coordinated entry system. This ALHC takes the lack of on the ground data seriously and has built in a mechanism for not just responding to the demonstrated needs which have been established through direct consultation with area service providers and locally executed community surveys, but also provides for a new direct service provider which will be reporting to the MSHA system. This will build the basis for developing a more permanent, sustainable, and integrated response system which meets the unmet needs of the homeless and at-risk population.

Current day MSHA has made dramatic steps to improve local services for the homeless population by, as recently as March 2022, funding a new HUB Coordinator position located at Lewiston Housing Authority whose role will be to better assess the current data collection methods and coordinate service delivery through the various and disparately funded shelters and service providers.

## **HOME-ARP Production Housing Goals**

***Estimate the number of affordable rental housing units for qualifying populations that the PJ will produce or support with its HOME-ARP allocation:***

The ALHC anticipates 4 affordable rental units for qualified populations will be produced with HOME-ARP funds.

***Describe the specific affordable rental housing production goal that the PJ hopes to achieve and describe how the production goal will address the PJ's priority needs:***

The ALHC will prioritize projects that are able to be developed quickly and that can operate with sufficient operating and supportive service dollars to meet the needs of tenants. As noted above, it is anticipated that at least 4 units of affordable rental housing units will be developed. The units developed with HOME-ARP funds will meet the ALHC's Consolidated Plan Priorities of Improving and Preserving the Quality of Housing and Expanding Affordable Housing Opportunities.

## **Preferences**

***Identify whether the PJ intends to give preference to one or more qualifying populations or a subpopulation within one or more qualifying populations for any eligible activity or project:***

The ALHC will not provide preferential services for a subset of the qualified populations within the service area.

***If a preference was identified, explain how the use of a preference or method of prioritization will address the unmet need or gap in benefits and services received by individuals and families in the qualifying population or subpopulation of qualifying population, consistent with the PJ's needs assessment and gap analysis:***

The ALHC will not provide preferential services for a subset of the qualified populations within the service area.

## **Referral Methods**

***Identify the referral methods that the PJ intends to use for its HOME-ARP projects and activities. PJ's may use multiple referral methods in its HOME-ARP program. (Optional):***

A waitlist will be established for each HOME-ARP project.

***If the PJ intends to use the coordinated entry (CE) process established by the CoC, describe whether all qualifying populations eligible for a project or activity will be included in the CE process, or the method by which all qualifying populations eligible for the project or activity will be covered. (Optional):***

The ALHC does not intend to use the coordinated entry process for referrals.

***If the PJ intends to use the CE process established by the CoC, describe the method of prioritization to be used by the CE. (Optional):***

The ALHC does not intend to use the coordinated entry process for referrals.

***If the PJ intends to use both a CE process established by the CoC and another referral method for a project or activity, describe any method of prioritization between the two referral methods, if any. (Optional):***

The ALHC does not intend to use the coordinated entry process for referrals.

### **Limitations in a HOME-ARP rental housing or NCS project**

*Describe whether the PJ intends to limit eligibility for a HOME-ARP rental housing or NCS project to a particular qualifying population or specific subpopulation of a qualifying population identified in section IV.A of the Notice:*

The ALHC will not limit eligibility to a particular qualifying population.

*If a PJ intends to implement a limitation, explain why the use of a limitation is necessary to address the unmet need or gap in benefits and services received by individuals and families in the qualifying population or subpopulation of qualifying population, consistent with the PJ's needs assessment and gap analysis:*

The ALHC will not limit eligibility to a particular qualifying population.

*If a limitation was identified, describe how the PJ will address the unmet needs or gaps in benefits and services of the other qualifying populations that are not included in the limitation using HOME-ARP funds (i.e., through another of the PJ's HOME-ARP projects or activities):*

The ALHC will not limit eligibility to a particular qualifying population.

### **HOME-ARP Refinancing Guidelines**

*Establish a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing to demonstrate that rehabilitation of HOME-ARP rental housing is the primary eligible activity*

The ALHC will not provide refinancing activities with HOME-ARP funds.

*Require a review of management practices to demonstrate that disinvestment in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving qualified populations for the minimum compliance period can be demonstrated.*

The ALHC will not provide refinancing activities with HOME-ARP funds.

*State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.*

The ALHC will not provide refinancing activities with HOME-ARP funds.

*Specify the required compliance period, whether it is the minimum 15 years or longer.*

The ALHC will not provide refinancing activities with HOME-ARP funds.

*State that HOME-ARP funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.*

The ALHC will not provide refinancing activities with HOME-ARP funds.

***Other requirements in the PJ's guidelines, if applicable:***

The ALHC will not provide refinancing activities with HOME-ARP funds.

## HOME-ARP CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the participating jurisdiction certifies that:

**Affirmatively Further Fair Housing** --The jurisdiction will affirmatively further fair housing pursuant to 24 CFR 5.151 and 5.152.

**Uniform Relocation Act and Anti-displacement and Relocation Plan** --It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It will comply with the acquisition and relocation requirements contained in the HOME-ARP Notice, including the revised one-for-one replacement requirements. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42, which incorporates the requirements of the HOME-ARP Notice. It will follow its residential anti-displacement and relocation assistance plan in connection with any activity assisted with funding under the HOME-ARP program.

**Anti-Lobbying** --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations and program requirements.

Section 3 --It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 75.

HOME-ARP Certification --It will use HOME-ARP funds consistent with Section 3205 of the American Rescue Plan Act of 2021 (P.L. 117-2) and the CPD Notice: Requirements for the Use of Funds in the HOME-American Rescue Plan Program, as may be amended by HUD, for eligible activities and costs, including the HOME-ARP Notice requirements that activities are consistent with its accepted HOME-ARP allocation plan and that HOME-ARP funds will not be used for prohibited activities or costs, as described in the HOME-ARP Notice.

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Phillip L. Crowell  
City Manager

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DATE



**ORDER 132-09192022**

# City Council Order

## IN CITY COUNCIL

**ORDERED**, that that City Council hereby amend the PY21 Action Plan to include the Auburn-Lewiston Consortium HOME-ARP Plan as recommended by the Business & Community Development Office.

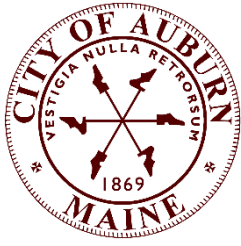
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**Richard Whiting**, Ward One  
**Joseph Morin**, Ward Four  
**Belinda A. Gerry**, At Large

**Ryan Hawes**, Ward Two  
**Leroy G. Walker**, Ward Five  
**Jason J. Levesque**, Mayor

**Stephen G. Milks**, Ward Three  
**Dana Staples**, At Large  
**Phillip L. Crowell, Jr.**, City Manager





City of Auburn  
City Council Information Sheet

**Council Workshop or Meeting Date:** September 19, 2022

**Ordinance:** 21-09192022

**Author:** Jeff Tardif, General Assistance Manager-Health & Social Services

**Subject:** Adoption of Appendices for General Assistance, Effective 10/01/2022 through 9/30/2023

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**Information:** I am seeking approval of the new General Assistance maximums. They Are: Appendix A (The GA overall maximums), Appendix B (the food maximums), Appendix C (Lewiston/Auburn MSA rental maximums), and Recovery Residences.

These maximums are established as a matter of State law based on certain federal and HUD fair market values. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with title 22 M.R.S.A § 4305(4).

**\*\*By adopting the new appendices A-C, the program will be in compliance and receive the 70% reimbursement from the State\*\***

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**City Budgetary Impacts:** The overall maximums (Appendix A) are an average increase of \$21.00 per person/household per month. The food maximums (Appendix B) are an average increase of \$25.00 per individual per month. The housing maximums (Appendix C) are an average increase of \$53.00 per household per month. Electricity (Appendix D) with and without hot water increased \$9.00 per person, per month. *There are no changes in appendices E-H*

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**Staff Recommended Action:** Approval of changes to the General Assistance Appendices A-C, and Recovery Residences as required by State statute and ordinance. First reading: 9/19/2022. Second reading: 10/03/2022.

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**Previous Meetings and History:** This is a yearly approval needed by council when changes are made to the appendices.

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**City Manager Comments:**

I concur with the recommendation. Signature:

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**Attachments:** Health & Social Services FY 22/23  
Appendix A, Overall Maximums  
Appendix B, Food Maximums  
Appendix C, Housing Maximums  
Recovery Residences  
Ordinance & Adoption form for 22/23

\*\*\*Please review the attached appendices A-C and Recovery Residences \*\*\*

#### Budgetary Impacts:

For Appendix A: The overall maximum was increased slightly this year (see chart below). This is the maximum amount that General Assistance can assist for a 30-day period.

#### Current Overall Maximums:

<b>Lewiston/Auburn MSA</b> Auburn, Durham, Greene, Leeds, Lewiston. Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	1	2	3	4	5
	\$754.00	\$811.00	\$1,042.00	\$1,335.00	\$1,652.00

#### New Overall Maximums:

<b>Lewiston/Auburn MSA</b> Auburn, Durham, Greene, Leeds, Lewiston. Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	1	2	3	4	5
	\$795.00	\$859.00	\$1,099.00	\$1,427.00	\$1,728.00

For Appendix B: The overall food maximums have increased (see chart below). These amounts are set by the USDA Thrifty Food Plan and take into effect on October 1<sup>st</sup>, 2021.

Number in household	Old SNAP amount	New SNAP amount
<b>1</b>	<b>\$250.00</b>	<b>\$281.00</b>
<b>2</b>	<b>\$459.00</b>	<b>\$516.00</b>
<b>3</b>	<b>\$658.00</b>	<b>\$740.00</b>
<b>4</b>	<b>\$835.00</b>	<b>\$939.00</b>
<b>5</b>	<b>\$992.00</b>	<b>\$1,116.00</b>
<b>6</b>	<b>\$1,190.00</b>	<b>\$1,339.00</b>
<b>7</b>	<b>\$1,316.00</b>	<b>\$1,480.00</b>
<b>8</b>	<b>\$1,504.00</b>	<b>\$1,691.00</b>

For Appendix C: The housing maximums had a slight increase this year (see chart below). The Department of Housing and Urban Development (HUD) sets these new guidelines based on the fair market value of property in our area.

