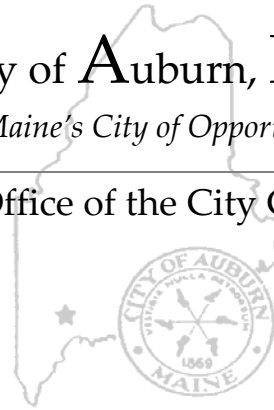


# City of Auburn, Maine

*"Maine's City of Opportunity"*

Office of the City Clerk



## Council Meeting Agenda Packet

September 2, 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](http://www.adobe.com).



# City Council Meeting and Workshop September 2, 2008

"While your responsibility may  
be individual, your authority is  
collective" <sup>1</sup>

## Agenda

**5:00 p.m. Dinner**

**5:30 p.m. Workshop**

- A. Discussion: Auburn Middle School Safety Issues
- B. Discussion: Heating Energy Assistance Loan Program
- C. Discussion: Ingersoll Arena Events Coordinator
- D. Update: Freedom of Access Training (Completed to date: Councilor Berube)
- E. Open

### **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**

\*090208-00 Minutes of August 18, 2008 Council Meeting

### **Reports**

**Mayor**

**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, Presentations and Recognitions**

090208-00 Presentation by Edward Little High School Grandstand Club – Scott Whelan, President

**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**

<sup>1</sup> Denis Culley, Attorney/Planning Board Member, Town of Mercer

## Unfinished Business

### New Business

- 090208-01 Ordinance – Amendment to Chapter 26, Art 9, Schedule 3 - One Way Streets  
(1<sup>st</sup> Reading)
- 090208-02 Resolve – Acceptance of Forfeited Funds
- 090208-03 Nominees (2) Lewiston-Auburn Public Health Committee
- 090208-04 Sign “Certificate of Settlement” for 2007-2008 Tax Year
- 090208-05 Executive Session – Personnel Issue: Regarding City Manager’s Evaluation Process  
Real Estate: Webster School  
(Title 1, Section 405 M.R.S.A.)

**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

-----  
**Executive 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.



# Auburn Police Department



## Memorandum      Workshop Item A

Phillip L. Crowell  
Chief of Police

Jason D. Moen  
Deputy Chief

Rita P. Beaudry  
Office Manager

**To:** Glenn E. Aho, City Manager  
**From:** Phillip L. Crowell, Jr., Police Chief  
**Date:** August 13, 2008  
**Re:** Auburn Middle School Traffic Committee Report

---

Citizens Deb Cote and Jodd Bowles presented a letter to the Auburn City Council identifying three areas of concern for the Auburn Middle School.:

1. **Traffic Signal** – needed at Court Street and Falcon Drive. An accident involving a bus driver and a student was mentioned along with the endless near accidents as a result of the volume of traffic.
2. **Lighting** – there are 16 light poles on the property which were installed over 25 year ago. The lens covers are fogged and amps are low. Any activities after dark make for an unsafe area.
3. **Drainage** – water does not drain properly at the intersection of Court and Falcon Drive. Students walk into traffic to avoid the water. The built up water also freezes in the winter causing unsafe conditions for motorists.

Throughout the summer, city staff has been meeting with school staff along with Ms. Cote and Mr. Bowles. Together we have discussed these concerns thoroughly and propose the following solutions:

**Traffic Signal** –Assistant State Traffic Engineer, Steve Landry has denied our request for a traffic signal<sup>1</sup>. Mr. Landry indicated that the intersection does not warrant the installation of traffic signal per Manual of Uniform Traffic Control Devices (MUTCD) and does not support placing a signal at that location. Mr. Landry, however, indicated that he would support the use of traffic control measures such as “raised tables”.

