City Council Workshop & Meeting
Agenda
November 16, 2026
Auburn Hall, Council Chambers

NO WORKSHOP
7:00 PM Meeting
Pledge of Allegiance & Roll Call - Roll call votes will begin with Councilor Duvall

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 Agenda requires majority vote.*

II. Minutes – November 2, 2026, Regular Council Meeting

III. Communications, Presentations and Recognitions

- Annual Assessing Statistics Presentation & Revaluation update – Karen Scammon, Assessor

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.*

Unfinished Business

1) ORDER 77-09082026 – Business License Appeal Hearing (Websters Trading Co, 150 Minot Ave). *Postponed on September 8, 2026 and October 5, 2026. Passage requires five affirmative votes.*

New Business

1) ORDINANCE 19-11162026 – Amending Chapter 60, "Zoning", of the City's Code of Ordinances regarding waivers & variances. *First reading. ROLL CALL VOTE. Passage requires majority vote.*

2) PUBLIC HEARING - Public Hearing for the Consolidated Annual Performance Report (CAPER). *No action.*

3) ORDER 93-11162026 – Adopting a Heating Assistance Program. *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 Meeting
November 2, 2026

Mayor Harmon opened the meeting at 6:00PM and led the assembly in the Pledge of Allegiance. Student Representatives were absent.

I. Consent Items

1) ORDER 91-11022026 – Confirming Chief Moen's appointment of David Beddingfield as Constable with firearm for the Auburn Police Department.

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

II. Minutes – October 19, 2026, Regular Council Meeting

Councilor Walker moved for passage, seconded by Councilor Cowan.
Motion passed 6-0 (Gerry abstained).

III. Communications, Presentations and Recognitions

• Reminder: All polling places open at 7AM-8PM, Election Day (November 3)

• Reminder: Special Meeting 11/9 at 6PM for Comprehensive Plan Update; 1st reading scheduled 12/7.

• Youth Homelessness Awareness Month – Proclamation
Mayor Harmon read the Proclamation and recognized Christopher Bicknell and Zakk Mahar from New Beginnings who were present to accept the Proclamation.

• Extra Mile Day – Proclamation & Award
Mayor Harmon read the Extra Mile Day Proclamation and awarded Sam Boss the Extra Mile Award for 2026.

• John Jenkins Hands & Hearts Leadership & Service Award – Presentation
Mayor Harmon presented the award to Ginger Levasseur for advocating for Auburn's senior community.

Dear Councilor Butler, Fellow Councilors, and Mayor November 1, 2026

From Dan and Judi Moreno, residents of Auburn, 41 Presidential Way

Re: Request for Plowing of Presidential Way, Winter 2026-27

Dear Councilor,

On behalf of ourselves and the other 6 families residing on Presidential Way, we kindly request the council vote to direct/authorize city services to provide the following:

1. If the road can be accepted with the Bond activated, please vote to accept this road. This will then provide the required services.
2. If not, we kindly request the city council put forth a ruling to direct/authorize the city to plow Presidential Way and possibly provide trash pickup.

Current Status

The developer of Mountain View Estates went out of business. The city activated the performance and payment bond, with the city assigned as its grantee. This bond is to complete the remaining "off roadway" site work. This remaining work is related to the stormwater runoff management for the Presidential Way roadway portion.

The bond process has delayed the remaining works completion for another year; presumabley until 2027.

In the interim, the residents of Presidential Way have been informed by City staff that no services would be provided until the remaining "work" is completed and the road is then accepted by city Council. This means residents of Presidential Way now must address plowing, and to the lesser condition, trash pickup on our own. The former developer, while they were in business, provided those services as required by ordinance. We have been informed we must now fend for ourselves, with no formal obligation or commitment to each other, but merely on good faith.

We disagree with the city's interpretation and application of this rule, yet the city has taken responsibility for the bond. To our understanding, the bond as assigned, making the city as grantee, responsible for the completion of the work, which makes the city assume the responsibility as our "developer."

Per Article V, Design and Construction Standards, Division 1, Sec. 46-145 Definitions:

Developer means any person, group of persons, organizations, etc., whose concern and desire is to improve land in accordance with the development regulations of the city.

The city falls under the definition of the developer as "any ... organizations etc.." . The city is actions ... " whose concern and desire is to improve land in accordance with the ordinance regulations of the city". Our understanding is this means the city is responsible to the residents of Presidential Way and the city's interests.

Additionally, Per Article V, Division 5 Construction Records and Inspections, Sec 46-267: *Inspection of Required Improvements; (j) Maintenance of Improvements. The developer or other responsible party shall be required to maintain all public improvements and provide for waste disposal and snow removal on streets and sidewalks until acceptance of such improvements by the city council".* One relevant question with regard to this section is, Did the submitted Bond request for completion of the work include plowing, and snow removal? We kindly seek the city's commitment to address plowing.

We have been told by select city staff, that they do not have the authority to make those decisions. We are reaching out to public works and are awaiting their response.

We find this truly unfair, and a failing by the city, as our advocates, investors seeking to build in Auburn. We relied on the city as our advocate with the developer. Now the city is our developer and responsible for the bond. When we seek updates on the completion of the work or Scope of the work, now a bonding process, we must communicate with the city as the grantee.

Please try to put yourselves in our shoes; we have had to endure poor/ no road /trash service and inconsistent and unreliable plowing from the developer. For us personally, now entering our 6th year with no city plowing or trash pickup. Other residents on Presidential Way have endured longer, as much as 7 to 8 years.

We understand and regret the unfortunate circumstances of the former developer. We all committed to invest in Auburn, to build in Auburn. We all work and or some worked in Auburn but now are retired. One of which is a retired Auburn Fire Fighter, another created a thriving business and ourselves we have worked in Auburn for over 40 years. We moved from Lake Street after 26 years, to Presidential Way. We made this investment and pay taxes with the expectation of the street' s completion and its acceptance by the city. We expected the city to be our advocate and protector.

We have no structure as group. We are only residents who have homes on a new road that meets the city's specifications.

To restate; The remaining work is for off road stormwater management that was not completed and now pending within the bond's acceptance by the bonding company. The construction of the roadway again is not in question; the city has stated that the road's construction now meets city standards. Additionally, there appears to be no adverse impacts to the uncompleted work. We would accept the City Engineer's judgement if he deems the work as meeting the city's criteria. We expect the City Engineer's judgement to be in the best interest of the city and the residents impacted by this modified decision should that occur.

We present this option, merely pointing out the incomplete work overall doesn't appear to adversely impact the residences in and around the site.

Our Worst Fear

If we need emergency services (EMS – Ambulance - Police) and our road is not plowed / accessible or if we have a fire and emergency which vehicles cannot access.

This fear is rooted in that we have no structure for commitment, merely good faith to maintain the road for plowing.

The added expenses, we have not had to pay for plowing and trash pickup services, the former developer paid for those services.

The costs of private plowing for the winter season, our research / bids are coming in thousands of dollars, approx. $10k for the season. This then brings the following questions:Which of us will make the commitment with the private plowing company?

1. When we divided up the payment if one defaults who pays?
2. Some may not be able to afford this added expense. I personally cannot. I would rely on My John Deer Tracker Snow Blower.
3. The commitment to these expenses has no required formal structure. Anyone could back out and choose another pathway at anytime, putting our safety at risk. This would leave the commitment with the remaining participants.

Other fears, we do not know the minute details of the work nor do we know the procedures the city is administering on this topic. To our understanding, what has been conveyed to us, the bonding company has not approved this work yet. What if the bonding company refuses? What if the required forms were incomplete or incorrect? What if the amount or scope of work is not covered by the bond? This is in reference to Sec 46-267 noted above such as the required maintenance. This results in more delays and expenses that we had no participation in. Additionally, at no time were we provided the opportunity by the city for input to the city granting any extensions, if any, to the former developer, while the developer was a functioning business.

History (background)

My wife and I signed with Bouffard and McFarland builders-developers to build our home at 41 Presidential Way, within their development "Mountain View Estates" 3 months prior to the start of COVID.

Our home, after what should have taken 3-6 months, took 14 months with added costs due to COVID to complete, we moved in December 2021. At that time, we understood, the developer was to maintain the road and address our trash removal needs until the road was accepted by the city.

Five years later, Bouffard and McFarland, changed ownership within the family, and 1 ½ years after that the company went out of business.

During this time, I and some of the other residents became aware of the failing business by its signs of delayed services or absence of services; no plowing, no trash removal. We had no leverage or power to motivate the builder to address our concerns. We immediately contacted the city engineer and that office addressed their concerns with the developer, the developer responded by providing the services for approx. 3 months.

Please keep in mind, the city had already issued a warning to the developer to commence the work by June of 2026. This remaining work consisted of stormwater management not within the road's construction. The road's construction was deemed in compliance with city specs, after the developer addressed the city's concerns with the road.

Once the city became aware that the developer was no longer providing services, and was going out of business, the city activated the performance and payment bond secured for the project.

The city is the grantee on the Bond, is responsible for the road and the bond and controls the viability of the city's acceptance of the road. Simply put, the city is the contact for the bond and for any information on the bond.

We kindly ask the city council to support Us and vote to insure we have these services and ultimately grant the streets' acceptance.

Respectfully,

Dan and Judi Moreno,

41 Presidential Way

October 30, 2026

To: Councilor Butler, Other Councilors and Mayer Harmon

From: Peter & Eleanor Sassano 28 Presidential Way, Auburn

Re: Plowing of Presidential Way for the 2026 – 2027 Season

Dear Councilor Butler, et al

Eleanor and I are in full support of Mr. Moreno's letter to you describing the plight of the residences of Presidential Way. We do not feel it necessary to burden you with restating the well-researched points Mr. Moreno has already made but we would emphasize that by calling the bond Auburn now bears responsibility for the street, which certainly includes winter plowing.

Please note that we residents are mainly seeking road plowing. Trash pickup would be a bonus. To this end it should be mentioned that no maintenance is necessary before the road can be effectively plowed. It is in superior condition. It meets city specs. It has not been cut, has no potholes, the edges are not crumbing and the cul-de-sac is in good shape. There are no puddles or standing water.

While no one denies the need for fiscal responsibility we feel the cost associated with plowing Presidential Way's approximately ¼ mile length is minimal, especially considering that the City already plows Mountain View. Please also consider that the 7 residences pay almost $100,000 annually in property taxes. This translates to almost $500,000 in a 5 year period.

In addition to the above financial points there is another significant situation that must be considered - safety. If Auburn does not accept its responsibility to plow we will be faced with the real possibility that first responders (fire, police and/or Medical) could be delayed, if not completely unable, to reach our houses in the event of an emergency during a storm. While a concern for all the families on Presidential Way it is of particular importance to Eleanor and me. We are the streets oldest residents and while we are very fortunate to be in good health we are in our 80's and must be mindful of the potential need for emergency services considering the many problems of aging.

In closing Eleanor and I would like to thank you for taking the time to read this letter. We trust we will have your support.

Sincerely,

Peter Sassano Eleanor Sassano

Peter Sassano Eleanor Sassano

IV. Open Session

Dan Moreno, 41 Presidential Way
Peter Sassano, 28 Presidential Way
Paul Blanchard, 12 Presidential Way
Ryan Richards, 17 Presidential Way

V. Unfinished Business

1) ORDINANCE 18-10192026 – Amending Chapter 44, "Solid Waste" regarding solid waste collection. Second reading/public hearing. ROLL CALL VOTE. Passage requires majority vote.

Councilor Walker moved for passage, seconded by Councilor Cowan.

Mayor Harmon opened this item for comment; there was no comment.

Motion passed 7-0 on a roll call vote.

VI. New Business

1) ORDER 92-11022026 – Authorizing the City Manager to execute the Collective Bargaining Agreement between the City of Auburn and the Teamsters Local 340 for Auburn Public Works Mechanics covering 07/01/2026 to 06/30/2029. Passage requires majority vote.

Councilor Platz moved for passage, seconded by Councilor Duvall.
Mayor Harmon opened this item for comment; there was no comment.
Motion passed 7-0.

VII. City Councilors' Reports

a. Mayor's Report – Mayor Harmon attended the flag retirement ceremony at the Masonic Lodge; thanked staff for hosting the Fright Festival for Halloween on 10/29; attended the Women's Literary Union at the Mansion on Foss St; prisoner re-entry housing groundbreaking was held this week on Academy St; Friendsgiving feast on November 28 held at 121 Mill St.

b. City Councilors' Reports – Councilor Gerry asked staff if the lift from the Rec Department's van can be looked at, appears to not be working; Councilor Cowan addressed the prisoner reentry groundbreaking on Academy St; Councilor Duvall noted that the Comp Plan will be meeting on November 5 to address public comment recently received. Councilor Walker stated there's a clothing giveaway on November 15 at 121 Mill St; Tree Lighting will be held on November 28 at Anniversary Park in New Auburn. New Auburn had a very successful Helloween event on Saturday, 10/31. Councilor Platz noted there's a School Committee meeting on November 4.

c. Student Representative Report – None.

b. City Manager Report – Thanked the City Clerk's office for election prep; will be busy and safe day at the polling places.

VIII. Open Session

Rob Cousseau, Townsend Brook Rd

Executive Session

Councilor Walker moved to enter **Executive Session** pursuant to 1 M.R.S.A. Section 405(6) (A) for City Manager's Annual Evaluation. Possible action to follow. Councilor Cowan seconded. Motion passed 7-0 at 6:46pm.

Declared out of Executive Session at 7:00pm.

Councilor Cowan moved to increase the City Manager's salary by 4% retroactive to July 1, 2026. Motion seconded by Councilor Walker. Motion passed 6-1 (Gerry).

X. Adjournment

Councilor Walker moved to adjourn, seconded by Councilor Randall. Motion passed 7-0. Council adjourned at 7:03pm.

A TRUE COPY ATTEST Emily F. Carrington, City Clerk

2026 Assessor's Annual Report

Annual Appropriation • Statistical Booklet • Municipal Valuation Return

Assessor: Karen Scammon, CMA-4

Deputy Assessor: Joseph St. Peter, CMA-4

Appraiser: Azadeh Mashhadi, CMA-2

Appraiser: Connor Doberstein, CMA-2

ASSESSORS' CERTIFICATION OF ASSESSMENT

I/WE HEREBY CERTIFY that the pages herein, numbered from RE 1 PP 1 to RE 1903 PP 229 inclusive, contain a list and valuation of estates, real and personal, liable to be taxed in the Municipality of Auburn for county, district, and municipal taxes for the fiscal year 07/01/2026 (mm/dd/yyyy) to 06/30/2027 (mm/dd/yyyy) as they existed on the first day of April, 2026.

IN WITNESS THEREOF, I/we have hereunto set my/our hands at Aubrun, (municipality) this Thirteenth day of July, 2026.

Karen V. Scammon Municipal Assessor(s) of Auburn (municipality)

Karen V. Scammon

MUNICIPAL TAX ASSESSMENT WARRANT

State of Maine, Municipality Auburn, County Androscoggin

To Jessicca Grover, Tax Collector

In the name of the State of Maine, you are hereby required to collect of each person named in the list herewith committed to you the amount set down on said list as payable by that person.

Assessments:

1.	County tax	$ 3,694,912.00
2.	Municipal appropriation	$ 63,279,252.00
3.	Tax increment financing plan amount	$ 4,651,093.00
4.	Local education appropriation	$ 67,310,744.00
5.	Overlay (not to exceed 5% of "net to be raised")	$ 426,565.44
6.	**Total Assessments**	$ 139,362,566.44

Deductions:

7.	State-municipal revenue sharing	$ 8,500,000.00
8.	Homestead exemption reimbursement	$ 1,455,749.77
9.	Business Equipment Tax Exemption reimbursement	$ 3,168,635.06
10.	Other revenue	$ 63,519,907.00
11.	**Total deductions**	$ 76,644,291.83
12.	**Net assessment for commitment** (line 6 minus line 11)	$ 62,718,274.61

You are to pay to Kelsey Earle, the municipal treasurer, or to any successor in office, the taxes herewith committed, paying on the last day of each month all money collected by you, and you are to complete and make an account of your collections of the whole sum on or before 09/15/2026 & 03/15/2027 (mm/dd/yyyy).

In case of the neglect of any person to pay the sum required by said list until after 09/15/2026 & 03/15/2027 (mm/dd/yyyy); you will add interest to so much thereof as remains unpaid at the rate of 6% percent per annum, commencing 09/15/2026 & 03/15/2027 (mm/dd/yyyy) to the time of payment, and collect the same with the tax remaining unpaid.

Given under my/our hand(s), as provided by a legal vote of the Municipality and warrants received pursuant to the laws of the State of Maine, this 07/13/2026 (mm/dd/yy).

Karen V. Scammon Municipal Assessor(s) of: Auburn

Karen V Scammon

CERTIFICATE OF COMMITMENT

To Jessicca Grover, the Tax Collector of the municipality of Auburn, aforesaid.

Herewith are committed to you true lists of the assessments of the estates of the persons wherein named; you are to levy and collect the same, of each one their respective amount, therein set down, of the sum total of $ 62,718,274.61 (being the amount of the lists contained herein), according to the tenor of the foregoing warrant.

Given under my/our hand(s) this 07/13/2026 (mm/dd/yy).

Karen V Scammon municipal assessor(s) of: Auburn

Karen V. Scammon

File the original certificate with the tax collector. File a copy in the commitment book.

RESOLVE 02-05042026

City Council Resolve

IN CITY COUNCIL

Resolved, that the following be, and hereby is the Annual Appropriation and Revenue Resolve of the City of Auburn for the fiscal year 2026-2027, which includes the amounts appropriated herein and revenues from all sources beginning July 1, 2026, and ending June 30, 2027.

The estimated aggregate amount of non-property tax revenue is $74,084,291 with a municipal revenue budget of $27,962,056 and a School Department revenue budget of $46,122,235.

The aggregate appropriation for the City of Auburn is $137,912,164, with a municipal budget of $66,906,508 County budget of $3,694,912 and a School Department budget of $67,310,744 which received School Committee approval on April 29th 2026, and school budget approved at the May 4th, 2026 Council Meeting pursuant to the School Budget Validation vote on June 9, 2026, in accordance with Maine Revised Statues, Title 20-A § 1486 and based on the budget submitted to the Auburn City Council on April 13, 2026, by the City Manager, and notification was posted on the City of Auburn website on April 30, 2026 that a public hearing would be held on May 4, 2026 at 7:00 p.m. and said hearing having been held on that date, and as amended by the City Council, the same is hereby appropriated for the fiscal year 2026-2027 beginning July 1, 2026 for the lawful expenditures of the City of Auburn and the County of Androscoggin taxes, and said amounts are declared not to be in excess of the estimated revenue from taxation and sources other than taxation for the fiscal year of 2026-2027.

RESOLVED, The City is authorized to accept grants and forfeitures and to expend sums that may be received from grants and forfeitures for municipal purposes during the fiscal year beginning July 1, 2026, and ending June 30, 2027, provided that such grants and forfeitures do not require the expenditure of other funds not previously appropriated.

RESOLVED, that fifty percent (50%) of all real estate taxes assessed as in the annual commitment, committed to the Tax Collector, shall be due proportionately from each taxpayer on September 15, 2026, and the remaining fifty percent (50%) shall be due on March 15, 2027.

Rachel B. Randall, Ward One
Kelly L. Butler, Ward Four
Belinda A. Gerry, At Large
Timothy M. Cowan, Ward Two
Leroy G. Walker, Sr., Ward Five
Jeffrey D. Harmon, Mayor
Mathieu L. Duvall, Ward Three
Adam R. Platz, At Large
Phillip L. Crowell, Jr., City Manager

RESOLVE 02-05042026

City Council Resolve

Except as may be provided by resolve regarding payments in accordance with an installment payment plan, any real estate tax remaining uncollected on September 16, 2026, and March 16, 2027, respectively shall bear interest at a rate of 6% per annum from and after such dates.

Personal property taxes shall be due and payable on or before September 15, 2026. Any personal property taxes remaining unpaid on September 16, 2026, shall bear an interest rate of 6% per annum from and after such date. Interest on all delinquent taxes shall be computed on a daily basis and shall be collected by the Tax Collector. The Tax Collector is authorized to accept tax prepayments.

Passed first reading 5/4/26, 6-1 (Gerry).
Passed second reading 5/18/26, 5-2 (Gerry, Walker).

