

**City Council Workshop & Meeting  
January 18, 2022  
Agenda**

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

- A. Energy & Sustainability update – Derek Boulanger & Dan Goyette (20 Minutes)
- B. Disorderly Property Ordinance – Phil Crowell (20 minutes)
- C. Taxicab Ordinance – Phil Crowell (20 minutes)
- D. Council Vision and Goals – Council Discussion (20 minutes)

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

**Pledge of Allegiance**

- I. **Consent Items** - All items with an asterisk (\*) are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member or a citizen so requests, in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.
  - 1. **Order 07-01182022\***  
Appointing Brian Dubois to the Planning Board as a full member with a term expiration of 1-1-2025.
  - 2. **Order 08-01182022\***  
Appointing Toni Ferraro to the Planning Board as full member with a term expiration of 1-1-2024.
  - 3. **Order 09-01182022\***  
Appointing Joshua Daigle to the Planning Board as an associate member with a term expiration of 1-1-2023.
  - 4. **Order 10-01182022\***  
Appointing Kathy Shaw to the Regulatory Advisory Board with a term expiration of 6-1-2022.
  - 5. **Order 11-01182022\***  
Appointing James Timoney to the Auburn-Lewiston Airport Board with a term expiration of 1-1-2023.
  - 6. **Order 12-01182022\***  
Re-appointing Patricia Madore to the 9-1-1 Committee with a term expiration of 1-1-2024.

7. **Order 13-01182022\***  
Re-appointing Jennifer Kimble to the Auburn Housing Authority with a term expiration of 10-1-2025.
  8. **Order 14-01182022\***  
Appointing Tina Eugley to the Age Friendly Committee with a term expiration of 6-1-2023.
  9. **Order 15-01182022\***  
Appointing Pam Rousseau to the Agriculture Committee with a term expiration of 4-1-2024.
  10. **Order 16-01182022\***  
Appointing David Gonyea to the ad hoc Public Safety Building Committee.
- II. **Minutes** – January 3, 2022 Regular Council Meeting
- III. **Communications, Presentations and Recognitions**
- Communication from the Agriculture Committee
  - Budget Portal Presentation – Jill Cunningham
  - Police Overview
  - EMS Status / Fire Overview
  - Council Communications (about and to the community)
- IV. **Open Session** – *Members of the public are invited to speak to the Council about any issue directly related to City business or any item that does not appear on the agenda.*
- V. **Unfinished Business**
1. **Ordinance 01-01032022**  
Amending Auburn’s Code of Ordinance, Sec. 2-58. Time and place of regular meetings. Second reading.
  2. **Ordinance 02-01032022**  
Amending Auburn’s Code of Ordinance, Sec. 2-430. Membership; responsibility (Regulatory Advisory Board). Second reading.
- VI. **New Business**
1. **Order 17-01182022**  
Adopting the revised CDBG-CV Budget as presented. Public hearing and vote.
  2. **Order 18-01182022**  
Adopting a remote meeting policy pursuant to 1 M.R.S.A. § 403-B.  
Public hearing and vote.
- VII. **Open Session** - *Members of the public are invited to speak to the Council about any issue directly related to City business or any item that does not appear on the agenda*

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

- a. Mayor's Report
- b. City Councilors' Reports
- c. City Manager Report
- d. Jill Eastman, Finance Director – December 2021 Final Monthly Report

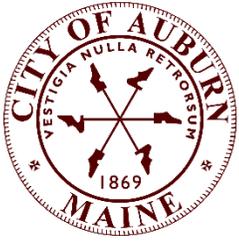
**IX. Executive Sessions:**

Economic development, pursuant to 1 MRSA Sec. 405(6)(C)

Economic development, pursuant to 1 MRSA Sec. 405(6)(C)

Labor negotiations, pursuant to 1 MRSA Sec. 405(6)(D)

**VIII. Adjournment**



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** January 18, 2022

**Author:** Dan Goyette and Derek Boulanger

**Subject:** Energy and Sustainability Update

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**Information:** Beginning in 2013, the City of Auburn has undertaken several energy reduction and sustainability projects to reduce costs and reduce the City's environmental impact. These projects include converting all City facilities to natural gas, installing LED lighting, purchasing, and converting streetlights to LED, as well as entering into long term agreements to purchase renewable energy to meet the City's electricity needs.

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**City Budgetary Impacts:** The City has saved hundreds of thousands of dollars over the life of these projects.

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**Staff Recommended Action:** Continue to encourage City staff to seek out and complete these types of projects.

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**Previous Meetings and History:**

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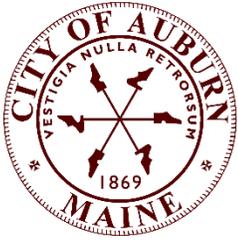
**City Manager Comments:**

*Phillip Crowell Jr.*

I concur with the recommendation. Signature:

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**Attachments:** None



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** January 18, 2022

**Author:** Phil Crowell, City Manager

**Subject:** Disorderly Housing

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**Information:** It is the responsibility of the city to protect the health, safety, and welfare of the residents of the Auburn by eliminating the proliferation of properties with occupants who disturb the peace and tranquility of their neighborhoods. Often, these incidents are occurring in housing units or rentals which are unoccupied by the owners. Inquiries have been done with other municipalities to determine how enforcement is being handled.

Many communities over the past few years have adopted a Disorderly Housing Ordinance. Communities have found that chronic unlawful or nuisance activity of various kinds on and near disorderly houses adversely affects the health, safety and welfare of citizens and diminishes the quality of life in neighborhoods where this chronic activity occurs. Chronic unlawful or nuisance activity constitutes a public nuisance and should be subject to abatement.

Most ordinances define a “disorderly house” as any building which the Police Department has visited a minimum number of times in any thirty (30) day period response to situations that are created by the owner, tenants, cohobitees, residents, guests or invitees and that would have a tendency to unreasonably disturb the community, the neighborhood or an ordinary individual in the vicinity of said building. This ordinance would not have an impact for someone calling for service as it relates to protection like a domestic assault, sexual assault, or protection from abuse orders.

Attached are two examples of ordinances in Portland and Gorham for the council to consider.

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**City Budgetary Impacts:** N/A

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**Staff Recommended Action:** Review and recommend if staff should proceed with an ordinance at the 2/7/22 meeting.

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**Previous Meetings and History:** None

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**City Manager Comments:**



I concur with the recommendation. Signature:

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**Attachments:** Portland Disorderly Housing Ordinance and Gorham Disorderly Housing Ordinance.

**Sec. 6-199. Reserved.**

**ARTICLE IX. DISORDERLY HOUSES**

**Sec. 6-200. Disorderly houses prohibited.**

(a) No person shall occupy as owner-occupant or shall allow another to occupy any dwelling, dwelling unit, rooming house, or rooming unit (hereinafter jointly and severally "building") which is a disorderly house as defined herein.

(b) A "disorderly house" is any building which:

- (1) The police have visited a minimum number of times in any thirty (30) day period, as set forth in paragraph (3) below, in response to situations which are created by the owner, tenants, or owner's or tenants' cohabittees, guests or invitees and which would have a tendency to unreasonably disturb the community, the neighborhood or an ordinary individual in the vicinity of said building, including, but not limited to: loud music; boisterous parties; sounds emanating from within the structure which are audible outside the building; loud noise or fights within the building or in its vicinity involving tenants of the building or their invitees (excluding incidents involving domestic violence); tenants or invitees of tenants being intoxicated on public ways in the vicinity of the building; other similar activities in the building or outside the building itself; or
- (2) The police have visited three (3) or more times in any thirty (30) day period in response to situations which are created by the owner, tenants, or owner's or tenants' cohabittees, guests or invitees and involve the arrest of owners or tenants or their invitees for activities which constitute either a crime or civil infraction under either state or local law, or create a reasonable suspicion that illegal drug use or sales under 17-A M.R.S.A. chapter 45 or prostitution or public indecency under 17-A M.R.S.A. chapter 35 has occurred; or
- (3) The following table delineates the number of police visits per dwelling size which create a disorderly house under paragraph (1) above:

Units per building	Number of visits by police in any 30-day
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	period
5 or fewer	3
6 to 10	4
11 or more	5

(c) The situation to which the visit pertains shall be documented by the police department. Such documentation may include sworn affidavits by named citizens which may be sufficient to create a reasonable suspicion said illegal activity has occurred. (Ord. No. 165-10/11, 4-4-11)

**Sec. 6-201. Notice of disorderly house.**

Whenever a building has been identified as a disorderly house by the city, it shall cause written notification of the events which form the basis for that designation to be given to the owner as long as that owner has registered in accordance with section 6-150 et seq. (disclosure of building ownership). Such notice shall be sufficient for all legal purposes. The notice shall require the owner to meet with representatives of the city (including the police department) within five (5) business days from the date of the written notification, or such other time as is agreed upon by the Police Chief or his or her designee, to identify ways in which the problems which have been identified will be eliminated.

At the time of said meeting, the owner shall be obligated to provide to the city the following documentation:

- (1) A copy of the names of all tenants or other persons authorized to reside or presently residing in the building and the units they occupy;
- (2) Copies of all leases with tenants residing in the building;
- (3) Contracts with any property manager or other person responsible for the orderly operation of the building;
- (4) An accurate and up to date disclosure of building ownership form as required in 6-150 et seq.

In addition, the owner will agree to take effective measures to address the disorderly house, which measures shall be memorialized in a written agreement at the conclusion of the meeting with the city and shall be implemented within one (1) week

of said meeting unless another date is agreed upon by the police department. Failure to enter into such an agreement at the conclusion of the meeting will be deemed a violation of this housing code, and the city may file a complaint in the district court seeking all compensatory and equitable relief permitted by law.

If the same building should be classified as a disorderly house on a subsequent occasion within three (3) years, then the city is under no obligation to meet with the owner but may condemn and post the building or any units therein, and/or proceed directly with a complaint to the district court seeking all compensatory and equitable relief permitted by law.

(c) The notices provided for in this section may be given to an owner who has not complied with section 6-150, but are not required.

(Ord. 165-10/11 - 4/4/11)

#### **Sec. 6-202. Enforcement.**

(a) Authority to Enforce. If the owner (1) refuses to agree to take effective measures to address the disorderly house, (2) takes ineffective measures to address the disorderly house as determined by the city, (3) fails to implement the agreement reached with the city to address the disorderly house or (4) if, in the discretion of the city, the disorderly house requires immediate posting, the city may condemn and post the building against occupancy, and/or may file a legal action against the owner seeking any and all damages and remedies to which it is entitled pursuant to state and local laws.

(b) Notice of Suit. If the City pursues legal action against an owner or landlord for a disorderly house violation, notice shall be provided to the tenants by the City. Notice shall be made within a reasonable time following the service of the complaint upon the property owner. If a tenant list has been previously provided by a landlord, notice shall be made by regular mail to all known tenants in the building. If no tenant list has been provided, notice shall be made by regular mail to all occupants in each unit of the building.

(c) Condemnation. In the event that condemnation is required to address one or more disorderly house violation(s), the City shall provide notice to tenants of the building. Notice shall be made within a reasonable time following the City's election to condemn the building. Notice shall be made by: (1) regular mail

to all known tenants or to all occupants in each unit in the building; and (2) by posting a copy of said notice at the premises.

(Ord. No. 165-10/11 - 4/4/11; Ord. No. 271-17/18, 7-16-2018)

**Sec. 6-203. Cost of service for responses to disorderly houses.**

(a) Whenever the police department is required to respond to a situation at a disorderly house, as defined in section 6-200, which constitutes the ninth (9th) or greater response in any thirty (30) day period, the owner of the disorderly house shall pay the cost of service for each such response as follows:

(1) For each such response for service the owner shall pay fifty dollars (\$50.00) which shall be in addition to any penalty to which the owner may be subject.

(b) Failure to pay the cost of service within thirty (30) days after demand therefor shall subject the owner to the penalties provided in section 1-15.

(c) Charges which become payable hereunder shall be treated as liens on the property in question and shall be enforced in accordance with the provisions of section 1-16.

(Ord. No. 165-10/11, 4-4-11)

**Sec. 6-204. Violations.**

Any person violating any of the provisions of this article or failing or neglecting or refusing to obey any order or notice of the police department issued hereunder shall be subject to a penalty as provided in section 6-1.

(Ord. No. 165-10/11, 4-4-11)

**ARTICLE X. ENERGY BENCHMARKING**

**6-205. General.**

The energy and water use of municipal and covered buildings shall be benchmarked in accordance with this article.

(Ord. No. 67-16/17, 11-7-2016)

**6-206. Purpose.**

To encourage efficient use of energy and water and to reduce the emission of greenhouse gases, this ordinance requires owners of Covered Properties and Municipal Properties to annually measure and disclose energy usage to the Department. Furthermore,

TOWN OF GORHAM  
DISORDERLY HOUSE ORDINANCE  
Adopted: September 3, 2019

SECTION 1. TITLE.

This Ordinance shall be known as the "Town of Gorham Disorderly House Ordinance."

SECTION 2. PURPOSE.

The purpose of this Ordinance is to protect the health, safety, and welfare of the residents of the Town of Gorham by eliminating the proliferation of properties with occupants who disturb the peace and tranquility of their neighborhoods. Nothing contained in this Ordinance is intended to dissuade, discourage or prohibit any person whose safety is in jeopardy, or who is a victim of domestic violence, from contacting the appropriate authorities, including, but not limited to, the Gorham Police Department.

SECTION 3. LEGISLATIVE FINDINGS.

The Town Council hereby finds that:

(a) The Town has a substantial and compelling interest in protecting the health, safety, property, and welfare of its citizens and the neighborhoods affected by chronic unlawful or nuisance activity as well as in not dissuading, discouraging or prohibiting any person whose safety is in jeopardy, or who is a victim of domestic violence, from contacting the appropriate authorities.

(b) Chronic unlawful or nuisance activity of various kinds on and near disorderly houses adversely affects the health, safety and welfare of citizens and diminishes the quality of life in neighborhoods where this chronic activity occurs. Chronic unlawful or nuisance activity constitutes a public nuisance and should be subject to abatement.

(c) The existing ordinances and enforcement processes of the Town do not adequately control chronic unlawful or nuisance activity or its detrimental effects on citizens and neighborhoods where such chronic activity occurs.

(d) Establishing the regulatory framework contained herein will alleviate the problems created by chronic unlawful or nuisance activity through early intervention by the Police Department.

SECTION 4. DISORDERLY HOUSES PROHIBITED.

(a) No person shall occupy as owner-occupant or shall allow another to occupy any dwelling, dwelling unit, or rooming house (hereinafter jointly and severally "building") which is a disorderly house as defined herein.

(b) A "disorderly house" is any building which:

(1) The Police Department has visited a minimum number of times in any thirty (30) day period response to situations that are created by the owner, tenants, or owner's or tenants' cohobitees, guests or invitees and that would have a tendency to unreasonably

disturb the community, the neighborhood or an ordinary individual in the vicinity of said building, including, but not limited to: loud music; boisterous parties; sounds emanating from within the structure which are audible outside the building; loud noise or fights within the building or in its vicinity involving tenants of the building or their invitees (excluding any request for police protection or any police intervention in the face of a threat or a perceived threat to person or property, or any request for the assistance of the police to enforce a court order, including, but not limited to, circumstances in which the request for assistance or other police intervention arises from an incident relating to domestic violence, dating violence, sexual assault or stalking against any person at or near the building); owners, tenants, or invitees of owners or tenants being intoxicated on public ways in the vicinity of the building; other similar activities in the building or outside the building itself; or

(2) The police have visited five (5) or more times in any thirty (30) day period in response to situations which are created by the owner, tenants, or owner's or tenants' cohabitees, guests or invitees and involve the arrest or summons of owners or tenants or their invitees for activities which constitute either a crime or civil infraction under either state or local law (excluding arrests or summonses arising from an incident relating to domestic violence, dating violence, sexual assault or stalking against any person at or near the building), or create a reasonable suspicion that illegal drug use or sales under 17-A M.R.S.A. Chapter 45 or prostitution or public indecency under 17-A M.R.S.A. Chapter 35 has occurred at the property.

(c) The situation to which the visit pertains shall be documented by the Police Department. Such documentation may include sworn affidavits by named citizens that may be sufficient to create a reasonable suspicion said illegal activity has occurred.

#### SECTION 5. NOTICE OF DISORDERLY HOUSE.

(a) Whenever the Police Department has identified a building as a disorderly house, it shall cause written notification of the events that form the basis for that designation to be given to the owner. The notice shall require the owner to meet with representatives of the Town (including the Police Department) within five (5) business days from the date of the written notification, or such other time as is agreed upon by the Police Chief or his/her designee, to identify ways in which the problems that have been identified will be eliminated.

(b) At the time of said meeting, the owner shall be obligated to provide to the Town the following documentation:

(1) A list of the names of all tenants or other persons authorized to reside or presently residing in the building and the units they occupy;

(2) Copies of all leases or occupancy agreement(s) with tenants or other persons residing in the building (confidential personal or financial information may be omitted);

(3) Contracts with any property manager or other person responsible for the orderly operation of the building; and

(4) Proof of building ownership.

In addition, the owner shall agree to take effective measures to address the disorderly house, which measures shall be memorialized in a written agreement at the conclusion of the meeting with the Town and shall be implemented within one (1) week of said meeting unless another date is agreed upon by the Police Department. The Police Chief or his or her designee has authority to execute such agreements on behalf of the Town. Failure to enter into such an agreement at the conclusion of the meeting will be deemed a violation of this Ordinance, and the Town may file a complaint in court seeking all remedies permitted by law as set forth in Section 7 of this Ordinance.

(c) If the same building should be classified as a disorderly house by the Police Department on a subsequent occasion within three (3) years, then the Town is under no obligation to meet with the owner but may, after notice and hearing before the Town Council, condemn and post the building or any units therein against occupancy as set forth in Section 7(a), and/or proceed directly with a complaint in court seeking all remedies permitted by law as set forth in Section 7(a).

(d) The notices provided for in this section may be given to any person, including any legal entity having the right of legal title or the beneficial interest in the disorderly house or any portion thereof, as that interest is recorded in the assessing records of the Town or the Registry of Deeds of Cumberland County, which shall be sufficient for all legal purposes. Notice shall be provided to the owner and any non-owner occupants of the building (if known).

#### SECTION 6. APPEAL PROCESS.

The owner and/or any non-owner occupant(s) of a building that has been classified as a disorderly house by the Police Department may appeal such classification in writing to the Zoning Board of Appeals within fourteen (14) days of notification of such classification or within seven (7) days of any meeting with representatives of the Town pursuant to Section 5. In the event of a timely appeal, the Zoning Board of Appeals will provide the property owner, non-owner occupants (if known), and the Police Chief with seven (7) days' advance notice of a hearing date and time. At such hearing, the appellant and the Police Chief shall have the right to present oral or documentary evidence for the Zoning Board of Appeals' consideration. The owner and any non-owner occupants shall have the right to explain the events or any mitigating circumstances surrounding the alleged violation(s) and to present oral or documentary evidence for the Zoning Board of Appeals consideration. The Zoning Board of Appeals shall issue a written decision on the appeal, determining whether the violation(s) occurred, within fourteen (14) days of the hearing.

#### SECTION 7. ENFORCEMENT.

(a) It shall be the duty of the Police Department to administer and enforce the provisions of this Ordinance. If the owner (a) refuses to meet with representatives of the Town as set forth in Section 5 above, (b) refuses to agree to take effective measures to address the disorderly house, (c) takes ineffective measures to address the disorderly house as determined by the Town, (d) fails to implement the agreement reached with the Town to address the disorderly house, or (e) if, in the discretion of the Town, the disorderly house requires immediate posting in order to protect the public health, safety or welfare, the Town may condemn and post the building or any units therein against occupancy, and/or may file a legal action against the owner and/or violator seeking any and all remedies to which it is entitled pursuant to State and local laws, including, without limitation, declaratory and injunctive relief.

(b) In the event that condemnation and posting the building or any units therein against occupancy is necessary to address the disorderly house, the Town shall provide all non-owner occupants of the building with written notice of said condemnation at least thirty (30) days in advance of the act of condemnation or the posting against occupancy.

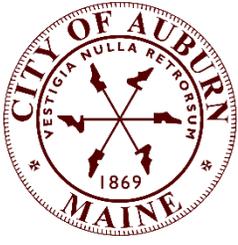
(c) In the event of legal action against an owner and/or violator for a disorderly house violation, the Town shall name the non-owner occupants of the building (if known) as parties-in-interest to said legal action.

#### SECTION 8. VIOLATIONS.

Any person violating any of the provisions of this Ordinance or failing or neglecting or refusing to obey any order or notice of the Police Department issued hereunder shall be subject to a penalty as provided herein.

#### SECTION 9. CIVIL PENALTIES.

Any person who is found to be in violation of any provision of this Ordinance shall be subject to a civil penalty of not less than one thousand dollars (\$1,000.00) and not more than two thousand dollars (\$2,000.00), or as otherwise provided by 30-A M.R.S.A. § 4452, as may be amended from time to time. Each violation of a separate provision of this Ordinance, and each day of violation, shall constitute separate offenses. In addition, if the Town is the prevailing party in an enforcement action, said person shall also be liable for all reasonable expenses incurred by the Town in the enforcement of this Ordinance, including, but not limited to, staff time, attorney's fees, and costs. All civil penalties shall inure to the benefit of the Town of Gorham.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** January 18, 2022

**Author:** Phil Crowell, City Manager

**Subject:** Ordinance change for Taxicab Licensing

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**Information:** The Auburn Charter sec. 2.8 states “the city council shall provide for the review of the city’s charter and ordinances in their entirety at least once every 15 years”. Council recently completed the review of the City Charter and the City Ordinances. Last year, information was shared regarding the economic impact our ordinance has on taxi businesses and the council was advised that language changes would be submitted for consideration. With Lyft and Uber being more prevalent in the community, added regulations on a taxi business does not allow them to be marketable.

Staff is recommending the city council adopt the city ordinance changes regulating taxicab businesses to be more in alignment with the requirements required of Transportation Network Companies like an Uber or Lyft. These changes were discussed with the one licensed cab company in Auburn and the owner is very appreciative of this consideration.

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**City Budgetary Impacts:** Less than \$200.00 in revenue

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**Staff Recommended Action:** Review and recommend changes to the edits

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**Previous Meetings and History:** Charter and Ordinance review discussions in 2020 and 2021.

