

**LEWISTON CITY COUNCIL**

**WORKSHOP AGENDA**

**Tuesday, February 11, 2020**

**City Council Chambers**

**6:00 pm Workshop**

Pledge of Allegiance to the Flag.

**WORK SESSION**

1. Review of Proposals to Acquire Martel School – 45 minutes
2. Sidewalk Plow Route Adjustments – 10 minutes

**EXECUTIVE SESSIONS**

- ES-1. Executive Session to discuss Real Estate Negotiations of which the premature disclosure of the information would prejudice the competitive bargaining position of the City.
- ES-2. Executive Session to discuss Disposition of Property of which the premature disclosure of the information would prejudice the competitive bargaining position of the City.



## EXECUTIVE DEPARTMENT

**Edward A. Barrett, City Administrator**  
**Denis D'Auteuil, Deputy City Administrator**

February 4, 2020

To: Honorable Mayor and Members of the City Council  
Fr: Edward Barrett  
Su: Reuse of Martel School

During discussion of the reuse of the former Martel School, the City Council indicated preferences for retaining the existing open space and playground areas and that the exterior of the historic initial school building be retained if possible. While these were preferences, please note that they were not requirements. The Council did establish some requirements, including:

1. A clear outline of the intended purpose for which the property will be used;
2. Specifying whether the existing buildings will be reused, in whole or in part, or partially or fully demolished;
3. Specifying whether the proposal can be accommodated on the portion of the parcel fronting on Lisbon Street or whether the entire parcel is needed, is preferred (indicating the proposal can advance without it but would prefer it be included), or is not needed;
4. A proposed schedule for the reuse/redevelopment;
5. Supporting documentation for the financial feasibility of the project;
6. The amount to be paid to the City for the property.

The following summarizes the responses received.

### DAVID GENDRON

Price Offered: \$400,000  
For: Both Parcels Required  
Existing Structure: Unknown whether all/any would be retained  
Conditions:

- Reduction in Assessed Value – currently assessed for \$1,758,430. Bill Healey estimates the market value of the building in the range of \$700,000 and, if the buildings are demolished, the assessment would be in the range of \$400,000.
- Reduction in Stormwater Fees (not currently legally possible)
- All to purchasers satisfaction. Not clear what that would be. Need to discuss
- Requires a zone change.

Proposed Use: Unspecified Commercial. No timeline or schedule provided.

Schedule for Redevelopment: None submitted

Financial Feasibility: No financials provided; no estimate of level of investment

{W6790167.1}

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Web Page: [www.lewistonmaine.gov](http://www.lewistonmaine.gov)

**LEWISTON HOUSING PROPOSAL**

Price Offered: \$129,000  
For: Full Parcel is Preferred  
Existing Structure: Existing three story original building would be retained  
Conditions:

- Existing building to be listed on National Historic Registry
- Proposed Use:
- Senior housing in the original historic building plus a new three story compatible building to be added
- Rear portion of property to remain open green space for residents and community; recreation easement to be granted to the city; city could retain this green space if a contract zone was approved allowing the 44 units that could be placed on the entire site.
- Focus is on seniors with mobility limitations
- Estimated \$11.5 million investment

Schedule: Provided with June 2023 completion date  
Financials: Provided; Note that financing will have to be arranged.

- Notes:
- They believe the location is a good one for seniors with limited mobility due to its proximity to retail and commercial activities.
  - Lewiston Housing will own; Avesta will be the development consultant.
  - Property will be fully taxable.
  - Assumes some municipal support if environmental remediation is needed on the site. Could be HOME, CDBG, and/or Brownfields funding.
  - Acquisition timeline might require more than 120 days to allow time to confirm funding is in place.

**Share Center**

Price Offered: Use of Building in return for in-kind support pending research for possible funding/partnerships for the building.  
For: Full Parcel Preferred  
Existing Structure: Retain all.  
Schedule: None; assume continued operations on site with potential additional tenants in future.  
Financials: None supplied

- Proposed Use:
- House Share Center’s operations.
  - Community Hub: maker space; pop up shops; entrepreneur/start up space; community center; possibly retain and place under the Rec Division with Share Center a tenant.

- Other Comments:
- Exploring grants and other funding opportunities.
  - Would transfer to City of Lewiston as Fiscal Agent in return for a free membership in the Share Center
  - Auburn School Department would pay a membership at about \$10,000 per year;
  - Letters of Support submitted from a variety of agencies.



Purchasing Agent  
Allen Ward  
[award@lewistonmaine.gov](mailto:award@lewistonmaine.gov)  
207-513-3040

to: Edward Barrett, City Administrator  
from: Allen Ward, Purchasing Agent  
subject: Bid 2019-074 Sale/Redevelopment of Martel School 860 Lisbon St  
date: January 24, 2020

The School Department turned over the Martel School property as of 9/1/2019. At the meeting of 11/19/2019 the City Council authorized bid 2019-074 for the Sale and Redevelopment of the building and property after the recommendations by the Planning Board and Finance Committee.

I have attached a copy of the Council order and related agenda packet materials to this memo.

I have listed current assessed values below:

Parcel	Land Assessed Value	Land Assessed Value	Total Assessed Value
860 Lisbon St	\$1,498,180	\$260,250	\$1,758,430

A bid was advertised on the City web page, in the Sun Journal real estate section and through a direct mailing sent to abutters within a 300' radius and other interested parties.

Bids were due on January 24, 2020 and I have attached a summary of all bids received.

Bid	Bidder	Reuse	Full Required or preferred?	Parcel or
\$0	Auburn SHAREcenter	Space and permanent home for the center serving Maine Schools and non-profits from Harpswell to Rumford by repurposing donated supplies, computers and equipment	Preferred	
\$129,000	Lewiston Housing Authority / Avesta Housing	Renovation of the original three story and demolition of the back building for housing project.	Preferred	
\$400,000	David Gendron	Redevelopment of the property for commercial use	Required	

I have also provided you with scans of all three proposals content.

Let me know how I can assist the Council further with any of their content.

# LEWISTON CITY COUNCIL

MEETING OF NOVEMBER 19, 2019

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 19

**SUBJECT:** Order, Authorizing Staff to Take Steps to Dispose of the Martel School and Associate Property.

**INFORMATION:** The Martel School at the intersection of Lisbon and East Avenue is no longer needed for educational purposes. The Lewiston School Department has released this building and property back to the City, effective on October 1<sup>st</sup> of this year. Leading up to this date, the City Council has discussed the future of this property and has received recommendations from both the Planning Board and the Finance Committee, which are attached. Among the considerations of interest to the Council are: whether the current building, in particular the older brick portion of it, will be retained; the potential for the City to retain the rear portion of the property as open recreational space (see attached map); and the purpose for which the property will be used. At the same time, the Council appears flexible on these issues, depending on the proposals submitted.

The attached Order would authorize the staff to initiate the process of disposing of this property in accordance with directions received from the Council during these various discussions. The request for proposals for reuse will include the following requirements:

1. A clear outline of the intended purpose for which the property will be used;
2. Specifying whether the existing buildings will be reused, in whole or in part, or partially or fully demolished;
3. Specifying whether the proposal can be accommodated on the portion of the parcel fronting on Lisbon Street or whether the entire parcel is needed, is preferred (indicating the proposal can advance without it but would prefer it be included), or is not needed;
4. A proposed schedule for the reuse/redevelopment;
5. Supporting documentation for the financial feasibility of the project;
6. The amount to be paid to the City for the property.

This item was tabled at the last meeting, and the Council requested more detailed information on how the Request for Proposals would be drafted. A draft of sections of an RFP was presented at a workshop and is now attached to an amended Council Order to provide clear guidance on what should be included.

## APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:

The City Administrator recommends approval of the requested action.

*EARL Kmm*

## REQUESTED ACTION:

1	2	3	4	5	6	7	M
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To approve the Order, Authorizing Staff to Take Steps to Dispose of the Martel School and Associate Property.



CITY OF LEWISTON, MAINE

November 19, 2019

COUNCIL ORDER

Order, Authorizing Staff to Take Steps to Dispose of the Martel School and Associate Property.

Whereas, the Martel School property is no longer required for educational purposes; and

Whereas, the Lewiston School Department has released this property back to the City; and

Whereas, recommendations have been solicited and received from both the Planning Board and the Finance Committee regarding the potential disposition of this property; and

Whereas, the Council has indicated its interest in soliciting proposals for reuse of this property while also identifying issues of potential interest to the Council regarding such issues as the future of the buildings and the possibility of retaining a portion of the property for open space and recreational purposes;

Now, therefore, be it ordered by the City Council of the City of Lewiston that

City staff is hereby authorized to issue a request for proposal for the sale and reuse of the Martel School building and property subject to the request for proposals including the following requirements:

1. A clear outline of the intended purpose for which the property will be used;
2. Specifying whether the existing buildings will be reused, in whole or in part, or partially or fully demolished;
3. Specifying whether the proposal can be accommodated on the portion of the parcel fronting on Lisbon Street or whether the entire parcel is needed, is preferred (indicating the proposal can advance without it but would prefer it be included), or is not needed;
4. A proposed schedule for the reuse/redevelopment;
5. Supporting documentation for the financial feasibility of the project;
6. The amount to be paid to the City for the property.

The request for proposals shall solicit the information substantially as shown on the attached draft request for proposals.

Addition is underlined.



## CITY OF LEWISTON

### Department of Planning & Code Enforcement

**TO:** Mayor and City Council  
**FROM:** Douglas Greene, AICP, RLA; Deputy Director/City Planner  
**DATE:** October 9, 2019  
**RE:** Martel School Disposition

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To help in the evaluation to dispose of Martel School, Staff has broken down the property into three areas to help the City Council with their decision. Based on comments from the Planning Board, Finance Committee and City Council, the attached map divides the property into the following areas and includes the approximate size of each:

- 1.) Martel School Building area (82, 151 sf. or 1.88 ac.),
- 2.) Open Space total area\* (57,945 sf. or 1.33 ac.)
  - a) Usable Open Space area (51,197 sf. or 1.17 ac.)
  - b) Shaw's Entrance Area (6,748 sf. or .15 ac.)

\*- City records show the Martel School property extends into the entrance area of the Shaw's Shopping Center. (See attached map)

The property is located at 860 Lisbon Street, is 3.21 total acres in size (139,827 sf.), and is zoned Office Residential (OR) district. The permitted uses in the OR district are listed on attachment 2, Office Residential Land Use Chart.

# Martel School Disposition

Breakout of Building Lot, Open Space and Shaw's Entrance Areas

Martel School Shaw's Entrance Area 6,746 sf.

Martel School Open Space Area 57,946 sf. Total 61,197 sf. minus Shaw's Entrance

Martel School Building Lot Area 82,151 sf.