Rachel B. Randall, Ward One
Kelly L. Butler, Ward Four
Belinda A. Gerry, At Large

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

Mathieu L. Duvall, Ward Three
Adam R. Platz, At Large
Phillip L. Crowell, Jr., City Manager

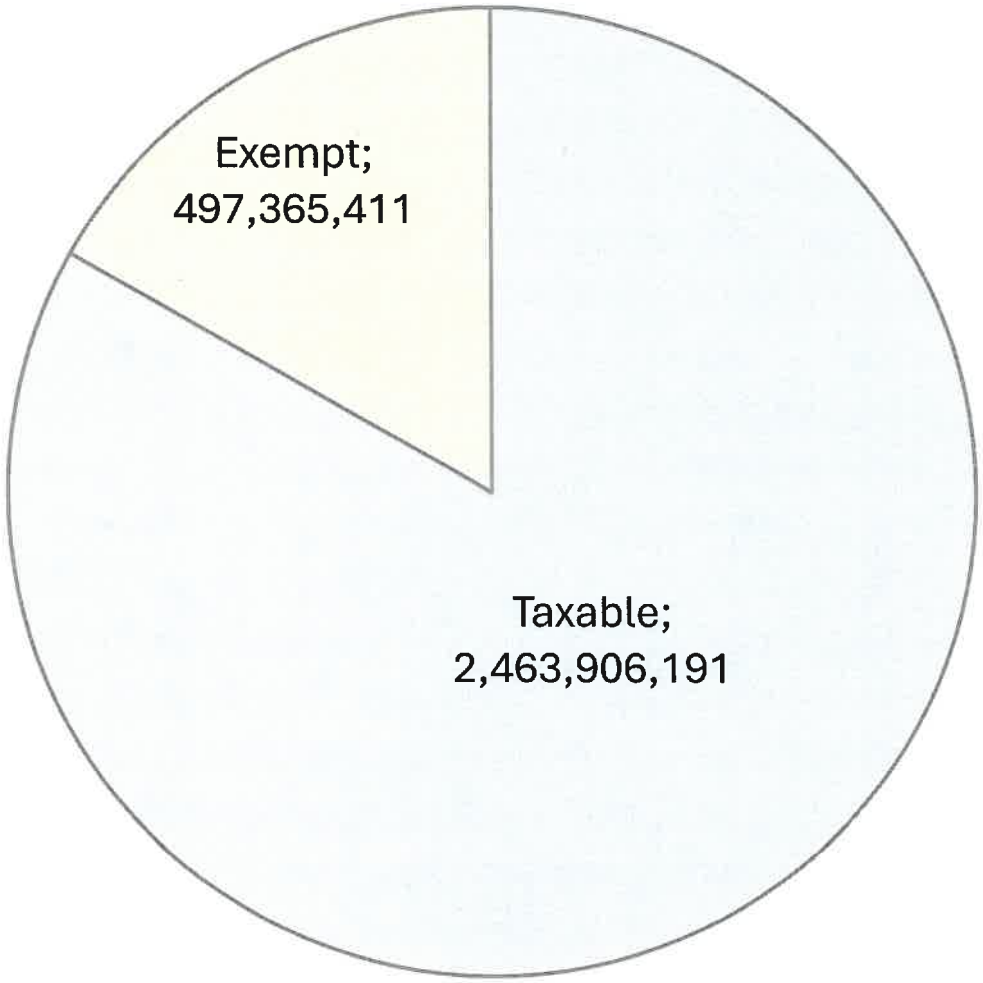
Commitment 2026

- Assessment Date: April 1, 2026
- Commitment Date: July 13, 2026
- Abatement Deadline: January 14, 2027
- Certified Ratio: 73%
    - Homestead Exemption: 18,250 off assessed value

      ($447.13 in tax dollars)
- Mil Rate: $24.50

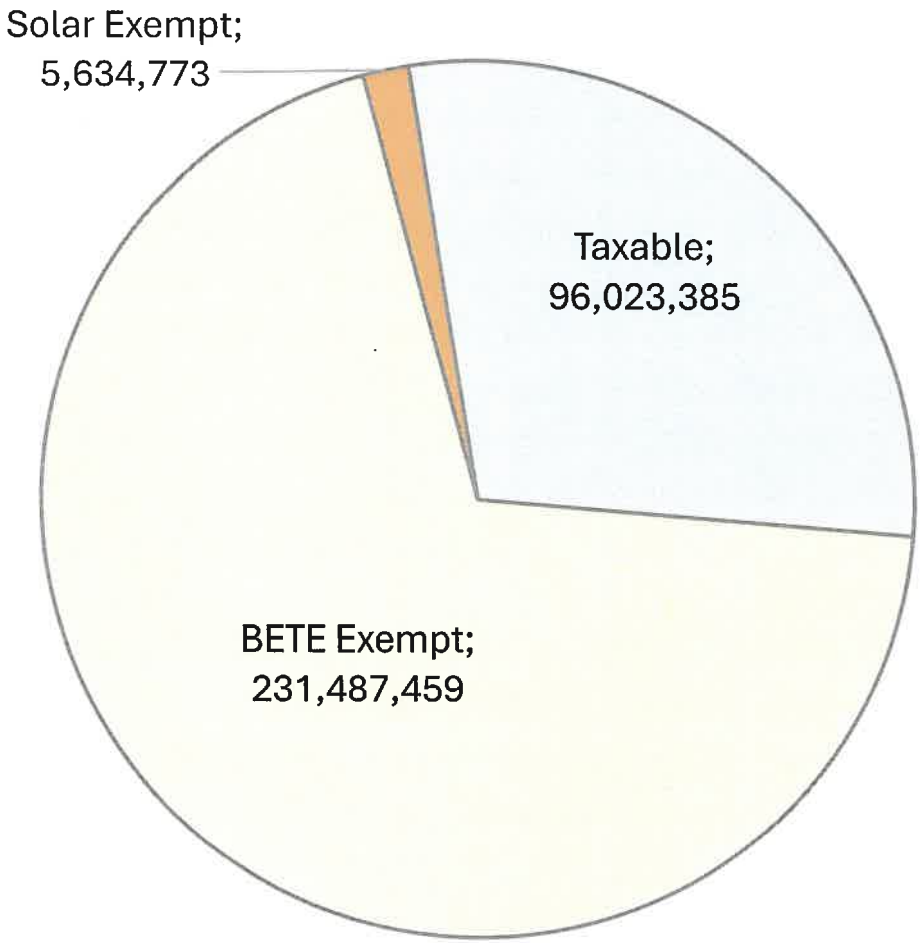


Real Estate Valuation Totals



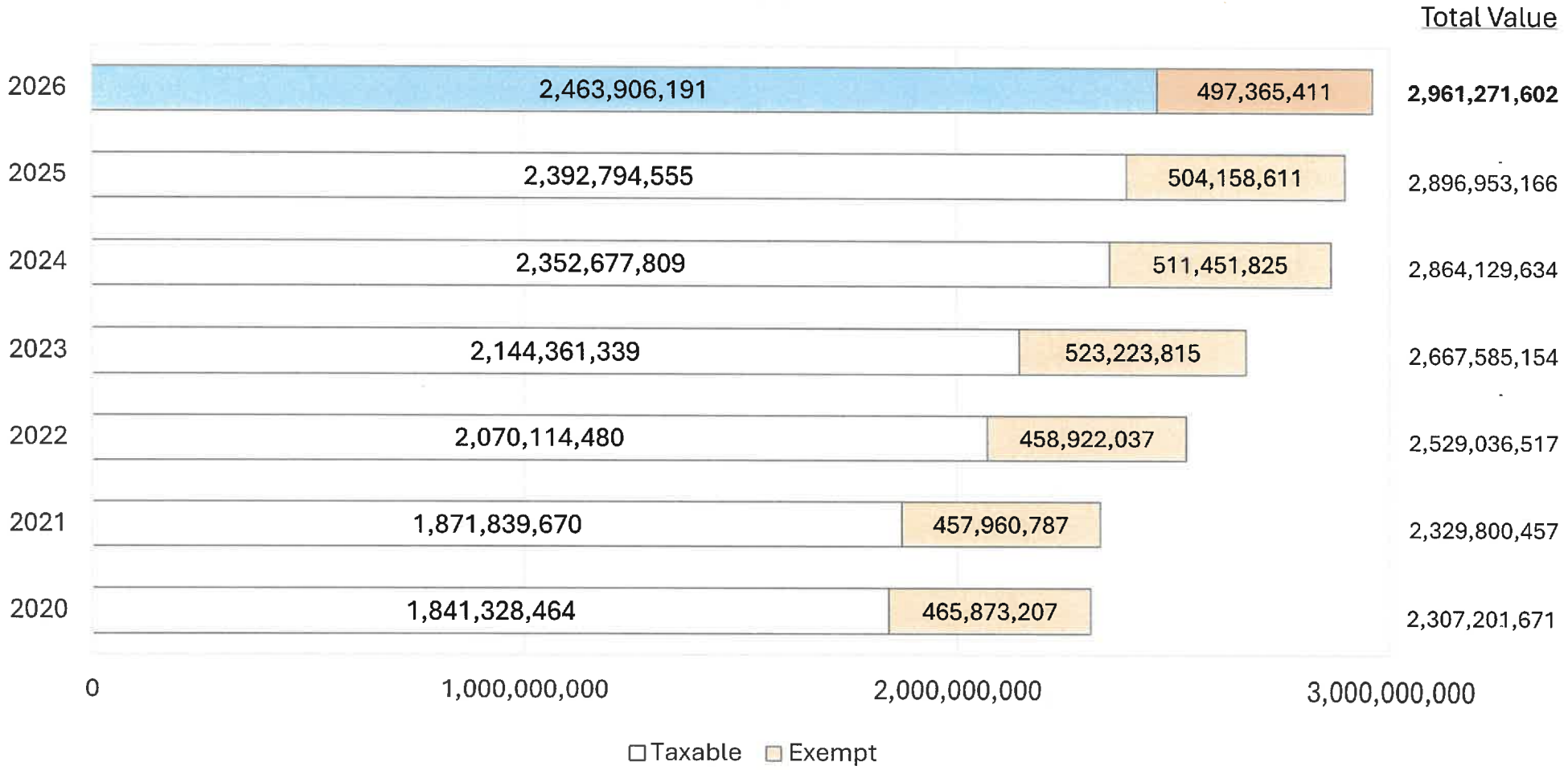
# of Parcels	9,508
Land Value	727,765,292
Building Value	2,233,506,310
Total Real Estate Valuation	2,961,271,602
Property Exemptions	497,365,411
Taxable Value	2,463,906,191

Personal Property Valuation Totals



Total Accounts	1,091
Total Assessed Value	333,143,617
BETE Exempt	231,487,459
Solar Exempt	5,634,773
Taxable Value	96,023,385

Taxable & Exempt Real Estate Values

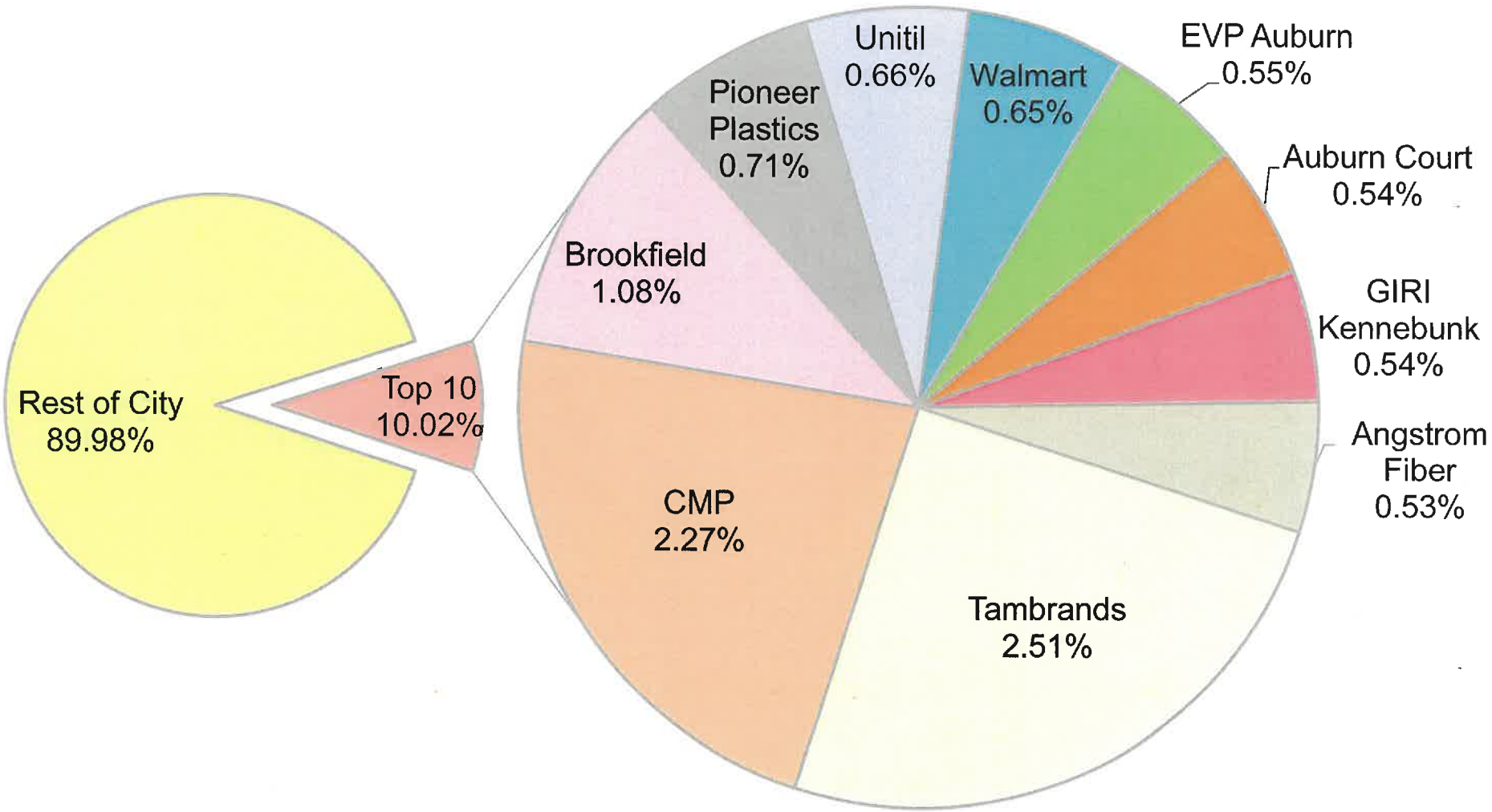


This year, the total real estate valuation increased by 64,318,436.

Top Ten Taxpayers

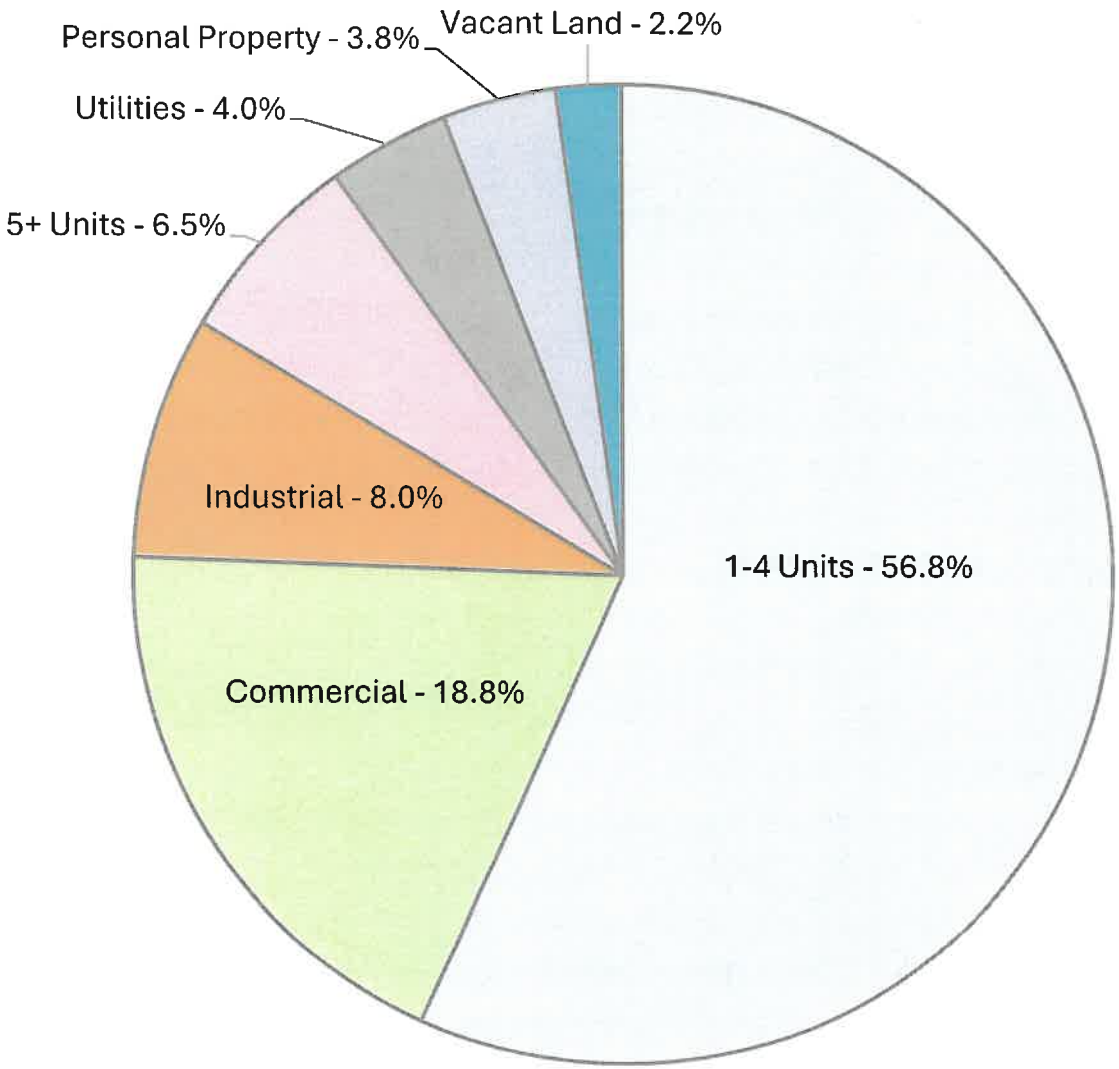
	Business	RE Taxable	PP Taxable	Total
1	Tambrands	48,379,400	15,697,038	64,076,438
2	Central Maine Power	54,204,790	3,673,079	57,877,869
3	Brookfield White Pine Hydro	27,624,443	0	27,624,443
4	Store Master Funding (Pioneer Plastics)	11,445,000	6,614,890	18,059,890
5	Northern Utilities Inc. (Unitil)	16,863,142	28,364	16,891,506
6	Walmart	14,754,790	1,790,281	16,545,071
7	EVP Auburn (730 Center St)	14,021,100	0	14,021,100
8	Auburn Court (Marriott)	13,739,600	0	13,739,600
9	GIRI Kennebunk Inc (Hilton Garden Inn)	13,714,900	2,457	13,5717,357
10	Auburn Real Estate Holdings (Angstrom Fiber)	9,542,300	3,983,668	13,525,968

Top Ten Taxpayers



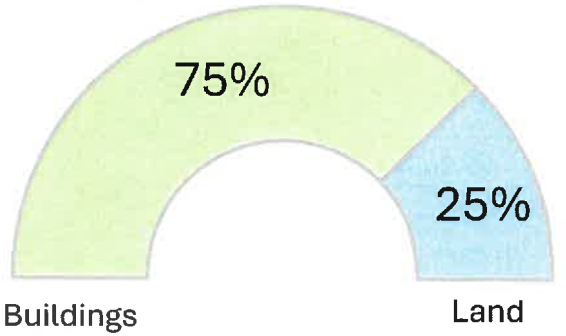
The Top 10 Taxpayers account for approximately 10.02% of total taxable value, a decrease of .57% from last year.

Tax Base Mix

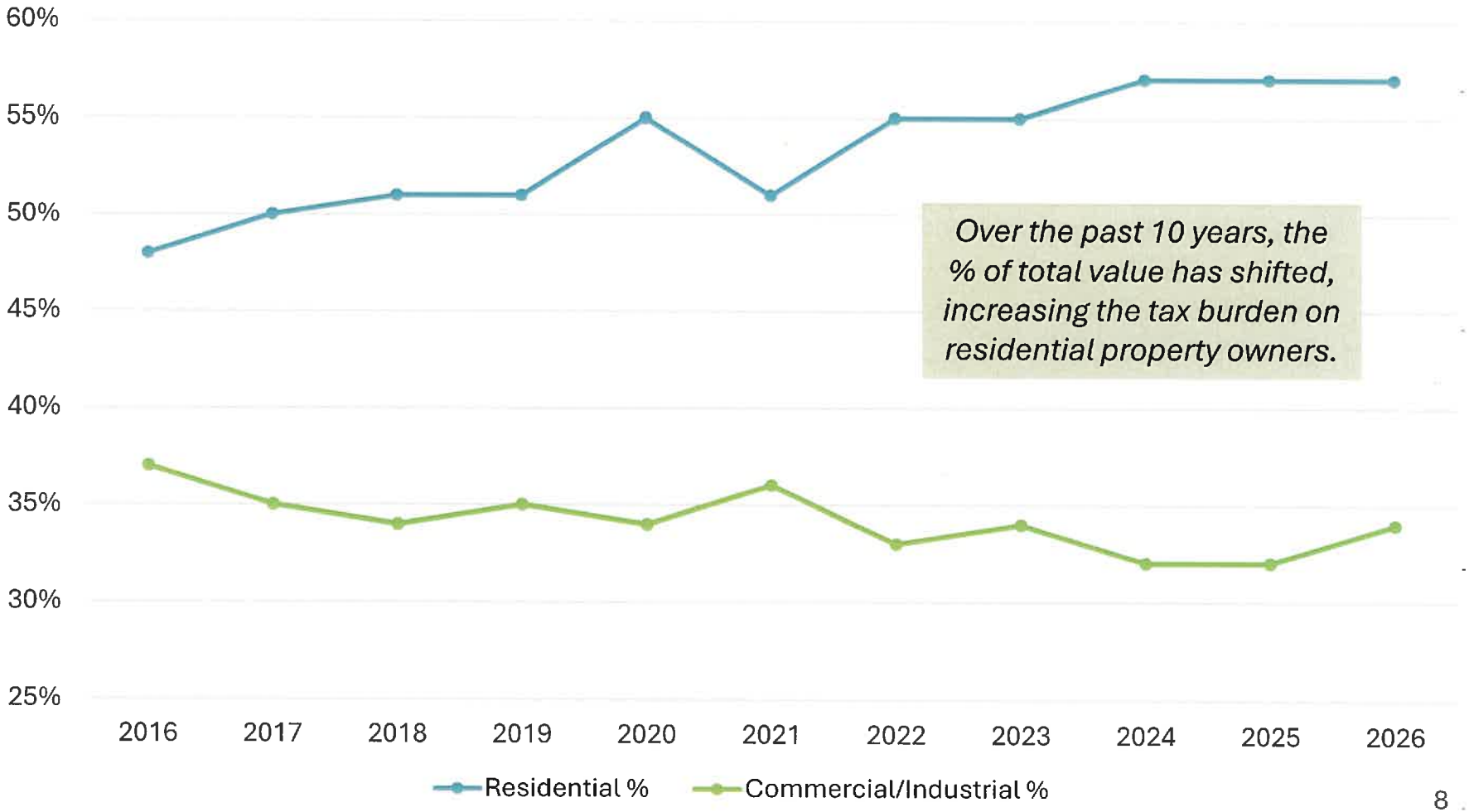


The tax base mix is the % of taxable value attributed to each property type.

