



# City Council Meeting and Workshop

## July 7, 2014

### Agenda

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

- A. Tax Acquired Property – Eric Cousens (20 minutes)
- B. Lower Barker Hydroelectric Project – Eric Cousens (15 minutes)
- C. Community Development Block Grant Program Guidelines – Reine Mynahan (30 minutes)

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

#### Pledge of Allegiance

- I. Consent Items** – All items listed with an asterisk (\*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.

- 1. **Order 53-07072014\***  
Accepting the transfer of Forfeiture Asset (John Johnson).
- 2. **Order 54-07072014\***  
Approving the Audit committee review recommendation to engage Runyon, Kersteen, Ouellette (RKO) in a 3 year contract for the Municipal, School and Airport annual audit.
- 3. **Order 55-07072014\***  
Authorizing the City Manager to execute the necessary documentation granting an easement to the owners of 343 Minot Avenue for the use and maintenance of an existing driveway on adjacent City owned property.
- 4. **Order 56-07072014\***  
Authorizing the City Manager and the Mayor to submit comments to FERC (Federal Energy and Regulatory Commission) in regards to the Lower Barker Hydroelectric Project.
- 5. **Order 57-07072014\***  
Adopting the Community Development Block Grant Program Guidelines.

- II. Minutes**
- June 16, 2014 Regular Council Meeting.

- III. Reports**
- Mayor's Report
  - City Manager's Report
  - Committee Reports
    - Transportation

# Auburn City Council Meeting & Workshop

July 7, 2014

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- Lewiston Auburn Transit – Councilor Gerry
- Airport, Railroad – Councilor Hayes
- Bike-Ped Committee – Councilor Lee
- **Housing**
  - Community Development Block Grant, Neighborhood Stabilization Program, Auburn Housing Authority – Councilor Gerry
- **Economic Development**
  - L-A Economic Growth Council, Auburn Business Development Corporation – Councilor Lee
- **Education**
  - Auburn School Committee – Councilor LaFontaine
  - Auburn Public Library – Councilor LaFontaine
  - Great Falls TV – Councilor Young
- **Environmental Services**
  - Auburn Water District, Auburn Sewerage District – Councilor Crowley
  - Mid-Maine Waste Action Corp. – Councilor Walker
- **Recreation**
  - Recreation and Special Events Advisory Board – Councilor Crowley
- **Public Safety**
  - LA 911 – Councilor Walker

## City Councilors' Reports

### IV. Communications, Presentations and Recognitions

- Presentation of the Auburn Fire Department Matrix
- Norway Savings Bank Arena - New Staff Members (Timothy Holden and Jason Pacquin)

### V. Open Session – Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*. Time limit for open sessions, by ordinance, is 45 minutes.

### VI. Unfinished Business - None

### VII. New Business

#### 1. Order 58-07072014

Appointing board and committee members as nominated by the Appointment Committee. Council may enter into executive session, pursuant to 1 M.R.S.A. §405(6)(A).

#### 2. Order 59-07072014

Approving the Development Agreement with ABDC.

#### 3. Order 60-07072014

Reenacting the proposed amendments to Tax Increment Finance District #10 that were passed on 12/2/2013 as recommended by the Department of Economic and Community Development.

**Public hearing.**

#### 4. Order 61-07072014

Authorizing issuance of general obligation bonds and a tax levy therefore. First reading. *Passage requires an affirmative vote of 5 Councilors.*

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July 7, 2014

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## VIII. Executive Session

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

## X. Adjournment

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

A. Discussion 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 Council Workshop Information Sheet

City of Auburn

Council Workshop Date: July 7, 2014

Item A

Author: Eric Cousens, Deputy Director of Permitting and Development

Item(s) checked below represent the subject matter related to this workshop item.

**Comprehensive Plan**    **Work Plan**    **Budget**    **Ordinance/Charter**    **Other Business\***    **Council Goals\*\***

\*\*If Council Goals please specify type:    *Safety*    *Economic Development*    *Citizen Engagement*

Subject: Tax Acquired Property Committee Recommendations

Information: The Tax acquired property committee has reviewed tax acquired properties and formed a recommendation on each for the City Council.

Financial: Return property to the tax rolls and collect sale proceeds to pay owed taxes and fees.

Action Requested at this Meeting: Review the list and provide input to staff to prepare materials for Council action on July 21<sup>st</sup>.

Previous Meetings and History: Policy adopted July 6, 2009. This is the first review of the current list of Tax Acquired Property.

Attachments: Staff Report, Tax Acquired Property Summary Spreadsheet, Tax Acquired Property Information Sheets For Each Available Parcel, Tax Acquired Policy Adoption.

\*Agenda items are not limited to these categories.

# City of Auburn, Maine

*"Maine's City of Opportunity"*

## Office of Planning & Permitting

To: Clinton Deschene, City Manager and Auburn Mayor and City Council

From: Eric J. Cousens, Deputy Director of Planning and Development

Re: Tax Acquired Property Review 2014

Date: June 24, 2014

The City Manager appointed a Tax Acquired Property Committee as required by the Tax Acquired Property Acquisition and Disposition Policy (TAP) adopted by the City Council on July 6, 2009. The Committee has met to discuss the 32 parcels that were listed by the Tax Collector as tax acquired as of April 23, 2014. The Policy requires that the Tax Collector first offer the parcels to the prior owner for all fees and taxes owed. The Tax collector has notified property owners and given those 30 days to pay all taxes or establish a payment plan to make the payments over time. As of June 23, 2014 total of 6 of the 32 properties have paid in full or established an acceptable payment plan. Attached is a spread sheet that lists the tax acquired properties and information about each one. Those properties that are highlighted in red are not available for disposition at this time because the owners have paid or agreed to a payment plan to keep the property. Of the remaining 26 parcels there are there are 4 properties that the Committee recommends holding (highlighted in yellow) and 22 properties that the Committee recommends selling or disposing of (highlighted in green). Also attached are individual information sheets and maps of each parcel that is available for a Council decision with additional information regarding the parcels and the committee recommendation. The information sheets are in the same order as the spread sheet listing of the parcels.

Staff requests that the Council accept the staff recommendations for the sale of parcels and the retention of the parcels highlighted in yellow for the reasons identified in the summary sheets or direct staff to change the status of any given parcel for a Council vote at a future meeting.

The TAP sets clear priorities to do the following:

1. Try to collect taxes owed and allow the former property owner to regain ownership. This step has been completed.
2. Determine if the parcel has a municipal purpose and retain those that do. Staff has made recommendations on each parcel for the Council to consider.
3. If the parcel is to be sold, offer it to abutters with a minimum bid of 50% of assessed value. This gives some preference and an early option to abutters but does not preclude them from bidding in the later offering to the public. This will be done for each parcel that the Council chooses to dispose of.
4. If the abutter offering is not successful, offer the parcels to the public for sale. Minimum bid should be fees and taxes owed but the City could accept less to return the property to

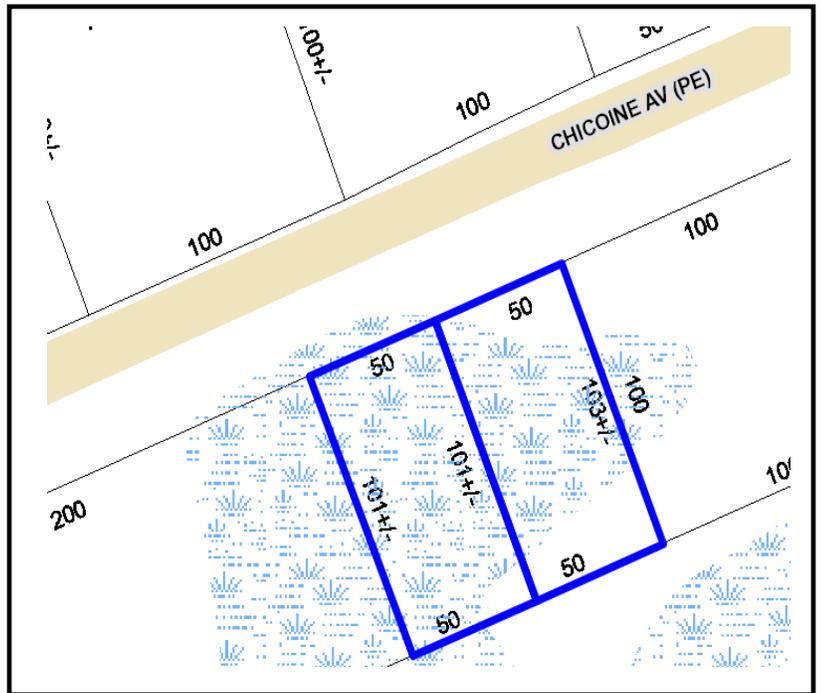
the tax rolls. Abutters may also make offers at this stage that do not meet the 50% of assessed value standard used in the initial offering.

5. Get the properties back on the tax rolls. Accept offers and sell the property with a Quit Claim Deed. The City will sell any and all rights that they have acquired by the tax acquisition but will generally not offer a Warranty Deed because others could make claims against the property.

Staff will be available at the workshop to review the list and any specifics regarding individual properties that the Council would like to discuss. We would also like some direction on the minimum sale price when offering the parcel to the public – should we require a minimum bid of fees and taxes owed on all parcels? The fees and taxes owed on each parcel are listed in the spread sheet.

PROP LOC NO	PROP STREET	FEES TAXES DUE (6.18.14)	PROP DESC	ACRES	SF	ASS VAL BLDG	ASS VAL LAND	TOTAL VAL	ZONE	USE	50% Assessed Value	
0	BROAD ST	PAID	LAND	11.280	0	\$ 13,600	\$ 13,600	\$ 13,600	ID	V	\$ 6,800.0	
160	CHICOINE AV	2,714.80	LAND	0.110	4,791	\$ 17,800	\$ 17,800	\$ 17,800	UR/FP/SZ	V/Wet	\$ 8,900.0	
164	CHICOINE AV	2,709.21	LAND	0.110	4,791	\$ 17,800	\$ 17,800	\$ 17,800	UR/FP/SZ	V/Wet	\$ 8,900.0	
23	CLEVELAND AV	12,115.43	LAND & BUILDING	0.230	10,018	\$ 105,800	\$ 31,200	\$ 137,000	UR	2FD	\$ 68,500.0	
395	COURT ST	10,221.91	LAND & BUILDING	0.090	3,920	\$ 99,500	\$ 17,600	\$ 117,100	UR	SFD/ Illegal 2FD	\$ 58,550.0	
19	GAGE LN	709.59	BUILDING	0.000	0				SR	MOHO	\$ -	
393	GARFIELD RD	PAYMENT PLAN	LAND & BUILDING	1.130	49,222	\$ 49,700	\$ 33,100	\$ 82,800	SR	SFD	\$ 41,400.0	
0 (225-003)	GARFIELD RD	714.35	LAND	0.640	27,878	\$ 3,700	\$ 3,700	\$ 3,700	AG	V	\$ 1,850.0	
72	GILL ST	8,354.70	LAND & BUILDING	0.110	4,791	\$ 72,400	\$ 21,500	\$ 93,900	MFU	SFD	\$ 46,950.0	
77	GILL ST	4,255.65	LAND & BUILDING	0.030	1,306	\$ 54,000	\$ 5,900	\$ 59,900	MFU	SFD	\$ 29,950.0	
0 (135-006)	HACKETT RD	PAID	LAND	32.230	0	\$ 30,400	\$ 30,400	\$ 30,400	ID	V TPKE Frontage	\$ 15,200.0	
0 (159-014)	HACKETT RD	6,907.03	LAND	6.950	0	\$ 102,400	\$ 102,400	\$ 102,400	ID	V Corner	\$ 51,200.0	
0 (135-010)	HACKETT RD		LAND	5.310	0	\$ 8,800	\$ 8,800	\$ 8,800	RR	V	\$ 4,400.0	
0 (213-008)	HATCH RD	501.82	LAND	2.630	114,562	\$ 2,100	\$ 2,100	\$ 2,100	AG	V	\$ 1,050.0	
2308	HOTEL RD	9,308.48	LAND & BUILDING	0.570	24,829	\$ 73,300	\$ 31,800	\$ 105,100	SR	SFD	\$ 52,550.0	
7	LEXIS LN	538.71	BUILDING	0.000	0	\$ 3,500		\$ 3,500		MOHO	\$ 1,750.0	
0 (249-157-001)	LINDEN ST	523.11	LAND	0.250	10,890		\$ 3,400	\$ 3,400	UR	V- Legal Lot?	\$ 1,700.0	
10	LUCILLE ST	5,441.61	LAND & BUILDING	0.230	10,018	\$ 42,600	\$ 31,200	\$ 73,800	UR	SFD -Rough	\$ 36,900.0	
83	MANLEY RD	PAYMENT PLAN	LAND & BUILDING	0.300	13,068	\$ 86,800	\$ 43,400	\$ 130,200	GBII	SFD	\$ 65,100.0	
1	MIAMI AV	12,526.88	LAND & BUILDING	0.210	9,147	\$ 90,300	\$ 42,500	\$ 132,800	GB	SFD	\$ 66,400.0	
23	NINTH ST	10,081.32	LAND & BUILDING	0.410	17,859	\$ 106,600	\$ 31,500	\$ 141,100	MFU	2FD	\$ 70,550.0	
73	PAUL ST	18,137.38	LAND & BUILDING	0.230	10,018	\$ 63,300	\$ 31,200	\$ 94,500	UR	SFD	\$ 47,250.0	
1539	PERKINS RIDGE RD	11,300.78	LAND & BUILDING	0.630	27,442	\$ 54,800	\$ 55,000	\$ 109,800	AG	SFD	\$ 54,900.0	
153	POLAND RD	13,884.60	LAND & BUILDING	0.240	10,454	\$ 72,300	\$ 31,300	\$ 103,600	UR	SFD	\$ 51,800.0	
1863	POWNA RD	40,354.85	LAND & BUILDING	8.900	0	\$ 319,300	\$ 46,800	\$ 466,100	AG	SFD- Illegal Lot No Permits	\$ 233,050.0	
207	RIVERSIDE DR	8,071.88	LAND & BUILDING	0.220	9,583	\$ 73,000	\$ 31,300	\$ 103,600	UR	SFD	\$ 51,800.0	
0 (212-022)	RIVERSIDE DR	368.33	LAND	0.080	3,484	\$ 2,900	\$ 2,900	\$ 2,900	GB/SZ/FP	V - 207 Riverside	\$ 1,450.0	
1	STEVENS MILL PARK RD	SELLING TO PARK OWNER	BUILDING	0.000	0	\$ 26,000		\$ 26,000		MOHO	\$ 13,000.0	
5	STEVENS MILL PARK RD	PAYMENT PLAN	BUILDING	0.000	0	\$ 11,700		\$ 11,700		MOHO	\$ 5,850.0	
61	WEBSTER ST	DEMOLISHED	LAND	0.090	3,920	\$ -	\$ 14,600	\$ 14,600		DEMOLISHED	\$ 7,300.0	
68	WEST DARTMOUTH ST	6,594.96	LAND & BUILDING	0.230	10,018	\$ 62,500	\$ 26,000	\$ 89,900	UR	SFD	\$ 44,950.0	
0 (160-010)	WITHAM RD	911.8	LAND	5.910	0		\$ 9,300	\$ 9,300	LDCR	V- Across from TPKE Shed	\$ 4,650.0	
						\$ 1,467,400	\$ 640,100	\$ 2,309,200			\$ 1,154,600.0	
		COLR KEY										
		Not available for sale - Payment established and former owner to retain										
		Hold - Could be temporary or long term for municipal purposes/plans										
		Sell - Tax Acquired Policy Committee recommends that the Council sell the parcel										

**Address:** 160 & 164 Chicoine Ave  
**PID:** 236-028 and 236-029  
**Prop Description:** Land  
**Acres:** 0.11  
**SF:** 4,791  
**Assessed Value of Build:** \$0  
**Assessed Value of Land:** \$17,800  
**Total Value:** \$17,800  
**Zone:** UR/FP/SZ  
**Use:** V/Wet



### Department Comments

Planning: Mostly wetland and Floodplain but might be buildable with State permitting. Probably not cost effective to develop. Assessor will be adjusting assessed value accordingly and sale offering should be based on adjusted value if we expect to sell it.

Police: No concerns.

CDBG: No concerns.

Economic Development: No concerns.

Fire: No concerns.

PW/Engineering: No concerns.

Tax Office: No concerns.

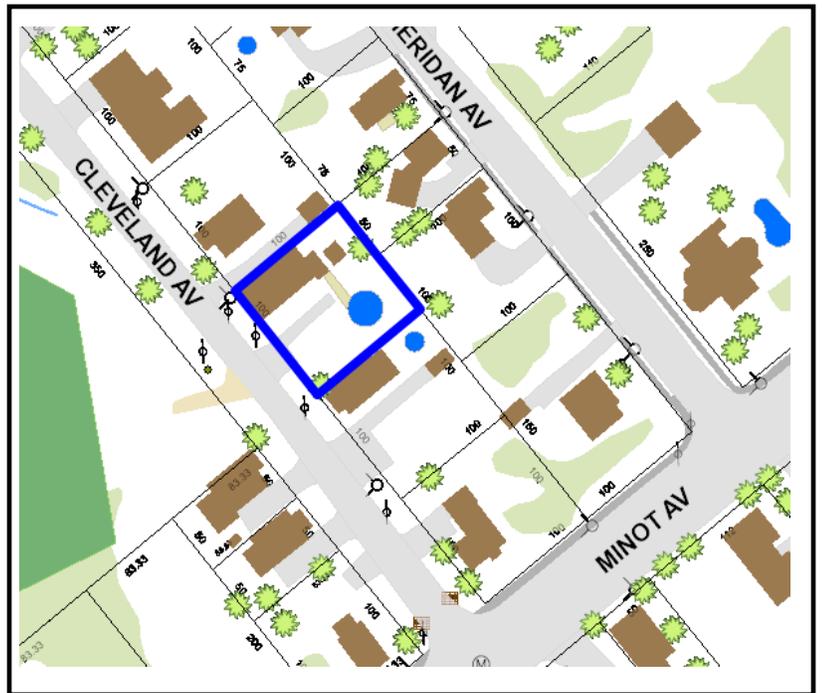
Finance: No concerns.

Auburn Water and Sewer: No concerns.

City Manager: No concerns.

**Overall Recommendations:** Sell Not likely to bring anything close to 50% of assessed value.

**Address:** 23 Cleveland Ave  
**PID:** 219-114  
**Prop Description:** Land and Building  
**Acres:** .230  
**SF:** 10,018  
**Assessed Value of Build:** \$105,800  
**Assessed Value of Land:** \$31,200  
**Total Value:** \$137,000  
**Zone:** UR  
**Use:** 2FD



### Department Comments

Planning: No concerns.

Police: No concerns.

CDBG: No concerns.

Economic Development: No concerns.

Fire: No concerns.

PW/Engineering: No concerns.

Tax Office: No concerns.

Finance: No concerns.

Auburn Water and Sewer: Water and Sewer liens.

City Manager: No concerns.

**Overall Recommendations: Sell**

**Address:** 395 Court St  
**PID:** 239-194  
**Prop Description:** Land and Building  
**Acres:** .090  
**SF:** 3,920  
**Assessed Value of Build:** \$99,500  
**Assessed Value of Land:** \$17,600  
**Total Value:** \$117,100  
**Zone:** UR  
**Use:** SFD/illegal 2FD



### Department Comments

Planning: Sell but ensure that buyer has written agreement to address the zoning violation. The former owner is living in storefront on first floor and renting upstairs unit. Only one unit is legally existing. Could convert to single family or demolish building. Pending enforcement action has started but the former owner is trying to evict the tenant to address the zoning violation.

Police: No concerns.

CDBG: No concerns.

Economic Development: No concerns.

Fire: No concerns.

PW/Engineering: No concerns.

Tax Office: No concerns.

Finance: No concerns.

Auburn Water and Sewer: No concerns.

City Manager: No concerns.

**Overall Recommendations:** Sell Give preference to full rehab to single family or sale to abutter for demolition.

**Address:** 19 Gage Lane  
**PID:** Mobile home in park  
**Prop Description:** Mobile Home  
**Acres:** .0  
**SF:**  
**Assessed Value of Build:** \$4100  
**Assessed Value of Land:** \$0  
**Total Value:** \$4100  
**Zone:** UR  
**Use:** MOHO



### **Department Comments**

Planning: No concerns.

Police: No concerns.

CDBG: No concerns.

Economic Development: No concerns.

Fire: No concerns.

PW/Engineering: No concerns.

Tax Office: No concerns.

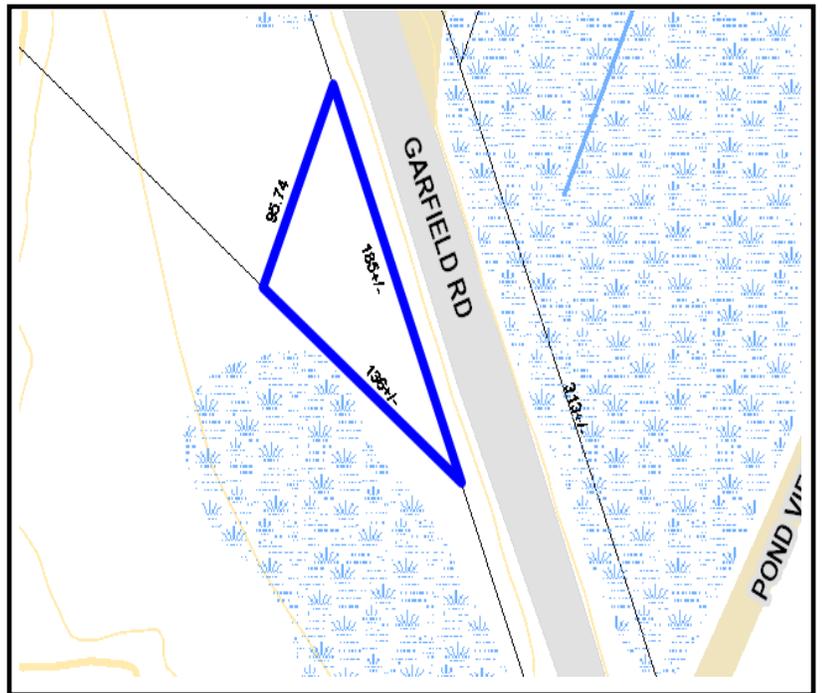
Finance: No concerns.

Auburn Water and Sewer: No concerns.

City Manager: No concerns.

**Overall Recommendations: Sell** In the future we will likely avoid foreclosing on older mobile homes unless the park owner or someone else has already agreed to purchase the home for owed taxes and fees or more.

**Address:** 0 Garfield Rd  
**PID:** 225-003  
**Prop Description:** Land  
**Acres:** .640  
**SF:** 27,878  
**Assessed Value of Build:** \$0  
**Assessed Value of Land:** \$3,700  
**Total Value:** \$3,700  
**Zone:** AG  
**Use:** V



### Department Comments

Planning: Abuts MEARNNG Land. Hold for any future land swaps at Mt. Apatite and ASLL Fields.

Police: No concerns.

CDBG: No concerns.

Economic Development: No concerns.

Fire: No concerns.

PW/Engineering: No concerns.

Tax Office: No concerns.

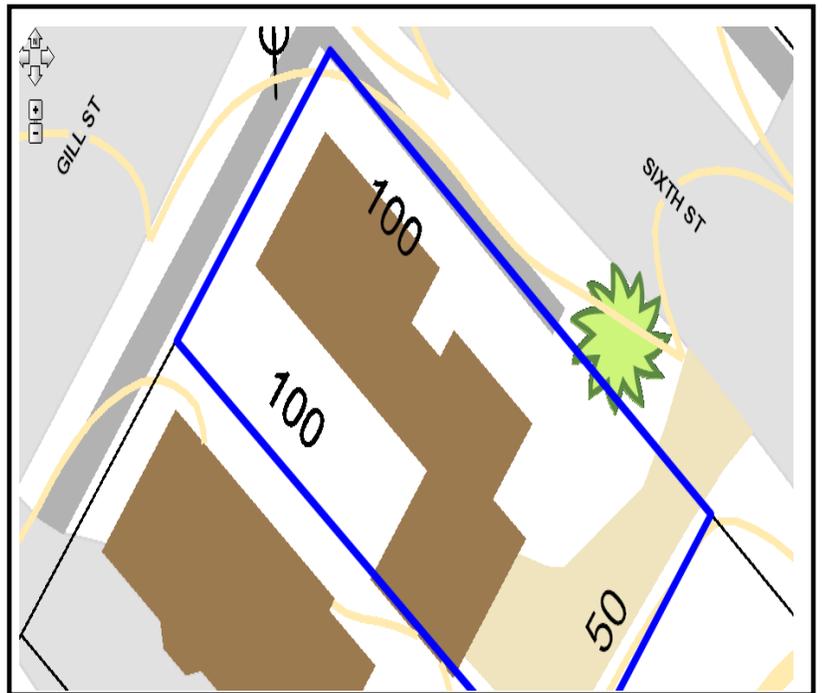
Finance: No concerns.

Auburn Water and Sewer: No concerns.

City Manager: No concerns.

**Overall Recommendations:** **Hold** May be part of future land swap with MEARNNG.

**Address:** 72 Gill St  
**PID:** 211-125  
**Prop Description:** Land and Building  
**Acres:** .11  
**SF:** 4,791  
**Assessed Value of Build:** \$72,400  
**Assessed Value of Land:** \$21,500  
**Total Value:** \$93,900  
**Zone:** MFU  
**Use:** SFD



**Department Comments**

Planning: No Concerns.

Police: No Concerns.

CDBG: No Concerns.

Economic Development: No Concerns.

Fire: No Concerns.

PW/Engineering: No Concerns.

Tax Office: No Concerns.

Finance: No Concerns.

Auburn Water and Sewer: No Concerns.

City Manager: No Concerns.

**Overall Recommendations: Sell**

**Address:** 77 Gill St  
**PID:** 211-103  
**Prop Description:** Land and Building  
**Acres:** .030  
**SF:** 1,306  
**Assessed Value of Build:** \$54,000  
**Assessed Value of Land:** \$5,900  
**Total Value:** \$59,900  
**Zone:** MFU  
**Use:** SFD



**Department Comments**

Planning: Small lot and small older home.

Police: No Concerns.

CDBG: Rough old building.

Economic Development: Rough old building.

Fire: No Concerns.

PW/Engineering: No Concerns.

Tax Office: No Concerns.

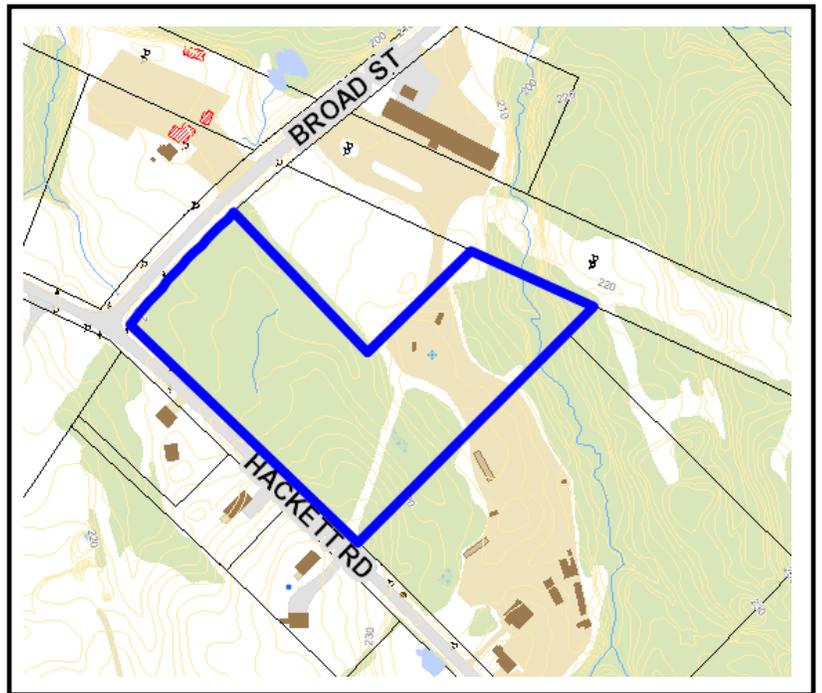
Finance: No Concerns.

Auburn Water and Sewer: No Concerns.

City Manager: No Concerns.

**Overall Recommendations:** **Sell** Give preference to demo and sale to abutter.

**Address:** 0 Hackett Rd.  
**PID:** 159-014  
**Prop Description:** Land  
**Acres:** 6.95  
**SF:** 0  
**Assessed Value of Build:** \$  
**Assessed Value of Land:** \$102,400  
**Total Value:** \$102,400  
**Zone:** ID  
**Use:** V Corner



### Department Comments

Planning: No Concerns.

Police: No Concerns.

CDBG: No Concerns.

Economic Development: Potential industrial project.

Fire: No Concerns.

PW/Engineering: No Concerns.

Tax Office: No Concerns.

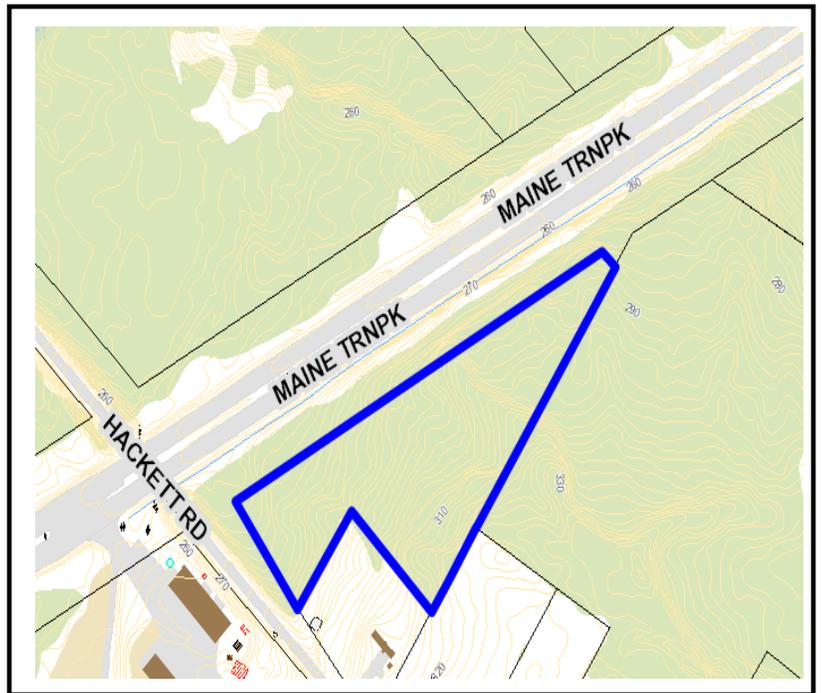
Finance: No Concerns.

Auburn Water and Sewer: No Concerns.

City Manager: No Concerns.

**Overall Recommendations:** **Hold** Try to find an industrial a development project.

**Address:** 0 Hackett Rd.  
**PID:** 135-010  
**Prop Description:** Land  
**Acres:** 5.31  
**SF:** 0  
**Assessed Value of Build:** \$  
**Assessed Value of Land:** \$8,800  
**Total Value:** \$8,800  
**Zone:** RR  
**Use:** V



**Department Comments**

Planning: No Concerns.

Police: No Concerns.

CDBG: No Concerns.

Economic Development: Potential timber harvest value.

Fire: No Concerns.

PW/Engineering: No Concerns.

Tax Office: No Concerns.

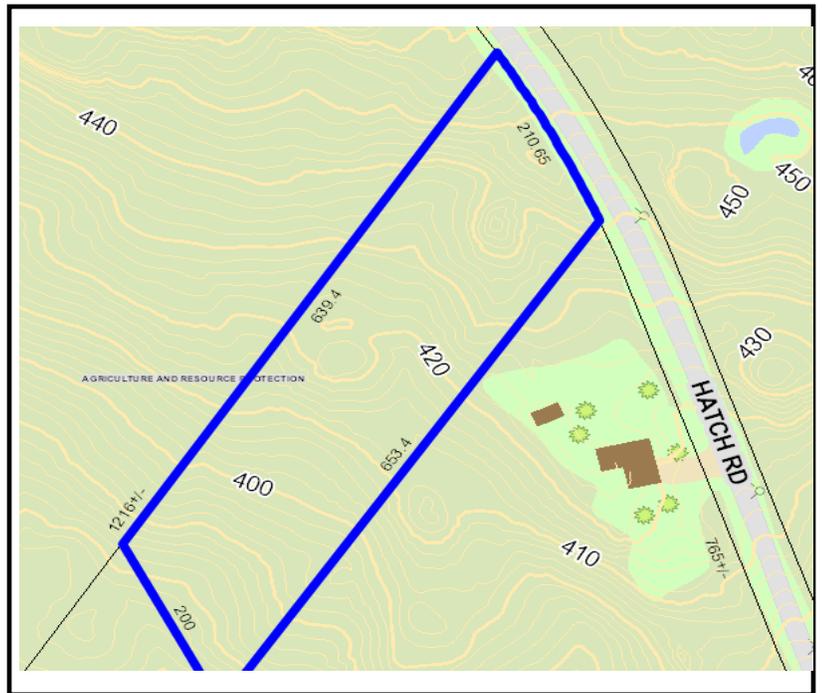
Finance: No Concerns.

Auburn Water and Sewer: No Concerns.

City Manager: No Concerns.

**Overall Recommendations:** **Sell** Explore timber harvest value and possibly harvest prior to sale.

**Address:** 0 Hatch Rd.  
**PID:** 213-008  
**Prop Description:** Land  
**Acres:** 2.630  
**SF:** 114,562  
**Assessed Value of Build:** \$  
**Assessed Value of Land:** \$2,100  
**Total Value:** \$2,100  
**Zone:** AG  
**Use:** V



### Department Comments

Planning: Small Agriculture and Resource Protection zoned lot. We are aware of three inquiries to purchase this lot. Auburn Rifle Club considered it to trade for a parcel at Mount Apatite Park but has decided not to pursue the trade. One person has offered to purchase it for mineral/gem mining and another for unknown purposes.

Police: No concerns.

CDBG: No concerns.

Economic Development: No concerns.

Fire: No concerns.

PW/Engineering: No concerns.

Tax Office: No concerns.

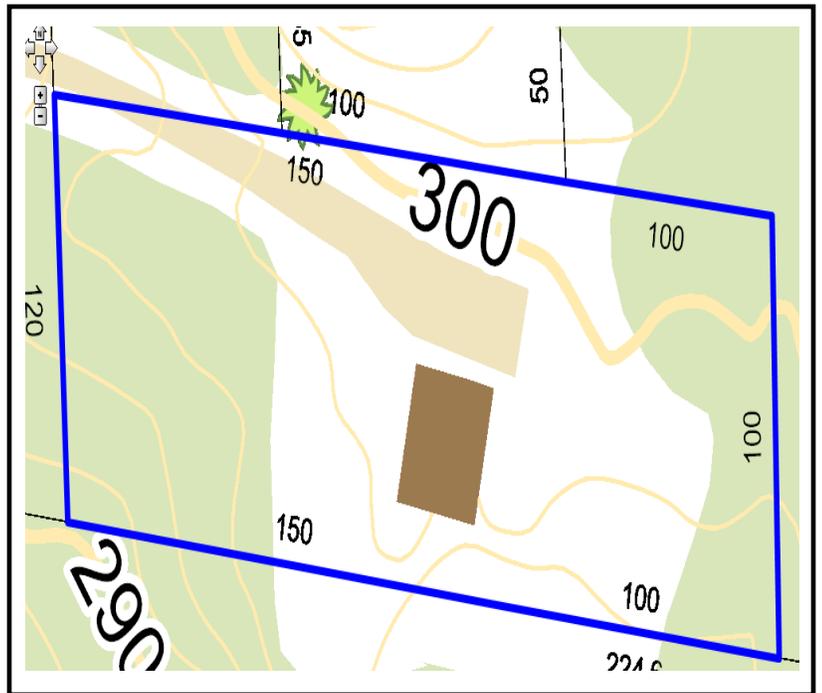
Finance: No concerns.

Auburn Water and Sewer: No concerns.

City Manager: No concerns.

**Overall Recommendations: Sell**

**Address:** 2308 Hotel Rd  
**PID:** 156-024  
**Prop Description:** Land and Building  
**Acres:** .570  
**SF:** 24,829  
**Assessed Value of Build:** \$73,300  
**Assessed Value of Land:** \$31,800  
**Total Value:** \$105,100  
**Zone:** SR  
**Use:** SFD



**Department Comments**

Planning: No Concerns.

Police: No Concerns.

CDBG: No Concerns.

Economic Development: No Concerns.

Fire: No Concerns.

PW/Engineering: No Concerns.

Tax Office: No Concerns.

Finance: No Concerns.

Auburn Water and Sewer: No Concerns.

City Manager: No Concerns.

**Overall Recommendations: Sell**

**Address:** 7 Lexis Lane  
**PID:**  
**Prop Description:** Mobile Home  
**Acres:** 0  
**SF:** 0  
**Assessed Value of Build:** \$3500  
**Assessed Value of Land:** \$0  
**Total Value:** \$3500  
**Zone:** UR  
**Use:** MOHO



#### **Department Comments**

Planning: Poor condition mobile that is likely more of a liability than an asset.

Police: No concerns.

CDBG: No concerns.

Economic Development: No concerns.

Fire: No concerns.

PW/Engineering: No concerns.

Tax Office: No concerns.