#### Current housing maximums:

<b>Lewiston/Auburn MSA</b>	<b>Unheated</b>		<b>Heated</b>	
Bedroom Size	Weekly	Monthly	Weekly	Monthly
0	\$140.00	\$601.00	\$163.00	\$701.00
1	\$143.00	\$616.00	\$174.00	\$749.00
2	\$185.00	\$796.00	\$226.00	\$970.00
3	\$241.00	\$1,038.00	\$291.00	\$1,251.00
4	\$299.00	\$1,285.00	\$360.00	\$1,549.00

**New housing maximums:**

<b>Lewiston/Auburn MSA</b>	<b>Unheated</b>		<b>Heated</b>	
Bedroom Size	Weekly	Monthly	Weekly	Monthly
0	\$153.00	\$660.00	\$181.00	\$780.00
1	\$159.00	\$684.00	\$196.00	\$842.00
2	\$203.00	\$872.00	\$251.00	\$1,078.00
3	\$267.00	\$1,150.00	\$326.00	\$1,403.00
4	\$322.00	\$1,386.00	\$395.00	\$1,699.00

**Recovery Residences: (New)**

<b>Lewiston/Auburn MSA</b>	<b>Heated</b>	
As of 7/1/2022	Weekly	Monthly
	\$131.08	561.75

<b>Lewiston/Auburn MSA</b>	<b>Heated</b>	
As of 10/1/2022	Weekly	Monthly
	\$147.35	\$631.50

Prior to July 1<sup>st</sup>, 2022, Auburn GA was paying \$273.00 a month for recovery residence rent (based on the previous rule).

## 2022-2023 GA Overall Maximums

### Metropolitan Areas

		Persons in Household				
COUNTY		1	2	3	4	5*
<b>Bangor HMFA:</b> Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie		826	955	1,219	1,515	2,071
<b>Cumberland County HMFA:</b> Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago		1,016	1,075	1,409	1,865	1,991
<b>Lewiston/Auburn MSA:</b> Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales		795	859	1,099	1,427	1,728
<b>Penobscot County HMFA:</b> Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville		789	792	1,043	1,302	1,420
<b>Portland HMFA:</b> Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach		1,263	1,463	1,893	2,415	2,958
<b>Sagadahoc HMFA:</b> Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich		874	1,031	1,253	1,650	1,880

**Appendix A**  
Effective: 10/01/22-09/30/23

COUNTY	1	2	3	4	5*
<b>York County HMFA:</b> Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	1,072	1,082	1,355	1,717	1,984
<b>York/Kittery/S.Berwick HMFA:</b> Berwick, Eliot, Kittery, South Berwick, York	1,237	1,293	1,699	2,194	2,934

\*Note: Add \$75 for each additional person.

**Non-Metropolitan Areas**

**Persons in Household**

COUNTY	1	2	3	4	5*
<b>Aroostook County</b>	692	754	881	1,185	1,353
<b>Franklin County</b>	728	774	909	1,229	1,566
<b>Hancock County</b>	890	925	1,110	1,397	1,529
<b>Kennebec County</b>	819	835	1,038	1,360	1,451
<b>Knox County</b>	844	848	1,038	1,378	1,471
<b>Lincoln County</b>	925	941	1,178	1,463	1,912
<b>Oxford County</b>	814	815	993	1,400	1,627
<b>Piscataquis County</b>	701	752	926	1,227	1,477
<b>Somerset County</b>	755	790	1,017	1,323	1,416
<b>Waldo County</b>	970	972	1,155	1,441	1,970
<b>Washington County</b>	756	758	982	1,228	1,343

\* Please Note: Add \$75 for each additional person.

## Appendix B

Effective: 10/01/22 to 09/30/23

### 2022-2023 Food Maximums

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2022, those amounts are:

Number in Household	Weekly Maximum	Monthly Maximum
1	\$ 65.35	\$ 281.00
2	120.00	516.00
3	172.09	740.00
4	218.37	939.00
5	259.53	1,116.00
6	311.40	1,339.00
7	344.19	1,480.00
8	393.26	1,691.00

**Note: For each additional person add \$211 per month.**

## 2022-2023 GA Housing Maximums (Heated & Unheated Rents)

**NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS!** Municipalities should ONLY **consider** adopting the following numbers, if these figures are consistent with local rent values. If not, a market survey should be conducted and the figures should be altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. **Or**, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. (*See Instruction Memo for further guidance.*)

### **Non-Metropolitan FMR Areas**

<b><u>Aroostook County</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	123	528	157	676
1	126	541	171	735
2	140	604	200	859
3	197	846	270	1,159
4	218	935	308	1,323
<b><u>Franklin County</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	131	564	165	712
1	131	564	176	755
2	147	632	206	887
3	207	890	280	1,203
4	267	1,148	357	1,536
<b><u>Hancock County</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	176	755	204	875
1	176	755	211	908
2	205	883	253	1,089
3	260	1,120	319	1,373
4	276	1,187	349	1,500
<b><u>Kennebec County</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	159	684	187	804
1	159	684	190	818
2	189	811	237	1,017
3	252	1,083	311	1,336
4	258	1,109	331	1,422



## Appendix C

Effective: 10/01/22-09/30/23

### Non-Metropolitan FMR Areas

<u>Knox County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	165	709	193	831
1	157	673	193	831
2	189	811	237	1,017
3	256	1,101	315	1,354
4	263	1,129	335	1,442
<u>Lincoln County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	184	790	212	910
1	184	790	215	924
2	221	951	269	1,157
3	276	1,186	335	1,439
4	365	1,570	438	1,883
<u>Oxford County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	158	679	186	799
1	158	679	186	799
2	178	766	226	972
3	261	1,123	320	1,376
4	299	1,285	372	1,598
<u>Piscataquis County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	125	537	159	685
1	125	539	171	733
2	151	649	210	904
3	206	888	279	1,201
4	246	1,059	336	1,447
<u>Somerset County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	144	620	172	740
1	144	620	180	773
2	184	790	232	996
3	243	1,046	302	1,299
4	250	1,074	322	1,387



**Non-Metropolitan FMR Areas**

<b><u>Waldo County</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	194	835	222	955
1	194	835	222	955
2	216	928	264	1,134
3	271	1,164	329	1,417
4	379	1,628	451	1,941

<b><u>Washington County</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	144	621	172	741
1	144	621	172	741
2	176	755	224	961
3	221	951	280	1,204
4	233	1,001	306	1,314

**Metropolitan FMR Areas**

<b><u>Bangor HMFA</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	161	691	189	811
1	181	780	218	938
2	231	992	279	1,198
3	288	1,238	347	1,491
4	402	1,729	475	2,042

<b><u>Cumberland Cty. HMFA</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	205	881	233	1,001
1	209	900	246	1,058
2	275	1,182	323	1,388
3	369	1,588	428	1,841
4	383	1,649	456	1,962

<b><u>Lewiston/Auburn MSA</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	153	660	181	780
1	159	684	196	842
2	203	872	251	1,078
3	267	1,150	326	1,403
4	322	1,386	395	1,699

# Appendix C

Effective: 10/01/22-09/30/23

## Metropolitan FMR Areas

<u>Penobscot Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	152	654	180	775
1	152	654	180	775
2	190	816	238	1,022
3	238	1,025	297	1,278
4	251	1,078	323	1,391
<u>Portland HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	262	1,128	290	1,248
1	300	1,288	336	1,446
2	387	1,666	435	1,872
3	497	2,138	556	2,391
4	608	2,616	681	2,929
<u>Sagadahoc Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	172	739	200	859
1	199	856	236	1,014
2	239	1,026	287	1,232
3	319	1,373	378	1,626
4	358	1,538	430	1,851
<u>York Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	218	937	246	1,057
1	218	937	248	1,065
2	262	1,128	310	1,334
3	335	1,440	394	1,693
4	382	1,642	455	1,955
<u>York/Kittery/S. Berwick HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	256	1,102	284	1,222
1	260	1,118	297	1,276
2	342	1,472	390	1,678
3	446	1,917	505	2,170
4	603	2,592	676	2,905

## APPENDIX D - UTILITIES

### ELECTRIC

**NOTE:** For an electrically heated dwelling also see “Heating Fuel” maximums below. But remember, an applicant is ***not automatically*** entitled to the “maximums” established—applicants must demonstrate need.

1) **Electricity Maximums for Households Without Electric Hot Water:** The maximum amounts allowed for utilities, for lights, cooking and other electric uses ***excluding*** electric hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$19.95	\$ 85.50
2	\$22.52	\$ 96.50
3	\$24.97	\$107.00
4	\$27.53	\$118.00
5	\$29.88	\$128.50
6	\$32.55	\$139.50

**NOTE:** For each additional person add \$10.50 per month.

2) **Electricity Maximums for Households With Electrically Heated Hot Water:** The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses ***excluding*** heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$29.63	\$127.00
2	\$34.07	\$146.00
3	\$39.67	\$170.00
4	\$46.32	\$198.50
5	\$55.65	\$238.50
6	\$58.68	\$251.50

**NOTE:** For each additional person add \$14.50 per month.

**NOTE:** For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

## APPENDIX E - HEATING FUEL

<u>Month</u>	<u>Gallons</u>	<u>Month</u>	<u>Gallons</u>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

**FOR MUNICIPAL USE ONLY**

**NOTE:** When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

## **APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES**

<b><u>Number in Household</u></b>	<b><u>Weekly Amount</u></b>	<b><u>Monthly Amount</u></b>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

**NOTE:** For each additional person add \$1.25 per week or \$5.00 per month.

## **SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5**

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

<b><u>Number of Children</u></b>	<b><u>Weekly Amount</u></b>	<b><u>Monthly Amount</u></b>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

***FOR MUNICIPAL USE ONLY***



## **2022-2023 Mileage Rate**

This municipality adopts the State of Maine travel expense reimbursement rate as set by the Office of the State Comptroller. The current rate for approved employment and necessary medical travel etc. is 46 cents (46¢) per mile.

Please refer to the Office of the State Controller for changes to this rate at 626-8420 or visit <http://www.state.me.us/osc/>

## 2022-2023 GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendices A, B, C, D, E, and F* are effective from **October 1, 2022 to September 30, 2023.**

### APPENDIX A - OVERALL MAXIMUMS

<u>County</u>	<u>Persons in Household</u>					
	1	2	3	4	5	6
NOTE: For each additional person add \$75 per month.						
(The applicable figures from Appendix A, <i>once adopted</i> , should be inserted here.)						