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**City Manager Comments:**

I concur with the recommendation. Signature:

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**Attachments:** Article XIV Taxicabs, Appendix A

## **ARTICLE XIV. TAXICABS**

### **DIVISION 1. GENERALLY**

**Secs. 14-430—14-450. Reserved.**

### **DIVISION 2. BUSINESS LICENSES**

#### **Sec. 14-451. Required; application.**

- (a) *License required:* No person shall operate a taxicab business without first obtaining a license to do so. Any person desiring to operate a taxicab business in the city shall first submit a written application therefore to the city clerk or designee which shall comply with the requirements of this section.
- (b) *Signature:* Every application shall be signed and verified by each of the principal officers of the applicant if the applicant is a corporation, and in all other cases, by all persons having actual ownership interests in the applicant. If the applicant is a corporation, the application shall state the name and address and the date and place of birth of each of the principal officers of the applicant and of every person having management authority in the business of the applicant. In all other cases, the application shall state the name and address and the date and place of birth of every person having an actual ownership interest or having management authority in the business of the applicant.
- (c) *Insurance:* The application shall be accompanied by a certificate of liability insurance, providing for minimum coverage of \$50,000.00 property damage, \$100,000.00 bodily injury per person, and \$300,000.00 per accident.
- (d) *Criminal conviction statement:* The application shall include a record of disqualifying criminal conviction of any principal officer of a corporation or owner of the business or of any person having management authority in the business, or a statement that no such convictions exist.
- (e) *Vehicle information:* The application shall include the make, model, year, serial number, and license plate number of each vehicle for which a taxicab business license is sought and the address of the garage or other terminal at which the vehicle will be stationed when not in service. The licensee must also provide a copy of the valid state of Maine registration for each vehicle to be licensed.
- (f) *Vehicle description:* The application shall include a detailed description of the graphic design, insignia, wording, and coloring which will appear on the vehicle, if licensed.

(Ord. No. 38-02072011-05, att. § 24-427, 2-7-2011)

#### **Sec. 14-452. Denial of taxicab business licenses.**

- (a) The city clerk or designee may deny an application for a taxicab business license for any of the following reasons:
  - (1) A corporate applicant is not licensed to do business in this state.

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- (2) A principal officer or other person having actual ownership interest in a corporate applicant or managing authority in the business has a disqualifying criminal conviction.
  - (3) Any person having an actual ownership interest or management authority in a non-corporate applicant has a disqualifying criminal conviction.
  - (4) An applicant or any of the principal owners having a controlling interest held a taxicab business license in the city which was revoked within the three years preceding the filing of the application.
  - (5) The application contains a material and knowingly false statement of fact.
- (b) The city clerk or designee shall promptly give written notice to the applicant of the reasons for denial and shall keep a copy on file.

(Ord. No. 38-02072011-05, att. § 24-428, 2-7-2011)

### **~~Sec. 14-453. Inspections.~~**

~~Before a taxicab business license may be issued, all taxicabs to be covered by the license shall be thoroughly inspected by the police chief or designee at the applicant's expense and certified to be in safe condition. The applicant shall make its taxicabs available for such additional inspections at its expense as the police chief may reasonably require and shall not operate any taxicab not certified to be in safe condition until the unsafe condition is corrected.~~

~~(Ord. No. 38-02072011-05, att. § 24-429, 2-7-2011)~~

### **Sec. 14-454. Cancellation of insurance policy.**

Should an insurance policy of any licensed taxi business in the city be canceled before its expiration date, the issuing company shall mail a 30-day written notice to the city. This notice should be sent to ~~the police chief and~~ the city clerk.

(Ord. No. 38-02072011-05, att. § 24-420, 2-7-2011)

### **Sec. 14-455. Suspension of taxicab business licenses.**

- (a) The city clerk or designee shall suspend any taxicab business license for up to five days when satisfied that the licensee has:
- (1) Failed to notify the clerk of any material change of fact set forth in the license application~~;~~
  - (2) Failed to exercise proper control over its taxicab drivers as evidenced by the existence of three or more driver suspensions during the period of 12 months~~;~~
  - (3) Determination that a taxicab driver was operating a cab with any disqualifying criminal conviction.
  - (4) Determination that a driver was operating a cab with a record of convictions for reckless driving, driving to endanger, operating under the influence, or attempting to operate under the influence currently or during the year preceding the application.
  - (5) Determination that a taxicab driver was operating a cab with a driver's license that is presently revoked or has been revoked during the last three years preceding the application.
  - (6) A driver knowingly took a longer route to his destination than was necessary unless so requested by the passenger; knowingly conveyed any passenger to a place other than that which the passenger

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specified; transported any person other than the passenger first engaging the taxicab without the express consent of such passenger; harassed, threatened, or assaulted a passenger; charged more than the set fare.

~~(3) Permitted a taxicab to be operated when it has been determined to be in unsafe condition;~~

~~(4) Refused to comply with the provisions of this article regarding the maintenance and inspections of its taxicabs.~~

- (b) In the event of a second or subsequent violation of the terms of these ordinances within the period of twelve months, the city clerk or designee shall suspend the licensee's taxicab business license for up to ten days. The length of the period of suspension shall vary in each case subject to the stated maximums depending on the gravity of the offense.

(Ord. No. 38-02072011-05, att. § 24-431, 2-7-2011)

### **Secs. 14-456—14-474. Reserved.**

## ~~*DIVISION 3. TAXICAB DRIVER'S LICENSES*~~

### ~~**Sec. 14-475. Application for taxicab driver's licenses.**~~

~~(a) Any person who wishes to secure a taxicab driver's license shall submit a written application to the city clerk or designee which shall contain the following:~~

~~(1) The age of the applicant.~~

~~(2) A complete statement of the applicant's health and physical condition.~~

~~(3) A complete record of the applicant with respect to any disqualifying criminal conviction or a statement that no such conviction exists.~~

~~(4) A record of convictions for reckless driving, driving to endanger, operating under the influence, or attempting to operate under the influence during the year preceding the application.~~

~~(5) A statement as to whether any driver's license held by the applicant is presently revoked or has been revoked during the last three years preceding the application and the reasons for such revocation or revocations.~~

~~(6) An appropriate form or statement over the signature of the applicant giving all persons and governmental agencies having information relevant to the above items permission to release the same to the clerk.~~

~~(b) The application for a license under this article shall be accompanied by a photograph, in duplicate, of the applicant, which meets specifications for a passport photograph and is current within 30 days annually.~~

~~(Ord. No. 38-02072011-05, att. § 24-432, 2-7-2011)~~

### ~~**Sec. 14-476. Denial of taxicab driver's licenses.**~~

~~(a) The city clerk or designee shall deny an application for a taxicab driver's license if:~~

~~(1) The applicant is under 18 years of age.~~

- 
- ~~(2) The applicant does not have a valid motor vehicle operator's license.~~
  - ~~(3) The applicant is unable to operate a taxicab safely by reason of physical incapacity.~~
  - ~~(4) The applicant received a disqualifying criminal conviction at any time during the previous five years, provided that the conviction was for an offense that is reasonably related to the operator's fitness to operate a taxicab.~~
  - ~~(5) The applicant has been convicted during the preceding three years of reckless driving, driving to endanger, operating under the influence or attempting to operate under the influence, or an equivalent offense in another state.~~
  - ~~(6) His driver's license has been revoked during the preceding three years for any reason reasonably related to his ability to safely operate a taxicab.~~

~~(b) The city clerk or designee shall keep a written record of every decision to deny a taxicab driver's license.  
(Ord. No. 38-02072011-05, att. § 24-433, 2-7-2011)~~

### **~~Sec. 14-477. Suspension of taxicab driver's licenses.~~**

- ~~(a) The city clerk or designee shall suspend any taxicab driver's license when satisfied that the licensee:
  - ~~(1) Knowingly took a longer route to his destination than was necessary unless so requested by the passenger.~~
  - ~~(2) Knowingly conveyed any passenger to a place other than that which the passenger specified.~~
  - ~~(3) Transported any person other than the passenger first engaging the taxicab without the express consent of such passenger.~~
  - ~~(4) Harassed, threatened, or assaulted a passenger.~~
  - ~~(5) Charged more than the maximum fare specified in this article.~~
  - ~~(6) Failed to notify the clerk of any change of material fact set forth in the application for such license.~~
  - ~~(7) Removed from the taxicab or obscured the notice required by this article.~~~~
- ~~(b) The suspension shall be for up to five days. In the event of a second or subsequent violation of these ordinances within a twelve-month period, the city clerk or designee shall suspend the license of the taxicab driver for up to ten days. The length of the period of suspension shall vary in each case subject to the stated maximums depending on the gravity of the offense.~~

~~(Ord. No. 38-02072011-05, att. § 24-434, 2-7-2011)~~

### **~~Secs. 14-478—14-499. Reserved.~~**

## *DIVISION 4. OPERATION AND EQUIPMENT REQUIREMENTS*

### **Sec. 14-500. List of taxicabs in active use.**

Every taxicab business shall maintain an up-to-date list on file with the city clerk or designee containing its current business address and the make, model, serial number, and license plate number of each taxicab being operated by it and the garage or other terminal at which the vehicle will be located when not in service together

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with such additional information regarding the operating condition of each taxicab as the police chief may reasonable require.

(Ord. No. 38-02072011-05, att. § 24-430, 2-7-2011)

### **Sec. 14-501. Equipment condition and maintenance.**

Every taxicab operated on the streets of the city shall be maintained in clean and serviceable condition and adequate repair. Each taxicab shall have two doors affording direct entrance and exit to and from the passenger compartment. Clean and adequate repair shall mean, without limitation, the following:

- (1) No visible tears in carpeting;
- (2) No dents larger than six inches in diameter;
- (3) No tears in seat upholstery;
- (4) No loose trash or large amounts of dirt or sand in the interior passenger area, whether or not the area is currently occupied by a passenger;
- (5) No missing trim or body work;
- (6) No cracks in windshield or windows;
- (7) Seat belts for all passenger seats visible and in working order;
- (8) No missing hubcaps;
- (9) No visible primer paint; and
- (10) No rust greater than one inch in diameter.

(Ord. No. 38-02072011-05, att. § 24-420, 2-7-2011)

### **Sec. 14-502. Vehicle lettering design.**

The name of the owner of the taxicab shall appear on the exterior of the taxicab in letters not less than two inches in height. In additions, the business telephone number of the taxicab owner may be included together with an identifying design. ~~Any such design must first be approved by the police chief as not being confusing to customers or unnecessarily distracting to other motorists.~~

(Ord. No. 38-02072011-05, att. § 24-420, 2-7-2011)

### ~~**Sec. 14-503. Display of cards.**~~

~~All licensed taxicabs shall have three cards of a size and form to be established by the police chief. These cards shall be placed or secured in a frame so that they may not be easily tampered with or destroyed. Each card shall show the license number assigned to the vehicle by the city clerk or designee and a statement that any customer complaint shall be directed to the police chief and shall include the license number of the taxicab, the schedule of the established rates of fares and zones, and the driver's identification card and number.~~

~~(Ord. No. 38-02072011-05, att. § 24-421, 2-7-2011)~~

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**Sec. 14-504. Number of passengers.**

No driver shall permit more persons to be carried in the taxicab than the seating capacity of the cab.  
(Ord. No. 38-02072011-05, att. § 24-422, 2-7-2011)

**Sec. 14-505. Record of daily trips.**

The owner of each licensed taxicab shall maintain daily records of trips made by the vehicle. These records shall be kept in a form and manner approved by the police chief and shall be open to inspection by any police officer delegated by the police chief.  
(Ord. No. 38-02072011-05, att. § 24-423, 2-7-2011)

**Sec. 14-506. Receipts for fares.**

Every taxicab driver, when requested by a passenger, shall furnish a signed receipt showing the owner's name together with the date and amount of the fare charged.  
(Ord. No. 38-02072011-05, att. § 24-424, 2-7-2011)

**Sec. 14-507. Consent of passenger to additional fares.**

No taxicab driver shall carry any person other than his initial passenger without first obtaining the first passenger's consent.  
(Ord. No. 38-02072011-05, att. § 24-425, 2-7-2011)

**Sec. 14-508. Rates and zones.**

- ~~(a) — The city council, on its own initiative, or on petitions of ten or more residents of the city, or two or more persons regularly operating taxicab businesses in the city, may revise the schedule of fares and definitions of the zones for such fares. The schedule of fares shall be established and the zones defined so as to protect the public interest while at the same time providing taxicab owners with a reasonable return on their investment.~~
- ~~(b) — At least seven days before any action is taken by the city council to alter existing fares or change the description of zones, notice shall be given by publication in a daily newspaper having a general circulation in the city of the time and place of the meeting at which such action is proposed to be taken and of the fact that the city council will be considering a proposal to alter existing taxicab fares or zones. When the request for a change in rates or zone descriptions is initiated by one or more taxicab businesses, the applicants shall assume the expense of publishing the notice of the hearing.~~
- ~~(c) — At the hearing, the city council shall consider any relevant evidence that is offered to show whether or not fares or zone descriptions should be altered.~~
- ~~(d) — A schedule of the rates and zones currently in effect shall be kept on file in the office of the city clerk.~~
- ~~(Ord. No. 38-02072011-05, att. § 24-426, 2-7-2011)~~

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A schedule of the rates and zones determined by the taxicab business must be submitted to the city clerk upon approval of a new license, the scheduled fee will be considered when approving the license. Established taxicab businesses must submit any revisions to the rates and zones 30 days before the revision goes into effect. The city council, on its own initiative, or on petitions of ten or more residents of the city may conduct a hearing regarding the schedule of fares and definitions of the zones for such fares. The city council has the authority, after a hearing, to determine if the revision is relevant and should be adjusted.

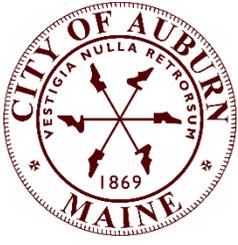
**Secs. 14-509—14-529. Reserved.**

## Appendix A FEES AND CHARGES<sup>1</sup>

**Taxicabs:**

Taxicab business license ~~(police department inspection required)~~—annually ~~per cab:~~ 55100.00

~~Taxicab driver's license (Lewiston permit required)—annually 25.00~~



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** January 18, 2022

**Author:** Phil Crowell, City Manager

**Subject:** Council Vision, Goals, and Goal Statements

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**Information:** On November 8, 2021, the newly elected council members and mayor participated in a retreat to establish a vision and goals for the 2021 – 2023 term.

Attached is the document with the council vision and goals. This workshop is to focus on the development of the goal statements for each of the goals. Staff will then take the goal statements and create a strategy for the goals for the next two years. The process will include the SMART goal exercise used in the Strategic Plan. The goals will be Specific, Measurable, Assignable, Realistic, Time-based, Evaluated, and Reviewed.

As a starting point for the statement, the goal statements in the Strategic Plan have been brought into the goal that best aligns with the statement. The council will add language to complete the statements.

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Review and recommend goal statements

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**Previous Meetings and History:** November 8, 2021, Council Retreat

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**City Manager Comments:**

*Phillip Crowell Jr.*

I concur with the recommendation. Signature:

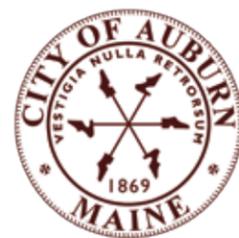
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**Attachments:**



# 2021-2023 City Council Vision:

Auburn will embrace **possibilities** and create **opportunities**.



The City of Auburn & the Auburn City Council are committed to promoting diversity, equity and inclusion. Our municipal government understands that embracing equity is fundamental to Auburn's continued success. Our "equity lens" and core values of **compassion, empathy, collaboration, accountability, diversity, leadership and service** will be applied to all decision-making. This will lead to positive outcomes including: thriving people, a thriving economy and a thriving community.

# 2021-2023 City Council Vision & Goals | We will make our vision a reality by...

## Planning for a better future

Develop education strategies for all stages of life that are dynamic, innovative, and collaborative to develop a foundation for economic and personal development. Attract quality businesses by creating an environment where business can succeed. Collaborate with existing partners to ensure and foster a sustainable, satisfying lifestyle. Recognize the value of historic, cultural, and artistic assets and activities in enriching lives and promoting community life. Support the development of future opportunities in culture and arts.

## Enacting resilient solutions

Create, support, and market an accessible, connected, and diverse network of recreation and natural resources that provides both destinations and pathways for residents. Continue to improve access to training programs designed to address workforce gaps. Provide diverse, well-rounded education by partnering with available resources and businesses. Protect funding and support educators, facilities, and accessibility.

## Reclaiming our streets

Develop clear identities for Auburn's downtown and industrials park that consider scale, connectivity, use and integrity to maximize their appeal. Invest in and maintain infrastructure necessary to provide a sustainable, safe, and livable environment.

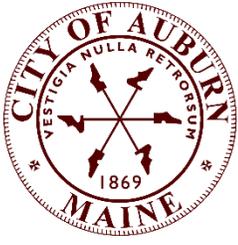
## Enriching neighborhood identities

Support all residents by fostering a sense of unity while honoring diversity and coordinating community resources and assets to provide "wraparound" support to all residents. Dedicate resources to define our image and identity to build a sense of community.

## Making housing more attainable

Efficiently utilize current housing stocks and sustainable targeted residential development that supports and attracts growth, residents, and workforce.





**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** January 18, 2022    **Orders:** 07-01182022 through 16-01182022

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

**Subject:** Board and Committee Appointments

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The Appointment Committee met on January 12, 2022 to review applications and make their nominations for various boards and committees of the City as follows:

**Planning Board** – Brian Dubois, moving from associate to full member with a term expiration of 1-1-2025, Toni Ferraro as full member with a term expiration of 1-1-2024, Joshua Daigle as associate member with a term expiration of 1-1-2023.

**Regulatory Advisory board** – Kathy Shaw, term expiration of 6-1-2022.

**Airport Board** – James Timoney, term expiration of 1-1-2023.

**9-1-1 Committee** – Patricia Madore (re-appointment), term expiration of 1-1-2024.

**Auburn Housing Authority** – Jennifer Kimble (re-appointment), term expiration of 10-1-2025.

**Age Friendly Committee** – Tina Eugley, term expiration of 6-1-2023.

**Agriculture Committee** – Pam Rousseau, term expiration of 4-1-2024.

**Public Safety Building Ad hoc Committee** – David Gonyea, no term expiration

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Motion to appoint members as recommended by the Appointment Committee.

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**Previous Meetings and History:** The Appointment Committee met on January 12, 2022 to make their recommendations.

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**City Manager Comments:**

*Phillip Crowell Jr.*

I concur with the recommendation. Signature:

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**Attachments:** Vacancies, Application Spreadsheet, Applications, Orders

## VACANCIES

[911 Committee](#) - 1 vacancy, term expiration January 1, 2024

[Airport Board](#) - 1 vacancy, term expiration January 1, /2023

[Age Friendly Committee](#) - 1 vacancy, term expiration June 1, 2023

*Representatives from the Auburn Public Library, Area Agency on Aging, Seniors Plus, Lewiston Auburn Transit Committee, Auburn Housing Authority, community based senior organizations and the Auburn School Department are encouraged to apply to serve on the Age Friendly Community Committee.*

[Agriculture Committee](#) - 1 vacancy, term expiration April 1, 2024

[Auburn Housing Authority](#) - 1 vacancy with a term expiration of October 1, 2025.

[Audit Committee](#) - 1 vacancy, term expiration December 31, 2021.

[City Council Student Representative](#) - 2 appointments.

[Complete Streets Committee](#) - 1 vacancy, term expiration January 1, 2025

[Conservation Commission](#) - 1 vacancy, term expiration June 1, 2024

[Lewiston Auburn Transit Committee \(LATC\)](#) - 1 vacancy with a term expiration of July 1, 2024.

[Parks & Recreation Advisory Board](#) - 1 vacancy, term expiration October 1, 2023.

[Planning Board](#) - 3 vacancies, two full member positions, one with a January 1, 2024 term expiration and one with a January 1, 2025 term expiration, one associate position with a term expiration January 1, 2023.

[Registration Appeals Board Chair](#) - 1 vacancy with a 4 year term.

Regulatory Advisory Board - 4 vacancies, term expirations are June 1, 2022, and June 1, 2024.

January 12, 2022

Applicant List

Board or Committee	Ward	Last Name	First Name	Address
9-1-1 Committee				
	2	*Madore	Patricia	49 Hampton Avenue
	3	Rider	Erik	132 Howe Street
Age Friendly Committee		Eugley	Tina	118 Country Club Drive
Agriculture Committee	1	Rousseau	Pam	745 West Auburn Road
Airport Board	2	Timoney	James	158 East Shore Road
	1	Ward	Vicki	60 Jackson Hill Road
Auburn Housing Authority				
	3	Kimble	Jennifer	71 Boulder Drive
Planning Board	2	Coleman	Daniel	2 Grove Street, #2
	1	Daigle	Joshua	103 Blackmer Street
	5	Ferraro	Toni	216 Cook Street
	5	Gray	Stanwood	1200 Sopers Mill Road
	2	Hayes	Robert	172 Allen Avenue
	3	Herrick	Daniel	470 Hatch Road
	3	Jacques	Paul	1685 Minot Avenue
	3	**Dubois	Brian	138 Fairview Avenue
	5	*Martelli	Stephen	41 Broad Street
Regulatory Advisory Board	5	Shaw	Kathleen	1200 Sopers Mill Road

\* Indicates this applicant is seeking re-appointment

\*\* Indicates this person is an associate/alternate member seeking full member status

## Susan Clements-Dallaire

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**From:** donotreply@auburnmaine.gov  
**Sent:** Monday, November 29, 2021 6:20 PM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

First Name: Patricia

Middle Initial: A.

Last Name: Mador

Residence Address: 49 Hampton Avenue

Ward: Ward 2

City: Auburn

Home Phone: 207 576-3330

Cell Phone: 2075763330

E-mail Address: mainelwyr@aol.com

Current Occupation: Assistant District Attorney, District 3

Previous Occupation (if retired or no longer working):

Education and/or experience: Bates College BA; Maine Law School JD; prosecutor since 1986.

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): 9-1-1 Committee

OTHER (Ad-Hoc Committees not on the list above)::

This application is for a... (choose one): Reappointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): I bring a perspective to the Committee that few others have given my 35 years as a State prosecutor. In my position, I and others in my office interact with employees of 911 every day as they are usually the first point of contact for crime victims. I know how vital and important their work is and I understand how LA 911 interfaces with law enforcement, fire services, and the public. I believe this gives me a broad perspective on the important and essential services provided.

What do you hope to accomplish?: The current multiyear radio project is reaching the finish line and I would like to see that through. Additionally, with the City's plan to build a public safety building that will incorporate LA 911, I believe the board needs to draw on its experienced members to insure the best possible outcome for that project. Furthermore,

the current Director is retiring and a new director is expected to be hired in the near future. I am a member of the interview committee for that position.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?: Only 911

Have you previously served on a City or Community Board or Committee? If so, which one(s)?: None

Dates served (if known):

How did you learn of this vacancy?: Was notified by City Clerk that my current appointment expires in 1/22 and if I wanted to continue to serve, I would have to reapply.

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above. By typing your full name below, you are "signing" this electronic application.: Patricia A. Mador

Date of Electronic Signature: 11/29/2021

## Susan Clements-Dallaire

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**From:** donotreply@auburnmaine.gov  
**Sent:** Saturday, December 4, 2021 5:15 PM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

First Name: Erik

Middle Initial: C

Last Name: Rider

Residence Address: 132 Howe St

Ward: Ward 3

City: Auburn

Home Phone: 2076500987

Cell Phone: 2076500987

E-mail Address: chidad073174@outlook.com

Current Occupation: Reconciliation & Fulfillment Specialist

Previous Occupation (if retired or no longer working):

Education and/or experience: AAS in Health Information Management

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): 9-1-1 Committee

OTHER (Ad-Hoc Committees not on the list above):

This application is for a... (choose one): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): As an amateur radio operator as well as a qualified radio watchstander in the Coast Guard, I have been involved with emergency communications and feel my insight will be helpful.