Attachment 1

Zoning: CB-10

Zoning: OR

Zoning: NCA

Zoning: CB

Contract Zoning CB

Contract Zoning CB

Contract Zoning HB

Connell St

**Attachment 2**  
**Martel School Disposition**  
**Office Residential (OR) Land Use Chart**

Land Use Table: Office Residential Zoning District 10.08.19	Office Residential (OR)
<b>USES(16)(33)</b>	
Accessory use or structure	P
<b>Commercial-Service</b>	
Veterinary facilities excluding kennels and humane societies	P
Veterinary facilities including kennels and humane societies	
Nursery School	
Small day care facilities	P
Day care centers	P
Day care centers accessory to public schools, religious facilities, multifamily or mixed res. developments, and mobile home parks	
Business and professional offices including research, experimental, testing laboratories, engineering, research, management and related services	P(B)
Restaurants	
Drinking places	
Adult business establishments	
Hotels, motels, Inns	
Movie theaters except drive-in theaters	
Places of indoor assembly, amusement or culture	
Art and crafts studios	
Personal Services	P
Retail stores	
Neighborhood retail stores	
Lumber and building materials dealer	
Gasoline service stations	
Gasoline service stations which are a part of and subordinate to a retail use	
New and used car dealers	
Recreational vehicle, mobile home dealers	
Equipment dealers and equipment repair	
Automotive services including repair	
Registered dispensary(27)	
Registered primary caregivers engaged in the cultivations of medical marijuana for two to five registered patients	
Tattoo Establishments	
<b>Industrial</b>	
Light Industrial uses	
Industrial uses	
Building and construction contractors	
Fuel oil dealers and related facilities	
Wholesale sales, warehousing and distribution facilities and self-storage facilities	
Self storage facilities	
Commercial solid waste disposal facilities	
Junkyards and auto graveyards	
Recycling and reprocessing facilities	
Private industrial/commercial developments(23)	
<b>Transportation</b>	
Airports or heliports	
Commercial parking facilities	
Transit and ground transportation facilities	
Transportation facilities	
<b>Public and Utility</b>	
Pumping stations, standpipes or other water supply uses involving facilities located on or above the ground surface and towers for municipal use	P
Power transmission lines, substations, telephone exchanges, microwave towers or other public utility or communications use	C
Municipal buildings and facilities	C
Preservation of historic areas; emergency and fire protection activities; bridges and public roadways	
Dams	

**Martel School Disposition  
Office Residential (OR) Land Use Chart**

Land Use Table: All Zoning Districts 10.02.19	Office Residential (OR)
<b>Institutional</b>	
Religious facilities	P
Cemeteries	
Congregate care/assisted living facilities, institutions for the handicapped, nursing or convalescent homes, group care facilities	P
Hospitals, medical clinics, Museums, libraries, and non-profit art galleries and theaters	P
Academic institutions, including buildings or structures for classroom, administrative, laboratory, dormitories, art, theater, dining services, library, bookstores, athletic facilities and student recreational uses, together with buildings accessory to the foregoing permitted principal buildings or structures,	C
Civic and social organizations	P
Public community meeting and civic function buildings including auditoriums	
<b>Residential</b>	
Single-family detached dwellings on individual residential lots	P
Mobile homes on individual residential lots	
Two-family dwellings	P
Multifamily dwellings in accordance with the standards of Article XIII	P
Single-Family attached dwelling in accordance with the standards of Article XIII	P
Mixed single-family residential developments in accordance with the standards of Article XIII	
Mixed residential developments in accordance with the standards of Article XIII	P
Mixed use structures	P
Lodging houses	
Home occupations	P
Bed and breakfast establishments as a home occupation	P
In-law apartments in accordance with the standards of Article XII	P
Single family cluster development	
Family day care home	P
Shelters	
Dormitories	
<b>Natural Resource</b>	
Agriculture	
Farm Stands	
Forest management and timber harvesting activities in accordance with the standards of Article XIII	P
Earth material removal	
Community gardens (20)	P
Water dependent uses, e.g. docks and marinas	
Non-residential structures for educational, scientific or nature interpretation purposes, containing a maximum floor area of not more than ten thousand (10,000) square feet	
<b>Recreation</b>	
Campgrounds	
Public or private facilities for nonintensive outdoor recreation	C
Commercial outdoor recreation and drive-in theaters	
Fitness and recreational sports centers as listed under NAICS Code 713940	P

**CITY OF LEWISTON, MAINE**

**SALE & REDEVELOPMENT OF THE PRIOR MARTEL SCHOOL BUILDING AND  
PROPERTY, 860 Lisbon Street**

**RFP #:  
PROPOSAL DUE DATE:**

This is an invitation for proposals to purchase and redevelop property at 860 Lisbon Street owned by the City of Lewiston. The property is being offered for sale and redevelopment by the City as a means to enhance development in the area.

**Background:**

This property is the location of the former Martel School. With the opening of the new Connors elementary school, the Lewiston School Department has released the property back to the City, which is now seeking proposals to develop or redevelop the property (see attached map). The land area of the property totals 133,248 square feet or slightly over three acres. As currently developed, the property is divided into two areas, the portion fronting on Lisbon Street that includes the Martel School Buildings and the rear portion that includes open space and a playground. An access drive to the Shaw's plaza development crosses a portion of the rear of the lot via an easement on the City property. While the City Council will consider proposals for the entire property, the Council's preference is for the City to retain the open space and playground area. The entire property is currently zoned Office Residential, which allows for certain limited commercial-service and Institutional uses along with mixed use and residential uses. The current assessed value of the entire property is \$1,758,430, of which \$260,250 is for the land alone.

The initial three story brick façade school building fronts on Lisbon Street and dates to 1922. Various additions have been added to the school over the years, including an auditorium and one story classroom wing. The City Council has expressed a preference that the exterior of the historic initial school building be retained if possible. Interested parties should clearly indicate in their proposal which portions of the existing buildings they proposed to retain and renovate and which would be removed.

**INFORMATION FOR DEVELOPERS**

2.1 The parcel being offered for sale is described as follows:

<b>Property:</b>	860 Lisbon Street
<b>Approximate Acreage</b>	3.3+/- acres
<b>Map/Lot</b>	176-064
<b>Zoning</b>	OR

- 2.2 Reuse or redevelopment of property must comply with all applicable City ordinance requirements, including Zoning and Land Use codes. Proposers should clearly indicate whether their proposal will require a zone change on the property.
- 2.3 The proposed reuse strategy for the subject property will be a principal determining factor in judging what the City deems to be the most acceptable proposal.

#### **CONTENTS OF THE PROPOSAL**

- 3.1 The proposal shall contain the price being offered for the purchase of this property, whether the offer is for the entire parcel or only a portion of it, and shall provide an estimate of the value of any proposed new investment on the parcel bid.
- 3.2 Submitted proposals shall provide specific details on the proposed reuse of this site. Additional data, exhibits, statements, drawings, etc. are recommended to insure a total understanding and proper evaluation of each proposal by the City.
- 3.3 Submitted proposals shall describe which, if any, portions of the existing building on the property are to be retained and redeveloped. If applicable, detailed information should be provided on all renovations proposed including but not limited to electrical, plumbing, heating, roofing and window treatments.
- 3.4 The proposal shall include proof of the submitter's financial ability to undertake said proposal and shall include a time line for completion.
- 3.5 The proposal may include examples of other similar projects undertaken by the proposer in support of the reuse proposal and the technical abilities of proposer to perform.

**PROPOSAL FORM**

**Sale and Redevelopment of the Prior Martel School Building and Property, 860 Lisbon Street**

**RFP #: 2019-074**

**PROPOSAL DUE DATE: Friday, January 24, 2020 @ 2:00 PM**

TO: Allen Ward, Purchasing Agent  
City of Lewiston  
City Hall, 27 Pine Street  
Lewiston ME 04240

Dear Sir:

The undersigned hereby declares that he/she has carefully examined the proposed Sale and Reuse of City Owned land items and that he/she proposes and agrees, if the proposal is accepted, to complete the transaction on the item(s) proposed.

<b>Location Address</b>	860 Lisbon Street		
<b>Price Offered</b>	\$ 400,000 *		
<b>Offer is for:</b>	<u>Both Parcels</u>	Front Parcel Only	
If for both parcels, is the proposal conditioned on acquiring the full parcel or is the full parcel simply preferred:			
	<u>Full Parcel is Required</u>	Full Parcel is Preferred	
Does the proposal redevelop all, a portion, or none of the existing structures? <u>unknown</u>			
	All	None	A Portion
If a portion, please describe the portion to be retained and renovated:			
N/A			
Please provide a complete description of the proposed redevelopment of the property, including, if applicable, the renovations planned for any retained portions if the existing buildings or a description of the anticipated size and nature of the development proposed for the property. (Attach additional sheets if necessary.)			
* PRICED OFFERED SUBJECT TO REDUCTION OF ASSESSED VALUE, PROPERTY TAX, AND STORMWATER FEES, TO PURCHASERS SATISFACTION. REDEVELOPMENT OF THE PROPERTY WILL BE FOR COMMERCIAL USES. A ZONE CHANGE WILL BE REQUIRED.			

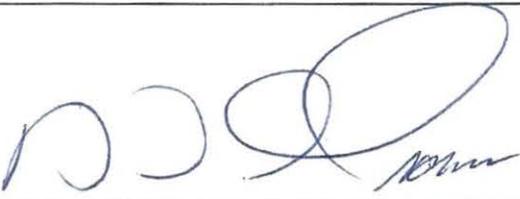
Please Provide an estimated date by when the redevelopment will be completed and an estimate of the total investment proposed for the property, less proposed purchase price:

\$ unknown

Estimated date of completion: unknown

**Bid Deposit Amount:** \$ \$40,000.00 include appropriate security: Certified Check, Cashier's Check or Bond (personal and business checks not accepted) with certification of proof of funds for the remaining balance equally at least ten (10) percent of offer. Sign the proposal form in ink before returning it to the Purchasing Agent. Please return in a clearly marked sealed envelope with Bid Name and Number on the front.

**The City Council reserves the right to accept or reject any and all proposals.**

NAME(S)	David M. Gendron
SIGNATURE(S)	
PRINTED/TYPED NAME	DAVID M. GENDRON
TAX ID/DUNS#	
TITLE	
LEGAL ADDRESS	
MAILING ADDRESS	P.O. Box 1915 Lewiston, ME 04241-1915
DATE	JAN. 24, 2020
TELEPHONE #	
E-MAIL ADDRESS	daveg@gendronaggregate.com

**Please attach any other supporting materials required by the request for proposal or which you believe would be helpful in the evaluation of your proposal.**

**PROPOSAL FORM**

**Sale and Redevelopment of the Prior Martel School Building and Property, 860 Lisbon Street**

**RFP#: 2019-074**

**PROPOSAL DUE DATE: Friday, January 24, 2020 @ 2:00pm**

TO: Allen Ward, Purchasing Agent  
City of Lewiston  
City Hall  
27 Pine Street  
Lewiston, ME 04240

Dear Sir:

The undersigned hereby declare that they have carefully examined the proposed Sale and Reuse of City Owned land items and that they propose and agree, if the proposal is accepted, to complete the transaction on the item(s) proposed.

<b>Location Address:</b>	860 Lisbon Street, Lewiston, ME 04240	
<b>Price Offered:</b>	\$129,000	
<b>Offer is for:</b>	<b>Both Parcels</b>	<b>Front Parcel Only</b>
If for both parcels, is the proposal conditioned on acquiring the full parcel or is the full parcel simply preferred:		
<p style="text-align: center;"><del>Full Parcel is Required</del>                      <b>Full Parcel is Preferred</b></p>		
See attached for additional information.		
Does the proposal redevelop all, a portion, or none of the existing structures?		
<p style="text-align: center;"><del>All</del>                      <del>None</del>                      <b>A Portion</b></p>		
If a portion, please describe the portion to be retained and renovated:		
Pending successful listing on the National Historic Registry, the original three-story, c.1922 building would be retained and fully renovated. The newer wing consisting of the auditorium and single-story classrooms would be demolished to facilitate new construction.		
Please provide a complete description of the proposed redevelopment of the property, including, if applicable, the renovations planned for any retained portions if the existing buildings or a description of the anticipated size and nature of the development proposed for the property. (Attach additional sheets if necessary.)		
The proposed redevelopment contemplates successful listing of the original c.1922 building on the National Historic Registry to facilitate its full historic renovation. A new building would be constructed in the footprint currently occupied by the auditorium and single-story classroom wing. The rear portion of the site would remain open green space and would not be developed. Please see attached for additional information.		

Please provide an estimated date by when the redevelopment will be completed and an estimate of the total investment proposed for the property, less proposed purchase price.

\$11,500,000 (eleven million five-hundred thousand dollars)

Estimated completion: June 2023

**Bid Deposit Amount: \$10,000** include appropriate security: Certified Check, Cashier's Check or Bond (personal and business checks not accepted) with certification of proof of funds for the remaining balance equally to at least ten (10) percent of offer. Sign the proposal form in ink before returning it to the Purchasing Agent. Please return in a clearly marked sealed envelope with Bid Name and Number on the front.