The City’s Engineering Division has evaluated the cost for implementing the following improvements<sup>2</sup>:

1. Constructing a raised crosswalk/raised table on the south side of Falcon Drive crossing Court Street. This would slow traffic and reduce risk of conflicts between vehicles

---

<sup>1</sup> July 29, 2008 Letter from Steve Landry, Assistant State Traffic Engineer to Glenn E. Aho, City Manager

<sup>2</sup> Design changes for Falcon Drive and Court Street presented by Eric J. Labelle, P.E., Community Services Director

- exiting Falcon Drive and pedestrian crossing Court Street by being placed on the south side of Falcon Drive. This will also elevate the pedestrians making them more visible to vehicular traffic.
2. Move the flashing signals to the new crosswalk location with push buttons to activate flashers during the non-school zone times. Also provide a flasher facing right turning traffic exiting Falcon Drive. This will provide better visual cues for all traffic indicating pedestrians may be crossing.
  3. Place an additional raised table on the north side of Falcon Drive across Court Street. This will slow traffic in both directions near the intersection of Falcon Drive and provide some gaps in traffic. This may also cause some traffic to divert to Minot Avenue.
  4. Provide 4 new basins and repave the entrance of Falcon Drive to accommodate the new raised tables and to eliminate water accumulation in the area.
  5. Construct a sidewalk on the south side of Falcon Drive from Court Street to the school with pedestrian lighting. This would reduce potential conflicts between pedestrians and vehicles dropping off students by keeping pedestrians coming from the south on the south side of Falcon Drive.

Estimates on completing all the proposed improvements is \$120,000. We are contacting the Safe Routes to School program to see about other potential funding sources.

**Lighting** – the new sidewalk will include lighting. The school department is receiving price quotes to upgrade the existing lighting.

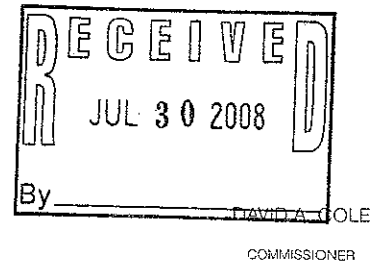
**Drainage** – the new design will include the proper grading of the intersection along with the relocation of a catch basin.

Until the changes are made to the intersection the need to have traffic control during the peak hours of a school day is warranted. Parking Enforcement Officer Roger Perrault will continue in this capacity. If approved, the intersection will need to be evaluated as to the continuation of this resource.



JOHN ELIAS BALDACCI  
GOVERNOR

STATE OF MAINE  
DEPARTMENT OF TRANSPORTATION  
16 STATE HOUSE STATION  
AUGUSTA, MAINE  
04333-0016



July 29, 2008

Glenn Aho  
City Manager  
City of Auburn  
60 Court St  
Suite 243  
Auburn, Me 04210

RE: Signal Warrants at Court St and Falcon Drive

Dear Mr. Aho:

I have attached the warrant analysis for the intersection of Court St and Falcon Drive in Auburn. The Department uses the Manual on Uniform Traffic Control Devices (MUTCD) as the criteria for installing traffic signals.

I understand that there is a lot of emotion regarding the installation of a traffic signal at this location. Given the volumes at this intersection, the warrants for a signal are not met. The Department uses the MUTCD to provide state wide consistency in how we determine whether or not a signal gets installed. Without a standard, we would have signals installed at every road crossing in the state. I don't say that to be dramatic, but because we get countless requests for signals statewide. The MUTCD provides nationally accepted criteria for installing signals and it is this criteria that we follow.

If you have any questions regarding this, please feel free to contact me via e-mail at [Stephen.landry@maine.gov](mailto:Stephen.landry@maine.gov) or by phone at 624-3632.

