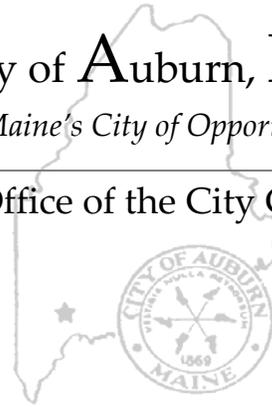


City of Auburn, Maine

"Maine's City of Opportunity"

Office of the City Clerk



Council Meeting Agenda Packet

July 21, 2008

This packet contains the City Council Agenda and supporting documents. The items in this packet are bookmarked in Adobe Acrobat .pdf format. You may need to click on the Bookmark tab on the left to open the Bookmark window. If you do not see a Bookmark tab on the left, you may need to select the Show/Hide Navigation Pane button in your icon toolbar above or update your version of the Adobe Reader. You can download the free Adobe Reader application at www.adobe.com.



City Council Meeting and Workshop July 21, 2008

Agenda

5:00 p.m. Dinner

5:30 p.m. Workshop

- A. Discussion: Zoning Ordinance Map Amendment (Vicinity of Princeton Ave and Brown St)
- B. Update: Tax Acquired Property
- C. Update: 9-1-1 Consolidation
- D. Discussion: Amendment to Homebuyer Loan Program
- E. Discussion: Waiver of Foreclosure – Stevens Mills/Auburn HOME Project
- F. Discussion: Amendment to TIF #14, by request (Auburn Mall Area)
- G. Discussion: Snow Plow Routes

If necessary Workshop will continue following adjournment

7:00 p.m. City Council Meeting

Pledge of Allegiance

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

Minutes

*072108-00 Minutes of July 7, 2008 Council Meeting

Reports

Mayor

“Sounds of the Cities” – Edward Little/Lewiston High Schools Drama Clubs
Performance Friday, July 25th 7:00 pm Green Ladle Cafe

City Councilors

- **Michael Farrell:** Water Dist., L/A Jt. City Council Planning, Audit and Procurement
- **Bob Hayes:** Railroad, Library, Audit and Procurement
- **Dan Herrick:** MMWAC, Auburn Housing
- **Bruce Bickford:** A-L Airport, ABDC, L/A Joint City Council Planning, AVCOG
- **Ray Berube:** LAEGC, Planning Board, L/A Joint City/School
- **Bob Mennealy:** Sewer District, University of Maine L-A,
- **Ron Potvin:** School Committee, 9-1-1, LATC, L/A Joint City/School

City Manager

Communications and Recognitions

072108-00 Presentation by Rachel Desgrosseilliers Re: Plans for New Museum L-A

*072108-00 Communication from Webster's Trading Co. Re: Renewal of Pawn License

*072108-00 Request to Set Date for first Council Meeting in September

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

Unfinished Business

None

New Business

072108-01 – Public Hearing – Special Amusement Permit Applications for L/A Brewing Co. d/b/a Gritty's; Hilton Garden Inn; and Holly's Own Deli

072108-02 – Ordinance – Amendment to Zoning Map in the Vicinity of Princeton and Brown Streets (First Reading)

072108-03 – Appointment of Alternate Member to Mid Maine Waste Action Corporation

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

Future Agenda/Workshop Items

ADJOURNMENT

Executives Sessions: 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. Those applicable to municipal government are:

1. Discussion of personnel issues
2. Discussion or consideration of the condition, acquisition, or the use of real or personal property or economic development if premature disclosure of the information would prejudice the competitive or bargaining position of the body or agency.
3. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators.
4. Consultations between a body or agency and its attorney
5. Discussion 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.
6. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes
7. Consultations between municipal officers and a code enforcement officer relating to enforcement matter pending in District Court.

City Council

Agenda Information Sheet

Council Meeting Date 7/21/2008

Workshop Item A

SUBJECT:

**ORDINANCE – AMENDMENT TO ZONING MAP IN THE VICINITY OF
PRINCETON AVENUE AND BROWN STREET FROM
SUBURBAN RESIDENTIAL TO GENERAL BUSINESS**

INFORMATION:

This petition was submitted by James Pittman and Derek Dube and was considered by the Planning Board on July 8, 2008. The Planning Board voted unanimously (5/0) to forward a positive recommendation to the City Council. At the Planning Board Meeting there were no citizens present who opposed to the proposed rezoning. The information provided to the Planning Board is contained in the attached staff report.

The Planning Board reviewed the application, staff's report and the testimony of the proponent of the petition and voted 5-0-0 in favor of sending a recommendation to the City Council to approve the proposed rezoning request with the following motion: Based on the following findings,

*We have received a petition as required by Section 8.1 of Chapter 29;

*The proposed rezoning will allow for expansion and development of existing and new businesses;

*The proposed rezoning is supported by the Comprehensive Plan, Auburn Tomorrow Future Land Use Map;

*As of July 8th there has been no opposition to the proposal;

STAFF COMMENTS/RECOMMENDATION:

The Planning Board forwards a positive recommendation to the City Council to approve the proposed request to amend the City of Auburn Zoning Map in the area generally located on the west side of Center Street in the area of Princeton and Brown Streets, including 11 and 20 Princeton Avenue and 15 and 20 Brown Street pursuant to Section 8.1 of Chapter 29, from Suburban Residential (SR) to General Business (GB) as shown on the map in the Staff Report.

REQUESTED ACTION:

Motion for acceptance of first reading.

VOTE:

CITY OF AUBURN

CITY COUNCIL, AUBURN, MAINE

DATE: July 21, 2008

**TITLE: ORDINANCE – AMENDMENT TO ZONING MAP IN THE
VICINITY OF PRINCETON AVE AND BROWN ST
FROM SUBURBAN RESIDENTIAL TO GENERAL
BUSINESS**

Be It Ordained by the Auburn City Council that the City of Auburn Zoning Map in the area generally located on the west side of Center Street in the area of Princeton and Brown Streets, including 11 and 20 Princeton Avenue and 15 and 20 Brown Street pursuant to Section 8.1 of Chapter 29, from Suburban Residential (SR) to General Business (GB) as shown on the map in the staff report.

Motion for acceptance of first reading:

Seconded by:

Vote:

Motion for acceptance of second reading and final passage:

Seconded by:

Vote:

Action by Council:

Date:

ATTEST:

City Clerk

City of Auburn, Maine

"Maine's City of Opportunity"

Office of Planning & Permitting

Planning Board Report

To: Auburn Planning Board

From: Eric J. Cousens, City Planner

Re: Citizen initiated zoning map amendment – Public hearing for a recommendation to the City Council on a proposal to amend the City Of Auburn Zoning Map in the area generally located on the west side of Center Street in the area of Princeton and Brown Streets, including 11 and 20 Princeton Ave and 15 and 20 Brown Street pursuant to Section 8.1 of Chapter 29.

Date: July 8, 2008

View from Brown Street, looking through to 15 Brown/20 Princeton to 11 Princeton



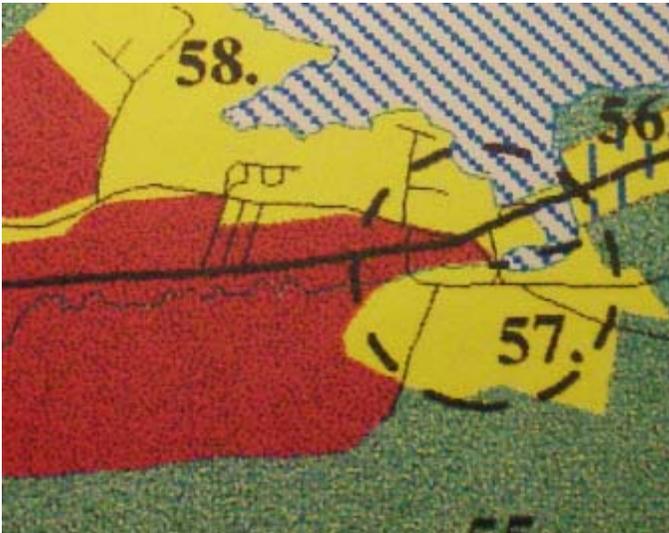
I. PROPOSAL

City Staff has received a petition from more than 25 registered voters to amend the City Of Auburn Zoning Map in the area generally located on the west side of Center Street in the area of Princeton and Brown Streets, including 11 and 20 Princeton Ave and 15 and 20 Brown Street as required by Section 8.1 of Chapter 29. The signatures were checked and the City Clerk confirmed that more than 25 of them are from registered voters in the City of Auburn. The property information on the lots included in the proposal is as follows:

Address	Parcel ID	Lot Size
11 Princeton Ave	313-008	.28 Acres +/-
20 Princeton Ave	312-010	.48 Acres +/-
15 Brown Street	313-005	.21 Acres +/-
20 Brown Street	312-015	.32 Acres +/-
		Total: 1.3 Acres +/-

As can be seen below, the current general business / suburban residential zoning boundary follows the eastern boundary of the properties (highlighted in red on zoning map) under the petition. The proposal is to shift that line to generally follow the western boundary of those properties and make the general business zone along Center Street one lot deeper.

Future Land Use Map



Zoning Map



The Auburn Tomorrow, Comprehensive Plan shows the area as Future Land Use Map No. 64, a large area including the Auburn Mall, Center Street, Auburndale, East Auburn, Turner Street and Gracelawn. The Future Land use map calls for a wider commercial area to the west of Center Street in this area. Staff is supportive of the proposal.

II. PLANNING FINDINGS / CONSIDERATIONS:

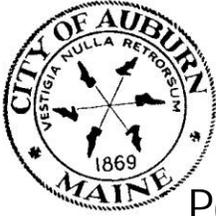
Staff has evaluated the proposed rezoning and has made the following findings:

- a. We have received a petition as required by Section 8.1 of Chapter 29.
- b. The proposed rezoning will allow for expansion and development of existing and new businesses.
- c. The proposed rezoning is supported by the Comprehensive Plan, Auburn Tomorrow Future Land Use Map.
- d. As of July 2nd there has been no opposition to the proposal.

III. RECOMMENDATION:

Based upon the findings noted above, it is the recommendation of Staff to forward a positive recommendation to the City Council to approve the proposed request to amend the City Of Auburn Zoning Map in the area generally located on the west side of Center Street in the area of Princeton and Brown Streets, including 11 and 20 Princeton Ave and 15 and 20 Brown Street pursuant to Section 8.1 of Chapter 29, from Suburban Residential (SR) to General Business (GB).

Eric Cousens
City Planner



Policy Regarding the Acquisition and Disposition of Tax Acquired Property

Article 1. Purpose

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

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

Article 2. Administration – "Tax Acquired Property Management Committee"

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Article 4. Sale and Marketing of of Tax Acquired Properties

Section 4.1 Sale to the Prior Owner. In the event that the City chooses to offer tax acquired property to the prior owner, it shall be offered upon the following conditions: Upon acquiring a property, the Tax Collector shall notify the prior owner that they have thirty (30) days within which to inform the City if they intend to redeem the foreclosed property. To redeem the property, the prior owner must pay all taxes assessed and unpaid, all interest on those unpaid taxes, all costs associated with the lien and foreclosure process and the estimated next fiscal year's property taxes if the redemption occurs after April 1st. If the prior owner has not entered into a payment plan or has not redeemed the property within sixty (60) days of the date when the tax lien foreclosed, the City will proceed with the disposition in accordance with this policy. Nothing in this policy shall be construed to create any entitlement of reconveyance.

Section 4.2 Other Sales. In the event the City does not offer the tax acquired property to the prior owner or, having offered the property to the prior owner, the owner has declined or is unable to buy the property within the timeframe specified in Section 4.1, the property will be disposed of in accordance with the following conditions:

A. Vacant undersized Lots. Vacant land parcels, which do not meet minimum lot size for construction, may be offered to the abutting property owners. This offer will be made in writing setting forth the property being offered and the method for bidding. If there is more than one acceptable proposal, and unless the City chooses to withdraw the property from the market, the highest offer will be accepted. The City will provide tax title only through a quit claim deed.

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

i. Solicitation to Abutters. The Finance Department may notify abutters when property is being offered for sale. This offer will be made in writing setting forth the property being offered and the method for bidding. If there is more than one acceptable proposal, the highest bid offer that meets the City's objectives will be accepted.

ii. Public Offerings. The City may offer properties for sale by sealed bid in conformance with the City charter and applicable statutes. This sale will be conducted by the City's Purchasing Agent within 90 days of the date of

foreclosure. The City retains the sole discretion to accept or reject any bid depending on whether the City determines a bid proposal meets the City's objectives.

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

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

Section 4.3. Rejection of Bid or Purchase Offer. All properties will be sold at a price acceptable to meet the City's priorities for reuse, taking into consideration the assessed value, the property's current condition, and potential use. Nothing in this policy shall limit or modify the discretion of the City Manager or the City Council to reject any bid offer to purchase, should they deem it in the best interests of the City to do so. All properties must be sold for uses in keeping with the City's zoning ordinance. The City may place criteria on the disposition of any property that meet or further the City's objectives including: the density of development, design standards, the intended use (even when the particular use is allowed in that zone), and evidence of the buyer's financial ability to develop the property.

