



**Finance and Administration
Council Committee
Agenda
March 10, 2016 @ 4:30 pm
Auburn Hall – Council Chambers**

Opening Remarks and Introductions

Selection of Committee Chairperson

First Open Session

Tax Acquired Property Strategy

Second Open Session

EMS Billing

Combining School and City Websites

Appointment Process for Council Boards and Committees

Third Open Session

Updates

- **Commuter Service to Portland**
- **LATC Study**
- **Intermodal/Port of Auburn Lease Negotiations**
- **Canal Legal Matter**
- **Charter Commission on Merger between Cities of Auburn and Lewiston**

Brainstorming Session

- **Shared Services**
- **Non-Property Tax Revenues**

Discussion of agenda items for next meeting (Thursday April 14th @ 4:30 pm)

City of Auburn
Tax Acquired Properties
February 23, 2016

Property Location

Map and Lot

0 Hackett Road (Giasson).

159-014-000-000

This parcel is assessed at \$102,400.00, zoned industrial, 6.95 acres. The State of Maine has informed the City of Auburn that they will be filing a lien on 2 separate parcels for cleanup costs. If they do, the City plans to fight this decision. At this time, we do not believe anyone would buy this property based on the amount owed for cleanup costs. Committee recommends waiting until the State has made their decision.

875 Washington Street South

180-003-000-000

This parcel is assessed at \$4,000.00, zoned industrial, 1 acre. The committee recommends selling this property.

181 Manley Road

197-085-000-000

This house was demolished in 2014. The land was assessed at \$26,000.00, zoned urban residential, 11,325 square feet. The Committee recommends selling this property as a home package.

395 Court Street

239-194-000-000

This property is land and building, assessed at \$117,100, zoned urban residential, 3,900 square foot lot. There is an illegal unit on the first floor. The Committee would like to discuss this property in Executive Session. Their recommendations are to either sell this property with preference given for rehab or to demolish. This home is occupied by an upstairs tenant. Code enforcement has deemed this as a dangerous building and "Unsafe for Occupancy".

0 Linden Street

249-157-001-000

This parcel is assessed at \$3,400.00, zoned urban residential, 27,442 square foot lot. A foreclosure caused this lot to be an illegal lot because it lacks road frontage. Tax Committee recommends selling to an abutter.

68 West Dartmouth

280-020-000-000

This single family dwelling is assessed at \$89,900.00, zoned urban residential, 10,018 square foot lot. The Committee recommends reviewing the conditions of this property and selling.

1539 Perkins Ridge Road

319-024-000-000

This parcel is assessed at \$109,800.00, zoned AG, 27,442 square foot lot. The Committee would like to discuss this parcel in Executive Session. This home is owner occupied.

Unofficial Property Record Card - Auburn, ME

General Property Data

Parcel ID 159-014	Account Number 159014000
Prior Parcel ID --	
Property Owner AUBURN CITY OF	Property Location HACKETT RD
C/O GIASSON CARMEN PARTY IN POSSESSION	Property Use INDUS LAND
Mailing Address 250 HACKETT RD	Most Recent Sale Date 9/1/1956
	Legal Reference 732-448
City AUBURN	Grantor GIASSON, ALBERT & CARMEN
Mailing State ME Zip 04210	Sale Price 0
ParcelZoning	Land Area 6.950 acres

Current Property Assessment

Card 1 Value	Building Value 0	Xtra Features Value 0	Land Value 102,400	Total Value 102,400
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Building Description

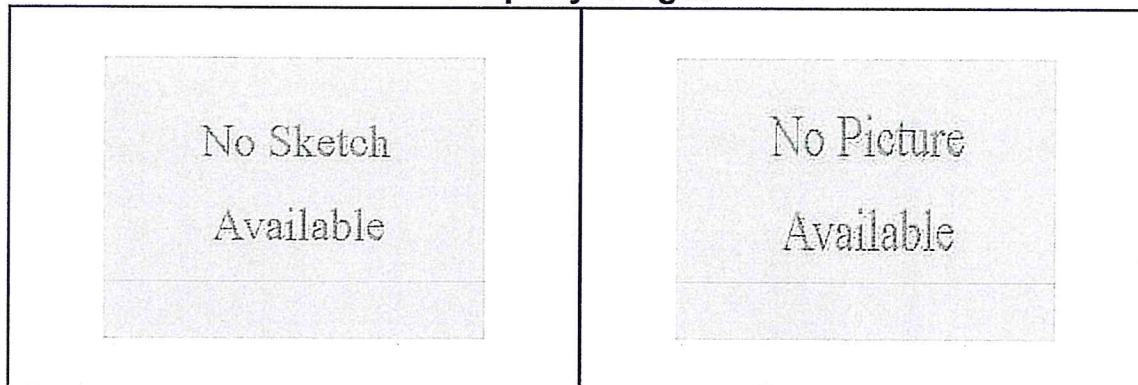
Building Style	Foundation Type	Flooring Type N/A
# of Living Units 0	Frame Type	Basement Floor N/A
Year Built N/A	Roof Structure	Heating Type N/A
Building Grade	Roof Cover	Heating Fuel N/A
Building Condition N/A	Siding	Air Conditioning 0%
Finished Area (SF) N/A	Interior Walls N/A	# of Bsmt Garages 0
Number Rooms 0	# of Bedrooms 0	# of Full Baths 0
# of 3/4 Baths 0	# of 1/2 Baths 0	# of Other Fixtures 0

Legal Description

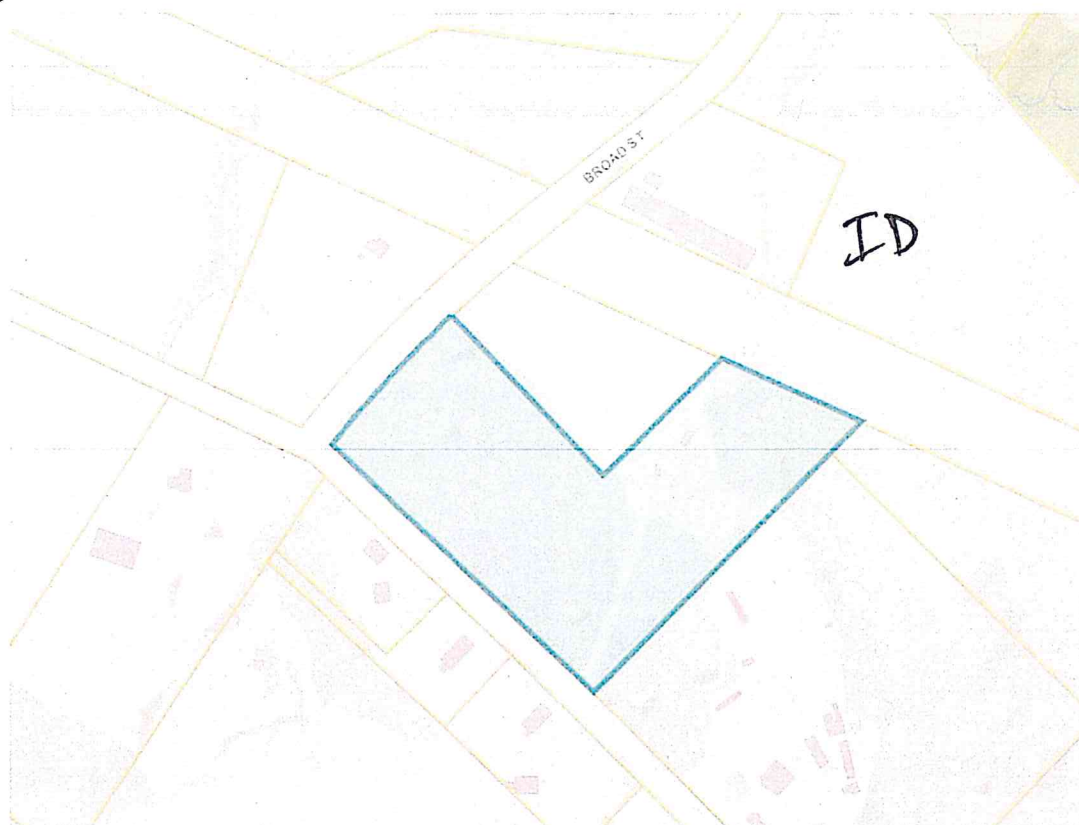
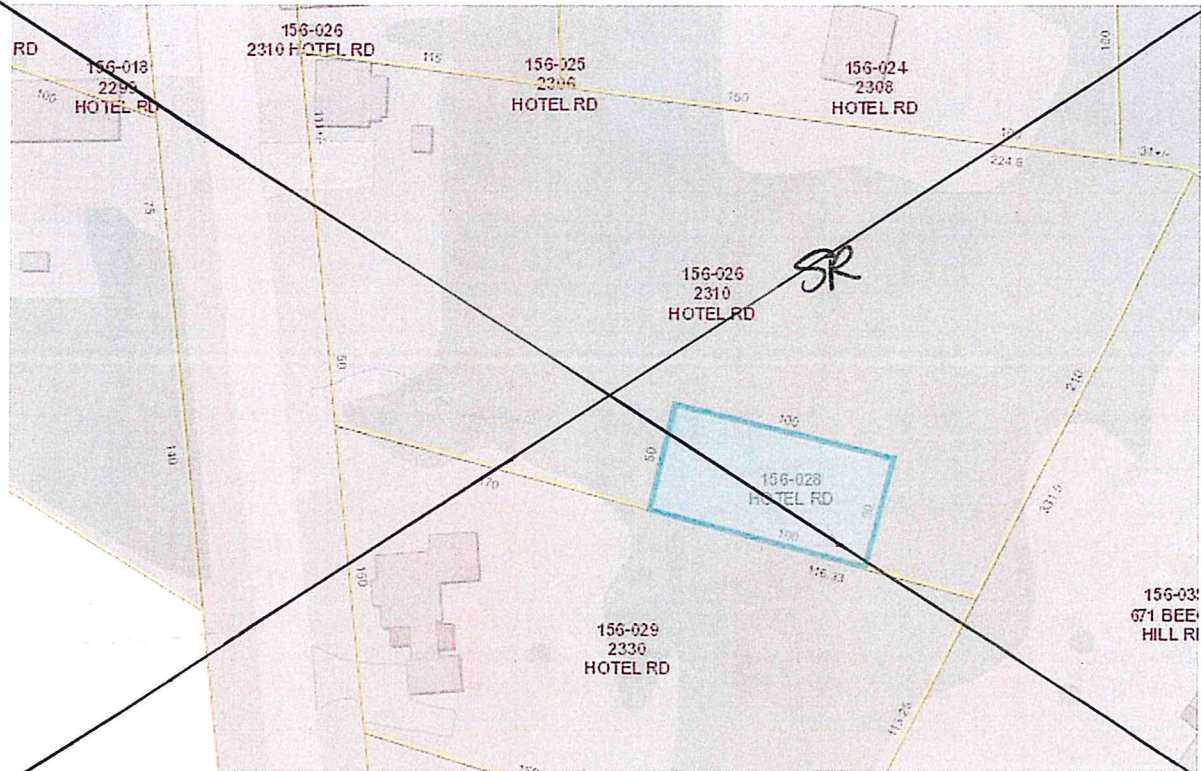
Narrative Description of Property

