

City of Auburn, Maine

"Maine's City of Opportunity"

Office of the City Clerk

Council Meeting Agenda Packet July 18, 2011

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 18, 2011

Agenda

5:30 p.m. Workshop

- A. Discussion of Housing Tax Increment Financing to Coastal Enterprises, Inc. (Roland Miller – 20 min)
- B. Discussion of the fleet tracker GPS. (Requested by Council – 15 min)
- C. Discussion of the Fire Department policy on use of vehicles. (Requested by Council – 15 min)
- D. Discussion of alarm fees. (Phil Crowell – 15 min)
- E. Update on PAL. (Phil Crowell – 15 min)
- F. Discussion of a request for fund raising by the MDA boot drive. (Phil Crowell – 15 min)
- G. Discussion of the size of the New Auburn Master Plan Committee (Glenn Aho – 20 min)
- H. Update of Rural Metro. (Glenn Aho – 15 min)

7:00 p.m. City Council Meeting

Pledge of Allegiance

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

II. Minutes – * July 5, 2011

III. Reports

Mayor

City Councilors

- Michael Farrell: Rec. Adv Bd, Audit, Lake Aub. Watershed Protection Comm,
- Robert Hayes: Planning Bd, Water, Library, and Railroad,
- Daniel Herrick: MMWAC,
- David Young: School Committee, Cable TV Adv Board
- Raymond Berube: Sewer, Audit, Airport
- Belinda Gerry: LA Transit, Neighborhood Stabilization Program, Auburn Housing,
- Eric Samson: 9-1-1, Auburn Business Development Corp, Andros Valley Council of Gov

City Manager

IV. Communications, Presentations and Recognitions

V. Open Session – Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*. Time limit for open sessions, by ordinance, is 45 minutes. Councilor's Concerns (if time allows)

VI. Unfinished Business

VII. New Business

07182011-01* Confirm Chief Crowell's appointment of Nicholas Sparaco as a constable with firearm for the Auburn Police Department.

Auburn City Council Meeting & Workshop

July 18, 2011

- 07182011-02 Citizen Initiated Zoning Ordinance Amendment – Proposal to amend the City Of Auburn Zoning Ordinance, Chapter 60, Article IV, Division 3, to add the use group: *Composting facilities* as a permitted or special exception use in the Agriculture and Resource Protection zoning district, pursuant to Article XVII, Division 2 of the Ordinances of the City of Auburn. (First Reading)
- 07182011-03 Resolve adopting the FY2012 Capital Improvement Program Bonding (First Reading).
- 07182011-04 Executive session in accordance with Title 1, Section 405, subsection 6C, real estate matter, Great Falls building. (Possible action to follow)
- 07182011-05 Executive session in accordance with Title 1, Section 405, subsection 6A, committee appointments. (Possible action to follow)

VIII. 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*

IX. Future Agenda/Workshop Items

X. ADJOURNMENT

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

- A. Discussion of personnel issues
- B. Discussion or consideration by a school board of suspension of expulsion
- C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency
- D. Labor contracts
- E. Contemplated litigation
- F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;
- G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and
- H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



City Council Workshop Information Sheet

City of Auburn

Council Workshop Date: July 18, 2011

Item # A

Author: Roland G. Miller, Director of Community & Economic Development

Subject: Discussion of Housing Tax Increment Financing to Coastal Enterprises, Inc. (CEI)

Information: CEI presented to and received approval from the Auburn Planning Board on August 10, 2010, for a downtown redevelopment project. Financing for the project is dependent upon securing Low Income Housing Tax credits from the IRS and delivered through Maine Housing. That distribution is done on a competitive scoring basis. Just like the Webster School redevelopment, if the project includes a HTIF, it receives bonus rating points. Therefore, CEI has asked the City of Auburn to approve a HTIF for the project.

Three old (1920's) buildings would be torn down and a new 22 unit building would be built.

Financial: A full financial analysis is possible to complete at the present time but will be a part of the HTIF documents when presented to the City Council for approval.

Action Requested at this Meeting: None

Previous Meetings and History: None

Attachments: *(in order of appearance in packet)*



City Council Workshop Information Sheet

City of Auburn

Council Workshop Date: July 18, 2011

Item # B

Author: Roberta L. Fogg, City Clerk

Subject: Discussion of the fleet tracker GPS.

Information: This is on the workshop agenda at the request of Council.

Financial: unknown

Action Requested at this Meeting:

Previous Meetings and History:

Attachments: *(in order of appearance in packet)*



City Council Workshop Information Sheet

City of Auburn

Council Workshop Date: July 18, 2011

Item # C

Author: Roberta L. Fogg, City Clerk

Subject: Discussion of the Fire Department policy on use of vehicles.

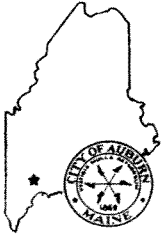
Information: This is on the workshop agenda at the request of Council.

Financial: unknown

Action Requested at this Meeting:

Previous Meetings and History:

Attachments: *(in order of appearance in packet)*



City Council Workshop Information Sheet

City of Auburn

Council Workshop Date: July 18, 2011

Item # D

Author: Phil Crowell, Police Chief

Subject: Discussion of alarm fees.

Information: We are reviewing the ordinance for alarm fees due to citizen and business owner concerns. We have conducted an analysis and propose an ordinance change to the renewal requirement.

Financial: There will be a reduction in revenue for renewal fees.

Action Requested at this Meeting: n/a

Previous Meetings and History: none

Attachments: *(in order of appearance in packet)*

Memo to Office Manager Rita Beaudry from Crime Analyst Steve Harmon
Ordinance – Chapter 15 Article 2- Security Systems



Auburn Police Department



Memorandum

Phillip L. Crowell
Chief of Police

Jason D. Moen
Deputy Chief

Rita P. Beaudry
Office Manager

To: Rita Beaudry, Office Manager
From: Steve Harmon, GIS Coordinator/Crime Analyst
Date: June 30, 2011
Re: Alarm Analysis

As requested, attached are the alarm statistics I was able to recover from our Records Management System

Alarm Code:	2008	2009	2010*	2011+
Animal Control Notified (AC):	-	-	1	-
Arrest Made (AR):	-	1	1	-
Building Checked / Secured (BC):	16	3	6	1
Complaint Cancelled (CA):	4	13	11	17
Chargeable (CH):	822	743	706	290
Cleared (CL):	57	61	54	41
Duplicate Incident (DU):	4	1	2	-
Gone on Arrival (GO)	-	2	-	-
Not Chargeable (NC):	32	53	44	45
Report Taken (RE):	5	1	2	1
Restored the Peace (RP):	1	-	-	-
Turned Over to Other Agency (TT):	-	2	2	1
Unfounded (UN):	-	3	2	-
Verbal Warning (VE):	1	-	1	-
Vehicle Towed (VT):	-	-	-	1
No Code:	-	-	3	-
Yearly Totals:	943	884	835	400
Grand Total for All Years:				3062
* Three CFS were not coded in 2010				
+ Numbers through 06/30/2011 at ~1400 hrs.				

City of Auburn
Code of Ordinances

Sec. 16-49. - Application; false statements; issuance; transferability; permit fees.

(a)

The application for a permit shall contain the following information:

(1)

Name, business address, home address, business telephone number, and home telephone number of the person in whose name the permit is requested;

(2)

Name, business telephone number, and home telephone number of two persons who are authorized and have agreed to receive notification at any time from responding police personnel to come to the alarm site within 30 minutes after receiving such notification;

(3)

Classification of the alarm site as residential, commercial or banking institution;

(4)

Purpose of the alarm (i.e. burglary, robbery);

(5)

Any other information required by the chief to ensure compliance with all provisions of this article.

(b)

The permit holder shall notify the chief of any change in the information contained in the application within five days of such change.

(c)

If the application complies with all requirements of this article, the chief shall issue a permit upon receipt of a permit fee in the amount provided in the city fee schedule.

(d)

Any false statement of a material nature made by an applicant for the purpose of obtaining a permit shall be grounds for denial of the issuance of the permit, or cancellation of the permit if it has been issued.

(e)

A permit is not assignable or transferable to another person.

(f)

A permit shall be valid for the period of January 1 through December 31 of the same year issued. However, if a permit is obtained after December 1, the permit shall be valid through December 31 of the next calendar year. Permits expire on December 31. After expiration, a new application must be made.

(g)

Permit renewals for the next calendar year shall start on December 1 of the year of expiration. Renewals may be made on weekdays during normal business hours in person, by telephone, or by mail. A renewal fee in the amount provided in the city fee schedule will be charged if renewal occurs before expiration. There will be an additional charge in the amount provided in the city fee schedule for renewals made after December 31.

[Ord. of 10-1-2007(01), § 2.3]



City Council Workshop Information Sheet

City of Auburn

Council Workshop Date: July 18, 2011

Item # E

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

Subject: Update on PAL – Police Activities League, 24 Chestnut Street.

Information: Chief Crowell will provide City Council with an update of the PAL – Police Activities League program and facilities.

Financial: n/a

Action Requested at this Meeting: None

Previous Meetings and History: None

Attachments: *(in order of appearance in packet)*



City Council Workshop Information Sheet

City of Auburn

Council Workshop Date: July 18, 2011

Item # F

Author: Phil Crowell, Police Chief

Subject: Discussion of a request for fund raising by the MDA boot drive.

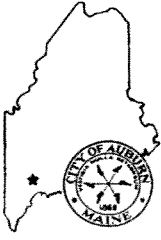
Information: In past years, there have been concerns of fire department personnel collecting funds for MDA through the boot drive. Chief Crowell will be presenting a traffic safety plan for the upcoming drive in September for Council review.

Financial: n/a

Action Requested at this Meeting: None

Previous Meetings and History: None

Attachments: *(in order of appearance in packet)*



City Council Workshop Information Sheet

City of Auburn

Council Meeting Date: July 18, 2011

Item # G

Author: Glenn Aho, City Manager

Subject: Discussion of the size of the New Auburn Master Plan Committee.

Information: The Comprehensive Plan suggests that a Master Plan Implementation Committee be created to seek and ensure that the Master Plan policies and recommendations are carried out:

1. Identify key local community members and establish a Master Plan Implementation Committee that convenes on a semi-annual basis to review the success of the plan and to set goals for the next phase of implementation.
2. Form Master Plan Implementation subcommittees, as needed, to carry out specific projects or tasks as they relate to plan policies or recommendations. These groups would meet on an as needed basis throughout the year and report progress and/or findings to the Master Plan Implementation Committee.
3. Provide appropriate staff support and funding to allow for the timely implementation of the recommendations of this plan.

Financial:

Action Requested at this Meeting:

Previous Meetings and History:

Attachments: *(in order of appearance in packet)*



City Council Workshop Information Sheet

City of Auburn

Council Workshop Date: July 18, 2011

Item # H

Author: Roberta L. Fogg, City Clerk

Subject: Update of Rural Metro.

Information: This is on the workshop agenda at the request of Council.

Financial: unknown

Action Requested at this Meeting:

Previous Meetings and History:

Attachments: *(in order of appearance in packet)*



City Council Meeting and Workshop

July 5, 2011

Minutes

Present: Mayor Richard Gleason, Councilor's Belinda Gerry, Michael Farrell, Robert Hayes, Daniel Herrick, David Young and Raymond Berube, City Manager Glenn Aho, Acting Assistant City Manager Philip Crowell, Finance Director Tracy Roy and City Clerk Roberta Fogg.

Absent Councilor Eric Samson.

The Council conducted a workshop beginning at 5:30pm on the following items: Update on disposition of 1 Minot Avenue, Update on Great Falls, Citizen Initiated Zoning Ordinance Amendment, Composting facilities,

The Council discussed the fleet tracker GPS, Rural Metro, Legal fees and the agenda process during the second open session.

Break at 6:55 pm

Back at 7:06 pm

7:00 p.m. City Council Meeting

Mayor Gleason called the meeting to order at 7:06 p.m. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag.