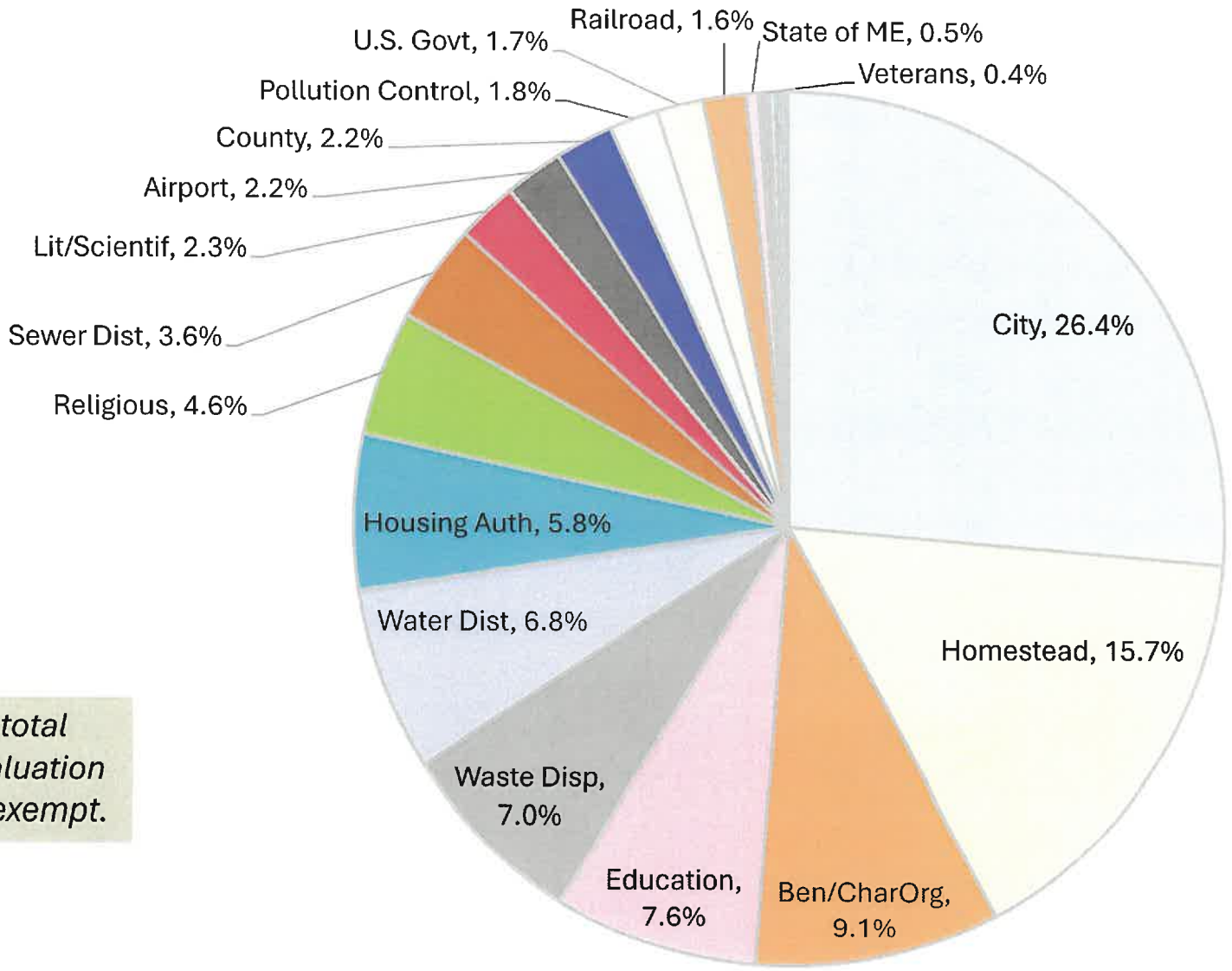
Land & Building Valuations



Residential/Commercial % of Total Value 2016-2026

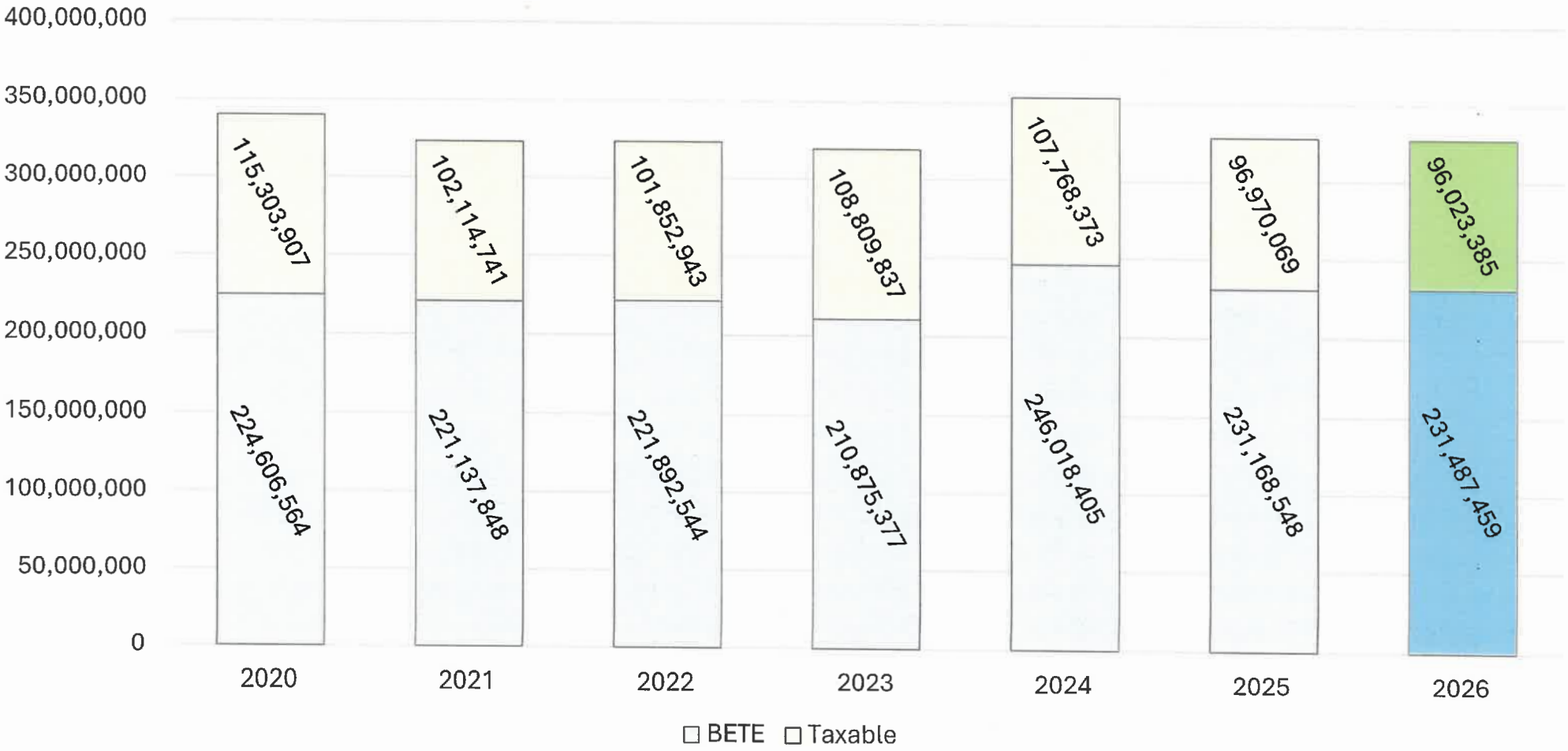


2026 Real Estate Exemptions

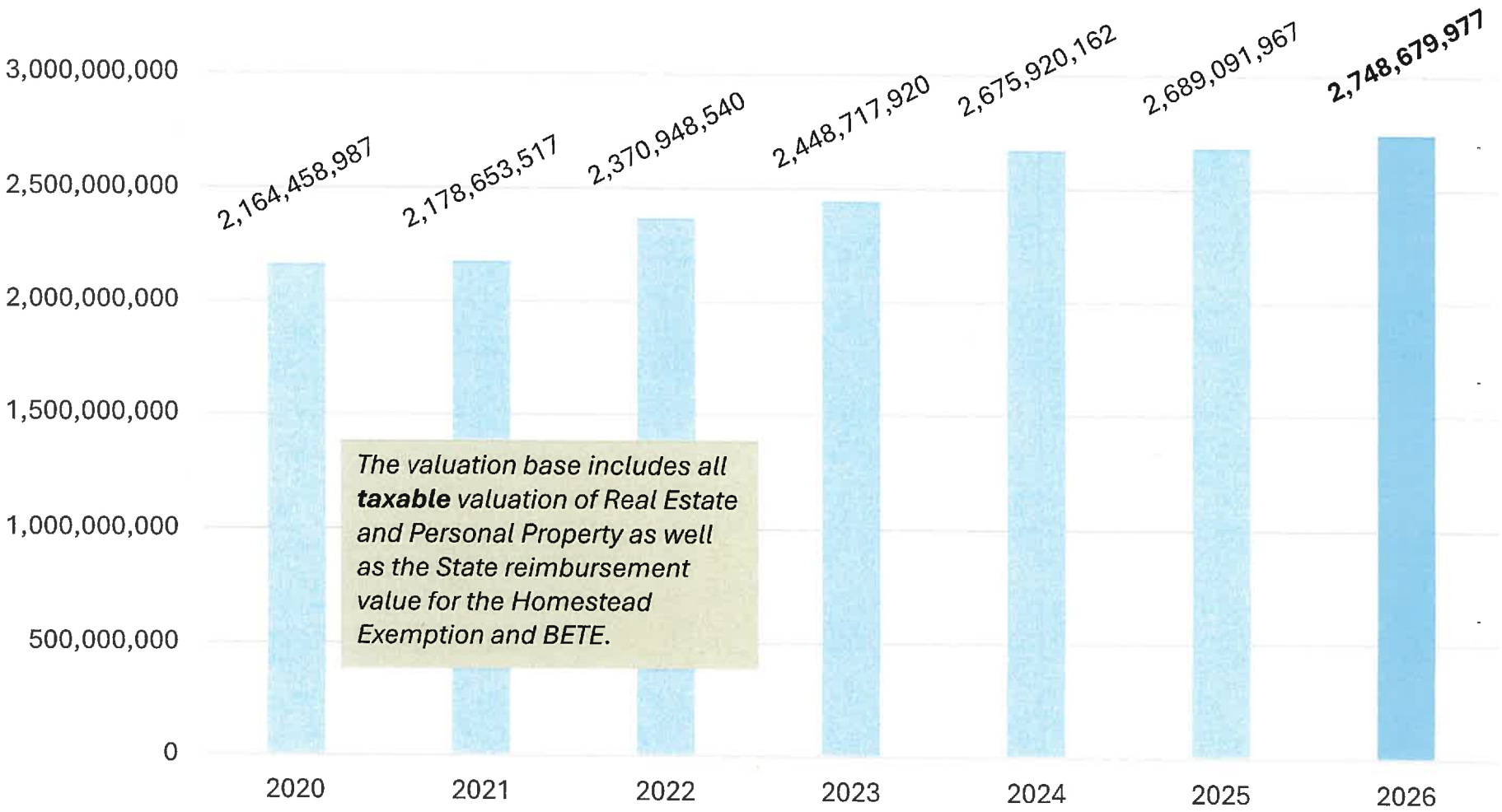


16.8% of the total real estate valuation of the city is exempt.

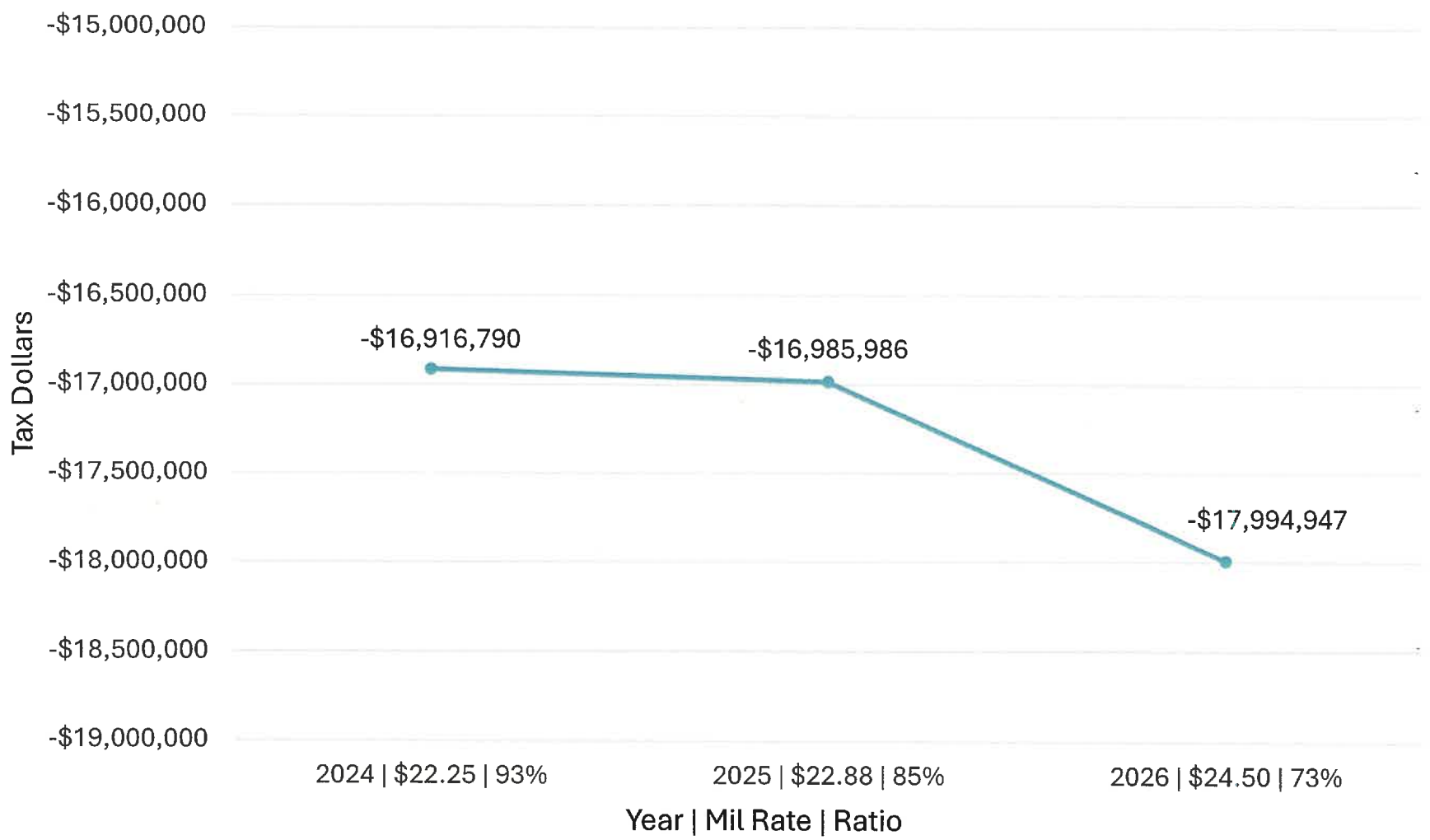
Personal Property
BETE & Taxable



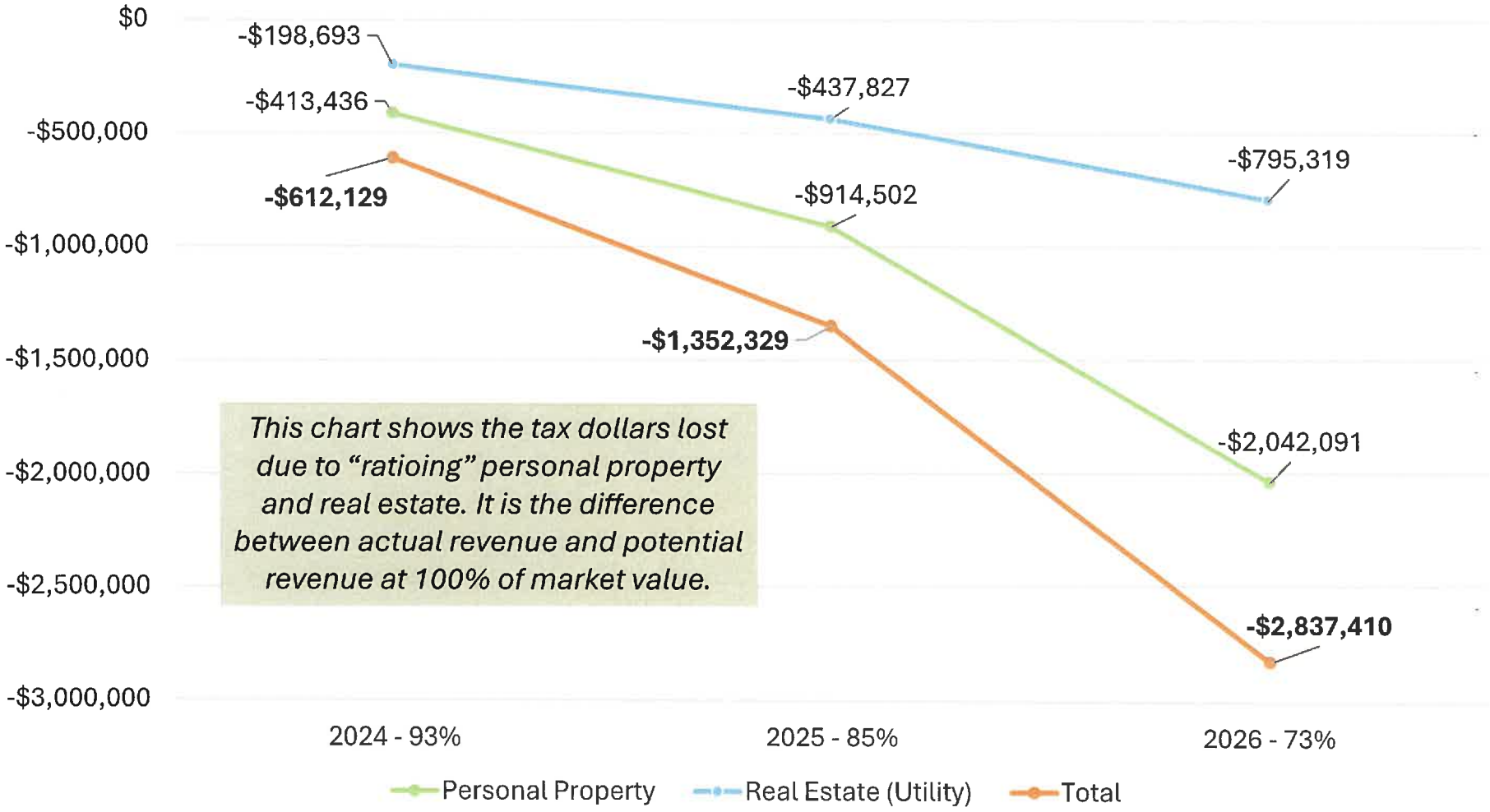
Valuation Base Trend



Tax Dollar Loss Due to Exemptions



Revenue Loss Due to Ratio



This chart shows the tax dollars lost due to "ratioing" personal property and real estate. It is the difference between actual revenue and potential revenue at 100% of market value.

2026

Municipal Valuation Return



DUE DATE - NOVEMBER 1, 2026 (or within 30 days of commitment, whichever is later)

Mail the signed original to Maine Revenue Services, Property Tax Division,
PO Box 9106, Augusta, ME 04332-9106 and affix copy to front cover of Municipal Valuation book.
You may also file this return online using the Maine Tax Portal at: https://revenue.maine.gov.

