



City Council Workshop & Meeting
Agenda
September 16, 2024
Auburn Hall, Council Chambers

5:30 PM Workshop

- Solid Waste Plan Review
- Hunting Restrictions on City Owned Property (Summer St.)

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 111-09162024*** – Appointing Arthur Wing to the Auburn Housing Authority Board of Commissioners for a term that expires 10/1/2029, as recommended by the Appointment Committee.
 2. **ORDER 112-09162024*** – Appointing Misty Edgecomb to the Parks and Recreation Advisory Board for a term that expires 10/1/2026, as recommended by the Appointment Committee.
 3. **ORDER 113-09162024*** – Appointing Corey Kinnan to the Parks and Recreation Advisory Board for a term that expires 10/1/2026, as recommended by the Appointment Committee.
 4. **ORDER 114-09162024*** – Appointing Haley Warden to the Parks and Recreation Advisory Board for a term that expires 10/1/2026, as recommended by the Appointment Committee.
 5. **ORDER 115-09162024*** – Appointing Elisabeth Collier to the Parks and Recreation Advisory Board for a term that expires 10/1/2026, as recommended by the Appointment Committee.
 6. **ORDER 116-09162024*** – Appointing Maureen Hopkins to the Planning Board, Associate Member, for the unexpired term ending 1/1/2026, as recommended by the Appointment Committee.

7. **ORDER 117-09162024*** - Approving the renewal of an Auto Graveyard/Junkyard permit for Randy's Auto, 899 Broad St.
8. **ORDER 118-09162024*** - Approving the renewal of an Auto Graveyard/Junkyard permit for M&P Auto, Inc., 227 Merrow Rd.
9. **ORDER 119-09162024*** - Approving the renewal of an Auto Graveyard/Junkyard permit for Prolerized New England Company, LLC., 522 Washington St. North.
10. **ORDER 120-09162024*** - Approving the renewal of an Auto Graveyard/Junkyard permit for Isadore T. Miller, 79 & 80 Hotel Rd.
11. **ORDER 121-09162024*** - Approving the renewal of an Auto Graveyard/Junkyard permit for Don's No Preference Towing, dba Morris Auto Parts, 940 Washington St. North.

II. **Minutes** – September 3, 2024 Regular Council Meeting

III. **Communications, Presentations and Recognitions**

- City Clerk to administer Oath of Office to Student Representative Mubarik Abdulahi
- Proclamation recognizing the 125th anniversary of Veterans of Foreign Wars of the United States and recognizing September 29 as VFW Day
- Revaluation Presentation – Assessor's Office

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. **ORDINANCE 18-09162024**– Zoning map amendment to convert certain parts of City Assessor's Parcel I.D.s 289-001, 277-026 and 289-002 with addresses of 369 Mount Auburn Ave, 225 Gracelawn Road, and 125 Gracelawn Pit Road from the General Business zoning district to the Multifamily Suburban zoning district. *First reading. Passage requires majority vote. ROLL CALL VOTE.*
2. **ORDER 122-09162024** – Appointing a Voting Delegate and alternative Voting Delegate for the MMA Annual Business Meeting. *Passage requires majority vote.*
3. **ORDER 123-09162024** – Creation of the Mayor's Bona Fide Agricultural, Recreational, and Natural Resources Land Use Ad-Hoc Committee. *Passage requires majority vote.*

4. **ORDER 124-09162024** – Amending APPENDIX A (Fees and Charges) to include Fee Reimbursement/Refund Policy as presented at the May 20, 2024 Workshop. *Passage requires majority vote.*
5. **ORDER 125-09162024** – Authorizing reimbursement of a zoning petition fee to Robert Gagnon in accordance with ORDER 124-09162024. *Passage requires majority vote.*
6. **ORDER 126-09162024** - Authorizing Assistant City Manager, Denis D’Auteuil, to serve as the alternate municipal official member on the Androscoggin County Budget Committee, representing County Commission District 5 for budget years 2024/2025. *Passage requires majority vote.*

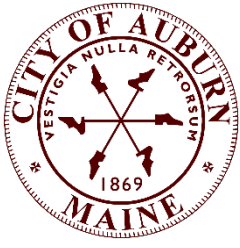
VII. Reports

- 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

X. Adjournment



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: September 16, 2024

Author: Amanda Denning, Purchasing Analyst

Subject: Solid Waste and Recycling Report Review

Information: Subcommittee members of the Sustainability and Natural Resource Management Board presented a Solid Waste and Recycling report to City Council on August 19th, 2024 to be reviewed during subsequent workshop. This plan includes recommendations for the City's Request for Proposal that will be issued for potential contract services for Solid Waste and Recycling.

City Budgetary Impacts: Unknown

Staff Recommended Action: Discussion

Previous Meetings and History: City Council Order 14-01162024, Public Hearing 6/27/2024, 15+ subcommittee meetings between March and August of 2024, City Council meeting 8/19/2024.

City Manager Comments:

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

Attachments: Solid Waste & Recycling Report, Solid Waste & Recycling Collection and Disposal Contract Draft RFP

August 28, 2024

Dear Bidder:

The City of Auburn is accepting written proposals from qualified Bidders for the Auburn **Solid Waste and Recycling Collection and Disposal Contract**. This includes furnishing all labor, equipment and materials required to satisfactorily collect and dispose all solid waste, recycling, and all other incidental work necessary. The City reserves the right to accept or reject any or all proposals in whole or in part and to waive any informality the City may determine necessary. The City also reserves itself the exclusive right to accept any proposals when it is deemed by the City to be in its best interest. The City of Auburn is governed by Title 1 M.R.S.A. § 401-410, otherwise known as the Freedom of Information Act, which considers bid specifications as public documents. In awarding any proposal, the City may consider, but not be limited to, any of the following factors: Bidder qualifications, price, experience, financial standing with the City, warranties, references, bonding, delivery date, and service of Bidder. Vendors/Contractors shall be current on all amounts due to the City of Auburn prior to the City entering into any contract agreement. All proposals must include FOB to Auburn, Maine unless otherwise specified.

Proposals will not receive consideration unless submitted in accordance with the following instructions to bidders. Please mark **sealed** envelopes plainly: "**BID# 2025-008 Solid Waste and Recycling Collection and Disposal**"

Please respond to Amanda Denning, Purchasing Analyst, via email adenning@auburnmaine.gov with your intent to submit a proposal. Site visits can be scheduled as needed through this same email.

Questions regarding this Request for Proposals should be submitted in writing to Amanda Denning, Purchasing Analyst, at adenning@auburnmaine.gov, via email by **4:00PM, ____ 2024**. All questions and answers will be posted to the City website in the form of an addendum by **4:00PM, ____ 2024**. <https://www.auburnmaine.gov/Pages/Government/Bid-Notices>

Please submit your proposal to the City of Auburn by **2:00 p.m. ____ 2024**. Proposals will be opened at 2:00 p.m. Proposals must be delivered to **Amanda Denning, Purchasing Analyst, 60 Court Street, Auburn, ME 04210** on or before the date and time appointed. No proposals will be accepted after the time and date listed above.

Sincerely,

Amanda Denning
Purchasing Analyst

CONDITIONS AND INSTRUCTIONS TO BIDDERS

1. Bidders shall use the enclosed bid form and schedule of values forms for quotations. Whenever, in bid forms, an article is defined by using a trade name or catalog number, the term "**or approved equal**", if not inserted, shall be implied.
2. Submit a separate unit price for each item unless otherwise specified in the bid request. Award will be made on a basis of each item, or as a group, whichever is in the best interest of the City. Prices stated are to be "delivered to destination".
3. Bid proposals must be completed in full, in ink, and must be signed by firm official. Bid proposal **must be notarized** prior to bid being sealed and will be disqualified if not notarized. Bids may be withdrawn prior to the time set for the official opening.
4. Bids will be opened publicly. Bidders or representatives may be present at bid opening.
5. Awards will be made to the lowest responsible bidder, considering the quality of the materials, date of delivery, cost which meets specification and is in the best interest of the City of Auburn.
6. All transportation charges, including expense for freight, transfer express, mail, etc. shall be prepaid and be at the expense of the vendor unless otherwise specified in the bid.
7. The terms and cash discounts shall be specified. Time, in connection with discount offered, will be computed from date of delivery at destination after final inspection and acceptance or from date of correct invoice, whichever is later.
8. The City is exempt from payment of Federal Excise Taxes on the articles not for resale, Federal Transportation Tax on all shipments and Maine Sales Tax and Use Taxes. Please quote less these taxes. Upon application, exemption certificate will be furnished with the Purchase Order when required.
9. Time of delivery shall be stated. If time is of the essence, the earliest date may be a factor in the bid award.
10. No contract may be assigned without the written consent of the Finance Director or her designate. The contract shall not be considered valid until a purchase order has been issued to the successful bidder.
11. Please state "**Bid #2025-008 Solid Waste and Recycling Collection and Disposal**" on submitted sealed envelope.
12. The City of Auburn reserves the right to waive any formality and technicality in bids whichever is deemed best for the interest of the City of Auburn
13. Bidder will clearly outline all options that are included in the bid price.

GENERAL CONDITIONS

1. Equal Employment Opportunity

The City of Auburn is an Equal Opportunity Employer and shall not discriminate against an applicant for employment, and employee or a citizen because of race, color, sex, marital status, physical and/or mental handicap, religion, age, ancestry or natural origin, unless based upon a bona-fide occupation qualification. Vendors and contractor or their agents doing business with the City shall not violate the above clause or the Civil Rights Acts of 1964. Violations by vendors shall be reviewed on a case-by-case basis and may mean an automatic breach of contract or service to the City of Auburn.

2. Save Harmless

The Bidder agrees to protect and save harmless the owner from all costs, expenses or damages that may arise out of alleged infringement of patents of materials used.

3. Subcontracting

The Bidder shall not subcontract any part of the work or materials or assign any monies due it without first obtaining the written consent of the municipality. Neither party shall assign or transfer its interest in the contract without the written consent of the other party.

4. Warranty

The Bidder warrants that all work will be of good quality and free from faults and defects, and in conformance with the specifications. All work not so conforming to these standards may be considered defective. The Bidder agrees to be responsible for the acts and omissions of all its employees and all subcontractors, their agents and employees, and all other persons performing any of the work under a contract with the Bidder.

5. Bonds, Retainage and Payments

Payment and performance bonds will be required from the contractor who is awarded this contract. Retainage in the amount of 10% will be held from each progress payment and shall be released at the discretion of the Project Manager. Payments shall be made by the City to the Contractor 30 days after receipt of the request for payment.

Scope of Work

a. Introduction

The population of Auburn is approximately 24,000 and there are approximately 11,000 dwelling units. The total number of solid waste and recycling collection stops is approximately 6,300. The annual weight of solid waste collected is approximately 8,500 short tons. The annual weight of curbside recyclables collected is approximately 365 short tons, while the annual weight of recyclables collected from a single drop off site is approximately 195 short tons.

The City encourages proposing vendors to submit their best proposal possible. The City proposes multiple scenarios. The City may consider a single-stream approach, dual-stream approach, and/or an "alternate" proposal scenario, if collection design and price implications prove to be financially and environmentally advantageous.

b. Existing Service

The City currently provides weekly manual solid waste curbside collection and every other week single-stream recycling curbside collection throughout the City to all eligible residential units and municipal properties. Recyclable materials include fiber products and plastics. A drop off recycling station is open to residents on Gracelawn Rd by Auburn Public Works.

c. Intended Service

- 1) It is the intent of these Bid Specifications to require the complete and satisfactory curbside collection and disposal of Auburn's solid waste and recycling generated at Residential Properties, Multiple Unit Apartment Buildings and from Auburn's Publicly Owned Buildings.
- 2) The City is seeking a qualified Contractor to provide the following services for curbside collection of solid waste and recycling with the following specifications:
 - a) Solid waste and recycling will be collected on a regular schedule, Monday through Friday, in the areas designated in the attached route documents, unless otherwise agreed upon mutually between City and Contractor.
 - b) Solid waste will be collected on a weekly basis; recycling will be collected on a weekly or bimonthly basis.
 - c) Curbside collection of solid waste and recycling will be provided for single family homes and owner-occupied apartment buildings, up to four units.
 - d) No commercial solid waste or recycling is to be collected.
 - e) The Contractor shall dispose of all solid waste at Maine Waste to Energy, Goldthwaite Road, Auburn, ME.
 - f) The Contractor shall have the ability to add personnel and equipment as needed during periods of inclement weather conditions (severe storm events or snow fall, etc.). The Contractor shall remove all solid waste and recyclable materials that is placed at curbside each week and is covered by these Bid Specifications.

- g) Any alternative proposal regarding solid waste and recycling collection and disposal deemed beneficial by the City.

d. Service Exceptions

Solid waste and recyclable materials are collected on all regular business days throughout the year except on the following holidays: New Year's Day, Independence Day, Thanksgiving Day, and Christmas Day. If Christmas occurs on a weekday, solid waste will be collected on the following Saturday.

e. Contractor Responsibilities

- 1) Each Bidder is required to become completely familiar with all the physical characteristics of Auburn, which includes the facilities for solid waste disposal (MWE) and recyclable materials processing
- 2) It shall be the responsibility of the Contractor to learn and adhere to the City's policies and ordinances as they relate to solid waste collection and disposal, unless specified otherwise in these Bid Specifications
- 3) The Contractor shall be responsible for all containers damaged through mishandling during solid waste and recycling collection operations. The Contractor shall replace any container damaged in this fashion with a similar container. The Contractor shall ensure that no solid waste or recycling remains or falls on the ground or in the traveled way after solid waste and recycling collection is completed.
- 4) All equipment, materials, and labor required to complete the collection of solid waste and recycling shall be supplied by the Contractor. The Contractor agrees to operate the packing unit of the collection body as needed to prevent any solid waste or recycling from being deposited or blown from the collection hopper into the travel-way. All collection trucks provided by the Contractor shall have packer type bodies designed to prevent spillage. The Contractor shall comply with all Federal and State Laws and Regulations and City Ordinances and Policies relating to the collection, transportation and disposal of solid waste and recycling. The Contractor shall maintain all collection vehicles, including any reserve vehicles, and equipment used in the performance of this contract, in good operating condition and repair, in accord with all pertinent State laws such as inspection and weight limit laws. This also includes being neatly and uniformly painted, properly identified and thoroughly clean and in sanitary condition throughout the term of this Contract. At no time during its term shall the Contractor be unable to comply with any and all of the provisions of the Contract due to the condition of its vehicles or equipment.
- 5) No scavenging of solid waste/trash or recycling shall be permitted by the Contractor's employees during solid waste and recycling collection procedures.
- 6) No solid waste collection or recycling vehicle shall be emptied or partially emptied or load transferred in any street within Auburn, unless approved by the City. All solid waste shall be hauled to MWE for disposal. The exception will be in the event of a hot load.

- 7) If, in the opinion of the Contractor, solid waste or recyclable materials placed curbside should not be collected by the Contractor due to a violation, or exception to the terms of these Bid Specifications, the Contractor shall notify the Resident by attaching a tag to the solid waste or recycling container or door of the residence. The tag shall state the reasons why the solid waste or recycling was not collected. The Contractor shall report this information, as soon as practicable, to the City. Electronic wastes, such as televisions, computers and computer components, are not to be picked up by the Contractor and should be left behind with a tag attached stating that such items are to be brought by the owner to the specified drop site.
- 8) All solid waste collected pursuant to these Bid Specifications shall be collected by vehicles which are empty and devoid of any solid waste prior to the start of the day's collection route. The Contractor may be required, at the sole discretion of the City, to undergo spot checks of their vehicles and to weigh in at a scale designated by Auburn prior to the start of the day's collection route. The Contractor agrees to establish tare weights for all their solid waste collection vehicles at the commencement of this Contract or as collection vehicles are replaced during the term of this Contract. The Contractor shall collect, haul and dispose only solid waste specified in these Bid Specifications. Co-mingling the City's solid waste with solid waste from other communities or commercial sources will be cause for terminating this Contract and may result in further legal action by the City.
- 9) Contractor is responsible to inform the Public, by a means acceptable to the City, of the holiday solid waste and recycling collection schedule.
- 10) Contractor is responsible for providing support for accurate, verifiable data collection to the City regarding all aspects of solid waste and recycling management in the forms of monthly and annual reports.
- 11) Collection Services

Auburn City and School Buildings shall receive the following weekly collections services:

Location	Address	Trash	Recycling	Notes
City Buildings:				
Public Works	296 Gracelawn Rd	1	1	
Auburn Hall	60 Court St	2	2	
Recreation Department	48 Pettengill Park Rd	1	1	
Auburn Public Library	49 Spring St	2	1	
Norway Savings Bank Arena	985 Turner St	2	0	
PAL Center	24 Chestnut St	1	0	
Boys & Girls Club	43 Second St	1	1	
Central Fire Station	550 Minot Ave	1	1	
Engine 2 Fire Station	180 South Main St	1	1	recycling is every other week
Engine 5 Fire Station	651 Center St	1	1	recycling is every other week
Resource/Warming Center	121 Mill St	1	1	
School Buildings:				

Edward Little High School	77 Harris St	5	2	
Auburn Middle School	38 Falcon Dr	2	1	
Fairview Elementary School	397 Minot Ave	2	1	
Park Avenue School	161 Park Ave	1	1	
East Auburn School	15 Andrew Dr	1	1	
Walton School	92 Mary Carroll St	1	1	
Sherwood Heights School	32 Sherwood Dr	2	1	
Washburn School	35 Lake Auburn Ave	1	1	
Franklin School	23 High St	1	0	
Bus Garage	33 Industry Ave	1	1	

12) Contract Term

- a) Upon entering a service contract, the Contractor shall begin solid waste collection service on January 1, 2025. The Contractor's Representative, or their duly authorized designee, shall be on-call and reachable without delay, Monday through Friday, 7:00 a.m. through 5:00 p.m.
- b) Unless terminated for breach of contract, the proposed Contract will extend for 5 years, renewable thereafter upon mutual consent.
- c) This Contract may not be assigned, sublet, or transferred without the written consent of the City.
- d) Renewal of Contract

If the City elects to extend the Contract at the end of the fifth year, the City shall notify the Contractor thirty (30) days prior to the anniversary date. The Contractor will be allowed to adjust the rates of service for the sixth and seventh year to reflect the percentage increase in the U.S. City Average Consumer Price Index for all Urban Consumers (CPI - U) as published in the U.S. Department of Labor, Bureau of Labor Statistics.

13) Complaint Resolution

- a) The Contractor will provide prompt responses to all customer concerns regarding the safe collection of solid waste. The Contractor will document all complaints, names, addresses, contact information, and remedies.
- b) The Contractor shall forward weekly to the Public Works a list of customer complaints which were received during the solid waste collection activities. All complaints received by the Contractor shall be investigated and resolved by the Contractor's Representative within 24 hours or the next business day. The Contractor shall agree that whenever the City notifies them, in writing, that the level of service the City is receiving is unsatisfactory, unresponsive to complaints concerning the level of performance of collection and pick-up services, or the Contractor is unable to deal with members of the public in a tactful and satisfactory manner, the Contractor's Representative shall investigate and resolve the complaint in a method satisfactory to the City.