### APPENDIX B - FOOD MAXIMUMS

<u>Number in Household</u>	<u>Weekly Maximum</u>	<u>Monthly Maximum</u>
1	\$ 65.35	\$ 281.00
2	120.00	516.00
3	172.09	740.00
4	218.37	939.00
5	259.53	1,116.00
6	311.40	1,339.00
7	344.19	1,480.00
8	393.26	1,691.00
NOTE: For each additional person add \$211 per month.		

### APPENDIX C - HOUSING MAXIMUMS

Number of Bedrooms	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0				
1				
2				
3				
4				
(The applicable figures from Appendix C, <i>once adopted</i> , should be inserted here.)				

*FOR MUNICIPAL USE ONLY*

# 2022-2023 GA Housing Maximums

## Recovery Residences

The following Recovery Residence maximums are in effect from 10/1/2022- 9/30/2023

### Non-Metropolitan FMR Areas

<u>Aroostook County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	128.63	551.25

<u>Franklin County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	132.13	566.25

<u>Hancock County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	158.90	681.00

<u>Kennebec County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	143.15	613.50

<u>Knox County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	145.43	623.25

<u>Lincoln County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	161.70	693.00

<u>Oxford County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	139.83	599.25

<u>Piscataquis County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	128.28	549.75

<u>Somerset County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	135.28	579.75

<u>Waldo County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	167.13	716.25

<u>Washington County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	129.68	555.75

### Metropolitan FMR Areas

<u>Bangor HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	164.15	703.50

<u>Cumberland Cty. HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	185.15	793.50

<u>Lewiston/Auburn MSA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	147.35	631.50

<u>Penobscot Cty. HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	135.63	581.25

<u>Portland HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	253.05	1084.50

<u>Sagadahoc Cty. HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	177.45	760.50

<u>York Cty. HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	186.38	798.75

<u>York/Kittery/S. Berwick HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	223.30	957.00

### The Adoption Process

The municipal officers (i.e., selectpersons/council) adopt the local General Assistance Ordinance and yearly Appendices, even in town meeting communities. The law requires that the municipal officers conduct a **notice and hearing** prior to the adoption of the Ordinance and/or Appendices. Seven days posted notice is recommended, unless local law (or practice) provides otherwise.

At the hearing, the municipal officers should:

- 1) Allow all interested members of the public an opportunity to comment on the proposed ordinance;
- 2) End public discussion, close the hearing; and
- 3) Move and vote to adopt the ordinance and/or appendices either in its posted form or as amended in light of public discussion.

### Municipalities May Establish Their Own Maximums

Municipalities may establish their own maximum levels of assistance provided that the proposed levels of assistance are reasonable and meet adequate standards sufficient to maintain the health and safety of applicants in the municipality. The municipality must submit to the Department documentation to justify these levels of assistance and verify that the figures developed are appropriate to maintain health and decency.

A municipality's maximum assistance level for Food may not be below the Department provided figures which are issued by the USDA and published annually following a study of cost of food for various family sizes. A market basket survey may be used to establish food maximums if the maximums provided by the USDA are insufficient to maintain health in the municipality. (C.M.R. 10-144, Chapter 323, Section V).

### Filing of GA Ordinance and/or Appendices

Please remember that General Assistance law requires each municipality to send DHHS a copy of its ordinance once adopted, should that ordinance differ from the MMA Model. Any changes or amendments, such as new Appendices, must also be submitted to DHHS. DHHS will accept the enclosed "adoption sheet" as proof that your Municipal Officers have adopted the current MMA Model GA maximums and/or ordinance.





# City of Auburn, Maine

General Assistance Office

Jeff Tardif, Manager

60 Court Street | Auburn, Maine 04210 [www.auburnmaine.gov](http://www.auburnmaine.gov) |

207.333.6601 Extension 1411

Pursuant to 22 M.R.S. § 4305(1), the municipal officers of the Municipality of **Auburn**, after notice and hearing, hereby amend the municipal General Assistance Ordinance by repealing and replacing appendices A through H of the existing ordinance with the attached appendices A through H, which shall be in effect from October 1, 2022, through September 30, 2023. This amendment will be filed with the Maine Department of Health & Human Services (DHHS) pursuant to 22 M.R.S. § 4305(4), and a copy of the ordinance and amended appendices shall be available for public inspection at the municipal office along with a copy of the 22 M.R.S. chapter 1161.

Signed this \_\_\_\_ **day of** \_\_\_\_\_ **2022**, by the municipal officers:

Richard S. Whiting, Ward 1

\_\_\_\_\_  
(Signature)

Ryan A. Hawes, Ward 2

\_\_\_\_\_  
(Signature)

Stephen G. Milks, Ward 3

\_\_\_\_\_  
(Signature)

Joseph R. Morin, Ward 4

\_\_\_\_\_  
(Signature)

Leroy G. Walker, Sr., Ward 5

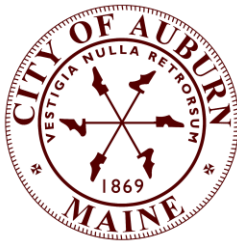
\_\_\_\_\_  
(Signature)

Belinda A. Gerry, At-Large

\_\_\_\_\_  
(Signature)

Dana N. Staples, At-Large

\_\_\_\_\_  
(Signature)



# City Council Ordinance

## IN CITY COUNCIL

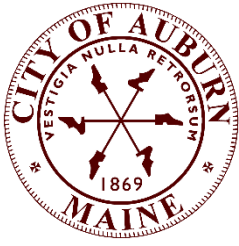
### **AMENDING CHAPTER 24, ARTICLE II, DIVISION 1, SEC. 24-23 OF THE GENERAL ASSISTANCE ORDINANCE ANNUAL ADJUSTMENT OF MAXIMUM BENEFITS.**

Be it Ordained, that the City Council hereby amends Chapter 24, Article II, Division 1, Sec. 24-23 of the General Assistance Ordinance Annual Adjustment of Maximum Benefits to incorporate the following maximum levels of assistance to be effective on and after October 1, 2022 through September 30, 2023, as follows:

Sec. 24-23. - Annual adjustment of maximum benefits.

- (a) Each year the Maine Municipal Association provides the city three appendices providing maximum benefits applicable for the period beginning October 1 and ending September 30 as mandated by state law and based on certain federal values effective on October 1 of each year, as follows:
  - (1) Appendix A, a listing of overall maximum levels of general assistance relating to all Maine municipalities.
  - (2) Appendix B, a listing of maximum levels of assistance for food.
  - (3) Appendix C, a listing of maximum levels for heated and unheated housing.
- (b) The portion of these annual appendices applicable to the city, as adopted each year by the city council, are made a part of this chapter as though fully set forth herein and a copy thereof is available in the Office of the City Clerk.

**Editor's note—** The appendices referred to in this section are not codified but are available in the office of the city clerk.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** September 19, 2022

**Order:** 133-09192022

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

**Subject:** Directing the City Manager to draft a Request for Proporal procuring the solicitation of engineering and/or architectural services as part of the Accessory Dwelling Unit Initiative proposed by Council

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**Information:** At the September 6, 2022 Council meeting, the Mayor discussed his proposed ad-hoc committee and noted that this would be coming back to the Council on September 19, 2022 for a council vote directing the City Manager to draft a request for proposal (RFP) and budgeting for an architectural firm. This RFP will be drafted and published no later than sixty days from passage of this order. Selected respondent and associated cost will be presented to Council for review, approval, and funding.

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**City Budgetary Impacts:** N/A

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**Staff Recommended Action:** Consider passage

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**Previous Meetings and History:** September 6, 2022

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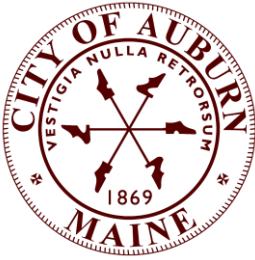
**City Manager Comments:**

*Phillip Crowell Jr.*

I concur with the recommendation. Signature:

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**Attachments:** Memo from Mayor presented at the 9/6/202 Council meeting.



# City of Auburn, Maine

Mayor Jason J. Levesque

60 Court Street | Auburn, Maine 04210

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

September 1, 2022

Memorandum: Mayors Ad Hoc Committee to develop permit ready housing plans

To: Auburn City Council, Auburn Planning Board, City Manager Crowell

CC: City Staff

As Auburn continues to experience high demand for multiple housing types coupled with our continual comprehensive plan implementation, we are faced with multiple questions on what type of home, how many units are allowable and who could design such a building are becoming common.

We are also faced with residents justified concerns that new construction will not fit into the current neighborhood aesthetic. In order to alleviate neighborhood concerns and provide a guide to builders, I am forming an Ad Hoc committee charged with the following: develop shovel ready building plans that will be offered as permit ready, and free of charge. Several plans should be developed for each of the following categories:

1. Townhome style homes, stand alone or up to a four pack
2. Detached ADU's
3. Single family homes on historically non-conforming lots (minimum road frontage)
4. Duplexes, triplexes, and fourplexes

The make up of this committee will be as follows:

1. Two residents from each of our five wards
2. Two planning board members chosen by either the Chair or by vote of the body
3. City staff as deemed appropriate by the City Manager
4. A paid architectural firm to be chosen through the city policy

I have asked the City manager to present an RFP and budget for the architectural firm at our next meeting for council approval.

Timeframe will be determined by the Ad Hoc committee, but the goal is to submit the plans to the planning board for approval or modification by February 2023.

While choosing a plan from this list shall not be a mandatory condition of construction, by offering these shovel ready plans free of charge to builders, the intent is to expedite and make new construction more cost effective while guiding style to what is acceptable within the neighborhoods that they will be built within.



**ORDER 133-09192022**

# City Council Order

## IN CITY COUNCIL

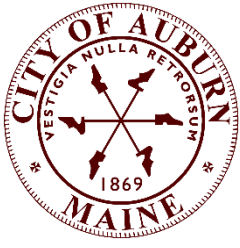
**ORDERED**, that the City Council hereby directs the City Manager to draft a Request for Proposal (RFP) procuring the solicitation of engineering and/or architectural services as part of the Accessory Dwelling Unit Initiative proposed by Council. This RFP will be drafted and published no later than sixty days from passage of this order. Selected respondent and associated cost will be presented to Council for review, approval, and funding.