What do you hope to accomplish?: I would like to provide insight to the 911 system.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? No

Have you previously served on a City or Community Board or Committee? If so, which one(s)? No

Dates served (if known):

How did you learn of this vacancy?: City Website

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.  
By typing your full name below, you are "signing" this electronic application.: Erik C Rider

Date of Electronic Signature: 12/4/2021

## Susan Clements-Dallaire

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**From:** donotreply@auburnmaine.gov  
**Sent:** Thursday, December 30, 2021 10:42 PM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

First Name: Pam

Middle Initial:

Last Name: Rousseau

Residence Address: 745 West Auburn Rd

Ward: Ward 1

City: Auburn

Home Phone: 207-754-6930

Cell Phone: 207-754-6930

E-mail Address: drrpbr@hotmail.com

Current Occupation: AHS admin assistant

Previous Occupation (if retired or no longer working): retired physics teacher

Education and/or experience: BS Earth Science, Ultrasound Tech

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Agriculture Committee

OTHER (Ad-Hoc Committees not on the list above)::

This application is for a... (choose one): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): I have lived in Auburn longer than I have lived anywhere. It is my home and has become my transplanted deep roots. I am a gardener/farmer and forager, I grow my own food and "can" it. I know the importance of the resources we have. I want to protect them. Our food sources come from farms. Local farms support our economy, but also feed us. Forestry isn't what I thought it was 23 years ago .The ice storm of 1998 was my epiphany. I used to think no tree should be cut. I never understood forest management as I do today. I want to be part of insuring the protection of our resources. I want to work at protecting the Ag Land for farming, foresting, and for what is to come.

What do you hope to accomplish?: I think the Ag committee has done a great job. I would like to continue the mission. I think it is important for people to get involved so it isn't the same people all the time. The teacher in me wants to make sure everyone else knows the importance.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?: no

Have you previously served on a City or Community Board or Committee? If so, which one(s)?: no

Dates served (if known):

How did you learn of this vacancy?: Asking how to get involved and got answers.

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above. By typing your full name below, you are "signing" this electronic application.: Pamela Rousseau

Date of Electronic Signature: December 30, 2021



## CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. 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. Incomplete applications and those which list more than one committee will not be considered.

Date: 9-14-21

Last name: WARS First name: Vicki Middle initial: \_\_\_\_\_

Residence address: 60 Jackson Hill Rd Ward: 1

City: Auburn State: ME Zip code: 04210

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: 212-1341

Email address: vicki.ward@jfmh.org

Current occupation: HR Manager

Previous occupation (if retired or no longer working): \_\_\_\_\_

Educational and/or experience (or attach your resume): See resume

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- |   |  |
|---|--|
| <input type="checkbox"/> 9-1-1 Committee              | <input type="checkbox"/> Complete Streets Committee        |
| <input type="checkbox"/> Age Friendly Committee       | <input type="checkbox"/> Ethics Panel                      |
| <input type="checkbox"/> Agriculture Committee        | <input type="checkbox"/> L/A Transit Committee             |
| <input checked="" type="checkbox"/> Airport Board     | <input type="checkbox"/> Parks & Recreation Advisory Board |
| <input type="checkbox"/> Auburn Housing Authority     | <input type="checkbox"/> Planning Board                    |
| <input type="checkbox"/> Audit Committee              | <input type="checkbox"/> Regulatory Advisory Board         |
| <input type="checkbox"/> Cable TV Advisory Board      | <input type="checkbox"/> Sewer District                    |
| <input type="checkbox"/> CDBG Loan Committee          | <input type="checkbox"/> Water District                    |
| <input type="checkbox"/> Citizen's Advisory Committee | <input type="checkbox"/> Other _____                       |
| <input type="checkbox"/> Community Forest Board       |  |
| <input type="checkbox"/> Conservation Commission      |  |

Is this application for a  new appointment or \_\_\_ reappointment or \_\_\_ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). See attached

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). See attached

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? no

Dates served (if known)? \_\_\_\_\_

Have you previously served on a City or Community Board or Committee? If so, which one(s)?

Auburn Suburban Little League

Dates served (if known)? 2/2020 - 6/2021

How did you learn of this vacancy? Airport Board members

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.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

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

Signature: Wilki Ward Date: 9-14-21

Please submit your application to;  
Susan Clements-Dallaire, City Clerk  
60 Court Street, Auburn, ME 04210  
207-333-6601, extension 1126 [sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)

<b>FOR OFFICE USE ONLY</b>	
DATE APPLICATION RECEIVED:	<u>9/15/2021</u>
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____

## Vicki Ward

60 Jackson Hill Rd. Auburn. ME. 207-212-1341

limafinope@gmail.com

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Solution focused, creative thinker willing and able to collaborate, engage and communicate with others towards common goals. Proven leadership skills. Ability to listen, assess and resolve issues and concerns of others. Committed to supporting and improving the growth of the Auburn-Lewiston Airport.

### Experience

#### **Skyward Aviation, Inc., Auburn Maine**

June 1993 – Present

##### **Bookkeeper**

- Responsible for accounts payable and receivable. Provide support as needed.
- Interact with aviation community

#### **John F Murphy Homes, Inc., Auburn Maine**

February 1996 – Present

##### **Human Resources Manager**

- Responsible for ensuring compliance with all Federal, State and company specific regulations for over 880 employees.
- Manage workers' compensation program and auto, liability and unemployment claims.
- Organize and analyze data using HRIS system. Determine areas of success and those that need attention.
- Interface effectively with Senior Management providing detailed and current HR and employee information.
- Develop programs to build staff morale and enhance relations between staff and leadership.
- Assist in recruiting, interviewing and selecting candidates for job vacancies.
- Coordinate and plan annual employee awards banquet for over 300 people.

#### **United Parcel Service, Auburn Maine**

March 1987 – October 1995

##### **Preload and Training Supervisor,**

- Responsible for daily dispatch of 30 vehicles maintaining maximum efficient delivery performance.
- Supervised and trained 20 employees on safe and proper work methods.
- Conducted employee evaluations and job performances.
- Filed necessary reports required by OSHA, EPA and DOT.

##### **Customer Service Representative and Administrative Assistant**

- Worked directly with the Center Manager on various projects.
- Trained support personnel on computer software and customer services.
- Resolved customer complaints.
- Tracked package revenue.
- Tracked fuel consumption and mileage for entire fleet.

#### **Saudi Arabian American School, Taif, Saudi Arabia**

October 1983 – May 1985

##### **Librarian's Assistant and Teacher's Aide – Elementary School**

- Designed, implemented and maintained computerized system for library's inventory.
- Assisted teachers as needed.
- Coached girl's junior high volleyball team.

### Education

AAS Occupational Health & Safety, CMTC

May 1995

BA Natural and Applied Science, University of Southern Maine

May 2004

*Briefly describe why you want to serve on this committee.....*

I have lived in Auburn for over 35 years, and really treasure this community and all it has to offer. My first experience flying into Auburn was on a Bar Harbor commuter flight from Boston to Auburn....it was the shortest runway I'd ever seen. Fern Giguere was the general manager, who came out to the plane, helped us with our luggage, and told us that he had just put another log in the woodstove – welcome to Auburn, Maine!

I'm not a pilot, but I have pilot friends who know my interest in bringing the airport to the busy airpark it once was, and who've encouraged me to apply for a seat on the Airport Board. I think the Airport is under-appreciated, and underutilized, by both aviation enthusiasts and the local community population, and I'd like to help change this.

*What do you hope to accomplish.....*

I think the Airport has a lot of untapped potential. With the right management, the airport could see some great growth. It has been a while since I've heard the local aviation community so enthusiastic about the possibilities for the airport. I want to support their enthusiasm, which I think I can do as a Board member. I have over 30 years of management and problem solving skills, leadership training, and experience working with diverse groups of individuals. I also want to see more community involvement. There's so much going on locally, it would be great for the Airport to be part of all that's happening.



# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. 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. Incomplete applications and those which list more than one committee will not be considered.

Date: 12/2/2021

Last name: TIMONEY First name: JAMES Middle initial: M

Residence address: 158 E. Shore Rd Ward: 2

City: Auburn State: ME Zip code: 04210

Home phone: 207 777 5395 Work phone: 207 783 1328 Cell phone: 207 576 5943

Email address: JTORTHO @ AOL.COM

Current occupation: PHYSICIAN

Previous occupation (if retired or no longer working): \_\_\_\_\_

Educational and/or experience (or attach your resume): DO, MS Biomed Engineering

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- |   |  |
|---|--|
| <input type="checkbox"/> 9-1-1 Committee              | <input type="checkbox"/> Complete Streets Committee        |
| <input type="checkbox"/> Age Friendly Committee       | <input type="checkbox"/> Ethics Panel                      |
| <input type="checkbox"/> Agriculture Committee        | <input type="checkbox"/> L/A Transit Committee             |
| <input checked="" type="checkbox"/> Airport Board     | <input type="checkbox"/> Parks & Recreation Advisory Board |
| <input type="checkbox"/> Auburn Housing Authority     | <input type="checkbox"/> Planning Board                    |
| <input type="checkbox"/> Audit Committee              | <input type="checkbox"/> Regulatory Advisory Board         |
| <input type="checkbox"/> Cable TV Advisory Board      | <input type="checkbox"/> Sewer District                    |
| <input type="checkbox"/> CDBG Loan Committee          | <input type="checkbox"/> Water District                    |
| <input type="checkbox"/> Citizen's Advisory Committee | <input type="checkbox"/> Other _____                       |
| <input type="checkbox"/> Community Forest Board       |  |
| <input type="checkbox"/> Conservation Commission      |  |

Is this application for a  new appointment or \_\_\_ reappointment or \_\_\_ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). PILOT BASED @ KLEW

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). THIS WAS ONCE A VIBRANT AIRPORT. I WOULD LIKE TO RESTORE THIS VALUABLE COMMUNITY RESOURCE. I WOULD ALSO HELP REPRESENT THE "USER" VIEWPOINT

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?  
No

Dates served (if known)? \_\_\_\_\_

Have you previously served on a City or Community Board or Committee? If so, which one(s)?  
\_\_\_\_\_

Dates served (if known)? \_\_\_\_\_

How did you learn of this vacancy? ATTENDING PILOT & BOARD MEETING

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.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

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

Signature: James J. Umney Date: 12/2/2021

Please submit your application to;  
Susan Clements-Dallaire, City Clerk  
60 Court Street, Auburn, ME 04210  
207-333-6601, extension 1126 [scdallaire@auburnmaine.gov](mailto:scdallaire@auburnmaine.gov)

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: Dec. 3, 2021  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_

# James M. Timoney, DO

## Curriculum Vitae

### Current Position

Central Maine Healthcare Orthopedics – Orthopedic Surgeon  
690 Minot Avenue, Suite One  
Auburn, ME 04210  
T. 207.783.1328 E. [timoneja@cmhc.org](mailto:timoneja@cmhc.org)

### Former Positions

- Central Maine Orthopaedics, PA – Medical Director, Ambulatory Clinic
- St. Mary's Regional Medical Center – Clinical Practice Committee
- Central Maine Medical Center - Chief of Surgery
- Central Maine Medical Center – Chief of Orthopaedics
- University of New England College of Osteopathic Medicine – Teaching Assistant
- Maine Medical Association – Quality Assurance Committee
- Naval Hospital, Great Lakes, Illinois - Department Head, Orthopaedics

### Education

- **College:** Rutgers College of Engineering, BS Mechanical Engineering
- **Graduate School:** Rutgers University, MS Biomedical Engineering
- **Medical School:** University of New England College of Osteopathic Medicine, Doctor of Osteopathy
- **Internship:** Naval Hospital, Oakland
- **Residency:** Naval Hospital, Oakland, Orthopaedic Surgery

### Licensure

- California and Maine

### Board Certifications

- American Board of Orthopaedic Surgery

### Military Service

- Commissioned - 1979
- Promoted LI - 1983
- Augmented to USN - 1987
- Promoted to LCDR – 1988
- NMCB 133, General Medical Office - 1984–1985
- Naval Hospital - Oakland, Emergency Room Staff - 1985–1987

### Awards

- Naval Hospital Residents Research Award - 1989  
Orthopaedics Department

## **Research**

- *Arthroscopic Debridement of the Osteoarthritic Knee: Long-Term Follow-up*  
Timoney J. Kneisi; J. Barrack; R. Alexander AH

Presented at:        Society of Military Orthopaedic Surgeons, San Antonio, Texas, 1989  
                         American Academy of Orthopaedic Surgeons, 1990 Annual Meeting  
                         American Orthopaedic Association, 1990 Residents Conference

## **Publications**

- *Arthroscopy in the Osteoarthritic Knee: A Long-Term Follow-Up*  
Timoney J. Kneisi; J. Barrack RL and Alexander AH  
Orthopaedic Review 9(4):371-379, April 1990
- *Gait Analysis After Anterior Cruciate Ligament Reconstruction*  
Timoney J. Quesada; P. Sharkey; P. Skinner HB; Alexander AH  
Accepted for *American Journal of Sports Medicine*

## Susan Clements-Dallaire

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**From:** donotreply@auburnmaine.gov  
**Sent:** Monday, November 29, 2021 1:00 PM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

First Name: Jennifer

Middle Initial:

Last Name: Kimble

Residence Address: 71 Boulder Drive

Ward: Ward 3

City: Auburn

Home Phone: 2077832420

Cell Phone: 20780720358

E-mail Address: jennyberg@hotmail.com

Current Occupation: Department Director

Previous Occupation (if retired or no longer working):

Education and/or experience: MS, Rehabilitation Counseling, previous AHA resident

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Auburn Housing Authority Board

OTHER (Ad-Hoc Committees not on the list above):

This application is for a... (choose one): Reappointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): To give back to my community and provide support and perspective to the board from both a personal and professional lens. As a child, I lived in Family Development for several years, I worked in subsidized housing in Boston for three years, and my current employment involves services delivered to individuals who commonly live in subsidized housing.

What do you hope to accomplish?: See above. Offer a perspective from the lens of a current leader/manager in the nonprofit/gov't contractor world, provide support to the board and AHA management in any way possible.

Are you presently serving on a City or Community Board or Committee? If so, which one(s): yes - AHA board term expired in October

Have you previously served on a City or Community Board or Committee? If so, which one(s)?: yes - AHA board term expired in October

Dates served (if known):

How did you learn of this vacancy?:

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above. By typing your full name below, you are "signing" this electronic application.: Jennifer N. Kimble

Date of Electronic Signature: 11/29/2021

## Susan Clements-Dallaire

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**From:** donotreply@auburnmaine.gov  
**Sent:** Monday, December 27, 2021 5:39 PM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

First Name: Joshua

Middle Initial: B

Last Name: Daigle

Residence Address: 103 Blackmer St.

Ward: Ward 1

City: Auburn

Home Phone: N/A

Cell Phone: 2074911695

E-mail Address: joshuabdaigle@gmail.com

Current Occupation: Professional Firefighter/EMT; Wildand Firefighter

Previous Occupation (if retired or no longer working):

Education and/or experience: Fire Science & Technology Associate's Degree, Phi Theta Kappa Honor Society member

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Planning Board

OTHER (Ad-Hoc Committees not on the list above)::

This application is for a... (choose one): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): I wish to serve on the planning board to assist in further advancing Auburn's success in growth and development. I would be able to help the team ensure smart growth within the city and the broader community. Auburn has been a model for other cities by adding housing, readdressing zoning, simplifying permits and regulations, so it would be a great honor to be apart of the continued growth and to create a new vision for the future of the city that is centered around increasing the prosperity of every resident.

What do you hope to accomplish?: As part of a dedicated team, I could help take Auburn to another level of achievements by reaching current goals while establishing new ambitions for the future. I understand the importance of economic sustainability for the community, and how crucial development and strategic planning are for setting the stage

for sustained prosperity. It is my goal to help polish and improve the environment that will attract businesses, residents and continue to develop Auburn for future success.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?: Complete Streets Committee

Have you previously served on a City or Community Board or Committee? If so, which one(s)?: Currently serving

Dates served (if known): October 2020-Present

How did you learn of this vacancy?: City Facebook Page

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above. By typing your full name below, you are "signing" this electronic application.: Joshua Daigle

Date of Electronic Signature: 12/27/21

## Susan Clements-Dallaire

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**From:** donotreply@auburnmaine.gov  
**Sent:** Monday, December 27, 2021 6:01 PM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

First Name: Joshua

Middle Initial: B

Last Name: Daigle

Residence Address: 103 Blackmer St

Ward: Ward 1

City: Auburn

Home Phone: N/A

Cell Phone: 207-491-1695

E-mail Address: joshuabdaigle@gmail.com

Current Occupation: Professional Firefighter/EMT ;Wildland Firefighter

Previous Occupation (if retired or no longer working):

Education and/or experience: Fire Science and Technology Associate's Degree

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Complete Streets Committee

OTHER (Ad-Hoc Committees not on the list above):

This application is for a... (choose one): Reappointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): I have served a year on the complete streets committee and have found passion in working with the team to help promote and develop multi modal-forms of transportation ways that best serve the city's visitors and residents.

What do you hope to accomplish?: I hope to remain serving to the best of my abilities by continuing to better the City of Lewiston and City of Auburn. I would do this by working to fix transportation problems, supporting other modes of transportation, review projects, etc, to better both cities and create a better system for all.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? Complete Streets

Have you previously served on a City or Community Board or Committee? If so, which one(s)?: Currently Serving

Dates served (if known): October 2020- Present

How did you learn of this vacancy?: Term Expiration

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.  
By typing your full name below, you are "signing" this electronic application.: Joshua Daigle

Date of Electronic Signature: 12/27/21

## Susan Clements-Dallaire

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**From:** Joshua Daigle <joshuabdaigle@gmail.com>  
**Sent:** Monday, December 27, 2021 8:45 PM  
**To:** Susan Clements-Dallaire  
**Subject:** Re: Complete Streets Committee  
**Attachments:** Planning Board PDF.pdf

Hi Sue,

I just submitted two applications online I am just checking to make sure you received them. I would like to move from the complete streets committee to the planning board so I submitted an application in for that. In case I don't happen to get the planning board I did put in an application for re-appointment to the complete streets. However I only have time for one board/committee so in the event I was appointed to both, I would plan to accept the planning board and resign from the complete streets committee. Sorry in advance for the confusion, I just didn't know how to pass that information along. Attached is a resume for the planning board. Thank you!,

Joshua Daigle

On Nov 29, 2021, at 4:33 PM, Susan Clements-Dallaire <[sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)> wrote:

Good afternoon, Joshua,

I wanted to notify you that your term on the Complete Streets Committee is due to expire on January 1, 2022. If you would like to be considered for re-appointment, please submit an application to me.

Below is the link to our website where you can either submit an application electronically, or you can print a copy and submit a hard copy if you would like to be considered to serve another term.

The deadline to submit your application is Friday, December 31st.

<https://www.auburnmaine.gov/pages/government/boards-and-committees>

Thank you for serving your community!

Sue

# **JOSHUA B. DAIGLE**

103 Blackmer Street Auburn, Maine 04210

(207)491-1695

[joshuabdaigle@gmail.com](mailto:joshuabdaigle@gmail.com)

## **Objective**

My objective is to be granted the opportunity to be appointed to the City of Auburn's planning board, to assist in further advancing Auburn's success in growth, and development.

## **Education**

Spruce Mountain High School Jay, Maine Class of 2014-High School Diploma

Southern Maine Community College Fire Science Graduate-A.S. Degree - Class of 2016

PHI THETA KAPPA Honor Society Member

## **Employment**

Lewiston Fire Department, Firefighter/EMT, June-2016 - Present

Scarborough Fire Department, Firefighter/EMT, August 2015-Present

Maine Forest Service, Wildland Firefighter- April 2016- Present

## **Certifications**

Firefighter I & II, Pro-Board, July 2013

EVOC/AVOC August, 2014

Pumps I September, 2014

Ice Water Rescue Technician March, 2015

State of Maine EMT Basic June, 2015

Hazardous Materials Technician February, 2016

Fire Instructor I & II , Pro-Board, June 2021

NIMS, 100, 200, 700, 701, 703, 704, 800.

Wildland Firefighter Type II (S-130/S-190) January, 2015

Wildland Firefighter Engine Operator September, 2020

Wildland Firefighter Type I (Squad Boss) July, 2021

## **Awards**

Highest GPA Fire Science Class of 2016

Fire Science Mission Model Award-2016

Boy Scouts of America: Eagle Scout, March 2013

## **Volunteerism & Leadership**

City of Lewiston & Auburn Complete Streets Committee- Committee Member, October 2020-Present

Local 785 Union Trustee June 2021- Present

Local 785 Engine 5 Representative August 2021- November 2021 (Transferred to Central)

Local 785 Roster System Guidelines Ad Hoc Committee - July 2021- November 2021

## Susan Clements-Dallaire

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**From:** donotreply@auburnmaine.gov  
**Sent:** Wednesday, November 17, 2021 3:25 PM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

First Name: Toni

Middle Initial: J

Last Name: Ferraro

Residence Address: 216 Cook st

Ward: Ward 5

City: Auburn

Home Phone: 2075146006

Cell Phone: 2075146006

E-mail Address: tonijferraro@gmail.com

Current Occupation: Real Estate Agent/Broker

Previous Occupation (if retired or no longer working):

Education and/or experience: I have been an Auburn resident 15 years, I would like to be involved in the community

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Planning Board

OTHER (Ad-Hoc Committees not on the list above)::

This application is for a... (choose one): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): As a local Realtor I would love to be involved with the planning and what goes on in the city!

What do you hope to accomplish?: I would like to learn more than accomplish something. I love how the city is making it safer and I love that there is some not great areas being revamped. I have experience with people and want the city to grow.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?: No

Have you previously served on a City or Community Board or Committee? If so, which one(s)?: No

Dates served (if known):

How did you learn of this vacancy?: Stacey Leblanc and Jason asked if I would be interested

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.  
By typing your full name below, you are "signing" this electronic application.: Toni Ferraro

Date of Electronic Signature: 11/17/2021

## Susan Clements-Dallaire

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**From:** donotreply@auburnmaine.gov  
**Sent:** Friday, December 10, 2021 5:44 PM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

First Name: Stanwood

Middle Initial: J

Last Name: Gray

Residence Address: 1200 Sopers Mill Rd

Ward: Ward 5

City: Auburn

Home Phone: 2076156957

Cell Phone: 207 615-6957

E-mail Address: stanwoodgray@gmail.com

Current Occupation: Carpenter/Farmer

Previous Occupation (if retired or no longer working):

Education and/or experience: 3 years college

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Planning Board

OTHER (Ad-Hoc Committees not on the list above):

This application is for a... (choose one): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): I would like to help move this city forward with regard to housing/development. I have been extremely involved in Auburn governmental activities for more than 15 years and am familiar with most of the plans and initiatives explored during those years.