14) Contract Administration

- a) The City shall administer the provisions of these Bid Specifications. The collection schedule, the method of collection, and the disposal of solid waste must all be in a manner satisfactory to the City. Decisions of the City will be final and a condition precedent to the right of the Contractor to receive payment under their respective Contract.
- b) The City reserves the right to add or delete portions of the work required under these Bid Specifications.
- c) The City reserves the right to renegotiate acceptable, included recyclable materials for collection and disposal.
- d) The City reserves the right to add an additional drop off site for recycling if deemed necessary; this site will be included in weekly City Building collection schedule.

15) Funding

This project is being funded entirely by the City. No federal or State funds are proposed to be used in performance of the work described in these Bid Specifications.

16) Special Conditions for Transport to MMWAC

- a) Solid waste collected under the terms of these Bid Specifications shall be hauled to MMWAC's during the facility's normal operating hours or if necessary, an alternative location in the event of a close-down or shut-down of MMWAC. Should this occur, the City and Contractor shall negotiate market rates for added transportation.
- b) As per City Ordinance, miscellaneous quantities of leaf and yard wastes are permitted as a portion of the waste stream. Additionally, during the fall leaf drop season bagged leaves will be collected along with other regular household wastes. During this several week period approximately 200 tons of leaves can be anticipated. No additional compensation to the Contractor will be provided.

17) The Contractor is responsible for providing the appropriate training and personal protective equipment necessary to protect the health and safety of its own employees.

Contractor Qualifications

- a. The bidding Contractor shall complete the attached Bidder's Questionnaire (Section 9) and include this information with their submitted proposal. The completed questionnaire provides the City with information to demonstrate the bidding Contractor has the required experience and meets the qualifications required to satisfactorily complete the service contemplated in these Bid Specifications. Completion and submittal of the Bidder's Questionnaire is required to be submitted with the Contractor's proposal.
- b. The only Bidders who will be considered will be those who have clearly demonstrated their financial and operational capacity to fully execute this proposal.
- c. Inventory of Equipment

The Contractor shall make all vehicles and equipment listed in the attached Bidder's Questionnaire available for inspection and approval by the City prior to the implementation of this Contract. The Contractor shall present any and all collection vehicles, and other equipment used in the collection and transport of solid waste under this Contract, for inspection and approval by the City at such times and places as they may reasonably request. The City reserves the right to accept any and all equipment and vehicles proposed by the Contractor for the performance of work described in these Bid Specifications. The Contractor shall file updates to this list provided in the Bidder's Questionnaire so that the City has at all times an accurate list of all vehicles and equipment currently being used by the Contractor in the performance of this Contract. The Contractor shall notify the City prior to the addition of another vehicle or the substitution of any vehicle. New or substitute vehicles may, at the option of the City, be inspected and approved prior to being used by the Contractor for performance of an awarded contract.

Bonding

- a. Proposals will only be considered if accompanied by separate bid securities in the form of a bond or certified check in the amount of five percent (5%) of the total Bid price, made out in favor of the City of Auburn. All bid securities will be released upon deliverance of a signed Contract or, if no Contract award is made, within forty-five (45) days after the opening of the proposals, unless forfeited as a result of a failure to execute the contract or to provide the required performance bond.
- b. To guarantee against breach of contract or default, the successful Bidder shall be required to secure a performance bond held and firmly bound onto the City of Auburn, 60 Court Street, Auburn, Maine 04210. Performance Bonds shall be required of the successful Bidder in a form acceptable to the City, executed by a surety company duly authorized to do business in the State of Maine, in the amount of one hundred (100%) percent of the total sum for the first year (twelve calendar months) and of the Contract as security for the faithful performance of this Contract.

Insurance and Liability

- a. The Contractor shall implement and maintain a workplace safety program in concurrence with the occupational health and safety standards germane to manual solid waste collection services. The Contractor shall indemnify and hold harmless the City for any injuries or accidents sustained while Contractor performs work or activities contained in these Bid Specifications.
- b. The Contractor shall procure and maintain for the life of this Contract insurance of the types and to the limits specified below. Certificates of such insurance showing policies and adequacy of protection shall be filed with the City for approval before permission to commence work will be granted.
- c. Insurance Requirements
 - 1) Workers' Compensation Insurance for all individuals employed at the site of the project; and, in case any work is sublet, the Contractor shall require the sub-Contractor similarly to provide coverage its employees in accordance with State of Maine laws in effect and the requirements of the Industrial Accident Commission.

- 2) General Liability Insurance with minimum limits of liability for bodily injury in the amount of \$500,000 combined single unit and minimum limits of liability for property damage in the amount of \$100,000 combined single limit. General liability coverage shall include Owners' or Contractors' Protective, Product and Completed Operations, Comprehensive, Explosion (X), Collapse (C), and Underground (U) coverage.
- 3) Automotive Liability Insurance with minimum limits of liability for bodily injury in the amount of \$500,000 for each occurrence and minimum limits of liability for property damages in the amount of \$100,000. Automobile liability coverage shall include owned, hired, and non-owned vehicles.

Miscellaneous

- a. Each Bidder shall make his/her own examinations and estimates and shall not hold the City, its agents, or employees responsible for, or bound by, any schedule, estimate, or any plan thereof; and shall, if any error in any plan, drawing specifications or direction relating to anything to be done under this Contract comes to his/her knowledge, report it at once, in writing, to the Director of Public Works. The cost and expense of all the necessary labor, tools and equipment required to complete the work shall be included in the prices stated in the proposal.
- b. The Bid Solicitation, Bid Sheets, and Contractor Proposals shall become part of the entire contract between the parties.

- c. **Payments**

The City shall make monthly payments for the faithful performance of the contract unless a breach of contract occurs, the contract is terminated, the Contractor fails to perform, etc.

- d. **Fuel**

If permitted by Maine Revenue, the City may have the successful Contractor fuel equipment used for the purpose of Auburn's solid waste collection at the Auburn Public Works facility. Under this scenario, bids must be submitted with prices both inclusive and exclusive of fuel costs and anticipated annual gallonage. Under this latter scenario, Contractor shall provide the City with monthly mileage and fuel consumption data. The City will independently track gallonage from pump information.

- e. **Safety**

- 1) Solid waste placed curbside for collection may contain materials which could cause injury or illness to the Contractor's staff if mishandled, such as corrosive solid waste, toxic solid waste, solid waste which could transmit disease, and other non-hazardous solid waste. The Contractor is responsible for becoming familiar with any and all occupational hazards associated with the solid waste collection service.
- 2) The Contractor is required to conform to all work safety requirements specified in the pertinent Federal Occupational Safety and Health Administration (OSHA) laws and regulations, the Maine State Department of Labor Regulations and the City's Safety Policies and Ordinances, which apply to the performance of the duties described in these Bid Specifications and shall require any Subcontractors to abide accordingly. Any violation of these rules either by the Contractor or their Subcontractor shall be the sole responsibility of the Contractor.

f. Dispute Resolution Costs and Expenses

In the event of any dispute between or involving the City and Contractor, whether resolved by arbitration, litigation or some other mechanism of dispute resolution, in the event that the City shall be a prevailing party, Contractor shall reimburse the City for its attorney's fees and costs reasonably incurred in connection with the resolution of the dispute.

g. Duty to Notify City if Ambiguities Discovered

The Contractor shall not take advantage of any ambiguity, error, omission, conflict, or discrepancy ("ambiguity, etc.") contained in the Bid Specifications that may significantly affect the cost, quality, conformity, or timeliness of the work. If the Contractor discovers any such ambiguity, etc., for which the Contractor may seek adjustments to compensation, time, or other contract requirements, the Contractor shall provide a written notice stating the nature of the ambiguity, etc. within 48 hours of discovering or being notified of the ambiguity and before performing any work related to the ambiguity, etc. Failure to provide such written notice in compliance with the contract shall constitute a waiver of all claims related to the ambiguity, etc.

Definitions

- a. Auburn: Whenever the term Auburn, or a pronoun in its stead, is used, it shall mean the City of Auburn, Maine, a municipality organized and regulated by the laws of the State of Maine.
- b. Bidder: Companies that submit written proposals in accord with these specifications.
- c. CL Miles: Center lane miles.
- d. Contractor: The successful Bidder chosen by the City.
- e. Director of Public Works or Director: Whenever the term Director of Public Works, Director, or a pronoun in their stead, is used, it shall mean the Director of Public Works of the City of Auburn, as applicable or his/her assistant or inspectors acting under him and limited to the particular duties entrusted to them.
- f. Electronic Waste: The term used to describe old, end-of-life or discarded appliances using electricity.
- g. MWE: Whenever the term MWE, or a pronoun in its stead, is used, it shall mean Maine Waste to Energy, a Maine non-capital stock, non-profit, quasi-municipal Corporation, located at 1 Goldthwaite Road, Auburn, Maine.
- h. Multiple Unit Apartment Building: Whenever the term Multiple Unit Apartment Building, or a pronoun in its stead, is used for such properties located in Auburn, it shall mean an apartment building of four or more dwelling units.
- i. Qualified Bidder: An organization or individual who, in the sole opinion of the City, meets the expectations of the bid including, but not limited to, the following: Bidder qualifications, price, experience, financial record, solvency, financial standing with the City, licenses, warranties, references, insurance bonding, delivery date, and service of Bidder.
- j. Residential Property: Whenever the term Residential Property, or a pronoun in its stead, is used, it shall mean any property, (1) located within Auburn, upon which is situated a building(s), (2) a residential structure containing between one and three dwelling units, a

condominium, and/or owner-occupied apartment buildings containing between four and seven dwelling units.

- k. Short Ton: Whenever the term Short Ton, or a pronoun in its stead, is used, it shall mean two-thousand (2,000) pounds.
- l. Solid Waste : Whenever the term Solid waste , or a pronoun in its stead, is used, it shall include the following:
 - 1) Solid waste includes worthless, unimportant, rejected matter; litter, leaf, and yard waste; and any other residential household waste material so designated by the City, and shall include any description of solid waste as established by the State of Maine's Solid Waste Regulations (MEDEP Reg. Ch. 400).
 - 2) Solid waste does not include electronic waste, universal waste, and may or may not include cardboard (see section 9f).
- m. Universal Waste: Any waste listed in section 3.A(13)(b) of Chapter 850, the Maine Hazardous Waste Management Rules, including but not limited to cathode ray tubes; mercury-containing lamps; mercury-containing thermostats; and totally enclosed, non-leaking polychlorinated biphenyl (PCB) ballasts.

Bidding Instruction/Process

- a. Read Bid Specifications.
- b. Submit letter of intent and include contact person information.
- c. Submit any proposal questions in writing to Contact 2 listed in section 8, until five days prior to the due date.
- d. Provide proof of bonding.
- e. Submit proposals prior to bid date.
- f. City will conduct a public bid opening, proceed with evaluating all proposals, and then make a contractual award to the successful Bidder in accord with these specifications.

8. Bidder's Questionnaire

Bidders are to submit under a separate cover, on their own letterhead, the answers to the following questions outlined in sections a-f below:

- a. The Contractor's Organization

Briefly describe the organizational structure of your firm and that of any proposed Subcontractors. The description will include the name and address of the owner, all principals and/or partners, and also include a certified copy of the firm's certificate to do business in the State of Maine.

Provide a brief history of the Contractor's experience providing solid waste collection services.

State whether there are, or have been, any claims or litigation occurring within the past five years, pending against your firm. If so, state the nature of the claim, the parties involved, and the status of these claims.

b. Equipment

Identify the equipment you propose to utilize in the execution of this proposal. List all vehicles, specifying size, year, make, and model. The number of the vehicles to be used shall be specified, as well as the availability of stand-by equipment. Any auxiliary equipment which will be used in the collection of solid waste shall be specified as to type, year, and model. All leased equipment shall be separately listed and the time remaining on each leased machine shall be shown as well as options of renewal. The vehicles listed must be available for inspection, by the City, or its designee, prior to the award and implementation of a Contract. This statement must also indicate the specific location the vehicles will be parked at night.

c. Managers

Identify the key individual who will serve as the Contractor's Representative for this assignment and chief point of contact for all matters. Please provide a copy of the resume of the proposed Contractor's Representative and other key management staff that will be responsible for implementing this contract.

d. Complaint Resolution

Submit a copy of the proposed complaint resolution policy and procedures to be utilized by your firm in the event a resident is dissatisfied with your firm's service. In addition, attach a sample form that will be sent to City on a weekly basis detailing complaints received, disposition, and remedy.

e. References

List the names, addresses and telephone numbers of representatives of the current five largest municipal clients (not Auburn), located in Maine, the current contracted price for the municipality, the number of tons of solid waste collected, and the number of households serviced in each municipality that are receiving solid waste collection from your firm. Discuss your firm's experience with programs similar in nature/scope to the solid waste collection services described in these Bid Specifications. Describe your firm's current projects and explain how these projects will affect the service you will provide Auburn, in terms of workload and scheduling.

f. Cardboard Suggestions

Write a suggestion for how your organization would handle the disposal of loose cardboard. Include a working definition of the term "loose cardboard," specifications of what will and will not be picked up, alternatives to Contractor pick-up, and reasons for the above.

BID PROPOSAL FORM

Due: Thursday

To: City of Auburn
Amanda Denning
Purchasing Analyst
60 Court Street
Auburn, ME 04210

The undersigned individual/firm/business guarantees this price for thirty days (30) from the proposal due date. The undersigned submits this proposal without collusion with any other person, individual, or firm or agency. The undersigned ensures the authority to act on behalf of the corporation, partnership or individual they represent; and has read and agreed to all of the terms, requests, or conditions written herein by the City of Auburn, Maine.

By signing this form, the firm listed below hereby affirms that its bid meets the minimum specifications and standards as listed above.

Signature _____ Company _____
Name (print) _____ Title _____
Phone Number _____
Address _____
Email Address _____

STATE OF MAINE

_____, SS. Date: _____

Personally, appeared _____ and acknowledged the foregoing instrument to be his/her free act and deed in his/her capacity and the free act and deed of said company.

Notary Public

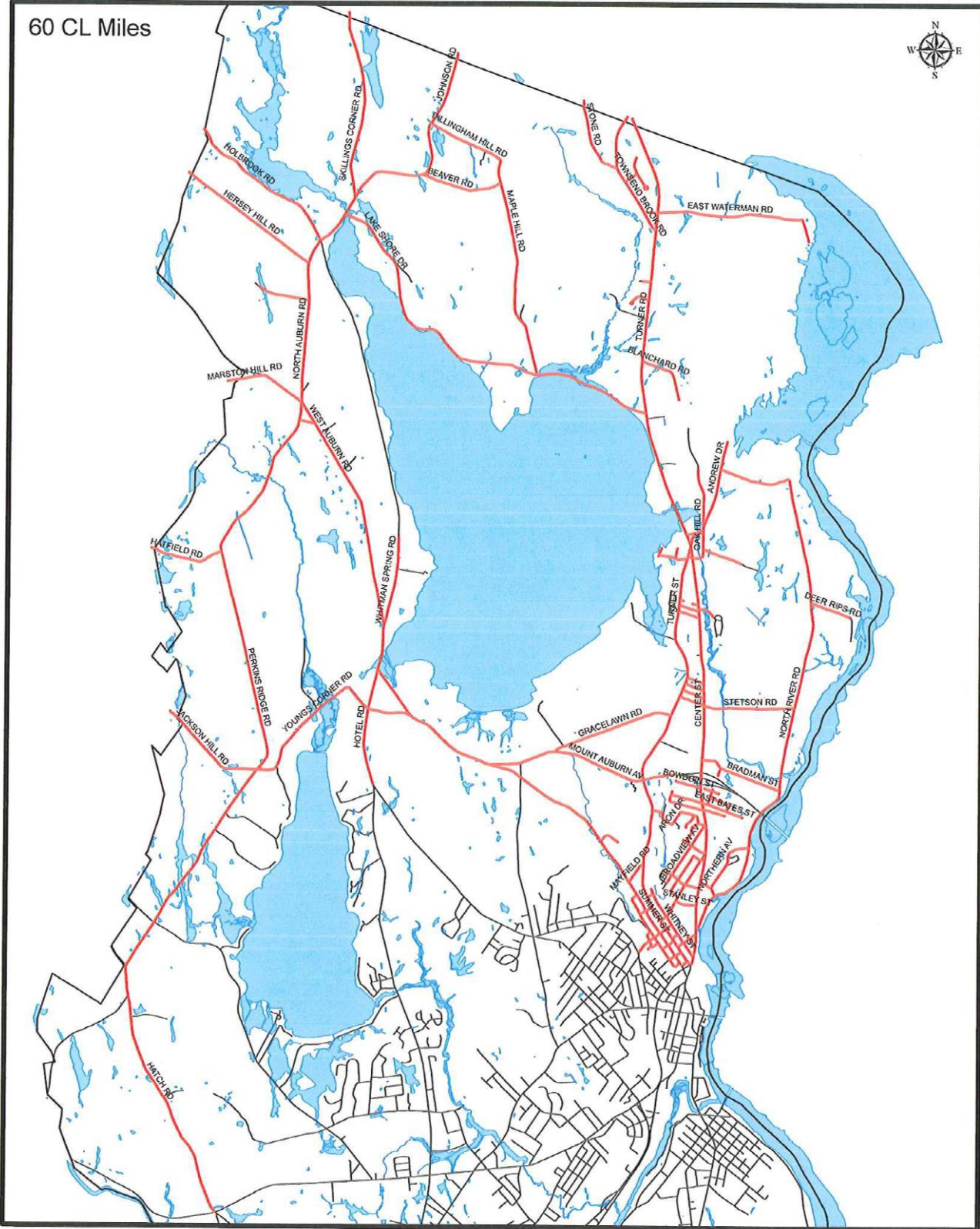
Print Name

Commission Expires _____

Addendum Acknowledged:
_____ Date: _____ Initials: _____
_____ Date: _____ Initials: _____