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**Richard Whiting**, Ward One  
**Joseph Morin**, Ward Four  
**Belinda A. Gerry**, At Large

**Ryan Hawes**, Ward Two  
**Leroy G. Walker**, Ward Five  
**Jason J. Levesque**, Mayor

**Stephen G. Milks**, Ward Three  
**Dana Staples**, At Large  
**Phillip L. Crowell, Jr.**, City Manager



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** September 19, 2022

**Order:** 134-09192022

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

**Subject:** Rules & Procedures Governing Open Session/Public Comment

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**Information:** The City Manager will review a the proposed Rules & Procedures Governing Open Session and Public Comment.

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**City Budgetary Impacts:** N/A

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**Staff Recommended Action:** Consider passage of the proposed City Council Rules & Procedures Governing Open Session and Public Comment.

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

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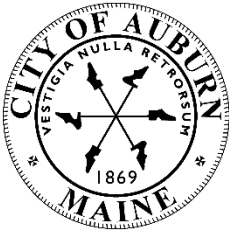
**City Manager Comments:**

*Phillip Crowell Jr.*

I concur with the recommendation. Signature:

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**Attachments:** Draft Rules & Procedures Governing Open Session/Public Comment



## **RULES & PROCEDURES GOVERNING OPEN SESSION/PUBLIC COMMENT**

**City Council meetings are conducted to carry on the official business of the City of Auburn.** All meetings of the City Council, except Executive Sessions, are open to the public. The public is cordially invited to attend City Council meetings, and to participate in them consistent with the provisions of this policy and with the exception of Council workshops, which are primarily intended for the

Council and staff to review and discuss items prior to their appearance on a regular City Council meeting.

The intent of this policy is to allow a fair and adequate opportunity for the public to be heard, to express opinions and concerns related to the business of the City, and to provide adequate time for the City Council to obtain information and opinions on subjects before it while ensuring that the time allowed for public input does not interfere with the addressing the scheduled agenda.

To carry out these purposes, the following rules and procedures shall govern the public comment period at all Auburn city council meetings:

### **GENERAL OPEN SESSION**

An open session, or public comment period, shall be conducted near the beginning and end of all regular City Council meetings, at which time Auburn residents will have the opportunity to be heard on matters directly relating to City business that ARE NOT included on the regular agenda. Individuals addressing the Council during the public comment period will limit their comments to (3) three minutes. Up to forty-five (45) minutes will be allocated for general public comment periods. If the general public comment period exceeds 45 minutes, the public comment period will be suspended by the Mayor to allow the Council to conduct its business and out of courtesy for those attending the meeting for a specific agenda item. If needed, the open session will continue at end of the meeting as listed in the agenda. The Council will not engage in dialogue with the public during this time. Questions posed during the public comment period will be followed up upon after the meeting. Individuals requesting further information should leave their contact information with the City Clerk.

Open session will not be conducted at workshops, emergency meetings, or special meetings of the City Council.

### **ADDRESSING SPECIFIC AGENDA ITEMS**

Public comments will be allowed during a meeting on those items requiring a public hearing and on other items appearing on the agenda. These comments should be DIRECTLY related to the specific agenda item being addressed. Public comments will not be taken during workshops unless a request is made to the Mayor by an individual Councilor.

### **RULES GOVERNING OPEN SESSION**

1. Since meetings are broadcast and recorded, persons wishing to speak must use the public podium located to the left side of the audience, and speakers must preface their comments by giving their full name and address.
2. Comments must be limited to issues or concerns DIRECTLY related to Auburn municipal government. Public comment on matters not related to the City business will not be allowed, so as

to make sure that all meetings are carried out in a productive and efficient time and in keeping with the interests of all who attend and participate in a Council meeting.

3. Per state law, found in Title 1, Section 408, complaints or charges from the public about an individual employee will not be permitted. Such comments should be directed to the City Manager for their immediate follow-up and review.
4. Comments related to the following will be ruled out of order by the Mayor:
  - a. Specific situations that are in litigation, including those in which the City is a party (issues of a criminal or legal nature should be addressed with the Auburn Police Department or other criminal justice agency). Individual employees and/or employee groups will not be permitted to discuss matters for which complaint or grievance procedures are provided;
  - b. Personal disputes between the speaker and other private residents not germane to City business; or
  - c. Support for or opposition to any candidate for political office.
5. Individuals will be restricted to speaking once during the general public comment period and once per public comment period for each specific agenda item.
6. Individuals addressing the Council shall direct their remarks exclusively to the Mayor. No person other than the elected officials and the individual at the podium shall be permitted to enter into any discussion, either directly or through members of the Council. The public comment period is an opportunity for residents to express their views on matters relating to City business.
7. As a limited designated public forum, the City Council does not have the right to prohibit disparaging, rude and other remarks of a personal nature. But, because of the potential implications, including personal liability of the speakers, speakers are encouraged to strive to be accurate in their statements and avoid making personal, rude, or provocative remarks.
8. All statements should respect the dignity and seriousness of the proceeding.
9. Persons present at Council meetings shall not interrupt, nor applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting, except for those instances that are listed on the Council Agenda under Public Recognition where the Mayor or a City Councilor are formally recognizing an individual or group for their accomplishments.

#### **FAILURE TO FOLLOW GUIDELINES**

The Mayor will limit commentary that is determined not to be germane to City business or the topic at hand, or which violates any of the guidelines listed above. The Mayor will direct any individual not operating in accord with these guidelines to cease such action or risk being asked to be seated or removed. If such conduct continues, the Mayor will call a recess, request the removal of such person(s) from the Chambers, adjourn the meeting, or take other such appropriate action. Repeated violations by any individual will result in the Mayor revoking that individual's right to speak at future meetings. Should the Mayor fail to take action, any Councilor may move that the Mayor enforce the rules and guidelines and, if denied, request that the Council vote on the motion.





**ORDER 134-09192022**

# City Council Order

## IN CITY COUNCIL

**ORDERED**, that the City Council hereby adopts the City Council Rules & Procedures Governing Open Session and Public Comment.

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**Richard Whiting**, Ward One  
**Joseph Morin**, Ward Four  
**Belinda A. Gerry**, At Large

**Ryan Hawes**, Ward Two  
**Leroy G. Walker**, Ward Five  
**Jason J. Levesque**, Mayor

**Stephen G. Milks**, Ward Three  
**Dana Staples**, At Large  
**Phillip L. Crowell, Jr.**, City Manager

# City of Auburn, Maine

*"Maine's City of Opportunity"*

## Financial Services

**TO: Phillip Crowell, City Manager**

**FROM: Jill Eastman, Finance Director**

**REF: August 2022 Financial Report**

**DATE: September 19, 2022**

The following is a discussion regarding the significant variances found in the City's August 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 second month of the current fiscal year. As a guideline for tracking purposes, revenues and expenditures should amount to approximately 16.66% of the annual budget. However, not all costs and revenues are distributed evenly throughout the year; individual line items can vary based upon cyclical activity.

### **Revenues**

Revenues, for the City, collected through August 31st were \$8,939,432, or 12.68%, of the budget, which is lower than last year at this time by 1.21%. The accounts listed below are noteworthy.

- A. Excise taxes of \$815,854-down \$31,591 from last year.
- B. Property tax revenue of \$6,010,500 an increase over last year of \$713,925. This is due to the timing of sending out the tax bills. This year we were about a week earlier than last fiscal year.
- C. State Revenue Sharing for the month of August is 24.6% or \$1,108,342. This is an increase over last year of \$169,644.

### **Expenditures**

City expenditures through August 31st were \$5,392,895, or 10.51%, of the budget as compared to last year at \$5,166,108 or 10.97%. Noteworthy variances are:

In the current fiscal year, the percentage of expenditures is actually less than last year by .46% but \$226,787 difference. Most of the departments are in line with last year's expenditures.

## **Investments**

This section contains an investment schedule as of August 31<sup>st</sup> with a comparison to July 31<sup>st</sup>. Currently the City's funds are earning an average interest rate of 0.41%.

Respectfully submitted,

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

Jill M. Eastman  
Finance Director

**CITY OF AUBURN, MAINE**  
**BALANCE SHEET - CITY GENERAL FUND AND WORKERS COMP FUND**  
**AS of August 2022, July 2022, and June 2021**

	August 2022	July 2022	Increase (Decrease)	UNAUDITED JUNE 30 2022
<b>ASSETS</b>				
CASH	\$ 44,657,967	\$ 31,153,176	\$ 13,504,791	\$ 25,056,314
RECEIVABLES			-	
ACCOUNTS RECEIVABLES	1,519,401	1,626,297	(106,896)	1,461,282
TAXES RECEIVABLE-CURRENT	43,355,340	49,168,588	(5,813,248)	42,636
DELINQUENT TAXES	453,121	454,722	(1,601)	395,714
TAX LIENS	1,132,483	1,205,846	(73,363)	1,297,627
NET DUE TO/FROM OTHER FUNDS	(12,171,614)	(2,993,010)	(9,178,604)	4,391,622
<b>TOTAL ASSETS</b>	<b>\$ 78,946,699</b>	<b>\$ 80,615,619</b>	<b>\$ (1,668,920)</b>	<b>\$ 32,645,195</b>
<b>LIABILITIES &amp; FUND BALANCES</b>				
ACCOUNTS PAYABLE	\$ (637,591)	\$ (578,178)	\$ (59,413)	\$ (824,510)
PAYROLL LIABILITIES	2,962,075	2,955,134	6,941	2,948,844
ACCRUED PAYROLL	(91)	(91)	(0)	(263,746)
STATE FEES PAYABLE	(92,786)	(95,132)	2,346	(183)
ESCROWED AMOUNTS	(40,436)	(40,426)	(10)	(40,426)
DEFERRED REVENUE	(44,790,589)	(50,678,781)	5,888,192	(1,585,602)
DUE TO OTHER FUNDS	-	-	-	-
<b>TOTAL LIABILITIES</b>	<b>\$ (42,599,418)</b>	<b>\$ (48,437,474)</b>	<b>\$ 5,838,056</b>	<b>\$ 234,377</b>
FUND BALANCE - UNASSIGNED/ASSIGNED	\$ (33,348,465)	\$ (29,179,328)	\$ (4,169,137)	\$ (29,880,756)
FUND BALANCE - RESTRICTED	(2,309,553)	(2,309,553)		(2,309,553)
FUND BALANCE - NON SPENDABLE	(689,263)	(689,263)	-	(689,263)
<b>TOTAL FUND BALANCE</b>	<b>\$ (36,347,281)</b>	<b>\$ (32,178,144)</b>	<b>\$ (4,169,137)</b>	<b>\$ (32,879,572)</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ (78,946,699)</b>	<b>\$ (80,615,618)</b>	<b>\$ 1,668,919</b>	<b>\$ (32,645,195)</b>