This property contains 6.950 acres of land mainly classified as INDUS LAND with a(n) style building, built about N/A , having exterior and roof cover, with 0 unit(s), 0 room(s), 0 bedroom(s), 0 bath(s), 0 half bath(s).

Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.



Unofficial Property Record Card - Auburn, ME

General Property Data

Parcel ID 180-003	Account Number 180003000
Prior Parcel ID --	
Property Owner AUBURN CITY OF	Property Location 875 WASHINGTON ST S
C/O CONSTANCE DURGIN TR	Property Use UNDEVELOPED
PARTY IN POSSESSION	
Mailing Address 95 FERRY RD	Most Recent Sale Date 12/23/1995
	Legal Reference 3531-279
City LEWISTON	Grantor DUMAIS, ALFRED HEIRS OF
Mailing State ME Zip 04240	Sale Price 0
ParcelZoning	Land Area 1.000 acres

Current Property Assessment

Card 1 Value	Building Value 0	Xtra Features Value 0	Land Value 4,000	Total Value 4,000
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Building Description

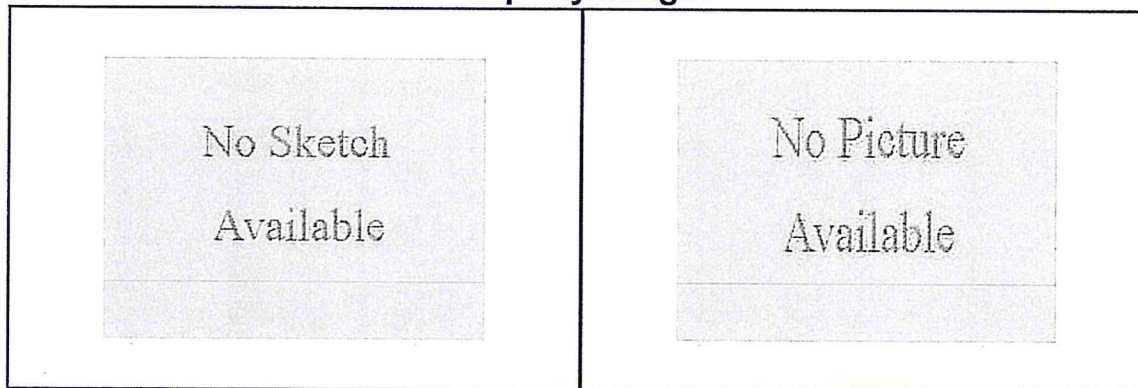
Building Style N/A	Foundation Type N/A	Flooring Type N/A
# of Living Units N/A	Frame Type N/A	Basement Floor N/A
Year Built N/A	Roof Structure N/A	Heating Type N/A
Building Grade N/A	Roof Cover N/A	Heating Fuel N/A
Building Condition N/A	Siding N/A	Air Conditioning 0%
Finished Area (SF) N/A	Interior Walls N/A	# of Bsmt Garages 0
Number Rooms 0	# of Bedrooms 0	# of Full Baths 0
# of 3/4 Baths 0	# of 1/2 Baths 0	# of Other Fixtures 0

Legal Description

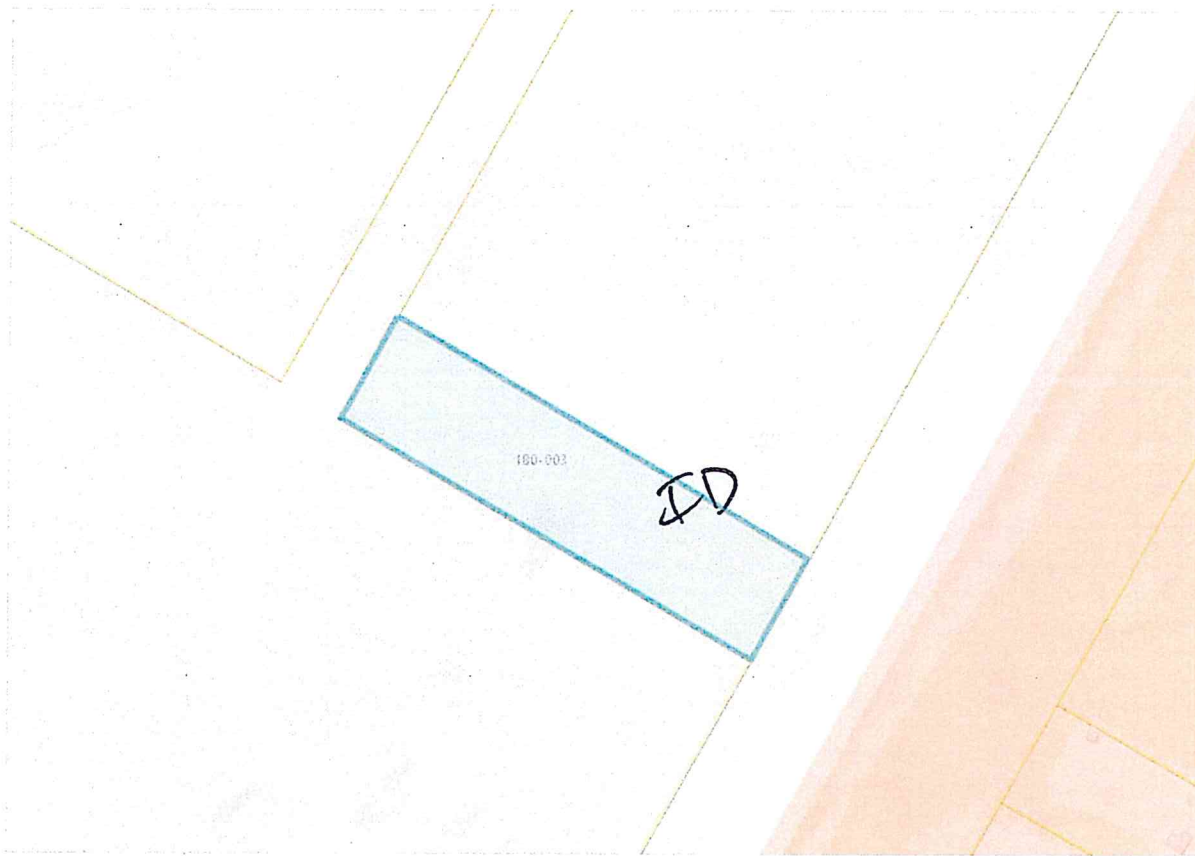
Narrative Description of Property

This property contains 1.000 acres of land mainly classified as UNDEVELOPED with a(n) N/A style building, built about N/A , having N/A exterior and N/A roof cover, with N/A unit(s), 0 room(s), 0 bedroom(s), 0 bath(s), 0 half bath(s).

Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.