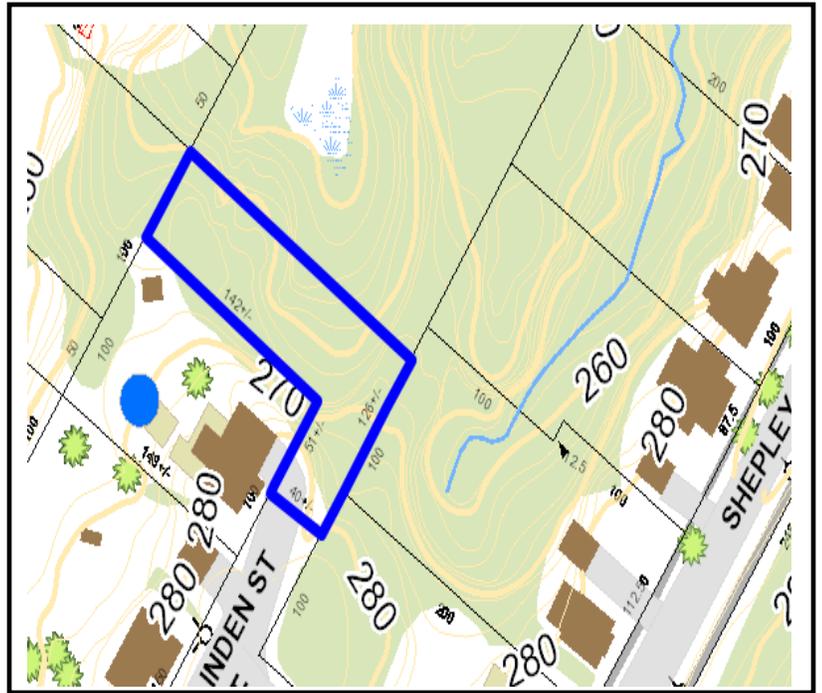
Finance: No concerns. No concerns.

Auburn Water and Sewer: No concerns.

City Manager: No concerns.

**Overall Recommendations:** **Sell** Offer to park owner or assume costs to remove.

**Address:** 0 Linden St.  
**PID:** 249-157-001  
**Prop Description:** Land  
**Acres:** .250  
**SF:** 10,890  
**Assessed Value of Build:** \$  
**Assessed Value of Land:** \$3,400  
**Total Value:** \$3,400  
**Zone:** UR  
**Use:** V-Legal Lot?



**Department Comments**

Planning: Lot was sold to abutting property owner to be combined with their lot. Foreclosure of the home caused the lot to be separated. This lot should only be sold to an abutter or will be an illegal lot.

Police: No concerns.

CDBG: No concerns.

Economic Development: No concerns.

Fire: No concerns.

PW/Engineering: No concerns.

Tax Office: No concerns.

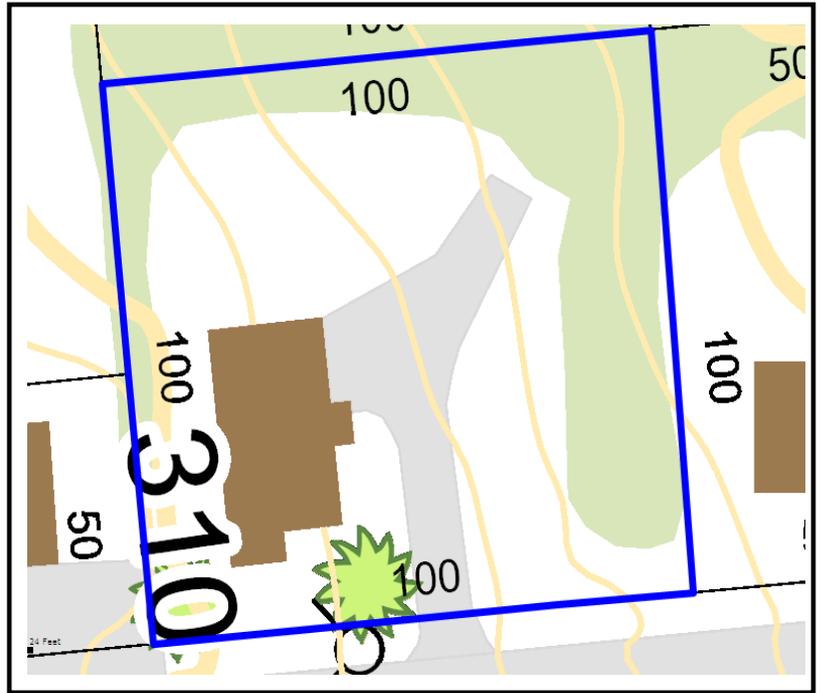
Finance: No concerns. No concerns.

Auburn Water and Sewer: No concerns.

City Manager: No concerns.

**Overall Recommendations:** Sell Offer to abutters. If no sale to abutter materializes, retain.

**Address:** 10 Lucille St.  
**PID:** 201-093  
**Prop Description:** Land and Building  
**Acres:** .230  
**SF:** 10,018  
**Assessed Value of Build:** \$42,600  
**Assessed Value of Land:** \$31,200  
**Total Value:** \$73,800  
**Zone:** UR  
**Use:** SFD-Rough



### Department Comments

Planning: No concerns.

Police: No concerns.

CDBG: Need to check title.

Economic Development: No concerns.

Fire: No concerns.

PW/Engineering: No concerns.

Tax Office: No concerns.

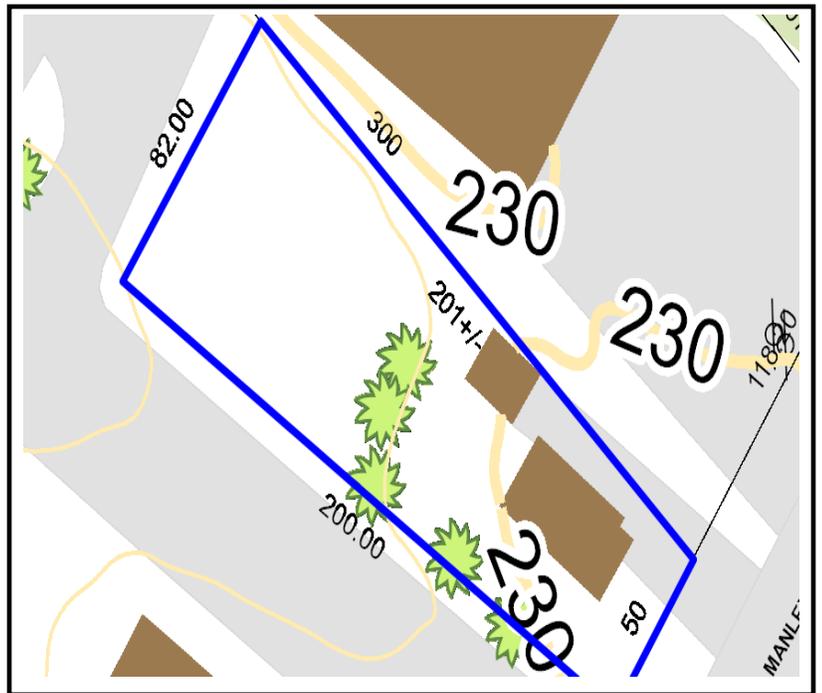
Finance: No concerns.

Auburn Water and Sewer: Water and Sewer Liens may have also matured.

City Manager: No concerns.

**Overall Recommendations:** **Hold.** Hold temporarily to sort out lien situation and possible CDBG Project

**Address:** 83 Manley Rd  
**PID:** 208-003  
**Prop Description:** Land and Building  
**Acres:** .30  
**SF:** 13,068  
**Assessed Value of Build:** \$86,800  
**Assessed Value of Land:** \$43,400  
**Total Value:** \$130,200  
**Zone:** GBII  
**Use:** SFD



**Department Comments**

Planning: No concerns.

Police: No concerns.

CDBG: No concerns.

Economic Development: No concerns.

Fire: No concerns.

PW/Engineering: No concerns.

Tax Office: Contact has been made with former owners' son. Death of the owner delayed tax payment and notice was not made to next of kin until recently. Son of former owner is in contact with Mechanics Savings Bank (Mortgage Holder) and Tax Collector to make arrangements to retain ownership and pay debts

Finance: No concerns.

Auburn Water and Sewer: No concerns.

City Manager: No concerns.

**Overall Recommendations: Hold.** Allow family a little more time to settle estate and complete payment of taxes and fees to retain ownership.

**Address:** 1 Miami Ave  
**PID:** 189-019  
**Prop Description:** Land and Building  
**Acres:** .210  
**SF:** 9,147  
**Assessed Value of Build:** \$90,300  
**Assessed Value of Land:** \$42,500  
**Total Value:** \$132,800  
**Zone:** GB  
**Use:** SFD



**Department Comments**

Planning: No concerns.

Police: No concerns.

CDBG: No concerns.

Economic Development: No concerns.

Fire: No concerns.

PW/Engineering: No concerns.

Tax Office: No concerns.

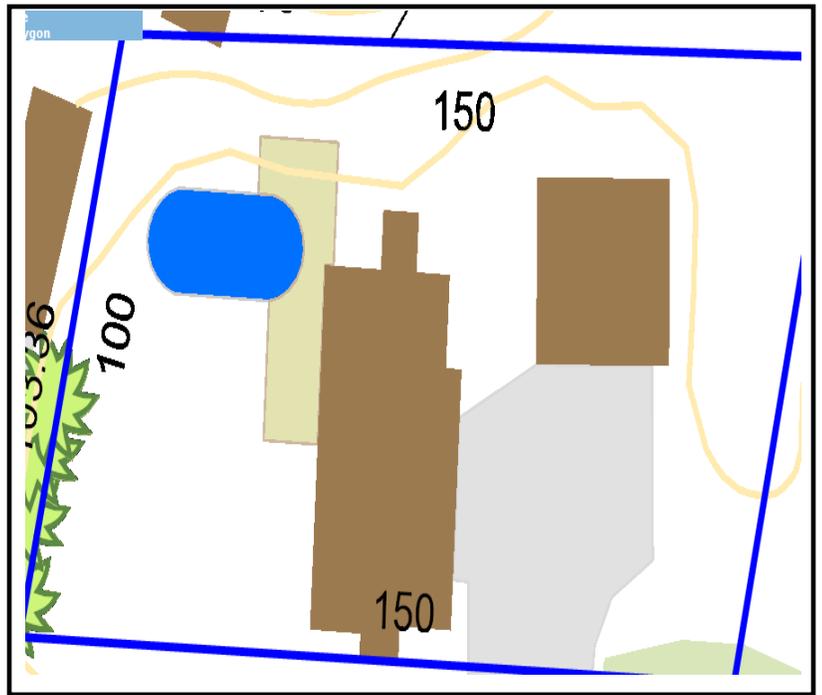
Finance: No concerns.

Auburn Water and Sewer: No concerns.

City Manager: No concerns.

**Overall Recommendations: Sell**

**Address:** 23 Ninth St  
**PID:** 211-064  
**Prop Description:** Land and Building  
**Acres:** .410  
**SF:** 17,859  
**Assessed Value of Build:** \$106,600  
**Assessed Value of Land:** \$31,500  
**Total Value:** \$141,100  
**Zone:** MFU  
**Use:** 2FD



**Department Comments**

Planning: No concerns.

Police: No concerns.

CDBG: No concerns.

Economic Development: No concerns.

Fire: No concerns.

PW/Engineering: No concerns.

Tax Office: Working with Bank to make payment and retain ownership of property.

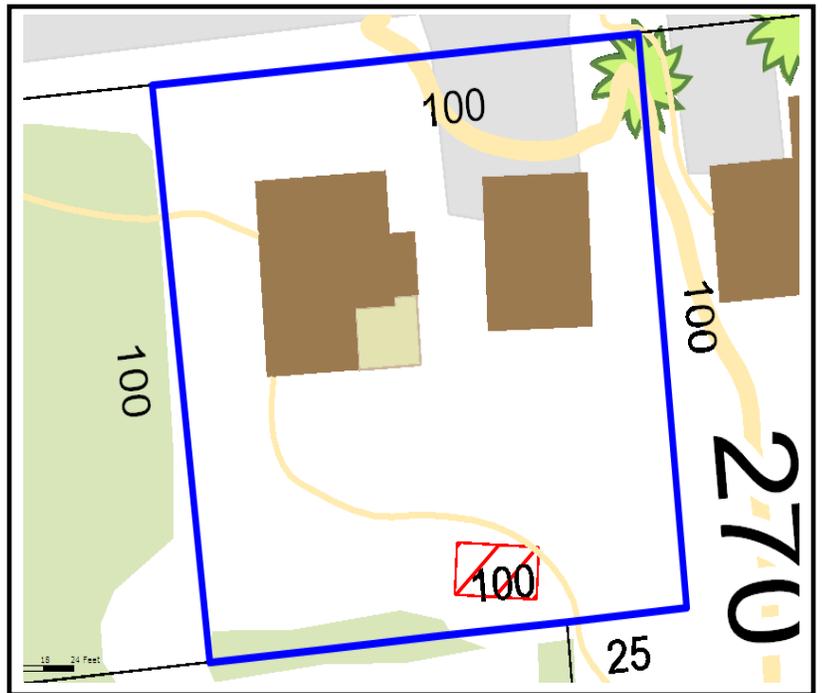
Finance: No concerns.

Auburn Water and Sewer: No concerns.

City Manager: No concerns.

**Overall Recommendations: Hold**

**Address:** 73 Paul St  
**PID:** 191-057  
**Prop Description:** Land and Building  
**Acres:** .230  
**SF:** 10,018  
**Assessed Value of Build:** \$63,300  
**Assessed Value of Land:** \$31,200  
**Total Value:** \$94,500  
**Zone:** UR  
**Use:** SFD



**Department Comments**

Planning: No concerns.

Police: No concerns.

CDBG: No concerns.

Economic Development: No concerns.

Fire: No concerns.

PW/Engineering: No concerns.

Tax Office: No concerns.

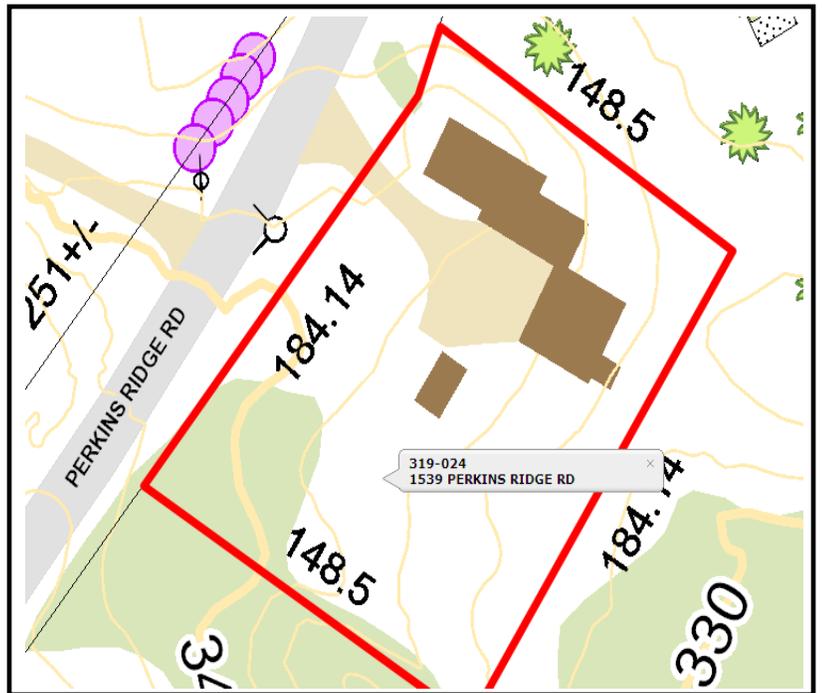
Finance: No concerns.

Auburn Water and Sewer: Sewer liens.

City Manager: No concerns.

**Overall Recommendations: Sell**

**Address:** 1539 Perkins Ridge Rd  
**PID:** 319-024  
**Prop Description:** Land and Building  
**Acres:** .630  
**SF:** 27,442  
**Assessed Value of Build:** \$54,800  
**Assessed Value of Land:** \$55,000  
**Total Value:** \$109,800  
**Zone:** AR  
**Use:** SFD



### Department Comments

Planning: Building in poor condition.

Police: No concerns.

CDBG: No concerns.

Economic Development: No concerns.

Fire: No concerns.

PW/Engineering: No concerns.

Tax Office: No concerns.

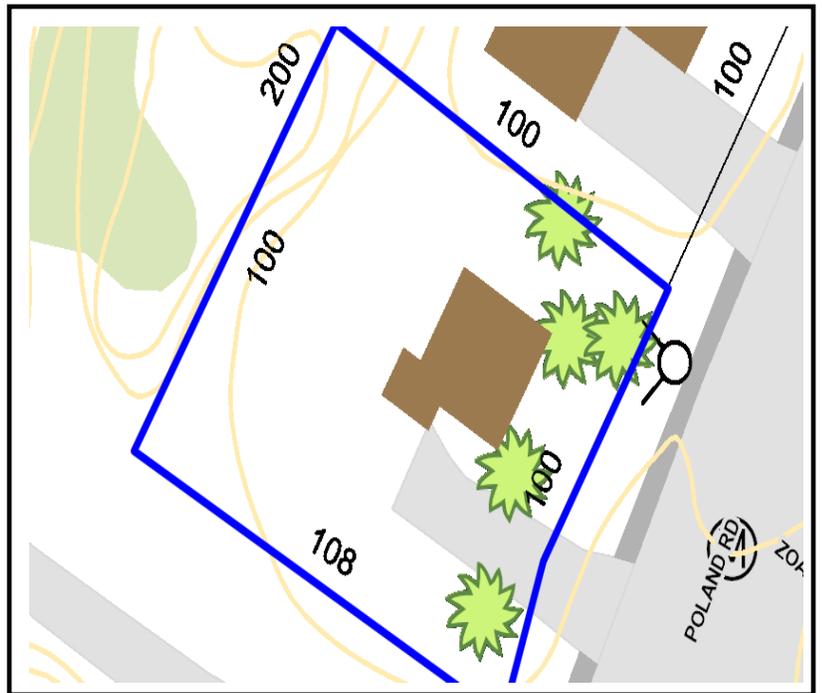
Finance: No concerns.

Auburn Water and Sewer: No concerns.

City Manager: No concerns.

**Overall Recommendations: Sell** Require barn demolition and/or repair plan and timeline as part of sale. If Council is inclined we could demolish building (less than \$10k) and sell land to eliminate a marginal nonconforming home in the Agricultural zone.

**Address:** 153 Poland Rd.  
**PID:** 209-006  
**Prop Description:** Land and Building  
**Acres:** .240  
**SF:** 10,454  
**Assessed Value of Build:** \$72,300  
**Assessed Value of Land:** \$31,300  
**Total Value:** \$103,600  
**Zone:** UR  
**Use:** SFD



**Department Comments**

Planning: No concerns.

Police: No concerns.

CDBG: No concerns.

Economic Development: No concerns.

Fire: No concerns.

PW/Engineering: No concerns.

Tax Office: No concerns.

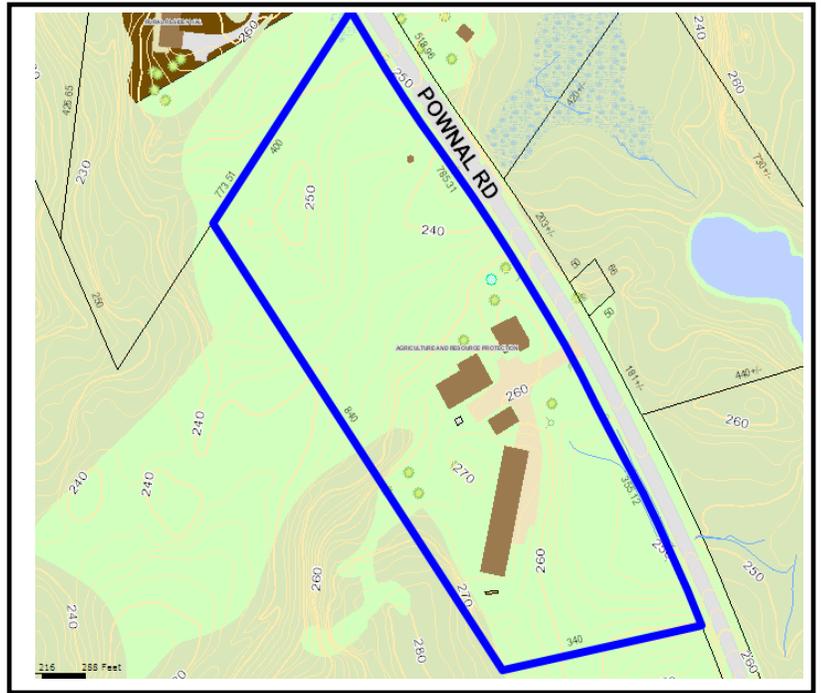
Finance: No concerns.

Auburn Water and Sewer: No concerns.

City Manager: No concerns.

**Overall Recommendations: Sell**

**Address:** 1863 Pownal Rd.  
**PID:** 021-001  
**Prop Description:** Land and Building  
**Acres:** 8.90  
**SF:**  
**Assessed Value of Build:** \$319,300  
**Assessed Value of Land:** \$46,800  
**Total Value:** \$466,100  
**Zone:** AG  
**Use:** SFD-Illegal Lot No Permits



### Department Comments

Planning: Parcel was split from larger parcel by foreclosure on home. Hold while we work with abutting lot owners to fix violation or sell to abutter to resolve lot size violation.

Police: No concerns.

CDBG: No concerns.

Economic Development: No concerns.

Fire: No concerns.

PW/Engineering: No concerns.

Tax Office: No concerns.

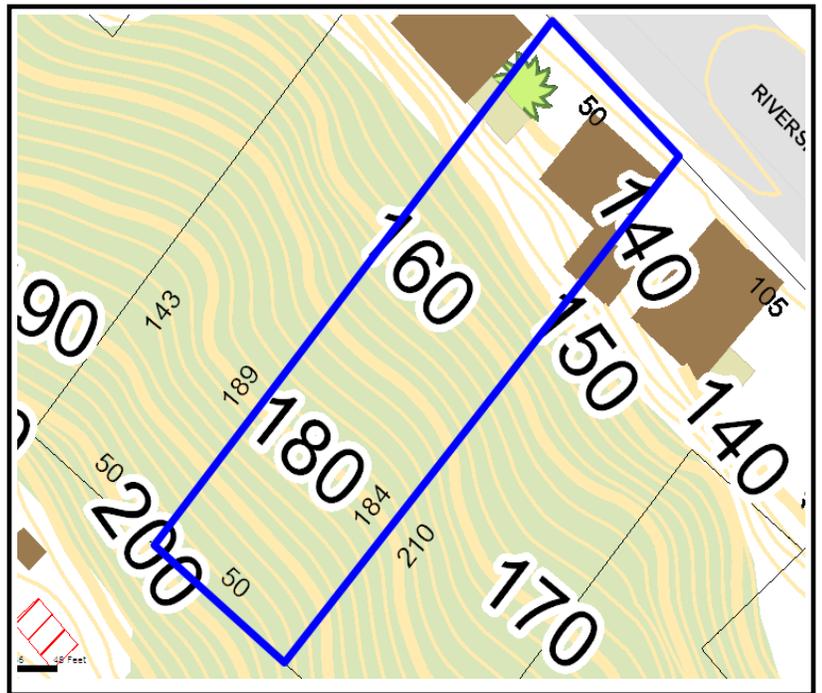
Finance: No concerns.

Auburn Water and Sewer: No concerns.

City Manager: No concerns.

**Overall Recommendations:** **Hold** Resolve lot size violation and then sell.

**Address:** 207 Riverside Dr.  
**PID:** 212-011  
**Prop Description:** Land and Building  
**Acres:** .220  
**SF:** 9,583  
**Assessed Value of Build:** \$73,000  
**Assessed Value of Land:** \$31,300  
**Total Value:** \$103,600  
**Zone:** UR  
**Use:** SFD



**Department Comments**

Planning: No concerns

Police: No concerns.

CDBG: No concerns.

Economic Development: No concerns.

Fire: No concerns.

PW/Engineering: No concerns.

Tax Office: No concerns.

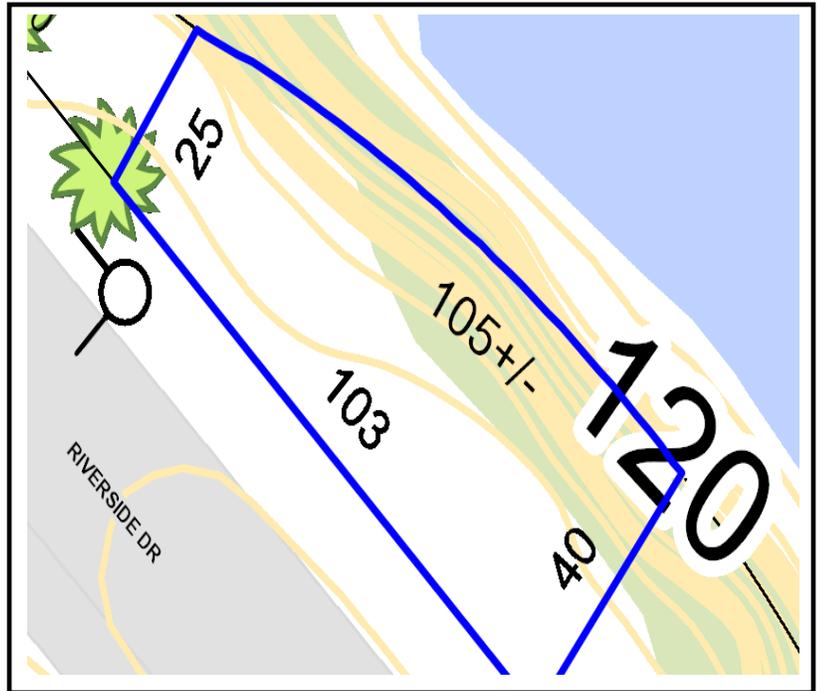
Finance: No concerns.

Auburn Water and Sewer: No concerns.

City Manager: No concerns.

**Overall Recommendations:** Sell Lot across the street is on the same deed and should be retained.

**Address:**  
**PID:** 212-022  
**Prop Description:** Land  
**Acres:** .080  
**SF:** 3,484  
**Assessed Value of Build:** \$  
**Assessed Value of Land:** \$2,900  
**Total Value:** \$2,900  
**Zone:** GB/SZ/FP  
**Use:** V- 207 Riverside Dr.



**Department Comments**

Planning: Retain for river frontage and long term plans along the river.

Police: No concerns.

CDBG: Retain for river frontage.

Economic Development: Retain for river frontage.

Fire: No concerns.

PW/Engineering: Retain.

Tax Office: No concerns.

Finance: No concerns.

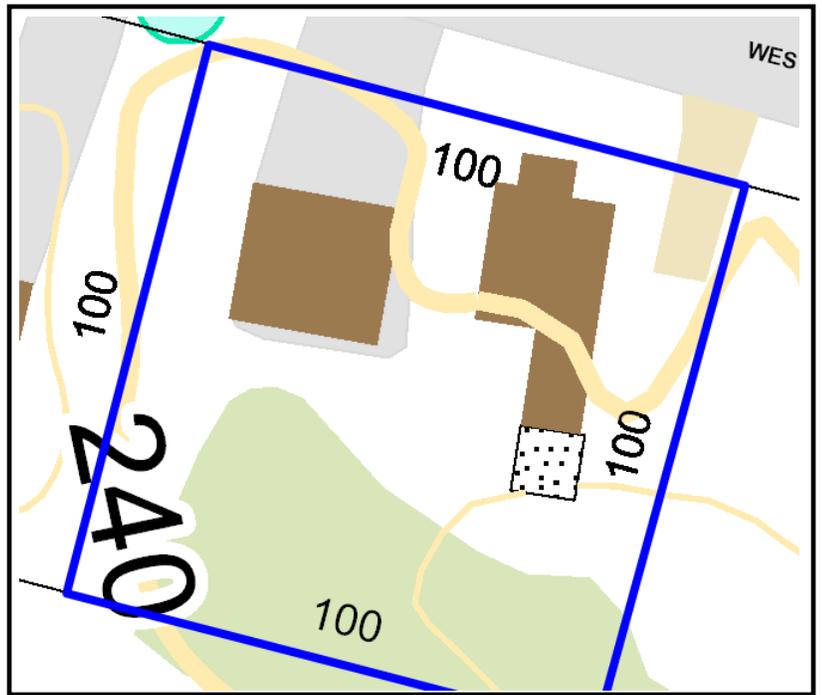
Auburn Water and Sewer: No concerns.

City Manager: No concerns.

**Overall Recommendations: Hold**



**Address:** 68 West Dartmouth Rd  
**PID:** 280-020  
**Prop Description:** Land and Building  
**Acres:** .230  
**SF:** 10,018  
**Assessed Value of Build:** \$62,500  
**Assessed Value of Land:** \$26,000  
**Total Value:** \$89,900  
**Zone:** UR  
**Use:** SFD



**Department Comments**

Planning: No concerns

Police: No concerns.

CDBG: No Concerns.

Economic Development: No concerns.

Fire: No concerns.

PW/Engineering: No concerns.

Tax Office: No concerns.

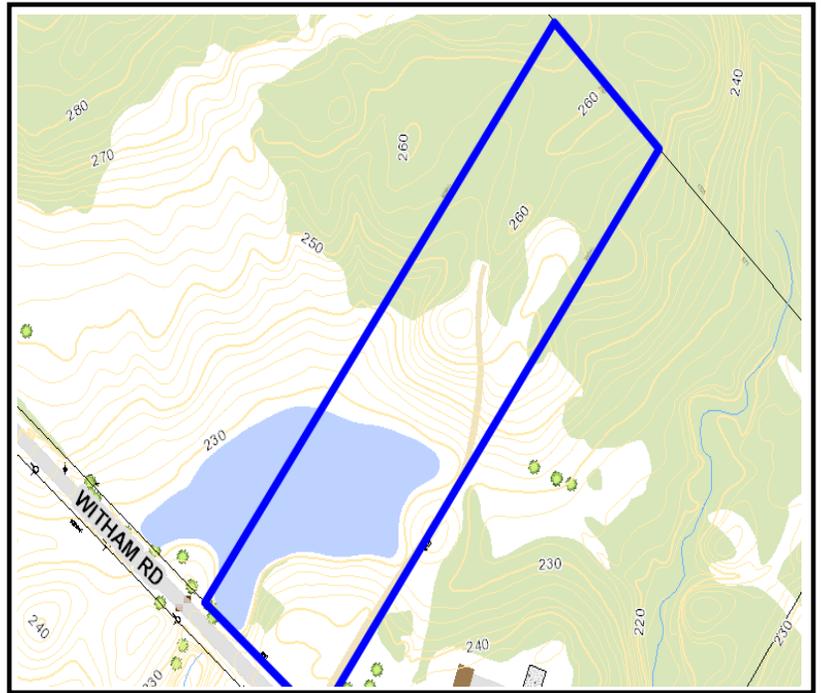
Finance: No concerns.

Auburn Water and Sewer: No concerns.

City Manager: No concerns.

**Overall Recommendations: Sell**

**Address:** 0 Witham Rd.  
**PID:** 160-010  
**Prop Description:** Land  
**Acres:** 5,910  
**SF:**  
**Assessed Value of Build:** \$  
**Assessed Value of Land:** \$9,300  
**Total Value:** \$9,300  
**Zone:** LDCR  
**Use:** V- Across from TPKE Shed



### Department Comments

Planning: No concerns

Police: No concerns.

CDBG: No Concerns.

Economic Development: No concerns.

Fire: No concerns.

PW/Engineering: No concerns.

Tax Office: No concerns.

Finance: No concerns.

Auburn Water and Sewer: No concerns.

City Manager: No concerns.

**Overall Recommendations:** Sell Abutter has expressed interest.

# City of Auburn

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City Council, Auburn, Maine

Date: July 6, 2009

**TITLE: RESOLVE – AMENDMENT TO THE POLICY REGARDING THE  
ACQUISITION AND DISPOSITION OF TAX ACQUIRED  
PROPERTY**

Be It Resolved by the Auburn City Council, that the attached policy regarding the acquisition and disposition of tax acquired property is hereby approved as amended.

Motion for acceptance: Ronald Potvin

Seconded by: Robert Hayes

Vote: 6 Yeas with Councilor Herrick voting Nay

Action by the City Council: Passed

Date: July 6, 2009

Attest:   
City Clerk

# City Council

## Agenda Information Sheet

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Council Meeting Date: 7/6/2009

Agenda Item No. 4

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**SUBJECT:**

**RESOLVE – AMENDMENT TO THE POLICY REGARDING THE  
ACQUISITION AND DISPOSITION OF TAX ACQUIRED  
PROPERTY**

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**INFORMATION:**

The City Council has collaborated with staff to amend the tax acquired policy to ensure that abutters receive notification of all tax-acquired property sales and that the Council be given the latitude to review a variety of concerns and issues when disposing of said property. The policy will also require a minimum bid of 50% of assessed value. This item was discussed at the June 15<sup>th</sup> City Council Workshop.

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**STAFF COMMENTS/RECOMMENDATION:**

The City Manager recommends passage of this resolve.

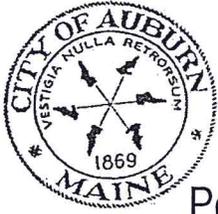
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**REQUESTED ACTION:**

Motion for passage of the resolve.

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**VOTE:**



# City of Auburn

## Policy Regarding the Acquisition and Disposition of Tax Acquired Property

### **Article 1. Purpose**

The purpose of this policy is to establish a procedure for the management, administration and disposition of real property acquired due to non-payment of taxes in accordance with Title 36 MRSA Sections 942 and 943 as amended. It is in the City's and the residents' best interest to have a clear policy with respect to the disposal of tax acquired property and to have that property disposed of efficiently as possible in order to:

- Return properties to the tax rolls;
- Reduce the opportunity for neighborhood blight by not having buildings or lots sit vacant and untended, thus potentially becoming an eyesore and a target for vandalism;
- Preserve neighborhoods by having properties sold in a timely manner, thus reducing the likelihood of deterioration or becoming dilapidated.

### **Article 2. Administration – “Tax Acquired Property Management Committee”**

**Section 2.1 Committee Established.** The City Manager will appoint a staff committee which will be called the "Tax Acquired Property Management Committee".

**Section 2.2 Committee Composition.** The committee will have representation from those departments as determined by the City Manager which have a direct relationship to property administration in the City of Auburn. Permanent members of the committee will be the Finance Director, Tax Collector, Purchasing Agent and a representative of the City Manager's Office. The City Manager will name the committee chairperson.

**Section 2.3 Meetings.** The Committee will meet as often as necessary to carry out the duties and responsibilities set forth in this policy.

### **Article 3. Duties and Responsibilities of the City Tax Collector and the Committee**

**Section 3.1 Review of Properties.** At least forty five (45) days prior to the foreclosure date, the City Tax Collector shall identify each property on the list and notify all members of the committee of the impending foreclosure. The identification shall include, but is not limited to, the following: property tax map and lot number, property owner name, property location by street address, current property use if improved with buildings, and any other information available that the Tax Collector feels will be helpful to the committee.

**Section 3.2 Notice to Departments.** The Tax Collector shall notify the following departments of the impending foreclosure, and provide the list of properties and the same information as provided to the committee: the City Manager, Community Development, Assessing Department, Economic Development, Planning and Code Enforcement, Parks and Recreation, Public Works Department, Engineering Division, Fire Department, Police Department, and City Clerk. In addition to the above named City departments, the Tax Collector will notify the Auburn Water District, the Auburn Sewer District and any other persons requesting such notification.

**Section 3.3 Request for Department Review.** At the time of the notice, the Tax Collector will request the departments to review the property list for the purpose of advising the committee of any properties which the City should not acquire through the lien foreclosure process. When appropriate, the department should perform a field visit to the property. In reviewing the list, each department will consider the criteria and guidelines established in this policy and by the Committee.

In order for the Committee to perform its work, each department must conduct its review and return its written findings and recommendations to the Tax Collector within five (5) business days.

~~**Section 3.4 Guidelines Regarding the Sale or Disposition of Tax Acquired Property.** All tax acquired properties will automatically be eligible for disposition immediately following foreclosure by the City with the following exceptions:~~

- ~~• In cases where the City has negotiated a payment plan with the owner for back taxes prior to foreclosure, and payments are being made accordingly; and~~
- ~~• In cases where the City wishes to retain ownership for municipal purposes, such as open space, public improvements, sewers, storm drains, parks and recreation, public safety, transportation, education, right of ways, storage areas, etc., or the City wishes to convey the property for a use which serves the City's interests.~~

#### Section 3.4 Guidelines for reviewing

When reviewing properties that may be subject to foreclosure, the Committee and the affected departments will, at a minimum, consider the following guidelines and criteria in determining whether the City should: (1) retain the property for public use, (2) sell the property, or (3) waive foreclosure:

- the property is either unfit or unnecessary for City use;
- the City wishes to retain ownership for municipal purposes;
- the property is adjacent to publicly owned land;
- there are buildings on the property that should be demolished;
- there are environmental liabilities or hazards present on the site;
- the property has investment or marketable value;
- there are uses that the property is suited for which meet the requirements of the City's zoning and land use ordinance;
- the property has value only to an abutter (provides additional set back, off

street parking, etc.).

The Committee may consider additional criteria in formulating its recommendation to the Manager and City Council regarding disposition of the property.

**Section 3.5 Committee Action/Recommendations.** The committee will meet to review the comments received from each department. The Committee will then forward a recommendation to the City Manager for appropriate action. The Committee will meet in sufficient time before the foreclosure deadline in order for the City Manager and City Council to have sufficient time to take any action that may be necessary, including waiver of foreclosure.

#### **Article 4. Sale and Marketing of Tax Acquired Properties**

**The City of Auburn will dispose of tax acquired properties by the following method.**

**Section 4.1 Guidelines Regarding the Sale or Disposition of Tax Acquired Property.** All tax acquired properties will automatically be eligible for disposition immediately following foreclosure by the City with the following exceptions:

- In cases where the City has negotiated a payment plan with the owner for back taxes - prior to foreclosure, and payments are being made accordingly; and
- In cases where the City wishes to retain ownership for municipal purposes, such as open space, public improvements, sewers, storm drains, parks and recreation, public safety, transportation, education, right of ways, storage areas, etc., or the City wishes to convey the property for a use which serves the City's interests.