For help in filling out this return, please see the MVR Instructions at *www.maine.gov/revenue/taxes/property-tax/assessor*

AUBURN Municipality

MAINE REVENUE SERVICES - 2026 MUNICIPAL VALUATION RETURN

(36 M.R.S. § 383)

DUE DATE - NOVEMBER 1, 2026 (or within 30 days of commitment, whichever is later)

1. County: ANDROSCOGGIN

Commitment Date: 7/13/2026 mm/dd/yyyy

2. Municipality AUBURN

Commitment period (select one): 12 months

3. 2026 Certified Ratio (Percentage of current just value upon which assessments are based.) 3 73%

Homestead, veterans, blind, and BETE Exemptions, and Tree Growth values must be adjusted by this percentage

TAXABLE VALUE OF REAL ESTATE

(Exclude exempt values)

4. Land (include value of transmission, distribution lines and substations, dams and power houses)	4	669,549,122
5. Buildings	5	1,794,357,069
6. Total **taxable** value of real estate (line 4 + line 5) (this amount will be entered on Tax Rate Form, line 1)	6	2,463,906,191

TAXABLE VALUE OF PERSONAL PROPERTY

(Exclude exempt values)

7. Production machinery and equipment	7	67,398,028
8. Business equipment (furniture, furnishings and fixtures)	8	15,374,232
9. All other personal property	9	13,251,125
10. Total **taxable** value of personal property (line 7 + line 8 + line 9) (this amount will be entered on Tax Rate Form, line 2)	10	96,023,385

OTHER TAX INFORMATION

11. Total taxable value of real estate and personal property (line 6 + line 10) (must match Tax Rate Form, line 3)	11	2,559,929,576
12. 2026 Property Tax Rate (example .01520) (from Tax Rate Form, line 19, column B)	12	0.02450
13. 2026 Property Tax Levy (includes overlay and any fractional gains from rounding) **Note: This is the amount of 2026 tax actually committed to the collector** (must match Tax Rate Form line 19, column C)	13	$62,718,274.61

HOMESTEAD EXEMPTION REIMBURSEMENT CLAIM

Homestead exemptions must be adjusted by the municipality's certified ratio

14. a. Number of maximum homestead exemptions granted (maximum exemption = $25,000 x line 3 certified ratio)	14a	4,263
b. Value of homestead exemptions on line 14a (line 14a x $25,000 x line 3)	14b	77,799,750
c. Number of exemptions granted for homesteads valued less than the maximum	14c	49
d. Value of homestead exemptions on line 14c	14d	382,300
e. Total number of homestead exemptions granted (line 14a + line 14c)	14e	4,312
f. Total value of all homestead exemptions granted (line 14b + line 14d) (this amount will be entered on Tax Rate Form, line 4a)	14f	78,182,050
g. Total assessed value of all property with homestead exemptions (include taxable and exempt value)	14g	963,364,100

MAINE REVENUE SERVICES - 2026 MUNICIPAL VALUATION RETURN

Municipality: AUBURN

BUSINESS EQUIPMENT TAX EXEMPTION ("BETE")

15. a. Number of BETE applications processed for tax year 2026	15a	308
b. Number of BETE applications approved	15b	284
c. Total exempt value of all BETE property (this amount will be entered on Tax Rate Form, line 5a and Enhanced BETE Sheet, line 1a)	15c	231,487,459
d Total exempt value of BETE property in TIF districts with captured assessed value	15d	0

TAX INCREMENT FINANCING ("TIF") DISTRICTS

16. a. Total amount of increased taxable value within TIF districts	16a	205,071,971
b. Amount of captured assessed value within TIF districts	16b	189,827,609
c. Tax revenue deposited in a project cost account or sinking fund account	16c	4,651,093
d. BETE reimbursement revenue deposited in a project cost or sinking fund account (16c + 16d must match Tax Rate Form, line 9)	16d	$0

EXCISE TAX

17. a. Enter whether excise taxes are collected based on a calendar or fiscal year	17a	Fiscal
b. Motor vehicle excise tax collected	17b	$5,299,028
c. Watercraft excise tax collected	17c	$14,072.00

ELECTRICAL GENERATION AND DISTRIBUTION PROPERTY

18. Total value of distribution and transmission lines owned by electric utility companies	18	$52,524,990
19. Total value of all electrical generation facilities	19	$24,243,868

TREE GROWTH TAX LAW PROGRAM PROPERTY

20. Average per acre value applied to undeveloped acreage	20	$2,000
21. Forest land		
a. Number of parcels enrolled in the Tree Growth Tax Law program as of April 1, 2026	21a	55
b. Softwood acreage	21b	500.00
c. Mixed wood acreage	21c	1763.00
d. Hardwood acreage	21d	569.00
e. Total number of acres of forest land (sum of lines 21b - d)	21e	2,832.00
22. Total assessed value of all forest land as of April 1, 2026	22	898,702
a. Local value per acre used to assess forest land		
(1) Softwood	22a(1)	310
(2) Mixed Wood	22a(2)	325
(3) Hardwood	22a(3)	300

Municipality: **AUBURN**

TREE GROWTH TAX LAW PROGRAM PROPERTY, continued

23.	Number of forest land acres first enrolled in the Tree Growth Tax Law program in 2026	23	0.00
24.	Land withdrawn from the Tree Growth Tax Law program		
	a. Total number of parcels withdrawn from 4/2/25 through 4/1/26	24a	0
	b. Total number of acres withdrawn from 4/2/25 through 4/1/26	24b	0.00
	c. Total value of withdrawal penalties assessed from 4/1/25 through 4/1/26	24c	$0
	d. Total **number** of $500 penalties assessed for non-compliance	24d	0
24-1	Since April 1, 2026, have any Tree Growth acres been transferred to Farmland?	24-1	No (Yes/No)

FARM AND OPEN SPACE TAX LAW PROGRAM PROPERTY

FARMLAND:

25.	Number of parcels enrolled in the Farmland program as of April 1, 2026	25	43
26.	Number of acres first enrolled in the Farmland program for April 1, 2026	26	18.39
27.	a. Total number of acres (excluding farm woodland) currently enrolled in the Farmland program	27a	1,502.85
	b. Total value of land (excluding farm woodland) currently enrolled in the Farmland program	27b	1,136
28.	a. Number of farm woodland acres:		
	(1) Softwood	28a(1)	67.32
	(2) Mixed wood	28a(2)	945.56
	(3) Hardwood	28a(3)	123.28
	b. Total number of acres of all land now classified as farm woodland	28b	1,136.16
	c. Total value of all land now classified as farm woodland	28c	
	d. Per acre rates used for farm woodland:		
	(1) Softwood	28d(1)	310.00
	(2) Mixed Wood	28d(2)	324.00
	(3) Hardwood	28d(3)	300.00
29.	Land withdrawn from the Farmland program:		
	a. Total number of parcels withdrawn from 4/2/25 through 4/1/26	29a	3
	b. Total number of acres withdrawn from 4/2/25 through 4/1/26	29b	83.33
	c. Total value of withdrawal penalties assessed from 4/1/25 through 4/1/26	29c	$11,836

OPEN SPACE:

30.	Number of parcels enrolled in the Open Space program as of April 1, 2026	30	10
31.	Number of acres first enrolled in the Open Space program for April 1, 2026	31	0.00
32.	Total number of acres currently enrolled in the Open Space program	32	350.86
33.	Total value of land enrolled in the Open Space program	33	202,500

Municipality: **AUBURN**

FARM AND OPEN SPACE TAX LAW PROGRAM PROPERTY, continued

34. Land withdrawn from the Open Space program:		
a. Total number of parcels withdrawn from 4/2/25 through 4/1/26	34a	0
b. Total number of acres withdrawn from 4/2/25 through 4/1/26	34b	0.00
c. Total value of withdrawal penalties assessed from 4/1/25 through 4/1/26	34c	$0

WORKING WATERFRONT TAX LAW PROGRAM PROPERTY

35. Number of parcels enrolled in the Working Waterfront program as of April 1, 2026	35	0
36. Number of acres first enrolled in the Working Waterfront program for April 1, 2026	36	0.00
37. Total number of acres currently enrolled in the Working Waterfront program	37	0.00
38. Total value of land enrolled in the Working Waterfront program	38	0
39. Land withdrawn from the Working Waterfront program:		
a. Total number of parcels withdrawn from 4/2/25 through 4/1/26	39a	0
b. Total number of acres withdrawn from 4/2/25 through 4/1/26	39b	0.00
c. Total value of withdrawal penalties assessed from 4/1/25 through 4/1/26	39c	$0

EXEMPT PROPERTY

40. Enter the **exempt value** of all the following classes of property which are exempt from property taxation by law.		
a. Public Property as defined by 36 M.R.S. §§ 651(1)(A) and (B):		
(1) United States	40a(1)	$8,542,500
(2) State of Maine (excluding roads)	40a(2)	$2,348,600
Total value of public property (40a(1) + 40a(2))	40a	10,891,100
b. Maine real estate owned by the Water Resources Board of the State of New Hampshire	40b	0
c. Property of any Maine public municipal corporation appropriated to public uses	40c	194,933,361
d. Certain water, power, or light property of other Maine public municipal corporations	40d	0
e. Certain airport property of Maine public municipal corporations	40e	10,915,700
f. Landing area of privately owned airports with free public use	40f	0
g. Certain sewage disposal property of other Maine public municipal corporations	40g	0

Municipality: **AUBURN**

EXEMPT PROPERTY, continued

h. Property of benevolent and charitable institutions	40h	45,451,500
i. Property of literary and scientific institutions	40i	11,299,300
j. Property of veteran organizations:		
1) Total exempt value of veteran organizations	40 j(1)	772,000
2) Exempt value attributable to purposes **other than** meetings, ceremonials, or instruction facilities **(reimbursable exemption).**	40 j(2)	0
k. Property of central labor councils, chambers of commerce, and boards of trade		
1) chambers of commerce or boards of trade	40k(1)	0
2) central labor councils **(reimbursable exemption)**	40k(2)	0
l. Property of houses of religious worship and parsonages		
1) Number of parsonages within this municipality	40 l(1)	3
2) Total **exempt** value of those parsonages	40 l(2)	43,800
3) Total **taxable** value of those parsonages	40 l(3)	510,600
4) Total **exempt** value of all houses of religious worship (excluding parsonages)	40 l(4)	22,931,300
Total exempt value of houses of religious worship and parsonages (40l(2) + 40l(4))	40l	22,975,100
m. Property owned or held in trust for fraternal organizations operating under the lodge system (do not include college fraternities) (§ 652(1)(H))	40m	1,182,000
n. Personal property **leased** by a benevolent and charitable organization exempt from taxation under § 501 of the Internal Revenue Code of 1954 and the primary purpose is the operation of a hospital licensed by the Dept. of Health and Human Services, health maintenance organization or blood bank (§ 652(1)(K)) (Value of property owned by a hospital should be reported on line 40h)	40n	0
o. Exempt value of real property of all persons determined to be legally blind (§ 654-A) ($4,000 adjusted by certified ratio)	40o	20,440
p. Aqueducts, pipes and conduits of any corporation supplying a municipality with water (§ 656(1)(A))	40p	0
q. Animal waste storage facilities certified as exempt **(reimbursable exemption)**	40q	0
r. Pollution control facilities certified by the Department of Environmental Protection	40r	8,995,100
s. Snowmobile trail grooming equipment registered under 12 M.R.S. § 13113 **(reimbursable exemption)**	40s	0

Municipality: **AUBURN**

EXEMPT PROPERTY, continued

t. Veteran exemptions - The following information is necessary in order to calculate reimbursement

SECTION 1: Veterans who served during a federally recognized war period (lines 40t(1) - 40t(9))

		NUMBER OF EXEMPTIONS		EXEMPT VALUE
Widower (post WWI):				
40t(1). Living male spouse or male parent of a deceased veteran	40t(1)A	0	40t(1)B	$0
Revocable Living Trusts (post WWI veteran/widow):				
40t(2). Paraplegic veteran beneficiary (or their widow)	40t(2)A	0	40t(2)B	$0
40t(3). All other veteran beneficiaries (or their widows)	40t(3)A	7	40t(3)B	$30,660
WW I Veterans:				
40t(4). WW I veteran (or their widow) enlisted as Maine resident	40t(4)A	0	40t(4)B	$0
40t(5). WW I veteran (or their widow) enlisted as non-Maine resident	40t(5)A	0	40t(5)B	$0
Paraplegic Veterans:				
40t(6). Paraplegic status veteran or their unremarried widow.	40t(6)A	3	40t(6)B	$109,500
Cooperative Housing Corporation Veterans:				
40t(7). Qualifying Shareholder of Cooperative Housing Corporation	40t(7)A	0	40t(7)B	$0
All Other Veterans:				
40t(8). All other veterans (or their widows) enlisted as Maine residents	40t(8)A	335	40t(8)B	$1,467,300
40t(9). All other veterans (or their widows) enlisted as nonresidents	40t(9)A	69	40t(9)B	$302,220

SECTION 2: Veterans who did not serve during a federally recognized war period (lines 40t(10) - 40t(12)

		NUMBER OF EXEMPTIONS		EXEMPT VALUE
40t(10). Veteran (or their widow) disabled in the line of duty.	40t(10)A	6	40t(10)B	$26,280
40t(11). Veteran (or their widow) who served during the periods from 8/24/1982 to 7/31/1984 and 12/20/1989 to 1/31/1990	40t(11)A	0	40t(11)B	$0
40t(12). Veteran (or their widow) who served during the period from 2/1/1955 to 5/7/1975, **but not** prior to 2/1/1955 or after 5/7/1975	40t(12)A	0	40t(12)B	$0

Total number of ALL veteran exemptions granted in 2026 40t(A) **420**

Total exempt value of ALL veteran exemptions granted in tax year 2026 40t(B) **1,935,960**

Municipality: **AUBURN**

EXEMPT PROPERTY, continued

u. Solar and wind energy equipment. **(reimbursable exemption)**

1) Total number of solar and wind energy equipment applications processed.	40 u(1)	0
2) Total number of solar and wind energy equipment applications approved.	40 u(2)	2
3) Total exempt value of solar and wind energy equipment.	40 u(3)	5,634,773

40. v. Other. The Laws of the State of Maine provide for exemption of quasi-municipal organizations such as authorities, districts and trust commissions.

Examples: 30-A M.R.S. § 5114 provides for exemption of real and personal property of an Urban Renewal Authority or Chapter 164, P. & S.L. of 1971 provides for exemption of real estate owned by the Cobbossee-Annabessacook Authority. (*See also* 30-A M.R.S., § 5413, Revenue Producing Municipal Facilities Act.)

Enter the full name of the organization in your municipality that has been granted exempt status through such a law, the provision of the law granting the exemption, and the estimated full value of real property.

NAME OF ORGANIZATION	PROVISION OF LAW	EXEMPT VALUE
Auburn Housing Authority	30-A Sec 5114	$29,008,500

TOTAL	40v	29,008,500
40. TOTAL VALUE OF ALL PROPERTY EXEMPTED BY LAW	**40**	**344,014,834**

MUNICIPAL RECORDS

41. a. Does your municipality have tax maps? 41a **Yes** YES/NO
If yes, proceed to b, c, and d. If no, move to line 42.
Enter date/contractor name when maps were originally obtained. (This does not refer to the annual updating of tax maps.)

b. Date 41b **4/1/2000** mm/dd/yyyy

c. Name of contractor 41c **Sewell Company**

d. Are your tax maps PAPER, GIS, or CAD? 41d **GIS**

42. Enter the number of land parcels in your municipality (not the number of tax bills) 42 **9508**

43. Total **taxable acreage** in your municipality. 43 **31313.35**

44. a. Have you/contractor completed professional town-wide revaluation? 44a **Yes** YES/NO
If yes, please answer the questions below.
If no, please proceed to line 45.

b. Did the revaluation include any of the following?
Please enter each category with Yes or No.

44b (1) **Yes** LAND

44b (2) **Yes** BUILDINGS

44b (3) **Yes** PERSONAL PROPERTY

c. Effective Date 44c **4/1/2007** mm/dd/yyyy

d. Contractor Name 44d **In house**

e. Cost 44e **NA**

Municipality: **AUBURN**

MUNICIPAL RECORDS, continued

Enter the best choice that describes how the municipality administers its assessment function. Choose **SINGLE ASSESSOR, ASSESSORS' AGENT** or **BOARD OF ASSESSORS. Include** the name of any single assessor or agent.

a) Function 45a **SINGLE ASSESSOR**

b) Name 45b **KAREN V SCAMMON**

c) Email address 45c kscammon@auburnmaine.gov

46. Enter the beginning and ending dates of the fiscal year in your municipality.

FROM 46a **7/1/2026** (mm/dd/yyyy) TO 46b **6/30/2027** (mm/dd/yyyy)

47. Interest rate charged on overdue 2026 property taxes 47 **6.00** (7.5% maximum)

48. Date(s) that 2026 property taxes are due

48a **9/15/26 RE** 48b **3/15/27 RE**

48c **9/15/26 PP** 48d (mm/dd/yyyy)

49. Are your assessment records computerized?

49a **YES** YES/NO Name of software used 49b **Patriot aka Catalis**

50. Has your municipality implemented a local property tax relief program under 36 M.R.S. § 6232(1)?

50a **YES** YES/NO How many people qualified? 50b **186**

How much relief was granted? 50c **$165,479.00**

51. Has your municipality implemented a local senior volunteer tax credit program under 36 M.R.S. § 6232(1-A)?

51a **NO** YES/NO How many people qualified? 51b

How much relief was granted? 51c

52. Has your municipality implemented a local property tax deferral for senior citizens under 36 M.R.S. § 6271?

52a **NO** YES/NO How many people qualified? 52b

How much relief was granted? 52c

I/We, the Assessor(s) of the Municipality of **AUBURN** do state that the foregoing information contained herein is, to the best knowledge and belief of this office, reported correctly and that all of the requirements of the law have been followed in valuing, listing and submitting the information.

ASSESSOR(S) SIGNATURES

DATE **9/1/2026** (mm/dd/yyyy)

NOTICE: This return must be completed and sent to the Property Tax Division by November 1, 2026 or within 30 days after the commitment date, whichever is later, in order to avoid reduction or loss of any entitlement under the Tree Growth Tax Law municipal reimbursement program for the 2026 tax year.

MAINE REVENUE SERVICES - 2026 MUNICIPAL VALUATION RETURN

Municipality: **AUBURN** County: **ANDROSCOGGIN**

VALUATION INFORMATION

1. Enter the number and type of new, demolished and converted residential buildings in your municipality since April 1, 2025, giving the approximate increase or decrease in full market value.

	One Family	Two Family	3-4 Family	5 Family Plus	Mobile Homes	Seasonal Homes
New	21	2	1	2	5	0
Demolished	5	0	1	0	1	0
Converted	10	14	7	0	0	0
Valuation Increase (+)	$3,945,300	$182,300	$153,500	$7,109,400	$400,700	$0
Valuation Loss (-)	$196,300	$0	$23,800	$0	$63,400	$0
Net Increase/Loss	$3,749,000	$182,300	$129,700	$7,109,400	$337,300	$0

2. Enter any new industrial or commercial growth started or expanded since April 1, 2025, giving the approximate full market value and additional machinery, equipment, etc.

231-020, 186 Main St, Mixed use/Multi-family completed (not above), net increase $690,000
208-019, 764 Minot Ave, New bank completed, net increase $828,600
143-007-000-005, 90 Aviation Ave, new plane hangar, net increase $603,700 (not completed on April 1)
206-058-007, 145 Mystique Way, Improvements to cannabis operation, net increase $47,200
211-289, 180 South Main St, New Firehouse (exempt), net increase $1,193,700
In 2026, we increased our real estate valuation by ~$77,500,000. $40,150,000 is attributed to market adjustments made. The remaining $37,350,000 is due to new construction and other improvements – including additions, renovations, and yard items. Some of these new values were subsumed because of ratioing to 73%

3. Enter any extreme losses in valuation since April 1, 2025, giving a brief explanation such as "fire" or "mill closing", etc. giving the loss at full market value.

No extreme losses. See notes on ratioing losses next section.

Other losses (minor)
226-053, Building removed ($294,800)
227-097, Building demolished ($282,300)
240-095, Building fire ($146,400)

4. Explain any general increase or decrease in valuation since April 1, 2025, based on revaluations, change in ratio used, adjustments, etc.

At a 73% ratio, Auburn loses approximately $121,000,000 in taxable personal property value compared to to certifying at 100%. This includes taxable and BETE assets combined.

Utilities that submit annual declared valuations — were adjusted. In 2026, this resulted in a loss of about $30,000,000 in taxable utility valuation.

To correct equity, the City of Auburn adjusted 673 properties based on a sales ratio study. The net increase due to these adjustments was over $40,150,000. Adjusted properties included: Land: Ag and Aux, Certain Condominiums, Hospitality, Multi-family properties, Large Medical, and Convenience Retail.

Revaluation edits. While we did not make any single-family market adjustments, many were updated based on inspection findings. This impacted property valuation, though the net impact is not clear.