Unofficial Property Record Card - Auburn, ME

General Property Data

Parcel ID 197-085	Account Number 197085000
Prior Parcel ID --	
Property Owner AUBURN CITY OF C/O HAENDEL LAMOUR PARTY IN POSSESSION	Property Location 181 MANLEY RD
Mailing Address 639 WASHINGTON AVE	Property Use SINGLEFAMILY
City PORTLAND	Most Recent Sale Date 8/31/2005
Mailing State ME Zip 04103	Legal Reference 6478-241
ParcelZoning	Grantor HAMEL ROGER E SR,
	Sale Price 40,000
	Land Area 0.260 acres

Current Property Assessment

Card 1 Value	Building Value 21,800	Xtra Features Value 400	Land Value 26,000	Total Value 48,200
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Building Description

Building Style RAN	Foundation Type CONCRETE	Flooring Type LINO/VINYL
# of Living Units 1	Frame Type WOOD	Basement Floor CONCRETE
Year Built 1920	Roof Structure HIP	Heating Type FORCED H/A
Building Grade FAIR	Roof Cover ASPHALT SH	Heating Fuel OIL
Building Condition Very Poor	Siding WOOD	Air Conditioning 0%
Finished Area (SF) 636	Interior Walls DRYWALL	# of Bsmt Garages 0
Number Rooms 4	# of Bedrooms 2	# of Full Baths 1
# of 3/4 Baths 0	# of 1/2 Baths 0	# of Other Fixtures 1

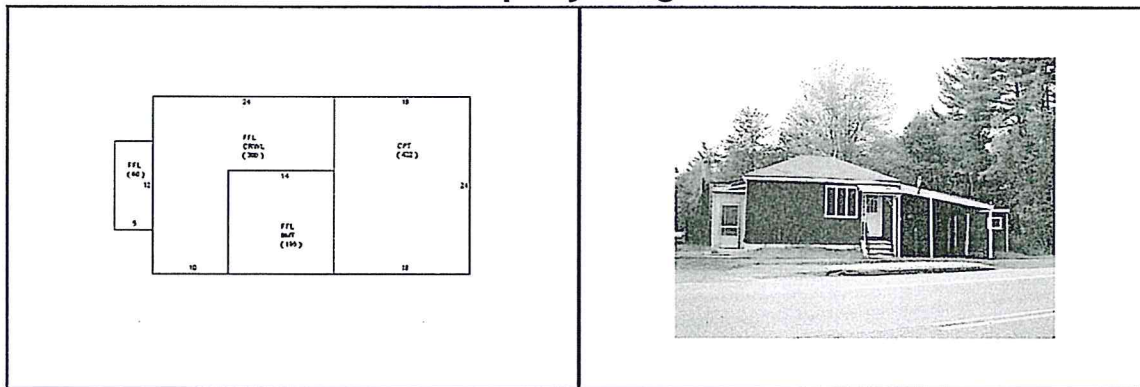
Legal Description

FORECLOSURE NOTICE 7/2010 MARCH 2013-VACANT

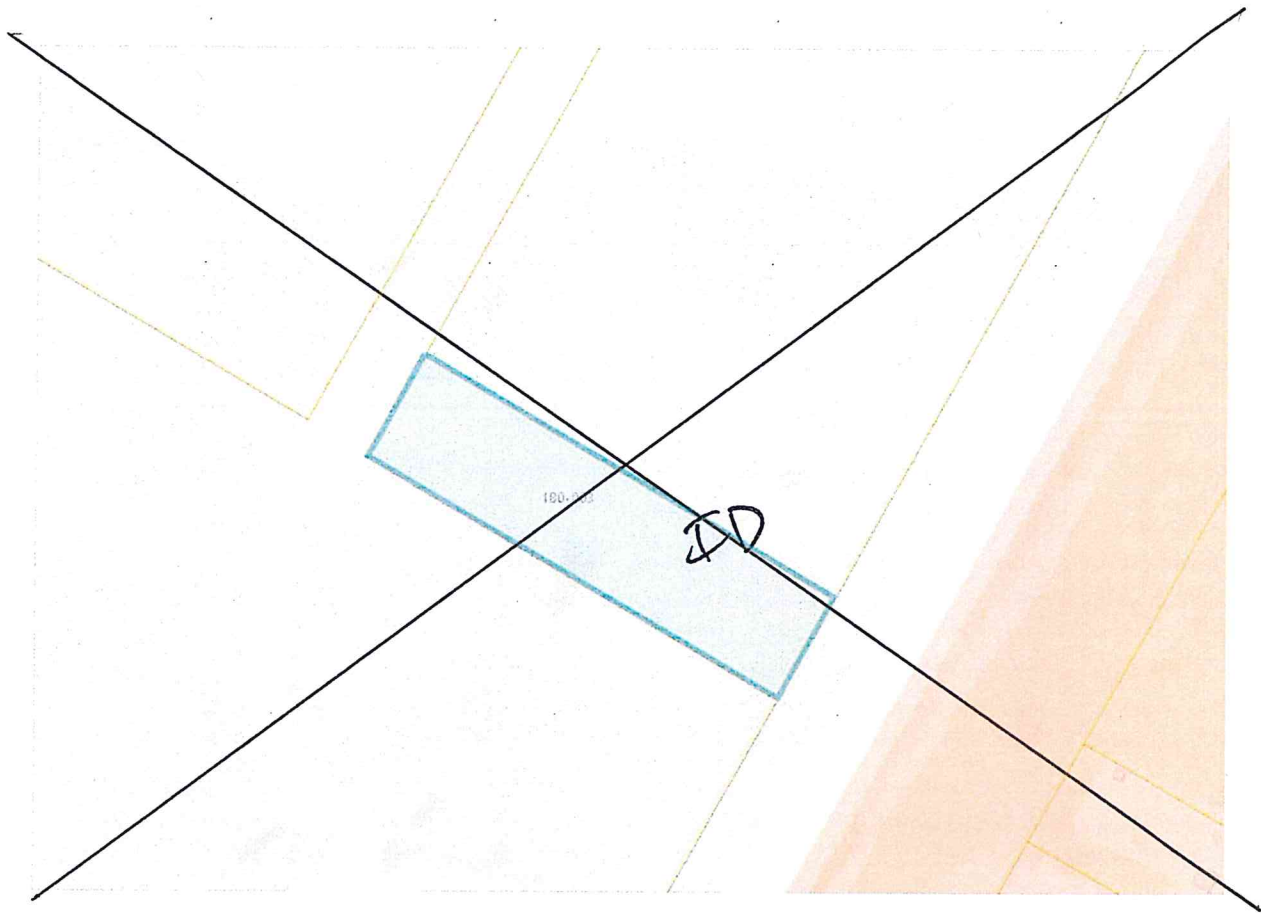
Narrative Description of Property

This property contains 0.260 acres of land mainly classified as SINGLEFAMILY with a(n) RAN style building, built about 1920 , having WOOD exterior and ASPHALT SH roof cover, with 1 unit(s), 4 room(s), 2 bedroom(s), 1 bath(s), 0 half bath(s).

Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.



Unofficial Property Record Card - Auburn, ME

General Property Data

Parcel ID 239-194	Account Number 239194000
Prior Parcel ID --	
Property Owner AUBURN CITY OF C/O TESSIER CHRISTOPHER PARTY IN POSSESSION	Property Location 395 COURT ST
Mailing Address 395 COURT ST	Property Use SINGLEFAMILY
	Most Recent Sale Date 4/12/2011
City AUBURN	Legal Reference 8144-96
Mailing State ME Zip 04210	Grantor SCRIBNER, DAPHNE,
ParcelZoning	Sale Price 37,500
	Land Area 0.090 acres

Current Property Assessment

Card 1 Value	Building Value 99,500	Xtra Features Value 0	Land Value 17,600	Total Value 117,100
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Building Description

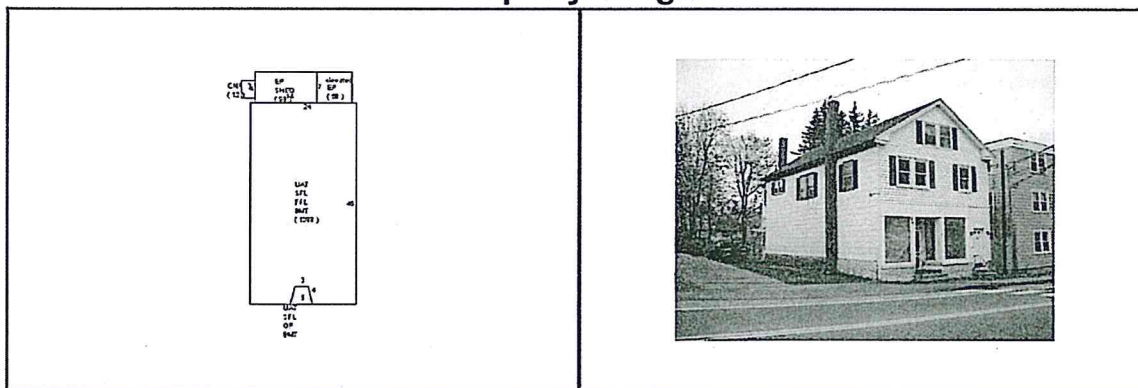
Building Style COLONIAL	Foundation Type CONC BLOCK	Flooring Type HARDWOOD
# of Living Units 1	Frame Type WOOD	Basement Floor CONCRETE
Year Built 1900	Roof Structure GABLE	Heating Type FORCED H/W
Building Grade AVERAGE	Roof Cover ASPHALT SH	Heating Fuel OIL
Building Condition Average	Siding ASBESTOS	Air Conditioning 0%
Finished Area (SF) 2192	Interior Walls PLASTER	# of Bsmt Garages 0
Number Rooms 7	# of Bedrooms 4	# of Full Baths 1
# of 3/4 Baths 1	# of 1/2 Baths 0	# of Other Fixtures 1