**Section 4.12 Sale to the Prior Owner.** The City will first offer tax acquired property to the prior owner, it shall be offered upon the following conditions: Upon acquiring a property, the Tax Collector shall notify the prior owner that they have thirty (30) days within which to inform the City if they intend to redeem the foreclosed property. To redeem the property, the prior owner must pay all taxes assessed and unpaid, all interest on those unpaid taxes, all costs associated with the lien and foreclosure process and the estimated next fiscal year's property taxes if the redemption occurs after April 1st. If the prior owner has not entered into a payment plan or has not redeemed the property within sixty (60) days of the date of notification by the City, the City will proceed with the disposition in accordance with this policy. Nothing in this policy shall be construed to create any entitlement of reconveyance.

**Section 4.23 Sale to Abutters.** In the event the prior owner has declined or is unable to buy the property within the timeframe specified in Section 4.1, the property will be ~~offered~~ advertised for sale to all immediate abutters and the general public. Immediate abutters will receive notice by certified mail and notice to the public will be by generally accepted means. ~~requesting a bid for~~ All notices will require a minimum bid of 50% of the assessed value of the property. When selling any property the Council will take into consideration:

- Whether the lot is nonconforming and/or unbuildable.
- The needs of abutting properties for additional land to meet current zoning

requirements.

- The plans for neighborhood development or master planning and the potential effect on the neighborhood.
- The minimum bid price.

The Council will determine the outcome of all tax-acquired bids and reserves the right to accept or reject any proposal it receives.

~~If there is more than one acceptable proposal, and unless the City chooses to withdraw the property from the market, the highest offer will be accepted. The City will provide tax title only through a quit claim deed.~~

**Section 4.3-4 Public Sales.** Depending on the type of property and its value, the City may use a variety of marketing methods, as indicated below. Regardless of the method, the City reserves the right to accept or reject any proposal it receives. The Finance Department will maintain an updated list of all tax acquired properties which are available for sale and which will be provided to the public upon request.

**i. Sealed Bids.** The City may offer properties for sale by sealed bid in conformance with the City charter and applicable statutes. This sale will be conducted by the City's Purchasing Agent ~~within 90 days of the date of foreclosure.~~ The City retains the sole discretion to accept or reject any bid depending on whether the City determines a bid proposal meets the City's objectives.

**ii. Request for Proposals.** The City may solicit proposals using an RFP process.

**iii. Real Estate Broker Contract.** Vacant land, commercial, industrial, residential and multi-family residential properties which are determined to have investment or high sale value will be identified with a disclosure statement describing all property attributes. This disclosure statement will be obtained from the Assessing Department based on the available record and a field inspection when entry to the property can be obtained. The City may place these properties with a professional real estate broker to be marketed. If the properties are placed with a professional broker, they will be given a deadline within which to sell the property. If the property is not sold within that timeframe, thereafter if any broker produces a purchaser, which results in a sale, the broker will receive a commission.

**Section 4.34. Rejection of Bid or Purchase Offer.** All properties will be sold at a price acceptable to meet the City's priorities for reuse, taking into consideration the assessed value, the property's current condition, and potential use. Nothing in this policy shall limit or modify the discretion of the City Manager or the City Council to reject any bid offer to purchase, should they deem it in the best interests of the City to do so. All properties must be sold for uses in keeping with the City's zoning ordinance. The City may place criteria on the disposition of any property that meet or further the City's objectives including: the density of development, design standards, the intended use

(even when the particular use is allowed in that zone), and evidence of the buyer's financial ability to develop the property.

**Article 5. Occupied Residential Properties.** Prior to the conveyance by the City of a foreclosed residential property, the City will manage the property in accordance with the provisions of Title 14 MRSA Section 8104-A. The purpose for this provision is to avoid any liability, or management responsibility with regard to ownership of the property.

The City may notify the occupants that the property has been foreclosed and is in the possession of the City of Auburn. The City may choose to evict the occupants in accordance with the law. If the City allows the occupants to continue to reside in the building, the City will notify the occupants that it will perform no maintenance on the property or buildings, that the City will accept no financial obligations or responsibilities to operate the buildings and that the continued occupancy of the property is at the sole discretion and risk of the tenant or leasee.

Adopted by the Auburn City Council February 17, 1998  
Amended by the Auburn City Council: January 29, 2009  
Amended by the Auburn City Council: July 6, 2009



# City Council Workshop Information Sheet

City of Auburn

**Council Workshop Date:** July 7, 2014

**Item** B

**Author:** Roland G. Miller & Eric Cousens

Item(s) checked below represent the subject matter related to this workshop item.

**Comprehensive Plan**    **Work Plan**    **Budget**    **Ordinance/Charter**    **Other Business\***    **Council Goals\*\***

\*\*If Council Goals please specify type:    *Safety*    *Economic Development*    *Citizen Engagement*

**Subject:** Lower Barker Hydroelectric Project – Request for Licensing (FERC No.2808)

**Information:** On January 31, 2014, the owner of the Lower Barker Hydroelectric Park Project filed a pre-application document with the Federal Energy Regulatory Commission (FERC). This process includes a number of contacts with local stakeholders including the City of Auburn. Attached is a letter providing information to the regulatory agency regarding local plans and concerns.

**Financial:** None

**Action Requested at this Meeting:** Authorization for the submission of written comments to FERC regarding the requested license.

**Previous Meetings and History:**

**Attachments:** Draft letter to FERC

*\*Agenda items are not limited to these categories.*

June 24, 2014

Kimberly D. Bose, Secretary  
Federal Energy Regulatory Commission  
888 First Street, NE  
Washington D.C. 20426

**RE: Study Request, Lower Barker Hydroelectric (FERC No. 2808), KEI (Maine) Power Management (III)**

Dear Secretary Bose:

On January 31, 2014, KEI (Maine) Power Management (III) LLC [KEI (Maine)] filed the Pre-Application Document (PAD) for the Lower Barker Hydroelectric Project (FERC No. 2808) with the Commission. On March 19, 2014 the Commission granted the use of the Traditional Licensing Process (TLP) for the Lower Barker Project. The City of Auburn, Maine is also filing separate comments on the PAD.

This filing contains The City of Auburn's formal study request based on the PAD and 5/19/14 consultation meeting.

The City requests that the applicant complete a recreational study including the development of additional recreational access, identification of niche recreational opportunities that could support growing economic opportunity for the neighborhood and white water potential consistent with the American Whitewater request for this study. The Form -80 recreational survey that is in progress is inadequate to consider the needs of the community and demand for additional facilities. As noted in the comments also submitted by the City of Auburn recreational access to the Little Androscoggin River is a high community priority.

The PAD identifies a year-round minimum flow of 20 cfs as an existing license requirement within the lengthy bypass channel which extends approximately ½ mile to the confluence with the tailrace. The river extends an additional ¼ mile beyond the tailrace to the confluence with the Androscoggin River. During the 5/19/14 consultation meeting a KEI representative indicated that the actual total year round minimum flow maintained in the bypass is approximately 30 CFS. A site walk by City staff on June 10, 2014 revealed that the flows in the bypass reach were not adequate to support migratory Aelwives and fish were becoming stranded on the rocks in the bypass reach. Photos and video are available if requested. It is unclear if minimum flows were followed on that day or if the minimum flows are inadequate to support fish passage but the City of Auburn supports the Maine IF&W request for a flow study and for improved fish passage at the facility. It should also be noted that fish passage facilities are being improved between this facility and the Atlantic Ocean and similar improvements should be studied at this facility.

The City further requests that the project area include all lands below the FEMA mapped 1% flood hazard area as adopted on July 8, 2013.

June 24, 2014

**VIA E-FILING**

Kimberly D. Bose  
Secretary  
Federal Energy Regulatory Commission  
888 First Street, N.E.  
Washington, DC 20426

**RE: Comments on the Lower Barker Hydroelectric Project (FERC No. 2808) PAD**

Dear Secretary Bose:

On January 31, 2014, KEI (Maine) Power Management (III) LLC [KEI (Maine)] filed the Pre-Application Document (PAD) for the Lower Barker Hydroelectric Project (FERC No. 2808) with the Commission. On March 19, 2014 the Commission granted the use of the Traditional Licensing Process (TLP) for the Lower Barker Project. Based on our review of the PAD, the City of Auburn, Maine offers the following comments.

**3.2 MAJOR LAND USES**

*The Lower Barker Project is located wholly within the city of Auburn, which is comprised of a mix of urban development and forested areas. Auburn was incorporated as a town in 1842. In the mid-1850s Auburn emerged as a "powerful and well-organized city" (Men, 1889), noted for its multitude of mills and factories (FERC, 1996). Today, many of the mills and factories are defunct and the areas of Auburn closest to the Project are zoned as general business; multifamily urban and suburban; and rural residential (Auburn, 2011).*

**Local response:**

It should be noted that Auburn adopted a new Comprehensive Plan, Auburn Tomorrow and a New Auburn Master Plan in April of 2011 and the plan calls for changes to zoning in the project area from General Business and residential zones to Resource Protection on parcels that are partially or wholly located within the 100 year floodplain as mapped by FEMA. The change will protect flood prone areas from development and property damage as well as increase opportunities for preservation or open space and public access. The New Auburn Master Plan outlines the need to establish a riverfront open space district to promote development of a greenbelt along the Androscoggin and Little Androscoggin Rivers with trails, parks and public access points (pg 11.) The plan further identifies Recreation Objective 1 as: Establish a greenbelt and increase riverfront access (Pg23).

**4.3 PROJECT BOUNDARY**

*The project boundary encompasses the impoundment up to the normal full pond elevation 165.7 feet NAVD88 and extending upstream to the base of the Upper Barker Dam. The project boundary also encloses the dam, bypass reach, buried penstock, and the powerhouse. There are no proposed changes to the project boundary for the Lower Barker Project.*

### **Local response:**

The section above incorrectly notes the project boundary as being the full pond elevation of 165.7 feet NAVD88 when the applicant has confirmed that the boundary is actually proposed at 166.7 feet NAVD88. The FEMA Flood Insurance Rate Map for Androscoggin County, panel 328 of 470, Effective July 8, 2013 shows an increased flood elevation, as compared to the previous Flood Insurance Rate Map for Androscoggin County, City of Auburn, CP230001 0008C, within the project boundary and the associated expansion of flood boundaries. It is recognized that part of the difference is attributed to the conversion from NGVD 29 to NAVD 88, however, the project has a direct influence on the 100-year flood elevation and we request that the applicant consider revising the project boundary elevation in their application to match the FEMA maps at approximately 172 feet NAVD88.

### **4.6.1 CURRENT LICENSE REQUIREMENTS**

*Article 23 requires the Licensee to install and maintain safety devices to alert the public of changes in flow from the Project, and to protect recreational users at the Project.*

### **Local response:**

We have found that fisherman and boaters on the river use USGS gauge data when deciding to recreate on the river. As the community has clearly identified the desire to increase access and recreational use as a quality of life enhancement and an economic benefit to the community it would be useful to also have the applicant publish daily flows on their website or some other accessible location so local users and users from away can access the information remotely. This will aid in safety and decision making for when to make a recreational trip to the Little Androscoggin River. USGS Station 01057000 in South Paris, ME is the nearest gauge site and does not accurately reflect conditions within the project boundaries.

### **5.7.3 EXISTING PROJECT RECREATION OPPORTUNITIES AND USE**

*KEI (Maine) permits public use of the project land and waters for recreation, however there are no formal recreation facilities within the project boundary. KEI (Maine) seasonally implements a boat barrier in the impoundment above the dam, installing it from May 31 through October 12.*

*The Barker Mill Trail provides shoreline access to the impoundment and an informal hand-carry boat launch and an informal trail provides access to the bypass reach immediately downstream of the dam. There is no formal portage route at the Project, but paddlers can traverse the dam via an informal 0.3 mile portage route (egress from the impoundment at the Barker Mill Trail to Mill Street to Second Street to ingress downstream at the Little Andy Park boat launch). KEI (Maine) has limited ownership of the lands surrounding the Project. The lands surrounding the Project structures are densely forested with a steep and rocky ravine leading down to the water. (5-52)*

### **Local response:**

With no signage or maintenance program, there is no informal or formal involvement of KEI with the recreational access provided via the Barker Mill Trail. The Androscoggin Land Trust (ALT), as part of its support to implement the New Auburn neighborhood masterplan, engaged directly with the owners of that land, the Frank family, to secure a right for public access via a legal document signed between ALT and the Franks. In addition, no known paddling access, hand-carry, portage, etc has been known to exist in our around this project facility, the by-pass reach, or the Upper Barker Dam.

### **5.7.3 EXISTING PROJECT RECREATION OPPORTUNITIES AND USE**

*“According to an Environmental Inspection Report conducted by FERC on September 15, 2009, there is “little potential for recreational opportunities” (FERC, 2011) at the project site.*

*Recreation activities at the Project are very limited, primarily consisting of shoreline fishing. According to a FERC Form 80, Licensed Hydropower Development Recreation Report, filed in 2003 there were 193 visitors to the site between the months of April and October (Ridgewood, 2003). Monitoring for a subsequent Form 80 took place from April through October of 2010. During that time there were 25 total visitors observed, resulting in an estimated 50 recreation days associated with the Project. (5-53)”*

Local Response:

ALT has repeatedly attempted over the last five years to speak with the licensee about recreational access around the Project Area given the known local demand, documented by calls and letters to ALT as well as information gathered during public planning processes. ALT’s calls and e-mails were either never responded to or assurance was given that responses would be forthcoming only to never have that happen.

Given the lack of engagement by the licensee, ALT and partners with the City of Auburn and other agencies, including the National Park Service, set out to plan for improved access along and on the Little Androscoggin River as well as beginning to identify niche recreational opportunities that could support growing economic opportunity for the neighborhood.

As part of this effort, ALT began supporting regular recreational programs to introduce neighbors and visitors to the Little Androscoggin for paddling and walking/hiking. These efforts have led to hundreds of youth per year taking fishing trips to the Project Area, hundreds of paddlers during community festivals and countless others taking to the river, and thousands of hikers and walkers from the Barker Mill, local businesses and their wellness efforts and local residents taking to the Barker Mill Trail to experience the outdoors in their backyard.

This data, though not following the prescription of the Form 80 process for lack of responsiveness from the licensee, shows there is demand and that the demand is not being met and improvements could and should be made to support that demand and enhance experiences.

### **“5.7.4 RECREATION NEEDS IDENTIFIED IN MANAGEMENT PLANS**

*New Auburn Master Plan*

*The New Auburn Master Plan is a comprehensive plan specifically for the village of New Auburn located within the City of Auburn. The Master Plan identifies strategies to address current issues in the village, and identifies goals for the future of New Auburn. The plan does not specifically address recreation activities at the Lower Barker Project. Among the recreation goals of the 2010 Update that may bear relevance to the Project are (New Auburn, 2009):*

- *To increase public access to the Little Androscoggin and Androscoggin rivers.*

- *To protect undeveloped areas, and support the protection of natural resources*
- *To create a greenbelt of connected trails around the neighborhoods of InTown and UpTown.*
- *To support trail connectivity by creating a pedestrian bridge across the Little Androscoggin River at the Barker Mill Trail.*
- *To support organizations in their efforts to develop recreational opportunities on the river including boat launches. (5-55)”*

#### Local Response

The New Auburn Master Plan, which is part of the adopted Comprehensive Plan for the City of Auburn, clearly identified needed improvements in the area of the Lower Barker Project, including improved water access to the river and access along the shores. ALT advised the consultant team for the licensee that a land and water trail study for the area was completed under grant funding and could be shared to provide additional details, the consultant never followed up to review before completing the Pre-Application Document (PAD).

The lack of access to the Little Androscoggin River is seen as a major concern, and water levels near Little Andy Park make paddling access difficult if not impossible during the summer and fall season. This challenge has been documented in past studies. The New Auburn Master Plan outlines the need to establish a riverfront open space district to promote development of a greenbelt along the Androscoggin and Little Androscoggin Rivers with trails, parks and public access points (pg 11.)The plan further identifies Recreation Objective 1 as: Establish a greenbelt and increase riverfront access (Pg23).

Lastly, it was made known to the consultant that a major economic development/land use study for the New Auburn village area was underway, as the City is committed to improving the economic outlook for the neighborhood and its residents, given the high rates of poverty and low property values concentrated in this area. Access to the river, visually and for recreation, have been central to that planning effort.

#### **“5.8.1 VISUAL CHARACTER OF THE PROJECT VICINITY**

*A paved public road runs parallel to the project area, therefore making the project area visible for most public travel. The Barker Mill Trail is a walking trail developed by the ALT. This trail runs parallel to the Little Androscoggin River Starting upstream of the Project at the Upper Barker dam and ending at the driveway to the Project. The Trail provides views of the project areas and facilities for pedestrians. (5-63)”*

#### Local Response

While there is reference to a paved public road, and assuming that is Mill Street, it should be stated that the topography of the Project Area does not afford travelers views to the river or the project area along the river. Both forested land and the steep terrain serve to block views down to the river. This unique topography does create a remote feeling for those walking along the ALT developed trail in the Project Area, as we sought to meet the neighborhoods interest in such an experience proactively without previous response from the licensee.

### **“5.8.3 VISUAL CHARACTER OF PROJECT LANDS AND WATERS**

*A public road runs parallel to the project area. During winter months the project area is highly visible from this road, however the foliage fills in during fall and summer months obscuring views of the Project (Photo 5.8-2). (5-64)”*

#### **Local Response**

The Project Area is only highly visible from the road if a driver were to stop their vehicle in the road and look directly to their right or left. The photo included by the consultant for the licensee was actually taken approaching a very sharp turn in the road. Drivers would not be able to see the project area in this one, small section where it is visible, unless they were choosing to drive unsafely and could possibly cause a major accident, given the narrow roadway and steep drop off to the river over the guard rail.

### **“5.10.3 HOUSEHOLDS/FAMILY DISTRIBUTION AND INCOME**

*In 2011, the annual per capita personal income for Androscoggin County was \$23,663, slightly below the state of Maine per capita personal income of \$26,195. In 2011, Androscoggin County had 43,968 household and an average household size of approximately 2.4 individuals. From 2007-2011, the County had a higher percent of persons below poverty level than the state average, 14.2% and 12.8% respectively. (U.S. Census 2012a).*

*Auburn residents had an annual per capita income of \$25,279 in 2011, comparable to the overall average for the state of Maine. The city of Auburn had 11,016 households and an average household size of approximately 2.2 individuals in 2011. The percentage of persons below poverty level in the city from 2007-2011 was approximately equal to the poverty rate for Androscoggin County at 14.3% (U.S. Census 2012b). Approximately 87% of the population of Androscoggin County had an education attainment of high school graduate or higher, while 19% held Bachelor's degrees or higher (U.S. Census 2012a). Approximately 89% of the population of Auburn had an education attainment of high school graduate or higher, while 26% held Bachelor's degrees or higher (U.S. Census 2012b). (5-72)”*

#### **Local Response**

While the licensee’s consultant did highlight the demographics of Androscoggin County and Auburn, specifically, they should have uncovered that the neighborhoods surrounding the Project Area have been identified as Target Areas under the US Department of Housing and Urban Development Community Development Block Grant program. These neighborhoods, Downtown and New Auburn, have among the highest rates of poverty and blight in the city, as the city attempts to breathe new economic life into them through targeted programs and incentives to investors, including priorities around connecting to and using the Little Androscoggin River.

### **“6.1.6 RECREATION AND LAND USE**

*The City of Auburn expressed that the lands along the Little Androscoggin River are important*

*to the City and its long-range plans for recreational access to the river. At the December 17, 2013 meeting, the City of Auburn and the Auburn Land Trust indicated a desire for impoundment and bypass reach access, requested documentation of recreation resources in the vicinity of the*

*Project, and reiterated the importance of the river as a public recreational resource. The Project occupies a relatively small footprint and is surrounded by privately owned lands. KEI (Maine), as required by the license, allows free public access to project lands and waters for recreation. A hand-carry boat launch is located on the impoundment off of the Barker Mill Trail. Bypass reach access for angling is also available from a short trail off of Mill Street. The ability of KEI (Maine) to enhance recreation at the Project is hindered by the lack of space, available land, and the precipitous nature of the bypass reach shoreline. Nevertheless, KEI (Maine) understands recreational access is an important issue to stakeholders and will work with them to address concerns through the relicensing process. (6-3)”*

#### Local Response

As a clarification, the name Auburn Land Trust should read Androscoggin Land Trust.

To the knowledge of ALT and the City, a hand carry access and portage trail does not exist in this Project Area and previous requests to the licensee to document project recreational facilities have not been responded to. The recreational access that exists to this point has been provided through partnerships between ALT and private landowners. The Barker Mill Trail was impassable from the Gatehouse south due to vegetation overgrowth and fallen trees. It was the work of ALT and partners at the National Guard that allowed the trail and access to the impoundment to be available to the public. Enhanced access and recreational amenities in the impoundment and by-pass reach are essential and could be achieved with licensee investment and partnerships with private landowners, as ALT has now modeled as possible.

Given the importance of recreation to neighborhood economic development plans and the proposed new land-uses, recreational studies should be undertaken to assess, in addition to access points, what flows provide what type of recreational access within the by-pass reach, including consistent flat-water paddling and opportunities to take advantage of grades to introduce limited play-whitewater as part of economic attraction for the neighborhood.

#### **“6.1.7 AESTHETIC RESOURCES**

*The Project is visible from various vantage points along Mill Street and Main Street. The Project is in keeping with the industrial architecture of the redeveloped mill buildings in the immediate vicinity. No effects to aesthetic resources are expected from continued project operations. (6-3)”*

#### Local Response

Studying means to enhance visual access to the Project Area should be included.

**“6.1.9 SOCIOECONOMIC RESOURCES**

*The Project has limited socioeconomic influence over the immediate area, the City of Auburn. The plant is remotely operated and does not significantly contribute to business or industry in the City. (6-3)”*

Local Response:

As has been highlighted in other responses, the development of recreational access and enhancements in the Project Area are seen as a critical asset for neighborhood redevelopment and securing investment to improve quality of life and the economic status of residents and families in this area.



# City Council Workshop Information Sheet

City of Auburn

Council Workshop Date: July 7, 2014

Item C

Author: Reine Mynahan, Community Development Director

Item(s) checked below represent the subject matter related to this workshop item.

Comprehensive Plan    Work Plan    Budget    Ordinance/Charter    Other Business\*    Council Goals\*\*

\*\*If Council Goals please specify type:    Safety    Economic Development    Citizen Engagement

Subject: Revisions to Residential and Commercial Programs

Information: The February 2014 budget presentation included a report on the Curb Appeal Program. For reasons listed in this report I recommended incorporating the Curb Appeal Program into the Residential and Commercial Programs (see report of February 18, 2014). The FY2014-15 budget was presented with curb appeal combined with these two programs. To move forward on this approach, new program guidelines are necessary.

Attached are revised program guidelines. In addition to joining curb appeal with these two programs, changes have been made to the maximum grant amount and required match. Given that Community Development funding has been declining and the trend is expected to continue, we should grant only the amount necessary to stimulate the investment in the project. We had significant interest when offering \$10,000 (21 applications), so I'm recommending we try a lesser amount.

The maximum grant for exterior improvements in the Commercial and Residential Rehabilitation Programs has been reduced from the \$10,000 Curb Appeal limit to \$7,500. The Residential match has been reduced from an amount equal to the grant to 25% of the grant. A \$2,500 grant has been added to the Residential Rehabilitation Program for households whose income is less than 80% of area median income with no match required. With significant reductions in value and building equity, obtaining matching funds has been especially challenging for residential projects. All other requirements are essentially the same as before.

Financial: The reduced grant will result in more program income and the reduced match will lessen what has been a barrier to closing the project.

Action Requested at this Meeting: Discussion of proposed changes.

Previous Meetings and History: N/A

Attachments:

Program guidelines for Commercial Rehabilitation Program and Residential Rehabilitation Program

*\*Agenda items are not limited to these categories.*

# **I. COMMERCIAL REHABILITATION PROGRAM**

## **A. PROGRAM GOAL**

The goal of the Commercial Rehab Program is to encourage commercial development through building rehabilitation and to improve the visual quality of the building. The Commercial Rehabilitation Program is funded by the Community Development Block Grant Program and is subject to all of the Community Development Program rules.

## **B. APPLICANT**

1. The applicant must own or have a written agreement to purchase the property to be improved. The applicant may be a lessee if there is acceptable collateral.
2. The applicant may be an individual, limited liability company, corporation, partnership or non-profit entity.

## **C. PROPERTY**

1. All taxes due on the property must be paid in full or acceptable arrangements made with the Treasurer of the City of Auburn.
2. The intended use for the building must be for commercial purposes. No residential development will be financed with this program.
3. All property improvements must meet the City's building codes.
4. The property must be located within one of the three Community Development identified target areas, Downtown, New Auburn, or Union Street.

## **D. ASSISTANCE CATEGORIES AND TERMS**

### **1. Exterior Repair**

- a) Maximum grant is \$7,500 per property;
- b) Only one grant will be awarded per property;
- c) The applicant shall provide a private match equal to the grant amount; and
- d) A loan will be available for projects that exceed the grant/match amount with the same terms and conditions as described in section 2 for General Improvements.

### **2. General Improvements**

- a) The maximum loan amount is \$50,000 per property;
- b) Interest rate is prime plus one-half (1/2) percent;
- c) The City's loan shall be leveraged with a minimum of 25% in private funds. The leveraged requirement may be waived by the Community Development Loan Committee based on cash flow or inability to obtain financing; and

d) Loan term shall be established by the Community Development Loan Committee based on financial capacity of the applicant. The maximum term is 25 years.

3. **Private Match Funds**

The applicant will have the option of using cash or borrowed funds. Match funds will be deposited into a segregated City account and will be subject to disbursement of funds procedures defined in this guideline.

**E. ELIGIBLE IMPROVEMENTS**

**1. Curb Appeal Grant Priorities**

- a) Grants under this section are intended to enhance the visual quality of the neighborhood. Improvements under this program must address the conditions that contribute to blight in the neighborhood. Blight is defined as the characteristics of the built and natural environment that have deteriorated to the point that they constitute a threat to public health, safety, and welfare; contribute to the physical and economic deterioration of neighborhoods, or result in the degradation of the quality of life in the City of Auburn.
- b) The Rehabilitation Coordinator will be responsible to document blighting influences by assessing the physical condition and visual impact of the exterior building elements and recording observable deficiencies.
- c) In order to assure that the proposed improvements produce a positive impact, severe conditions will be remedied first. If funds remain after severe conditions are remedied, then other conditions may be addressed.

**2. Curb Appeal Improvements**

- a) architectural and engineering services relative to exterior improvements;
- b) prime and paint exterior surfaces;
- c) repair or replacement of exterior surfaces including siding, porches, steps, railings, decking, fire escapes, window and door trim, soffits and eaves, and gutters;
- d) lighting;
- e) foundation repair;
- f) re-pointing or reconstruction of walls and chimneys;
- g) retaining walls and fences;
- h) replacement of windows and doors; and
- i) exterior repair to garages, barns, and accessory buildings.

**3. General Rehabilitation Improvements**

- a) architectural and engineering services relative to project improvements;
- b) structural repairs;
- c) energy improvements;

- d) elimination of lead paint hazards;
- e) weatherization;
- f) accessibility for disabled persons;
- g) weather protection;
- h) repair or replacement of major building systems;
- i) repair of code deficiencies
- j) repair of retaining walls;
- k) utility connections;
- l) paving;
- m) fencing when required to correct a hazardous condition;
- n) improvements which would generally increase the economic viability of the property; and
- o) any improvements that accomplish the goal of this program.

4. **Ineligible Improvements**

- a) new construction;
- b) costs of equipment, furnishings or other personal property not an integral structural fixture;
- c) labor costs for property owners to rehabilitate their own property; and
- d) improvements attributable to the residential portion of a mixed-use property.

**E. NATIONAL OBJECTIVES**

Projects will be eligible under only one of two national objectives: low-income benefit through creation of jobs or slums/blight. The allocation of loan pool funds each year will be a minimum 75% for job creation projects. Projects will be processed under the low-income criteria whenever possible and under the Slums/Blight criteria as a last resort.

1. **Low-Income Criteria**

Applicants will be required to directly create 1 full-time equivalent permanent job per \$25,000 of Commercial Loan Program funds within a one-year period after loan closing, 51% of which will be taken by persons of low and moderate income according to income limits established by the U. S. Department of Housing and Urban Development for Lewiston-Auburn MSA. Turnover jobs, jobs that were previously taken by an employee and are now open are not eligible to be counted as new jobs. During the application process, jobs will be evaluated to determine if there is potential to satisfy the 51% low-mod requirement. The applicant will be required to sign a Job Agreement as a condition of the loan and comply with all required reporting.

2. **Slums/Blight Criteria**

Eligible activities for the Slums/Blight objective are limited to exterior of the building and interior improvements to correct building code violations. Code

violations include improvements necessary to satisfy Life Safety Code, Maine State Plumbing Code, National Electrical Code, and the BOCA Building Code.

### III. APPROVAL PROCESS

#### **A. COMMUNITY DEVELOPMENT STAFF**

The Community Development Department has responsibility for administration of the Rehabilitation Program. Community Development performs the underwriting and presents the loan request to the Community Development Loan Committee.

#### **B. COMMUNITY DEVELOPMENT LOAN COMMITTEE**

1. Loans and grants will be reviewed by the Community Development Loan Committee who will be responsible for making a decision to approve or deny loan requests and to establish loan and grant conditions.
2. Appeal Procedure: The reason(s) for rejection shall be given to the applicant. Applications that have been denied may be appealed to the Community Development Loan Committee for a period of thirty days after the date of rejection. The applicant will be allowed to present his/her case to the Community Development Loan Committee. The Community Development Loan Committee may reconsider their prior vote to denying the application after the appeal review has been completed.
3. Waiver of Loan Amount and Term: The City Council may authorize a different interest rate, repayment term or loan amount than what is specified in this program guideline.

#### 4. **Loan Considerations**

In approving or denying loan requests, the Community Development Loan Committee shall be guided by the following loan considerations:

##### **a. Underwriting**

Projects under the Commercial Loan Program will be analyzed to determine risk according to typical lending considerations.

##### 1) **Required for All Loans:**

**a) Cash Flow:** Ability to repay the debt will be the most important consideration with a minimum debt coverage ratio of 1.1 to 1.

##### **b) Collateral Coverage- minimum of 100%**

- Real Estate: 100% of market value
- Business Equipment: 90% of market value
- Inventory: 60% of market value
- Accounts Receivable: 90% of market value
- Furniture & Fixtures: 80% of market value
- Vehicles: 90% of retail value

- Marketable Securities: 100% of market value
- Personal Assets: (same as above)

**c) Owner Equity: minimum 10%**

**d) Character:** Good credit history and reputable, no bankruptcies in past 5 years.

**e) Additional Considerations:** The following shall be evaluated by the Committee before making a decision.

- **Security - Assignment of Leases and Other Assets**
- **Commitment to the project is strongly encouraged**  
May include: Personal guarantees from owners with 25% or greater ownership; deferral of development fee; lease commitments; owner equity or cash contribution
- **Management experience in running the business**
- **Business Plan**
- **Market Analysis**
- **Experience in development team**

**2) Project is Financially Appropriate**

- a) Project costs are reasonable
- b) All sources of financing are committed \
- c) To the extent practicable:  
CDBG funds not substituted for non-federal financial support  
Project is financially feasible  
The return on the owner's equity investment is not unreasonably high

**3) Terms of the Bank Loan**

(as defined in the commitment letter)

**b. Assessment of Public Benefit**

The Community Development Loan Committee will also consider the broader implications of public benefits in making a decision to approve or deny the loan and will make a necessary and appropriate determination that the amount of assistance is reasonable in relation to the public benefit to be achieved. The Community Development Loan Committee will consider the following factors in assessing public benefits:

- Number and type of jobs
- Increase in needed services
- Increase in tax base including real estate and personal property
- Development which is likely to be stimulated in the area by the activity
- Other public benefits

## **II. RESIDENTIAL REHABILITATION PROGRAM**

### **A. PROGRAM GOAL**

The goal of the Residential Rehabilitation Program is to improve the quality of housing by eliminating substandard housing conditions, upgrading the property to meet Auburn's Housing Standards. The Residential Rehabilitation Program is funded by the Community Development Block Grant Program and is subject to all of the Community Development Program rules.

### **B. ELIGIBILITY CRITERIA**

1. The applicant must own or have a written agreement to purchase the property to be improved.
2. The property may be an owner-occupied, investor-owned, or owned by a non-profit agency. The property must be year-round residential structure or be converting to a year-round status according to the requirements of the City of Auburn's duly adopted construction codes and zoning ordinance.
3. After completion, the property must comply with Housing Standards of the Community Development Program. Community Development Department staff will determine the requirements for building improvements.

### **C. ASSISTANCE CATEGORIES AND TERMS**

#### **1. Target Areas**

- a. Property must be located within one of Auburn's target areas.

#### **b. Exterior Repairs**

- 1) Maximum grant is \$7,500 per property;
- 2) Only one grant will be awarded per property;
- 3) The applicant shall provide a private match of 25% of the grant amount;
- 4) A loan will be available for projects that exceed the grant/match amount with the same terms and conditions as described in section c. General Improvements; and

#### **c. General Improvements**

- 1) Maximum loan amounts are:
  - a) \$25,000 for the first unit (a unit that receives funding under the Homeowner Rehab Program will be considered the first unit);
  - b) \$20,000 for each additional unit;
  - c) Interest rate is 2%; and
  - d) The City's loan shall be leveraged with a minimum of 25% in private funds. The leveraged requirement may be waived by the Community

Development Loan Committee based on cash flow or inability to obtain private financing

e) Loan term shall be established by Community Development Loan Committee based on financial capacity of the applicant or inability to obtain financing. The maximum term is 25 years.

## **2. Low Income Households**

### **a. General Criteria**

- 1) Property may be anywhere in the City of Auburn.
- 2) Property must be owner-occupied.
- 3) Applicant's household income is less than 80% of area median income.
- 4) There is no match.
- 5) Buildings outside the target areas must meet the low-income occupancy requirement (50% for a 2-unit building and 51% for 3 or more units)

### **b. Exterior Repairs**

- 1) Maximum grant is \$2,500 per property.
- 2) Only one grant will be awarded per property.
- 3) A loan will be available for projects that exceed the grant amount with the same terms and conditions as described in section c General Improvements.

### **c. General Improvements**

- 1) Maximum loan amounts are:
  - a) \$25,000 for the first unit (a unit that receives funding under the Homeowner Rehab Program will be considered the first unit);
  - b) \$20,000 for each additional unit;
- 2) Interest rate is 0%
- 3) Loan term shall be established by Community Development Loan Committee based on financial capacity of the applicant. The maximum term is 25 years.

## **D. ELIGIBLE IMPROVEMENTS**

### **1. Curb Appeal Grant Priorities**

a. Goal under this section are intended to enhance the visual quality of the neighborhood. Improvements must address the conditions that contribute to blight in the neighborhood. Blight is defined as the characteristics of the built and natural environment that have deteriorated to the point that they constitute a threat to public health, safety, and welfare; contribute to the physical and economic deterioration of neighborhoods, or result in the degradation of the quality of life in the City of Auburn.

- b. The Rehabilitation Coordinator will be responsible to document blighting influences by assessing the physical condition and visual impact of the exterior building elements and recording observable deficiencies.
- c. In order to assure that the proposed improvements produce a positive impact, severe conditions will be remedied first. If funds remain after severe conditions are remedied, then other conditions may be addressed.

**d. Curb Appeal Improvements**

- 1. Architectural and engineering services relative to exterior improvements undertaken;
- 2. prime and paint exterior surfaces;
- 3. repair or replacement of exterior surfaces including siding, porches, steps, railings, decking, fire escapes, window and door trim, soffits and eaves, and gutters;
- 4. lighting;
- 5. foundation repair;
- 6. re-pointing or reconstruction of walls and chimneys;
- 7. retaining walls and fences;
- 8. replacement of windows and doors;
- 9. repair to garages, barns, and accessory buildings; and
- 10. exterior repairs to assure the exterior of the building meets Housing Quality Standards.

**e. General Rehabilitation Loan Priorities**

Improvements include rehabilitation of a permanent nature which may include

- 1. Architectural and engineering services relative to projecty improvements undertaken;
- 2. structural repairs;
- 3. energy improvements;
- 4. eliminatgion of lead paint hazards;
- 5. weatherization;
- 6. weather protection;
- 7. accessibility for disabled persons;
- 8. repair or replacement of major housing systems;
- 9. repair of code violations;
- 10. general property improvements of a non-luxury nature;
- 11. repair of retaining walls;
- 12. utility connections;
- 13. finishing of unfinished space to add space to an existing dwelling unit to make it properly sized for the occupants;
- 14. engineering and architect costs;
- 15. driveway and yard repair

16. earthwork limited to correction of a significant drainage or landscape problem;
17. demolition, structural repairs or weather protection of garages, barns and accessory buildings;
18. fencing when required to correct a hazardous condition; and
19. any improvements that accomplish the goal of this program.

f. **Ineligible Improvements**

Improvements which are ineligible include

1. new construction;
2. creation of additional unit(s);
3. paving;
4. costs of equipment, furnishings or other personal property not an integral structural fixture such as appliances;
5. labor costs for property owners to rehabilitate their own property; and
6. improvements attributable to the non-residential portion of a mixed-use property.

## **E. NATIONAL OBJECTIVES**

Projects will be eligible under only one of two national objectives: low-income benefit based on occupancy or slums/blight. The allocation of loan pool funds each year will be a minimum 75% for low-income projects. Projects will be processed under the low-income criteria whenever possible and under the Slums/Blight criteria as a last resort.