What do you hope to accomplish?: promote sustainable growth in Auburn

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?: Agriculture Committee, Complete Streets Committee

Have you previously served on a City or Community Board or Committee? If so, which one(s)? ATRC, Great Falls TV, City Council

Dates served (if known):

How did you learn of this vacancy?: I knew two board members won seats on the city council thus at least two openings

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above. By typing your full name below, you are "signing" this electronic application.: Stanwood J Gray

Date of Electronic Signature: 12/10/2021

## Susan Clements-Dallaire

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**From:** donotreply@auburnmaine.gov  
**Sent:** Wednesday, January 5, 2022 8:45 AM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

First Name: Robert (Bob)

Middle Initial:

Last Name: Hayes

Residence Address: 172 Allen Ave.

Ward: Ward 2

City: Auburn

Home Phone: 2077821386

Cell Phone: 2072323903

E-mail Address: jlhayes1868@yahoo.com

Current Occupation: retired

Previous Occupation (if retired or no longer working): small business management: J L Hayes Co.

Education and/or experience: ELHS, Union College (N.Y.), USM, USN Supply School / USNavy, E.C. Jordan Co.,

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Planning Board

OTHER (Ad-Hoc Committees not on the list above):

This application is for a... (choose one): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): Having served as a Planning Board member and as a Counselor for over a period of 23 years, I would like to actively reengage in discussions and decisions that impact Auburn's future.

What do you hope to accomplish?: Through thoughtful and respectful discussion, I would hope to provide some reflective balance to past, current and futuristic thinking as it impacts planning, policy, programs and local legislation.

Are you presently serving on a City or Community Board or Committee? If so, which one(s): No

Have you previously served on a City or Community Board or Committee? If so, which one(s)? Planning Board, Council, Railroad Company, Airport Board, BAR

Dates served (if known): P.B. (77-90), Council (05-15,18-19)

How did you learn of this vacancy?: City Site

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above. By typing your full name below, you are "signing" this electronic application.: Robert P Hayes

Date of Electronic Signature: 1/5/2022

# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. 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. Incomplete applications and those which list more than one committee will not be considered.

Date: 12-13-2021  
Last name: Herrick First name: Daniel Middle initial: R  
Residence address: 470 Hatch Rd Ward: 3  
City: Auburn State: State Zip code: \_\_\_\_\_  
Home phone: 576-7802 Work phone: Same Cell phone: Same  
Email address: Matie.Herrick1962@gmail.com  
Current occupation: Construction Farmer  
Previous occupation (if retired or no longer working): \_\_\_\_\_  
Educational and/or experience (or attach your resume): over 40 years Const. <sup>EL</sup> Grad

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- |   |  |
|---|--|
| <input type="checkbox"/> 9-1-1 Committee                    | <input type="checkbox"/> Airport Board                     |
| <input type="checkbox"/> Auburn Housing Authority           | <input type="checkbox"/> Audit & Procurement Committee     |
| <input type="checkbox"/> Board of Assessment Review         | <input type="checkbox"/> Cable TV Advisory Board           |
| <input type="checkbox"/> CDBG Loan Committee                | <input type="checkbox"/> Community Forest Board            |
| <input type="checkbox"/> Complete Streets Committee         | <input type="checkbox"/> Conservation Commission           |
| <input type="checkbox"/> Ethics Panel                       | <input type="checkbox"/> Finance Committee                 |
| <input type="checkbox"/> L/A Transit Committee              | <input type="checkbox"/> Parks & Recreation Advisory Board |
| <input checked="" type="checkbox"/> Planning Board          | <input type="checkbox"/> Sewer District                    |
| <input type="checkbox"/> St. Louis Bells Committee          | <input type="checkbox"/> Water District                    |
| <input checked="" type="checkbox"/> Zoning Board of Appeals |  |

Is this application for a X new appointment or \_\_\_ reappointment or \_\_\_ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed).

With over 40 years in the Building Trade and Feeding the world as Farmers Do, I'd like to see this City continue to grow

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

I'd like to see more productive ways to grow and let young people leaving High School stay and want to stay in Auburn

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? no

Dates served (if known)? \_\_\_\_\_

Have you previously served on a City or Community Board or Committee? If so, which one(s)?

yes  
Councilor for 2 Terms and a committee

Dates served (if known)? \_\_\_\_\_

How did you learn of this vacancy? City employee

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.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

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

Signature: Paul B. Fleck Date: 12-13-2021

Please submit your application to;  
Susan Clements-Dallaire, City Clerk  
60 Court Street, Auburn, ME 04210  
207-333-6601, extension 1126 [sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)

**FOR OFFICE USE ONLY**

DATE APPLICATION RECEIVED: 12-14-2021  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_

## Susan Clements-Dallaire

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**From:** donotreply@auburnmaine.gov  
**Sent:** Thursday, January 6, 2022 10:27 PM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

First Name: Paul

Middle Initial: D

Last Name: Jacques

Residence Address: 1685 Minot Ave

Ward: Ward 3

City: Auburn

Home Phone: 2077499556

Cell Phone: 2077499556

E-mail Address: snowbirdut69@gmail.com

Current Occupation: Teacher

Previous Occupation (if retired or no longer working):

Education and/or experience: Bachelors in economics and experience in the field and a Master of Education

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Planning Board

OTHER (Ad-Hoc Committees not on the list above)::

This application is for a... (choose one): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): I'd like to be more involved in the economic development of and planning for sustainable growth in Auburn. I attended and contributed to the meetings of the complete streets committee in Lewiston and Auburn and on a similar committee in Windham.

What do you hope to accomplish?: Meet the the needs of Auburn?s citizens.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?: Auburn

Have you previously served on a City or Community Board or Committee? If so, which one(s)?: Auburn

Dates served (if known):

How did you learn of this vacancy?: Planning Board member

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.  
By typing your full name below, you are "signing" this electronic application.: Paul Jacques

Date of Electronic Signature: 01/06/22

## Susan Clements-Dallaire

---

**From:** donotreply@auburnmaine.gov  
**Sent:** Thursday, January 6, 2022 5:09 PM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

First Name: Brian

Middle Initial: J

Last Name: DuBois

Residence Address: 138 Fairview Ave

Ward: Ward 3

City: Auburn

Home Phone: 207-333-9019

Cell Phone: 2073339019

E-mail Address: brian@duboisrealtygroup.net

Current Occupation: Real Estate Broker

Previous Occupation (if retired or no longer working):

Education and/or experience: BS Business Management - Bentley University

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Planning Board

OTHER (Ad-Hoc Committees not on the list above):

This application is for a... (choose one): Desire to move from an alternate/associate to full member

Briefly describe why you want to serve on a board/committee (1,000 character limit): Currently serving as an Associate Member, feeling as though I'm contributing to the process while learning. As a real estate professional, this role within the community provides both personal and professional growth opportunities.

What do you hope to accomplish?: To provide unique insight to the board from the perspective of a real estate professional and a vested member of the community.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?: Yes, the Planning Board as an Associate Member

Have you previously served on a City or Community Board or Committee? If so, which one(s)?: Not before this current role

Dates served (if known):

How did you learn of this vacancy?:

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above. By typing your full name below, you are "signing" this electronic application.: Brian J DuBois

Date of Electronic Signature: 1/6/2022

# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. 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. Incomplete applications and those which list more than one committee will not be considered.

Date: 12.14.2021  
Last name: MARTELLI First name: STEPHEN Middle initial: J  
Residence address: 41 BROAD ST #2 Ward: 5  
City: AUBURN State: ME Zip code: 04210  
Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: 207.440.7883  
Email address: SJMARTELLI2186@GMAIL.COM  
Current occupation: RETIRED  
Previous occupation (if retired or no longer working): WELDING INSPECTOR,  
IRON WORKER  
Educational and/or experience (or attach your resume): H.S., SOME COLLEGE, MANY WORK SEMINARS.  
Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- |   |  |
|---|--|
| <input type="checkbox"/> 9-1-1 Committee            | <input type="checkbox"/> Airport Board                     |
| <input type="checkbox"/> Auburn Housing Authority   | <input type="checkbox"/> Audit & Procurement Committee     |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board           |
| <input type="checkbox"/> CDBG Loan Committee        | <input type="checkbox"/> Community Forest Board            |
| <input type="checkbox"/> Complete Streets Committee | <input type="checkbox"/> Conservation Commission           |
| <input type="checkbox"/> Ethics Panel               | <input type="checkbox"/> Finance Committee                 |
| <input type="checkbox"/> L/A Transit Committee      | <input type="checkbox"/> Parks & Recreation Advisory Board |
| <input checked="" type="checkbox"/> Planning Board  | <input type="checkbox"/> Sewer District                    |
| <input type="checkbox"/> St. Louis Bells Committee  | <input type="checkbox"/> Water District                    |
| <input type="checkbox"/> Zoning Board of Appeals    |  |

Is this application for a \_\_\_ new appointment or X reappointment or \_\_\_ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed).

I HAVE BEEN ON THE BOARD FOR THE PAST 4 YEARS AND WANT TO CONTINUE TO SERVE MY CITY.

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

TO IMPROVE MY CITY FOR FUTURE GENERATIONS.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?

PRESENTLY ON PLANNING BOARD.

Dates served (if known)? 1-18? - PRESENT

Have you previously served on a City or Community Board or Committee? If so, which one(s)?

PLANNING BOARD, COMP PLAN, STRATEGIC PLAN  
? ALSO NEW AUBURN MASTER PLAN  
9/08 - 4/10

Dates served (if known)?

How did you learn of this vacancy? SUE TOLD ME.

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.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

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

Signature: [Signature] Date: Dec. 14, 2021

Please submit your application to;  
Susan Clements-Dallaire, City Clerk  
60 Court Street, Auburn, ME 04210

207-333-6601, extension 1126 [sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 12/14/2021  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_

## Susan Clements-Dallaire

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**From:** donotreply@auburnmaine.gov  
**Sent:** Wednesday, January 12, 2022 10:42 AM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

First Name: Daniel

Middle Initial: J

Last Name: Coleman

Residence Address: 2 Grove St, Apt 2

Ward: Ward 2

City: Auburn

Home Phone: 2072128771

Cell Phone: 2072128771

E-mail Address: dancol3man@gmail.com

Current Occupation: Realtor

Previous Occupation (if retired or no longer working): N/A

Education and/or experience: Associate Degree (CMCC)

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one).: Planning Board

OTHER (Ad-Hoc Committees not on the list above)::

This application is for a... (choose one): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): As a member of the community with 2 young daughters in the school system this would help me have a voice in the community. Being in the real estate business. I own a multi unit building and plan to own more in the future.

I also deal with buyers, sellers in residential and commercial real estate for new businesses and leases looking to enter the City of Auburn for their business.

What do you hope to accomplish?: Keep in tune with the future of Auburn along with the growth and direction of the city.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?: No

Have you previously served on a City or Community Board or Committee? If so, which one(s)?: No

Dates served (if known): N/A

How did you learn of this vacancy?: Joe Morin

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.  
By typing your full name below, you are "signing" this electronic application.: Daniel J. Coleman

Date of Electronic Signature: 1/12/2022

## Susan Clements-Dallaire

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**From:** donotreply@auburnmaine.gov  
**Sent:** Monday, January 3, 2022 8:09 AM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

First Name: Kathleen

Middle Initial: A

Last Name: Shaw

Residence Address: 1200 Sopers Mill road

Ward: Ward 5

City: Auburn

Home Phone: 207-320-1969

Cell Phone: 207-320-1969

E-mail Address: Kath@valleyviewfarm.me

Current Occupation: Self employed, farmer

Previous Occupation (if retired or no longer working):

Education and/or experience: USM leadership institute graduate, supervisor for Soil and Water conservation district, president of farmers market association,

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Regulatory Advisory Board

OTHER (Ad-Hoc Committees not on the list above)::

This application is for a... (choose one): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): I am interested in learning and participating in the regulatory commission, , I believe that citizen involvement makes a more effective, livable and dynamic city that offers opportunity for growth.

What do you hope to accomplish?: I would like to see a well rounded committee that functions as an advocate for our community and businesses

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?: Chair or Agricultural Committee

Have you previously served on a City or Community Board or Committee? If so, which one(s)?: Mayor's AG-ARP committee

Dates served (if known): 2020

How did you learn of this vacancy?: Mayor's letter to the conservation Chair and Ag committee chair

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above. By typing your full name below, you are "signing" this electronic application.: Kathleen shaw

Date of Electronic Signature: January 3 2022

# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. 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. Incomplete applications and those which list more than one committee will not be considered.

Date: 1/6/2022

Last name: Eugley First name: Tina Middle initial: A

Residence address: 118 Country Club Drive Ward: \_\_\_\_\_

City: AUBURN State: ME Zip code: 04210

Home phone: N/A Work phone: N/A Cell phone: (207) 577-2704

Email address: eugley64@gmail.com

Current occupation: Not working

Previous occupation (if retired or no longer working): Office Manager

Educational and/or experience (or attach your resume): See resume

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- |  |  |
|--|--|
| <input type="checkbox"/> 9-1-1 Committee                   | <input type="checkbox"/> Complete Streets Committee        |
| <input checked="" type="checkbox"/> Age Friendly Committee | <input type="checkbox"/> Ethics Panel                      |
| <input type="checkbox"/> Agriculture Committee             | <input type="checkbox"/> L/A Transit Committee             |
| <input type="checkbox"/> Airport Board                     | <input type="checkbox"/> Parks & Recreation Advisory Board |
| <input type="checkbox"/> Auburn Housing Authority          | <input type="checkbox"/> Planning Board                    |
| <input type="checkbox"/> Audit Committee                   | <input type="checkbox"/> Regulatory Advisory Board         |
| <input type="checkbox"/> Cable TV Advisory Board           | <input type="checkbox"/> Sewer District                    |
| <input type="checkbox"/> CDBG Loan Committee               | <input type="checkbox"/> Water District                    |
| <input type="checkbox"/> Citizen's Advisory Committee      | <input type="checkbox"/> Other _____                       |
| <input type="checkbox"/> Community Forest Board            |  |
| <input type="checkbox"/> Conservation Commission           |  |

Is this application for a  new appointment or \_\_\_ reappointment or \_\_\_ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). I currently help them at events when needed.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Continue to be of service where/when needed.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? NO

Dates served (if known)? \_\_\_\_\_

Have you previously served on a City or Community Board or Committee? If so, which one(s)? NO

Dates served (if known)? \_\_\_\_\_

How did you learn of this vacancy? Not sure if any vacancies at this time

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.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

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

Signature: Jana A. Egly Date: 1/6/2022

Please submit your application to;  
Susan Clements-Dallaire, City Clerk  
60 Court Street, Auburn, ME 04210  
207-333-6601, extension 1126 [sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: \_\_\_\_\_  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_

# Tina A Eugley

118 Country Club Drive  
Auburn, ME 04210  
Phone 207-577-2704

## Experience

**March 2006 to July 2014**                      **Morong Falmouth VW**      **Falmouth, ME**

**Automobile Dealership**

### **Office Manager**

- Daily business functions in a office atmosphere
- Phone reception & cashier duties
- Reconcile different accounts
- End of month accounting procedures
- Human Resources Duties and new employee set ups
- Payroll processing
- Bank statement reconcile
- Notary Public
- Assisted other departments as needed
- Account payables and receivables experience

**August 2001 to March 2006**                      **Emerson Toyota**                      **Auburn, ME**

### **Financial Services Manager until August 2005 then went to a Billing Clerk/Title Clerk Position**

- Selling of products such as extended warranties, Gap insurance and other products that are available to the customer
- Doing loan applications for car loans for customers
- Do the paperwork involved with the car deliveries & sorting them for processing
- Research automobile title problems
- Work with several different lending sources
- Cashier & Telephone Support with other office functions
- Assist sales department with customers

**November 2000 to August 2001**                      **Banknorth Group**      **Lewiston, ME**

### **Lead Unit Settlement Clerk**

- Do Cash Advances for several banks with Banknorth
- Balance different GL's & DDA's
- Oversee 4 employee's in my group

**July 1983 to November 2000**      **Louis Chevrolet Inc**      **Auburn, ME**

### **Title / Billing Clerk**

- Title Clerk for Automobiles sold and traded in.
- In charge of documents being sent to finance resources.
- Assistant Office Manager
- Take care of Accounts Receivables.
- Back up for Payroll Processing.
- Customer Service

**1980-1983**                      **High School Part-Time Jobs**                      **Auburn, ME**

- Clover Manor as a Nurses Aide.
- Sim's Restaurant as a Waitress

**Education****Graduated 1982****Edward Little High School****Auburn, ME**

- Business Courses were taken at ELHS
- 1995 Reynolds & Reynolds Forms Programming
- January 2000 CMTC EMT Basic Certificate received
- July 2015 Passed class and exam for Personal Support Specialist

**Volunteer Activities**

- May 1999 joined Poland Rescue as Driver
- April 2000 became Maine Licensed EMT for Poland Rescue
- June 2000 elected Secretary for Poland Rescue
- United Way Campaign Manager at Louis Chevy for 10 plus years
- February 2003 joined American Red Cross on Disaster Services Team for Androscoggin County and in 2005 became the Volunteer Coordinator for them
- October 2014 to current Androscoggin Home Care & Hospice helped in the volunteer office and did home visits
- January 2015 to March 2018 Central Maine Medical Center helping in different areas as needed and also did runner duties

Still hold a valid Notary Public with the state of Maine

I have been helping at the Senior Center when needed with different things that might come up, Jamie Longley is my contact.

**References**

Available on request



CITY OF AUBURN  
BOARD & COMMITTEE  
APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. 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. Incomplete applications and those which list more than one committee will not be considered.

Date: 9/23/21  
Last name: Gonyea First name: David Middle initial: M  
Residence address: 1250 Turner ST Ward: 1  
City: Auburn State: ME Zip code: 04210  
Home phone: \_\_\_\_\_ Work phone: 755-5251 Cell phone: 671-1873  
Email address: dgonyea@cmcc.edu  
Current occupation: CM  
Previous occupation (if retired or no longer working): —

Educational and/or experience (or attach your resume): Associate Degree USM

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- |   |   |
|---|---|
| <input type="checkbox"/> 9-1-1 Committee              | <input type="checkbox"/> Complete Streets Committee                     |
| <input type="checkbox"/> Age Friendly Committee       | <input type="checkbox"/> Ethics Panel                                   |
| <input type="checkbox"/> Agriculture Committee        | <input type="checkbox"/> L/A Transit Committee                          |
| <input type="checkbox"/> Airport Board                | <input type="checkbox"/> Parks & Recreation Advisory Board              |
| <input type="checkbox"/> Auburn Housing Authority     | <input type="checkbox"/> Planning Board                                 |
| <input type="checkbox"/> Audit Committee              | <input type="checkbox"/> Regulatory Advisory Board                      |
| <input type="checkbox"/> Cable TV Advisory Board      | <input type="checkbox"/> Sewer District                                 |
| <input type="checkbox"/> CDBG Loan Committee          | <input type="checkbox"/> Water District                                 |
| <input type="checkbox"/> Citizen's Advisory Committee | <input type="checkbox"/> Other: <u>Public Safety Building Committee</u> |
| <input type="checkbox"/> Community Forest Board       |   |
| <input type="checkbox"/> Conservation Commission      |   |

Is this application for a  new appointment or  reappointment or  desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). every citizen should have been to its city

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed) Assist with any skills I have

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? /

Dates served (if known)? /

Have you previously served on a City or Community Board or Committee? If so, which one(s)?

Recreation Comm. Hon

Dates served (if known)? ?

How did you learn of this vacancy? \_\_\_\_\_

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.

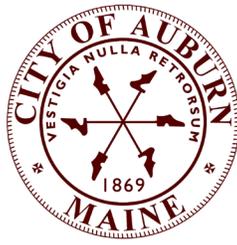
Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

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

Signature: [Signature] Date: 9/23/21

Please submit your application to;  
Susan Clements-Dallaire, City Clerk  
60 Court Street, Auburn, ME 04210  
207-333-6601, extension 1126 [sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)

FOR OFFICE USE ONLY	
DATE APPLICATION RECEIVED:	<u>9/23/2021</u>
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____



**ORDER 07-01182022**

# City Council Order

## IN CITY COUNCIL

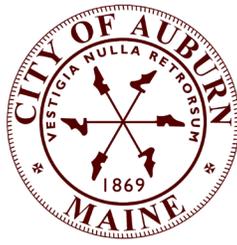
**ORDERED**, that the City Council hereby appoints Brian Dubois to the Planning Board as a full member with a term expiration of 1-1-2025.

---

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

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

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



**ORDER 08-01182022**

# City Council Order

## IN CITY COUNCIL

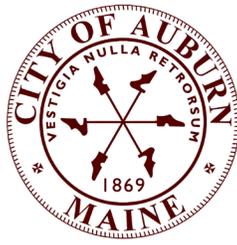
**ORDERED, ORDERED,** that the City Council hereby appoints Toni Ferraro to the Planning Board as a full member with a term expiration of 1-1-2024.

---

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

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

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



**ORDER 09-01182022**

# City Council Order

## IN CITY COUNCIL

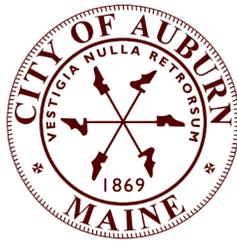
**ORDERED**, that the City Council hereby appoints Joshua Daigle to the Planning Board as an associate member with a term expiration of 1-1-2023.

---

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

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

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



**ORDER 10-01182022**

# City Council Order

## IN CITY COUNCIL

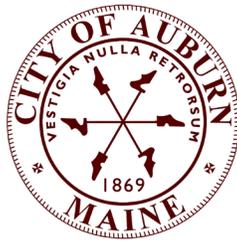
**ORDERED**, that the City Council hereby appoints Kathy Shaw to the Regulatory Advisory Board with a term expiration of 6-1-2022.

---

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

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

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



**ORDER 11-01182022**

# City Council Order

## IN CITY COUNCIL

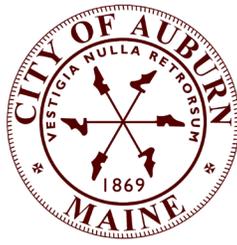
**ORDERED**, that the City Council hereby appoints James Timoney to the Auburn-Lewiston Airport Board with a term expiration of 1-1-2023.

---

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

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

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



**ORDER 12-01182022**

# City Council Order

## IN CITY COUNCIL

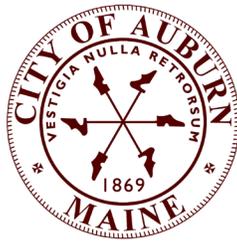
**ORDERED**, that the City Council hereby re-appoints Patricia Madore to the 9-1-1 Committee with a term expiration of 1-1-2024.