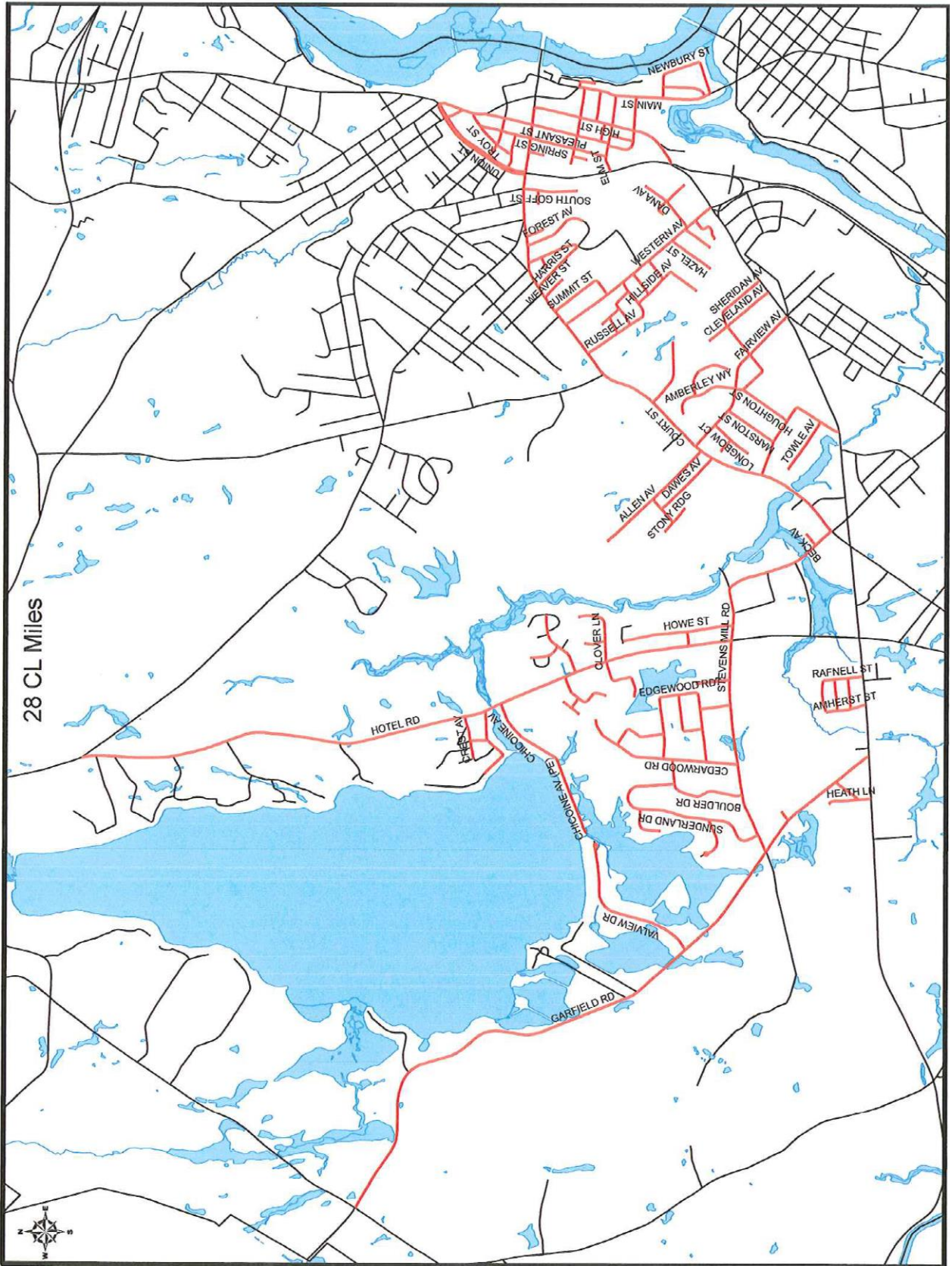
Suggested Collection Routes

MONDAY'S TRASH ROUTE

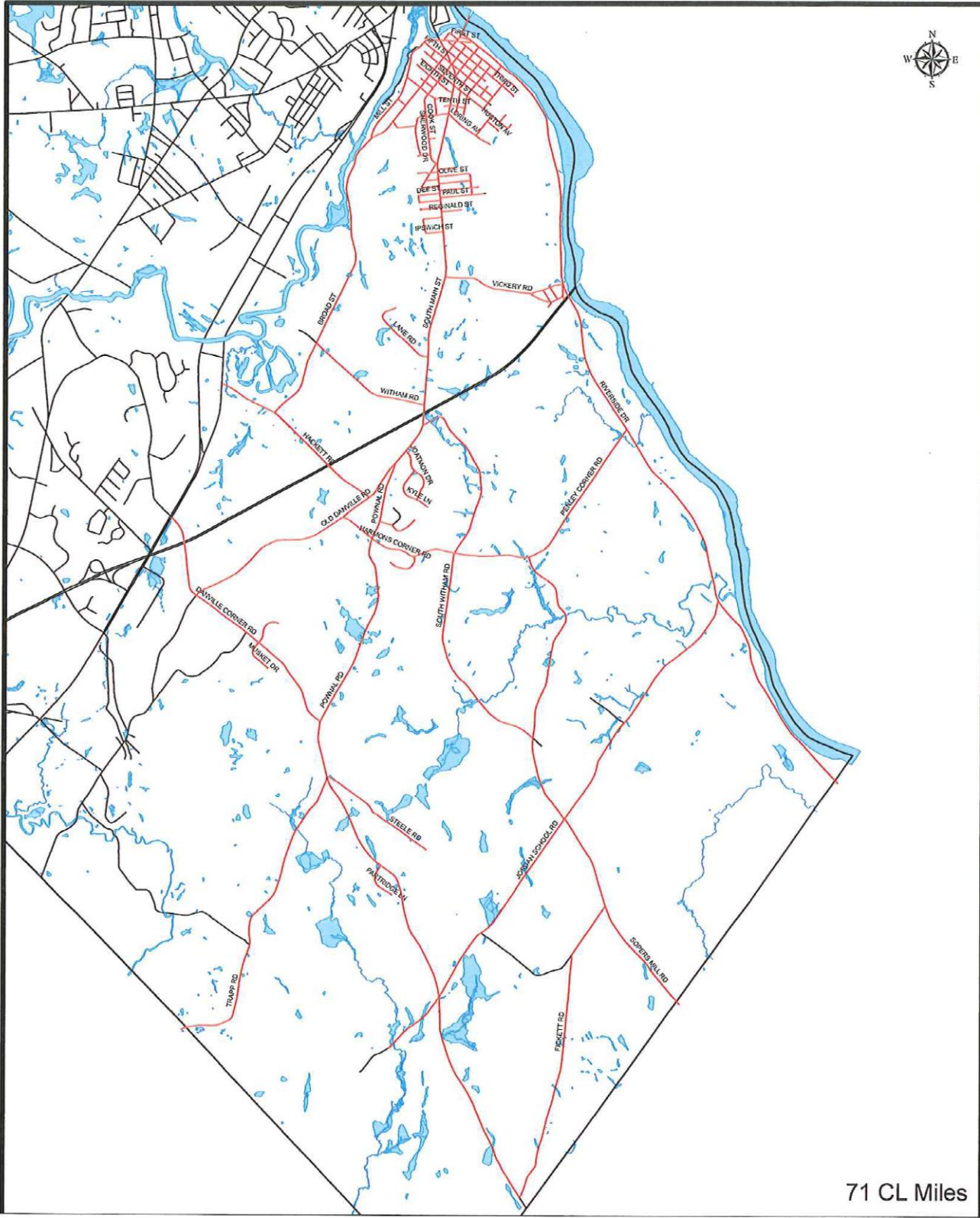


WEDNESDAY'S TRASH ROUTE

28 CL Miles



FRIDAY'S TRASH ROUTE



PRICE PROPOSAL FORM

Company: _____

Item #1 Solid Waste Collection City Wide Curbside	Year 1 1/1/25 – 6/30/25	Year 2 7/1/25-6/30/26	Year 3 7/1/26-6/30/27	Year 4 7/1/27-6/30/28	Year 5 7/1/28-6/30/29
<i>Include Fuel</i>					
<i>Exclude Fuel</i>					
<i>Approx. Annual Gallons</i>					
Item #2 Solid Waste Collection Auburn City Buildings ¹	Year 1 1/1/25 – 6/30/25	Year 2 7/1/25-6/30/26	Year 3 7/1/26-6/30/27	Year 4 7/1/27-6/30/28	Year 5 7/1/28-6/30/29
<i>Include Fuel</i>					
<i>Exclude Fuel</i>					
<i>Approx. Annual Gallons</i>					
Item #3 Solid Waste Collection Auburn School Buildings ²	Year 1 1/1/25 – 6/30/25	Year 2 7/1/25-6/30/26	Year 3 7/1/26-6/30/27	Year 4 7/1/27-6/30/28	Year 5 7/1/28-6/30/29
<i>Include Fuel</i>					
<i>Exclude Fuel</i>					
<i>Approx. Annual Gallons</i>					
Item #4 Recycling Collection – Weekly City Wide Curbside	Year 1 1/1/25 – 6/30/25	Year 2 7/1/25-6/30/26	Year 3 7/1/26-6/30/27	Year 4 7/1/27-6/30/28	Year 5 7/1/28-6/30/29
<i>Include Fuel</i>					
<i>Exclude Fuel</i>					
<i>Approx. Annual Gallons</i>					

¹ This includes all buildings listed under City Buildings in chart on page 7.

² This includes all buildings listed under School Buildings in chart on page 7.

Company: _____

Item #5 Recycling Collection – Weekly Auburn City Buildings ³	Year 1 1/1/25 – 6/30/25	Year 2 7/1/25-6/30/26	Year 3 7/1/26-6/30/27	Year 4 7/1/27-6/30/28	Year 5 7/1/28-6/30/29
<i>Include Fuel</i>					
<i>Exclude Fuel</i>					
<i>Approx. Annual Gallons</i>					
Item #6 Recycling Collection – Weekly Auburn School Buildings ⁴	Year 1 1/1/25 – 6/30/25	Year 2 7/1/25-6/30/26	Year 3 7/1/26-6/30/27	Year 4 7/1/27-6/30/28	Year 5 7/1/28-6/30/29
<i>Include Fuel</i>					
<i>Exclude Fuel</i>					
<i>Approx. Annual Gallons</i>					
Item #7 **Alt. Plan from Item #4 Recycling Collection – Every other week City Wide Curbside	Year 1 1/1/25 – 6/30/25	Year 2 7/1/25-6/30/26	Year 3 7/1/26-6/30/27	Year 4 7/1/27-6/30/28	Year 5 7/1/28-6/30/29
<i>Include Fuel</i>					
<i>Exclude Fuel</i>					
<i>Approx. Annual Gallons</i>					

³ This includes all buildings listed under City Buildings in chart on page 7.

⁴ This includes all buildings listed under City Buildings in chart on page 7.



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

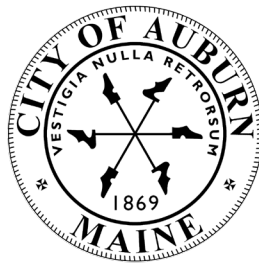
Ben Lounsbury - Sustainability Working Group

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

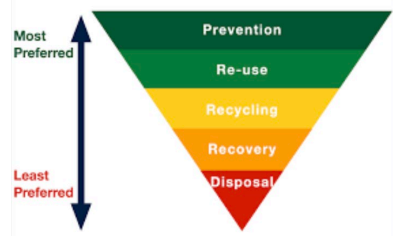
Figures – pp. 16 - 18

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.

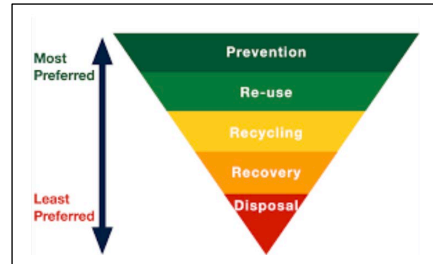
3. RECYCLING RECOMMENDATIONS

- 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



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).¹

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*

¹ 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

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

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 nonrecyclable packaging a per ton fee based on the tonnage of such packaging sold in Maine.² 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

² 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.³

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.

³ 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.⁴ 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.⁵
- 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.

⁴ 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

⁵ *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

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.htmls>.

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

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.⁶ 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

⁶ 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

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, nonrecyclable materials, or moisture.⁷ 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.

⁷ Auburn Ad Hoc Recycling and Sustainability Committee. (2020).

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.

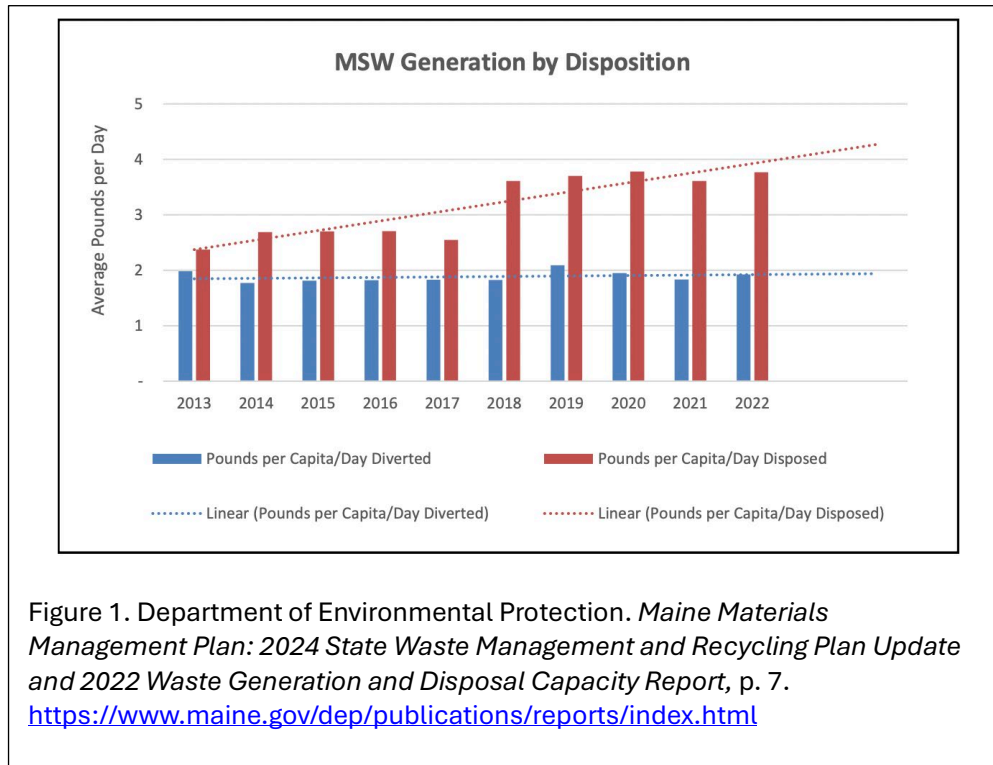


Figure 2.



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.

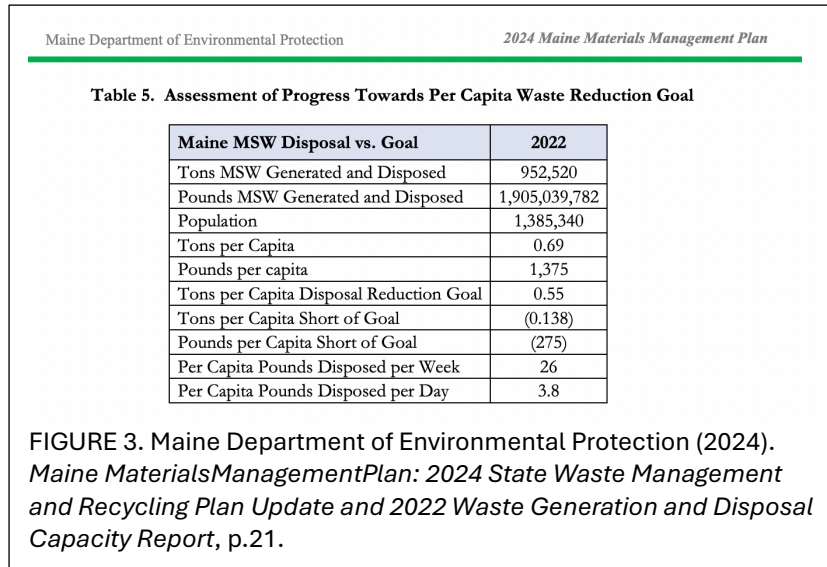


Figure 4.

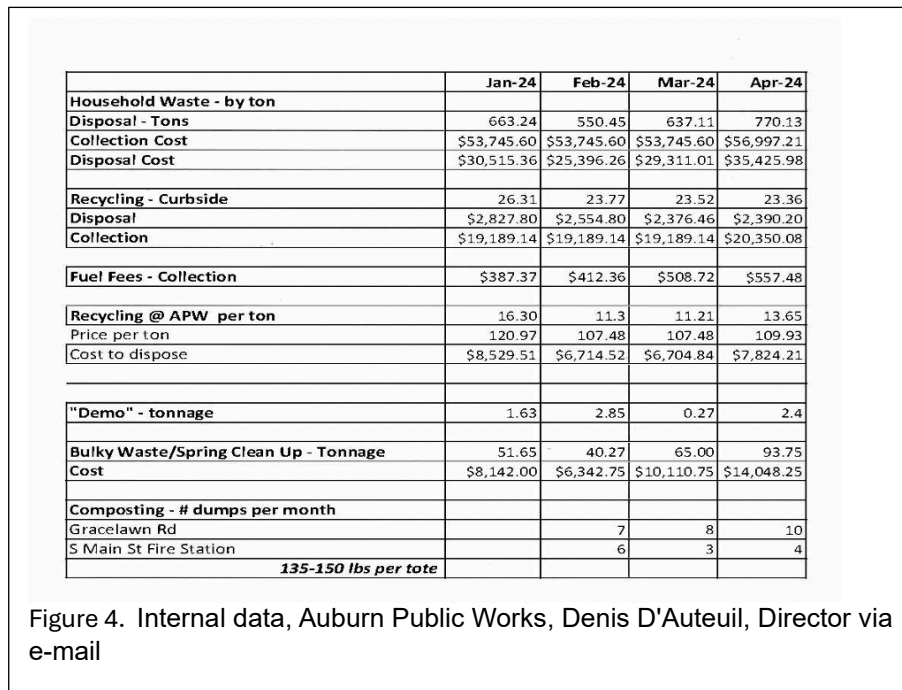


Figure 5.

Table 8. Municipal Costs Reported for Recycling and Disposal

Cost Comparison Per Ton - Recycling vs. Disposal ²⁹				
	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.