**The City Council reserves the right to accept or reject any and all proposals.**

<b>NAME</b>	Lewiston Housing Authority	Avesta Housing
<b>SIGNATURE</b>		
<b>TYPED NAME</b>	Chris Kilmurry Executive Director	Dana Totman President & CEO
<b>TAX ID/DUNS#</b>	01-0273274	01-0315296
<b>LEGAL ADDRESS</b>	1 College Street Lewiston, ME 04240	307 Cumberland Avenue Portland, ME 04101
<b>MAILING ADDRESS</b>	1 College Street Lewiston, ME 04240	307 Cumberland Avenue Portland, ME 04101
<b>DATE</b>	1/23/2020	1/23/2020
<b>CONTACT PERSON</b>	Catherine Elliott Development Officer, Avesta Housing	
<b>EMAIL ADDRESS</b>	<a href="mailto:celliot@avestahousing.org">celliot@avestahousing.org</a>	
<b>PHONE NUMBER</b>	207-245-3345	

**Please attach any other supporting materials required by the request for proposal or which you believe would be helpful in the evaluation of your proposal.**



**MARTEL SCHOOL APARTMENTS:**  
ACCESSIBLE SENIOR LIVING IN LEWISTON

RESPONSE TO

**RFP # 2019-074: SALE AND REDEVELOPMENT OF THE PRIOR MARTEL SCHOOL  
BUILDING AND PROPERTY, 860 LISBON STREET**

SUBMITTED BY

**LEWISTON HOUSING AUTHORITY & AVESTA HOUSING**

*January 24, 2020*

## PROPOSAL

Martel School Apartments will create up to 44 homes for seniors who seek safe, affordable living that is accessible, sustainable, and allows them to age in their community.

### HISTORIC REHAB

The cornerstone of this redevelopment proposal is the historic rehabilitation of the c.1922 school building. The existing classrooms will be renovated into apartments and will retain much of their historic charm, including original trim, built-in bookshelves and cubbies, and, when possible, chalkboards and other historic features. The office spaces and multipurpose spaces will also be repurposed into either living space or shared community space for residents or community partners. All building systems (electrical, plumbing, and mechanical) will be replaced to contemporary requirements.

The building exterior will be fully restored, and significant focus will be on improving the quality of the building envelope to improve energy efficiency. This approach will likely include replacement of the current windows with new, historically-accurate replacements, additional insulation in the building exterior and roof, and air sealing. To complement the improved performance of the building envelope, redevelopment will also include installation of new heat and hot water systems, which will include ample ventilation to improve the health of all building occupants. We will assess the roof and determine if the roof needs replacement or repair, and we will determine if any additional insulation is required to prevent energy loss. Furthermore, the entire building and site will be tested for hazardous materials, including lead and asbestos, and all contaminants will be remediated according to the relevant rules and regulations.

This proposal is contingent on the successful listing of the c.1922 building on the National Historic Registry.

### NEW CONSTRUCTION

The newer wing of the school will be demolished. In its place, we will build a three-story building that will complement the design elements of the historic school and incorporate critical accessibility and sustainability features.

### SITE

All redevelopment will occur on the front portion of the site, roughly within the same footprint as is currently occupied by both the original school and the newer wing. To improve stormwater management, impervious surfaces will be reduced to the extent that is feasible given the parking requirements for the proposed redevelopment, and site design will include a stormwater management plan that features sustainable options such as rain gardens with native plants and grasses.

The rear portion of the site will be reserved as green space for the benefit of the residents of Martel School Apartments and/or the broader community.



**Proposed Redevelopment of  
860 Lisbon Street**

Historic Renovation
Green Space
Demo
New Construction

## DESIGN INTENT

### SUSTAINABILITY

Sustainable design improves the quality and longevity of the homes we produce. Avesta's in-house construction expertise means that every building we construct exceeds the minimum code requirements for key markers of building performance such as insulation, air sealing, and ventilation. We specify robust envelopes to minimize winter heat loss and reduce summer heat gain, and we select mechanical systems that use energy efficiently. We favor window installations that minimize thermal bridging, and we select windows that exceed the minimum required by funders. We specify LED lighting, use Energy-Star appliances, install water conserving fixtures in all apartments, and select durable products that will have long lifecycles. We have years of experience developing buildings that maximize energy efficiency within the constraints of our limited budgets, which is evidenced by the number of LEED-Certified, Passive-House Certified, and High-Performance developments in our portfolio. This commitment will guide our approach to the development of Martel School Apartments.

### ACCESSIBILITY

A 2013 report by Lewiston Housing Authority reported that there were approximately 391 elderly/disabled public housing units in the City. This represents a severe shortage of housing designed specifically for individuals with mobility limitations, which is especially problematic in an aging state when seniors want to find suitable homes in the communities they have called home for their entire lives. In Lewiston, a city with a downtown characterized by three- to four- story walkup apartments, accessible homes are not the norm. This redevelopment will feature an elevator, accessible routes to all apartments, fully-accessible barrier-free apartments for people who use mobility devices, adaptable units to meet the needs of seniors aging in place, and a visual fire alarm system to improve the safety and comfort of individuals with hearing limitations.

### COMMUNITY PARTNERSHIP

As part of our commitment to community engagement and accessibility, we will partner with the newly-founded 3i Supportive Housing, an organization whose mission is to build homes for adults with physical disabilities who wish to live independently. The Martel site is an ideal location to explore this partnership because of its close proximity to retail and commercial activities, which improves independence for those with limited mobility. By partnering with 3i, we will ensure design approaches and unit features that will promote independent living and incorporate supportive services to provide the best outcomes for those who live with physical disabilities.

## PROJECT TEAM

**LEWISTON HOUSING AUTHORITY** will own and manage Martel School Apartments. **AVESTA HOUSING** will serve as the development consultant and will facilitate the financing, underwriting, design, and construction of Martel School Apartments.

### LEWISTON HOUSING AUTHORITY

Lewiston Housing Authority (LHA) was created in 1963 and is the municipal housing authority for the City of Lewiston. LHA's mission is to provide decent, safe, and affordable housing, free of discrimination, to those eligible persons who need housing assistance and, in so doing, promote economic uplift and personal growth. LHA owns and/or manages 461 units of public & non-profit affordable rental housing. It also administers nearly 1,100 Housing Choice Vouchers to families living in privately owned housing.

LHA has an annual budget of \$13.3MM and there are approximately 42 professionals working at LHA with many years of experience developing and managing housing in the City of Lewiston. A volunteer community board, appointed by the Mayor, provides oversight and direction for LHA operations.

To facilitate the development of new affordable housing in the region, LHA created the Lewiston-Auburn Area Housing Development Corporation (LAAHDC) in 1983. LAAHDC is a component unit of LHA, and the two share common board members. LAAHDC is also staffed by LHA. LHA is currently using the consulting services of John Anton to staff its housing functions, including the activity of LAAHDC.

### AVESTA HOUSING

Avesta Housing, founded in 1972, is a Portland-based nonprofit organization whose mission is to improve lives and strengthen communities by promoting and providing quality affordable homes for people in need. Avesta focuses on five areas of affordable housing: advocacy, real estate development, property management, senior and assisted living, and homeownership. The organization has more than 280 employees, \$300 million in assets, and an annual budget of \$47 million.

The organization currently owns and manages nearly 100 affordable housing developments, for a total of more than 2,700 units in Maine and New Hampshire. The portfolio consists of state and federally assisted family and elderly/disabled housing, affordable rent-restricted apartments, mixed-income (affordable and market rate) rental developments, supportive housing for long-term homeless and visually impaired, and unrestricted workforce housing. Additionally, Avesta owns and operates two assisted-living facilities. Both assisted-living facilities offer private pay and MaineCare supported housing for seniors, which uniquely positions Avesta to house and support seniors requiring a higher level of care regardless of their income. Avesta was also the first in Maine to develop projects for chronically homeless people using the Housing First model and has since completed three projects. Because of the diversity of living options provided by Avesta, our residents represent an incredibly diverse population.

Avesta Housing has developed over 130 properties and/or housing communities in Southern Maine and New Hampshire, totaling more than 3,500 apartments and homes. These initiatives range in size from less than a dozen units to more than 125 units, and developments been constructed over one or more phases depending on what is feasible for a site and desired by the community. Some of these properties were

developed or designed in collaboration with a mission-aligned community partner, such as Community Concepts, The Opportunity Alliance, Portland Housing Authority, and Yarmouth Senior Housing. As a result, the Avesta development team has embraced a collaborative design process to ensure the needs of all stakeholders are met.

This collaborative approach underscores the breadth of experience Avesta development staff has across various types of developments, including new construction, adaptive reuse, historic renovation, occupied rehabs, mixed-use developments, affordable homeownership, and combinations thereof. Energy-efficient design construction is a key focus of our development team, which has a Passive House consultant on staff, and all new construction and renovations include strategies to improve energy efficiency. Over the course of Avesta's work in sustainable construction, the team has built award-winning, Passive House and LEED certified buildings.

One of Avesta's greatest strengths is its ability to leverage various funding sources to successfully develop and rehabilitate properties. Some examples of funding used in previous developments include HUD financing, RD 515 with Rental Assistance, Low Income Housing Tax Credits, Federal and State Historic Tax Credits, solar tax credits, Community Development Block Grant funding, NeighborWorks capital grants, organizational grants, HOME funds, municipal housing funds, affordable housing tax increment financing, Federal Home Loan Bank Affordable Housing Program funds, project-based vouchers, continuum of care support, community development financial institution financing, and conventional bank financing. Work across these different funding platforms and underwriting requirements demonstrate the Development team's agility, creativity, and dedication to seeing an early conceptual idea through to physical completion.

The Avesta development team collaborates closely with the property management team of every building throughout the development process to ensure that building design is responsive to the resident and management needs. Through this collaboration, the team makes well-informed decisions to ensure finished buildings are sustainable, can be operated efficiently, serve residents our residents well, and fit in a community.

Beyond property management and development services, Avesta Housing also provides leadership and support to the Maine Affordable Housing Coalition, the state's leading housing policy advocacy organization. MAHC has coordinated legislative action, community discussions, and other engagement on issues ranging from income requirements for BRAP recipients and lead control measures to construction cost increases and best practices in sustainability.

Avesta is also a member of an extensive national network of affordable housing developers, which connects the organization to best practices, industry trends, and creative new ideas. In 2008, Avesta joined the national NeighborWorks America network, which is comprised of 240 nonprofit housing organizations throughout the country. In 2013, the Housing Partnership Network invited Avesta to join 98 leading housing organizations in the country in a network of strong, sophisticated, and cutting-edge housing organizations. Through these networks, Avesta Housing maintains its commitment to high quality development and property management services that use resources efficiently and are responsive to the needs and priorities of our current and future residents and the communities in which they live.

## REDEVELOPMENT EXAMPLES

**EMERY SCHOOL** in Biddeford featured the renovation of a c.1912 school building into 24 homes for seniors. All windows were replaced to improve the energy efficiency and restore the historic façade, and important interior features such as blackboards, trim, and the wood flooring were preserved during construction.



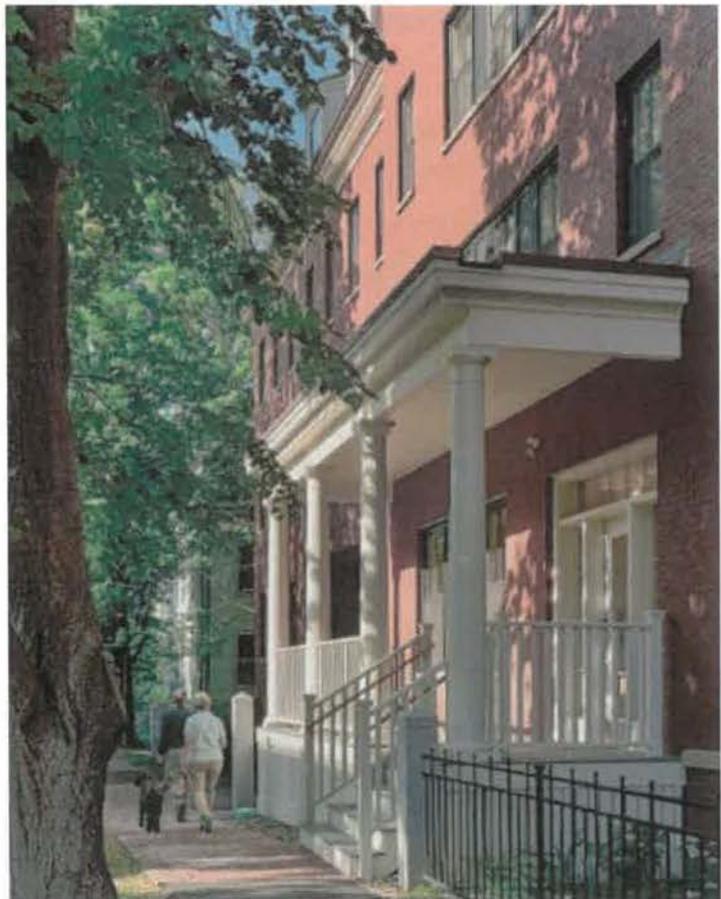
**PARK STREET SCHOOL** in Kennebunk involved the historic renovation of a c.1920 school building alongside new construction. Together, the historic building and the new wing created 30 homes. The two buildings are connected to improve the sense of unity and community on the site, and the design of the new building incorporated exterior features that echo the existing building design. The interior of the historic building was renovated to preserve the classroom layouts, historic gym, and other important features.