I. Consent Items

Councilor Berube, seconded by Councilor Hayes, moved to accept the consent items as follows: minutes of June 13th and 20th, 2011; resolve accepting the Transfer of Forfeiture of Assets – Croom and Resolve accepting the Transfer of Forfeiture Assets – Clavet.

Vote: 6 Yea's - 0 Nay's

Motion carried 6-0.

II. Minutes – * June 13, 2011 (as amended) and June 20, 2011- approved.

III. Reports

Mayor, read his report (see attached to official minutes)

City Councilors

- **Michael Farrell:** Rec. Adv Bd, Audit, Lake Aub. Watershed Protection Comm - none
- **Robert Hayes:** Planning Bd, Water, Library, and Railroad – reported on Planning Board from Auburn met with Planning Board from Lewiston and heard a presentation by Jonathan Labonte.
- **Daniel Herrick:** MMWAC - no reports, but questioned the Mayor about his meeting with prospective candidates.
- **David Young:** School Committee, Cable TV Adv Board – participated in the senior games in Houston.
- **Raymond Berube:** Sewer, Audit, Airport – stated we would be extending water and sewer in next couple of months.
- **Belinda Gerry:** LA Transit, Neighborhood Stabilization Program, Auburn Housing – reported on Auburn Housing putting a plaque up at Webster School housing for the person who died on site.
- **Eric Samson:** 9-1-1, Auburn Business Development Corp, Andros Valley Council of Gov - absent

City Manager - none

IV. Communications, Presentations and Recognitions - none

Auburn City Council Meeting & Workshop

Minutes of July 5, 2011

V. Open Session - none

VI. Unfinished Business

06062011-08 Motions on committee appointments. (Possible executive session in accordance with Title 1, Section 405, subsection 6A) – Tabled from June 6, 2011

Councilor Hayes moved to remove committee appointments from the June 6, 2011 table, died for lack of second. He feels there is some sorting out need to determine where the applicant's best fit.

Councilor Hayes, seconded by Councilor Young, moved to remove committee appointments from the June 6, 2011 table.

Vote: 2 Yea's – 4 Nay's- Councilors Gerry, Farrell, Herrick and Berube. Motion failed 2-4.

Councilor Gerry volunteered to review committee applicants.

VII. New Business

07052011-01* Resolve accepting the Transfer of Forfeiture of Assets – Croom - approved

Councilor Berube, seconded by Councilor Hayes, moved resolve # 01-07052011-01 State of Maine v. John Croom, Defendant and \$756 U.S. Currency Defendant(s) In Rem.

Vote: 6 Yea's – 0 Nay's Motion carried 6-0.

07052011-02* Resolve accepting the Transfer of Forfeiture Assets – Clavet - approved.

Councilor Berube, seconded by Councilor Hayes, moved resolve #02-07052011-02 State of Maine v. Teri Lou-Ann Clavet, Defendant And One 2004 Cadillac Escalade LL VIN #1GYEK63N54R253062 Defendant(s) In Rem.

Vote: 6 Yea's – 0 Nay's Motion carried 6-0.

07052011-02a Public Hearing on a new Special Amusement application by Fox Ridge Golf Club, LLC, 550 Penley Corner.

Mayor Gleason opened the public hearing asking for any comments, hearing none he declared the hearing closed.

07052011-02b Motion to approve the Special Amusement permit by Fox Ridge Golf Club, LLC, 550 Penley Corner.

Councilor Farrell, seconded by Councilor Young, moved to approve the Special Amusement permit by Fox Ridge Golf Club, LLC, 550 Penley Corner.

Vote: 6 Yea's – 0 Nay's Motion carried 6-0.

Auburn City Council Meeting & Workshop

Minutes of July 5, 2011

07052011-03 Resolve on a Citizen Initiated Zoning Map proposal to amend the City of Auburn Zoning Map in the area of Center, West Dartmouth, Blackmer and Alpha Streets including Parcel ID# 281-001, 271-045, 271-049 and 271-047 from Urban Residential to General Business. (First Reading)

Councilor Farrell, seconded by Councilor Berube, moved to accept the first reading of a Citizen Initiated Zoning Map proposal to amend the City of Auburn Zoning Map in the area of Center, West Dartmouth, Blackmer and Alpha Streets including parcel ID #281-001, 271-045, 271-049 and 271-047 from Urban Residential to general Business.

Councilor Herrick feels that this proposal is being done for a small group and he cannot do this without knowing that this is for all citizens. He doesn't know what would be going in that neighborhood and cannot proceed without knowing how it would affect the neighborhoods.

Roland Miller, Director of Economic Development explained the citizen's petition process for rezoning and commercial rezoning process.

Michael Gotto petitioner (Technical Services, LLC) and property owner, reviewed his reasons for bring this petition forward, economics being the first reason. He explained that the properties are split zoned and are not fully usable for commercial development.

Councilors each expressed their concerns and opinions on the proposed amendment.

Peter Whitmore and his wife Constance own 329 Center Street property which is included in this proposed zoning map amendment, reviewed his ownership history, issues they have had and how this proposal affects his property and its possible future redevelopment. He feels the original proposal for a ten foot buffer is what should be passed, not the recommendation by the planning board for the 25 foot buffer zone.

Councilor Farrell, seconded by Councilor Berube, moved to amend the main motion and change the stated buffer zone from 25' to a 10' buffer zone.

Amendment vote: 4 Yea's – 2 Nay's- Councilors Gerry and Herrick.

Motion carried 4-2.

Public Input:

Fern Masse 25 Blackmer Street spoke about his concerns and the neighbor's concerns. He stated that there should be a 25' buffer along Blackmer Street. He asked the Council to think about this carefully, where is the buffer zone.

Councilor Hayes asked Roland Miller where the buffer is measured.

Roland Miller, Director of Economic Development explained that the buffer is normally measured from property line. He explained contract zoning, planed zoning and the new growth management act in Maine.

Mr. Whitmore explained that if this change passes or doesn't pass it will not affect the value of his land.

Kathy Serpico 4 University Street expressed her concerns about the proposed zoning map amendment. She stated that the neighbors feel defeated and have been left out of this process. She said the change of buffer when none of the neighbors are present is insulting.

Main motion vote: 4 Yea's – 2 Nay's – Councilor Gerry and Herrick

Motion carried 4-2.

Auburn City Council Meeting & Workshop

Minutes of July 5, 2011

07052011-04 Resolve reallocating \$25,000 of Capital Funding for Integrated Messaging Server to city web site design and build.

Councilor Farrell, seconded by Councilor Berube, moved resolve #04-07052011-04 reallocating \$25,000 of Capital Funding for Integrated Messaging Server to city web site design and build.

Vote: 4 Yea's – 2 Nay's – Councilors Gerry and Herrick

Motion carried 4-2.

07052011-05 Resolve adopting the FY2012 Capital Improvement Program Bonding (First Reading).

Councilor Berube, seconded by Councilor Young, moved resolve #05-07052011-05 ORDER - AUTHORIZING THE ISSUANCE AND SALE OF CAPITAL IMPROVEMENT BONDS IN THE AMOUNT OF \$4,850,000 (Annual Capital Improvement Program) (First Reading)

Vote: 2 Yea's – Councilors Berube and Young - 3 Nay's – Councilors Gerry, Farrell and Herrick - 1

Abstained – Councilor Hayes

Motion failed 2-3-1.

Councilor Farrell commented on the undesignated fund balance policy and the use of that money could be used for these bonding projects.

Councilor Gerry asked about the bonding for the Great Falls Art Center demo and infrastructure.

City Manager Aho explained that we could use local funds for demo of the building, but when we use federal funds there are certain requirements and this is a place holder for those federal funds. The worst case scenario if the federal funding is not available.

Councilor Hayes asked what is being budgeted for the school building committee recommendation for 2 million dollars annual maintenance.

07052011-06 Presentation and discussion of Ingersoll Arena potential plans.

City Manager Aho introduced Ravi Sharma, Director of Parks and Recreation and Mike Berube, Ingersoll Arena Manager.

Ravi Sharma reviewed a proposal to renovate the Ingersoll Arena and the relocation of facilities and services, as well as the estimated expenses and potential revenue. The possible funding sources are bonds, use of the fund balance of \$763,000, donations from businesses, individuals and organizations. They would propose this construction during this shut down season.

Councilor Farrell suggested new bleachers being installed with this update to the facility.

Councilor Berube asked why a second floor.

Ravi explained that it is to utilize the space we have currently by using the height of the facility.

City Manager Aho explained that we need to discuss with our CPA to make sure we are budgeting for the depreciation and making sure our cash flow is adequate for the needs of the facility.

07052011-07 Discussion of the lease for the Great Falls Art Center. (Possible executive session in accordance with Title 1, Section 405, subsection 6C) - none

VIII. Open Session

Leroy Walker 41 Broad Street thanked the Public Works and Parks and Recreation laborers for the way that the medians look and especially for the fourth of July weekend. He spoke about the ice arena bond

Auburn City Council Meeting & Workshop

Minutes of July 5, 2011

that is costing the city and it is paying for it and making money. He hopes that the council would take the money in the enterprise fund to do the whole project. He explained that you need the second level and places where people can sit.

Joe Gray Sopers Mill Road spoke about the Public Works grader work, he said the people operating them are doing fine, but the management of the grader leaves a lot to be desired. He explained the traveling of the grader to and from location. He asked why Auburn Housing vehicles have municipal plates.

City Manager Aho explained that they qualify for municipal plates.

Joe Gray said that he is worried about the rumors for River Side Drive reconstruction. He asked where he could find that plan.

City Manager Aho explained the MDOT review and the process for redesign, as well as the public input process.

Joe Gray said that the area plan sounds great; he asked questions about the enterprise funding for the facility.

Councilor Farrell explained the enterprise fund.

Joe Gray thanked Chief Low and the Fire Department for offering up a spot for a community garden at the South Main Street station. He then asked if anything would be coming out in the paper about the manager's evaluation and contract.

Councilor Herrick explained that he got his answer about the grading issue.

Denis D'Auteuil, Deputy Director explained that at the last meeting he wasn't given any dates. He said he researched the work order system for information about the road. He answered questions about grading of various roads in Auburn. He asked Council to call him when they see this kind of activities so that he can respond immediately.

The following workshop items were continued in open session: Discussion of fleet tracker GPS, Discussion of Rural Metro and Agenda process.

IX. Future Agenda/Workshop Items

Councilor Farrell would like a workshop on the soil ordinance (36" wastewater); trash/recycling contract; sidewalk policy – where CMP puts their poles.

Councilor Herrick has concerns about cigarette butts all over the plaza.

X. ADJOURNMENT

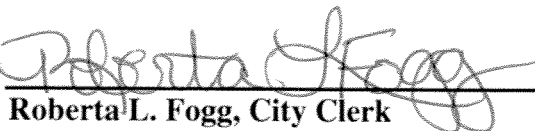
Councilor Herrick, seconded by Councilor Young, moved to adjourn the meeting at 9:54 pm.

Vote: 6 Yea's – 0 Nay's.

Motion carried 6 -0.

A true record

Attested:



Roberta L. Fogg, City Clerk



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: July 18, 2011

Item # 07182011-01*

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

Subject: Confirm Chief Crowell's appointment of Nicholas Sparaco as a constable with firearm for the Auburn Police Department.

Information: The Auburn Police Department requests City Council appointment of Nicholas Sparaco as a Constable with Firearm for the City of Auburn.

Financial: n/a

Action Requested at this Meeting: Motion to confirm Chief Crowell's appointment of Nicholas Sparaco as a constable with firearm for the Auburn Police Department.