2026 MUNICIPAL TAX RATE CALCULATION FORM

Municipality: **AUBURN**

BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT

1.	Total taxable value of real estate	1	$2,463,906,191 (from page 1, line 6)	
2.	Total taxable value of personal property	2	$96,023,385 (from page 1, line 10)	
3.	Total taxable value of real estate and personal property (Line 1 plus line 2)			3 $2,559,929,576 (from page 1, line 11)
4. a.	Total exempt value for all homestead exemptions granted	4a.	$78,182,050 (from Page 1, line 14f)	
b.	Homestead exemption reimbursement value	4b.	$59,418,358	
5. a.	Total exempt value of all BETE qualified property	5a.	$231,487,459 (from page 2, line 15c)	
b.	BETE exemption reimbursement value	5b.	$129,332,043	
6.	Total valuation base (Line 3 + line 4b + line 5b)			6 $2,748,679,977

ASSESSMENTS

7.	County tax	7	$3,694,912.00
8.	Municipal appropriation	8	$63,279,252.00
9.	TIF financial plan amount	9	$4,651,093 (must match page 2, line 16c + 16d)
10.	Local education appropriation	10	$67,310,744.00
11.	Total appropriations (Add lines 7 through 10)		11 $138,936,001.00

ALLOWABLE DEDUCTIONS

12.	Anticipated state municipal revenue sharing	12	$8,500,000.00
13.	Other revenues: (All other revenues that have been formally appropriated to reduce the commitment such as excise tax revenue, T.G. reimbursement, renewable energy reimbursement, trust fund or bank interest income, appropriated surplus revenue, etc. (Do not include any homestead or BETE reimbursement)	13	$63,519,907.00
14.	Total deductions (Line 12 plus line 13)		14 $72,019,907.00
15.	Net to be raised by local property tax rate (Line 11 minus line 14)		15 $66,916,094.00

	A		B		C	
16.	$66,916,094.00 (Amount from line 15)	x	1.05	=	$70,261,898.70	Maximum Allowable Tax
17.	$66,916,094.00 (Amount from line 15)	÷	$2,748,679,977 (Amount from line 6)	=	0.02434	Minimum Tax Rate
18.	$70,261,898.70 (Amount from line 16)	÷	$2,748,679,977 (Amount from line 6)	=	0.02556	Maximum Tax Rate
19.	$2,559,929,576.00 (Amount from line 3)	x	0.02450 (Selected Rate)	=	$62,718,274.61 (Enter on page 1, line 13)	Tax for Commitment
20.	$66,916,094.00 (Amount from line 15)	x	0.05	=	$3,345,804.70	Maximum Overlay
21.	$59,418,358 (Amount from line 4b.)	x	0.02450 (Selected Rate)	=	$1,455,749.77 (Enter on line 8, Assessment Warrant)	**Homestead Reimbursement**
22.	$129,332,043 (Amount from line 5b.)	x	0.02450 (Selected Rate)	=	$3,168,635.06 (Enter on line 9, Assessment Warrant)	**BETE Reimbursement**
23.	$67,342,659.44 (Line 19 plus lines 21 and 22)	-	$66,916,094.00 (Amount from line 15)	=	$426,565.44 (Enter on line 5, Assessment Warrant)	Overlay

(If Line 23 exceeds Line 20 select a lower tax rate.)

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant, Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.

2026 MUNICIPAL TAX RATE CALCULATION FORM

ENHANCED BUSINESS EQUIPMENT TAX EXEMPTION CALCULATION SHEET

Municipality: **AUBURN**

BE SURE TO COMPLETE AND FILE THIS FORM IN CONJUNCTION WITH THE TAX RATE FORM

Standard BETE Reimbursement Computation

1. a.	Total exempt value of all BETE property as of April 1, 2026	$231,487,459 (from page 2, line 15c.)
b.	Total exempt value of all BETE property located outside TIF Districts with captured assessed value (Line 1a. minus line 3b.)	$231,487,459
c.	Percent of reimbursement for BETE exempt property (2026 statutory standard 50% reimbursement)	50.00%
d.	Value of all BETE qualified exempt property subject to standard reimbursement	$0

Enhanced Reimbursement if Personal Property Factor Exceeds 5% of Total Taxable Value

2. a.	Total taxable value of all business personal property	$96,023,385
b.	Total taxable value of all real estate and personal property	$2,559,929,576
c.	Total value of all BETE qualified exempt property subject to **enhanced reimbursement** if not located in a Municipal Retention TIF District subject to a > % of line 2.(f)	$231,487,459
d.	Personal property factor [(2a. + 1a.) / (2b. + 1a.)]	11.73%
e.	Line 2d. / 2	5.87%
f.	Line 2(e) plus 50% **(if line 2(d) is greater than 5%)**	55.87%
g.	Value of all BETE qualified exempt property subject to **Enhanced** reimbursement	$129,332,043 (if zero results see below)

Municipal Retention Tax Increment Percentage

3. a.	Percentage of captured assessed value retained by the municipality and allocated for the municipality's own authorized TIF project costs approved as of 4/1/2008. (Defaults to Statutory Standard unless Municipal Retention % is greater than standard reimbursement)	0.00%	50.00%
b.	Captured Assessed Value of **BETE** qualified property located within TIF districts		
c.	Value of all TIF BETE qualified exempt property subject to reimbursement		$0 (if zero results see below)

Total Reimbursable BETE Exempt Value

4.	Total of all reimbursable BETE Exempt value **1.(d) or 2.(g)+ 3.(c)**	$129,332,043

City of Auburn
City Council Information Sheet

Council Workshop or Meeting Date: November 16, 2026

ORDER 77-09082026

Author: Emily F. Carrington, City Clerk

Subject: License Appeal Hearing – Websters Trading Co, 150 Minot Ave

---

Information: On July 20, 2026, the City Clerk issued notice of denial of Pawnshop/Pawnbroker and Secondhand Dealer business licenses to Shawn Copeland, owner of Websters Trading Co, located at 150 Minot Ave. Sec. 14-39 of the City's Code of Ordinances outlines the process for appeal. On August 18, 2026, the City Clerk received written notice of appeal from Mr. Copeland. The license appeal hearing has been scheduled for September 8, 2026 before the City Council and notice of the hearing has been sent to the applicant as required. Following the hearing, the City Council may approve any application previously denied by the affirmative vote of five or more members of the Council. The draft order will need to be amended as needed to include the final decision of the Council.

City Budgetary Impacts: None.

Staff Recommended Action: Appeal hearing regarding license denial and passage of ORDER.

Previous Meetings and History: Item postponed on 9/8/26 and 10/5/26 to give the property owner time to obtain answers and work to obtain the required permit(s) and meet Code and land use requirements.

City Manager Comments:

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

Attachments: ORDER, business license documents

City of Auburn, Maine
Planning, Permitting & Code
60 Court Street | Auburn, Maine 04210
www.auburnmaine.gov | 207.333.6601

TO: Mayor and City Council
FROM: Kris Beaudoin, Code Enforcement Director
DATE: November 12, 2026
SUBJECT: Update on Secondhand Dealer License Application and Outstanding Compliance Issues

This memorandum provides an update on the status of the applicant's secondhand dealer license application and outstanding compliance issues.

I conducted a site visit on November 12, 2026, and confirmed that construction activity has stopped and the building remains out of compliance with applicable requirements. Although some exterior repairs were previously initiated, progress has stalled, with the last noticeable exterior activity occurring on or around the week of October 23. To date, no inspections have been requested, leaving no way to verify whether any interior work has been completed.

Several exterior deficiencies and property maintenance concerns remain uncorrected on the site. Deterioration of building components previously observed at both the front and rear of the structure has not been fully addressed, and debris from the removal of the exterior brick veneer remains on the property and continues to accumulate. Based on these current observations, additional work is still needed to resolve the remaining issues and bring the property into full compliance.

In addition, Condition J of the original 2003 Planning Board approval remains unresolved. Condition J required the submission and approval of a revised site plan identifying designated areas for the outside storage or sale of motorized and non-motorized vehicles and trailers. No revised site plan was ever submitted or approved. Despite the absence of this required approval, motorized vehicle sales, leasing, rental, and storage activities continue to occur on the property. To evaluate whether these activities could now be approved under the 2003 Planning Board approval, the City sought a legal opinion. The opinion concluded that the Planning Board cannot use an amendment to the 2003 approval to authorize vehicle sales or leasing where the required revised site plan was never submitted and the use is no longer permitted within the T-5.1 zoning district. The opinion further noted that, unless the owner can demonstrate that vehicle sales and leasing use was lawfully established prior to the zoning change and continues as a lawful nonconforming use, approval of such activities today would effectively constitute authorization of a use that is currently prohibited.

For the reasons outlined above, staff recommend against approval of the second-hand dealer license at this location.

Kris Beaudoin
Director of Code Enforcement

Sec. 14-38. Grounds and procedure for denial of license applications; exceptions.

(a) Except as otherwise specifically provided in this section, a license under this chapter shall be denied if the council makes a finding that:

(1) The applicant is a corporation that is not licensed to do business in the state;

(2) The applicant is a corporation, of which, at any time during the previous five years, a principal officer, or a person having an actual or beneficial ownership interest or management authority therein has been convicted of (a) any Class A, Class B, or Class C crime, or (b) a crime committed under the laws of the United States of America or of any other state or territory thereof, that is punishable (whether or not such punishment was actually imposed) by a sentence at least as harsh as that that is authorized for the commission of a Class C crime under state law; provided that such conviction was for an offense that is rationally related to the regulation of the business sought to be licensed;

(3) The applicant has been convicted of (a) any Class A, Class B or Class C crime, or (b) a crime committed under the laws of the United States of America or of any other state or territory thereof, that is punishable (whether or not such punishment was actually imposed) by a sentence at least as harsh as that that is authorized for the commission of a Class C crime under Maine law; provided that such conviction was for an offense that is rationally related to the regulation of the business sought to be licensed;

(4) The applicant has had his business license revoked within the five years preceding the date of the application;

(5) The applicant is a corporation, person or other business entity which does or will employ a person (a) who will be substantially in the ownership or management of the business and the employee's business license has been revoked within the five years preceding the application; or (b) who was a principal of any corporation whose business license has been revoked within the five years preceding the application;

(6) The applicant is a corporation, person or other business entity of which any person is a principal who will be substantially involved in the ownership or management of the business and the principal's business license has been revoked within the five years preceding the application;

(7) The proposed licensed premises or its use fails to comply with zoning or other land use ordinances;

(8) The proposed licensed premises or its use fails to comply with any municipal ordinance or regulation;

(9) There exist on or about the premises proposed to be licensed conditions such as waste disposal violations, health or safety violations or other such conditions that unreasonably disturb, interfere with, or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use or enjoy their property in a reasonable manner;

(10) The applicant has knowingly furnished false or misleading information on his application.

(b) No license or permit shall be issued by the city clerk or designee following a hearing at which the city council has disapproved any application for such license. In addition, the city clerk or designee shall deny a license or permit to any person whose application was disapproved by any city official whose approval was required.

(c) No license or permit shall be issued to any person who is indebted to the city upon any claim, tax or account that is more than 60 days delinquent. The city treasurer shall be responsible for making available to the city clerk or designee and any other license-issuing officers such information as is essential for compliance with this section.

(d) 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.

(e) In the event that the council, in an exercise of its sound discretion, determines that there exist extenuating circumstances with respect to the grounds for denial of a license or that the circumstances giving rise to the denial can be ameliorated by the imposition of conditions or limitations to the grant of a license, the council may, notwithstanding the grounds set forth in this section, grant a license to the applicant upon such conditions as the council in an exercise of its sound discretion deems to be just and appropriate.

(Ord. No. 38-02072011-05, att. §§ 24-36, 24-37, 2-7-2011; Ord. No. 07-12172012, § 24-36, 24-37, 1-7-2013)

City of Auburn, Maine
Emily F. Carrington, City Clerk
60 Court Street | Auburn, Maine 04210
www.auburnmaine.gov | 207.333.6601

MEMO FROM THE CITY CLERK - LICENSE APPEAL HEARING - WEBSTERS TRADING CO

On February 12, 2025, Websters Trading Co, 150 Minot Ave, applied for business licenses: Pawnshop/Pawnbroker and Secondhand Dealer. Upon staff review by Code Enforcement, a Notice of Violation was sent to the then property owner of 150 Minot Ave on or about March 24, 2025 informing the owner of several code violations concerning the property (EXHIBIT A). The property owner was given the date of April 25, 2025 to come into compliance. At the same time, outstanding personal property tax was owed, and the license application remained pending while the property violations and tax bills remained outstanding and the city delayed taking legal action.

On June 8, 2026, a new notice of violation was mailed to the property owner and business owner of 150 Minot Ave informing the owner that the business was operating without the required licenses and given the date of July 8, 2026 to come into compliance (EXHIBIT B). A letter requesting an appeal was not received by the deadline, and the business owner was notified via the email address on file (EXHIBIT C). Following the process outlined in the City's Code of Ordinances, Chapter 14, the City Clerk formally denied the business license application and informed the business owner in a letter dated July 20, 2026 (EXHIBIT D).

On August 18, 2026, Mr. Copeland filed a written request to appeal the license denial and enclosed documentation regarding improvement of the property conditions that led to the initial notice of violation (EXHIBIT E). Payment was also made on the outstanding personal property tax, bringing the account current. Mr. Floyd Jenkins, current property owner, is planning to attend the license hearing and speak to the current status of the property.

Sincerely,

Emily F. Carrington
City Clerk
City of Auburn, Maine

EXHIBIT A

City of Auburn, Maine
Office of Permitting & Code Enforcement
Kris Beaudoin, Code Enforcement
Supervisor/Building Inspector/LPI
60 Court Street | Auburn, Maine 04210
www.auburnmaine.gov | 207.333.6601

NOTICE OF VIOLATION
CODE-00012-025

March 24, 2025

DT AND DW PROPERTIES INC
C/O DONALD WEBSTER
515 MIDDLE RD
SABATTUS, ME 04280

9489 0090 0027 6269 5794 13

RE: 150 Minot Ave, PID # 230-157

Dear property owner:

It has come to the attention of this office that violation(s) of the Code of Ordinances of the City of Auburn, hereafter referred to as the (Code), exists at:

150 MINOT AVE
AUBURN, ME 04210
PID#: 230157000

Violation: Chapter 12, Section 12-226; MAINTENANCE

- Deterioration of building components were observed at the front and rear of the structure.

Revision: All structures and structural elements shall be maintained structurally sound, in good repair, hazard free and suitable for the intended use.

Violation: Sec. 44-32. - Accumulations of refuse.

- Debris has been allowed to accumulate at the rear of the property.

Revision: No person shall allow any material to collect or lie on property which he owns, occupies or controls in such a manner that it attracts flies, annoys or interferes with the safety, health, comfort or repose of the public, emits odors, or is unsightly or is offensive.

Violation: Sec. 60-1363. - Final approval and filing.

- Modifications to the March 11, 2003 planning board approval have occurred without approval.

Revision: No changes, erasures, modifications, or revisions shall be made in any final

plan after approval has been given by the planning board and endorsed in writing on the plan, unless the plan is first resubmitted and the director of planning and permitting or their designee approves any modifications.

Corrective actions:

- **Repair, replace or remove areas of the building where deterioration and structural hazards are present. ***PERMIT(S) REQUIRED*****
- **Remove the trash and debris located at the rear of the property.**
- **Come into compliance with the March 11, 2003, planning board approval.**

Compliance date: April 25, 2025

Therefore, in accordance with the above referenced ordinance requirements, you are hereby ordered to complete the above corrective action by the compliance date given. Your prompt attention to this matter is advised to avoid legal action. It is our sincere desire to work with you in devising an implementation schedule for the correction of these conditions. Please contact this office immediately if circumstances do not permit the timely compliance with this order and abatement of the violations or if you have any questions regarding this matter.

In the event that you do not comply with this order, this office may issue a citation pursuant to Chapter 2, Article VIII of the aforementioned Code. Said citation shall require you to pay a penalty of one hundred and five dollars ($105.00) for the first citation and you will be reordered to abate the outstanding violations in the previous Notices and Orders. In the event that you do not comply with the first citation, additional citations may be issued. The second citation imposes a civil penalty of two hundred and ten dollars ($210.00), the third is four hundred and twenty dollars ($420.00), the fourth and subsequent citations are eight hundred and forty dollars ($840.00), and penalties are cumulative. In the future, if any of the above violations are repeated, you are not entitled to receive any further notification, and this office may serve you with a citation.

In lieu of or in addition to the issuance of citations, this office may initiate a land use complaint pursuant to 30 A M.R.S.A. § 4452 et seq. as amended, and M.R. Civ. P. 80K. A judgment from such a lawsuit in the City's favor will result in a court order that any violations be abated, the imposition of a mandatory fine of between one hundred dollars ($100.00) and two thousand five hundred dollars ($2,500.00) per violation, per day, and the payment of court costs and the City's legal fees.

If you disagree with this Notice of Violations and order, you may appeal to the Auburn Board of Appeals pursuant to 30-A M.R.S. § 2691(4). You must do so within 30 days of the date of this order, pursuant to Section 60-1151 of the City Code, or you will be deemed to have waived your right to appeal. The decisions of timely appeals to the Auburn Board of Appeals may be reviewed by the Superior Court subject to the terms and conditions stated in M.R. Civ. P. 80B. A failure to appeal this Notice of Violation does not preclude you from opposing any further enforcement action the City may pursue against you.

If you have any questions about what you need to do to comply with this Notice and

Order, please contact this office immediately. I can be reached directly at (207)333-6601 Ext.1150

Sincerely,

Kris R. Beaudoin
Kris Beaudoin
Code Compliance Team Leader/Building Inspector/LPI
60 Court Street | Auburn, Maine 04210 | 207.333.6601 X1150
kbeaudoin@auburnmaine.gov

Cc: Eric Cousens, Director of Public Safety









COPY

March 25, 2003

Donald Webster
80 Mill Street
Auburn ME 04210

Dear Mr. Webster:

At the March 11, 2003 meeting of the Auburn Planning Board, the Board voted unanimously to grant your request for a Special Exception to redevelop the former Jimmy's Restaurant property located at 150 Minot Avenue into Webster Trading Company. The Board cited the findings listed in the staff report as reasons for granting the Special Exception. The Board in granting this Special Exception attached the following conditions:

A. The building must meet or exceed current National Fire Protection Association Codes, American Insurance Association Fire Prevention Code and conform to local ordinances and state regulations.

B. This property is currently served with three separate water service entrances. It appears the complex may, at one time, have been three separate buildings. Under current rules and regulations promulgated by the Maine Public Utilities Commission, water customers can only have a single water service entrance. Mr. Lamie of the Auburn Water District stated that he would initiate a discussion with the owner/developer to determine the feasibility of reducing the number of water service entrances.

C. The water service entrance will require the installation of a commercial grade Reducer Pressure Zone (RPZ) backflow preventer.

D. The Engineering Department believes that the existing on-site catch basin is currently not operational/functioning. The basin shall be made to function properly as a condition of this development.

E. The proposed northern most Minot Avenue (one-way) curb-cut should be reduced in width.

F. Handicap access ramps shall be provided at all driveway/curb-cut crossings.

G. The parking lot shall be striped with parking stalls that meet City standards (9' x 18' stalls).

H. The proposed dumpster shall include a solid/screen enclosure.

I. The landscape area along the northern parking lot should be widened and shall include additional landscape materials, similar to what the Planning Board approved with the Jimmy's redevelopment proposal. Whenever possible a ten foot wide (minimum) landscaped area shall be provided. A revised plan shall be submitted for staff review and approval prior to occupancy of the building. All landscaping (as required) shall be installed by the fall of 2003.

J. There shall not be any outside storage or sale of cars or storage of storage boxes and/or containers. The outside storage or sale of any motorized or non-motorized vehicles and trailers, including but not limited to snow mobiles, campers, motorcycles, boats, trailers, all terrain vehicles are limited to designated areas to be shown on the revised plan.

K. All signs shall fully conform to the City's Sign Ordinance.

L. Plan approval is also conditioned upon compliance by the applicant with the plans and specifications which have been received by the Planning Board in connection with the development proposal as well as with any oral commitments regarding the project which were specifically made by the applicant to the Planning Board in the course of its deliberations.

Prior to construction activity, all building and engineering permits must be obtained and all fees paid.

Approval of a site plan/special exception shall expire one year after the date of approval unless all building permits have been obtained to begin construction in accordance with the approved site plan.

EXHIBIT B

City of Auburn, Maine
Planning, Permitting & Code
60 Court Street | Auburn, Maine 04210
www.auburnmaine.gov | 207.333.6601

NOTICE OF VIOLATION
CC-00115-026

June 8, 2026

9489 0090 0027 6259 3655 07

DT AND DW PROPERTIES
515 MIDDLE RD
SABATTUS, ME 04280

9489 0090 0027 6259 3655 14

WEBSTER TRADING CO
c/o SHAWN COPELAND
150 MINOT AVE
AUBURN, ME 04210

RE: 150 MINOT AVE, PID # 230-157

Dear property owner:

It has come to the attention of this office that violation(s) of the Code of Ordinances of the City of Auburn, hereafter referred to as the (Code), exist at:

150 MINOT AVE
AUBURN, ME 04210
PID: 230157000

- **Webster Trading Co, located at: 150 Minot Ave is operating without the required licenses, in violation of the following municipal ordinances.**

Violation: Sec. 14-26. Compliance with state and local law and rules required.
Revision: (a)Except as otherwise provided, no person shall engage in any business or activity, nor maintain any equipment or device, for which a license or permit is required, without having first complied with all applicable rules and regulations and having paid the proper fee and obtained a license therefore.
(b)Specifically, all licensees and applicants for licenses are required to comply with state statutes and rules, city ordinances and rules and regulations of city departments which pertain to the business or activity for which a license is desired. State rules include and are not limited to:

Violation: Sec. 14-28. License for each location required.
Revision: A license is required for each place or premises where a business regulated by this chapter, or any part thereof, including storage, is conducted. No licensee shall engage in such business in any manner at any place without first obtaining such license.

Violation: Sec. 14-29. Written application to be on approved form; submitted with appropriate fee.
Revision: Except when otherwise provided by the ordinances of the city, every application for a license shall be made in writing to the city clerk or designee upon a form to be provided by the clerk. Such application shall be signed by the applicant. The proper fee shall be paid to the clerk at the time of filing the application.