1. **Low-Income Criteria**

Applicants will be required to provide source income if they are the occupant or tenant certifications of income. Applicants will be required to sign a Rent Regulatory Agreement to assure one-year occupancy after project completion by a low-income tenant.

2. **Slums/Blight Criteria**

The project must address the conditions which contribute to blight as defined in section d. Curb Appeal Grant Priorities.

## **III. APPROVAL PROCESS**

### **A. COMMUNITY DEVELOPMENT STAFF**

The Community Development Department has responsibility for administration of the

Rehabilitation Program. Community Development performs the underwriting and presents the loan request to the Community Development Loan Committee.

## **B. PRIVATE FUNDS**

Private Funds: When matching funds are required, the applicant will have the option of using cash or borrowed funds. Match funds will be deposited into a segregated City account and will be subject to disbursement of funds procedures defined in this guideline.

## **C. COMMUNITY DEVELOPMENT LOAN COMMITTEE**

1. Loans and grants will be reviewed by the Community Development Loan Committee who will be responsible for making a decision to approve or deny loan requests and to establish loan and grant conditions.
2. Appeal Procedure: The reason(s) for rejection shall be given to the applicant. Applications that have been denied may be appealed to the Community Development Loan Committee for a period of thirty days after the date of rejection. The applicant will be allowed to present his/her case to the Community Development Loan Committee. The Community Development Loan Committee may reconsider their prior vote to denying the application after the appeal review has been completed.
3. Waiver of Loan Amount and Term: The City Council may authorize a different interest rate, repayment term or loan amount than what is specified in this program guide.

## **D. LOAN CONSIDERATIONS**

In approving or denying loan requests, the Community Development Loan Committee shall be guided by the following loan considerations:

### **1) Underwriting**

- a) Cash flow -- ability to repay the debt;
- b) Credit – good credit history and reputation;
- c) Payment of taxes or acceptable arrangements;
- d) Collateral – Collateral coverage must be adequate as determined by the Community Development Loan Committee;
- e) Security – other assets; and
- f) Commitment of matching funds.

### **2) Assessment Private/Public Benefit**

The Community Development Loan Committee will also consider the broader implications of private and public benefits.



# City Council Agenda Information Sheet

## City of Auburn

**Council Meeting Date:** July 7, 2014

**Order** 53-07072014\*

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

Item(s) checked below represent the subject matter related to this workshop item.

**Comprehensive Plan**    **Work Plan**    **Budget**    **Ordinance/Charter**    **Other Business\***    **Council Goals\*\***

\*\*If Council Goals please specify type:    *Safety*    *Economic Development*    *Citizen Engagement*

**Subject: Transfer of Forfeiture Asset – John Johnson.**

**Information:** In May 2014, Maine Drug Enforcement and HIDTA, agencies which the Auburn Police Department has assigned agents, conducted a probation search of a residence in the City of Lewiston with the assistance of Probation and Parole and the Androscoggin County Sheriff’s Department. The search was based on the probable cause that had been established as the direct result of agents purchasing crack cocaine from the suspect who resided in the residence.

As a result of the search, \$2,599.00 in US Currency was seized. \$100.00 of the currency which had been previously marked and used as “buy money” was also seized. The \$100.00 had been used for the purchase of drugs from the suspect in an earlier operation. In addition, 7.3 grams of crack cocaine was seized. As a result, **\$2,499.00** in US Currency was seized as suspected drug proceeds.

The suspect who is originally from the of state, Georgia was arrested and charged with Unlawful Trafficking In Schedule W Drugs, Class B.

**Financial:** The State of Maine, Office of the Attorney General, seeks to transfer \$624.75 U.S. Currency, to the Auburn Police Department.

**Action Requested at this Meeting:** Vote to accept transfer of \$624.75 in U.S. Currency.

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

**Attachments:**

- Memo to City Manager
- Order 53-07072014\*

\*Agenda items are not limited to these categories.



# Auburn Police Department



## Memorandum

Phillip L. Crowell  
Chief of Police

Jason D. Moen  
Deputy Chief

Rita P. Beaudry  
Executive Assistant

**To:** Clinton Deschene, City Manager  
**From:** Phillip L. Crowell, Jr., Chief of Police  
**Date:** June 24, 2014  
**Re:** Criminal Forfeiture Funds – **John Johnson**

---

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

- **Superior Court Criminal Docket No. CR-14-571 – John Johnson \$624.75**

In May 2014, Maine Drug Enforcement and HIDTA, agencies which the Auburn Police Department has assigned agents, conducted a probation search of a residence in the City of Lewiston with the assistance of Probation and Parole and the Androscoggin County Sheriff's Department. The search was based on the probable cause that had been established as the direct result of agents purchasing crack cocaine from the suspect who resided in the residence.

As a result of the search, \$2,599.00 in US Currency was seized. \$100.00 of the currency which had been previously marked and used as "buy money" was also seized. The \$100.00 had been used for the purchase of drugs from the suspect in an earlier operation. In addition, 7.3 grams of crack cocaine was seized. As a result, **\$2,499.00** in US Currency was seized as suspected drug proceeds.

The suspect who is originally from the of state, Georgia was arrested and charged with Unlawful Trafficking In Schedule W Drugs, Class B.

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



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

Jonathan P. LaBonte, Mayor

## IN CITY COUNCIL

### ORDER 53-07072014

**ORDERED**, that the municipality of Auburn, Maine, by and through its municipal officers, and does hereby grant approval pursuant to 15 M.R.S.A. §5824(3) & §5826(6) to the transfer of the Defendant (John Johnson) in Rem (\$624.75) or any portion thereof (\$2,499.00 U.S. Currency) on the grounds that the Auburn Police Department did make a substantial contribution to the investigation of this or a related criminal case.

WHEREFORE, the municipality of Auburn, Maine does hereby approve of the transfer of the Defendant (John Johnson) in Rem (\$624.75), or any portion thereof (\$2,499.00 U.S. Currency), pursuant to 15 M.R.S.A. § 5824(3) & §5826(6) by vote of the Auburn municipal legislative body on or about July 7, 2014.



# City Council Agenda Information Sheet

City of Auburn

**Council Meeting Date:** July 7, 2014

**Order** 54-07072014\*

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

Item(s) checked below represent the subject matter related to this workshop item.

Comprehensive Plan    Work Plan    Budget    Ordinance/Charter    Other Business\*    Council Goals\*\*

\*\*If Council Goals please specify type:    Safety    Economic Development    Citizen Engagement

**Subject:** Award 3 Year Contract for Audit Service to Runyon Kersteen Ouellette

**Information:** Per City Charter Sec 8.11, the audit committee has reviewed the Proposals for Audit Services and has made a unanimous recommendation to award the bid to Runyon Kersteen Ouellette.

**Financial:**

**Action Requested at this Meeting:** Passage

**Previous Meetings and History:**

**Attachments:**

Memo from Jill Eastman, Finance Director  
Memo from Tina Penney, Chair of Audit Committee  
Order 54-07072014

\*Agenda items are not limited to these categories.

# City of Auburn, Maine

*"Maine's City of Opportunity"*

## Finance Department

July 2, 2014

Honorable Mayor Jonathan P. Labonte  
Auburn City Council Members

RE: Award of Contract for Audit Services



Dear Mayor and Councilors:

On May 20, 2014, a request for proposal was sent out to various accounting firms and was also posted on the City's website. The proposals were due back to the Finance Department on June 17, 2014. We received two proposals, one from Ron L. Beaulieu & Company and the other from Runyon Kersteen and Ouellette. The audit committee was contacted and provided with copies of the technical portion of the proposal. The members that participated in the review of the proposals were, Tina Penney (Controller, International Paper-Auburn, Chair Audit Committee), Tizz Crowley, Bonnie Hayes, Jude Cyr, Adam Hanson and Jill Eastman.

The recommendation was unanimous to award the 3 year contract to Runyon Kersteen and Ouellette.

I have attached a copy of the letter from Tina Penney, Chair of the Audit Committee.

Tina Penney  
PO Box 1352  
Auburn, ME 04211

July 1, 2014

Dear Jill,

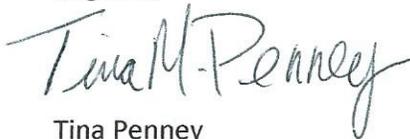
Thank you for all your effort in getting the bids together for the City of Auburn audit services. Two quotes were received, one from Ron L. Beaulieu & Company, and the other from Runyon Kersteen Ouellette (RKO).

The proposal from RKO was much more detailed and thorough than the one received from Ron Beaulieu & Company and met most all of the requirements in the RFP. RKO is considered a leader in accounting firms for municipal audits and has experience not only with the City of Auburn but most other larger cities in the State of Maine as well. This experience with the City of Auburn also helps to make the audit process more efficient as they are already familiar with the policies and practices of the city.

Not surprisingly, the fee quoted by RKO was quite a bit higher than Ron L. Beaulieu & Company, but if the proposal is an indicator of the detail to be put forth in auditing, RKO is a much better value.

Based on the proposals submitted, I strongly recommend that the City of Auburn retains RKO for the next contract for audit services.

Regards,

A handwritten signature in cursive script that reads "Tina M. Penney". The signature is written in black ink and is positioned to the left of the printed name.

Tina Penney

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



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

Jonathan P. LaBonte, Mayor

## **IN CITY COUNCIL**

### **ORDER 54-07072014\***

ORDERED, that the Auburn City Council authorize the Finance Director to award a contract for Audit Services for 3 years, (FY15, FY16 and FY17) to Runyon Kersteen Ouellette.



## City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: July 7, 2014

Order 55-07072014\*

Author: Gary E. Johnson, Assistant City Engineer

Item(s) checked below represent the subject matter related to this workshop item.

Comprehensive Plan    Work Plan    Budget    Ordinance/Charter    Other Business\*    Council Goals\*\*

\*\*If Council Goals please specify type:    Safety    Economic Development    Citizen Engagement

Subject: Granting of Access Easement – 343 Minot Av

Information: The owners of 343 Minot Avenue are seeking an easement for the location of their driveway on a portion of City owned/tax acquired property. They are in the process of selling their property and have been advised they should have the location documented as an easement to avoid future issues at the closing. The driveway is located on a proposed unaccepted way (paper street) known as Harrison St, laid out in an 1888 subdivision known as Fairview Park. The paper streets in this subdivision were tax acquired in 1971. The driveway has been in its present location since 1919. The granting of an easement will only document what they already have the right to do, maintain and use the driveway.

Financial: N/A

Action Requested at this Meeting: Passage of Order

Previous Meetings and History: None

Attachments:

1. Request
2. Location Sketch
3. Draft Access Easement
4. Order 55-07072014\*

\*Agenda items are not limited to these categories.

6-2-14

I Am requesting At minimum  
A documented easement for the  
Access of the driveway to my  
residence of the past sixteen  
years. At 343 Minot Ave, Auburn,  
Mo. It is considered a  
paper road. This is the only  
Access to the house. We are  
currently putting the home on the  
market and have been advised  
to have this documented as an  
easement to prevent future issues  
At closing. I would appreciate  
A timely response to resolve this.  
We have plowed and maintained  
this driveway for sixteen years.  
Every winter.

I can be contacted;

Cheryl Samson At 240-9425  
Cheryl5ams19@yahoo.com

My husband.

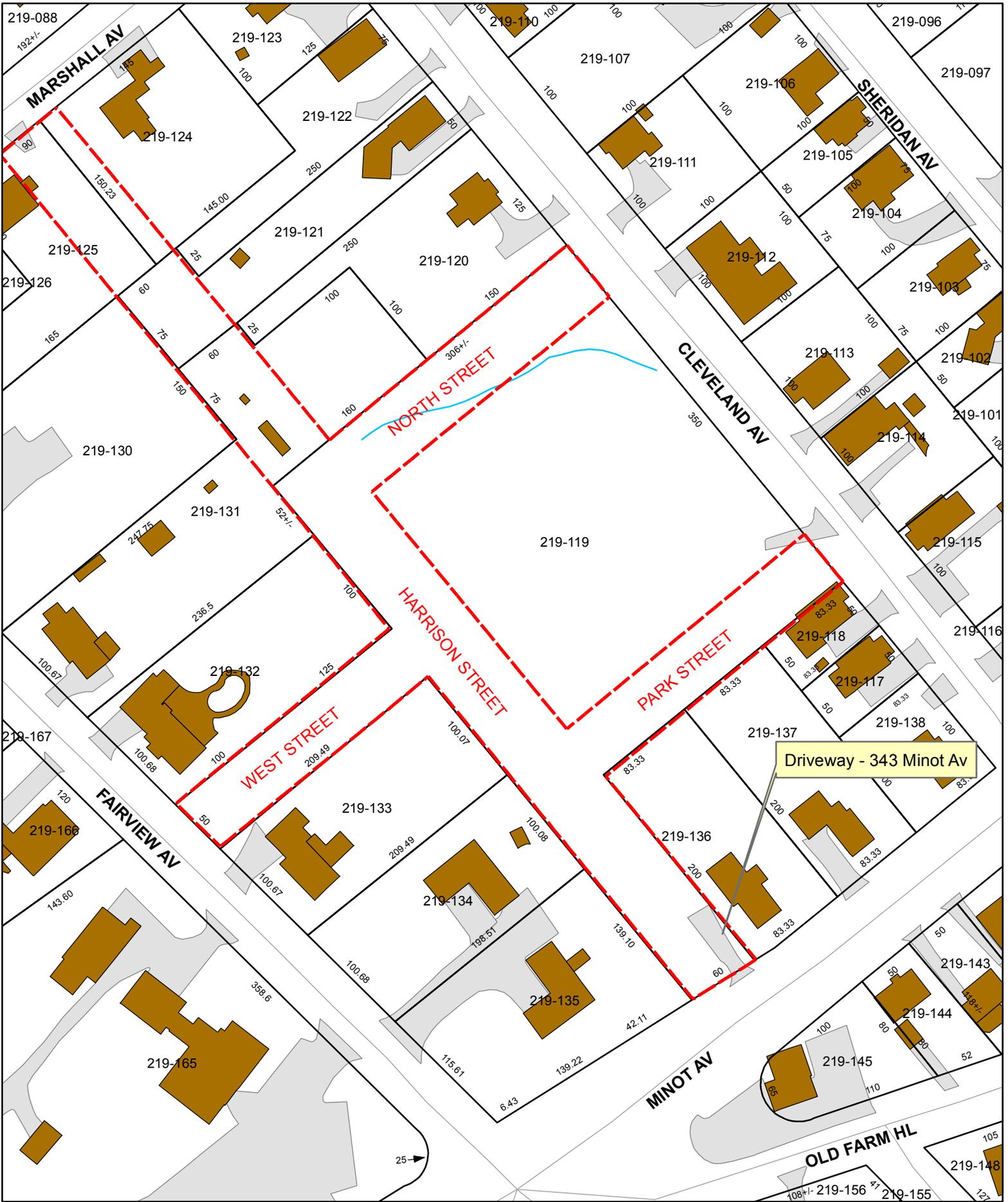
William Plourd  
Call 240-6999

Thank-you.

Map 219  
Lot 136.

# Fairview Park - Paper Streets

1 inch = 100 feet





These two photos show the driveway at 343 Minot Av, which is located on portion of PID 219-119. This is the location of a proposed unaccepted way (paper street) known as Harrison St, which was tax acquired by the City.



The photo above on the left shows the location of what was called West St, the other paper street that could provide access to Cleveland Field.

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



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

Jonathan P. LaBonte, Mayor

## **IN CITY COUNCIL**

### **ORDER 55-07072014**

ORDERED, that the City Manager is authorized to execute the necessary documentation granting an easement to the owners of 343 Minot Avenue for the use and maintenance of an existing driveway on adjacent City owned property.



# City Council Agenda Information Sheet

City of Auburn

**Council Meeting Date:** July 7, 2014

**Order** 56-07072014\*

**Author:** Roland G. Miller & Eric Cousens

Item(s) checked below represent the subject matter related to this workshop item.

**Comprehensive Plan**    **Work Plan**    **Budget**    **Ordinance/Charter**    **Other Business\***    **Council Goals\*\***

\*\*If Council Goals please specify type:    *Safety*    *Economic Development*    *Citizen Engagement*

**Subject:** Lower Barker Hydroelectric Project – Request for Licensing (FERC No.2808)

**Information:** On January 31, 2014, the owner of the Lower Barker Hydroelectric Park Project filed a pre-application document with the Federal Energy Regulatory Commission (FERC). This process includes a number of contacts with local stakeholders including the City of Auburn. Attached is a letter providing information to the regulatory agency regarding local plans and concerns.

**Financial:** None

**Action Requested at this Meeting:** Authorization for the submission of written comments to FERC regarding the requested license.

**Previous Meetings and History:**

**Attachments:** Draft letter to FERC, Order 56-07072014\*

\*Agenda items are not limited to these categories.

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



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

Jonathan P. LaBonte, Mayor

## **IN CITY COUNCIL**

### **ORDER 56-07072014**

ORDERED, that the City Manager and the Mayor are hereby authorized to submit comments to the Federal Energy Regulatory Commission (FERC) regarding the requested relicensing of the Lower Barker Hydroelectric Project.



## City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: July 7, 2014

Order 57-07072014\*

Author: Reine Mynahan, Community Development Director

Item(s) checked below represent the subject matter related to this workshop item.

Comprehensive Plan    Work Plan    Budget    Ordinance/Charter    Other Business\*    Council Goals\*\*

\*\*If Council Goals please specify type:    Safety    Economic Development    Citizen Engagement

Subject: Revisions to Residential and Commercial Programs

Information: The February 2014 budget presentation included a report on the Curb Appeal Program. For reasons listed in this report I recommended incorporating the Curb Appeal Program into the Residential and Commercial Programs (see report of February 18, 2014). The FY2014-15 budget was presented with curb appeal combined with these two programs. To move forward on this approach, new program guidelines are necessary.

Attached are revised program guidelines. In addition to joining curb appeal with these two programs, changes have been made to the maximum grant amount and required match. Given that Community Development funding has been declining and the trend is expected to continue, we should grant only the amount necessary to stimulate the investment in the project. We had significant interest when offering \$10,000 (21 applications), so I'm recommending we try a lesser amount.

The maximum grant for exterior improvements in the Commercial and Residential Rehabilitation Programs has been reduced from the \$10,000 Curb Appeal limit to \$7,500. The Residential match has been reduced from an amount equal to the grant to 25% of the grant. A \$2,500 grant has been added to the Residential Rehabilitation Program for households whose income is less than 80% of area median income with no match required. With significant reductions in value and building equity, obtaining matching funds has been especially challenging for residential projects. All other requirements are essentially the same as before.

Financial: The reduced grant will result in more program income and the reduced match will lesson what has been a barrier to closing the project.

Action Requested at this Meeting: Recommend passage.

Previous Meetings and History: Workshop 07072014

Attachments:

Program guidelines for Commercial Rehabilitation Program and Residential Rehabilitation Program  
Order 57-07072014

*\*Agenda items are not limited to these categories.*

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



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

Jonathan P. LaBonte, Mayor

## **IN CITY COUNCIL**

### **ORDER 57-07072014**

ORDERED, that the Auburn City Council hereby adopts the Residential Rehabilitation Program and Commercial Rehabilitation Program guidelines as recommended by Community Development staff.

## IN COUNCIL REGULAR MEETING JUNE 16, 2014 VOL. 34 PAGE 40

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

### I. Consent Items\*

1. **Order 45-06162014\***  
Accepting the transfer of Forfeiture Asset (Darnell Robinson).
2. **Order 46-06162014\***  
Accepting the transfer of Forfeiture Asset (Paul Robinson).
3. **Order 47-06162014\***  
Setting the date for the Special Municipal Election to fill the vacant Ward 4 School Committee seat for November 4, 2014.
4. **Order 48-06162014\***  
Appointment of Karen Scammon as the interim City Assessor.

Motion was made by Councilor LaFontaine and seconded by Councilor Hayes to approve the consent item as presented. Passage 7- 0.

### II. Minutes

- June 2, 2014 Regular Council Meeting

Motion was made by Councilor LaFontaine and seconded by Councilor Walker to approve the minutes of June 2, 2014 as presented. Passage 6-0-1 (Councilor Crowley abstained as she was not present for the meeting due to an excused absence).

### III. Reports

#### Reports

**Mayor's Report** – Reported on possible development of the Great Falls Art Center Site (Community Little Theater).

**City Councilors' Reports** – Councilor LaFontaine reported on the Business to Business Trade Show and the School Budget passing, Councilor Walker reported on the Flag Day ceremony that was held at Mt. Auburn Cemetery, Councilor Gerry reported on the Business to Business Trade Show, and Councilor Crowley reported on the Community Little Theater item, Decoration Day, Flag Day, Visiting hours at the Library, Auburn Community Band Concerts, and the Downtown Auburn Walk with Alan Manoian.

**City Manager Report** – Reported on Community Little Theater, the Business to Business Trade Show, the Joint Charter Commission recount, and provided an update on the Assessing Department.

**Finance Director, Jill Eastman**

- May 2014 Monthly Finance Report

Motion was made by Councilor Crowley and seconded by Councilor LaFontaine to accept and place on file the May 2014 monthly finance report as presented. Passage 7-0.

**IV. Communications, Presentations and Recognitions**

- Recognition was given to the Junior Youth of the Year and Youth of the Year from the Boys and Girls Club

**V. Open Session** – Joe Gray, Sopers Mill Road on recreation facilities, creating a walking trail with markers, and thanked staff involved in the “Adopt-A-Park” program.

**VI. Unfinished Business**

**1. Resolve 06-05052014**

Adopting the Appropriations Resolve for Fiscal Year 2015. Second reading.

Motion was made by Councilor LaFontaine and seconded by Councilor Lee to take Resolve 06-05052014 as included in the Council packet (which was postponed at the 6/2/2014 City Council Meeting) off table. Passage 7-0.

Motion was made by Councilor Lee and seconded by Councilor Crowley to amend by placing an immediate priority on implementing complete streets on targeted downtown streets, including, but not limited to, safe, highly visible crosswalks for pedestrians of all abilities, travel lanes of a width necessary for speed limits, bicycle lanes well marked for that use, on-street parking striped to a standard expected within our downtown development plans and that this targeted plan shall be assessed for completion where striping and/or signage in addition to proper law enforcement measures would allow its implementation. And that the plan for immediate implementation shall be brought to the Council for review within 30 days of final budget adoption, and that staff present its recommendation for funding out of existing sources, with CDBG, Downtown TIF and existing Public Services budgets as possible options. Passage 7-0.

Motion was made by Councilor Gerry and seconded by Councilor Crowley to amend by allocating \$3000 from other revenue into the recreation budget to be held as matching funds for snowmobile club grants as authorized by the City Manager or his designee. Passage 7-0.

Public comment – Joe Gray Sopers Mill Road, stated that the budget is based on fictitious numbers for revenues and based on assessments that are too high. Asked about the Library budget, and commented on the amendment on Veteran grave markers and flags; and Larry Pelletier, 129 Seventh Street expressed thanks to City staff and Council for working with the School Department this year in drafting a budget that the Citizens of Auburn agreed to.

**IN COUNCIL REGULAR MEETING JUNE 16, 2014 VOL. 34 PAGE 42**

Passage 5-2 (Councilors Gerry and Crowley opposed). A roll call vote was taken.

**2. Ordinance 04-06022014**

Approving the Spring Street zoning amendment. Public hearing and second reading.

Motion was made by Councilor LaFontaine and seconded by Councilor Crowley. Public hearing - no one from the public spoke. Passage 7-0. A roll call vote was taken.

**VII. New Business**

**3. Order 49-06162014**

Approving the Mass Gathering permit for the 2014 Liberty Festival. Public hearing.

Motion was made by Councilor LaFontaine and seconded by Councilor Walker to approve the Mass Gathering permit for the 2014 Liberty Festival. Public hearing – no one from the public spoke. Passage 7-0.

**4. Order 50-06162014**

Adopting the FY2015 Capital Improvement Plan (CIP).

Motion was made by Councilor LaFontaine and seconded by Councilor Lee.

Public comment – Joe Gray Sopers Mill Road.

Motion was made by Councilor Crowley and seconded by Councilor Gerry to strike one million dollars from the School facility improvements and all public works capital improvement projects and to remove the Festival Plaza canopies. Motion failed 2-5 with Councilors Young, Hayes, LaFontaine, Lee, and Walker opposed.

Passage of Order 50-06162014 adopting the FY2015 Capital Improvement Plan (CIP) as presented. Passage 5-2 (Councilors Crowley and Gerry opposed). A roll call vote was taken.

**5. Resolve 08-06162014**

Supporting the Green and Healthy Homes Initiative.

Motion was made by Councilor LaFontaine and seconded by Councilor Lee to support the Green and Healthy Homes Initiative as presented. Public comment – no one from the public spoke. Passage 7-0.

**6. Order 51-06162014**

Approving the Joint Development Agreement with Hartt Transportation.

Motion was made by Councilor LaFontaine and seconded by Councilor Walker to approve the Joint Development Agreement with Hartt Transportation. Public comment, Joe Gray Sopers Mill Road. Passage 7-0.

7. **Order 52-06162014**

Approving the two-year Memo of Understanding with Lewiston Auburn Economic Growth Council (LAEGC) and the City of Lewiston.

Motion was made by Councilor LaFontaine and seconded by Councilor Hayes to approve the two-year Memo of Understanding with Lewiston Auburn Economic Growth Council (LAEGC) and the City of Lewiston. Public comment – no one from the public spoke. Passage 4-3 (Councilors Crowley, Gerry, and Walker opposed).

**VIII. Open Session – the last open session was taken out of order and placed before the Executive Session.** No one from the public spoke.

**IX. Executive Session**

- Discussion regarding economic development (Industrial Park TIFS), pursuant to 1 M.R.S.A. §405(6)(C).

Motion was made by Councilor LaFontaine and seconded by Councilor Hayes to enter into Executive Session. Passage 5-2 (Councilors Crowley and Walker opposed). Time 8:29 P.M.

Council was declared out of Executive Session at 9:00 P.M.

**X. Adjournment** – Motion was made by Councilor LaFontaine and seconded by Councilor Hayes to adjourn, with all Councilors present were in favor (Councilors Walker and Gerry were out of the room), time 9:01 P.M.

A True Copy.

ATTEST Susan Clements Dallaire  
Susan Clements-Dallaire, City Clerk



## City Council Agenda Information Sheet

City of Auburn

**Council Meeting Date:** July 7, 2014  
**Author:** Chief Frank Roma

Item(s) checked below represent the subject matter related to this workshop item.

Comprehensive Plan    Work Plan    Budget    Ordinance/Charter    Other Business\*    Council Goals\*\*

\*\*If Council Goals please specify type:    Safety    Economic Development    Citizen Engagement

**Subject:** UPDATE ON MATRIX REPORT

**Information:** The Matrix Report was commissioned by Council in response to a request by the Fire Department in September of 2011. The report was completed and presented to the Council in March of 2012.

This report is a “snapshot in time” of the Auburn Fire Department as it was operated, configured, and staffed in 2011.

At the core of the report are 47 recommendations made through the report. Of these 47 recommendations, 24 would require substantial financial commitment from the City to implement and are outstanding. 10 have been implemented or are in process of implementation and 13 have marginal value and or are an element of another recommendation not implemented.

**Financial:** SIGNIFICANT

**Action Requested at this Meeting:** Consider relevance of the Matrix Report against both cost to implement and current deployment of FD resources.

**Previous Meetings and History:** Several discussions and updates since report was initially presented to Council in March of 2012. Most recent update was presented on 12-16-13.

**Attachments:** Presentation Power Point.

*\*Agenda items are not limited to these categories.*

# **THE MATRIX REPORT:**

## **STATUS UPDATE AND RECOMMENDATIONS**

**Presented by: Frank Roma, Fire Chief**



***AUBURN FIRE DEPARTMENT***



# THE MATRIX REPORT: STATUS UPDATE

- The Matrix Report was commissioned by Council in response to a request by the Fire Department in September of 2011. The report was completed and presented to the Council in March of 2012.
- This report was developed using information from 2010 as this was the last full year for which a complete data set was available.
- This report is a “snapshot in time” of the Auburn Fire Department as it was operated, configured, and staffed in 2011.



***AUBURN FIRE DEPARTMENT***



# THE MATRIX REPORT: RECOMMENDATIONS

At the core of the report are 47 recommendations made by the consultant. Of these 47 recommendations:

*24 require substantial financial commitment (indicated by \$\$) from the City INCLUDING:*

- ❖ Additional staff and/or
- ❖ Capital purchases

*23 require direct and indirect costs to the City INCLUDING:*

- ❖ Staff time
- ❖ Project development
- ❖ Management oversight

# THE MATRIX REPORT: 3 SECTIONS

- ❖ SECTION I: REVIEW OF CURRENT SERVICES
- ❖ SECTION II: SYSTEM DEMAND PROJECTIONS
- ❖ SECTION III: FUTURE SERVICE DELIVERY MODELS



***AUBURN FIRE DEPARTMENT***



# SECTION I: REVIEW OF *CURRENT* SERVICES

- Organizational Overview
- Management Components
- Personnel Management
- Incident Staffing

- Training
- Fire Prevention And Public Education
- Current Deployment Strategies And Performance

# SECTION I: ORGANIZATIONAL OVERVIEW

## Recommendation 1: \$\$

Develop an ISO improvement plan for the Auburn Fire Department that focuses on maintaining the strengths of the agency while improving identified deficiencies.

## Recommendation 2:

Develop an annual training plan that includes multi-company and nighttime evolutions with mutual-aid partners.

## Recommendation 3: \$\$

Auburn Fire Department should consider seeking accredited status through the Commission on Fire Accreditation International (CFAI).

# SECTION I: ORGANIZATIONAL OVERVIEW

## Recommendation 4:        \$\$

Consider adopting a 24/48-shift schedule with Kelly Days.

## Recommendation 5:

Consider eliminating the fourth-shift Lieutenant position if 24/48 is adopted or reducing to rank of Firefighter if current schedule remains.

## Recommendation 6:        \$\$

Consider adding a Deputy Chief of Operations position who would report to the Fire Chief to assume critical duties currently performed by shift supervisors.

# SECTION I: MANAGEMENT COMPONENTS

## Recommendation 7:

**Develop a vision statement for the agency as part of the strategic-planning process.**

## Recommendation 8: \$\$

**Conduct a strategic-planning process, involving internal and external stakeholders.**

## Recommendation 9:

**Develop a RACI or similar matrix to track responsibility and progress towards the achievement of annual goals and objectives.**

## Recommendation 10:

**Add a signature box to the header of each policy -- requiring the Chief's signature and date upon development and revisions to agency policies and procedures.**

# SECTION I: MANAGEMENT COMPONENTS

## **Recommendation 11:**

**Strengthen the website presence of the AFD to include regular news and communication to the community.**

## **Recommendation 12:**

**Develop and implement an external communication plan that includes community groups and public surveys.**

## **Recommendation 13:**

**Develop a policy to assign the responsibility for communication with members of the media during emergency and non-emergency situations.**

## **Recommendation 14:**

**Develop a policy to assign responsibility for release of agency information and reports which specifically states what is allowed to be released and by whom.**

# SECTION I: PERSONNEL MANAGEMENT

## **Recommendation 15: \$\$**

Develop a formal recruitment and selection policy that is in compliance with local, state, and federal requirements.

## **Recommendation 16: \$\$**

Develop, validate, and implement a Candidate Physical Ability Test (CPAT) testing process to ensure candidates have the required fitness to engage in firefighting activities.

## **Recommendation 17: \$\$**

**Utilize medical physical assessments that follow job-related standards such as are found in NFPA 1582.**

## **Recommendation 18:**

**Develop a policy to guide and direct the fitness program of the agency (7G5).**

# SECTION I: PERSONNEL MANAGEMENT

## Recommendation 19: \$\$

The agency should provide for initial, regular, and rehabilitative medical and physical fitness evaluations (7G1).

## Recommendation 20: \$\$

Train shift personnel from each shift according to the IAFC/IAFF Peer Fitness Standards to further guide the fitness and wellness program for the agency.

## Recommendation 21: \$\$

Administer a stress test, at the time of hire and periodically, on incumbent employees based on age and risk factors.

# SECTION I: INCIDENT STAFFING

## Recommendation 22:

Establish pre-arranged, first-alarm response plans with the City of Lewiston to respond to critical incidents at the initial time of dispatch.

## Recommendation 23:

Establish an automatic first-alarm response plan with rural mutual-aid partners for any reported working fire.

# SECTION I: TRAINING

## **Recommendation 24:**

Develop a monthly training plan for all staff to ensure they remain proficient in their assigned tasks. Assign the Battalion Chiefs responsibility for ensuring that all training is entered into the training RMS for each of their assigned companies prior to the end of each shift.

## **Recommendation 25: \$\$**

**Train all personnel responsible for driving emergency apparatus to the Driver/Operator certification level.**

## **Recommendation 26: \$\$**

Ensure all personnel conducting training are certified as instructors (8B1).

## **Recommendation 27:**

Develop a career development track, which outlines courses required for personnel to assume positions in AFD (8A5).

# SECTION I: TRAINING

## Recommendation 28:

Develop performance measure for skills training to ensure personnel can display proficiency with established performance requirements (8B3).

## Recommendation 29: \$\$

Develop a process where an annual 'needs assessment' is conducted to determine training needs and Battalion Chiefs are part of the planning process.

## Recommendation 30: \$\$

Consider creating a Deputy Chief of Operations position to assume responsibility for training of shift personnel.

## Recommendation 31: \$\$

**Consider acquiring a fire-specific RMS for the storage and tracking of important fire department data.**

# SECTION I: FIRE PREVENTION AND PUBLIC EDUCATION

## Recommendation 32:

Begin tracking annual fire loss per capita and average five-year trends to ensure your fire prevention efforts remain effective.

## Recommendation 33: \$\$

Consider adopting the 2009 International Fire Code, including the provisions for residential fire sprinklers.

## Recommendation 34: \$\$

Consider adopting the NFPA-recommended inspection frequency standard.

# SECTION I: FIRE PREVENTION AND PUBLIC EDUCATION

## Recommendation 35:

Formalize and schedule company inspections on a regular basis.

## Recommendation 36: \$\$

Develop a risk classification for commercial occupancies and pre-fire plan for occupancies based on risk.

## Recommendation 37: \$\$

Consider establishing a self-inspection program for small, B-type occupancies.

# **SECTION I: FIRE PREVENTION AND PUBLIC EDUCATION**

## **Recommendation 38:**

Develop a media relations policy to provide guidance on what information is not to be released and how media should be handled on emergency scenes.

## **Recommendation 39:**

Incorporate the use of prevention data and analysis into department operations and planning activities.

## **Recommendation 40: \$\$**

Publish an annual department report containing an overview of major events, significant changes, and analysis of performance trends.

# SECTION I: CURRENT DEPLOYMENT STRATEGIES AND PERFORMANCE

## Recommendation 41:

Develop response plans that provide for emergency response coverage of concurrent calls.

## Recommendation 42:

Work with Auburn-Lewiston 9-1-1 to begin closing calls when the unit clears the scene and is available to respond to additional calls.

## Recommendation 43: \$\$

Work with Auburn-Lewiston 9-1-1 to begin reporting call data in hh:mm:ss.

## Recommendation 44: \$\$

Work with Auburn-Lewiston 9-1-1 to establish and report performance standards related to the call processing of high priority calls.

# **SECTION I: CURRENT DEPLOYMENT STRATEGIES AND PERFORMANCE**

## **Recommendation 45:**

Establish performance standards related to turnout times of fire personnel on high priority calls and report performance.

## **Recommendation 46:**

Develop deployment strategies to achieve the desired level of service for each of the unique service areas in Auburn.

## **Recommendation 47: \$\$**

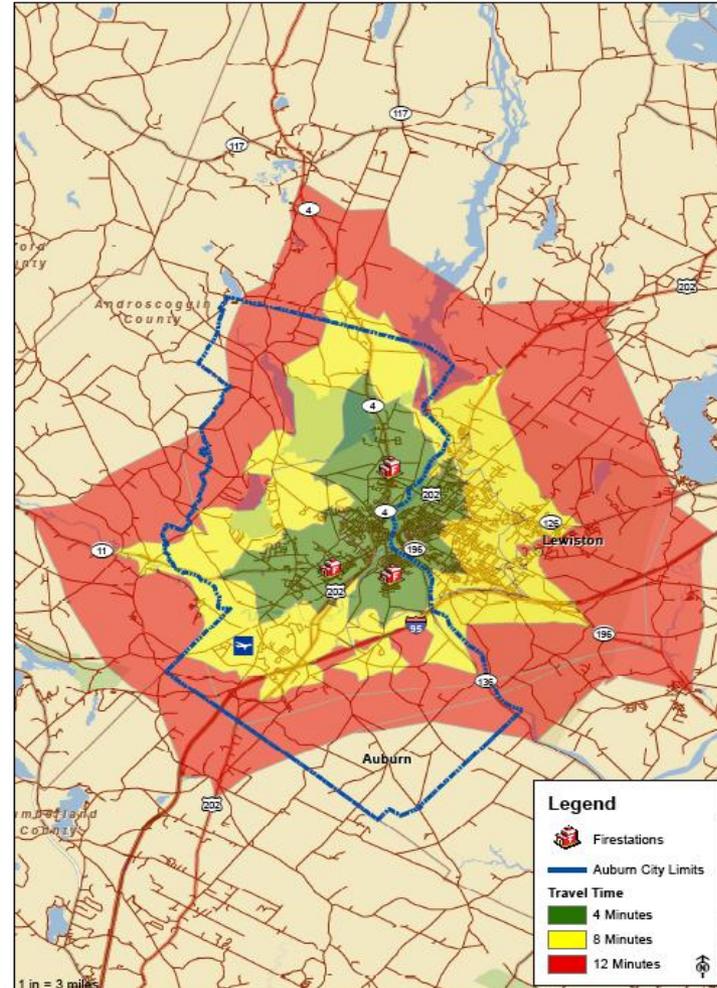
Develop a system to accurately capture the time elements of emergency response and publicly report your performance.