**HYACINTH PLACE** in Westbrook featured the historic renovation of c. 1893 school and c. 1921 convent alongside new construction, creating a total of 37 apartments. The design process for this site focused on integrating the various buildings to improve the campus feel, while also improving energy efficiency and building operations.



**CARLETON STREET APARTMENTS** is a new development that created 37 new homes in Portland's historic West End Neighborhood. This new construction featured many historic details and intentional design elements to echo the characteristics of this historic neighborhood while still preserving accessibility and function. Some examples include a raised ground floor, a front porch, and a copper mansard roof.



## ADDITIONAL REQUESTED INFORMATION

### SECTION I

#### 1.3 DEPOSIT AND PROOF OF FUNDS

A certified check from Bangor Savings Bank for \$10,000 is included with this submission. Attached as Appendix A is a bank statement from Avesta Housing's Bangor Savings Bank account ending \*\*\*\*4250, proving the existence of funds available to pay the remainder of the 10% deposit of the offer amount.

#### 1.4 PROSPECTIVE PURCHASER

Lewiston Housing Authority is a municipal housing authority and public corporation. Because LHA is a quasi-governmental agency, they do not register with the State of Maine. The officers are as follow:

Marc Pellerin, Chairperson  
207-754-0125

Emily Darby, Vice-Chairperson  
[emdarby50@gmail.com](mailto:emdarby50@gmail.com)  
207-440-3228

Chris Kilmurry, Executive Director  
[ckilmurry@lewistonhousing.org](mailto:ckilmurry@lewistonhousing.org)  
207-783-1424

Avesta Housing Development Corporation is a non-profit organization registered in the state of Maine. The officers are as follow:

Tony Cipollone, Chair  
[tcipollone@itgfoundation.org](mailto:tcipollone@itgfoundation.org)  
207-518-6784

Jonathan Culley, Vice Chair  
[jonathan@redfernproperties.com](mailto:jonathan@redfernproperties.com)  
207-776-9715

Janice de Lima, Treasurer  
[jdlima@norwaysavingsbank.com](mailto:jdlima@norwaysavingsbank.com)  
207-699-9290

Kimberly Twitchell, Secretary  
[ktwitchell@nbtbank.com](mailto:ktwitchell@nbtbank.com)  
207-274-8521

Dana Totman, President & CEO  
[dotman@avestahousing.org](mailto:dotman@avestahousing.org)  
207-553-7777

Additional information on the project partners can be found on p.5-6 of this proposal.

Please see Appendix B for AHDC's Certificate of Good Standing.

### 1.5 SIGNATORIES

Chris Kilmurry and Data Totman are legally authorized to bind their respective organizations to a contract. Their signatures appear on the accompanying bid form.

### 1.6 CONDITIONS

By way of submission, we do hereby confirm that we have read and understand all conditions concerning the reuse of the site, as outlined in this invitation for proposals, and our proposal is made in accordance with the invitation.

### 1.7 CONFLICT OF INTEREST

No person acting for or employed by the City has a direct or indirect financial interest in this proposal or in any portion of the potential profits derived.

## SECTION II

### 2.2 ZONING & TAXATION

Under current zoning, the entire parcel can support up to 44 dwelling units. We intend to deliver these 44 units as a matter of right under the existing zoning, which would require acquisition of the site as a single parcel with recreational access granted to the City via an easement. A contract zone for increased density will be required if the City wishes to retain ownership of the rear portion of the site.

This redevelopment will be fully taxable and will not be seeking any municipal tax relief. However, given concerns about possible environmental contaminants present in the soils, this proposal assumes municipal support securing funding for required remediation efforts. This could include HOME, CDBG, and/or Brownfields funding.

### 2.4 ACQUISITION TIMELINE

Due to the long lead time associated with the funding streams that would support redevelopment at this site, acquisition may not be possible within 120 days. We propose further negotiation with the City on the acquisition timeline to accommodate the needs of all parties.

## SECTION III

### 3.1 OFFER

As stipulated on the bid form, this proposal contemplates an offer of \$129,000 for the entire site and we anticipate approximately \$11.5 million of investment in the redevelopment. We will negotiate an easement with the City to allow continued recreational use of the rear of the site. Alternatively, the City can retain ownership of the rear portion of the site; in that case, the City Council would have to grant a contract zone to allow the contemplated 44 units to be developed on the smaller resulting parcel.

### 3.2 PROPOSAL DETAILS

Please see p.2-4 of this proposal for a full description of our redevelopment plan.

### 3.3 RETENTION & REDEVELOPMENT

Please see p.2-4 of this proposal for a full description of our redevelopment plan.

### 3.4 FINANCIAL ABILITY & TIMELINE

Avesta Housing has been retained by Lewiston Housing Authority to serve as the development consultant for this proposal. Avesta Housing will provide full guarantees for all construction-period financing. Lewiston Housing Authority, or a subsidiary thereof, will own and manage the property once developed. As such, LHA will provide guarantees for all permanent funding sources. Please see attached Appendix C and Appendix D for the most recent Audited Financial Statements for both organizations.

We anticipate the following timeline for redevelopment:

**April 2020** – Negotiated Purchase & Sale Agreement in place

**June 2020** – Begin Planning Board Review

**Summer/Fall 2020** – Begin submitting funding applications

**Fall 2021** – All financing in place

**April 2022** – Begin Construction

**June 2023** – Construction complete

### 3.5 OTHER SIMILAR PROJECTS

Please see p.7-8 of this proposal for examples of other similar redevelopment initiatives.

Additional information on the general experience and capacity of the project partners can be found on p.5-6 of this proposal.

# Auburn SHAREcenter

**Proposal for the Redevelopment of the Martel  
School Building and property, 860 Lisbon St.**

**January 24, 2020**

Auburn SHAREcenter  
33 Industry Ave  
Auburn, Me. 04210  
(207) 333-6671/ (207) 577-5819

Table of Contents:

1. SHAREcenter's Letter of Interest in Martel School
2. Completed Proposal Form
3. Letter of Authorization from Auburn School Department
4. SHAREcenter's Mission
5. SHAREcenter's Vision for Martel School
6. History of Martel
7. List of current SHAREcenter Members
8. Letters of Support
9. List of Possible Funding

## **SHAREcenter's Letter of Interest in Martel School**

### **Who We Are:**

SHAREcenter helps the Environment, Educators and the Economy.

We are a completely self-funded program but are a subset of the Auburn Public School Department, established over 20 years ago. We use ASD space for our Auburn center and they are our fiscal agent in exchange for in-kind services (Free membership)

We accept donations of reusable items such as classroom supplies, art and craft supplies, STEM materials, Office supplies, Office, household and school furniture, electronics and much more! We redistribute hundreds of thousands of dollars of valuable materials to our members across Maine yearly!

Our members (schools and other non-profits) pay a small minimum annual fee based on their criteria then their staff is allowed to "Shop" for items for their organization at no additional cost throughout the school year. By re-using, up cycling and repurposing items that may have otherwise made their way into overcrowded landfills we "Help the Helpers" in our Maine communities. Supporting the Environment, Education and Economy is rewarding to all!

## **SHAREcenters Current Status and Achievements:**

SHAREcenter has successfully expanded over the past two years. Our budget is primarily made up of our membership fees but we also raise monies through fundraisers such as Bates College Clean Sweep, (See attached letter of support), Tag sales, Face book Marketplace and grants. I am very proud to say I have kept us “in the black”, staying well within our budget while also continuing to grow!

If given the opportunity to make Martel a more permanent home I plan to set up a “Friends of Martel” go fund me account to help support of Vision. In the short time SHAREcenter has occupied Martel I have heard from many people in the community that have some sentimental connection with the school, either as a teacher or student. Nearly everyone I speak with expresses his or her hope that Martel School be retained and restored to serve a much needed, valued Community service!

Brunswick and Lewiston Staple stores have chosen SHAREcenter to be recipients of their school supply drives and have been collecting brand new items for us since August easily exceeding \$10,000.00 in valued merchandise!

SHAREcenter recently was honored to receive a \$40,000.00 grant from the Stephen and Tabitha King Foundation for a box truck to help transport donations! Having this truck will allow us to rescue even more valuable items and distribute them into the hands of people who need them.

We also were nominated by the Friends of Cobbossee Watershed to be selected as one of these years 2019 MEEA (Maine Environmental Education Association) Ally of the Year! The MEEA Award Committee and Board of Directors felt our work was a wonderful example of the work MEEA is looking to uphold. They presented SHAREcenter with this high honor award for our commitment to helping the Environment, Education and Economy!

We receive merchandise weekly from “Crestline “such as water bottles, journals, back packs, pens, clothing-shirts, electronics, reusable bags (the food programs love these!) Just to name a small example.

Peter Geiger is very much a supporter of SHAREcenter 's Mission and our Vision for the Martel School!

Auburn and Lewiston schools alone have gathered materials valued at over \$90,000.00 in just a few months of our 2019-2020 school year!

## **Gratitude to the City of Lewiston:**

SHAREcenter is very thankful to the City of Lewiston to allow us to house our large items at Martel, such as office -furniture, shelving, household furniture, storage bins and school furniture.

We recieved \$23,000.00 dollars worth of donated, brand new Virtual reality equipment from a local company that needed to make space in their warehouse!

Bowdoin college has donated tractor trailers full of furniture, appliances and metal shelving to us since July and continues to be thankful to have an organization like SHAREcenter to donate their items.

CMHS donated 6 skids full of beautiful plastic organizing bins!

We recently received about 100 sturdy plastic pallets. TD Bank donated 200 beautiful two -drawer file cabinets.

Kevin Bunker, owner of the now closed Maine Girls Academy just donated classrooms full of furniture, school supplies, science lab materials, cafeteria tables and smart boards to us.

Community Concepts needs to make space at their South Paris location and will be donating a building full of beautiful furniture and industrial appliances to SHAREcenter!

This is just a sampling of how valuable the space at Martel school has been to SHAREcenter and its thousands of members it serves each year just since June of 2019. Without Martel we would have had to turn these donors away and nearly all of these valuable items would have been thrown away!!

Our members have been extremely excited and appreciative of the convenience of the location and the prospect of Martel possibly becoming a **Dr. Martel Multi-purpose, SHAREcenter Community Hub**. They express daily how necessary they feel the need for a multi- functioning; community-focused center is in that area of Lewiston. The close proximity to the adjacent “green space”/ playground is ideal for Lewiston schools and other organizations in the twin cities.

Because we serve multiple communities and organizations across Maine, SHAREcenter brings people from other towns and cities to Lewiston, who then eat or shop at other local businesses. I truly believe if we allowed to “Build it” many more will come!

## **A Proposal:**

SHAREcenter as of now, due to its ties with the Auburn School Department and lack of funds is not in a position to make a formal REQUEST FOR PROPOSAL to the City of Lewiston to purchase the Martel School. We would however like to offer a request to continue to use the school on an "In-kind" basis as long as possible so we may have time to research possible funding or partnering for our Mission and Vision for Martel.