Sincerely,

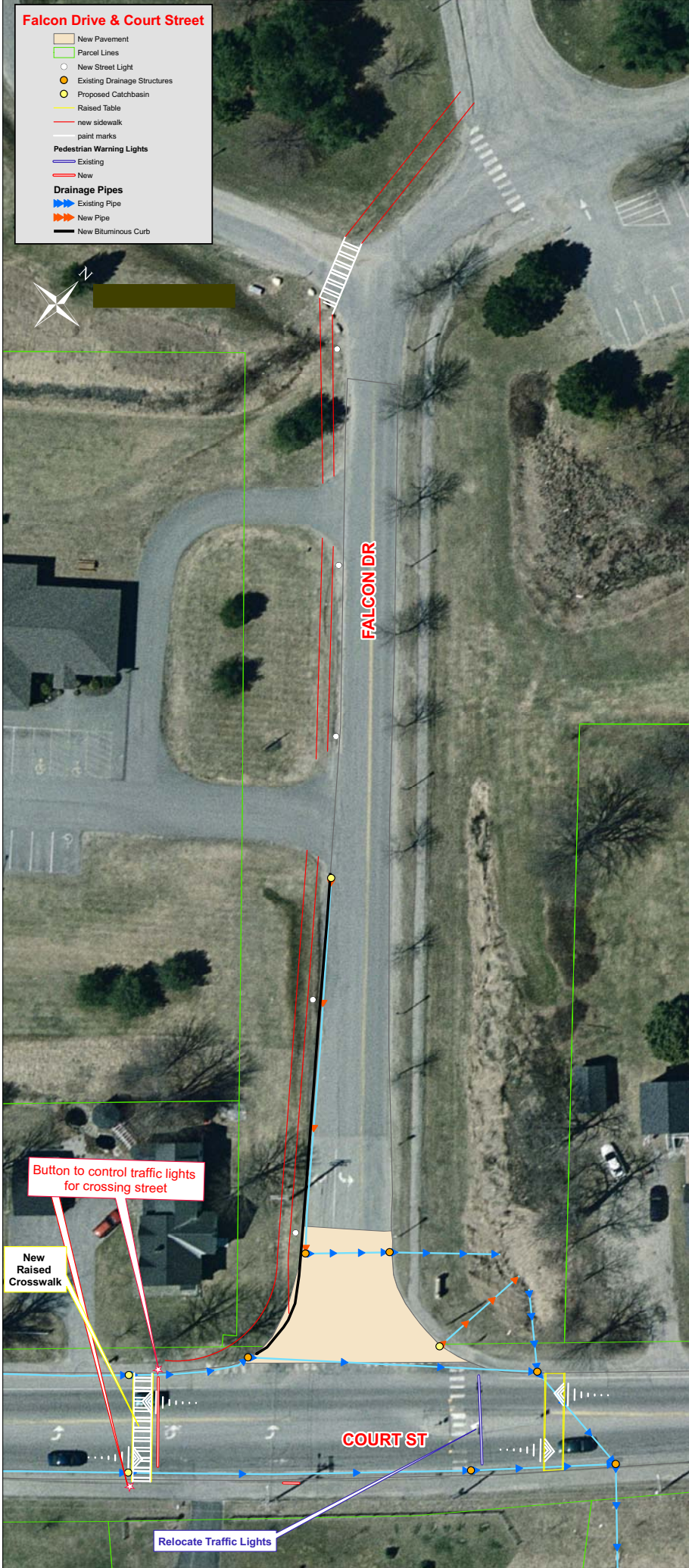
  
Stephen Landry  
Assistant State Traffic Engineer



PRINTED ON RECYCLED PAPER

**Falcon Drive & Court Street**

- New Pavement
- Parcel Lines
- New Street Light
- Existing Drainage Structures
- Proposed Catchbasin
- Raised Table
- new sidewalk
- paint marks
- Pedestrian Warning Lights**
  - Existing
  - New
- Drainage Pipes**
  - Existing Pipe
  - New Pipe
- New Bituminous Curb



Button to control traffic lights for crossing street

New Raised Crosswalk

COURT ST

FALCON DR

Relocate Traffic Lights

**Workshop Item B**  
**CDBG**

**MEMORANDUM**



**TO:** Glenn Aho, City Manager  
**FROM:** Reine Mynahan, Community Development Administrator  
**RE:** Heating Assistance Loan Program Guidelines  
**DATE:** August 25, 2008

---

The high cost of heating has prompted the Community Development office to once again reach out to assist the clientele that we serve, low-income households. Last year the Energy Loan Program guidelines were modified to assist landlords undertake energy conservation improvements. This year's effort will be directed towards paying for heating expenses. Attached are the guidelines for the Heating Assistance Loan Program (HALP).