## SECTION II:

# SYSTEM DEMAND PROJECTIONS

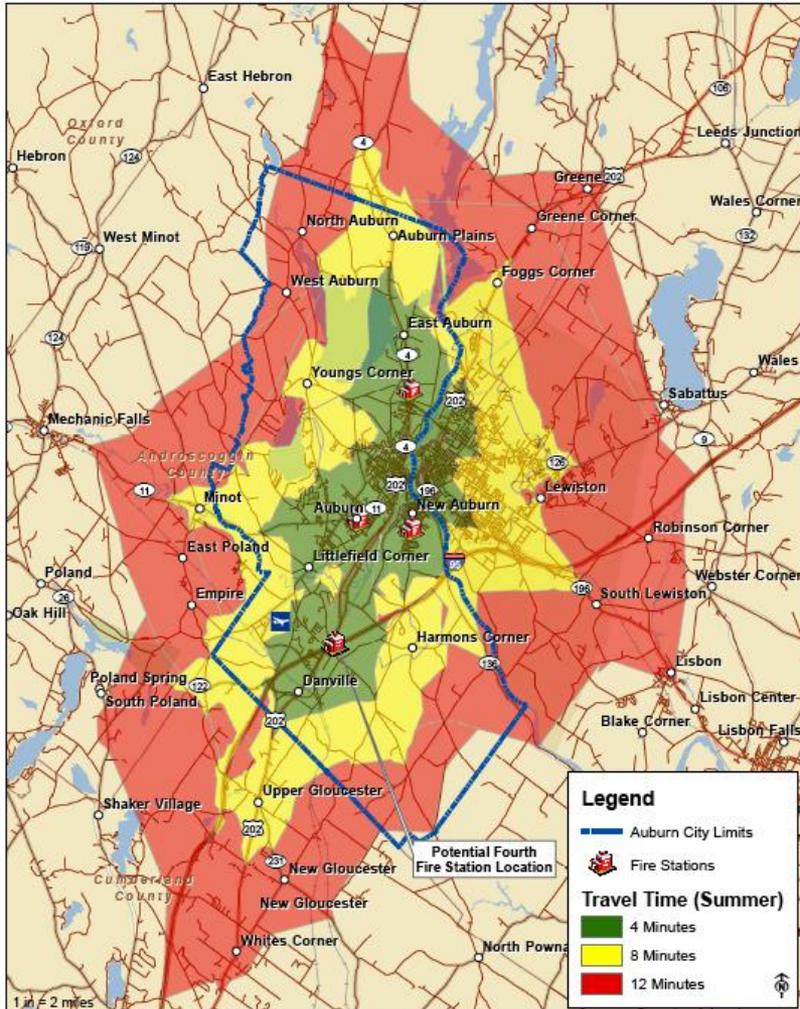
This map illustrates the coverage expected from 4 minutes to 12 minutes travel time -- given the current station locations. As shown, a gap exists in the most southern portions of the community for even a 12-minute travel time.

Travel Time Capability (Summer) - Fire Service Area



# SECTION III: FUTURE SERVICE DELIVERY MODELS

Increased Service Area Coverage - Addition of Fourth Station

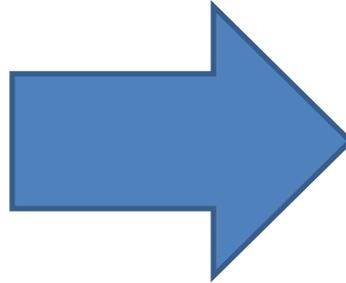


This map shows the projected travel times with the construction of a fourth fire station in the industrial growth area shown in the Comprehensive Plan.

As shown, the addition of a fourth station provides excellent coverage to projected growth areas of the City.

# OBSERVATIONS

## ACTION



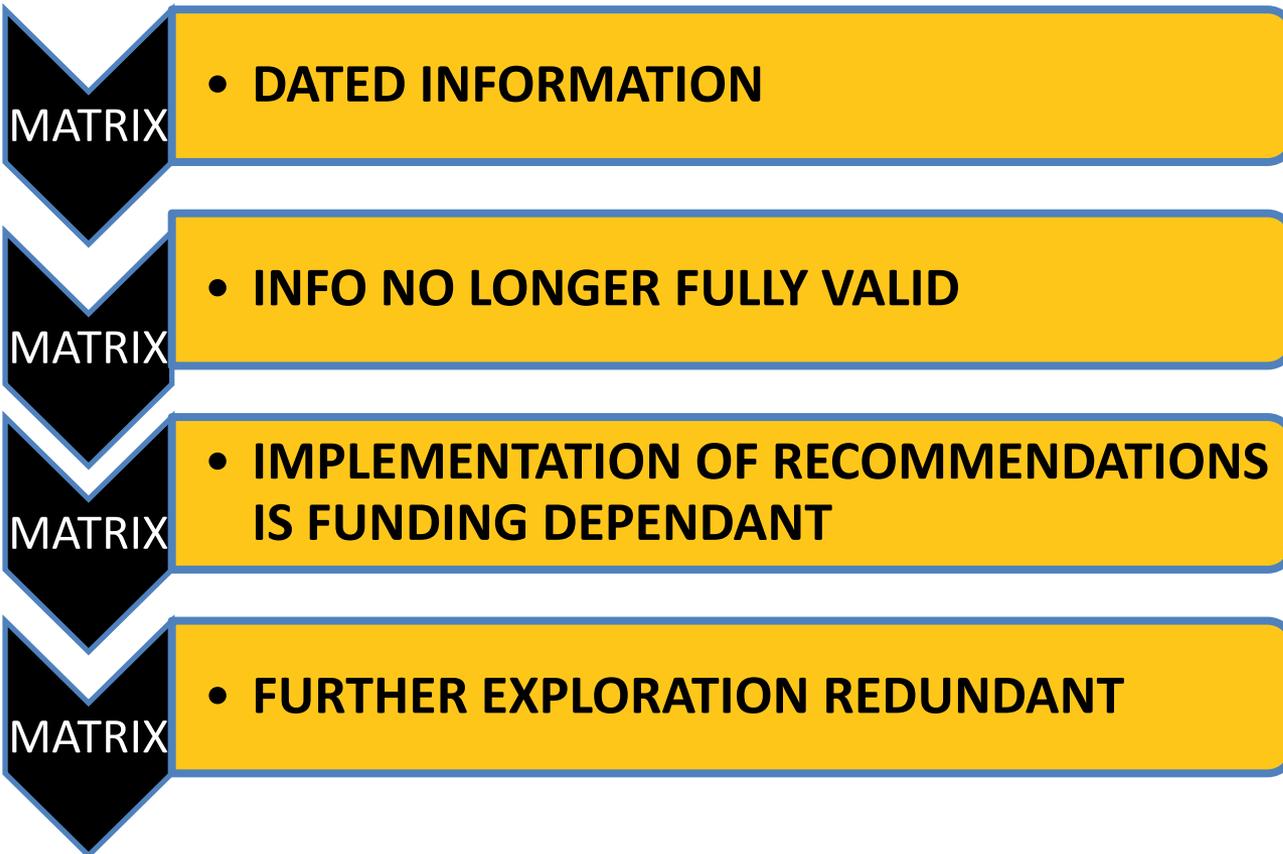
## REACTION

**March, 2012:**

**Matrix Report  
presented to  
Council**

- ❖ **No formal plan established**
- ❖ **No direction established**
- ❖ **Periodic updates**
- ❖ **Status reports**

# CONCLUSIONS



# RECOMMENDATION

**It is my recommendation that, as we build future budgets and where we include recommendations/programs from the Matrix report for consideration and funding, that they be so noted at that time.**



***AUBURN FIRE DEPARTMENT***





# City Council Agenda Information Sheet

City of Auburn

**Council Meeting Date:** July 7, 2014

**Order** 58-07072014

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

Item(s) checked below represent the subject matter related to this workshop item.

Comprehensive Plan    Work Plan    Budget    Ordinance/Charter    Other Business\*    Council Goals\*\*

\*\*If Council Goals please specify type:    Safety    Economic Development    Citizen Engagement

**Subject:** Board and Committee Appointments

**Information:** On May 20, 2014 we began the application process to fill vacancies on several boards and committees. The deadline for applications to be submitted was June 26, 2014. The Appointment Committee met on that same evening to review applications and make their nominations.

**Financial:** N/A

**Action Requested at this Meeting:** Recommend that appointments be made as recommended by the Appointment Committee.

*If further discussion is needed to discuss the nominations, Council may enter into executive session, pursuant to 1 M.R.S.A. §405(6)(A) (personnel matter).*

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

**Attachments:**

- Applications
- Order 58-07072014

\*Agenda items are not limited to these categories.

**Board & Committee Appointment Application**

**City of Auburn**

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

Application for:  New Appointment  Reappointment (Initial Date Appointed: \_\_\_\_\_)

Name: LEVE GENVAIS Ward: 5 Years as an Auburn Resident: 6

Mailing Address: 46 Fourth St Apt 8

Physical Address: 46 Fourth St Apt 8

Phone: 2078919298 Email: LEVE.GENVAIS@GMAIL.COM

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

BEEN AN ALTERNATE BOARD MEMBER FOR MORE THAN A YEAR ON THIS BOARD AT ASSESSMENT REVIEW.

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

ASSESSMENT REVIEW BOARD

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

I have learned much while serving as alternate member over the last year. I would like to become a full member and continue to serve and be able to add my vote.

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

I would like to continue to hear concerns of citizens so that a fair resolution can be reached, bridging citizens and city, and improving community.

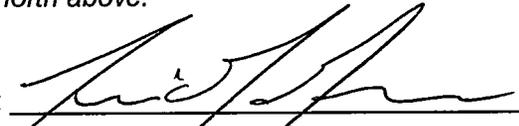
The following are the current committees and boards in Auburn:

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

Incomplete applications and those which list more than one committee will not be considered. Applications are valid for a period of six months. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants.

Application **City of Auburn**

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

Signature:  Date: 25 June 2014

\*The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve.

\*The City Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

<b>Susan Clements-Dallaire, City Clerk</b>	<b>sdallaire@ci.auburn.me.us</b>	<b>333-6600</b>
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MAY 29 2014

Board & Committee Appointment Application

City of Auburn

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

Application for:  New Appointment  Reappointment (Initial Date Appointed: \_\_\_\_\_)

Name: Robert Mennely Ward: 1 Years as an Auburn Resident: 26

Mailing Address: 43 Royal Oak Drive

Physical Address: same

Phone: 782-4678 Email: gimphj00@aub.com

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

BS in Education major UHo 1972 also MPH UMO 1975ish,  
3 term Auburn city councilor + sewer district board member  
2002 - 2009

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

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

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

To serve my city.

The following are the current committees and boards in Auburn:

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

Incomplete applications and those which list more than one committee will not be considered. Applications are valid for a period of six months. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants.

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

Signature:  Date: 5/24/2014

\*The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve.

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Susan Clements-Dallaire, City Clerk

sdallaire@ci.auburn.me.us

333-6600

For clarification of page 1 as my  
writing may be difficult to read:

my <sup>1976</sup> BS from U Maine is in education  
with government as my major.

Board & Committee Appointment Application

City of Auburn

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

Application for:  New Appointment  Reappointment (Initial Date Appointed: \_\_\_\_\_)

Name: Raymond P. Fortier Ward: 4 Years as an Auburn Resident: Life

Mailing Address: \_\_\_\_\_

Physical Address: 26 Tras A Ave

Phone: 207-212-8000 Email: R4Tiev@AOL

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

Have worked on sewer manholes - mains plugged services.

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

Auburn Sewer Dist.

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

Have Bewin a worker have idea on what to do,

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

To help the Board under stand;

The following are the current committees and boards in Auburn:

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

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

Signature: Raymond P. Fortier Date: \_\_\_\_\_

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Susan Clements-Dallaire, City Clerk	sdallaire@ci.auburn.me.us	333-6600
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## Susan Clements-Dallaire

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**From:** Nathan Hamlyn [nhamlyn86@gmail.com]  
**Sent:** Wednesday, June 25, 2014 4:40 PM  
**To:** Eric Cousens  
**Cc:** Susan Clements-Dallaire; Doug Greene  
**Subject:** Re: Planning Boad Application  
**Attachments:** 20140625085738354\_0001.pdf; 20140625085738354\_0002.pdf; 20140625085738354\_0003.pdf

Hey Eric,

I got your voicemail earlier and I am sorry it took so long to respond to this. I am definitely interested in being considered for one of the openings. Thank you for the heads up on this and the opportunity to re-apply for the position. Please use my previous application (attached) for the current openings, as nothing has changed since I filled them out a few months ago. Please let me know if you need anything else from me. Thank you again for the opportunity.

-Nate Hamlyn

On Wed, Jun 25, 2014 at 9:09 AM, Eric Cousens <[ECousens@ci.auburn.me.us](mailto:ECousens@ci.auburn.me.us)> wrote:

Nathan,

I left you a voicemail a few minutes ago. If you are still interested please email me and the City Clerk (reply to all) that you would like your application renewed for the current round of appointments. The email must be received by tomorrow early afternoon to be included. Thanks.

Eric J. Cousens  
Director of Planning and Permitting  
60 Court Street, Suite 104  
Auburn, Maine 04210  
Tel.  [\(207\)333-6601](tel:(207)333-6601), ext. 1154  
Fax.  [\(207\)333-6625](tel:(207)333-6625)  
email: [ecousens@auburnmaine.gov](mailto:ecousens@auburnmaine.gov)

-----Original Message-----

**From:** Paul Fraser  
**Sent:** Wednesday, June 25, 2014 8:58 AM  
**To:** Eric Cousens  
**Subject:**

This E-mail was sent from "RNPD66866" (Aficio MP 7000).

Scan Date: 06.25.2014 08:57:38 (-0400)  
Queries to: [pfraser@ci.auburn.me.us](mailto:pfraser@ci.auburn.me.us)

## Board &amp; Committee Appointment Application

City of Auburn

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

Application for:  New Appointment  Reappointment (Initial Date Appointed: \_\_\_\_\_)

Name: Nathan Hamlyn Ward: 4 ✓ Years as an Auburn Resident: 28

Mailing Address: 246 Main Street

Physical Address: Same

Phone: 207-576-8651 Email: NHAMLYN86@GMAIL.COM

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

Bachelor's Degree in Business Administration, Merrimack College. (Concentration in Marketing

Saint Dominic Regional High School, Class of 2004.

Lived in Auburn for 28 Years.

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

Planning Board

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

(Attached)

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

(Attached)

The following are the current committees and boards in Auburn:

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

Incomplete applications and those which list more than one committee will not be considered. Applications are valid for a period of six months. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants.

Application **City of Auburn**

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

Signature: Nathan Hamlyn (E-Signature) Date: 03-12-2014

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<b>Susan Clements-Dallaire, City Clerk</b>	<b>sdallaire@ci.auburn.me.us</b>	<b>333-6600</b>
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**Nathan Hamlyn**

**Why do you want to serve?**

Being born and raised in Auburn, as well as spending the majority of my time here, I have gained an appreciation of this city and the residents. As a younger citizen in this area (28 years old) I have a very keen perspective on what has made this city, as well as, what this city can and eventually will become. There are many things I love about this city and a few aspects in which I feel can be improved with the proper planning and vision. The Planning Board seems to be in a unique position to guide Auburn in the direction they feel is correct and prepare the city for the future, which is the major reason I have interest in this committee. Auburn is my home, why wouldn't anyone do whatever they could in order to develop their home into something better?

**What do you hope to accomplish?**

Auburn needs some new life to accompany the historic aspects of the city. Being a part of the planning board, I could give (and collect) some valuable insight as to what a younger aggregate of people would enjoy in this city. I would love to be an integral part of the resurgence of this city, as well as the vision going forward. The major goal I would like to accomplish is to set the foundation for a more vibrant city that embraces, not neglects, the historic and proud past that has made this city what it is today.

## Susan Clements-Dallaire

---

**From:** Kenneth Bellefleur [k\_bellefleur7@yahoo.com]  
**Sent:** Wednesday, June 25, 2014 8:53 PM  
**To:** Susan Clements-Dallaire  
**Subject:** Re: Planning Board  
**Attachments:** PB App 3.PDF

Sue,

The application is attached. Please use this email as the attachment for the questions.

Why do you want to serve on the planning board?

My interest in serving on the planning board is driven by my involvement with the Comprehensive Plan and issues that involve the Agricultural Zone. I am also very interested in streamlining the processes to work through approval by the planning board.

What do you hope to accomplish on the planning board?

I hope to see the city re-evaluate its stance on the Ag Zone and growth overall. I would hope to see the city streamline its approval process through the use of form based codes for more urban development and less regulation overall. Auburn's population growth and business growth has been relatively stagnant for the past 20 years. Auburn needs more population, more industry and more commerce to share the overhead of maintaining such a large land mass.

Thanks and regards,

Ken

On Tuesday, June 24, 2014 8:11 AM, Susan Clements-Dallaire <[sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)> wrote:

Thank you, Ken!

---

**From:** Kenneth Bellefleur [[mailto:k\\_bellefleur7@yahoo.com](mailto:k_bellefleur7@yahoo.com)]  
**Sent:** Monday, June 23, 2014 9:06 PM  
**To:** Susan Clements-Dallaire  
**Subject:** Re: Planning Board

Sue,

I plan on reapplying and just have the SA questions to complete. You will have the application by Thursday.

Thanks and regards,

Ken

On Monday, June 23, 2014 12:01 PM, Susan Clements-Dallaire <[sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)> wrote:

Hi Ken,

Looks like your term on the Planning Board expires on July 1, 2014. If you would like to be considered for reappointment (either full member or associate member), you would have to complete a new application. The deadline to submit the application to me is 4:30 PM on Thursday, June 26<sup>th</sup>.

Let me know if you have questions.

Thank you,

Sue

Sue Clements-Dallaire

Sue Clements-Dallaire, CCM  
City Clerk  
60 Court Street  
Auburn, ME 04210  
207-333-6601, Extension 1126  
[sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)

# Board & Committee Appointment Application

City of Auburn

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

Application for:  New Appointment  Reappointment (Initial Date Appointed: 7/18/11)

Name: Ken Bellefleur Ward: 4 Years as an Auburn Resident: 35

Mailing Address: 100 Royal River Rd

Physical Address: Same

Phone: 207-713-4553 Email: K-bellefleur-7@yahoo.com

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

- Served on Comp Plan Update Committee

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

Planning Board

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

Please see email attached,

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

Please see email attached.

The following are the current committees and boards in Auburn:

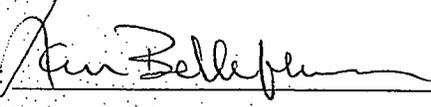
- 911 Committee
- Airport Board
- Assessment Review Board
- Auburn Housing Authority
- Auburn Water District
- Auburn Sewer District
- Community Development Loan Committee
- Ethics Panel
- L/A Cable TV Advisory Board
- L/A Community Forest Board
- L/A Transit Committee
- Planning Board\*
- Parks & Recreation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

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Application

**City of Auburn**

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

Signature:  Date: 6/19/14

\*The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve.

\*The City Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Susan Cléments-Dallaire, City Clerk	sdallaire@ci.auburn.me.us	333-6600
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JUN 25 2014

**Susan Clements-Dallaire**

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**From:** Elaine Wickman [elainewickman@masiello.com]  
**Sent:** Wednesday, June 25, 2014 12:22 PM  
**To:** Susan Clements-Dallaire  
**Subject:** APPLICATION TO PLANNING BOARD  
**Attachments:** 20140625085729281\_0001.pdf; 20140625085729281\_0002.pdf; 20140625085729281\_0003.pdf; 20140625085729281\_0004.pdf; 20140625085729281\_0005.pdf

Good Afternoon Sue;

Please accept this forwarded application resume towards the current appointment opportunity. Would you please respond that you have received the attachments herein.

Thank you again for your consideration,

Elaine

--

**Elaine R. Wickman**  
**BROKER/REALTOR**  
*Licensed in the State of Maine & New Hampshire*

Cell 603-209-4653  
207-795-9619 Direct Office Line  
[elainewickman@masiello.com](mailto:elainewickman@masiello.com)  
Fax 207-782-2232

**Administrative Assistant to**  
**Gloria A. Hewey Associate Broker/ Realtor**  
**Better Homes and Gardens Masiello Group**  
**155 Center Street Building A**  
**Auburn Maine 04210**  
**Cell 207-399-8553**  
**207-795-9671 Direct Office Line**

"Emails sent or received shall neither constitute acceptance of conducting transactions via electronic means nor shall create binding contract in the absence of a fully signed written agreement"

MAR 1 8 2014

March 12, 2014

CITY OF AUBURN COUNCIL  
60 COURT STREETS  
AUBURN MAINE 04210

Dear City of Auburn Council Members;

Thank you for considering my application as a new appointment to the planning board. I am a native to Auburn, raised & educated in the schools here & in Portland. I bring 25 years of real estate experience (inclusive of a dozen new construction homes) to your board and 15 years of community fund raising experience from the Monadnock Region of New Hampshire. I run my business here in Auburn with the highest levels of professionalism & integrity and can provide client recommendations at your request.

Recently I was successful at the rezoning and construction of a single family dwelling in Ward 5 of Auburn and worked closely with Code Enforcement & Council. I had a good working relationship with all its members.

I am now anxious to return to the role of volunteering my time to my community and helping to bring forth reasonable developmental options for its citizens.

After 25 years I am so happy to be back here in my native Auburn, and very grateful for the opportunity to retire in this community near my family and friends.

Warmest Regards,

*Elaine R. Wickman*

Elaine R. Wickman

# Board & Committee Appointment Application

City of Auburn

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

Application for:  New Appointment  Reappointment (Initial Date Appointed: \_\_\_\_\_)

Name: ELAINE R. WICKMAN Ward: 5 Years as an Auburn Resident: 27

Mailing Address: 354 SOUTH WILHAM ROAD AUBURN 04210

Physical Address: SAME

Phone: 603-209-4653 Email: elaine.wickman@masiello.com

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

attached

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

planning board

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

attached

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

attached

The following are the current committees and boards in Auburn:

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

Incomplete applications and those which list more than one committee will not be considered. Applications are valid for a period of six months. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants.

Application

City of Auburn

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

Signature: Elaine R. Wickman Date: 3-12-2014

\*The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve.

\*The City Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Susan Clements-Dallaire, City Clerk

sdallaire@ci.auburn.me.us

333-6600



[elainewickman@masiello.com](mailto:elainewickman@masiello.com)

Cell 603-209-4653

Direct Office Line 207-795-9619

Fax 207-782-2232

**ELAINE R. WICKMAN BROKER/ REALTOR®**

**\*Administrative Assistant to Gloria Hewey, Broker Associate/Realtor Better Homes & Gardens**

**The Masiello Group, Auburn, Maine [www.gloriahewey.masiello.com](http://www.gloriahewey.masiello.com)**

***PROFESSIONAL ORGANIZATIONS***

**\* Licensed In Maine & New Hampshire**

**\*Broker/ Realtor Better Homes & Gardens The Masiello Group, Auburn Maine**

**\*23 year member of the National Association of Realtors**

**\*Member Maine Association of Realtors**

**\*Member Androscoggin Valley Board of Relators**

**\*Member Maine Real Estate Information Network**

**\*23 year member of the New Hampshire Association of Realtors**

**\*23 year member of the Monadnock Region Board of Realtors;**

**\*1996 Vice President Monadnock Board of Realtors**

**\*1994 & 1995 Secretary Monadnock Region Board of Realtors**

**\*Certified Corporate Property Relocation Specialist**

***EDUCATION***

**\*Graduate University of Southern Maine 1978- Business Administration**

**\* Gradute Edward Little High School 1976**

Elaine Rose Wickman Broker/Realtor®  
354 South Witham Road, Auburn Maine 04210  
603-209-4653 elainewickman@masiello.com

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### **SUMMARY**

Broker /Realtor® & Professional Administrative Assistant with over 25 years of experience working in demanding, fast paced & consistently changing real estate industry. Extensive IT skills, strong customer service & communication skills. Polished professional standards and business etiquette.

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### **EMPLOYMENT HISTORY**

- \*Better Homes & Gardens Real Estate The Masiello Group 2012-Present
- \*Licensed in the State of Maine & New Hampshire Broker Level.
- \*Administrative Assistant to Gloria Hewey & Lorraine Bennett.
- \*Customer Service Representative LL Bean, Inc, Lewiston, Maine 2011
- \*Associate Broker Realtor® Keller Williams Tattersall Realty, Keene, New Hampshire 1989-2012
- \*NH Licensed Real Estate Broker level Office Manager / Administrative Assistant /Office Management Coldwell Banker Tattersall & Associates, LLC, Keene, New Hampshire 1989-2011

### **EDUCATION & TRAINING**

- \*2013 Real Estate Recertification & Professional Training Better Homes & Gardens Real Estate Marketing Program.
- \*2012 Broker Level License State of Maine
- \*2011 Professional Ethics & Business Standards completed bi- annually beginning in 1991
- \*2011- present: recertification NH approved business courses for real estate license bi-annually, including business law
- \*2006 -60 hour course completion and successful State of NH testing for Broker level license
- \*1992 Corporate Property Relocation Specialist Certification
- \*1989 New Hampshire Real Estate Sales License requirements and bi annual approved business course credits, including business law
- \*University of Maine –Portland Maine Business Administration

Elaine Rose Wickman Broker/Realtor® 603-209-4653

elainewickman@masiello.com

### **PROFESSIONAL ACCOMPLISHMENTS**

\*2012 State Of Maine Broker Level License

\*2006 NH Real Estate Broker level license

\*2002-1992 Volunteer member to organize & promote The Heart of New England Cycling Community Bicycle Club, professional race team , road race, and professional twilight bicycle race (community fund raiser events)

\*2001-1992 Treasurer, Board of Directors & founding member of Heart of New England Cycling Club, Keene NH

\*1997 Member of the Monadnock Region Board of Realtors® Grievance Committee

\*1996 Vice President Monadnock Region Board of Realtors®

\*1995 Secretary Monadnock Region Board of Realtors®

\*1994 Secretary Monadnock Region Board of Realtors®

\*1989 NH Real Estate Sale License.

\*1976 President Omega Sigma Phi Sorority

\* 1975 Vice President Omega Sigma Phi Sorority

### **CURRENT PROFESSIONAL MEMBERSHIPS**

\*National Association Realtors®

\*Maine Association of Realtors®

\*Androscoggin Valley Board of Realtors®

\*Northern New England Real Estate Network

\*Maine Listings MLX

**LETTER OF RECOMMENDATION** To Whom It May Concern, Elaine R. Wickman has worked for me for over twenty years and has been a loyal and efficient employee. Her duties were varied and extensive. She kept all the real estate franchise records and maintained monthly reporting to franchise headquarters. Elaine negotiated with the various newspapers, placed and wrote ads, checked proofs and tear sheets and kept the advertising records for the agents. She took care of keeping files in order and made sure they were complete and up to date. She made out the monthly work schedules, covered for agents who needed assistance, helped them with listing and sales documents and managed e-mail inquiries. Elaine also took care of the computers in the office. She helped new agents with application paperwork, and handled required notifications to the N.H. Assoc. of Realtors and the multiple listing systems. She also found the time to successfully list and sell real estate and maintain excellent relationships with her own clients. Elaine is a dedicated, disciplined, confident employee with a strong work ethic. She is a very competent manager. She is a team player; greatly missed by the office family she left behind to begin her new life in Maine. Should you have further questions, please do not hesitate to call me at 603-352-0514 x 105 or e-mail me at barbtat@msn.com. Thank you. Barbara L. Tattersall, GRI Managing Broker-Keller Williams Tattersall Former Owner- Coldwell Banker Tattersall & Associations Real Estate, LLC

# Board & Committee Appointment Application

City of Auburn

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Application for:  New Appointment  Reappointment (Initial Date Appointed: \_\_\_\_\_)

Name: RICK LANMAN Ward: \_\_\_\_\_ Years as an Auburn Resident: 1 1/2

Mailing Address: 89 MANLEY ROAD #9 AUBURN ME

Physical Address: SAME AS MAILING

Phone: 405 815 7375 Email: RLANMAN@FLYTO ME.COM

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

SEE RESUME ATTACHED BIOGRAPHY

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

PLANNING BOARD (REGULAR NOT ALTERNATE)

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

STATEMENT ATTACHED

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

STATEMENT ATTACHED

The following are the current committees and boards in Auburn:

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

Incomplete applications and those which list more than one committee will not be considered. Applications are valid for a period of six months. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants.

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

Signature: 

Date: *26 June 2014*

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**Susan Clements-Dallaire, City Clerk**

**[sdallaire@ci.auburn.me.us](mailto:sdallaire@ci.auburn.me.us)**

**333-6600**

### Biography of Richard (Rick) Lanman, AAE, ACE

Airport Manager Rick Lanman has spent a very large portion of his life on or near an airport, most recently serving as the Airport Manager for Mena Intermountain Municipal Airport in Mena, Arkansas. A retired Marine, Rick has also held leadership positions at airports in Illinois and Kansas since leaving a five-year faculty position at Southern Illinois University Carbondale in Carbondale, IL. He believes that his wide-ranging experience makes him a seasoned aviator.

Rick holds a Master's degree in Public Administration and Bachelors of Science in Aviation Management from Southern Illinois University. He is also an Accredited Airport Executive (AAE) within of the American Association of Airport Executives. In addition to the AAE designation, Rick has completed the AAAE's Airport Certified Employee – Operations course, qualified as a Form 5010 Master Record Safety Data Inspector for non-commercial airports for the Federal Aviation Administration, trained as an NOAA Advanced Weather Spotter, and completed the training requirements for Airport Security Coordinator as well as Wildlife Hazard Manager. He is active with the Airport Cooperative Research Program, actively serving on a couple of different research panels and continues to teach for Southern Illinois University through the Web-based and Off-Campus Education Programs.

#### Question Responses:

I want to serve on the City's Planning Board because I am interested in serving the city that I live in. My work requires that I understand the many facets of land-use and community planning. As a member of the planning board, I can use my knowledge and understanding of community planning in a way that benefits the city that I live.

I hope to contribute to the forward motion of the City as it metamorphosizes into a center of commerce and community living. I do not actually have any goals or objectives. I do not have an agenda. I am only interested in offering my ability to the city that I live in.

JUN 10 2014

# Board & Committee Appointment Application

# City of Auburn

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

Application for:  New Appointment  Reappointment (Initial Date Appointed: 7/16/12)

Name: Mia Poliquin Pross Ward: 1 Years as an Auburn Resident: 9

Mailing Address: 14 Hersey Hill Rd., Auburn ME 04210

Physical Address: same

Phone: 577-6839 Email: miapoliquin@hotmail.com

Describe your education and/or experience or attach a resume:  
please see attached resume.

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

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

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

The following are the current committees and boards in Auburn:

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

Incomplete applications and those which list more than one committee will not be considered. Applications are valid for a period of six months. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants.

**Mia S. Poliquin Pross**

14 Hersey Hill Rd.  
Auburn, ME 04210

(207) 577-6839  
miapoliquin@hotmail.com

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**EXPERIENCE**

**St. Mary's Nutrition Center, Lewiston, ME – *Operations Manager, June 2013 to present***

- Development and implementation of strategies to build capacity, sustainability, and improve systems
- Conduct grant writing, fundraising, and organizational planning
- Oversee communication, outreach, and media projects
- Manage financial and data administration
- Support staff in program development, implementation, and evaluation systems

**Consumers for Affordable Health Care Foundation, Augusta, ME – July 2006 to June 2013**

***Associate Director, November 2010 to June 2013***

- Directed and supervised program, policy, legal, and communications staff and activities
- Conducted grant writing, grant and contract mgmt., reporting, and funder communications
- Assisted Exec. Dir. with organizational strategic planning, development, and human resource functions
- Represented organization in television, radio, and print media interviews
- Served as liaison to the Policy Director to provide policy and legal technical assistance
- Participated as a member of the policy and legal team to represent consumer interests in advocacy

***Director of Policy and Operations, October 2008 to November 2010***

- Directed and supervised policy and program staff and activities of both departments
- Served as project lead/manager on special projects
- Represented the organization in public forums
- Coordinated and assisted with policy and program related grant writing and grant reporting

***Policy and Legal Analyst, July 2006 to October 2008***

- Conducted health policy and legal research, analysis, and writing
- Represented consumers through the Consumer Health Law Program
- Tracked legislation and monitored and participated in statewide health policy initiatives

**Downeast Financial Group, Lewiston, ME – *Financial Executive, November 2004 to May 2006***

- Licensed in Life, Health, Disability and Variable Contracts
- Held Series 6 and Series 63 securities licenses
- Advised clients on investment products including mutual funds, annuities and life insurance
- Prepared Federal and State tax returns, and assisted in creating and implementing financial plans

**Andover College (Kaplan Univ.), Lewiston, ME – *Adjunct Faculty, Paralegal Studies, Jan. to May 2005***

- Taught Tort Law and Legal Research to students in the paralegal program
- Prepared class lectures and materials; created and graded exams

**New Hampshire Attorney General, Concord, NH – *Legal Intern, May 2003 to April 2004***

- Interned for the Consumer Protection and Antitrust Bureau
- Co-authored, *Consumer Protection and Antitrust Bureau: An Overview*, NH Bar Journal, (Spring, 2004)
- Researched, authored, and filed motions, petitions, and proposed orders
- Researched and wrote legal memoranda on legislation affecting consumers
- Conducted investigations and wrote investigative reports and file reviews on NH Businesses

**New Hampshire Public Defender, Concord, NH – *Investigative Intern, May to August 2002***

- Provided investigative support on a homicide case
- Interviewed witnesses, prepared reports, researched and wrote legal memoranda
- Compiled samples and authored instruction on obtaining out-of-state subpoenas

**Richardson Hollow Mental Health, Lewiston, ME – *Behavioral Specialist, May to August 2001***

- Provided one-on-one therapeutic care for pre-school children with behavioral disorders

**Mia Poliquin Pross**  
**Planning Board Application Attachment**  
**June 6, 2014**

**Why I want to serve:**

I enjoy being involved in my community and finding ways to give back. Serving as an Associate Member over the last two years increased my knowledge base and I would like to continue serving and make full use of what I've learned. I prefer to serve as a Full Member, but will also stay on as an Associate member if needed. Reviewing site plans and development projects shows me that Auburn is growing and thriving and I want to continue to help make that happen.

**What I hope to accomplish:**

There are several initiatives on the horizon that I'd like to be involved with. First, I sat as the Planning Board representative on the New Auburn Village Study Committee. I would like to be a part of implementing the plans that were drafted as part of that study. Also, there have been initial discussions about instituting Form Based Code in certain parts of Auburn. I am supportive of moving in that direction and would like to contribute to the process as part of the Planning Board. Finally, the Planning Board began revising its bylaws and operating procedures this year, and I would like to help finalize those documents.

JUN 12 2014

Board & Committee Appointment Application

City of Auburn

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

Application for:  New Appointment  Reappointment (Initial Date Appointed: \_\_\_\_\_)

Name: CHRISTOPHER A. BRANN Ward: 3 Years as an Auburn Resident: 8

Mailing Address: 165 MADISON ST

Physical Address: SAME

Phone: (907) 333-4593 Email: c.brann@mechanicssavings.com

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

RESUME ATTACHED

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

COMMUNITY DEVELOPMENT LOAN COMMITTEE

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

CURRENT RESIDENT WITH AN INTEREST IN COMMUNITY SERVICE.

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

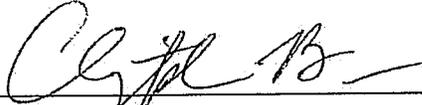
ASSIST COMMITTEE IN MAKING GOOD LOAN DECISIONS BASED ON GREATEST COMMUNITY IMPACT AND GREATEST AREAS OF NEED.

The following are the current committees and boards in Auburn:

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

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

Signature:  Date: 6/9/14

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Susan Clements-Dallaire, City Clerk

sdallaire@ci.auburn.me.us

333-6600

# Christopher A. Brann

165 Madison Street • Auburn, Maine 04210 • (207)838-5954 • [chris\\_brann22@yahoo.com](mailto:chris_brann22@yahoo.com)

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## SUMMARY OF QUALIFICATIONS

- Knowledge and understanding of underwriting requirements of Commercial and Consumer Loan activities
  - Proven analytical and reasoning skills
  - Able to work with diverse group of personalities
  - Effective communication skills, written and oral
  - Hard worker with high level of integrity
- 

## EXPERIENCE

**Mechanics Savings Bank, Auburn, Maine** **2010 - Present**

*Credit Administration Manager*

*Vice President*

- Responsible of management of Commercial Credit, Residential Underwriting and Collections Departments
- Oversight of Appraisal Review Function
- Manage all lending policies of the Bank making recommendations to the Board of Directors for approval
- Monitor and report on asset quality metrics including delinquency and concentrations

**TD Bank, NA, Portland and Auburn, Maine** **2001-2010**

*Commercial Loan Portfolio Officer*

*Assistant Vice President*

- Responsible for a portfolio of larger, more complex commercial loans
- Routine customer contact related to new loan requests and to provide additional products and services
- Ensure that loans are properly structured to meet Customer, Policy and Management requirements

*Commercial Credit Analyst*

- Responsible for analysis of moderately complex to complex commercial loan requests

*Teller*

- Provided appropriate customer service and recommended products to meet individual needs
- 

## EDUCATION

**University of Southern Maine, Portland, Maine** **May 2003**  
*Bachelor of Science in Business Administration*

**South Portland High School** **June 1998**

**Risk Management Association** **March 2012**  
*Certificate Program – The Risk Management School*

Board & Committee Appointment Application



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

Application for:  New Appointment  Reappointment (Initial Date Appointed: \_\_\_\_\_)

Name: Maureen M. Aube Ward: 2 ✓ Years as an Auburn Resident: 30 yr

Mailing Address: 748 Hotel Rd Auburn ME 04210

Physical Address: 748 Hotel Rd Auburn ME 04210

Phone: 207-784-2273 Email: mmaube@androscoggincounty.com

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

see attached

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

Zoning Board of Appeals

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

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

The following are the current committees and boards in Auburn:

- 911 Committee
- Airport Board
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- Auburn Sewer District
- Community Development Loan Committee
- Ethics Panel
- L/A Cable TV Advisory Board
- L/A Community Forest Board
- L/A Transit Committee
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Application

City of Auburn

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

Signature:  Date: 6/25/14

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Susan Clements-Dallaire, City Clerk	sdallaire@ci.auburn.me.us	333-6600
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Maureen M. Aubé

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

I previously served as the Community Business Specialist for the City of Auburn in which I worked closely with the Planning Board and the Economic Development of our City. I am the currently Operations Manager at the Androscoggin County Chamber of Commerce and I have a Public Administration Degree from UMA.