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

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

Workshop Item C

Final Report
of
Androscoggin County Combined Dispatch Study
Committee

July 17, 2008



James Bennett, Lewiston, Co-Chairperson
Steve French, Minot, Co-Chairperson
Helen Poulin, Androscoggin County
Philip Crowell, Auburn
William St. Michel, Durham
Joanne Potvin, EMA Director
Alden Peterson, Greene
Andrew D'Eramo, L-A 911 Director
Errol Additon, Leeds
Mike Bowie, Lisbon
Donald Castonguay, Livermore
Jacquie Knight, Livermore Falls
John Hawley, Mechanic Falls
Mark Bosse., Poland
Robert Scott, Sabattus
Mike Arsenault, Turner
Carl Hinkley, Wales

Executive Summary

To be written upon completion of recommendation

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Introduction

Emergency dispatch services are provided throughout the fourteen communities in a number of different ways. The primary dispatch services are provided by the Androscoggin County Sheriff, the Town of Livermore Falls, the Town of Lisbon, and the combined dispatch center of the Cities of Auburn and Lewiston. Several smaller communities have a portion of their dispatching done by some other entity than those mentioned above.

Technology has had a significant impact on the traditional job performed by emergency dispatch services. It was not too long ago that the person on the end of the phone line had to have first-hand information about streets and locations within the community. That same dispatcher had to commit to memory and then communicate verbally to the personnel in the field time-sensitive and critical information. Today, as computers and other technological advancements continue, field personnel are able to have computers right in their vehicle.

The use of this technology has allowed dispatch center employees to be ever more productive and efficient. All across the country, the span of coverage for a dispatch center to handle is ever increasing. As the new centers emerge, the citizens served by the centers become the primary benefactors of their efficiency. As a side benefit, a larger percentage of the time, the cost-per-citizen served continues to be reduced or stabilized.

The last major initiative involving emergency services occurred with the creation of the Lewiston-Auburn 911 Center. By all accounts, this has been a successful innovation.

Through a series of external influences, the communities of Androscoggin County and the County itself, set forth to evaluate the current operations and costs associated with emergency dispatch services. This report captures the work of that process.

History

On June 10, 2004, the Maine Public Utilities Commission (PUC) submitted an Order and request for comments regarding reducing the number of Public Safety Answering Point's (PSAP's) through consolidation. The Maine Legislature, in an effort to reduce costs, mandated a reduction in PSAPs across the state. Androscoggin County was originally to be reduced to one PSAP. After pressure from the elected local leadership, the final number was adjusted to two; namely the Lewiston-Auburn 911 Communications Center and the Androscoggin County Sheriff's Emergency Dispatch Center, which ultimately resulted in Lisbon's 911 calls going to the Androscoggin County Sheriff's Emergency Dispatch Center. It is speculated that in an effort to continue to reduce costs, the Legislature will once again pursue the elimination of one of the two PSAPs in Androscoggin County. The effort to consolidate Public Service Answering Points by the State of Maine has presented an opportunity to further assess the consolidation of all communication centers within the Androscoggin County region.

This action prompted discussions about considerations for one regional communication center in the event of future reductions from the Maine PUC. This undertaking would be the consolidating of the Androscoggin Sheriff's Office, Lisbon Police Department, Livermore Falls Police Department and the Lewiston-Auburn 911 Communications Center.

In September 2004, the communities/organizations formed a committee to hire a consultant to perform an assessment study regarding the feasibility of a consolidated regional communications center. The assessment study was done by All-Comm Technologies, Inc. and presented in May 2005.

The communities and committee wanted to have a more in-depth analysis of the situation and asked for a further study. A grant was obtained from the Maine Development Foundation. The grant was awarded and in December 2005, SSI Services of Harrisburg, Pennsylvania was contracted to do the study of the current communication centers in Androscoggin County and what was the best option in terms of consolidation. SSI did a presentation of their report in April 2005 at Auburn City Hall, which was attended by representatives from throughout Androscoggin County.

A follow-up dinner was held at the Ramada Inn on October 11, 2006. At the dinner a committee was formed to review the results of the SSI study, to determine the validity of the study, and assess what the best course of action would be.

Realizing the benefit of combined resource management, talks had begun to explore the possible consolidation towards a regional communications center. Meetings were set up to discuss the consolidation in 2004 and the following communities/organizations participated:

- Androscoggin Sheriff's Department
- Auburn
- Durham
- Emergency Management Agency
- Greene

- Leeds
- Lewiston
- Lewiston/Auburn 911 ECS
- Livermore
- Livermore Falls
- Lisbon
- Mechanic Falls
- Minot
- Poland
- Turner
- Wales

The committee has been meeting on a regular basis since January 2007. This report is a result of our meetings.

Current Costs and Service Providers

The approximate 110,000 citizens of Androscoggin County receive emergency dispatch services primarily through several governmental agencies. Until 2006, several agencies also served as Public Safety Answering Points (PSAPs). The Maine Legislature, in an effort to reduce costs, mandated a reduction in PSAPs across the state. Androscoggin County was originally to be reduced to one PSAP. After pressure from the elected local leadership, the final number was adjusted to two; namely the Lewiston-Auburn 911 Center and Androscoggin County Sheriff's Emergency Dispatch Center. Therefore, regardless of the final intended destination of the dialer, all 911 calls are answered by one of the two centers and then transferred to another agency (exempting, of course, those that are directly dispatched by the two centers). As a side note, it is speculated that in an effort to continue to reduce costs, the Legislature will once again pursue the elimination of one of the two PSAPs.

Generally, the two PSAPs serve as the principal dispatch centers within the County. The Towns of Lisbon and Livermore Falls also operate and staff their own emergency dispatch centers. The remaining communities have opted for a variety of other services. In some cases, United Ambulance is serving as the contractual agent for dispatching. In many cases, United Ambulance is handling a large portion of the dispatch requirements for EMS calls, once that call is transferred to them from the PSAP agency. This is especially true in regards to the new requirements for Emergency Medical Dispatch (EMD).

The Androscoggin County Dispatch budget for the 2007 budget year was \$394,426. While recognizing that there were some additional revenues (\$43,199 in 2007) that came into the County as a result of the private contacts with communities for additional services, each community raised \$0.05 in their full value tax rate, based on the 2008 state value. By policy, the Androscoggin County Sheriff Office (ASO) will dispatch for all law enforcement agencies within the County. Currently, the Towns of Sabattus and Mechanic Falls receive this service. The Town of Poland also receives the service; however, it should be noted that it does not have its own law enforcement department. They do, however, contract directly with ASO for a dedicated Deputy Sheriff to patrol the community.

ASO also provides dispatch services for fire and rescue departments within the County, for an additional fee. The Towns of Minot, Poland, Mechanic Falls and Greene pay for this additional service, on a per-call basis. In 2007, the contracts based on a hourly per call basis, ranged from \$2,000 to upwards of \$8,000. In 2008, the County increased the charge per hour. In addition, ASO, also dispatches for the Town of Turner Fire Department, on a per-call basis. Turner Rescue does its own dispatching. As a reminder, the County is the PSAP for all agencies of the County, except Lewiston and Auburn.

The City of Auburn is a co-owner of the Lewiston-Auburn 911 Center. Pursuant to an interlocal agreement with the City of Lewiston, all costs are shared equally between the two communities. The Center has a seven (7) person Board of Directors to oversee its policy operations. Final budget allocation rests with the respective City Councils, although they must be in agreement regarding funding level. In the FY07 budget,

Auburn allocated \$874,118, all of which was funded by property taxes. Using the 2008 state valuation, the City of Auburn's rate included \$0.42 to fund dispatch services. An additional \$103,836 of property taxes was raised in 2007 to pay for Auburn's share of ASO dispatch services.

The Town of Durham does not have its own law enforcement agency and depends on ASO for that service. Durham Fire and EMS services were dispatched by the Town of Freeport for an additional cost of \$11,000 in 2007. They switched to ASO in 2008. The Durham property tax rate included \$0.03 for local dispatch services, along with the \$0.05 raised by each community for their share of the County dispatch services.

The Town of Greene has all dispatch services provided by ASO. In 2007, they paid \$4,000 in additional costs. It cost \$0.01 on the local tax rate for that service, along with the \$0.05 as part of the County cost (\$14,971).

The Town of Leeds paid \$1,300 to the Winthrop Communications Center for the dispatch of their fire department. EMS is handled by Turner Rescue at no cost. The low cost for dispatch services was just high enough to round up to one penny on the tax rate. This along with the \$0.05 on the tax rate (\$7,745 for the County tax portion, made the total contribution locally of \$0.06..

The City of Lewiston is the second half of the interlocal agreement to create and fund the Lewiston-Auburn 911 Center. The cost and management structure is the same as Auburn's above. The local impact on the tax rate is \$0.35, with another \$114,882 being raised for the County cost.

The Town of Lisbon has its own dispatch center which costs \$214,569, or \$0.36 on their local tax rate. The local share of the 2007 County budget was \$29,435.

The Town of Livermore contracts with the Town of Livermore Falls for their dispatch services. In 2007, that amount was \$2,000, for a local impact of \$0.01. Their share of the County dispatch was \$8,470.

The Town of Livermore Falls has its own center, which cost the local taxpayers \$179,859 or \$1.04 on their local tax rate. Their contribution was \$9,003 of the County tax for the ASO dispatch center. In addition, EMS calls are provided by a private company, Northstar, which is based out of the Franklin Memorial Hospital in Wilton. They do have a satellite base station in Livermore, which also serves the Towns of Jay and Livermore. Hence, any 911 calls made by Jay residents requiring EMS services is answered at another PSAP before being transferred to the Livermore Falls dispatch center.

The Town of Mechanic Falls utilizes ASO for all services and paid an additional fee of \$3,000 in 2007, or \$0.02. It also raised an additional \$7,973 in local tax dollars for the ASO center.

The Town of Minot has their Fire and EMS dispatch needs met by ASO. They paid an additional \$2,000 in 2007, or \$0.01 in local tax support. It also raised another \$8,802 in local taxes to support the County dispatch operation via the County tax.

The Town of Poland uses ASO for dispatching both Fire and EMS. They paid an additional \$9,000 in 2007 that amounted to \$0.01 on the local tax rate. The total amount raised by Poland taxpayers was \$32,083 through County taxes for the ASO dispatch center.

The Town of Sabattus uses United Ambulance to dispatch Fire and EMS. They paid \$3,000 for that service, or \$0.01 on the tax rate. Sabattus' contribution from property taxes via County tax was \$13,917 in 2007.

The Town of Turner receives dispatch services for Fire only through ASO for a fee of \$1,000 in 2007. That cost did not round up to a penny in terms of impact on the property tax rate. Turner Rescue does its own dispatching. In 2007, \$21,686 was paid through property taxes towards the County tax for dispatching services.

The Town of Wales receives dispatch services for Fire from the Winthrop Communication Center for a fee of \$1,300. EMS is provided through Monmouth Rescue at no cost to the Town of Wales, including dispatch of those calls. That represents \$0.01 on the tax rate. A total of \$4,485 was paid through County taxes for support of the ASO dispatch center.

Appendix E summarizes all of this information. Aggregate Spending on Dispatch Services

For the most recently completed budgets (either the twelve-month period ending June 30, 2007, or the calendar year 2007), all agencies collectively budgeted \$2,550,372 for dispatch services (Appendix B). In addition, according to the budget submitted in 2007, there is a need for approximately \$400,000 in additional capital expenses to upgrade the ASO system, regardless of the direction that this report takes.

For the purposes of comparing any alternatives, that capital expense is shown to demonstrate the true costs that are facing the communities in the very near future. Those costs are shown, assuming a ten year financing plan.

Staffing Levels

According to standards that have been developed by the Association of Public Safety Communications Officials (APCO), dispatch levels of service should be established by the volume of phone calls to the PSAP. Included in the analysis is the average time to handle each of those phone calls. There is a national trend of increasing phone calls to dispatch centers, even if the volume of actual calls for services has remained the same or been reduced. In part, the wide use of handheld cell phones has increased the number of calls that are received per incident.

The committee developed three staffing models for the purpose of determining the potential total costs for one center for the entire County. The so-called conservative model calls for 34 dispatch positions to be filled. The moderate model calls for 37 positions. The aggressive model calls for 40 positions.

Currently employed by the centers are a total of 37.8 equivalent full-time dispatchers. ASO employs 8 full-time dispatchers; Lisbon and Livermore Falls, four employees each; with Lisbon also having one part-timer. The LA 911 system has 20 full-time and 5 part-time employees.

Operational costs for the center were calculated to be \$384,087. This number was assumed to be stable, regardless of the model of staffing that was used. The details used to arrive at that number can be found in Appendix M.

The initial capital investment for one center is expected to be \$1,521,011. This number is arrived at by utilizing the capital detail outlined in the SSI report (\$1,232,738). It is further adjusted by ten new stations at a cost of \$150,000. Finally, a ten percent (10%) inflation/contingency factor is used to bring those numbers up to the \$1,521,011 total projected.

Utilizing a 20-year financing for the capital, the annual cost is expected to be \$154,918 each year. It should be noted that since the initiation of this process, several work stations have been purchased which can be reused in a new center, therefore potentially reducing the cost. On the other hand, the ten percent (10%) inflation factor is probably understated.