Legal Description

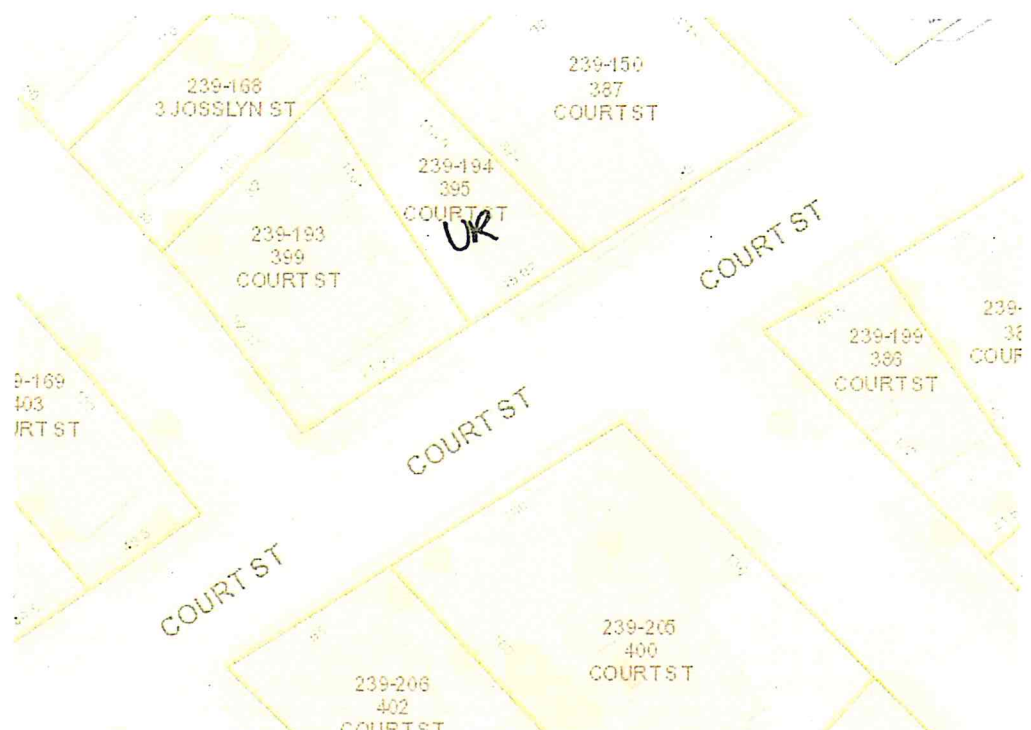
Narrative Description of Property

This property contains 0.090 acres of land mainly classified as SINGLEFAMILY with a(n) COLONIAL style building, built about 1900 , having ASBESTOS exterior and ASPHALT SH roof cover, with 1 unit(s), 7 room(s), 4 bedroom(s), 1 bath(s), 0 half bath(s).

Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.





Auburn Police Department



Memorandum

Phillip L. Crowell
Chief of Police

Jason D. Moen
Deputy Chief

Rita P. Beaudry
Executive Asst.

To: Chief Crowell
From: Lieutenant Harrington
Date: February 11, 2016
Re: 395 Court Street

Since 2011, LA911 has logged 32 calls for service at 395 Court Street. From 2006 to 2011 there were 0 calls for service recorded for that address. Of the 32 calls for service there were 5 arrests made, 2 for domestic violence assault, 2 for outstanding warrants, and 1 for disorderly conduct, refusing to submit to arrest or detention, and violation of bail.

The police department has received multiple reports that illegal drugs are being sold from the building. While investigating various incidents, officers have observed items normally associated with drug use and sale such as digital scales, sandwich bags, hypodermic needles, and smoking devices. 1 civil citation was issued for possession of drug paraphernalia.

In 2014 the police department received information from a neighbor that a female resident at that address was engaging in prostitution, having 6 or 7 women bringing men and drugs into the building. The female resident was previously convicted of engaging in prostitution in 2012, in Lewiston.





AUBURN FIRE DEPARTMENT

Office of Fire Prevention



David N. O'Connell
Fire Inspector/Fire Investigator
doconnell@auburnmaine.gov

Sarah L. Hulbert
Fire Prevention Planner
shulbert@auburnmaine.gov

TO: Mayor and City Council

FR: David O'Connell, Fire Prevention Officer

RE: Tax acquired properties

Date: February 18, 2016

On February 11th, 2016, the Tax-Acquired Committee met to review eight properties in the City of Auburn and to provide recommendations to the City Council. The following are the recommendations from the Auburn Fire Department:

0 Hotel Road: No comments or concerns.

0 Hackett Road (Giasson): No comments or concerns.

875 Washington Street: No comments or concerns.

181 Manley Road: No comments or concerns.

395 Court Street: Recommend tenant(s) eviction and the sale of the property for rehabilitation and or demolition (pictures attached).

0 Linden Street: No comments or concerns.

68 West Dartmouth Street: No comments or concerns.

1539 Perkins Ridge Road: No comments or concerns.

Photos of: 395 Court St.

Date taken: February 10, 2016

Taken by: David O'Connell, FPO
Auburn Fire Dept.