Previous Meetings and History: n/a

Attachments: *(in order of appearance in packet)*

- Memo from Chief



Auburn Police Department



Memorandum

Phillip L. Crowell
Chief of Police

Jason D. Moen
Deputy Chief

Rita P. Beaudry
Office Manager

To: Honorable Mayor Richard Gleason and Members of the City Council
From: Phillip L. Crowell, Jr., Chief of Police
Date: July 13, 2011
Re: CONSTABLE

We request that the following named person be named a Constable for the Auburn Police Department:

Nicholas Sparaco with Firearm New Hire



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: July 18, 2011

Item # 07182011-02

Author: Eric Cousens, City Planner

Subject: Citizen Initiated Zoning Ordinance Amendment – Proposal to amend the City Of Auburn Zoning Ordinance, Chapter 60, Article IV, Division 3, to add the use group: *Composting facilities* as a permitted or special exception use in the Agriculture and Resource Protection zoning district, pursuant to Article XVII, Division 2 of the Ordinances of the City of Auburn.

Information: The Planning Board considered this proposal at their June 14, 2011 Meeting. The organizer of the petition presented support for the proposal and Dr. Bill Seekins from the Maine Department of Agriculture provided additional information. A detailed discussion, question and answer session followed.

The item was opened for public hearing and no one from the audience spoke in favor of or against the proposal. Maurice Keene of North River Road provided a letter of support for the proposal.

The Planning Board found the proposal to be consistent with the Comprehensive Plan and recommended that the proposal be approved as a Special Exception Use with language that is slightly different than that originally proposed. A copy of the petitioned language and Planning Board Recommended language is attached as a summary of composting language. At the workshop or meeting considering this item, the Council should take advantage of the opportunity to ask questions of Dr. Bill Seekins, a State composting expert.

Financial: None.

Action Requested at this Meeting: Yes.

Why? Vote to accept the first reading.

Previous Meetings and History: Planning Board June 14, 2011, Council Workshop July 5, 2011

Attachments:

- Resolve for first reading
- PB Report Ag RP composting ordinance amendment-initial hearing
- Summary of Composting Language
- Petition
- Petition Letter and Proposed Language
- BMPs for Large animal carcass composting



**City Council
Resolve**

City of Auburn

Date: July 18, 2011
Order # 06-07182011-02

Title: Citizen Initiated Zoning Ordinance Amendment – To amend the City Of Auburn Zoning Ordinance, Chapter 60, Article IV, Division 3, to add the use group: *Composting facilities* as a permitted or special exception use in the Agriculture and Resource Protection zoning district, pursuant to Article XVII, Division 2 of the Ordinances of the City of Auburn. (First Reading)

See language attached.

Motion for Acceptance of First Reading: Councilor

Seconded by: Councilor

Vote:

Action by Council: July 18, 2011

Attest:

Roberta L. Fogg, City Clerk

SUMMARY OF LANGUAGE:

Composting in Agriculture and Resource Protection District

Petition Proposed Language:

***n. Compost operations, excluding municipal/industrial waste, to process products such as manure, bedding, animal mortalities, waste feed, produce, forestry by-products, leaves & yard trimmings in compliance with State and Federal Regulations, subject to the following conditions:**

- (1) Not located in any environmental overlay district or over any known aquifer.**
- (2) Provisions shall be made to avoid surface and groundwater pollution.**
- (3) Provisions shall be made to counteract vermin, insects, odors.**
- (4) Must comply with all applicable Department of Environmental Protection and Maine Department of Agriculture Rules and Regulations and Best Management Practices.**

Planning Board Recommended Language:

City of Auburn Zoning Ordinance, Chapter 60, Article IV,

DIVISION 3. - USE REGULATIONS

Sec. 60-172. - Permitted uses; exceptions.

(a) *Permitted uses.*

(b) *Special exception uses.* The following uses are permitted by special exception after approval by the planning board in accordance with the provisions of division 3 of article XVII of

(14) Compost Operations, excluding municipal/industrial waste, to process products such as manure, bedding, animal mortalities, waste feed, produce, forestry by-products, leaves & yard trimmings in compliance with State and Federal Regulations, subject to the following conditions:

1. All compost sites shall be evaluated for suitability by a properly qualified professional, including benchmark water testing prior to approval.
2. Provisions shall be made to avoid surface and groundwater pollution.
3. Provisions shall be made to counteract vermin, insects and odors.
4. Must comply with all applicable Department of Environmental Protection and Maine Department of Agriculture Rules and Regulations and Best Management Practices.
5. Shall not be located within the Lake Auburn Watershed Overlay District.

(Ord. of 9-21-2009, § 3.31B)

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 Ordinance Amendment** – Public hearing for a recommendation to the City Council on a proposal to amend the City Of Auburn Zoning Ordinance, Chapter 60, Article IV, Division 2, to add the use group: *Composting facilities* as a permitted or special exception use in the Agriculture and Resource Protection zoning district, pursuant to Article XVII, Division 2 of the Ordinances of the City of Auburn.

Date: June 14, 2011

Staff received a citizen petition form at least 25 registered voters to amend the City Of Auburn Zoning Ordinance, Chapter 60, Article IV, Division 2, to add the use group: Composting facilities as a permitted or special exception use in the Agriculture and Resource Protection zoning district, pursuant to Article XVII, Division 2 of the Ordinances of the City of Auburn.

The proposal would allow a wide range of private or commercial composting, including food waste, animal remains and other organic materials throughout the Agriculture and Resource Protection Zoning District (AG/RP). As proposed, the applicant is asking the Board to determine if the use is appropriate as a Permitted or Special Exception Use. It is staff's opinion that the use is not appropriate as a Permitted Use, however, as a Special Exception Use, the proposal warrants careful consideration. Based on the information provided, there is little doubt that composting is the preferred method for disposing of large animals and other organic waste. Composting of agricultural waste and large animals raised on a property would be allowed under the existing AG/RP zoning district standards. Concerns about the use and risk for potential nuisances are compounded when animals and waste are drawn from a larger land area and collected on a single parcel. The applicant intends to mitigate any potential negative impacts with required conditions if the use is to be allowed.

Based on a Staff review there are 3 main concerns that would need to be addressed:

1. Prevention of odors.
2. Prevention of surface or ground water contamination.
3. Prevention of pest infestations (insects, coyote or vermin, birds or other scavengers).

The proposed language allows the Board to address each of these, but as we learn more about the use, the Board may wish to modify the conditions to be more specific to known management practices.

The Comprehensive Plan has the following related sections:

Agricultural/Rural District (AG)

Objective – Preserve and enhance the agricultural heritage of Auburn and protect the City’s natural resources and scenic open space while maintaining the economic value of the land (see Figure 2.3). The district is characterized by a rural, very low density development pattern that limits sprawl and minimizes the City’s service costs. The District maintains the current rural development pattern allowing for a broad range of agriculture and natural resource related uses, while restricting residential development. Recreational development is encouraged both as a means of protecting open space, and as a means to provide reasonable public access to outdoor destinations such as Lake Auburn and the Androscoggin River. The Agriculture/Rural District is intended to serve as a land reserve, protecting valued community open space and rural landscapes, while maintaining the potential for appropriate future development.

Allowed Uses – The Agriculture/Rural District should continue to include the uses allowed in the existing AG/RP zoning district. In addition, a broader range of rural uses should be allowed. Agriculturally related businesses including retail and service activities and natural resource industries should be permitted. The reuse of existing agricultural buildings should be allowed for low intensity nonagriculture related uses.

Residential uses should continue to be limited to accessory residential development as part of a commercial agriculture or natural resource use, not just traditional farms. The criteria for determining when an accessory residential use is permitted should be based on updated standards that take into account the economic realities of today’s commercial agricultural activities, including outside sources of income and part time and small scale commercial operations. Residential development may also be part of a commercial recreational use as part of a planned development in which the recreational open space is permanently preserved.

Development Standards – All new development, redevelopment, and expanded uses in the Agriculture/Rural District should be required to meet “best management practices” for stormwater management and environmental protection to ensure adequate protection of natural resources. All development activities in the Agricultural/Rural District should be subject to low impact development (LID) standards such as limiting impervious surfaces, minimizing lot disturbances, creating natural buffers, and capturing and treating runoff through filtration measures.

I. DEPARTMENT REVIEW

Police Department:

A. No comments.

Water and Sewer District:

No Comment. Proposal would not allow the use in the Lake Auburn Watershed.

Engineering Department:

Surface and ground water quality needs to be protected.

Fire Department:

No Comment.

II. FINDINGS:

The proposed use group is/is not consistent with the Agricultural Zoning District and the Comprehensive Plan, Auburn Tomorrow, Goals Policies and Strategies.

If the use is allowed, the following unique impacts should be addressed with conditions of approval:

1. To be determined by the Board.

III. RECOMMENDATION:

Staff recommends that the Planning Board review the proposal and if the general concept is appropriate, then the Board should discuss use specific conditions that would address any unique impacts that are not addressed by existing Special Exception review criteria in Chapter 60 - ZONING ARTICLE XVI. - ADMINISTRATION AND ENFORCEMENT, DIVISION 3. - SPECIAL EXCEPTION and the application of Maine DEP and State Department of Agriculture standards. Additional research may be necessary after this initial consideration and public input. After accepting and considering public input we recommend that the Board forward a recommendation to the City Council.

Eric J. Cousens
City Planner

SUMMARY OF LANGUAGE:

Composting in Agriculture and Resource Protection District

Petition Proposed Language:

- *n. **Compost operations, excluding municipal/industrial waste, to process products such as manure, bedding, animal mortalities, waste feed, produce, forestry by-products, leaves & yard trimmings in compliance with State and Federal Regulations, subject to the following conditions:**
- (1) **Not located in any environmental overlay district or over any known aquifer.**
 - (2) **Provisions shall be made to avoid surface and groundwater pollution.**
 - (3) **Provisions shall be made to counteract vermin, insects, odors.**
 - (4) **Must comply with all applicable Department of Environmental Protection and Maine Department of Agriculture Rules and Regulations and Best Management Practices.**

Planning Board Recommended Language:

City of Auburn Zoning Ordinance, Chapter 60, Article IV,

DIVISION 3. - USE REGULATIONS

Sec. 60-172. - Permitted uses; exceptions.

(a) *Permitted uses.*

(b) *Special exception uses.* The following uses are permitted by special exception after approval by the planning board in accordance with the provisions of division 3 of article XVII of

(14) Compost Operations, excluding municipal/industrial waste, to process products such as manure, bedding, animal mortalities, waste feed, produce, forestry by-products, leaves & yard trimmings in compliance with State and Federal Regulations, subject to the following conditions:

1. All compost sites shall be evaluated for suitability by a properly qualified professional, including benchmark water testing prior to approval.
2. Provisions shall be made to avoid surface and groundwater pollution.
3. Provisions shall be made to counteract vermin, insects and odors.
4. Must comply with all applicable Department of Environmental Protection and Maine Department of Agriculture Rules and Regulations and Best Management Practices.
5. Shall not be located within the Lake Auburn Watershed Overlay District.

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• (Ord. of 9-21-2009, § 3.31B)

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REZONING PETITION

We, the undersigned registered voters of the City of Auburn, do herein petition the City of Auburn to amend the Agriculture and Resource Protection District to allow Composting Facilities* as a Permitted or Special Exception Use in compliance with State and Federal Regulations.