I propose funding this program with Community Development Block Grant funds. HALP will offer deferred loans to income-eligible property owners to pay for their heating fuel. A deferred loan requires no monthly payments, and is repaid when the property is sold. The assistance will require the execution of a promissory note and mortgage.

HALP will be jointly administered by the office of Health & Social Services and Community Development. Applicants will first be considered for General Assistance and if not qualified, then their application will be processed under this program.

Highlights of HALP are:

- To qualify, income must be less than 80% of Area Median Income (AMI)
- Maximum loan per year is \$1,000 if income is under 50% of AMI
- Maximum loan per year is \$500 if income is between 50-80% AMI
- Funds must be used within 3 months of the closing date
- Maximum aggregate assistance for a household is \$10,000
- 70% of the funds are reserved for elderly households
- Recipients may utilize the City's oil supplier and payments will be made direct to the supplier

HALP is fundable as a public service activity under the Community Development Block Grant Program regulations and is subject to a 15% public service cap. This year's cap maximum is \$138,924. We have already awarded \$119,393 for public service activities this year. In order to stay within our cap maximum, there will only be \$19,500 available for HALP this year.

Within the next few weeks, the Community Development office will be presenting to the City Council a program amendment which will create a funding source for HALP.



# **HEATING ASSISTANCE LOAN PROGRAM**

## **DRAFT**

### **I. INTRODUCTION**

In the past several years, the cost of heating a home has increased dramatically. Concurrently, other living expenses, particularly homeowner's insurance, taxes, food, and health care, have also increased. Wages and benefits have not kept up with these costs resulting in a significant disparity between income and expenses. What was once affordable housing is no longer affordable for low- and moderate-income homeowners.

Federally funded government programs that alleviate the burden of high heating costs are inadequate, and there is concern in the community that many low-income homeowners will not be able to pay for the cost of heating their homes.

A Heating Assistance Loan Program (HALP) was created as a response to the heating crisis. HALP will provide low-income homeowners with a source of funds to supplement personal resources to heat their homes. HALP is funded as a public service activity by the Community Development Block Grant Program and is subject to all of the Community Development Program regulations.

HALP will be administered through a collaboration between the Community Development Department (CDD) and Health & Social Services (HSS) offices of the City of Auburn.

### **II. PROGRAM OBJECTIVES**

- A. To provide an additional resource to assist low-income homeowners to pay for heating fuel.
- B. To prevent homelessness that may be a result of inadequate resources to pay for heating fuel.
- C. To reduce the incidence of frozen pipes that could cause physical damage to the homes of low-income households.

### **III. ELIGIBILITY CRITERIA**

- A. The property must be located in the City of Auburn
- B. The property must be a residential property.
- B. The applicant(s) must own and occupy the property as a primary residence on a year-round basis.
- D. The applicant(s) has applied for assistance from other programs during the heating season for which the applicant(s) are requesting heating assistance funds.
- E. The applicant(s) must first apply for General Assistance. If they do not qualify, then HALP will be pursued.
- F. Funds must be used within one heating season, and within 3 months of the closing date. The heating season is September to May.