Violation: **Sec. 14-41. Display of licenses.**
Revision: Every license shall be kept prominently displayed at the place of business of the licensee named in the license, or, in the case of equipment licenses, the license shall be affixed to such machines or equipment as required to allow such license to be inspected at any time by any proper city official.

Corrective actions: All business operations subject to licensure shall be suspended immediately and shall not resume until all required licenses have been approved and issued by the City of Auburn.

Compliance Date: July 8, 2026

Therefore, in accordance with the above referenced ordinance requirements, you are hereby ordered to complete the above corrective action by the compliance date given. Your prompt attention to this matter is advised to avoid legal action. It is our sincere desire to work with you in devising an implementation schedule for the correction of these conditions. Please contact this office immediately if circumstances do not permit timely compliance with this order and abatement of the violations or if you have any questions regarding this matter.

In the event that you do not comply with this order, this office may issue a citation pursuant to Chapter 2, Article VIII of the aforementioned Code. Said citation shall require you to pay a penalty of one hundred and five dollars ($105.00) for the first citation and you will be reordered to abate the outstanding violations in the previous Notices and Orders. In the event that you do not comply with the first citation, additional citations may be issued. The second citation imposes a civil penalty of two hundred and ten dollars ($210.00), the third is four hundred and twenty dollars ($420.00), the fourth and subsequent citations are eight hundred and forty dollars ($840.00), and penalties are cumulative. In the future, if any of the above violations are repeated, you are not entitled to receive any further notification, and this office may serve you with a citation.

In lieu of or in addition to the issuance of citations, this office may initiate a land use complaint pursuant to 30-A M.R.S.A. § 4452 et seq. as amended, and M.R. Civ. P. 80K. A judgment from such a lawsuit in the City's favor will result in a court order that any violations be abated, the imposition of a mandatory fine of between one-hundred dollars ($100.00) and two-thousand five-hundred dollars ($2,500.00) per violation, per day, and the payment of court costs and the City's legal fees.

If you disagree with this Notice of Violations and order, you may appeal to the Auburn Board of Appeals pursuant to 30-A M.R.S. § 2691(4). You must do so within 30 days of the date of this order, pursuant to Section 60-1151 of the City Code, or you will be deemed to have waived your right to appeal. The decisions of timely appeals to the Auburn Board of Appeals may be reviewed by the Superior Court, subject to the terms and conditions stated in M.R. Civ. P. 80B. A failure to appeal this Notice of Violation does not preclude you from opposing any further enforcement action the City may pursue against you.

If you have any questions about what you need to do to comply with this Notice and Order, please contact this office immediately. I can be reached directly at (207)333-6601 Ext.1160

Sincerely,



Benjamin Westman
Code Compliance Officer

City of Auburn
60 Court Street
Auburn, ME 04210
(207) 333-6601 Ext. 1160
bwestman@auburnmaine.gov

Cc: Kris Beaudoin, Code Supervisor

EXHIBIT C

Kris Beaudoin

From: Kris Beaudoin
Sent: Monday, July 20, 2026 2:32 PM
To: 'sharpshot_05@yahoo.com'; websterstrade@aol.com
Cc: Emily Carrington; Eric Cousens
Subject: 150 Minot Ave.

Good afternoon Shawn,

I'm writing in response to the letter you sent requesting an appeal of the notice of violation for operating a pawnshop/pawn broker/secondhand store at 150 Minot Ave. without a license. I attempted to reach you at 207-795-6402, but I was unable to leave a message.
At this time, I'm not able to approve your appeal request because it does not meet the requirements outlined in Section 60-1151 of the ordinance. You can review that section here:

https://library.municode.com/me/auburn/codes/code_of_ordinances?nodeId=PTIICOOR_CH60ZO_ARTXVBOAP_DIV3APPR_S60-1151PEb

I've spoken with the City Clerk who oversees license approvals, and she will be sending you a license denial letter. That letter will outline the process for appealing the decision and explain the steps you'll need to take. Once you receive it, time will be of the essence, so please feel free to reach out right away if you have any questions about the appeal process.

Best Regards,

Kris Beaudoin
Code Compliance Team Leader/Building Inspector/LPI
60 Court Street | Auburn, Maine 04210 | 207.333.6601 X1150
kbeaudoin@auburnmaine.gov

The City of Auburn is subject to statutes relating to public records.
E-mail sent or received by City employees are subject to these laws.
Senders and receivers of City e-mail should presume that messages are subject to release.

EXHIBIT D

City of Auburn, Maine
Emily F. Carrington, City Clerk
60 Court Street | Auburn, Maine 04210
www.auburnmaine.gov | 207.333.6601

July 20, 2026

Webster's Trading Co
Attn: Shawn Copeland
116 Bog Road
Leeds, ME 04263

Mr. Shawn Copeland,

This letter is to inform you that the PAWNSHOP/PAWNBROKER and SECONDHAND DEALER business licenses applied for on February 12, 2025 to WEBSTER'S TRADING CO, 150 Minot Avenue, Auburn Maine, have been denied by the city clerk under Section 14-38 of the City of Auburn's Code of Ordinances, specifically:

> (7) The proposed licensed premises or its use fails to comply with zoning or other land use ordinances;
>
> (8) The proposed licensed premises or its use fails to comply with any municipal ordinance or regulation;

Sec. 14-34 requires certification from city officials in order for a business license to be granted.

> (c) The code enforcement officer was not able to certify that the facilities are sanitary and in compliance with the provisions of land use regulations, building standards and codes as well as all state and city rules and regulations for the type of business activities intended to be conducted as of the date of this letter.
>
> (f) The city treasurer was not able to certify that all taxes and any monies due to the city have been paid or are current as of the date of this letter.

This denial comes after a notice of violation was sent on or about March 24, 2025 regarding concerns about the property not being in compliance with code and land use regulations and informing you of the need to have the situation resolved in order for your business license to be renewed by April 25, 2025.

A separate notice of violation was sent on or about June 8, 2026 informing you that the business was operating without the required licenses and giving a correction date of July 8, 2026 to come into compliance. The ongoing property and maintenance issues noted in the notice of violation letter sent in March 2025 were not resolved to satisfaction. In addition, the City is unable to issue the license due to the fact outstanding personal property taxes exist for this business in the amount of $91.11 (2025) and $44.15 (2024), as of the date of this letter.

Per ordinance, a refund will be issued to you for the amount paid for both license fees and notice of this denial will be given to the City Council at their next regularly scheduled meeting (August 3, 2026).

You have a right to appeal this denial, as outlined in Sec. 14-39 of the City's Code of Ordinances, below:

Sec. 14-39. - Appeal.

(a) Except as otherwise provided, appeals shall be made by filing a written notice of appeal with the office of the city clerk or designee within 30 days of the date of any such denial (August 19, 2026) to the council in writing, whereupon a hearing will be scheduled, at which time the applicant shall have the right to be heard. It shall be the duty of the city clerk or designee to notify such applicants who have appealed, of the time and place of the hearing.

(b) Such notice shall be mailed by the city clerk, postage prepaid, to the applicant at the address furnished on the application form at least 48 hours prior to the date set for hearing. The city council may, at that time, approve any application previously denied by the affirmative vote of five or more members of the council.

Sincerely,



Emily F. Carrington
City Clerk
City of Auburn, Maine

Enclosures

EXHIBIT E

August 18, 2026

City Of Auburn
Emily F Carrington, City Clerk
60 Court St
Auburn, ME 04210

RE: 150 Minot Ave, Webster Trading Company- License Appeal

Dear Ms. Carrington,

Please accept this memo as representation of my notice of appeal under Section 14-39. For the record, I also appealed against the June 8th notice to which I have received no reply other than your notice denying my license renewal.

I would also like to state, for the record, the status of the issues that I understand may have been used to justify the denial of my license renewal. (I will also note that in the best interest of all concerned, Mr. Floyd Jenkins has assumed responsibility for the 150 Minot Ave property while the legal transfer of ownership is completed, and he has been working diligently on these matters for some weeks.)

1. A structural engineer has been retained to review the conditions of the structures and in fact conducted a thorough inspection of the buildings. While we await the letter of findings, the engineer did state that there is neither structural compromise nor life safety concerns.
2. The concrete parking curbs have been aligned and painted.
3. Parking lines have been repainted.
4. The Shrubbery installation has been completed.
5. The dumpster enclosure has been constructed.
6. Construction debris at the rear of the building has been removed.
7. Trees and shrubs approaching the railroad tracks have been cut and removed.
8. Outstanding property taxes in the amount of $91.11 and $44.15 have been paid.

Photos are enclosed.

Sincerely,

Shawn Copeland
Websters Trading Co

ENCL. ENGINEER CONTRACT



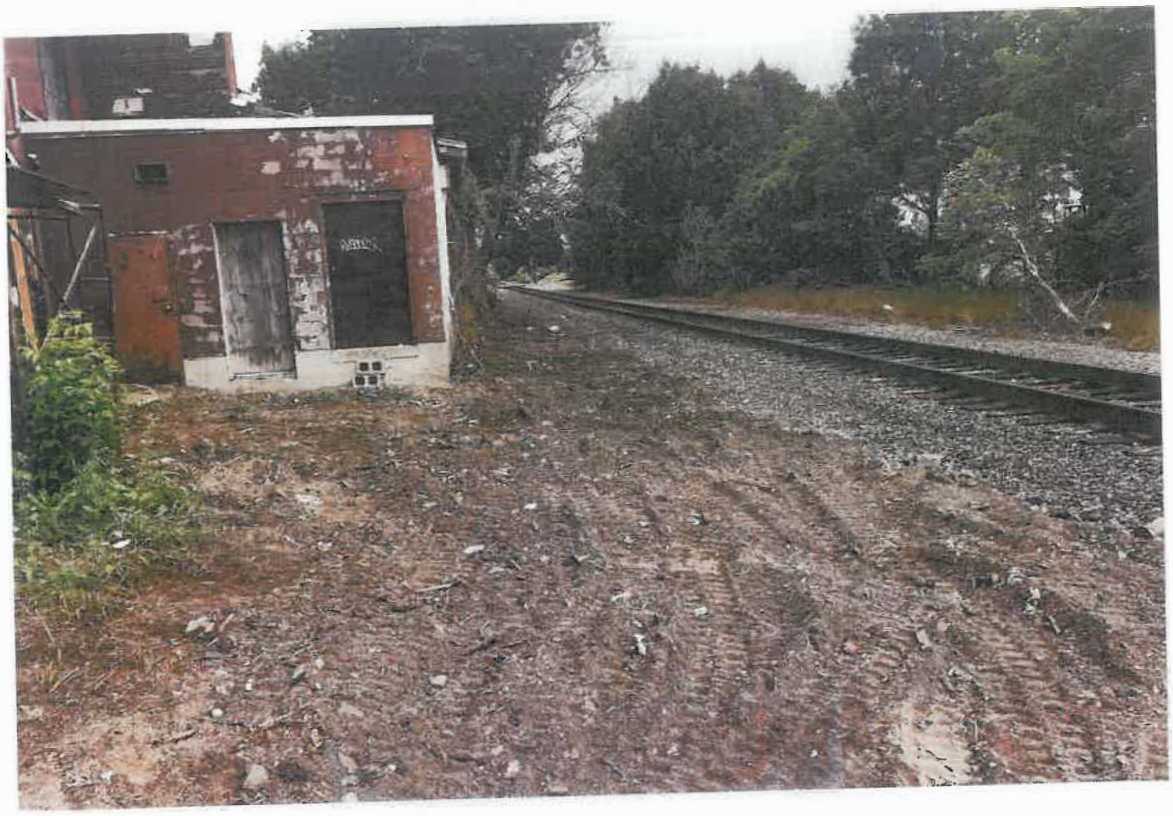
CONCRETE CURBING

PARKING LINES

SHRUBBERY



DUMPSTER ENCLOSURE



DEBRIS REMOVAL

52-7276/2112 5037

Floyd Jenkins
PO Box 2323
Lewiston, ME 04241
(207) 576-1459

DATE 8-18 26

PAY TO THE ORDER OF CITY OF AUBURN $ 91 11

NINETY ONE & 11/100 DOLLARS

MAINE COMMUNITY BANK

MEMO 150 MINOT

TAXES PAID REDACTED REDACTED REDACTED

52-7276/2112 5038

Floyd Jenkins
PO Box 2323
Lewiston, ME 04241
(207) 576-1459

DATE 8 18 26

PAY TO THE ORDER OF CITY OF AUBURN $ 44 15

FORTY FOOR & 15/100 DOLLARS

MAINE COMMUNITY BANK

MEMO 150 MINOT

TAXES PAID REDACTED REDACTED REDACTED 5038

HELEN WATTS ENGINEERING, PLLC
455 Litchfield Road
Bowdoin, ME 04287
(207) 522-9366 · fax (207) 666-3920
hcwatts@pm.me

CLIENT AUTHORIZATION

DATE: August 5, 2026

CLIENT:
Floyd Jenkins
PO Box 2323
Lewiston, ME 04241
catjenkins@msn.com

PROJECT TITLE: 150 Minot Avenue, Auburn, Maine
HCW Project No. 26-059

LUMP SUM FEE: $780.

PROJECT ENGINEER: Helen C. Watts, P.E.

I hereby authorize Helen Watts Engineering PLLC to perform the engineering services as described in the accompanying letter dated August 5, 2026, and guarantee payment of all fees at the inspection. I agree to pay for the services in accordance with the enclosed Standard Terms and Conditions of Helen Watts Engineering PLLC, dated August 2025. I have read and understand the description of services to be provided, any noted limits on those services and the Standard Terms and Conditions.

August 8th
Date

Authorizing Signature
For: Floyd Jenkins

NOTE: Please return a signed copy of this Client Authorization to Helen Watts Engineering PLLC. Thank you.

ORDER 77-09082026

City Council Order

ORDERED, that the Pawnshop/Pawnbroker and Secondhand Dealer business licenses for WEBSTERS TRADING CO, 150 Minot Avenue, be issued by the City Clerk following reapplication and positive recommendation and inspection, as required, from Code Enforcement, Planning, Police, and Fire departments.

BE IT FURTHER ORDERED, the following be completed prior to license issuance:

1) The building must be repaired in accordance with the Notice of Violation issued March 24, 2025.

2) The applicant or property owner must either remove all truck rental vehicles from the property or obtain an amendment approval from the Planning Board. This condition is documented in the March 24, 2025 Notice of Violation, citing the Planning Board's March 11, 2003 approval.

3) Licensed activity must cease at the property until all business licenses are issued.

Rachel B. Randall, Ward One
Kelly L. Butler, Ward Four
Belinda A. Gerry, At Large

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

Mathieu L. Duvall, 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: November 16, 2026 **ORDINANCE 19-11162026**

Author: DeCarlo Brown, Planning and Permitting Director

Subject: Zoning Ordinance Text Amendment - Waivers and Variances

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Information: The Zoning Ordinance identifies when a proposed improvement requires a variance rather than a waiver and defines the authority of the Planning Board and Board of Appeals to grant each type of relief. A recent decision by the Maine Supreme Judicial Court has reaffirmed the specific authority of the Board of Appeals as it relates to variances versus waivers. After consulting with the City Attorneys, staff proposes clarifying this authority to align the ordinance with state requirements.

Relevant Action:
The Planning Board held a public hearing on October 13, 2026, to receive comments on the proposed amendment. Following the public hearing, the planning board voted 7- 0 to recommend the City Council adopt the amendment.

City Budgetary Impacts: None

Staff Recommended Action: Hold a public hearing and first reading to approve the proposed text amendment pursuant to Chapter 60, Article XVII, Division 2, Charter, Article II, Section 2.6.(C), and Title 30-A, §4352

Previous Meetings and History:

City Manager Comments:

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

Attachments:
Draft Zoning Ordinance Text Amendment

ORDINANCE 19-11162026

City Council Ordinance

IN CITY COUNCIL

BE IT ORDAINED, that Chapter 60, Article IV, Division 2, Section 60-1312 and 60-1366 of the Code of Ordinances, City of Auburn, Maine, is hereby amended to read as follows:

~~**Sec. 60-1312. Review of planning board needed for variance.**~~

~~For those developments subject to site plan review (division 2 of article XVI of this chapter) the relaxation of the dimensional requirements of any use district shall be reviewed by the planning board. The modifications of the dimensional requirements shall be allowed as the planning board may deem necessary to carry out the objectives and intent of site plan review as specified in division 2 of article XVI of this chapter.~~

(Ord. of 9-21-2009, § 7.1D(13))

Sec. 60-1312. Waivers and Variances.

(a) Where the planning board finds that, due to special circumstances of a particular plan, provisions of certain required improvements are not necessary to protect public health, safety and welfare or are inappropriate because of inadequacy or lack of connecting facilities adjacent or in proximity to the proposed subdivision, it may waive such requirements, subject to appropriate conditions.

(b) Any waivers granted by the planning board must be noted on the face of the approved plan.

(c) Only general, municipality-wide standards may be modified by waivers approved by the planning board. Particular, zone-specific standards may not be waived or modified by the planning board. Modifications of particular, zone-specific standards may only be approved by variance in accordance with Article XV.

Sec. 60-1366. Approvals and waivers.

(a) Where plans need to be modified after planning board approval due to changes beyond the developer's control, the director of planning and permitting or their designee will have the authority to approve any amendments that the director of planning and permitting or their designee ~~feels~~ determines may be approved without detriment to the health, safety and welfare of the community. If the director of planning and permitting or their designee ~~feels~~ determines the amendments must go back to the planning board the subdivision approval process must be followed.

(1) A paper copy of the plan shall be submitted to the director of planning and permitting or their designee marked with all proposed changes in red ink. An accompanying letter shall also be attached requesting all changes.

(2) The director of planning and permitting or their designee shall circulate the plan to the proper departments for review.

(3) Once all review has been completed, the director of planning and permitting or their designee shall write a letter to the developer explaining how to proceed with the proposed amendments.

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Phillip L. Crowell, Jr., City Manager

City Council Ordinance

~~(b) If the director of planning and permitting or their designee determines the amendments must go back to the planning board, the subdivision approval process must be followed.~~

(~~c~~b) ~~Where planning board finds that extraordinary, unnecessary and financial hardships may result from strict compliance with the standards of a particular plan, it may vary these standards so that substantial justice may be done and the public interest secured; provided that such variations will not have the effect of nullifying the intent and purpose of the official map, the comprehensive plan or the zoning ordinance.~~ Any ~~variances or~~ waivers granted by the planning board must be noted on the face of the recording plat.

(~~d~~c) Where the planning board finds that, due to special circumstances of a particular plan, provisions of certain required improvements are not ~~requisite in the interest of~~necessary to protect public health, safety and welfare or are inappropriate because of inadequacy ~~of~~ or lack of connecting facilities adjacent or in proximity to the proposed subdivision, it may waive such requirements, subject to appropriate conditions.

(~~e~~d) ~~-~~Only general, municipality-wide standards may be modified by waivers approved by the planning board. Particular, zone-specific standards may not be waived or modified by the planning board. Modifications of particular, zone-specific standards may only be approved by variance in accordance with Article XV.

City of Auburn
City Council Information Sheet

Council Workshop or Meeting Date: November 16, 2026 **Public Hearing**

Author: Jamie Longley, Community Development Manager

Subject: CDBG/HOME Consolidated Annual Performance Evaluation Report (CAPER) Program Year 2025

Information:
The City of Auburn receives allocations from the U.S. Department of Housing and Urban Development (HUD) through the Community Development Block Grant (CDBG) and HOME Investment Partnership programs each year. This CAPER incorporates the utilization of Auburn's CDBG funds, HOME funds for Auburn and Lewiston as well as leveraged funds for the period spanning July 1, 2025, through June 30, 2026.

This program year, a key focus has been the deployment of funds to support city projects such as the 121 Mill St. Auburn Resource Center and programs held at the center.

City Budgetary Impacts:
These federal grant dollars cover staff salary/benefits as well as program activities for the Business and Community Development program and grant subrecipients.

Staff Recommended Action: Hold Public Hearing

Previous Meetings and History:
Draft CAPER Published October 30, 2026
Public Comment Period October 30, 2026 - November 17, 2026

City Manager Comments:

I concur with the recommendation. Signature: Phillip Crowell J.

Attachments:
Draft PY25 CAPER

Consolidated Annual Performance Report (CAPER)

Program Year 2025

On behalf of:

The Auburn-Lewiston Home Consortium &
City of Auburn CDBG program

Prepared by Auburn Community Development Office

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CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The City of Auburn receives annual funding from the U.S. Department of Housing and Urban Development (HUD) through the Community Development Block Grant (CDBG) and HOME Investment Partnerships programs. The CDBG program supports community development activities that improve housing, living environments, and economic opportunities for low- and moderate-income residents. The HOME program supports the development and preservation of affordable housing for low-income households and is intended to expand housing opportunities for households with the greatest need.

This Consolidated Annual Performance and Evaluation Report (CAPER) covers the use of CDBG funds allocated to the City of Auburn and HOME funds administered through the Auburn-Lewiston HOME Consortium, including leveraged resources, for the period of July 1, 2025, through June 30, 2026. The activities and outcomes described in this report are guided by the goals and priorities established in the Consolidated Plan for program years 2020-2024. HUD approved an extension of that Consolidated Plan, allowing the City and Consortium to continue implementing the plan for an additional program year. As a result, PY25 represents the sixth program year under the extended Consolidated Plan.
The Annual Action Plan establishes the specific activities, performance measures, and strategies used to advance the goals identified in the Consolidated Plan. During PY25, the City and Consortium continued to implement activities addressing affordable housing, community development, public services, and other identified community needs.