SIGNATURE	PRINTED NAME	ADDRESS	PHONE #
<i>Michelle Melaragno</i>	Michelle Melaragno	576 Trapp Rd	840-1316
<i>Peter J. Simpson</i>	Peter J. Simpson	903 Old Danville Rd	576-2571
<i>Dawn R. Simpson</i>	Dawn R. Simpson	903 Old Danville Rd	576-4881
<i>Angela D. Simpson</i>	Angela D. Simpson	903 Old Danville Rd.	577-9481
<i>Fred Squire</i>	Fred Squire	166 Boyd Street	782-1347
<i>KAREN STONE</i>	KAREN STONE	169 Royal River Rd	782-1347
<i>Kachel Sabert-Galian</i>	Kachel Sabert-Galian	528 Trapp Rd	713-1008
<i>STEVEN J. FALIAN</i>	STEVEN J. FALIAN	528 TRAPP RD	713-1008
<i>Mark Siguere</i>	Mark Siguere	119 Steele Rd	576-5219
<i>MARICIA McHARRAGNO</i>	MARICIA McHARRAGNO	976 Old Danville Rd	576-13784-1671
<i>Renee M. Cyr</i>	Renee M. Cyr	1290 N. River Rd.	783-2736
<i>JAMES G. CYR</i>	JAMES G. CYR	1290 N. River Rd.	783-2236
<i>ROSALINE G. GAYNOR</i>	ROSALINE G. GAYNOR	1290 N. River Rd	783-2736
<i>Mary E Brushweir</i>	Mary E Brushweir	61 Black Cat Rd.	784-8551
<i>Louise Shaw</i>	Louise Shaw	320 Woodbury Rd.	783-7602
<i>ZACHARY SHAW</i>	ZACHARY SHAW	320 Woodbury Rd	787-7102
<i>KATHY J. GRENIER</i>	KATHY J. GRENIER	3053 Hotel Rd Auburn	783-5913
<i>Margaret M. Betts</i>	Margaret M. Betts	756 Fournal Rd Aub,	784-5676
<i>Dawn W. Kiniger</i>	Dawn W. Kiniger	29 Dundas Ave Auburn	782-2970
<i>KENNETH KINIGER</i>	KENNETH KINIGER	29 Dundas Avenue Auburn	782-2970
<i>IVAN McHARRAGNO</i>	IVAN McHARRAGNO	57 JACKSON HILL RD AUB	786-5879
<i>CELESTE DALY</i>	CELESTE DALY	18 GERRONOP AVE MAUSSEND	783-5245
<i>GEORGE HESS</i>	GEORGE HESS	18 Grandview Ave Auburn	783-5245
<i>Bentley E. Kothman</i>	Bentley E. Kothman	1372 N. W. River Rd	533-2899
<i>Kenneth J Bell-Fleur</i>	Kenneth J Bell-Fleur	100 Royal River Rd	713-4553
<i>Clair M. Bellefleur</i>	Clair M. Bellefleur	100 Royal River Rd Auburn	713-4554

Note * Twenty-five (25) registered Auburn voters' signatures are required on the petition (it is suggested that you get at least 35-40 signatures in case some signatures cannot be read or they are disqualified for some other reason).

5/19/2011 05:00 PM

REZONING PETITION

We, the undersigned registered voters of the City of Auburn, do herein petition the City of Auburn to amend the Agriculture and Resource Protection District to allow Composting Facilities* as a Permitted or Special Exception Use in compliance with State and Federal Regulations.

#	SIGNATURE	PRINTED NAME	ADDRESS	PHONE #
1	<i>Deborah Profound</i>	Deborah L Profound	117 Steele Rd	576-6100
2	<i>Robin Stuerre</i>	Robin Stuerre	255 Steele Rd	783-2816
3	<i>Cindy Turner</i>	Cynthia N	175 Pounce Pl	783-6203
4	<i>Kathy Talbey</i>	Kathy Talbey	999 Pownall Rd	212-9459
5	<i>Edward Talbey</i>	Edward R. Talbey	999 Pownall Rd	754-8400
6	<i>Ray Giguere</i>	Ray Giguere	799 Pownall rd	7847026
7	<i>Ronda Giguere</i>	Ronda Giguere	799 Pownall rd	7847026
8	<i>Rogon Coakley</i>	Rogon Coakley	2176 Pownall Rd	5760888
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5/19/2011

REZONING PETITION

We, the undersigned registered voters of the City of Auburn, do herein petition the City of Auburn to amend the Agriculture and Resource Protection District to allow Composting Facilities* as a Permitted or Special Exception Use in compliance with State and Federal Regulations.

	SIGNATURE	PRINTED NAME	ADDRESS	PHONE #
1	<i>Robert T. Melaragno</i>	ROBERT R. MELARAGNO	576 TRAPP RD. AUBURN ME	207-576-2055
2	<i>Richard A. Valcourt</i>	RICHARD A. VALCOURT	25 MADISON DR. AUBURN ME	207-784-9875
3	<i>Monette S. Valcourt</i>	MONETTE L. VALCOURT	29 MAHAN DR. AUBURN ME	207-784-9875
4	<i>Samuel Demers</i>	SAOUL DEMERS	323 TRAPP RD. AUBURN ME	207-582-2381
5	<i>Cecile Demers</i>	CECILE DEMERS	323 TRAPP RD. AUBURN ME	207-782-2381
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7/10/2011

REZONING PETITION

We, the undersigned registered voters of the City of Auburn, do herein petition the City of Auburn to amend the Agriculture and Resource Protection District to allow Composting Facilities* as a Permitted or Special Exception Use in compliance with State and Federal Regulations.

#	SIGNATURE	PRINTED NAME	ADDRESS	PHONE #
1	<i>Amanda Bellefleur</i>	Amanda Bellefleur	100 Royal River Rd.	207-713-4555
2	<i>Dolores A. St. Pierre</i>	Dolores A. St. Pierre	100 Royal River Rd.	207-972-8116
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Note * Twenty-five (25) registered Auburn voters' signatures are required on the petition (it is suggested that you get at least 35-40 signatures in case some signatures cannot be read or they are disqualified for some other reason).

NR 10/20/11 1 initial

May 13, 2011

Auburn Planning Board
60 Court St
Auburn, Maine 04210

I am submitting this petition in follow up to the May 10 Planning Board meeting. The petition requests the City of Auburn to amend the Agriculture/Resource Protection District to allow agricultural Composting Facilities/Operations as a Permitted OR Special Exception Use, in compliance with State and Federal Regulations. My intent is to develop a composting business at my property located at 035-008, on the Trapp Road in Auburn.

I own a 46 acre parcel of land that abuts the south boundary of my residential property at 035-007, which encompasses another 13+ acres. I have been researching the financial feasibility of starting a composting operation on that property. I have surveyed the market and identified an increasing need for environmentally sound and economically viable options for the disposal of animal mortalities.

For horse owners in particular, recent studies show that burial of horses on owners' properties is becoming less acceptable due to 1) changes in municipal ordinances and state laws, and 2) increased concerns with the leaching of euthanasia chemicals and decomposition of large animals, which causes ground and ground water contamination. Additionally, the expenses associated with excavating a burial site, in addition to the veterinary farm call and cost of the procedure, is prohibitive; some estimates are as expensive as \$350 -500 per day for equipment rental alone.

Cremation of large animal remains is not a widely used option due to the significant expense associated with it, as much as \$1,200 per animal for the cremation process, exclusive of the costs for farm calls and euthanasia procedure. Large amounts of fossil fuels are used to sustain extended burn times, and pollution is emitted from the burning of fuels and carcasses.

Composting of large carcasses is environmentally preferred because it poses no risk of ground and water contamination that is common with burial and it does not disperse pollutants into the air, which occurs with carcass cremation. Decomposition occurs above ground, but in a carefully managed, contained environment with specific bulking materials, depth of cover, and processing temperatures that destroy all pathogens, and control odors. Even for animals that harbor infectious disease, composting is known to destroy harmful pathogens, thereby eliminating the risk of additional exposure and spread of disease. Composting is the accepted method by which large carcasses will be disposed in the event of large scale disasters caused by nature or disease. FEMA & MEMA have conducted full scale composting exercises to prepare for such disasters, following carefully developed SOP's.

In addition to environmental benefits and economic viability of composting, it yields an end product that is beneficial and marketable to farmers, gardeners and landscape businesses. This proposition shows income potential at "both ends" in the form of highly marketable services and products.

Services offered are a very important part of this business model as well. As an Instructor for Technical Large Animal Emergency Rescue, a certificate course offered throughout the country, I possess the technical skills to pick up and transport deceased large animals. This service will provide the compassionate and respectful handling of the animal, as opposed to the more common methods of pushing or dragging, which causes damage that is difficult for the owner to witness. Additionally, for owners who wish to compost their animals on their own property, I would like to offer consultation and assistance for compost pile construction, and proper movement of the deceased animal.

Please find enclosed in my petition packet the following items:

- Petition of 41 signatures from Auburn registered voters, and the suggested language for the amendment.
- Letter detailing the business idea for my property.
- Dr. Bill Seekins, Department of Agriculture, letter of support.
- Dept. of Agriculture's BEST MANAGEMENT PRACTICES FOR LARGE ANIMAL CARCASS COMPOSTING.
- Dept. of Agriculture's Chapter 211 – RULES FOR THE DISPOSAL OF ANIMAL CARCASSES, which details the Maine site requirements and minimum setbacks.
- A photo depicting proposed composting method. (photo courtesy Dr. Shea Porr, Virginia Tech)

My request to amend the Agriculture/Resource Protection district to allow composting was developed using broad language, as advised by Department of Agriculture and Auburn Planning staff. The purpose for that is to establish an allowance for multiple types of composting as a Permitted OR Special Exception Use. Due to the entirely agricultural nature of the products being used (manure, bedding, forestry by-products, agricultural animals and other listed products) to produce the compost, it is my hope that the Planning Board will agree that this is a true agricultural endeavor, and allow composting as a **Permitted Use!**

More specific to my proposal, the majority of bulking materials for my compost operation can come directly from two replenishing sources already on my properties...(1) horse and other animal manure & bedding (2) chipped products from my pine tree stand (from already downed trees & branches, and from branches I cut from the 17' base of each tree). Additionally, I've learned that the composted end product will be extremely beneficial for my pine trees to promote better growth and improve their quality, thereby exceeding projections on my Forestry Management Plan. In essence, much of my operation will be a "full circle" model.

Respectfully,

Michelle Melaragno

Michelle Melaragno

From: Seekins, Bill [Bill.Seekins@maine.gov]
Sent: Monday, May 09, 2011 3:31 PM
To: Michelle Melaragno
Subject: Composting at your site.

Hello Michelle,

It was great to meet with you and Meris at your proposed compost site on the Trapp Rd.

As you may know, I have been engaged in researching the composting of large animal carcasses since 2001 as part of the Maine Compost Team. Since that time, the Maine Compost Team has done many research trials at Highmoor Farm and several other locations. In those trials, we have developed techniques specifically for composting large carcasses. In the trials we have evaluated the impact of various compost feedstocks on the efficiency of the process as well as potential environmental impacts and nuisance factors. Over the last three years, much of our work has focused on evaluating the potential for leachate generation and the character of leachate generated as a result of rainfall (both natural and simulated). We have been able to demonstrate that when done properly (following best management practices) the compost process can be done so that there is minimal impact on ground and surface water as well as minimizing nuisance factors such as odors and insects.

Based on the work of the Compost Team, composting is now the preferred disposal method for animal carcasses, both large and small. It has proven to be much more environmentally sound than the common alternatives of burial and incineration. In addition, the process results in a product that has many environmental benefits in itself. When added to soil, the compost improves its water and nutrient holding capacity, improves drainage and tilth (ease of working), helps buffer soil pH, reduces erodability and adds plant nutrients. In short, both the process and the product result in an improved environment.

As a result of the research and education efforts by the Team, many dairy farms have adopted composting as their preferred disposal option on their farms. These farms have the equipment, materials and space to successfully carry out this management technique. In fact, the state emergency plan that would be put into effect if there was an outbreak of a highly contagious disease such as Foot and Mouth Disease (FMD) calls for composting the carcasses that would result from the outbreak.

Composting is also the preferred approach for managing horse carcasses. Unfortunately, many horse owners do not have the equipment, material or suitable land necessary to do their own composting. This is where your concept comes into play. I know from experience that there are many horse owners who would be more than happy to have a service available to them that would allow their animal to be removed and disposed of in an environmentally sound manner.

I have worked with a number of farms and other businesses to assist them in preparing a Compost Management Plan. These plans are developed cooperatively with the farmer so that the plan reflects both the farmer's needs and the current best management practices (BMPs) for doing this type of composting. I would be happy to work with you and Meris to develop a plan for an operation on your site.

Bill Seekins, Ph.D.

Services will also be available to Auburn's Public Works Department for management of road kill.