Why do you want to serve?

While working for the City of Auburn I became interested in Auburn's Zoning Ordinances and its Comprehensive Plan. As an Auburn resident I am very interested in what happens in my City and I would like to become more involved with its development

What do you hope to accomplish?

Serving on the Zoning Board of Appeals with all the facts available, looking at the big picture and making informed decisions regarding what is best for the City of Auburn.

# Board & Committee Appointment Application

# City of Auburn

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Application for:  New Appointment  Reappointment (Initial Date Appointed: \_\_\_\_\_)

Name: Courtney McDonough Ward: 5 Years as an Auburn Resident: 6

Mailing Address: 416 Fourth St. Apt. 8

Physical Address: 416 Fourth St. Apt. 8

Phone: 891-9356 Email: cmcdonough107@gmail.com

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

I have a legal studies Bachelors degree and I am currently a real estate paralegal.

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

Zoning Board of Appeals

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

①

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

②

The following are the current committees and boards in Auburn:

- 911 Committee
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Application **City of Auburn**

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

Signature: *Audrey H. McDonald* Date: 6/25/14

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Susan Clements-Dallaire, City Clerk	sdallaire@ci.auburn.me.us	333-6600
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① I enjoy serving my city. I serve on a committee for the accreditation of our high school and would love the chance to serve our city in a larger capacity.

② What I hope to accomplish is to make the best decisions for the City of Auburn in regards to development within our city.

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



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

Jonathan P. LaBonte, Mayor

## IN CITY COUNCIL

### ORDER 58-07072014

**ORDERED**, that the following individuals are hereby appointed to the following boards and committees with term expirations as noted;

#### **Auburn Sewer District**

Raymond P. Fortier – term expiration 3/1/2017

#### **Board of Assessment Review**

Levi Gervais, as full member – term expiration 10/01/2017

#### **Community Development Block Grant Loan Committee**

Christopher A. Brann – term expiration 10/01/2017

#### **Planning Board**

Kenneth Bellefleur, as full member – term expiration 1/1/2017

Mia Poliquin Pross, as full member – term expiration 1/1/2017

Nathan Hamlyn, as associate member – term expiration 1/1/2017

Elaine Wickman, as associate member – term expiration 1/1/2017

#### **Zoning Board of Appeals**

Maureen M. Aube, as alternate member – term expiration 10/01/2016

Courtney McDonough, as full member – term expiration 10/01/2017



## City Council Agenda Information Sheet

City of Auburn

**Council Meeting Date:** July 7, 2014

**Order**

59-07072014

**Author:** Roland G. Miller

**Subject:** Development Agreement with ABDC

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**Information:** The City of Auburn and the Auburn Business Development Corporation (ABDC) has formed a partnership to produce a new industrial park. Auburn, in effort to recover some of the capital costs associated with this project, created TIF #12. Subsequent to this designation a new entrance road location was selected and new land was purchased. Infrastructure components of the new park are currently under construction.

Representatives of ABDC have been approached regarding a development on lot one. In order to provide the flexibility needed to negotiate the final terms the City of Auburn proposes to create TIF #19 which encompasses the new geography and provides for the possibility of up to 25% of new tax revenue from new development being available to ABDC to offset the impact of aggressive lot sale pricing.

The development agreement before you is similar to the one I presented for Hartt transportation. It merely states duties and responsibilities of the respective parties and memorializes, on the part of the City of Auburn, a willingness to prepare and enact TIF #19.

---

**Financial:** The passage of this resolve commits Auburn to prepare and enact TIF #19. It contains the concept of sharing tax revenue between the partners.

---

**Action Requested at this Meeting:** Recommend passage

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**Previous Meetings and History:** None

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**Attachments:**

Development Agreement  
Order 59-07072014

**ABDC Industrial Park  
Development Agreement**

This development agreement is made and entered into this \_\_\_\_ day of July, 2014, by and between the City of Auburn, a municipal body, corporate and politic and political subdivision of the State of Maine having a mailing address of Auburn Hall, 60 Court St., Auburn, Maine 04210 (hereinafter called the "City") and the Auburn Business Development Corporation (ABDC), a Maine not-for-profit corporation, having a mailing address of, 415 Lisbon Street, Lewiston, Maine 04240 (hereinafter collectively called the "Developer").

**Witnesseth:**

WHEREAS, the City has adopted a comprehensive land-use plan for the development of the area around Turnpike Interchange #75, Auburn/Lewiston Airport and south Auburn; and

WHEREAS, that plan recommends concentrated commercial and industrial development to be located in this area; and

WHEREAS, the City and ABDC is desirous of attracting new investment in the form of commercial and industrial projects; and

WHEREAS, the City and Developer have entered into a partnership to develop an industrial park in south Auburn; and

WHEREAS, the Developer has acquired a strategically located parcel of land for the purpose of accommodating industrial development projects; and

WHEREAS, the Developer has subdivided the land and the City has made a significant investment to secure environmental permits and complete the utility extensions on the property; and

WHEREAS, the City and the Developer have, in this document, set forth the business terms and responsibilities of the respective parties in implementing these projects.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, it is hereby agreed as follows:

**1. Location**

The parcels of land, subject to this agreement, are located as shown on the attached map. The property tax identification number is: 130-001-001 as depicted on the City of Auburn tax maps. Additional land, shown on the subdivision plan as dedicated space for public utilities, reserved for archaeological investigation and public road, is also subject to this agreement.

**2. Development Program**

The parties agree as follows:

**Developer –**

A. Agrees to oversee the industrial park, enforce all covenants and conditions and restrictions as provided in the Declaration of Covenants recorded in the Androscoggin Registry of Deeds books 6953 pages 173 -- 184, market the land and negotiate the terms of property sales.

B. Agrees to enforce compliance with all requirements of the City of Auburn, State of Maine and US Government in the development of any property within the industrial park.

**City –**

A. Agrees to execute a Tax Increment Financing (TIF) plan that will provide for the recovery of a portion of the costs associated with the development of the industrial park. The recovery of cost will include those costs associated with providing public infrastructure, electrical power, natural gas and any off-site improvements associated with the industrial park. The amount to be recovered will be done by providing a tax payment reimbursement on all the new real estate investment that occurs within the subdivision as determined by the City.

B. The TIF will also include an omnibus credit enhancement agreement (CEA) that will provide to ABDC up to 25% of the new tax revenue (real estate only) from each lot for flexibility in negotiating land sales payments. The term of this agreement will be 20 years.

**4. Design Review Consultation**

The Developer will review and consult with the City concerning the development layout designs which shall be subject to Auburn Planning Staff approval.

**5. Regulatory Compliance**

The City will construct the public improvements in conformance with all federal, state and local regulatory requirements.

**6. Miscellaneous**

A. This Agreement and any documents or exhibits which may be described herein or attached hereto set forth the entire Agreement and understanding of the parties in respect to the transactions contemplated hereby and supersedes all prior agreements, arrangements, and understandings related to the subject matter hereof.

B. This Agreement shall be governed by and construed in accordance of the laws of the State of Maine applicable to agreements made and to be performed therein. Except to the extent the parties may mutually agree to the contrary, all disputes arising on this Agreement shall be brought in the state or federal courts of the State of Maine and each party to this Agreement hereby submits to the jurisdiction of the state and federal courts of the State of Maine, and agrees that service of process may be made upon each party by certified mail, return receipt requested, to the current addresses of the parties, or to such address as may be changed from time to time. The prevailing party in any such

dispute shall be entitled to recover, in addition to the claim for damages, indemnification or expense, all costs and expenses of proceeding with such claim, including reasonable attorney's fees.

C. Any amendment to this Agreement shall be in writing, signed by all parties.

D. Any waiver of a term or condition of this Agreement shall be a waiver of that term or condition only and shall not be deemed a waiver of any other term or condition.

IN WITNESS WHEREOF, the City and the Developer have executed this Development Agreement the \_\_\_ day of July, 2014.

\_\_\_\_\_  
Witness

City of AUBURN

By: \_\_\_\_\_  
Its City Manager

\_\_\_\_\_  
Witness

Auburn Business Development Corporation

By: \_\_\_\_\_  
Its President

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



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

Jonathan P. LaBonte, Mayor

## **IN CITY COUNCIL**

### **ORDER 59-07072014**

ORDERED, that the City Manager is authorized to execute a development agreement with the Auburn Business Development Corporation (ABDC) that obligates Auburn to create a Tax Increment Finance (TIF) program for the development of the Auburn Enterprise Center.



## City Council Agenda Information Sheet

City of Auburn

**Council Meeting Date:** July 7, 2014

**Order**

60-07072014

**Author:** Roland G. Miller

**Subject:** Reenacting proposed amendments to Tax Increment Finance District #10.

---

**Information:** On December 2, 2013, the Auburn City Council approved amendments to the existing Auburn Downtown TIF #10. These were submitted to DECD on December 6, 2013. Subsequent to the state initiating a review of the submitted documentation we were informed that the required information needed to be presented in a new format. It was further suggested that Auburn should take this back through a complete approval process. The basic data, projects eligible for funding and geography covered by these amendments is identical to that which was previously passed.

Notice of the new public hearing, meeting statutory requirement, was published. The date of the new public hearing is July 7, 2014.

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**Financial:** No changes from what was previously passed

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**Action Requested at this Meeting:** Approval of suggested amendments to Auburn's Downtown TIF #10

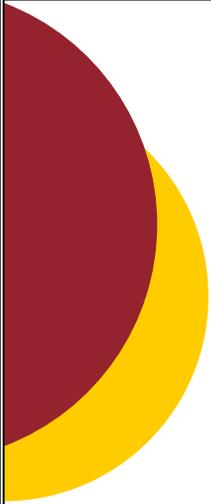
---

**Previous Meetings and History:** Workshop held on November 18, 2013. Passage of amended TIF #10 on December 2, 2013.

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**Attachments:**

- Full TIF #10 package.
- Order 60-07072014



# CITY OF AUBURN, MAINE

## #10 DOWNTOWN OMNIBUS MUNICIPAL TAX INCREMENT FINANCING DISTRICT

### DEVELOPMENT PROGRAM FIRST AMENDMENT

AMENDED – DECEMBER 2, 2013

CONDITIONAL APPROVAL – MARCH 4, 2014

RESTATED & AMENDED - JULY 7, 2014

Prepared by:  
Jill Cunningham, Economic Development Assistant  
Roland Miller, Community & Economic Dev. Director

City of Auburn, Maine #10 Downtown Omnibus Municipal Tax Increment Financing District  
FIRST AMENDMENT

City of Auburn, Maine

*"Maine's City of Opportunity"*

Economic Development

July 8, 2014

George Gervais, Commissioner  
Dept. of Economic and Community Development  
Burton M. Cross Office Building  
59 State House Station  
Augusta, ME 04333-0059



**Re: *City of Auburn #10 Downtown Omnibus Municipal Tax Increment Financing District and Development Program, First Amendment.***

Dear Commissioner Gervais:

In accordance with Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, I am pleased to submit this application for an Amendment to City of Auburn's #10 Downtown Tax Increment Financing District originally designated by the department in 2002. As amended it is titled: City of Auburn #10 Downtown Omnibus Municipal Tax Increment Financing District and Development Program.

With this letter, I attest and certify all information provided in this application is true and accurate to the best of my knowledge. Should you have any additional questions or concerns, please do not hesitate to contact my office, or the City's Economic Development staff.

Sincerely,

Clinton Deschene  
City Manager

cc: Roland Miller, Economic Development Director  
Jill Cunningham, Economic Development Assistant

60 Court Street • Auburn, ME 04210 • (207) 333-6601 Automated • (207) 333-6625 Fax

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

**APPLICATION COVER SHEET**

**MUNICIPAL TAX INCREMENT FINANCING**

**A. General Information**

1. Municipality Name: City of Auburn		
2. Address:60 Court St, Auburn, ME 04210		
3. Telephone: 207-333-6601	4. Fax:207-333-6620	5. Email: rmiller@auburnmaine.gov
6. Municipal Contact Person: Roland Miller		
7. Business Name:		
8. Address:		
9. Telephone:	10. Fax:	11. Email:
12. Business Contact Person:		
13. Principal Place of Business:		
14. Company Structure (e.g. corporation, sub-chapter S, etc.):		
15. Place of Incorporation:		
16. Names of Officers:		
17. Principal Owner(s) Name:		
18. Address:		

**B. Disclosure**

1. Check the public purpose that will be met by the business using this incentive (any that apply):		
<input type="checkbox"/> job creation	<input type="checkbox"/> job retention	<input type="checkbox"/> capital investment
<input type="checkbox"/> training investment	<input type="checkbox"/> tax base improvement	<input type="checkbox"/> public facilities improvement
<input type="checkbox"/> other (list):		
2. Check the specific items for which TIF revenues will be used (any that apply):		
<input checked="" type="checkbox"/> real estate purchase	<input type="checkbox"/> machinery & equipment purchase	<input type="checkbox"/> training costs
<input checked="" type="checkbox"/> debt reduction	<input checked="" type="checkbox"/> other (list): Public Improvements	

## **Narrative Summary of Changes**

The City of Auburn adopted the Auburn Downtown Action Plan for Tomorrow in 1999, describing the future plans wanted by community members and the City of Auburn. The Plan was put together to come up with a Downtown revitalization strategy by the consultants, The Cavendish Partnership, Douglas J Kennedy & Associates, Wilbur Smith Associates, and Banwell Architects. In 2002, the #10 Downtown Municipal Tax Increment Financing (TIF) District was created.

Various projects were completed per the original TIF District Development Plan. With further vision by the City of Auburn, the 2010 New Auburn Master Plan and 2010 Comprehensive Plan were adopted.

After the completion of these design plans, Auburn seeks amend the original TIF District to add more geography and public projects. With the new geography, more enhancements to the TIF District can happen.

This First Amendment seeks to:

- Include properties within three (3) areas surrounding the original District geography, Uptown Auburn (South Goff Street extended), Newbury Street & Laurel Avenue, and New Auburn Downtown areas. (Exhibit A)
- Add public projects identified in the Auburn Downtown Action Plan for Tomorrow, 2010 Auburn Comprehensive Plan, and 2010 New Auburn Master Plan. (Exhibit B)
- Add the ability for the City of Auburn to negotiate/execute Credit Enhancement Agreements (CEAs) –within sole Council discretion that may include up to 100% company or developer reimbursement. Approval of appropriate level of reimbursement will be determined by The Auburn City Council based upon project need previously guided by current approved joint Auburn/Lewiston Municipal TIF Policy. (Exhibit I).
- Add “Omnibus” to the name, to signify capacity for multiple CEA’s.

The, City of Auburn’s Auburn Action Plan for Tomorrow, Auburn Comprehensive Plan and New Auburn Downtown Plan are enclosed for Department review.

Attached on the next page, is a list of all associated documents, and the appropriate updated completed forms.

This Development Program seeks to provide information due to the Department of Economic and Community Development (DECD) for full approval following the March 4, 2014 conditional approval. (Exhibit J)

City of Auburn, Maine #10 Downtown Omnibus Municipal Tax Increment Financing District  
FIRST AMENDMENT

Auburn #10 Downtown Omnibus Development Program

Attached Documents:

- Statutory Requirements and Thresholds
- Exhibit A-1 – TIF 10 Tax District Map
- Exhibit A-2 – Municipal Borders Map
- Exhibit B – Economic Development Public Projects
- Exhibit C – Amended Assessor Certificate
- Exhibit D – Financial Projections
- Exhibit E – Tax Shift Calculations
- Exhibit F – Public Hearing Notice
- Exhibit G – Attested Minutes from Public Hearing
- Exhibit H - Resolve from Auburn City Council Meeting
- Exhibit I – Joint Auburn/Lewiston Municipal TIF Policy
- Exhibit J – Conditional Approval Letter from DECD

City of Auburn, Maine #10 Downtown Omnibus Municipal Tax Increment Financing District  
FIRST AMENDMENT

**STATUTORY REQUIREMENTS & THRESHOLDS**

A. ACRE LIMITATION																										
1. Total Acreage of Municipality		41,430																								
2. Total Acreage of Proposed Municipal TIF District	<i>211 Original Dist + 55 AMD-1</i>	266																								
3. Total <b>Downtown</b> acres contained in the Proposed Municipal TIF District		266																								
4. Total <b>Transit</b> acres contained in the Proposed Municipal TIF District		0																								
5. Total acreage of Proposed Municipal TIF District counted towards 2% cap (A2-A3-A4)		0																								
6. Percentage of total acreage in proposed municipal TIF District (cannot exceed 2%) Divide A5 by A1		0																								
7. Total acreage of all existing and proposed municipal TIF districts in the municipality. Add A2 to sum of all existing TIF district acreage.	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="padding: 2px;">TIF #</th> <th style="padding: 2px;">Acres</th> </tr> </thead> <tbody> <tr><td style="padding: 2px;"># 4</td><td style="padding: 2px;">52.41</td></tr> <tr><td style="padding: 2px;"># 6</td><td style="padding: 2px;"></td></tr> <tr><td style="padding: 2px;"># 10</td><td style="padding: 2px;">266</td></tr> <tr><td style="padding: 2px;"># 5</td><td style="padding: 2px;">5.9</td></tr> <tr><td style="padding: 2px;"># 8</td><td style="padding: 2px;">54</td></tr> <tr><td style="padding: 2px;"># 9</td><td style="padding: 2px;">57.74</td></tr> <tr><td style="padding: 2px;"># 12</td><td style="padding: 2px;">144</td></tr> <tr><td style="padding: 2px;"># 13</td><td style="padding: 2px;">29.67</td></tr> <tr><td style="padding: 2px;"># 14</td><td style="padding: 2px;">47.44</td></tr> <tr><td style="padding: 2px;"># 15</td><td style="padding: 2px;">1.5</td></tr> <tr><td style="padding: 2px;"># 17</td><td style="padding: 2px;">3.84</td></tr> </tbody> </table>	TIF #	Acres	# 4	52.41	# 6		# 10	266	# 5	5.9	# 8	54	# 9	57.74	# 12	144	# 13	29.67	# 14	47.44	# 15	1.5	# 17	3.84	663
TIF #	Acres																									
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# 17	3.84																									
8. Total acreage of an existing or Proposed <b>Downtown</b> TIF District in the municipality.		266																								
9. Total acreage of all <u>existing</u> <b>Pine Tree Development Zone</b> TIF Districts in the municipality.		0																								
10. Total acreage of all existing or Proposed <b>Transit</b> TIF Districts in the municipality.		0																								
11. Total acreage of all existing and Proposed Municipal TIF Districts in the municipality counted toward 5% cap. Subtract A8+A9+A10 from A7.		397																								
12. Percentage of total acreage in all existing and proposed Municipal TIF Districts (cannot exceed 5%) Divide A11 by A1.		.96%																								
13. Total Acreage of all real property in the Proposed Municipal TIF District that is:																										
(Note: a, b, or c must be at least 25%)	Acres	%																								
a. Blighted (Divide acres by A2)																										
b. In need of rehabilitation/conservation (Divide acres by A2)																										
c. Suitable for industrial/commercial site (Divide acres by A2)	266	85																								
<b>TOTAL</b>																										

City of Auburn, Maine #10 Downtown Omnibus Municipal Tax Increment Financing District  
FIRST AMENDMENT

<b>B. VALUATION LIMITATION</b>																										
1. Total Aggregate Value of Municipality (TAV) <i>Use most recent April 1<sup>st</sup></i>		2,005,721,383																								
2. Original Assessed Value (OAV) of Proposed Municipal TIF District. <i>\$52,364,600 Original Dist + \$32,046,400 AMD-1</i> <i>Use March 31<sup>st</sup> of tax year preceding date of municipal designation</i>		84,411,000																								
3. Total OAV of all existing and Proposed Municipal TIF Districts in the municipality. <i>Add b2 to sum of all existing TIF district OAVs</i>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="padding: 5px;">TIF #</th> <th style="padding: 5px;">OAV</th> </tr> </thead> <tbody> <tr><td style="padding: 5px;"># 4</td><td style="padding: 5px;"><b>\$1,702,000</b></td></tr> <tr><td style="padding: 5px;"># 6</td><td style="padding: 5px;"><b>\$520,900</b></td></tr> <tr><td style="padding: 5px;"># 10</td><td style="padding: 5px;"><b>\$84,411,000</b></td></tr> <tr><td style="padding: 5px;"># 5</td><td style="padding: 5px;">\$164,500</td></tr> <tr><td style="padding: 5px;"># 8</td><td style="padding: 5px;">\$366,000</td></tr> <tr><td style="padding: 5px;"># 9</td><td style="padding: 5px;">\$5,956,300</td></tr> <tr><td style="padding: 5px;"># 12</td><td style="padding: 5px;">\$334,200</td></tr> <tr><td style="padding: 5px;"># 13</td><td style="padding: 5px;">\$5,425,400</td></tr> <tr><td style="padding: 5px;"># 14</td><td style="padding: 5px;">\$12,715,000</td></tr> <tr><td style="padding: 5px;"># 15</td><td style="padding: 5px;">\$4,900</td></tr> <tr><td style="padding: 5px;"># 17</td><td style="padding: 5px;">\$468,800</td></tr> </tbody> </table>	TIF #	OAV	# 4	<b>\$1,702,000</b>	# 6	<b>\$520,900</b>	# 10	<b>\$84,411,000</b>	# 5	\$164,500	# 8	\$366,000	# 9	\$5,956,300	# 12	\$334,200	# 13	\$5,425,400	# 14	\$12,715,000	# 15	\$4,900	# 17	\$468,800	112,069,000
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4. OAV of an existing or proposed <b>Downtown</b> TIF District in the municipality.		84,411,000																								
5. OAV of all <u>existing</u> <b>Pine Tree Development Zone</b> TIF Districts in the municipality.		0																								
6. OAV of all existing or Proposed <b>Transit</b> TIF Districts in the municipality.		0																								
7. Total OAV of all existing and Proposed Municipal TIF Districts in the municipality counted toward 5% cap <i>Subtract B4+B5+B6 from B3</i>		27,658,000																								
8. Percentage of total OAV to TAV in all existing and Proposed Municipal TIF Districts (cannot exceed 5%) <i>Divide B7 by B1</i>		1.38%																								

Updated 01/20/2011

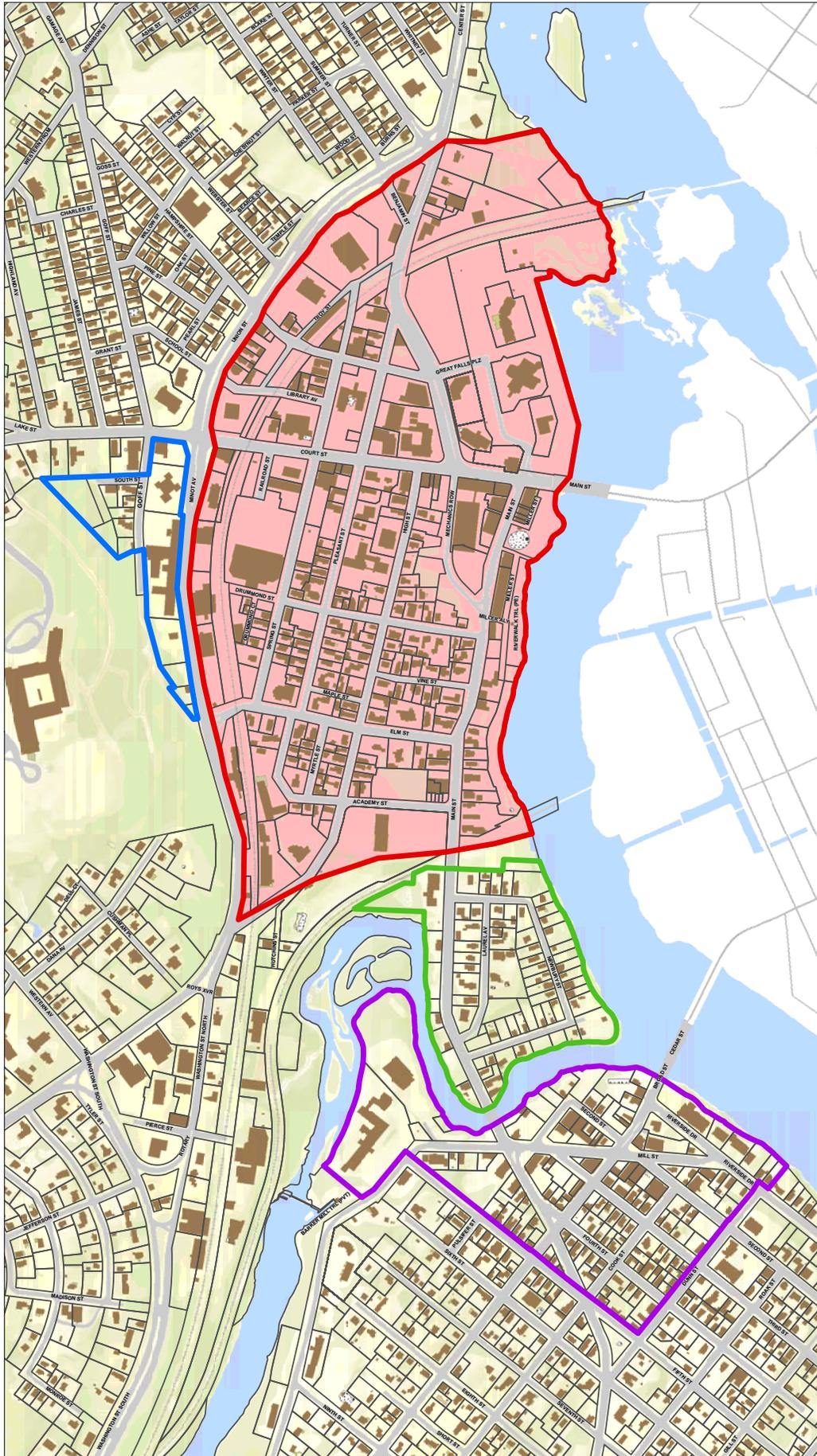
# TIF #10

## Downtown Omnibus Municipal TIF District



**City of Auburn**

60 Court St  
Auburn, ME 04210  
207-333-6601  
[www.auburnmaine.gov](http://www.auburnmaine.gov)



 Original TIF #10 - Downtown

### Newly Added AMD-1 Geography

 Uptown Auburn

 Newbury St. & Laurel Ave.

 New Auburn Downtown



The data used in these applications were derived from Auburn's digital databases. 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.

0 0.05 0.1 0.2 Miles

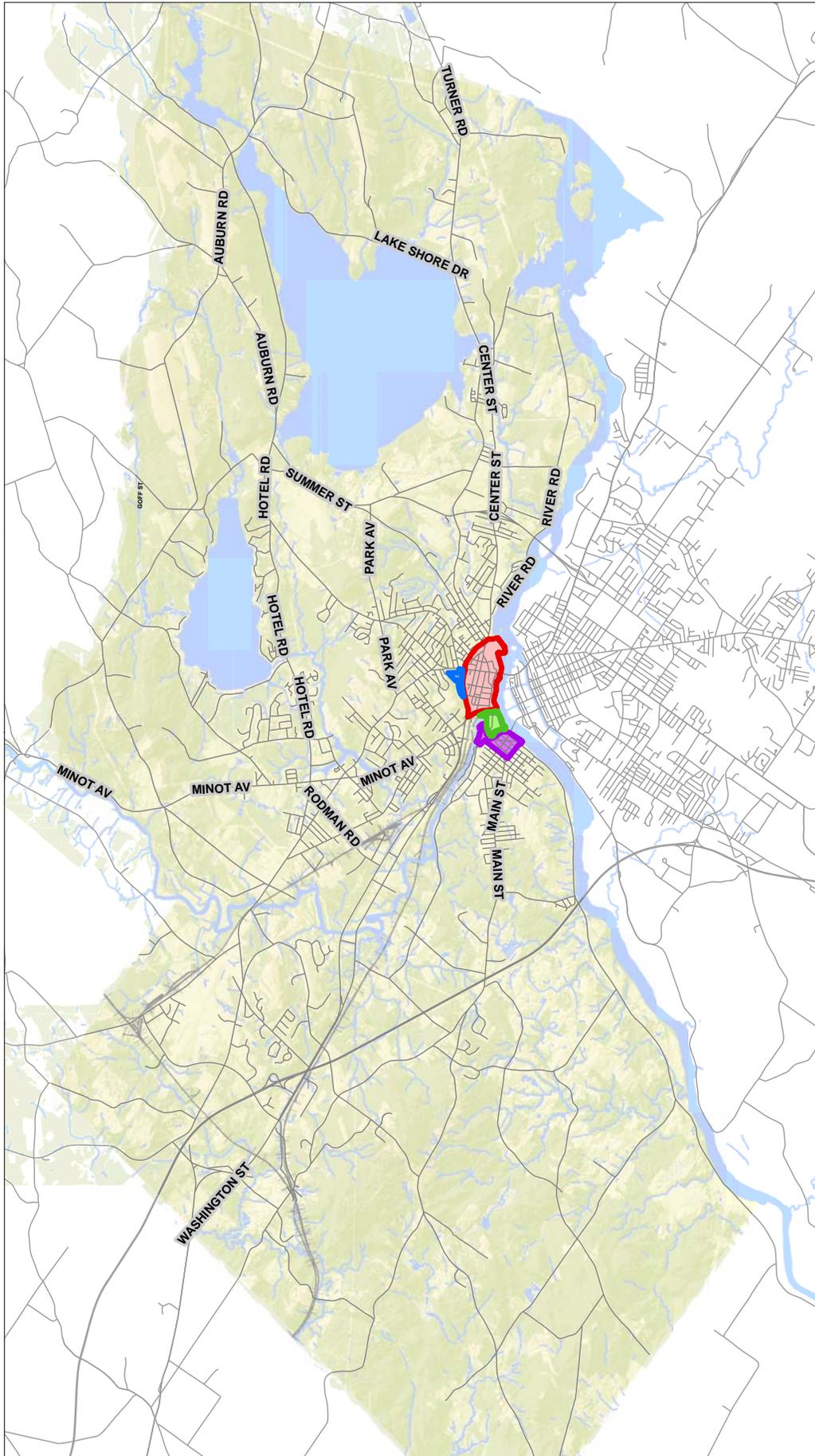
# TIF #10

## Downtown Omnibus Municipal TIF District



**City of Auburn**

60 Court St  
Auburn, ME 04210  
207-333-6601  
[www.auburnmaine.gov](http://www.auburnmaine.gov)



Original TIF #10 Downtown

### Newly Added AMD-1 Geography

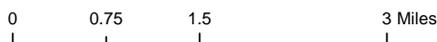
Uptown Auburn

Newbury St. & Laurel Ave.

New Auburn Downtown



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**City of Auburn, #10 Downtown Omnibus Municipal Tax Increment Financing District – AMD-1**

**Exhibit B**

**Municipal Projects**

*Reference # for reference only—does not indicate any prioritization.*

**TABLE 1: Municipal Development Program Projects**

<b>Ref #</b>	<b>Project</b>	<b>Eligibility under Title 30-A</b>	<b>Estimated Cost</b>
<b>Tier 1: Costs within the District—Original Auburn Downtown Tract</b>			
1	Development of public transportation center, including planning, feasibility, land acquisition, and professional consultants, architects, legal advisors, etc. as needed. <i>(Adapt 4-21. 5-6; CP pg. v. xi, 53, 54 135)</i>	§5225(1)(A)(1)-(4) §5225(1)(C)(7)(A)	\$500,000
2	Costs relating to planning, design, construction, maintenance, grooming, acquisition of rights of way, and improvements to the Moulton Trail and or other new or existing recreational trails with significant potential to promote economic development including but not limited sidewalks, signage, and other pedestrian improvements as well as bridges that are part of the trail corridor, used all or in part for all-terrain vehicles, snowmobiles, hiking, bicycling, cross-country skiing or other related multiple uses. <i>(Adapt 5-5; CP pg 32, 33, 129)</i>	§5225(1)(A)(1)-(4) §5225(1)(C)(6)	\$250,000
3	Close the Academy and Main Street intersection to improve commercial traffic and pedestrian safety through the Downtown and with the rerouting of traffic to Elm Street <i>(CP pg 48; NAMP pg 49)</i>	§5225(1)(A)(1)(a)	\$150,000

Ref #	Project	Eligibility under Title 30-A	Estimated Cost
4	<p>Improvements to public traffic controls, signals, pedestrian crossings including but not limited to relocation of traffic signal from Academy Street to Elm Street</p> <p>(ADAPT 3-5; CP pg 48; NAMP pg 49)</p>	§5225(1)(A)(1)(a)	\$150,000
5	<p>Capitals costs including, but not limited to the acquisition or construction of land, improvements, demolition, alteration, remodeling, repair or reconstruction of existing buildings, structures and fixtures, and equipment necessary to acquire and improve Main Street and Minot Ave properties pursuant to ADAPT Plan.</p> <p>(ADAPT 3-14; CP pg 48, 119; NAMP pg 49)</p>	§5225(1)(A)(1)-(4)	\$1,250,000
6	<p>Surface Parking Lot Improvements, including but not limited to, parking lot improvements west of Mechanics Row and other Downtown locations.</p> <p>(ADAPT 3-14; 3-18, 5-4, 5-22; CP pg 49, 119, 127, 133)</p>	§5225(1)(A)(1)-(4)	\$700,000
7	<p>Improved or newly developed bicycle and pedestrian crossings including but not limited to crossing over railroad tracks to improve pedestrian access across the City as per City policy.</p> <p>(3-17; CP pg26, 39, 1119; NAMP pg 20)</p>	§5225(1)(A)(1)	\$50,000
8	<p>Costs for utilities, fixtures, and equipment including but not limited to underground utilities, lighting, fencing and other streetscaping amenities.</p> <p>ADAPT 4-12, 405, 505, 5-6, 5-16, 5-27; CP pg v.35)</p>	§5225(1)(A)(1)	\$250,000
9	<p>Costs associated with the acquisition, site preparation, design, financing, and professional services for a Downtown parking garage.</p> <p>(ADAPT 3-15, 3-18, 4-20, 5-3, 5-22; CP pg 49, 119, 127, 133)</p>	§5225(1)(A)(1)-(4)	\$5,000,000
10	<p>Costs to replace and upgrade storm water drainage systems and equipment including but not limited to the outfall under Great Falls.</p> <p>(ADAPT 5-10; CP pg vi, 21)</p>	§5225(1)(A)(1)	\$1,000,000

Ref #	Project	Eligibility under Title 30-A	Estimated Cost
11	Install street scape amenities, fixtures and equipment within the Downtown District including but not limited to seating areas, trash receptacles, and other pedestrian amenities along public ways. (CP pv V, 29 30, 35)	§5225(1)(A)(1)	\$35,000
12	Costs relating to planning, design, construction, maintenance, grooming, acquisition of rights of way, and improvements to the West Pitch pedestrian trail system that significant potential to promote economic development including but not limited sidewalks, signage, and other pedestrian improvements as well as bridges that are part of the trail corridor.	§5225(1)(A)(1)	\$75,000
<b>Tier 1: Costs within the District—Uptown Auburn (South Goff Street Extension) Tract</b>			
13	Improvements to the public way including crossways, roadways, and traffic signals from South Goff Street to Elm Street intersections. (ADAPT figure 3-5, pg 3-13; CP pg 48)	§5225(1)(A)(1)-(4)	\$2,000,000
14	Costs to replace, upgrade, or install public underground utilities and facilities including storm water drainage, electrical, and other such systems. (CP pg 43)	§5225(1)(A)(1)-(4)	\$1,200,000
15	Acquisition and development of property for the purpose of creating new public parking areas. (CP pg 49, 119, 127, 133)	§5225(1)(A)(1)-(4)	\$900,000
16	Improvements and additional public walkways, sidewalks, and amenities throughout including but not limited to creating safer access to and from Edward Little High School and this Tract and the District. (ADAPT figure 3-5 pg 3-13; CP pg 32, 33))	§5225(1)(A)(1)-(4)	\$40,000

Ref #	Project	Eligibility under Title 30-A	Estimated Cost
<b>Tier 1: Costs within the District—Newbury Street &amp; Laurel Avenue Tract</b>			
17	Acquisition and improvements to provide public access between Newbury Street and the riverfront. (CP pg xi, 32, 33, 119, 133, 134,; NAMP pg 11,51)	§5225(1)(A)(1)-(4)	\$1,000,000
18	Improvements for public access and pedestrian walkways along riverside from its current terminus south along the Androscoggin River providing safer and improved public access from neighborhoods into the Downtown and commercial enterprises (ADAPT 3017, 5-5,; CP pg xi, 32, 33, 119, 129, 133, 134; NAMP pg 14)	§5225(1)(A)(1)-(4)	\$1,000,000
19	Improved signage that highlights the City and its heritage to promote and market the City as a place for business and arts and to attract visitors into the Downtown. (CP V, 35)	§5225(1)(A)(1) §5225(1)(C)(1)	\$5,000
<b>Tier 1: Costs within the District—New Auburn Tract</b>			
20	Improvements for public access and pedestrian walkways along riverside from Bernard Pease Bridget to Main Strett providing safer and improved public access from neighborhoods into the Downtown and commercial enterprises. (CP pg 32, 33, 119, 133, 134; NAMP pg 11, 51)	§5225(1)(A)(1)	\$750,000
21	Acquisition and site work, preliminary planning of properties for relocation of Androscoggin River Bridge. (CP pg xi, 32, 33, 119, 133, 134,; NAMP pg 5, 6, 11, 16, 23, 51)	§5225(1)(A)(1)-(4)	\$300,000
22	Barker Mill Pedestrian Trail improvements, including but not limited to acquisition of property, securing access through easements, planning and development. (CP pg xi, 32, 33, 119, 133, 134,; NAMP pg 5, 6, 11, 14, 16, 23, 49)	§5225(1)(A)(1) §5225(1)(A)(3)	\$150,000

Ref #	Project	Eligibility under Title 30-A	Estimated Cost
23	<p>Additional public way and roadway reconstruction and associated infrastructure including but not limited to underground utilities and facilities, retaining walls, parking, traffic controls, and street lighting.</p> <p>(CP pg 26, 39, 48, 119, 129; NAMP pg 6, 11, 12, 14, 16, 18, 19, 48;)</p>	§5225(1)(A)(1)-(4)	\$3,000,000
24	<p>Costs associated with the acquisition, site preparation, design, financing, and professional services for a parking garage.</p> <p>(CP pg 49, 119, 127, 133; NAMP pg 12, 51)</p>	§5225(1)(A)(1)-(4)	\$5,000,000
25	<p>Directional and other signage, equipment, or facilities, to direct vehicular and foot traffic around this Tract and the entire Downtown District.</p> <p>(CP pg v, 35)</p>	§5225(1)(A)(1)	\$50,000
26	<p>Additional public pedestrian walkway improvements, including but not limited to the evaluation and extension of walkways over river ways (via pedestrian bridge) including over Barker Mill Dam, the Little Androscoggin River, and other impediments or natural barriers.</p> <p>(CP pg xi, 32, 33, 119, 133, 134; NAMP pg 6, 11, 16, 23)</p>	§5225(1)(A)(1) §5225(1)(A)(3)	\$600,000
27	<p>Capital costs and public infrastructure to support the development of a commercial enterprise at the Base of Barker Mill Dam that may make use of the natural amenities on the river, increase business activity, and promote the City as a destination for business.</p> <p>(CP pg xi, 32, 33, 119, 133, 134; NAMP pg 16)</p>	§5225(1)(A)(1)	\$200,000

Ref #	Project	Eligibility under Title 30-A	Estimated Cost
28	Construction and redevelopment to improve access, including but not limited to sidewalks and pedestrian signage through the neighborhood surrounding the former (now unoccupied) St. Louis Church as part of renewed public infrastructure investments in structures, fixtures, and amenities in this area. (PC pg 29, 30; NAMP pg 12)	\$5225(1)(A)(1)	\$750,000
<b>Tier 3: Costs within the Community related to economic development</b>			
29	Costs to fund the City's economic development program including operations, programs/events to market municipality as business/arts location, and salaries. **	\$5225(1)(C)(1)	
<b>Total Estimated Costs</b>			<b>\$26,355,000</b>

The #10 Downtown Omnibus District may accept revenue from other existing/future Auburn Municipal TIF districts to be applied to approved project costs under this Development Program while its capture remains 100% of increased assessed value, and such portage is an allowable project cost in development programs of other districts. Should City lower capture, Downtown Omnibus District may not accept ported revenues during that time.