**CITY OF AUBURN, MAINE  
REVENUES - GENERAL FUND COMPARATIVE  
THROUGH August 31, 2022 VS August 31, 2021**

REVENUE SOURCE	FY 2023 BUDGET	ACTUAL REVENUES THRU AUG 2022	% OF BUDGET	FY 2022 BUDGET	ACTUAL REVENUES THRU AUG 2021	% OF BUDGET	VARIANCE
<b>TAXES</b>							
PROPERTY TAX REVENUE-	\$ 52,463,320	\$ 6,010,500	11.46%	\$ 50,042,450	\$ 5,296,575	10.58%	\$ 713,925
PRIOR YEAR TAX REVENUE	\$ -	\$ 27,139		\$ -	\$ 168,045		\$ (140,906)
HOMESTEAD EXEMPTION REIMBURSEMENT	\$ 1,770,000	\$ 417,888	23.61%	\$ 1,650,000	\$ 1,290,048	78.18%	\$ (872,160)
EXCISE	\$ 4,435,000	\$ 815,854	18.40%	\$ 4,425,000	\$ 847,445	19.15%	\$ (31,591)
PENALTIES & INTEREST	\$ 120,000	\$ 4,420	3.68%	\$ 120,000	\$ 10,972	9.14%	\$ (6,552)
<b>TOTAL TAXES</b>	<b>\$ 58,788,320</b>	<b>\$ 7,275,802</b>	<b>12.38%</b>	<b>\$ 56,237,450</b>	<b>\$ 7,613,085</b>	<b>13.54%</b>	<b>\$ (337,283)</b>
<b>LICENSES AND PERMITS</b>							
BUSINESS	\$ 190,000	\$ 44,066	23.19%	\$ 166,000	\$ 38,909	23.44%	\$ 5,157
NON-BUSINESS	\$ 195,250	\$ 88,282	45.21%	\$ 300,200	\$ 87,003	28.98%	\$ 1,279
<b>TOTAL LICENSES</b>	<b>\$ 385,250</b>	<b>\$ 132,348</b>	<b>34.35%</b>	<b>\$ 466,200</b>	<b>\$ 125,912</b>	<b>27.01%</b>	<b>\$ 6,436</b>
<b>INTERGOVERNMENTAL ASSISTANCE</b>							
STATE-LOCAL ROAD ASSISTANCE	\$ 400,000	\$ -	0.00%	\$ 390,000	\$ -	0.00%	\$ -
STATE REVENUE SHARING	\$ 4,504,100	\$ 1,108,342	24.61%	\$ 3,150,000	\$ 938,698	29.80%	\$ 169,644
WELFARE REIMBURSEMENT	\$ 83,912	\$ 36,248	43.20%	\$ 90,656	\$ 4,160	4.59%	\$ 32,088
OTHER STATE AID	\$ 32,000	\$ -	0.00%	\$ 32,000	\$ -	0.00%	\$ -
CITY OF LEWISTON	\$ 182,000	\$ -	0.00%	\$ 228,384	\$ -	0.00%	\$ -
<b>TOTAL INTERGOVERNMENTAL ASSISTANCE</b>	<b>\$ 5,202,012</b>	<b>\$ 1,144,590</b>	<b>22.00%</b>	<b>\$ 3,891,040</b>	<b>\$ 942,858</b>	<b>24.23%</b>	<b>\$ 201,732</b>
<b>CHARGE FOR SERVICES</b>							
GENERAL GOVERNMENT	\$ 361,400	\$ 41,861	11.58%	\$ 184,400	\$ 23,354	12.66%	\$ 18,507
PUBLIC SAFETY	\$ 30,800	\$ 13,377	43.43%	\$ 176,600	\$ 18,505	10.48%	\$ (5,128)
EMS TRANSPORT	\$ 1,350,000	\$ 253,875	18.81%	\$ 1,250,000	\$ 237,626	19.01%	\$ 16,249
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ 1,742,200</b>	<b>\$ 309,114</b>	<b>17.74%</b>	<b>\$ 1,611,000</b>	<b>\$ 279,485</b>	<b>17.35%</b>	<b>\$ 29,629</b>
<b>FINES</b>							
PARKING TICKETS & MISC FINES	\$ 28,000	\$ 4,332	15.47%	\$ 41,500	\$ 11,529	27.78%	\$ (7,197)
<b>MISCELLANEOUS</b>							
INVESTMENT INCOME	\$ 30,000	\$ 3,306	11.02%	\$ 40,000	\$ 2,491	6.23%	\$ 815
RENTS	\$ 75,000	\$ 4,524	6.03%	\$ 125,000	\$ 4,315	3.45%	\$ 209
UNCLASSIFIED	\$ 20,000	\$ 13,749	68.74%	\$ 20,000	\$ 17,997	89.99%	\$ (4,248)
COMMERCIAL SOLID WASTE FEES	\$ -	\$ 12,881		\$ -	\$ 12,822		\$ 59
SALE OF PROPERTY	\$ 100,000	\$ 102	0.10%	\$ 120,000	\$ 341	0.28%	\$ (239)
RECREATION PROGRAMS/ARENA							\$ -
MMWAC HOST FEES	\$ 240,000	\$ 38,685	16.12%	\$ 234,000	\$ 38,685	16.53%	\$ 0
TRANSFER IN: TIF	\$ 1,140,000	\$ -	0.00%	\$ 1,140,000	\$ -	0.00%	\$ -
TRANSFER IN: Other Funds	\$ 619,000	\$ -	0.00%	\$ 473,925	\$ -	0.00%	\$ -
ENERGY EFFICIENCY							\$ -
CDBG	\$ 588,154	\$ -	0.00%	\$ 252,799	\$ -	0.00%	\$ -
UTILITY REIMBURSEMENT	\$ 20,000	\$ -	0.00%	\$ 20,000	\$ 259	1.30%	\$ (259)
CITY FUND BALANCE CONTRIBUTION	\$ 1,500,000	\$ -	0.00%	\$ 475,000	\$ -	0.00%	\$ -
<b>TOTAL MISCELLANEOUS</b>	<b>\$ 4,332,154</b>	<b>\$ 73,247</b>	<b>1.69%</b>	<b>\$ 2,900,724</b>	<b>\$ 76,910</b>	<b>2.65%</b>	<b>\$ (3,663)</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$ 70,477,936</b>	<b>\$ 8,939,432</b>	<b>12.68%</b>	<b>\$ 65,147,914</b>	<b>\$ 9,049,779</b>	<b>13.89%</b>	<b>\$ (110,347)</b>
<b>SCHOOL REVENUES</b>							
EDUCATION SUBSIDY	\$ 34,826,024	\$ -	0.00%	\$ 28,900,061	\$ 5,395,577	18.67%	\$ (5,395,577)
EDUCATION	\$ 489,465	\$ -	0.00%	\$ 518,821	\$ 15,119	2.91%	\$ (15,119)
SCHOOL FUND BALANCE CONTRIBUTION	\$ 1,251,726	\$ -	0.00%	\$ 879,404	\$ -	0.00%	\$ -
<b>TOTAL SCHOOL</b>	<b>\$ 36,567,215</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 30,298,286</b>	<b>\$ 5,410,696</b>	<b>17.86%</b>	<b>\$ (5,410,696)</b>
<b>GRAND TOTAL REVENUES</b>	<b>\$ 107,045,151</b>	<b>\$ 8,939,432</b>	<b>8.35%</b>	<b>\$ 95,446,200</b>	<b>\$ 14,460,475</b>	<b>15.15%</b>	<b>\$ (5,521,043)</b>