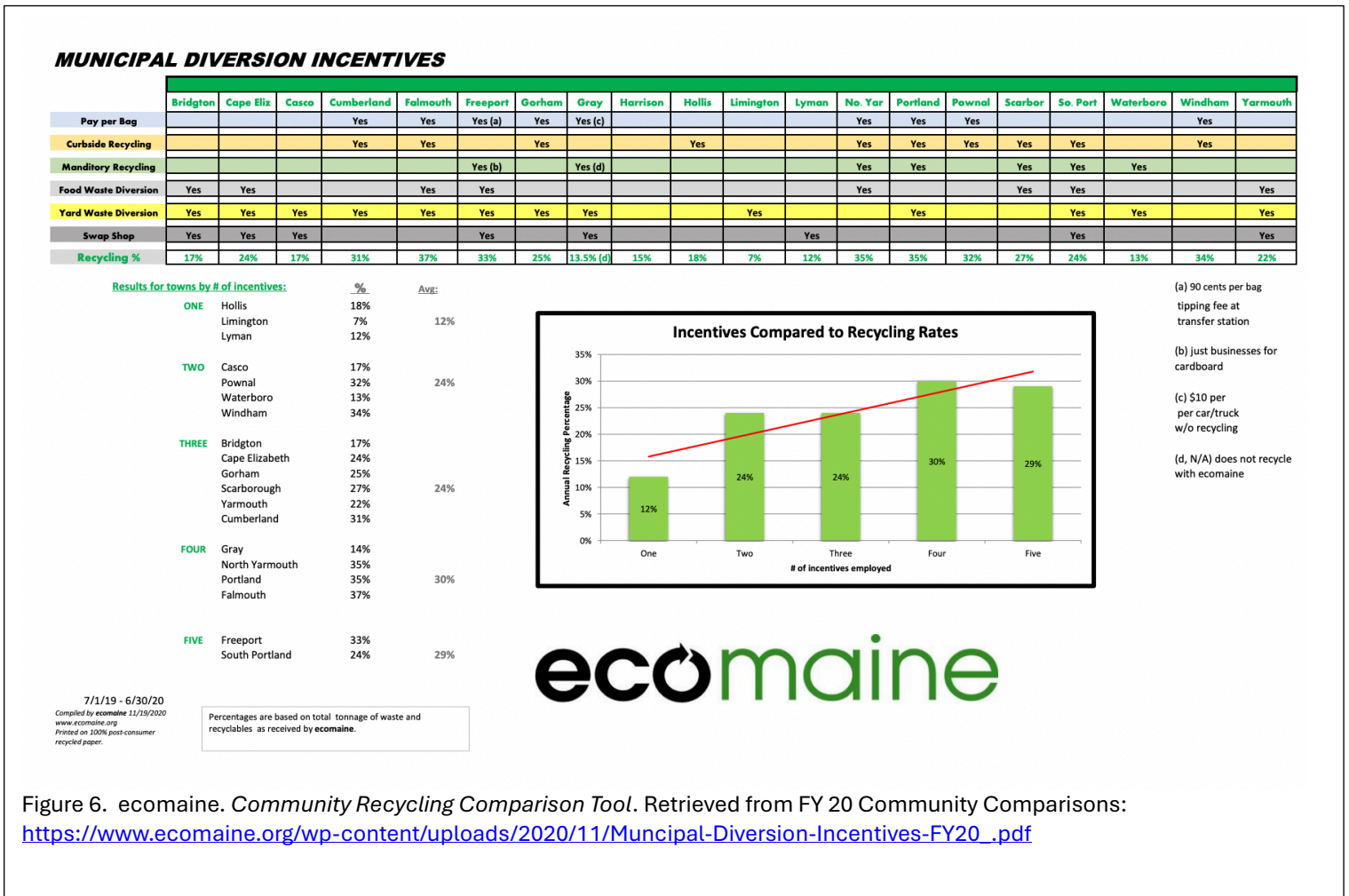


Figure 6. ecomaine. *Community Recycling Comparison Tool*. Retrieved from FY 20 Community Comparisons: https://www.ecomaine.org/wp-content/uploads/2020/11/Municipal-Diversion-Incentives-FY20_.pdf

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

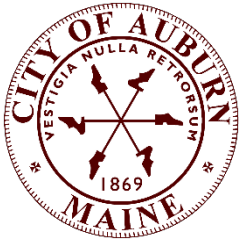
Chris McHale, Casella Market Area Manager, April 16, 2024

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



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: September 16, 2024

Author: City Manager Phillip L. Crowell Jr.

Subject: Hunting Restrictions on City Owned Property (Summer St.)

Information: Maine Game Warden Steven Thistlewood and Inland Fisheries Wildlife Regional Biologist Scott Lindsey will discuss the alternatives of banning hunting on the Summer St. parcel and the impact it will have on Wildlife Management.

City Budgetary Impacts: None

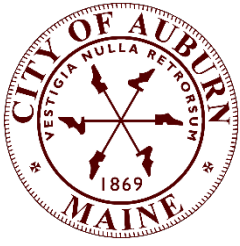
Staff Recommended Action: None

Previous Meetings and History:

City Manager Comments:

I concur with the recommendation. Signature: _____

Attachments:



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: September 16, 2024 **Order:** 111-09162024 through 116-09162024*

Author: Emily F. Carrington, City Clerk

Subject: Recommendations from the Appointment Committee

Information: The Appointment Committee met on September 10, 2024 to consider applications received for vacancies and October term endings which were posted on August 21, 2024. All incumbents with term endings were notified. Applications were received from all incumbents and one application for the Planning Board Associate Member unexpired term to fill the vacancy left by Robert Hayes who was appointed to fill a regular member seat at the August 19, 2024 meeting. The committee recommends the following for appointment:

- Arthur Wing to the Auburn Housing Authority Board of Commissioners for a term that expires 10/1/2029.
 - Misty Edgecomb to the Parks and Recreation Advisory Board for a term that expires 10/1/2026.
 - Corey Kinnan to the Parks and Recreation Advisory Board for a term that expires 10/1/2026.
 - Haley Warden to the Parks and Recreation Advisory Board for a term that expires 10/1/2026.
 - Elisabeth Collier to the Parks and Recreation Advisory Board for a term that expires 10/1/2026.
 - Maureen Hopkins to the Planning Board, Associate Member, for the unexpired term ending 1/1/2026.
-

City Budgetary Impacts: N/A

Staff Recommended Action: Recommend appointment.

Previous Meetings and History: Appointment Committee met September 10, 2024.

City Manager Comments:

I concur with the recommendation. Signature:

Attachments: Applications, orders



Rec'd 8/28/24
Eye

CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 8/23/24

Last name: WING First name: ARTHUR Middle initial: L

Residence address: 104 GRANDVIEW AVENUE Ward: 2

City: AUBURN State: ME Zip code: 04210

Home phone: _____ Work phone: _____ Cell phone: 207-577-2839

Email address: ARTHURWING17@gmail.com

Current occupation: RETIRED

Previous occupation (if retired or no longer working): DIRECTOR FINANCE - ANDROSCOGG Home CARE

Educational and/or experience (or attach your resume): SEE RESUME

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

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

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

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

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

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

Dates served (if known)? 2005 - PRESENT

Have you previously served on a City or Community Board or Committee? If so, which one(s)? YES TRUSTEE - AUBURN PUBLIC LIBRARY (APL) AND MEMBER OF APL BUILDING COMMITTEE

Dates served (if known)? APL TRUSTEE 2000-2006, APL BUILDING COMMITTEE 1999-2002

How did you learn of this vacancy? EMAIL FROM CITY

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

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

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

Signature: *Catherine Wig* Date: August 23, 2024

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

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: _____
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Arthur Wing
104 Grandview Avenue
Auburn, Maine 04210
207-577-2839

Education

- Northeastern University, Boston, Mass
 - 1971 Bachelors of Science – Accounting
- University of Maine, Portland, Maine
 - 1986 Masters of Business Administration
- Massachusetts Chapter of Housing & Redevelopment Certification Program
 - Commissioner Ethics – 4 hour seminar
 - Commissioner Legal – 4 hour seminar
- National Association of Housing & Redevelopment Officials Certification
 - 2019 Granted status of National Certified Commissioner
 - 2023 Completed Recertification Requirements

Community Activities

- Year 2005 – Present, Commissioner & Chairperson, Auburn Housing Authority
- Year 2000 – 2006, Trustee and Treasurer, Auburn Public Library
- Year 1999 – 2002, Member, Auburn Public Library Building Committee
- Year 1995 – 1998, Board Member, Child Health Services

Employment History

- Androscoggin Home Care & Hospice , Lewiston, Maine
 - 1971 – 2018, Director of Finance
- 2019 - Retired

City of Auburn
Board & Committee
Reappointment Application 2024 – Arthur Wing

Briefly describe why you want to serve on this committee:

The Auburn Housing Authority's (AHA) mission is to provide access to safe, quality and affordable housing for the residents of the City of Auburn. Commissioners have a responsibility for the management, policy-making and oversight of the housing authority to ensure accomplishment of the Mission. As a Commissioner, I find working with the Board of Commissioners, AHA management and staff on the organization's mission challenging, rewarding and important to our City.

I feel my education, work experience and energy can assist the other Commissioners, the Executive Director and staff to make a difference in the lives of low-income families, the elderly and persons with disabilities.

What do you hope to accomplish?

I feel with the change in Auburn's leadership there is an excitement for additional affordable housing in Auburn. Having been Board Chair and Commissioner during the development of Webster, Vincent Square and Spring Street apartments, I bring development experience to our newer commissioners to help guide them through new affordable housing opportunities.

There continues to be a significant shortage of housing in our City. I am excited to explore and work with the City, the board of Commissioners and AHA management on new development opportunities for additional housing units in Auburn.

It is the responsibility of the Auburn Housing Authority to implement and administer the various programs designed and funded by the U.S. Department of Housing and Urban Development (HUD). Rules and regulations are updated and changed continuously and as Commissioner I will continue to work with management to ensure AHA has the resources to maintain the current properties and meet all of HUD's rules and regulations.

Emily Carrington

From: donotreply@auburnmaine.gov
Sent: Saturday, August 31, 2024 1:10 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: Misty

Middle Initial:

Last Name: Edgecomb

Residence Address: 26 Oakland Street

Ward: Ward 2

City: Auburn

Home Phone: 2072403910

Cell Phone: 2072403910

E-mail Address: mislyn02@gmail.com

Current Occupation: Business owner

Previous Occupation (if retired or no longer working):

Education and/or experience: Current board chair

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): Parks & Recreation Advisory Board

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

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

Briefly describe why you want to serve on a board/committee (1,000 character limit): As a current member of the Parks and Recreation Advisory Board, I am deeply committed to enhancing and expanding the green spaces in our city. I believe that parks are more than just recreational areas; they are essential to the quality of life for our residents. I am passionate about creating parks and recreational spaces that are not only updated and accessible but also beloved by the community. These spaces should be places where families, friends, and individuals can connect with nature, engage in outdoor activities, and take pride in their surroundings.

What do you hope to accomplish?: My experience with this board has further strengthened my belief that thoughtfully designed and well-maintained parks and recreational spaces can be transformative for our city. I want to continue my work on the board to ensure that we create spaces that are sustainable, welcoming, and reflective of our community's

needs. I am eager to continue to help our city in the development of parks that will be cherished for generations to come.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? Other than this board I am on the PAL Board and the Good Food Council of Androscoggin County

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

Dates served (if known):

How did you learn of this vacancy?: I am a current member

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

Date of Electronic Signature: 8/31/2024

OK ✓

Emily Carrington

From: donotreply@auburnmaine.gov
Sent: Wednesday, September 4, 2024 11:42 AM
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: Corey

Middle Initial: T

Last Name: Kinnan

Residence Address: 323 minot ave

Ward: Ward 3

City: Auburn

Home Phone: 2074020679

Cell Phone: 2074020679

E-mail Address: kinnan2013@gmail.com

Current Occupation: Photographer

Previous Occupation (if retired or no longer working):

Education and/or experience: Bachelor's in, public health. Master's in, urban studies.

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): Parks & Recreation Advisory Board

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

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

Briefly describe why you want to serve on a board/committee (1,000 character limit): To continue to help my community in Auburn.

What do you hope to accomplish?: To see ideas implemented and to continue advising the city utilizing my expertise as an urbanist.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? Yes, parks and rec advisory.

Have you previously served on a City or Community Board or Committee? If so, which one(s)? Currently in parks and rec.

Dates served (if known): 2024

How did you learn of this vacancy?: current seat.

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.: Corey T. Kinnan

Date of Electronic Signature: 9/4/24

Emily Carrington

From: donotreply@auburnmaine.gov
Sent: Wednesday, September 4, 2024 12:33 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: Haley

Middle Initial:

Last Name: Warden

Residence Address: 100 Vickery Road

Ward: Ward 4

City: Auburn

Home Phone: 8184810460

Cell Phone: 8184810460

E-mail Address: halejwarden@gmail.com

Current Occupation: Director of Development

Previous Occupation (if retired or no longer working):

Education and/or experience: UMA

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): Parks & Recreation Advisory Board

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

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

Briefly describe why you want to serve on a board/committee (1,000 character limit): To continue supporting the city and community with the betterment of our parks and recreation services.

What do you hope to accomplish?: To see the Tot Lot food forest project started.

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

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

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.: Haley Warden

Date of Electronic Signature: 09/04/2024

Emily Carrington

OK ✓

From: donotreply@auburnmaine.gov
Sent: Thursday, August 22, 2024 11:37 AM
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: Elisabeth

Middle Initial: M

Last Name: Collier

Residence Address: 97 Lake Auburn Ave

Ward: Ward 2

City: Auburn

Home Phone: 2096069497

Cell Phone: 2096069497

E-mail Address: eholiday5@yahoo.com

Current Occupation: RN Manager

Previous Occupation (if retired or no longer working): ICU RN

Education and/or experience: BSN

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).: Parks & Recreation Advisory Board

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

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

Briefly describe why you want to serve on a board/committee (1,000 character limit): Being on this committee really fills my cup. I love working with everyone and planning parks and events.

What do you hope to accomplish?: My biggest passion project is the food forest.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?: Parks and Rec and Board of assessment review.

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

Dates served (if known): May '24

How did you learn of this vacancy?: online search and a reach out to the city clerk

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.: Elisabeth Marie Collier

Date of Electronic Signature: 08/22/2024

OKN ✓

Emily Carrington

From: donotreply@auburnmaine.gov
Sent: Friday, August 23, 2024 2:16 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: Maureen

Middle Initial:

Last Name: Hopkins

Residence Address: 16 Topaz Circle

Ward: Ward 3

City: Auburn

Home Phone: 2077497374

Cell Phone: 2077497374

E-mail Address: maureenhopkins78@gmail.com

Current Occupation: Attorney

Previous Occupation (if retired or no longer working):

Education and/or experience: BA, MS, JD

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): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): For much of my professional career as an attorney I have represented clients before planning boards, zoning boards, and city councils, presenting and advocating for the development of different types of telecommunications projects. Additionally, I previously served on a planning board in Greenville, Maine, and I enjoyed being involved in the planning process, including drafting ordinances, bylaws, and reviewing new projects. I would love the opportunity to serve the Auburn community as it experiences significant growth and considers its planning objectives for the future of the City.

What do you hope to accomplish?: To participate in a fair and balanced review process that objectively applies current laws, ordinances and regulations to proposed projects. Additionally, to consider the future of city planning, balancing

sustainability, livability and smart growth objectives to ensure the City of Auburn can continue to offer a balance of new and existing residential, commercial and industrial uses while preserving the environment and the character of the City.

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

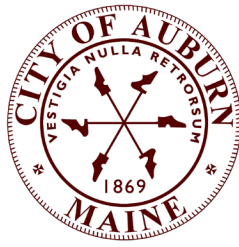
Have you previously served on a City or Community Board or Committee? If so, which one(s)? No

Dates served (if known): n/a

How did you learn of this vacancy?: From an Auburn resident

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.: Maureen Hopkins

Date of Electronic Signature: 08/23/2024



ORDER 111-09162024

City Council Order

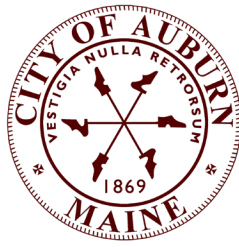
IN CITY COUNCIL

ORDERED, that the City Council hereby appoints Arthur Wing to the Auburn Housing Authority Board of Commissioners for a term that expires 10/1/2029, as recommended by the Appointment Committee.

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 112-09162024

City Council Order

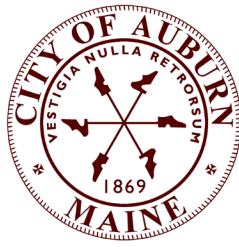
IN CITY COUNCIL

ORDERED, that the City Council hereby appoints Misty Edgecomb to the Parks and Recreation Advisory Board for a term that expires 10/1/2026, as recommended by the Appointment Committee.

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 113-09162024

City Council Order

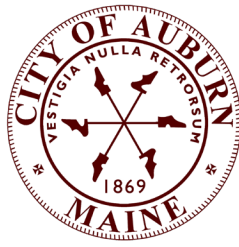
IN CITY COUNCIL

ORDERED, that the City Council hereby appoints Corey Kinnan to the Parks and Recreation Advisory Board for a term that expires 10/1/2026, as recommended by the Appointment Committee.

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 114-09162024

City Council Order

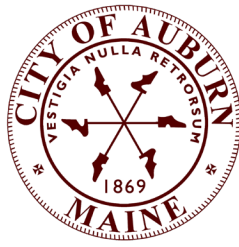
IN CITY COUNCIL

ORDERED, that the City Council hereby appoints Haley Warden to the Parks and Recreation Advisory Board for a term that expires 10/1/2026, as recommended by the Appointment Committee.

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 115-09162024

City Council Order

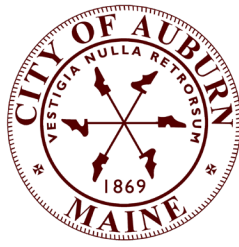
IN CITY COUNCIL

ORDERED, that the City Council hereby appoints Elisabeth Collier to the Parks and Recreation Advisory Board for a term that expires 10/1/2026, as recommended by the Appointment Committee.

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 116-09162024

City Council Order

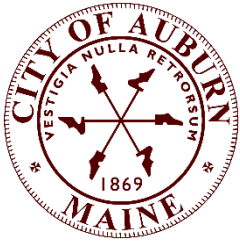
IN CITY COUNCIL

ORDERED, that the City Council hereby appoints Maureen Hopkins to the Planning Board, Associate Member, for the unexpired term ending 1/1/2026, as recommended by the Appointment Committee.

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: September 16, 2024

Order: ORDER 117-09162024* through
ORDER 121-09162024*

Author: Emily F. Carrington, City Clerk

Subject: Automobile Graveyard/Junkyard license renewals

Information: This is an annual renewal of currently existing Automobile Graveyard/Junkyards in Auburn. Reminder letters and applications were sent out 08/15/2024. Council approval is required for renewal of these licenses which expire 9/30/24. Because the 5 listed below are renewals, they *do not* require a public hearing. All are pending inspections conducted by the Code and Fire Departments and issuance of the license will be dependent upon passage of the inspection. No complaints have been received by the City Clerk's office regarding these establishments.

Title 30-A, Sec. 3754 states *"Municipal officers or county commissioners, as provided for in section 3753, shall hold a public hearing before granting a permit to establish a new automobile graveyard, automobile recycling business or junkyard and may hold public hearings annually regarding the relicensing of these facilities"*.

- Randy's Auto Parts, Inc., 899 Broad Street
 - M & P Auto, Inc., 227 Merrow Road
 - Prolerized New England Company, LLC., 522 Washington St. North
 - Isadore T. Miller, 79 & 80 Hotel Road
 - Don's No Preference Towing of L/A, Inc., dba Morris Auto Parts, 940 Washington St. North –
Note: In 2023, this license was renewed with conditions (10/16/2023).
-

City Budgetary Impacts: N/A

Staff Recommended Action: Staff recommends the City Council approve renewal applications.

Previous Meetings and History: Annual renewal.

City Manager Comments:

I concur with the recommendation. Signature:

Attachments: Automobile Graveyard/Junkyard applications, Orders



2024-2025
CITY OF AUBURN
AUTOMOBILE GRAVEYARD/JUNKYARD PERMIT APPLICATION

To the City of Auburn, County of Androscoggin, Maine:

I/We Randy's Auto Parts hereby
Make application for a permit to establish, operate or maintain an Automobile Graveyard and/or
Junkyard at the following described location and in accordance with the provisions of Title 30-A
MRSA Sections 3751-3760.

All questions must be answered in full.