\*\* Project common to Auburn Municipal TIF Districts # 4, 5, 6, 8, 9, 12, 13, 14, 15, and 17.

#10 DOWNTOWN OMNIBUS MUNICIPAL TAX  
INCREMENT FINANCING DISTRICT

AMENDED EXHIBIT C

CERTIFICATE OF CITY ASSESSOR  
CITY OF AUBURN, MAINE

This Amended Certificate adds the value of the parcels and lots per first amendment being added to the original assessor's certified valuation of this District, provided as Exhibit E to the original Development Program dated July 15, 2002.

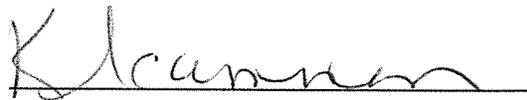
The undersigned City Assessor for the City of Auburn, Maine, does hereby certify pursuant to the provisions of 30-A M.R.S.A. § 5227 (2) and 123-d P.S. LD1892 that the taxable real property value of the original #10 Auburn Downtown Municipal Tax Increment Financing District, as described in the development program was \$52,364,600 as of March 31, 2002 (April 1, 2001). The original parcels and OAV is unchanged.

Auburn's #10 Downtown Omnibus Municipal Tax Increment Financing District has been amended, adding 214 parcels, with a total taxable real property value of \$32,046,400 to the District as of March 31, 2013 (April 1, 2012) resulting in a total OAV of \$84,411,000.

A list of all new parcels being added per this amendment in the district by Auburn Tax Map number is attached, which shows each individual parcel's value as of March 31, 2013 (April 1, 2012).

IN WITNESS HEREOF, this certificate has been executed this 6<sup>th</sup> day of June, 2014.

CITY OF AUBURN, MAINE  
CITY ASSESSOR:



Print Name: Karen Scammon

City of Auburn  
 #10 Downtown Omnibus District  
 Exhibit D - Financial Projections

Inputs	
FY02-03 Valuation	\$ 52,364,600
FY13-14 Valuation Admendment	\$ 32,046,400
Yearly Escalator	.5 mils/FY13-32
Term	30 years

Tax Year	Projected Mill Rate	Original Base Value	Projected Annual Assessed Value	Projected Tax Revenue	IAV Capture
FY03-04	0.02938	\$ 80,676,700			100%
FY04-05	0.02933	\$ 80,676,700	\$ 83,656,300	\$ 87,391.67	100%
FY05-06	0.02938	\$ 80,676,700	\$ 85,602,700	\$ 144,725.88	100%
FY06-07	0.03048	\$ 80,676,700	\$ 86,651,100	\$ 182,099.71	100%
FY07-08	0.02435	\$ 52,411,400	\$ 77,642,700	\$ 614,382.16	100%
FY08-09	0.01928	\$ 52,364,600	\$ 93,049,100	\$ 784,397.16	100%
FY09-10	0.01841	\$ 52,364,600	\$ 90,541,100	\$ 702,829.37	100%
FY10-11	0.01831	\$ 52,364,600	\$ 89,634,800	\$ 682,417.36	100%
FY11-12	0.01930	\$ 52,364,600	\$ 89,970,300	\$ 725,790.01	100%
FY12-13	0.01939	\$ 52,364,600	\$ 87,798,400	\$ 687,061.38	100%
FY13-14	0.01959	\$ 52,364,600	\$ 87,192,500	\$ 682,278.56	100%
FY14-15	0.02043	\$ 52,364,600	\$ 86,925,600	\$ 706,081.23	100%
FY15-16	0.02093	\$ 84,411,000	\$ 122,972,000	\$ 807,081.73	100%
FY16-17	0.02143	\$ 84,411,000	\$ 132,972,000	\$ 1,040,662.23	100%
FY17-18	0.02193	\$ 84,411,000	\$ 136,972,000	\$ 1,152,662.73	100%
FY18-19	0.02243	\$ 84,411,000	\$ 145,972,000	\$ 1,380,813.23	100%
FY19-20	0.02293	\$ 84,411,000	\$ 147,972,000	\$ 1,457,453.73	100%
FY20-21	0.02343	\$ 84,411,000	\$ 149,972,000	\$ 1,536,094.23	100%
FY21-22	0.02393	\$ 84,411,000	\$ 151,972,000	\$ 1,616,734.73	100%
FY22-23	0.02443	\$ 84,411,000	\$ 153,972,000	\$ 1,699,375.23	100%
FY23-24	0.02493	\$ 84,411,000	\$ 153,972,000	\$ 1,734,155.73	100%
FY24-25	0.02543	\$ 84,411,000	\$ 153,972,000	\$ 1,768,936.23	100%
FY25-26	0.02593	\$ 84,411,000	\$ 153,972,000	\$ 1,803,716.73	100%
FY26-27	0.02643	\$ 84,411,000	\$ 153,972,000	\$ 1,838,497.23	100%
FY27-28	0.02693	\$ 84,411,000	\$ 153,972,000	\$ 1,873,277.73	100%
FY28-29	0.02743	\$ 84,411,000	\$ 153,972,000	\$ 1,908,058.23	100%
FY29-30	0.02793	\$ 84,411,000	\$ 153,972,000	\$ 1,942,838.73	100%
FY30-31	0.02843	\$ 84,411,000	\$ 153,972,000	\$ 1,977,619.23	100%
FY31-32	0.02893	\$ 84,411,000	\$ 153,972,000	\$ 2,012,399.73	100%
FY32-33	0.02943	\$ 84,411,000	\$ 153,972,000	\$ 2,047,180.23	100%
				\$ 35,597,012.13	

Shaded portion represents actual-to-date revenues.

#10 Downtown Omnibus Municipal Tax Increment Financing District  
Amended Exhibit E  
Tax Shift Projections

Year	Avoided Loss in State Allocation For Education	Avoided Loss in Revenue Sharing	Avoided Increase In County Tax	<b>Total Tax Shifts</b>
FY2002	\$ 160,200.00	\$ 41,383.00	\$ 16,088.00	\$ <b>217,671.00</b>
FY2003	\$ 160,200.00	\$ 41,383.00	\$ 16,088.00	\$ <b>217,671.00</b>
FY2004	\$ 160,200.00	\$ 41,383.00	\$ 16,088.00	\$ <b>217,671.00</b>
FY2005	\$ 160,200.00	\$ 41,383.00	\$ 16,088.00	\$ <b>217,671.00</b>
FY2006	\$ 160,200.00	\$ 41,383.00	\$ 16,088.00	\$ <b>217,671.00</b>
FY2007	\$ 160,200.00	\$ 41,383.00	\$ 16,088.00	\$ <b>217,671.00</b>
FY2008	\$ 160,200.00	\$ 41,383.00	\$ 16,088.00	\$ <b>217,671.00</b>
FY2009	\$ 160,200.00	\$ 41,383.00	\$ 16,088.00	\$ <b>217,671.00</b>
FY2010	\$ 160,200.00	\$ 41,383.00	\$ 16,088.00	\$ <b>217,671.00</b>
FY2011	\$ 160,200.00	\$ 41,383.00	\$ 16,088.00	\$ <b>217,671.00</b>
FY2012	\$ 313,451.10	\$ 44,130.00	\$ 8,647.00	\$ <b>366,228.10</b>
FY2013	\$ 313,451.10	\$ 44,130.00	\$ 8,647.00	\$ <b>366,228.10</b>
FY2014	\$ 313,451.10	\$ 44,130.00	\$ 8,647.00	\$ <b>366,228.10</b>
FY2015	\$ 313,451.10	\$ 44,130.00	\$ 8,647.00	\$ <b>366,228.10</b>
FY2016	\$ 313,451.10	\$ 44,130.00	\$ 8,647.00	\$ <b>366,228.10</b>
FY2017	\$ 313,451.10	\$ 44,130.00	\$ 8,647.00	\$ <b>366,228.10</b>
FY2018	\$ 313,451.10	\$ 44,130.00	\$ 8,647.00	\$ <b>366,228.10</b>
FY2019	\$ 313,451.10	\$ 44,130.00	\$ 8,647.00	\$ <b>366,228.10</b>
FY2020	\$ 313,451.10	\$ 44,130.00	\$ 8,647.00	\$ <b>366,228.10</b>
FY2021	\$ 313,451.10	\$ 44,130.00	\$ 8,647.00	\$ <b>366,228.10</b>
FY2022	\$ 313,451.10	\$ 44,130.00	\$ 8,647.00	\$ <b>366,228.10</b>
FY2023	\$ 313,451.10	\$ 44,130.00	\$ 8,647.00	\$ <b>366,228.10</b>
FY2024	\$ 313,451.10	\$ 44,130.00	\$ 8,647.00	\$ <b>366,228.10</b>
FY2025	\$ 313,451.10	\$ 44,130.00	\$ 8,647.00	\$ <b>366,228.10</b>
FY2026	\$ 313,451.10	\$ 44,130.00	\$ 8,647.00	\$ <b>366,228.10</b>
FY2027	\$ 313,451.10	\$ 44,130.00	\$ 8,647.00	\$ <b>366,228.10</b>
FY2028	\$ 313,451.10	\$ 44,130.00	\$ 8,647.00	\$ <b>366,228.10</b>
FY2029	\$ 313,451.10	\$ 44,130.00	\$ 8,647.00	\$ <b>366,228.10</b>
FY2030	\$ 313,451.10	\$ 44,130.00	\$ 8,647.00	\$ <b>366,228.10</b>
FY2031	\$ 313,451.10	\$ 44,130.00	\$ 8,647.00	\$ <b>366,228.10</b>
FY2032	\$ 313,451.10	\$ 44,130.00	\$ 8,647.00	\$ <b>366,228.10</b>
<b>Total:</b>	\$ <b>8,184,473.10</b>	\$ <b>1,340,560.00</b>	\$ <b>342,467.00</b>	\$ <b><u>9,867,500.10</u></b>

Shaded area figures are based of off original 2002 figures and carried forward.

EXHIBIT F

CITY OF AUBURN  
PUBLIC NOTICE

Notice is hereby given that the City of Auburn, Maine, will hold a Public Hearing on Monday, July 7<sup>th</sup>, 2014 at 7PM or as soon as possible thereafter at the City Council Chambers in the Auburn Hall building for purposes of receiving public comments on an amendment to its #10 Downtown Municipal Tax Increment Financing District and Development Program, pursuant to the provisions of Chapter 207 of Title 30-A of the Maine Revised Statutes, as amended.

The proposed Amendment to the #10 Downtown Municipal Tax Increment Financing District consists of adding property, approximately 55 acres, located north and west along the original District, adding/restating public projects, and adding capacity for negotiation/execution of multiple reimbursement agreements (CEAs) or Omnibus capacity.

A copy of the amended proposed changes for the District is on file with the City Clerk and may be reviewed at the offices of the city clerk during normal business hours. All interested parties are invited to attend the Public Hearing and will be given an opportunity to be heard at that time.

Please publish: by June 27<sup>th</sup>, 2014

## INCOUNCIL SPECIAL MEETING DECEMBER 2, 2013 VOL. 33 PAGE

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

### I. Consent Items\*

1. Order 102-12022013\*  
Appointment of Wardens and Ward Clerks for December 2013 through December 2015.
2. Order 103-12022013\*  
Accepting the transfer of Forfeiture Asset (Kourtney Francoeur).
3. Order 104-12022013\*  
Accepting the transfer of Forfeiture Asset (Ashley Gleason).
4. Order 105-12022013\*  
Accepting the transfer of Forfeiture Asset (Erick Estrada).

Motion was made by Councilor Lafontaine and seconded by Councilor Hayes to approve the consent items. Passage 7-0.

### II. Minutes

- November 12, 2013 Joint Council Meeting
- November 18, 2013 Regular Council Meeting

Motion was made by Councilor LaFontaine and seconded by Councilor Hayes to approve the minutes of November 12 and November 18, 2013. Passage 7-0.

### III. Reports

Mayor's Report -reported

City Manager's Report –reported

City Committee Reports -Councilor Crowley submitted written reports.

Councilor Reports- Councilor Crowley submitted a written report and reported on additional items. Councilor Gerry also reported.

### IV. Communications, Presentations and Recognitions

- Presentation -John Storer on Water Rate Increase
- Recognition –Councilor Shea was recognized for his two years of service as City Councilor.

V. **Open Session** - No one from the public spoke.

VI. **Unfinished Business - None**

VII. **New Business**

1. **Order 106-12022013**

Approving the order to extend funding to the Lewiston Auburn Economic Growth Council through June 30, 2014 and also accepting the revised scope of services as noted in the proposed order.

Motion was made by Councilor Lafontaine and seconded by Councilor Young to approve Order 106-12022013.

Public comment: Dan Herrick-470 Hatch Road, Joe Gray-Sopers Mill Road.

Passage 4-3 (Councilors Walker, Shea, and Crowley opposed). A roll call vote was taken.

2. **Order 107-12022013**

Amending the downtown Tif district 10 (Public hearing).

Motion was made by Councilor LaFontaine and seconded by Councilor Hayes.

Public hearing: Roland Miller, Economic Development Director.

Passage 6-1 (Councilor Gerry opposed). A roll call vote was taken.

3. **Order 108-12022013**

Amending the Auburn Mall Tif district 14 (Public hearing).

Motion was made by Councilor Lafontaine and seconded by Councilor Young.

Public hearing: Dan Herrick, 470 Hatch Road

Motion was made by Councilor LaFontaine and seconded by Councilor Young to postpone this item to a date to be determined.

Passage 6-1 (Councilor Walker opposed).

4. **Order 109-12022013**

Adopting the new Ice Arena Tif district 18 (Public hearing).

INCOUNCIL SPECIAL MEETING DECEMBER 2, 2013 VOL. 33 PAGE

Motion was made by Councilor Lafontaine and seconded by Councilor Crowley to postpone this item to a date to be determined.

Passage 6-1 (Councilor Walker opposed).

5. Order 110-12022013  
Authorizing the City Manager to amend the lease with Slapshot, LLC.

Motion was made by Councilor Lafontaine and seconded by Councilor Hayes to approve Order 110-12022013 as presented.

Public hearing: Roland Miller - Economic Development Director,  
Joe Gray - Sopers Mill Road

Passage 6-1 (Councilor Gerry opposed).

VIII. Executive Session

- A. Executive Session, MAP Police Patrol pursuant to 1 M.R.S.A. §405(6)(D) -No action required. *This item did not have to be addressed.*

IX. Open Session

Joe Gray, Sopers Mill Road  
Dan Herrick, Hatch Road

X. Adjournment

Motion was made by Councilor Lafontaine and seconded by Councilor Walker to adjourn. Passage 7-0. 9:10 P.M.

A True Copy.

ATTEST

"Susan Clemeits-Dallaire, City Clerk

# City of Auburn

July 7, 2014

**TITLE: RESOLVE - Authorize the City Manager to Execute Documents - Tax Increment Finance District #10 (amendment #1) - Downtown Area and submit to the Maine Department of Economic and Community Development.**

**WHEREAS**, the City of Auburn, Maine ("City") is considering whether to amend the #10 Downtown Municipal Tax Increment Financing District and adopt the amended Development Program for the District presented to the City Council, pursuant to the following terms and provisions; and

**WHEREAS**, the City is authorized pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, to designate specified areas within the City as a Municipal Tax Increment Financing District (the "District") and to adopt a Development Program and financing plan for such a district; and

**WHEREAS**, the City has exercised this authority by designing and approving #10 Downtown Municipal Tax Increment Financing District; and

**WHEREAS**, the City continues to recognize the need for more commercial and mixed-use development in the City; and

**WHEREAS**, the City finds that there are three Downtown neighborhoods adjacent to the "District" that have potential to provide continued employment opportunities for the citizens of Auburn, to improve and broaden the tax base of the City and are designated in the City's adopted plans for new Downtown development and redevelopment; and

**WHEREAS**, the Public Improvements contemplated by the Development Program will allow the City to expand its tax base, improve the economic climate and environmental quality within the City; and

**WHEREAS**, on July 7, 2014 the City will hold a Public Hearing on amending the "District" and Development Program in accordance with the requirements of

Maine Revised Statutes upon at least ten (10) days prior notice published in a newspaper of general circulation within the City;

NOW, THEREFORE, BE IT HEREBY ORDERED BY THE CITY COUNCIL OF THE CITY OF AUBURN:

That the #10 Downtown Municipal Tax Increment Financing District, and its Development Program and Financial Plan be amended to add the three Downtown neighborhoods depicted on Exhibit A in the Development Program and Financial Plan; and

Add public projects identified in the Auburn Downtown Action Plan for Tomorrow, 2010 Auburn Comprehensive Plan, and 2010 New Auburn Master Plan. (Exhibit B); and

Add the ability for the City of Auburn to negotiate/execute Credit Enhancement Agreements (CEAs) –within sole Council discretion that may include up to 100% company or developer reimbursement. Approval of appropriate level of reimbursement will be determined by The Auburn City Council based upon project need previously guided by current approved joint Auburn/Lewiston Municipal TIF Policy. (Exhibit I); and

Add “Omnibus” to the name, to signify capacity for multiple CEA’s; and

The City Manager is authorized to execute documents and to submit this amendment to the Maine Department of Economic and Community Development for Commissioner Approval.

# EXHIBIT H

## JOINT TAX INCREMENT FINANCING POLICY

The *Cities of Auburn and Lewiston Tax Increment Financing (TIF) Policy* includes the following:

- Purpose
- Eligibility Requirements
- General Guidelines
- Terms
- Performance Standards
- Applicant and Fees Information
- Annual Review
- Definitions

The Cities of Auburn and Lewiston are referred to as “the City” or “Cities” in this policy.

### **PURPOSE**

The four (4) primary reasons and public benefits for the Cities tax increment financing policy are, as follows:

1. To establish a collaborative and joint approach to economic development in the Cities when tax increment financing is involved;
2. To stimulate expansion of the City commercial/industrial tax base;
3. To retain and create employment; and
4. To establish standards upon which the City Councils will authorize a TIF.

### **ELIGIBILITY REQUIREMENTS**

Any current or potential owner of taxable property in the City may request the creation of a TIF district subject to this policy.

The establishment of a TIF district is an action by the City Council. A TIF is not a right under Maine law, and meeting these guidelines does not create a right or entitlement to any applicant.

For a TIF application to be considered by the Cities, the project must meet or exceed the following requirements:

*Types of Businesses.* The business expansion or establishment must be one (1) of the following business types:

- research facility;
- high-technology facility;
- manufacturing/assembly;
- regional distribution;
- financial services;

- telecommunication intensive;
- back office operations;
- a business which is significantly involved in the exporting of goods or services outside of Maine; or other similar businesses.

***Real Property Improvements and Job Creation.***

**Minimum Investment.** There must be real property improvements of a minimum of \$2 million or the creation of a minimum of twenty-six (26), full-time equivalent jobs which meet or exceed “livable wage”<sup>1</sup>. Companies assisted shall provide employees access to benefits to include health insurance; vacation and sick leave; and a retirement plan.

**Exceptional Investment.** A project may qualify as “exceptional investment” if initial total improvements are at least \$5 million or at least 100 new full-time livable wage jobs are created. It should be noted that the “minimum investment” level of \$2 million must be met. Companies assisted shall provide employees access to benefits to include health insurance; vacation and sick leave; and a retirement plan. Exceptional investment enables the Cities to consider a higher level of financial participation or provide for a longer time period for a TIF.

***Job Retention.*** There must be real property improvements of a minimum of \$2 million and the retention of the existing workforce.

**GENERAL GUIDELINES**

This policy recognizes tax increment financing will be provided by a credit enhancement agreement. The applicant must provide any and all other documentation that will protect the City’s economic and financial position, and/or that confirm both the letter and spirit of the underlying agreement between the applicant and the City.

A TIF may be granted only for the additional value of eligible real property improvements, subject to limitations by the City. The City will not allow TIF’s for improvements begun before the application is filed or begun without notification of the construction, expansion, or modernization date.

If a leased facility is a TIF, the agreement may be executed by the lessor and lessee. In such cases, the lessor must demonstrate binding contracts with the lessee to guarantee job retention or creation. The TIF agreement should include the lease.

In all instances, applicants requesting tax increment financing must demonstrate:

***Economic Necessity.*** The City’s participation is economically necessary, and involvement by the City is needed in order for the project to be undertaken. Justification for economic need and the City involvement must be demonstrated by:

- A need to offset public/private infrastructure costs unique to the site;
- A need to offset economic advantages available to the corporate entity if it should

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<sup>1</sup>Livable wage as defined by the Maine Economic Growth Council as adjusted annually. Please refer to the Definition Section of this policy.

- build or expand outside of the Cities; or
- The unavailability of sufficient private or other public funding sources to meet the full capital investment needs of the corporate entity seeking assistance.

**Financial Capability.** Financial capability to undertake the project must be evidenced prior to review.

**Location Considerations.** The project improves a blighted area or building in need of redevelopment or an area identified as a priority by the City such as the downtown area.

**Regulatory Compliance.** Compliance with all statutory and regulatory guidelines of the City and the State of Maine.

## **TERMS**

**Effective Date.** TIFs are granted, effective with the April 1<sup>st</sup> valuation date immediately preceding the date of execution of the April 1<sup>st</sup> valuation date(s) as agreed to by the City. If a modernization project includes facility replacement, the TIF value shall be the value of the new investment minus the value of the existing real property.

**Amount of Value.** The TIF is based upon capital cost for each year that the TIF is in effect. In general the amount of value the City will share with the business is directly related to the extent to which the project meets the guidelines set forth in this policy.

- **Minimum Investment.** A maximum tax benefit of up to 40% is available for projects with real property improvements of a minimum of \$2,000,000. The determination of municipal participation will be based upon the amount of business investment, type of business, number and quality of jobs retained/created and other considerations outlined in this policy.
- **Exceptional Investment.** A tax benefit exceeding 40% may be available based upon real property improvements which meet the exception level of investment.

## **TIME PERIOD**

- **Minimum Investment.** The TIF time period ranges from five, but not to exceed fifteen years. The length of the time period for a TIF will be based upon the amount of business investment, type of business, number and quality of jobs retained/created and other considerations outlined in this policy.
- **Exceptional Investment.** The TIF time period may extend beyond fifteen years for projects which meet the exception level of investment.

## **PERFORMANCE STANDARDS**

It is the policy of the City that a TIF is a business partnership and that the recipient of the TIF must meet the standards that led to the City approving the TIF. Any company or business that is granted a TIF, or its tenants if they are part of the incentive program, must meet the following standards:

**Capital Improvements.** Within one (1) year of the TIF agreement being signed, a minimum of 40% of the capital funds for the designated project must be spent.

Within two (2) years of the TIF agreement being signed, a minimum of 80% of the capital funds for the designated project must be spent.

Within three (3) years of the TIF agreement being signed, 100% of the capital funds for the designated project must be spent.

***Employment Retention/Creation.*** Within two (2) years of the TIF agreement being signed, when new jobs are designed as part of the TIF agreement, a minimum of 50% of the new jobs must be filled.

Within three (3) years of the TIF agreement being signed, when new jobs are designated as part of the TIF agreement, a minimum of 100% of the new jobs must be filled.

If the project involves job retention, then at least 95% of the jobs must remain filled for a minimum of three (3) years.

The City Administrator's/Manager's office will determine, in cooperation with the TIF recipient prior to the execution of the TIF, the methodology of reporting job retention/creation.

***Penalty.*** If any of the above standards are not met, the TIF benefits may be voided.

***Use of Local Contractors.*** Any business that is granted a TIF will agree to use local contractors where possible.

## **APPLICATION AND FEES**

***Application Information and Contact.*** The City Administrator's/Manager's office will act as a clearinghouse and coordinate all activity regarding tax increment financing proposals. Working with potential applications, the office will:

- Maintain a tax increment financing application;
- Provide information on tax increment financing;
- Discuss project proposals and accept preliminary application from the applicant;
- Review preliminary application based upon City TIF Policy with the City Administrator/Manager;
- Advise the applicant on findings of City Staff and preliminary result of City Council review;
- Schedule a City Council meeting for action on a TIF application and provide assistance to the City Administrator/Manager in the formulation of a recommendation to the City Council;
- Submit application to the State Department of Economic and Community Development (DECD) based on the direction of the City Council; and
- Monitor on-going public and private investment in the development project.

***Administration Fees.*** If tax increment financing is approved, an annual administrative fee equal to 1% of the incremental taxes reallocated back to the project may be charged.

***Extraordinary Expenses.*** In addition, any extraordinary out-of-pocket expenses incurred by the City in connection with the tax increment financing proposal will be reimbursed by the applicant whether or not tax increment financing is approved.

### **PERIODIC REVIEW**

This policy shall be reviewed periodically by the Auburn and Lewiston City Councils and revised as necessary.

### **DEFINITIONS**

**Livable Wage.** The reference to livable wage shall be defined by the Maine Economic Growth Council.

**Full-Time Equivalent Job.** Combining jobs to equal full-time (approximately 40-hours per week) employment.

### **EXCEPTIONS FROM TIF POLICY**

Exceptions to the TIF Policy may be granted in accordance with the Joint Economic Development Protocol.

Adopted by the Lewiston City Council on March 1, 1999

Adopted by the Auburn City Council on March 2, 1999



STATE OF MAINE  
DEPARTMENT OF ECONOMIC  
AND COMMUNITY DEVELOPMENT



PAUL R. LEPAGE  
GOVERNOR

GEORGE C. GERVAIS  
COMMISSIONER

March 4, 2014

Clinton Deschene,  
City Manager  
CITY OF AUBURN  
60 Court Street, Suite 243  
Auburn, ME 04210

**RE: #10 Downtown Municipal Tax Increment Financing (TIF) District and Development Program; First Amendment (AMD-1)**

Dear Mr. Deschene,

The Maine Department of Economic and Community Development (Department) has reviewed the above referenced Municipal TIF District and Development Program amendment application. Both District and Program merit CONDITIONAL approval effective today, subject to Department receipt/review of additional requirements after due public process and future amendment:

- a. District footprint approved with additional 55 acres with a taxable Original Assessed Value (OAV) of \$32,046,400 as of March 31, 2013 (April 1, 2012)— for a respective total acreage/OAV of 266/\$84,411,000;
- b. Downtown-designation subject to future amendment and Department receipt/review of Maine Department of Agriculture, Conservation and Forestry and Maine Department of Transportation advisories;
- c. City may NOT negotiate/execute credit enhancement or other agreement(s) with reimbursement component(s) without future amendment;
- d. Except as described in next section, City does NOT have approval for public activities/projects. Department will require public project table exhibit with statutory citations and estimates following due public process.

City revenue allocation projected at an additional \$30,985,917 per AMD-1 may facilitate ongoing debt retirement and funding for public costs immediately following. This funding MUST comply with already established City appropriation process—with activities/projects COMPLETE BEFORE/BY October 18, 2032. The Department restates/approves public activities/projects costs listed below, with AMD-1 changes/additions underlined:

WITHIN DISTRICT

- e. 88 Newbury Street property acquisition \$40,000;
- f. Parking Garage construction \$8,880,075;
- g. Walkway lighting and improvements \$5,569;

THROUGHOUT MUNICIPALITY

- h. Intersection improvements and recreational trail extension grant-matching \$195,000.≈

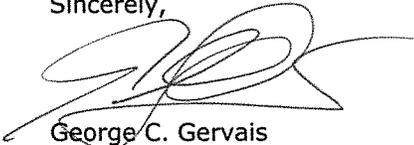
Per original designation and previous approval, Department restates:

- i. District term of 30 years starting October 19, 2002 and ending October 18, 2032;
- j. Increased Assessed Value (IAV) capture of up to 100% of real property improvements correcting June 15, 2012 Department approval letter, which included personal property. Please note §5225(1)(B)(3)(b) allows portage of revenue from other Auburn Municipal TIF districts into this District only while capture remains 100% and such portage is an allowable project cost in Department-approved development program(s) for other district(s);

- k. District revenues to be deposited/held in dedicated accounts and applied ONLY toward approved activities/ projects,
  - i) Project Cost Account to fund public activities/projects,
  - ii) Sinking Fund Account to retire public debt and facilitate completion of all public activities/projects BEFORE/BY October 18, 2032;
- l. Any non-captured incremental property values resulting in General Fund revenue/deposits MUST be included/reported with City equalized assessed value;
- m. Any future amendment MUST comply with 30-A M.R.S. §§ 5221-5235 and Department rules;
- n. CITY MUST NOTIFY DEPARTMENT IN WRITING when District expires or is otherwise terminated.

**MAINE IS OPEN FOR BUSINESS.** Please contact Municipal Tax Increment Financing Program Director Laura Santini-Smith with questions about this certification letter or Department review. With this approval, the Department extends an open ended offer of assistance and best wishes for the success of your District.

Sincerely,



George C. Gervais  
Commissioner

cc: Senator John Cleveland (SD-15) and Representative Brian Bolduc (HD-69), 126<sup>th</sup> Legislature;  
David Ledew, MRS Director Property Tax Division; Brian Doyle, Governor's Account Executive

≈ Next amendment application must identify projects common to other Auburn municipal tax increment financing district programs.

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



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

Jonathan P. LaBonte, Mayor

**IN CITY COUNCIL  
ORDER 60-07072014**

**WHEREAS**, the City of Auburn, Maine ("City") is considering whether to amend the #10 Downtown Municipal Tax Increment Financing District and adopt the amended Development Program for the District presented to the City Council, pursuant to the following terms and provisions; and

**WHEREAS**, the City is authorized pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, to designate specified areas within the City as a Municipal Tax Increment Financing District (the "District") and to adopt a Development Program and financing plan for such a district; and

**WHEREAS**, the City has exercised this authority by designing and approving #10 Downtown Municipal Tax Increment Financing District; and

**WHEREAS**, the City continues to recognize the need for more commercial and mixed-use development in the City; and

**WHEREAS**, the City finds that there are three Downtown neighborhoods adjacent to the "District" that have potential to provide continued employment opportunities for the citizens of Auburn, to improve and broaden the tax base of the City and are designated in the City's adopted plans for new Downtown development and redevelopment; and

**WHEREAS**, the Public Improvements contemplated by the Development Program will allow the City to expand its tax base, improve the economic climate and environmental quality within the City; and

**WHEREAS**, on July 7, 2014 the City will hold a Public Hearing on amending the "District" and Development Program in accordance with the requirements of Maine Revised Statutes upon at least ten (10) days prior notice published in a newspaper of general circulation within the City;

**NOW, THEREFORE, BE IT HEREBY ORDERED BY THE CITY COUNCIL OF THE CITY OF AUBURN:**

That the #10 Downtown Municipal Tax Increment Financing District, and its Development Program and Financial Plan be amended to add the three Downtown neighborhoods depicted on Exhibit A in the Development Program and Financial Plan; and

Add public projects identified in the Auburn Downtown Action Plan for Tomorrow, 2010 Auburn Comprehensive Plan, and 2010 New Auburn Master Plan. (Exhibit B); and

Add the ability for the City of Auburn to negotiate/execute Credit Enhancement Agreements (CEAs) –within sole Council discretion that may include up to 100% company or developer reimbursement. Approval of appropriate level of reimbursement will be determined by The Auburn City Council based upon project need previously guided by current approved joint Auburn/Lewiston Municipal TIF Policy. (Exhibit I); and

Add "Omnibus" to the name, to signify capacity for multiple CEA's; and

The City Manager is authorized to execute documents and to submit this amendment to the Maine Department of Economic and Community Development for Commissioner Approval.



# City Council Agenda Information Sheet

City of Auburn

**Council Meeting Date:** July 7, 2014

**Order #** 61-07072014

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

**Subject: Order authorizing the issuance of General Obligation Bonds and tax levy therefor**

**Information:** This is the order authorizing the sale of \$8,200,000 in General Obligation Bonds to finance the FY 14-15 Capital Improvement Projects passed by Council during the budget process. (list attached)

**Financial:** n/a

**Action Requested at this Meeting:** 1<sup>st</sup> reading and public hearing on the General Obligation Bond Order, second reading will be scheduled July 21, 2014

**Previous Meetings and History:**

**Attachments:** *(in order of appearance in packet)*

- Order
- Approved CIP Detail
- Notice of Public Hearing

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



Jonathan LaBonte, Mayor

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

**IN CITY COUNCIL**

**ORDER 61-07072014**

**Ordered by the Auburn City Council**, following a public hearing duly called and held as required by Article 8, Section 8.13 of the Auburn City Charter, that there be and hereby is authorized the issuance and sale of the City's general obligation bonds on either a taxable or a tax-exempt basis in the amount of \$8,200,000, the proceeds of which, including premium, if any, and investment earnings thereon, are hereby appropriated to finance the following capital equipment and capital improvements (including costs of issuance for the bonds), all constituting part of the City's FY14 Capital Improvement Program:

	<b>Description</b>	<b>Bonded General Fund</b>
Engineering	Reconstruction	\$ 1,100,000
Engineering	Reclamation/Resurfacing	\$ 1,000,000
Engineering	Major Drainage	\$ 100,000
Engineering	MDOT Match	\$ 1,100,000
Engineering	Retaining Walls	\$ 75,000
Engineering	Sidewalks	\$ 150,000
Engineering	Bridge Maintenance	\$ 75,000
PW-Facilities	Heating Oil Tank Conversion	\$ 25,000
PW-Facilities	Energy Efficiency Upgrades (Lighting)	\$ 120,000
Public Works	Replace Street Sweeper	\$ 236,250
Public Works	Replace 7 yard plow trucks	\$ 180,000
Public Works	Replace 12 yard plow truck	\$ 235,000
Public Works	Replace front end loader	\$ 255,000
Public Works	Purchase message sign board	\$ 25,000
Public Works	Side Dump Body/Hydraulic Pump	\$ 38,700
Planning	Dangerous Building Demolition	\$ 150,000
Fire	Generator for South Main Street Station	\$ 25,000
PW-Facilities	Replace Generator Transfer Switch	\$ 25,000
Planning	Comprehensive Plan Property Acquisiton Program	\$ 400,000
Library	Masonry Repair	\$ 47,167
Recreation	Renovate Softball Fields	\$ 72,000
Parks	Replace Festival Plaza Canopies	\$ 60,000
Recreation	Repurpose Ingersoll Arena	\$ 490,000
Contingency	Contingency	\$ 34,518
School Department	School Department	\$ 2,181,365
<b>TOTAL CIP</b>		<b>\$ 8,200,000</b>

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



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

Jonathan LaBonte, Mayor

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

THAT in order to finance temporarily the projects described above, the Finance Director is authorized to expend up to \$8,200,000 either from available funds of the City or from the proceeds of BAN's which would be reimbursed or refinanced from bond proceeds.