**CITY OF AUBURN, MAINE**  
**EXPENDITURES - GENERAL FUND COMPARATIVE**  
**THROUGH August 31, 2022 VS August 31, 2022**

DEPARTMENT	FY 2023 BUDGET	EXP THRU AUG 2022	% OF BUDGET	FY 2022 BUDGET	EXP THRU AUG 2021	% OF BUDGET	VARIANCE
<b>ADMINISTRATION</b>							
MAYOR AND COUNCIL	\$ 170,500	\$ 9,024	5.29%	\$ 104,850	\$ 5,574	5.32%	\$ 3,450
CITY MANAGER	\$ 510,978	\$ 73,635	14.41%	\$ 447,401	\$ 87,222	19.50%	\$ (13,587)
COMMUNICATIONS & ENGAGEMENT	\$ 218,746	\$ 25,176	11.51%	\$ 911,637	\$ 328,382	36.02%	\$ (303,206)
CITY CLERK	\$ 257,506	\$ 37,165	14.43%	\$ 237,474	\$ 28,959	12.19%	\$ 8,206
FINANCE	\$ 1,138,802	\$ 261,449	22.96%	\$ 810,303	\$ 110,188	13.60%	\$ 151,261
HUMAN RESOURCES	\$ 222,099	\$ 30,689	13.82%	\$ 220,250	\$ 28,495	12.94%	\$ 2,194
INFORMATION TECHNOLOGY	\$ 827,000	\$ 290,216	35.09%		\$ -		\$ 290,216
<b>TOTAL ADMINISTRATION</b>	<b>\$ 3,345,631</b>	<b>\$ 727,354</b>	<b>21.74%</b>	<b>\$ 2,731,915</b>	<b>\$ 588,820</b>	<b>21.55%</b>	<b>\$ 138,534</b>
<b>COMMUNITY SERVICES</b>							
PLANNING & PERMITTING	\$ 666,629	\$ 115,958	17.39%	\$ 900,583	\$ 108,686	12.07%	\$ 7,272
ECONOMIC DEVELOPMENT	\$ 286,598	\$ 60,827	21.22%	\$ 108,469	\$ 14,331		\$ 46,496
BUSINESS & COMMUNITY DEVELOPMENT	\$ 671,411	\$ 42,612	6.35%	\$ 512,260	\$ 40,763		\$ 1,849
HEALTH & SOCIAL SERVICES	\$ 119,875	\$ 9,582	7.99%	\$ 119,875	\$ 10,181	8.49%	\$ (599)
RECREATION	\$ 762,440	\$ 87,925	11.53%	\$ 584,056	\$ 86,605	14.83%	\$ 1,320
PUBLIC LIBRARY	\$ 1,084,437	\$ 271,110	25.00%	\$ 1,052,163	\$ 175,360	16.67%	\$ 95,750
<b>TOTAL COMMUNITY SERVICES</b>	<b>\$ 3,591,390</b>	<b>\$ 588,014</b>	<b>16.37%</b>	<b>\$ 3,277,406</b>	<b>\$ 435,926</b>	<b>13.30%</b>	<b>\$ 152,088</b>
<b>FISCAL SERVICES</b>							
DEBT SERVICE	\$ 8,361,254	\$ 90,807	1.09%	\$ 7,734,169	\$ 90,807	1.17%	\$ -
CAPITAL INVESTMENT AND PURCHASING	\$ 672,473	\$ 62,299	9.26%	\$ 677,872	\$ 183,017	27.00%	\$ (120,718)
WORKERS COMPENSATION	\$ 698,000	\$ -	0.00%	\$ 642,400	\$ -	0.00%	\$ -
WAGES & BENEFITS	\$ 7,876,393	\$ 1,081,762	13.73%	\$ 7,334,932	\$ 1,096,675	14.95%	\$ (14,913)
EMERGENCY RESERVE (10108062-670000)	\$ 461,230	\$ -	0.00%	\$ 461,230	\$ -	0.00%	\$ -
<b>TOTAL FISCAL SERVICES</b>	<b>\$ 18,069,350</b>	<b>\$ 1,234,868</b>	<b>6.83%</b>	<b>\$ 16,850,603</b>	<b>\$ 1,370,499</b>	<b>8.13%</b>	<b>\$ (135,631)</b>
<b>PUBLIC SAFETY</b>							
FIRE & EMS DEPARTMENT	\$ 5,693,284	\$ 777,552	13.66%	\$ 5,446,588	\$ 786,988	14.45%	\$ (9,436)
POLICE DEPARTMENT	\$ 4,945,034	\$ 631,059	12.76%	\$ 4,343,924	\$ 607,509	13.99%	\$ 23,550
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 10,638,318</b>	<b>\$ 1,408,611</b>	<b>13.24%</b>	<b>\$ 9,790,512</b>	<b>\$ 1,394,497</b>	<b>14.24%</b>	<b>\$ 14,114</b>
<b>PUBLIC WORKS</b>							
PUBLIC WORKS DEPARTMENT	\$ 5,600,109	\$ 627,998	11.21%	\$ 5,077,370	\$ 630,773	12.42%	\$ (2,775)
SOLID WASTE DISPOSAL*	\$ 1,320,000	\$ 96,528	7.31%	\$ 1,089,950	\$ 83,795	7.69%	\$ 12,733
WATER AND SEWER	\$ 792,716	\$ 195,301	24.64%	\$ 792,716	\$ 195,301	24.64%	\$ -
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 7,712,825</b>	<b>\$ 919,827</b>	<b>11.93%</b>	<b>\$ 6,960,036</b>	<b>\$ 909,869</b>	<b>13.07%</b>	<b>\$ 9,958</b>
<b>INTERGOVERNMENTAL PROGRAMS</b>							
AUBURN-LEWISTON AIRPORT	\$ 205,000	\$ 202,293	98.68%	\$ 177,000	\$ 176,115	99.50%	\$ 26,178
E911 COMMUNICATION CENTER	\$ 1,217,713	\$ 304,428	25.00%	\$ 1,161,479	\$ 290,382	25.00%	\$ 14,046
LATC-PUBLIC TRANSIT	\$ 431,811	\$ -	0.00%	\$ 225,000	\$ -	0.00%	\$ -
LA ARTS	\$ 30,000	\$ 7,500	25.00%	\$ 10,000	\$ -		\$ -
TAX SHARING	\$ 260,000	\$ -	0.00%	\$ 260,000	\$ -	0.00%	\$ -
<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$ 2,144,524</b>	<b>\$ 514,221</b>	<b>23.98%</b>	<b>\$ 1,833,479</b>	<b>\$ 466,497</b>	<b>25.44%</b>	<b>\$ 47,724</b>
<b>COUNTY TAX</b>	\$ 2,761,220		0.00%	\$ 2,611,080	\$ -	0.00%	\$ -
<b>TIF (10108058-580000)</b>	\$ 3,049,803		0.00%	\$ 3,049,803	\$ -	0.00%	\$ -
<b>OVERLAY</b>	\$ -	\$ -		\$ -	\$ -		\$ -
<b>TOTAL CITY DEPARTMENTS</b>	<b>\$ 51,313,061</b>	<b>\$ 5,392,895</b>	<b>10.51%</b>	<b>\$ 47,104,834</b>	<b>\$ 5,166,108</b>	<b>10.97%</b>	<b>\$ 226,787</b>
<b>EDUCATION DEPARTMENT</b>	\$ 55,732,090	\$ -	0.00%	\$ 48,341,366	\$ 1,856,985	3.84%	\$ (1,856,985)
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$ 107,045,151</b>	<b>\$ 5,392,895</b>	<b>5.04%</b>	<b>\$ 95,446,200</b>	<b>\$ 7,023,093</b>	<b>7.36%</b>	<b>\$ (1,630,198)</b>

**CITY OF AUBURN, MAINE  
INVESTMENT SCHEDULE  
AS OF August 31, 2022**

INVESTMENT		FUND	BALANCE August 31, 2022	BALANCE July 31, 2022	INTEREST RATE
ANDROSCOGGIN BANK	449	CAPITAL PROJECTS	\$ 7,333,038.60	\$ 10,329,135.51	0.25%
ANDROSCOGGIN BANK	502	SR-TIF	\$ 1,053,416.59	\$ 1,053,014.13	0.25%
ANDROSCOGGIN BANK	836	GENERAL FUND	\$ 4,388,575.08	\$ 8,339,756.85	0.25%
ANDROSCOGGIN BANK	801	WORKERS COMP	\$ 52,624.69	\$ 52,604.61	0.25%
ANDROSCOGGIN BANK	684	EMS CAPITAL RESERVE	\$ 340,253.91	\$ 340,253.91	0.25%
ANDROSCOGGIN BANK	414	INGERSOLL TURF FACILITY	\$ 227,189.52	\$ 227,102.78	0.25%
ANDROSCOGGIN BANK	0888	ELHS FUNDRAISING	\$ 64,721.14	\$ 62,737.38	0.25%
ANDROSCOGGIN BANK		ELHS CONSTRUCTION	\$ 264,837.28	\$ 264,736.12	0.25%
ANDROSCOGGIN BANK	0627	ST LOUIS BELLS FUNDRAISING	\$ 15,396.58	\$ 15,391.36	0.25%
NOMURA 1		ELHS Bond Proceeds	\$ 10,649,241.97	\$ 15,394,867.97	0.15%
NOMURA 2			\$ 55,430,000.00	\$ 55,430,000.00	2.08%
<b>GRAND TOTAL</b>			<b>\$ 79,819,295.36</b>	<b>\$ 91,509,600.62</b>	<b>0.41%</b>



**EMS BILLING**  
**SUMMARY OF ACTIVITY**  
**July 1, 2022 - June 30, 2023**  
**Report as of August 31, 2022**

	Beginning Balance 8/1/2022	August 2022				Write-Offs	Ending Balance 8/31/2022
		New Charges	Payments	Refunds	Adjustments		
Bluecross	\$ 3,635.74	\$ 13,307.40	\$ (1,383.64)		\$ (2,438.37)		\$ 13,121.13
Intercept	\$ 100.00						\$ 100.00
Medicare	\$ 100,976.51	\$ 205,712.40	\$ (50,440.28)		\$ (74,400.29)		\$ 181,848.34
Medicaid	\$ 67,552.28	\$ 82,386.60	\$ (48,656.57)		\$ (24,648.67)		\$ 76,633.64
Other/Commercial	\$ 119,738.85	\$ 50,549.60	\$ (25,584.30)	\$ 309.01	\$ (35,351.40)	\$ (18,198.70)	\$ 91,463.06
Patient	\$ 107,825.82	\$ 12,558.80	\$ (10,615.79)	\$ 465.96	\$ (3,261.81)		\$ 106,972.98
Worker's Comp	\$ -	\$ 3,664.60	\$ (3,556.40)		\$ (108.20)		\$ (0.00)
<b>TOTAL</b>	<b>\$ 399,829.20</b>	<b>\$ 368,179.40</b>	<b>\$ (140,236.98)</b>	<b>\$ 774.97</b>	<b>\$ (140,208.74)</b>	<b>\$ (18,198.70)</b>	<b>\$ 470,139.15</b>

**EMS BILLING**  
**BREAKDOWN -TOTAL CHARGES**  
**July 1, 2022 - June 30, 2023**  
**Report as of August 31, 2022**

	July 2022	August 2022	Totals	% of Total
Bluecross	\$ 2,477.35	\$ 13,307.40	\$ 15,784.75	2.48%
Intercept	\$ 100.00	\$ -	\$ 100.00	0.02%
Medicare	\$ 155,398.20	\$ 205,712.40	\$ 361,110.60	56.81%
Medicaid	\$ 61,000.80	\$ 82,386.60	\$ 143,387.40	22.56%
Other/Commercial	\$ 38,520.45	\$ 50,549.60	\$ 89,070.05	14.01%
Patient	\$ 8,120.20	\$ 12,558.80	\$ 20,679.00	3.25%
Worker's Comp	\$ 1,803.40	\$ 3,664.60	\$ 5,468.00	0.86%
<b>TOTAL</b>	<b>\$ 267,420.40</b>	<b>\$ 368,179.40</b>	<b>\$ 635,599.80</b>	<b>100.00%</b>

**EMS BILLING**  
**BREAKDOWN -TOTAL COUNT**  
**July 1, 2022 - June 30, 2023**  
**Report as of August 31, 2022**

	July 2022	August 2022	Totals	% of Total
Bluecross	3	13	16	2.30%
Intercept	1	0	1	0.14%
Medicare	170	231	401	57.53%
Medicaid	65	88	153	21.95%
Other/Commercial	43	54	97	13.92%
Patient	10	13	23	3.30%
Worker's Comp	2	4	6	0.86%
<b>TOTAL</b>	<b>294</b>	<b>403</b>	<b>697</b>	<b>100.00%</b>