- 1. Where is the location of the Automobile Graveyard and/or Junkyard?
889 Broad Street Auburn, Maine 04210
2. Is this application made by or for a company, partnership, corporation or individual:
Ronald & Ernest Lavoisier
3. Is this property leased? No Property owned by: Ron & Ernest Lavoisier
Address: 899 Broad Street
4. How is "yard" screened?
Fence (type) Wood Height: 6' & 8"
Trees (type) FIR
5. How far is edge of "yard" from center of highway?
300 ft
6. Can junk be seen from any part of highway? Yes No X
7. Were Junkyard Law, Requirements and Fees explained to you? Yes X No
8. Is any portion of this "yard" on public property? Yes No X



City of Auburn, Maine

Office of The City Clerk
60 Court Street | Auburn, Maine 04210
www.auburnmaine.gov | 207.333.6601

9. Is "yard" within 300 feet of a Public Park, Public Playground, Public Bathing Beach, School, Church or Cemetery? Yes ___ No

10. When was "yard" established? 1986 By whom? Twin Town Rendering

11. When was last permit issued? 2023 By whom? Randy's Auto Parts

Make complete sketch of "yard". Show footage of all sides and location in relationship to adjacent properties. Show distance (in feet) from edge of "yard" to center of highway. Fill in Route Number or Local Road Name. Name of nearest City/Town in each direction. Distance from nearest intersection, bridge or other known reference point.

Tax Map No. 182-001
Lot No. _____
Zone _____

Check correct direction:

- North
- East
- West
- South

The undersigned certified that the above information is true and correct to the best of his/her knowledge and that he/she is the owner or agent of the property or that he/she has been duly authorized by the owner, individual, partnership, company or corporation to make this application and to receive the permit under the law.

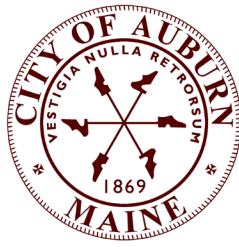
Signed by: Ronald L. Lasserre - Randy's Auto Parts
Name of Company, Corporation, Partnership or Individual
Address: P.O. Box 1243 - 899 Broad Street Auburn
ME 04211
Phone #: 782-9589 E-mail: _____

CITY CLERK USE ONLY:

Application Received 8/29/24

Date of Hearing N/A

Fee Paid \$ 100.00



ORDER 117-09162024

City Council Order

IN CITY COUNCIL

ORDERED, that the City Council hereby approves the annual renewal request for an Auto Graveyard/Junkyard permit for Randy's Auto Parts, Inc., 899 Broad Street.

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



2024-2025
CITY OF AUBURN
AUTOMOBILE GRAVEYARD/JUNKYARD PERMIT APPLICATION

To the City of Auburn, County of Androscoggin, Maine:

I/We MTP Auto parts / Albert Bazinet JT hereby
Make application for a permit to establish, operate or maintain an Automobile Graveyard and/or
Junkyard at the following described location and in accordance with the provisions of Title 30-A
MRSA Sections 3751-3760.

All questions must be answered in full.

1. Where is the location of the Automobile Graveyard and/or Junkyard?

277 Merrow Rd Auburn, ME 04210

2. Is this application made by or for a company, partnership, corporation or individual:

3. Is this property leased? No

Property owned by: Albert Bazinet JT

Address: 81 Dawes Ave Auburn, ME 04210

4. How is "yard" screened? Fence (type) ✓ Height: 8'

- Trees (type) _____
- Embankment: _____
- Gully: _____
- Hill: _____
- Other: _____

5. How far is edge of "yard" from center of highway?

400 FT

6. Can junk be seen from any part of highway? Yes _____ No ✓

7. Were Junkyard Law, Requirements and Fees explained to you? Yes ✓ No _____

8. Is any portion of this "yard" on public property? Yes _____ No ✓



City of Auburn, Maine

Office of The City Clerk
60 Court Street | Auburn, Maine 04210
www.auburnmaine.gov | 207.333.6601

9. Is "yard" within 300 feet of a Public Park, Public Playground, Public Bathing Beach, School, Church or Cemetery? Yes ___ No [X]

10. When was "yard" established? 1978 By whom? Albert Bazinet Jr

11. When was last permit issued? 2023 By whom? MTP Auto Inc

Make complete sketch of "yard". Show footage of all sides and location in relationship to adjacent properties. Show distance (in feet) from edge of "yard" to center of highway. Fill in Route Number or Local Road Name. Name of nearest City/Town in each direction. Distance from nearest intersection, bridge or other known reference point.

Tax Map No.
Lot No.
Zone

Check correct direction:

- North
East
West
South

The undersigned certified that the above information is true and correct to the best of his/her knowledge and that he/she is the owner or agent of the property or that he/she has been duly authorized by the owner, individual, partnership, company or corporation to make this application and to receive the permit under the law.

Signed by: Claudette Bazinet MTP Auto Parts Inc.
Name of Company, Corporation, Partnership or Individual

Address: 227 Merrimack Rd Auburn, ME 04210

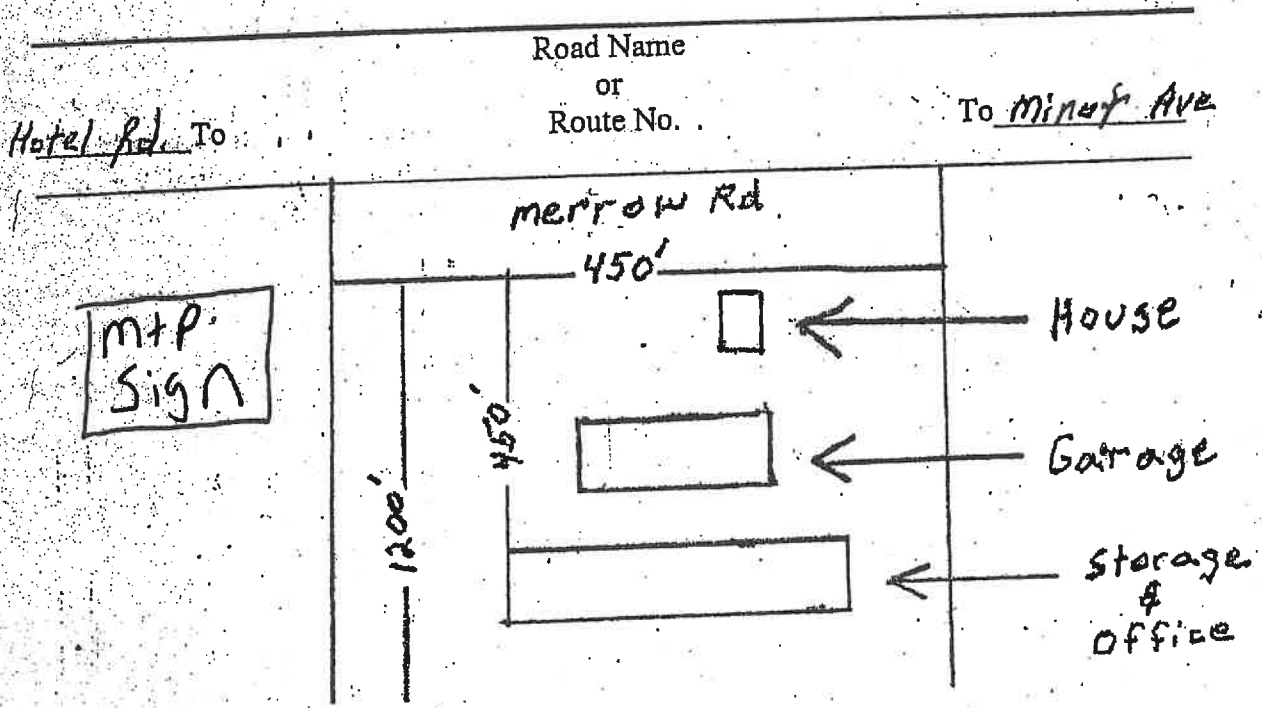
Phone #: 207-576-2286 E-mail: cbazinet@roadrunner.com

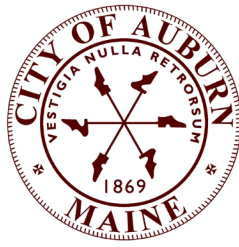
CITY CLERK USE ONLY:

Application Received 9/5/24

Date of Hearing N/A

Fee Paid \$ 100.00





ORDER 118-09162024

City Council Order

IN CITY COUNCIL

ORDERED, that the City Council hereby approves the annual renewal request for an Auto Graveyard/Junkyard permit for M & P Auto, Inc., 227 Merrow Road.

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, Maine

Office of The City Clerk

60 Court Street | Auburn, Maine 04210

www.auburnmaine.gov | 207.333.6601

CITY OF AUBURN
AUTOMOBILE GRAVEYARD/JUNKYARD PERMIT
APPLICATION

To the City of Auburn, County of Androscoggin, Maine:

I/We Prolerized New England Company, LLC hereby
Make application for a permit to establish, operate or maintain an Automobile Graveyard and/or
Junkyard at the following described location and in accordance with the provisions of Title 30-A
MRSA Sections 3751-3760.

All questions must be answered in full.

- 1. Where is the location of the Automobile Graveyard and/or Junkyard?
522 Washington Street, Auburn, ME 04210
2. Is this application made by or for a company, partnership, corporation or individual:
LLC
3. Is this property leased? NO Property owned by: Prolerized New England Company
Address: 69 Rover Street, MA 02149 LLC
4. How is "yard" screened?
Fence (type) Metal Height: 8 Ft.
Trees (type)
Embankment:
Gully:
Hill:
Other:
5. How far is edge of "yard" from center of highway?
150 Ft.
6. Can junk be seen from any part of highway? Yes No X
7. Were Junkyard Law, Requirements and Fees explained to you? Yes X No



City of Auburn, Maine

Office of The City Clerk

60 Court Street | Auburn, Maine 04210

www.auburnmaine.gov | 207.333.6601

8. Is any portion of this "yard" on public property? Yes ___ No X

9. Is "yard" within 300 feet of a Public Park, Public Playground, Public Bathing Beach, School, Church or Cemetery? Yes ___ No X

10. When was "yard" established? 1986 By whom? Maine Metal Recycling

11. When was last permit issued? 2021 By whom? Proterized New England Co, LLC
City of Auburn to:

The undersigned certified that the above information is true and correct to the best of his/her knowledge and that he/she is the owner or agent of the property or that he/she has been duly authorized by the owner, individual, partnership, company or corporation to make this application and to receive the permit under the law.

Signed by: [Signature] for: Proterized New England Co, LLC
Name of Company, Corporation, Partnership or Individual

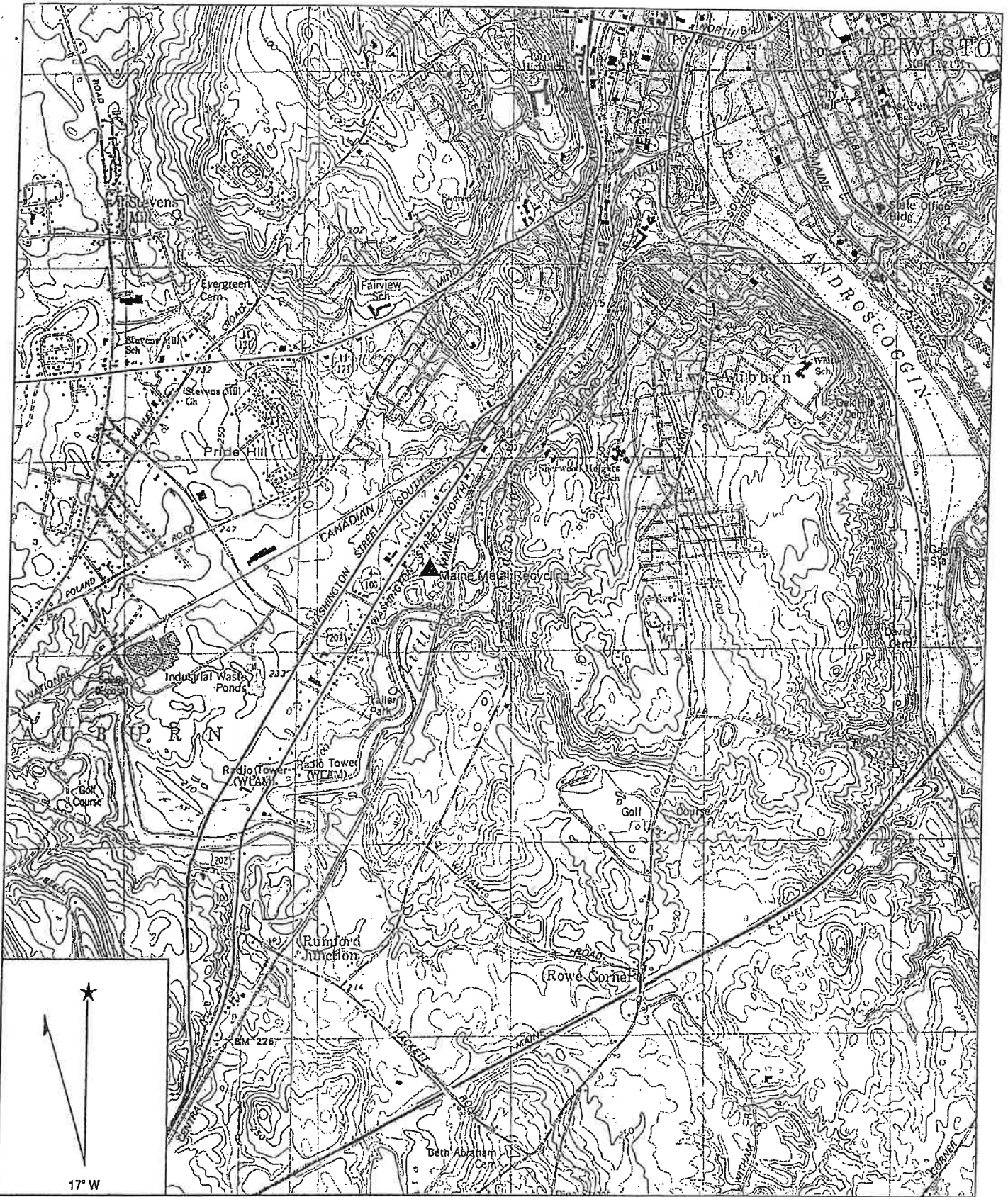
Address: 11 Times Square, NY, NY

Make complete sketch of "yard". Show footage of all sides and location in relationship to adjacent properties. Show distance (in feet) from edge of "yard" to center of highway. Fill in Route Number or Local Road Name. Name of nearest City/Town in each direction. Distance from nearest intersection, bridge or other known reference point.

Tax Map No. 189
Lot No. 024
Zone G89

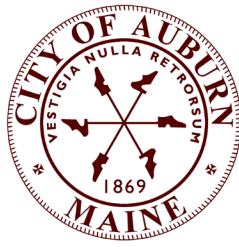
- Check correct direction:
- North
 - East
 - West
 - South

- 1 copy of application to City
- 1 copy of application to Applicant
- 1 copy of application to State Police, Augusta
- 1 copy of application to Dept. of Transportation, Augusta (Right of Way Division)



Name: LEWISTON
 Date: 10/20/2006
 Scale: 1 inch equals 2000 feet

Location: 044° 04' 14.2" N 070° 14' 14.1" W
 Caption: Figure 1: Site Location Map
 Maine Metal Recycling
 522 Washington St. Auburn, ME



ORDER 119-09162024

City Council Order

IN CITY COUNCIL

ORDERED, that the City Council hereby approves the annual renewal request for an Auto Graveyard/Junkyard permit for Prolerized New England Company, LLC., 522 Washington St. North.

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, Maine

Office of The City Clerk

60 Court Street | Auburn, Maine 04210

www.auburnmaine.gov | 207.333.6601

CITY OF AUBURN
AUTOMOBILE GRAVEYARD/JUNKYARD PERMIT
APPLICATION

To the City of Auburn, County of Androscoggin, Maine:

I/We Isadore T. Miller hereby
Make application for a permit to establish, operate or maintain an Automobile Graveyard and/or
Junkyard at the following described location and in accordance with the provisions of Title 30-A
MRSA Sections 3751-3760.

All questions must be answered in full.

- 1. Where is the location of the Automobile Graveyard and/or Junkyard?
79 & 80 Hotel Road, Auburn, ME 04210
2. Is this application made by or for a company, partnership, corporation or individual:
Corporation
3. Is this property leased? No Property owned by: Isadore T. Miller
Address: 79 & 80 Hotel Rd., Auburn ME 04210
4. How is "yard" screened?
[X] Fence (type) wood Height: 6 ft.
[] Trees (type)
[] Embankment:
[] Gully:
[] Hill:
[] Other:
5. How far is edge of "yard" from center of highway?
200 ft.
6. Can junk be seen from any part of highway? Yes No X
7. Were Junkyard Law, Requirements and Fees explained to you? Yes X No



City of Auburn, Maine

Office of The City Clerk

60 Court Street | Auburn, Maine 04210

www.auburnmaine.gov | 207.333.6601

- 8. Is any portion of this "yard" on public property? Yes ___ No X
- 9. Is "yard" within 300 feet of a Public Park, Public Playground, Public Bathing Beach, School, Church or Cemetery? Yes X No ___
- 10. When was "yard" established? 1930 By whom? Barker Family
- 11. When was last permit issued? 2022 By whom? City of Auburn to Isadore T. Miller

The undersigned certified that the above information is true and correct to the best of his/her knowledge and that he/she is the owner or agent of the property or that he/she has been duly authorized by the owner, individual, partnership, company or corporation to make this application and to receive the permit under the law.