#### **IV. LOAN ASSISTANCE**

- A. The maximum loan amount is \$1,000 per heating season for households with income under 50% of area median income.
- B. The maximum loan amount is \$500 per heating season for households with income between 50-80% of area median income.
- C. The maximum aggregated loan assistance is \$10,000.
- D. Loan assistance shall be in the form of a deferred loan. The deferred loan will be repaid in a single payment upon sale, conveyance, or transfer of the property, within one year of death of the applicant(s), or at the time the owner ceases to occupy the property.
- E. The loan shall be at an interest rate of 2%.

#### **V. CONDITIONS OF THE LOAN**

- A. The applicant(s) will sign promissory note and mortgage documents.
- B. The applicant(s) have less than \$10,000 in liquid assets.
- C. The applicant(s) must take advantage of other programs available to them.
- D. The applicant(s) may make payments on the loan at any time.

#### **VI. PROGRAM ADMINISTRATION**

##### **A. 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, sex, sexual orientation, physical or mental disability, religion, ancestry, national origin, or familial status, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under this program.

##### **C. APPLICATION PRIORITY AND FUND RESERVATION**

- 1) Applications shall be processed on a first-come, first-served basis. The receipt date of a complete application shall be used to establish the order of priority.
- 2) 70% of the annual funding allocation will be reserved for elderly households. An elderly household is an owner whose age is 62 or over.

##### **D. CALCULATING INCOME**

- 1) For the purpose of determining eligibility, annual income will be calculated by estimating the prevailing rate of income of each person living in the household at the time assistance is requested.
- 2) Income of all members of the household is considered for computing income. This may include wages, salaries, overtime, bonuses, fees, tips, commissions, stipends, interest and dividend income, self-employment income, net rental income, income from estates or trusts, child support, alimony, Social Security benefits, SSI retirement, survivor or disability pension, VA payments, pension, or

annuity, Temporary Aid to Needy Families, unemployment benefits, worker's compensation, and disability or benefits from any source unless prohibited by state or federal law to be counted as income.

- 3) For the purpose of computing income, a household shall be defined as 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.
- 4) Income limits for this program are established by the Department of Housing and Urban Development for Lewiston-Auburn SMSA. Income limits are updated annually.

#### **D. PROGRAM PROCEDURES**

This section sets forth the application procedures for heating assistance loans.

- 1) Application** -- Loan applications may be obtained from the HSS office of the City of Auburn.
- 2) Verifications** -- Copies of all income sources (i.e. check stubs, statements, W-2 forms, and Federal income tax returns) shall be provided by the applicant. Written verification is required from all income sources.
- 3) Loan Approval** - The request for assistance will be approved by the Community Development Administrator and Director of Health and Social Services.
- 4) Loan Closing** – The loan closing shall be held in the HSS office and shall occur prior to authorization of payments for heating assistance.
- 5) Escrowing of funds** – The HSS office shall notify CDD of the loan. The CDD will then establish an escrow account in the client's name.
- 6) Use of Funds** – Heating assistance loan funds must be used to pay for eligible costs to heat the home. Heat sources may be oil, natural gas, propane gas, electricity, wood, or other sources approved by HSS. The borrower will be allowed to take advantage of the City of Auburn's bulk oil purchasing by utilizing the City of Auburn's supplier, whenever possible.
- 7) Disbursement of Funds** – Funds shall be paid directly to the supplier upon authorization by the borrower, HSS and CDD.
- 8) Appeal Procedure**
  - 1) Rejection of an application shall be given in writing with the reason for rejection.

- 2) Applicant(s) may appeal to the Community Development Loan Committee by providing a written request for the appeal within 7 days from the date of rejection.
- 3) The applicant(s) will be allowed to present his/her case.
- 4) The Community Development Loan Committee may reconsider and overturn a decision after the review has been completed.
- 5) A letter conveying the decision of the appeal will be sent to the applicant(s).
- 6) The decision of the appeal will be final.