All composting operations, services and consultation will be conducted utilizing the Maine Department of Agriculture's BEST MANAGEMENT PRACTICES FOR LARGE ANIMAL CARCASS COMPOSTING, and will meet all site and setback requirements by law, as detailed in Chapter 211 – RULES FOR THE DISPOSAL OF ANIMAL CARCASSES. Additionally, I am in the process of becoming certified by the University's Cooperative Extension Service as a compost operator. The Maine Compost School, with its resulting certification, is nationally recognized as a leader in this agricultural enterprise.

My research has shown that the need for this service extends well beyond Maine to the more densely populated areas south and west of the state. At the New England Horse Summit in Massachusetts, held in January of 2011, one of the most critical topics discussed was that of carcass disposal. I believe my planned business enterprise will be the solution to a significant problem for many owners of large animals in Maine and possibly throughout New England. Through my work in equine welfare, I've come to identify this as a crucial option that should be available to horse owners facing end of life decisions for their horses (and other animals). Composting will offer a more financially appropriate option, and is one that will appeal to environmentally conscious customers.

I've consulted with the Maine Department of Agriculture's Dr. Bill Seekins, who has visited my property and determined it is well suited for this use, and he will assist me with the development and implementation of the Compost Management Plan. Dr. Seekins, along with other members of the Maine Compost Team, has expressed an interest in this business idea, particularly since it may prove to become a model for future businesses, not only in the Northeast, but across the nation as well. The Maine Compost Team consists of members representing the Department of Agriculture, University of Maine, Department of Environmental Protection and the State Planning Office. Since learning of my business interests, they have indicated they are eager to collaborate with me to conduct large animal composting trials at my proposed operation in Auburn.

I expect to work closely with the Maine Compost Team at Highmore Farm & the University of Maine, and perhaps other educational institutes, as they conduct trials and studies in this emerging science. As my pursuit of this endeavor has progressed, I have also been contacted by a professor at Virginia Tech. They too have expressed an interest in conducting trials in collaboration with my proposed business, to gather data on composting in northern climates.

According to Auburn's 2010 Comprehensive Plan, in reference to the AG/RP district, "...a broader range of rural uses should be allowed. Agriculturally related businesses including retail and service activities and natural resource industries should be permitted." I feel strongly that my compost business proposition falls squarely into that description, and I believe that Auburn (and Maine) will be recognized as a leader in this emerging, environmentally responsible practice.

I appreciate your consideration, and I look forward to any questions you may have.

Respectfully,



Michelle Melaragno
576 Trapp Rd
Auburn, ME
207-240-1316

3.3 **Resource District**

3.31 **Agriculture and Resource Protection District**

A. **Purpose** – The purposes of this district are to allow for conservation of natural resources and open space land, and to encourage agricultural, forestry, and certain types of recreational uses. It is declared to be in the public interest that these areas should be protected and conserved because of their natural, aesthetic and scenic value, the need to retain and preserve open space lands, their economic contribution to the City, and primarily because these areas are so remote from existing centers of development that any added uncontrolled growth could result in an economic burden on the City of Auburn and its inhabitants. This Section shall be construed so as to effectuate the purposes outline here and to prevent any attempt to establish uses which are inconsistent with these purposes or any attempt to evade the provisions of this Section.

B. **Use Regulations**

1. **Permitted Uses** – The following uses are permitted:

a. One-family detached dwellings, including manufactured housing subject to all the design standards, except the siting requirements of Subsection C.9., as set forth in Article 5 of this Chapter, accessory to farming operations subject to the following restrictions:

- (1) No certificate of occupancy shall be issued for any such farm residence until the barns, livestock pens, silos, or other such buildings or structures which are to be erected in connection with the proposed agricultural use as shown on the plans and specifications presented to the municipal officer charged with enforcement are substantially completed.
- (2) In no case shall any farm residence constructed under the provisions of this Subsection after the effective date of this amended ordinance continue to be occupied as a residence if the principal agricultural use has been abandoned or reduced in scope below the minimum requirements as shown on the plans and specifications presented to the municipal officer charged with enforcement.
- (3) Any residence constructed under this Section shall not be converted to non-farm residential use except by permission of the Planning Board based upon a finding that the abandonment or reduction in such use resulted from causes beyond the control of the applicant and not from any intention to circumvent the requirements of this Section.

- b. Buildings, equipment and machinery accessory to the principal use including, but not limited to: barns silos, storage buildings and farm automobile garages.
- c. Forest products raised for harvest.
- d. Field crop farms.
- e. Row crop farms.
- f. Orchard farms.
- g. Truck gardens.
- h. Plant and tree nurseries.
- i. Greenhouses.
- j. Handling, storage and sale of agriculture produce and processed agricultural products derived from produce grown on the premises.
- k. Livestock operations including poultry farms, cattle farms, dairy farms, stud farms, hog farms, sheep ranches, other animal farms, including farms for raising fur-bearing animals.
- l. Wayside stands.
- m. Two Family Dwellings which are created from the conversion of a One Family Dwelling structure which was constructed prior to 1900.
- *n. **Compost operations, excluding municipal/industrial waste, to process products such as manure, bedding, animal mortalities, waste feed, produce, forestry by-products, leaves & yard trimmings in compliance with State and Federal Regulations, subject to the following conditions:**
 - (1) Not located in any environmental overlay district or over any known aquifer.
 - (2) Provisions shall be made to avoid surface and groundwater pollution.
 - (3) Provisions shall be made to counteract vermin, insects, odors.
 - (4) Must comply with all applicable Department of Environmental Protection and Maine Department of Agriculture Rules and Regulations and Best Management Practices.

2. **Special Exception Uses** – The following uses are permitted by Special Exception after approval by the Planning Board in accordance with the provisions of Article 7, Section 7.2:
- a. Sawmills and their customary accessory land uses and buildings incidental to the harvesting of forest products, subject to the following conditions:
 - (1) Sawmill and accessory activity shall not be detrimental to the neighborhood or the City by reason of special danger of fire or explosion, pollution of rivers or perennial streams or accumulation of refuse.
 - (2) Wood processing operation shall be located no closer than 75 feet from any river or perennial stream, 250 feet from any zoning district boundary or residential dwelling and shall be limited to four persons employed.
 - (3) Where natural vegetation is removed, it shall be replaced within six months with other vegetation which will be equally effective in retarding erosion and will preserve natural beauty.
 - b. Veterinary hospitals where operated by licensed veterinarians including offices and facilities for temporarily boarding animals.
 - c. Handling, storage and sale of agricultural services, equipment, and supplies accessory to the farming use.
 - d. Bona fide residences required for farm labor. Any residence constructed for farm labor shall not be converted to non-farm residential use except by permission of the Planning Board based upon a finding that the abandonment or reduction in such use resulted from causes beyond the control of the applicant and not from any intention to circumvent the requirements of this Section. The findings and the conditions upon which such altered use may be continued shall be made a part of the permanent records.
 - e. Recreational uses of land intended or designed for public use subject to the following conditions:
 - (1) No such recreational use shall be expanded or extended so as to occupy additional land area greater than 20% of the original area or one acre, whichever is less; or by the construction of a structure or an addition to an existing structure by more than 900 square feet of additional floor space unless the owner or occupant first obtains approval of the Planning Board in the manner and upon the same terms as approvals of initial recreational uses.

- (2) Any proposed new or expanded recreational use shall be completed on or before the estimated completion date except that the Planning Board may grant reasonable extension of time where good cause for the failure to complete is shown.
- f. Any legally non-conforming summer camp or cottage may be rebuilt if destroyed by fire or other casualty, subject to the following conditions:
 - (1) Such reconstruction shall comply with all ordinances applicable to new construction. Such reconstruction need not, however, comply with zoning ordinance provisions which would otherwise be applicable except for the provisions of Article 5 of this Chapter.
 - (2) In cases where no minimum set-back is established by Section 5.4 an open yard space of at least 10 feet between the building as reconstructed and each of the property lines shall be maintained.
- g. Rifle, pistol, skeet or trap shooting ranges, public or private.
- h. Cemeteries, subject to the following conditions:
 - (1) At least 20 acres in area.
 - (2) Not located in any environmental overlay district or over any known aquifer.
- i. Municipal sanitary landfill, subject to the following conditions:
 - (1) Not located in any environmental overlay district or over any known aquifer.
 - (2) Provisions shall be made to avoid surface and groundwater pollution.
 - (3) Provisions shall be made for frequent covering of deposited wastes with earth to counteract vermin, insects, odors, and windblown debris.
- j. Radio, radar, television and radio telephone transmitting or broadcasting towers, but not studios or offices for such transmitting or broadcasting, provided that:
 - (1) Every such tower shall be installed in a location and manner that assures its safe operation and the safety of the

surrounding residents, building occupants, land uses and properties.

- (2) In no case shall such tower be located less than one and one-half times its height from the nearest property line.

k. Wholesale nurseries, subject to the following conditions:

- (1) At least one-half of the area of the lot (up to a maximum of 3 acres) is in active nursery production in a husband type manner.
- (2) The plants and trees propagated, grown and nurtured in the nursery are used as the primary products by the owner/operator of the landscape service.

l. Processing and storage of compost and bulking agents from the Municipal Waste Water Sewerage Sludge Facility provided that:

- (1) All compost and amendments are to be stored undercover or screened from the public way and abutting property as determined by the Planning Board.
- (2) All Federal, State and local ordinances and laws relating to the processing and storage of waste are complied with.
- (3) An End-Use Plan must be filed as part of the Planning Board process.

m. Licensed Hospice Care Facility, provided that it shall be licensed by the State of Maine as a Medicare certified hospice.

n. Slaughterhouse, stockyard, abattoir, dressing plant in compliance with State and Federal Regulations.

***o. Compost operations, excluding municipal/industrial waste, to process products such as manure, bedding, animal mortalities, waste feed, produce, forestry by-products, leaves & yard trimmings in compliance with State and Federal Regulations, subject to the following conditions:**

- (1) Not located in any environmental overlay district or over any known aquifer.
- (2) Provisions shall be made to avoid surface and groundwater pollution.
- (3) Provisions shall be made to counteract vermin, insects, odors.

- (4) **Must comply with all applicable Department of Environmental Protection and Maine Department of Agriculture Rules and Regulations and Best Management Practices.**

C. **Dimensional Regulations** – All structures in this district, except as noted shall be subject to the following dimensional regulations:

1. **Minimum Lot Area, Width and Depth** – No lot shall be created and/or no building shall be erected on a lot containing less than 10 acres; exclusive of any bodies of water having a surface area of ¼ acre or more; and measuring not less than 250 feet in width at the street frontage, and 200 feet in depth.

A building may be erected on a lot containing not less than 50,000 square feet and possessing the required minimum frontage width provided it is contiguous with other lots or parcels of land in the same ownership containing an aggregate of not less than ten acres; notwithstanding the separation of the said other lots or parcels of land by a road, stream, private right-of-way or other natural boundary from the lot on which the building is to be constructed. This Subsection shall not be construed to prevent the construction of non-residential accessory farm buildings on any such lot.

On legally nonconforming undersized lots, the keeping of horses, mules, cows, goats, sheep, hogs, and similar sized animals for domestic use of the residents of the lot is permitted provided that the land area required per animal unit conforms to the definition of animal farm contained in Section 2.2 of this Chapter.

2. **Density** – The density of year round dwelling units shall not exceed an average of one dwelling per ten acres.
3. **Yard Requirements**
- a. **Rear** – There shall be behind every building a rear yard having a minimum depth of 25 feet.
- b. **Side** – There shall be a minimum distance of 15 feet between any building and the side property line.
- c. **Front** – There shall be in front of every building a front yard having a minimum depth of 25 feet or 25% of the average depth of the lot whichever is less.
4. **Height** – The height of all dwelling structures shall be limited to two and one-half stories of 35 feet in height.

**BEST MANAGEMENT PRACTICES
FOR
LARGE ANIMAL CARCASS COMPOSTING**

**Bill Seekins
November, 2007
(revised June, 2009)**



Maine Department of Agriculture, Food and Rural Resources

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BEST MANAGEMENT PRACTICES FOR LARGE ANIMAL CARCASS COMPOSTING

Bill Seekins

Introduction

Maine's Animal Carcass Disposal Rules, Chapter 211, allow for the use of composting as a method for managing animal carcasses generated on farms and farm operations. When the rules were drafted and adopted in 1996, composting was applied primarily to poultry and other small animals. As a result of the Foot and Mouth Disease outbreak in Great Britain in 2001 and other disasters that left hundreds or even thousands of large animal carcasses, there has been interest in extending this methodology to larger animals.