Beyond the dispatch positions, it is assumed that there would be 3 administrative personnel. Those would consist of a Director, an administrative support person as well as a systems support person.

With all of the personnel, the total costs for the various models are projected as \$2,206,993 for the conservative model, \$2,383,004 for the moderate model, and \$2,554,592 for the aggressive model.

The following charts summarize the total operational costs assumed for the first year of one center.

	Conservative	Moderate	Aggressive
Personnel Costs	\$2,206,993	\$2,383,004	\$2,554,592
Operations	\$384,087	\$384,087	\$384,087
<i>Total Operating Costs</i>	<i>\$2,591,080</i>	<i>\$2,767,091</i>	<i>\$2,938,679</i>
Capital (20-year financing)	\$154,918	\$154,918	\$154,918
Budget Totals	\$2,745,998	\$2,922,009	\$3,093,597

Funding Alternatives

In reviewing what other multiple agency dispatch centers have used to determine how the costs are paid for, one thing became clear. There is no established standard. In essence, each center determined a funding mechanism that is politically acceptable by the paying agencies/communities.

The current funding for dispatch services is paid for by property taxes. The greater a person's real estate holdings, the greater the ability of the person to pay additional contribution to the public good. This principle is extended to the aggregation of all of those properties within a community and applied indiscriminately.

The committee explored a number of ways to fund a possible center. Those are discussed in more detail below. However, given the current basis of funding the dispatch centers (on the basis of property taxes), it should not be surprising that finding a solution that is financially acceptable to all is a lofty goal with the possibility of being unobtainable. This is further complicated by the full support of the smaller centers by the four communities, on top of the County tax support for the ASO system.

As seen in Appendix E, only those four communities (Auburn, Lewiston, Lisbon and Livermore Falls) have a full-value tax rate that goes beyond \$0.08 for dispatch services, with Livermore Falls spending the most. Those communities, respectfully, have the following full-value tax rate increases in their community property tax rates, \$0.47, \$0.40, \$0.41 and \$0.96. On the low end, citizens in these communities are spending four to eight times more for dispatch services; on the high end, they are spending 10 times to 20 times more for dispatch services, according to full-value tax rate comparisons.

This should not be a surprise. The four communities make up 67% of the total 2007 state valuation of the County. In other words, these communities pay 100% of the cost of their own dispatch choices, *plus* 67% of the cost for ASO dispatch services.

Funding Based on Valuation

Hence, any future funding for a new center that is based on property valuation will result in dramatic shifts in costs. Appendix F shows what a new center would look like, based on 100% property valuation as the basis for payment. This is based on the conservative model costs, as presented. As noted earlier, the \$400,000 of expected capital investment into the ASO dispatch center is included for comparison purposes.

Predictably, the four communities with their own centers save the most money. At the same time, those other communities, with the highest valuation, end up with the largest increase in costs. Ironically, while every municipal and county property tax dollar in the entire state is raised on the same basis, i.e. the higher the value of property, the higher the tax burden, shifting from the current system to this system is politically not viable.

Funding Based on Population

The Committee explored many other alternatives. One of those alternatives was to use population only as the basis for allocating costs. This system seemed to be grounded in a more logical basis for charges, i.e. the more citizens a community has, the more demand for services it would likely have. Statistically, however, the characteristics of the population of those communities will have a major influence on the use of services.

One needs to look no further than trying to compare a healthy twenty-something person to an aging senior citizen to understand that the two will have a much different service demand on dispatch services during a typical year.

Further, communities that have low valuation but higher population, end up paying more under this system. Appendix G demonstrates the cost shifts that occur using the same costing methods as above, but utilizing 100% of population as the basis for payment. Not surprising, the four communities once again save money and the other communities end up paying more. Individual communities may favor this approach over the straight value of property method because they have less population in comparison with valuation as a method.

Calls for Services

Notwithstanding the challenge of trying to determine the actual calls for services for each agency and community, there is a general sense that this method has a more equitable basis for cost allocation than the other two methods. It is said that the devil is in the details, and, certainly, trying to determine the actual calls for services is difficult with the current multiple agencies and methods used. Should a new center become a reality, this issue goes away, as all calls for services would be treated identical throughout the entire service area.

Using the services of some of the professionals attending the meeting, the committee settled on a reasonable allocation of the calls for services. The results of that work are shown in the chart below. A further breakdown of the calls, by the nature of the call can be found in Appendix K.

	Calls for Services
Auburn	19,108
Durham	1,030
Greene	1,585
Leeds	665
Lewiston	37,571
Lisbon	7,694
Livermore	677
Livermore Falls	3,806
Mechanic Falls	1,432
Minot	780
Poland	3,372
Sabattus	5,031
Turner	2,345
Wales	450
Totals	85,546

This method saw some interesting shifts in allocation of costs. This was the first model that did not create savings for each of the four communities with their own dispatch services. Calls for services, as a measure, do have some limitations; those limitations include the potential to have significant swings in costs from year to year. Another downfall to the calls for services model is that it again penalizes those service

center communities and others that have some unique aspect that is not common in others.

Using Valuation and Calls for Services

A blending of the two benchmarks that seem to be grounded in some logic to use (calls for services for the obvious reasons and valuation because that is the basis that all property taxes are raised) creates a possible solution that comes close to the political solution that will be needed to move the center forward. Using a sixty percent (60%) basis for calls of service with the balance based on valuation generates the cost allocation found in Appendix I.

This is just one blending that could occur. There are others. It seems that contained within this approach is one that could best serve the citizens of the County.

Phasing-In of Changes in Funding

It was the unanimous recommendation of the committee that any changes to funding should be phased in over a three-year period. In other words, if a community would have to pay an additional amount as a result of changing the service delivery, then those costs would be increased in one-third increments over the next three years. A community that would see a decrease would see incremental decreases over the next three years.

For example, if community A was to increase from \$5,000 of cost to \$20,000 because of the alternative selected, that community would see their costs increase by \$5,000 in each year, i.e. \$10,000 in year 1, \$15,000 in year 2, and reaching the full amount in the third year. On the other hand, a community that would go from \$500,000 to \$455,000 would see their decrease each year be limited to \$15,000 per year, i.e. pay \$485,00 in year 1, pay \$470,000 in year 2, and finally paying \$455,000 in the third year.

Alternatives to One Center

Having one dispatch center is not the only alternative to the current operations. As a result, the committee explored several of those. Those are explained in more detail in this section.

County Dispatch All Law Enforcement

It is the current policy of Androscoggin County to dispatch all law enforcement at no charge. Hence, it makes sense to look at the costs associated with this option. In this option, every municipality, except the four that currently have their own dispatch centers, see significant increase in costs.

This model assumes \$1,957,000 as an annual budget for this alternative, which is based on 25 full-time dispatchers. Appendix J shows those increased costs and is also summarized below. It should be noted that the costs for the Cities of Auburn and Lewiston and the Towns of Lisbon, Livermore and Livermore Falls do not include a charge for the dispatching of Fire and EMS services. Those additional charges would not impact the other communities' costs, unless, of course, the County offered to provide those services at some charge that is different than the actual cost to provide those services.

Auburn	\$481,489
Durham	(\$58,484)
Greene	(\$53,976)
Leeds	(\$29,626)
Lewiston	\$414,947
Lisbon	\$94,112
Livermore	(\$33,228)
Livermore Falls	\$144,394
Mechanic Falls	(\$26,823)
Minot	(\$32,760)
Poland	(\$126,408)
Sabattus	(\$49,527)
Turner	(\$89,419)
Wales	(\$17,003)

(negative numbers means the community would have to pay more)

County Law Enforcement Dispatch Operations Becomes Part of LA911 Center

With minor modifications, the LA911 Center could provide dispatch services for the law enforcement, namely the Towns of Sabattus, Mechanic Falls, and Poland, as well as the Sheriff Office itself. It is estimated that the LA911 center could provide those services, either on a contract basis or via an interlocal agreement, for approximately \$250,000, thereby saving the citizens of Androscoggin County approximately \$150,000 annually, as well as a significant portion of the \$400,000 capital monies that are currently needed.

The cost savings for each of the community is as follows:

Auburn	\$37,898
Durham	\$16,146
Greene	\$9,464
Leeds	\$3,396
Lewiston	\$46,805
Lisbon	\$9,889
Livermore	\$5,184
Livermore Falls	\$2,766
Mechanic Falls	\$5,761
Minot	\$5,016
Poland	\$19,815
Sabattus	\$6,306
Turner	\$8,694
Wales	\$3,287

It is important to note that all communities that currently use ASO as a PSAP for Fire and/or EMS dispatch services would be left looking for a replacement service.

Create Two Centers: LA911 and the Other Twelve Communities

One of the alternatives was to create a second complete dispatch center. The first would be the LA911 center, funded strictly by Lewiston and Auburn. The second center would be to handle the rest of the County. It would be funded by County tax, without the taxpayers of Lewiston or Auburn paying for the service.

The total operational budget for the second center was estimated at \$683,500. Total full-time personnel would be twelve (12). The total capital cost to be financed would be \$500,000.

In this option, all communities would pay significantly more dollars, except the four current dispatch centers. The expected savings are as follows (negative numbers means the community would have to pay more):

Auburn	\$100,952
Durham	(\$39,127)
Greene	(\$37,522)
Leeds	(\$21,506)
Lewiston	\$120,908
Lisbon	\$127,919
Livermore	(\$23,265)
Livermore Falls	\$131,592
Mechanic Falls	(\$18,372)
Minot	(\$22,962)
Poland	(\$88,482)
Sabattus	(\$35,786)
Turner	(\$63,972)
Wales	(\$11,740)

Create Two Centers: One for the Four Communities With Dispatch, and One for the Other Ten Communities

A different version of the above model was to move the dispatch services for the Towns of Lisbon and Livermore Falls into the LA911 Center. This would allow the above center to reduce its expected annual budget to \$458,750 with 8 full-time dispatchers. Total capital costs that would be financed are \$350,000.

The Towns of Lisbon and Livermore Falls would no longer pay their respective share of the County tax burden to support dispatch services. They would have to pay a portion, most likely about seventy five percent (75%), of their current local costs to be included in the system.

Under this system, the expected savings would be as follows (negative numbers means the community would have to pay more):

Auburn	\$100,952
Durham	(\$29,803)
Greene	(\$29,595)
Leeds	(\$17,305)
Lewiston	\$120,908
Lisbon	\$89,866
Livermore	(\$18,466)
Livermore Falls	\$49,741
Mechanic Falls	(\$14,301)
Minot	(\$18,242)
Poland	(\$70,213)
Sabattus	(\$28,685)
Turner	(\$51,713)
Wales	(\$9,205)

Governance Process

Critical to the success of a future combined center will be the process of how the decisions for the operation of the center are made. Those decisions not only include the financial aspects, but also the operational decisions. To illustrate the importance of the operational decisions impact, one needs to look no further than the Commission on Accreditation for Law Enforcement Agencies (CALEA). Until most recently, the Lewiston Police Department was the only nationally accredited (through CALEA) law enforcement agency in the State of Maine. The Auburn Police Department has also just recently been awarded that distinction. Continued accreditation requires a comprehensive review every three years. A core component to the successful accreditation is the operations of the dispatch function. The Lewiston-Auburn 911 operation needed to also meet the standards of CALEA as it related to the Twin Cities' accreditation process.

It is recommended that two separate boards would be created. A policy board, namely the Board of Directors, would consist of fifteen (15) members. A separate Advisory Board, consisting of up to twenty-one (21) members would also be created. The responsibilities and make up of each board is further explained.

Board of Directors

The Board of Directors shall be the sole policy making board for the dispatch center. They shall be responsible for the adoption of all standard operating procedures and other such orders, as recommended by the Director. They shall be solely responsible for the supervision of the Director as well as for his annual performance evaluation. All other employees shall be the direct hire of the Director. The Board of Directors shall also adopt the annual budget and five-year capital improvement plan in accordance with those procedures. They shall be responsible for approving any potential labor agreements and/or other personnel policies for the Dispatch Center's employees. They shall insure that the operation of the center conforms to, or exceeds, the minimum to allow the user agencies to meet national accreditation standards. They shall appoint the Advisory Board members but may not appoint a member of the Board of Directors.

The Dispatcher Center shall be a stand-alone operation. While the facility may be housed with the Androscoggin County facilities and subject to a formal lease as such, it shall not be considered a department of the County. Further, while it shall be financed by the County, the limitations of the authority of the County Commissioners shall be to the aggregate approval of the budget, as outlined in the Financial Matters section of the report. There shall be no additional financial controls allowed including the attempt to use hiring and/or purchasing processes, or other type of controlling policies, procedures, or directives.

The members of the Board of Directors shall be appointed for a two-year (2) term. All terms shall be for a calendar year period, i.e. ending on December 31 of the respective year. There shall be one member from each of the municipalities in the County, as well as one member appointed by Androscoggin County Commissioners. The actual appointment shall be made by the municipal officials of each municipality. The

terms shall be staggered. The following communities shall appoint their representative for a term to expire on December 31 of each odd year: Auburn, Greene, Lewiston, Livermore, Mechanic Falls, Poland, and Turner. The term for Androscoggin County shall also expire in the odd year. The remaining communities will have their terms expire on December 31 of the even year, namely: Durham, Leeds, Lisbon, Livermore Falls, Minot, Sabattus, and Wales.