Signed by: [Signature] for: Prolerized New England Company, LLC
Name of Company, Corporation, Partnership or Individual
 Address: 11 Times Square NY, NY

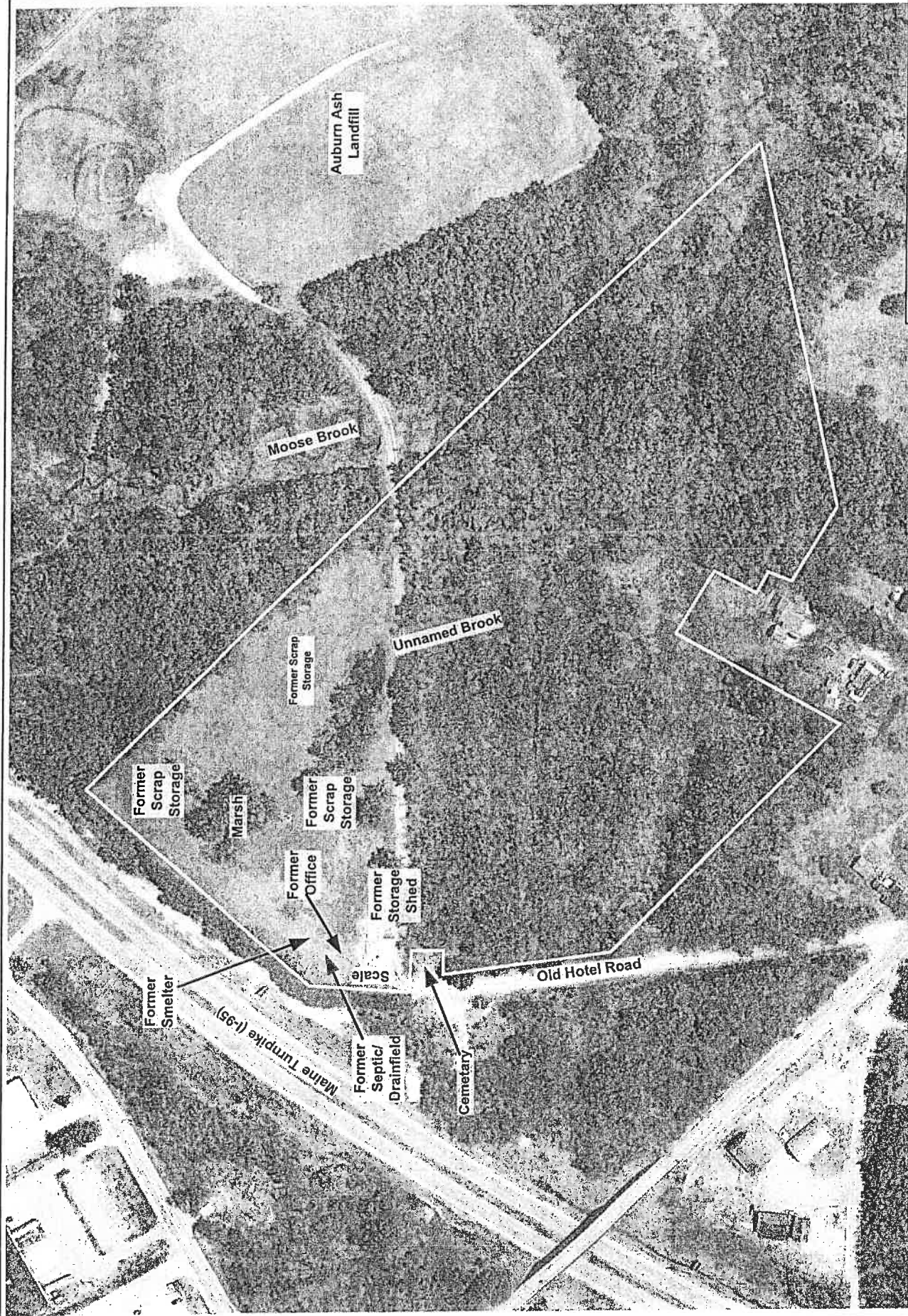
Make complete sketch of "yard". Show footage of all sides and location in relationship to adjacent properties. Show distance (in feet) from edge of "yard" to center of highway. Fill in Route Number or Local Road Name. Name of nearest City/Town in each direction. Distance from nearest intersection, bridge or other known reference point.

Tax Map No. 79
 Lot No. 017 & 018
 Zone 13

Check correct direction:

- North
- East
- West
- South

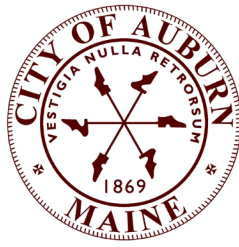
- 1 copy of application to City
- 1 copy of application to Applicant
- 1 copy of application to State Police, Augusta
- 1 copy of application to Dept. of Transportation, Augusta (Right of Way Division)



Danville
79 Old Hotel Road, Danville, ME
MRB Northeast
RIEKE CONSULTING SERVICES, LLC

Approximate Scale
240 Feet
Base photograph May 2018





ORDER 120-09162024

City Council Order

IN CITY COUNCIL

ORDERED, that the City Council hereby approves the annual renewal request for an Auto Graveyard/Junkyard permit for Isadore T. Miller, 79 & 80 Hotel Road.

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, Maine

Office of The City Clerk

60 Court Street | Auburn, Maine 04210

www.auburnmaine.gov | 207.333.6601

CITY OF AUBURN
AUTOMOBILE GRAVEYARD/JUNKYARD PERMIT
APPLICATION

To the City of Auburn, County of Androscoggin, Maine: Bryan McLean / Donald St. Germain

I/We Dons No Preference Towing DBA Morris Auto Parts hereby
Make application for a permit to establish, operate or maintain an Automobile Graveyard and/or
Junkyard at the following described location and in accordance with the provisions of Title 30-A
MRSA Sections 3751-3760. dons4tows@yahoo.com

All questions must be answered in full.

- 1. Where is the location of the Automobile Graveyard and/or Junkyard?
940 Washington St. N.
Auburn, ME 04211
2. Is this application made by or for a company, partnership, corporation or individual:
Corporation
3. Is this property leased? NO Property owned by:
Address: 940 Washington St. N. Auburn
4. How is "yard" screened?
[X] Fence (type) Wood Height: 8 FT
[] Trees (type)
[] Embankment:
[] Gully:
[] Hill:
[X] Other: metal 8 FT
5. How far is edge of "yard" from center of highway?
53 FT center to fence
6. Can junk be seen from any part of highway? Yes No X
7. Were Junkyard Law, Requirements and Fees explained to you? Yes X No

8. Is any portion of this "yard" on public property? Yes ___ No X
9. Is "yard" within 300 feet of a Public Park, Public Playground, Public Bathing Beach, School, Church or Cemetery? Yes ___ No X
10. When was "yard" established? 1938 By whom? Morris Auto Parts
11. When was last permit issued? 2022 By whom? City of Auburn
2023 State of Maine

The undersigned certified that the above information is true and correct to the best of his/her knowledge and that he/she is the owner or agent of the property or that he/she has been duly authorized by the owner, individual, partnership, company or corporation to make this application and to receive the permit under the law.

Signed by: [Signature] for: Dons DBA Morris Auto Parts
Name of Company, Corporation, Partnership or Individual

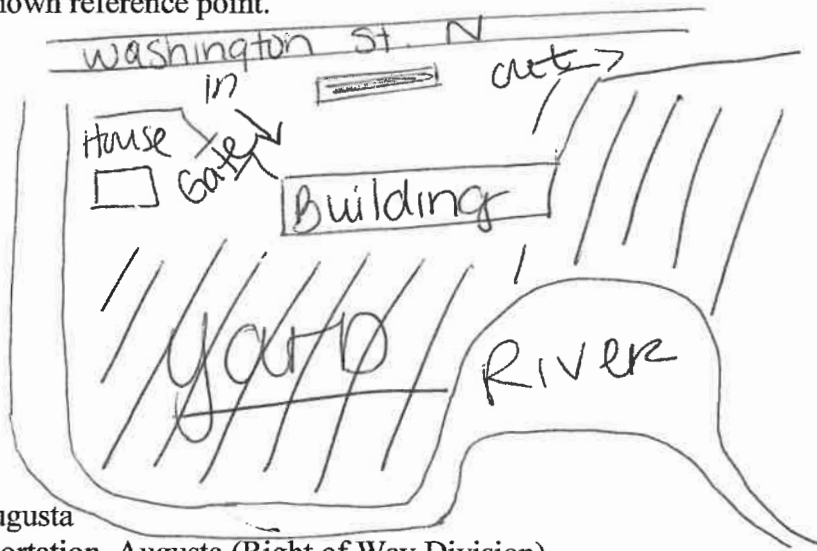
Address: 940 Washington St N. Auburn, ME 04210
PO Box 283 Auburn ME 04212

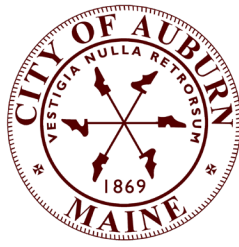
Make complete sketch of "yard". Show footage of all sides and location in relationship to adjacent properties. Show distance (in feet) from edge of "yard" to center of highway. Fill in Route Number or Local Road Name. Name of nearest City/Town in each direction. Distance from nearest intersection, bridge or other known reference point.

Tax Map No. 170
 Lot No. 020
 Zone _____

- Check correct direction:
- North
 - East
 - West
 - South

- 1 copy of application to City
- 1 copy of application to Applicant
- 1 copy of application to State Police, Augusta
- 1 copy of application to Dept. of Transportation, Augusta (Right of Way Division)





ORDER 121-09162024

City Council Order

IN CITY COUNCIL

ORDERED, that the City Council hereby approves the annual renewal request for an Auto Graveyard/Junkyard permit for Don's No Preference Towing of L/A, Inc., dba Morris Auto Parts, 940 Washington St. North.

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 SEPTEMBER 3, 2024 VOL 37 PAGE 187

Mayor Harmon called the meeting to order at 7:00 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. Councilor Gerry had an excused absence. Mayor Harmon and all other Councilors were present.

I. Consent Items

1. ORDER 107-09032024* – Confirming Chief Moen’s appointments of Constable without firearms/arrest powers for the Auburn Police Department and Constable with firearm/arrest powers within the City of Auburn.

Councilor Walker moved for passage of Consent Items, seconded by Councilor Cowan. Motion passed 6-0.

II. Minutes

August 19, 2024 Regular Council Meeting

Councilor Walker moved to accept the minutes, seconded by Councilor Cowan. Motion passed 6-0.

III. Communications, Presentations and Recognitions

- Proclamation recognizing International Paper on their 50th anniversary read by Mayor Harmon
- Presentation regarding recent tax bills by City Manager Phil Crowell and Finance Director Kelsey Earle

IV. Open Session

Greg Cuetara, 518 Old Danville Rd

Gary Tetreault, Hazel St

V. Unfinished Business

VI. New Business

1. ORDER 108-09032024 – Initiating Planning Board review of proposed zoning amendments to the Lake Auburn Watershed Overlay District related to Agriculture and Forestry.

Councilor Walker moved for passage, seconded by Councilor Cowan. Motion passed 6-0.

2. ORDER 109-09032024 – Authorizing the City Manager to execute a lease of City owned Property to Auburn Riverwalk, LLC.

Councilor Walker moved for passage, seconded by Councilor Whiting. Motion passed 6-0.

Councilor Whiting moved to add ORDER 110-09032024 to the agenda, stating the following:

ORDERED, that the City Council extend to the City Manager salary and benefit changes to match exempt employees effective July 1, 2024. Seconded by Councilor Walker. Motion passed 6-0.

Councilor Whiting moved that it BE IT FURTHER ORDERED, that the City Council extend to the City Manager a one year contract extension as specified by his current contract. Seconded by Councilor Walker. Motion passed 6-0.

IN COUNCIL WORKSHOP & MEETING SEPTEMBER 3, 2024 VOL 37 PAGE 188

VII. Reports

- a. Mayor's Report – Mayor Harmon spoke on the first meeting of the City Fee Review Committee; attended a meeting of MMA LPC.
- b. City Councilors' Reports – Councilor Whiting shared that the Inter-library Loan program is now reinstated after a hiatus since June 2024; Councilor Milks spoke on taxes of residential vs. Commercial properties and stated revaluation is akin to appraisal. Councilor Platz spoke on updates from the School Committee, including the need to fix a leak in the new ELHS gym and a 1.44% increase in the total student enrollment.
- c. Student Representative Report – Representative Egge shared that September is Mental Health Awareness month and asked the City to share resources for mental health.
- d. City Manager Report – Confirmed the City would be providing resources for mental health and spoke on recent events in the city, recognizing city staff. The City has hired a new Planning Coordinator, Natalie Thompson. The groundbreaking ceremony for 186 Main Street will be held next week. The City is looking for a Christmas tree.

VIII. Open Session

Gary Tetreault, Hazel St

Executive Sessions previously scheduled on the agenda were held after workshop.

X. Adjournment

Motion to adjourn at 8:05pm made by Councilor Milks, seconded by Councilor Walker.

Motion passed 6-0.

A TRUE COPY ATTEST

Emily F. Carrington, City Clerk



PROCLAMATION | **VETERANS OF FOREIGN WARS OF THE UNITED STATES 125TH ANNIVERSARY – SEPTEMBER 29, 2024**

WHEREAS, the Veterans of Foreign Wars of the United States (VFW) was founded in 1899 by a small group of veterans returning from the Spanish-American War and campaigns in the Philippines, banded together to create a veterans organization that would advocate on behalf of all veterans; and

WHEREAS, the VFW is a nonprofit veterans service organization comprised of eligible veterans and military service members from the active, Guard and Reserve forces; and

WHEREAS, the VFW's mission is to foster camaraderie among United States veterans of overseas conflicts, to serve our veterans, the military and our communities, and to advocate on behalf of all veterans; and

WHEREAS, since its inception the VFW has been instrumental in the establishment of the Veterans Administration, the national cemetery system, and the creation of every national veterans' memorial; and

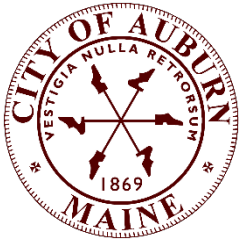
WHEREAS, the VFW has played a vital role in virtually every significant piece of veterans legislation passed in the 20th and 21st centuries to include the Honoring Our PACT Act, the most significant expansions of veterans benefits in history; and

WHEREAS, the VFW's 125th anniversary is being observed on September 29, 2024, this date shall officially be known as VFW Day; and

NOW, THEREFORE, I Jeffrey D. Harmon, Mayor of the City of Auburn, do hereby proclaim September 29 as VFW Day in honor of the VFW's invaluable contributions to the veteran community in Auburn and around the world. We hereby stand with the VFW and Captain Frank W. Hulett Veterans of Foreign Wars Post 1603 to ensure veterans are respected for their service, always receive their earned entitlements, and are recognized for the sacrifices they and their loved ones have made on behalf of this great country.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Auburn, Maine to be fixed this 16th day of September, 2024.

Mayor Jeffrey D. Harmon



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: Monday September 16, 2024

Author: Karen Scammon, CMA-4, City Assessor and Joseph St Peter, CMA-4, Deputy Assessor

Subject: City-wide revaluation

Information:


Power Point presentation

City Budgetary Impacts: Cost of revaluation

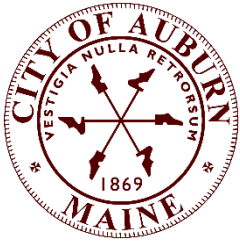
Staff Recommended Action: Approve

Previous Meetings and History: Workshop 1-16-2024

City Manager Comments:

I concur with the recommendation. Signature: 

Attachments: None



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: September 16, 2024

ORDINANCE 18-09162024

Author: John Blais – Deputy Director of Planning, Permitting and Code

Subject: Ordinance - Gracelawn Area Zoning Map Amendment

Information: Consider a zoning map amendment to convert certain parts of City Assessor's Parcel I.D.s 289-001, 277-026 and 289-002 with addresses of 369 Mount Auburn Ave, 225 Gracelawn Road, and 125 Gracelawn Pit Road from the General Business zoning district to the Multifamily Suburban zoning district. City Council introduced this proposal in accordance with Chapter 60, Article XVII Division 2- Amendment to the Zoning Ordinance or Zoning Map.

This proposed zoning map amendment to change approximately 45 acres in City Assessor's parcel I.D.'s 289-001, 289-002, and 277-026 from General Business Zoning to the Multifamily Suburban zoning district and retain 15 acres within City Assessor's parcel I.D. 289-001 in the General Business zoning district. The Multifamily Suburban zoning district has the same residential density standards as within the General Business District but does not allow several of the uses permitted within the General Business district, like automobile, repair service, and filling stations.

Amending the zoning toward the back of the Gracelawn Pit area closer to the lake allows for the creative reuse of land while limiting some of the heavier uses allowed in the General Business District. Approximately 15 acres in the southeasterly portion of the parcel on Gracelawn Road is proposed to remain in General Business to complement the General Business Zoning on the opposite side of Gracelawn Road and to allow for expanded development opportunity further from Lake Auburn. The proposed General Business portion of the Gracelawn parcel excludes 100 feet abutting the landfill on City Assessor's Parcel I.D. 289-003.

City Budgetary Impacts: None

Staff Recommended Action: First reading in support of the map amendment. This proposed zoning map amendment to change approximately 45 acres in City Assessor's parcel I.D.'s 289- 001, 289-002, and 277-026 from General Business Zoning to the Multifamily Suburban zoning district and retain 15 acres within City Assessor's parcel I.D. 289-001 in the General Business zoning district

Previous Meetings and History: PB unanimous approval in the August Planning Board Meeting.

City Manager Comments:

Signature: 

Attachments: Official Map Amendment, Minutes

PUBLIC HEARING/ MAP AMENDMENT: Consider a zoning map amendment to convert certain parts of City Assessor's Parcel I.D.s 289-001, 277-026 and 289-002 with addresses of 369 Mount Auburn Ave, 225 Gracelawn Road, and 125 Gracelawn Pit Road from the General Business zoning district to the Multifamily Suburban zoning district City Council introduced this proposal in accordance with Chapter 60, Article XVII Division 2- Amendment to the Zoning Ordinance or Zoning Map.