**CITY OF AUBURN  
AUGUST 18, 2008  
CITY COUNCIL MEETING**

**PRESENT**

Mayor John T. Jenkins, Councilors Michael J. Farrell, Robert P. Hayes, Daniel R. Herrick, Bruce A. Bickford, Raymond C. Berube, Ronald W. Potvin and Robert C. Mennealy, City Manager Glenn Aho, and City Clerk Mary Lou Magno. Laurie Smith, Assistant City Manager was absent. There were 24 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 Bickford. Vote: 7 Yeas.

**\*MINUTES OF AUGUST 4, 2008 COUNCIL MEETING**

Approved under consent agenda.

**REPORTS OF THE MAYOR**

Mayor Jenkins recognized Tracey Steuber and members of the Balloon Festival Committee for the successful Balloon Festival that took place this last weekend; Mayor Jenkins thanked Christina White, Gail Phoenix and Deputy Fire Chief Mike Minkowsky, for their efforts in coordinating the Energy Summit that will take place tomorrow from 8 am until noon here in Auburn Hall; he also recognized City Manager Glenn Aho and Community Service Director Eric LaBelle who both went above and beyond to help an Auburn family in need this last week. Mayor Jenkins gave a Powerpoint overview of the Energy Summit.

**REPORTS OF CITY COUNCILORS**

Councilors reported on their respective Council Committee Assignments.

**REPORTS OF THE CITY MANAGER**

Glenn Aho, City Manager, updated the Council on the following items: Sept. 3<sup>rd</sup>, Joint City Council Meeting at 6 pm at Lewiston City Hall to consider the 9-1-1 Combined Dispatch Study; Chief Crowell will report on Auburn Middle School Safety Issues at the Sept. 2<sup>nd</sup> City Council Workshop; Andrew Harris, LA Arts has expressed an interest in stadium seating at the former Webster School; Councilor Berube has completed the Freedom of Access Training; and the City Manager reported on a recent meeting with contractors regarding customer service.

**FINANCE REPORT – MONTH OF JULY**

Councilor Bickford moved to accept and place on file the Finance Report as presented by Glenn Aho, City Manager. Seconded by Councilor Hayes. Vote: 7 Yeas.

**COMMUNICATIONS AND RECOGNITIONS**

**COMMUNICATION FROM DANVILLE JCT GRANGE RE: WAIVER OF LICENSE FEE**

Approved under consent agenda.

**COMMUNICATION FROM JOHN F. MURPHY HOMES, INC. RE: WAIVE FEE FOR GARAGE SALE PERMIT**

Approved under consent agenda.

**OPEN SESSION**

William “Guy” Mahon, 216 Poland Road, presented the Mayor and Councilors with a petition signed by residents of Poland Road; and Larry Morrissette, 142 Pleasant Street.

**CLOSED OPEN SESSION**

**UNFINISHED BUSINESS**

**1. RESOLVE – WAIVER OF FORECLOSURE – STEVENS MILLS/AUBURN HOME PROJECT (TABLED 8/4/08)**

Councilor Hayes moved to remove this item from the table. Seconded by Councilor Berube. Vote: 7 Yeas.

Glenn Aho, City Manager, made comments regarding the above resolve and answered Councilors questions.

Reine Mynahan, Community Development Block Grant Administrator, and Travis Soule, developer of the above project, both answered Councilors questions.  
Vote: 7 Yeas.

**NEW BUSINESS**

**2. RESOLVE – AUTHORIZE \$10,000 FUNDING FOR A PASSENGER AIR SERVICE STUDY**

Councilor Bickford moved for passage of the resolve. Seconded by Councilor Farrell. Vote: 7 Yeas.

**3. EXECUTIVE SESSION – LABOR NEGOTIATIONS (TITLE 1, SECTION 405)**

Councilor Potvin moved to go into Executive Session to discuss Labor Negotiations. Seconded by Councilor Hayes. Vote: 7 Yeas.