If there is a vacancy on the Board of Directors, the appointing authority shall be notified in writing of that vacancy. The appointing authority shall appoint a replacement for the remaining balance of the term within forty-five (45) days of the date of the notification. If the appoint authority does not appoint a replacement within that time frame, than the Board of Directors may appoint a person to fill the term of the vacancy.

The Board of Directors will annually elect their leadership from the Board consisting of the Chairperson and the Vice-Chairperson. These terms shall be for one year, corresponding with the calendar year. There shall be no term limits established for the leadership positions on the Board.

All voting by the Board shall be done on a one-member, one-vote method with a simple majority being required for passage, except as otherwise noted below. There shall be a super majority vote that will be required for certain actions of the Board. For those items requiring a super majority vote, there shall be a weighted-vote process used, which is described in further detail in this section. The following items shall require a super majority vote of the Board:

1. Adoption of the annual budget
2. The initial hiring of the Director of the Dispatch Center
3. The termination of the Director of the Dispatch Center
4. Approval of the Capital Improvement Budget

This super majority vote shall be on the basis of percentage of the population of the entire County. Each community will receive one vote for every five percent (5%), or portion thereof, of the total population of the County, based on the latest available United States Census numbers. It is necessary that seventy three percent (73%) of the total available votes be cast in the affirmative for any issue to pass that has been identified as a super majority item. Androscoggin County shall receive 3 votes for the purposes of super majority voting. Androscoggin County shall maintain at least no less than the smallest community voting membership for weighted voting purposes. The following table represents the current weighted average voting for super majority decisions.

Community	Population	% of Population	Number of Votes
Auburn	23,203	21.98%	5
Durham	3,381	3.20%	1
Greene	4,098	3.88%	1
Leeds	2,001	1.90%	1
Lewiston	35,690	33.81%	7
Lisbon	9,077	8.60%	2

Livermore	2,106	2.94%	1
Livermore Falls	3,227	3.06%	1
Mechanic Falls	3,138	2.97%	1
Minot	2,248	2.13%	1
Poland	5,100	4.83%	1
Sabattus	5,002	4.74%	1
Turner	4,972	4.71%	1
Wales	1,322	1.25%	1
Androscoggin County			<u>1</u>
			26
Needed to Pass			19

Advisory Board

The Advisory Board, consisting of no less than fifteen (15) members, but no more than twenty-one (21) members, shall be appointed by Board of Directors. Such appointments shall be for two-year, staggered terms, with one half of the members' terms expiring on December 31 of an odd year and the remaining terms expiring on December 31 of an even year. The initial appointments to meet the split of the staggered terms shall be determined by the Board of Directors at that time.

The Advisory Board is designed to assist the Board of Directors, as well as the Director, in assuring the successful operations of the Dispatch Center. As such, membership on the Advisory Board is intended to be heavily weighted to come from the user agencies of the Dispatch Center. The Advisory Board shall take votes and make a formal recommendation to the Board of Directors on the proposed budget by the Director. The Advisory Board shall also make a formal recommendation to the Board of Directors on the Director's proposed five-year capital improvement budget. Beyond dealing with these issues, they shall review and make recommendation on any issue that might be assigned from time to time by the Board of Directors or the Director.

In considering the specific membership of the Advisory Board, the Board of Directors shall appoint members so that each of the following membership categories has at least one member. The membership categories are as follows:

- a. At least one member representing the Androscoggin Sheriff's Office
- b. At least one member representing either the Auburn or Lewiston Fire Departments
- c. At least one member representing either the Auburn or Lewiston Police Departments
- d. At least one member representing the collective communities of the communities of Lewiston, Auburn, Lisbon, and Livermore Falls
- e. At least one representative of one of the following Fire Departments as selected by the Fire Chiefs of Durham, Greene, Leeds, Lisbon, Livermore,

Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, and Wales

- f. At least one representative of one of the following Police Departments as selected by the Police Chiefs of Lisbon, Livermore Falls, Mechanic Falls, Sabattus, and any other police department that may be formed in the future.
- g. At least two representatives, one being from an emergency medical service (EMS) provider that primarily services the larger municipalities in the County and also one being from an EMS provider that primarily services the smaller municipalities in the County.
- h. At least one member representing the collective communities of Durham, Leeds, Livermore, Greene, Sabattus, Poland, Turner, Mechanic Falls, Minot or Wales.
- i. At least one member representing Emergency Management Agency.

The Board of Directors, in making the appointments to the specific membership categories above, shall seek a specific recommendation from those listed and shall appoint those recommended to the degree possible.

The Board of Directors may designate other specific representations on the Advisory Board for a specific interest that it deems necessary.

The Advisory Board will annually elect their leadership from the Board consisting of the Chairperson and the Vice-Chairperson. These terms shall be for one year, corresponding with the calendar year. There shall be no term limits established for the leadership positions on the Advisory Board.

The Advisory Board shall meet no less than twice a year. Other meetings may occur at the discretion of the Advisory Board.

Budget and Other Financial Matters

The annual budget year shall operate on a calendar year, unless otherwise changed by a super majority vote of the Board of Directors. The annual budget shall be submitted to the Board of Directors and the Advisory Board by the Director no later than August 15 of each year. The Advisory Board shall submit a formal recommendation on the proposed budget no later than ten (10) days prior to the adoption date established by the Board of Directors. It shall be the responsibility of the Board of Directors to adopt a budget by September 30 of each year.

A super majority vote of the Board is necessary to pass the budget, as outlined earlier in the report. Should the Board fail to pass an annual budget, by the date required, the Director may submit a revised budget up to the end of the seventh calendar day after the budget adoption date required. The Board would have ten calendar days from the time that a revised budget may be submitted, or the conclusion of the seventh day, to pass a budget. Should the Board fail to establish a budget, then the adopted budget shall be the lesser of either the current year's operating budget or the last budget submitted by the Director.

A five-year capital improvement plan shall be submitted annually by the Director to the Board of Directors. The capital improvement plan shall be adopted by the Board of Directors prior to July 31 each year. The plan shall be submitted to the Directors by April 30 of each year. The Advisory Board shall submit a formal recommendation on the proposed capital improvement plan no later than ten (10) days prior to the adoption date established by the Board of Directors.

Should the budget year change, new dates shall be established for submittal of the budget, submittal of the five-year capital improvement plan, the Advisory Board recommendations and budget adoption. Such new dates will be established in the same order that changes the operating year and shall be established by a super majority vote of the Board of Directors.

Issues Not Addressed

This report does not deal with three important issues. First, it does not contemplate where a new facility would be housed, should the recommendation be made to create a new center. The proposed \$1,521,011 capital budget does not include the cost of any construction of a new building, renovation of an existing facility or any other type costs. Should a decision be made to move forward on one center, these costs will have to be identified.

There are a range of options that are available to accommodate the recommendation of the Committee. For a full center, the most expensive option would be to create a new stand alone center. Based on the SSI report, it predicted that such a center would need a minimum of 2,900 sq. ft., projected at that point to cost an average of \$185 per square foot, for a total projected cost of \$5,365,000. On the other hand, there could be other options that would reduce or possibly eliminate such costs. For example, should a new public safety building be built in Auburn, as is being initially discussed, the old Police Station, if abandoned, could house such a facility.

Until a specific recommendation is made by the Committee, it is impossible to reasonably project the costs.

A second significant decision has not been addressed by the Committee. That is the decision of the physical location of the center. There are advantages to housing such a center in conjunction with the Sheriff's Office. One of the major advantage is because of the redundancy in staff allows for other tasks, such as warrant process activity, to be performed by dispatch staff. This is currently done by the existing dispatch staff at ASO. To physically remove any proposed center from ASO, would require that those functions be performed by another entity, most likely at additional cost in the County budget. It is also possible that such activities could be performed at the new center.

Regardless, the Committee did not address in full detail, the location issue of any center. Should a recommendation be made to consolidate to one center, this issue will have to be addressed.

Finally, the report does not capture all of the additional work that each dispatch center does, over and above the core dispatch requirements. To illustrate, most centers serve as the public face for the building they serve. All members of the public seeking personal attention with a member of the staff in that building is first greeted and directed by the dispatch center employees. In a number of other centers, employees assist in other areas, such as clerical functions.

Not only does the report not try to capture these functions, but more importantly, it does not address how the communities that might lose those dispatch centers would perform those functions. It also does not try to identify the costs associated with fulfilling those functions.

Other Non-Financial Benefits

Other non-financial benefits are obtained from the possible consolidation of dispatch services. It is clear from the work of the committee that there currently exist situations where emergency calls are transferred, sometimes more than once, from one dispatch center to another. With each transfer, there is increased chance of failure and certainly delays. Albeit, those are considered very small and some would argue insignificant, they do exist.

The level of services that is expected to be performed by different dispatch centers differs. The level of training and technology that exists within each center varies through out the different centers. The capacity to meet these continued expectations of changes in technology also differs.

During large-scale events and/or emergencies, dispatch centers are critical to success of the personnel in the field. Smaller centers, by the virtue of the limited staff levels and physical layout, have less capacity to appropriate deal with these types of events. To illustrate, a center that employs eight (8) personnel (two seats per shift) does not have the same capacity to staff up as a center that employee thirty-seven (37) personnel (seven seats per shift).

During large-scale events, the triggering of mutual aid assistance is enhanced under a countywide center. Currently, dispatchers often have to call other facilities to receive mutual aid assistance.

Currently, county wide emergency management agency functions are a stand alone operation, from radio and other communications. If one center is the recommendation, then it is expected that the County EMA would also be included within the center. It is assumed that all can understand the advantages of having that occur. Hence, it is not necessary to elaborate in greater details those advantages for the purpose of this report.

Finally, a countywide facility provides greater flexibility in dealing with issues that arise from the employment of personnel. To illustrate, a center that has only four (4) full-time employees is very limited in its ability to deal with the long-term absence of personnel, compared to a center that employees in excess of thirty (30) personnel.

Recommendations

To be written after discussion by committee

Changes Since Study Period

The majority of the work on this report was done utilizing 2007 data. Since the issuance of the report was delayed, there are factors that have changed. Below, you will find a summary of that information.

Location Changes

- The Town of Durham now receives all of their dispatch services from Androscoggin County, instead of Freeport.
- The Town of Wales now receives all of its dispatch services from the Town of Winthrop. Previously, EMS dispatch services came from Monmouth Rescue.

Local Cost Changes

The following chart shows the changes in local costs allocated for the purpose of dispatch services.

Community	2007 Local Costs	2008 Local Costs	Dollar Change	Percentage Change
Auburn	\$874,118	\$952,738	\$78,620	8.99%
Durham	\$11,000	\$9,400	-\$1,600	-14.55%
Greene	\$4,000	\$7,000	\$3,000	75.00%
Leeds	\$1,200	\$3,100	\$1,900	158.33%
Lewiston	\$874,118	\$952,738	\$78,620	8.99%
Lisbon	\$214,569	\$193,500	-\$21,069	-9.82%
Livermore	\$2,000	\$7,000	\$5,000	250.00%
Livermore Falls	\$179,859	\$182,191	\$2,332	1.29%
Mechanic Falls	\$3,000	\$9,990	\$6,990	233.00%
Minot	\$2,000	\$5,400	\$3,400	170.00%
Poland	\$9,000	\$15,500	\$6,500	72.22%
Sabattus	\$3,000	\$3,000	\$0	0.00%
Turner	\$1,000	\$2,500	\$1,500	150.00%
Wales	\$1,300	\$1,500	\$200	15.38%
<i>Subtotals</i>	\$2,155,946	\$2,349,453	\$193,507	8.98%
Androscoggin County	\$394,426	\$434,746	\$40,320	10.22%

Changes In State Valuation

Two items determine the total amount out of county tax by municipality each year. In the case of the dispatch, it is the obvious amount needed to be raised for the total costs, less any non-property tax revenues. The second, and most significant, is the percentage of the total county value each community has. It is also important to note the net percentage of change from one year to the next as compared to the total change in taxable value for the entire county. Appendix L shows these figures from 2007 to 2008.

Acknowledgments

There are a number of individuals that helped in the deliberation process and the preparation of this report. As a small but appreciative token, we have included a listing of those individuals.