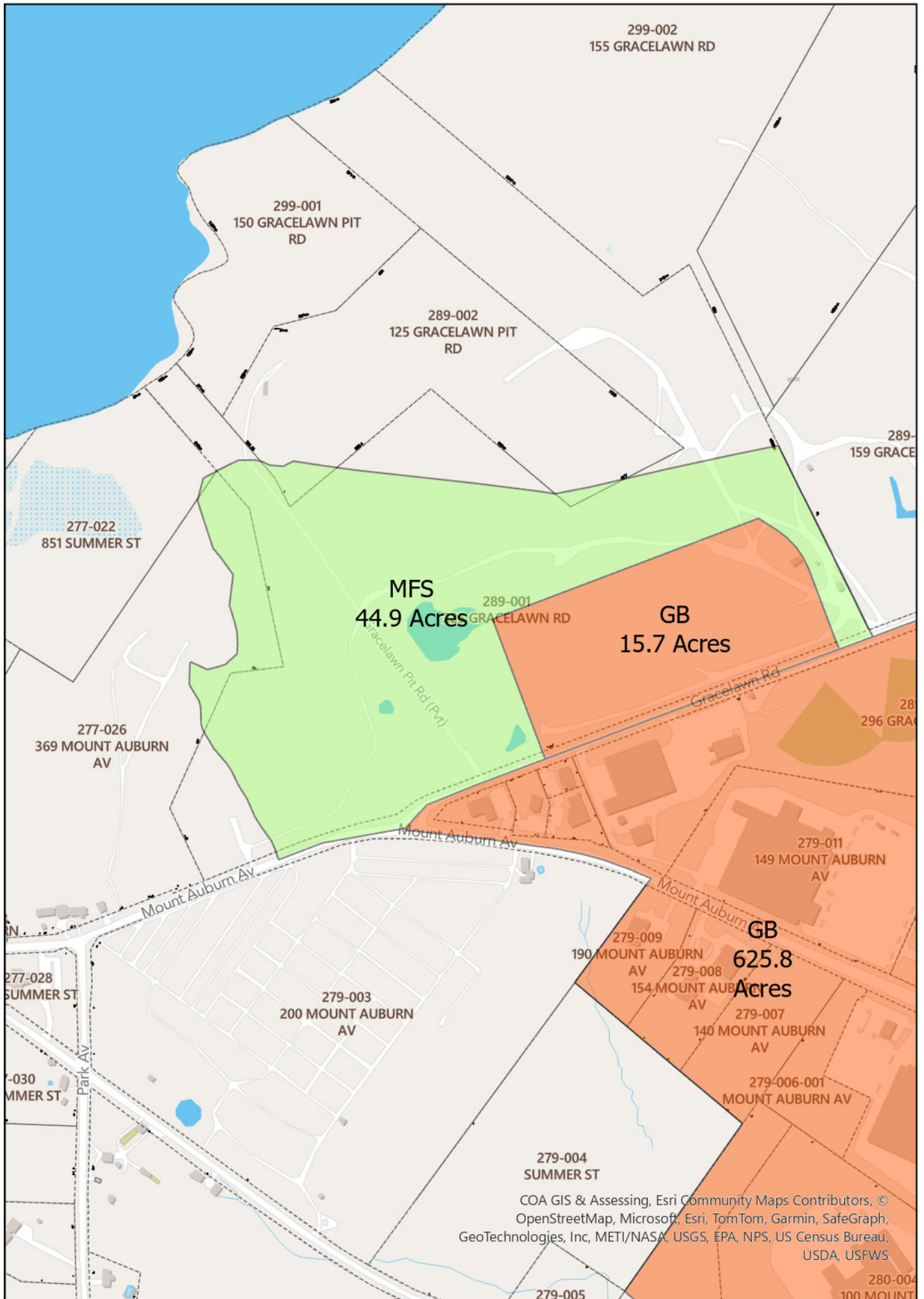
Tim Deroche makes a motion to forward a favorable recommendation to City Council to amend the official zoning map of the City of Auburn entitled "City of Auburn, Zoning Map, dated May 16, 2016," revised through its current date and revisions, as provided under Sec. 60-5 of the Zoning Ordinance by amending City Assessor's Parcel ID's 289- 001, 289-002, and 277-026 from General Business Zoning to the Multifamily Suburban zoning district and retain 15 acres within City Assessor's parcel I.D. 289-001 in the General Business zoning district *from map dated August 7, 2024. (italicized wording added as an amendment to the original motion).*

Second: Darren Finnegan

Vote on motion: 7-0

Motion Carries

City of Auburn Proposed Zoning Amendment August 2024



Legend

Auburn Zoning-Proposed

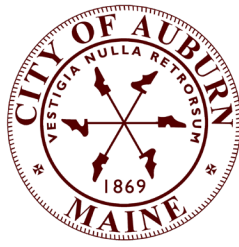
- GB - General Business
- MFS - Multi-Family Suburban



0 125 250 500 750 1,000
 Feet



August 7, 2024



Ordinance 18-09162024

City Council Ordinance

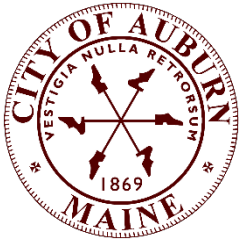
IN CITY COUNCIL

Be it ordained, that the City Council hereby approves of a Zoning Map amendment converting Parcel I.D.s 289-001, 277-026 and 289-002 with addresses of 369 Mount Auburn Ave, 225 Gracelawn Road, and 125 Gracelawn Pit Road from the General Business zoning district to the Multifamily Suburban zoning district, 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: September 16, 2024

Order: 122-09162024

Author: Emily F. Carrington, City Clerk

Subject: Appointing Voting Delegates for the 2024 MMA Annual Business Meeting

Information: Maine Municipal Association (MMA) is requesting the municipal officers appoint a Voting Delegate and an alternative Voting Delegate to attend the 2024 Annual MMA Business Meeting on October 2, 2024. The City Council will need to appoint two representatives this evening. Staff recommends appointing Assistant City Manager Denis D'Auteuil as Voting Delegate and City Clerk Emily Carrington as Alternative Voting Delegate.

City Budgetary Impacts: N/A

Staff Recommended Action: Staff recommends appointing Assistant City Manager Denis D'Auteuil as Voting Delegate and City Clerk Emily Carrington as Alternative Voting Delegate.

Previous Meetings and History: In 2023, the appointed delegates for the City of Auburn were City Manager Phillip Crowell Jr (Voting Delegate) and Assistant City Manager Brian Wood (Alternative Voting Delegate).

City Manager Comments:

I concur with the recommendation. Signature:

Attachments: Memo from MMA, MMA ballot, order



**MAINE MUNICIPAL
ASSOCIATION** SINCE 1936

60 Community Drive | Augusta, ME 04330-9486
1-800-452-8786 (in state) | (t) 207-623-8428

To: Key Municipal Officials of MMA Membership
From: Catherine Conlow, Executive Director
Date: September 2, 2024
Subject: MMA Annual Business Meeting & Voting Credentials

The Maine Municipal Association's Annual Business Meeting is being held in conjunction with the MMA Annual Convention and will be held on **Wednesday, October 2, 2024, at 1:15 p.m.** The meeting will be in person at the Augusta Civic Center, Augusta, Maine.

Attached please find the proposed agenda and the *MMA Voting Delegates Credential Form* on which the municipal officers may designate their municipality's voting representative and alternate. Complete and mail the form to us before October 2nd or bring the completed form to the Annual Meeting. Please note, there are no proposed bylaws amendments for 2024.

This year's Convention promises to be exciting and full of great opportunities for learning and networking. Our theme is Unstoppable: Building Resilience. You can learn more about the program by visiting:

<https://www.memun.org/Training/Conferences-Conventions/Convention/Agenda>

If you have any questions regarding this information, contact me at (207) 623-8428 or by email at cconlow@memun.org.

We look forward to seeing you at the convention and the Annual Meeting!



**Maine Municipal Association
Annual Business Meeting
Wednesday, October 2, 2024
1:15 p.m. – 2:30 p.m.
Augusta Civic Center**

AGENDA

1. **Introductions and Welcoming Remarks** – MMA President Diane Hines, Ludlow Town Manager will welcome members to the business meeting.
2. **Election Results** – Diane Hines will discuss the election results and introduce the new Executive Committee members.
3. **Approval of 2023 MMA Annual Business Meeting Minutes** – Diane Hines
4. **MMA President's Report** – Diane Hines will discuss her term in office and the remainder of the year.
5. **Executive Director's Report** – Catherine Conlow, MMA Executive Director will discuss business taking place throughout the year at MMA.
6. **Other Business** (*comments from the floor*)
7. **Adjournment**

**MAINE MUNICIPAL ASSOCIATION
VOTING DELEGATE CREDENTIALS**

_____ Is hereby designated as the official Voting
Delegate and
(print name)
_____ as the alternative Voting Delegate for
(print name)

(municipality)

to the Maine Municipal Association's Annual Business Meeting, which is scheduled to be held, on Wednesday, October 2, 2024, at 1:15 p.m., at the Augusta Civic Center, Augusta, Maine.

The Voting Delegate Credentials may be cast by a majority of the municipal officers, or by a municipal official designated by a majority of the municipal officers of each Municipal member.

Date: _____ Municipality: _____

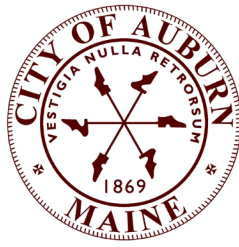
Signature of a Municipal Official designated by a majority of Municipal Officers:

Name: _____ Position: _____

Or Signature of the Majority of Municipal Officers:

Please return this form no later than Monday, October 1, 2024, or bring it with you to the MMA Annual Business Meeting. If mailing, send to:

**MMA Annual Business Meeting
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
Email: kmaines@memun.org**



ORDER 122-09162024

City Council Order

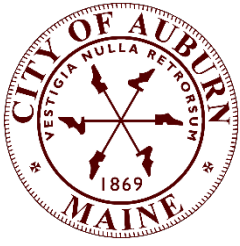
IN CITY COUNCIL

ORDERED, that the City Council hereby appoints Denis D'Auteuil as the City of Auburn's official Voting Delegate and Emily Carrington as the alternative Voting Delegate for the 2024 MMA Annual Business Meeting.

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: September 16, 2024

Order# 123-09162024

Author: Phil Crowell, City Manager

Subject: Mayor's Ad-Hoc on Bona Fide Agricultural, Recreational, and Natural Resources Land Use Committee

Information: Mayor Harmon has requested an Ad-Hoc Committee to be formed.

Charge

The Mayor's Ad-hoc on Bona Fide Agricultural, Recreational, and Natural Resources Land Use Committee will develop criteria to be used when determining if a business or land use, if implemented, will constitute a bona fide farming, agricultural, recreational or natural resource use pursuant the City of Auburn Code of Ordinances, Section 60-145(a)(1)(b)(2)(i).

Membership

The committee shall be comprised of the following members:

- The Chair of the Sustainability and Natural Resources Board or the Chair's designee.
- Up to two representatives of the Natural Products and Agriculture Working Group as designated by the Chair of the Group.
- A representative of the Conservation Working Group as designated by the Chair of the Group.
- A representative of the Community Forestry Working Group as designated by the Chair of the Group.
- A representative of the Parks and Recreation Advisory Board as designated by the Chair of the Board.
- A member of the Planning Board as designated by the Chair of the Board.
- Representatives of the Planning, Permitting, and Code Enforcement Department as designated by the City Manager.

Reporting

The Committee report to the City Council, no later than November 18, 2024, with proposed criteria.

City Budgetary Impacts: None.

Staff Recommended Action: Approve the request

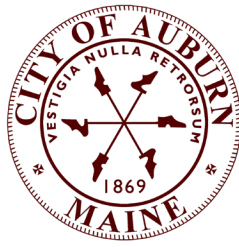
Previous Meetings and History: None

City Manager Comments:

Phillip Crowell Jr.

I concur with the recommendation. Signature:

Attachments:



City Council Order

IN CITY COUNCIL

ORDERED, the creation of the Mayor's Ad-hoc on Bona Fide Agricultural, Recreational, and Natural Resources Land Use Committee as outlined below:

Charge

The Mayor's Ad-hoc on Bona Fide Agricultural, Recreational, and Natural Resources Land Use Committee will develop criteria to be used when determining if a business or land use, if implemented, will constitute a bona fide farming, agricultural, recreational or natural resource use pursuant the City of Auburn Code of Ordinances, Section 60-145(a)(1)(b)(2)(i).

Membership

The committee shall be comprised of the following members:

- The Chair of the Sustainability and Natural Resources Board or the Chair's designee.
- Up to two representatives of the Natural Products and Agriculture Working Group as designated by the Chair of the Group.
- A representative of the Conservation Working Group as designated by the Chair of the Group.
- A representative of the Community Forestry Working Group as designated by the Chair of the Group.
- A representative of the Parks and Recreation Advisory Board as designated by the Chair of the Board.
- A member of the Planning Board as designated by the Chair of the Board.
- Representatives of the Planning, Permitting, and Code Enforcement Department as designated by the City Manager.

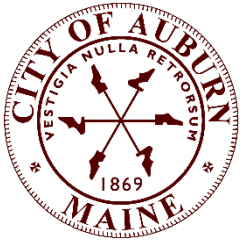
Reporting

The Committee report to the City Council, no later than November 18, 2024, with proposed criteria.

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: September 16, 2024

Order: 124-09162024

Author: Emily F. Carrington, City Clerk

Subject: Amending APPENDIX A (Fees and Charges) to include Fee Reimbursement/Refund Policy

Information: This ORDER amends the existing APPENDIX A (Fees and Charges) to include a fee reimbursement/refund policy as outlined below. This item was presented at the May 20, 2024 Workshop.

City Budgetary Impacts: N/A

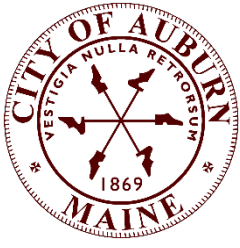
Staff Recommended Action: Recommend passage.

Previous Meetings and History: This item was presented at the May 20, 2024 Workshop.

City Manager Comments:

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

Attachments: Workshop memo, outline of amendments



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: May 20, 2024

Order: Workshop Item

Author: Eric J. Cousens, Planning and Permitting Director

Subject: Fee Schedule Amendment-Fee Reimbursement/Refunds

Information: The Council recently removed the fee schedule from the ordinance and adopted it by order. That action was recommended by legal counsel and staff as it will make it easier for the Council to amend the schedule with a single vote in the future. Adopting the fee schedule by order is a common approach to managing fee schedules. This discussion started when a petitioned zoning change was denied by the Council and at least two councilors wanted to consider a refund of the petition fee that was not permissible in the existing ordinance.

The attached draft amendment to the fee schedule would establish a process where the Council would be authorized to issue fee reimbursements for zoning petitions. It also reorganizes all reimbursement policies to a single part of the policy and makes some clerical edits.

Staff is concerned that the amendment would promote more zoning petitions if the petition circulator knew the cost would be reimbursed if it did not pass. Processing a petition requires research, Planning Board preparation and public hearing, preparation for Council public hearing and two readings, including public notice expenses and mailings. Staff did not find another community that reimburses zoning petition fees but did note that we are relatively low cost for fees compared to other Cities.

City Budgetary Impacts: None.

Staff Recommended Action: Discuss and determine if a majority of the Council wishes to see this on a future agenda for consideration and adoption.

Previous Meetings and History: Previous discussion on fee schedule movement from ordinance to policy.

City Manager Comments:

I concur with the recommendation. Signature:

Attachments: Draft fee schedule Amendments, other community examples.

Appendix A FEES AND CHARGES¹

Administrative

Notary fee 10.00
Copy fee, per page (8.5 x 11 black and white) 0.10

Animals

Dog license fees:
Unaltered dog—annually 11.00
Spayed/neutered dog—annually 6.00
Late fee after January 31 25.00
Impoundment fee—each 50.00
Additional per day for boarding fee TBD
Dangerous dog registration fee—annually 100.00

Buildings and Building Regulations

Building permit—single-family:
New construction, additions and mobile homes 25.00
Accessory structure 25.00
Renovation < \$4,000.00 25.00
Renovation > \$4,000.00 25.00 base + 5.00 per \$1,000.00 value
Building permit—multi-family:
New construction and additions 30.00 base + 0.30 per sf
Renovations 30.00 base + 5.00 per \$1,000.00 value

¹Editor's note(s)—Ord. No. 35-10182021, adopted November 1, 2021, repealed app. A and enacted a new app. A as set out herein and later amended. Former app. A pertained to similar subject matter and derived from an Ord. adopted May 2, 2011; Ord. No. 12052011-04, adopted December 5, 2011; Ord. No. 02-03052012, adopted March 19, 2012; Ord. No. 58-07152013, adopted July 15, 2013; Ord. No. 12-06152015, adopted July 6, 2015; Ord. No. 13-06152015, adopted July 6, 2015; Ord. No. 02-02222016, adopted March 7, 2016; Ord. No. 01-02242020, adopted March 2, 2020; Ord. No. 07-10192020, adopted November 2, 2020; Ord. No. 17-03012021, adopted March 15, 2021.

Editor's note(s)—All fees in this schedule that are calculated per a unit of time, distance, or other measurement shall be construed to include any portion of such unit. The acronym "TBD" as used herein means "to be determined" and denotes an amount that has not yet been determined by the city council or that may have been determined but not yet included in a supplement to this schedule. The acronym "NA" as used herein means "not applicable" and indicates a fee that is not associated with a particular code section but with the code chapter contents generally.

PART II - CODE OF ORDINANCES
Appendix A FEES AND CHARGES

Building permit—commercial:

*New construction for agricultural building for the storage of crops, housing of livestock are excluded from the building permit fees. This exclusion does not apply to marijuana.

New construction 30.00 base + 0.35 per sf (per floor)

Renovation 30.00 base + 7.00 per \$1,000.00 value

Foundation only 30.00 base + 5.00 per \$1,000.00 value

New construction of agricultural buildings for the storage of crops or housing of livestock, excluding marijuana 25.00 base + 0.07 per sf

Building permit—swimming pools:

*This includes electrical inspection.

Above ground and in-ground pools 50.00

Building permit—other:

Fences 25.00

..... (6 ft or higher)

Underground storage tanks 50.00

..... (first tank) +

..... 15.00 (additional tanks)

Moving building 100.00

Driveways 25.00

Change of use 40.00

Certificate of occupancy Included in permit

..... (\$260.00 penalty)

Signs 25.00 base + 0.50 per sf

Banners, for seven-day period not to exceed 14 days 250.00

Demolition:

Interior demolition not in conjunction with a construction project 50.00

< 5,000 sf 50.00

> 5,000 sf 250.00

Belated fee:

The customary permit fee shall double where work commences prior to the issuance of the appropriate permits.