## **A Possible Collaboration:**

I have met with the Lewiston Recreation Directors at Martel. They are very interested in forming collaboration with the SHAREcenter to help develop a **Dr. Martel, Multi-purpose, SHAREcenter, Community Hub!**

The gymnasium would be ideal for their programs along with the already established kitchen..... If the City of Lewiston retains the adjacent "Green space"/ Playground it would be a perfect area for Rec. Department use! There would be little that would need to be done immediately for it to be used now with a 5

year plan to upgrade and renovate as needed. "Sharing" the space and expenses would be a true win, win!

We also discussed the option of renting the classroom spaces in the older section of the building for multi - use..... Retail, Offices, dance classes, yoga, paint nights etc. The revenue from that space would create more monies for maintenance and growth

As of right now Rich Abramson from the "Day One" program is very interested in renting and occupying a classroom in the basement of the original building just the way it sits! We could have instant revenue!

If the SHAREcenter were to become part of the City of Lewiston and break away from the Auburn school department. ASD would agree to pay an annual membership fee to SHAREcenter that would be somewhere around \$10,000.00 a year.

We could continue to be self-funded for salaries etc., form our own 501, but would ask the City of Lewiston to become our fiscal agent and use of Martel in exchange for a free membership to the City of Lewiston's Facilities and its Recreation Department.

Thank you for taking the time to read our proposal. We look forward to any and all suggestions and concerns. I would be happy to meet to answer any questions you may have.

Lisa Rodrigues  
SHAREcenter Director  
Office:207-333-6671  
Cell: 207-577-5819

“Alone we can do so little ; together we can do so much”-Helen Keller

**PROPOSAL FORM**

**Sale and Redevelopment of the Prior Martel School Building and Property, 860 Lisbon Street**

**RFP #: 2019-074**

**PROPOSAL DUE DATE: Friday, January 24, 2020 @ 2:00 PM**

TO: Allen Ward, Purchasing Agent  
City of Lewiston  
City Hall, 27 Pine Street  
Lewiston ME 04240

Dear Sir:

The undersigned hereby declares that he/she has carefully examined the proposed Sale and Reuse of City Owned land items and that he/she proposes and agrees, if the proposal is accepted, to complete the transaction on the item(s) proposed.

<b>Location Address</b>	860 Lisbon Street	
<b>Price Offered</b>	\$ <del>0</del>	
<b>Offer is for:</b>	<input type="checkbox"/> Both Parcels	<input type="checkbox"/> Front Parcel Only
If for both parcels, is the proposal conditioned on acquiring the full parcel or is the full parcel simply preferred:		
<input type="checkbox"/> Full Parcel is Required <input checked="" type="checkbox"/> Full Parcel is Preferred		
Does the proposal redevelop all, a portion, or none of the existing structures?		
<input checked="" type="checkbox"/> All <input type="checkbox"/> None <input type="checkbox"/> A Portion		
If a portion, please describe the portion to be retained and renovated:		
Please provide a complete description of the proposed redevelopment of the property, including, if applicable, the renovations planned for any retained portions if the existing buildings or a description of the anticipated size and nature of the development proposed for the property. (Attach additional sheets if necessary.)		
Please see attached		

Please Provide an estimated date by when the redevelopment will be completed and an estimate of the total investment proposed for the property, less proposed purchase price:

\$ N/A

Estimated date of completion: \_\_\_\_\_

**Bid Deposit Amount:** \$ 0 include appropriate security: Certified Check, Cashier's Check or Bond (personal and business checks not accepted) with certification of proof of funds for the remaining balance equally at least ten (10) percent of offer. Sign the proposal form in ink before returning it to the Purchasing Agent. Please return in a clearly marked sealed envelope with Bid Name and Number on the front.

**The City Council reserves the right to accept or reject any and all proposals.**

NAME(S)	LISA L. RODRIGUES, Auburn SHAREcenter Director
SIGNATURE(S)	<i>Lisa L. Rodrigues</i>
PRINTED/TYPED NAME	LISA L. RODRIGUES
TAX ID/DUNS#	01-6000018
TITLE	Auburn School Department
LEGAL ADDRESS	P.O. Box 800 60 Court St., Auburn, Me. 04210
MAILING ADDRESS	P.O. Box 800 60 Court S. Auburn Me. 04210
DATE	January 24, 2020
TELEPHONE #	207-333-6671 + 207-577-5819
E-MAIL ADDRESS	LRodrigues@Auburnschl.edu

**Please attach any other supporting materials required by the request for proposal or which you believe would be helpful in the evaluation of your proposal.**

# Auburn SHAREcenter's Mission

What is SHAREcenter ?..... Auburn SHAREcenter was established through the Auburn School department over 20 years ago. We are a totally "self funded program" within the Auburn School District. We raise funds to support our budgets operating costs through annual membership fees and fundraisers.

Auburn SHAREcenters Mission is to promote awareness and provide support in 3 major areas of concern for Maine Communities , **Environment ,Education and Economy**. We encourage businesses and individuals to donate valuable items that are no longer of use to them to our SHAREcenters. Many of the items donated would have made their way to overflowing landfills and waste streams , harming our Environment.

We then offer these still very useful materials to our SHAREcenter members. Schools and non-profits pay a "minimal" annual fee so their Educators and Caregivers may gather items from our centers at " **no additional cost**" to use in their facilities.

Auburn and Topsham SHAREcenters currently serve Maine schools and non-profits from Harpswell to Rumford! We serve close to 60,000 people in Maine Communities each year, generating nearly a million dollars annually in saved revenue to Educators and Caregivers.

We take in a variety of "stuff" ,from crayons to computers, art and craft supplies to office supplies and furniture, plastic containers to house -wares, STEM materials. Etc.

... Schools and other non-profits struggle with extremely tight budgets. Trying to supply needed classroom materials to serve their students and those needing special care can be an Economic challenge. Too often it falls on the shoulders of teachers and caregivers to purchase items they need to educate and care for our Maine children. Many of the Maine communities SHAREcenter services are of low socio-economic status. These areas demand extra support for the basic needs of children in their schools and clients of non-profits. Many of our members tell us they can't imagine trying to do their jobs without the support of SHAREcenter!

Our Mission to save our Environment through encouraging Recycling, Reusing, Up-cycling and Reducing waste not only benefits our planet but Educators, Caregivers and the Economy as well! A true Win , Win ,Win!,

## **SHAREcenter's Vision for Martel School**

Auburn SHAREcenter has a wonderful, terrible problem! It has been my goal since becoming SHAREcenter Director 2 years ago to make more people in our Maine communities aware of our Mission to help the Environment, Educators and Economy. We are very happy to see so many companies and individuals recognizing our Mission and wanting to support our cause by donating wonderful recycled, reusable, up-cycled items to us! Our biggest obstacle now is trying to acquire enough space and a permanent home to distribute these donations to our members.

### **Examples of our challenge for space:**

1. Last Fall we were notified that 7 storage units in Turner that had been donated to us were no longer being made available and we would have to move everything out before the end of the year. We rented a storage POD and placed it behind the Auburn School bus garage, filled it with as much as we could and squeezed all our paper in our small space we have at the Bates Mill Complex trying desperately not to "Throw anything away" anything as this would defeat our mission!

2. We "had been" given permission to keep some of our furniture in a more open room next to our storage room at the Bates Mill Complex. We were able to collect

thousands of dollars in valuable items and distribute them to our members right there at the Mill. The space also allowed us to set up fundraising sales and events. This was great for a while.... Then this spring they started doing construction on the Mill to accommodate a new business. They are not renovating the space we were using for our furniture but they needed our borrowed space to set up saws and a metal breaker! Consequently that forced us to find another space for our furniture. That's when I approached the Lewiston School department about using the Martel school building since it was vacated once the new Connor school was built. They (LPS) were fine with us using the school as long as we had permission from the City Of Lewiston because they were turning over the building to them October 1,2019. The City approved and that's where our furniture is today! We are very thankful for the space! Since the end of June we have been able to take in thousands of dollars worth of furniture and technical equipment we never would have had space for otherwise! In just the last couple of weeks we have easily distributed over \$50,000.00 worth of furniture and other materials to our members at "no additional charge" to their annual fee!

## **SHAREcenter's Vision:**

### **The Dr. Martel, SHAREcenter, Multi-purpose, Community Hub**

Dr. Martel, for whom the school was named after was very active in the local Community. His hard work and dedication to the needs of the local citizens was seen in many areas of Lewiston. Louis J Martel was born in St. Hyacinthe, Quebec, Canada. Dr Martel came to live and practice medicine in Lewiston Maine in 1873. He became a naturalized citizen of the United States in 1879 and urged his fellow countrymen to do the same, frequently helping them financially to do so. Dr Martel was founder of L' Institut Jacques Cartier, an organization which helped immigrants of French extradiation to settle in Lewiston. The citizens of Lewiston urged City officials to name this school in honor of D. Martel. They hoped that Dr. Martel's examples would serve as an inspiration to the students of this school, that, they too would devote some part of their lives to the betterment of this city and its residents. Our vision is to continue to honor Dr Martel's dedication to helping immigrants and educators in our community by making Martel School a Multi- purpose, Community center "Hub".

The school is made up of three sections. The front, older section of the school, facing Lisbon Street was built somewhere between 1913 and 1918. It is a three-

story building with a basement and two stories above. We envision this area perfect for a possible Makers Space in the basement and “Pop up Shops” in the classrooms on the top floors. The Makers Space would provide a wonderful opportunity for crafters and teachers to use SHAREcenter materials right there at our center, “share” ideas through workshops and prepare materials to use in their classrooms! We would charge a small fee for use of the tools, space and equipment.

The top floors would be ideal space for Entrepreneurs to “test” displaying and selling their wares for a reasonable rental fee. We would encourage their merchandise or services to be directed towards but not limited to environmental, educational or non-profit concerns. Some examples may be to sell or service items that are recycled, re-used, repurposed or up-cycled, such as shoe/leather repair, vintage clothing, 0-waste / no plastic dispensaries, antiques to name a few. The rental of this space would help support maintenance and utilities of the building.

The “newer” first floor wing made up of classrooms is perfect for our new SHAREcenter. It would provide ample storage and display of the materials and furniture we offer our members and easy drop off and pick up of donations. There is ample space to create a “Green Zone” store for us to sell to the general public our

overflow of donations. These funds in turn would help support our operating costs.

Lastly, the gym/cafeteria would be a perfect community center. It could be used for sporting practice, multi-cultural events, fundraisers, work -shops etc.... the list is limitless for possibilities!

The school has ample parking to accommodate relatively large gatherings. Again, we would charge a fee for use to help fund our budget.

Subject to further inspection we would also be interested in retaining the doublewide unit adjacent to the building. This two -room structure would make an ideal donation "drop off, sorting facility. (We have excited interest from both Auburn and Lewiston schools and other non-profits to have a place for high school students and clients to come help us while fulfilling their community service!) This location would be perfect!

Community Concepts has compiled a list of possible grants and other financial funding opportunities that may be available to help make our vision a reality. (Please see attached) I have also met with Lincoln Jeffers from Lewiston Community Development. He is also compiling a list of programs and grants he believes could be great sources of funding for our Mission/ Vision.

Our hope and dream for Martel School is one that would benefit not only those in the Lewiston / Auburn area but all the Maine schools and organizations that use our SHAREcenter Program, as we continue to help the Environment, Educators and Economy!

Thank you for your time and consideration,  
Lisa Rodrigues  
SHAREcenter Director  
W:207-333-6671  
C: 207-577-5819



## History of Martel

(<https://martel.lewistonpublicschools.org/history-of-martel-48fa27ba>)

## History of Martel



Louis J. Martel was born in St. Hyacinthe, Quebec, Canada. Dr. Martel came to live and to practice medicine in Lewiston, Maine in 1873. He became a naturalized citizen of the United States in 1879 and urged his fellow countrymen to do the same, frequently helping them financially to do so.