Mike Arsenault, Turner
Andrew Berry, Livermore
Daniel Blanchard, Androscoggin County
Mark Bosse, Poland
David Brooks, Lisbon
Janet Daniels, Lewiston
Terry Delano, LA911 Center
Joyce Drake, Livermore Falls
Guy Desjardins, Androscoggin County Sheriff
Pat Fournier, Androscoggin County
Ross Gagne, Turner
Glen Holt, Town of Leeds
Kregg Kane, United Ambulance
Ray Lafrance, Androscoggin County
Debbie Larabe, Durham
Dana Lee, Poland
Charlie Noonan, Greene
Willie Rice, Jr. Poland (was official member until his retirement)
Earnest Stewart, Livermore Falls
Donald Therrien Sabattus (was originally official member),
Dot Perham-Whittier, Lewiston

**Appendix A
Community Information (as of 2007)**

<u>Community</u>	<u>Population</u>	<u>State Valuation</u>	<u>Dispatch Agency</u>	<u>Estimated Calls for Service</u>	<u>Law Enforcement Agency</u>	<u>Other</u>
Auburn	23,203	\$1,658,250,000	LA911	19,108	Own	
Durham	3,381	\$287,450,000	Fire-Freeport	1,030	ASO	
Greene	4,098	\$244,350,000	ASO	1,585	ASO	
Leeds	2,001	\$129,500,000	Fire-Winthrop	665	ASO	
Lewiston	35,690	\$1,948,850,000	LA911	37,571	Own	
Lisbon	9,077	\$502,050,000	Own	7,694	Own	
Livermore	2,106	\$147,950,000	ASO	677	ASO	
Livermore Falls	3,227	\$147,250,000	Own	3,806	Own	
Mechanic Falls	3,138	\$125,500,000	ASO	1,432	Own	
Minot	2,248	\$145,500,000	ASO	780	ASO	
Poland	5,100	\$563,200,000	ASO	3,372	Contract with ASO	
Sabattus	5,002	\$218,900,000	ASO	5,031	Own	
Turner	4,972	\$377,900,000	Rescue-self	2,345	ASO	
Wales	1,322	\$78,150,000	Fire-Winthrop	450	ASO	
Totals	105,565	\$6,574,800,000.00		85,546		

**Appendix B
Dispatch Costs**

<u>Community</u>	<u>Local Costs</u>	<u>County Allocated Costs</u>	<u>Total Costs</u>
Auburn	\$874,118	\$103,836	\$977,954
Durham	\$11,000	\$17,181	\$28,181
Greene	\$4,000	\$14,971	\$18,971
Leeds	\$1,200	\$7,745	\$8,945
Lewiston	\$874,118	\$114,882	\$989,000
Lisbon	\$214,569	\$29,435	\$244,004
Livermore	\$2,000	\$8,470	\$10,470
Livermore Falls	\$179,859	\$9,003	\$188,862
Mechanic Falls	\$3,000	\$7,973	\$10,973
Minot	\$2,000	\$8,802	\$10,802
Poland	\$9,000	\$32,038	\$41,038
Sabattus	\$3,000	\$13,917	\$16,917
Turner	\$1,000	\$21,686	\$22,686
Wales	\$1,300	\$4,485	\$5,785
Totals	\$2,180,164	\$394,426	\$2,574,590

Appendix C
Potential County-wide Costs (Including Capital)

<u>Community</u>	<u>Local Costs</u>	<u>County Allocated Costs</u>	<u>Capital Costs</u>	<u>Total Costs</u>
Auburn	\$874,118	\$103,836	\$13,872	\$1,762,108
Durham	\$11,000	\$17,181	\$2,405	\$24,405
Greene	\$4,000	\$14,971	\$2,044	\$10,044
Leeds	\$1,200	\$7,745	\$1,083	\$2,983
Lewiston	\$874,118	\$114,882	\$16,303	\$1,764,539
Lisbon	\$214,569	\$29,435	\$4,200	\$433,338
Livermore	\$2,000	\$8,470	\$1,238	\$5,238
Livermore Falls	\$179,859	\$9,003	\$1,232	\$338,232
Mechanic Falls	\$3,000	\$7,973	\$1,050	\$7,050
Minot	\$2,000	\$8,802	\$1,217	\$5,217
Poland	\$9,000	\$32,038	\$4,711	\$22,711
Sabattus	\$3,000	\$13,917	\$1,831	\$6,831
Turner	\$1,000	\$21,686	\$3,161	\$5,161
Wales	\$1,300	\$4,485	\$654	\$3,254
Totals	\$2,180,164	\$394,426	\$55,000	\$4,391,110

Appendix D

Guiding Principles

The following are the guiding principles that are being used by the members of the committee:

- 1) The timely delivery of critical emergency services and effective public safety communications cannot be compromised because of any recommendations that are being made.
- 2) All costs are to be included for evaluating any proposal, including operational and technical costs as well as capital costs (both current and future).
- 3) If aggregate savings are identified in total for the county taxpayers by combining dispatch centers; then the recommendation should be to combine.
- 4) The committee recommends that current employees and dispatchers shall retain a full-time job in the new facility with no loss of seniority (as long as there is not a documented performance issued by the employee).
- 5) Governance of a new facility shall include, but not be limited, to representation from the major disciplines, namely:
 - a) Emergency medical services
 - b) Fire fighting
 - c) Law enforcement
- 6) Representation on the governing body shall include representation from the larger as well as the smaller communities.
- 7) Representation to that governing body must include set terms and appropriate rotational opportunities.
- 8) Development of a back-up plan/facility is a critical part of the process and shall be included as part of any formal report.

- 9) If the recommendations include changes in funding that result in large variances from current costs for some taxpayers, then a phasing-in process would be the preference to assist in the transition.

Adopted: February 8, 2007

Appendix E

**ANDROSCOGGIN COUNTY DISPATCH COSTS
Expressed In Full Value Tax Rates**

<u>Community</u>	<u>Local Costs Mil Rate</u>	<u>County Allocated Costs Mil Rate</u>	<u>Total Full Value Mil Rate</u>
Auburn	\$0.42	\$0.05	\$0.47
Durham	\$0.03	\$0.05	\$0.08
Greene	\$0.01	\$0.05	\$0.06
Leeds	\$0.01	\$0.05	\$0.06
Lewiston	\$0.35	\$0.05	\$0.40
Lisbon	\$0.36	\$0.05	\$0.41
Livermore	\$0.01	\$0.05	\$0.06
Livermore Falls	\$1.04	\$0.05	\$1.09
Mechanic Falls	\$0.02	\$0.05	\$0.07
Minot	\$0.01	\$0.05	\$0.06
Poland	\$0.01	\$0.05	\$0.06
Sabattus	\$0.01	\$0.05	\$0.06
Turner	\$0.00	\$0.05	\$0.05
Wales	\$0.01	\$0.05	\$0.06

Appendix F

ANDROSCOGGIN COUNTY DISPATCH COSTS
 Conservative Model, Based on 100% of Property Values

	<u>Local Costs</u>	<u>Allocated County Costs</u>	<u>Allocated County Capital Budget</u>	<u>Total Costs</u>	<u>Formula Costs</u>	<u>Differences</u>
Auburn	\$874,118	\$100,952	\$13,872	\$988,941	\$653,504	(\$335,437)
Durham	\$11,000	\$16,076	\$2,405	\$29,481	\$113,282	\$83,801
Greene	\$4,000	\$14,755	\$2,044	\$20,800	\$96,297	\$75,497
Leeds	\$1,300	\$7,620	\$1,083	\$10,003	\$51,035	\$41,032
Lewiston	\$874,118	\$120,908	\$16,303	\$1,011,328	\$768,027	(\$243,301)
Lisbon	\$214,569	\$28,979	\$4,200	\$247,748	\$197,854	(\$49,893)
Livermore	\$2,000	\$8,810	\$1,238	\$12,047	\$58,306	\$46,259
Livermore Falls	\$179,859	\$8,365	\$1,232	\$189,455	\$58,030	(\$131,425)
Mechanic Falls	\$3,000	\$7,533	\$1,050	\$11,582	\$49,459	\$37,876
Minot	\$2,000	\$8,549	\$1,217	\$11,766	\$57,340	\$45,575
Poland	\$9,000	\$32,230	\$4,711	\$45,941	\$221,953	\$176,012
Sabattus	\$3,000	\$12,629	\$1,831	\$17,460	\$86,267	\$68,806
Turner	\$1,000	\$22,063	\$3,161	\$26,224	\$148,928	\$122,703
Wales	\$1,300	\$4,959	\$654	\$6,913	\$30,798	\$23,886
Totals	\$2,180,264	\$394,426	\$55,000	\$2,629,690	\$2,591,080	(\$38,610)

Appendix G

ANDROSCOGGIN COUNTY DISPATCH COSTS
 Conservative Model, Based on 100% of Population

	<u>Local Costs</u>	<u>Allocated County Costs</u>	<u>Allocated County Capital Budget</u>	<u>Total Costs</u>	<u>Formula Costs</u>	<u>Differences</u>
Auburn	\$874,118	\$100,952	\$13,872	\$988,941	\$569,515	(\$419,427)
Durham	\$11,000	\$16,076	\$2,405	\$29,481	\$82,986	\$53,505
Greene	\$4,000	\$14,755	\$2,044	\$20,800	\$100,585	\$79,785
Leeds	\$1,300	\$7,620	\$1,083	\$10,003	\$49,114	\$39,111
Lewiston	\$874,118	\$120,908	\$16,303	\$1,011,328	\$876,007	(\$135,322)
Lisbon	\$214,569	\$28,979	\$4,200	\$247,748	\$222,794	(\$24,954)
Livermore	\$2,000	\$8,810	\$1,238	\$12,047	\$76,236	\$64,189
Livermore Falls	\$179,859	\$8,365	\$1,232	\$189,455	\$79,206	(\$110,249)
Mechanic Falls	\$3,000	\$7,533	\$1,050	\$11,582	\$77,022	\$65,439
Minot	\$2,000	\$8,549	\$1,217	\$11,766	\$55,177	\$43,411
Poland	\$9,000	\$32,230	\$4,711	\$45,941	\$125,179	\$79,238
Sabattus	\$3,000	\$12,629	\$1,831	\$17,460	\$122,773	\$105,313
Turner	\$1,000	\$22,063	\$3,161	\$26,224	\$122,037	\$95,813
Wales	\$1,300	\$4,959	\$654	\$6,913	\$32,448	\$25,536
Totals	\$2,180,264	\$394,426	\$55,000	\$2,629,690	\$2,591,080	(\$38,610)

Appendix H

ANDROSCOGGIN COUNTY DISPATCH COSTS
 Conservative Model, Based on 100% of Calls for Service

	<u>Local Costs</u>	<u>Allocated County Costs</u>	<u>Allocated County Capital Budget</u>	<u>Total Costs</u>	<u>Formula Costs</u>	<u>Differences</u>
Auburn	\$874,118	\$100,952	\$13,872	\$988,941	\$578,757	(\$410,184)
Durham	\$11,000	\$16,076	\$2,405	\$29,481	\$31,197	\$1,717
Greene	\$4,000	\$14,755	\$2,044	\$20,800	\$48,008	\$27,208
Leeds	\$1,300	\$7,620	\$1,083	\$10,003	\$20,142	\$10,139
Lewiston	\$874,118	\$120,908	\$16,303	\$1,011,328	\$1,137,978	\$126,650
Lisbon	\$214,569	\$28,979	\$4,200	\$247,748	\$233,042	(\$14,706)
Livermore	\$2,000	\$8,810	\$1,238	\$12,047	\$20,505	\$8,458
Livermore Falls	\$179,859	\$8,365	\$1,232	\$189,455	\$115,279	(\$74,177)
Mechanic Falls	\$3,000	\$7,533	\$1,050	\$11,582	\$43,373	\$31,791
Minot	\$2,000	\$8,549	\$1,217	\$11,766	\$23,625	\$11,860
Poland	\$9,000	\$32,230	\$4,711	\$45,941	\$102,134	\$56,192
Sabattus	\$3,000	\$12,629	\$1,831	\$17,460	\$152,383	\$134,922
Turner	\$1,000	\$22,063	\$3,161	\$26,224	\$71,027	\$44,803
Wales	\$1,300	\$4,959	\$654	\$6,913	\$13,630	\$6,717
Totals	\$2,180,264	\$394,426	\$55,000	\$2,629,690	\$2,591,080	(\$38,610)

Appendix I

ANDROSCOGGIN COUNTY DISPATCH COSTS

Conservative Model, Based on 60% of Calls for Service, 40% Valuation

	<u>Local Costs</u>	<u>Allocated County Costs</u>	<u>Allocated County Capital Budget</u>	<u>Total Costs</u>	<u>Formula Costs</u>	<u>Differences</u>
Auburn	\$874,118	\$100,952	\$13,872	\$988,941	\$608,656	(\$380,285)
Durham	\$11,000	\$16,076	\$2,405	\$29,481	\$64,031	\$34,550
Greene	\$4,000	\$14,755	\$2,044	\$20,800	\$67,323	\$46,524
Leeds	\$1,300	\$7,620	\$1,083	\$10,003	\$32,499	\$22,496
Lewiston	\$874,118	\$120,908	\$16,303	\$1,011,328	\$989,998	(\$21,331)
Lisbon	\$214,569	\$28,979	\$4,200	\$247,748	\$218,967	(\$28,781)
Livermore	\$2,000	\$8,810	\$1,238	\$12,047	\$35,626	\$23,578
Livermore Falls	\$179,859	\$8,365	\$1,232	\$189,455	\$92,379	(\$97,076)
Mechanic Falls	\$3,000	\$7,533	\$1,050	\$11,582	\$45,808	\$34,225
Minot	\$2,000	\$8,549	\$1,217	\$11,766	\$37,111	\$25,346
Poland	\$9,000	\$32,230	\$4,711	\$45,941	\$150,061	\$104,120
Sabattus	\$3,000	\$12,629	\$1,831	\$17,460	\$125,936	\$108,476
Turner	\$1,000	\$22,063	\$3,161	\$26,224	\$102,187	\$75,963
Wales	\$1,300	\$4,959	\$654	\$6,913	\$20,497	\$13,585
Totals	\$2,180,264	\$394,426	\$55,000	\$2,629,690	\$2,591,080	(\$38,610)