~~Building permit fee reimbursement policy:~~

~~In the event that the recipient of a building permit does not undertake any of the building activity associated with a given permit, he/she may submit a written request to the director of planning and permitting for the reimbursement is made within six months of the issuance of said permit, and if no work associated with said permit was commenced, 75 percent of the permit fee will be reimbursed. The city shall retain 25 percent of the permit fee to provide compensation for the costs associated with issuance of said permit and to process reimbursement.~~

PART II - CODE OF ORDINANCES
Appendix A FEES AND CHARGES

Plumbing fees:

Internal plumbing:

Per fixture (subject to minimum below)9.00

Minimum36.00

Subsurface wastewater TBD

Nonengineered systems150.00

Field only100.00

Treatment tank only (non-engineered)75.00

Engineered system300.00

Treatment tank only (engineered)120.00

Holding tank150.00

Other system components50.00

Separate laundry disposal field50.00

Seasonal conversion75.00

Variance50.00

Primitive system (including 1 alt wc)150.00

Alternative toilet only75.00

Electrical inspections:

Minimum TBD

Residential 32.00

Commercial 42.00

Single and multifamily dwellings—per unit (includes service/openings)—each58.00

All temporary services30.00

Services—single phase—panel and meter:

Base fee—up to 100 amps (includes cable hookup)12.00

Plus-per each additional 100 amps or fraction7.00

Plus-per each additional meter7.00

Plus-subpanels—up to 100 amps7.00

Plus-subpanels—each additional 100 amps or fraction10.00

Services—three phase—panels:

Base fee—up to 100 amps (includes cable hookup)30.00

Plus-per each additional 100 amps or fraction7.00

Plus-per each additional meter7.00

PART II - CODE OF ORDINANCES
Appendix A FEES AND CHARGES

Plus—subpanels, up to 100 amps10.00
Plus-subpanels—each additional 100 amps or fraction10.00
Wiring openings (total outlets, lights and switches—120 volt):
1—20 openings15.00
21 to 50 openings20.00
51+ openings0.50
..... per opening
Appliances in new locations—120 volts—compactors, dishwashers, disposals, air conditioners, etc.5.00
Appliances in new locations—240 voltsTBD
Ranges, ovens, water heaters, dryers, air conditioners, etc.10.00
Domestic heat:
Electric—per kilowatt3.00
Gas, oil, central air, other12.00
Manufactured dwellings—per unit (includes service equipment)42.00
Circuses, carnivals, fairs, festivals, etc.75.00 flat fee
Transformers, generators and UPS (battery backup)25.00 flat fee
Alarm system (copper or fiber):
Fire, burglar—base fee18.00
Plus—per outlet over first 10 outlets0.50
Other low voltage system (computer, phone, cable, satellite dish, sound, closed circuit television, etc.)—base fee18.00
Plus—per outlet over 10 outlets0.50
Motors:
< 25 HP12.00
Plus—for each 5 HP or fraction thereof over 25 HP2.00
Signs (one time fee):
Portable, mobile, permanent—each sign25.00
Emergency lighting battery pack unit—each7.00
Water, sewer, gas or wall pump—each10.00
State business licensing inspections—each40.00
Annual industrial electrical permit—does not include new structures or additions250.00
Fire alarm box connection—annually:
DET electronic units400.00

PART II - CODE OF ORDINANCES
Appendix A FEES AND CHARGES

Mechanical box connections 425.00

Related electrical permit fee—within one calendar year:

First offense 100.00

Second offense 200.00

Third offense 400.00

Fourth offense 800.00

Fifth and subsequent offenses—each 1,600.00

Inspections and department call outs after normal business hours—minimum (additional time beyond three hours shall be calculated at time plus one-half for the on call electrician) 150.00

Notice of intent to sell, transfer or rent property subject to order:

Violation of section 12-199:

Not less than 50.00

Not more than 100.00

Businesses and Business Regulations

Lodginghouse, Boardinghouses, rooming houses, hotels, motels, etc.—annually 100.00
..... flat fee

Outpatient addiction treatment clinic—annually 200.00

Closeout sales (30-A M.R.S.A. § 3781)—maximum of one per business up to 60 days 20.00

Massage licenses—annually:

Establishment (more than one therapist)—annually 150.00

Therapist—annually, plus cost of background check) 150.00

Solicitation permit (issued by police department) 0.00 each

Mobile or itinerant vendor permit (door-to-door sales):

One year 100.00

Mobile food distribution unit (roving diner):

Twelve months 100.00

Vendor use of city property (each three-month period) 50.00

Peddlers:

Per event 75.00

30-day permit 100.00

Agricultural barn sales—each (maximum of one three-day permit per month between the months of April and October) 15.00

Garage sales—each (maximum of two three-day permits within six months):

On-line issuance 0.00

PART II - CODE OF ORDINANCES
Appendix A FEES AND CHARGES

In office issuance 0.00

Secondhand dealer license—annually 100.00

Pawnbroker license—annually plus actual cost of advertising hearing 100.00

Junkyard/automobile graveyard (no on-line license)—annually plus actual cost of advertising hearing: 100.00

Taxicabs:

Taxicab business license—annually 100.00

Call-out inspection fee (establishment requested outside normal hours)—each, plus inspector's overtime hourly rate 100.00

Re-inspection fee 100.00

Flea market, craft fairs, swap meets, and bazaars:

One day event 0.00

..... application only

Three months 0.00

..... application only

Alcohol beverage establishments:

Class A lounge (liquor)—annually (plus actual cost of advertising hearing) ~~1,000.00~~

1,300.00 flat fee

Tavern license—annually:

~~Up to 2,999 square feet 150.00~~

250.00 flat fee

Liquor service approval (off-premises catering)—per event 10.00

Food service establishments (plus actual cost of advertising hearing):

Class I (liquor—beer, wine and spirits, and mixed drinks)—annually 500.00

..... flat fee

Class III/IV (liquor—beer and wine)—annually 400.00

..... flat fee

Class IV (liquor—beer)—annually 400.00

..... flat fee

Class on or off premises (no liquor)—annually 200.00

..... flat fee

Bottle club/BYOB—annually 200.00

..... flat fee

Temporary food service establishment—per event—maximum of 30 days 60.00

Off premises retailer—annually 200.00

..... flat fee

Adult amusement devices—each device annually 1,100.00

PART II - CODE OF ORDINANCES
Appendix A FEES AND CHARGES

Beano/bingo (EnerGov—no online license)No fee

Carnival, circus, or other traveling amusement—per day150.00

~~Coin-operated amusement device—annually—per device:~~

~~Per unit up to 10 devices0.00~~

~~Per unit for 10 or more devices0.00~~

~~Jukeboxes—each device—annually0.00~~

~~Motion picture theater—per screen—annually0.00~~

~~Pool halls—annually per table0.00~~

Roller skating rinks—annually:

With partial or full kitchen90.00

Dances and dancehalls—per event35.00

Mass gathering permit application fee—determined for each event (EnerGov—no on-line license)N/A

Tattoo (background check required):

Tattoo artist license fee—annually100.00

Tattoo exhibitions or shows—per event250.00

Race trackN/A

Special amusement (background check required)—annually plus cost of advertising hearing125.00

Game of chance (EnerGov—no on-line license):

Six months10.00

Up to three-year blanket approval20.00

Relicensing upon late renewal by any existing licensed business:

30—45 days late50.00

More than 45 days late100.00

Reoccurring 200.00

Emergency Management and Services

Security (alarm) system permit:

Issuance30.00

Environment

Fill permit—original issuance:

Up to 7,000 square feet of fill area25.00

7,001 to 22,500 square feet of fill area35.00

Over 22,500 square feet of fill area50.00

Fill permit renewal—annually—if not delinquent0.00

Fire Prevention and Protection

Fire department services:

Reports—per copy10.00

Research—per hour (1 hour minimum)20.00

Old hose—per foot1.00

Coverage of a fire/EMS event—per person-per hour50.00 plus apparatus rate

Accident or fire photos—each—unless otherwise determined by fire chief10.00

Photos printed outside of agency—each—plus actual costs20.00

Environmental reviews—each20.00

Fireworks standby—per hour200.00

Training burns resulting in demolition2,500.00

Fire investigations—per hour100.00

Hazard material incidents:

Cost of response—see apparatus costs—plus cost of materials and supplies used.

Illegal/unauthorized burning response—per hour250.00

Out of control burn response:

Cost of response—see apparatus costs.

Vehicle accidents—per hour250.00

Extrication of patients from vehicle300.00

Spill control and clean-up100.00

Salvage calls—residential:

Labor—per hour150.00

Sump pump—each—per hour50.00

Salvage calls—commercial—per hour500.00

False alarms—received in one calendar year:

Second100.00

Increase in first alarm fee for each subsequent alarm100.00

Fireworks:

Use or possession with intent to use in the city:

First offense (plus costs):

Not less than200.00

Not more than400.00

Second and subsequent offenses (plus costs):

PART II - CODE OF ORDINANCES
Appendix A FEES AND CHARGES

Not less than 300.00 per violation

Not more than 600.00 per violation

Sale or possession with intent to sell in the city:

First offense (plus costs):

Not less than 500.00

Second and subsequent offenses (plus costs):

Not less than 1,000.00 per violation

Apparatus rates: includes normal crew assignment

Engine—per hour 250.00

Aerial device—per hour 350.00

Rescue—per hour 150.00

Boat—per hour 150.00

Command unit 100.00

Forestry/brush truck 150.00

Solid Waste

Solid waste fees shall be as determined annually by the city council based on prior years' financial information.

Streets, Sidewalks and Other Public Places

Display of goods permit—each 0.00

Excavation/Street Opening Permits—per square foot* :

Newly constructed, reconstructed or repaved street 6.00

Paved streets 5.00

Gravel streets and shoulders 3.00

Construction areas (streets scheduled for full-depth construction) 5.00

* *Applicability Date*: Notwithstanding the provisions of 1 M.R.S.A. § 302 or any other law to the contrary, the amendments to this Appendix A evidenced by Ordinance 05-06052023, when enacted, shall govern any proposed excavation/street opening for which an application has not been submitted to and finally acted upon by the City prior to June 5, 2023.

Sidewalk openings—per square foot:

Concrete, brick, bituminous 1.50

Other openings:

1.00 for all other materials

Entrance permit—each 20.00

Private property N/C

Inspection of improvements in developments:

PART II - CODE OF ORDINANCES
Appendix A FEES AND CHARGES

Streets to be accepted by city—as percentage of estimated costs of required public improvements2%

Private streets—as percentage of estimated costs of required public-type improvements2%

Special exceptions—the greater of:

Minimum200.00

Percentage of public type improvements2%

Traffic and Vehicles

Parade or procession permit—each0.00

Parking in city owned parking lot and mechanics row parking garage—monthly45.00

Zoning

Zoning text amendments:

Base fee—each application 400.00

Additional for required advertising—each application 300.00

Zoning map amendments:

Base fee—each application 400.00

Additional for required advertising—each application 300.00

Zoning board—appeals, interpretation, variance, conditional use permit, etc.:

Base fee—each application 150.00

Additional for required advertising—each application200.00

Site plan review:

Minor projects—interdepartmental/staff review—each application200.00

Major projects and subdivision of existing structures—planning board review/special exceptions:

Base fee—each application500.00

Additional for required advertising200.00

Site plan amendment:

Minor projects—staff approved amendments—each100.00

Major projects—planning board approved—amendments:

Base fee-each application100.00

Additional for required advertising200.00

Subdivision review—new lots and structures:

First three lots750.00

Each additional lot over three100.00

Delegated review (in addition to site plan or subdivision fees when required)—includes one or all areas (stormwater, TMP, site law, etc.) 25% of the fee that would be charged by the state department of environmental

PART II - CODE OF ORDINANCES
Appendix A FEES AND CHARGES

protection and state department of transportation for the same permits based on state adopted fee schedules at the time of application.

Zoning conformance/rebuild letter—each 50.00

Independent professional review fees TBD

Engineering inspection fees TBD

Required advertising (unless otherwise specifically provided above) 100.00

Other General Information:

- Applicants are responsible for the cost of all public hearing advertisements and background checks required for various licenses. Failure to list that additional expense in the fee schedule shall not eliminate that requirement from the licensing process.
- Applicants are responsible for providing background checks, not older than 3 days prior to submission of application for all licenses that require such checks or, alternatively, applicants may pay \$100.00 to the city with the application to cover the cost of the background check.
- License fees established in this appendix include two routine or pre-operational inspections and one follow-up inspection. When additional inspections are required, the city may charge an additional \$100.00 per inspection to cover the costs of each additional inspection or visit.
- All first time applications must be made in person, unless otherwise specifically stated herein.
- All on-line licenses will receive a 10% discount unless otherwise indicated herein.
- No on-line renewal of liquor licenses, special amusement licenses, or tattoo or massage licenses is permitted.
- ~~• Residential construction. A veteran/widow/widower of a veteran or contractor on behalf of a veteran/widow/widower of a veteran seeking to build new construction or to rehabilitate an existing property will have all fees waived/reimbursed at time of permit approval. This applies to owner occupied single family and multifamily units, up to 3 unit structures. This does not apply to state fees administered by the city.~~
- ~~• Commercial construction. A veteran owned business* or subcontractor hired by a veteran owned business*, will be entitled to a 50% fee reduction/reimbursement for new construction or rehabilitation of an existing property at the time of permit approval. This does not apply to state fees administered by the city.~~
- ~~* Veterans honorably discharged from federal service, must present DD-214 to economic, and community development office for fees to be waived.~~
- ~~** Veteran owned business as defined by the SBA being a corporation in which 51% of the shares of the company are owned by a veteran.~~

Fee refund, reimbursement & waiver policy:

Residential construction. A veteran/widow/widower of a veteran or contractor on behalf of a veteran/widow/widower of a veteran seeking to build new construction or to rehabilitate an existing property will have all fees waived/reimbursed at time of permit approval. This applies to owner occupied single family and multifamily units, up to 3 unit structures. This does not apply to state plumbing fees administered by the city.

Commercial construction. A veteran owned business* or subcontractor hired by a veteran owned business* will be entitled to a 50% fee reduction/reimbursement for new construction or rehabilitation of an existing property at the time of permit approval. This does not apply to state plumbing fees administered by the city.

* Veterans honorably discharged from federal service, must present DD-214 to economic, and community development office for fees to be waived.

** Veteran owned business as defined by the SBA being a corporation in which 51% of the shares of the company are owned by a veteran.

Building permit fee reimbursement policy: In the event that the recipient of a building permit does not undertake any of the building activity associated with a given permit, he/she may submit a written request to the director of planning and permitting for the reimbursement within six months of the issuance of said permit, and if no work associated with said permit was commenced, 75 percent of the permit fee will be reimbursed. The city shall retain 25 percent of the permit fee to provide compensation for the costs associated with issuance of said permit and to process reimbursement.

Floodplain Overlay District: A non-refundable application fee of \$50.00 for all minor development and \$100.00 for all new construction or substantial improvements shall be paid to the city. (Sec. 60-895).

Zoning text or map amendment requests: In the event that the applicant for a zoning text or map amendment does not receive approval, the base fees may be reimbursed. The applicant must submit a request to the city clerk within 30 days of the date of the denial. The city council shall consider the request within 30 days at a regular city council meeting and may approve by majority vote to authorize the reimbursement. The additional cost for required advertising is not reimbursable.

Business licenses: The city council is the only authority allowed to waive fees prescribed by ordinance. An application for waiver of any fees must be presented in writing to the city clerk to be brought to the city council at its next available meeting. (Sec. 14-31)

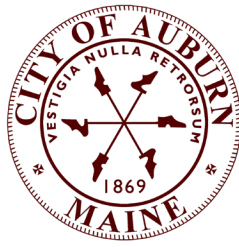
In case an application is disapproved, the city clerk or designee shall then notify the applicant in writing of such denial and shall refund the fee paid in. The city clerk or designee shall also notify the city council of such action at the next regularly scheduled meeting of the city council. (Sec. 14-38)

Mass gatherings and events: An appeal for waiver of fees or surety bond may be made in writing to the city council. The city council may waive the permit fee or surety bond, when it determines that such waiver will not compromise the purpose or enforcement of this article. (Sec. 14-261).

(Ord. No. 35-10182021, 11-1-2021; Ord. No. 48-12062021, 12-20-2021; Ord. No. 04-02072022, 2-7-2022; Ord. No. 01-01032023, 1-17-2023; Ord. No. 05-06052023, 6-20-2023)

Refund, Reimbursement, or Waiver Policies – Zoning Text or Map Changes

City/Town	Population	Fee	Policy
Biddeford	22,450	\$1,300 (text or map) + \$75 administrative fee	Non-refundable (Code).
Lewiston	38,500	\$400 (text or map) + plus required advertising	No refund/reimbursement policy.
Bangor	31,600	Map: \$664-\$1,060 Text: \$1,590-\$2,193 + plus required advertising	No refund/reimbursement policy found.
South Portland	27,000	\$1,000 (map or text) + \$200 pre-application meeting + application fee	Does not allow refunds/reimbursements.
Portland	68,400	\$7,500 (map or text) / \$10,000 map & text combined	The fee for text or zoning map amendment applications may be waived or reduced by the Planning Authority in the case of an application submitted by a governmental body or where an applicant can establish financial hardship. If a text or zoning map amendment application is withdrawn by an applicant prior to the submission of the advertisement copy to the newspaper to announce the public hearing, a refund of half of the amount of the application fee will be made to the applicant by the City provided that all costs incurred by the City have been paid in full by the applicant. Application fee is non-refundable. (Code).
Auburn	24,200	\$400 (map or text) + advertising fees (\$300)	



ORDER 124-09162024

City Council Order

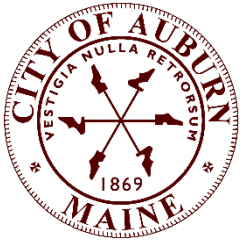
IN CITY COUNCIL

ORDERED, the City's master fee schedule titled APPENDIX A CITY FEES AND CHARGES is hereby amended 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: September 16, 2024

Order: 125-09162024

Author: Emily F. Carrington, City Clerk

Subject: Authorizing the reimbursement of zoning petition fee to Robert Gagnon

Information: This ORDER authorizes the City of Auburn to issue a \$400 refund to Robert Gagnon, 944 Riverside Drive, in accordance with the City's APPENDIX A reimbursement and refund policy as adopted by ORDER 124-09162024.

City Budgetary Impacts: N/A

Staff Recommended Action: Recommend passage.

Previous Meetings and History: N/A

City Manager Comments:

I concur with the recommendation. Signature:



Attachments: Memo, order

City of Auburn
C/O City Clerk
Emily F. Carrington
60 Court Street
Auburn, Maine 04210

May 28, 2024

RE: Requesting City Council to Authorize Reimbursement to Robert M. Gagnon

Dear Council Members,

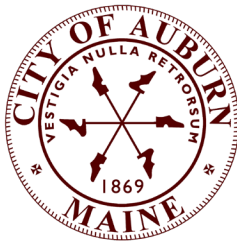
My name is Robert M. Gagnon, regarding ORDER 85-06032024 (TENTATIVE) I respectfully request authorization of reimbursement to Robert M. Gagnon in the amount of **\$400.00** in accordance with the zone map/text amendment reimbursement policy. Specifically, text adopted under Part II- Code OF ORDINANCES, Appendix A FEES and CHARGES, Zoning text or map amendment requests.

For the rezoning petition for PID 174-004, 174-004-001 and 174-004-002 that was verified by the City Clerks office on October 23, 2023 and postponed indefinitely determination by City Council under Ordinance 08-02052024 on February 5, 2024.

Regards,

Robert M. Gagnon
944 Riverside Drive
Auburn, ME 04210
Phone: #207.402.5382
Email: splintr@aol.com

A handwritten signature in black ink that reads "Robert M. Gagnon". The signature is written in a cursive, flowing style.



ORDER 125-09162024

City Council Order

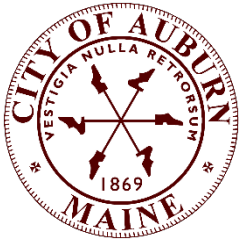
IN CITY COUNCIL

Ordered, per the adopted Fee Schedule on March 18, 2024 and as amended by ORDER 124-09162024, a refund of a fee incurred by a resident is now allowable by the city council with the action of an order. Councilors Walker and Milks have requested the city council refund Mr. Robert M. Gagnon \$400.00 for the rezoning petition PID174-004, 174,004-001 and 174-004-002 that was verified by the City Clerks office on October 23, 2023 and postponed indefinitely by City Council under Ordinance 08-02052024 on February 5, 2024.

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: September 16, 2024

Order: 126-09162024

Author: Emily F. Carrington, City Clerk

Subject: Appointing Denis D'Auteuil to serve as alternate on the Androscoggin County Budget Committee, representing County Commission District 5 for budget years 2024/2025.

Information: ORDER 100-07182022 authorized City Manager Phil Crowell to serve as the municipal official on the Androscoggin County Budget Committee, representing County Commission District 5 for budget years 2023/2024/2025. This order authorizes Assistant City Manager, Denis D'Auteuil, to serve in place of City Manager Phil Crowell as alternate, as needed.

City Budgetary Impacts: N/A

Staff Recommended Action: Recommend passage.

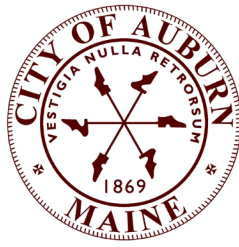
Previous Meetings and History: Passage of ORDER 100-07182022.

City Manager Comments:

I concur with the recommendation. Signature:



Attachments: Order



ORDER 126-09162024

City Council Order

IN CITY COUNCIL

ORDERED, that the City Council hereby authorizes Assistant City Manager, Denis D'Auteuil, to serve as the alternate municipal official member on the Androscoggin County Budget Committee, representing County Commission District 5 for budget years 2024/2025.

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