Councilor Hayes moved to come out of Executive Session. Seconded by Councilor Berube. Vote: 5 Yeas, No Nays (Councilors Bickford and Mennealy out of the room)

**OPEN SESSION**

Larry Morrissette, 142 Pleasant Street.

**CLOSED OPEN SESSION**

**FUTURE AGENDA/WORKSHOP ITEMS**

**ADJOURNMENT – 9:35 P.M.**

Councilor Berube moved to adjourn. Seconded by Councilor Herrick. Vote: 5 Yeas, No Nays (Councilors Mennealy and Potvin out of the room).

**A TRUE RECORD**

**ATTEST:** \_\_\_\_\_  
**CITY CLERK**

# **City Council**

## **Agenda Information Sheet**

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**Council Meeting Date** 9/2/2008      **Agenda Item No.** 1

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**SUBJECT:**

**ORDINANCE – AMENDMENT TO CHAPTER 26, ARTICLE 9, SCHEDULE 3 –  
ONE WAY STREETS**

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**INFORMATION:**

During informational meetings, area business owners in the Main Street area have requested that the City Council make a portion of Main Street One Way. That portion being requested is located from Miller Street northerly to Court Street. The State Department of Transportation has approved this change.

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**STAFF COMMENTS/RECOMMENDATION:**

Staff recommends approval of first reading of this ordinance amendment.

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**REQUESTED ACTION:**

Motion for acceptance of first reading.

---

**VOTE:**



# City of Auburn

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City Council, Auburn, Maine

Date: September 2, 2008

**TITLE:** ORDINANCE – AMENDMENT TO CHAPTER 26, ARTICLE 9,  
SCHEDULE 3 – ONE WAY STREETS

Be It Ordained by the Auburn City Council, That Chapter 26, Article 9,  
Schedule 3 be amended by adding the following:

**MAIN STREET:** On Main Street from Miller Street northerly to Court Street

Motion for passage:

Seconded by:

Vote:

Action by the City Council:

Date:

Attest:

City Clerk

# City Council

## Agenda Information Sheet

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**Council Meeting Date** 9/2/08      **Agenda Item No.** 2

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**SUBJECT:**

**RESOLVE – ACCEPTING CERTAIN FORFEITED FUNDS**

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**INFORMATION:**

Federal Forfeiture Law permits the forfeiture of currency/property used to facilitate drug trafficking or which exists as the result of being the proceeds of drug trafficking. The law further permits the United States to distribute up to 90% of the value of forfeited property to State and local law enforcement agencies who participate in the underlying investigation. Justice Department policy dictates that local law enforcement agencies must use the monies for “law enforcement purposes”.  
The funds being forfeited is \$644.

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**STAFF COMMENTS/RECOMMENDATION:**

·  
Staff recommends approval of this resolve.

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**REQUESTED ACTION:**

Motion for passage of the resolve.

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**VOTE:**

# CITY OF AUBURN

CITY COUNCIL, AUBURN, MAINE

DATE: September 2, 2008

## TITLE: RESOLVE – ACCEPTING CERTAIN FORFEITED FUNDS

Be It Resolved by the Auburn City Council, that the City of Auburn agrees to accept \$644.00 in connection with drug enforcement matters. The funds in question shall be made available to the Auburn Police Department for use in their law enforcement purposes.

Motion for passage:

Seconded by:

Vote:

**ACTION BY COUNCIL:**

**DATE:**

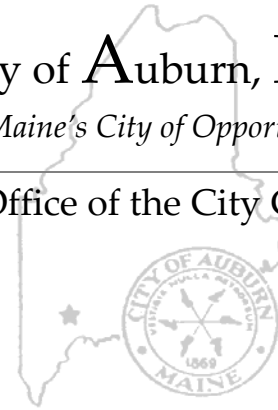
**ATTEST:**

**CITY CLERK**

# City of Auburn, Maine

*"Maine's City of Opportunity"*

Office of the City Clerk



Item #3

TO: Mayor Jenkins and City Councilors

FROM: Mary Lou Magno, City Clerk (On behalf of the Appointments Sub-Committee)