Appendix J

**ALTERNATIVES TO ONE DISPATCH CENTER
County Dispatches All Law Enforcement**

	<u>Local Costs</u>	<u>Allocated County Costs</u>	<u>Total Costs</u>	<u>Projected Cost</u>	<u>Net (Cost) or Savings</u>
Auburn*	\$874,118	\$100,952	\$975,070	\$493,581	\$481,489
Durham	\$11,000	\$16,076	\$27,076	\$85,560	(\$58,484)
Greene	\$4,000	\$14,755	\$18,755	\$72,731	(\$53,976)
Leeds	\$1,300	\$7,620	\$8,920	\$38,546	(\$29,626)
Lewiston*	\$874,118	\$120,908	\$995,026	\$580,078	\$414,947
Lisbon*	\$214,569	\$28,979	\$243,548	\$149,436	\$94,112
Livermore*	\$2,000	\$8,810	\$10,810	\$44,038	(\$33,228)
Livermore Falls*	\$179,859	\$8,365	\$188,224	\$43,829	\$144,394
Mechanic Falls	\$3,000	\$7,533	\$10,533	\$37,355	(\$26,823)
Minot	\$2,000	\$8,549	\$10,549	\$43,308	(\$32,760)
Poland	\$9,000	\$32,230	\$41,230	\$167,637	(\$126,408)
Sabattus	\$3,000	\$12,629	\$15,629	\$65,156	(\$49,527)
Turner	\$1,000	\$22,063	\$23,063	\$112,483	(\$89,419)
Wales	\$1,300	\$4,959	\$6,259	\$23,261	(\$17,003)
Totals	\$2,155,946	\$394,426	\$2,574,690	\$1,957,000	\$617,690

* does not include costs to dispatch fire and EMS services, which will have to be added

Appendix K

**ADJUSTED CALLS FOR SERVICES
By Category**

-	<u>Police</u>	<u>Fire</u>	<u>EMS</u>	<u>Total</u>	<u>Vehicle Stops</u>
Auburn	21,609	1,274	2,771	19,108	6,546
Durham	691	142	197	1,030	138
Greene*	1,074	161	350	1,585	413
Leeds*	590		75	665	98
Lewiston*	32,311	1,675	3,585	37,571	9,285
Lisbon	6,762	208	724	7,694	3,303
Livermore	495	78	104	677	166
Livermore Falls*	3,338	102	366	3,806	1,619
Mechanic Falls	1,118	91	223	1,432	1,399
Minot*	620		160	780	202
Poland	2,604	287	481	3,372	938
Sabattus*	4,723	163	145	5,031	588
Turner*	1,607		738	2,345	691
Wales	375	43	32	450	105
Totals	77,917	4,224	9,951	85,546	25,491

* estimated based on United proposal for services because agency did not respond to actual request
Vehicle stops are not included in the total calls,

Appendix L

STATE VALUATION

2007 vs. 2008

Community	Population	2007 State Valuation	Percentage of Total	2008 State Valuation	Percentage of Total	Net Change In Percentage
Auburn	23,203	\$1,658,250,000	25.22%	\$2,086,700,000	25.59%	0.37%
Durham	3,381	\$287,450,000	4.37%	\$332,300,000	4.08%	-0.30%
Greene	4,098	\$244,350,000	3.72%	\$305,000,000	3.74%	0.02%
Leeds	2,001	\$129,500,000	1.97%	\$157,500,000	1.93%	-0.04%
Lewiston	35,690	\$1,948,850,000	29.64%	\$2,499,200,000	30.65%	1.01%
Lisbon	9,077	\$502,050,000	7.64%	\$599,000,000	7.35%	-0.29%
Livermore	3,106	\$147,950,000	2.25%	\$182,100,000	2.23%	-0.02%
Livermore Falls	3,227	\$147,250,000	2.24%	\$172,900,000	2.12%	-0.12%
Mechanic Falls	3,138	\$125,500,000	1.91%	\$155,700,000	1.91%	0.00%
Minot	2,248	\$145,500,000	2.21%	\$176,700,000	2.17%	-0.05%
Poland	5,100	\$563,200,000	8.57%	\$666,200,000	8.17%	-0.39%
Sabattus	5,002	\$218,900,000	3.33%	\$261,050,000	3.20%	-0.13%
Turner	4,972	\$377,900,000	5.75%	\$456,050,000	5.59%	-0.15%
Wales	1,322	\$78,150,000	1.19%	\$102,500,000	1.26%	0.07%
Totals	105,565	\$6,574,800,000		\$8,152,900,000		

Appendix M

ESTIMATED NON-PERSONEL COSTS OF NEW CENTER

Printing Services	\$400
Advertising	\$900
Postage	\$300
Telephone	\$123,872
Lights, Gas, and Water	27,284
Travel Expenses	\$2,200
Subscriptions, Periodicals	\$300
Medical Exams	\$450
Maintenance & Licensing	\$76,763
Repairs to Buildings	\$5,800
Legal Fees	\$3,000
Misc. Services	\$12,556
In Service Training	\$10,604
Office Supplies	\$2,720
Printing Supplies	\$2,500
Other Supplies	\$1,600
Dues	\$795
Insurances	\$14,300
Principal	\$0
Interest	\$0
Lease/Purchase	\$35,910
Office Equipment	\$3,479
Communication Equipment	\$25,174
Contingency	\$33,178

MEMORANDUM

CDBG



TO: Glenn Aho, City Manager

FROM: Reine Mynahan, Community Development Administrator

RE: Amendment to Program Guidelines

DATE: July 14, 2008

I am proposing modifications to the guidelines for our Homebuyer Loan Program. There are changes to pages 2, 3, and 4. The text to be deleted has a ~~strike through~~, and the new text is highlighted in red.

The Homebuyer Loan Program provides loan assistance for persons with household income that is less than 80% of area median income to purchase a home. The primary change in the Homebuyer guidelines is prompted by the soaring cost of energy. The amount of the HOME loan (homebuyer subsidy) is currently determined by calculating the percent of income for housing (principal, interest, taxes and insurance). The current guideline is for housing to consume between 28-32% of income. We are proposing lowering the ratio to 25%.

In years past the higher ratio worked well when heating costs were stable. However, now that heat is consuming a greater proportion of discretionary income, we have found that our customers are struggling.

Adopted

AUBURN-LEWISTON CONSORTIUM

HOMEBUYER LOAN PROGRAM GUIDELINES

A. INTRODUCTION

The Cities of Auburn and Lewiston have formed a consortium to qualify for HOME Investment Partnerships Program funds whereby the grant is shared by both cities. The Homebuyer Loan Program guidelines describe assistance that is available to enable low- and moderate-income households to become home owners in either city.

B. PROGRAM OBJECTIVE

The objectives of the Homebuyer Loan Program are to make home ownership affordable for low- and moderate-income households, to provide funds that will open access to other homebuyer programs, and to increase owner occupancy in targeted areas. The Homebuyer Loan Program is designed to provide an opportunity for low- and moderate-income families to purchase market rate homes. The Homebuyer Loan Program is subject to all of the HOME Investment Partnerships Program regulations.

Lease to Purchase (Auburn only): In partnerships with Auburn Housing Development Corporation, the City of Auburn will facilitate the purchase of a home on behalf of a home buyer. The property will be chosen by the participant and leased for a specified period of time. During the lease period the participant will receive budget and credit counseling and comply with an action plan. The participant will purchase the property at the end of the lease period.

C. OUTREACH

Community Development Department staff (CDD) is responsible for providing outreach to encourage a full range of potential clients. This shall be accomplished through marketing to homebuyer education classes, newspaper articles, and advertising the availability of the Homebuyer Loan Program. Advertisements shall include a non-discrimination statement. Outreach shall be done in accordance with the Consortium's Affirmative Marketing Plan.

D. PARTICIPANT ELIGIBILITY

1. The applicant(s) household income must be below 80% of median income.—An eligibility determination based on income shall be valid for a six-month period.

2. The applicant(s) shall have a minimum household income of
 - a. ~~\$25,000~~ \$20,000, or
 - b. ~~\$20,000~~ \$17,000 if the prime mortgage is financed by USDA Rural Development as a subsidized interest rate loan.
3. The applicant(s) is able to obtain standard financing at a fixed rate.
4. The applicant(s) may not own residential property, or be a party in an installment land contract at the time of application.
5. The applicant(s) liquid assets shall not exceed \$15,000. Liquid assets are savings accounts, savings accounts, stocks, bonds, money market accounts, certificate of deposits, and cash gifts. It shall not include retirement accounts or life insurance cash values.
6. The applicant(s) shall demonstrate an ability to save and shall have a minimum of \$500 prior to the loan closing date. This may be accomplished by participating in an Individual Development Account for a minimum of ~~four~~ six months, or the participant may provide ~~four~~ six months of savings account statements with a minimum of \$500 in savings.

E. PROPERTY ELIGIBILITY

1. The property must be located in Auburn or Lewiston.
2. The property may be a single-family dwelling, a rental property with two- to four-dwellings, a condominium unit, a cooperative unit, or a mixed-use property.
3. The property must be one of the following approved forms of ownership: fee simple title, 99-year lease, condominium, or cooperative housing.
4. The maximum property value will not exceed 95% of the median purchase price for that type of housing for the area as published by HUD, Section 203(b). If a property involves rehabilitation, the after-rehabilitation value shall be established prior to approval and shall not exceed 95% of the median purchase price.
5. The property must meet housing quality standards, Title X Lead Standards, and be free of code violations. The financing package shall include adequate funds to complete all necessary improvements to meet these standards.
6. The maximum property cost of an eligible building shall be 95% of the median purchase price for single family homes and 100% of the median purchase price for 2-, 3-, and 4-unit buildings in Auburn and Lewiston. Median purchase price is determined by Maine State Housing Authority, and is adjusted annually. The following are the maximum allowable property costs that will be in effect until the rates are updated.

6. The property shall be inspected by CDD prior to the applicant(s) signing a purchase and sale agreement to assure that the property is appropriate for the applicant(s) and has potential to meet all property standards.

F. LOAN TERMS

A HOME loan will be available to make housing affordable based on household income. The HOME loan is an interest-free loan ~~that requires no monthly payment for the first year and is converted to an amortized loan beginning the 13th month after the closing~~ **with payments beginning immediately after the closing.** The amortized loan will be an interest-free loan with a term not to exceed 40 years. The amount of homebuyer subsidy will be determined by the location of the property as follows:

1. Homebuyer Loans – Target Areas

- a. The property must be located within the boundaries of the Home Target Areas as identified by the Cities of Auburn or Lewiston.
- b. The HOME loan amount shall be no less than \$1,000 and shall not exceed \$30,000.

2. Homebuyer Loans—All Other Areas

- a. The property must be located within the boundaries of the Cities of Auburn or Lewiston.
- b. The HOME loan amount shall be no less than \$1,000 and shall not exceed \$20,000.

3. Determination of HOME Assistance -- The maximum HOME loan shall be based on the purchase price plus closing costs minus the maximum amount allowed by the prime lender provided that the total debt service for mortgage, taxes, estimated rehabilitation, insurance, and mortgage insurance falls at ~~28-32%~~ **25%** of the applicant(s) income.

4. Recapture

- a. Based on the combined HOME loans to applicant(s), the property to be purchased shall be occupied by the applicant(s) as a principal residence for the minimum periods as follows:
 - 1) 5 years if total of HOME funds is less than \$15,000;
 - 2) 10 years if total of HOME funds is between \$15,000 and 40,000; or
 - 3) 15 years if HOME funds is over \$40,000.

b. The recapture period shall commence when the building acquisition and HOME rehabilitation are complete and a project completion certification has been issued by CDD. If the property is sold, transferred, or the purchaser ceases to occupy the property prior to the end of the recapture period, the principal balance of the HOME loan shall be immediately repaid.

G. UNDERWRITING

1. The following conditions shall apply to all loans:

- a. monthly debt for principal, interest, taxes and insurance shall not exceed 32% of the applicant(s) income;
- b. all debt shall not exceed 42% of applicant(s) income;

2. **Auburn Only—Lease Option:**

- a. applicant(s) has submitted acceptable references from one of two previous landlords;
- b. applicant(s) has submitted acceptable reference from employer;
- c. non-housing debt will not exceed 17% of current income at the time of application and all debt shall not exceed 49% of applicant(s) income..
- d. there is potential for the applicant(s) to correct credit deficiencies and meet debt to income maximums within an 18-month period;
- e. applicant(s) income is sufficient to cover the permanent financing requirements;
- f. further criteria will be evaluated prior to making a determination of final eligibility:
 - 1) stability of job or source of income;
 - 2) current monthly debt;
 - 3) length of self-employment;
 - 4) resources for financial emergencies;
 - 5) commitment of partner;
 - 6) insufficient income to cover long-term debt service; and

7) prior efforts to cure credit history.