---

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

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

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



**ORDER 13-01182022**

# City Council Order

## IN CITY COUNCIL

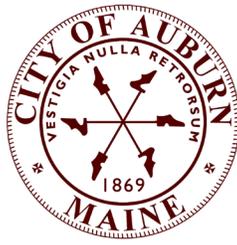
**ORDERED**, that the City Council hereby re-appoints Jennifer Kimble to the Auburn Housing Authority Board of Commissioners with a term expiration of 10-01-2025.

---

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

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

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



**ORDER 14-01182022**

# City Council Order

## IN CITY COUNCIL

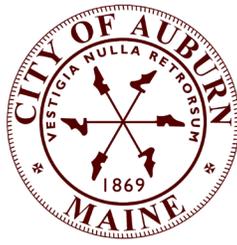
**ORDERED**, that the City Council hereby appoints Tina Eugley to the Age Friendly Committee with a term expiration of 6-1-2023.

---

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

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

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



**ORDER 15-01182022**

# City Council Order

## IN CITY COUNCIL

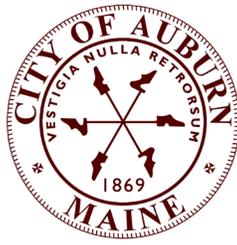
**ORDERED**, that the City Council hereby appoints Pam Rousseau to the Agriculture Committee with a term expiration of 4-1-2024.

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

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

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



**ORDER 16-01182022**

# City Council Order

## IN CITY COUNCIL

**ORDERED**, that the City Council hereby appoints David Gonyea to the Public Safety Building Ad hoc Committee.

---

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

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

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

Mayor Levesque called the meeting to order at 7:03 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. Councilor Hawes had an excused absence. All other Councilors were present.

**Pledge of Allegiance**

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

**1. Order 01-01032022\***  
Confirming Chief Moen's Constable Appointments.

**2. Order 02-01032022\***  
Re-appointing Brian Bachelder as the Local Sealer of Weights and Measures.

**3. Order 03-01032022\***  
Changing the date of the second regular City Council meeting in January from January 24, 2022 to January 18, 2022 due to the holiday.

**4. Order 04-01032022\***  
Setting the time to open the polls for all 2022 elections at 7:00 am.

Councilor Staples requested that item 3 be removed from the consent agenda and moved to new business.

Motion was made by Councilor Walker and seconded by Councilor Milks for passage of the 3 remaining consent items.

Passage 6-0.

**II. Minutes** – December 20, 2021 Regular Council Meeting

Motion was made by Councilor Staples and seconded by Councilor Walker to approve the minutes of the December 20, 2021 Regular Council Meeting.

Passage 6-0.

**III. Communications, Presentations and Recognitions**

- Swearing in Officer Logan Rossignol
- Planning Board reasons for recommendations for residential strips
- Communication – Mayor Appointments
- Council Communications (about and to the community)

**Mayor Levesque** – reported that he is working on an executive summary on the New Year’s Eve Auburn event adding that it was a success. He stated that there are vacancies on the Planning Board, and provided an update on the current legislative session.

**Councilor Walker** – reported back on the New Year’s Day event at Senior Center put on by the Age Friendly Committee, adding that it was a success and he thanked the sponsors for their contributions.

**Councilor Whiting** – reported that the Auburn Nordic Ski Association is still functioning in spite of warm weather.

**Councilor Gerry** – Commented on the Age Friendly New Year’s Day event that was held at the Senior Center adding that it was a successful event.

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

**V. Unfinished Business** - None

**VI. New Business**

**The following item was removed from the Consent Agenda per the request of Councilor Staples.**

**Order 03-01032022**

Changing the date of the second regular City Council meeting in January from January 24, 2022 to January 18, 2022 due to the holiday.

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

Public comment – No one from the public spoke.

Passage 6-0.

**1. Order 05-01032022**

Directing staff to forward proposed zone changes to the Planning Board for consideration and review pursuant to Chapter 60, Article XVII Division 2 of City Ordinances.

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

Public comment – no one from the public spoke.

Motion was made by Councilor Gerry and seconded by Councilor Whiting to amend by prioritizing bullets A, B, and C, and reviewing bullet D (Subsurface Wastewater Disposal in the Lake Auburn Watershed) last.

Passage 6-0.

Passage of Order 05-01032022 as amended 6-0.

**2. Ordinance 01-01032022**

Amending Auburn's Code of Ordinance, Sec. 2-58. Time and place of regular meetings. Public hearing and first reading.

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

Public hearing – No one from the public spoke.

Passage 6-0. A roll call vote was taken.

**3. Ordinance 02-01032022**

Amending Auburn's Code of Ordinance, Sec. 2-430. Membership; responsibility (Regulatory Advisory Board). Public hearing and first reading.

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

Public hearing – No one from the public spoke.

Passage 5-1 (Councilor Gerry opposed). A roll call vote was taken.

**4. Order 06-01032022**

Amending the Board and Committee Appointment Policy as recommended by staff.

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

Public comment – No one from the public spoke.

Passage 6-0.

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

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

**Mayor Levesque** reported that the School Committee will be holding a workshop tomorrow followed by their regular meeting on Wednesday.

**Councilor Morin** reported that the Airport Board will be meeting on Thursday.

**Councilor Walker** provided an update on Maine Waste to Energy.

**Councilor Staples** noted that the Auburn Public Library Board didn't meet in December.

**City Manager Crowell** thanked staff for their presentations, as well as thanking the staff members that worked over the holidays with the New Year's Eve event and the storm that we had Christmas Day. He added that there have been challenges with the work force, like

many other businesses out there. We have several vacancies, which also impacts overtime. He also encouraged members of the public who are looking for employment to look at our vacancies page on our website. Last, he provided a COVID update, and the CDC changes on returning to work.

- IX. Executive Session** - Economic development, pursuant to 1 MRSA Sec. 405(6)(C)  
Motion was made by Councilor Walker and seconded by Councilor Staples to enter into executive session.

Passage 6-0, time 7:40 pm.

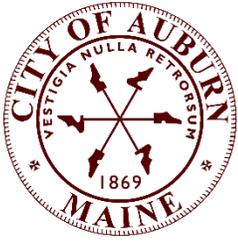
Council was declared out of executive session at 8:05 pm.

- X. Adjournment** – Motion was made by Councilor Walker and seconded by Councilor Staples to adjourn. Unanimously approved, the meeting adjourned at 8:05 pm.

A TRUE COPY

ATTEST 

Susan Clements-Dallaire, City Clerk



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** 1/18/2022

**Author:** Chief Robert Chase

**Subject:** Fire Department Overview and EMS status Update

---

**Information:**

The Fire Department responded to 5,790 calls for service in 2021. That is an increase of approximately 17% over 2020. Historically, 80% of the department call volume is Rescue/EMS related calls which includes not only EMS, but also motor vehicle accidents and other types of technical rescues.

EMS responses resulted in 4,409 calls for service in 2021, resulting in 3,411 patient transports. This equates to a 16.6% increase in patient transports from 2020 levels.

The department continues to address challenges associated with the COVID-19 Pandemic, as the healthcare system's current issues in turn, impact us. During COVID, patients have been far less likely to seek care from primary care physicians, and PCP offices are less likely to see patients in the office. Patients then either call the ambulance to be seen in the ER, or their medical condition worsens to a point where ambulance transport is necessary. Urgent Care facilities are unable or are unwilling to treat COVID positive patients and as a result, they call the ambulance for transport. Hospitals struggle to staff medical floors. When patients are ready for discharge, nursing homes struggle with staffing challenges and restrictions - leading to back-ups in the hospitals. Patients remain in the emergency department rather than going to the appropriate floor, so when EMS arrives in the ER, flow is significantly delayed as the all-time low staffing now tries to manage an all-time high patient population. This forces hospitals to transfer patients to facilities they wouldn't otherwise employ...such as one local hospital transferring patients to Connecticut (as described in recent Maine EMS meetings) and as companies like United try to keep up with longer distance and higher volume transfers, their primary coverage area suffers, requiring surrounding services to cover (IE: AFD assisted with an emergent interfacility transfer from Bridgton to CMMC due to extreme limited resources statewide).

All these factors create increased demands on our staff. Like most of Maine, the challenges from COVID have resulted in recruitment and staffing issues for the Fire Department. Vacancies in our organization have been ongoing throughout the Pandemic, and only add to the strain on the remaining employees. These are system-wide problems and have to be address collaboratively with our partners. We are working in cooperation with the hospital systems, the State of Maine, and our partner EMS agencies in our region to navigate these difficult times.

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**City Budgetary Impacts:** N/A

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**Staff Recommended Action:** Communication

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**Previous Meetings and History:** None

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**City Manager Comments:**

I concur with the recommendation. Signature:



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**Attachments:**



Dear Auburn City Council,

As we begin 2022 the Agriculture Committee would like to respectfully present an update on our activities and efforts to promote sustainable agriculture and forestry practices in the city of Auburn. We appreciate the efforts of all our members recognizing the lifetime commitment that our board members bring to the table. The nine active members of the committee have collectively amassed more than 280 years in agriculture and forestry. Further, by our charter it is an important component of membership in our committee that members be able to demonstrate their commitment and involvement in activities relating to local foods, farm, and forest products.

As of January 2022, our current members are Katie Boss (former chair), William Sylvester, Christopher Carson, David Griswold (recording secretary), Stanwood Gray, David Bell, Ed Michaud, and Kathy Shaw (current chair). We gratefully acknowledge the contributions of our departing members, Scott Blanchard and Michelle Melaragno for their collective efforts on our committee.

Additionally, we appreciate the liaison efforts between city staff and our members through Jay Brenchick. Jay has offered zoom links, some printing as needed and thoughtful advice in city policy.

In an ongoing effort to promote a sustainable agricultural and forestry culture in Auburn, we have initiated actions on the following items:

**Public meeting with City Assessor Karen Scammon.**

Karen presented at a public meeting to help our board members and members of the attending public understand the various methods and means available to preserve and protect agricultural and forest land through state tax incentive programs.

**Story Walk presentation**

Our committee worked on and collaborated with the Conservation Committee to present a vibrant and thoughtful story walk to help visitors understand some of the challenges facing our city in our efforts to be self-sustaining in woodlot production, local foods, invasive species and conserving and preserving our natural resources.

**Local Farm Snapshot tour**

The committee organized a diverse three farm tour in South Auburn in October featuring:

**Bell Farm** - a large, multi-generation farm specializing in potato and corn growing. The tour included the caves and processing facilities that have been incorporated to support their operation.

**The Farmers Garden at Caron Farm** - another multi-generational farm that specializes in creative small plot vegetable production offering a diversity in vegetable crops of high quality. This operation

specializes in hot peppers that they process into a tangy powder to add to various types of culinary dishes.

### **Compassionate Composting**

Michelle Melaragno guided attendees through her newly expanded large and small animal composting facility - one of only 2 in the state that successfully composts large animals, turning those remains into an eco-friendly garden compost for home gardens.

### **Public presentation by Eric Cousens on proposed Strip Zoning changes.**

Eric gave a presentation to public attending members and the Agriculture Committee concerning a proposal to expand lot depth from 450 feet to 750 feet along rural roads in the Agricultural and Resource Protection Zone in Auburn. After his presentation Eric asked for feedback and comments from all attending.

### **Outreach by Katie Boss to Auburn School Meals Program**

Katie contacted the Auburn School Department food procurement staff to discuss their needs and initiate a conversation to begin the process of incorporating local foods into their school meals menus.

### **Tour of the L/A composting facility on Penley Corner Road.**

Agriculture Committee members toured the LAWPCA Compost Facility and entered into a discussion with the plant manager about the possibility of turning that facility into a food processing/commercial kitchen operation.

### **Organized Tour of the NexAmp Solar facility on Riverside Drive**

An organized tour of the NexAmp solar facility by Agriculture Committee and Auburn City Council members was led by one of the company engineers. Attendees were offered an up-close view of the large facility, gaining a deeper understanding of what this solar farm will offer for up to 800 families when connected.

### **GIS mapping**

An expert in the field of GIS mapping provided education into the use of GIS for mapping agricultural and forestry practices to help understand the needs and current uses of protected areas of Auburn.

### **Current Use Tax Pamphlet**

Final proofing and printing of an educational pamphlet detailing the various land use classifications for state farm and forest land protections.

### **Presentation by Jim Johnson of the Soil and Water Conservation District.**

Via zoom, Jim Johnson discussed some of the many programs available to landowners in Auburn to help with water quality, farm and agriculture, forestry, and clean air solutions. He also spoke about a new federal program that will target rural property owners that might want to seek funding for small farm projects with less stringent standards than are usually faced by typical farm and forestry owners.

### **Ongoing discussions about initiating a combined regional Farmers Market**

Members of the Agriculture Committee are meeting with the Lewiston Farmers' Market representatives to see if there is interest in creating a regional farmers' market. The Lewiston Farmers Market is searching for a permanent location. They would like to buy land so that a year-round pavilion /small business incubator/demonstration gardens/educational facility could be erected that would be of benefit and use by both cities and their residents. Ideally, they are looking for land that would be close to the downtown areas with good parking and accessible by walking/biking.

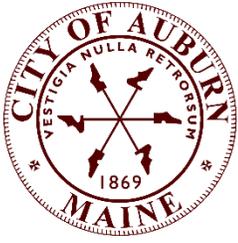
Continuing and ongoing planning includes:

- 1) Finalization by Katie Boss and Jay Brenchick of the city council directive given to our committee to provide input into the status of Agriculture in our community.
- 2) Monthly outreach and updates from Senator Claxton on issues and funding opportunities relating to agriculture and forestry.
- 3) Monthly updates from the Dept of Agriculture on-going programs and possible grant opportunities.
- 4) Continuing collaboration with Auburn Conservation Committee on projects that would have some overlap and would benefit from focus by both boards.
- 5) Create another story walk board presentation.
- 6) Educational presentations for our community from leaders in the fields of agriculture, forestry and land use, and preservation and protection of natural resources.
- 7) Continuing investigation of the creation of a facility that would serve the community in food preservation, aggregate storage of local commodities, commercial kitchen space and local food access.
- 8) Create a local index of all large and small local food producers, homesteaders, forestry products producers, home good manufacturers and other cottage industries in Auburn and the surrounding areas.
- 9) Offer more Farm Snapshot tours in north, east and west Auburn neighborhoods in the months ahead.
- 10) We have identified the need for meat processing facilities and are exploring methods and grant funding to create possible facilities.
- 11) Given the current state of affordable food access and heating resources throughout the New England region we feel that there should be more emphasis on creating better opportunities and greater supply for our residents and the state.
- 12) The Agriculture Committee is working on a vision statement and plans to have that completed in the next few months.

In summary, the Agriculture Committee has been active and productive. We feel that we have offered much public benefit to our community and look forward to the year ahead.

Respectfully submitted,

Kathy Shaw  
Chair  
Auburn Agricultural Committee



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** 2/18/2022

**Author:** Chief Robert Chase

**Subject:** Fire Department Overview and EMS status Update

---

**Information:**

The Fire Department responded to 5,790 calls for service in 2021. That is an increase of approximately 17% over 2020. Historically, 80% of the department call volume is Rescue/EMS related calls which includes not only EMS, but also motor vehicle accidents and other types of technical rescues.

EMS responses resulted in 4,409 calls for service in 2021, resulting in 3,411 patient transports. This equates to a 16.6% increase in patient transports from 2020 levels.

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All these factors create increased demands on our staff. Like most of Maine, the challenges from COVID have resulted in recruitment and staffing issues for the Fire Department. Vacancies in our organization have been ongoing throughout the Pandemic, and only add to the strain on the remaining employees. These are system-wide problems and have to be address collaboratively with our partners. We are working in cooperation with the hospital systems, the State of Maine, and our partner EMS agencies in our region to navigate these difficult times.

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**City Budgetary Impacts:** N/A

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**Staff Recommended Action:** Approve the Resolution

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**Previous Meetings and History:** None

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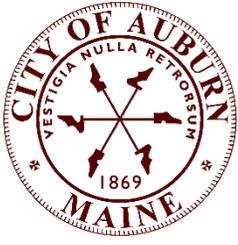
**City Manager Comments:**

I concur with the recommendation. Signature:



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**Attachments:**



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** January 18, 2022

**Ordinance:** 01-01032022

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

**Subject:** Proposed ordinance amendment, Sec. 2-58. Time and place of regular meetings.

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**Information:** Under our current ordinance, if a regular meeting night falls on a legal holiday or the night before a legal holiday, then the stated meeting shall be held on the following Monday. There has been discussion about amending the ordinance, so those meetings are held on the following Tuesday instead.

***Sec. 2-58. - Time and place of regular meetings.***

*The dates and time of the regular meetings of the city council shall be the first and third Mondays of each calendar month at 7:00 p.m. If a regular meeting night falls on a legal holiday or the night before a legal holiday, then the stated meeting shall be held on the following ~~Monday~~ Tuesday at the same time and place unless the city council shall, at the meeting held next prior to the meeting falling on the holiday or the night before the holiday, fix a different alternate meeting date. The place of such meetings shall be the city council chamber in the city building, hereby designated to be the regular meeting place, unless the council designates another meeting place. All meetings of the city council shall be open to the public and may be continued to another location.*

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**City Budgetary Impacts:** N/A

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**Staff Recommended Action:** Motion to approve the proposed amendment.

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**Previous Meetings and History:** Prior to January of 2016, if a regular City Council meeting fell on a holiday, the meeting was held the following Tuesday. In January of 2016, an amendment was made to change that to the following Monday, one week later. Public hearing and passage of first reading on 1-3-2022.

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**Attachments:**

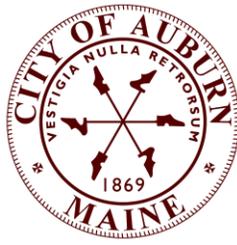
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**City Manager Comments:**

I concur with the recommendation. Signature:

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**Attachments:**



# City Council Ordinance

## IN CITY COUNCIL

### **ORDINANCE AMENDMENT, Sec. 2-58. Time and Place of Regular Meetings**

**Be it ordained**, that the City Council hereby amends the Code of Ordinances, Sec. 2-58, Time and place of regular meetings as follows:

#### **Sec. 2-58. Time and place of regular meetings.**

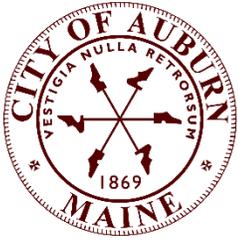
The dates and time of the regular meetings of the city council shall be the first and third Mondays of each calendar month at 7:00 p.m. If a regular meeting night falls on a legal holiday or the night before a legal holiday, then the stated meeting shall be held on the following ~~Monday~~ Tuesday at the same time and place unless the city council shall, at the meeting held next prior to the meeting falling on the holiday or the night before the holiday, fix a different alternate meeting date. The place of such meetings shall be the city council chamber in the city building, hereby designated to be the regular meeting place, unless the council designates another meeting place. All meetings of the city council shall be open to the public and may be continued to another location.

---

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

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

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



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** January 18, 2022

**Ordinance:** 02-01032022

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

**Subject:** Proposed amendment to the Code of Ordinances Sec. 2-430 – Membership; responsibility (Regulatory Advisor Board)

---

**Information:** On December 6, 2021 the City Council adopted an ordinance, Sec. 2-441 to compensate members of the regulatory advisory board, \$600 annually (Ordinance 41-11152021). Since that time, it was discovered that there is another section of our Code that conflicts with the newly adopted section of the ordinance. This proposed amendment would strike language that states that the board will serve without compensation, removing the conflicting language.

Sec. 2-430. Membership; responsibility.

A board of regulatory advisory shall be appointed by the city council, consisting of seven members, ~~to serve without compensation.~~

The purpose of the regulatory advisory board is to perform the responsibilities of the board of assessment review, board of appeals, and all other regulatory review functions as directed by the city council. The board shall develop such rules to govern its meetings (to include meetings dates and times) and operations as it deems advisable.

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**City Budgetary Impacts:** N/A

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**Staff Recommended Action:** Recommend passage of the ordinance amendment.

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**Previous Meetings and History:** November 1, 2021, November 15, 2021, December 6, 2021. Public hearing and passage of first reading on 1-3-2022.

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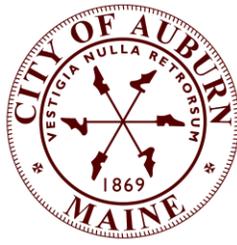
**City Manager Comments:**

I concur with the recommendation. Signature:

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**Attachments:**





# City Council Ordinance

## IN CITY COUNCIL

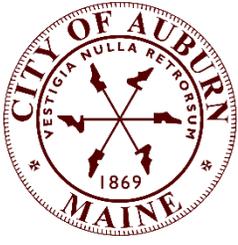
**Ordinance Amending Chapter 2, Article V, Division 2, amending  
Sec. 2-430 – Membership; responsibility**

**Be it ordained**, that the following ordinance be amended:

**Chapter 2, Article V, Division 2, amending Sec. 2-430 – Membership; responsibility**

A board of regulatory advisory shall be appointed by the city council, consisting of seven members.,~~to serve without compensation.~~

The purpose of the regulatory advisory board is to perform the responsibilities of the board of assessment review, board of appeals, and all other regulatory review functions as directed by the city council. The board shall develop such rules to govern its meetings (to include meetings dates and times) and operations as it deems advisable.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** January 18, 2022

**Order:** 17-01182022

**Author:** Zakk W. Maher

**Subject:** CDBG-CV Budget Amendment

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**Information:**

The Community Development is presenting a revised budget for the CDBG-CV program. CDBG-CV was a one-time allocation of funds for responding to and mitigating the impacts of Covid-19. This revision re-allocates previous unspent funds.

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**City Budgetary Impacts:**

None

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**Staff Recommended Action:**

Public hearing and vote to adopt the revised CDBG-CV Budget as presented.

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**Previous Meetings and History:**

Released on December 14, 2021

Presented to the Citizen Advisory Committee on December 17, 2021

Public Hearing on January 18, 2022

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**City Manager Comments:**



I concur with the recommendation. Signature:

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**Attachments:**

CDBG-CV Budget Presentation



## City of Auburn, Maine

Business & Community Development

Glen Holmes, Director

60 Court Street | Auburn, Maine 04210

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

November 23, 2021

To: Citizen Advisory Committee  
City Council  
Auburn Residents

Re: CDBG-CV Revised Budget

The U.S. Department of Housing & Urban Development released funds to entitlement cities through the Coronavirus Aid, Relief & Economic Securities (CARES) Act in June of 2020. These funds are managed as if they were part of the Community Development Block Grant (CDBG) program except for two conditions. First, this is a one-time allocation and not an annual allocation requiring a new budget to be developed each year. Instead, this is a single budget to be followed until all funds are drawn. Second, the use of these funds needs to be targeted to alleviating the impacts of the Covid-19 pandemic and additional documentation of this program goal must be provided.

The City received \$334,985 in CDBG-CV funds in June of 2020 and an additional \$137,932 in February of 2021. At the close of the fiscal year in June 2021 there was a remaining balance of \$221,164. This budget revision reallocates the remaining unspent funds in the following manner. Complete details can be found as an addendum to this budget.