Dr. Martel was very active in the local community. His hard work and dedication to the needs of the local citizens was seen in many areas. He was a leading force in the founding of St. Mary's Hospital. He was also co-founder of Le Messager, a French newspaper published in Lewiston from 1880 to 1966. Dr. Martel was

founder of l'Institut Jacques Cartier, an organization which help immigrants of french extradiions to settle in Lewiston. A brick building, corner of Walnut and Bartlett streets, was his last Lewiston home.

The Franco-Americans citizens urged city officials to name this school in honor of Dr. Martel. Members of l'Institut Jacques Cartier presented a framed photograph of Dr. Martel, together with a brief record of his activities to be displayed at Martel School. They hope that Dr. Martel's examples will serve as inspiration to pupils of this school, that, they too, may devote some part of their lives to the betterment of this city and its residents.

## MARTEL SCHOOL

 880 LISBON ST  
LEWISTON, ME 04240

 207-795-4130 (tel:207-795-4130)

### DISTRICT

(<https://www.lewistonpublicschools.org/>)

### SCHOOL

(<https://www.lewistonpublicschools.org/>)

 Parent Portal  
(<https://powerschool.lewiston.k12.me.us/public/home.html>)

 Calendar  
(<https://martel.lewistonpublicschools.org/calendar>)

 Teachers &  
Staff  
(<https://martel.lewistonpublicschools.org/staff>)

 Contact

### FOLLOW US

 Twitter

(<https://twitter.com/SupeFinnLPS>)

 Privacy Policy

(<https://www.schoolblocks.com/privacy.html>)

 Login (/login)

Martel School provides equal opportunity in its programs, activities, and employment

Website Hosting Solution Powered by SchoolBlocks

(<https://www.schoolblocks.com>)

## SHAREcenter Members 2019-2020

- Auburn School Department
- Acadia Academy/Lewiston
- Bright Start/ Topsham
- Buckfield Jr/Sr High
- Central Maine Christian Academy
- Clover Preschool
- Community Concepts-Family Services, Childrens Services, Housing and Energy, Transportation, CCFC and Corporate
- Creative Work Systems
- T.W. Kelly Dirigo Middle School
- Cornville Charter School/Skowhegan
- Gartley School/Lisbon
- Greene Central School
- Harpswell Arts Academy
- Hebron Academy
- John F. Murphy
- La Petite Ecole, LLC
- Leeds Central School
- Lewiston/City of
- Lewiston Public Schools
- Lewiston Recreation Department

- Trinity Jubilee \*
- Tripp Middle
- Trusted Souls/ Adult daycare
- Turner Adult Education
- Turner Elementary
- Turner Primary
- Whittier House
- Woodside Elementary

Lewiston City Council  
27 Pine Street  
Lewiston, ME 04240

January 23, 2020

Dear Council Members,

I am Chairperson of the Sharecenter Advisory Board. Each month, we have the privilege of meeting with Sharecenter Director Lisa Rodrigues and hearing about the wonderful work she is doing to provide resources to non-profit organizations while keeping unwanted items out of landfills.

Since Sharecenter moved in to Martel School last summer, Lisa has been able to greatly expand the scope of items that Sharecenter can take in and "repurpose" throughout the state. Our board strongly supports Lisa's proposal for the program to take up permanent residence at Martel, and we hope you will give this proposal strong consideration. We believe the partnership between Sharecenter and the City of Lewiston will be of long-term benefit to all involved.

I am happy to answer any questions you may have about the great work being done in our communities by Sharecenter.

Sincerely,

Pat Pelliccia  
Chairperson, Sharecenter Advisory Board

Superintendent  
Katherine Grondin  
Assistant Superintendent  
Michelle P. McClellan  
Business Manager  
Adam Hanson

# Auburn School Department

"Empowering lifelong learners to succeed in a world yet imagined"

<http://www.auburnschools.org>

60 Court Street 4th Floor  
Post Office Box 800  
Auburn, ME 04212-0800  
Fax: 207-333-6628  
Phone: 207-784-6431

Lewiston City Council  
27 Pine Street  
Lewiston, ME 04240

January 22, 2020

Dear Councilors,

It is with pleasure that I write this letter of recommendation for Lisa Rodrigues and the Sharecenter program. Since Lisa took over as director of Sharecenter in the Spring of 2017, she has worked tirelessly to make the program all it can be. She has increased membership, growing the program to serve more organizations, while also turning a small profit each year.

As she has already shown in the brief time that Sharecenter has been at Martel, Lisa has the energy, enthusiasm and perseverance to grow the program, putting even more "gently used" items into service for cities, school departments and other organizations, while keeping supplies, equipment and other materials from ending up in landfills.

The only constraint on Lisa's ability to grow the program has been space. Much to her frustration, Lisa has been unable to find a suitable space in the Twin Cities to serve as Sharecenter's long-term home. When she made her arrangement with Lewiston last summer to utilize Martel, it was the opportunity she had long needed to be able to take in more (and different kinds of) items.

The continued opportunity to use Martel as Sharecenter's home would be invaluable. I believe Lisa's proposed sharing of the space with the Lewiston Recreation Department would be a win-win for all involved. This would expand opportunities for the city's recreation programs, while allowing Sharecenter to continue to grow, and maintaining the adjacent green space as an asset to the recreation department and the entire city..

Auburn School Department has been pleased to serve as fiscal agent for Sharecenter for many years. However, Lisa's proposal to transition Sharecenter to be a fiscal component of the City of Lewiston makes perfect sense in this scenario. Martel would now be utilized by two valuable, and highly visible, Lewiston programs that are of great service to the community.

I understand that the transition of Sharecenter's finances from Auburn to Lewiston would take some time, and we are happy to work with your staff to make that transition as seamless as possible.

I would be glad to speak with you about any questions you may have. I look forward to seeing the program continue to grow at Martel School.

Thank you for your consideration.

Sincerely,



Adam Hanson  
Business Manager



Lewiston Recreation Division  
65 Central Ave  
Lewiston, ME 04240  
207-513-3005  
[recdept@lewistonmaine.gov](mailto:recdept@lewistonmaine.gov)  
[www.lewistonrecreation.com](http://www.lewistonrecreation.com)  
[www.facebook.com/lewistonrec](https://www.facebook.com/lewistonrec)

23rd January 2020

**City Council Members**

City of Lewiston  
27 Pine St  
Lewiston, ME 04240

Dear Council Members,

We are writing in support of a joint effort to make the best use of the former Martel School property. At this time, Martel houses the SHAREcenter, a clearinghouse for donated supplies and furniture. The center is used by schoolteachers and other community organizations. We here at Lewiston Recreation Division have a SHAREcenter membership, and have developed a good working relationship with its director, Lisa Rodrigues.

We propose that the City should retain the Martel School property. Our goal would be to bring the SHAREcenter and its operations, under the jurisdiction of Recreation. The rental of the building for meetings, community events, private functions and sporting events would be overseen by Ms. Rodrigue, as the site coordinator. This partnership will not only benefit the Recreation Division, but the City and its population as well.

We see the Martel property as a "diamond in the rough." With its central location, historical charm, and multi-use facility, the proposed Martel Community Center would become an improved and valued "jewel" in Lewiston's "crown."

Sincerely,

**Lewiston Recreation**

**For everything you love... And some things you don't know you love yet!**  
65 Central Ave. **Phone:** 207-513-3005 **Fax:** 207-786-0793 **Office Hours:** 8:00am - 4:30pm (M-F)

# Bates

Facility Services

## 6 Who Care Letter of Support for the SHARE Center

Hello from Bates College!

We would like to nominate the SHARE Center for the 6 Who Care award. The Auburn SHARE Center helps to run the Bates Clean Sweep program every Spring, and this event could absolutely not run without them. The Clean Sweep event collects donations from all over the Bates campus - mostly students, but also faculty and staff - and moves all of this material over to our Underhill Ice Arena. The donations are then sorted, cleaned, and organized. The donations fill an entire hockey rink, and weigh in at an estimated 12 tons of material. Everything is sold at a large sale, the proceeds of which go entirely towards local nonprofits, which helps the sale run year after year. In addition to providing a nice, low-cost option for purchasing items for the local community, the sale keeps all this material from going into a landfill.

As one might expect, running an event of this magnitude requires a tremendous amount of effort on the part of the local volunteers. The SHARE Center, and in particular SHARE Center employees Lisa Rodrigues and Pat Pelliccia, have been active advocates for the Clean Sweep event right from the beginning. They have fought for it when it was in peril of going away, and they have put in the blood, sweat, and tears to run it every year. It is a tiring and often thankless job that requires long hours standing on a concrete floor sorting through someone else's discarded clothing. It is the epitome of an unglamorous, grueling, selfless task performed when no one is looking, for no other reason than that it is the right thing to do. This event quite simply is beneficial to everyone that has even the briefest interaction with it, but it is not a light or easy undertaking. It is for all these reasons that we'd like to nominate the SHARE Center for this award. They are wonderful, selfless individuals that work tirelessly to keep something which is beneficial to the community moving forward. We are eternally grateful to them, and hope they do well!

Thanks very much,



Tom Twist  
Bates College Sustainability Manager



**Cornville Regional Charter School**  
Early Childhood Center - Cornville Campus - Downtown Skowhegan Campus

*Uncompromisingly Learner Centered*

---

6 Who Care  
News Center Maine  
United Way of Greater Portland  
One Canal Plaza, Suite 300  
P.O. Box 15200  
Portland, ME 04112-5200

To Whom it May Concern,

I am writing this letter in support of the nomination of the Auburn Share Center for the News Center Maine 6 Who Care designation. Lisa Rodrigues and the Auburn Share Center is committed to helping the community reduce, reuse, and recycle while supporting education and other non-profit agencies.

Our society values convenience over sustainability. We frequently throw things out rather than taking the time to find another purpose. Lisa has taken it upon herself to save these items from the landfill by finding their second purpose. Through endless hours spent networking and collaborating, Lisa gets the mission of the Share Center out to the community and provides businesses a convenient way to donate their unwanted items. Her dedication to finding a good home for the inventory helps reduce waste and reduces a negative impact on our environment.

The Cornville Regional Charter School was established in 2012 and serves learners from over 20 surrounding communities and 5 counties. At Cornville Regional Charter School we believe in creating a Community-Centered, Uncompromisingly Learner Focused environment where success is the only option. We truly believe in creating the ideal learning experience for all of our learners, which means customizing around their needs. Through our membership at the Auburn Share Center, facilitators are able to acquire furniture and learning materials that helps us meet our vision of a truly learner-centered environment.

Beyond furniture we have greatly benefited from classroom materials for projects and instruction. As a STEAM (Science, Technology, Engineering, Art, and Mathematics) based program, our learners have gained access to materials that help them demonstrate their learning in ways that wouldn't be possible without the endless supply of materials available at the Share Center. Just a few examples of these learning experiences include balloon powered cars, cookie trebuchets, fleece blankets created by learners and donated to the Humane Society, and materials to build sets for plays and productions.

I cannot express in words the appreciation that we have for Lisa and her passion and dedication to the Auburn Share Center. Not only is she committed to mission and vision of the Auburn Share Center but she takes great pride in having a positive impact on all non-profits in the region and beyond. Lisa truly embodies the what it takes for the News Center Maine 6 Who Care award and we are fortunate to have someone like her in Maine.

In the Service of Learners,

Travis Works  
Executive Director



To and 6 Who Cares,

The Share Center has played a key role to the success of the services Happy Haven provides to our community. Our business does not just provide a house and support for individuals with special needs, but also a home with people who care and want to see them succeed. The quality furniture items from the Share Center allow us to provide comfort and happiness to those we support, while also allowing our little company the financial room to continue to grow in the number we serve as well as the staff we can employ. In addition to supporting us with furnishing our homes, the Share Center has been a key tool to the everyday operations of the office with office supplies, desks, chairs, and more.

This is not where the services of the Share Center stop. We have Happy Haven events where we do a craft or activity together, often inspired and supplied by the items we find at the Share Center. The Share Center also opens their doors to our consumers, encouraging them to come and find items to make a craft, coping skills poster, or something to make their home feel even more special and welcoming. They also give them the opportunity to support their community by volunteering with the Share Center.