Research and demonstration work has been conducted in Maine and in several other states since that time. Work by the Maine Compost Team (see references) demonstrated that large animal carcasses can be successfully composted using a variety of compost feedstocks. This work has shown that composting is a feasible and in many cases a preferable approach to managing larger carcasses. In many situations, burial is discouraged due to shallow soils or water tables near the surface or due to any number of other factors that render a site unsuitable for burial. Often, these same sites may be used for composting. One advantage often cited is the ability to reuse the compost site over and over, unlike burial sites which should not be used again for several years.

This set of best management practices (BMPs) is the accumulation of information about composting techniques that have been found to be environmentally sound, economical to implement and are unlikely to result in significant nuisance problems if carried out properly. As with any new area of research and demonstration, there is still much to be learned about this process, so that frequent updates of these BMPs are likely.

Applicability.

The approaches described in these BMPs are applicable to composting large animal carcasses as well as smaller animals. They may also be adapted for composting animal parts such as those generated from slaughterhouses and butcher shops. Many of the methods and materials described may be used for either routine mortality disposal or disposal of larger numbers of animals as a result of emergencies. In instances where the carcasses are the result of a disease outbreak, certain materials and methods are preferred over others. These will be identified in the sections addressing these items.

Methods

Process. The process recommended for large animal carcasses may be described as a static pile compost followed by the turned windrow method. In Maine, this has been named the 'Precondition and Turn Method' of composting. In this system, a large carcass or carcasses would be placed in a pile of actively composting material and allowed to decompose undisturbed for 10 to 12 weeks. (This can be shorter if investigation of the pile shows that very little soft tissue remains.)

Turning. Once the initial static pile or pre-conditioning stage has completed, the pile should be turned to mix the various ingredients and to reactivate it. This may be done with a tractor or other piece of equipment with a loader. If a compost turning machine is available, turning with this machine would be recommended at this point. Turning should not be done initially because of the size of the carcasses and the difficulty of keeping them properly covered. Many compost turners would not be able to turn an object the size of a large farm animal while it was intact. After turning, care should be taken to make sure there is no soft tissue on the surface of the pile. Bones on the surface of the pile with any soft tissue should be reburied in the compost pile immediately.

Odor, insect and vector control . Animal carcass compost sites and operations should be managed to minimize odors and the attraction of insects and other vectors. The first step toward doing this would be to make sure no carcass is left uncovered for more than 6 hours. Proper pile construction with sufficient material both below and above the carcass is critical. (See pile construction section.) Good pile management and good housekeeping are also very important. As the carcass decomposes, especially within the first 5 or 6 days, the pile is likely to settle dramatically. It is essential to check the pile and re-cover any part of the carcass that may become exposed. The settling process may also create cracks in the material, especially just above the carcass. These cracks should be filled since they can form channels for odor to escape the pile, attracting insects, birds, dogs and other scavengers.

In some cases, it may be necessary to discourage animals such as dogs or coyotes from digging in fresh piles. Use of the orange plastic 'safety fencing' has been found to be effective as long as the bottom is fastened to the ground to resist animals from pushing underneath.

Types of Carcasses. Compost techniques have been successfully used with adult cattle, calves, horses, pigs, sheep and other less common types of farm animals. Some work has also shown success with composting large marine mammals. At this time, composting is not being recommended for the disposal of animals showing symptoms of neurological diseases.

Carcass Preparation . In general, no preparation is necessary for the pre-condition and turn compost technique to work. In many cases there are a couple of steps that may

be taken to enhance the composting process. 1. Venting the abdomen of large animals helps reduce bloating and so reduces the chance of exposure of parts of the carcass in the first few days of the compost process. For cattle, effort should be made to vent the abdomen in several places since a single vent hole will not release gas from all parts of the abdomen. 2. Some farms have reported that cutting a large carcass, such as a dairy cow in half or quarters speeds up the decomposition process. A modification of this would be to split open the abdomen to allow more contact with air and the compost mixture.

Neither venting nor cutting is essential for the overall success of this process. In the case of carcasses with highly contagious diseases, such as Foot and Mouth Disease, it is recommended that the carcasses not be vented or cut in order to minimize the chance of transferring of the disease organism.

Pile Construction and Management.

Proper pile construction is a key to composting large animal carcasses without causing environmental problems or nuisances. Diagrams 1 and 2 illustrate the recommended approach to constructing compost windrows for large animal carcasses.

Step 1. Lay out a bed of dry compost mix. It is important to make sure there is at least 18 inches of dry absorbent material below the carcass. This prevents any fluids that are released as the animal decomposes from reaching the ground water or exiting the pile. The bed of material upon which the carcass is laid, should extend at least two feet beyond the carcass in every direction. For most dairy cows, this would require a bed about 8' by 10' - 12'. The size will need to be adjusted based on the size of the carcass.

If multiple carcasses are to be composted at the same time, the base of a windrow can be formed by creating a bed about 8 to 10 feet wide and as long as needed to accommodate the number of animals to be composted. See Diagrams 2 and 3.

Step 2. Place the carcass on the bed of compost material. The carcass should be laid on its side to reduce the chance that the legs will be exposed as the pile settles. For a single animal, the carcass should be oriented so that the length of the body is going lengthwise of the pile.

If multiple carcasses are to be composted at the same time, a windrow can be formed. It is recommended that carcasses be laid at right angles to the orientation of the windrow and placed so the body of one overlaps the legs of the adjacent carcass. This helps reduce the overall length of the windrow needed and the amount of compost material needed. See Diagram 3.

Step 3. Prepare carcass, if desired. This is the most convenient point in the process to vent the carcass, open it up or to insert a thermometer, if any of those steps are to be taken.

Step 4. Cover carcass with at least two feet of compost material. To be sure that at least two feet of cover is present over all parts of the carcass, the equipment operator or preferably someone working on the ground should probe all parts of the pile to determine how deep the carcass is buried. A three foot long compost thermometer makes a good probe, as does a length of sharpened steel rebar. Any type of rod that is at least three feet long and has a tapered end will work.

When composting carcasses in the winter, additional cover material will be needed to maintain pile temperatures. An additional six to twelve inches of cover material will insulate the pile and allow the core of the pile to stay warm and active for much of the winter.

Step 5. Monitor the pile regularly, especially for the first 4 or 5 days. An active carcass compost pile will change dramatically over the first week of composting. Piles often settle a foot or more and sometimes develop cracks that can lead to odors and attract animals and insects to the pile.

Step 6. Maintain the pile as needed. If a crack appears in the pile or if any of the carcass becomes exposed, or if there is any animal activity, the pile will need to be repaired. This usually consists of either raking material into the cracks or adding more material to cover exposed parts and to discourage scavengers. Any of these conditions should be corrected as soon as possible since they can lead to greater problems if left uncorrected.

Step 7. Allow the pile to compost undisturbed for 10 to 12 weeks. The pile may be left for up to six months if turning after 10 to 12 weeks is impractical. Some piles may be ready to turn in shorter time. This can be determined by digging into the pile to determine the level of decomposition.

Step 8. Turn the pile or windrow. The pile or windrow may be turned with a bucket loader, excavator or any other piece of equipment that will lift, fluff and mix the material. A compost turning machine would be ideal for this purpose. Turning should be done about once a week for as long as the average pile temperature is above 110° F. At least two turnings are recommended even if the temperatures are below 110° F when it is time to turn the pile or windrow for the first time.

Step 9. Cure the compost. Once the pile has cooled to less than 110° F, it may be placed in a larger stockpile to cure. Curing normally takes from 3 to 6 months after the active compost stage is done. Compost that is to be field applied may be cured for a shorter time.

Space Requirements

Once a potential compost site has been identified, the amount of space required to accommodate the number of carcasses should be calculated. See Diagram 3 for guidance

in doing this calculation. Once this is done, the site should be checked to be sure sufficient space is available. If it is not, an additional area(s) will need to be identified.

Alternative Methods

Bin systems. A permanent bin system may be set up to accommodate routine mortalities on a farm. Generally, bins are sized and used for carcasses that are 300 lbs or less. Some mid-western farm operations, however, have successfully composted cow carcasses using large concrete bins with built in air ducts. The dimensions of the bins should be determined based on the size of the carcasses to be composted and the equipment that would be used to unload the bins. (See reference section for publications about designing, building and managing bin compost systems.)

Turned windrow with grinding. In general, a turned windrow system is not recommended for fresh whole carcasses for a number of reasons. A turned windrow may be used, however, if grinding equipment with sufficient capacity to handle a whole carcass is available. (See the On-Farm Composting Handbook for details on managing a turned windrow compost system.)

Final Disposition of Compost

Compost produced from animal carcasses or animal body parts may only be distributed to the public if the operation has temperature records to show that the batch under consideration has met the following time/temperature standards:

In the static pile phase, it has achieved a minimum of 131° F (55° C) for 3 days OR in the turned windrow (pile) phase it has achieved a minimum of 131° F (55° F) for a minimum of 15 days with a minimum of 5 turnings during that time period.

Compost that has not met the above time/temperature standard must either be added to an active compost pile and re-composted or spread on the owner's own fields.

Management of Bones

In most compost piles, the soft tissue from the carcass will disappear much more quickly than the larger bones. This means that the operator must be prepared to manage the bones in the finished product. This can be done by one of the following methods:

1. Grinding the bones/compost mix so that the bone particles become a part of the final product.
2. Screening out the bones from the final product. The separated bones may be buried, added to another active compost pile and re-composted, ground up for use as a calcium-rich soil amendment or even burned.
3. Spread on farmer's own land. The compost product with bones may be spread on the operator's own fields. Consideration should be given to possible impact of large bones

on equipment that may be operated on the field in the near future. Experience has shown that if compost with bones is spread on tilled ground, the tillage equipment will break up the bones and incorporate them into the soil. Spreading bones on hay ground, on the other hand, may be undesirable since they can be picked up by the haying equipment.

Site Selection/Site Preparation/ Characteristics

Potential compost sites should be evaluated for suitability by a properly qualified professional. (eg. licensed soil scientist, NRCS field staff, SWCD soil technicians) Farmers planning to produce less than 200 cubic yards of compost product per year may identify their own sites by using the criteria in GUIDELINES FOR SITING COMPOST OPERATIONS (see Reference section) but if site modifications are needed to meet some of the standards, this should be done with the advice of a qualified professional.

Materials

Animal carcasses can be successfully composted in a variety of media. The ability to achieve temperatures proven to kill most pathogens will depend more on the conditions in the media than on the source of the media. Those conditions that appear to be most conducive to rapid and sustained heating are:

Porosity – Piles with very fine textures or very wet materials fail to heat due to lack of oxygen. Piles with a very high porosity, such as wood chips, heat rapidly but are unable to sustain the high temperatures as long as materials with a little less air space. Textures with a mix of particles between ¼ inch and one inch appear to give the optimum results.

C:N ratio – As with all composting, piles with C:N ratios too high (over 40:1) tend to heat slower than those with a lower C:N. In order to accommodate the nitrogen from the carcass, the C:N ratio in the mixture should be between 25:1 and 40:1, which is on the high end of what is normally recommended for other types of composting.

Age – Piles with materials that have been mixed and composting for several months do not have the amount of energy or activity needed to sustain the temperatures within the carcasses when compared to relatively fresh active compost piles.

In general, in trials using several different compost media, it appeared that the conditions achieved in the compost media made a bigger difference than the actual media itself. Some examples:

Municipal sludge compost performed very well in terms of both peak temperatures and duration of temperatures when it was relatively fresh, ie had only been composting/curing for about 3 to 4 weeks. Older municipal sludge compost (over four months old) from the same facility did not have as much energy and so did not result in internal temperatures as high or for as long.