<b>Activity</b>	<b>Impact</b>	<b>Budget</b>
Grocery Distribution Program	Food Security	\$76,500
Micro-Enterprise Kitchen Facilities	Economic Development	\$45,000
Micro-Enterprise Loans	Economic Development	\$35,000
Senior Care Kits	Public Service	\$5,000
Housing Advocates (legal aid) – RFP Process	Public Service	\$15,000
Adult Ed Transportation & Hotspots	Public Service	\$6,000
Job Training Through Strengthen LA	Public Service	\$20,000
Salaries	Administration	\$18,664

This budget will be presented to the Citizen Advisory Committee and be released for public comment for 30 days prior to adoption by the City Council.

REVISED Budget CDBG-CV				November, 2021			
Project	Activity	CDBG-CV Round 1	CDBG-CV Round 3	Total CARES ACT Funding	Spent to Date	Final Revised Budget	New Balance
		Allocation Round 1	RD3 Funds	CARES Act Total Budget	Close of PY20	To Allocate: \$221,164.56	
Food Security	Refrigeration Infrastructure	\$ 90,000.00	\$ 65,000.00	\$ 155,000.00	142522.68	142,522.68	0.00
Food Security	Grocery Distribution Program	\$ 25,000.00	\$ -	\$ 25,000.00	33403.06	109,903.06	76,500.00
Food Security	Farmer Market Tickets	\$ 19,985.00	\$ -	\$ 19,985.00	1310	1,310.00	0.00
<b>Food Security Total</b>		<b>\$ 134,985.00</b>	<b>\$ 65,000.00</b>	<b>\$ 199,985.00</b>	<b>\$ 177,235.74</b>	<b>253,735.74</b>	<b>76,500.00</b>
Economic Development	Micro-enterprise shared Food Facilities					45,000.00	45,000.00
Economic Development	Small Business/Microenterprise Loans	\$ 100,000.00		\$ 100,000.00	35000	70,000.00	35,000.00
<b>Econ Dev Total</b>		<b>\$ 100,000.00</b>	<b>\$ -</b>	<b>\$ 100,000.00</b>	<b>\$ 35,000.00</b>	<b>115,000.00</b>	<b>80,000.00</b>
Public Service	Summer Camp/Child Care Scholarship	\$ 30,000.00		\$ 30,000.00	30850	30,850.00	0.00
Public Service	Summer Camp/Child Care Equip	\$ 15,000.00	\$ -	\$ 15,000.00	0	0.00	0.00
Public Service	Senior Care Kits	\$ 5,000.00	\$ -	\$ 5,000.00	4820.55	9,820.55	5,000.00
Public Service	Work with ME Transportation		\$ 2,000.00	\$ 2,000.00	0	0.00	0.00
Public Service	Legal aid - Housing Advocate (to RFP)					15,000.00	15,000.00
Public Service	Adult Ed Transportation & Hotspots					6,000.00	6,000.00
Public Service	Strengthen LA					20,000.00	20,000.00
Public Service	Public Service Grants for nonprofits		\$ 40,000.00	\$ 40,000.00	0	0.00	0.00
<b>Public Service Total</b>		<b>\$ 50,000.00</b>	<b>\$ 42,000.00</b>	<b>\$ 92,000.00</b>	<b>\$ 35,670.55</b>	<b>81,670.55</b>	<b>46,000.00</b>
Admin	Salaries/Wages	\$ 50,000.00	\$ 30,932.00	\$ 80,932.00	3846.15	22,510.71	18,664.56
<b>Admin Total</b>		<b>\$ 50,000.00</b>	<b>\$ 30,932.00</b>	<b>\$ 80,932.00</b>	<b>\$ 3,846.15</b>	<b>22,510.71</b>	<b>18,664.56</b>
<b>Totals</b>		<b>\$ 334,985.00</b>	<b>\$ 137,932.00</b>	<b>\$ 472,917.00</b>	<b>\$ 251,752.44</b>	<b>472,917.00</b>	<b>221,164.56</b>



# City of Auburn, Maine

Recreation Department

Sabrina Best, Recreation Director

48 Pettengill Park Road | Auburn, Maine 04210

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

## MEMO

Date: August 3, 2021

To: Zakk Maher, CDBG Administrator

From: Auburn Recreation Department

RE: Request to continue funding for Grab n' Go Program (Food Security)

---

Dear Zakk:

The Auburn Recreation Department is submitting a letter of request to continue utilize COVID Relief CDBG funding for the Grab n' Go Program (Food Security). As the program developed back in March 2020 in immediate response to the COVID-19 pandemic the hope was for the program to no longer be needed by the Auburn Community by July 1, 2021. Unfortunately, even as our community, State, Country, and World continue to shift back to normal there are still various impacts the pandemic left behind and remain unsolved. One of these major impacts was the loss of jobs, increase in unemployment numbers, health risks and loss of benefits and resources.

As the numbers of GNG households continue to increase there is a clear demand and need for the program to continue past the original end date of July 1, 2021. We are seeking a continuation of the program and are requesting to utilize the COVID Relief CDBG funding allocated to go towards the GNG program to continue until July 1, 2022 at which time we will reassess the need and demand.

We are requesting a total program budget of \$76,500 to operate for a full year. These funds would go towards expenses such as: Staff wages and benefits, Purchasing of Food from the Good Shepard Food Bank, Gas for deliveries, packaging materials and staff cell phone. Attached is the Program Budget. We will continue to solicit donations (monetary and program related).

Sincerely,

Sabrina Best

Recreation Director



## City of Auburn, Maine

Business & Community Development

Glen Holmes, Director

60 Court Street | Auburn, Maine 04210

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

November 23, 2021

To: Citizen Advisory Committee  
City Council  
Auburn Residents

Re: Micro-Enterprise Kitchen Facilities.

This program proposes to convert the current City-owned kitchen facilities located on Pettengill Park Road to a food production incubator space for current and new micro-enterprises. This facility will be available for use by qualified Low-to-Moderate Income qualified businesses and entrepreneurs to produce products or the facilitation of Pop-up restaurant opportunities. As more residents are seeking relief from Covid-19 pandemic related income and/or food insecurity, the availability of a municipally owned incubator space will allow for experimentation of new products and service businesses within the community which currently struggle to enter into the commercial real-estate market, or who are solely wholesale production but currently lack the means to open and license the required facilities.

In addition to the redevelopment of the facilities, the Community Development Office will solicit proposals from local non-profits to accomplish two things. First is to facilitate the scheduling and maintenance of the



facilities to qualified entrepreneurs at a sliding-scale fee. Second role of this organization would be to facilitate the required education and immersion training experience for qualified Low-to-Moderate income individuals (or other qualified populations as designated by HUD).



## City of Auburn, Maine

Business & Community Development

Glen Holmes, Director

60 Court Street | Auburn, Maine 04210

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

November 23, 2021

To: Citizen Advisory Committee  
City Council  
Auburn Residents

Re: Legal Aid Housing Advocate

This program proposes to solicit proposals from qualified advocacy firms or legal representatives to provide Housing Advocacy Services to qualified Low-to-Moderate income households. This competitive process would be to establish a service provider to provide legal advice and housing counseling services to homeowners and renters who lack the means to hire their own representation in matters relating to housing.

This would be a one-time program with a fixed budget and firms will be selected based on best fit for the community and lowest hourly rate in order to maximize impact on needy Auburn families.



AUBURN ADULT AND COMMUNITY EDUCATION

77 HARRIS STREET  
AUBURN, MAINE 04210  
(207) 333-6661  
[www.auburn.maineadulted.org](http://www.auburn.maineadulted.org)

LEARNING CENTER  
60 COURT STREET; 4<sup>th</sup> FLOOR  
(207) 333-6601 (EXT. 1311)

*William Grant*  
DIRECTOR

Dear Zakk:

We are experiencing some barriers to our adult learners in completing their education due to Covid. We have students who do not have access to the internet to do their work and or join a class remotely. The remote learning option is vital to those students who have childcare issues, compromised immune systems and can not attend in person. Having hot spots would be an essential piece of their education. We also have students who can not access transportation for classes in our adult ed program. Having access to transportation would help them to be successful in completing their education with us. If we could remove some of these barriers I am certain that we can help more Auburn residents access education and improve their chances at employment and remaining in our community.

The last barrier for many students who drop out of school is their need for help and or tutoring one on one to complete their classwork. Many students who were not successful with day school experienced the frustration in adult education of not having access to tutors. Covid prevented in-person learning and so many students dropped out of day school and are seeking an alternative path to their education.

I am requesting a budget of \$5,199.6 to help remove these barriers for our students. I am including the budget for those expenses in an attachment for you to review. I would be happy to answer any questions.

Kathryn Saunders  
Assistant Director of  
Auburn Adult Education  
207-333-6661  
[k Saunders@auburnschl.edu](mailto:k Saunders@auburnschl.edu)



November 30, 2021

Dear Mr. Maher:

As you are aware, COVID-19 has been devastating in regards to workforce opportunities. Unemployment rates continue to be high and labor participation low despite numerous employment opportunities across the area. New, collaborative efforts are needed to address this shift in workforce and Strengthen LA hopes to be the driving force behind these efforts.

The goal of Strengthen LA is to bring together programs, resources, and capacity to align them in a common direction which addresses the new and changing needs of today's workforce. Strengthen LA would be a seamless continuum of education, training, and employment where job seekers could access all of the support the area has to offer through one process. By providing support and navigation through the various programs along with continued support post-employment, Strengthen LA is not only seeking to employ people but follow them through to long-term employment success.

Strengthen LA is no small undertaking. We have the commitment of community partners and leaders within the community, all driven to see those within our community thrive; employees and employers alike. To support this effort, we ask that the City of Auburn contribute \$20,000 of Community Development Block Grant Covid Relief funding to the Strengthen LA efforts. By supporting this effort you will be joining other organizations/groups who see the potential that Strengthen LA has to have an immediate impact in the community. Others with financial commitments to Strengthen LA include:

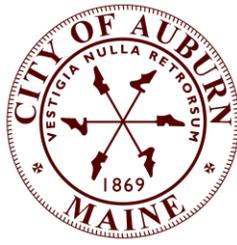
1. John T. Gorman Foundation (\$175,000 in 2021 with a commitment to give in 2022)
2. Housing and Urban Development (HUD) Choice Grant Program (\$20,000 per year)
3. Lewiston Auburn Metropolitan Chamber of Commerce (\$50,000)
4. Lewiston Auburn Adult Ed (\$500)
5. Hahnel Bros Co (\$1,000)
6. Strengthen LA Partners (\$30,000 in kind)

To ensure your investment, all data collected from Strengthen LA's efforts (including information on Auburn residents including family size and increase in household income) will be made available for review.

We appreciate your support of our program and consideration of our request.

Sincerely,

Brian Pickard  
Director of Community Workforce Partnerships  
Lewiston Auburn Metropolitan Chamber of Commerce



**ORDER 17-01182022**

# City Council Order

## IN CITY COUNCIL

**ORDERED**, that that City Council hereby adopts the revised CDBG-CV budget as recommended by the Business & Community Development Office.

---

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

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

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



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** January 18, 2022

**Order:** 18-01182022

**Author:** Phil Crowell, City Manager

**Subject:** Remote Meeting Policy

---

**Information:** State statute 1 M.R.S.A. § 403-B has changed which authorizes a municipality to hold a public meeting remotely if the need meets certain requirements. The first requirement is for the council to hold a hearing and adoption of a policy.

A policy has been drafted which meets the requirements of the statute for city council consideration.

---

**City Budgetary Impacts:** None – system is in place to provide a remote meeting if necessary

---

**Staff Recommended Action:** Review and determine if the council wants the opportunity to meet remotely.

---

**Previous Meetings and History:** None

---

**City Manager Comments:**

I concur with the recommendation. Signature:

---

**Attachments:** Remote Meeting Policy, 1 M.R.S.A. § 403-B, and 1 M.R.S.A. § 406

**§403-B. Remote participation in public proceedings**

**1. Remote participation.** This section governs remote methods of participation in public proceedings of certain public bodies. For the purposes of this section, "remote methods" means telephonic or video technology allowing simultaneous reception of information and may include other means when such means are necessary to provide reasonable accommodation to a person with a disability. Public proceedings may not be conducted by text-only means such as e-mail, text messages or chat functions.

[PL 2021, c. 290, §1 (NEW).]

**2. Requirements.** A public body subject to this subchapter may allow members of the body to participate in a public proceeding using remote methods only under the following conditions:

A. After notice and hearing the body has adopted a written policy governing the conditions upon which members of the body and the public may participate in a public proceeding of that body by remote methods; [PL 2021, c. 290, §1 (NEW).]

B. The policy adopted pursuant to paragraph A must provide that members of the body are expected to be physically present for public proceedings except when being physically present is not practicable. Circumstances in which physical presence for one or more members is not practicable may include:

(1) The existence of an emergency or urgent issue that requires the public body to meet by remote methods;

(2) Illness, other physical condition or temporary absence from the jurisdiction of the body that causes a member of the body to face significant difficulties traveling to and attending in person at the location in the notice under section 406;

(3) With respect to a public body with statewide membership, significant distance a member must travel to be physically present at the location in the notice under section 406; and

(4) The area of the public body's jurisdiction includes geographic characteristics that impede or slow travel, including but not limited to islands not connected by bridges; [PL 2021, c. 290, §1 (NEW).]

C. The policy adopted pursuant to paragraph A must provide members of the public a meaningful opportunity to attend by remote methods when members of the body participate by remote methods, and reasonable accommodations may be provided when necessary to provide access to individuals with disabilities; [PL 2021, c. 290, §1 (NEW).]

D. If the body allows or is required to provide an opportunity for public input during the proceeding, an effective means of communication between the members of the body and the public must be provided; [PL 2021, c. 290, §1 (NEW).]

E. Notice of the proceeding must be provided in accordance with section 406. When the public may attend by remote methods pursuant to paragraphs C and D, the notice must include the means by which members of the public may access the proceeding using remote methods. The notice must also identify a location for members of the public to attend in person. The body may not determine that public attendance at a proceeding will be limited solely to remote methods except under the conditions in paragraph B, subparagraph (1); [PL 2021, c. 290, §1 (NEW).]

F. A member of the body who participates in a public proceeding by remote methods is present for purposes of a quorum and voting; [PL 2021, c. 290, §1 (NEW).]

G. All votes taken during a public proceeding using remote methods must be taken by roll call vote that can be seen and heard if using video technology, and heard if using only audio technology, by the other members of the public body and the public; and [PL 2021, c. 290, §1 (NEW).]

H. The public body must make all documents and other materials considered by the public body available, electronically or otherwise, to the public who attend by remote methods to the same extent customarily available to members of the public who attend the proceedings of the public body in person, as long as additional costs are not incurred by the public body. [PL 2021, c. 290, §1 (NEW).]

[PL 2021, c. 290, §1 (NEW).]

**3. Remote participation not permitted.** This section does not authorize town meetings held pursuant to Title 30-A, section 2524 or regional school unit budget meetings held pursuant to Title 20-A, section 1482-A to be conducted using remote methods.

[PL 2021, c. 290, §1 (NEW).]

**4. Application.** This section does not apply to:

A. The Legislature; or [PL 2021, c. 290, §1 (NEW).]

B. A public body to which specific statutory provisions for remote participation apply. [PL 2021, c. 290, §1 (NEW).]

[PL 2021, c. 290, §1 (NEW).]

#### SECTION HISTORY

PL 2021, c. 290, §1 (NEW).

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**§406. Public notice**

Public notice shall be given for all public proceedings as defined in section 402, if these proceedings are a meeting of a body or agency consisting of 3 or more persons. This notice shall be given in ample time to allow public attendance and shall be disseminated in a manner reasonably calculated to notify the general public in the jurisdiction served by the body or agency concerned. In the event of an emergency meeting, local representatives of the media shall be notified of the meeting, whenever practical, the notification to include time and location, by the same or faster means used to notify the members of the agency conducting the public proceeding. [PL 1987, c. 477, §4 (AMD).]

**SECTION HISTORY**

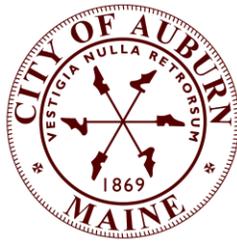
PL 1975, c. 483, §6 (AMD). PL 1975, c. 758 (RPR). PL 1987, c. 477, §4 (AMD).

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# City Council Order

## IN CITY COUNCIL

**ORDERED**, that the City Council hereby adopts the following policy for holding remote meetings pursuant to 1 M.R.S.A. § 403-B.

### **Auburn City Council Remote Meeting Policy**

**1. Attendance.**

Council members are expected to be physically present for council meetings except when the mayor determines an emergency or urgent issue that requires the entire council to meet remotely. In such circumstances, the council members will participate in the meeting remotely through telephonic or video conferencing.

**2. Notice.**

Notice of all council meetings shall include the means by which members of the public may access the meeting remotely, if applicable. Copies of the agenda, together with relevant supporting documents, shall be made available to members of the public to the same extent as customarily available.

**3. Voting.**

During a remote meeting, all members are present for the purposes of a quorum and voting. Votes taken during meetings using remote methods shall be taken by a roll call vote that can be heard (if using telephonic conferencing) or seen and heard (if using video conferencing) by members of the council and by members of the public.

**4. Remote Public Participation.**

Members of the public shall be afforded a meaningful opportunity to attend and participate in council meetings by remote methods when a remote meeting is called. Members of the public shall be restricted to remote participation only when there is an emergency or urgent issue that requires the council to meet remotely under Section 1 of this policy. Reasonable accommodations may be provided when necessary to provide access to individuals with disabilities.

**5. Remote methods.**

As used in this policy, "remote methods" means telephonic, or video technology allowing simultaneous reception of information and may also include other means necessary to provide reasonable accommodations to individuals with disabilities. Remote participation by council members cannot be by text-only means such as email, text messages, or chat functions.

Legal Reference: 1 M.R.S.A. § 403-B and 1 M.R.S.A. § 406

---

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

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

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



## City of Auburn, Maine

Finance Department

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

**TO: Phillip Crowell, City Manager**  
**FROM: Jill Eastman, Finance Director**  
**REF: December 2021 Financial Report**  
**DATE: January 12, 2022**

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

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

### Revenues

Revenues collected through December 31st, including the school department were \$53,273,862, or 55.82%, of the budget. The municipal revenues including property taxes were \$37,251,301, or 57.18% of the budget which is 0.20% higher than last year during the same period. The accounts listed below are noteworthy.

The current year tax revenue is at 57.08% as compared to 57.18% last year. This is an increase over last year of \$167,100.

Excise tax for the month of December is at 51.68%. This is a decrease from FY 20, but we are still over projected revenue for FY 22 by 1.68%.

State Revenue Sharing at the end of December is 84.74% or \$2,669,295 which is \$891,799 more than last year in December.

### Expenditures

City expenditures through December 2021 were \$28,611,933 or 60.74% of the budget. This is 0.26% more than the same period last year. Noteworthy variances are:



## City of Auburn, Maine

Finance Department

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

- A. The main variances are Debt Service is \$96,424 more than FY20, Facilities due to payment of Property and Casualty Insurance Premium earlier than in FY 20, Public Safety Departments are higher than last year by \$257,859 and Public Works is higher than FY 20 by \$110,158.

### **Investments**

This section contains an investment schedule as of December 31st. Currently the City's funds are earning an average interest rate of .24%.

Respectfully submitted,

A handwritten signature in black ink that reads "Jill M. Eastman".

Jill M. Eastman  
Finance Director

**CITY OF AUBURN, MAINE**  
**BALANCE SHEET - CITY GENERAL FUND AND WORKERS COMP FUND**  
**AS of December 2021, November 2021, and June 2021**

	December 31 2021	November 30 2021	Increase (Decrease)	UNAUDITED JUNE 30 2021
<b>ASSETS</b>				
CASH	\$ 23,678,638	\$ 22,235,704	\$ 1,442,934	\$ 23,686,573
RECEIVABLES			-	
ACCOUNTS RECEIVABLES	1,207,628	1,196,474	11,154	1,895,710
TAXES RECEIVABLE-CURRENT	21,468,552	21,795,718	(327,166)	55,238
DELINQUENT TAXES	405,331	401,870	3,461	809,349
TAX LIENS	622,401	747,604	(125,203)	1,091,138
NET DUE TO/FROM OTHER FUNDS	4,365,615	927,093	3,438,522	-
	<hr/>			
<b>TOTAL ASSETS</b>	<b>\$ 51,748,165</b>	<b>\$ 47,304,463</b>	<b>\$ 4,443,702</b>	<b>\$ 27,538,008</b>
 <b>LIABILITIES &amp; FUND BALANCES</b>				
ACCOUNTS PAYABLE	\$ (278,363)	\$ (1,897)	\$ (276,466)	\$ (985,754)
PAYROLL LIABILITIES	(1,343,596)	1,933,735	(3,277,331)	(858,084)
ACCRUED PAYROLL	(91)	(91)	(0)	(3,963,795)
STATE FEES PAYABLE	(31,844)	(34,982)	3,138	-
ESCROWED AMOUNTS	(29,188)	(29,183)	(5)	(27,653)
DEFERRED REVENUE	(22,321,551)	(22,770,564)	449,013	(1,916,073)
DUE TO OTHER FUNDS	-	-	-	(3,460,216)
	<hr/>			
<b>TOTAL LIABILITIES</b>	<b>\$ (24,004,633)</b>	<b>\$ (20,902,982)</b>	<b>\$ (3,101,651)</b>	<b>\$ (11,211,574)</b>
FUND BALANCE - UNASSIGNED/ASSIGNED	\$ (24,945,896)	\$ (23,603,845)	\$ (1,342,051)	\$ (13,291,007)
FUND BALANCE - RESTRICTED	(1,364,114)	(1,364,114)		(2,273,457)
FUND BALANCE - NON SPENDABLE	(1,433,522)	(1,433,522)	-	(761,970)
	<hr/>			
<b>TOTAL FUND BALANCE</b>	<b>\$ (27,743,532)</b>	<b>\$ (26,401,481)</b>	<b>\$ (1,342,051)</b>	<b>\$ (16,326,434)</b>
	<hr/>			
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ (51,748,165)</b>	<b>\$ (47,304,463)</b>	<b>\$ (4,443,702)</b>	<b>\$ (27,538,008)</b>