The Share Center is more than just a place to find items for our homes, office, or crafts. It is a place to find inspiration, community, and kindness. You can tell that they genuinely love the work they do and the difference they are making in their community and environment. Happy Haven would not be where we are without the support of our community, including the Share Center. We look forward to the continued use of this amazing resource and partnership for years to come.

Thank you for the opportunity to express our gratitude for this remarkable group of individuals and provide support for their ongoing contribution to our community.

Amy Castonguay

Happy Haven

Director of Operations

207-240-3537

Happy Haven, LLC

158 Court St, Suite 13, Auburn, ME 04210

Phone 207.241.0274 · Fax 207.241.7280

Brenda Longway  
Mountain Valley Middle School  
58 Highland Terrace  
Mexico, ME 04257

September 25, 2018

Deb Alden  
Superintendent of Schools  
RSU #10  
799 Hancock Street  
Rumford, ME 04276

Dear Superintendent Alden, School Board, and Community members,

I would like to take this opportunity on behalf of students and staff at Mountain Valley Middle School to thank you for supporting our annual membership to the Auburn SHAREcenter. For any of you not familiar with this program, it is a warehouse for school materials, office supplies, furniture, and many other items donated by businesses, organizations, community members, and schools. These items might previously have ended up in the landfill. Because the SHAREcenter is able to accept these donations, sort them, and display them, member schools and non-profit groups are able to select items they can use at no cost to teachers or staff. This allows for a huge financial savings to both the school and to teachers who often spend money on supplies and materials for their classes that fall outside the available budget allocations.

This year the cost for Mountain Valley Middle School's membership based on number of students and staff was \$507.50. I would like to show you some items that we have gotten so far this school year and give you an idea of the value we receive.

These chairs are made by HON and are the "ComforTask" chair. They sell on the staples store site for \$141.99 and in the School Specialty catalog for \$196.46. A business donated them to the SHAREcenter and we were able to get 34 of them for the middle school. A quick calculation shows that even at the lower Staples price this is a value of \$4,827.66. If we were to order this same chair through School Specialty our cost would be \$6,679.64 plus the added cost of shipping.

These chairs have been distributed throughout the school for staff and student use as well as a positive addition to the upper conference room. Before and after pictures of the conference room are attached.



The before picture with mis-matched chairs and after picture with matching office chairs are below. I am sure you will agree that there is a much more professional appearance with the “new” chairs.



And if these were the only items we were able to get we already have gotten our value back nearly ten fold.

< Before                      After >



I am happy to say that our value for items does not end here. We will be shopping until the end of the school year for out annual membership fee. Other items we have been able to use so far include water bottles and backpacks for students going to Bryant Pond, notebooks and journals, pens, pencils, and highlighters, t-shirts for our student clothing closet, and other office supplies and incentives. Three ring binders are a big hit with teachers and students. I would encourage each school in our area to take advantage of this opportunity to save money and to be a part of the effort to Reduce, Reuse, and Recycle.



Backpacks are needed by many of our students whose families don't have funds for the extra things. One boy told me he would love to have a new backpack because the one he is using was his mother's and has her name on it.

Pens, pencils, markers, a ream of paper, post-it notes, a lunch bag, badge holder lanyards and clips, and various incentives are also available.

I try to keep a running list of items teachers and students are asking for and gather these items

when I am able to make a trip to Auburn during their open hours. Who doesn't love an opportunity to take a trip out of town to shop for free items and maybe eat out at a favorite spot? The next picture



shows a case of water bottles, some journals with pens, and some small portfolios containing a notepad and calculator. These were especially prized by some of our kitchen staff.



I was especially excited to find a book recommended by the trainer at the recent IMSE Orton-Gillingham training. "More Phonics Through Poetry" is a fun way to share phonemic awareness concepts. I found it on Amazon.com for \$28.99 but before I ordered it I made a trip to the Auburn SHAREcenter. They had just had a retired teacher donate many of her books and it just so happened that the very book I wanted was there on the shelf.

If I sound like a walking advertisement for the Auburn SHAREcenter it is because I am personally able to save thousands of dollars that I formerly would have spent out-of-pocket. I also have been able to improve the organization and visual appeal of my classroom by getting things that I would never think to budget for.



So let me say again in closing that I appreciate the opportunity to be a member of the share center and thank you for supporting our school. I encourage any school or non-profit you may be connected with to look into joining this cooperative sharing opportunity. Not only is it good for the environment, but it is good on the budget too.

Sincerely,

Brenda Longway, M.Ed., NBCT  
Mountain Valley Middle School Staff

CC: Ryan Casey, MVMS Principal and Lisa Rodriguez, SHAREcenter director



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**(no subject)**

1 message

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**Lisa Rodrigues** <lrodrigues@auburnschl.edu>  
To: lrodrigues@auburnschl.edu

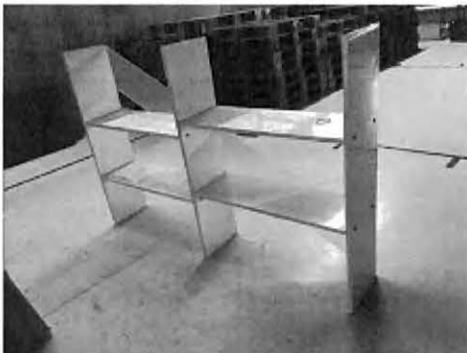
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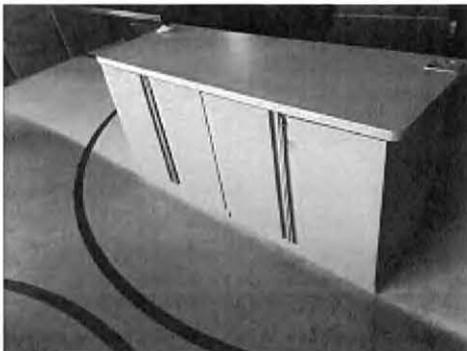
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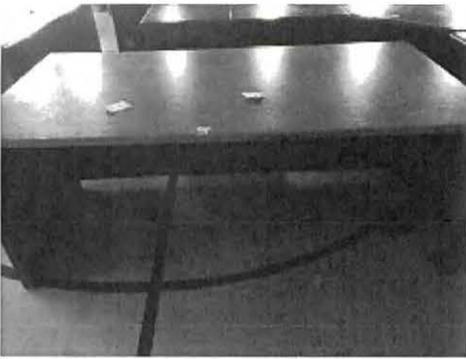
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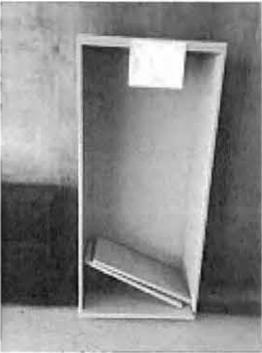
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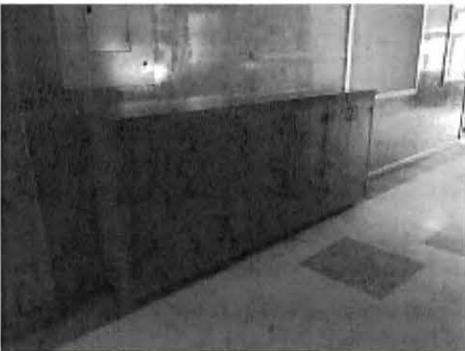
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Compose

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More

 Lisa +

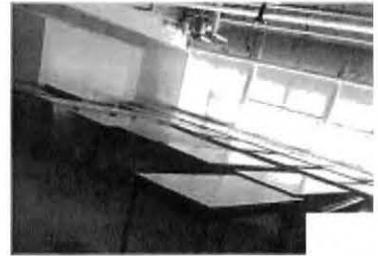
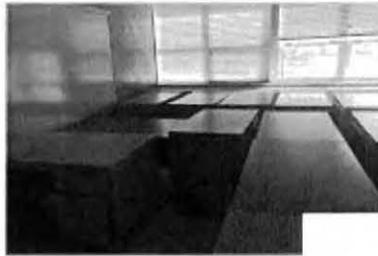
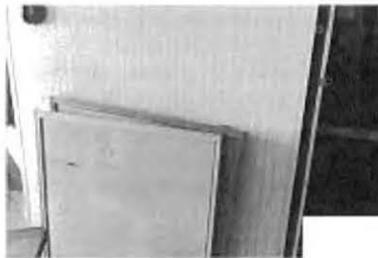
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[Find someone](#)



Sent from my iPhone

**7 Attachments**



Compose

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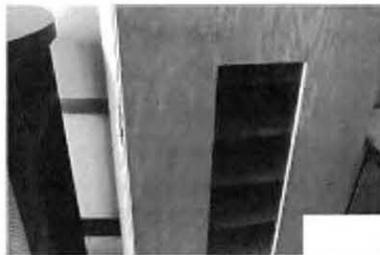
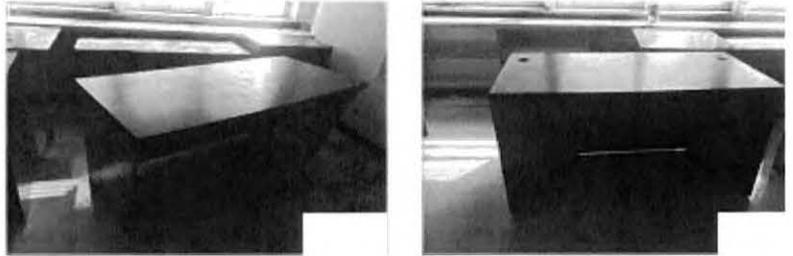
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📁 [Imap]/Drafts

More

👤 Lisa +

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data.csv

Open with

	A	B	C	D	E	F	G	H	I
1			Capital/Education/C.	Androscoggin County, ME					
2									
3	Grantmaker Name	Contact	Care Of	Street Address 1	Street Address 2	City	State	ZIP Code	Telephone
4	John T. Gorman Foundation			1 Canal Plz., Ste. 800		Portland	ME	04101-4083	207
5	Maine Community Foundation			245 Main Street		Ellsworth	ME	4605	(207) 667-8
6	Elmina B. Sewall Foundation			15 Maine St., Ste. 230		Freeport	ME	04032-1100	207
7	The Liberty Mutual Foundation, Inc.			175 Berkeley St.		Boston	MA	02116-5066	(617) 357-8
8	Agnes M. Lindsay Trust			660 Chestnut St.		Manchester	NH	03104-3550	603
9	United States Federal Aviation Administration			800 Independence Ave., SW		Washington	DC	20591	(866) 835-8
10	The Sherman Fairchild Foundation, Inc.			5454 Wisconsin Ave., Ste. 1205		Chevy Chase	MD	20815-6934	(301) 913-8
11	United States Federal Transit Administration			1200 New Jersey Ave., SE		Washington	DC	20590	(202) 366-4
12	Next Generation Foundation			1238 Algonquin Rd		Crownsville	MD	21032-2100	(410) 849-2
13	Davis Family Foundation			30 Forest Falls Dr., Ste. 5		Yarmouth	ME	04096-1764	(207) 846-8
14	Libra Foundation			3 Canal Plz.	P.O. Box 17516	Portland	ME	04112-8516	207
15	Raymond J. and Mary C. Reisert Foundation	Bessemer Trust		630 Fifth Ave.		New York City	NY	10111	(212) 632-3
16	JSL Foundation, Inc.			200 Main St.		Westbrook	ME	4092	(207) 854-850
17	Lewiston-Auburn Children's Home			P.O. Box 7155		Lewiston	ME	04243-7155	(207) 212-903
18	The Hanover Insurance Group Foundation, Inc.			440 Lincoln St., N100		Worcester	MA	01653-0002	(508) 855-296
19	United States Office of Public and Indian Housing			451 7th St., S.W.		Washington	DC	20410	(202) 708-111
20	Neighborhood Reinvestment Corporation			999 N Capitol St NE Ste 900		Washington	DC	20002	(202) 760-400
21	National Science Foundation			4201 Wilson Blvd.		Arlington	VA	22230	(703) 292-511
22	Maine Health Access Foundation			150 Capitol St Ste 4		Augusta	ME	04330-6858	(207) 620-826
23	Newman's Own Foundation			790 Farmington Ave		Farmington	CT	06032-2300	(203) 222-013
24	Onion Foundation			P.O. Box 36		Winthrop	ME	04364-0036	(207) 636-735
25	Narragansett Number One Foundation			PO BOX 779		Bar Mills	ME	4004	(207) 929-811
26	The Bank of Maine Charitable Foundation			2 Elm Street		Camden	ME	04843-1947	20758
27	VOYA FOUNDATION			5780 POWERS FERRY ROAD		Atlanta	GA	30327	(612) 342-310
28	Gordon and Betty McKinny Biggs, Comm. Manager			1661 PAGE MILL RD		Palo Alto	CA	94304	(650) 213-300
29						Southeastern Hills	KY	19398-3075	(888) 383-448

Superintendent  
Katherine Grondin  
Assistant Superintendent  
Michelle P. McClellan  
Business Manager  
Adam Hanson

# Auburn School Department

"Empowering lifelong learners to succeed in a world yet imagined"

<http://www.auburnschools.org>

60 Court Street 4th Floor  
Post Office Box 800  
Auburn, ME 04212-0800  
Fax: 207-333-6628  
Phone: 207-784-6431

Lewiston City Council  
27 Pine Street  
Lewiston, ME 04240

January 22, 2020

Dear Councilors,

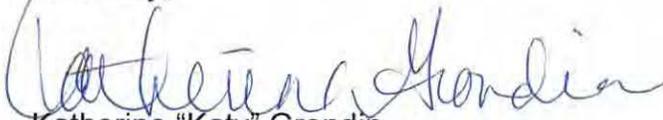
Sharecenter operates as a self-sustaining fiscal component (Special Revenue Fund) of the Auburn School Department. As of June 30, 2019, Sharecenter's audited fund balance was \$59,910.