H. APPROVAL

1. Approval of Auburn Loans: HOME Loans will be reviewed by the Community Development Loan Committee (Committee) who will be responsible for making decisions to approve or deny loan requests and to establish loan conditions.

2. Approval of Lewiston Loans: HOME Loans will be reviewed by the Loan Qualification Committee (Committee) who will be responsible for making decisions to approve or deny loan requests and to establish loan conditions.

3. Appeal Procedure: The reason(s) for rejection shall be given to the applicant. HOME Loans that have been denied may be appealed to the Committee for a period of thirty days after the date of rejection. The applicant(s) will be allowed to present his/her case to the Committee. The Committee may reconsider their prior vote to denying the application after the appeal review has been complete. A decision will be made by the Committee once the appeal has been heard.

I. PROGRAM ADMINISTRATION

1. Non-Discrimination

Administration of this program shall be in accordance with Title VI of the Civil Rights Act of 1964. No person shall, on the ground of race, color, national origin, be excluded from participation in, be denied the benefits of, or subjected to discrimination under this program.

2. Application Priority

Applications shall be processed on a first-come, first-served basis. CDD shall use the ~~receipt date of a complete application to establish the order of priority~~ **approval date of the loan committee to establish the order of priority for funding projects**. The applicant will be notified if there is funding available to proceed with the project and if there is inadequate funding, then the application may be placed on a HOME waiting list.

3. Definitions

a. Household Income

1) When determining whether a household is income eligible, CDD will calculate annual income using the Census long-form method.

2) For the purpose of determining eligibility, CDD will calculate annual household income by projecting the prevailing rate of income of each

person at the time assistance is requested. Estimated annual income shall include income from all household members.

3) Income may include wages, salaries, overtime, bonuses, fees, tips, commissions, interest and dividend income, net rental income, child support/alimony, Social Security benefits, SSI, retirement, pension or annuity, TANF, unemployment benefits, worker's compensation, and disability or benefits from any source.

b. Household includes all persons who occupy a housing unit. The occupants may be a single family, one person living alone, two or more families living together or any other group of related or unrelated persons who share living arrangements.

c. 80% of Area Median Income is the maximum income a household can earn, adjusted by household size, in order to qualify as low- to moderate income and be eligible for the Homebuyer Loan Program. Guidelines for Lewiston-Auburn SMSA are provided by the Department of Housing and Urban Development, and are revised annually.

d. Community Development Department staff (CDD) is the contact person designated as the City's representative to process loan applications in Auburn or Lewiston.

e. Lease to Purchase is an option for applicants whose credit or debt is not of sufficient quality to allow for financing through standard mortgage markets whereby the City purchases a home on behalf of the applicant and leases the property, then sells it to the applicant within a fixed period of time. This option is allowed only in Auburn.

- 1) **Lease Agreement** is the document that establishes the responsibilities of the lessee and Auburn Housing Development Corporation during the lease period. This shall include but not be limited to provisions regarding the lease amount, security deposit, responsibility for payment of utility and property taxes, maintenance, insurance, property damage, and responsibility of being a landlord,
- 2) **Lease Commitment** is critical dates to be followed, meeting budgeting and savings goals, option to purchase, and to participate in required training programs.

g. Purchase and Sales Agreement is the document executed by the applicant to purchase the chosen property.

h. HOME Target Area is the designated neighborhoods with boundaries defined by the City Council (Appendix A).

4. Application Procedures

This section shall set forth the procedures for administering the Homebuyer Loan Program.

a. Applications

1) **Priority** -- Applications will be processed on a first come, first served basis. CDD shall establish a priority processing list based on the receipt date of a complete application.

2) **Initial Application** – An application may be obtained from the Community Development Department. A complete application shall include verification of income. An incomplete application will be returned to the applicant.

b) Income Verification –The applicant(s) shall provide documentation of all income sources and a federal tax return. CDD shall make a determination of preliminary eligibility based on household size and income.

1) A certified financial statement or additional documentation from an accountant or other acceptable source may be required of an individual whose income is from corporation, partnership, or other business enterprise.

2) If an approved applicant(s) has not signed a purchase & sale agreement within six months from the initial income verification, the applicant(s) must submit new income documentation to re-establish eligibility.

c. Letter of Eligibility – A letter shall be issued by CDD describing the eligibility status, deadlines, and other conditions or requirements. The letter shall identify a minimum term of 30 days prior to closing and a maximum of 180 days.

d. Training

1) **Landlord Training** – If the property is a multi-unit building, the Applicant(s) shall attend a landlord education program.

2) **Home Buyer Training** -- The applicant(s) shall provide a certification of attendance at a HoMEworks approved homebuyer education program.

3) **Post-Home Purchase Counseling** – The applicant(s) will agree to meet annually for the first 3 years, or more frequently if necessary, to review the financial status of the applicant(s).

e. Identifying the Property -- The applicant(s) will select a property for sale which is consistent with an affordability determination

f. Purchase and Sales Agreement - The applicant will execute Purchase and Sales Agreement that includes a clause stipulating the sale is contingent upon financial approval from the City and primary lender.

g. Multi-Unit Property – If the property has rental units, the owner or realtor will be asked to secure tenant data and copies of the existing leases.

h. Initial Inspection – CDD shall make an initial inspection of all housing units within a building to determine if there are code violations or conditions that must be corrected. CDD will identify the required improvements in writing.

i. Meeting Appropriate Codes – Properties to be purchased through the Homebuyer Loan Program must meet housing quality standards, lead standards, and local code requirements before occupancy. A structure which requires more than \$5,000 of improvements per unit may require an assessment of lead conditions by a licensed risk assessor.

j. Projects Requiring Improvements – If the required improvements are to be funded by any of the City’s rehabilitation programs, the applicant shall follow the procedures of those programs.

k. Defining Costs and Funding Resources – After construction costs are defined, city staff will determine the final total development costs including rehabilitation loans. CDD will proceed with the funding package only after it has been determined that the purchase will result in a monthly payment that does not exceed the amount identified as affordable to the applicant(s).

l. Financing Package – The applicant(s) will seek approval of the prime lender and HOME loan. CDD will submit to the request to the loan committee for approval.

m. Interim Financing (Lease Only) – The City/AHDC shall complete an application for interim financing to purchase the property.

n. Notices

1) Acceptance—Applicant(s) will be notified of acceptance through a written Commitment Letter.

2) Rejection – If the request is rejected, CDD will notify the applicant(s) in writing and give the reason(s) for rejection.

o. Tenant Notification -- Letters shall be sent to the tenants if there will be permanent displacement.

p. Insurance – The participant is required to maintain fire, liability and other hazard insurance on the property for the full term of the note and for an amount at least equal to the total value of all mortgages held on the property, or an amount at least sufficient to cover coinsurance requirements in the State of Maine. The City will be named as a mortgagee on the policy and the participant shall provide evidence of insurance.

q. Assumability

1) Lease Projects Only–The applicant(s) and AHDC shall be co-applicants for the Rehabilitation Loan. The applicant(s) will assume the loan at the closing for permanent financing.

2) All Other Projects—The HOME Loan is not assumable.

r. Subordination – Subordination of the HOME loan is generally not allowed. Exceptions will be made for documented emergencies on a case by case basis by CDD. CDD may request documentation in order to evaluate the request. Refinancing may be allowed for the following reasons:

1) limited to the existing first mortgage balance plus reasonable closing costs if refinancing places owner in a better economic situation and does not diminish the City’s financial position in the property;

2) exorbitant medical expenses;

3) loss of husband/wife;

4) documented building system failure (two estimates from reputable contractors); or

5) legal expenses incurred that would affect the health or stability of the household.

s. Management during Lease Period --Auburn

1) Monthly Payments – The lessee will make monthly payments to the City of Auburn. The CDD will establish an escrow account for taxes and insurance, savings for down payment, and maintenance, and will make the payment to the first mortgage holder. If payment is not received, the City may decide to make the first mortgage payment for the lessee and determine what new restrictions or default proceedings the City shall follow as a result thereof.

2) Financial Management – An Action Plan, an agreement between the CDD and the applicant, shall establish the conditions the lessee must meet to regularly pay debt, reduce debt, increase savings or any other conditions that must be met during the lease period. The lessee and CDD shall meet on a regular basis as determined by the Action Plan to evaluate progress.

3) Lease Period Default -- A default shall be a failure to comply with the provisions of the Lease Agreement or Action Plan whereby the Lease Agreement may be terminated. The lessee shall be required to vacate the property in accordance with Maine eviction laws.

t. Monitoring – A recipient of HOME funds is required to own and occupy the property purchased with HOME funds as a principal residence for a specified period of time. CDD will monitor ownership during the recapture period. A default shall occur if the owner ceases to occupy or transfers the interest in the subject property, or fails to respond to requests for occupancy documentation and the HOME loan shall come immediately due.

J. FEDERAL AND STATE REGULATIONS, AS MAY BE AMENDED

1. Equal Employment Opportunity – The applicant must abide by the Provisions of Executive Order 11246 concerning equal employment opportunity.

2. Flood Hazard Insurance – If the property to be improved is located in a Designated flood hazard area, the applicant is required to provide evidence of flood hazard insurance coverage and abide by the regulations of the Flood Disaster Protection Act of 1973.

3. Civil Rights – The applicant will be required to comply with Title VIII of the Civil Rights Act of 1968 and the Fair Housing Amendments Act of 1988, barring discrimination upon the basis of race, color, religion, creed, sex, handicap, familial status, or national origin in the sale lease rental, use or occupancy of the subject property.

4. Conflict of Interest – No elected or appointed official or employee of the City of Auburn or Lewiston and no members of any municipal board or committee which exercises any decision making functions with respect to the CDD, shall participate in negotiating or shall exercise any influences in awarding or administering any contract in which he has a direct or indirect pecuniary interest as that term is defined by 30 M.R.S.A. Section 2250

5. Lead Based Paint – If the project involves a property that was constructed prior to 1978, all Title X Lead Based Paint standards shall apply.

6. Environmental Review Procedures -- The city shall conduct an environmental review including, but not limited to determination of whether the property is historically

significant and whether the property is located in a flood zone, and shall communicate any findings and special considerations to the applicant.

7. Uniform Relocation Act – The Homebuyer Loan Program shall comply with the Uniform Relocation Act with respect to tenants who may be permanently or temporarily displaced.

MEMORANDUM

CDBG



TO: Glenn Aho, City Manager

FROM: Reine Mynahan, Community Development Administrator

RE: Stevens Mills Condominium Project

DATE: July 15, 2008

Community Development staff is requesting that the City Council approve a waiver of foreclosure on the real estate tax liens for 2006 and 2007 on the Stevens Mills Condominium Project. By agreeing to the waiver, the City Council will be taking a step towards saving the \$200,000 HOME funds that is owed the City. The City's goal is first to protect its investment then second, to fulfill a condition that six of the remaining units become owned and occupied by low-income households.

In January 2006 the City Council approved an amendment to the Community Development Program to provide HOME assistance for the Stevens Mills Condominium project. The project involved converting 20 housing units from rentals to condominiums. The conversion required a \$750,000 investment to completely renovate all interior surfaces (windows, doors, walls, floors, kitchen, bathrooms), as well as landscaping and paving. The construction project was completed and the units became available for sale in the summer of 2006.

The \$250,000 HOME assistance was used to pay for a third of the renovation cost. In return for the HOME assistance, the developer was required to sell 10 condominiums to low-income persons. The loan was to be repaid by the low-income buyers—one-tenth of the loan debt was to be assumed as an interest-free loan amortized over 30 years.

The 20 units were expected to sell within a period of 2 years. To date, only 4 units have been purchased. Over the two year period, the developer has dropped the asking price from \$125,000/\$140,000 for two and three-bedroom units to the current offering price of \$118,000/\$125,000.

In June 2008 Northeast Bank filed a Notice of Foreclosure Sale for Stevens Mill Road Properties, LLC. Under a Power of Sale the property auction was scheduled for July 11. Staff held several consultations and met with the management team at Northeast Bank in an effort to save the project. To stop the foreclosure action, the City developed a proposal that involved considerations by all three parties, the City, the developer and the bank. One requirement of the City is to file a waiver of foreclosure on the 2006 and 2007 real estate taxes. A memorandum from Betty Griebel explains this process.

I am requesting that the City Council approve this waiver. In exchange for the waiver of foreclosure on the tax lien (and other concessions by the developer), the bank has agreed to forego the foreclosure for a 12-month period.

During this 12-month period, some of the units will be available as rentals and others will be left open for sale. The developer will be required to pay current taxes, drop the sale price to a break even point. The significant drop in price should result in greater sales activity. Each sale will then result in the payment of the taxes, as part of the closing, for that particular unit. In worse-case scenario, if there are no sales the receipt for the 2006 and 2007 taxes will be delayed for another year, or the taxes will be paid with the transfer of title if the property goes to auction.

**CITY OF AUBURN
JULY 7, 2008
CITY COUNCIL MEETING**

PRESENT

Mayor John T. Jenkins, Councilors Michael J. Farrell, Robert P. Hayes, Daniel Herrick, Bruce A. Bickford, Raymond C. Berube, Ronald W. Potvin and Robert C. Mennealy, City Manager Glenn Aho, Assistant City Manager Laurie Smith, and City Clerk Mary Lou Magno. There were 10 people in the audience.