**CITY OF AUBURN, MAINE**  
**REVENUES - GENERAL FUND COMPARATIVE**  
**THROUGH December 31, 2021 VS December 31, 2020**

REVENUE SOURCE	FY 2022 BUDGET	ACTUAL REVENUES THRU DEC 2021	% OF BUDGET	FY 2021 BUDGET	ACTUAL REVENUES THRU DEC 2020	% OF BUDGET	VARIANCE
<b>TAXES</b>							
PROPERTY TAX REVENUE-	\$ 50,042,450	\$ 28,561,756	57.08%	\$ 49,655,498	\$ 28,394,656	57.18%	\$ 167,100
PRIOR YEAR TAX REVENUE	\$ -	\$ 463,274		\$ -	\$ 403,930		\$ 59,344
HOMESTEAD EXEMPTION REIMBURSEMENT	\$ 1,650,000	\$ 1,290,048	78.18%	\$ 1,420,000	\$ 1,405,540	98.98%	\$ (115,492)
EXCISE	\$ 4,425,000	\$ 2,287,012	51.68%	\$ 4,112,861	\$ 2,532,007	61.56%	\$ (244,995)
PENALTIES & INTEREST	\$ 120,000	\$ 59,213	49.34%	\$ 150,000	\$ 55,798	37.20%	\$ 3,415
<b>TOTAL TAXES</b>	<b>\$ 56,237,450</b>	<b>\$ 32,661,304</b>	<b>58.08%</b>	<b>\$ 55,338,359</b>	<b>\$ 32,791,931</b>	<b>59.26%</b>	<b>\$ (130,627)</b>
<b>LICENSES AND PERMITS</b>							
BUSINESS	\$ 166,000	\$ 146,146	88.04%	\$ 166,000	\$ 116,746	70.33%	\$ 29,400
NON-BUSINESS	\$ 300,200	\$ 198,549	66.14%	\$ 392,400	\$ 181,245	46.19%	\$ 17,304
<b>TOTAL LICENSES</b>	<b>\$ 466,200</b>	<b>\$ 344,695</b>	<b>73.94%</b>	<b>\$ 558,400</b>	<b>\$ 297,991</b>	<b>53.37%</b>	<b>\$ 46,704</b>
<b>INTERGOVERNMENTAL ASSISTANCE</b>							
STATE-LOCAL ROAD ASSISTANCE	\$ 390,000	\$ 421,592	108.10%	\$ 400,000	\$ 390,976	97.74%	\$ 30,616
STATE REVENUE SHARING	\$ 3,150,000	\$ 2,669,295	84.74%	\$ 2,708,312	\$ 1,777,496	65.63%	\$ 891,799
WELFARE REIMBURSEMENT	\$ 90,656	\$ 25,852	28.52%	\$ 90,656	\$ 11,362	12.53%	\$ 14,490
OTHER STATE AID	\$ 32,000	\$ 12,579	39.31%	\$ 32,000	\$ 10,269	32.09%	\$ 2,310
CITY OF LEWISTON	\$ 228,384	\$ -	0.00%	\$ 228,384	\$ 29,877	13.08%	\$ (29,877)
<b>TOTAL INTERGOVERNMENTAL ASSISTANCE</b>	<b>\$ 3,891,040</b>	<b>\$ 3,129,318</b>	<b>80.42%</b>	<b>\$ 3,459,352</b>	<b>\$ 2,219,980</b>	<b>64.17%</b>	<b>\$ 909,338</b>
<b>CHARGE FOR SERVICES</b>							
GENERAL GOVERNMENT	\$ 184,400	\$ 93,966	50.96%	\$ 198,440	\$ 79,352	39.99%	\$ 14,614
PUBLIC SAFETY	\$ 176,600	\$ 62,288	35.27%	\$ 181,600	\$ 71,799	39.54%	\$ (9,511)
EMS TRANSPORT	\$ 1,250,000	\$ 747,858	59.83%	\$ 1,200,000	\$ 594,473	49.54%	\$ 153,385
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ 1,611,000</b>	<b>\$ 904,112</b>	<b>56.12%</b>	<b>\$ 1,580,040</b>	<b>\$ 745,624</b>	<b>47.19%</b>	<b>\$ 158,488</b>
<b>FINES</b>							
PARKING TICKETS & MISC FINES	\$ 41,500	\$ 22,384	53.94%	\$ 55,000	\$ 12,003	21.82%	\$ 10,381
<b>MISCELLANEOUS</b>							
INVESTMENT INCOME	\$ 40,000	\$ 10,313	25.78%	\$ 80,000	\$ 29,143	36.43%	\$ (18,830)
RENTS	\$ 125,000	\$ 7,189	5.75%	\$ 35,000	\$ 27,125	77.50%	\$ (19,936)
UNCLASSIFIED	\$ 20,000	\$ 22,205	111.03%	\$ 10,000	\$ 52,713	527.13%	\$ (30,508)
COMMERCIAL SOLID WASTE FEES	\$ -	\$ 24,966		\$ -	\$ 25,122		\$ (156)
SALE OF PROPERTY	\$ 120,000	\$ 2,936	2.45%	\$ 25,000	\$ 67,651	270.60%	\$ (64,715)
RECREATION PROGRAMS/ARENA							\$ -
MMWAC HOST FEES	\$ 234,000	\$ 116,055	49.60%	\$ 230,000	\$ 96,408	41.92%	\$ 19,647
TRANSFER IN: TIF	\$ 1,140,000	\$ -	0.00%	\$ 1,117,818	\$ -	0.00%	\$ -
TRANSFER IN: Other Funds	\$ 473,925	\$ -	0.00%	\$ 578,925	\$ -	0.00%	\$ -
ENERGY EFFICIENCY							\$ -
CDBG	\$ 252,799	\$ -	0.00%	\$ 214,430	\$ -	0.00%	\$ -
UTILITY REIMBURSEMENT	\$ 20,000	\$ 5,824	29.12%	\$ 20,000	\$ 5,554	27.77%	\$ 270
CITY FUND BALANCE CONTRIBUTION	\$ 475,000	\$ -	0.00%	\$ 527,500	\$ -	0.00%	\$ -
<b>TOTAL MISCELLANEOUS</b>	<b>\$ 2,900,724</b>	<b>\$ 189,488</b>	<b>6.53%</b>	<b>\$ 2,838,673</b>	<b>\$ 303,716</b>	<b>10.70%</b>	<b>\$ (114,228)</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$ 65,147,914</b>	<b>\$ 37,251,301</b>	<b>57.18%</b>	<b>\$ 63,829,824</b>	<b>\$ 36,371,245</b>	<b>56.98%</b>	<b>\$ 880,056</b>
<b>SCHOOL REVENUES</b>							
EDUCATION SUBSIDY	\$ 28,900,061	\$ 15,640,250	54.12%	\$ 26,217,074	\$ 13,545,807	51.67%	\$ 2,094,443
EDUCATION	\$ 518,821	\$ 382,312	73.69%	\$ 717,415	\$ 232,079	32.35%	\$ 150,233
SCHOOL FUND BALANCE CONTRIBUTION	\$ 879,404	\$ -	0.00%	\$ 970,862	\$ -	0.00%	\$ -
<b>TOTAL SCHOOL</b>	<b>\$ 30,298,286</b>	<b>\$ 16,022,562</b>	<b>52.88%</b>	<b>\$ 27,905,351</b>	<b>\$ 13,777,886</b>	<b>49.37%</b>	<b>\$ 2,244,676</b>
<b>GRAND TOTAL REVENUES</b>	<b>\$ 95,446,200</b>	<b>\$ 53,273,862</b>	<b>55.82%</b>	<b>\$ 91,735,175</b>	<b>\$ 50,149,131</b>	<b>54.67%</b>	<b>\$ 3,124,731</b>

**CITY OF AUBURN, MAINE**  
**EXPENDITURES - GENERAL FUND COMPARATIVE**  
**THROUGH December 31, 2021 VS December 31, 2020**

DEPARTMENT	FY 2022 BUDGET	EXP THRU DEC 2021	% OF BUDGET	FY 2021 BUDGET	EXP THRU DEC 2020	% OF BUDGET	VARIANCE
<b>ADMINISTRATION</b>							
MAYOR AND COUNCIL	\$ 104,850	\$ 74,125	70.70%	\$ 99,000	\$ 34,012	34.36%	\$ 40,113
CITY MANAGER	\$ 447,401	\$ 275,892	61.67%	\$ 776,095	\$ 331,859	42.76%	\$ (55,967)
COMMUNICATIONS & TECHNOLOGY	\$ 911,637	\$ 530,465	58.19%	\$ 609,260	\$ 422,073	69.28%	\$ 108,392
CITY CLERK	\$ 237,474	\$ 118,581	49.93%	\$ 216,946	\$ 117,784	54.29%	\$ 797
FINANCIAL SERVICES	\$ 810,303	\$ 380,665	46.98%	\$ 751,849	\$ 374,259	49.78%	\$ 6,406
HUMAN RESOURCES	\$ 220,250	\$ 101,835	46.24%	\$ 157,057	\$ 75,352	47.98%	\$ 26,483
<b>TOTAL ADMINISTRATION</b>	<b>\$ 2,731,915</b>	<b>\$ 1,481,563</b>	<b>54.23%</b>	<b>\$ 2,610,207</b>	<b>\$ 1,355,339</b>	<b>51.92%</b>	<b>\$ 126,224</b>
<b>COMMUNITY SERVICES</b>							
PLANNING & PERMITTING	\$ 900,583	\$ 390,474	43.36%	\$ 1,339,047	\$ 477,699	35.67%	\$ (87,225)
ECONOMIC DEVELOPMENT	\$ 108,469	\$ 48,104	44.35%				\$ 48,104
BUSINESS & COMMUNITY DEVELOPMENT	\$ 512,260	\$ 138,256	26.99%				\$ 138,256
HEALTH & SOCIAL SERVICES	\$ 119,875	\$ 41,775	34.85%	\$ 199,282	\$ 60,569	30.39%	\$ (18,794)
RECREATION & SPORTS TOURISM	\$ 584,056	\$ 284,976	48.79%	\$ 520,474	\$ 322,157	61.90%	\$ (37,181)
PUBLIC LIBRARY	\$ 1,052,163	\$ 526,082	50.00%	\$ 1,031,533	\$ 515,766	50.00%	\$ 10,316
<b>TOTAL COMMUNITY SERVICES</b>	<b>\$ 3,277,406</b>	<b>\$ 1,429,667</b>	<b>43.62%</b>	<b>\$ 3,090,336</b>	<b>\$ 1,376,191</b>	<b>44.53%</b>	<b>\$ 53,476</b>
<b>FISCAL SERVICES</b>							
DEBT SERVICE	\$ 7,734,169	\$ 6,955,516	89.93%	\$ 7,577,735	\$ 6,859,092	90.52%	\$ 96,424
FACILITIES	\$ 677,872	\$ 435,450	64.24%	\$ 667,494	\$ 273,623	40.99%	\$ 161,827
WORKERS COMPENSATION	\$ 642,400	\$ 642,400	100.00%	\$ 641,910	\$ 641,910	100.00%	\$ 490
WAGES & BENEFITS	\$ 7,334,932	\$ 3,258,388	44.42%	\$ 6,840,635	\$ 3,238,598	47.34%	\$ 19,790
EMERGENCY RESERVE (10108062-670000)	\$ 461,230	\$ -	0.00%	\$ 461,230	\$ (2,500)	-0.54%	\$ 2,500
<b>TOTAL FISCAL SERVICES</b>	<b>\$ 16,850,603</b>	<b>\$ 11,291,754</b>	<b>67.01%</b>	<b>\$ 16,189,004</b>	<b>\$ 11,010,723</b>	<b>68.01%</b>	<b>\$ 281,031</b>
<b>PUBLIC SAFETY</b>							
FIRE & EMS DEPARTMENT	\$ 5,446,588	\$ 2,891,401	53.09%	\$ 5,302,131	\$ 2,678,779	50.52%	\$ 212,622
POLICE DEPARTMENT	\$ 4,343,924	\$ 2,193,440	50.49%	\$ 4,332,339	\$ 2,148,203	49.59%	\$ 45,237
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 9,790,512</b>	<b>\$ 5,084,841</b>	<b>51.94%</b>	<b>\$ 9,634,470</b>	<b>\$ 4,826,982</b>	<b>50.10%</b>	<b>\$ 257,859</b>
<b>PUBLIC WORKS</b>							
PUBLIC WORKS DEPARTMENT	\$ 5,077,370	\$ 2,273,209	44.77%	\$ 4,979,329	\$ 2,163,051	43.44%	\$ 110,158
SOLID WASTE DISPOSAL*	\$ 1,089,950	\$ 414,997	38.07%	\$ 1,051,318	\$ 437,334	41.60%	\$ (22,337)
WATER AND SEWER	\$ 792,716	\$ 390,602	49.27%	\$ 792,716	\$ 390,602	49.27%	\$ -
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 6,960,036</b>	<b>\$ 3,078,808</b>	<b>44.24%</b>	<b>\$ 6,823,363</b>	<b>\$ 2,990,987</b>	<b>43.83%</b>	<b>\$ 87,821</b>
<b>INTERGOVERNMENTAL PROGRAMS</b>							
AUBURN-LEWISTON AIRPORT	\$ 177,000	\$ 176,115	99.50%	\$ 170,000	\$ 167,110	98.30%	\$ 9,005
E911 COMMUNICATION CENTER	\$ 1,161,479	\$ 580,740	50.00%	\$ 1,134,304	\$ 567,341	50.02%	\$ 13,399
LATC-PUBLIC TRANSIT	\$ 225,000	\$ -	0.00%	\$ 331,138	\$ -	0.00%	\$ -
ARTS & CULTURE AUBURN	\$ 10,000	\$ 10,000		\$ 10,000	\$ 10,000		\$ -
TAX SHARING	\$ 260,000	\$ -	0.00%	\$ 260,000	\$ -	0.00%	\$ -
<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$ 1,833,479</b>	<b>\$ 766,855</b>	<b>41.83%</b>	<b>\$ 1,905,442</b>	<b>\$ 744,451</b>	<b>39.07%</b>	<b>\$ 22,404</b>
<b>COUNTY TAX</b>							
TIF (10108058-580000)	\$ 2,611,080	\$ 2,611,080	100.00%	\$ 2,629,938	\$ 2,629,938	100.00%	\$ (18,858)
OVERLAY	\$ 3,049,803	\$ 2,867,365	94.02%	\$ 3,049,803	\$ 2,845,623	93.31%	\$ 21,742
	\$ -	\$ -		\$ -	\$ -		\$ -
	\$ -	\$ -		\$ -	\$ -		\$ -
<b>TOTAL CITY DEPARTMENTS</b>	<b>\$ 47,104,834</b>	<b>\$ 28,611,933</b>	<b>60.74%</b>	<b>\$ 45,932,563</b>	<b>\$ 27,780,234</b>	<b>60.48%</b>	<b>\$ 831,699</b>
<b>EDUCATION DEPARTMENT</b>							
	\$ 48,341,366	\$ 15,394,746	31.85%	\$ 45,802,612	\$ 17,686,312	38.61%	\$ (2,291,566)
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$ 95,446,200</b>	<b>\$ 44,006,679</b>	<b>46.11%</b>	<b>\$ 91,735,175</b>	<b>\$ 45,466,546</b>	<b>49.56%</b>	<b>\$ (1,459,867)</b>

**CITY OF AUBURN, MAINE  
INVESTMENT SCHEDULE  
AS OF December 31, 2021**

INVESTMENT		FUND	BALANCE December 31, 2021	BALANCE November 30, 2021	INTEREST RATE
ANDROSCOGGIN BANK	449	CAPITAL PROJECTS	\$ 6,346,170.25	\$ 6,344,838.15	0.25%
ANDROSCOGGIN BANK	502	SR-TIF	\$ 1,051,308.09	\$ 1,051,084.98	0.25%
ANDROSCOGGIN BANK	836	GENERAL FUND	\$ 14,049,006.38	\$ 9,487,185.88	0.25%
ANDROSCOGGIN BANK	801	WORKERS COMP	\$ 52,519.47	\$ 52,508.32	0.25%
ANDROSCOGGIN BANK	684	EMS CAPITAL RESERVE	\$ 339,572.94	\$ 339,500.87	0.25%
ANDROSCOGGIN BANK	414	INGERSOLL TURF FACILITY	\$ 226,734.96	\$ 226,686.84	0.25%
ANDROSCOGGIN BANK	127	ARPA GRANT FUNDS	\$ 6,001,939.47	\$ -	0.25%
ANDROSCOGGIN BANK	0888	ELHS FUNDRAISING	\$ 62,638.43	\$ 62,625.14	0.25%
ANDROSCOGGIN BANK		ELHS CONSTRUCTION	\$ 142,388.24	\$ 142,357.48	0.25%
ANDROSCOGGIN BANK	0627	ST LOUIS BELLS FUNDRAISING	\$ 15,367.12	\$ 15,363.86	0.25%
NOMURA		ELHS Bond Proceeds	\$ 43,745,020.00	\$ 48,303,196.00	0.15%
<b>GRAND TOTAL</b>			<b>\$ 72,032,665.35</b>	<b>\$ 66,025,347.52</b>	<b>0.24%</b>

**EMS BILLING**  
**SUMMARY OF ACTIVITY**  
**July 1, 2021 - June 30, 2022**  
**Report as of December 31, 2021**

	Beginning	December 2021					Ending
	Balance 12/1/2021	New Charges	Payments	Refunds	Adjustments	Write-Offs	Balance 12/31/2021
<b>Bluecross</b>	\$ 16,259.58	\$ 13,425.20	\$ (4,900.84)		\$ (4,973.00)		\$ 19,810.94
<b>Intercept</b>	\$ 200.00	\$ 100.00	\$ (200.00)				\$ 100.00
<b>Medicare</b>	\$ 169,340.31	\$ 152,210.38	\$ (61,307.27)		\$ (112,976.09)		\$ 147,267.33
<b>Medicaid</b>	\$ 51,198.17	\$ 44,175.40	\$ (25,811.42)		\$ (9,932.62)		\$ 59,629.53
<b>Other/Commercial</b>	\$ 138,569.06	\$ 33,461.40	\$ (22,785.22)		\$ (21,706.17)	\$ (21,186.31)	\$ 106,352.76
<b>Patient</b>	\$ 155,449.38	\$ 8,974.40	\$ (12,714.51)	\$ 50.00	\$ 3,432.51	\$ (20,000.00)	\$ 135,191.78
<b>Worker's Comp</b>	\$ -						\$ -
<b>TOTAL</b>	\$ 531,016.50	\$ 252,346.78	\$ (127,719.26)	\$ 50.00	\$ (146,155.37)	\$ (41,186.31)	\$ 468,352.34

**EMS BILLING**  
**BREAKDOWN -TOTAL CHARGES**  
**July 1, 2021 - June 30, 2022**  
**Report as of December 31, 2021**

	July 2021	August 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021	Totals	% of Total
<b>Bluecross</b>	\$ 6,623.27	\$ 9,833.80	\$ 13,473.60	\$ 5,116.80	\$ 12,429.20	\$ 13,425.20	\$ 60,901.87	3.33%
<b>Intercept</b>			\$ 400.00	\$ 400.00	\$ 100.00	\$ 100.00	\$ 1,000.00	0.05%
<b>Medicare</b>	\$ 194,354.65	\$ 158,483.00	\$ 204,199.40	\$ 161,026.60	\$ 208,080.60	\$ 152,210.38	\$ 1,078,354.63	58.89%
<b>Medicaid</b>	\$ 68,121.50	\$ 50,785.00	\$ 90,618.80	\$ 59,852.00	\$ 67,343.00	\$ 44,175.40	\$ 380,895.70	20.80%
<b>Other/Commercial</b>	\$ 25,704.69	\$ 27,604.40	\$ 44,861.20	\$ 40,310.40	\$ 47,752.60	\$ 33,461.40	\$ 219,694.69	12.00%
<b>Patient</b>	\$ 20,928.65	\$ 18,060.40	\$ 11,284.20	\$ 12,239.40	\$ 14,619.20	\$ 8,974.40	\$ 86,106.25	4.70%
<b>Worker's Comp</b>	\$ 915.20		\$ 2,475.00	\$ 908.00			\$ 4,298.20	0.23%
<b>TOTAL</b>	\$ 316,647.96	\$ 264,766.60	\$ 367,312.20	\$ 279,853.20	\$ 350,324.60	\$ 252,346.78	\$ 1,831,251.34	100.00%

**EMS BILLING**  
**BREAKDOWN -TOTAL COUNT**  
**July 1, 2021 - June 30, 2022**  
**Report as of December 31, 2021**

	July 2021	August 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021	Totals	% of Total
<b>Bluecross</b>	10	10	13	5	12	13	63	3.01%
<b>Intercept</b>	0		4	4	1	1	10	0.48%
<b>Medicare</b>	244	172	227	174	226	186	1229	58.75%
<b>Medicaid</b>	82	54	100	64	80	48	428	20.46%
<b>Other/Commercial</b>	34	32	48	44	51	35	244	11.66%
<b>Patient</b>	45	19	12	13	15	10	114	5.45%
<b>Worker's Comp</b>	1	0	2	1	0	0	4	0.19%
<b>TOTAL</b>	416	287	406	305	385	293	2092	100.00%

**EMS BILLING  
AGING REPORT  
July 1, 2021 to June 30, 2022  
Report as of December 31, 2021**

	<b>Current</b>		<b>31-60</b>		<b>61-90</b>		<b>91-120</b>		<b>121+ days</b>		<b>Totals</b>	
<b>Bluecross</b>	\$ 9,789.79	49%	\$ 1,019.80	5%	\$ 3,653.80	18%		0%	\$ 5,347.55	27%	\$ 19,810.94	4.23%
<b>Intercept</b>	\$ -		\$ 100.00								\$ 100.00	0.02%
<b>Medicare</b>	\$ 86,707.16	59%	\$ 20,447.20	14%	\$ 12,510.20	8%	\$ 9,069.80	6%	\$ 18,532.97	13%	\$ 147,267.33	31.44%
<b>Medicaid</b>	\$ 47,926.97	80%	\$ 5,902.98	10%	\$ 3,990.96	7%	\$ 224.48	0%	\$ 1,584.14	3%	\$ 59,629.53	12.73%
<b>Other/Commercial</b>	\$ 36,219.62	34%	\$ 29,979.73	28%	\$ 5,434.80	5%	\$ 7,292.80	7%	\$ 27,425.81	26%	\$ 106,352.76	22.71%
<b>Patient</b>	\$ 38,112.33	28%	\$ 24,530.66	18%	\$ 40,879.57	30%	\$ 17,133.60	13%	\$ 14,535.62		\$ 135,191.78	28.87%
<b>Worker's Comp</b>	\$ -										\$ -	0.00%
<b>TOTAL</b>	\$ 218,755.87		\$ 81,980.37		\$ 66,469.33		\$ 33,720.68		\$ 67,426.09		\$ 468,352.34	
	47%		18%		14%		7%		14%		100%	100.00%