The Auburn-Lewiston HOME Consortium also continued to administer and expend its HOME-ARP allocation during the reporting period. This one-time funding is specifically intended to address the needs of individuals and households experiencing homelessness, at risk of homelessness, or otherwise meeting the eligibility requirements established under the HOME-ARP program. HOME-ARP activities have included additional housing and supportive service investments, including public service sub-grants designed to respond to the significant and ongoing needs of individuals and households experiencing or at risk of homelessness.

Because HOME-ARP activities were established after adoption of the original Consolidated Plan and are funded through a separate one-time

allocation, these activities are not part of the original Consolidated Plan framework. However, their implementation has required a significant commitment of staff time and administrative resources. The outcomes and impacts of these activities are therefore addressed throughout this CAPER to provide a complete account of the work undertaken during PY25 and the resources devoted to meeting the community's housing and homelessness needs.

As we are using public service dollars to support a public facility, in order to not duplicate reporting we prioritized reporting under essential service, which left the facilities and homeless prevention as a zero impact.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Improve Infrastructure and reduce blight	Non-Housing Community Development	CDBG: $ / HOME: $	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	3000	8034	267.80%	1000	1707	170.70%
Improve Infrastructure and reduce blight	Non-Housing Community Development	CDBG: $ / HOME: $	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		100	0	0.00%

Promote Economic Opportunities	Non-Housing Community Development	CDBG: $ / HOME: $	Jobs created/retained	Jobs	10	11	110.00%			
Promote Economic Opportunities	Non-Housing Community Development	CDBG: $ / HOME: $	Businesses assisted	Businesses Assisted	10	7	70.00%			
Provide Essential Services	Homeless Non-Homeless Special Needs	CDBG: $ / HOME: $	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	20		0	0	
Provide Essential Services	Homeless Non-Homeless Special Needs	CDBG: $ / HOME: $	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1200	4654	387.83%	15	20	133.33%
Provide Essential Services	Homeless Non-Homeless Special Needs	CDBG: $ / HOME: $	Homeless Person Overnight Shelter	Persons Assisted	0	0		0	0	
Provide Essential Services	Homeless Non-Homeless Special Needs	CDBG: $ / HOME: $	Homelessness Prevention	Persons Assisted	0	0		100	315	315.00%

Provide Safe and Affordable Housing	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: $ / HOME: $	Rental units constructed	Household Housing Unit	0	6		112	2	1.79%
Provide Safe and Affordable Housing	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: $ / HOME: $	Rental units rehabilitated	Household Housing Unit	100	19	19.00%			
Provide Safe and Affordable Housing	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: $ / HOME: $	Homeowner Housing Rehabilitated	Household Housing Unit	50	23	46.00%			
Provide Safe and Affordable Housing	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: $ / HOME: $	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	125	53	42.40%	45	22	48.89%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan,

giving special attention to the highest priority activities identified.

The PY25 Action Plan continued the four priority objectives identified in the Consolidated Plan. As HUD extended the 2020-2024 Consolidated Plan for an additional year, the City continued to use CDBG and HOME resources to address housing, infrastructure, economic opportunity, and essential services.

1. Safe and Affordable Housing
   Safe and affordable housing remained the City's highest priority. During PY25, HOME assisted 22 households through Tenant-Based Rental Assistance (TBRA) and completed 2 rental units. CDBG continued to support housing rehabilitation and lead hazard reduction activities. HOME-ARP supportive services reported 2,374 household assists for households experiencing or at risk of homelessness.
2. Infrastructure Improvement and Blight Reduction
   CDBG funds supported continued improvements to the Police Activities League (PAL) Center and the Community Resource Center at 121 Mill Street. PY25 public facility accomplishments included 462 beneficiaries associated with the PAL Center and 1,245 associated with 121 Mill Street, for 1,707 total beneficiaries. The PAL project, which included demolition of 15 substandard residential units and successful rehousing of affected residents, closed during PY25. The 121 Mill Street facility continued operating as a community resource and drop-in center while additional facility work remained planned.
3. Promotion of Economic Opportunities
   No economic development activities were funded through CDBG or HOME during PY25. Resources were concentrated on higher-priority housing, infrastructure, and service needs.
4. Provision of Essential Services
   CDBG public service activity at 121 Mill Street recorded 335 persons assisted during PY25, and the recreation scholarship activity recorded 20 beneficiaries. HOME-ARP supportive services reported 2,374 household assists. HOME-ARP homeless-status data identified 146 persons experiencing homelessness and 62 persons reported as non-homeless or at risk of homelessness. These investments strengthened Auburn's local network of housing and supportive services.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted). 91.520(a)

	CDBG	HOME
White	2,542	171
Black or African American	557	33
Asian	7	0
American Indian or American Native	6	0
Native Hawaiian or Other Pacific Islander	0	1
Total	**3,112**	**205**
Hispanic	25	9
Not Hispanic	3,087	196

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

Using the same CR-10 calculation method applied in PY24, CDBG reported 3,112 beneficiaries within the five standard single-race categories: 2,542 White, 557 Black or African American, 7 Asian, 6 American Indian or Alaska Native, and 0 Native Hawaiian or Other Pacific Islander. An additional 29 multi-racial CDBG beneficiaries are not represented in the standard CR-10 race rows. Consistent with the PY24 CAPER methodology, the HOME column combines HOME and HOME-ARP and reports 205 beneficiaries in the five standard race categories, with an additional 18 multi-racial records. Hispanic or Latino beneficiaries totaled 25 in the CDBG single-race cohort and 9 in the combined HOME/HOME-ARP cohort.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	2,094,018	1,803,488
HOME	public - federal	3,216,961	139,253

Table 3 - Resources Made Available

Narrative

During PY25, IDIS drawdowns with LOCCS send dates within the July 1, 2025, through June 30, 2026, reporting period totaled $1,803,488.11 in CDBG, $139,253.26 in HOME, and $278,302.82 in HOME-ARP. CDBG resources supported continued investment in the 121 Mill Street Community Resource Center, public infrastructure, and public services. In April 2026, the City also received $1,000,000 in Section 108 loan funding to support continued development of the 121 Mill Street Community Resource Center. HOME resources supported TBRA and affordable rental housing activities, while HOME-ARP supported housing stabilization and other supportive services. The City also continued its partnership with the Auburn Housing Authority on the Home for Good development at Hampshire Street Commons.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

Table 4 – Identify the geographic distribution and location of investments

Narrative

The City of Auburn continues to prioritize investment in public infrastructure and community facilities serving neighborhoods with concentrations of low- and moderate-income residents. While the 2020-2024 Consolidated Plan employed a city-wide approach, the most recent Action Plan identified Census tracts 101, 103, and 105 as a targeted focus area based on the concentration of low- to moderate-income residents.

During PY25, CDBG public facility accomplishments included 462 beneficiaries associated with the PAL Center and 1,245 associated with the 121 Mill Street Community Resource Center, for 1,707 total beneficiaries. The Resource Center remained operational as a multi-use community facility and drop-in center serving individuals experiencing homelessness and housing instability, while additional facility improvements remained planned.

The City also continued its work with the Auburn Housing Authority on the Home for Good Development at Hampshire Street Commons. Together, these efforts demonstrate Auburn's continued use of CDBG resources to improve community facilities, address housing and homelessness needs, and support neighborhood stabilization within areas of greatest need.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The City diligently monitors and tracks matching and leveraged funds associated with its CDBG and HOME programs. The Consortium entered PY25 with approximately $1,321,615 in excess HOME match. Federal fiscal year 2025 HOME disbursements requiring match totaled $411,186.73, resulting in a match liability of $102,796.68 and approximately $1,218,819 in excess match carried forward. Public service activities also continued to leverage federal, state, local, and private resources, including MaineCare, the Emergency Food and Shelter Program, MaineHousing, United Way, private donors, and local foundations and organizations.

Public services continued to leverage resources from partners including MaineCare, Emergency Food and Shelter Program (EFSP), MaineHousing, United Way, private donors, and local foundations and organizations. With the completion of the Auburn Resource Center at 121 Mill Street, more than 10 partner organizations now utilize space at the facility to provide services to Auburn residents. Located in a qualified census tract and the City's designated Opportunity Zone, the Resource Center provides a centralized location for housing, homelessness, food access, and supportive services, allowing the City to leverage its facility investment with significant partner resources.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	1,321,615
2. Match contributed during current Federal fiscal year	0
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	1,321,615
4. Match liability for current Federal fiscal year	102,797
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	1,218,818

Table 5 – Fiscal Year Summary - HOME Match Report

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match

Table 6 – Match Contribution for the Federal Fiscal Year

HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at begin-ning of reporting period $	Amount received during reporting period $	Total amount expended during reporting period $	Amount expended for TBRA $	Balance on hand at end of reporting period $
211,319	76,844	0	7,341	280,822

Table 7 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	**Minority Business Enterprises**				**White Non-Hispanic**
		Alaskan Native or American Indian	**Asian or Pacific Islander**	**Black Non-Hispanic**	**Hispanic**	
Contracts						
Dollar Amount	0	0	0	0	0	0
Number	0	0	0	0	0	0
Sub-Contracts						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

	Total	**Women Business Enterprises**	**Male**
Contracts			
Dollar Amount	0	0	0
Number	0	0	0
Sub-Contracts			
Number	0	0	0
Dollar Amount	0	0	0

Table 8 - Minority Business and Women Business Enterprises

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	Total	**Minority Property Owners**				**White Non-Hispanic**
		Alaskan Native or American Indian	**Asian or Pacific Islander**	**Black Non-Hispanic**	**Hispanic**	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

Table 9 – Minority Owners of Rental Property

Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition		
Parcels Acquired	0	0
Businesses Displaced	0	0
Nonprofit Organizations Displaced	0	0
Households Temporarily Relocated, not Displaced	0	0

Households Displaced	**Total**	**Minority Property Enterprises**				**White Non-Hispanic**
		Alaskan Native or American Indian	**Asian or Pacific Islander**	**Black Non-Hispanic**	**Hispanic**	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

Table 10 – Relocation and Real Property Acquisition

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	30	0
Number of Non-Homeless households to be provided affordable housing units	30	24
Number of Special-Needs households to be provided affordable housing units	0	0
Total	**60**	**24**

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	30	22
Number of households supported through The Production of New Units	30	2
Number of households supported through Rehab of Existing Units	0	0
Number of households supported through Acquisition of Existing Units	0	0
Total	**60**	**24**

Table 12 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

During PY25, the Auburn-Lewiston HOME Consortium used HOME resources to assist 22 households through TBRA and complete 2 rental units, for 24 total HOME household/unit accomplishments. HOME income data reported 22 households at 0-30% of Area Median Income and 2 households at 31-50% of Area Median Income. HOME-ARP resources provided additional flexibility for housing stability and supportive services and reported 2,374 household assists during the program year.

Compared with one-year goals of 30 households supported through rental assistance and 30 households supported through production of new units, HOME assisted 22 TBRA households and completed 2 rental units during PY25. Implementation continued to be affected by limited rental availability, rising housing costs, difficulty identifying units that meet program requirements and rent limits, and the complexity and timing of affordable housing development. The City and Consortium continued working with nonprofit, housing, and community partners to maximize available resources and address these challenges.

Discuss how these outcomes will impact future annual action plans.

The Consortium will continue to evaluate barriers to accessing housing programs and identify opportunities to make available resources more effective. The limited use of HOME funds for new development also highlights the need to consider the costs and requirements associated with federal funding when developing future housing strategies.

HOME-ARP resources have provided additional flexibility to address barriers to housing stability, including moving expenses, storage, utilities, and supportive services. Partnerships with organizations such as Preble Street have further expanded the Consortium's ability to connect households with housing and supportive services.

These experiences and outcomes will inform future Action Plans, including the development of the 2026 Action Plan, and help the Consortium respond to changing housing conditions, available resources, and the evolving needs of the community.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	0	22
Low-income	0	2
Moderate-income	0	0
Total	**0**	**24**

Table 13 – Number of Households Served

Narrative Information

During PY25, HOME funds assisted 22 households through TBRA and completed 2 rental units. Of the 24 HOME households/units reported, 22 were at 0-30% of Area Median Income and 2 at 31-50% of Area Median Income. Limited rental availability and program rent requirements constrained deployment.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

During PY25, the City of Auburn continued to expand its coordinated approach to serving individuals and families experiencing homelessness or at risk of homelessness through the Auburn Resource Center (ARC) at 121 Mill Street. Located within Auburn's federally designated Opportunity Zone, the 15,000-square-foot, CDBG-funded facility provides a centralized location for municipal programs and nonprofit partners serving individuals with housing, food, health, behavioral health, recovery, and other needs.

The Drop-In Center continued operations at the ARC, providing a low-barrier point of contact for individuals experiencing homelessness and connecting them with available housing, food, health, recovery, and supportive services.
The ARC continued to host or coordinate services provided by community partners, including Preble Street, Recovery Connections of Maine, Spurwink, Maine Reentry Network, MEIRS, Better Life Partners, and the YMCA food pantry. The City also continued to connect residents with General Assistance, Public Health, housing assistance, and other municipal resources.

Through CDBG and HOME-ARP resources, the City continued to support housing stabilization and supportive services. CDBG public service activity recorded 335 persons assisted during PY25. HOME-ARP supportive services reported 2,374 household assists, while HOME-ARP homeless-status data identified 146 persons experiencing homelessness and 62 persons reported as non-homeless or at risk of homelessness. These activities provided housing search, stabilization, case management, and connections to supportive services.

The City also continued to collaborate with local service providers and public safety partners to identify individuals experiencing homelessness and connect them with appropriate services. These coordinated efforts allow the City to address immediate needs while working toward longer-term housing stability and reducing barriers to accessing available resources.

Addressing the emergency shelter and transitional housing needs of homeless persons

During PY25, the City of Auburn continued to support regional efforts to address the emergency shelter and transitional housing needs of individuals experiencing homelessness. The City worked with local service providers and the Maine Continuum of Care to connect residents with emergency shelter,

warming centers, housing assistance, and other supportive services.

CDBG and HOME-ARP resources supported services intended to prevent homelessness, assist individuals in accessing shelter and housing, and help households transition toward permanent housing. The Auburn Resource Center at 121 Mill Street also provided a centralized location for connecting individuals experiencing homelessness with shelter, housing, and supportive services.

The City continued to work with community partners to respond to emergency shelter needs and identify longer-term solutions to homelessness. The Auburn Resource Center and regional referral network remained important mechanisms for connecting residents to available shelter, housing, and supportive services.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

During PY25, the City's Community Development and General Assistance programs continued to partner with housing and service organizations to connect residents with housing assistance and supportive services. Community partners provided housing navigation, rental assistance, case management, employment resources, and other services for individuals and families experiencing or at risk of homelessness.

HOME and HOME-ARP resources supported housing stability through rental assistance, security deposits, supportive services, and other eligible housing-related expenses. HOME TBRA assisted 22 households during PY25, while HOME-ARP supportive services reported 2,374 household assists. The Housing Resources Program also helped address barriers such as rent and utility arrears, moving and storage costs, transportation, childcare, and employment or education expenses.
The City continued to coordinate services through the Auburn Resource Center at 121 Mill Street, where multiple partner organizations provide services in a centralized location. These partnerships allow residents to access housing navigation, case management, employment and training resources, and referrals to other community services.

A continuing challenge is the limited availability of affordable rental units and the gap between HUD rent limits and prevailing market rents. These conditions can make it difficult for households receiving rental assistance to locate units that meet program requirements and for landlords to participate in

assisted housing programs.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

During PY25, the City's Community Development, Public Health, and General Assistance programs continued to coordinate with the School Department, Police and Fire Departments, and local nonprofit organizations to connect residents with appropriate housing and supportive services. The Auburn Resource Center at 121 Mill Street strengthened this coordinated approach by providing space for multiple service providers and creating a centralized location for referrals and assistance.

HOME Tenant-Based Rental Assistance supported 22 households during PY25, and HOME rental production completed 2 units. HOME-ARP supportive services further supported households experiencing or at risk of homelessness. Staff and partner organizations also provided housing navigation, landlord mediation, case management, and referrals for employment, financial literacy, credit repair, and other services that support long-term housing stability.

During PY25, the City continued to expand coordination with service providers located at the Auburn Resource Center, strengthening the network of services available to residents and improving access to housing and supportive resources.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

In partnership with the Auburn Housing Authority (AHA), the City continued advancing Hampshire Street Commons, a 30-unit supportive housing development in downtown Auburn aligned with Home for Good principles. The project will expand deeply affordable and supportive housing by combining public housing, Housing Choice Vouchers, and Low-Income Housing Tax Credit units, with all units serving individuals and families experiencing homelessness. On-site supportive services will promote long-term housing stability and self-sufficiency.

AHA also continued adapting its housing programs to local market conditions. In response to rising rents and limited housing availability, AHA increased Section 8 payment standards to 120% of Fair Market Rent, helping voucher holders access a broader range of available housing. AHA continued working with MaineHousing and other partners on Family Self-Sufficiency initiatives and implementation of updated HUD requirements. The Authority also continued its focus on expanding voucher-based housing opportunities through privately developed units that accept Housing Choice Vouchers.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

The City of Auburn continued to support public housing residents and other low-income households in pursuing homeownership opportunities by connecting residents with local organizations that provide homebuyer education, mortgage readiness assistance, and down payment support. Residents are referred to Community Credit Union and Community Concepts, Inc., which offer counseling and financial education designed to help households prepare for successful homeownership.

These partnerships help residents address common barriers to homeownership, including credit readiness, budgeting, mortgage qualification, and upfront purchase costs. Eligible residents may also access MaineHousing homebuyer assistance programs that provide financial support toward down payments and closing costs. Through these referrals and partnerships, the City works to expand pathways from subsidized or rental housing to sustainable homeownership for income-qualified households.

Actions taken to provide assistance to troubled PHAs

Neither the Lewiston Housing Authority nor the Auburn Housing Authority (AHA) were classified as troubled during PY25. As a result, no specific corrective assistance for troubled Public Housing Agencies was required.
The City continued to coordinate with both housing authorities on affordable housing, voucher utilization, housing stability, and related community development initiatives. In PY24, Auburn Housing

Authority was designated a HUD High Performer under the Section 8 Management Assessment Program (SEMAP) and received a score of 90 under HUD's NSPIRE physical inspection standards.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

The City of Auburn continued to reduce regulatory barriers to housing development through zoning reforms intended to increase housing choice, density, and development feasibility. Building on prior changes allowing accessory dwelling units, reducing road frontage requirements, and establishing form-based zoning across approximately 3,300 acres of the city's core, Auburn continued to encourage infill development and multi-unit housing in areas served by existing infrastructure. These measures carried forward the approach documented in PY24.

During PY25, Auburn's zoning framework also included an affordable housing density bonus allowing qualifying developments to achieve at least 2.5 times the otherwise permitted density, along with reduced parking requirements of no more than two spaces for every three affordable housing units. These provisions are intended to improve project feasibility and reduce land and infrastructure costs associated with affordable housing development.

The City also began evaluating additional ordinance changes necessary to comply with Maine's 2025 housing legislation, including provisions affecting residential density, accessory dwelling units, minimum lot sizes, affordable housing density and height allowances, parking requirements, and development review thresholds. This work continued Auburn's broader effort to identify land use regulations that may unnecessarily restrict housing production while maintaining applicable health, safety, and development standards.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The City of Auburn continued to address obstacles to meeting underserved needs through a coordinated, cross-departmental approach that integrates Community Development, General Assistance, public health, housing, and community-based service providers.

The General Assistance Administrator and Public Health Manager remained key members of the Community Development team, bringing direct knowledge of the needs of residents experiencing homelessness, housing instability, poverty, and other barriers to services. Their participation in regular team coordination helps the City identify emerging needs, respond to program challenges, and adjust service delivery as conditions change. This approach builds on the structure described in PY24, when these community-facing positions were incorporated directly into Community Development planning

and implementation.

The City also continued to use the Auburn Resource Center at 121 Mill Street as a centralized location for connecting underserved residents with municipal services and community partners. The co-location of service providers allows residents to access housing assistance, case management, behavioral health and substance use services, employment supports, food assistance, and other resources with fewer barriers and stronger coordination between agencies. In PY24, the City had already begun expanding this model by relocating Community Development staff to the Resource Center alongside more than 10 community service providers.

The City also continued coordination with Auburn Housing Authority and other housing and social service agencies to connect underserved households with rental assistance, housing stabilization resources, and other programs intended to prevent homelessness and improve long-term housing stability.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

The City of Auburn continued efforts to reduce lead-based paint hazards by building on the work completed through its three-year Lead Hazard Control and Healthy Homes program. That initiative used federal lead hazard funding, supplemented by CDBG resources for eligible households, to identify and remediate lead hazards in income-qualified housing.

Following completion of the grant-funded rehabilitation work, the City continued to monitor assisted rental units for applicable affordability and occupancy requirements and to ensure that units benefiting from prior lead hazard investments remain available to low- and moderate-income households. The City also continued to connect property owners and residents with available lead hazard information and resources as part of its broader housing rehabilitation and healthy homes efforts.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The City of Auburn continued to administer and support programs intended to reduce the number of families living in poverty by addressing immediate basic needs, housing instability, and barriers to employment and self-sufficiency.