SUBJ: Nominees to the Public Health Committee

DATE: August 28, 2008

A Public Health Committee has been created to determine what our communities can do to improve and enhance our community system of public health care. As concerns continue to rise around health issues such as the pandemic flu, HIV, STD's, obesity, and most recently MRSA (staph infection), the need for a well coordinated, collaborative public health response becomes critical. Neither Lewiston or Auburn have a full-time health department. For these reasons the effort of coordination of a joint health system using various resources within our joint communities is so important. Phil Nadeau, Deputy City Administrator in Lewiston, has been leading the coordinated effort. In the Spring of 2008 both City Councils adopted an Interlocal Agreement that established a Joint Standing Public Health Committee to coordinate response to regional health issues as well as act as a resource to public and non-profit agencies. Since that time the committee, which has representation from a wide spectrum throughout the community, has been gathering nominations.

The Auburn City Council needs to nominate a City Councilor and an Auburn resident to the Committee. Once all nominee positions are filled, both Councils will approve the entire list.

At the September 2<sup>nd</sup> City Council Meeting the Appointments Sub-Committee (Councilors Hayes and Berube) is recommending that Brenda Joly, 167 Pond View Drive be nominated to serve on this committee; a City Councilor is also needed to volunteer to serve on this committee.

If you have any questions, please do not hesitate to contact me or Phil Nadeau.

Thank you.

# Memo

To: Glenn E. Aho, City Manager  
From: Betty Griebel, Tax Collector  
CC: Mary Lou Magno, City Clerk  
Date: 8/28/2008  
Re: Certificate of Settlement 2007-2008 Tax Year

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Please find attached a copy of my Certificate of Settlement for the 2007-2008 Tax Year.

As you know this is basically a housekeeping issue with the completion of the Tax Collector's duties for collection for a specific tax year.

This is in accordance with Title 36 § 760 which reads:

**Title 36: TAXATION**  
**Part 2: PROPERTY TAXES**  
**Chapter 105: CITIES AND TOWNS**  
**Subchapter 6: POWERS AND DUTIES OF TAX COLLECTORS**

**§760. Perfection of collections**

Municipal assessors, or municipal officers in the case of primary assessing areas, shall specify in the collector's warrant the date on or before which the tax collector shall perfect his collections. Such date shall not be less than one year from the date of the commitment of taxes. In the event that no time is specified in the collector's warrant, tax collectors shall perfect their collections within 2 years after the date of the commitment of taxes.

Of course I continue to collect the outstanding taxes, under the duties of Treasurer.

Certificate of Settlement  
36 MRSA § 763

County of Androscoggin, ss

To, Betty J. Griebel, Tax Collector of the Municipality of Auburn, within this county:

We hereby certify that the 2007-2008 taxes committed to you consisting of:

1. Real and Personal Tax commitments:	<u>\$40,000,508.40</u>	
2. Supplemental Commitments totaling:	<u>\$130,643.20</u>	
3. Interest:	<u>\$225,086.47</u>	
4. A Grand Total of:		<u>\$40,356,238.07</u>
5. Cash Payments:	<u>\$38,907,983.08</u>	
6. Abatements Granted:	<u>\$215,321.67</u>	
7. Tax Lien Mortgages:	<u>\$882,387.54</u>	
8. Other Credits:	<u>\$225,086.47</u>	
9. A Net Total of:		<u>\$40,230,778.76</u>
10 Balance Due of:		<u>\$125,459.31</u>

Under the authority contained in MRSA, Title 36, section 763, as amended,  
we hereby discharge you from further liability or obligation to collect the  
balance due of: \$125,459.31

and acknowledge receipt of the tax lists for the taxable year 2007-2008.

Given under our hands this 2nd day of September, A.D. 2008.

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Municipal Officers