CITY OF AUBURN  
SPECIAL REVENUE FUNDS REVENUE AND EXPENDITURES  
As of December 31, 2021

	1902 Riverwatch	1910 Community Service	1914 Oak Hill Cemeteries	1915 Fire Training Building	1917 Wellness Grant	1928 Vending	1929 Fire Prevention	1930 211 Fairview	1931 Donations	2003 Byrne JAG	2005 MDOT	2008 Homeland Security	2010 State Drug Money	2011 PD Capital Reserve	2013 OUI Grant	2014 Speed Grant
Fund Balance 7/1/21	\$ 599,205.19	\$ 6,536.96	\$ 34,366.35	\$ 1,221.68	\$ 5,131.38	\$ -	\$ 4,796.03	\$ (566,303.71)	\$ 293.40	\$ 2,808.57	\$ 131,750.21	\$ (112,745.48)	\$ 6,975.14	\$ 12,596.25	\$ 4,318.98	\$ 2,820.93
Revenues FY22	\$ 44,908.78	\$ 232.00	\$ 471.19		\$ 1,942.39	\$ 245.00					\$ 157,242.00	\$ 109,031.40	\$ 587.26	\$ 10,177.50	\$ 2,416.38	\$ 6,828.83
Expenditures FY22	\$ 143,018.00	\$ 39.98			\$ 1,789.74	\$ 676.42				\$ 15,676.00	\$ 261,721.14	\$ 101,234.49	\$ 2,222.70	\$ -	\$ 2,379.07	\$ 9,695.78
<b>Fund Balance 12/31/2021</b>	<b>\$ 501,095.97</b>	<b>\$ 6,728.98</b>	<b>\$ 34,837.54</b>	<b>\$ 1,221.68</b>	<b>\$ 5,284.03</b>	<b>\$ (431.42)</b>	<b>\$ 4,796.03</b>	<b>\$ (566,303.71)</b>	<b>\$ 293.40</b>	<b>\$ (12,867.43)</b>	<b>\$ 27,271.07</b>	<b>\$ (104,948.57)</b>	<b>\$ 5,339.70</b>	<b>\$ 22,773.75</b>	<b>\$ 4,356.29</b>	<b>\$ (46.02)</b>

	2016 Pedestrian Safety Grant	2019 Law Enforcement Training	2020 CDBG	2025 Community Cords	2030 Parking	2034 EDUL Underage Drink	2037 Bulletproof Vests	2040 Great Falls TV	2041 Blanche Stevens	2043 DOJ Covid 19 Preventative	2044 Federal Drug Money	2047 American Firefighter Grant	2050 Project Lifesaver	2051 Project Canopy	2053 St Louis Bells	2054 EMS Transport Capital Reserve
Fund Balance 7/1/21	\$ -	\$ (8,505.29)	\$ 1,702,961.69	\$ 30,570.32	\$ 12,839.34	\$ (40.00)	\$ 2,729.15	\$ 20,536.23	\$ 26,247.04	\$ -	\$ 93,024.44	\$ -	\$ 189.35	\$ (9,522.60)	\$ 28,489.54	\$ 225,094.82
Revenues FY22	\$ -	\$ 300.00	\$ 245,818.82	\$ 1,103.93	\$ 34,777.00		\$ 8,358.37			\$ -	\$ 8,254.01			\$ 8,000.00	\$ 20.64	\$ 181,706.71
Expenditures FY22	\$ 1,110.84		\$ 384,044.68		\$ 37,136.61	\$ (2,600.00)	\$ 1,689.97		\$ 1,899.20	\$ 800.00	\$ 2,280.00	\$ 780.00			\$ 4,000.00	\$ 237,246.04
<b>Fund Balance 12/31/2021</b>	<b>\$ (1,110.84)</b>	<b>\$ (8,205.29)</b>	<b>\$ 1,564,735.83</b>	<b>\$ 31,674.25</b>	<b>\$ 10,479.73</b>	<b>\$ 2,560.00</b>	<b>\$ 9,397.55</b>	<b>\$ 20,536.23</b>	<b>\$ 24,347.84</b>	<b>\$ (800.00)</b>	<b>\$ 98,998.45</b>	<b>\$ (780.00)</b>	<b>\$ 189.35</b>	<b>\$ (1,522.60)</b>	<b>\$ 24,510.18</b>	<b>\$ 169,555.49</b>

	2055 Work4ME- PAL	2059 Distracted Driving	2064 MDOT Sopers Mill Culvert	2065 State Bi- Centennial Parade	2067 Hometown Heros Banners	2068 Northern Borders Grant	2070 Leadercast	2077 CTCI Grant	2080 Futsal Court Project	2201 EDI Grant	2300 ARPA Grant	2400 NRPA Youth Mentoring	2500 Parks & Recreation
Fund Balance 7/1/21	\$ 6,215.80	\$ -	\$ -	\$ (1,610.17)	\$ 209.00	\$ 201,371.71	\$ (3,500.00)	\$ 36,555.99	\$ (11,526.70)	\$ (1,484,407.18)	\$ 6,772,899.50	\$ -	\$ 252,323.69
Revenues FY22								\$ (3,111.14)	\$ 47,000.00		\$ 920.34		\$ 168,119.06
Expenditures FY22	\$ 1,304.77	\$ 1,432.88	\$ -	\$ (1,610.17)		\$ 23,325.00		\$ 17,055.95	\$ 21,646.39		\$ 242,912.17	\$ 1,710.00	\$ 303,786.91
<b>Fund Balance 12/31/2021</b>	<b>\$ 4,911.03</b>	<b>\$ (1,432.88)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 209.00</b>	<b>\$ 178,046.71</b>	<b>\$ (3,500.00)</b>	<b>\$ 16,388.90</b>	<b>\$ 13,826.91</b>	<b>\$ (1,484,407.18)</b>	<b>\$ 6,530,907.67</b>	<b>\$ (1,710.00)</b>	<b>\$ 116,655.84</b>

	2600 Tambrands II TIF 6	2600 Mall TIF 9	2600 Downtown TIF 10	2600 Auburn Industrial TIF 12	2600 Auburn Plaza TIF 13	2600 Auburn Plaza II TIF 14	2600 Webster School TIF 16	2600 Hartt Transport TIF 19	2600 62 Spring St TIF 20	2600 Minot Ave TIF 21	2600 48 Hampshire St TIF 22	2600 Auburn Memory Care Facility TIF 23	2600 Millbran TIF 24	2600 Futurguard TIF 25	Total Special Revenues
Fund Balance 7/1/21	\$ (41,023.43)	\$ 348,613.20	\$ (269,889.73)	\$ (454,099.79)	\$ 281,097.17	\$ (752,490.87)	\$ (0.02)	\$ (2,663.69)	\$ 1,120.90	\$ 24,998.06	\$ 41,968.63	\$ 97,738.81	\$ 11,128.45	\$ (83,459.35)	\$ 7,229,955.89
Revenues FY22	\$ 199,956.89	\$ 457,660.81	\$ 853,881.02	\$ 164,715.30	\$ 329,051.86	\$ 443,099.40	\$ 30,524.85	\$ 32,643.98	\$ 59,152.21	\$ 50,486.49	\$ 84,184.64	\$ 118,621.92	\$ 36,906.23	\$ 6,479.04	\$ 3,902,715.11
Expenditures FY22			\$ 312,250.49	\$ 217,459.00	\$ 77,327.19	\$ 510,286.89	\$ 15,262.43		\$ 42,197.72		\$ 21,046.16	\$ 141,180.08	\$ 25,046.84	\$ 23,393.75	\$ 3,203,855.11
<b>Fund Balance 12/31/2021</b>	<b>\$ 158,933.46</b>	<b>\$ 806,274.01</b>	<b>\$ 271,740.80</b>	<b>\$ (506,843.49)</b>	<b>\$ 532,821.84</b>	<b>\$ (819,678.36)</b>	<b>\$ 15,262.40</b>	<b>\$ 29,980.29</b>	<b>\$ 18,075.39</b>	<b>\$ 75,484.55</b>	<b>\$ 105,107.11</b>	<b>\$ 75,180.65</b>	<b>\$ 22,987.84</b>	<b>\$ (100,374.06)</b>	<b>\$ 7,928,815.89</b>



## City of Auburn, Maine

Finance Department

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

To: Phillip Crowell, City Manager  
From: Jill Eastman, Finance Director  
Re: Financial Reports for December 2021

Attached you will find a Statement of Net Assets and a Statement of Activities and budget to actual reports for Ingersoll Turf Facility for revenue and expenditures as of December 31, 2021.

### **INGERSOLL TURF FACILITY**

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

The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets as of December 31, 2021.

#### **Current Assets:**

As of the end of December 2021 the total current assets of Ingersoll Turf Facility were \$226,687. This consisted cash and cash equivalents of \$226,687.

#### **Noncurrent Assets:**

Ingersoll's noncurrent assets are the building and equipment that was purchased, less depreciation. The total value of the noncurrent assets as of December 31, 2021 were \$89,514.

#### **Liabilities:**

Ingersoll had accounts payable of \$1,740 as of December 31, 2021.

#### **Statement of Activities:**

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

The operating revenues for Ingersoll Turf Facility through December 2021 were \$80,790. This revenue comes from the sponsorships, programs, rental income and batting cages.

The operating expenses for Ingersoll Turf Facility through December 2021 were \$67,922. These expenses include personnel costs, supplies, utilities, repairs, capital purchases and maintenance.

As of December 2021, Ingersoll has an operating gain of \$12,868 compared to a net loss in November of \$4,281.

As of December 31, 2021, Ingersoll has a increase in net assets of \$12,868.

The budget to actual reports for revenue and expenditures, show that the revenue for FY22 compared to FY 21.

**Statement of Net Assets**  
**Ingersoll Turf Facility**  
**December 31, 2021**  
**Business-type Activities - Enterprise Fund**

	December 31, 2021	November 30, 2021	Increase/ (Decrease)
<b>ASSETS</b>			
Current assets:			
Cash and cash equivalents	\$ 226,687	\$ 226,640	\$ 47
Interfund receivables/payables		\$ -	-
Accounts receivable	-	-	-
Total current assets	226,687	226,640	47
Noncurrent assets:			
Capital assets:			
Buildings	672,279	672,279	-
Equipment	119,673	119,673	-
Land improvements	18,584	18,584	-
Less accumulated depreciation	(721,022)	(721,022)	-
Total noncurrent assets	89,514	89,514	-
Total assets	316,201	316,154	47
<b>LIABILITIES</b>			
Accounts payable	\$ 1,740	\$ -	1,740
Interfund payable	\$ 34,755	\$ 53,597	(18,842)
Total liabilities	36,495	53,597	(17,102)
<b>NET ASSETS</b>			
Invested in capital assets	\$ 89,514	\$ 89,514	\$ -
Unrestricted	\$ 190,192	\$ 173,043	\$ 17,149
Total net assets	\$ 279,706	\$ 262,557	\$ 17,149

**CITY OF AUBURN, MAINE**  
**Statement of Revenues, Expenses and Changes in Net Assets**  
**Ingersoll Turf Facility**  
**Business-type Activities - Enterprise Funds**  
**Statement of Activities**  
**December 31, 2021**

	<b>Ingersoll Turf Facility</b>
Operating revenues:	
Charges for services	\$ 80,790
Operating expenses:	
Personnel	52,682
Supplies	5,243
Utilities	5,045
Repairs and maintenance	1,952
Rent	-
Depreciation	-
Capital expenses	3,000
Other expenses	-
<b>Total operating expenses</b>	<b>67,922</b>
<b>Operating gain (loss)</b>	<b>12,868</b>
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	-
<b>Total nonoperating expense</b>	<b>-</b>
Gain (Loss) before transfer	12,868
Transfers out	-
Change in net assets	12,868
Total net assets, July 1	266,838
<b>Total net assets, December 31, 2021</b>	<b>\$ 279,706</b>

**CITY OF AUBURN, MAINE**  
**REVENUES - INGERSOLL TURF FACILITY**  
Through December 31, 2021 compared to December 31, 2020

REVENUE SOURCE	FY 2022 BUDGET	ACTUAL REVENUES THRU DEC 2021	% OF BUDGET	FY 2021 BUDGET	ACTUAL REVENUES THRU DEC 2020	% OF BUDGET
<b>CHARGE FOR SERVICES</b>						
Sponsorship	\$ 25,000	\$ 5,275	21.10%	\$ 25,000	\$ 6,800	27.20%
Batting Cages	\$ 16,000	\$ 7,870	49.19%	\$ 13,000	\$ 4,330	33.31%
Programs	\$ 94,000	\$ 23,775	25.29%	\$ 90,000	\$ 1,187	1.32%
Rental Income	\$ 138,000	\$ 43,566	31.57%	\$ 102,000	\$ 27,985	27.44%
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ 273,000</b>	<b>\$ 80,486</b>	<b>29.48%</b>	<b>\$ 230,000</b>	<b>\$ 40,302</b>	<b>17.52%</b>
<b>INTEREST ON INVESTMENTS</b>	<b>\$ -</b>	<b>\$ 304</b>		<b>\$ -</b>	<b>\$ 785</b>	
<b>GRAND TOTAL REVENUES</b>	<b>\$ 273,000</b>	<b>\$ 80,790</b>	<b>29.59%</b>	<b>\$ 230,000</b>	<b>\$ 41,087</b>	<b>17.86%</b>

**CITY OF AUBURN, MAINE**  
**EXPENDITURES - INGERSOLL TURF FACILITY**  
**Through December 31, 2021 compared to December 31, 2020**

DESCRIPTION	ACTUAL			ACTUAL			Difference
	FY 2022 BUDGET	EXPENDITURES THRU DEC 2021	% OF BUDGET	FY 2021 BUDGET	EXPENDITURES THRU DEC 2020	% OF BUDGET	
Salaries & Benefits	\$ 133,041	\$ 52,682	39.60%	\$ 187,546	\$ 65,311	34.82%	\$ (12,629)
Purchased Services	\$ 15,750	\$ 1,952	12.39%	\$ 14,450	\$ 2,177	15.07%	\$ (225)
Programs	\$ 16,300	\$ -	0.00%	\$ 18,500	\$ -	0.00%	\$ -
Supplies	\$ 2,500	\$ 5,243	209.72%	\$ 4,000	\$ 209	5.23%	\$ 5,034
Utilities	\$ 24,150	\$ 5,045	20.89%	\$ 25,650	\$ 6,375	24.85%	\$ (1,330)
Insurance Premiums	\$ -	\$ -		\$ -	\$ -		
Capital Outlay	\$ -	\$ 3,000		\$ -	\$ -		\$ 3,000
	<b>\$ 191,741</b>	<b>\$ 67,922</b>	<b>35.42%</b>	<b>\$ 250,146</b>	<b>\$ 74,072</b>	<b>29.61%</b>	<b>\$ (6,150)</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ 191,741</b>	<b>\$ 67,922</b>	<b>35.42%</b>	<b>\$ 250,146</b>	<b>\$ 74,072</b>	<b>29.61%</b>	<b>\$ (6,150)</b>



## City of Auburn, Maine

Finance Department

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

To: Phillip Crowell, City Manager  
From: Jill Eastman, Finance Director  
Re: NSB Arena Financial Reports for December 31, 2021

Attached you will find a Statement of Net Assets and a Statement of Activities and budget to actual reports for Norway Savings Bank Arena for revenue and expenditures as of December 31, 2021.

### **NORWAY SAVINGS BANK ARENA**

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

The Statement of Net Assets lists current assets, noncurrent assets, liabilities and net assets and shows a comparison to the previous month, in this case, November 30, 2021.

#### **Current Assets:**

As of the end of December 2021 the total current assets of Norway Savings Bank Arena were (\$1,384,675). These consisted of cash and cash equivalents of \$265,152, accounts receivable of \$12,068, and an interfund payable of \$1,661,895.

#### **Noncurrent Assets:**

Norway's noncurrent assets are equipment that was purchased, less depreciation (depreciation is posted at year end). The total value of the noncurrent assets as of December 31, 2021 was \$195,258.

#### **Liabilities:**

Norway Arena had accounts payable of \$1,710 as of December 31, 2021.

#### **Statement of Activities:**

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

The operating revenues for Norway Arena through December 2021 are \$341,047. This revenue comes from the concessions, sign advertisements, pro shop lease, youth programming, shinny hockey, public skating and ice rentals.

The operating expenses for Norway Arena through December 2021 were \$296,325. These expenses include personnel costs, supplies, utilities, repairs, rent, capital purchases and maintenance.

As of December 2021, Norway Arena has an operating gain of \$44,722 compared to the November 2021 operating loss of \$107,174 an increase in the operating gain for the fiscal year of \$62,402.

As of December 31, 2021, Norway Arena has an increase in net assets of \$44,722.

The budget to actual reports for revenue and expenditures, with comparison to the same period last year show that revenue for FY22 is \$6,079 more than in FY21 and expenditures in FY22 are \$76,735 less than last year in December.

**CITY OF AUBURN, MAINE**  
**Statement of Net Assets**  
**Norway Savings Bank Arena**  
**December 31, 2021**  
**Business-type Activities - Enterprise Fund**

	December 31, 2021	November 30, 2021	Increase/ (Decrease)
<b>ASSETS</b>			
Current assets:			
Cash and cash equivalents	\$ 265,152	\$ 265,348	\$ (196)
Interfund receivables	\$ (1,661,895)	\$ (1,705,196)	\$ 43,301
Prepaid Rent			\$ -
Accounts receivable	12,068	115,915	\$ (103,847)
Total current assets	(1,384,675)	(1,323,933)	(60,742)
Noncurrent assets:			
Capital assets:			
Buildings	58,223	58,223	-
Equipment	514,999	514,999	-
Land improvements	-	-	-
Less accumulated depreciation	(377,964)	(377,964)	-
Total noncurrent assets	195,258	195,258	-
Total assets	(1,189,417)	(1,128,675)	(60,742)
<b>LIABILITIES</b>			
Accounts payable	\$ 1,710	\$ -	\$ 1,710
Net OPEB liability	\$ 43,811	\$ 43,811	\$ -
Net pension liability	42,634	42,634	-
Total liabilities	88,155	86,445	1,710
<b>NET ASSETS</b>			
Invested in capital assets	\$ 195,258	\$ 195,258	\$ -
Unrestricted	\$ (1,472,830)	\$ (1,410,378)	\$ (62,452)
Total net assets	\$ (1,277,572)	\$ (1,215,120)	\$ (62,452)

**CITY OF AUBURN, MAINE**  
**Statement of Revenues, Expenses and Changes in Net Assets**  
**Norway Savings Bank Arena**  
**Business-type Activities - Enterprise Funds**  
**Statement of Activities**  
**December 31, 2021**

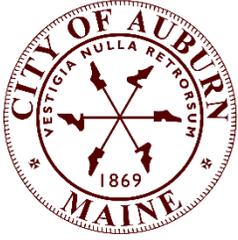
	<b>Norway Savings Arena</b>
Operating revenues:	
Charges for services	\$ 341,047
Operating expenses:	
Personnel	104,595
Supplies	37,598
Utilities	108,932
Repairs and maintenance	14,260
Insurance Premium	30,940
Depreciation	
Capital expenses	
Other expenses	
<b>Total operating expenses</b>	<b>296,325</b>
<b>Operating gain (loss)</b>	<b>44,722</b>
Nonoperating revenue (expense):	
Interest income	-
Interest expense (debt service)	-
<b>Total nonoperating expense</b>	<b>-</b>
Gain (Loss) before transfer	44,722
Transfers out	-
Change in net assets	44,722
Total net assets, July 1	(1,322,294)
<b>Total net assets, December 31, 2021</b>	<b>\$ (1,277,572)</b>

**CITY OF AUBURN, MAINE**  
**REVENUES - NORWAY SAVINGS BANK ARENA**  
Through December 31, 2021 compared to December 31, 2020

REVENUE SOURCE	FY 2022 BUDGET	ACTUAL REVENUES THRU DEC 2021	% OF BUDGET	FY 2021 BUDGET	ACTUAL REVENUES THRU DEC 2020	% OF BUDGET	VARIANCE
<b>CHARGE FOR SERVICES</b>							
Concussions	\$ 16,500	\$ 9,000	54.55%	\$ 16,500		0.00%	\$ 9,000
Skate Rentals	\$ 6,000	\$ 425	7.08%	\$ 7,500		0.00%	\$ 425
Pepsi Vending Machines	\$ 2,000	\$ 494	24.70%	\$ 3,000		0.00%	\$ 494
Games Vending Machines	\$ 3,000	\$ 739	24.63%	\$ 3,000		0.00%	\$ 739
Vending Food	\$ 2,000	\$ 66	3.30%	\$ 3,000	\$ 5	0.17%	\$ 61
Sponsorships	\$ 185,000	\$ 81,034	43.80%	\$ 230,000	\$ 89,950	39.11%	\$ (8,916)
Pro Shop	\$ 7,000	\$ 2,754	39.34%	\$ 7,000	\$ 4,503	64.33%	\$ (1,749)
Programs	\$ 20,000		0.00%	\$ 20,000	\$ -	0.00%	\$ -
Rental Income	\$ 683,500	\$ 221,675	32.43%	\$ 727,850	\$ 226,550	31.13%	\$ (4,875)
Camps/Clinics	\$ 50,000	\$ 24,860	49.72%	\$ 50,000	\$ 13,960	27.92%	\$ 10,900
Tournaments	\$ 50,000		0.00%	\$ 55,000		0.00%	\$ -
<b>TOTAL CHARGE FOR SERVICES</b>	<b>\$ 1,025,000</b>	<b>\$ 341,047</b>	<b>33.27%</b>	<b>\$ 1,122,850</b>	<b>\$ 334,968</b>	<b>29.83%</b>	<b>\$ 6,079</b>

**CITY OF AUBURN, MAINE**  
**EXPENDITURES - NORWAY SAVINGS BANK ARENA**  
Through December 31, 2021 compared to December 31, 2020

DESCRIPTION	ACTUAL			ACTUAL			VARIANCE
	FY 2022 BUDGET	EXPENDITURES THRU DEC 2021	% OF BUDGET	FY 2021 BUDGET	EXPENDITURES THRU DEC 2020	% OF BUDGET	
Salaries & Benefits	\$ 339,437	\$ 104,595	30.81%	\$ 328,913	\$ 142,781	43.41%	\$ (38,186)
Purchased Services	\$ 123,928	\$ 45,200	36.47%	\$ 120,000	\$ 71,578	59.65%	\$ (26,378)
Supplies	\$ 79,000	\$ 37,598	47.59%	\$ 83,000	\$ 41,689	50.23%	\$ (4,091)
Utilities	\$ 250,350	\$ 108,932	43.51%	\$ 244,650	\$ 117,012	47.83%	\$ (8,080)
Capital Outlay	\$ 42,500	\$ -	0.00%	\$ 50,000	\$ -	0.00%	\$ -
Rent	\$ -	\$ -		\$ -	\$ -		\$ -
	<b>\$ 835,215</b>	<b>\$ 296,325</b>	<b>35.48%</b>	<b>\$ 826,563</b>	<b>\$ 373,060</b>	<b>45.13%</b>	<b>\$ (76,735)</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ 835,215</b>	<b>\$ 296,325</b>	<b>35.48%</b>	<b>\$ 826,563</b>	<b>\$ 373,060</b>	<b>45.13%</b>	<b>\$ (76,735)</b>



## City of Auburn City Council Information Sheet

**Council Workshop or Meeting Date:** January 18, 2022

**Subject:** Executive Session

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

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

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

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

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

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

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

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

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

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

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

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



## City of Auburn City Council Information Sheet

**Council Workshop or Meeting Date:** January 18, 2022

**Subject:** Executive Session

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

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

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

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

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

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

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

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

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

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

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

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



## City of Auburn City Council Information Sheet

**Council Workshop or Meeting Date:** January 18, 2022

**Subject:** Executive Session

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

**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.