A spoiled silage/ bedding mix proved to be the best overall performer in all the trials while another spoiled silage/ bedding mix turned out to be one of the most disappointing performers. The one with the poor performance was mostly grass silage which was very wet and dense with very poor structure. Consequently, the air space collapsed out of the pile within a day or two, causing the pile to cool down and resulting in a number of other nuisance problems. The top performer was 2/3 dry heifer bedding and 1/3 spoiled silage. It had a loose fluffy texture, was relatively dry and was already hot before the carcass was added.

Two 400 lb. foals were buried in two piles of Nviro soil. (Nviro soil is a soil amendment made from municipal sludge, wood ash and lime.) One of these was the worst performer in terms of peak temperature achieved, only reaching about 102° F. The other was among the top eight performers, achieving temperatures of over 140° F and maintaining temperatures over 130° F for over a month. The difference was that the second carcass had a bed of woodchips underneath for better aeration.

One leaf/ chicken manure compost mix was among the top eight while another was among the poorest performers. The difference was that the first was a relatively new mix with a low C:N ratio that still had a lot of energy, while the second was several months old with a higher C:N ratio and no longer able to sustain the higher temperatures. Both piles had loose, fluffy textures and moisture was acceptable in both.

Monitoring

Visual Inspection. Carcass compost piles should be visually inspected daily for the first week after construction and then at least once a week for the next 10 to 12 weeks. It is important to make sure that any maintenance needed is recognized quickly and taken care of promptly.

Temperatures. If distribution of the final product to the public is being contemplated, then temperatures must be taken and recorded daily (at least 5 days per week) until the time/ temperature standard has been met. (See section on final disposition.) Temperatures should be taken at one foot depth into the pile and either at a three foot depth or within the carcass itself. For a single pile, taking temperatures at three different locations is recommended. For a windrow, temperatures should be taken in at least five different locations. To be meaningful, they should be in the same locations each time, if possible. Marking the locations for temperatures with a stake, flag or other marker helps make temperature taking more consistent.

If carcasses are being added to the end of an existing windrow and the time is more than 2 weeks between successive additions, there should be a gap left and treat the continuation as a new windrow for the purpose of taking temperatures and management activities.

Record Keeping

Location and Date piles built. It is important, especially if the compost is to be distributed to the public, that each batch be identified uniquely. This unique identification, should include the pile location on the site and the start date. The date when the last addition of raw ingredient is made is usually recorded as the start date. It is from that date, that the time/temperature requirements are tracked.

Temperatures. (See sample temperature chart in Appendix.) Temperature records must be maintained if the compost product is to be distributed to the public. Even if the product is to be used on the farm fields, the temperature records are a useful tool in evaluating the compost process.

Disposition of Compost. If the farm operation is required to have a nutrient management plan under Maine law (7 MRSA §4201 – §4209), the farm must maintain a record of the disposition of all nutrients, including compost, that were generated on the farm or brought on to the farm. Even if a nutrient management plan is not required, there should be a record of the final disposition of each batch, whether it is distributed to the public or used on the farm's own fields.

Biosecurity

For Livestock operations, biosecurity has become an important consideration. The threat of the spread of highly contagious diseases is ever present. A compost operation on a farm should adhere to biosecurity measures just as other farm operations do. (See the references for useful publications on farm biosecurity measures.) Here are some biosecurity considerations:

Good pile construction and maintenance. For routine mortality, one of the most important biosecurity measures is taking care to build the compost pile correctly to discourage disease vectors (scavengers) from disturbing the pile. Likewise, prompt maintenance when cracks appear or part of a carcass is exposed is a must. Take care not to use the same equipment for the raw inputs and finished product unless it has been cleaned and disinfected after handling raw materials.

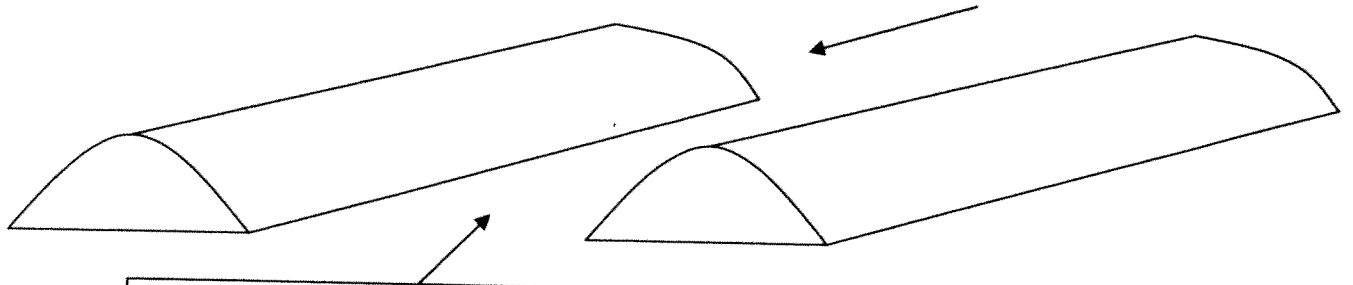
Large scale disaster . In cases of where a large number of carcasses must be managed quickly, it may be necessary to bring additional equipment, personnel or materials onto the farm to handle the larger volume. Biosecurity protocols should be established to minimize the amount of traffic on and off the farm, to ensure proper disinfection procedures are used and to limit exposure of livestock to off-farm traffic.

Disease outbreak. – In the case of a disease outbreak, the farm operation should contact the appropriate state and federal animal health authorities for direction on implementing biosecurity measures.

DIAGRAM 1.

COMPOST WINDROW LAYOUT FOR ANIMAL CARCASSES

RUN WINDROWS UP AND DOWN THE SLOPE
TO ALLOW FOR DRAINAGE



LEAVE ALLEY BETWEEN WINDROWS FOR AERATION
AND FOR EQUIPMENT MOVEMENT

DIAGRAM 2.

WINDROW CROSS SECTION FOR LARGE CARCASSES

COVER WITH AT LEAST
TWO FEET OF BEDDING
OR BEDDING/SILAGE MIX

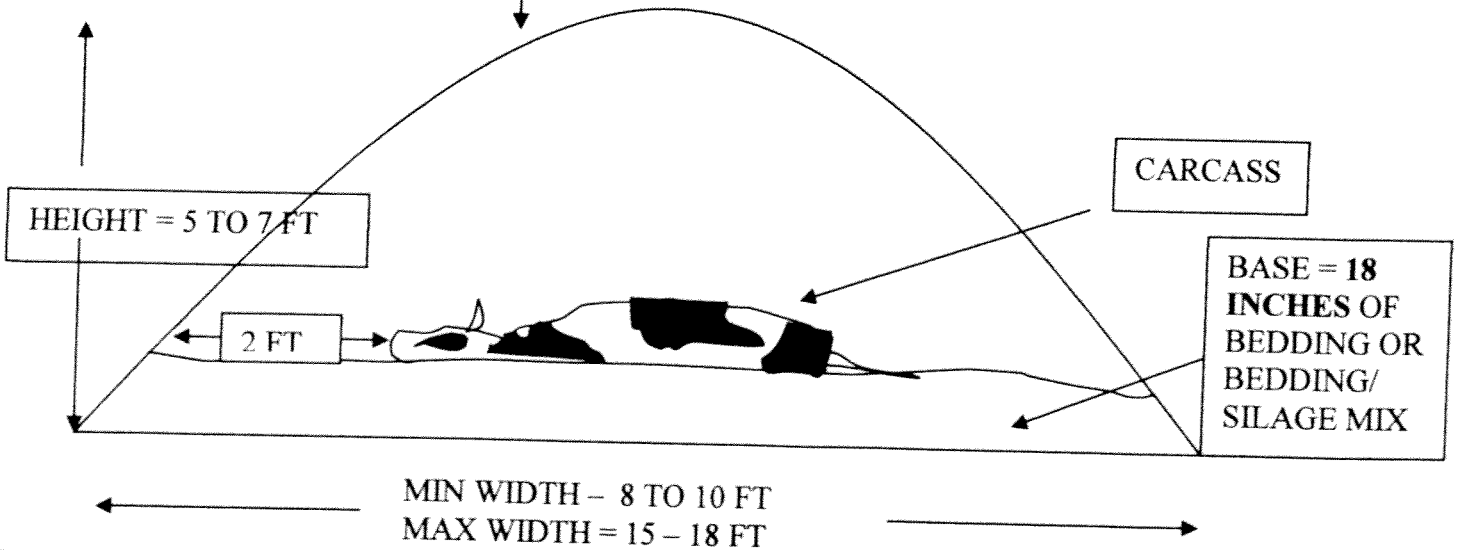


DIAGRAM 3.

DIMENSIONS OF COMPOST WINDROWS FOR DAIRY COWS.

Assumptions:

1. There will be **two feet of cover material beyond the carcass on the ends and sides of the windrow.**
2. There will be **18 inches of material below and two feet +/- of material over the carcass.** (more in winter)
3. The back of one carcass may rest on the legs of the adjacent carcass.
4. Volume of base material needed is determined by the formula:

Vol. = 1.75X + 1.75 where X is the number of cows being composted.

Example: for **four cows**,
 $\text{Vol.} = 1.75 \times 4 + 1.75 = 8.75 \text{ cu. yds.}$

5. Volume of cover material needed will be determined by formula:

Vol. = 6X + 6. where X is the number of cows being composted.

Example: for **four cows**,
 $\text{Vol.} = 6 \times 4 + 6 = 30 \text{ cu. yds.}$

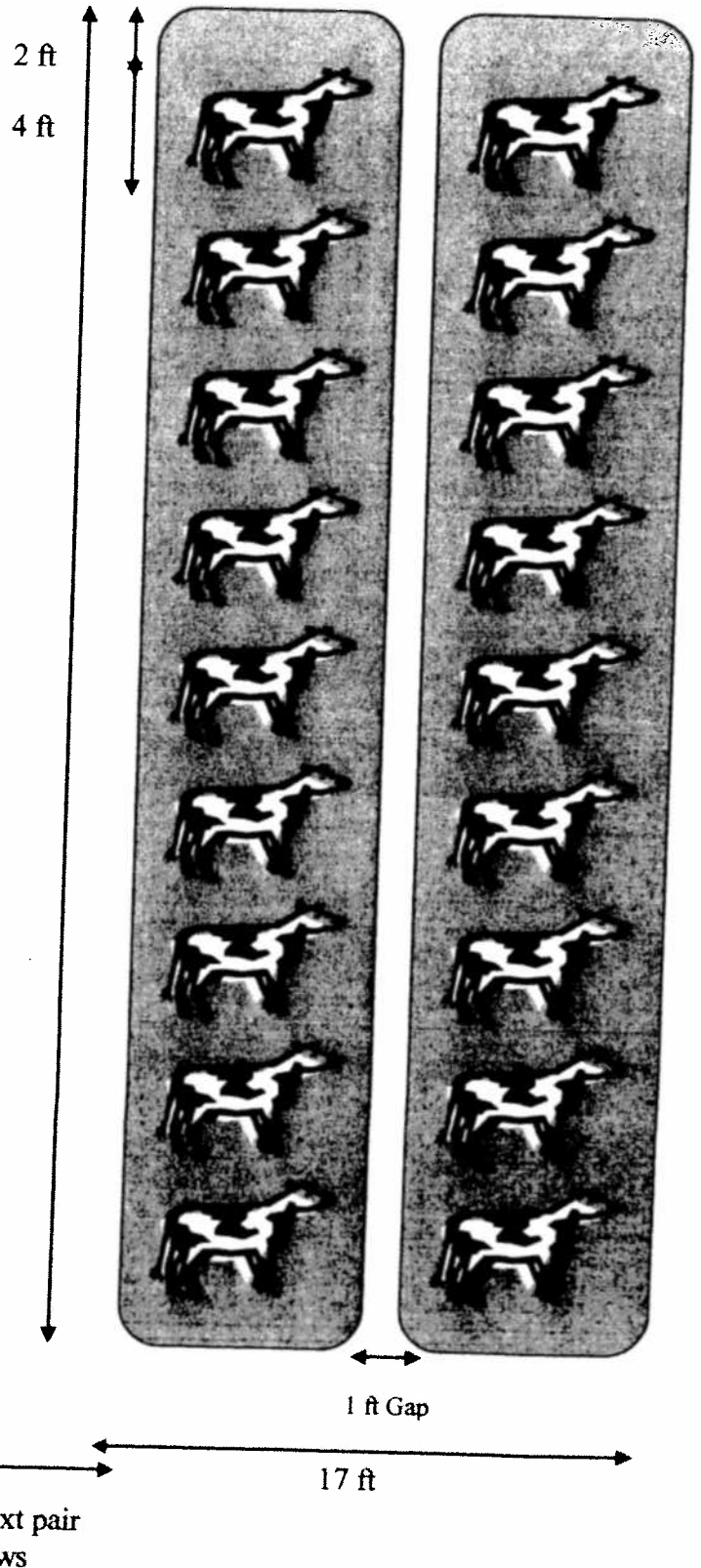
6. Windrow length may be determined by formula:

Length = 4 x X + 4. where X is the number of cows being composted.