**EMS BILLING  
AGING REPORT**  
**July 1, 2022 to June 30, 2023**  
**Report as of August 31, 2022**

	Current		31-60		61-90		91-120		121+ days		Totals	
Bluecross	\$ 10,306.35	79%	\$ 1,009.20	8%	\$ (503.01)	-4%	\$ -	0%	\$ 2,308.59	18%	\$ 13,121.13	2.79%
Intercept	\$ 100.00	100%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 100.00	0.02%
Medicare	\$ 145,806.88	80%	\$ 16,154.20	9%	\$ 3,799.80	2%	\$ 3,872.87	2%	\$ 12,214.59	7%	\$ 181,848.34	38.68%
Medicaid	\$ 44,033.35	57%	\$ 9,798.64	13%	\$ 8,652.66	11%	\$ 8,076.80	11%	\$ 6,072.19	8%	\$ 76,633.64	16.30%
Other/Commercial	\$ 51,009.37	56%	\$ 18,204.63	20%	\$ 3,866.70	4%	\$ 1,841.53	2%	\$ 16,540.83	18%	\$ 91,463.06	19.45%
Patient	\$ 32,934.12	31%	\$ 20,413.01	19%	\$ 20,548.62	19%	\$ 14,574.04	14%	\$ 18,503.19	17%	\$ 106,972.98	22.75%
Worker's Comp											\$ -	0.00%
<b>TOTAL</b>	<b>\$ 284,190.07</b>		<b>\$ 65,579.68</b>		<b>\$ 36,364.77</b>		<b>\$ 28,365.24</b>		<b>\$ 55,639.39</b>		<b>\$ 470,139.15</b>	
	60%		14%		8%		6%		12%		100%	100.00%

CITY OF AUBURN  
SPECIAL REVENUE FUNDS REVENUE AND EXPENDITURES  
As of August 31, 2022

	1902 Riverwatch	1910 Community Service	1914 Oak Hill Cemeteries	1915 Fire Training Building	1917 Wellness Grant	1928 Vending	1929 Fire Prevention	1930 211 Fairview	1931 Donations	2003 Byrne JAG	2005 MDOT	2008 Homeland Security	2010 State Drug Money	2011 PD Capital Reserve	2013 OUI Grant	2014 Speed Grant
Fund Balance 7/1/22	\$ 517,052.67	\$ 6,919.98	\$ 34,914.39	\$ 1,421.68	\$ 3,039.35	\$ -	\$ 4,796.03	\$ (566,303.71)	\$ 169.19	\$ 2,808.57	\$ 88,004.08	\$ (153,799.68)	\$ 4,289.65	\$ 23,595.00	\$ 4,356.29	\$ 5,520.52
Revenues FY23	\$ 19,121.80	\$ 28.00	\$ 20.25			\$ -					\$ 75,100.00			\$ 2,887.50		
Expenditures FY23					\$ 15.00	\$ 21.97					\$ 129,555.83	\$ 14,373.10	\$ 150.00	\$ -		\$ 355.93
Fund Balance 08/31/2022	\$ 536,174.47	\$ 6,947.98	\$ 34,934.64	\$ 1,421.68	\$ 3,024.35	\$ (21.97)	\$ 4,796.03	\$ (566,303.71)	\$ 169.19	\$ 2,808.57	\$ 33,548.25	\$ (168,172.78)	\$ 4,139.65	\$ 26,482.50	\$ 4,356.29	\$ 5,164.59
	2016 Pedestrian Safety	2019 Law Enforcement Training	2020 CDBG	2025 Community Cords	2030 Parking	2034 EDUL Underage Drink	2037 Bulletproof Vests	2040 Great Falls TV	2041 Blanche Stevens	2043 DOJ Covid 19 Preventative	2044 Federal Drug Money	2047 American Firefighter Grant	2050 Project Lifesaver	2051 Project Canopy	2053 St Louis Bells	2054 EMS Transport Capital Reserve
Fund Balance 7/1/22	\$ 409.11	\$ (8,205.29)	\$ 1,274,876.82	\$ 30,822.46	\$ 46,171.40	\$ 2,560.00	\$ 8,281.24	\$ 20,536.23	\$ 22,850.45	\$ (930.00)	\$ 92,332.26	\$ (1,695.00)	\$ 189.35	\$ (9,519.48)	\$ 21,359.27	\$ 170,048.62
Revenues FY23			\$ 396,807.88	\$ 119.34	\$ 30,332.00									\$ 7,996.88	\$ (194.78)	\$ 129.91
Expenditures FY23	\$ 570.64		\$ 388,292.87		\$ 1,503.34		\$ 1,738.50		\$ 500.00							
Fund Balance 08/31/2022	\$ (161.53)	\$ (8,205.29)	\$ 1,283,391.83	\$ 30,941.80	\$ 75,000.06	\$ 2,560.00	\$ 6,542.74	\$ 20,536.23	\$ 22,350.45	\$ (930.00)	\$ 92,332.26	\$ (1,695.00)	\$ 189.35	\$ (1,522.60)	\$ 21,164.49	\$ 170,178.53
	2055 Work4ME- PAL	2059 Distracted Driving	2064 MDOT Sopers Mill Culvert	2065 State Bi- Centennial Parade	2067 Hometown Heros Banners	2068 Northern Borders Grant	2070 Leadercast	2077 CTCI Grant	2080 Futsal Court Project	2201 EDI Grant	2300 ARPA Grant	2400 NRPA Youth Mentoring	2405 Elmina B Sewall Grant	2500 Parks & Recreation	6200 Ingersoll Turf	
Fund Balance 7/1/22	\$ 4,911.03	\$ 898.69	\$ -	\$ -	\$ 209.00	\$ 178,046.71	\$ (3,500.00)	\$ 1,719.02	\$ 25,353.61	\$ (1,484,407.18)	\$ 12,777,731.24	\$ (1,443.69)	\$ 10,000.00	\$ 232,333.87		
Revenues FY23											\$ 2,296.40			\$ 84,234.43		
Expenditures FY23		\$ 604.26	\$ -								\$ 314,690.04	\$ 2,311.70		\$ 184,665.39		
Fund Balance 08/31/2022	\$ 4,911.03	\$ 294.43	\$ -	\$ -	\$ 209.00	\$ 178,046.71	\$ (3,500.00)	\$ 1,719.02	\$ 25,353.61	\$ (1,484,407.18)	\$ 12,465,337.60	\$ (3,755.39)	\$ 10,000.00	\$ 131,902.91	\$ -	
	2600 Tambrands II TIF 6	2600 Mall TIF 9	2600 Downtown TIF 10	2600 Auburn Industrial TIF 12	2600 Auburn Plaza TIF 13	2600 Auburn Plaza II TIF 14	2600 Webster School TIF 16	2600 Hartt Transport	2600 62 Spring St TIF 20	2600 Minot Ave TIF 21	2600 48 Hampshire St TIF 22	2600 Memory Care Facility TIF 23	2600 Millbran TIF 24	2600 Futurguard TIF 25		Total Special Revenues
Fund Balance 7/1/22	\$ 78,950.70	\$ 806,274.01	\$ 237,684.12	\$ (519,427.49)	\$ 455,494.65	\$ (900,465.25)	\$ (0.03)	\$ (2,663.69)	\$ 1,120.91	\$ 50,241.31	\$ 84,060.95	\$ 33,113.81	\$ 13,914.35	\$ (102,204.06)		\$ 13,624,818.04
Revenues FY23																\$ 618,879.61
Expenditures FY23			\$ 3,481.40											\$ 3,165.00		\$ 1,045,994.97
Fund Balance 08/31/2022	\$ 78,950.70	\$ 806,274.01	\$ 234,202.72	\$ (519,427.49)	\$ 455,494.65	\$ (900,465.25)	\$ (0.03)	\$ (2,663.69)	\$ 1,120.91	\$ 50,241.31	\$ 84,060.95	\$ 33,113.81	\$ 13,914.35	\$ (105,369.06)		\$ 13,197,702.68

# City of Auburn, Maine

*"Maine's City of Opportunity"*

## Financial Services

To: Phillip Crowell, City Manager  
From: Jill Eastman, Finance Director  
Re: Financial Reports for August 31, 2022



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 August 31, 2022.

As of the Budget for FY 22 – 23 Ingersoll operations has become part of the Recreation Department and is now budgeted in the General Fund. There is an offset Revenue line in the General Fund to help pay the costs. The only revenue and expenses that will now show in this report are those associated with Revenue Collections for rentals and other programs as well as program specific expenses.

### **INGERSOLL TURF FACILITY**

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

The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets as of August 31, 2022.

#### **Current Assets:**

As of the end of August 2022 the total current assets of Ingersoll Turf Facility were \$227,103. This consisted of cash and cash equivalents of \$227,103.

#### **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 August 31, 2022, was \$61,779.

#### **Liabilities:**

Ingersoll had no accounts payable as of August 31, 2022, and an interfund payable of \$22,334, which means they owe the General Fund \$23,334.

#### **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 August 2022 are \$10,767. This revenue comes from the sponsorships, programs, rental income and batting cages.

The program operating expenses for Ingersoll Turf Facility through August 2022 were \$7,733. These expenses include program supplies, and capital purchases. All building and maintenance costs are now located in the recreation budget.

As of August 31, 2022, Ingersoll has an operating of \$3,034.

As of August 31, 2022, Ingersoll has an increase in net assets of \$3,034.