Attached are financial reports for the 2017-18 and 2018-19 fiscal years, showing that the Sharecenter program operated at a small profit in each of those years.

Business Manager Adam Hanson and I have reviewed Sharecenter's proposal, and I authorize Lisa Rodrigues to submit this proposal for the use of Martel School (and for Sharecenter to become part of the City of Lewiston).

Please contact me with any questions you may have about Sharecenter or about the proposal.

Sincerely,



Katherine "Katy" Grondin  
Superintendent of Schools  
Auburn School Department

# Auburn School Department Sharecenter Budget Balance Report Share Center

Report # 198180

Statement Code: SHARE  
Grant Code: 240-SHC  
Grant Supervisor:  
Grant Dates: 06/29/07 - 09/30/20

Account Number / Description	Revised Budget	Reporting Period	Amount Remaining
		7/1/2017 - 6/30/2019	

**18 Share Center**

2400-0000-0000-40870-000-00-00-87 Sharecenter E-Zone	0.00	(240.00)	240.00
2400-0000-0000-40870-010-00-00-87 Sharecenter Green Zone	0.00	(4,441.65)	4,441.65
2400-0000-0000-40870-020-00-00-87 Sharecenter Gifts/fundraising	0.00	(4,539.30)	4,539.30
2400-0000-0000-40870-030-00-00-87 Sharecenter School Membership	(33,573.00)	(32,142.75)	(1,430.25)
2400-0000-0000-40870-040-00-00-87 ShareCenter Grants	0.00	(250.00)	250.00
2400-0000-0000-40870-060-00-00-87 ShareCenter Non-Profit Membershi	0.00	(1,575.00)	1,575.00
2400-0000-0000-40870-080-00-00-87 Sharecenter - Special Fund Raising	0.00	(6,036.14)	6,036.14
2400-0000-0000-51170-900-00-00-87 ShareCenter Director- Salaries	29,756.00	30,055.00	(299.00)
2400-0000-0000-52170-900-00-00-87 ShareCenter Director - Health	0.00	6,750.69	(6,750.69)
2400-0000-0000-52271-900-00-00-87 ShareCenter Director - Social Sec	1,845.00	1,784.91	60.09
2400-0000-0000-52272-900-00-00-87 ShareCenter Director - Medicare	432.00	417.52	14.48
2400-0000-0000-52470-900-00-00-87 ShareCenter Director - Retirement	0.00	2,512.80	(2,512.80)
2400-0000-0000-52670-900-00-00-87 Unemployment ShareCenter Direct	0.00	36.96	(36.96)
2400-0000-0000-55800-000-00-00-87 ShareCenter - Travel,Meals,Etc.	1,540.00	0.00	1,540.00
2400-0000-0000-57301-900-00-00-87 Sharecenter - Equipment	0.00	79.18	(79.18)
2400-0000-0000-58000-900-00-00-87 ShareCenter - Miscellaneous Suppl	0.00	136.07	(136.07)
2400-0000-0000-58500-900-00-00-87 ShareCenter - Transportation	0.00	144.08	(144.08)
<b>TOTAL 18 Share Center</b>	<b>\$0.00</b>	<b>\$(7,307.63)</b>	<b>\$7,307.63</b>

**19 19 - Sharecenter**

2400-0000-0000-40870-010-00-00-87 Sharecenter Green Zone	0.00	(2,687.45)	2,687.45
2400-0000-0000-40870-020-00-00-87 Sharecenter Gifts/fundraising	(9,172.00)	(9,851.50)	679.50
2400-0000-0000-40870-030-00-00-87 Sharecenter School Membership	(38,000.00)	(26,879.00)	(11,121.00)
2400-0000-0000-40870-040-00-00-87 ShareCenter Grants	0.00	(250.00)	250.00
2400-0000-0000-40870-060-00-00-87 ShareCenter Non-Profit Membershi	0.00	(9,470.00)	9,470.00
2400-0000-0000-40870-080-00-00-87 Sharecenter - Special Fund Raising	0.00	(500.00)	500.00
2400-0000-0000-51170-900-00-00-87 ShareCenter Director- Salaries	30,956.65	30,956.65	0.00
2400-0000-0000-52170-900-00-00-87 ShareCenter Director - Health	8,188.20	7,505.85	682.35
2400-0000-0000-52271-900-00-00-87 ShareCenter Director - Social Sec	1,919.31	1,840.56	78.75

## Auburn School Department Sharecenter Budget Balance Report Share Center

Account Number / Description	Revised Budget	Reporting Period	Amount Remaining
		7/1/2017 - 6/30/2019	
2400-0000-0000-52272-900-00-00-87 ShareCenter Director - Medicare	448.87	430.28	18.59
2400-0000-0000-52470-900-00-00-87 ShareCenter Director - Retirement	3,095.67	3,095.56	0.11
2400-0000-0000-52670-900-00-00-87 Unemployment ShareCenter Direct	24.00	23.94	0.06
2400-0000-0000-55800-000-00-00-87 ShareCenter - Travel,Meals,Etc.	1,000.00	0.00	1,000.00
2400-0000-0000-57301-900-00-00-87 Sharecenter - Equipment	1,540.00	2,859.00	(1,319.00)
2400-0000-0000-58915-000-00-00-87 ShareCenter - Misc. Operational Ex	0.00	150.28	(150.28)
<b>TOTAL 19 19 - Sharecenter</b>	<b>\$0.70</b>	<b>\$(2,775.83)</b>	<b>\$2,776.53</b>
<b>GRAND TOTAL</b>	<b>\$0.70</b>	<b>\$(10,083.46)</b>	<b>\$10,084.16</b>



February 6, 2020

To: Ed Barrett

**Re: Side Walk Plowing Request Recommendations**

On January 21, 2020, I presented how sidewalks are treated during winter months in the City of Lewiston. I also presented several requests from the community and suggested I return with recommendations from Public Works.

**Mollison Way** - Mollison Way from Fair St. to Main St is approximately 0.53 miles in length and has a sidewalk on one side. This is one of the areas in the City where changes have prompted Public Works to look at sidewalk plow routing. There is a fair amount of foot traffic in this area, especially early morning and during lunchtime. The Transit committee has also made a route change in the area that has increased the need for a cleared sidewalk. Previously, the bus route went through Mollison Way and stopped at a point on Mollison Way to allow passengers on and off the bus. Busses no longer go through Mollison Way and instead utilize the bus stop near the entrance of Mollison Way on Main St. This will result in even more foot traffic from workers and clients of businesses on Mollison Way.



Public Works provided the City Council an option of utilizing the wing of the street plow and street sander for this segment of sidewalk. This segment is suitable for this type of treatment because there are few obstructions. Furthermore, this approach will not require redirection of one of the four sidewalk plows. We have tested this approach this winter and thus far it has been successful. We recommend that we continue to pilot this approach through the remainder of the winter. If successful we will make it permanent for next season.

**Holland Street-** Dirigo Federal Credit Union had requested that we add the north side of Holland Street to our route. It was added, but our mapping was in error and the north side of Holland Street is currently being plowed. We have corrected this error in our mapping system. I cannot find where this action was taken to City Council for approval. I am requesting the City Council approve this addition, as a matter of record.



**Park Street-** A Building Manager for several apartments along Park Street, between Birch St. and Maple St. had asked that we add a segment of sidewalk along the southwest side of Park Street. Currently, the northeast side of Park St, adjacent to several other residential buildings is plowed. The map to the right shows the current plow route configuration. Please note that the plowing strategy in this area is to plow both sides of the connector streets (in this area the tree named streets), then plow one side of the cross streets like Park Street. At times Public Works must select the sidewalk on the side with the least obstructions. As much as we would like to plow all City sidewalks the resources needed to clear obstructions and provide equipment and personnel to accomplish this would be much greater than is practical. Public Works does not recommend that we add this segment at this time.



**Bradley Street-** The same request for plowing both sidewalks has been made for Bradley Street over the past several years. For the same reasons as Park Street, Public Works does not recommend that we add this segment at this time.



**Riverside Street-** We received a request to plow the sidewalk on the south side Riverside Street from Main to Spring Street. The concern is with school children getting to the bus stop. The narrowness of the street and the large amount of truck traffic to and from AmeriGas present a safety concern. We have looked at this segment and feel it will be difficult due to obstructions and snow piled in the right of way. However, as it is a safety concern we would like to try a pilot for the next few storms. If that pilot is successful, we could then discuss a permanent solution and any tradeoffs that might be necessary to maintain our level of service.



Public Works has been investigating several sidewalk sections, where conditions have changed, that could be considered for removal from the plow routes if tradeoffs are necessary. We are assessing the current use and alternatives for those segments

Respectfully,  
Dale F. Doughty, C. G.

# LEWISTON CITY COUNCIL

MEETING OF FEBRUARY 11, 2020

AGENDA INFORMATION SHEET:                      AGENDA ITEM NO.      ES-1

**SUBJECT:**

Executive Session to discuss Real Estate Negotiations of which the premature disclosure of the information would prejudice the competitive bargaining position of the City.

**INFORMATION:**

The Maine State Statutes, Title 1, section 405, define the permissible grounds and subject matters of executive sessions for public meetings.

**APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:**

The City Administrator recommends approval of the requested action.

*EATS/kmm*

**REQUESTED ACTION:**

1	2	3	4	5	6	7	M
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To enter into an Executive Session, pursuant to MRSA Title 1, section 405(6)(c), to discuss Real Estate Negotiations, of which the premature disclosure of the information would prejudice the competitive bargaining position of the City.

# LEWISTON CITY COUNCIL

MEETING OF FEBRUARY 11, 2020

AGENDA INFORMATION SHEET:                      AGENDA ITEM NO.    ES-2

**SUBJECT:**

Executive Session to discuss Disposition of Property of which the premature disclosure of the information would prejudice the competitive bargaining position of the City.

**INFORMATION:**

The Maine State Statutes, Title 1, section 405, define the permissible grounds and subject matters of executive sessions for public meetings.

**APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:**

The City Administrator recommends approval of the requested action.

*EAB/kmm*

**REQUESTED ACTION:**

1	2	3	4	5	6	7	M
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To enter into an Executive Session, pursuant to MRSA Title 1, section 405(6)(c), to discuss Disposition of Property, of which the premature disclosure of the information would prejudice the competitive bargaining position of the City.