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

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

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

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

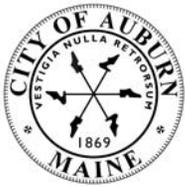
THAT this order is a declaration of official intent pursuant to Treas. Reg. § 1.150-2 and shall be kept available for public inspection during reasonable business hours at the office of the City Clerk.

A Public Notice describing the general purpose of the borrowing and the terms thereof was published on or before June 28, 2014, in the Lewiston Sun-Journal, a daily newspaper published in the City of Auburn and in Androscoggin County.

A public hearing was held on July 7, 2014.

## CIP DETAIL

Project	Match	Description
Reconstruction	0.00%	\$2.2 mil requested, \$1.1 mil approved, by priority order, if on budget Davis Ave #1
Reclaim	0.00%	\$2.25 mil requested, \$1.0 mil approved, Val View if on budget, if not Summer and Howe
Major Drainage	0.00%	NPDES Compliance City Wide
MDOT Match	see list	plus MPI-Broad St 50/50 match
Retaining Walls	0.00%	Engineering City retaining walls, see attached
Sidewalks	0.00%	Lake Street
Bridge Maint	State	Project dependent State match, as of CIP - to be determined
Message Sign Board	0.00%	Staff researching non bonding option
Dangerous Building Demo	0.00%	To be determined, most likely downtown (exec session). Possible TIF funding source
Comp Plan Property Acquisition Program	0.00%	To be determined, most likely downtown (exec session). Possible TIF funding source
Replace Generator Switch	0.00%	Staff researching non bonding option
Repurpose Ingersoll	0.00%	Recreation Committee recommendation
School Department	0.00%	See prioritized list



# City of Auburn, Maine FY15 - FY25 Capital Improvement Program Project Description Worksheet

**FiscalYear:** 2015

Priority: Very High

**Project Title:** Reconstruction

Project Purpose: Street Improvement

**Department:** Public Services-Engineering

**Project Description:** This program involves the full depth reconstruction of both rural and urban roadways. The preconstruction steps include: roadway survey and design, procure easements and permits, compile construction bid documents and award of construction contract. The construction work includes: installation of drainage system, excavation of existing roadway materials, placement of new road base, paving, curbing, sidewalks, matching existing properties to new roadways and final surface restoration. Each streets level of reconstruction varies based upon condition and usage. Location is to be determined based upon the results of the Pavement Condition Reporting Software and engineering judgment.

**Location:** See Map

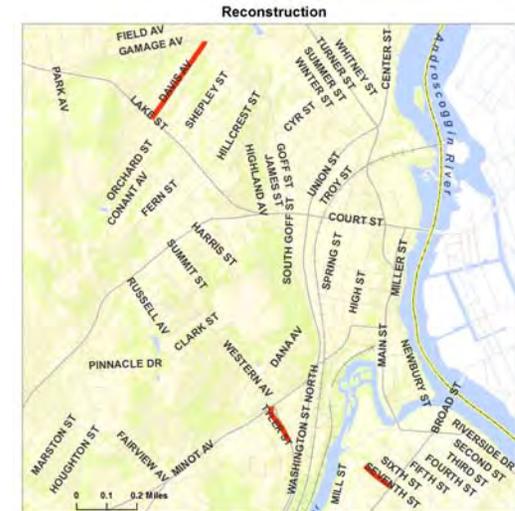
**Justification:** Streets designated are those that have deteriorated beyond resurfacing and whose sub base materials are not adequate for reclaiming (generally due to an abundant amount of utility trenches or poor initial construction) or require horizontal/vertical alignment changes to provide a safe and maintainable roadway based on current standards. Reconstruction is the most costly of all the street improvement programs and is therefore usually targeted at those streets that are in the worst condition. However, this program provides the longest life expectancy with the least amount of future maintenance costs of all other street improvement programs. The identified streets have undergone separation by the Sewer District and will complete work in the neighborhood.

**Useful Life:** 20 Yrs

Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$2,200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$2,200,000

## Cost breakdown and funding source(s)

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Planning/Engineering		2015	2.30%	\$50,000	G.O. Bond





City of Auburn, Maine  
FY15 - FY25 Capital Improvement Program  
Project Description Worksheet

Construction

2015

97.70%

\$2,150,000

G.O. Bond

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# City of Auburn, Maine

*"Maine's City of Opportunity"*

Community Services Department

Engineering Division

The City underwent an assessment of all City streets in the summer of 2013. From that assessment a Pavement Condition Index (PCI) was generated. A PCI is a numerical index which is used to indicate the general condition of a pavement. The method of determining roadways PCI is based on a visual survey of the number and types of distresses in the roadway pavement. The result of the analysis is a numerical value between 0 and 100, with 100 representing the best possible condition and 0 representing the worst possible condition. Pavement distress types for asphalt pavements include: alligator cracking, bumps and sags, depressions, edge cracking, joint reflection, longitudinal and transverse cracking, potholes, rutting, etc. These indices were used to help determine which streets were in the most disrepair. This was then used in conjunction with the surrounding areas pavement condition (when overlays are completed better prices are gained by having streets adjacent to one another), trying to complete the construction over a ten year period, trouble spots for maintenance and traffic volumes. I have included two pages of the PCI report starting with the worst roads. Any remaining funds will be used if the City is success with acquiring another MPI Grant from Maine DOT.

## **FY 2015 CIP Reconstruction**



Davis Avenue (6600 lf) from Gamage to Lake – The roadway has a PCI rating of 47.08. Sewer separation work occurred in 1996 and the sidewalks have been rebuilt since then but the ramps would need to be upgraded to be ADA compliant. The existing granite curbing for large portions of the roadway have sunken out of site. The estimate for the reconstruction is \$1.25 million.



Tyler Street (1225 lf) from Minot to Jefferson – The roadway has a PCI rating of 24.58. The surrounding neighborhood streets have all been reconstructed leaving this as the last segment in the area. The existing granite curbing for the roadway is irregular and the sidewalk would require reconstruction. The estimate for the reconstruction is \$250,000.



Seventh Street (1350 lf) from Broad to dead end – The roadway has a PCI rating of 42.58. The surrounding neighborhood streets were all rebuilt from 1998-2002. Seventh was skipped and remains the only segment left in the area. The estimate for the reconstruction is \$300,000.



# City of Auburn, Maine

## FY15 - FY25 Capital Improvement Program

### Project Description Worksheet

**Fiscal Year:** 2015

Priority: Very High

**Project Title:** Reclaim/Resurface

Project Purpose: Street Improvement

**Department:** Public Services-Engineering

**Project Description:** This program includes reclaiming (grinding) the existing pavement structure and underlying gravel base material, drainage improvements, and regarding the roadway to a proper profile. Reclaiming results in a substantially lower cost compared to full depth reconstruction. Gravel may be added to the roadway and drainage improvements are made. Locations will be dependent on the Pavement Condition Report Program and other factors such as traffic volumes and safety concerns.

**Location:** See Map

**Justification:** The reclamation process provides an alternative to conventional reconstruction at generally half the cost. It provides a stronger roadway base by utilizing the existing distressed pavement layer as an aggregate for the new gravel base layer.

**Useful Life:** 15 Yrs

Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000

#### Cost breakdown and funding source(s)

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Planning/Engineering		2015	2.50%	\$50,000	G.O. Bond
Construction		2015	97.50%	\$1,950,000	G.O. Bond



# FY 2015 CIP Reclamation



Valview Drive (7500 lf) from Garfield to dead end – The roadway has a PCI rating of 41.08. The estimate for the reconstruction is \$1.25 million.



Summer Street (3000 lf) from Park to Mount Auburn – The roadway has a PCI rating of 37.58. The roadway will be converted to a one way in-bound with a turn-around outbound after the last driveway. The estimate for the reconstruction is \$400,000.



Howe Street (4800 lf) from Park to Mount Auburn – The roadway has a PCI rating of 39.58 for 2000 lf and 51.58 for 2800 lf. A portion will undergo reclamation and a portion reconstruction. The estimate for the construction is \$600,000.



City of Auburn, Maine  
 FY15 - FY25 Capital Improvement Program  
 Project Description Worksheet

**FiscalYear:** 2015

Priority: Very High

**Project Title:** Major Drainage

Project Purpose: Federal Mandate

**Department:** Public Services-Engineering

**Project Description:** Implementation of a 5-year plan as per EPA Phase II National Pollution Discharge Elimination System (NPDES) stormwater regulations. Provide funding for the upgrade of the City's existing drainage infrastructure. Various Locations-Urbanized Area-NPDES Stormwater Phase II five-year plan implementation. In addition, this would be used to fund year one of a comprehensive study to determine immediate needs and long range forecasting of stormwater infrastructure condition and needs.

**Location:** Various

**Justification:** Necessary to comply with Federal NPDES mandates and provide adequate drainage systems throughout the City.

**Useful Life:** Yrs

<b>Cost FY 2015:</b>	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	<b>Total Cost</b>
<b>\$300,000</b>	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$300,000</b>

**Cost breakdown and funding source(s)**

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Planning/Engineering		2015	100.00%	\$300,000	G.O. Bond



City of Auburn, Maine  
 FY15 - FY25 Capital Improvement Program  
 Project Description Worksheet

**FiscalYear:** 2015

Priority: High

**Project Title:** Maine DOT Match

Project Purpose: Street Improvement

**Department:** Public Services-Engineering

**Project Description:** This program provides for surface transportation improvements through the partnership of federal, state and local planning organizations (MPO's) under the guidelines of the Transportation Enhancement (TE) program. The program design provides for "a continuous, comprehensive and cooperative transportation plan" for Lewiston-Auburn urbanized area. This match is to fund the City's portion of the project costs. Following are a list of projects. Route 4 / Lake Shore Dr Intersection, Turner Street/Center Street Intersection Design, Traffic Signal Improvements City Wide, South Main Reconstruction Phase II, Park Ave Reconstruction Phase ii, and Riverside Drive Reconstruction.

**Location:** Various

**Justification:** Local share funding for various projects.

**Useful Life:** 20 Yrs

<b>Cost FY 2015:</b>	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	<b>Total Cost</b>
\$550,000	\$0	\$0	\$0	\$0	\$0	\$0	\$550,000

**Cost breakdown and funding source(s)**

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Planning/Engineering		2015	27.00%	\$150,000	
Construction		2015	73.00%	\$400,000	

Turner St. Sidewalks - Intersection Ramp Improvements	90% Federal & State, 10% Local	July 2014 thru October 2014
South Main St. - Outer Cook St. to Bolster St.	85% Federal & State, 15% Local	July 2014 thru October 2014
Park Ave. - Park Ave. Elementary to Lake St.	90% Federal & State, 10% Local	July 2014 thru October 2014
Mt. Auburn Ave. - Intersection of Park Ave.	90% Federal & State, 10% Local	May 2014 thru July 2014
Riverside Drive - Vickery to Dunn St	90% Federal & State, 10% Local	July 2014 thru July 2015
Route 122- Route 202 to Town Line	100% State	April 2014 thru October 2014
Oakdale Bridge (Route 202 Northbound over Little Androscoggin)	100% Federal & State	July 2014 thru June 2015
Intersection Improvements - Kittyhawk and Rte 202, Turnpike Exit and Rte 202	90% Federal & State, 10% Local	April 2014 thru October 2014
Lake St. - Colonial Way to Park Ave.	50% State, 50% Local	May 2014 thru August 2014
Hotel Road. - Minot Ave to Stevens Mill	50% State, 50% Local	May 2014 thru August 2014
Whitney St. - Union to French's Lane	100% Local	May 2014 thru August 2014
Mill St. - 9th to Broad St	100% Local	May 2014 thru August 2014
Manley St. - Minot to Rodman Rd	100% Local	May 2014
Holbrook Rd. - N. Auburn Rd to Town Line	100% Local	May 2014 thru September 2014



# City of Auburn, Maine

## FY15 - FY25 Capital Improvement Program

### Project Description Worksheet

**FiscalYear:** 2015

Priority: High

**Project Title:** Retaining Walls

Project Purpose: Deteriorated Structure

**Department:** Public Services-Engineering

**Project Description:** This program involves the reconstruction of existing retaining walls that currently are in disrepair but are supporting various urban roadways. The preconstruction steps include: survey and design, procure easements and permits, compile construction bid documents and award of construction contract. The construction work includes: dismantling of existing retaining walls, installation of new retaining wall superstructure, installation of drainage systems, excavation of existing roadway materials, placement of new road base, paving, curbing, sidewalks, matching existing properties to new roadway and final surface restoration. Each projects level of reconstruction varies based on condition and usage. Locations are determined based upon visual inspections of various retaining walls, historic repair needs compiled by Public Services and recommendations from Engineering and Public Services staff. The retaining wall on Beacon Ave has been identified as being in disrepair requiring growing maintenance by Public Services. This wall was constructed by the City sometime after May 6, 1912, after approval of a petition to the City for a ban wall on the east side of Beacon Ave from Western Ave to the angle in the street.

**Location:** Beacon Ave

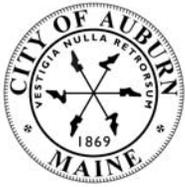
**Justification:** Reconstruction of retaining walls will provide the longest life expectancy with the least amount of future maintenance costs. Any additional utility work that may be required in the vicinity of the retaining wall will be incorporated into the project to avoid the need to revisit the area with construction in the future.

**Useful Life:** 30+ Yrs

Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$750,000	\$0	\$0	\$0	\$0	\$0	\$0	\$750,000

#### Cost breakdown and funding source(s)

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Planning/Engineering		2015	7.00%	\$50,000	G.O. Bond



City of Auburn, Maine  
FY15 - FY25 Capital Improvement Program  
Project Description Worksheet

Construction

2015

93.00%

\$700,000

G.O. Bond

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# City of Auburn, Maine

*"Maine's City of Opportunity"*

Community Services Department  
Engineering Division

## CITY RETAINING WALLS



Court Street between Pleasant and High – The City, in 1895, in order to construct a sidewalk partially on property of the abutting land owner, agreed to construct and maintain the wall.



370 Court Street near Harris St – The City reconstructed Court Street in this area in 1957. An existing wall at this location was replaced as part of the project. The bricks have completely fallen out of the wall.



North Side of Atwood Street at 18 Poland Road – Keystone Block wall constructed by the City in 1995.



\*Opposite 32 Beacon Ave – This wall was constructed by the City sometime after May 6, 1912 after approval of a petition to the City for a bank wall on the east side of Beacon St from Western Av to the angle in the street. **\*In FY15 CIP**



Center Street, West side between Grove and Vernon – Concrete wall constructed by the City in 1957.



Charles Street, West side – Stone wall construction date unknown.



Dunn Street, both sides between Riverside and Second – Block wall constructed in front of pre-existing concrete wall in 2010.



East Hardscrabble Road, across from David Drive – Sheet pile and block wall constructed in 1999.



Forest Avenue at 7 Prospect St – Reinforced concrete wall was constructed to replace a stone retaining wall in 1995. The wall partially supports a garage.



77 Highland Avenue – Reinforced concrete wall was constructed to replace a stone retaining wall in 2006.



72 Hillcrest Street – Stone wall constructed in 1994.



Main Street, Newbury to Laurel – Concrete and bin wall constructed in 1957.



Mill Street, Sixth to Seventh – Keystone Block wall constructed in 1998.



Minot Avenue Rotary – Metal bin wall constructed in 1957. A Maine DOT and City project will be replacing the bin wall in 2014.



Mount Auburn Avenue along BJ's parking lot – Keystone Block wall constructed in 2001.



21 to 33 South Main Street – Concrete wall constructed in 1955.



South Main Street, Broad Street Intersection – Redi-rock wall constructed in 2008.



South Main Street, downstream side of Main Street bridge over the Little Androscoggin – Replaced a stone wall and was constructed in 1996.



42 Taft Avenue – Keystone Block wall constructed in 1995.



Washington Avenue, between Minot Ave. and Jefferston St. – Concrete wall constructed in 1957.



21 to 25 Western Prom – The original construction is uncertain. In 1969-70, the City reconstructed the wall as part of installing underdrain under the sidewalk on the northwesterly side of the street.



18 Western Prom – Stone wall constructed in 1887. The City added a fence to the top of the wall in 2013.

# PRIVATE RETAINING WALLS



24 Gamage Avenue –



42 Hillcrest along Gamage Avenue –



48 Gamage Avenue –



50 Gamage Avenue –



Vickery Road, starting at Riverside Drive – Dry stack stone wall repaired in 2004.



City of Auburn, Maine  
 FY15 - FY25 Capital Improvement Program  
 Project Description Worksheet

**FiscalYear:** 2015

Priority: Medium

**Project Title:** Sidewalks

Project Purpose: Street Improvement

**Department:** Public Services-Engineering

**Project Description:** This program identifies the community's need for new sidewalks and the rehabilitation and maintenance of existing sidewalks.

**Location:** Lake St neighborhood

**Justification:** The City has approximately 56 miles of sidewalks that are meant to provide safe pedestrian accessibility. As with the City's road infrastructure, a combination of resurfacing, rehabilitation and reconstruction must be used to continually improve and maintain sidewalks. Recent emphasis on walking as alternative transportation and wellness requires an increased commitment to improving and maintaining pedestrian mobility as an overall betterment to the community.

**Useful Life:** 20 Yrs

<b>Cost FY 2015:</b>	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	<b>Total Cost</b>
<b>\$200,000</b>	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$200,000</b>

**Cost breakdown and funding source(s)**

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Construction		2015	100.00%	\$200,000	G.O. Bond



City of Auburn, Maine  
 FY15 - FY25 Capital Improvement Program  
 Project Description Worksheet

**FiscalYear:** 2015

Priority: High

**Project Title:** Bridges

Project Purpose: Bridge Rehabilitation

**Department:** Public Services-Engineering

**Project Description:** This program involves the rehabilitation of existing City owned bridges. Locations are to be determined based upon inspections completed by the Maine DOT. In addition, City staff will complete inspections to help identify potential needs and areas of concern. The City is waiting for the latest inspection reports from MDOT to determine location.

**Location:** Various

**Justification:** Bridges desingated to undergo rehabilitation work are those that have deteriorated and have mounting maintenance needs. Rehabilitation of these structures will provide the longest life expectancy with the least amount of future maintenance costs

**Useful Life:** 30 Yrs

Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000

**Cost breakdown and funding source(s)**

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Planning/Engineering		2015	15.00%	\$15,000	G.O. Bond
Construction		2015	85.00%	\$85,000	G.O. Bond



City of Auburn, Maine  
 FY15 - FY25 Capital Improvement Program  
 Project Description Worksheet

**Fiscal Year:** 2015

Priority: Very High

**Project Title:** Heating Oil Tank Conversion

Project Purpose: New Operation

**Department:** Public Services-Facilities

**Project Description:** Conversion of the heating oil tank at PW to allow it to be used for gasoline storage.

**Location:** Woodbury Brackett Municipal Building

**Justification:** Conversion of the heating oil tank (installed 2010, 30yr warranty) at PW, due to conversion to natural gas in FY14. This will allow City fleet to fuel with gasoline, as the existing tank is at the former Police Station (installed 1995).

**Useful Life:** 25 Yrs

Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000

**Cost breakdown and funding source(s)**

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Other		2015	100.00%	\$25,000	G.O. Bond



# City of Auburn, Maine

## FY15 - FY25 Capital Improvement Program

### Project Description Worksheet

**FiscalYear:** 2015

Priority: Medium

**Project Title:** Buildings and Grounds

Project Purpose: Improve efficiency

**Department:** Public Services-Facilities

**Project Description:** Upgrade/Update the heating and lighting at the PW facility

**Location:** Woodbury Brackett Municipal Building

**Justification:** Continued facility improvements to heating system and building infrastructure. Retro-commissioning study recommended steps including, but not limited to, completion of deferred maintenance, lighting upgrades, HVAC system fixes/corrections. We will be eligible for an incentive from Efficiency Maine of approximately \$15,000.

**Useful Life:** 10 Yrs

<b>Cost FY 2015:</b>	<b>Cost FY 2016:</b>	<b>Cost FY 2017:</b>	<b>Cost FY 2018:</b>	<b>Cost FY 2019:</b>	<b>Cost FY 2020:</b>	<b>Cost after 6 years:</b>	<b>Total Cost</b>
\$120,000	\$0	\$0	\$0	\$0	\$0	\$0	\$120,000

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#### Cost breakdown and funding source(s)

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Construction		2015	100.00%	\$120,000	G.O. Bond

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City of Auburn, Maine  
 FY15 - FY25 Capital Improvement Program  
 Project Description Worksheet

**FiscalYear:** 2015

Priority: Very High

**Project Title:** Heavy Equipment

Project Purpose: Scheduled replacement

**Department:** Public Services-Public Works

**Project Description:** Replacement of 1998 Elgin Sweeper #62

**Location:** Woodbury Brackett Municipal Building

**Justification:** This is a replacement of our number 1 front line sweeping machine used for sand and debris removal from roadways. Maintenance and down time costs are a problem.

**Useful Life:** 15 Yrs



Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$236,250	\$0	\$0	\$0	\$0	\$0	\$0	\$236,250

**Cost breakdown and funding source(s)**

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Acquisition		2015	100.00%	\$236,250	G.O. Bond



City of Auburn, Maine  
FY15 - FY25 Capital Improvement Program  
Project Description Worksheet

**FiscalYear:** 2015

Priority:

**Project Title:** Equipment

Project Purpose: Vehicle Replacement

**Department:** Public Services-Public Works

**Project Description:** Replacement of 2000 International 7 Yard Dump Truck #28

**Location:** Woodbury Brackett Municipal Building

**Justification:** This truck works around the airport area. Systematic replacement of PW plow equipment reduces yearly maintenance costs.

**Useful Life:** 10 Yrs

<b>Cost FY 2015:</b>	<b>Cost FY 2016:</b>	<b>Cost FY 2017:</b>	<b>Cost FY 2018:</b>	<b>Cost FY 2019:</b>	<b>Cost FY 2020:</b>	<b>Cost after 6 years:</b>	<b>Total Cost</b>
<b>\$180,000</b>	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$180,000</b>

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**Cost breakdown and funding source(s)**

<b>Cost Type</b>	<b>Enter Cost Type if Other</b>	<b>FY</b>	<b>Percent</b>	<b>Cost</b>	<b>Proposed Finance Source</b>
Acquisition		2015	100.00%	\$180,000	G.O. Bond

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City of Auburn, Maine  
 FY15 - FY25 Capital Improvement Program  
 Project Description Worksheet

**Fiscal Year:** 2015

Priority:

**Project Title:** Equipment

Project Purpose: Vehicle Replacement

**Department:** Public Services-Public Works

**Project Description:** Replacement of 2000 International 12 Yard Dump Truck #35

**Location:** Woodbury Brackett Municipal Building

**Justification:** This unit required extensive work to get it ready for winter, it is tasked with the largest plow route in the city and is also the farthest away from the shop. it requires a wheeler to do the job and should be brought up to date with the rest of our frontline salt trucks . Systematic replacement of PW plow equipment reduces yearly maintenance costs.



**Useful Life:** 10 Yrs

Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$235,000	\$0	\$0	\$0	\$0	\$0	\$0	\$235,000

**Cost breakdown and funding source(s)**

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Acquisition		2015	100.00%	\$235,000	G.O. Bond



City of Auburn, Maine  
 FY15 - FY25 Capital Improvement Program  
 Project Description Worksheet

**Fiscal Year:** 2015

Priority: High

**Project Title:** Heavy Equipment

Project Purpose: Equipment Replacement

**Department:** Public Services-Public Works

**Project Description:** Replacement of 1991 John Deere Loader #44

**Location:** Woodbury Brackett Municipal Building

**Justification:** This unit is used all year, it works in the pit in the summer and is used in conjunction with the large blower to remove snow in the winter. Replacement of this piece of equipment will ensure that we are working efficiently.

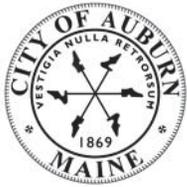
**Useful Life:** 15 Yrs



Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$255,000	\$0	\$0	\$0	\$0	\$0	\$0	\$255,000

**Cost breakdown and funding source(s)**

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Acquisition		2015	100.00%	\$255,000	G.O. Bond



City of Auburn, Maine  
 FY15 - FY25 Capital Improvement Program  
 Project Description Worksheet

**FiscalYear:** 2015

Priority:

**Project Title:** Equipment

Project Purpose: New Equipment

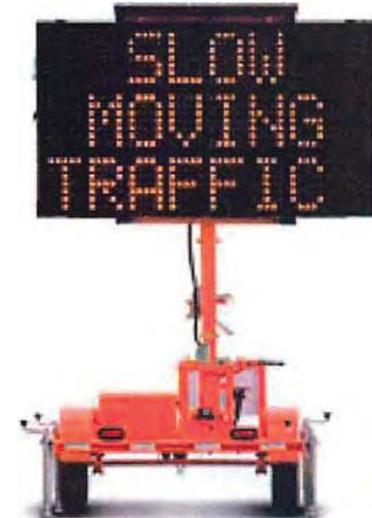
**Department:** Public Services-Public Works

**Project Description:** Message/Sign Board

**Location:** Woodbury Brackett Municipal Building

**Justification:** Increase productivity and safety by reducing number of personnel on traffic control at construction sites while utilizing modern traffic control practices (stop lights via remote control).

**Useful Life:** 10 Yrs



Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000

**Cost breakdown and funding source(s)**

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
		2015	100.00%	\$25,000	G.O. Bond



City of Auburn, Maine  
 FY15 - FY25 Capital Improvement Program  
 Project Description Worksheet

**Fiscal Year:** 2015

Priority:

**Project Title:** Equipment

Project Purpose: Equipment Replacement

**Department:** Public Services-Public Works

**Project Description:** Side Dump Body/Hydraulic Pump, Wheeler

**Location:** Woodbury Brackett Municipal Building

**Justification:** This is to replace a dump body and hyd pump only, plow gear, cab, and chaise are ok. It will allow us to be able to plow and sand a route. Presently the truck can only plow and another truck has to go around after him and sand his plow route after they are done their route.

**Useful Life:** 10 Yrs



Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$38,700	\$0	\$0	\$0	\$0	\$0	\$0	\$38,700

**Cost breakdown and funding source(s)**

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Acquisition		2015	100.00%	\$38,700	G.O. Bond



# City of Auburn, Maine

## FY15 - FY25 Capital Improvement Program

### Project Description Worksheet

**FiscalYear:** 2015

Priority:

**Project Title:** Dangerous Buildings Demolition

Project Purpose: Increased Safety

**Department:** Planning, Permitting & Code

**Project Description:** The City has seen the number of vacant buildings increase drastically over the past couple of years. Our vacant building tracking list has expanded from approximately 80 structures to over 130 in the past 12 months. We have never budgeted specifically for dangerous buildings and have handled it out of the Code Enforcement budget. This request would provide for demolition of deteriorated structures that are condemned by the City Council when an owner fails to remedy the problem. We have had at least two fires and numerous copper thefts from structures on the vacant property list. The requested amount is an attempt to remedy the "worst of the worst" problems and fire damaged structures, but staff recognizes that the City has limited resources and this would allow for up to 5 demolitions per year. The property owners or bank could then reimburse the City for costs or the City could take ownership of the land and resell the parcels.

**Location:**

**Justification:** Vacant buildings increase risk of other crimes and fire if they are not maintained or secured properly.

**Useful Life:** Yrs

Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$0	\$300,000

#### Cost breakdown and funding source(s)

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Other		2015	100.00%	\$150,000	G.O. Bond
Other		2016	100.00%	\$150,000	G.O. Bond



City of Auburn, Maine  
 FY15 - FY25 Capital Improvement Program  
 Project Description Worksheet

**Fiscal Year:** 2015

Priority: Medium

**Project Title:** Generator-South Main Street Station

Project Purpose: Increased Safety

**Department:** Fire

**Project Description:** Install a hardwired power generating system.

**Location:** South Main St Fire Station

**Justification:** When power is lost, the South Main Street Station has no heat, hot water or installed emergency lighting. In addition to being the local fire house, it is also a likely collection point for casualties or evacuees in the event of a disaster. The station could also serve as a command post or resource collection point for a major incident or event. When evaluating existing critical infrastructure and planning for maintenance, the presence of auxiliary power units are considered both a desired standard and industry best practice.

**Useful Life:** 20 Yrs

Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000

**Cost breakdown and funding source(s)**

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Acquisition		2015	100.00%	\$25,000	Current Revenues



City of Auburn, Maine  
FY15 - FY25 Capital Improvement Program  
Project Description Worksheet

**FiscalYear:** 2015

Priority: High

**Project Title:** Buildings and Grounds

Project Purpose: Present Equipment obsolete

**Department:** Public Services-Facilities

**Project Description:** Replacement of Automatic Transfer Switch for Generator

**Location:** Woodbury Brackett Municipal Building

**Justification:** The existing facility was built in 1971 and is in need of systematic renovations over the next several years to improve functionality, decrease costs and expand operational capabilities

**Useful Life:** 10 Yrs

<b>Cost FY 2015:</b>	<b>Cost FY 2016:</b>	<b>Cost FY 2017:</b>	<b>Cost FY 2018:</b>	<b>Cost FY 2019:</b>	<b>Cost FY 2020:</b>	<b>Cost after 6 years:</b>	<b>Total Cost</b>
\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000

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**Cost breakdown and funding source(s)**

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Acquisition		2015	100.00%	\$25,000	G.O. Bond

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City of Auburn, Maine  
 FY15 - FY25 Capital Improvement Program  
 Project Description Worksheet

**FiscalYear:** 2015

Priority:

**Project Title:** Comprehensive Plan Property Acquisition, Demolition and Improvements

Project Purpose: Implementation of Comp Plan

**Department:** Planning, Permitting & Code

**Project Description:** Property acquisition, building demolition and beautification in Gateway Transition, Riverfront Transition and other Districts as properties become available. Council to be presented individual opportunities as they arise for quick decisions with funding allocated in advance.

**Location:**

**Justification:** Comprehensive plan identifies need. Funding is the only way to make it happen.

**Useful Life:** Yrs

Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$400,000

**Cost breakdown and funding source(s)**

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Acquisition		2015	50.00%	\$200,000	
Construction		2015	25.00%	\$100,000	
Other:Demolition		2015	25.00%	\$100,000	



City of Auburn, Maine  
 FY15 - FY25 Capital Improvement Program  
 Project Description Worksheet

**FiscalYear:** 2015

Priority: Very High

**Project Title:** Masonry Repair-Year 2 of 5 Year Plan

Project Purpose: Deteriorated Structure

**Department:** Auburn Public Library

**Project Description:** Repair masonry on old section of building by replacing mortar joints.

**Location:** Auburn Public Library

**Justification:** The old section of the library needs to have all the mortar joints replaced. Durability should be approximately 50 years if the building is subsequently kept in good repair - no water filtration of any kind. Cost of approximately \$230,000 can be spread over a 5 year period, with work being done one wall at a time. Year Two:(in priority order and includes waterproofing) North elevation (by Spring Street main entrance). Year one Completed.

**Useful Life:** 30+ Yrs

Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$42,167	\$0	\$0	\$0	\$0	\$0	\$0	\$42,167

**Cost breakdown and funding source(s)**

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Construction		2015	100.00%	\$42,167	G.O. Bond



City of Auburn, Maine  
 FY15 - FY25 Capital Improvement Program  
 Project Description Worksheet

**Fiscal Year:** 2015

Priority: Medium

**Project Title:** Masonry Repair (New Building)

Project Purpose: Deteriorated Structure

**Department:** Auburn Public Library

**Project Description:** Repair mortar at Spring St gable end and column bases at Spring St entrance.

**Location:** Auburn Public Library

**Justification:** At Spring St gable end under left end of window sill-where there is no control joint designed into the façade, expansion and contraction are being relieved at the window edge. There is spalled mortar and cracked bricks that need to be repaired. There is also spalled mortar and chipped precast at Spring St column bases, apparently from being hit by snow shovels.

**Useful Life:** 10 Yrs

Cost FY 2015:	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	Total Cost
\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000

**Cost breakdown and funding source(s)**

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Construction		2015	100.00%	\$5,000	Current Revenues



City of Auburn, Maine  
FY15 - FY25 Capital Improvement Program  
Project Description Worksheet

**Fiscal Year:** 2015

Priority: High

**Project Title:** Renovate Softball Field-Pettengill

Project Purpose: Deteriorated Structure

**Department:** Recreation

**Project Description:** Renovate Pettengill Softball Field

**Location:** Pettengill Park

**Justification:** The condition of the softball field warrants replacing the perimeter fencing and improving the infield diamond pattern. Also, replacing bleachers

**Useful Life:** 15 Yrs

<b>Cost FY 2015:</b>	<b>Cost FY 2016:</b>	<b>Cost FY 2017:</b>	<b>Cost FY 2018:</b>	<b>Cost FY 2019:</b>	<b>Cost FY 2020:</b>	<b>Cost after 6 years:</b>	<b>Total Cost</b>
\$72,000	\$0	\$0	\$0	\$0	\$0	\$0	\$72,000

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**Cost breakdown and funding source(s)**

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Acquisition		2015	100.00%	\$72,000	Special

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City of Auburn, Maine  
 FY15 - FY25 Capital Improvement Program  
 Project Description Worksheet

**Fiscal Year:** 2015

Priority: Very High

**Project Title:** Festival Plaza Canopy Replacements

Project Purpose: Equipment Replacement

**Department:** Public Services-Parks

**Project Description:** Replace Festival Plaza Canopies (6)

**Location:** Festival Plaza

**Justification:** The original canopies are no longer usable due to deterioration. They also do not meet current safety standards.

**Useful Life:** 10 Yrs

<b>Cost FY 2015:</b>	Cost FY 2016:	Cost FY 2017:	Cost FY 2018:	Cost FY 2019:	Cost FY 2020:	Cost after 6 years:	<b>Total Cost</b>
<b>\$120,000</b>	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$120,000</b>

**Cost breakdown and funding source(s)**

Cost Type	Enter Cost Type if Other	FY	Percent	Cost	Proposed Finance Source
Acquisition		2015	100.00%	\$120,000	G.O. Bond



City of Auburn, Maine  
FY15 - FY25 Capital Improvement Program  
Project Description Worksheet

**Fiscal Year:** 2016

Priority:

**Project Title:** Repurpose Ingersoll

Project Purpose:

**Department:** Recreation

**Project Description:**

**Location:**

**Justification:**

**Useful Life:** Yrs

<b>Cost FY 2015:</b>	<b>Cost FY 2016:</b>	<b>Cost FY 2017:</b>	<b>Cost FY 2018:</b>	<b>Cost FY 2019:</b>	<b>Cost FY 2020:</b>	<b>Cost after 6 years:</b>	<b>Total Cost</b>
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

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**Cost breakdown and funding source(s)**

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	<b>FY15</b>	
<b>LOCATION</b>		<b>Prioritized Listing</b>
<b>AMS</b>	<b>CIP Projects</b>	
Classroom Furniture Replacement	\$ 216,500	4
Classroom [27] & 2 Hallways-Carpet Replacements with VCT	\$ 161,126	1
Replacement of Freezers-refrigerant motors for Kitchen	\$ 22,560	2&3
<b>East Auburn</b>		
Parking Lot Repaving	\$ 130,800	2
<b>ELHS</b>		
Bathroom Refurbishing- 3 boys-3girls	\$ 353,000	2
Asbestos Removal 7 Classrooms and Hallway A&B Wing, Main Office, Guidance Area	\$ 317,000	1
PC Computer Lab upgrades (41units)	\$ 40,000	4
Exterior Security Lighting- LED	\$ 27,160	3
Security/Surveillance Equipment upgrade/enhancement	\$ 37,000	1
<b>Fairview</b>		
Student Bathrooms ADA - B & G	\$ 21,600	2
Stage Curtains Replacement	\$ 25,200	2
<b>Franklin School</b>		
Exterior Security Lighting	\$ 25,000	1
<b>Sherwood Heights</b>		
Exterior Security lighting - Phase II	\$ 45,520	1
Stage Curtains Replacement	\$ 25,200	2
<b>Support Services Building</b>		
One Ton P/U (replace 2002 1/2 ton) for Sanding	\$ 40,000	2
Upgrade fire Alarm System	\$ 46,120	1
Floor Finishers/Strippers/Buffers/Vaccums	\$ 56,000	5
District Lunch Walk-in Freezers & Refrigerator-Motors Replacement	\$ 27,760	2&3
<b>Technology</b>		
Elementary Teachers/MacBooks	\$ 100,000	4
<b>Walton Elementary</b>		
New Walk-in refrigerator/Replacement	\$ 19,034	2&3
Fire Alarm Upgrades-1934&67 Sections	\$ 261,000	1
<b>RETC/SOS</b>		
Exterior Parking Lot/Security Lighting	\$ 47,785	1
Parking Lot Expansion/resurfacing	\$136,000	2
<b>GRAND TOTAL CIP</b>	<b>\$ 2,181,365</b>	
<b>LEGEND</b>		
<b>Priority 1 - Live Safety Issues</b>	<b>\$ 940,551</b>	
<b>Priority 2- FacilityEquipment Renewal</b>	<b>\$ 801,154</b>	
<b>Priority 3- Energy Renewal</b>	<b>\$ 27,160</b>	
<b>Priority 4- Instructional Equipment Renewal</b>	<b>\$ 356,500</b>	
<b>Priority 5- Other</b>	<b>\$ 56,000</b>	
	<b>\$ 2,181,365</b>	

**CITY OF AUBURN  
NOTICE OF PUBLIC HEARING**

Pursuant to Section 8.13 of the City Charter, notice is hereby given that the Auburn City Council will hold a public hearing on Monday, July 7, 2014, at 7:00 p.m. in the Council Chambers, Auburn Hall, 60 Court Street on a proposed order authorizing the City's general obligation bonds in the amount of \$8,200,000 to finance the City's FY15 Capital Improvement Program.

Following the public hearing, the City Council expects to conduct the second reading and take final action on the order at the same July 21, 2014 meeting.

The order is available for inspection at the City Clerk's office during regular business hours.