**Statement of Net Assets**  
**Ingersoll Turf Facility**  
**August 31, 2022**  
**Business-type Activities - Enterprise Fund**

	August 31 2022	July 31 2022	Increase/ (Decrease)
<b>ASSETS</b>			
Current assets:			
Cash and cash equivalents	\$ 227,103	\$ 227,016	\$ 87
Interfund receivables/payables		\$ -	-
Accounts receivable	-	-	-
Total current assets	227,103	227,016	87
Noncurrent assets:			
Capital assets:			
Buildings	672,279	672,279	-
Equipment	119,673	119,673	-
Land improvements	18,584	18,584	-
Less accumulated depreciation	(748,757)	(748,757)	-
Total noncurrent assets	61,779	61,779	-
Total assets	288,882	288,795	87
<b>LIABILITIES</b>			
Accounts payable	\$ -	\$ 186	(186)
Interfund payable	\$ 22,334	\$ 25,094	(2,760)
Total liabilities	22,334	25,280	(2,946)
<b>NET ASSETS</b>			
Invested in capital assets	\$ 61,779	\$ 61,779	\$ -
Unrestricted	\$ 204,769	\$ 205,059	\$ (290)
Total net assets	\$ 266,548	\$ 266,838	\$ (290)

**CITY OF AUBURN, MAINE**  
**Statement of Revenues, Expenses and Changes in Net Assets**  
**Ingersoll Turf Facility**  
**Business-type Activities - Enterprise Funds**  
**Statement of Activities**  
**August 31, 2022**

	Ingersoll Turf Facility
Operating revenues:	
Charges for services	\$ 10,767
Operating expenses:	
Personnel	-
Supplies	3,362
Utilities	
Repairs and maintenance	
Rent	-
Depreciation	-
Capital expenses	4,371
Other expenses	-
Total operating expenses	7,733
Operating gain (loss)	3,034
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	-
Total nonoperating expense	-
Gain (Loss) before transfer	3,034
Transfers out	-
Change in net assets	3,034
Total net assets, July 1	263,514
Total net assets, August 31, 2022	\$ 266,548

**CITY OF AUBURN, MAINE**  
**REVENUES - INGERSOLL TURF FACILITY**  
Through August 31, 2022 compared to August 31, 2021

REVENUE SOURCE	FY 2023 BUDGET	ACTUAL REVENUES THRU AUG 2022	% OF BUDGET	FY 2022 BUDGET	ACTUAL REVENUES THRU AUG 2021	% OF BUDGET
<b>CHARGE FOR SERVICES</b>						
Sponsorship		\$ 1,000		\$ 25,000	\$ 1,000	4.00%
Batting Cages		\$ 750		\$ 16,000		0.00%
Programs		\$ 250		\$ 94,000	\$ 170	0.18%
Rental Income		\$ 8,680		\$ 138,000	\$ 5,130	3.72%
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ -</b>	<b>\$ 10,680</b>		<b>\$ 273,000</b>	<b>\$ 6,300</b>	<b>2.31%</b>
<b>INTEREST ON INVESTMENTS</b>	<b>\$ -</b>	<b>\$ 87</b>		<b>\$ -</b>	<b>\$ 1,157</b>	
<b>GRAND TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ 10,767</b>		<b>\$ 273,000</b>	<b>\$ 7,457</b>	<b>2.73%</b>



**CITY OF AUBURN, MAINE**  
**EXPENDITURES - INGERSOLL TURF FACILITY**  
Through August 31, 2022 compared to August 31, 2021

DESCRIPTION	ACTUAL			ACTUAL			Difference
	FY 2023 BUDGET	EXPENDITURES THRU AUG 2022	% OF BUDGET	FY 2022 BUDGET	EXPENDITURES THRU AUG 2021	% OF BUDGET	
Salaries & Benefits	See Recreation Budget			\$ 133,041	\$ 83,012	62.40%	\$ (83,012)
Purchased Services				\$ 15,750	\$ 5,592	35.50%	\$ (5,592)
Programs		\$ 3,362		\$ 16,300	\$ -	0.00%	\$ 3,362
Supplies				\$ 2,500	\$ 20,890	835.60%	\$ (20,890)
Utilities				\$ 24,150	\$ 21,948	90.88%	\$ (21,948)
Insurance Premiums	\$ -			\$ -	\$ -		
Capital Outlay	\$ -	\$ 4,371		\$ -	\$ 5,556		\$ (1,185)
	\$ -	\$ 7,733		\$ 191,741	\$ 136,998	71.45%	\$ (129,265)
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 7,733</b>		<b>\$ 191,741</b>	<b>\$ 136,998</b>	<b>71.45%</b>	<b>\$ (129,265)</b>

# City of Auburn, Maine

*"Maine's City of Opportunity"*

## Financial Services

To: Phillip Crowell, City Manager  
From: Jill Eastman, Finance Director  
Re: Arena Financial Reports for August 31, 2022

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 August 31, 2022.

The Norway Savings Bank Arena report now includes a budget to actual comparison with last fiscal year for both revenues and expenditures.

### **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, July 31, 2022.

#### **Current Assets:**

As of the end of August 2022 the total current assets of Norway Savings Bank Arena were (\$1,311,794). These consisted of cash and cash equivalents of \$280,710, accounts receivable of \$49,006, and an interfund payable of \$1,641,510, which means that Norway owes the General Fund \$1,641,510 at the end of August.

#### **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 August 31, 2022 was \$147,691.

#### **Liabilities:**

NSB Arena had accounts payable of \$45,133, and a net pension liability of \$86,444 as of August 31, 2022.

#### **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 August 2022 are \$126,563. 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 August 2022 were \$99,949. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of August 2022, Norway Arena has an operating gain of \$26,614 compared to the August 2021 operating gain of \$62,345.

As of August 31, 2022, Norway Arena has a increase in net assets of \$26,614.

**CITY OF AUBURN, MAINE**  
**Statement of Net Assets**  
**Norway Savings Bank Arena**  
**August 31, 2022**  
**Business-type Activities - Enterprise Fund**

	August 31 2022	July 31 2022	Increase/ (Decrease)
<b>ASSETS</b>			
Current assets:			
Cash and cash equivalents	\$ 280,710	\$ 279,951	\$ 759
Interfund receivables	\$ (1,641,510)	\$ (1,786,926)	\$ 145,416
Prepaid Rent			\$ -
Accounts receivable	49,006	60,172	\$ (11,166)
Total current assets	(1,311,794)	(1,446,803)	135,009
Noncurrent assets:			
Capital assets:			
Buildings	58,223	58,223	-
Equipment	514,999	514,999	-
Land improvements	-	-	-
Less accumulated depreciation	(425,531)	(425,531)	-
Total noncurrent assets	147,691	147,691	-
Total assets	(1,164,103)	(1,299,112)	135,009
<b>LIABILITIES</b>			
Accounts payable	\$ 45,133	\$ -	\$ 45,133
Net OPEB liability	\$ 43,810	\$ 43,810	\$ -
Net pension liability	42,634	42,634	-
Total liabilities	131,577	86,444	45,133
<b>NET ASSETS</b>			
Invested in capital assets	\$ 147,691	\$ 195,258	\$ (47,567)
Unrestricted	\$ (1,443,371)	\$ (1,494,370)	\$ 50,999
Total net assets	\$ (1,295,680)	\$ (1,299,112)	\$ 3,432

**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**  
**August 31, 2022**

	<b>Norway Savings Arena</b>
Operating revenues:	
Charges for services	\$ 126,563
Operating expenses:	
Personnel	47,864
Supplies	3,083
Utilities	6,737
Repairs and maintenance	25,097
Insurance Premium	-
Depreciation	
Capital expenses	12,900
Other expenses	4,268
Total operating expenses	99,949
Operating gain (loss)	26,614
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	
Total nonoperating expense	-
Gain (Loss) before transfer	26,614
Transfers out	-
Change in net assets	26,614
Total net assets, July 1	(1,322,294)
<b>Total net assets, August 31, 2022</b>	<b>\$ (1,295,680)</b>

**CITY OF AUBURN, MAINE**  
**REVENUES - NORWAY SAVINGS BANK ARENA**  
Through August 31, 2022 compared to August 31, 2021

REVENUE SOURCE	FY 2023 BUDGET	ACTUAL REVENUES THRU AUG 2022	% OF BUDGET	FY 2022 BUDGET	ACTUAL REVENUES THRU AUG 2021	% OF BUDGET	VARIANCE
<b>CHARGE FOR SERVICES</b>							
Concussions	\$ 16,500		0.00%	\$ 16,500	\$ 2,000	12.12%	\$ (2,000)
Skate Rentals	\$ 6,000		0.00%	\$ 7,500	\$ 425	5.67%	\$ (425)
Pepsi Vending Machines	\$ 2,000	\$ 265	13.25%	\$ 3,000	\$ 320	10.67%	\$ (55)
Games Vending Machines	\$ 3,000		0.00%	\$ 3,000	\$ -	0.00%	\$ -
Vending Food	\$ 2,000	\$ 54	2.70%	\$ 3,000	\$ -	0.00%	\$ 54
Sponsorships	\$ 230,000	\$ 46,000	20.00%	\$ 230,000	\$ 49,988	21.73%	\$ (3,988)
Pro Shop	\$ 7,000		0.00%	\$ 7,000	\$ 1,076	15.37%	\$ (1,076)
Programs	\$ 20,000		0.00%	\$ 20,000	\$ -	0.00%	\$ -
Rental Income	\$ 702,000	\$ 52,434	7.47%	\$ 731,850	\$ 59,465	8.13%	\$ (7,031)
Camps/Clinics	\$ 50,000	\$ 16,860	33.72%	\$ 50,000	\$ 23,360	46.72%	\$ (6,500)
Tournaments	\$ 50,000	\$ 10,950	21.90%	\$ 50,000		0.00%	\$ 10,950
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ 1,088,500</b>	<b>\$ 126,563</b>	<b>11.63%</b>	<b>\$ 1,121,850</b>	<b>\$ 136,634</b>	<b>12.18%</b>	<b>\$ (10,071)</b>

**CITY OF AUBURN, MAINE**  
**EXPENDITURES - NORWAY SAVINGS BANK ARENA**  
Through August 31, 2022 compared to August 31, 2021

DESCRIPTION	ACTUAL				ACTUAL			
	FY 2023 BUDGET	EXPENDITURES THRU AUG 2022	% OF BUDGET	FY 2022 BUDGET	EXPENDITURES THRU AUG 2021	% OF BUDGET	VARIANCE	
Salaries & Benefits	\$ 291,095	\$ 47,864	16.44%	\$ 339,437	\$ 38,328	11.29%	\$	9,536
Purchased Services	\$ 136,900	\$ 29,365	21.45%	\$ 123,928	\$ 8,465	6.83%	\$	20,900
Supplies	\$ 76,562	\$ 890	1.16%	\$ 79,000	\$ 21,594	27.33%	\$	(20,704)
Utilities	\$ 267,000	\$ 6,737	2.52%	\$ 250,350	\$ 5,902	2.36%	\$	835
Capital Outlay	\$ 50,000	\$ 12,900	25.80%	\$ 42,500	\$ -	0.00%	\$	12,900
Rent	\$ -	\$ -		\$ -	\$ -		\$	-
	\$ 821,557	\$ 97,756	11.90%	\$ 835,215	\$ 74,289	8.89%	\$	23,467
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ 821,557</b>	<b>\$ 97,756</b>	<b>11.90%</b>	<b>\$ 835,215</b>	<b>\$ 74,289</b>	<b>8.89%</b>	<b>\$</b>	<b>23,467</b>