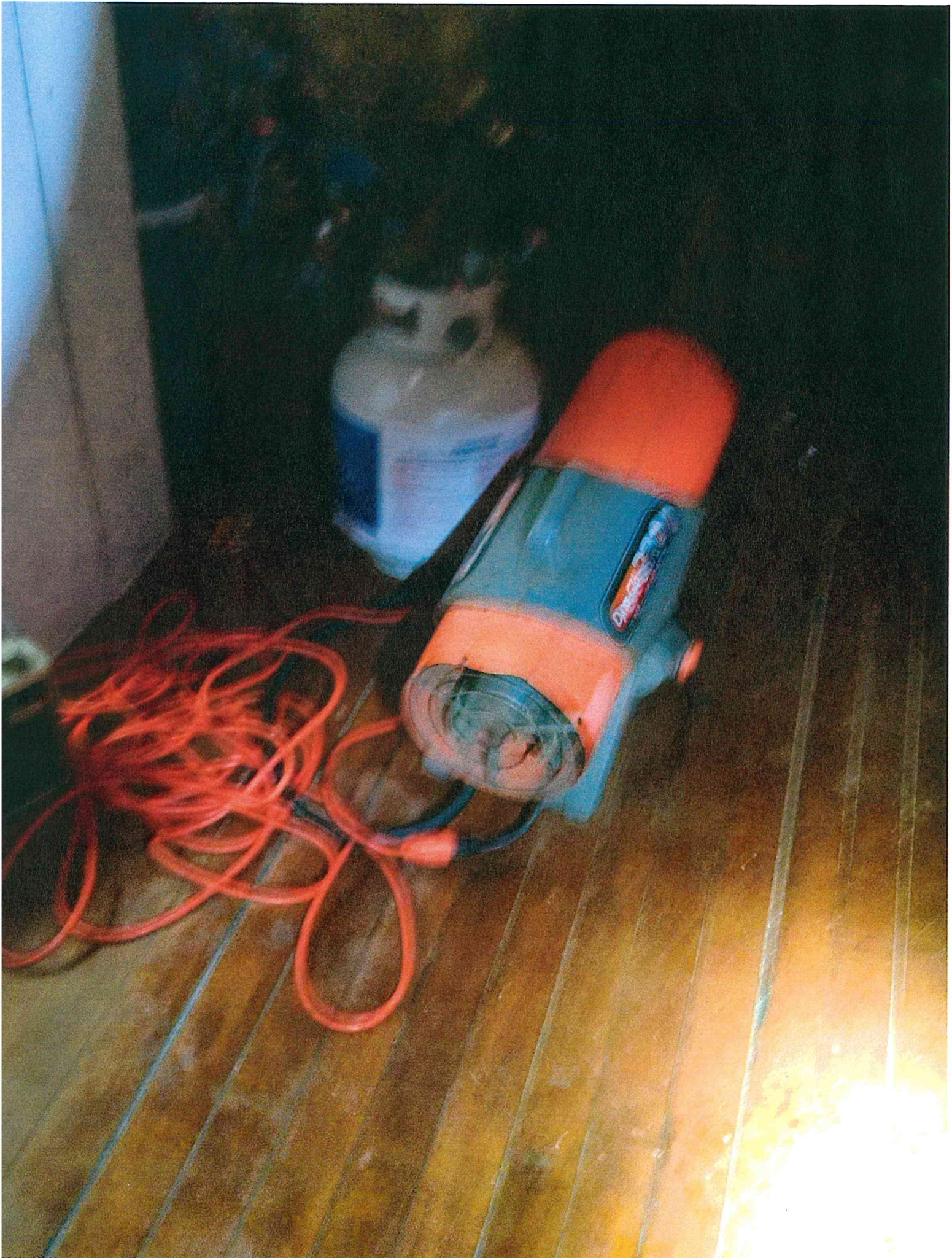












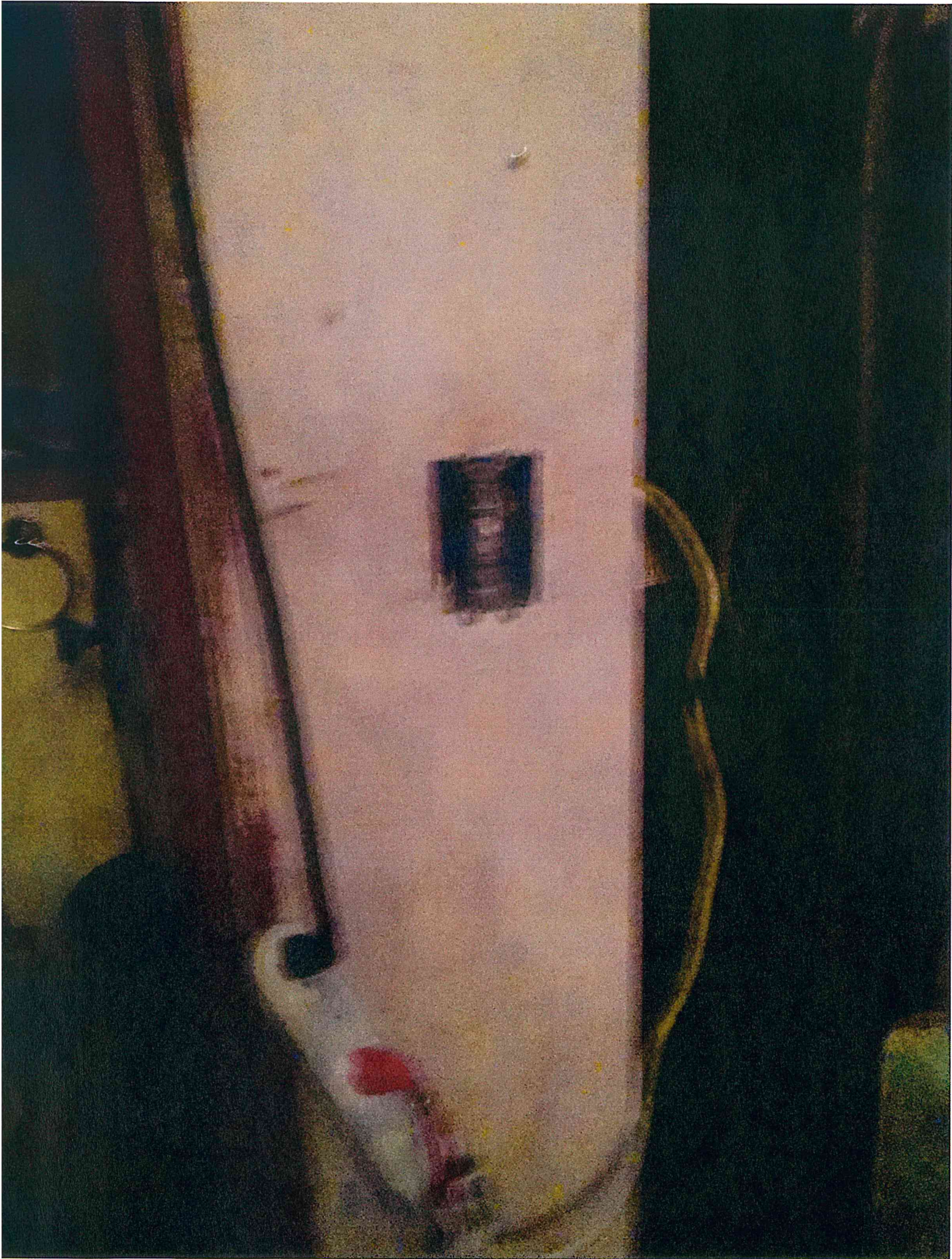








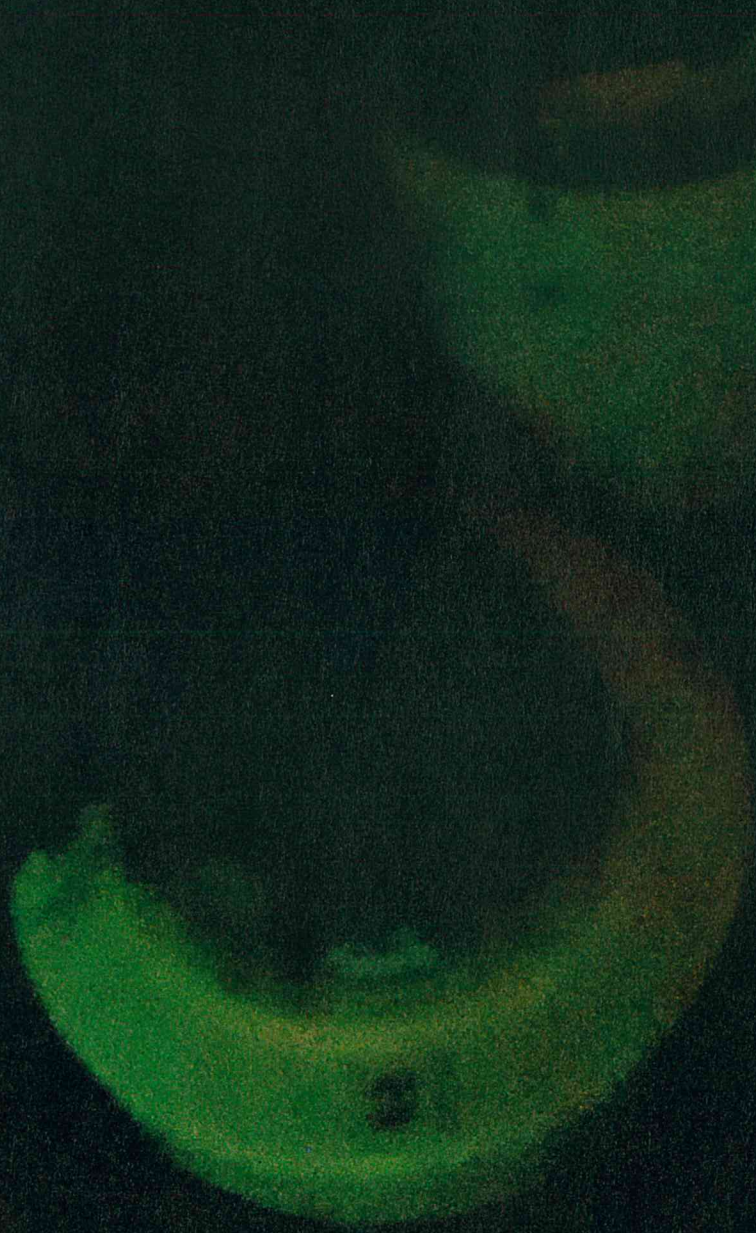


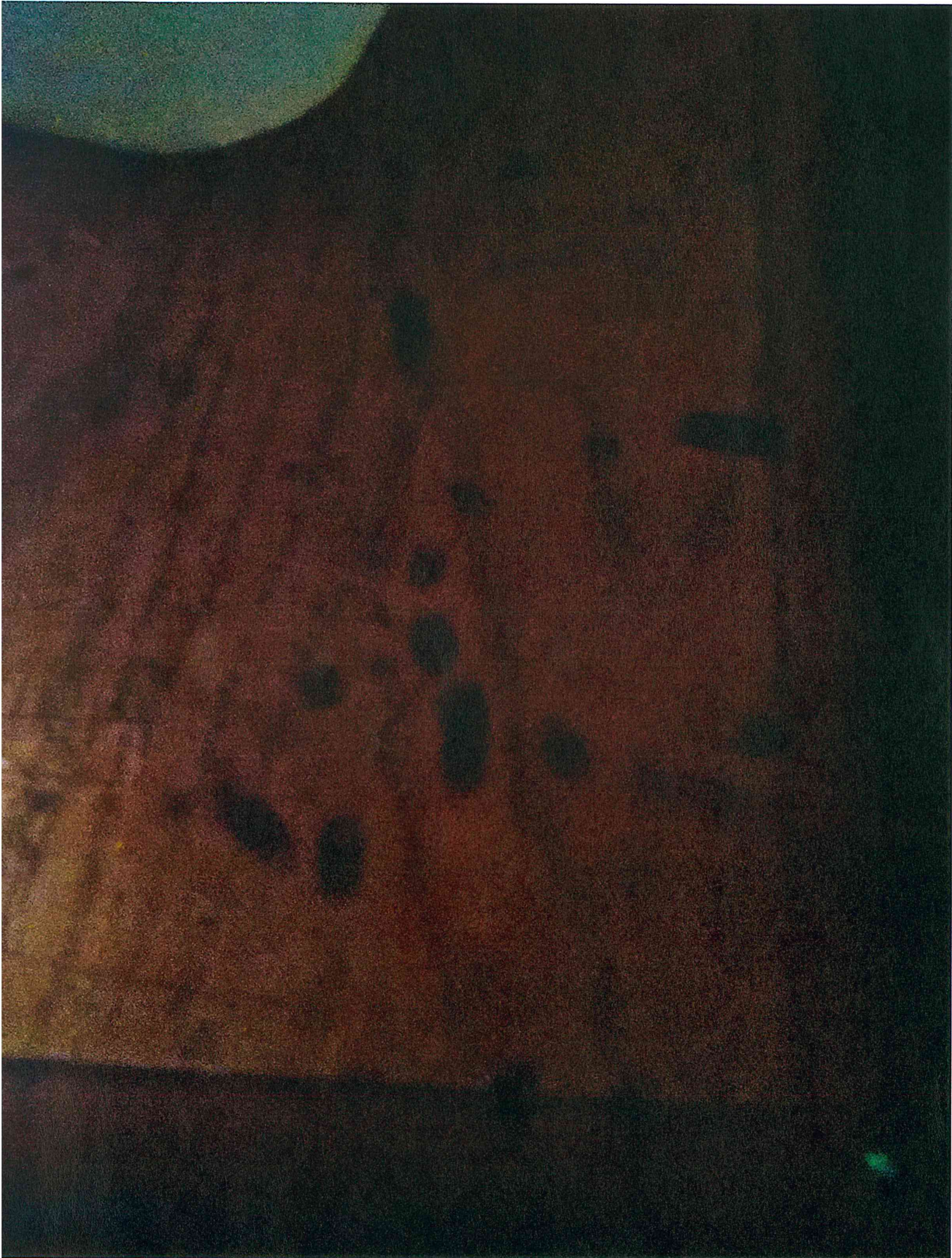














Unofficial Property Record Card - Auburn, ME

General Property Data

Parcel ID	249-157-001	Account Number	249157001
Prior Parcel ID	--	Property Location	LINDEN ST
Property Owner	AUBURN CITY OF	Property Use	UNDEVELOPED
	C/O WATERS CHERRI M	Most Recent Sale Date	11/16/2006
Mailing Address	50 7TH AVENUE	Legal Reference	6973-231
		Grantor	MURPHY, KEVIN
City	MILFORD	Sale Price	40,000
Mailing State	CT	Zip	06460
Parcel Zoning		Land Area	0.250 acres

Current Property Assessment

Card 1 Value	Building Value 0	Xtra Features Value 0	Land Value 3,400	Total Value 3,400
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Building Description