General Assistance remained a primary resource for low-income households, providing emergency and ongoing assistance with housing, utilities, food, medical needs, household necessities, and other essential expenses. Project Support You (PSY) continued to work alongside police and fire personnel to connect individuals in crisis, including people experiencing homelessness and behavioral health challenges, with appropriate services and supports.

The City also continued to use housing-focused programs to reduce the financial pressures that can contribute to or prolong poverty. HOME Tenant-Based Rental Assistance helped eligible households with move-in costs such as security deposits, while HOME-ARP resources supported housing stabilization, case management, housing searches, and other eligible costs for individuals and families experiencing or at risk of homelessness.

Together, these programs provide both immediate financial relief and connections to longer-term housing, employment, health, and social service resources intended to improve household stability and reduce the risk of deeper poverty. During PY25, HOME TBRA assisted 22 households, HOME-ARP supportive services reported 2,374 household assists, and the CDBG public service activity recorded 335 persons assisted.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The City of Auburn continued to strengthen its institutional structure through a more integrated Community Development model that combines housing, General Assistance, public health, and community-based services.

Community Development staff continued operating from the Auburn Resource Center, where City programs are co-located with community service providers offering case management, substance use services, employment assistance, and other supports. This structure allows City staff and partner agencies to coordinate referrals, share information more efficiently, and provide residents with more comprehensive access to services in a single location.

The City also continued efforts to streamline application, approval, and service delivery processes, improving coordination between departments and community partners and allowing staff to respond more quickly to identified needs.
At the regional and statewide level, Auburn continued to participate in coordination with MaineHousing and the Maine Continuum of Care as those systems worked to improve Coordinated Entry, service delivery, and the allocation of homelessness resources.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The City of Auburn continued to enhance coordination between public and private housing providers and social service agencies through regular collaboration, shared referrals, and the co-location of services at the Auburn Resource Center.
Community Development staff worked closely with Auburn Housing Authority on affordable housing initiatives, rental assistance, and housing stabilization programs. The City also coordinated with nonprofit and private service providers to connect residents with housing navigation, case management,

behavioral health services, employment supports, food assistance, and other resources that contribute to long-term housing stability.

The Auburn Resource Center continued to serve as a central hub for this coordination by bringing municipal staff and community providers together in one location. This structure improves communication between agencies, reduces duplication of services, and helps residents move more efficiently between housing, financial assistance, health, and social service programs.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The City of Auburn continued efforts to overcome impediments to fair housing choice by supporting zoning and development policies that expand housing opportunities across the community. These efforts included maintaining form-based zoning, allowing accessory dwelling units, revising residential density standards, and reducing road frontage requirements to encourage infill development and a broader range of housing types. The City continued to support approaches that increase housing choice and reduce regulatory barriers that can limit the development of affordable housing.

The City also continued to recognize that concentrating subsidized housing within limited areas can restrict housing choice for low-income households. Community Development staff supported efforts to expand affordable and mixed-income housing opportunities across neighborhoods and to increase access to housing choice vouchers in lower-poverty areas.

These actions remain consistent with the fair housing impediments identified by MaineHousing, particularly concerns related to community opposition to affordable housing and policies that restrict where lower-income households are able to live.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

During PY25, the City of Auburn used a comprehensive monitoring process to ensure that CDBG, HOME, HOME-ARP, and other federally assisted activities complied with applicable program requirements and remained in compliance throughout required affordability and reporting periods.

For HOME-assisted rental housing, the City's monitoring policy schedules routine monitoring and on-site inspections during even-numbered program years. Accordingly, no HOME-assisted rental properties were scheduled for routine on-site inspection during PY25. Staff continued administrative oversight of income eligibility, applicable rent limits, affordability requirements, and other program-specific compliance documentation.

Public Service and HOME-ARP subrecipients were monitored through quarterly demographic, programmatic, and financial reporting. Reports were reviewed prior to reimbursement and included information on persons served, program outcomes, expenditures, payroll records, and other supporting documentation. Staff provided technical assistance when reporting or compliance issues were identified and could conduct additional monitoring based on risk or performance.

The City will also continue to follow applicable federal procurement, Section 3, and minority- and women-owned business outreach requirements for funded activities. Community Development staff will incorporate monitoring results into ongoing program administration and planning to identify compliance concerns, improve program delivery, and ensure that activities remain consistent with the Consolidated Plan and Annual Action Plan.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The City of Auburn will provide residents with reasonable notice and an opportunity to comment on the PY25 Consolidated Annual Performance and Evaluation Report (CAPER) in accordance with the City’s Citizen Participation Plan.

The draft CAPER will be made available for public review during the required public comment period. Notice of availability and any related public hearing will be published through the City's established public notification methods, including the City website, social media, email distribution lists, and other public communication channels.

To improve accessibility, notices will also be made available at key public facilities and will provide information on how residents may access the report, submit comments, request printed copies, or obtain language assistance and translation services.

Any comments received during the public review period will be considered prior to final submission of the CAPER to HUD.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

No changes were made to the City's program objectives during PY25. The City continued to implement its CDBG, HOME, and HOME-ARP activities in accordance with the priorities established in the Consolidated Plan and Annual Action Plan.
Program experience during the year reinforced the continued need for investments in affordable housing, homelessness prevention and response, public services, and neighborhood improvement. While program delivery methods and partnerships continued to evolve in response to community needs, these adjustments did not require changes to the jurisdiction's overall program objectives.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-50 - HOME 24 CFR 91.520(d)

Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations

Please list those projects that should have been inspected on-site this program year based upon the schedule in 24 CFR §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

Under the City's HOME monitoring policies, routine monitoring and on-site inspections of HOME-assisted rental properties are conducted during even-numbered program years. Accordingly, no HOME-assisted rental properties were scheduled for routine on-site inspection during PY25.

The properties subject to ongoing HOME affordability requirements will be included in the City's next scheduled monitoring cycle during PY26. Because no inspections were due during PY25, there were no inspection deficiencies or corrective actions to report for the program year.

Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 24 CFR 91.520(e) and 24 CFR 92.351(a)

Property owners of HOME-assisted rental units are required to maintain both a Management Plan and an Affirmative Marketing Plan that promote Fair Housing objectives and ensure nondiscriminatory access to assisted housing.
These plans must provide for impartial resident selection, compliance with applicable federal fair housing requirements and executive orders, and maintenance of a documented waiting list of applicants. Resident selection policies and criteria are reviewed to ensure they are applied consistently and do not unlawfully discriminate against protected classes.

During PY25, the City continued to require compliance with these affirmative marketing standards for HOME-assisted properties subject to ongoing affordability requirements.

Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

During PY25, HOME program income receipts totaled $76,843.87. No HOME program income draw occurred within the July 1, 2025 through June 30, 2026 reporting period. The PR09 identifies TBRA as the only HOME program income draw activity, but the recorded draw date is August 5, 2026, after the close of PY25, so that expenditure will be reported in PY26. The source-derived program income balance was $234,139.88 at the beginning of PY25 and $310,983.75 at June 30, 2026. Owner characteristics are

not applicable to the TBRA activity; tenant income and demographic characteristics are reported through IDIS.

Describe other actions taken to foster and maintain affordable housing. 24 CFR 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 24 CFR 91.320(j)

The Cities of Auburn and Lewiston continued to foster and maintain affordable housing through HOME-funded housing programs, rental assistance, and coordination with housing authorities, nonprofit partners, and private property owners.
During PY25, HOME resources assisted 22 households through TBRA and completed 2 rental units, for 24 total HOME household/unit accomplishments. The Consortium also continued to support the long-term affordability of previously assisted housing by monitoring applicable affordability periods, rent limits, and occupancy requirements.

Auburn continued to pursue opportunities to expand affordable housing through partnerships with Auburn Housing Authority and other housing developers, while also supporting zoning and land-use policies intended to increase housing production and expand the range of housing types available within the community.

These activities reflect the Consortium’s ongoing strategy of combining direct housing assistance, preservation of existing affordable units, and partnerships that support the future development of affordable housing.

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	2	0	0	0	0
Total Labor Hours	3,630				
Total Section 3 Worker Hours	893				
Total Targeted Section 3 Worker Hours	122				

Table 14 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes,preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					

Other.					

Table 15 – Qualitative Efforts - Number of Activities by Program

Narrative

During PY25, the City of Auburn followed its adopted Section 3 policies and procedures for all applicable HUD-funded activities. Staff reviewed funded projects for Section 3 applicability and incorporated required provisions into procurement, contracting, and project administration where applicable.

The City continued to promote compliance through contractor guidance, documentation requirements, and outreach intended to provide employment, training, and contracting opportunities to Section 3 workers and Section 3 business concerns when such opportunities were generated by HUD-assisted projects.

No additional Section 3 qualitative activities beyond those required under the City's established policy were undertaken during the program year.

CR-60 - ESG 91.520(g) (ESG Recipients only)

ESG Supplement to the CAPER in *e-snaps*

For Paperwork Reduction Act

1. Recipient Information—All Recipients Complete

Basic Grant Information

Recipient Name	AUBURN
Organizational DUNS Number	086886173
UEI	
EIN/TIN Number	016000018
Indentify the Field Office	BOSTON
Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance	

ESG Contact Name

Prefix

First Name
Middle Name
Last Name
Suffix
Title

ESG Contact Address

Street Address 1
Street Address 2
City
State
ZIP Code -
Phone Number
Extension
Fax Number
Email Address

ESG Secondary Contact

Prefix
First Name
Last Name
Suffix
Title
Phone Number
Extension
Email Address

2. Reporting Period—All Recipients Complete

Program Year Start Date	07/01/2025
Program Year End Date	06/30/2026

3a. Subrecipient Form – Complete one form for each subrecipient

Subrecipient or Contractor Name
City
State
Zip Code
DUNS Number
UEI
Is subrecipient a vistim services provider
Subrecipient Organization Type
ESG Subgrant or Contract Award Amount

City of Auburn
City Council Information Sheet

Council Workshop or Meeting Date: November 16, 2026 **ORDER 93-11162026**

Author: Jamie Longley, Community Development Manager

Subject: Proposed Heating Assistance Program

Information: Proposed City funded Heating Assistance Program to help residents facing heating emergencies after accessing General Assistance and other available resources. The program would provide up to $500 or the cost of 100 gallons of heating oil, whichever is greater, paid directly to vendors. Beyond emergency assistance, the program provides an opportunity to reinforce referrals to community resources that support long-term financial stability, reduce future emergencies, and fill gaps in existing assistance programs.

City Budgetary Impacts: The program would be funded entirely by the City, with an estimated budget of $60,500 to assist 100 households, based on a heating oil cost of $6.05 per gallon for 100 gallons per household. Assistance would be limited to available funding.

Staff Recommended Action: Appropriate $60,500 from the Undesignated Fund Balance to fund the proposed Heating Assistance Program.

Previous Meetings and History: Presented at City Council Workshop on November 2, 2026

City Manager Comments:

I concur with the recommendation. Signature: Phillip Crowell J.

Attachments:
Heating Assistance Program Draft
Heating Assistance Application
Heating Assistance Checklist

City of Auburn, Maine
Business + Community Development
121 Mill St | Auburn, Maine 04210
www.auburnmaine.gov | 207.333.6601

HEATING ASSISTANCE PROGRAM

PROGRAM GOAL

The proposed City of Auburn Heating Assistance Program is intended to prevent a loss of home heat and address urgent heating gaps after a household has applied for General Assistance (GA) and attempted available community heating resources. A second contact with City staff also provides an opportunity to connect residents with assistance that may improve longer-term financial stability.

This is a locally funded assistance program separate from Maine General Assistance. Program benefits are not State GA-reimbursable, and assistance is subject to City approval, appropriation, and available funds.

PARTICIPANT ELIGIBILITY

1. Applicant must reside in the City of Auburn and occupy the dwelling for which heating assistance is requested.
2. Total household income must be at or below the current Maine Home Energy Assistance Program (HEAP) income limit for the applicable household size. HEAP income thresholds are used as a program screen; this program does not determine HEAP eligibility.
3. Household must have applied for and been evaluated through Auburn GA before consideration. The household may or may not have received GA; this program is intended for a subsequent unmet heating need after the GA process and resource referrals.
4. Applicant must demonstrate a current heating emergency or substantial risk of losing heat and provide evidence that available household resources cannot reasonably remedy it.
5. Applicant must make reasonable attempts to access applicable resources, including HEAP through Community Concepts, the Salvation Army, and 211 / Keep ME Warm. Staff will document when programs have no funds, are not yet open, or are unavailable to the household.

DRAFT

ASSISTANCE PERIOD AND ELIGIBLE COSTS

1. Heating assistance would be available November through April, while appropriated funding remains available.
2. If funds remain, electricity disconnections in May or June may be considered when the documented arrears are attributable to winter electric heating.
3. Eligible heating needs may include delivered heating oil, propane, wood, and electricity used to heat the occupied residence. Assistance is limited to a verified, necessary heating expense.
4. For heating oil, the proposed one-time benefit is $500 or the cost of 100 gallons, whichever is greater. The City will verify the price per gallon and actual delivery.
5. For propane or wood, the proposed one-time benefit is up to $500, or the vendor's minimum required delivery when that amount is greater and specifically approved.
6. For electric heat, assistance is limited to the documented amount needed as part of a workable plan to prevent disconnection or restore/retain service, up to $500 under the proposed standard.
7. No household may receive duplicate payment for the same expense, or a second local heating award within the same season after receiving the authorized seasonal benefit.

CONDITIONS OF PAYMENT

1. The proposed program pays vendors directly; no cash assistance is issued to applicants.
2. Before payment, staff must verify a quote, current balance or disconnection notice, and whether the proposed payment will remedy the emergency. For electricity, a City payment must be sufficient alone or be part of a confirmed funding or payment arrangement that prevents disconnection or restores service.
3. Applicant must disclose all assistance received, awarded, or pending from GA, HEAP, charities, or other sources. Assistance may be pending, provided no credit has already been applied to the account for the same expense.
4. Heating vendors must provide an invoice or written quote and the information required for municipal payment (including a W-9 if not already on file). Delivery or payment must be confirmed for the record.

APPLICATION AND APPROVAL PROCESS

1. Applications will be accepted and reviewed by City staff using the program application, household intake, and applicant documentation checklist.
2. Complete applications will be considered in order received, subject to emergency circumstances and available program funds. Staff may request additional information reasonably necessary to confirm eligibility.
3. Staff will verify Auburn residency, household composition and income, prior GA evaluation, referrals attempted, the heating need, available resources, and proposed vendor payment.
4. A recommendation and calculation of assistance will be documented for review by the designated Department Director or authorized designee. Approval must be obtained before a vendor commitment is issued.
5. The applicant will receive written notice of approval or denial, including the amount and vendor if approved. Incomplete applications may remain pending until requested information is supplied.

REQUIRED DOCUMENTATION

- Completed and signed application and household intake form.
- Proof of Auburn residence and identity; household size and income verification for all household members as applicable.
- Current heating bill, vendor quote, low-fuel statement, disconnect notice, or similar verification of the immediate need.
- Confirmation of prior GA application/evaluation and documented efforts to obtain HEAP, Salvation Army, Keep ME Warm, and other relevant assistance.
- Information on household resources.
- Vendor billing information and documentation needed to make and verify direct payment.

RESOURCE NAVIGATION AND RECORDS

At each meeting, staff should review additional supports that may reduce future emergency needs, including food programs, utility payment arrangements, Efficiency Maine heating improvements, property-tax relief, financial education, employment assistance, case management, housing resources, and treatment or recovery supports, as appropriate. Applicants should receive referrals without a guarantee of outside funding.

The City will retain an application, eligibility review, determination, referral record, and payment verification consistent with municipal retention and confidentiality practices. This local program does not replace GA eligibility determinations or GA appeal rights.

APPROVAL

Program guidelines approved:

_____ _____

Authorized Approver Date

City of Auburn, Maine
Business + Community Development
121 Mill St | Auburn, Maine 04210
www.auburnmaine.gov | 207.333.6601

HEATING ASSISTANCE PROGRAM

APPLICANT DOCUMENTATION CHECKLIST

Please bring the following items to your appointment or submit copies with your application. Staff may request additional verification based on your situation.

REQUIRED FOR ALL HOUSEHOLDS

- ☐ Completed and signed Heating Assistance Program Application and Household Intake Form.
- ☐ Photo identification or another acceptable identity document for the applicant.
- ☐ Proof of current Auburn residency (lease, mortgage statement, current utility bill, or other mail showing your address).
- ☐ Proof of household size and gross income for all household members (recent pay stubs, benefit or award letters, pension / Social Security / unemployment information, or other income records).
- ☐ Bank statements or other information showing funds currently available for heating costs, when requested.
- ☐ Proof of the current heating need: vendor delivery quote or invoice, fuel level, current utility balance, disconnection notice, or similar document.
- ☐ Heating vendor or utility name, account number, and contact information.
- ☐ Information about assistance already received or pending for this same heating cost.

PROOF OF GA AND COMMUNITY RESOURCE EFFORTS

- ☐ Date of your prior Auburn General Assistance application / appointment and outcome, if known.
- ☐ Community Concepts / HEAP: confirmation of application, appointment, decision, or unavailability.
- ☐ Salvation Army: date contacted and response or confirmation that funds are not yet available.
- ☐ 211 / Keep ME Warm: date contacted and response or confirmation of waitlist or unavailability.
- ☐ Any other heating or utility resource contacted, including the amount awarded or reason not available.

BRING THESE IF THEY APPLY

- ☐ Homeowners: most recent property-tax bill or confirmation taxes are current.
- ☐ Renters: lease or written confirmation of who is responsible for the heat.
- ☐ Electric-heating households: disconnect notice, account history showing winter-heating arrears, and details of an arrangement or other funds that will keep service active.
- ☐ Additional verification of essential expenses or unexpected financial hardship, if requested by staff.

If a resource is closed or out of funds, tell staff when you contacted it. If you have no heat or have an upcoming disconnect, tell staff immediately. Assistance is not guaranteed.

DRAFT

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www.auburnmaine.gov | 207.333.6601

HEATING ASSISTANCE PROGRAM APPLICATION

Complete this application and the household intake page. Assistance is not guaranteed and is subject to program approval and available funds. This is for households that have already applied for GA and attempted available heating assistance referrals.

APPLICANT AND HOUSEHOLD INFORMATION

Applicant name:	Date of birth:
Street address (Auburn):	Unit / apartment:
Mailing address (if different):	Phone:
Email:	Number in household:
☐ Homeowner ☐ Renter	☐ Own heating system ☐ Heat included in rent

HEATING EMERGENCY

Primary heat source: ☐ Oil ☐ Propane ☐ Wood ☐ Pellets	☐ Electric heat ☐ Other:
Fuel level / date last delivered:	Date heat may run out:
Disconnect date (if electricity):	Amount required to prevent shutoff: $
Heating vendor / utility:	Vendor phone / account #:

Describe the heating emergency and what assistance is needed:

_____

PREVIOUS GA AND OTHER HEATING ASSISTANCE

Date last applied for Auburn GA:	Did you receive assistance? ☐ Yes ☐ No
GA assistance amount / fuel (if known):	Date of most recent heating support:

☐ I have contacted Community Concepts / HEAP. Result: _____

☐ I have contacted the Salvation Army. Result: _____

☐ I have contacted 211 / Keep ME Warm. Result: _____

☐ I contacted another resource (name / outcome): _____

REQUESTED ASSISTANCE

Estimated vendor cost: $	Amount requested from City: $
Other confirmed funds toward this cost: $	Remaining unmet amount: $

For electricity: Explain what payment, agreement, or additional funding would prevent a disconnection or restore service: _____

DRAFT

HOUSEHOLD INTAKE FORM

HEATING ASSISTANCE PROGRAM | APPLICANT CONTINUED

HOUSEHOLD MEMBERS AND INCOME

List every person who lives in the household, including the applicant. Attach an additional page if needed.

Household member name	Relationship	Age / DOB	Gross monthly income / source

INCOME, RESOURCES AND ESSENTIAL EXPENSES

Total household gross monthly income: $	Cash / bank resources available: $
Monthly rent or mortgage payment: $	Average monthly heating / electric bill: $
Monthly essential out-of-pocket expenses: $	

ADDITIONAL STABILITY RESOURCES

Check items you would like City staff to discuss or refer you to (optional):

☐ Food support ☐ Heating-system repair / Efficiency Maine ☐ Utility assistance

☐ Property-tax relief ☐ Budgeting / financial education ☐ Employment / training

☐ Housing support ☐ Case management ☐ Health / recovery resources ☐

Other: _____

APPLICANT AUTHORIZATION AND CERTIFICATION

I certify that the information I provided is true and complete to the best of my knowledge. I have disclosed income, resources, and other assistance received or pending for this heating expense. I authorize City staff to contact heating vendors, utilities, GA staff, and the listed assistance providers as reasonably needed to verify this request and prevent duplicate payment. I understand assistance is subject to verification and availability; any payment is made directly to the vendor, and applying does not guarantee approval.

Applicant signature:	Date:
Other adult applicant / authorized representative:	Date:

FOR OFFICE USE ONLY

Date received:	Staff reviewer:

ORDER 93-11162026

City Council Order

IN COUNCIL

ORDERED, that the City Council allocate $60,500 from the FY2025 Undesigned Fund Balance which is within the policy of 10% - 14% for the purpose of funding the proposed Auburn Heating Assistance Program.

Rachel B. Randall, Ward One
Kelly L. Butler, Ward Four
Belinda A. Gerry, At Large

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

Mathieu L. Duvall, Ward Three
Adam R. Platz, At Large
Phillip L. Crowell, Jr., City Manager