Example: for **four cows**
 $\text{Length} = 4 \times 4 + 4 = 20 \text{ ft.}$

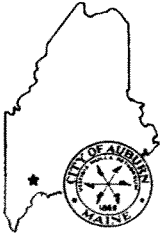
7. Use pairs of windrows to save space on pad.

8. Windrows run up/down slope with slope about 2-4%



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City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: July 18, 2011

Item # 07182011-03

Author: Roberta L. Fogg, City Clerk

Subject: Resolve adopting the FY2012 Capital Improvement Program Bonding. (First Reading)

Information: This is the bond borrowing for FY2012 Capital Improvement Program (CIP2). It was discussed and amended at the June 20, 2011 Council Meeting. The first reading failed to pass at the July 5, 2011 Council Meeting and is being represented to Council for consideration. If this first reading is not passed as presented or amended there will be no bond borrowing for FY 2012.

This resolve requires a super majority vote for passage; 5 affirmative votes.

The only change to the proposed CIP2 bonding was the addition of \$350,000 for the Great Falls Art Center Demolition and Infrastructure Improvements. This funding may be removed by the Council at or before the public hearing, second and final reading, if other funding has been secured.

Financial: This bond proposal suggests bonding \$3.85 million for the City and \$1 million for the school, for a total bond package of \$4.85 million; bonds to be sold in October.

Action Requested at this Meeting: Passage of the first reading, in order to proceed with the public hearing, second and final reading.

Previous Meetings and History: See Budget Schedule.

Attachments: *(in order of appearance in packet)*

- Resolve for first reading
- Updated list of Capital Improvement Programs Bonding (First Reading) from 6/27/2011.



**City Council
Resolve**

City of Auburn

Date: July 18, 2011
Order # 05-07182011-03

TITLE: ORDER - AUTHORIZING THE ISSUANCE AND SALE OF CAPITAL IMPROVEMENT BONDS IN THE AMOUNT OF \$4,850,000 (Annual Capital Improvement Program) (First Reading)

Be It Ordered by the Auburn City Council, following a public hearing duly called and held as required by Article 8, Section 8.13 of the Auburn City Charter, that there be and hereby is authorized the issuance and sale of the City's general obligation bonds in the amount of \$4,850,000, the proceeds of which are hereby appropriated to fund the costs of the following Capital Improvements (including costs of issuance, capitalized interest, and any other costs related or ancillary thereto):

Acquisition of the following capital equipment and the design, construction, renovation, and rehabilitation of the following capital improvements, all constituting part of the City's FY11 Capital Improvement Program:

Department	FY12 Projects Only (See CIP for full description)	CIP Page	Proposed Financing	CIP	FY 2012 Dept. Request	FY 2012 Manager Request
Capital Purchases -- Bond (CIP2)						
Airport	CIP - Terminal Reconstruction	61	Bond	CIP2	\$ 250,000	\$ 250,000
Auburn Hall	CIP - Parking Garage Renovation	n/a	Bond	CIP2	\$ 28,600	\$ 28,600
Engineering	CIP - MDOT Match	13	Bond	CIP2	\$ 596,996	\$ 596,996
Engineering	CIP - Sidewalk	20	Bond	CIP2	\$ 100,000	\$ 50,000
Engineering	CIP - Resurface	16	Bond	CIP2	\$ 1,584,652	\$ 1,192,326
Engineering	CIP - Reconstruction	22	Bond	CIP2	\$ 1,944,066	\$ 472,033
Engineering	CIP - Reclaim	17	Bond	CIP2	\$ 627,563	\$ 313,782
Engineering	CIP - Major Drainage	11	Bond	CIP2	\$ 660,000	\$ 60,000
Engineering	CIP - Auburn Hall Renovations	26	Bond	CIP2	\$ 18,514	\$ 18,514
Fire	CIP - Engine Two Truck	27	Bond	CIP2	\$ 600,000	\$ 225,000
ICT	CIP - Server Replacement	35	Bond	CIP2	\$ 8,000	\$ 8,000
ICT	CIP - Network Infrastructure SAN	34	Bond	CIP2	\$ 25,000	\$ 25,000
Great Falls	CIP - Great Falls Demo & Infrast.	n/a	Bond	CIP2	\$ 350,000	\$ 350,000
Public Works	CIP - Guard Rail Replacement	59	Bond	CIP2	\$ 20,000	\$ 20,000
Public Works	CIP - Heavy Equipment	55	Bond	CIP2	\$ 487,000	\$ 155,000
	Sub Total				\$ 7,300,391	\$ 3,765,251
School	Building and Equipment		Bond	CIP2	\$ 1,660,000	\$ 1,000,000
Administration	Bond Counsel		Bond		\$ 50,000	\$ 50,000
Contingency	Retained Earnings for Bid Variance		Bond		\$ 34,749	\$ 34,749
					\$ 9,045,140	\$ 4,850,000

THAT the bonds, which term shall be deemed to include any Bond Anticipation Notes (BAN's) as described below, shall be issued as authorized hereunder and shall be signed by the Finance Director and City Treasurer, attested by the City Clerk under the seal of the City. A tax levy is hereby provided for each fiscal year that the bonds authorized hereunder remain outstanding to meet the annual installments of

**City Council
Resolve**

City of Auburn

principal and interest as may accrue in each respective year. The bonds may be issued at one time or from time to time, either singly or in series, and the authority and discretion to fix method of sale, issue date, maturities, denominations, interest rate, place of payment, form and other details of said bonds and notes, and to take all other actions and to sign and deliver all other documents, certificates and agreements in order to provide for the sale thereof is hereby delegated to the Finance Director and City Treasurer.

THAT in the case of the school project(s) described above, the authority of the Finance Director and the City shall include without limitation the authority to execute and deliver a Loan Agreement under the State's School Revolving Renovation Fund Program in such amount as the Maine Department of Education and Maine Municipal Bond Bank ("MMBB") shall approve, provided, however, that the loan amount under that Program that the MMBB does not forgive and which shall be evidenced by a bond shall not exceed the amount set forth above for the school project(s).

THAT the bonds authorized hereunder may be made subject to call for redemption, either with or without premium, on such terms as may be determined by the Finance Director.

THAT in order to finance temporarily the projects described above, the Finance Director is authorized to expend up to \$4,850,000 either from available funds of the City or from the proceeds from BAN's which would be reimbursed or refinanced from bond proceeds.

THAT the authority and discretion to designate the bond or notes, or a portion thereof, as qualified tax-exempt obligations under Section 265 of the Internal Revenue Code of 1986, as amended, is hereby delegated to the Finance Director.

THAT this order is a declaration of official intent pursuant to Treas. Reg. § 1.150-2 and shall be kept available for public inspection during reasonable business hours at the office of the City Clerk.

A Public Notice describing the general purpose of the borrowing and the terms thereof was published the same on August 1, 2011, in the Lewiston Sun-Journal, a daily newspaper published in Androscoggin County.

This is the first reading. There will be public hearing, second and final reading August 15, 2011.

Motion for Acceptance of first reading: Councilor Berube

Seconded by: Councilor Young

Vote: 2 Yea's – Councilors Berube and Young - 3 Nay's – Councilors Gerry, Farrell and Herrick - 1 Abstained – Councilor Hayes

Motion failed 2-3-1.

Action by Council: July 5, 2011

Motion for Acceptance of first reading: Councilor

Seconded by: Councilor

Vote:

Motion

Action by Council: July 18, 2011

Attest:

Roberta L. Fogg, City Clerk



City of Auburn

Capital Summary

Fiscal Year 2012
6.27.2011

Department	FY12 Projects Only (See CIP for full description)	CIP Page	Proposed Financing	CIP	FY 2012 Dept. Request	FY 2012 Manager Request
Capital Purchases -- Bond (CIP2)						
Airport	CIP - Terminal Reconstruction	61	Bond	CIP2	\$ 250,000	\$ 250,000
Auburn Hall	CIP - Parking Garage Renovation	n/a	Bond	CIP2	\$ 28,600	\$ 28,600
Engineering	CIP - MDOT Match	13	Bond	CIP2	\$ 596,996	\$ 596,996
Engineering	CIP - Sidewalk	20	Bond	CIP2	\$ 100,000	\$ 50,000
Engineering	CIP - Resurface	16	Bond	CIP2	\$ 1,584,652	\$ 1,192,326
Engineering	CIP - Reconstruction	22	Bond	CIP2	\$ 1,944,066	\$ 472,033
Engineering	CIP - Reclaim	17	Bond	CIP2	\$ 627,563	\$ 313,782
Engineering	CIP - Major Drainage	11	Bond	CIP2	\$ 660,000	\$ 60,000
Engineering	CIP - Auburn Hall Renovations	26	Bond	CIP2	\$ 18,514	\$ 18,514
Fire	CIP - Engine Two Truck	27	Bond	CIP2	\$ 600,000	\$ 225,000
ICT	CIP - Server Replacement	35	Bond	CIP2	\$ 8,000	\$ 8,000
ICT	CIP - Network Infrastructure SAN	34	Bond	CIP2	\$ 25,000	\$ 25,000
Great Falls	CIP - Great Falls Demo & Infrast.	n/a	Bond	CIP2	\$ 350,000	\$ 350,000
Public Works	CIP - Guard Rail Replacement	59	Bond	CIP2	\$ 20,000	\$ 20,000
Public Works	CIP - Heavy Equipment	55	Bond	CIP2	\$ 487,000	\$ 155,000
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Contingency	Retained Earnings for Bid Variance		Bond		\$ 34,749	\$ 34,749
					\$ 9,045,140	\$ 4,850,000



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: July 18, 2011

Item # 07182011-04

Author: Roberta L. Fogg, City Clerk

Subject: Executive session in accordance with Title 1, Section 405, subsection 6C, real estate matter, Great Falls building. (Possible action to follow)

Information: Economic Development Director Roland Miller will be present to discuss the proposed lease and any changes that have been made since the draft lease was presented to the Council for the July 5th meeting.

Financial: n/a

Action Requested at this Meeting: Enter executive session to discuss a real estate matter in accordance with Title 1, Section 405, subsection 6C.

Previous Meetings and History: n/a

Attachments: *(in order of appearance in packet)*



City Council Agenda Information Sheet

City of Auburn

Council Meeting Date: July 18, 2011

Item # 07182011-05

Author: Roberta L. Fogg, City Clerk

Subject: Executive session in accordance with Title 1, Section 405, subsection 6A, committee appointments. (Possible action to follow)

Information: Copies of all committee applications have been provided to the Mayor and Council in their packets, along with the spreadsheets for committee.

City Planner Eric Cousens will be present and available to go in executive session.

Financial: n/a

Action Requested at this Meeting: Enter executive session to discuss personnel matter, committee appointments, in accordance with Title 1, Section 405, subsection 6C.

Previous Meetings and History: n/a

Attachments: *(in order of appearance in packet)*