Mayor Jenkins called the meeting to order at 7:00 p.m. in the Council Chambers of Auburn Hall with a salute to the flag.

CONSENT AGENDA

Councilor Berube moved to accept, approve and place on file the items marked with an asterisk. Seconded by Councilor Farrell. Vote: 7 Yeas.

***MINUTES OF JUNE 16, 2008 COUNCIL MEETING**

Approved under consent agenda.

REPORTS OF THE MAYOR

Mayor Jenkins spoke about a program entitled "Maine Ideas" which will be a program that will foster community and families and the services and information that will be provided to citizens in light of the energy crisis.

Community groups will be encouraged to form in order to purchase oil.

Mayor Jenkins recognized the Police Department for their recent efforts in apprehending two people who were trafficking heroin.

REPORTS OF CITY COUNCILORS

Councilors reported on their respective Council Committee Assignments.

REPORTS OF THE CITY MANAGER

Glenn Aho, City Manager, reported on the following items: Neighborhood meeting Turner/Center/Union Streets Intersection; Update: Ambulance Proposal; Heating Fuel Committee; and Future Workshops.

COMMUNICATIONS AND RECOGNITIONS

***COMMUNICATION FROM MAINE MUNICIPAL ASSOCIATION RE: BALLOTS FOR LEGISLATIVE POLICY COMMITTEE, VICE PRESIDENT AND EXECUTIVE COMMITTEE MEMBERS**

Approved under consent agenda.

OPEN SESSION

Councilor Hayes moved that only one "Open Session" be held this evening and that it occur after "New Business". Seconded by Councilor Berube. Vote: 7 Yeas.

UNFINISHED BUSINESS

None

NEW BUSINESS

1. RESOLVE – TRANSFER OF PINE TREE ZONE DESIGNATION

Councilor Hayes moved for passage of the resolve. Seconded by Councilor Mennealy.

Roland Miller, Director of Economic Development, explained the above resolve and answered Councilors questions.

Glenn Aho, City Manager, added information regarding Symmetry Medical.

Mayor Jenkins opened the Public Hearing. Larry Morrisette, 142 Pleasant Street. Mayor Jenkins closed the Public Hearing.

Vote: 7 Yeas.

OPEN SESSION

Larry Morrisette, 142 Pleasant Street; and Andy Titus, 45 Carson Street.

CLOSED OPEN SESSION

FUTURE AGENDA/WORKSHOP ITEMS

Update regarding Hotel and Parking Garage in Great Falls Plaza

Update TIF #10

Update Great Falls/Community Little Theatre

Public Works – Plow routes; employees taking city vehicles home at night

Discussion regarding disposition of land owned by L/A Railroad

Airport expansion – Poland/Hotel Road

Update from Police Department regarding motorcycles/noise ordinance

Noise at Airport

ADJOURNMENT – 8:30 P.M.

Councilor Berube moved to adjourn. Seconded by Councilor Bickford. Vote: 6 Yeas, No Nays. (Councilor Mennealy out of the room)

A TRUE RECORD

ATTEST: _____
CITY CLERK

City Council

Agenda Information Sheet

Council Meeting Date 7/21/2008

Agenda Item No. **Consent**

SUBJECT:

COMMUNICATION FROM WEBSTER'S TRADING CO RE: RENEWAL OF PAWN LICENSE

INFORMATION:

Webster's Trading Co., 150 Minot Avenue, is requesting renewal of their Pawn License. All appropriate departments, Treasurer, Fire, and Police have given their approvals.

STAFF COMMENTS/RECOMMENDATION:

Staff recommends approval of their Pawn License.

REQUESTED ACTION:

Motion to approve Pawn License for Webster's Trading Co.

VOTE:

WEBSTER'S TRADING CO.

150 Minot Ave.
Auburn, Maine 04210
Phone (207) 795-6402
Fax (207) 795-0123
Websterstrade@aol.com

June 30, 2008

Mary Lou Magno
60 Court St.
Auburn, Maine 04210

Dear Mary Lou Magno,

Another year has passed and again we are writing to request a renewal for our pawn license. As you know we have been in business for over 20 years and are still working with the community. We still have great relations with the surrounding police departments and will continue to do so. Thank you for your attention in this matter.

Sincerely,



Donald Webster
Owner

City Council

Agenda Information Sheet

Council Meeting Date 7/21/2008

Agenda Item No. Consent

SUBJECT:

**REQUEST TO SET DATE FOR FIRST COUNCIL MEETING IN SEPTEMBER
(SEPTEMBER 2, 2008)**

INFORMATION:

Monday, September 1st is Labor Day, therefore staff is suggesting that the first meeting in September be held on Tuesday, September 2nd.

STAFF COMMENTS/RECOMMENDATION:

First meeting in September be held on Tuesday, September 2nd.

REQUESTED ACTION:

Motion to hold first meeting in September on September 2nd.

VOTE:

City Council

Agenda Information Sheet

Council Meeting Date 7/21/2008

Agenda Item No. 1

SUBJECT:

PUBLIC HEARING –SPECIAL AMUSEMENT PERMIT APPLICATIONS FOR L/A BREWING COMPANY, LLC D/B/A GRITTY MCDUFF’S, 68 MAIN STREET; HILTON GARDEN INN, 14 GREAT FALLS PLAZA; AND HOLLY’S OWN DELI, 84 COURT STREET

INFORMATION:

The three above named establishments have applied for renewal of their Special Amusement Permits. Special Amusement Permits allow dancing and/or entertainment in establishments that are licensed to serve liquor.

All appropriate departments (Treasurer, Fire, Police and Planning and Permitting) have given approval to these applications.

STAFF COMMENTS/RECOMMENDATION:

Staff recommends approval of these Special Amusement Permits.

REQUESTED ACTION:

Motion to approve issuance of these Special Amusement Permits.

VOTE:

City Council

Agenda Information Sheet

Council Meeting Date 7/21/2008

Agenda Item No. 2

SUBJECT:

**ORDINANCE – AMENDMENT TO ZONING MAP IN THE VICINITY OF
PRINCETON AVENUE AND BROWN STREET FROM
SUBURBAN RESIDENTIAL TO GENERAL BUSINESS**

INFORMATION:

This petition was submitted by James Pittman and Derek Dube and was considered by the Planning Board on July 8, 2008. The Planning Board voted unanimously (5/0) to forward a positive recommendation to the City Council. At the Planning Board Meeting there were no citizens present who opposed to the proposed rezoning. The information provided to the Planning Board is contained in the attached staff report.

The Planning Board reviewed the application, staff's report and the testimony of the proponent of the petition and voted 5-0-0 in favor of sending a recommendation to the City Council to approve the proposed rezoning request with the following motion: Based on the following findings,

*We have received a petition as required by Section 8.1 of Chapter 29;

*The proposed rezoning will allow for expansion and development of existing and new businesses;

*The proposed rezoning is supported by the Comprehensive Plan, Auburn Tomorrow Future Land Use Map;

*As of July 8th there has been no opposition to the proposal;

STAFF COMMENTS/RECOMMENDATION:

The Planning Board forwards a positive recommendation to the City Council to approve the proposed request to amend the City of Auburn Zoning Map in the area generally located on the west side of Center Street in the area of Princeton and Brown Streets, including 11 and 20 Princeton Avenue and 15 and 20 Brown Street pursuant to Section 8.1 of Chapter 29, from Suburban Residential (SR) to General Business (GB) as shown on the map in the Staff Report.

REQUESTED ACTION:

Motion for acceptance of first reading.

VOTE:

CITY OF AUBURN

CITY COUNCIL, AUBURN, MAINE

DATE: July 21, 2008

**TITLE: ORDINANCE – AMENDMENT TO ZONING MAP IN THE
VICINITY OF PRINCETON AVE AND BROWN ST
FROM SUBURBAN RESIDENTIAL TO GENERAL
BUSINESS**

Be It Ordained by the Auburn City Council that the City of Auburn Zoning Map in the area generally located on the west side of Center Street in the area of Princeton and Brown Streets, including 11 and 20 Princeton Avenue and 15 and 20 Brown Street pursuant to Section 8.1 of Chapter 29, from Suburban Residential (SR) to General Business (GB) as shown on the map in the staff report.

Motion for acceptance of first reading:

Seconded by:

Vote:

Motion for acceptance of second reading and final passage:

Seconded by:

Vote:

Action by Council:

Date:

ATTEST:

City Clerk

City of Auburn, Maine

"Maine's City of Opportunity"

Office of Planning & Permitting

Planning Board Report

To: Auburn Planning Board

From: Eric J. Cousens, City Planner

Re: Citizen initiated zoning map amendment – Public hearing for a recommendation to the City Council on a proposal to amend the City Of Auburn Zoning Map in the area generally located on the west side of Center Street in the area of Princeton and Brown Streets, including 11 and 20 Princeton Ave and 15 and 20 Brown Street pursuant to Section 8.1 of Chapter 29.

Date: July 8, 2008

View from Brown Street, looking through to 15 Brown/20 Princeton to 11 Princeton



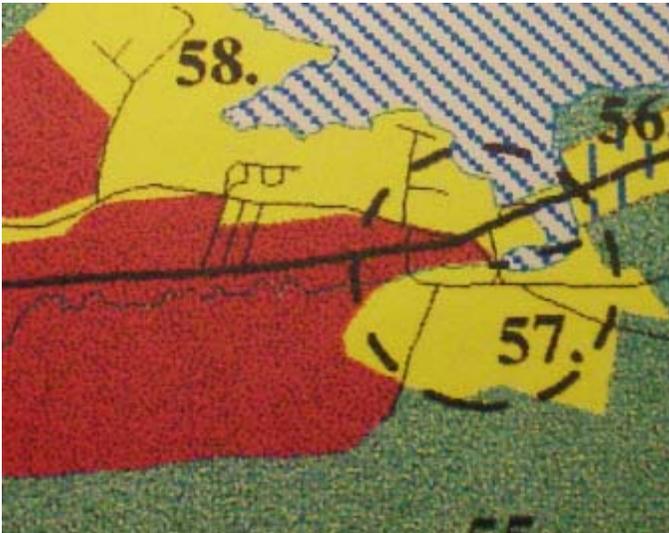
I. PROPOSAL

City Staff has received a petition from more than 25 registered voters to amend the City Of Auburn Zoning Map in the area generally located on the west side of Center Street in the area of Princeton and Brown Streets, including 11 and 20 Princeton Ave and 15 and 20 Brown Street as required by Section 8.1 of Chapter 29. The signatures were checked and the City Clerk confirmed that more than 25 of them are from registered voters in the City of Auburn. The property information on the lots included in the proposal is as follows:

Address	Parcel ID	Lot Size
11 Princeton Ave	313-008	.28 Acres +/-
20 Princeton Ave	312-010	.48 Acres +/-
15 Brown Street	313-005	.21 Acres +/-
20 Brown Street	312-015	.32 Acres +/-
		Total: 1.3 Acres +/-

As can be seen below, the current general business / suburban residential zoning boundary follows the eastern boundary of the properties (highlighted in red on zoning map) under the petition. The proposal is to shift that line to generally follow the western boundary of those properties and make the general business zone along Center Street one lot deeper.

Future Land Use Map



Zoning Map



The Auburn Tomorrow, Comprehensive Plan shows the area as Future Land Use Map No. 64, a large area including the Auburn Mall, Center Street, Auburndale, East Auburn, Turner Street and Gracelawn. The Future Land use map calls for a wider commercial area to the west of Center Street in this area. Staff is supportive of the proposal.

II. PLANNING FINDINGS / CONSIDERATIONS:

Staff has evaluated the proposed rezoning and has made the following findings:

- a. We have received a petition as required by Section 8.1 of Chapter 29.
- b. The proposed rezoning will allow for expansion and development of existing and new businesses.
- c. The proposed rezoning is supported by the Comprehensive Plan, Auburn Tomorrow Future Land Use Map.
- d. As of July 2nd there has been no opposition to the proposal.

III. RECOMMENDATION:

Based upon the findings noted above, it is the recommendation of Staff to forward a positive recommendation to the City Council to approve the proposed request to amend the City Of Auburn Zoning Map in the area generally located on the west side of Center Street in the area of Princeton and Brown Streets, including 11 and 20 Princeton Ave and 15 and 20 Brown Street pursuant to Section 8.1 of Chapter 29, from Suburban Residential (SR) to General Business (GB).

Eric Cousens
City Planner

City Council

Agenda Information Sheet

Council Meeting Date 7/21/2008

Agenda Item No. 3

SUBJECT:

APPOINTMENT OF ALTERNATE MEMBER TO MID MAINE WASTE ACTION CORPORATION

INFORMATION:

The City Manager is the City's voting member on the Mid Maine Waste Action Corporation Board. If the City Manager is unable to attend these meetings, it is the recommendation of staff that the Assistant City Manager be appointed as an Alternate voting member to the Board.

STAFF COMMENTS/RECOMMENDATION:

The Assistant City Manager be appointed as an Alternate Voting Member to the Mid Maine Waste Action Corporation Board.

REQUESTED ACTION:

Motion to approve the Assistant City Manager be appointed as an Alternate Voting Member to the Mid Maine Waste Action Corporation Board.

VOTE: