



**City Council Workshop & Meeting  
Agenda  
August 19, 2024  
Auburn Hall, Council Chambers**

**5:30 PM Workshop**

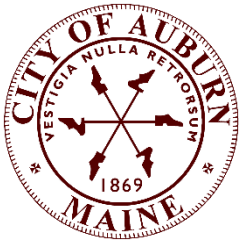
- Maine DOT Washington Street Safety Demonstration Project – Jonathan LaBonte, Transportation Director
- Discussion of hunting complaints & Archery/Firearm restriction zones
- **Executive Session** pursuant to 1 M.R.S.A. Section 405(6) (C) to discuss an economic development matter. *Passage requires 3/5 majority vote to enter executive session.*

**7:00 PM Meeting**

Pledge of Allegiance & Roll Call - *Roll call votes will begin with Councilor Gerry*

- I. **Consent Items** – *All items with an asterisk (\*) are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member or a citizen so requests, in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda. Passage of items on the Consent Calendar require majority vote.*
1. **ORDER 99-08192024\*** – Appointing Edward Little High School Junior, Mubarik Abdulahi, to serve as City Council Student Representative with a term expiration of 6/30/2026, as nominated by the Appointment Committee.
  2. **ORDER 100-08192024\*** - Appointing Whitney Poulin to serve on the Auburn-Lewiston Municipal Airport Board of Directors for the unexpired term ending 1/1/2026, as nominated by the Appointment Committee.
  3. **ORDER 101-08192024\*** - Appointing Dana Staples to serve on the Zoning Board of Appeals for a term that expires 5/1/2027, as nominated by the Appointment Committee.
  4. **ORDER 102-08192024\*** - Appointing Robert Hayes to serve on the Planning Board for the unexpired term ending 1/1/2027, as nominated by the Appointment Committee.
- II. **Minutes** – August 1, 2024 Regular Council Meeting
- III. **Communications, Presentations and Recognitions**
- Sustainability and Natural Resource Management Board - Solid Waste & Recycling Plan

- IV. **Open Session** – *Members of the public are invited to speak to the Council about any issue directly related to City business or any item that does not appear on the agenda.*
- V. **Unfinished Business**
- VI. **New Business**
1. **ORDER 103-08192024** – Accepting the Solid Waste & Recycling Plan as presented by the Sustainability and Natural Resource Management Board. *Passage requires majority vote.*
  2. **ORDER 104-08192024** – Property donation acceptance of Carrier Court (Parcel ID 184-032-000-000). *Passage requires majority vote.*
  3. **ORDER 105-08192024** – Reallocating Capital Improvement Plan (CIP) funds for Airport projects. *Passage requires majority vote.*
  4. **ORDER 106-08192024** – Adopting the process for appointments to the Comprehensive Plan Committee. *Passage requires majority vote.*
  5. **PUBLIC HEARING** - CDBG Action Plan Amendment for Program Year 2024. *No action.*
- VII. **Reports**
- a. **Mayor’s Report**
  - b. **City Councilors’ Reports**
  - c. **Student Representative Report**
  - d. **City Manager Report**
- VIII. **Open Session** - *Members of the public are invited to speak to the Council about any issue directly related to City business or any item that does not appear on the agenda.*
- IX. **Executive Session** - pursuant to 1 M.R.S.A. Section 405(6) (A) to discuss City Manager’s annual review. No action to follow. *Passage requires 3/5 majority vote to enter executive session.*
- X. **Adjournment**



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** August 19, 2024

**Workshop Item**

**Author:** Jonathan P. LaBonte, Transportation Systems Director

**Subject:** Washington Street Corridor Planning (Exit 75 to Downtown) and Safety Demonstration Project

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**Information:** Comprehensive Plans have regularly referenced a policy to improve Washington Street as a gateway. The most recent Plan laid out a specific recommendation that related to the original plans for Washington Street in the 1950's but never fully implemented. Washington Street South, a controlled access highway from Brickyard Circle to approximately Beech Hill Road was to become a two-way highway with limited to no curb openings, and Washington Street North was to return to a two-way local street. Given the critical importance of Washington Street (Routes 202/4) for statewide and regional mobility (75% of all traffic destined for downtown Lewiston-Auburn utilizes Washington Street), stakeholder engagement and endorsement of City concepts has taken place since the summer of 2002. This includes the Federal Highway Administration (FHWA), MaineDOT, Maine Turnpike Authority, AVCOG/ATRC, and the City of Lewiston.

In parallel to the corridor planning, the City worked with ATRC/AVCOG and Lewiston to secure FHWA funding under the Safe Streets and Roads for All program. The goal of the action plan under development is to eliminate all serious injuries and fatalities from Auburn streets. Because Washington Street is home to several High Crash Locations, including some with very high rates of serious injuries and fatalities, we have worked with MaineDOT to test one approach to improving safety; the elimination of left-turns at the intersections of Beech Hill /Danville Corner Roads and East Hardscrabble with Washington Street. The demonstration safety project would see the installation of concrete barriers and safety barrels to continue to allow right in and right out traffic movements, but no traffic crossing Washington Street. The Washington Street study will evaluate alternative intersection designs, including retaining the closure, and following the demonstration project and completion of the study, public input and City Council direction will determine next steps for capital improvements. The workshop will cover all of this in more detail.

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**City Budgetary Impacts:** No current impact, future CIP (Federal, State, Local)

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**Staff Recommended Action:**

The City Manager is requesting the city council review the MDOT Cooperative Agreement which is attached. Over these multiple years of discussions regarding Washington Street safety improvements, MDOT has now identified these intersections as locations for traffic signals. Signing the agreement for the Demonstration Project, would delay the Traffic Signal Project for one-year (during the Demonstration Project period or permanently after reviewing the data from the demonstration project).

City Council will need to provide the manager direction on proceeding with the Demonstration Project or rejecting the agreement and directing MDOT to proceed with the Traffic Signal Project.

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**Previous Meetings and History:**

June 6, 2022 – City Council Meeting Allocating ARPA Funds for Small Area Plans

July 28, 2022 - ATRC Policy Votes Endorses Washington Street Corridor Concept in Auburn Comprehensive Plan

August 15, 2022 – City Council Workshop on Transportation Safety Initiatives

August 24, 2023 – ATRC Policy Votes to Appropriate Funding for Washington Street Corridor Study

September 6, 2022 – City Council Meeting Approving Safe Streets and Roads for All/Vision Zero Resolve

November 15, 2023 – ATRC Policy Meeting Approving Federal Funding for Study and issues RFP

**City Manager Comments:**

I concur with the recommendation. Signature:

Handwritten signature of Phillip Crowell Jr. in cursive script.

**Attachments:** July 2022 City Manager Memo to ATRC, August 2024 Transportation Director Memo to Council, Demonstration Project Agreement



## City of Auburn, Maine

Office of the City Manager

[www.auburnmaine.gov](http://www.auburnmaine.gov) | 60 Court Street

Auburn, Maine 04210

207.333.6601

TO: Jennifer Williams, ATRC Director

FROM: Phil Crowell, City Manager

RE: Exit 75 and Washington Street Corridor Evaluation Request for Support

DATE: July 25, 2022

This memo represents the City of Auburn's request that ATRC support the effort to convert the flow of traffic Washington Street (Route 202/4) from Exit 75 to downtown Auburn. This conversion, with Washington Street North becoming two-way local traffic and Washington Street South becoming two-way through traffic, will improve safety, maintain regional mobility, and align with Auburn's Comprehensive Plan goals for pedestrian scale development and environmental improvements in the area between Washington Street and the Little Androscoggin River. The evaluation would also include the configuration of Exit 75 of the Maine Turnpike and its ability to serve the industrial airport area and regional mobility.

This section of highway is a critical corridor connecting the Maine Turnpike's Exit 75 with not only downtown Auburn and Lewiston but also western Maine. Existing inbound land uses already conflict with the traffic volumes and speeds in the northbound segment, and changes in Auburn's zoning to pursue more mixed-use development and improve stewardship of the Little Androscoggin River watershed further enhance this conflict. Shifting this high volume of thru traffic (approaching 20,000 AADT) to a controlled access highway presents an historic opportunity to restore a major Maine riverfront (Little Androscoggin) and convert a corridor with existing utilities and impervious area to mixed uses with new housing to serve the region and southern Maine.

The 2019 ATRC Metropolitan Transportation Plan projects growth of traffic into our region from the south at 52%. In fact, the most recent Maine Turnpike Origin and Destination Study (2010) noted that over 50% of the traffic at Exit 75 was destined for the Portland region.

Growing traffic volumes are also likely to exacerbate the safety challenges that extend from Exit 75 into downtown Auburn. There are currently three high crash location intersections and two high crash location road sections on this corridor. Since 2020, there have been over 80 crashes along this corridor from Kittyhawk to the rotary, including Exit 75.

Auburn staff have already met with MaineDOT and Maine Turnpike officials to review this proposal and request their involvement in the evaluation. As the regional transportation agency in our community, we request ATRC's support and involvement. Staff will be available to provide a similar briefing for the ATRC Committees on Thursday.



## City of Auburn, Maine

Transportation Systems

Department

Jonathan P. LaBonté, Director

60 Court Street | Auburn, Maine 04210

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

TO: Mayor Harmon and the Auburn City Council

FROM: Jonathan P. LaBonte, Transportation Systems Director

CC: Phil Crowell, Auburn City Manager

DATE: August 19, 2024

RE: Washington Street Safety Demonstration Project – Beech Hill and East Hardscrabble Roads

This memo serves as a summary of the city plans for a safety demonstration project on Washington Street (U.S. Route 202/Maine Route 4) at its intersections with East Hardscrabble Road and Beech Hill/Danville Corner Roads. The details that follow below mirror the MaineDOT guidance document on requesting demonstration projects and have been reviewed and approved by MaineDOT.

With appreciation to MaineDOT's safety office, which evaluated the High Crash Location (HCL) at Beech Hill and Danville Corner Roads, the graphic below is based on a scenario of a right-in right-out approach to restricting movements at this intersection during the demonstration project. While curb work would not be done, signage and barricades preventing other movements would be installed.

### 4. Close Median – Right In & Right Out



Figure 1. Graphic showing median closure at Beech Hill and Danville Corner Roads, taken from MaineDOT Safety Office presentation on HCL

While we do not have a similar graphic, the city would implement a similar restriction at the intersection of East Hardscrabble Road, allowing only right in and right out traffic entering Washington Street South.



*Figure 2. Graphic showing where a second median closure would occur at East Hardscrabble Road and Washington Street.*

The materials to be utilized include temporary concrete barriers and sand-filled barrels. Access to materials during the term of the demonstration project is being negotiated, and the city’s public works department would complete the installation.

Each intersection’s installation would be completed in accordance with AASHTO guidance, and the city has Gorrill-Palmer, the lead engineering firm on the larger Washington Street Corridor Study, creating the stamped plans for the project and assisting in data review during the trial period.

Given the nature of the Washington Street corridor in this section, installation timing and protection for installers and the public would mirror that utilized during the mill and fill on this section of the corridor during 2022. Due to the proposal to close full access at the subject intersections, conflict points during installation will be reduced as traffic will not be allowed to cross Washington Street.

The city partnered with ATRC/AVCOG to collect traffic counts at intersections likely to see detoured traffic, this will allow us to gather additional counts during the trial period to further assess how traffic was rerouted to find access to Washington Street or their intended destinations.

Though this area is outside of the urban compact zone, the Public Works Department does handle maintenance activities in this area and would have primary responsibility for monitoring the installation, as they do other infrastructure in the city. Any impacts from crashes would trigger an evaluation of the installation as well as reviews post winter storm events that could influence the retroreflective elements of the installation.

Public Works does run multiple shifts and has a work order system that would allow not only for prioritizing response to this installation, but to allow for inclusion of work order evaluations in the one-year review process we note below.

As the Auburn City Council endorsed a Vision Zero policy in the fall of 2022, and we advance the Safe Streets and Roads for All (SS4A) action plan process, we are targeting eliminate crashes that lead to serious injury and fatalities at these two intersections. Year over year net crash reductions would also be a goal.

Given that we project traffic to find alternative routes, we would also monitor year over year crash number changes at key detour-related intersections, those include Moose Brook Road/Washington Street, Station Road/Kittyhawk Ave/Washington Street, Kittyhawk Ave/Hotel Road, Chasse Street/Washington Street, Allied Road and Washington Street, Exit 75 Ramps and Washington Street, and Hackett Road and Washington.

We would also be monitoring traffic counts at key detour intersections/road segments, given early feedback from the community and the City Council. Those intersections include Hackett Road/Washington Street, Woodbury Road/Danville Corner Road, Old Danville Road/Danville Corner Road

Through advance discussion with our public safety agencies (Auburn Fire/Rescue and Auburn Police), we would monitor calls, response times, and routes that may have otherwise traversed these turn movements proposed to be eliminated. Neither agency saw a concern given existing routing from Auburn Hall (PD headquarters) or our respective Auburn Fire stations.

The city intends to host an in-person and a virtual neighborhood meeting to discuss the who, what, why, and when associated with this project if MaineDOT supports it advancing. Given that a 2015 neighborhood engagement effort led to their request to close the Beech Hill/Danville Corner Road intersection, we expect a predominantly positive response from



those living in these areas, though recognize for some residents there will be an inconvenience to reducing full access at these intersections.

The city's Transportation Systems Director would be available to respond to comments, and the city has online contact forms that would be a means to aggregate feedback from the public. In addition, the city will conduct a follow-up neighborhood meeting after the one-year anniversary of the closure to provide a report out on the impact of the closure (based on performance measures noted above) and potential next steps if support remains to make these closures permanent.

An item related to public awareness involves updated GIS databases associated with highway and street layouts. Given the use of mapping software in smart phones and vehicles, the city recognizes we need to communicate to these platforms the closure of particular legs of these intersections, beyond the signage that would be installed during the demonstration project period. MaineDOT has agreed to assist with its relationships with those routing systems.

The city would sign detour routes and would like to coordinate a review of detour mapping with MaineDOT's internal system for review of detours. The city's public works department does have some fabrication capabilities but would welcome MaineDOT detour signage loans if needed. City of Auburn variable message boards could also be deployed in the early stages of the project.

There have been numerous meetings of city staff, organizational partners, and briefings to the Auburn City Council. This latest briefing will initiate our implementation efforts, starting with public awareness and engagement through public meetings in the month of September and the establishment of feedback processes for residents during the demonstration period.



Internal Use Only	
TEDOCS #:	
CTM #:	
CSN #:	
Vendor #:	

**(Non-Monetary Agreement)**

<b>Demonstration Project Lead Agency:</b> City of Auburn		<b>Agreement Begin Date:</b> Upon full execution
<b>Municipality Vendor Number:</b>		<b>Agreement Completion Date:</b> Estimated at June 30, 2026
<b>Funding Sources:</b> <ul style="list-style-type: none"> <li>• 100% municipally funded. No state or federal share</li> </ul>		<b>Estimated Total Project Cost:</b> <u>\$ N/A</u>
<b>AMS Advantage #:</b>		<b>Program:</b> Planning – Demonstration Project

**NOTE: The information in the table above is for administrative purposes only and is not a legal component of the attached agreement.**

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*Administrative Cover Page  
 Demonstration Project  
 Washington Street Intersections, Auburn, Maine  
 (contract begins on following page)*

**STATE OF MAINE  
DEPARTMENT OF TRANSPORTATION  
COOPERATIVE AGREEMENT**

**Demonstration Project  
Washington Street Intersections, Auburn, Maine**

This Cooperative Agreement (the “Agreement”) is entered into by and between the **MAINE DEPARTMENT OF TRANSPORTATION** (“MaineDOT”), an agency of state government with its principal administrative offices located on Child Street, Augusta, Maine, and the **CITY OF AUBURN** (the “Municipality”), a municipal corporation with its principal administrative offices located at 60 Court Street, Auburn, Maine (MaineDOT and the Municipality are collectively the “Parties” or individually a “Party”).

**RECITALS**

- A. MaineDOT has identified the intersection of Beech Hill Road and Danville Corner Road (both town ways) with Washington Street (traffic signal node #3497) (a state highway also known as Route 202) as a high-crash location (the “Beech Hill/Danville Intersection”). Washington Street is a four lane highway divided by a median with strategic breaks in the median allowing traffic to access connecting side roads.
- B. MaineDOT’s Work Plan includes implementation of certain traffic signal upgrades to the Beech Hill/Danville Intersection (the “Traffic Signal Project”).
- C. The Municipality is working to implement control of access and mobility goals along the Washington Street corridor. In support of those goals, the Municipality’s preference is to forgo the Traffic Signal Project in exchange for the testing of a so-called demonstration project, whereby alternative traffic control measures may be tested before more costly investments are made in permanent infrastructure improvements or less-preferable alternatives are implemented.
- D. The proposed demonstration project would include closing off the existing median break at the Beech Hill/Danville Intersection, as well as Washington Street’s intersection with East Hardscrabble Road, eliminating the ability for vehicular traffic to exit Washington Street via a left turn maneuver at either of these intersections, and creating a right-in/right-out traffic pattern for vehicles exiting and entering Beech Hill Road, Danville Corner Road, and East Hardscrabble Road to and from Washington Street (the “Demonstration Project”).
- E. MaineDOT is open to postponing the Traffic Signal Project in favor of the proposed Demonstration Project, provided that the Municipality follows the conditions set out in this Agreement.
- F. If the Parties determine that the Demonstration Project satisfactorily improves the existing safety concerns while achieving the Municipality’s mobility goals, a project to permanently

implement the temporary aspects of the Demonstration Project will be scheduled in an upcoming MaineDOT Work Plan.

- G. The purpose of this Agreement is to set out the roles, responsibilities, and financial obligations of the Parties throughout all phases of the Demonstration Project to implement the Demonstration Project and to monitor and report its effect on the existing safety concerns and mobility goals.

### **AGREEMENT**

**NOW, THEREFORE**, in accordance with the foregoing, the Parties agree as follows:

**1. Project Scope:**

- a. The Demonstration Project’s “Scope of Work” shall consist of designing and installing compliant traffic control devices along the Washington Street median breaks at the Beech Hill/Danville Intersection and the East Hardscrabble Road intersection (the “Temporary Infrastructure”) and installing appropriate signage at the affected intersections to advise users of right-in/right-out limitations and designated detour routes, all in accordance with design plans reviewed in advance by MaineDOT.
- b. The Municipality will consult with MaineDOT before implementing any substantive adjustments to the Scope of Work.

- 2. Detours at Municipality’s Risk:** The Municipality hereby assumes full responsibility for any impacts to town ways caused by designated detour routes made necessary by the implementation of the Demonstration Project and, notwithstanding the provisions of 23 M.R.S. § 654, the Municipality hereby releases MaineDOT from all responsibility for signage, maintenance, or selection of the designated detour routes or any impacts to town ways caused by the operation of such detour routes.

- 3. Temporary Location Rights Granted:** Through execution of this Agreement, MaineDOT grants the Municipality temporary location rights allowing for the Municipality’s installation of the Temporary Infrastructure within the Route 202 right of way limits (the “Temporary Location Rights”). If, at any time, MaineDOT determines that the Temporary Infrastructure presents a safety hazard to the travelling public, or if the Temporary Infrastructure is not being properly maintained during the Demonstration Period, MaineDOT will direct the Municipality to immediately remove the Temporary Infrastructure and restore the median break and associated traveled way to a condition acceptable to MaineDOT, and this Agreement will be void and of no further effect unless acceptable repairs or remedies approved by MaineDOT at its sole discretion are immediately implemented by the Municipality.

#### **4. Project Monitoring and Reporting:**

- a. The Temporary Infrastructure, once installed, shall remain in place for a period of one (1) year, during which time the Municipality will monitor the Demonstration Project's impact on safety at the affected intersections and general mobility improvement on the Washington Street corridor (the "Demonstration Period"). During the Demonstration Period, the Municipality shall undertake the following activities:
  - i. At least two (2) public hearings shall be held at different stages of the Demonstration Period to seek public input on the perceived effectiveness of the Demonstration Project.
  - ii. Statistical analysis of crash data to objectively evaluate improvements or degradation directly resulting from the Demonstration Project implementation.
  - iii. General monitoring of mobility improvements or degradation directly resulting from the Demonstration Project implementation, to the extent that this information is helpful to the Municipality in objectively measuring attainment of its mobility goals;
- b. Upon completion of the Demonstration Period, the Municipality shall report its findings to MaineDOT, and the Parties will jointly determine whether the Demonstration Project has successfully met the Parties' intended goals.
  - i. If the goals are satisfactorily achieved, MaineDOT will incorporate a project into its work plan to replace the Demonstration Project's temporary installations with permanent infrastructure (the "Permanent Project"). Upon such determination to proceed to a Permanent Project, the Temporary Infrastructure will remain in place and maintained by the Municipality until construction of the Permanent Project is initiated (the "Interim Period")
  - ii. If the goals are not satisfactorily achieved, MaineDOT will direct the Municipality to immediately remove the Temporary Infrastructure, restore the median break and associated traveled way to a condition acceptable to MaineDOT, and this Agreement will be void and of no further effect. MaineDOT shall then determine how best to proceed with safety improvements at the Beech Hill/Danville Intersection, including without limitation the possibility of proceeding with the postponed Traffic Signal Project.

#### **5. Project Financing:**

- a. All costs associated with the Demonstration Project implementation shall be borne by the Municipality. Such cost shall include, without limitation, all costs associated with removing the Temporary Infrastructure and restoring the median break and associated

travel way to a condition acceptable to MaineDOT if the Demonstration Project does not advance to a Permanent Project.

- b. If the Parties jointly determine that the Permanent Project will be implemented, the Parties will enter into a subsequent cooperative agreement setting out the roles, responsibilities, and cost-sharing parameters of the Permanent Project.

## **6. Project Development:**

### **a. Design.**

- i. The Demonstration Project shall be designed by a Professional Engineer licensed in the State of Maine and all Demonstration Project plans and specifications shall be reviewed by MaineDOT's State and Region Traffic Engineers before the Demonstration Project can proceed to the construction/installation phase. MaineDOT's review shall be focused on ensuring that the Demonstration Project will achieve the anticipated benefits and will not degrade safety and may result in MaineDOT recommending or requiring that changes be made to the plans to address identified concerns. The Municipality shall further provide MaineDOT with the opportunity to review any substantive changes to the initial design before proceeding with implementation of such changes.
- ii. It is expected that the Demonstration Project can be constructed as designed within the existing right-of-way limits. If that is not the case, the Municipality must provide MaineDOT with a detailed explanation of the property rights required for the Project and shall acquire any such property rights in accordance with all applicable state and federal laws.
- iii. The Municipality shall coordinate with affected utilities to identify existing utility locations and/or any utility relocation impacts that may be created by the development of the Project.
- iv. The Municipality shall perform all necessary federal, state, and local permitting activities required in connection with the Project.

### **b. Construction/Installation of Temporary Infrastructure.**

- i. The Municipality intends to use its own public works resources to construct the Demonstration Project. If the Municipality instead elects to hire an outside contractor, the Municipality shall advertise, procure, and award a contract to construct the Demonstration Project in accordance with the approved plans and specifications (the "Construction Contract") following a competitive bidding process that is consistent with the procedures set out in MaineDOT's Standard Specifications (March 2020 Edition), Section 102, "Bidding." The Municipality shall be the sole administrator of any Construction Contract procured.

- ii. The Municipality shall assign or hire a qualified Professional Engineer licensed in the State of Maine to oversee all Demonstration Project activities (the “Project Engineer”).
- iii. During construction, the Municipality shall:
  - Provide a Project Resident to perform inspection and documentation work who is either a municipal employee qualified to perform such work or a consultant hired through a qualifications-based selection method;
  - Hold a pre-construction meeting with notice of at least 5 working days with representatives of MaineDOT, the contractor, and any utilities affected by the work;
  - Coordinate materials testing, if applicable, to meet the minimum testing requirements for the Project;
- iv. Construction Initiation and Completion. The Municipality shall initiate Demonstration Project construction by **June 30, 2024** and complete Demonstration Project construction by **October 31, 2024** (the “Project Initiation and Completion Dates”), unless MaineDOT, in its sole discretion, agrees to extend the Project Initiation and/or Completion Dates at the Municipality’s request. Failure to meet the Project Initiation and/or Completion Dates may result in MaineDOT’s revocation of the Temporary Location Rights and termination of this Agreement, at MaineDOT’s sole discretion.

## **7. Public Involvement:**

The Municipality shall be responsible for implementing and leading any and all required public involvement processes and activities and any necessary media coordination associated with the Demonstration Project.

## **8. Termination:**

- a. The Municipality reserves the right to terminate the Demonstration Project and this Agreement for any reason upon written notice to MaineDOT.
- b. MaineDOT reserves the right to postpone, suspend, abandon, or otherwise terminate this Agreement upon thirty (30) days written notice to the Municipality and, in no event, will any such action be deemed a breach of contract. Postponement, suspension, abandonment, or termination may be taken by MaineDOT for any reason or specifically as the result of the Municipality’s failure to perform as required under

the terms of this Agreement after receiving written notice from MaineDOT and the right to cure within 7 days of Municipality's receipt of such notice.

- c. This Agreement may be terminated at any time by mutual written agreement of all Parties.
- d. Upon termination for any reason, if MaineDOT is not advancing the Demonstration Project to a Permanent Project, MaineDOT will direct the Municipality to immediately remove the Temporary Infrastructure, restore the median break and associated traveled way to a condition acceptable to MaineDOT, and this Agreement will be void and of no further effect. MaineDOT shall then determine how best to proceed with safety improvements at the Beech Hill/Danville Intersection, including without limitation the possibility of proceeding with the postponed Traffic Signal Project.

**9. Post-Construction Maintenance:**

Upon completion of Demonstration Project construction, the Municipality agrees to maintain, at its sole expense, all Temporary Infrastructure constructed, installed, or furnished in connection with the Demonstration Project in such manner as necessary to preserve the use and function thereof, and in a manner that preserves the safety of the travelling public for the duration of the Demonstration Period and the Interim Period, if applicable.

**10. Term of Agreement:** This Agreement shall be effective upon full execution by all Parties and shall expire upon completion of the Demonstration Period and any applicable Interim Period.

**11. General Provisions:**

- a. Debarment. By signing this Agreement, the Municipality agrees that it will not hire a consultant or contractor, or allow the hiring of any subconsultant or subcontractor, who is now debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency.
- b. Indemnification.
  - i. The Municipality, to the extent permitted by law, shall indemnify, defend subject to the Maine Attorney General's approval, and hold harmless MaineDOT, its agents and employees from any and all claims, suits, or liabilities of every kind or nature attributable to, resulting from, or arising out of the design, construction, implementation, or maintenance of the Demonstration Project. Nothing herein shall waive any defense, immunity, or limitation of liability that may be available to either Party under the Maine Tort Claims Act (14 M.R.S. Section 8101 et seq.)



or any other privileges or immunities provided by law. *This provision shall survive any termination or expiration of this Agreement.*

- ii. The Municipality shall require any contractors hired in connection with the Construction Contract (the “Contractor”) to indemnify, defend subject to the Maine Attorney General’s approval, and hold harmless MaineDOT, its agents and employees from any and all claims, suits, or liabilities of every kind or nature attributable to, resulting from, or arising out of the Contractor’s involvement in the design, construction, implementation, or maintenance of the Demonstration Project. Nothing herein shall waive any defense, immunity, or limitation of liability that may be available to the State of Maine under the Maine Tort Claims Act (14 M.R.S. Section 8101 et seq.) or any other privileges or immunities provided by law. *This provision shall survive any termination or expiration of this Agreement.*

c. Insurance.

- i. The Municipality shall require its Contractor(s) to carry and provide MaineDOT and the Municipality with signed, valid, and enforceable certificate(s) of insurance consistent with the requirements set out in MaineDOT’s Standard Specifications (March 2020 Edition), Section 110.3 *et seq.*, “Insurance.”
- ii. The Municipality shall, at all times, carry sufficient liability insurance to adequately cover its risks arising from or related to actions performed in connection with the Demonstration Project and this Agreement, including all indemnification obligations.
- iii. Each insurance policy, with the exception of Workers’ Compensation and Professional Liability insurance, shall list the State of Maine Department of Transportation as an additional insured.

- d. Assumption of Responsibility. The Municipality hereby assumes responsibility for all damage to public or private property of any kind resulting from any act, omission, neglect, or misconduct of the Municipality, its employees, agents, or representatives, and shall ensure that its Contractor(s) assume the same responsibility for all damage to public or private property of any kind resulting from any act, omission, neglect, or misconduct of its own employees, agents, or representatives.

- e. Obligation of Municipal Funds. The Municipality represents that it has received all necessary approvals or authorizations by its governing authorities to approve and implement the Demonstration Project and enter into this Agreement, and that it has obligated the necessary funds to cover the costs of the Demonstration Project.

- f. Amendments. This Agreement may be amended when such an amendment is agreed to in writing by all Parties.

- g. Assignment. No assignment of this Agreement is contemplated, and in no event shall any assignment be made without the Parties' express written permission.
- h. Independent Capacity. The Municipality, its employees, agents, representatives, consultants, and contractors shall not act as officers, employees, or agents of MaineDOT.
- i. Applicable Federal and State Laws. The Municipality shall keep itself informed of and comply with all applicable federal, state, and local laws, rules, regulations, orders, ordinances, and decrees affecting the Demonstration Project including without limitation all environmental, wage, labor, equal opportunity, safety, patent, copyright, and trademark laws.
- j. Entire Agreement. This document represents the entire Agreement between the Parties. Neither MaineDOT nor the Municipality will be bound by any statement, correspondence, agreement, or representation not expressly contained in this Agreement.
- k. Points of Contact and Notices. Each Party has designated a Point of Contact for the Demonstration Project, as identified below. Any communications, requests or notices required or appropriate to be given under this Agreement shall be in writing and mailed via U.S. Mail, Certified or Registered, Return Receipt Requested or sent via a recognized commercial carrier such as, but not limited to Federal Express, that requires a return receipt delivered to the sending Party. Alternatively, communication may be sent via email and shall satisfy the delivery requirements of this section through express acknowledgement of receipt by the receiving Party. Said communications, requests or notices shall be sent to the other Party as follows:

**City of Auburn**  
**Jonathan P. LaBonté**  
**60 Court Street**  
**Auburn, ME 04210**  
 Phone: 207-333-6601 x1070  
 Email: [j.labonte@auburn.maine.gov](mailto:j.labonte@auburn.maine.gov)

**MaineDOT**  
**Matthew Drost, Bureau of Planning**  
**16 State House Station**  
**Augusta, ME 04333-0016**  
 Phone: 207-441-1879  
 Email: [matthew.drost@maine.gov](mailto:matthew.drost@maine.gov)

Each Party agrees to promptly notify the other Party of any changes to the above referenced contact information.

- l. Counterparts and Electronic Signatures. This Agreement may be implemented in one or more counterparts, each of which will be deemed to be an original copy and all of which, when taken together, will be deemed to constitute one and the same Agreement, and will be effective when counterparts have been signed by each of the Parties and delivered to the other Parties. Each Party agrees that this Agreement and any other documents to be executed in connection herewith may be electronically signed and that any electronic signatures appearing on this Agreement or the associated documents are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement effective on the day and date last signed below.

**CITY OF AUBURN**

*Date:* \_\_\_\_\_

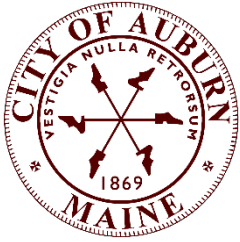
By\*: \_\_\_\_\_  
Print Name:  
Title:  
Duly authorized

**STATE OF MAINE  
DEPARTMENT OF TRANSPORTATION**

*Date:* \_\_\_\_\_

By\*: \_\_\_\_\_  
Print Name: Nathan Moulton, Acting Director  
Bureau of Planning  
Duly authorized

*\*I certify that the foregoing signature is true and accurate, and if electronic, I further certify that it (a) is intended to have the same force as a manual signature; (b) is unique to me; (c) is capable of verification; and (d) is under my sole control.*



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** August 19, 2024

**Workshop**

**Author:** Phillip Crowell Jr, City Manager

**Subject:** Discussion of hunting complaints & Archery/Firearm restriction zones

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**Information:**

Councilor Whiting and Gerry requested this item be brought before the city council for discussion. Councilor Whiting has received complaints regarding a city owned parcel on Summer Street (parcel ID 277-037-001). The parcel is located within the city's restricted firearm zone and is within the state's expanded archery hunting zone. The police department was requested to review complaints related to hunting in this area – no off-season hunting complaints were located, repeated complaints of vehicles parked on the side of the road during hunting season and some complaints of hunters walking through private property. In addition to concerns about hunting near buildings, the councilor also received complaints about no hunting signs being removed. No complaints were discovered regarding signs being taken down or firearm discharges on Summer St specifically. Approximately ten complaints were received in the last three years, all from areas immediately surrounding the specified parcel.

There are 16 parcels surrounding this city owned parcel – one property has a building (1018 Summer Street) within 300 feet of the city owned parcel. There are two homes on Hotel Road which are approximately 400 – 425 feet away. This information is being shared to demonstrate that a hunter could walk into the area on city property and hunt on the private properties and be within the law to hunt if those property owners have not posted the property in accordance with the law. To restrict hunting access to the parcel identified, we would need to post approximately 170 signs on the 60- acre parcel being considered. See the diagram below for the 100-yard restriction and the expanded archery zone for our area.

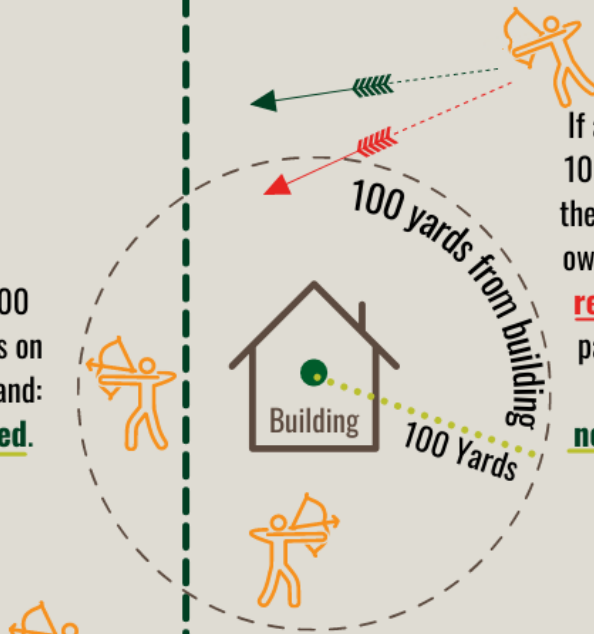
The diagram below illustrates when an archer is legally required to obtain landowner permission to discharge a bow and arrow.

Landowner A

Landowner B

If the archer is within 100 yards of a building that is on a different landowner's land: **No permission required.**

If the archer is more than 100 yards away from a building, **no permission is required** to discharge the bow.

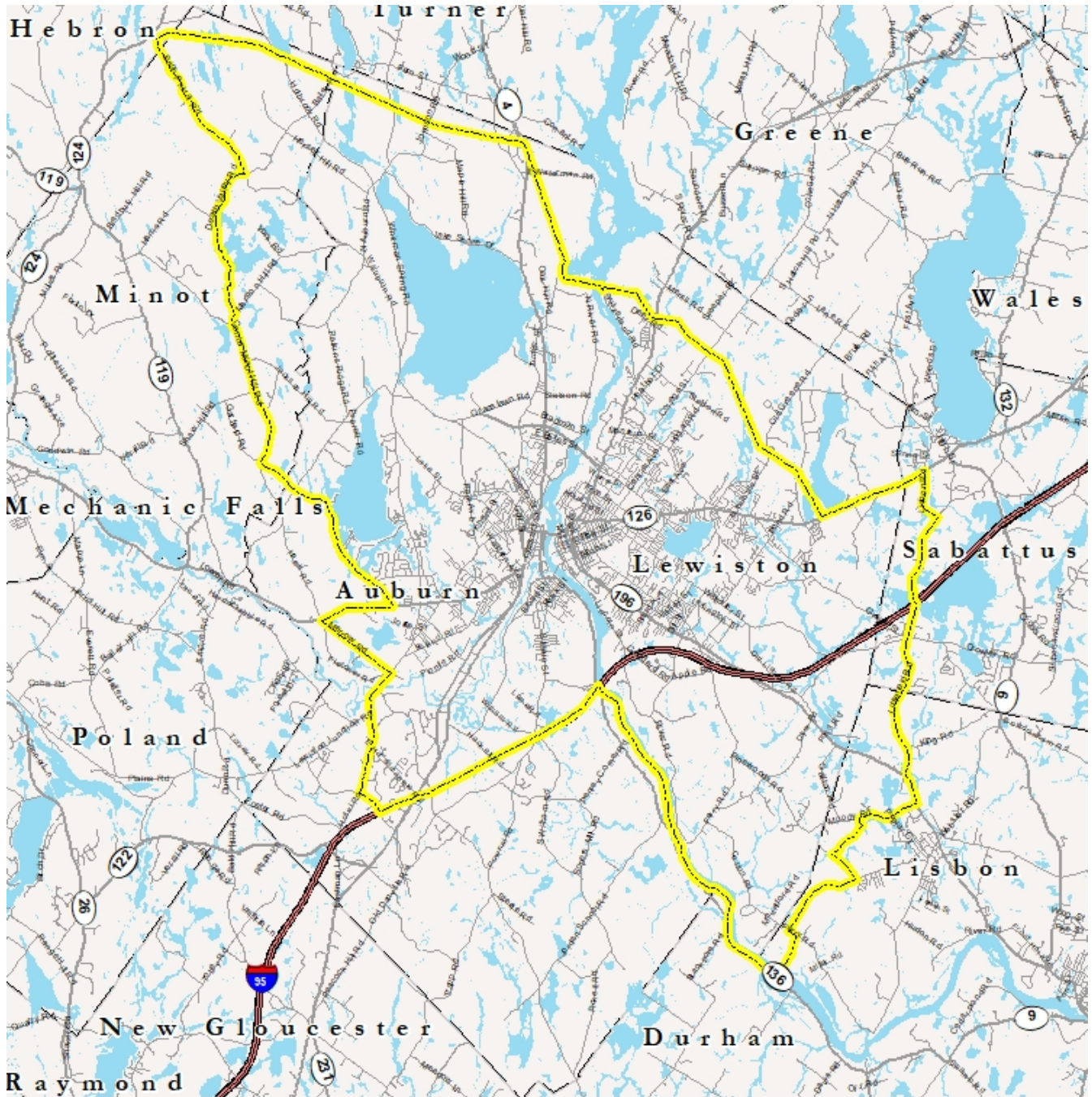


If an **arrow** will pass within 100 yards of a building, **and** the archer is on that building owner's land, **permission is required.** If the arrow will pass more than 100 yards from the building, **no permission required.**

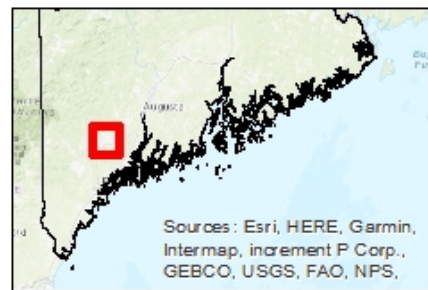
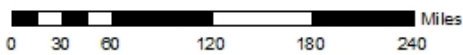
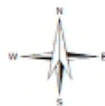
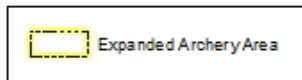
When within 100 yards of a building, **and** the archer is on that same building owner's land, **permission is required.**

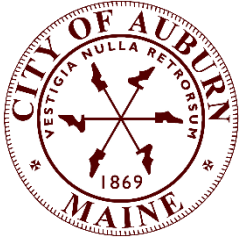


The above diagram assumes the archer is in a place they can legally access considering trespass and tree stand laws. View all of Maine's hunting laws at [mefishwildlife.com/huntinglaws](http://mefishwildlife.com/huntinglaws)



**MAINE EXPANDED ARCHERY DEER ZONE  
LEWISTON**





## City of Auburn City Council Information Sheet

**Council Workshop or Meeting Date:** August 19, 2024

**Subject:** Executive Session

**Information:** Executive Session pursuant to 1 M.R.S.A. Section 405(6) (C) for an economic development matter.

**Executive Session:** On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:

- (1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;
- (2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;
- (3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and
- (4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present. This paragraph does not apply to discussion of a budget or budget proposal;

B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, as long as:

- (1) The student and legal counsel and, if the student is a minor, the student's parents or legal guardians are permitted to be present at an executive session if the student, parents or guardians so desire;

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency;

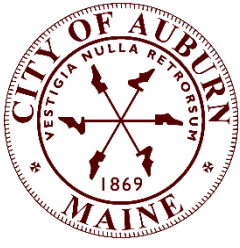
D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions;

E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage;

F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;

G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and

H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph C in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** August 19, 2024

**Order(s):** 99 through 102 - 08192024

**Author:** Emily F. Carrington, City Clerk

**Subject:** Appointing Board & Committee Members as recommended by the Appointment Committee

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**Information:** The Appointment Committee met on August 8, 2024 to review applications received for vacancies posted due to recent resignations on various boards & committees. The Appointment Committee is bringing forward the following nominations:

1. **ORDER 99-08192024\*** – Appointing Edward Little High School Junior, Mubarik Abdulahi, to serve as City Council Student Representative with a term expiration of 6/30/2026, as nominated by the Appointment Committee.
  2. **ORDER 100-08192024\*** - Appointing Whitney Poulin to serve on the Auburn-Lewiston Municipal Airport Board of Directors for the unexpired term ending 1/1/2026, as nominated by the Appointment Committee.
  3. **ORDER 101-08192024\*** - Appointing Dana Staples to serve on the Zoning Board of Appeals for a term that expires 5/1/2027, as nominated by the Appointment Committee.
  4. **ORDER 102-08192024\*** - Appointing Robert Hayes to serve on the Planning Board for the unexpired term ending 1/1/2027, as nominated by the Appointment Committee.
- 

**City Budgetary Impacts:** N/A

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**Staff Recommended Action:** Recommend passage of the orders (Consent Item).

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**Previous Meetings and History:** N/A

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**City Manager Comments:**

I concur with the recommendation. Signature:

**Attachments:** Order

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Rec'd 7/9/24

CITY COUNCIL STUDENT REPRESENTATIVE

**Applicant Information:**

Name: \_

\_ Mubarik Abdulahi \_\_\_\_\_

Home Address: \_521 Tuner St. Apt 4 Auburn, ME  
04210 \_\_\_\_\_

E-mail Address:  
\_ fowsiam@hotmail.com \_\_\_\_\_

Phone Number: 2074020391 \_\_\_\_\_

School: \_Eward little High school \_\_\_\_\_ Current Grade:  
\_ 11 \_\_\_\_\_

**Applicant Experience:** *Please list activities in which you have participated. Include organizations, school-related activities, and community activities.*

**Name of Organization:** \_Maine Community Integration \_\_\_\_\_

Title or Position: \_Sprout Lewiston and We  
Matter \_\_\_\_\_

Period of Involvement: \_2021 \_\_\_\_\_ Hours per week: 22hrs \_\_\_\_\_

Name of Sponsor: \_Fowsia Musse \_\_\_\_\_ Phone Number:  
\_2075766329 \_\_\_\_\_

**Name of Organization:**  
\_Maine Community Integration \_\_\_\_\_

Title or Position: \_\_\_\_

Executive Director \_\_\_\_\_

Period of Involvement: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Name of Sponsor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Employment:** *Beginning with your present or most recent job if any, please list your employment history.*

Name of Employer: \_N/A \_\_\_\_\_ Phone Number: \_\_\_\_\_

Type of Work: \_\_\_\_\_

Period of Work: \_\_\_\_\_ Hours per week: \_\_\_\_\_

CITY COUNCIL STUDENT REPRESENTATIVE

Name of Employer:   N/A   Phone Number: \_\_\_\_\_

Type of Work: \_\_\_\_\_

Period of Work: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Personal References: (Teachers, Coaches, or Counselor - please attach a separate sheet)

**Student Essay**

To give each applicant the opportunity to demonstrate his or her eligibility for the City Council Student Representative, answer the following questions limiting each response to 100 words or less.

Use separate sheet of paper if necessary and attach response sheet to the application and submit together.

1. Why do you believe that you would be a good candidate for the City Council? Any special qualities?

I believe I am a strong candidate for the City Council due to my deep commitment to community service and understanding of our diverse population's needs. As a first-generation member of our community, I have a unique perspective and strong connection to the experiences of New Mainers, enabling me to represent and advocate for their needs effectively. Since the age of eight, I have been actively volunteering under my mother's guidance, accumulating over 60 hours of door-to-door canvassing and outreach to encourage voter turnout among New Mainer communities, trained by the Maine People's Alliance. My volunteer work at local community events includes managing tables to educate residents about lead poisoning prevention and promoting COVID-19 vaccinations, demonstrating my dedication to public health and effective communication skills. I have extensive volunteer experience with Maine Community Integration, Maine People's Alliance, Healthy Neighborhoods, and Healthy Androscoggin, giving me a deep understanding of community issues and strong relationships with various stakeholders. My commitment to service and proactive approach to addressing community needs highlight my leadership qualities and passion for making a positive impact, which I am eager to bring to the City Council.

2. What do you envision a Student Representative as being? Why should there be one?

I envision a Student Representative as a vital bridge between the student body and the decision-making authorities, ensuring that the voices, concerns, and ideas of students are heard and considered in relevant discussions. A Student Representative would actively gather input from their peers, advocate for student interests, and work collaboratively with school officials to address issues affecting the student community.

Having a Student Representative is important because it empowers students by giving them a direct role in shaping their educational experience. It fosters a sense of responsibility and engagement among students, encouraging them to take an active interest in their school environment. Additionally, it promotes a more inclusive and democratic decision-making process, ensuring that policies and initiatives reflect the needs and perspectives of the student body. This representation can lead to more effective and relevant solutions to issues such as academic stress, mental health support, extracurricular activities, and overall school climate.

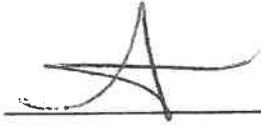
3. In your opinion, what is the most critical issue facing youth in your school, in your neighborhood, and in our city? What can a Student Representative do to solve such a problem?

In my opinion, the most critical issue facing youth in our school is the urgent need for more school guidance counselors. Post COVID-19, there has been a significant increase in mental health issues and suicides among my peers. Another pressing issue is the high rate of students skipping classes, often congregating in bathrooms, which contributes to academic gaps.

In our neighborhood, a key concern is the need for road repairs and increased beautification through the addition of more trees. For the city at large, addressing these infrastructure issues can significantly improve the quality of life for residents.

CITY COUNCIL STUDENT REPRESENTATIVE

I, the undersigned, do hereby consent to my child's participation in the Auburn City Council. I acknowledge that I have read and understand the Auburn City Council Ordinance and allow my child to attend all meetings and events relative to this program; and that I understand that my child will be removed from membership for failure to do so. I also acknowledge that upon submission of the application, my child will be considered for membership with all other applicants and that my child may or may not be selected for membership. I further acknowledge that my child's participation in this program is voluntary and I agree to release the City of Auburn and all of their employees, officials, and any and all individuals and organizations assisting or participating in the program from any and all claims for personal injuries and property damage which my child may suffer while participating as a member of the Auburn Youth Council.

A handwritten signature in black ink, appearing to be a stylized 'A' or similar character.

Signature of Parent or Guardian

7-9-2024

Date

## Emily Carrington

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**From:** donotreply@auburnmaine.gov  
**Sent:** Thursday, July 25, 2024 4:52 PM  
**To:** Emily Carrington  
**Subject:** [External]A New Form Has Been Submitted - Board/Committee Application

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

First Name: Robert

Middle Initial: HWR

Last Name: Hayes

Residence Address: 172 Allen Ave

Ward: Ward 2

City: Auburn

Home Phone: 2077821386

Cell Phone: 2072323903

E-mail Address: jlhayes1868@yahoo.com

Current Occupation: Hard copy submitted separately

Previous Occupation (if retired or no longer working): Hard copy submitted separately

Education and/or experience: Hard copy submitted separately

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

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

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

Briefly describe why you want to serve on a board/committee (1,000 character limit): Earlier I submitted for appointment to the Planning Board as an Associate Member. I was selected to fill that position and have appreciated the opportunity to serve in that capacity. I would now look forward to serving as a full member.

What do you hope to accomplish?: I would appreciate the opportunity to continue to add to the conversation and discussion addressing planning and development issues facing the Auburn community. Hopefully, my upbringing in Auburn and involvement in Auburn affairs would allow me to contribute beneficially to the dialogue concerning the City's social, environmental and economic issues.

*Planning Board*

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

Have you previously served on a City or Community Board or Committee? If so, which one(s)? Yes, as outlined in hard copy submitted separately

Dates served (if known): As shown by separate submittal

How did you learn of this vacancy?: On line and knowing of this now vacancy

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

Date of Electronic Signature: 7/25/2024

JUL 25

January 29, 2024

From: Robert P Hayes (residing at 172 Allen Ave., Auburn in Ward 2 with home phone #782-1386, cell phone #232-3903 and email address:

To: City of Auburn as a submittal application for the open seat for an <sup>full</sup> alternate member on the Planning Board as appears in the City's web site.

I am now retired, working part time as a driver for Mobility Works (Gray, ME) and as a ski instructor at Lost Valley. Previously, I was owner/manager of J.L.Hayes/Agway, originally in Lewiston but most recently in Auburn at 807 Minot Ave.

I am still dedicated to this community in which have grown up in and have lived and worked in. I would like to be responsibly and thoughtfully involved in contributing to Auburn's healthy growth, by being a respectful and knowledgeable voice as a Planning Board member.

As to my background, I submit the following:

**EDUCATION:**

- Auburn Public Schools (ELHS 65)
- Union College, Schenectady, NY (Industrial Economics)
- Univ. of Southern Maine (Business Administration)
- Univ. of Maine – Augusta (Public Administration)
- Navy Officer Candidate School, Newport, RI
- Navy Supply School, Athens, GA

**COMMUNITY INVOLVEMENT:**

- Chamber of Commerce (1975-2015)
- Auburn Planning Board (Member '77-'90, Chairperson '88-'90)
- Lewiston Downtown Development & Management Corp. (Director '80-'87, Chairperson '85-'87)
- Auburn City Council (Ward 2, 2005-2015)

**PROFESSIONAL EXPERIENCE:**

- United States Navy (Active '70-'73; Reserve '73-'95; Retired Commander, Supply Corps)
- E.C.Jordan Co., Portland, ME (Community and Regional Land-Use Planner '69-'70, '73-'75)
- J.L.Hayes/Agway (Small Business Manager 1975-2015)

For more than 60 years, I have been involved in our community,

- as student in the Auburn Public Schools,
- as owner/manager of J.L.Hayes/Agway,
- as member of the Chamber of Commerce,
- as member/chairperson of the Planning Board,
- as Ward 2 City Councilor,
- as member of the L/A Railroad Co. Board,
- as City representative to the L/A Airport Board,
- as a certified ski instructor at Lost Valley.

Respectfully,  
  
Bob Hayes





## Emily Carrington

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**From:** donotreply@auburnmaine.gov  
**Sent:** Tuesday, July 30, 2024 8:03 PM  
**To:** Emily Carrington  
**Subject:** [External]A New Form Has Been Submitted - Board/Committee Application

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

First Name: Whitney

Middle Initial:

Last Name: Poulin

Residence Address: 2288 Hotel Rd

Ward: Ward 4

City: Auburn

Home Phone: 2075357646

Cell Phone: 2075357646

E-mail Address: whitneyrbrite@gmail.com

Current Occupation: Scientist I

Previous Occupation (if retired or no longer working):

Education and/or experience: Bachelor of Science in Human Biology from USM; Pursuing a Master's of Science in medical microbiology and bioinformatics at UF

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

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

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

Briefly describe why you want to serve on a board/committee (1,000 character limit): I want to serve on the airport board because I am interested in improving the quality of life for the residents of Auburn and Lewiston. I would like to help with the growth and development of the airport and give the residents different transportation options. I think this airport has potential for growth and I would like to contribute to the vision to make that happen. I would also like to share my fundraising ideas to help fund the development of the airport.

What do you hope to accomplish?: I would like to promote initiatives that will help with more job creation, more transportation options, and more revenue for the twin cities. I would like to provide opportunities for residents and



visitors to engage more with the airport with events that would generate revenue and community involvement. I would like to look into ways to bring quality and economical transportation businesses to the airport.

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

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

Dates served (if known):

How did you learn of this vacancy?:

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

Date of Electronic Signature: 07/30/2024

## Emily Carrington

---

**From:** donotreply@auburnmaine.gov  
**Sent:** Thursday, July 18, 2024 2:20 PM  
**To:** Emily Carrington  
**Subject:** [External]A New Form Has Been Submitted - Board/Committee Application

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

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

First Name: Dana

Middle Initial: N

Last Name: Staples

Residence Address: 32 Greenfield Drive

Ward: Ward 5

City: Auburn

Home Phone: 2072401671

Cell Phone: 2072401671

E-mail Address: dana.staples@gmail.com

Current Occupation: Software management

Previous Occupation (if retired or no longer working):

Education and/or experience: MS, computer science

Please check which board or committee you are interested in serving on. We require individual applications for each board or committee (if you wish to serve on more than one): Zoning Board of Appeals

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

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

Briefly describe why you want to serve on a board/committee (1,000 character limit): I'm very interested in land use and Auburn's zoning. I think that a citizen's right to appeal a decision is very important, and the work of this board is vital. I have previously served on this board before it was disbanded.

What do you hope to accomplish?: I hope to give people a chance to appeal.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?: none currently



Zoning Board of Appeals

Have you previously served on a City or Community Board or Committee? If so, which one(s)?: all kinds. Most recently City Council

Dates served (if known): various since 2014. City Council from 2021-2023

How did you learn of this vacancy?: website

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

Date of Electronic Signature: 07-18-24

**Appointment Committee Meeting**  
**Agenda**  
**August 8, 2024**  
**Auburn Hall, Room 204**  
**3:30 PM Meeting**

**Present:**

**Councilors Belinda Gerry, Richard Whiting, Adam Platz (Members)**  
**City Clerk Emily Carrington**

**1. Appointing a Committee Chair**

Councilor Platz was unanimously declared Chair.

**2. Acceptance of Minutes from the May 23, 2024 Meeting**

Motion to accept the minutes by Councilor Whiting, seconded by Councilor Gerry. Passed 3-0.

**3. Open Session**

No members of the public were present.

**4. Review of Applications and Nominations**

Councilor Whiting moved to go into executive session pursuant to 1 M.R.S.A. §405(6)(A) to discuss applications, seconded by Councilor Gerry. Passed 3-0. Entered executive session at 3:33pm.

Declared out of executive session at 3:44pm.

Councilor Whiting nominated Robert Hayes to Planning Board to fill the unexpired term of Ryan Smith. Seconded by Councilor Gerry. Passed 3-0.

Councilor Platz moved to nominate Whitney Poulin to the Airport Board of Directors for the unexpired term of Jonathan LaBonte; seconded by Councilor Gerry. Passed 3-0.

Councilor Gerry moved to nominate Dana Staples to the Zoning Board of Appeals for the unexpired 3 year term, seconded by Councilor Whiting. Passed 3-0.

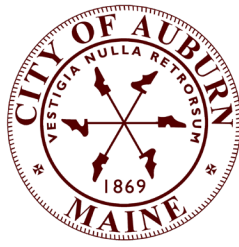
Councilor Platz moved to nominate Mubarik Abdulahi as the Student Council Representative (Junior), for a two year term expiring 6/30/2026. Seconded by Councilor Gerry. 3-0.

**5. Other Business**

Another meeting will be held in September.

**6. Adjournment**

Motion to adjourn by unanimous consent at 3:49pm.



**ORDER 99-08192024**

# City Council Order

**IN CITY COUNCIL**

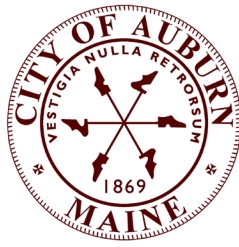
**ORDERED**, that Edward Little High School Junior, Mubarik Abdulahi, be appointed to serve as the City Council Student Representative with a term expiration of June 30, 2026, as nominated by the Appointment Committee.

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**Richard S. Whiting**, Ward One  
**Benjamin J. Weisner**, Ward Four  
**Belinda A. Gerry**, At Large

**Timothy M. Cowan**, Ward Two  
**Leroy G. Walker, Sr.**, Ward Five  
**Jeffrey D. Harmon**, Mayor

**Stephen G. Milks**, Ward Three  
**Adam R. Platz**, At Large  
**Phillip L. Crowell, Jr.**, City Manager



**ORDER 100-08192024**

# City Council Order

**IN CITY COUNCIL**

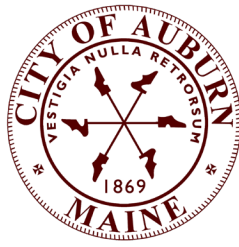
**ORDERED**, that Whitney Poulin be appointed to serve on the Auburn-Lewiston Municipal Airport Board of Directors for the unexpired term ending January 1, 2026, as nominated by the Appointment Committee.

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**Richard S. Whiting**, Ward One  
**Benjamin J. Weisner**, Ward Four  
**Belinda A. Gerry**, At Large

**Timothy M. Cowan**, Ward Two  
**Leroy G. Walker, Sr.**, Ward Five  
**Jeffrey D. Harmon**, Mayor

**Stephen G. Milks**, Ward Three  
**Adam R. Platz**, At Large  
**Phillip L. Crowell, Jr.**, City Manager



**ORDER 101-08192024**

# City Council Order

**IN CITY COUNCIL**

**ORDERED**, that Dana Staples be appointed to serve on the Zoning Board of Appeals for a term that expires May 1, 2027, as nominated by the Appointment Committee.

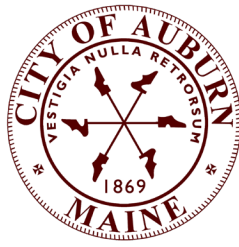
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**Richard S. Whiting**, Ward One  
**Benjamin J. Weisner**, Ward Four  
**Belinda A. Gerry**, At Large

**Timothy M. Cowan**, Ward Two  
**Leroy G. Walker, Sr.**, Ward Five  
**Jeffrey D. Harmon**, Mayor

**Stephen G. Milks**, Ward Three  
**Adam R. Platz**, At Large  
**Phillip L. Crowell, Jr.**, City Manager





**ORDER 102-08192024**

# City Council Order

**IN CITY COUNCIL**

**ORDERED**, that Robert Hayes be appointed to serve on the Planning Board for the unexpired term that expires January 1, 2027, as nominated by the Appointment Committee.

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**Richard S. Whiting**, Ward One  
**Benjamin J. Weisner**, Ward Four  
**Belinda A. Gerry**, At Large

**Timothy M. Cowan**, Ward Two  
**Leroy G. Walker, Sr.**, Ward Five  
**Jeffrey D. Harmon**, Mayor

**Stephen G. Milks**, Ward Three  
**Adam R. Platz**, At Large  
**Phillip L. Crowell, Jr.**, City Manager

## **IN COUNCIL WORKSHOP & MEETING AUGUST 1, 2024 VOL 37 PAGE 183**

Mayor Harmon called the meeting to order at 7:00P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. All Councilors were present.

### **I. Consent Items**

1. ORDER 95-08052024\* – Appointing Mayor Jeffrey Harmon to serve as the Auburn Representative for Maine Municipal Association's 2024-2026 Legislative Policy Committee, and appointing City Manager, Phillip L. Crowell, as alternate.

2. ORDER 96-08052024\* - Casting Auburn's ballot for the Maine Municipal Association's Vice President & Executive Committee members.

Councilor Gerry moved for passage of the Consent Items, seconded by Councilor Whiting. Motion passed 7-0.

### **II. Minutes – July 15, 2024 Regular Council Meeting**

Councilor Walker moved to accept the minutes, seconded by Councilor Cowan. Motion passed 7-0.

### **III. Communications, Presentations and Recognitions**

#### **IV. Open Session**

Larry Pelletier, Second St – Expressed concerns about dog waste, fireworks, and unleashed dogs

#### **V. Unfinished Business**

#### **VI. New Business**

1. ORDER 97-08052024 – Establishing an ad-hoc committee to review city fees and bring forward a recommendation of changes to the City Council for adoption. Passage requires majority vote.

Councilor Milks moved for passage, seconded by Councilor Walker. Motion passed 7-0.

2. ORDER 98-08052024 – Adopting changes to EMS billing rates. Passage requires majority vote.

Councilor Walker moved for passage, seconded by Councilor Cowan. Motion passed 7-0.

#### **VII. Reports**

a. Mayor's Report – Attended the Opioid Response Summit with Governor Mills.

b. City Councilors' Reports – Councilors Gerry and Cowan gave an update on the homeless committee. Councilor Milks spoke about an upcoming fundraising event titled the Matt Closson scholarship fund at Lost Valley. Councilor Weisner reminded the public about the balloon festival later taking place August 16-18.

**IN COUNCIL WORKSHOP & MEETING AUGUST 1, 2024 VOL 37 PAGE 184**

- c. Student Representative Report - Representative Egge encouraged the public to attend the Balloon Festival and said many ELHS student clubs will be present.
- d. City Manager Report – Acknowledged National Night Out to be held on August 6.

**VIII. Open Session**

Stephen Beale, Johnson Rd

**IX. Executive Sessions –**

Councilor Walker moved to enter Executive Session pursuant to 1 M.R.S.A. Section 405(6)(A) to discuss a personnel matter. Seconded by Councilor Weisner. Motion passed 7-0; Council entered Executive Session at 7:15pm.

Pursuant to 1 M.R.S.A. Section 405(6)(E) to consult with the City attorney regarding the City's legal rights and duties concerning a pending litigation matter. No action to follow. Passage requires 3/5 majority vote to enter executive session.

Pursuant to 1 M.R.S.A. Section 405(6) (A) to discuss annual evaluation of the City Manager. No action to follow. Passage requires 3/5 majority vote to enter executive session.

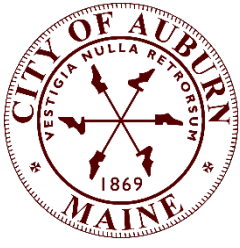
Council came out of Executive Session at 8:19pm.

**X. Adjournment**

Councilor Milks moved to adjourn at 8:20pm, seconded by Councilor Walker. Motion passed 7-0.

**A TRUE COPY ATTEST**

**Emily F. Carrington, City Clerk**



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** August 19th, 2024

**Author:** Sustainability and Natural Resource Management Board (“Solid Waste Taskforce”)

**Subject:** Solid Waste and Recycling Report

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**Information:** Subcommittee members of the Sustainability and Natural Resource Management Board will present a Solid Waste and Recycling report to City Council. This plan will include recommendations for the City’s Request for Proposal that will be issued for potential contract services for Solid Waste and Recycling.

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**City Budgetary Impacts:** Unknown

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**Staff Recommended Action:** Discussion

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**Previous Meetings and History:** City Council Order 14-01162024, Public Hearing 6/27/2024, 15+ subcommittee meetings between March and August of 2024.

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**City Manager Comments:**

I concur with the recommendation. Signature:

**Attachments:**

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# Auburn Solid Waste Task Force Final Report

August 19, 2024

## **Taskforce Members**

Sharon Benoit - Sustainability Working Group

Jane Costlow – Sustainability Natural Resources Board

Brian Cullen - Sustainability Working Group

Dave Griswold - Sustainability Natural Resources Board

Ralph Harder - Sustainability Working Group/Sustainability Natural Resources Board

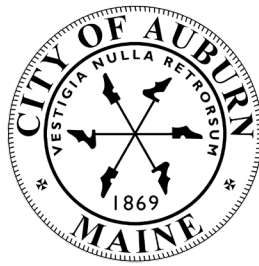
Ben Lounsbury - Sustainability Working Group

Camille Parrish - Sustainability Working Group

Minutes of Task Force meetings may be found at

<https://www.auburnmaine.gov/pages/government/sustainabilityworkinggroup>

The Sustainability and Natural Resources Board endorsed the Taskforce Report unanimously at its July 18, 2024, meeting.



## **Auburn Solid Waste Taskforce Final Report – Contents**

Executive Summary – pp. 3 - 4

Detailed Report – pp. 5 - 15

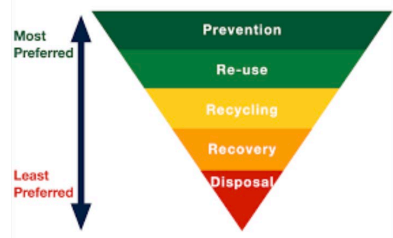
Figures – pp. 16 - 18

List of Interviews – p. 19



## 2024 SOLID WASTE TASK FORCE | EXECUTIVE SUMMARY

Current household solid waste management contracts for the City of Auburn are expiring at the end of this year. The City Council has instructed the Sustainability and Natural Resources Board to evaluate Auburn's solid waste management system, including how household solid waste is



collected, processed and disposed of. The findings in this report are intended to support the city in its writing of new solid waste agreements. An important context for these recommendations is the state's soon-to-be-launched EPR (Extended Producer Responsibility) program. In a volatile and rapidly changing market for recyclables, the Maine EPR will provide new revenue to support recycling programs and other solid waste initiatives in

participating municipalities. This is an optimal moment for Auburn to re-evaluate its approach to the “recycle-recovery-disposal” sections of the waste hierarchy, pictured above.

### 1. GENERAL RECOMMENDATIONS

- A. **Prepare Auburn households for Maine Extended Producer Responsibility (EPR) Program** [<https://www.maine.gov/dep/waste/recycle/epr.html>]: By recycling all items on Maine's EPR list of recyclable commodities, Auburn can access new funding to offset collection and processing costs for household solid waste. Reimbursement for these costs through the EPR program will increase with increasing recycling participation rates and tons of material recycled.
- B. **Data management:** Provide support for accurate, verifiable data collection on all aspects of Auburn's solid waste management including fixed and variable costs. Report data to key stakeholders in a timely manner.
- C. **Staffing:** Assign a qualified individual primary responsibility for setting goals and managing performance improvement of Auburn's solid waste programs using data referenced above (1.B). This individual could also manage other city sustainability programs.
- D. Create a robust **public engagement program**. Inform and involve Auburn households in all aspects of the city's solid waste program using data, regular data reports, restructured staffing, revisions to the Auburn solid waste ordinance and Comprehensive Plan.
- E. Limit the duration of new **solid waste contract(s)** to allow for improved data collection and analysis (1.B) and evaluation of how EPR (1.A), the public engagement program (1.D) and new trash-collecting technologies will impact future city budgets and sustainability efforts.

### 2. DOMESTIC TRASH RECOMMENDATIONS

- A. Continue current service level for curbside collection of household trash.

- B. Use bid (RFP/Request for Proposal) process to analyze feasibility and costs of various solid waste collection and divergence strategies including:
  - Contracted vs city operated curbside collection
  - Incentives for increased food-scraping (IV. B-F) and recycling such as limiting the size of the trash collection container
  - Controlled access cards for Auburn resident payment, accurate recording and classification of waste stream weights at Auburn and MWE transfer stations
  - City-developed markets for collection and sale of some readily recyclable commodities
- C. Increase participation in Product Stewardship programs to divert more waste from household trash. [<https://www.maine.gov/dep/waste/productstewardship/index.html>]
- D. Incentivize and support existing reuse programs for household items.

### **3. RECYCLING RECOMMENDATIONS**

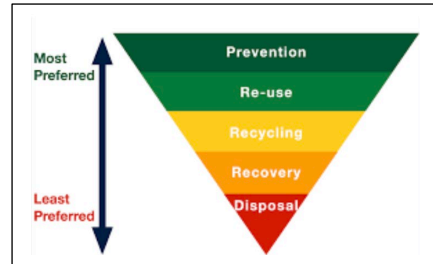
- A. Institute weekly curbside collection of recyclables.
- B. Auburn's recycling program should include recycling of all commodities on the state EPR list.
- C. Curbside recycling should include city-provided wheeled, lidded containers.
- D. Keep Gracelawn open as a supplemental site, consider adding additional such sites.
- E. Create targets for increased household participation, based on analysis of data collected (1.B).
- F. Create unified messaging as part of the Public Engagement Program (1.D), with easy-to-understand instructions and advice available via social and other media.

### **4. FOOD WASTE PROGRAM RECOMMENDATIONS**

- A. Continue with Gracelawn Road and South Main Street drop off locations.
- B. Add additional drop-off location(s) in more highly traveled and accessible sites to increase convenience and participation.
- C. Enhance drop off locations with larger signs (kiosks) that include information (pictures and writing) about what can and cannot be placed in the bins.
- D. Use multiple modes of communication to promote the program, as part of the public engagement program (1.D)
- E. Include schools in the food waste collection program, including mini lessons in the classrooms and picking up food waste from the cafeterias by the contractor.
- F. Incentivize food waste collection by subsidizing the cost/or purchasing of backyard compost bins and/or kitchen compost containers.



## ***Auburn Solid Waste Task Force: Detailed Recommendations***



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### **Authority of Solid Waste Task Force to Issue Report**

**Ordered**, that the Sustainability and Natural Resources Board will work with all relevant subcommittees with support from city staff to create a Solid Waste and Recycling plan for the City of Auburn. (partial text, City Council order January 16, 2024).<sup>1</sup>

#### **Introduction**

This report focuses on solid waste generated by households in Auburn. What the task force refers to in the report as the household solid waste stream is composed of domestic trash, recycling, food scraps and organic waste.

**Domestic trash** – waste not recycled - is collected curbside and trucked to a waste to energy incinerator in Auburn. Trash incineration generates electricity used to run the plant, with excess sold to the power grid. Incineration reduces trash volume by 80%; the ash from incineration is then trucked to the Lewiston landfill for disposal.

**Recycling** in this report is solid waste separated from domestic trash for special processing. Auburn’s recycling is separated by homeowners for curbside or drop-off site collection and trucked to a recycling facility in Lewiston, where it is further processed and sold to brokers of recycled commodities.

**Food scraps and organic waste** can also be separated from trash by homeowners, taken to a drop-off site and trucked to a facility for anaerobic digestion - a process that captures gas from decomposing food and generates electricity.

Like many Maine municipalities, Auburn’s current management of solid waste has evolved over time. It is a complex of component entities, geographically dispersed, with varied ownership and business models. *Do these component parts currently operate to optimally balance municipal budget impacts (taxpayer dollars) with responsible environmental*

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<sup>1</sup> City Council Order 14-01162024. Retrieved from auburnmaine.gov:  
[https://www.auburnmaine.gov/CMSContent/City\\_Council/Actions/0%20ORDERS%201-94%20current%20as%20of%207-15-24.pdf](https://www.auburnmaine.gov/CMSContent/City_Council/Actions/0%20ORDERS%201-94%20current%20as%20of%207-15-24.pdf)

*stewardship?* This question is timely, since Auburn is about to enter into new agreements for household trash and recycling hauling and processing.

Our investigation of these issues suggests that Auburn needs to dedicate ongoing resources for study, data collection, reorganized staffing and public involvement before writing a long-term Solid Waste Plan. Revenue to support this work is on the way, thanks to a pioneering state law [Extended Producer Responsibility, or EPR] designed to reduce the amount of packaging waste introduced to Maine and help Maine towns fund their solid waste costs. The task force recommends that Auburn negotiate shorter term commitments with its solid waste contractor(s) as it prepares for the implementation of EPR and responds to the changing environment of solid waste management.

## **1. General Recommendations for The Council**

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### **A. Prepare Auburn households for **Maine Extended Producer Responsibility (EPR) Program** <https://www.maine.gov/dep/waste/recycle/epr.html>.**

Starting in 2026, EPR will charge producers of non-recyclable packaging a per ton fee based on the tonnage of such packaging sold in Maine.<sup>2</sup> Beginning in 2027, municipalities with established recycling programs who choose to participate will be reimbursed a per ton amount for specified packaging types (plastic, metal etc.) that are recycled. In addition, they will be reimbursed on a per capita basis for the amount of nonrecyclable packaging processed in domestic household trash. Final rules are still being written, but it is anticipated that per-ton reimbursement for recycled packaging will be higher than for nonrecyclable packaging. Reimbursement for nonrecyclable packaging sent to waste to energy incinerators, like Auburn's, will be higher than that sent to landfills.

By recycling all items on Maine's EPR list of recyclable commodities, Auburn can access new funding to offset collection and processing costs for household solid waste. Reimbursement for these costs through the EPR program will increase with increasing recycling participation rates and tons of material recycled.

On average Auburn sends 8,000-9,000 tons of domestic trash to its incinerator and 400-700 tons of recycling to the recycling plant per year. Accordingly, Auburn's recycling tonnage is only 7.5% of its trash disposal tonnage. Maine law sets an annual goal of recycling or composting 50% of a municipality's solid waste.

Under EPR, the city and its waste and recycling contractors must agree to audits of the municipal waste streams by the agency governing the program. These audits will verify municipal collection and processing costs for both trash and recycling and revenue generated for each recycled commodity. This should result in increased transparency for municipal solid waste managers tracking solid waste expenses. Once implemented the

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<sup>2</sup> Natural Resources Council Maine. Retrieved from nrcm.org: <https://www.nrcm.org/sustainability/how-extended-producer-responsibility-for-packaging-will-benefit-maine/>

EPR program will provide incentives for producers to make more recyclable packaging and for municipalities to separate as much recyclable packaging from the household trash as possible in order to maximize reimbursement under the program and to further invest in their solid waste programs.

**B. Data management:** Provide support for accurate, verifiable data collection on all aspects of Auburn’s solid waste management including fixed and variable costs. Report data to key stakeholders in a timely manner.

During the study period for this report, it was difficult to get data on basic aspects of Auburn's solid waste programs. This challenge was also noted in 2014 and 2020 reports to the Council on solid waste. Data is critical for setting goals and tracking continuous improvement and will be key to successful public engagement. This in turn will be key to maximizing reimbursement in the EPR program. Use of a data "dashboard" or scorecard visible to staff, elected officials and the public should help promote the program.<sup>3</sup>

**C. Staffing:** Assign a qualified individual primary responsibility for setting goals and managing performance improvement of Auburn’s solid waste programs, using data referenced in 1.B above. This individual could also manage other city sustainability programs.

Future EPR reimbursement will depend on coordinated efforts and compliance with EPR rules from all of the system's current parts. Staffing a coordinator position will be essential to this effort. Other Maine communities have tasked sustainability managers with this type of coordination across multiple business entities and municipal departments and achieved cost-saving efficiencies.

**D. Create a robust public engagement program.** Inform and involve Auburn households in all aspects of the city’s solid waste program using regular data reports, targeted goals, restructured staffing, neighborhood networks, enforcement or revision of Auburn’s solid waste ordinance and updates to the solid waste sections of the city’s Comprehensive Plan.

“Public Engagement” involves **communication with the public** using social media, direct mailing, public forums, and feedback on household compliance with trash collection regulations. It also involves **communication from the public** regarding the quality and performance of the city’s solid waste programs. Through encouragement of volunteers with an interest in the topic, to leadership from elected officials and city staff, a robust Public Engagement program would include targeted goals for increased participation in the city’s recycling program and in the organic and food scrap program. Progress toward these goals could be publicly reported on the city website or in a special solid waste data dashboard.

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<sup>3</sup> See for example: Town of Brunswick Maine Recycling Data: <https://www.brunswickme.gov/270/Recycling-Data>

The City should consider forming a solid waste advisory committee composed of Auburn residents, city councilors and public works or other appropriate staff to advise the council on solid waste policy. Such a committee could work with the public by conducting household surveys and listening sessions to explore alternative and less costly collection strategies for both trash and recycling.

Finally, the current Auburn solid waste ordinance requires that households separate recyclable material from city trash.<sup>4</sup> It also specifies limits to the weight of trash and the size of the trash container put out for weekly collection. While these regulations may represent aspirational goals to improve recycling participation rates, none of them corresponds to current practice. As the Council considers new solid waste policies the task force recommends that the solid waste ordinance be updated to align with those policies.

There are numerous **benefits** from increasing participation and adherence to the current ordinance:

- Increased sanitation and improved aesthetics on city streets
- Increased efficiency at Maine Waste to Energy (MWE): Organic and food waste diversion will reduce the weight of collected trash and therefore the tipping fees at the incinerator (food waste is both wet and heavy and diminishes the efficiency of the waste to energy process). The EPA estimates organic waste comprises 34% of the weight of domestic trash. MWE will burn better without organic and food waste.<sup>5</sup>
- Financial benefits to the city for improved recycling rates once EPR is in place. Increasing the number of households recycling and recycling correctly (only the right commodities in the recycling bin) will be key to increased EPR program dollars coming to Auburn.

**E. Limit the duration of new **solid waste contracts** to allow for improved data collection and analysis (1.B) an evaluation of EPR (I.A), implementation of the public engagement program (1.D) and an assessment of new trash-collecting technologies, all of which will impact future city budgets and sustainability efforts.**

What data is needed and who would manage it for success in the EPR program is not known and likely will not be known before the current solid waste contracts expire. Likewise alternative trash and recycling collection strategies will need further study. Should the city get back into the trash collection business? If so, should they lease trucks or buy them? These questions with large budget impacts require return on investment analysis. Long-term agreements with current solid waste contractors do not seem advisable at this time.

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<sup>4</sup> Auburn, Maine - Code of Ordinances Chapter 44 - SOLID WASTE. (n.d.). Retrieved from auburnmaine.gov: [https://library.municode.com/me/auburn/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH44SOW](https://library.municode.com/me/auburn/codes/code_of_ordinances?nodeId=PTIICOOR_CH44SOW)

<sup>5</sup> *National Overview: Facts and Figures on Materials, Waste and Recycling*. US Environmental Protection Agency. Retrieved from <https://www.epa.gov/facts-and-figures-about-materials-waste-and-recycling/national-overview-facts-and-figures->

## 2. Domestic Trash recommendations

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The challenges Auburn faces in managing solid waste in general and domestic trash in particular are not unique. These are well summarized in a January 2024 comprehensive solid waste status report from the Maine Department of Environmental Protection to the state legislature. Rising collection and processing costs for both trash and recycling coupled with shrinking disposal options are stressing municipal budgets. Statewide, generation of solid waste is increasing year over year while total diversion of trash (includes repair, reuse, recycling, composting and anerobic digestion) from landfill and incineration remains flat. The net result is more Maine trash requiring final disposal. [See Figure 1]

Maine has set a goal to limit solid waste disposal, the bottom of the inverted pyramid of the Solid Waste Hierarchy, to 0.55 tons of solid waste per person per year. [See Figure 2]

Currently the per capita rate is 0.69 tons and rising. A rough estimate for Auburn is 0.71 tons per year. [See Figure 3.]

### A. Continue current service level for curbside collection of household trash.

Curbside trash collection currently is weekly, recycling is every other week. There are drop-off options for both trash (MWE), recycling (Gracelawn) and food scraps (Gracelawn and South Main Street). Having trash and recycling both collected weekly would aid in compliance and increase homeowner satisfaction given experience in other communities. Having more drop-off locations for all three waste streams for those preferring these methods would minimize driving distances and increase customer satisfaction.

### B. Use bid (Request for Proposal) process to analyze feasibility and costs of various solid waste collection and diversion strategies including:

- contracted vs. city operated curbside collection.
- incentives for increased food-scraping (4. B-F) and recycling such as limiting the size of the trash collection container.
- controlled access cards for Auburn resident payment, accurate recording and classification of waste stream weights at Auburn and MWE transfer stations.
- city-developed markets for collection and sale of some readily recyclable commodities

On average, Auburn collects and disposes of between 600 and 800 tons of **domestic trash** per month at a cost of roughly \$46 per ton for disposal and \$77 per ton for curbside collection. [See Figure 4]

Statewide median trash disposal costs are \$82 per ton (collection costs not reported). [See Figure 5]

For the first four months of 2024, Auburn reported 24 tons of **recycling** per month collected at the curbside at a cost of roughly \$800 per ton for collection and \$106 per ton for processing (these figures are exclusive of recycling drop-off tons at Gracelawn). This is the most up-to-date information from the Auburn Public Works Department.

Trucking costs are a large portion of Auburn's solid waste budget, not surprising given the geographic size of the municipality. Collecting both trash and recycling on the same weekday in a split body truck, as Biddeford and other communities do, would limit route miles and reduce hauling cost.

Other municipalities in Maine have had success using a variety of **positive and negative incentives** to limit trash generation and increase participation rates in recycling and other diversion programs. [See Figure 6]

These incentive programs include the following:

- Trash containers that are smaller than recycling containers encourage households to separate recycling from the trash to make more room for non-recyclable trash for curbside pick-up.
- Periodic monitoring of recycling containers for contamination
- Charging for trash amounts that exceed the size of the trash bins (so-called "Pay-to-Throw")

Biddeford operates and staffs its own transfer station, open on certain days for resident-sorted recycling and food scrap drop-off and oversized bulky waste (OBW) drop-off. Access with a card swipe system limits use to Biddeford residents. The staff person ensures recycling is sorted in the proper bin limiting contamination. The card swipe identifies users by residential address and ensures that each household is abiding by limits for free OBW and special waste disposal (4 tires per year, for example).

Biddeford also collects and markets some recyclable commodities that are dropped off at the transfer station independent of what is collected by their recycling contractor.

**C.** Increase participation in Product Stewardship programs to divert more waste from household trash. <https://www.maine.gov/dep/waste/productstewardship/index.html>.

**D.** Incentivize and support existing reuse programs (thrift shops, social service agencies) for household items.

It is important not to lose sight of the other portions of the Waste Hierarchy that divert materials from the waste stream. Like the soon to be implemented EPR program there are a number of so-called product stewardship programs in existence. The most obvious and successful diversion program is the Maine bottle bill which diverts glass, plastic and metal deposit containers from disposal. There are also ongoing programs that collect electronic waste, tires, paint and lithium batteries to name a few.

The Auburn area also hosts a plethora of nonprofit donation centers and agencies that collect clothing, household goods, furniture, food and other reuseable items for gifting or reselling. These programs should be supported and promoted for their impact on waste diversion.

### **3. Recycling recommendations**

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Recycling is the process of diverting post-consumer materials that would otherwise be included in the solid waste stream and converting them into new materials and new objects. Recycling directly reduces the amount of waste that is sent to landfills and incinerators, which in turn reduces the amount of harmful chemicals that are released into the soil and air. Another environmentally significant benefit of recycling is that it conserves natural resources such as trees, minerals, and fossil fuels by *reusing* materials, including cardboard, paper, metals, and plastic. Those materials constitute a significant portion of the weight of the waste stream and increase the tipping fees charged by landfills and incinerators. Reusing these materials instead diminishes the need to harvest, mine, or extract *new* raw materials, thus conserving natural resources and reducing energy use and environmental degradation.

In addition to these well-established environmental benefits, Maine's new EPR Law will give money back to municipalities that operate robust recycling programs. Participating municipalities will in effect be subsidized by the packaging industry for operating recycling programs.

Currently, Auburn contracts with Casella to send its recyclables to Casella's Material Recovery Facility (MRF) in Lewiston. In the summer of 2023, the Council cancelled Auburn's curbside recycling program. The Council revisited the decision in late 2023 and restored the curbside recycling program.

Since restoration, the curbside recycling program has not yet returned to its precancellation tonnage but is steadily increasing. Auburn residents also have the option of dropping off their recyclables at Gracelawn and the combined tonnage of curbside and drop off recycling nearly equal precancellation levels.

To further increase recycling levels, which is vital for achieving long term solid waste reduction goals and to obtain significant future reimbursements from the State via EPR, Auburn needs to expand its public engagement efforts. The program must be well thought out and easy to comply with.

Here is a short elaboration of some of the points in our Executive Summary.

#### **A. Auburn should initiate weekly curbside collection of recyclables.**

Although curbside trash collection occurs weekly, recycling occurs only biweekly, weather permitting (see C. below). Collecting trash and recycling on the same day would eliminate residents' confusion over their biweekly recycling date. Indeed, public attendees at the Solid Waste Task Force's June 27, 2024, meeting for public comment were adamant that recycling pick-up should occur every week, on the same day that trash is picked up. Weekly curbside collection will almost certainly increase recycling participation.

Assuming the city participates in EPR as the Solid Waste Task Force recommends, the city will receive higher reimbursements for its increased recycling participation rates and tons of material recycled.

Additionally, the expense of weekly curbside collection may be significantly mitigated if the city adopts the use of automated collection trucks; Casella and other vendors now offer automated split trucks that can collect both trash and recycling at the same time. This would eliminate the separate (and redundant) recycling route currently required for biweekly curbside collection.

Lastly, weekly collection will promote compliance with Auburn's recycling ordinance which prohibits the disposal of recyclables in household trash.

**B. Auburn's recycling program should include recycling of all commodities on the state EPR list.**

Auburn will be eligible for funding through EPR only if its recycling program includes all commodities on the state EPR list (Elena Bertocci, Maine DEP, presentation to the task force on 6/18/2024). If the city does not recycle everything on the state list, all recycling expenses will be borne by the city. The DEP has not yet finalized the list of commodities.

**C. Curbside recycling should include city-provided wheeled, lidded containers to keep recyclables dry.**

According to Casella, all recyclables need to be clean and dry. Wet materials are considered contaminated and are likely brought to the landfill for disposal instead of recycled. Providing lidded recycling containers will alleviate this problem during inclement weather. Wheeled containers are easier and safer for Auburn residents to bring recycling material to the curb.

**D. Keep Gracelawn open as a supplemental site, consider adding additional such sites.**

The Gracelawn drop-off site has already proven to be popular with many Auburn residents, particularly given the flexibility of anytime drop off vs. adhering to the biweekly curbside collection schedule. Gracelawn also offers food waste containers which makes it an efficient stop for residents and promotes cross-utilization of the available options.



Some cities operate recycling centers with designated containers for recycling specific items such as various plastics, metals, cardboard, paper, glass, batteries, etc. Recyclables are less likely to be contaminated where individual containers are available for depositing specific materials. In addition, presorted recyclables may command a higher price in the commodities market. Biddeford operates such a facility and directly sells its sorted recyclables to commodities dealers.

**E. Create targets for increased household participation, based on analysis of data collected.**

Presently Auburn has no mechanism for directly measuring the number of households that participate in biweekly curbside collection. For the period December 11, 2023, through May 24, 2024, Casella personnel performed visual inspections and prepared an estimate of the household participation rate. According to that data, the participation rate almost always exceeded 10% and frequently exceeded 13%. Significantly, these participation rates do not include the households that perform their own drop-off recycling at Gracelawn. Although neither Auburn nor Casella have computed a participation rate for the Gracelawn drop-off recycling location, the monthly tonnage of dropped off recycling is nearly as high as that generated by the curbside collection system. Based on this information, the task force conservatively estimates that the household recycling participation rate for Auburn is approximately 15% of households (including both curbside and drop-off participants and those who do both). In other words, of the roughly 9,900 households in Auburn, approximately 1,500 participate in municipally sponsored recycling.

Auburn should set a goal of increasing its recycling participation rate by at least 10% per year (or approximately 150 households) per year for at least 5 years. There are a variety of resources easily available to help City Staff and/or a Sustainability Manager establish goals, create programs to achieve them and measure progress.<sup>6</sup> Indeed, the State's EPR program will require municipalities to collect cost and tonnage data on their recycling operations. See discussion at Section I.B. Auburn should also consider re-establishing its citizen Recycling Committee to further help with outreach to particular neighborhoods and civic organizations.

**F. Create unified messaging as part of the Public Engagement Program (I.D), with easy-to-understand instructions and advice available via social and other media.**

Recycling rules can be confusing. Municipal recycling programs differ from community to community and variables include the frequency of pick up, the type of materials that will be picked up, whether the materials are to be separated or commingled, and the type of container the materials can be placed in. Most programs do not collect plastic bags, Styrofoam, soiled or wet paper, certain metals or plastics that can get entangled in the

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<sup>6</sup> [https://www.c40knowledgehub.org/s/article/How-cities-can-boost-recycling-rates?language=en\\_US](https://www.c40knowledgehub.org/s/article/How-cities-can-boost-recycling-rates?language=en_US)  
<https://recyclingpartnership.org/small-town-america-part-in-boosting-us-recycling-rates/>

recycling machinery and so-called contaminated recyclables. Even the definition of contaminated recyclables may differ between communities. Commonly it denotes wet, greasy, and unaccepted type of material.

In order to simplify the recycling process for its residents, Auburn's recycling rules should be publicized in clear and precise language, prominently communicated and readily accessible. Auburn should also develop a comprehensive Public Engagement Program as discussed in Section I.

#### **4. Food Waste Program recommendations**

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In order to reduce the amount of solid waste collected and disposed of per capita Auburn needs to expand its current collection program for food scraps and other organic materials (paper towels and napkins, etc.) and work to increase citizen participation in the program. Twenty percent of the city's solid waste is food waste and 15 to 18% of the recycling is contaminated with food scraps, non-recyclable materials, or moisture.<sup>7</sup> An increase in the collection of Auburn's food waste and other organics would reduce the overall tonnage of our household solid waste collected. A reduction in tonnage leads to savings in disposal costs. In addition, removing food waste will improve recycling contamination rates, eliminate the source of methane generation, a very potent greenhouse gas, when Auburn's solid waste is diverted from Maine Waste to Energy to a landfill, and contribute to more efficient energy use during incineration, reducing overall costs.

Currently, Auburn's food waste collection program is contracted to Agricycle which processes the organics in an anaerobic digester to create natural gas that is captured and used for the production of electricity. Auburn should also consider implementing an additional composting program, city or contractor provided, which would allow citizens to contribute their food scraps and other organic waste and, in exchange, receive compost for their personal use.

#### **Recommendations to accomplish these goals are as follows.**

- A. Continue to offer food scraps/organic materials disposal drop off locations at Gracelawn Avenue and South Main Street. These locations are adjacent to the recycling drop off location and/or serve separate areas of the city making them convenient for some residents.

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<sup>7</sup> Auburn Ad Hoc Recycling and Sustainability Committee. (2020).

[https://www.auburnmaine.gov/CMSContent/Boards\\_and\\_Committees/Recycling%20Ad%20Hoc/Recycling%20Committee%20FINAL%20REPORT.pdf](https://www.auburnmaine.gov/CMSContent/Boards_and_Committees/Recycling%20Ad%20Hoc/Recycling%20Committee%20FINAL%20REPORT.pdf).

Previous recycling report to Auburn City Council in 2020. Table 3, page 14 of this report compares greenhouse gas emissions for processing strategies for household solid waste depicted in the solid waste hierarchy: recycling, composting, waste to energy incineration and landfilling.

- B. Add drop off bins in more accessible locations, ones that are heavily trafficked, in order to increase convenience and participation. Adding drop-off locations in areas that are adjacent to streets with major vehicular use, such as community centers (schools, Pettingill Park, etc.), or in areas that serve citizens who rely on other types of transportation, e.g. walking, will increase the visibility of the program and accessibility.
  
- C. Include large signage, kiosks with written and pictorial information about what and what cannot be placed in the bins.  
Large eye-catching signs with easily understood information will draw attention to the drop off bins and provide citizens with the type of information they need to fully utilize the program. Directional signs pointing to the locations of the drop off bins at street corners, etc. will also lead to ease of participation.
  
- D. Provide multiple modes of communication to increase public awareness and knowledge in newspapers, on a new food waste and organics website, via fliers in schools and on community bulletin boards.
  
- E. Include schools in the food waste collection program. Increase awareness of the program by providing mini-lessons in the classroom and enable easier participation by having Auburn's contractor pick up food waste and organics from the cafeterias. Educating the youth in our community is an important way to create habits for a lifetime and to include their families in the food waste and organics program. In addition, school cafeterias are a large source of food waste and organics. Collecting their food waste and organics will facilitate more efficient solid waste disposal and create an energy source through anaerobic digestion.
  
- F. Incentivize food waste collection by subsidizing the cost/or purchasing backyard compost bins and/or kitchen containers for home collection of food scraps. Other cities either provide food scrap collection bins at no cost or a reduced cost to their citizens. Providing this service would be an avenue for educating the public and highlight the city's commitment to the program at a reasonable cost.

## FIGURES

FIGURE 1.

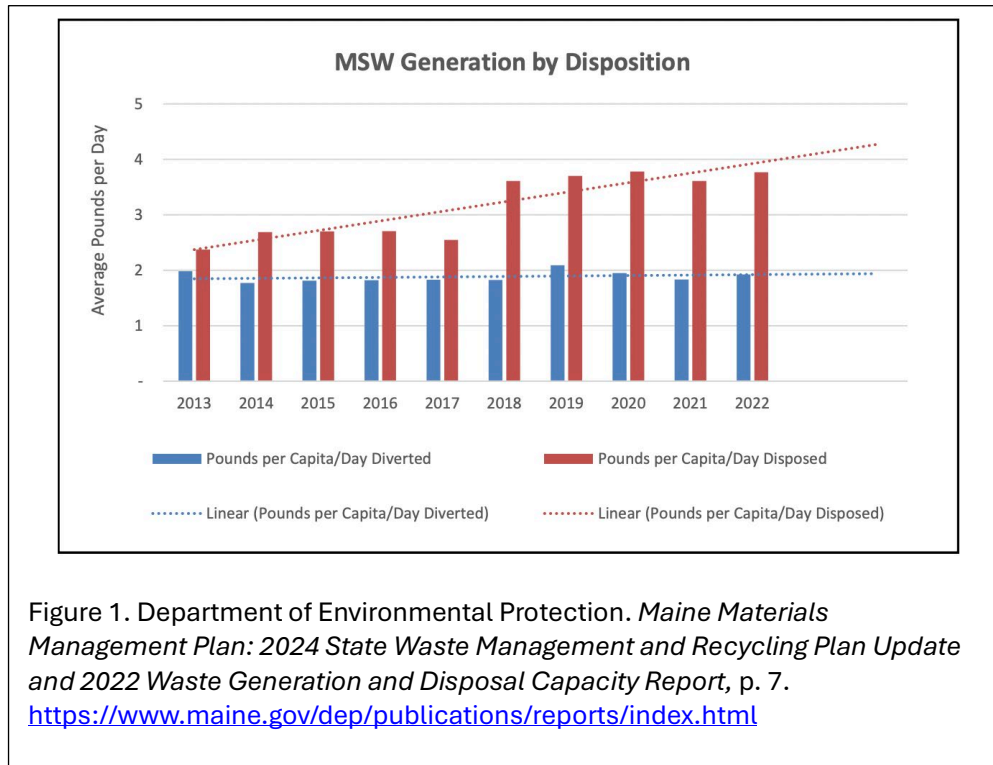


Figure 2.

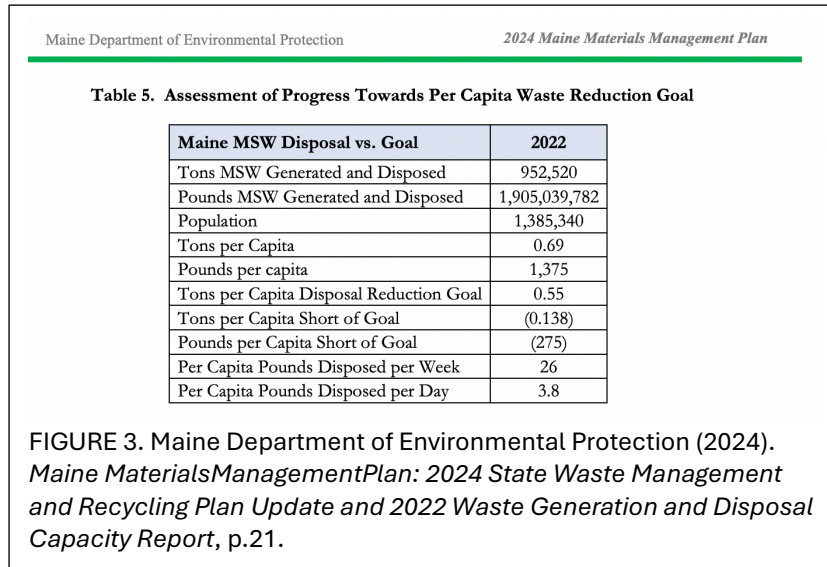


**Priorities.** It is the policy of the State to plan for and implement an integrated approach to solid waste management for solid waste generated in this State and solid waste imported into this State, which must be based on the following order of priority: **A.** Reduction of waste generated at the source, including both amount and toxicity of the waste; **B.** Reuse of waste; **C.** Recycling of waste; **D.** Composting of biodegradable waste; **E.** Waste processing that reduces the volume of waste needing land disposal, including incineration; and **F.** Land disposal of waste. It is the policy of the State to use the order of priority in this subsection as a guiding principle in making decisions related to solid waste management. Waste reduction and diversion. It is the policy of the State to actively promote and encourage waste reduction measures from all sources and maximize waste diversion efforts by encouraging new and expanded uses of solid waste generated in this State as a resource.

Maine Department of Environmental Protection. (n.d.). *2020 & 2021 Municipal Solid Waste Generation & Disposal Capacity Report*. Appendix

A, p. 52. Retrieved from <https://www.maine.gov/dep/publications/reports/index.htm>

**Figure 3.**



**Figure 4.**

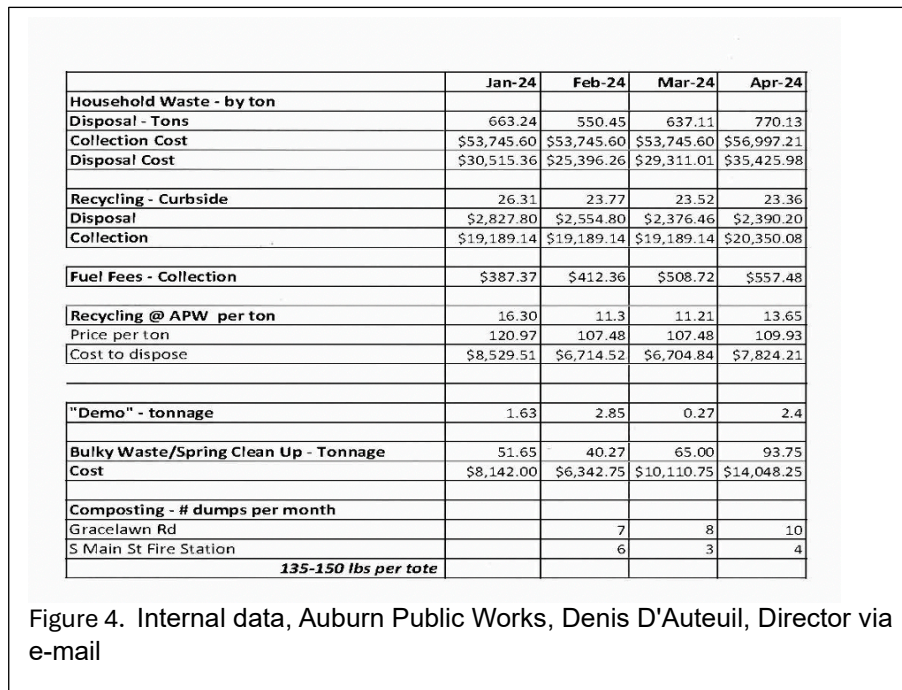


Figure 5.

**Table 8. Municipal Costs Reported for Recycling and Disposal**

Cost Comparison Per Ton - Recycling vs. Disposal <sup>29</sup>				
	Recycling (Hauling)	Recycling (Processing)	Disposal (MSW)	Disposal (CDD)
Min	\$55.00	\$ -	\$0.50	\$17.00
Max	\$900.00	\$384.00	\$225.00	\$225.00
Median	\$391.43	\$85.00	\$82.70	\$95.86
Average	\$440.80	\$99.25	\$86.90	\$96.64

Figure 5. Maine Department of Environmental Protection. (2024). *Maine Materials Management Plan: 2024 State Waste Management and Recycling Plan Update and 2022 Waste Generation and Disposal Capacity Report*, p. 24.

Figure 6.

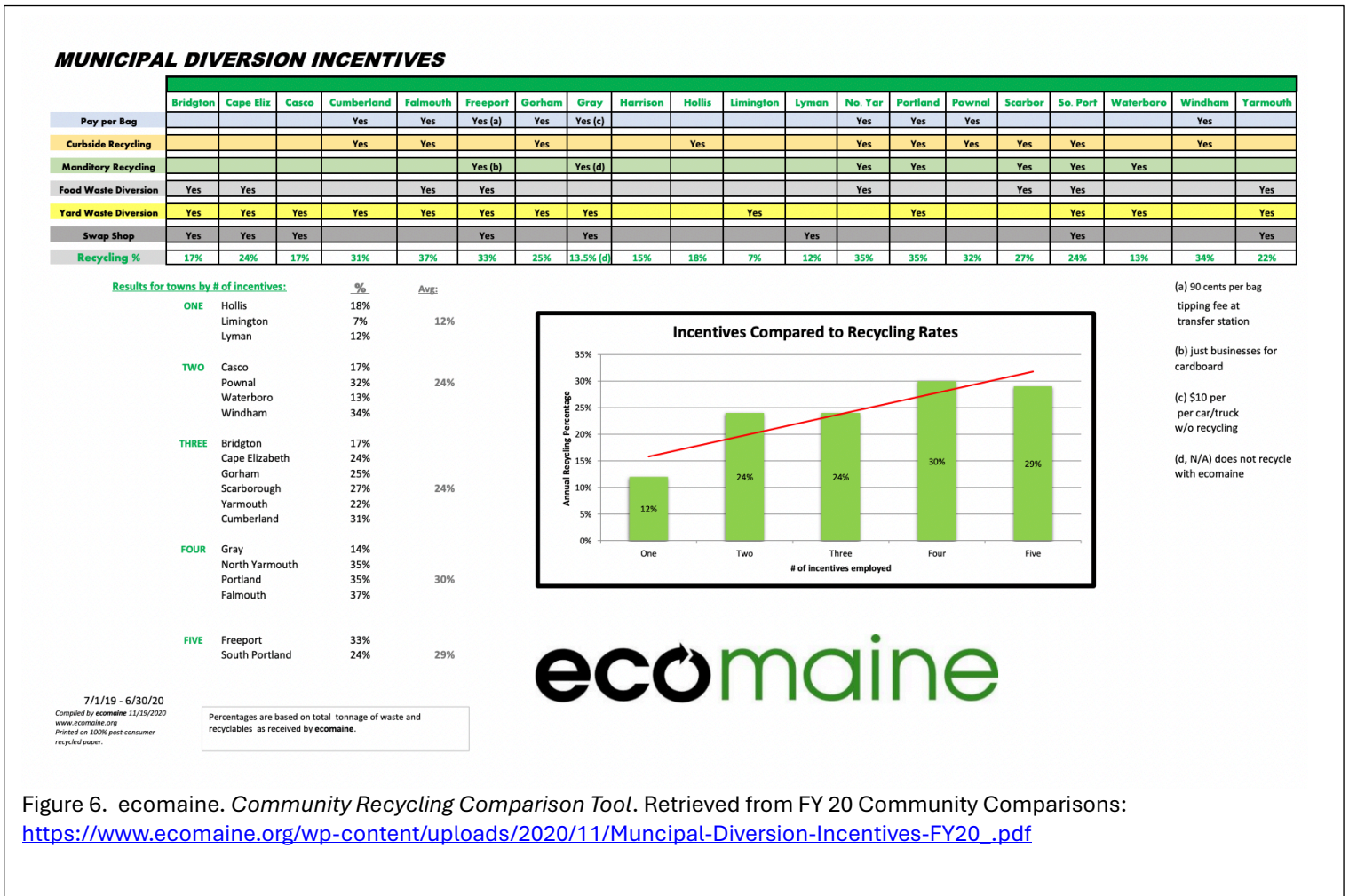


Figure 6. ecomaine. *Community Recycling Comparison Tool*. Retrieved from FY 20 Community Comparisons: [https://www.ecomaine.org/wp-content/uploads/2020/11/Municipal-Diversion-Incentives-FY20\\_.pdf](https://www.ecomaine.org/wp-content/uploads/2020/11/Municipal-Diversion-Incentives-FY20_.pdf)

## **LIST OF INTERVIEWS CONDUCTED BY AUBURN SOLID WASTE TASK FORCE**

Julie Rosenbach, Sustainability Director, South Portland, February 6, 2024

Susan Parmelee, Sustainability Program Manager, South Portland, February 6, 2024

John Kuchinski, Lewiston DPW Environmental Services Superintendent, February 21, 2024

Megan Bates, Lewiston DPW Deputy for Maintenance and Operations, February 21, 2024

Phil Crowell, Auburn City Manager, March 12, 2024

Dennis D'Auteuil, Auburn Executive Director of Public Services, March 12, 2024

Jeffrey Harmon, Auburn Mayor, April 2, 2024

Talya Bent, Casella Municipal Account Manager, April 16, 2024

Chris McHale, Casella Market Area Manager, April 16, 2024

Jeff Demers, Biddeford Public Works Director, April 23, 2024

John King, Executive Director, Maine Waste to Energy, May 2, 2024

Gunnar Heckler, Agri-Cycle Program Support Associate, May 7, 2024

Elena Bertocci, Environmental Specialist, Maine DEP, June 18, 2024

# SOLID WASTE & RECYCLING

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Final report to the Auburn City Council





# GENERAL RECOMMENDATIONS

- A. Prepare Auburn households for Maine Extended Producer Responsibility (EPR) Program.** By recycling all items on Maine's EPR list of recyclable commodities, Auburn can access new funding to offset collection and processing costs for household solid waste. Reimbursement for these costs through the EPR program will increase with increasing recycling participation rates and tons of material recycled.
- B. Data management:** Provide support for accurate, verifiable data collection on all aspects of Auburn's solid waste management including fixed and variable costs. Report data to key stakeholders in a timely manner.
- C. Staffing:** Assign a qualified individual primary responsibility for setting goals and managing performance improvement of Auburn's solid waste programs using data referenced above (1.B). This individual could also manage other city sustainability programs.
- D. Create a robust public engagement program.** Inform and involve Auburn households in all aspects of the city's solid waste program using data, regular data reports, restructured staffing, revisions to the Auburn solid waste ordinance and Comprehensive Plan.
- E. Limit the duration of new solid waste contract(s)** to allow for improved data collection and analysis (1.B) and evaluation of how EPR (1.A), the public engagement program (1.D) and new trash-collecting technologies will impact future city budgets and sustainability efforts.

# DOMESTIC TRASH RECOMMENDATIONS

**A. Continue current service level for curbside collection of household trash.**

**B. Use bid (RFP/Request for Proposal) process to analyze feasibility and costs of various solid waste collection and divergence strategies including:**

- Contracted vs city operated curbside collection
- Incentives for increased food-scraping (IV. B-F) and recycling such as limiting the size of the trash collection container
- Controlled access cards for Auburn resident payment, accurate recording and classification of waste stream weights at Auburn and MWE transfer stations
- City-developed markets for collection and sale of some readily recyclable commodities

**C. Increase participation in Product Stewardship programs to divert more waste from household trash.**

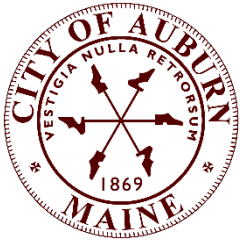
**D. Incentivize and support existing reuse programs for household items.**

# RECYCLING RECOMMENDATIONS

- A. Institute weekly curbside collection of recyclables.**
- B. Auburn's recycling program should include recycling of all commodities on the state EPR list.**
- C. Curbside recycling should include city-provided wheeled, lidded containers.**
- D. Keep Gracelawn open as a supplemental site, consider adding additional such sites.**
- E. Create targets for increased household participation, based on analysis of data collected (1.B).**
- F. Create unified messaging as part of the Public Engagement Program (1.D), with easy-to-understand instructions and advice available via social and other media.**

# FOOD WASTE PROGRAM RECOMMENDATIONS

- A. Continue with Gracelawn & So. Main Street drop off locations.**
- B. Add additional drop-off location(s) in more highly traveled and accessible sites to increase convenience and participation.**
- C. Enhance drop off locations with larger signs (kiosks) that include information (pictures and writing) about what can and cannot be placed in the bins.**
- D. Use multiple modes of communication to promote the program, as part of the public engagement program (1.D)**
- E. Include schools in the food waste collection program, including mini lessons in the classrooms and picking up food waste from the cafeterias by the contractor.**
- F. Incentivize food waste collection by subsidizing the cost<sup>1</sup> or purchasing of backyard compost bins and/or kitchen compost containers.**



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** August 19, 2024

**Order: 103-08192024**

**Author:** Sustainability and Natural Resource Management Board

**Subject:** Accepting the Solid Waste & Recycling Plan from the Sustainability and Natural Resource Management Board

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**Information:** This order formally accepts the Solid Waste & Recycling Plan of the Sustainability and Natural Resource Management Board as presented earlier at the August 19, 2024 meeting.

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**City Budgetary Impacts:** N/A

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**Staff Recommended Action:** Recommend passage of the orders (Consent Item).

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**Previous Meetings and History:** N/A

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**City Manager Comments:**

I concur with the recommendation. Signature:

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**Attachments:** Order, Report



# Auburn Solid Waste Task Force Final Report

August 19, 2024

## **Taskforce Members**

Sharon Benoit - Sustainability Working Group

Jane Costlow – Sustainability Natural Resources Board

Brian Cullen - Sustainability Working Group

Dave Griswold - Sustainability Natural Resources Board

Ralph Harder - Sustainability Working Group/Sustainability Natural Resources Board

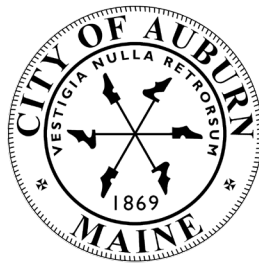
Ben Lounsbury - Sustainability Working Group

Camille Parrish - Sustainability Working Group

Minutes of Task Force meetings may be found at

<https://www.auburnmaine.gov/pages/government/sustainabilityworkinggroup>

The Sustainability and Natural Resources Board endorsed the Taskforce Report unanimously at its July 18, 2024, meeting.



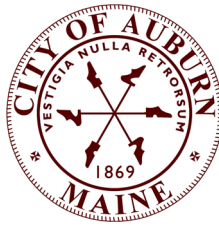
## **Auburn Solid Waste Taskforce Final Report – Contents**

Executive Summary – pp. 3 - 4

Detailed Report – pp. 5 - 15

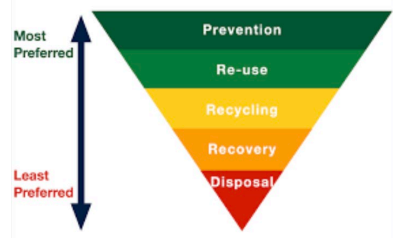
Figures – pp. 16 - 18

List of Interviews – p. 19



## 2024 SOLID WASTE TASK FORCE | EXECUTIVE SUMMARY

Current household solid waste management contracts for the City of Auburn are expiring at the end of this year. The City Council has instructed the Sustainability and Natural Resources Board to evaluate Auburn's solid waste management system, including how household solid waste is



collected, processed and disposed of. The findings in this report are intended to support the city in its writing of new solid waste agreements. An important context for these recommendations is the state's soon-to-be-launched EPR (Extended Producer Responsibility) program. In a volatile and rapidly changing market for recyclables, the Maine EPR will provide new revenue to support recycling programs and other solid waste initiatives in

participating municipalities. This is an optimal moment for Auburn to re-evaluate its approach to the “recycle-recovery-disposal” sections of the waste hierarchy, pictured above.

### 1. GENERAL RECOMMENDATIONS

- A. **Prepare Auburn households for Maine Extended Producer Responsibility (EPR) Program** [<https://www.maine.gov/dep/waste/recycle/epr.html>]: By recycling all items on Maine's EPR list of recyclable commodities, Auburn can access new funding to offset collection and processing costs for household solid waste. Reimbursement for these costs through the EPR program will increase with increasing recycling participation rates and tons of material recycled.
- B. **Data management:** Provide support for accurate, verifiable data collection on all aspects of Auburn's solid waste management including fixed and variable costs. Report data to key stakeholders in a timely manner.
- C. **Staffing:** Assign a qualified individual primary responsibility for setting goals and managing performance improvement of Auburn's solid waste programs using data referenced above (1.B). This individual could also manage other city sustainability programs.
- D. Create a robust **public engagement program**. Inform and involve Auburn households in all aspects of the city's solid waste program using data, regular data reports, restructured staffing, revisions to the Auburn solid waste ordinance and Comprehensive Plan.
- E. Limit the duration of new **solid waste contract(s)** to allow for improved data collection and analysis (1.B) and evaluation of how EPR (1.A), the public engagement program (1.D) and new trash-collecting technologies will impact future city budgets and sustainability efforts.

### 2. DOMESTIC TRASH RECOMMENDATIONS

- A. Continue current service level for curbside collection of household trash.



- B. Use bid (RFP/Request for Proposal) process to analyze feasibility and costs of various solid waste collection and divergence strategies including:
  - Contracted vs city operated curbside collection
  - Incentives for increased food-scraping (IV. B-F) and recycling such as limiting the size of the trash collection container
  - Controlled access cards for Auburn resident payment, accurate recording and classification of waste stream weights at Auburn and MWE transfer stations
  - City-developed markets for collection and sale of some readily recyclable commodities
- C. Increase participation in Product Stewardship programs to divert more waste from household trash. [<https://www.maine.gov/dep/waste/productstewardship/index.html>]
- D. Incentivize and support existing reuse programs for household items.

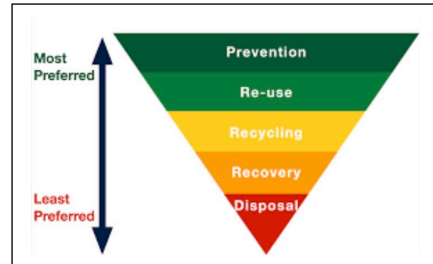
### **3. RECYCLING RECOMMENDATIONS**

- A. Institute weekly curbside collection of recyclables.
- B. Auburn's recycling program should include recycling of all commodities on the state EPR list.
- C. Curbside recycling should include city-provided wheeled, lidded containers.
- D. Keep Gracelawn open as a supplemental site, consider adding additional such sites.
- E. Create targets for increased household participation, based on analysis of data collected (1.B).
- F. Create unified messaging as part of the Public Engagement Program (1.D), with easy-to-understand instructions and advice available via social and other media.

### **4. FOOD WASTE PROGRAM RECOMMENDATIONS**

- A. Continue with Gracelawn Road and South Main Street drop off locations.
- B. Add additional drop-off location(s) in more highly traveled and accessible sites to increase convenience and participation.
- C. Enhance drop off locations with larger signs (kiosks) that include information (pictures and writing) about what can and cannot be placed in the bins.
- D. Use multiple modes of communication to promote the program, as part of the public engagement program (1.D)
- E. Include schools in the food waste collection program, including mini lessons in the classrooms and picking up food waste from the cafeterias by the contractor.
- F. Incentivize food waste collection by subsidizing the cost/or purchasing of backyard compost bins and/or kitchen compost containers.

## ***Auburn Solid Waste Task Force: Detailed Recommendations***



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### **Authority of Solid Waste Task Force to Issue Report**

**Ordered**, that the Sustainability and Natural Resources Board will work with all relevant subcommittees with support from city staff to create a Solid Waste and Recycling plan for the City of Auburn. (partial text, City Council order January 16, 2024).<sup>1</sup>

#### **Introduction**

This report focuses on solid waste generated by households in Auburn. What the task force refers to in the report as the household solid waste stream is composed of domestic trash, recycling, food scraps and organic waste.

**Domestic trash** – waste not recycled - is collected curbside and trucked to a waste to energy incinerator in Auburn. Trash incineration generates electricity used to run the plant, with excess sold to the power grid. Incineration reduces trash volume by 80%; the ash from incineration is then trucked to the Lewiston landfill for disposal.

**Recycling** in this report is solid waste separated from domestic trash for special processing. Auburn’s recycling is separated by homeowners for curbside or drop-off site collection and trucked to a recycling facility in Lewiston, where it is further processed and sold to brokers of recycled commodities.

**Food scraps and organic waste** can also be separated from trash by homeowners, taken to a drop-off site and trucked to a facility for anaerobic digestion - a process that captures gas from decomposing food and generates electricity.

Like many Maine municipalities, Auburn’s current management of solid waste has evolved over time. It is a complex of component entities, geographically dispersed, with varied ownership and business models. *Do these component parts currently operate to optimally balance municipal budget impacts (taxpayer dollars) with responsible environmental*

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<sup>1</sup> City Council Order 14-01162024. Retrieved from auburnmaine.gov:  
[https://www.auburnmaine.gov/CMSContent/City\\_Council/Actions/0%20ORDERS%201-94%20current%20as%20of%207-15-24.pdf](https://www.auburnmaine.gov/CMSContent/City_Council/Actions/0%20ORDERS%201-94%20current%20as%20of%207-15-24.pdf)

*stewardship?* This question is timely, since Auburn is about to enter into new agreements for household trash and recycling hauling and processing.

Our investigation of these issues suggests that Auburn needs to dedicate ongoing resources for study, data collection, reorganized staffing and public involvement before writing a long-term Solid Waste Plan. Revenue to support this work is on the way, thanks to a pioneering state law [Extended Producer Responsibility, or EPR] designed to reduce the amount of packaging waste introduced to Maine and help Maine towns fund their solid waste costs. The task force recommends that Auburn negotiate shorter term commitments with its solid waste contractor(s) as it prepares for the implementation of EPR and responds to the changing environment of solid waste management.

## **1. General Recommendations for The Council**

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### **A. Prepare Auburn households for **Maine Extended Producer Responsibility (EPR) Program** <https://www.maine.gov/dep/waste/recycle/epr.html>.**

Starting in 2026, EPR will charge producers of non-recyclable packaging a per ton fee based on the tonnage of such packaging sold in Maine.<sup>2</sup> Beginning in 2027, municipalities with established recycling programs who choose to participate will be reimbursed a per ton amount for specified packaging types (plastic, metal etc.) that are recycled. In addition, they will be reimbursed on a per capita basis for the amount of nonrecyclable packaging processed in domestic household trash. Final rules are still being written, but it is anticipated that per-ton reimbursement for recycled packaging will be higher than for nonrecyclable packaging. Reimbursement for nonrecyclable packaging sent to waste to energy incinerators, like Auburn's, will be higher than that sent to landfills.

By recycling all items on Maine's EPR list of recyclable commodities, Auburn can access new funding to offset collection and processing costs for household solid waste. Reimbursement for these costs through the EPR program will increase with increasing recycling participation rates and tons of material recycled.

On average Auburn sends 8,000-9,000 tons of domestic trash to its incinerator and 400-700 tons of recycling to the recycling plant per year. Accordingly, Auburn's recycling tonnage is only 7.5% of its trash disposal tonnage. Maine law sets an annual goal of recycling or composting 50% of a municipality's solid waste.

Under EPR, the city and its waste and recycling contractors must agree to audits of the municipal waste streams by the agency governing the program. These audits will verify municipal collection and processing costs for both trash and recycling and revenue generated for each recycled commodity. This should result in increased transparency for municipal solid waste managers tracking solid waste expenses. Once implemented the

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<sup>2</sup> Natural Resources Council Maine. Retrieved from nrcm.org: <https://www.nrcm.org/sustainability/how-extended-producer-responsibility-for-packaging-will-benefit-maine/>

EPR program will provide incentives for producers to make more recyclable packaging and for municipalities to separate as much recyclable packaging from the household trash as possible in order to maximize reimbursement under the program and to further invest in their solid waste programs.

**B. Data management:** Provide support for accurate, verifiable data collection on all aspects of Auburn’s solid waste management including fixed and variable costs. Report data to key stakeholders in a timely manner.

During the study period for this report, it was difficult to get data on basic aspects of Auburn's solid waste programs. This challenge was also noted in 2014 and 2020 reports to the Council on solid waste. Data is critical for setting goals and tracking continuous improvement and will be key to successful public engagement. This in turn will be key to maximizing reimbursement in the EPR program. Use of a data "dashboard" or scorecard visible to staff, elected officials and the public should help promote the program.<sup>3</sup>

**C. Staffing:** Assign a qualified individual primary responsibility for setting goals and managing performance improvement of Auburn’s solid waste programs, using data referenced in 1.B above. This individual could also manage other city sustainability programs.

Future EPR reimbursement will depend on coordinated efforts and compliance with EPR rules from all of the system's current parts. Staffing a coordinator position will be essential to this effort. Other Maine communities have tasked sustainability managers with this type of coordination across multiple business entities and municipal departments and achieved cost-saving efficiencies.

**D. Create a robust public engagement program.** Inform and involve Auburn households in all aspects of the city’s solid waste program using regular data reports, targeted goals, restructured staffing, neighborhood networks, enforcement or revision of Auburn’s solid waste ordinance and updates to the solid waste sections of the city’s Comprehensive Plan.

“Public Engagement” involves **communication with the public** using social media, direct mailing, public forums, and feedback on household compliance with trash collection regulations. It also involves **communication from the public** regarding the quality and performance of the city’s solid waste programs. Through encouragement of volunteers with an interest in the topic, to leadership from elected officials and city staff, a robust Public Engagement program would include targeted goals for increased participation in the city’s recycling program and in the organic and food scrap program. Progress toward these goals could be publicly reported on the city website or in a special solid waste data dashboard.

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<sup>3</sup> See for example: Town of Brunswick Maine Recycling Data: <https://www.brunswickme.gov/270/Recycling-Data>

The City should consider forming a solid waste advisory committee composed of Auburn residents, city councilors and public works or other appropriate staff to advise the council on solid waste policy. Such a committee could work with the public by conducting household surveys and listening sessions to explore alternative and less costly collection strategies for both trash and recycling.

Finally, the current Auburn solid waste ordinance requires that households separate recyclable material from city trash.<sup>4</sup> It also specifies limits to the weight of trash and the size of the trash container put out for weekly collection. While these regulations may represent aspirational goals to improve recycling participation rates, none of them corresponds to current practice. As the Council considers new solid waste policies the task force recommends that the solid waste ordinance be updated to align with those policies.

There are numerous **benefits** from increasing participation and adherence to the current ordinance:

- Increased sanitation and improved aesthetics on city streets
- Increased efficiency at Maine Waste to Energy (MWE): Organic and food waste diversion will reduce the weight of collected trash and therefore the tipping fees at the incinerator (food waste is both wet and heavy and diminishes the efficiency of the waste to energy process). The EPA estimates organic waste comprises 34% of the weight of domestic trash. MWE will burn better without organic and food waste.<sup>5</sup>
- Financial benefits to the city for improved recycling rates once EPR is in place. Increasing the number of households recycling and recycling correctly (only the right commodities in the recycling bin) will be key to increased EPR program dollars coming to Auburn.

**E. Limit the duration of new **solid waste contracts** to allow for improved data collection and analysis (1.B) an evaluation of EPR (I.A), implementation of the public engagement program (1.D) and an assessment of new trash-collecting technologies, all of which will impact future city budgets and sustainability efforts.**

What data is needed and who would manage it for success in the EPR program is not known and likely will not be known before the current solid waste contracts expire. Likewise alternative trash and recycling collection strategies will need further study. Should the city get back into the trash collection business? If so, should they lease trucks or buy them? These questions with large budget impacts require return on investment analysis. Long-term agreements with current solid waste contractors do not seem advisable at this time.

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<sup>4</sup> Auburn, Maine - Code of Ordinances Chapter 44 - SOLID WASTE. (n.d.). Retrieved from auburnmaine.gov: [https://library.municode.com/me/auburn/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH44SOW](https://library.municode.com/me/auburn/codes/code_of_ordinances?nodeId=PTIICOOR_CH44SOW)

<sup>5</sup> *National Overview: Facts and Figures on Materials, Waste and Recycling*. US Environmental Protection Agency. Retrieved from <https://www.epa.gov/facts-and-figures-about-materials-waste-and-recycling/national-overview-facts-and-figures->

## 2. Domestic Trash recommendations

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The challenges Auburn faces in managing solid waste in general and domestic trash in particular are not unique. These are well summarized in a January 2024 comprehensive solid waste status report from the Maine Department of Environmental Protection to the state legislature. Rising collection and processing costs for both trash and recycling coupled with shrinking disposal options are stressing municipal budgets. Statewide, generation of solid waste is increasing year over year while total diversion of trash (includes repair, reuse, recycling, composting and anerobic digestion) from landfill and incineration remains flat. The net result is more Maine trash requiring final disposal. [See Figure 1]

Maine has set a goal to limit solid waste disposal, the bottom of the inverted pyramid of the Solid Waste Hierarchy, to 0.55 tons of solid waste per person per year. [See Figure 2]

Currently the per capita rate is 0.69 tons and rising. A rough estimate for Auburn is 0.71 tons per year. [See Figure 3.]

### A. Continue current service level for curbside collection of household trash.

Curbside trash collection currently is weekly, recycling is every other week. There are drop-off options for both trash (MWE), recycling (Gracelawn) and food scraps (Gracelawn and South Main Street). Having trash and recycling both collected weekly would aid in compliance and increase homeowner satisfaction given experience in other communities. Having more drop-off locations for all three waste streams for those preferring these methods would minimize driving distances and increase customer satisfaction.

### B. Use bid (Request for Proposal) process to analyze feasibility and costs of various solid waste collection and diversion strategies including:

- contracted vs. city operated curbside collection.
- incentives for increased food-scraping (4. B-F) and recycling such as limiting the size of the trash collection container.
- controlled access cards for Auburn resident payment, accurate recording and classification of waste stream weights at Auburn and MWE transfer stations.
- city-developed markets for collection and sale of some readily recyclable commodities

On average, Auburn collects and disposes of between 600 and 800 tons of **domestic trash** per month at a cost of roughly \$46 per ton for disposal and \$77 per ton for curbside collection. [See Figure 4]

Statewide median trash disposal costs are \$82 per ton (collection costs not reported). [See Figure 5]

For the first four months of 2024, Auburn reported 24 tons of **recycling** per month collected at the curbside at a cost of roughly \$800 per ton for collection and \$106 per ton for processing (these figures are exclusive of recycling drop-off tons at Gracelawn). This is the most up-to-date information from the Auburn Public Works Department.

Trucking costs are a large portion of Auburn’s solid waste budget, not surprising given the geographic size of the municipality. Collecting both trash and recycling on the same weekday in a split body truck, as Biddeford and other communities do, would limit route miles and reduce hauling cost.

Other municipalities in Maine have had success using a variety of **positive and negative incentives** to limit trash generation and increase participation rates in recycling and other diversion programs. [See Figure 6]

These incentive programs include the following:

- Trash containers that are smaller than recycling containers encourage households to separate recycling from the trash to make more room for non-recyclable trash for curbside pick-up.
- Periodic monitoring of recycling containers for contamination
- Charging for trash amounts that exceed the size of the trash bins (so-called “Pay-to-Throw”)

Biddeford operates and staffs its own transfer station, open on certain days for resident-sorted recycling and food scrap drop-off and oversized bulky waste (OBW) drop-off. Access with a card swipe system limits use to Biddeford residents. The staff person ensures recycling is sorted in the proper bin limiting contamination. The card swipe identifies users by residential address and ensures that each household is abiding by limits for free OBW and special waste disposal (4 tires per year, for example).

Biddeford also collects and markets some recyclable commodities that are dropped off at the transfer station independent of what is collected by their recycling contractor.

**C.** Increase participation in Product Stewardship programs to divert more waste from household trash. <https://www.maine.gov/dep/waste/productstewardship/index.html>.

**D.** Incentivize and support existing reuse programs (thrift shops, social service agencies) for household items.

It is important not to lose sight of the other portions of the Waste Hierarchy that divert materials from the waste stream. Like the soon to be implemented EPR program there are a number of so-called product stewardship programs in existence. The most obvious and successful diversion program is the Maine bottle bill which diverts glass, plastic and metal deposit containers from disposal. There are also ongoing programs that collect electronic waste, tires, paint and lithium batteries to name a few.

The Auburn area also hosts a plethora of nonprofit donation centers and agencies that collect clothing, household goods, furniture, food and other reuseable items for gifting or reselling. These programs should be supported and promoted for their impact on waste diversion.

### **3. Recycling recommendations**

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Recycling is the process of diverting post-consumer materials that would otherwise be included in the solid waste stream and converting them into new materials and new objects. Recycling directly reduces the amount of waste that is sent to landfills and incinerators, which in turn reduces the amount of harmful chemicals that are released into the soil and air. Another environmentally significant benefit of recycling is that it conserves natural resources such as trees, minerals, and fossil fuels by *reusing* materials, including cardboard, paper, metals, and plastic. Those materials constitute a significant portion of the weight of the waste stream and increase the tipping fees charged by landfills and incinerators. Reusing these materials instead diminishes the need to harvest, mine, or extract *new* raw materials, thus conserving natural resources and reducing energy use and environmental degradation.

In addition to these well-established environmental benefits, Maine's new EPR Law will give money back to municipalities that operate robust recycling programs. Participating municipalities will in effect be subsidized by the packaging industry for operating recycling programs.

Currently, Auburn contracts with Casella to send its recyclables to Casella's Material Recovery Facility (MRF) in Lewiston. In the summer of 2023, the Council cancelled Auburn's curbside recycling program. The Council revisited the decision in late 2023 and restored the curbside recycling program.

Since restoration, the curbside recycling program has not yet returned to its precancellation tonnage but is steadily increasing. Auburn residents also have the option of dropping off their recyclables at Gracelawn and the combined tonnage of curbside and drop off recycling nearly equal precancellation levels.

To further increase recycling levels, which is vital for achieving long term solid waste reduction goals and to obtain significant future reimbursements from the State via EPR, Auburn needs to expand its public engagement efforts. The program must be well thought out and easy to comply with.

Here is a short elaboration of some of the points in our Executive Summary.

#### **A. Auburn should initiate weekly curbside collection of recyclables.**



Although curbside trash collection occurs weekly, recycling occurs only biweekly, weather permitting (see C. below). Collecting trash and recycling on the same day would eliminate residents' confusion over their biweekly recycling date. Indeed, public attendees at the Solid Waste Task Force's June 27, 2024, meeting for public comment were adamant that recycling pick-up should occur every week, on the same day that trash is picked up. Weekly curbside collection will almost certainly increase recycling participation.

Assuming the city participates in EPR as the Solid Waste Task Force recommends, the city will receive higher reimbursements for its increased recycling participation rates and tons of material recycled.

Additionally, the expense of weekly curbside collection may be significantly mitigated if the city adopts the use of automated collection trucks; Casella and other vendors now offer automated split trucks that can collect both trash and recycling at the same time. This would eliminate the separate (and redundant) recycling route currently required for biweekly curbside collection.

Lastly, weekly collection will promote compliance with Auburn's recycling ordinance which prohibits the disposal of recyclables in household trash.

**B. Auburn's recycling program should include recycling of all commodities on the state EPR list.**

Auburn will be eligible for funding through EPR only if its recycling program includes all commodities on the state EPR list (Elena Bertocci, Maine DEP, presentation to the task force on 6/18/2024). If the city does not recycle everything on the state list, all recycling expenses will be borne by the city. The DEP has not yet finalized the list of commodities.

**C. Curbside recycling should include city-provided wheeled, lidded containers to keep recyclables dry.**

According to Casella, all recyclables need to be clean and dry. Wet materials are considered contaminated and are likely brought to the landfill for disposal instead of recycled. Providing lidded recycling containers will alleviate this problem during inclement weather. Wheeled containers are easier and safer for Auburn residents to bring recycling material to the curb.

**D. Keep Gracelawn open as a supplemental site, consider adding additional such sites.**

The Gracelawn drop-off site has already proven to be popular with many Auburn residents, particularly given the flexibility of anytime drop off vs. adhering to the biweekly curbside collection schedule. Gracelawn also offers food waste containers which makes it an efficient stop for residents and promotes cross-utilization of the available options.

Some cities operate recycling centers with designated containers for recycling specific items such as various plastics, metals, cardboard, paper, glass, batteries, etc. Recyclables are less likely to be contaminated where individual containers are available for depositing specific materials. In addition, presorted recyclables may command a higher price in the commodities market. Biddeford operates such a facility and directly sells its sorted recyclables to commodities dealers.

**E. Create targets for increased household participation, based on analysis of data collected.**

Presently Auburn has no mechanism for directly measuring the number of households that participate in biweekly curbside collection. For the period December 11, 2023, through May 24, 2024, Casella personnel performed visual inspections and prepared an estimate of the household participation rate. According to that data, the participation rate almost always exceeded 10% and frequently exceeded 13%. Significantly, these participation rates do not include the households that perform their own drop-off recycling at Gracelawn. Although neither Auburn nor Casella have computed a participation rate for the Gracelawn drop-off recycling location, the monthly tonnage of dropped off recycling is nearly as high as that generated by the curbside collection system. Based on this information, the task force conservatively estimates that the household recycling participation rate for Auburn is approximately 15% of households (including both curbside and drop-off participants and those who do both). In other words, of the roughly 9,900 households in Auburn, approximately 1,500 participate in municipally sponsored recycling.

Auburn should set a goal of increasing its recycling participation rate by at least 10% per year (or approximately 150 households) per year for at least 5 years. There are a variety of resources easily available to help City Staff and/or a Sustainability Manager establish goals, create programs to achieve them and measure progress.<sup>6</sup> Indeed, the State's EPR program will require municipalities to collect cost and tonnage data on their recycling operations. See discussion at Section I.B. Auburn should also consider re-establishing its citizen Recycling Committee to further help with outreach to particular neighborhoods and civic organizations.

**F. Create unified messaging as part of the Public Engagement Program (I.D), with easy-to-understand instructions and advice available via social and other media.**

Recycling rules can be confusing. Municipal recycling programs differ from community to community and variables include the frequency of pick up, the type of materials that will be picked up, whether the materials are to be separated or commingled, and the type of container the materials can be placed in. Most programs do not collect plastic bags, Styrofoam, soiled or wet paper, certain metals or plastics that can get entangled in the

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<sup>6</sup> [https://www.c40knowledgehub.org/s/article/How-cities-can-boost-recycling-rates?language=en\\_US](https://www.c40knowledgehub.org/s/article/How-cities-can-boost-recycling-rates?language=en_US)  
<https://recyclingpartnership.org/small-town-america-part-in-boosting-us-recycling-rates/>

recycling machinery and so-called contaminated recyclables. Even the definition of contaminated recyclables may differ between communities. Commonly it denotes wet, greasy, and unaccepted type of material.

In order to simplify the recycling process for its residents, Auburn's recycling rules should be publicized in clear and precise language, prominently communicated and readily accessible. Auburn should also develop a comprehensive Public Engagement Program as discussed in Section I.

#### **4. Food Waste Program recommendations**

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In order to reduce the amount of solid waste collected and disposed of per capita Auburn needs to expand its current collection program for food scraps and other organic materials (paper towels and napkins, etc.) and work to increase citizen participation in the program. Twenty percent of the city's solid waste is food waste and 15 to 18% of the recycling is contaminated with food scraps, non-recyclable materials, or moisture.<sup>7</sup> An increase in the collection of Auburn's food waste and other organics would reduce the overall tonnage of our household solid waste collected. A reduction in tonnage leads to savings in disposal costs. In addition, removing food waste will improve recycling contamination rates, eliminate the source of methane generation, a very potent greenhouse gas, when Auburn's solid waste is diverted from Maine Waste to Energy to a landfill, and contribute to more efficient energy use during incineration, reducing overall costs.

Currently, Auburn's food waste collection program is contracted to Agricycle which processes the organics in an anaerobic digester to create natural gas that is captured and used for the production of electricity. Auburn should also consider implementing an additional composting program, city or contractor provided, which would allow citizens to contribute their food scraps and other organic waste and, in exchange, receive compost for their personal use.

#### **Recommendations to accomplish these goals are as follows.**

- A. Continue to offer food scraps/organic materials disposal drop off locations at Gracelawn Avenue and South Main Street. These locations are adjacent to the recycling drop off location and/or serve separate areas of the city making them convenient for some residents.

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<sup>7</sup> Auburn Ad Hoc Recycling and Sustainability Committee. (2020).

[https://www.auburnmaine.gov/CMSContent/Boards\\_and\\_Committees/Recycling%20Ad%20Hoc/Recycling%20Committee%20FINAL%20REPORT.pdf](https://www.auburnmaine.gov/CMSContent/Boards_and_Committees/Recycling%20Ad%20Hoc/Recycling%20Committee%20FINAL%20REPORT.pdf).

Previous recycling report to Auburn City Council in 2020. Table 3, page 14 of this report compares greenhouse gas emissions for processing strategies for household solid waste depicted in the solid waste hierarchy: recycling, composting, waste to energy incineration and landfilling.

- B. Add drop off bins in more accessible locations, ones that are heavily trafficked, in order to increase convenience and participation. Adding drop-off locations in areas that are adjacent to streets with major vehicular use, such as community centers (schools, Pettingill Park, etc.), or in areas that serve citizens who rely on other types of transportation, e.g. walking, will increase the visibility of the program and accessibility.
  
- C. Include large signage, kiosks with written and pictorial information about what and what cannot be placed in the bins.  
Large eye-catching signs with easily understood information will draw attention to the drop off bins and provide citizens with the type of information they need to fully utilize the program. Directional signs pointing to the locations of the drop off bins at street corners, etc. will also lead to ease of participation.
  
- D. Provide multiple modes of communication to increase public awareness and knowledge in newspapers, on a new food waste and organics website, via fliers in schools and on community bulletin boards.
  
- E. Include schools in the food waste collection program. Increase awareness of the program by providing mini-lessons in the classroom and enable easier participation by having Auburn's contractor pick up food waste and organics from the cafeterias. Educating the youth in our community is an important way to create habits for a lifetime and to include their families in the food waste and organics program. In addition, school cafeterias are a large source of food waste and organics. Collecting their food waste and organics will facilitate more efficient solid waste disposal and create an energy source through anaerobic digestion.
  
- F. Incentivize food waste collection by subsidizing the cost/or purchasing backyard compost bins and/or kitchen containers for home collection of food scraps. Other cities either provide food scrap collection bins at no cost or a reduced cost to their citizens. Providing this service would be an avenue for educating the public and highlight the city's commitment to the program at a reasonable cost.

## FIGURES

FIGURE 1.

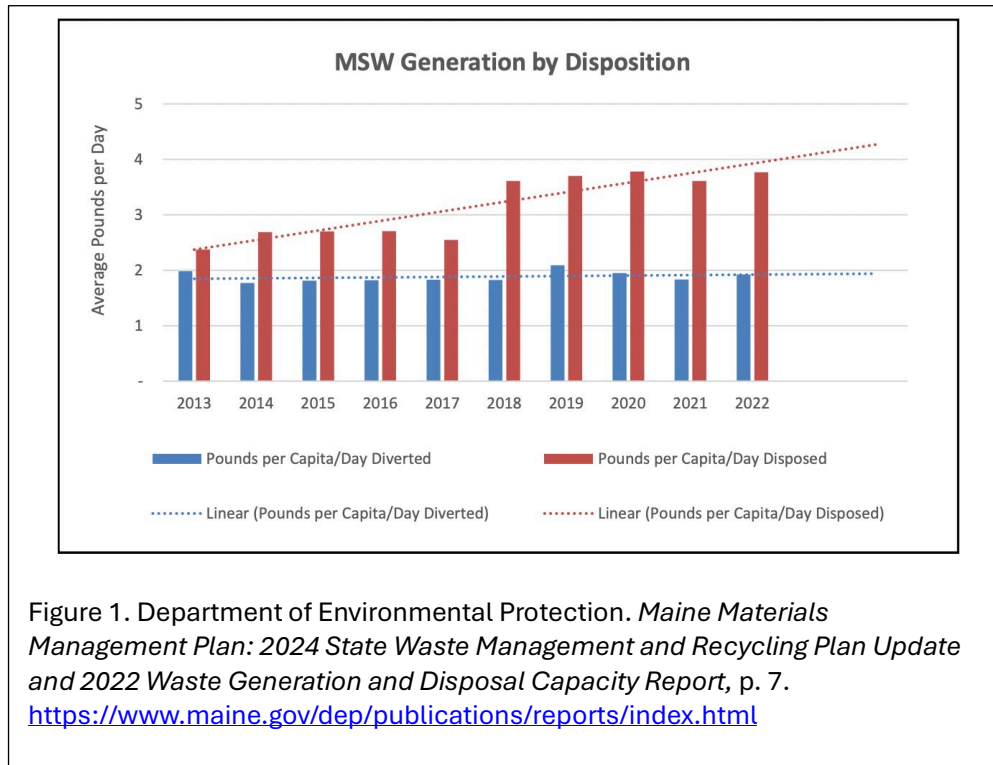


Figure 2.

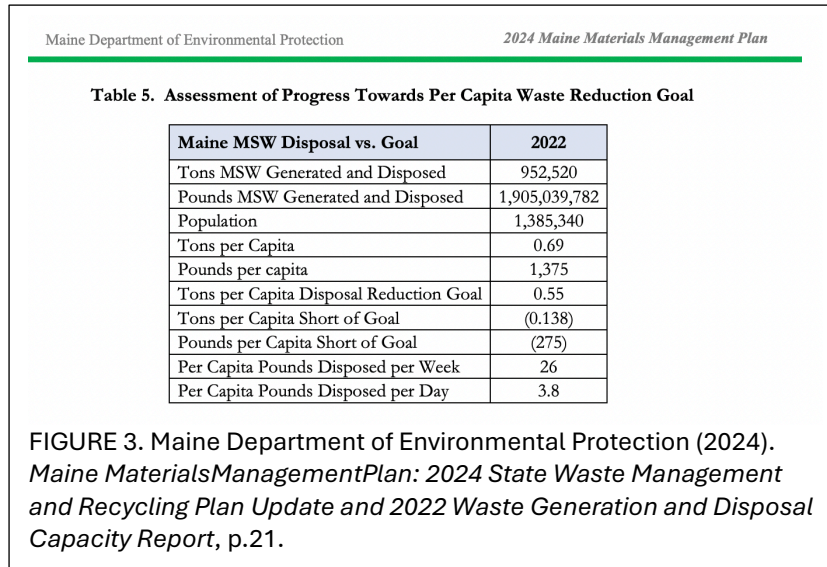


**Priorities.** It is the policy of the State to plan for and implement an integrated approach to solid waste management for solid waste generated in this State and solid waste imported into this State, which must be based on the following order of priority: **A.** Reduction of waste generated at the source, including both amount and toxicity of the waste; **B.** Reuse of waste; **C.** Recycling of waste; **D.** Composting of biodegradable waste; **E.** Waste processing that reduces the volume of waste needing land disposal, including incineration; and **F.** Land disposal of waste. It is the policy of the State to use the order of priority in this subsection as a guiding principle in making decisions related to solid waste management. Waste reduction and diversion. It is the policy of the State to actively promote and encourage waste reduction measures from all sources and maximize waste diversion efforts by encouraging new and expanded uses of solid waste generated in this State as a resource.

Maine Department of Environmental Protection. (n.d.). *2020 & 2021 Municipal Solid Waste Generation & Disposal Capacity Report*. Appendix

A, p. 52. Retrieved from <https://www.maine.gov/dep/publications/reports/index.htm>

**Figure 3.**



**Figure 4.**

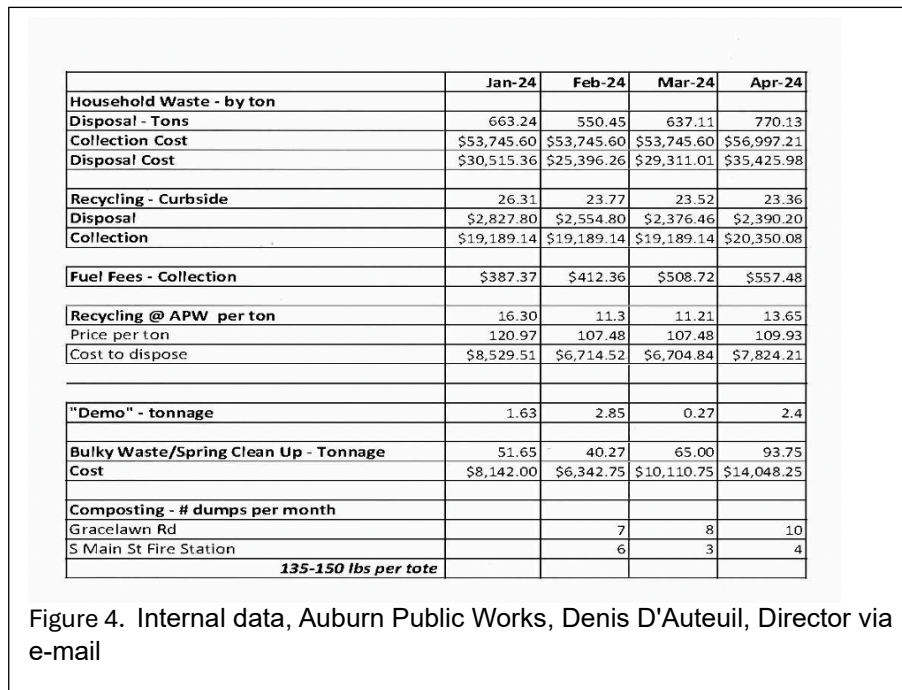


Figure 5.

**Table 8. Municipal Costs Reported for Recycling and Disposal**

Cost Comparison Per Ton - Recycling vs. Disposal <sup>29</sup>				
	Recycling (Hauling)	Recycling (Processing)	Disposal (MSW)	Disposal (CDD)
Min	\$55.00	\$ -	\$0.50	\$17.00
Max	\$900.00	\$384.00	\$225.00	\$225.00
Median	\$391.43	\$85.00	\$82.70	\$95.86
Average	\$440.80	\$99.25	\$86.90	\$96.64

Figure 5. Maine Department of Environmental Protection. (2024). *Maine Materials Management Plan: 2024 State Waste Management and Recycling Plan Update and 2022 Waste Generation and Disposal Capacity Report*, p. 24.

Figure 6.

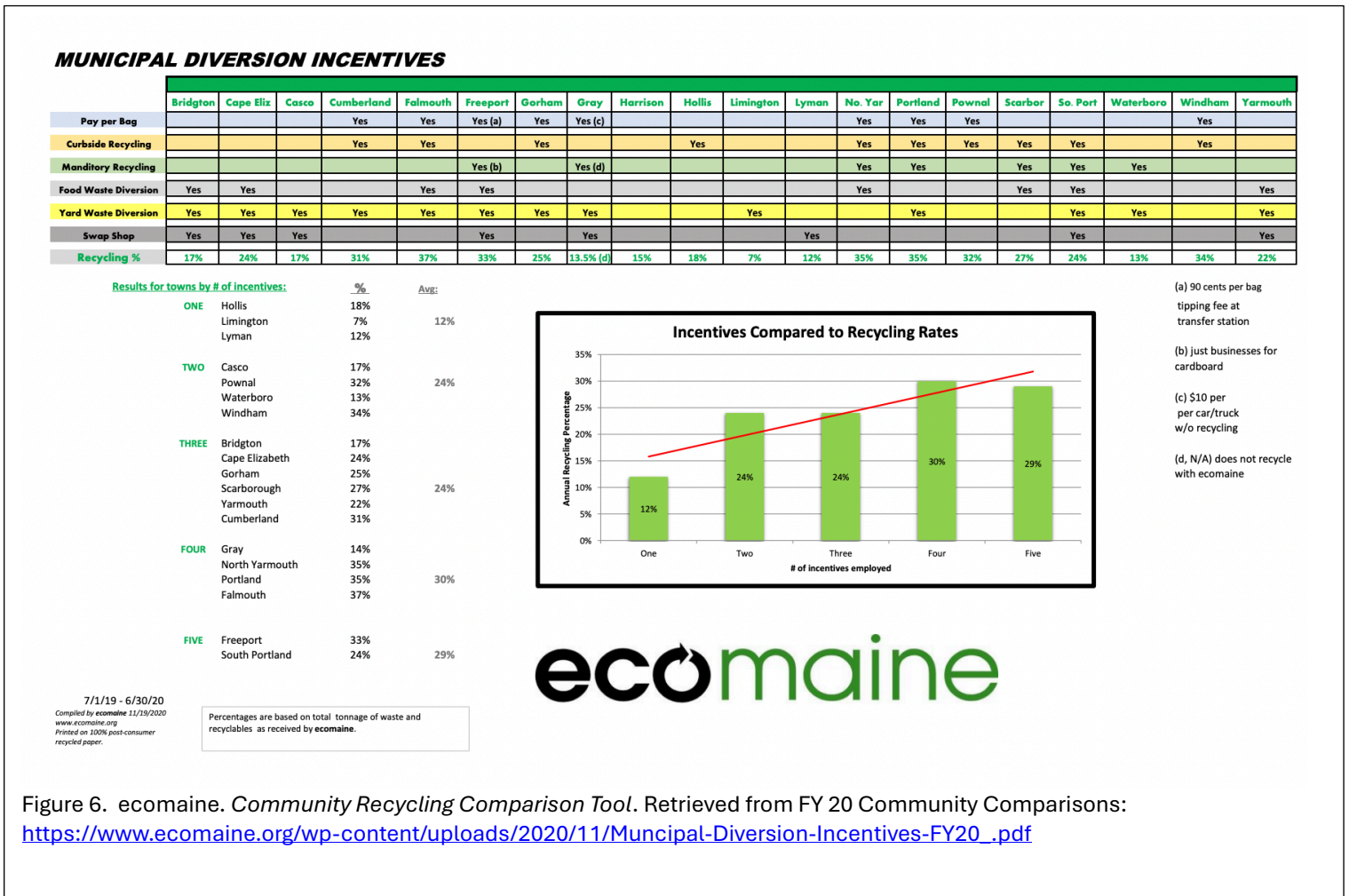


Figure 6. ecomaine. *Community Recycling Comparison Tool*. Retrieved from FY 20 Community Comparisons: [https://www.ecomaine.org/wp-content/uploads/2020/11/Municipal-Diversion-Incentives-FY20\\_.pdf](https://www.ecomaine.org/wp-content/uploads/2020/11/Municipal-Diversion-Incentives-FY20_.pdf)

## **LIST OF INTERVIEWS CONDUCTED BY AUBURN SOLID WASTE TASK FORCE**

Julie Rosenbach, Sustainability Director, South Portland, February 6, 2024

Susan Parmelee, Sustainability Program Manager, South Portland, February 6, 2024

John Kuchinski, Lewiston DPW Environmental Services Superintendent, February 21, 2024

Megan Bates, Lewiston DPW Deputy for Maintenance and Operations, February 21, 2024

Phil Crowell, Auburn City Manager, March 12, 2024

Dennis D'Auteuil, Auburn Executive Director of Public Services, March 12, 2024

Jeffrey Harmon, Auburn Mayor, April 2, 2024

Talya Bent, Casella Municipal Account Manager, April 16, 2024

Chris McHale, Casella Market Area Manager, April 16, 2024

Jeff Demers, Biddeford Public Works Director, April 23, 2024

John King, Executive Director, Maine Waste to Energy, May 2, 2024

Gunnar Heckler, Agri-Cycle Program Support Associate, May 7, 2024

Elena Bertocci, Environmental Specialist, Maine DEP, June 18, 2024



# SOLID WASTE & RECYCLING

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Final report to the Auburn City Council



# GENERAL RECOMMENDATIONS

- A. Prepare Auburn households for Maine Extended Producer Responsibility (EPR) Program.** By recycling all items on Maine's EPR list of recyclable commodities, Auburn can access new funding to offset collection and processing costs for household solid waste. Reimbursement for these costs through the EPR program will increase with increasing recycling participation rates and tons of material recycled.
- B. Data management:** Provide support for accurate, verifiable data collection on all aspects of Auburn's solid waste management including fixed and variable costs. Report data to key stakeholders in a timely manner.
- C. Staffing:** Assign a qualified individual primary responsibility for setting goals and managing performance improvement of Auburn's solid waste programs using data referenced above (1.B). This individual could also manage other city sustainability programs.
- D. Create a robust public engagement program.** Inform and involve Auburn households in all aspects of the city's solid waste program using data, regular data reports, restructured staffing, revisions to the Auburn solid waste ordinance and Comprehensive Plan.
- E. Limit the duration of new solid waste contract(s)** to allow for improved data collection and analysis (1.B) and evaluation of how EPR (1.A), the public engagement program (1.D) and new trash-collecting technologies will impact future city budgets and sustainability efforts.

# DOMESTIC TRASH RECOMMENDATIONS

**A. Continue current service level for curbside collection of household trash.**

**B. Use bid (RFP/Request for Proposal) process to analyze feasibility and costs of various solid waste collection and divergence strategies including:**

- Contracted vs city operated curbside collection
- Incentives for increased food-scraping (IV. B-F) and recycling such as limiting the size of the trash collection container
- Controlled access cards for Auburn resident payment, accurate recording and classification of waste stream weights at Auburn and MWE transfer stations
- City-developed markets for collection and sale of some readily recyclable commodities

**C. Increase participation in Product Stewardship programs to divert more waste from household trash.**

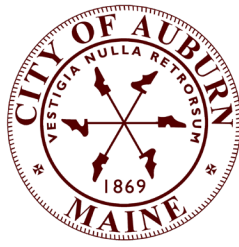
**D. Incentivize and support existing reuse programs for household items.**

# RECYCLING RECOMMENDATIONS

- A. Institute weekly curbside collection of recyclables.**
- B. Auburn's recycling program should include recycling of all commodities on the state EPR list.**
- C. Curbside recycling should include city-provided wheeled, lidded containers.**
- D. Keep Gracelawn open as a supplemental site, consider adding additional such sites.**
- E. Create targets for increased household participation, based on analysis of data collected (1.B).**
- F. Create unified messaging as part of the Public Engagement Program (1.D), with easy-to-understand instructions and advice available via social and other media.**

# FOOD WASTE PROGRAM RECOMMENDATIONS

- A. Continue with Gracelawn & So. Main Street drop off locations.**
- B. Add additional drop-off location(s) in more highly traveled and accessible sites to increase convenience and participation.**
- C. Enhance drop off locations with larger signs (kiosks) that include information (pictures and writing) about what can and cannot be placed in the bins.**
- D. Use multiple modes of communication to promote the program, as part of the public engagement program (1.D)**
- E. Include schools in the food waste collection program, including mini lessons in the classrooms and picking up food waste from the cafeterias by the contractor.**
- F. Incentivize food waste collection by subsidizing the cost<sup>1</sup> or purchasing of backyard compost bins and/or kitchen compost containers.**



**ORDER 103-08192024**

# City Council Order

**IN CITY COUNCIL**

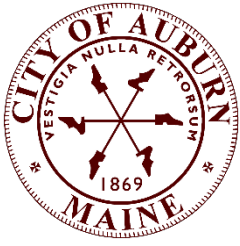
**ORDERED**, that the City Council hereby accepts the Solid Waste Taskforce Final Report from the Sustainability and Natural Resource Management Board, as shown on the attached.

---

**Richard S. Whiting**, Ward One  
**Benjamin J. Weisner**, Ward Four  
**Belinda A. Gerry**, At Large

**Timothy M. Cowan**, Ward Two  
**Leroy G. Walker, Sr.**, Ward Five  
**Jeffrey D. Harmon**, Mayor

**Stephen G. Milks**, Ward Three  
**Adam R. Platz**, At Large  
**Phillip L. Crowell, Jr.**, City Manager



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** August 19, 2024

**Order:** 104-08192024

**Author:** Kelsey Earle, Finance Director

**Subject:** Acceptance consideration of gifted property- Carrier Court

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**Information:** The property owners of Carrier Court (PID 184-032) approached the City with the offer of gifting the parcel as they had acquired it when purchasing their property, but it has very little value to the owners. City staff reviewed the parcel and determined that the location between City right-of-way and MTA right-of-way were favorable reasons to accept for potential future planning.

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Acceptance of the gifted property.

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**Previous Meetings and History:** None

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**City Manager Comments:**

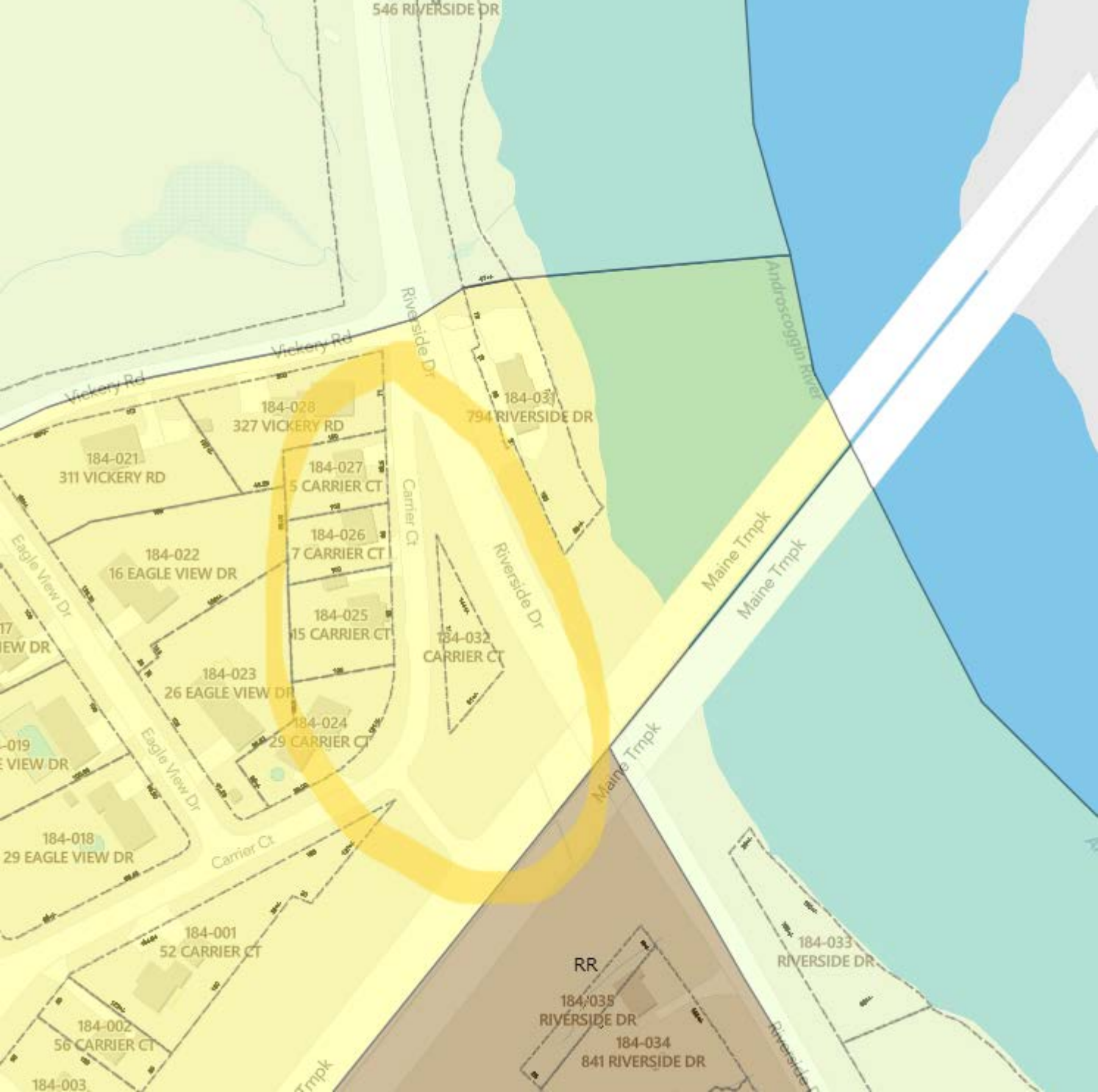
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I concur with the recommendation. Signature: *Phillip Crowell Jr.*

---

**Attachments:**

- Parcel Map
- Parcel Record Card
- Order





## Unofficial Property Record Card - Auburn, ME

### General Property Data

Parcel ID **184-032**  
 Prior Parcel ID  
 Property Owner **BEAL PROPERTIES LLC**  
 Mailing Address **794 RIVERSIDE DR**  
 City **AUBURN**  
 Mailing State **ME** Zip **04210**  
 ParcelZoning **N/A**

Account Number **184032000**  
 Property Location **CARRIER CT**  
 Property Use **UNDEVELOPED**  
 Most Recent Sale Date **6/29/2018**  
 Legal Reference **9871-321**  
 Grantor **FRISBIE KEVIN D**  
 Sale Price **135,000**  
 Land Area **0.150 acres**

### Current Property Assessment

Card 1 Value      Building Value **0**      Xtra Features Value **0**      Land Value **100**      Total Value **100**

### Building Description

Building Style **N/A**  
 # of Living Units **0**  
 Year Built **N/A**  
 Building Grade **N/A**  
 Building Condition **N/A**  
 Finished Area (SF) **0**  
 Number Rooms **0**  
 # of 3/4 Baths **0**

Foundation Type **N/A**  
 Frame Type **N/A**  
 Roof Structure **N/A**  
 Roof Cover **N/A**  
 Siding **N/A**  
 Interior Walls **N/A**  
 # of Bedrooms **0**  
 # of 1/2 Baths **0**

Flooring Type **N/A**  
 Basement Floor **N/A**  
 Heating Type **N/A**  
 Heating Fuel **N/A**  
 Air Conditioning **0%**  
 # of Bsmt Garages **0**  
 # of Full Baths **0**  
 # of Other Fixtures **0**

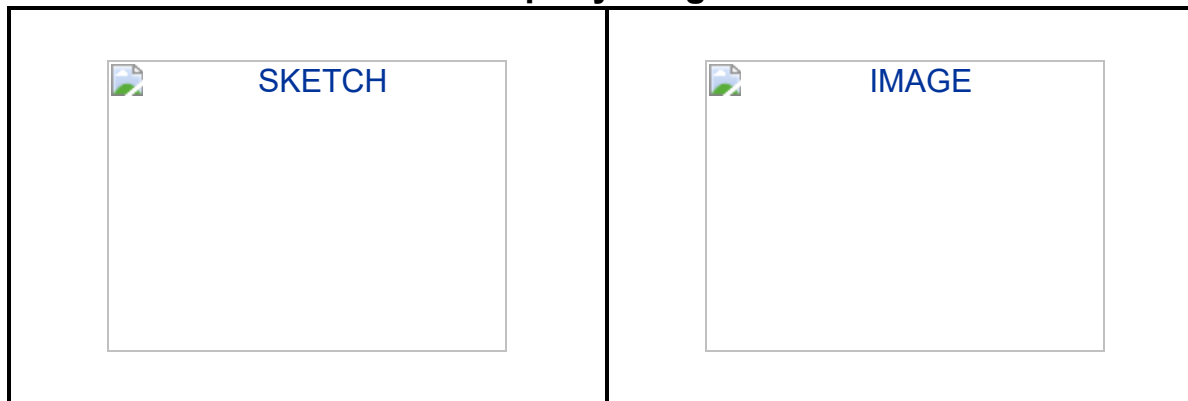
### Legal Description

**UNBUILDABLE**

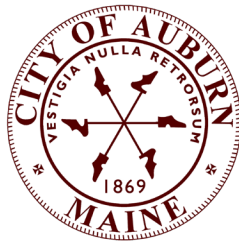
### Narrative Description of Property

This property contains 0.150 acres of land mainly classified as UNDEVELOPED with a(n) N/A style building, built about N/A , having N/A exterior and N/A roof cover, with 0 commercial unit(s) and 0 residential unit(s), 0 room(s), 0 bedroom(s), 0 bath(s), 0 half bath(s).

### Property Images



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



**ORDER 104-08192024**

# City Council Order

## IN CITY COUNCIL

**Ordered**, that the City Manager be, and hereby is, authorized to accept delivery on behalf of the City from Beal Properties LLC conveying, as a gift, real property approximately 0.15 acres in size located on Carrier Court and currently shown as Assessor's Map 184, Lot 032; and

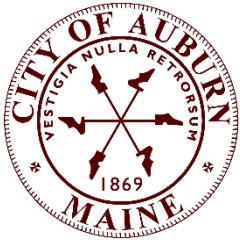
**Be it further Ordered**, that the City Manager be, and hereby is, authorized to execute any necessary paperwork reasonable incident to Beal Properties LLC's gift to the City.

---

**Richard S. Whiting**, Ward One  
**Benjamin J. Weisner**, Ward Four  
**Belinda A. Gerry**, At Large

**Timothy M. Cowan**, Ward Two  
**Leroy G. Walker, Sr.**, Ward Five  
**Jeffrey D. Harmon**, Mayor

**Stephen G. Milks**, Ward Three  
**Adam R. Platz**, At Large  
**Phillip L. Crowell, Jr.**, City Manager



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** August 19, 2024

**Order:** 105-08192024

**Author:** Jonathan P. LaBonte, Transportation Systems Director

**Subject:** Reallocation of Unspent Airport Appropriated Capital Funds

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**Information:** The Auburn City Council appropriated \$75,000 in FY2023 to the Auburn Lewiston Municipal Airport for the replacement of a hangar door on Hangar #2 (former FBO Hangar). As part of the ongoing reforms and growth at the Airport, a tenant (Dirigo Aerospace Solutions LLC) expanded from 400 square feet of hangar space to leasing the entire hangar. The tenant has made necessary repairs for the hangar door to function without issue.

To seek to deploy this local capital as efficiently as possible, the Airport Board of Directors voted unanimously at its July 2024 meeting to request that each sponsor/city reallocate capital to support an upcoming hangar development project at the Airport. The included memo sent to City Manager Crowell and City Administrator O'Malley highlights the Board of Directors' request in more detail.

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**City Budgetary Impacts:** No net impact, reallocation of \$75,000 in Airport Capital from Hangar Door to Apron Rehabilitation and Expansion

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**Staff Recommended Action:**

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**Previous Meetings and History:**

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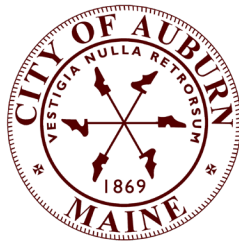
**City Manager Comments:**

I concur with the recommendation. Signature: 

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**Attachments:**

August 8, 2024 Memo to City Manager/Administrator from Airport Sponsors  
FY25 Capital Improvement Project Description Form (using City of Lewiston template)  
Concept Site Plan for Apron Expansion (to facilitate four new hangars to be constructed)



**ORDER 105-08192024**

# City Council Order

**IN CITY COUNCIL**

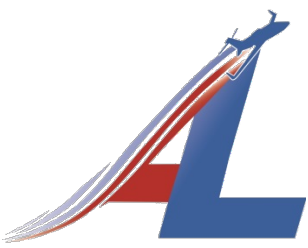
**Ordered,** that the Auburn City Council hereby authorizes the reallocation of \$75,000 from the FY2023 Capital Improvement Plan for Airport Hangar Door to an FY2025 project of Apron Rehabilitation and Expansion

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**Richard S. Whiting**, Ward One  
**Benjamin J. Weisner**, Ward Four  
**Belinda A. Gerry**, At Large

**Timothy M. Cowan**, Ward Two  
**Leroy G. Walker, Sr.**, Ward Five  
**Jeffrey D. Harmon**, Mayor

**Stephen G. Milks**, Ward Three  
**Adam R. Platz**, At Large  
**Phillip L. Crowell, Jr.**, City Manager



# Auburn Lewiston Municipal Airport

80 Airport Drive, Auburn, ME 04210  
(207) 786 0631 FAX: (207) 782 3024  
www.flytomaine.com

TO: Phil Crowell, Auburn City Manager and Brian O'Malley, Acting Lewiston City Administrator  
FROM: Jonathan P. LaBonte, Airport Director  
RE: FY25 Capital Allocation Change Request  
DATE: August 8, 2024

The Airport annually submits to the two sponsors (the Cities of Auburn and Lewiston) a capital program including current fiscal year requests. We have been slowly rebuilding the long-term capital planning efforts at the Airport and intend, with the help of the Airport Master Plan Update and MaineDOT-funded pavement assessment, to have a full five-year CIP for the FY2026 budget process. In the meantime, it is recommended that we focus on continuing to deliver on investments that improve the Airport's operations and financial position. On July 11<sup>th</sup>, the Airport Board of Directors voted unanimously to request that the Cities of Auburn and Lewiston reallocate capital from two previously approved projects to two project ready for delivery in FY2025.

The two projects currently funded by the cities that are not to be pursued are the Hangar #2 Door Repair (\$75,000 per city) and the Hangar #2 Roof Repair (\$30,000 – Lewiston, Auburn funding was blended with other projects). With Hangar #2 leased fully to a private business now, ongoing maintenance is the responsibility of the tenant. The hangar door has been repaired by that tenant, Dirigo Aerospace Solutions, and the Airport utilized existing staff in FY24, along with funds from the Building Maintenance budget, to make roof repairs to address leaks.

The two emergent projects are the expansion of the aircraft apron near the Cold Storage/WWII hangar and the purchase of a new truck for our Operations team.

The Airport entered into a joint development agreement with Fielding Properties LLC for their development of a box hangar site next to the Cold Storage Hangar off Flight Line Drive. This agreement allowed the airport to co-invest to secure three additional, pre-approved, pre-permitted box hangar sites to list for land lease. To prepare to move to construction as the planning process concludes, the Airport requests that both cities re-allocate funding for the expansion of the apron in front of the Cold Storage Hangar. The Airport will leverage the pavement maintenance funding from both cities in FY25 to reconstruct the apron in front of Cold Storage at the same time and achieve some economies of scale.

The current 2007 Silverado truck cannot secure a sticker and leaves Airport staff needing to use personal vehicles to trailer equipment to vendors or to secure parts/supplies off-site. We are also limited in bringing guests/customers to different areas of the Airport given the condition of this truck. Unlike in previous years, there is strong confidence in the care given to our equipment by our maintenance team, and investing in a quality truck for their use is a priority.

In advance of FY2026, we should have completed or have awarded contracts for the outstanding CIP (through FY2024) items and will prioritize reallocation of any unexpended capital dollars before requesting additional, recognizing the fiscal challenges ahead for each of our sponsors.

# FY25 Capital Improvement Program Project Description Form

**Project Title:** Hangar Development Site Work

**Operational Funding Division:** Auburn Lewiston Municipal Airport **Project Name:** \_\_\_\_\_

<b>Est. Total Cost FY25:</b>	150,000	<b>Est. Total Cost FY25-FY29:</b>	150,000
<b>City Share FY25:</b>	75,000	<b>City Share FY25-FY29:</b>	75,000

**Project Description:**

The Airport Board of Directors has entered into a public private partnership to advance the construction of up to four additional private box hangars on the west ramp of the Airport (along Flight Line Drive). This project will fund expanded pavement south of the apron at the Cold Storage/WWII Hangar. There will also be utility expansion to serve the additional sites so they will be shovel ready (gas, water, sewer, electrical, communications).

**Consistency with the Comprehensive or Strategic Plans or other related planning documents:**

The Airport's previous plans, and early understanding in the current Master Plan process confirms a need for expanded aircraft storage capacity. Private hangars are the preferred means to increased based-aircraft, as the Airport will generate land lease income as well as increased fuel sales and other business activity. The path to financial sustainability hinges on increase aviation activity and based tenants.

**Justification for project implementation/construction and segments, if applicable:**

The Airport has a current investor ready to construct on the first of four box hangar sites. The Airport is seeking the ability to leverage previous city allocated capital to advance this project in the current fiscal year. The Airport will cost share with the initial investor for this project. The Airport will NOT be proceeding with the hangar door project, as we have fully leased this building to a private business. The Board has voted unanimously to request both cities reallocate that capital to deliver this project in FY25.

**Future maintenance costs if known, including contracts and special service requirements:**

The Airport will integrate this added pavement into our pavement maintenance capital program under development with MaineDOT during this fiscal year.

**How were cost estimates obtained and expenditure commitment:**

Preliminary estimates from design engineers working on project permitting.

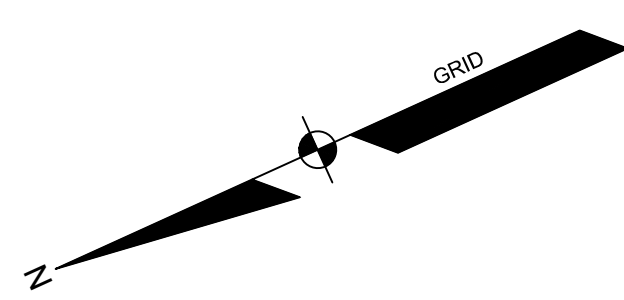
### FUNDING SOURCES

Source	Amount				
City Operating Budget					
Existing City CIP	75,000				
Federal/State Funding		<b>Agency:</b> _____	<b>Approval Received?</b>	Yes	No
Other Agency/Municipality	75,000	<b>Agency:</b> _____	<b>Approval Received?</b>	Yes	No
<b>Total Project Costs</b>	<b>150,000</b>				

### IMPLEMENTATION SCHEDULE (Fiscal Years)

	2025	2026	2027	2028	2029	Future
<b>Total Project Cost</b>	150,000					
<b>Non-City Share</b>	75,000					
<b>City Share</b>	75,000	0	0	0	0	0

**Attach on separate page(s)/sheet additional information (if needed)**



LOCATION MAP N.T.S.

GENERAL NOTES:

- THE RECORD OWNERS OF THE PARCEL ARE THE CITY OF AUBURN AND THE CITY OF LEWISTON BY DEED DATED DECEMBER 1, 1947 AND RECORDED AT THE ANDROSCOGGIN COUNTY REGISTRY OF DEEDS (ACRD) IN BOOK 611, PAGE 459.
- THE PROPERTY IS SHOWN AS LOT 007 ON THE CITY OF AUBURN TAX MAP 143 AND IS LOCATED IN THE INDUSTRIAL DISTRICT (ID).
- BOUNDARY AND TOPOGRAPHIC INFORMATION SHOWN HEREON IS BASED UPON FIELD WORK PERFORMED BY SEBAGO TECHNICS, INC. IN NOVEMBER 2008 AND APRIL OF 2024.
- PLAN REFERENCES:
  - FINAL PLAN OF THE AUBURN-LEWISTON AIRPARK, AUBURN-LEWISTON MUNICIPAL AIRPORT, FOR THE AUBURN-LEWISTON MUNICIPAL AIRPORT COMMITTEE, DATED NOVEMBER 25, 1981 AND RECORDED AT THE ACRD IN PLAN BOOK 31, PAGE 33.
  - FINAL PLAN OF THE AUBURN-LEWISTON AIRPARK, AUBURN-LEWISTON MUNICIPAL AIRPORT, FOR THE AUBURN-LEWISTON MUNICIPAL AIRPORT COMMITTEE, DATED SEPTEMBER 19, 1987 AND RECORDED AT THE ACRD IN PLAN BOOK 33, PAGE 96.
- BASIS OF BEARING IS GRID NORTH, MAINE STATE PLANE COORDINATE SYSTEM, WEST ZONE 1802-NAD83 (2011), GEOID18 IN U.S. SURVEY FEET. ELEVATIONS DEPICTED HEREON ARE NAVD83, BASED ON DUAL FREQUENCY GPS OBSERVATIONS.
- BENCHMARK:
 

BM-1 NAIL IN UTILITY POLE ELEVATION: 257.39 (NAVD83)
- UTILITY INFORMATION DEPICTED HEREON, UNLESS OTHERWISE NOTED, IS OF QUALITY LEVEL D PER AMERICAN SOCIETY OF CIVIL ENGINEERS (ASCE) STANDARD CHASCE 38-02. UTILITIES DEPICTED HEREON MAY NOT NECESSARILY REPRESENT ALL EXISTING UTILITIES. CONTRACTORS AND/OR DESIGNERS NEED TO CONTACT DIG-SAFE SYSTEMS, INC. (1-888-DIG-SAFE) AND FIELD VERIFY EXISTING UTILITIES WITHIN THE PROJECT AREA PRIOR TO CONSTRUCTION AND/OR EXCAVATION. PROMARK UTILITY LOCATING, LLC MARKED THE UNDERGROUND UTILITIES SHOWN HEREON IN APRIL OF 2024, AND THEY WERE FIELD LOCATED BY SEBAGO TECHNICS, INC.
- THE LOCUS PROPERTY AS DEPICTED HEREON DOES NOT FALL WITHIN A SPECIAL FLOOD HAZARD AREA AS DELINEATED ON THE FLOOD INSURANCE RATE MAP FOR AUBURN, MAINE, ANDROSCOGGIN COUNTY, PANEL NUMBER 2300100316E, HAVING AN EFFECTIVE DATE OF JULY 8, 2019. THE LOCUS FALLS WITHIN AN AREA IDENTIFIED AS ZONE X, AREAS OF AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN.
- SPACE AND BULK CRITERIA FOR THE INDUSTRIAL DISTRICT (ID) ARE AS FOLLOWS:
 

MINIMUM STREET FRONTAGE:	150 FEET
MINIMUM FRONT YARD:	35 FEET OR 15% OF LOT DEPTH
MINIMUM SIDE YARD:	5 FEET PLUS 1 FOOT FOR EVERY 3 FEET OF FRONTAGE OVER 60 FEET. 35 FEET MAXIMUM
MINIMUM REAR YARD:	50 FEET OR 20% OF LOT DEPTH
MAXIMUM BUILDING HEIGHT:	75 FEET SEE FAA REQUIREMENTS
MAXIMUM BUILDING COVERAGE:	60%

\* SEE ORDINANCE FOR MORE PARTICULAR INFORMATION.

PLS OR FE

PROGRESS PRINT

NOT FOR CONSTRUCTION

DATE

REV.	BY	DATE	STATUS
A	JLG	07/02/2024	PRELIMINARY PLANS ISSUED TO CLIENT FOR REVIEW

THIS PLAN SHALL NOT BE MODIFIED WITHOUT WRITTEN PERMISSION FROM SEBAGO TECHNICS, INC. ANY ALTERATIONS, AUTHORIZED OR OTHERWISE, SHALL BE AT THE USER'S SOLE RISK AND WITHOUT LIABILITY TO SEBAGO TECHNICS, INC.

**SEBAGO**  
TECHNICS

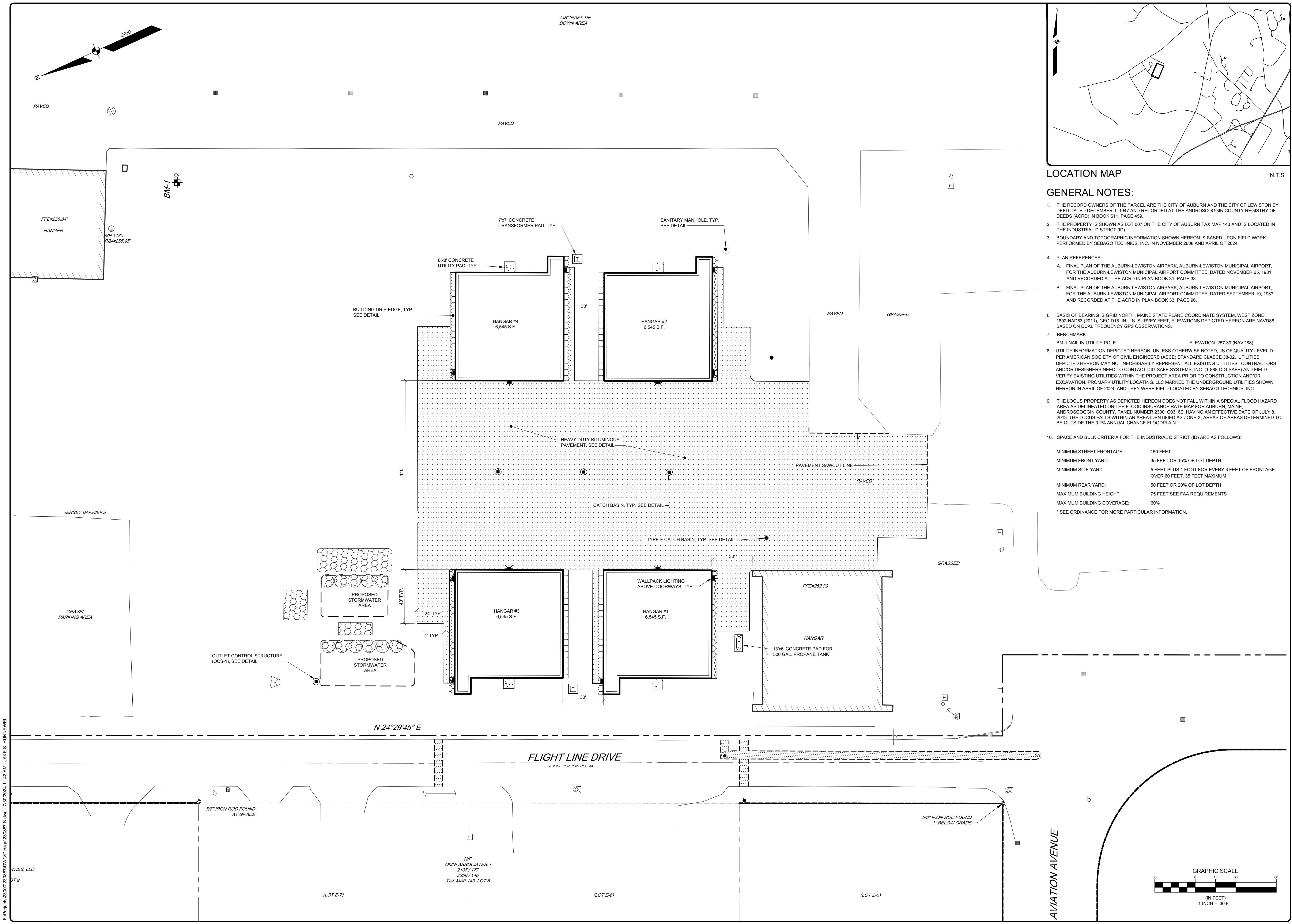
SEBAGOTECHNICS.COM  
75 John Roberts Rd, Suite 4A  
South Portland, ME 04106  
207-200-2100

South Portland, Bridgton, Sanford and Bath

SITE PLAN  
OF:  
AUBURN-LEWISTON MUNICIPAL AIRPORT HANGARS  
80 WHITE HANGAR DRIVE  
AUBURN, ME 04210  
FOR:  
FIELDING PROPERTIES, LLC  
PO BOX 6951  
SCARBOROUGH, ME 04074

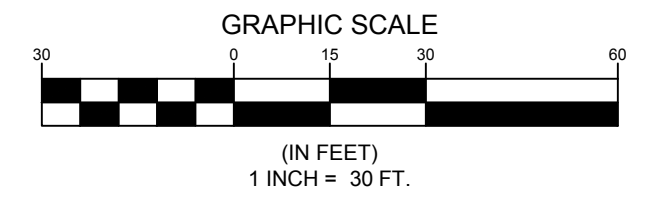
DESIGNED	JSH
DRAWN	RGL
CHECKED	RAM
DATE	04-22-2024
SCALE	1" = 30'
PROJECT	230887

SHEET 4 OF 10

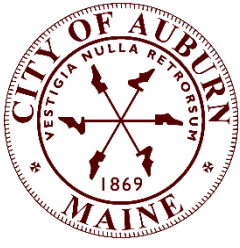


F:\Projects\230887\DWG\DWG\Design\230887\_S.dwg - 7/20/2024 11:42 AM - JAMES HUNNEWELL  
 DT 9  
 RTIES, LLC

NIP  
OMNI ASSOCIATES, I  
2107 / 177  
2288 / 146  
TAX MAP 143, LOT 8



230887\_S.dwg - TAESITE PLAN



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** August 19, 2024

**Order:** 106-08192024

**Author:** Eric J. Cousens, Planning & Permitting Director

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**Subject:** Defining and initiating the appointment process for the Comprehensive Plan Committee and directing the City Manager to provide staff support for selecting a consultant, the planning process and provide facilities for meetings.

**Information:** The City Council approved funding to draft an updated comprehensive Plan for the City in the FY 25 Budget. This Order defines the committee selection process and membership and directs the City Manager to provide staff support for selecting a consultant, the planning process and provide facilities for meetings. Staff is already working on a draft RFP for consultant services and that will be ready in early September. The first step of adopting the attached order will allow the committee selection process to begin while the RFP for services is completed and then allow for work on the plan to start this fall.

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**City Budgetary Impacts:** Comprehensive Plan Update funding is approved and we are implementing the Councils budget directive.

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**Staff Recommended Action:** Staff recommends that the Council initiate the process for the proposed committee by adopting this order to begin the process.

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**Previous Meetings and History:** Council Budget process.

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**City Manager Comments:**

I concur with the recommendation. Signature:

**Attachments:**

Proposed Committee directive, Order to adopt

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### **Comprehensive Plan Committee Membership**

- The mayor (voting member)
- Up to two city councilors, appointed by the City Council (voting members)
- Up to two members of the Planning Board, nominated by the Planning Board and appointed by the City Council (voting members)
- Up to 10 residents of Auburn, who are not a member of the City Council or Planning Board, including at least one resident residing in each Ward, nominated by the Appointment Committee and appointed by the City Council (voting members)
- Up to two residents of the State of Maine who have expertise in municipal comprehensive or master planning and/or land use regulation, nominated jointly by the Mayor and City Manager and appointed by the City Council (voting if an Auburn resident, non-voting if not an Auburn resident)
- The city manager (non-voting)
- The assistant city manager (non-voting)

### **Comprehensive Plan Committee Schedule**

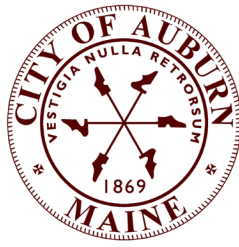
- Nominations for members of the Comprehensive Plan Committee shall be forwarded to the City Council within 35 days of the enactment of this order.
- The Comprehensive Plan Committee shall meet within 30 days of the enactment of the order confirming nominated members to the Comprehensive Plan Committee.
- The Comprehensive Plan Committee shall elect, from their voting membership, a chairperson and a vice-chairperson at their first meeting.
- The Comprehensive Plan Committee shall submit a draft comprehensive plan to the Planning Board for their review within 12 months of the Committee's first meeting.
- The Planning Board shall review the draft comprehensive plan and submit their recommendations regarding the draft plan to the City Council within 65 days of receipt of the draft plan from the Comprehensive Plan Committee.

### **Comprehensive Plan Committee Charge**

- Shall prepare a comprehensive plan and implementation strategies in compliance with 30-A M.R.S.A Chapter 187, Subchapter 2.
- Shall review the current zoning district regulations and zoning maps and prepare recommendations for revised zoning district regulations and maps.
- Shall review all relevant local municipal information related to the comprehensive planning process including but not limited to maps, data, capital plans, city services, inventories, and analysis.

### **Directive to City Manager**

- The city manager shall provide staff support and meeting facilities to the Comprehensive Plan Committee.
- The city manager shall provide subject matter experts from the city staff to assist the Comprehensive Plan Committee with the preparation of the comprehensive plan.
- The city manager shall develop a request for proposal to secure the services of a comprehensive planning consultant to assist the Comprehensive Plan Committee with the preparation of the comprehensive plan.
- The city manager shall create a proposal review committee to review the responses from the consultants to the RFP, and to select a successful proposer, which includes an equal number of city staff and members of the Comprehensive Plan Committee.



**ORDER 106-08192024**

# City Council Order

**IN CITY COUNCIL**

**Ordered, that the Auburn City Council adopt the attached** Membership, Schedule, Charge and Directive defining and initiating the appointment process for the Comprehensive Plan Committee and directing the City Manager to provide staff support for selecting a consultant, the planning process and to provide facilities for meetings.

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**Richard S. Whiting**, Ward One  
**Benjamin J. Weisner**, Ward Four  
**Belinda A. Gerry**, At Large

**Timothy M. Cowan**, Ward Two  
**Leroy G. Walker, Sr.**, Ward Five  
**Jeffrey D. Harmon**, Mayor

**Stephen G. Milks**, Ward Three  
**Adam R. Platz**, At Large  
**Phillip L. Crowell, Jr.**, City Manager



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** August 19, 2024

**Public Hearing**

**Author:** Glen E. Holmes, Director of Business & Community Development

**Subject:** CDBG Action Plan Amendment for Program Year 2024

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**Information:**

Each year the Business & Community Development Department presents the Annual Action Plan, detailing the use of Auburn's CDBG funds. This plan is designed to address community needs as detailed in the 5 year Consolidated Plan which was adopted in 2020.

This amendment is intended to reallocate available funds to address the identified community needs outlined within the amendment. This Public Hearing will accompany a 30 day public comment period prior to the submittal of the amended plan to the U.S. Department of Housing & Urban Development.

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**City Budgetary Impacts:**

Funds included within this budget are covered by grants provided by the U.S. Department of Housing and Urban Development. This includes projects, activities and related staff time administering programs.

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**Staff Recommended Action:**

Hold Public Hearing.

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**Previous Meetings and History:**

PRO Housing Grant Workshop October 16, 2023

PRO Housing Grant approval October 23, 2023

Action Plan Public Hearing February 20, 2024

Action Plan Public Comment Period April 26 - May 30, 2024

Action Plan Adoption May 20, 2024


Council Workshop 121 Mill St June 24, 2024

Council Approval of Auburn Resource Center July 1, 2024

Action Plan Amendment Public Comment Period July 30-August 30, 2024

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**City Manager Comments:**

I concur with the recommendation. Signature: 

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**Attachments:**

PY24 CDBG Action Plan Amendment



# City of Auburn, Maine

Business & Community Development

Glen Holmes, Director

60 Court Street | Auburn, Maine 04210

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

## **COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM Program Year 2024 Revised ACTION PLAN and BUDGET**

The City of Auburn is amending its PY24 Action Plan with the U. S. Department of Housing and Urban Development (HUD). This Action Plan revision is in response to emergent community needs described in detail below. These new CDBG funded activities still meet and advance the goals and objectives set forth in the Auburn 2020-2024 Consolidated Plan.

### **2020-2024 CONSOLIDATED PLAN**

The City of Auburn has adopted a 2020-2024 Consolidated Plan for the Community Development Block Grant (CDBG) Program and the HOME Investment Partnerships (HOME) Program which includes both the City of Auburn and Lewiston. The Consolidated Plan identifies many community challenges, establishes priorities, and describes how Community Development resources will address these needs. Although this plan was adopted prior to Covid-19 and many housing-related crises, these amendments still meet the original four goals:

**Goal 1: Provide Safe & Affordable Housing**

**Goal 2: Improve Infrastructure & Reduce Blight**

**Goal 3: Promote Economic Opportunities**

**Goal 4: Provide Essential Services**

### **2024 FUNDING**

Funding for the Community Development Program is derived from Community Development Block Grant and HOME Investment Partnerships Program allocations for both Auburn and Lewiston. These yearly allocations are supplemented by their respective program income derived from current loan principal paybacks expected within the program year and unspent funds carried over from previous years. Allocations are presented as indicated on our FY24 allocation letter from HUD and internal reports designating available program income and available carryover funds.

**Annual Community Development Block Grant Funds:** The proposed budget for FFY2024 is \$1090,629 from the following sources of Community Development funds:

CDBG Allocation	\$508,342
Anticipated Program Income	\$100,000
Carry Over Funds	\$482,287

## **DRIVERS OF CHANGE**

After the adoption of the PY24 Action Plan there were three substantial changes which predicate the modification of the annual budget. By amending the CDBG budget the city will be better able to respond to the changing needs of the community.

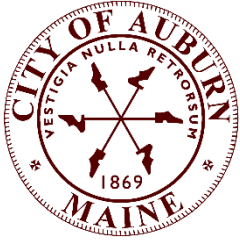
- a. **Winter Oaks PRO Housing Grant application:** On June 26, 2024 staff received final notice that the pending \$9.5 Million PRO Housing grant application for the Winter Oaks project was not funded. In October 2023 the City Council approved a plan and grant application to develop a sizable portion of city owned property into a mixed income housing development. In the approved PY24 budget is funding for the master planning services needed to begin surveying and engineering this development. These funds are proposed to be reallocated to another project.
- b. **Auburn Resource Center:** On July 1<sup>st</sup>, 2024, the City Council approved the use of the city owned building located at 121 Mill St to be repurposed into a community resource center. During this planning process and proposal staff was working with Maine State Housing Authority (MSHA) to utilize \$250,000 of Community Solutions Grant funds which the city was already awarded for the Accessory Dwelling Unit Development program do develop a portion of this building for use by non-profit partners to deliver housing services.
- c. **MSHA Funding Determination:** On July 2, 2024, MSHA informed staff that the funding from the Community Solutions Grant, or other funding from MSHA, would not be available to use on the development of the Auburn Community Resource Center.

## **FUND Re-ALLOCATION**

Considering the changes itemized above the Community Development Department is seeking to re-allocate available funding within the PY24 budget funded by the U.S. Department of Housing & Urban Development from the previously presented Winter Oaks & Spot blight activities towards the redevelopment and build-out of the Auburn Community Resource Center located at 121 Mill St.

**Budget Detail:**

City of Auburn			
PY2024 Amended Budget			
<b>ACTIVITIES</b>	<b>PY24 Budget</b>	<b>PY24 Amendment</b>	<b>DELTA</b>
<b>PLANNING AND ADMINISTRATION</b>	<b>\$111,618.13</b>	<b>\$111,618.13</b>	<b>\$0.00</b>
PROGRAM ADMINISTRATION SALARIES	\$90,618.13	\$90,618.13	\$0.00
<b>GOODS AND SERVICES</b>	<b>\$21,000.00</b>	<b>\$21,000.00</b>	<b>\$0.00</b>
Office Supplies & Software	\$14,500.00	\$14,500.00	\$0.00
Fair Housing Marketing	\$2,500.00	\$2,500.00	\$0.00
Training (Professional Development)	\$4,000.00	\$4,000.00	\$0.00
<b>AFFORDABLE HOUSING</b>	<b>\$242,695.94</b>	<b>\$92,695.94</b>	<b>-\$150,000.00</b>
Affordable Housing Program Delivery	\$37,695.94	\$37,695.94	\$0.00
ALHHP Critical System Repair Program	\$50,000.00	\$50,000.00	\$0.00
LMI LEAD Match Grants	\$0.00	\$0.00	\$0.00
LEAD TESTING/CLEARANCE/TRAINING	\$5,000.00	\$5,000.00	\$0.00
Winter Oaks Affordable Housing	\$150,000.00	\$0.00	-\$150,000.00
<b>PUBLIC IMPROVEMENTS</b>	<b>\$636,315.42</b>	<b>\$786,315.42</b>	<b>\$150,000.00</b>
PI Program Delivery	\$46,315.42	\$46,315.42	
Mill St Resource Center	\$0.00	\$300,000.00	\$300,000.00
Blight Remediation Program	\$150,000.00	\$0.00	-\$150,000.00
PAL Center (Chestnut St Demo & URA)	\$440,000.00	\$440,000.00	\$0.00
<b>PUBLIC SERVICES</b>	<b>\$100,000.00</b>	<b>\$100,000.00</b>	<b>\$0.00</b>
Homeless Services	\$80,000.00	\$80,000.00	\$0.00
Recreation Scholarships	\$20,000.00	\$20,000.00	\$0.00
Safe Voices	\$0.00	\$0.00	\$0.00
Seniors Plus	\$0.00	\$0.00	\$0.00
<b>Contingency</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$1,090,629.49</b>	<b>\$1,090,629.49</b>	<b>\$0.00</b>
<b>CDBG Allocation</b>	\$508,342.00	\$508,342.00	\$0.00
<b>CDBG Program Income</b>	\$100,000.00	\$100,000.00	\$0.00
<b>CDBG Funds Rolled Forward</b>	\$482,287.49	\$482,287.49	\$0.00
Administrative CAP 20% Allocation and PI	<b>\$ 121,668.40</b>	<b>\$ 121,668.40</b>	
Public Services CAP 15% Allocation and PI	<b>\$ 106,251.30</b>	<b>\$ 106,251.30</b>	
			<b>BALANCE</b>
<b>TOTAL FUNDS AVAILABLE TO BUDGET</b>	<b>\$1,090,629.50</b>	<b>\$1,090,629.50</b>	<b>\$0.01</b>
Cross Checks			
Admin Cap	Good	Good	
Public Service Cap	Good	Good	
Total Budget	Good	Good	



## City of Auburn City Council Information Sheet

**Council Workshop or Meeting Date:** August 19, 2024

**Subject:** Executive Session

**Information:** Executive Session pursuant to 1 M.R.S.A. Section 405(6) (A) to discuss the City Manager's annual review.

**Executive Session:** On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:

- (1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;
- (2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;
- (3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and
- (4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present. This paragraph does not apply to discussion of a budget or budget proposal;

B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, as long as:

- (1) The student and legal counsel and, if the student is a minor, the student's parents or legal guardians are permitted to be present at an executive session if the student, parents or guardians so desire;

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency;

D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions;

E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage;

F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;

G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and

H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph C in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.