Building Style	Foundation Type	Flooring Type
# of Living Units 0	Frame Type	Basement Floor N/A
Year Built N/A	Roof Structure	Heating Type N/A
Building Grade	Roof Cover	Heating Fuel N/A
Building Condition N/A	Siding	Air Conditioning 0%
Finished Area (SF) N/A	Interior Walls N/A	# of Bsmt Garages 0
Number Rooms 0	# of Bedrooms 0	# of Full Baths 0
# of 3/4 Baths 0	# of 1/2 Baths 0	# of Other Fixtures 0

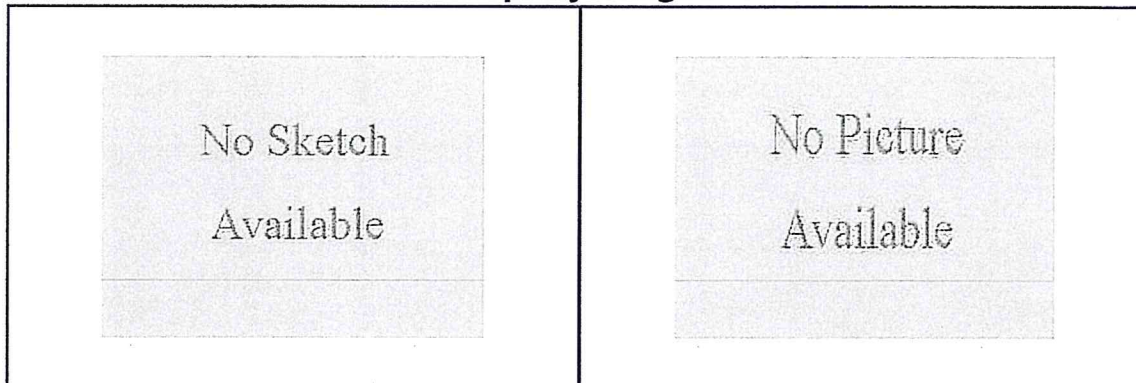
Legal Description

Non-buildable-see file for notes

Narrative Description of Property

This property contains 0.250 acres of land mainly classified as UNDEVELOPED with a(n) style building, built about N/A, having exterior and roof cover, with 0 unit(s), 0 room(s), 0 bedroom(s), 0 bath(s), 0 half bath(s).

Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.



Unofficial Property Record Card - Auburn, ME

General Property Data

Parcel ID 280-020	Account Number 280020000
Prior Parcel ID --	
Property Owner AUBURN CITY OF C/O KIDWELL ANDREW PARTY IN POSSESSION	Property Location 68 WEST DARTMOUTH ST
Mailing Address PO BOX 532	Property Use SINGLEFAMILY
	Most Recent Sale Date 1/18/2012
City CUMBERLAND	Legal Reference 8320-236
Mailing State ME Zip 04021	Grantor MAINE STATE HOUSING AUTHORITY,
ParcelZoning	Sale Price 27,500
	Land Area 0.230 acres

Current Property Assessment

Card 1 Value	Building Value 62,500	Xtra Features Value 1,400	Land Value 26,000	Total Value 89,900
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Building Description

Building Style CAPE	Foundation Type CONC BLOCK	Flooring Type HARDWOOD
# of Living Units 1	Frame Type WOOD	Basement Floor CONCRETE
Year Built 1920	Roof Structure GABLE	Heating Type FORCED H/A
Building Grade FAIR-AV	Roof Cover ASPHALT SH	Heating Fuel GAS
Building Condition Average	Siding VINYL	Air Conditioning 0%
Finished Area (SF) 734.25	Interior Walls PANEL	# of Bsmt Garages 0
Number Rooms 4	# of Bedrooms 1	# of Full Baths 1
# of 3/4 Baths 0	# of 1/2 Baths 0	# of Other Fixtures 1

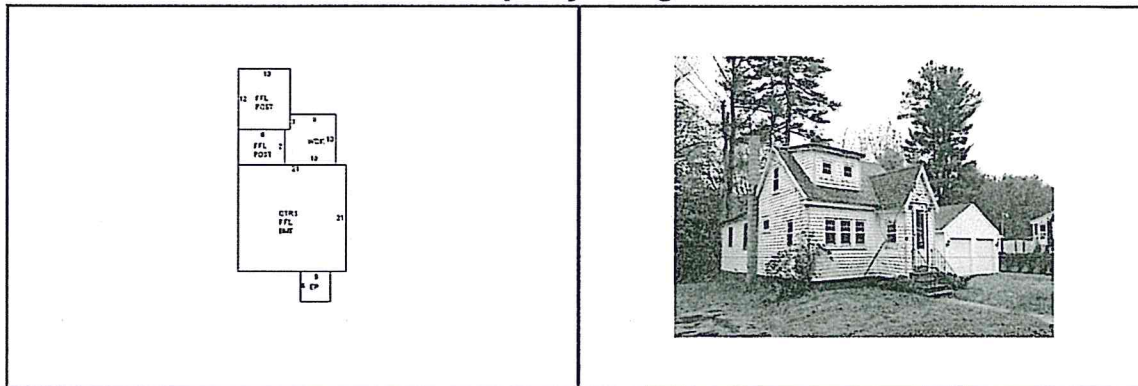
Legal Description

2013-VACANT

Narrative Description of Property

This property contains 0.230 acres of land mainly classified as SINGLEFAMILY with a(n) CAPE style building, built about 1920, having VINYL exterior and ASPHALT SH roof cover, with 1 unit(s), 4 room(s), 1 bedroom(s), 1 bath(s), 0 half bath(s).

Property Images



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Unofficial Property Record Card - Auburn, ME

General Property Data

Parcel ID 319-024	Account Number 319024000
Prior Parcel ID --	
Property Owner AUBURN CITY OF C/O GODING JAMES PARTY IN POSSESSION	Property Location 1539 PERKINS RIDGE RD
Mailing Address 1539 PERKINS RIDGE RD	Property Use SINGLEFAMILY
	Most Recent Sale Date 10/6/2007
City AUBURN	Legal Reference 7293-46
Mailing State ME Zip 04210	Grantor SPOFFORD,DENNIS C HEIRS
ParcelZoning	Sale Price 0
	Land Area 0.630 acres

Current Property Assessment

Card 1 Value	Building Value 49,100	Xtra Features Value 5,700	Land Value 55,000	Total Value 109,800
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Building Description

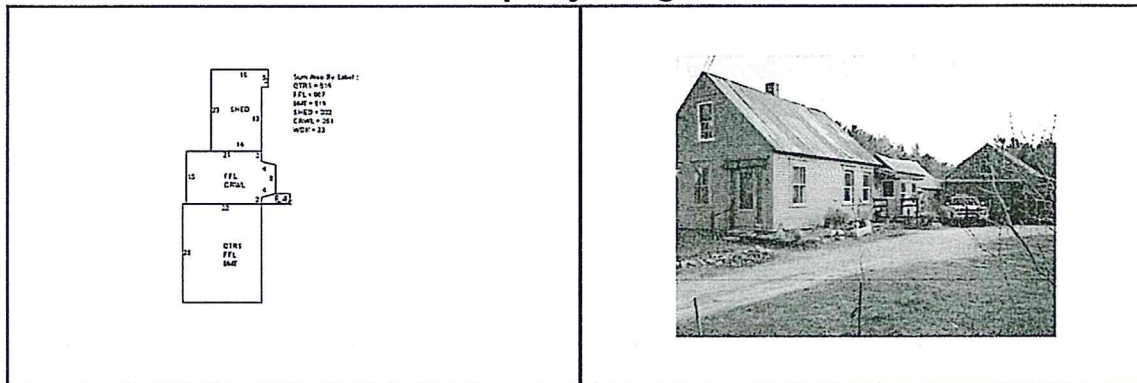
Building Style CAPE	Foundation Type STONE	Flooring Type PLYWOOD
# of Living Units 1	Frame Type TYPICAL	Basement Floor DIRT
Year Built 1800	Roof Structure GABLE	Heating Type FORCED H/A
Building Grade FAIR	Roof Cover METAL	Heating Fuel OIL
Building Condition Fair-Avg	Siding CLAPBOARD	Air Conditioning 0%
Finished Area (SF) 1121	Interior Walls PLASTER	# of Bsmt Garages 0
Number Rooms 6	# of Bedrooms 2	# of Full Baths 1
# of 3/4 Baths 0	# of 1/2 Baths 0	# of Other Fixtures 1

Legal Description

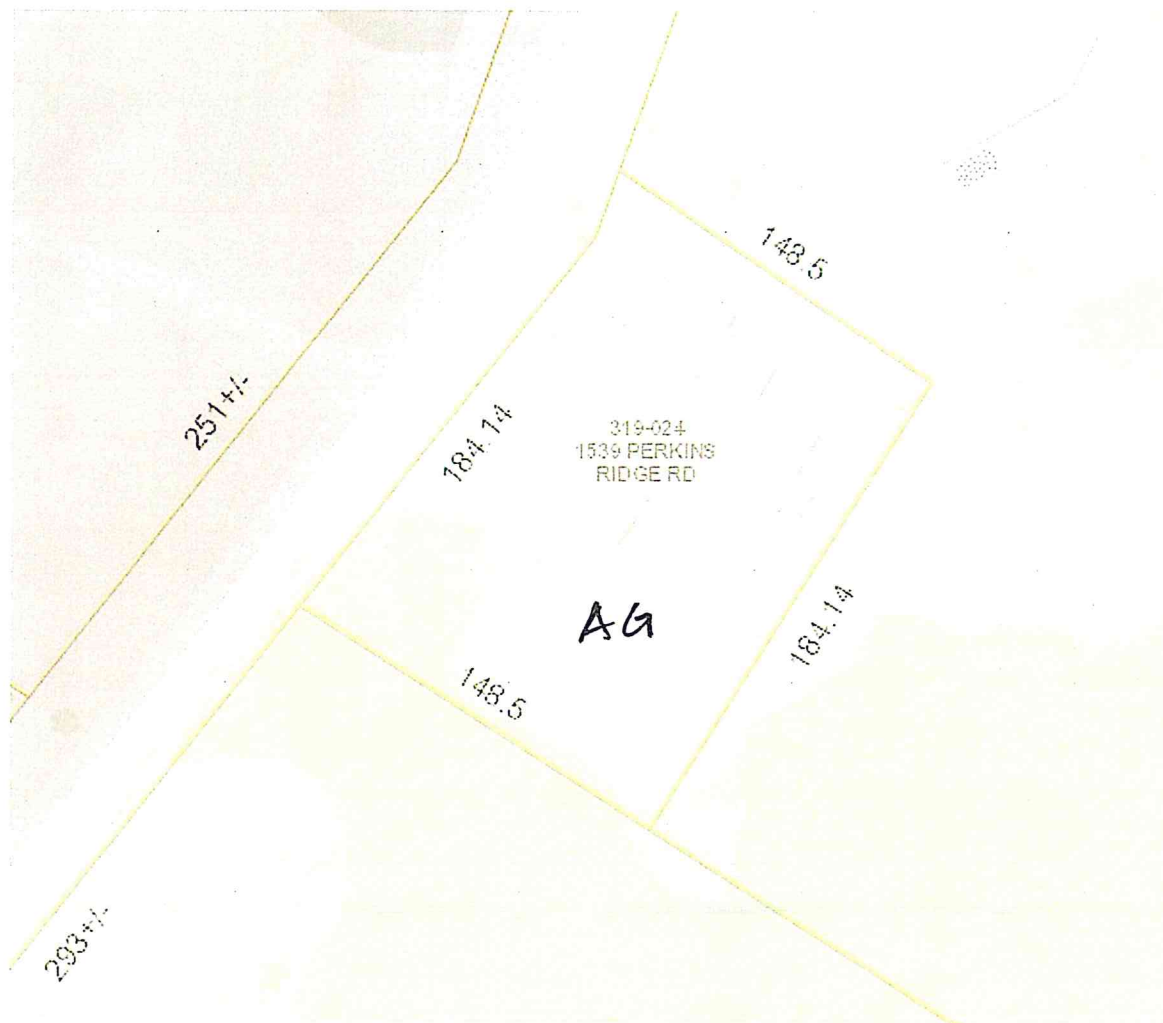
Narrative Description of Property

This property contains 0.630 acres of land mainly classified as SINGLEFAMILY with a(n) CAPE style building, built about 1800 , having CLAPBOARD exterior and METAL roof cover, with 1 unit(s), 6 room(s), 2 bedroom(s), 1 bath(s), 0 half bath(s).

Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.





Auburn Police Department



Memorandum

Phillip L. Crowell
Chief of Police

Jason D. Moen
Deputy Chief

Rita P. Beaudry
Executive Asst.

To: Chief Crowell
From: Lieutenant Harrington
Date: February 11, 2016
Re: 1539 Perkins Ridge Road

Since 2011, LA911 has logged 32 calls for service at 1539 Perkins Ridge Road. From 2006 to 2011 there was 1 call for service recorded for that address which was a burn permit. Of the 32 calls for service, 22 were to either check the well being of the male resident or to standby while food is delivered by a local church. Six of the calls in 2011 were to check the well being a female that lived in the residence. It appears she left the same year. Two of the remaining calls to the residence for reports the resident assaulted visiting guests. No charges were filed.

The male resident was found not be a danger to himself or other during any of the calls to the residence. He has been offered services of varying types and at different times. He has declined all assistance with the exception of the food deliveries from the church.

In 2015, he was summoned to court for threatening a neighbor. He was later arrested for failing to appear to court on that charge.

Nancy Bosse

From: Phil Crowell
Sent: Friday, February 12, 2016 10:22 AM
To: Nancy Bosse
Subject: Tax Acquired Property
Attachments: 395 Court St Memo.pdf; 1539 Perkins Ridge Memo.pdf

Nancy –

Attached are memos that provide a summary of incidents taken by police at the two discussed properties. I did follow up regarding the Perkins Ridge resident - we have offered to provide other assistance and he has refused. Adult Services has also attempted with no success. He was determined to not be a danger to himself or others.

Phil

Phillip L. Crowell, Police Chief
Auburn Police Department
60 Court Street
Auburn, Maine 04210

207.333.6650

City of Auburn

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

Council Meeting Date: 7/6/2009

Agenda Item No. 4

SUBJECT:

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

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 15th City Council Workshop.

STAFF COMMENTS/RECOMMENDATION:

The City Manager recommends passage of this resolve.

REQUESTED ACTION:

Motion for passage of the resolve.

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

CURRENT EMS BILLING CYCLE

- EMS run sheets are processed daily Monday through Friday by billing company. If patient is insured, insurance company is billed at the time the report is processed. If no insurance information is provided on run sheet, billing company contact receiving hospital to see if insurance information has been provided to the hospital. If hospital has no insurance information, billing company will call patient to determine insurance status.
- If customer is insured, the insurance company is contacted if no payment is received after 45 days. Depending on insurance company, some may take up to six weeks to process payment.
- If patient is uninsured, a payment plan is attempted to be set up with the patient by the billing company.
- Billing statements are sent out monthly to customers for a period of three months.
- After the third statement, if no payment received, account is considered past due and a final "Past Due" notice is sent to the customer.

COLLECTION OPTIONS

Currently there is no plan for collection of past due debt or a plan for writing off bad debt.

Suggest Council consider using a collection agency and turf all past due accounts greater than 90 days to the agency.

The city currently utilizes a collection agency for other collection needs within the city and consideration should be given to include EMS collectibles through this agency as well.

Collection agency should provide the city with a list of debt it considers uncollectable after a defined period of time, (120 days?) and then city should consider writing off such bad debt.

MEDICAL REIMBURSEMENT SERVICES

PO BOX 1810, WINDHAM, ME 04062

PHONE (800) 734-6677

September 29, 2014

City of Auburn

We advise "bundling" the claim's or "all inclusive" charges. The reason we believe you should "bundle" is Medicare, MaineCare and Anthem do not pay for supplies, and some of the other insurance companies are not paying for supplies. A number of services have started to bundle their claims.

<u>Service</u>	<u>All Inclusive Rate</u>
BLS	\$650
ALS	\$850
ALS 2	\$1,200
BLS Non-emergency	\$450
ALS Non-emergency	\$500
SCT	\$1,100
Miles	\$14
Oxygen	\$0
Inter-Venous (IV)	\$0
Electrocardiogram (EKG)	\$0
Defibrillation	\$0
Airway	\$0
On Scene	\$225
Fire Truck	\$0
Jaw of Life	\$0

Please let me know if you have any questions.

Shawn McPherson

MEDICAL REIMBURSEMENT SERVICES

PO BOX 1810, WINDHAM, ME 04062

PHONE (800) 734-6677

December 8, 2015

Good Afternoon,

Here are the rates for Auburn and some surrounding services for comparison. Please let me know if you have any questions.

<u>Charge</u>	<u>Auburn</u>	<u>S. Portland</u>	<u>Bath</u>	<u>MedCare</u>	<u>Augusta</u>	<u>York</u>
Miles	\$14	\$10	\$11	\$15	\$14	\$32
BLS RATE	\$675	\$400	\$375	\$600	\$600	\$1205
ALS RATE	\$850	\$500	\$450	\$850	\$800	\$1950
ALS2 RATE	\$1,200	\$700	\$650	\$1,300	\$1,000	\$3010
BLS Non-Emergency	\$450	\$300	\$300	\$400	\$350	\$1205
ALS Non-Emergency	\$500	\$400	\$600	\$475	\$400	19500
SCT	\$1,100	\$0	\$0	\$1,300	\$1,200	\$3462
Oxygen	\$0	\$50	\$60	\$0	\$0	\$0
IV	\$0	\$110	\$100	\$0	\$0	\$0
EKG	\$0	\$100	\$100	\$0	\$0	\$0
Airway (ET)	\$0	\$75	\$65	\$0	\$0	\$0
Defib	\$0	\$75	\$65	\$0	\$0	\$0
Intercept	\$100	\$300	\$375	\$100	\$100	\$270

Any questions please let me know.

Shawn

CITY OF AUBURN BOARD AND COMMITTEE APPOINTMENT PROCESS

The Mayor shall appoint a three member committee hereinafter called the “Appointment Committee”. The Appointment Committee shall review all applications to boards or committees assigned per attachment “Committees of the City of Auburn”; the Committees may interview applicants, including incumbents, for vacancies on all City boards, commissions and committees.

The Appointment Committee may review term expirations and propose appointments as frequently as necessary. The Clerk shall notify the various boards, commissions, and committees, the Mayor, the City Manager and the City Council members of the upcoming expirations and any current vacancies periodically, but not less than once per year.

Incumbents will receive a letter from the Clerk notifying them of the expiration of their term and letting them know they need to reapply. Additionally the Clerk shall post on the City website a notice of vacancy for at least 30 days. However, if a term becomes vacant due to a resignation, death, residency, disqualification, or other sudden vacancy, the committee may shorten or eliminate the 30 day posting. The Clerk will also notify all alternate members so that they may apply for full membership, if interested.

A notice shall be placed on the City’s website. The Clerk may create an email group of neighborhood group contacts, Chamber, contacts and other interested individuals to which the advertisement may be sent.

Applications shall only be accepted during the posted period and must be postmarked no later than the deadline. Emails are acceptable and must be time stamped in advance of the deadline. Incumbents must reapply each time. All applicants are required to send a completed application form and it is recommended that they also send a resume and a cover letter to apply.

The Clerk shall notify the staff person to the board, commission, or committee in question, so that he/she can also have a conversation with any incumbents to let them know their term is expiring.

All boards, commissions, and committees will be provided with a brief description of that board’s duties and the qualifications for appointment will be in the header, notebooks containing the ordinances/by-laws pertaining to each board, commission, or committee, and a list of the incumbents on all boards.

The Appointment Committee meetings are considered a Public Meeting. The date and time of the meeting will be posted on the City website at least 2 days prior to the meeting. All City Councilors will receive copies of the applications to review at least one week prior to the Appointment Committee meeting. During the Appointment Committee meetings, the Committee may enter into Executive Session to review applications.

The Appointment Committee may vote by hand or by consensus on the nominee for each vacancy. If the Appointment Committee does not agree on a nominee, a vacancy may be re-advertised or presented to the City Council.

The day after the nominations are completed, the Clerk shall notify the employees who staff the boards, commission, or committees, to let them know who is being nominated or that a position is being re-advertised. Also on that day, letters shall be sent to those applicants who are being nominated. Nominees shall be told when their appointment is going to the full Council agenda. Appointments will appear under New Business with possible Executive Session. Nominees will be asked to attend the meeting.

Except for legal retention purposes, resumes will not be kept for future vacancies, once interviews have been held. The process shall start fresh each time, ensuring that resumes are current and received from applicants qualified to fill the positions.

The Clerk shall prepare the order for the Council meeting, noting the names, board to which members are being appointed and the term expiration date. At the meeting, the Mayor shall ask the new board members to stand and introduce themselves, once the order has passed.

The next day, after the Council appointments are passed, the Clerk shall send a letter to each new member, congratulating them, advising them of the expiration date of their term, telling them who the staff person is and letting them know they must be sworn in before their first meeting. A copy of this letter shall be sent to the staff person for that committee along with the new member's resume.

The website shall provide a complete list of all the board and committee members currently serving, date of end of term, and date of original appointment.

All appointments in this policy are those subject to the approval of the City Council. Appointments of the Mayor as conferred in Charter are subject to this process or processes.

Alternate Member

An alternate member shall participate in all meetings with the same rights as a full member, except they shall not have the right to vote. The right to vote shall only be conferred by a vote of full members present to fill an absence, temporarily vacated seat, or to replace a member who has removed themselves due a conflict of interest. Alternate members shall be appointed to voting rights on a rotating basis, so as to preserve fairness. The purpose of alternate members is to sustain a full voting board and to educate new interested persons before becoming a full member. It is the intent but not mandate of the Council to promote Alternate Members to full membership before accepting new members to a board or committee.

Reports and Vacancies

A vacancy on any appointive board, commission, or committee of the city shall exist upon the occurrence of any of the following events:

- (a) Death of a member.
- (b) Resignation of a member.
- (c) Moving by a member of the member's place of residence from the City of Auburn. When a member moves from the City of Auburn, the vacancy shall occur immediately and the member shall not serve at any further meetings.
- (d) Failure of a member to attend more than three (3) consecutive meetings or absence from five (5) meetings during the preceding twelve-month period.

Reporting actions and vacancies.

The chairman of each board or commission of the city shall certify or cause the secretary of the board or commission to certify to the city council each month the actions of said board or commission, together with the record of absences of members. In such report, the chairman or secretary of each such board or commission shall notify the city council of any vacancy occurring on such board or commission. In the event that a vacancy occurs, the board or commission may, by majority vote of its membership, exclusive of the member affected, recommend to the city council that the attendance provision be waived for cause, in which case no vacancy shall exist until the city council disapproves the recommendation.

Removal from Office

An official or officials who are alleged to have caused grounds for removal from office are subject to the "Policy for Removal of Officials Appointed to Boards, Commissions and Committees" approved as part of this policy.

POLICY FOR REMOVAL OF OFFICIALS APPOINTED TO BOARDS, COMMISSIONS AND COMMITTEES

1. Purpose. The purpose of this policy is to have in place a process for the removal of officials appointed to boards, commissions and committees
2. Authority. The City Council exercises its authority to remove officials under Title 30-A, section 2601 which allows the removal for cause after notice and hearing.
3. Cause. All grounds constituting cause cannot be detailed. However, the following are examples of conduct which may result in removal for cause:
 - A. More than three consecutive absences or five absences within a calendar year, unexcused by the Board, Commission or Committee by majority vote. This subsection may not be used unless the records of the Board, Commission or Committee reflect the facts constituting grounds. Nothing in this subsection shall be interpreted to prevent an official from requesting a leave of absence from the Council for unusual circumstances. Unusual circumstances could include, but not be limited to, illness of the official or an immediate family member; temporary relocation for employment, military duty or educational reasons; and increased temporary child care responsibilities. In making the decision whether or not to grant a leave of absence, the Council shall balance the needs of the City and the Board, Commission or Committee with the needs of the official.
 - B. Inappropriate public conduct or conduct to other officials related to the office held. Examples include but are not limited to verbal abuse to other officials or members of the public, or obstruction of meetings of the Board, Commission or Committee.
 - C. Impairment by alcoholic beverages or drugs at Board, Commission or Committee functions.
 - D. Indictment or conviction (1) for a Class C or higher Crime, or (2) for a Class D or lower crime or a civil violation, directly or indirectly affecting the office held. Examples of Class D or lower crimes or civil violations affecting the office held would be shoplifting a compact disk where the office involved the handling of money; or violations of a protected resource where the Board, Commission or Committee deals with that resource. These provisions apply even when the conduct leading to the indictment or conviction has taken place outside the City of Auburn or State of Maine.
 - E. Other reasons related to the good of the Committee, the City or the office held.
1. Removal procedure.

- A. Separation of roles. While a City Councilor sitting in a removal proceeding may be aware of the facts and circumstances leading to the proceeding, the City Council recognizes that no individual Councilor may prejudge the proceedings. Therefore, in a proceeding to remove an appointed official, the facts and circumstances shall be investigated by the City Manager or the City Manager's designee (hereinafter "the City Manager"), rather than an individual Councilor. Should allegations be brought to an individual Councilor, which the individual Councilor believes may be cause for removal, the individual Councilor shall turn the facts and circumstances over to the City Manager, and refer further inquiries to the City Manager. Inquiries to other Councilors shall be turned over to the City Manager. No Councilor shall participate in any removal hearing if that Councilor has an interest, a conflict, or is disqualified, under the Rules of Order and Procedure for Auburn City Council.
- B. Investigation. The City Manager shall investigate the allegations as soon as reasonably possible. If the City Manager determines the allegations create probable grounds for removal, the City Manager shall notify the official in writing that the City Manager is contemplating a recommendation to the City Council that the official be removed, outlining the City Manager's reasons. The City Manager shall provide the official a reasonable amount of time to provide the official's position on the allegations, before the City Manager finalizes the recommendation to the City Council.
- C. Hearing. If the City Manager recommends removal, the City Council shall schedule a hearing on the official's removal. The hearing shall be scheduled at a time which will allow the City Manager and the official an adequate opportunity to prepare their presentations to the City Council. At the hearing, the City Manager shall present the City's case with the official's case following. The presentations may include witnesses and exhibits, including documents. The City Manager and the officials shall provide each other a list of witnesses and exhibits at least seven days before the hearing date unless another time is agreed upon. Each party shall be allowed to ask questions of the other party's witnesses. Evidence will be admissible if it is evidence which would be relied upon by persons in the conduct of serious affairs. This means, for example, that hearsay evidence will not be excluded, and that the procedure will be conducted according to the principles of fair play rather than of strict rules of evidence.
- D. Confidentiality. The hearing shall be conducted in open session unless the Council determines public discussion could reasonably be expected to cause damage to the official's reputation or the official's

right to privacy would be violated. If the Council makes that determination, all related materials will be confidential until a final, non-appealable decision. Regardless of the Council's decision on public discussion, the official may request in writing that the hearing be conducted in open session, and that all related materials be public.

Even if the hearing is conducted in open session, it is not a public hearing. Stated differently, the only persons presenting testimony or evidence will be those persons selected by the City Manager or official. The general public will not be invited to testify at the hearing.

- E. Decision. After the City Council hears the evidence, it shall issue a written decision of those present and voting. The written decision shall state the facts and conclusions upon which the City Council relies in making its decision. If the written decision removes the official from office, the written decision shall become public as soon as it is a final, non-appealable, decision. The vote on the written decision shall be by majority vote.

- 5. Resignation. If the official elects to resign at any stage of this process, the process shall terminate, and any pending investigation or hearing under this process shall cease.

COMMITTEES & BOARDS OF THE CITY OF AUBURN

Board Name

911

ABDC

*** Airport - see notes**

ATRC

Audit and Procurement

Bike-Ped Committee

***Board of Assessment Review**

***Cable TV Advisory**

CDBG Community Advisory

***CDBG Loan**

Ethics Panel

***Auburn Housing**

L-A Community Forest Program & Board

LA Public Health

LAEGC

***LATC**

Library

MMWAC

Neighborhood Stabilization

New Auburn Master Plan Implementation

***Planning Board**

Railroad

***Recreation & Special Events Advisory**

School

***Sewerage District**

***Water District**

***Zoning Board of Appeals**

***Council appointed**

The Auburn-Lewiston Airport Board, one Auburn resident seat is Council appointed