



## **Appointment Committee Meeting Agenda**

Monday, April 18, 2018

4:00 P.M.

Conference Room 204

1. Acceptance of 2/12/2018 Minutes
2. Open Session
3. Review of Board and Committee Applications
  - a. Nominations

*The Committee may enter into Executive Session to discuss applications, pursuant to 1 M.R.S.A. §405(6)(A).*

4. Adjournment



## **Appointment Committee Meeting Minutes**

**Monday, February 12, 2018**

**4:00 P.M.**

**Conference Room 204**

**Present:** Councilors Leroy Walker, Belinda Gerry, David Young, and City Clerk, Sue Clements-Dallaire.

**The meeting was called to order at 4:00 PM, Councilor Walker was Chair of the meeting.**

### **1. Open Session**

Tizz Crowley – asked that the committee consider a few points. First, she asked they look at the needs of the Committees and consider looking at “new blood”, applicants who are 40 years of age and under, female, and look for “leaders”. She noted that it seems to be challenging to find committee members who are willing to step up as a Chairperson of the committees. The second thing she asked the committee to consider was to not appoint someone only to fill the vacancy. Appoint someone *only* if they meet the qualifications for the particular board or committee. Last, she said that she would like to see the Appointment Committee meet monthly.

Katie Boss – she applied to serve on the Parks and Recreation Advisory Board. She is originally from Bangor and has been an Auburn resident for 3 years. She said the City has wonderful resources and she would like to give people a better understanding of the resources that are available.

KC Geiger – he has served on the Auburn Water District for approximately 18 years and has applied for re-appointment. He has served as President of the Water District and said if re-appointed, it would be great if someone else would be willing to act as President however, there hasn't been interest from others in the past. He commented that this is a board with a \$3 million dollar budget and we should be finding people to serve on the board rather than just appointing someone that raises their hand.

Robert Morrison – he applied to serve on the Parks & Recreation Advisory Board. He said that he attended a meeting and it caught his interest both personally and professionally. He is a Physical Therapist at Androscoggin Home Health. He also commented on the Riverwalk being a nice walkable area for people.

Evan Cyr – he applied for re-appointment to the Planning Board. He said that he enjoys serving on that board noting that it was very important in regards to re-zoning the downtown. He said that he reached out to a student who he found to be very civic minded and he encouraged him to apply to serve as a

# Appointment Committee Meeting Minutes

February 12, 2018

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student representative on the board. He said the board is made up of a diverse group of professionals (Commercial Real Estate agent, teachers, and lawyers) but he would love to see a surveyor on the board and would like the Appointment Committee to keep that in mind as they consider future applicants to the Planning Board.

Joseph DeFilipp – he applied for re-appointment to the Auburn Sewer District. He said he enjoys serving on the board because he finds it challenging, they meet only once a month, and it helps him stay current. He said a lot is happening with the Sewer District right now – a study on fair compensation (benefits vs. salary), they are wrapping up the storm water and sewerage separation, they have undergone a new system for ordering inventory which will save the District money. He talked about their budget and the loss of one of their big customers, and stated that they are on the lower cost per unit for citizens in comparison to other districts.

## 2. Acceptance of 10/16/2018 Minutes

Motion was made by Councilor Young and seconded by Councilor Gerry to accept and place on file the minutes of the 10/16/2017 meeting. Passage 3-0.

## 3. Review of Board and Committee Applications

Motion was made by Councilor Gerry and seconded by Councilor Young to enter into Executive Session to discuss applications, pursuant to 1 M.R.S.A. §405(6)(A). Passage 3-0, time 4:48 P.M.

Councilor Walker declared them out of executive session at 5:19 P.M.

Motion was made by Councilor Young and seconded by Councilor Gerry to accept the Board of Assessment application that was received after the deadline and to consider nominating the applicant for that Board. Passage 3-0.

Motion was made by Councilor Gerry and seconded by Councilor Young to nominate Patricia Madore to serve on the 9-1-1 with a term expiration of 01/01/2020. Passage 3-0.

Motion was made by Councilor Gerry and seconded by Councilor Young to nominate Lance Gagne, Velma McConnell, and Diane Whiting to serve on the Citizen's Advisory Committee all with term expirations of 6/30/2019. Passage 3-0.

Motion was made by Councilor Young and seconded by Councilor Gerry to nominate Linda Snyder to serve on the Ethics Committee with a term expiration of 01/01/2021. Passage 3-0.

Motion was made by Councilor Gerry and seconded by Councilor Young to nominate Patricia Madore to serve on the 9-1-1 with a term expiration of 01/01/2021. Passage 3-0.

# Appointment Committee Meeting Minutes

February 12, 2018

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Motion was made by Councilor Gerry and seconded by Councilor Young to postpone the Parks & Recreation Advisory Board nominations to the next meeting. Passage 3-0.

Motion was made by Councilor Gerry and seconded by Councilor Young to nominate Evan Cyr and Dustin Boutin to serve as full members on the Planning Board, each with a term expiration of 01/01/2021. Passage 3-0.

Motion was made by Councilor Young and seconded by Councilor Gerry to nominate Joseph DeFilipp and Stephen Ness to serve on the Sewer District with a term expiration of 03/01/2022. Passage 3-0.

Motion was made by Councilor Gerry and seconded by Councilor Young to nominate Dan Bilodeau and KC Geiger to serve on the Water District with a term expiration of 03/01/2022. Passage 3-0.

Motion was made by Councilor Young and seconded by Councilor Gerry to nominate mary LaFontaine to serve as full member on the Board of Assessment Review with a term expiration of 10/01/2020. Passage 3-0.

#### 4. Adjournment

Motion was made by Councilor Gerry and seconded by Councilor Young to adjourn, passage 3-0. Time The meeting adjourned at 5:30 P.M.

Respectfully submitted,



Susan Clements-Dallaire, City Clerk

## VACANCIES

**Audit Committee** - 1 vacancy with a term expiration of 12/1/2019

**Board of Assessment Review** - 4 vacancies - 1 full member position, with a term expiration of 10/01/2019, and three alternate positions. One with a term expiration of 10/1/2020, and two with term expirations of 10/1/2022

**Cable TV Advisory Committee** – 2 vacancies - one with a term expiration of 6/1/2019, one with a term expiration of 6/1/2020

**Citizens Advisory Committee** - 1-4 vacancies, all with 6/30/2019 term expirations

**Conservation Commission** - 2 vacancies, both with term expirations of 6/1/2021

**Parks and Recreation Advisory Board** - 3 vacancies from either WARDS 2, 3, 4, or 5 - one with a term expiration of 10/01/2018, and two with term expirations of 10/01/2019

**Planning Board** - 2 vacancies, both associate positions with term expirations of 1/1/2020

**Zoning Board of Appeals** - 1 vacancy- 1 associate member position with a 10/01/2020 term expiration

**Board Committee Applications**  
**April 18, 2018**

Board or Committee	Ward	Last Name	First Name	Address	Preference
<b>Board of Assessment</b>	3	Sirois	Jason L.	29 Fairmount Ave.	
<b>Conservation Commission</b>	3	Martel	Rick M.	22 Cedarwood Road	2nd choice
	4	*Larose	Rhyanna D.	164 Bennett Avenue	
	1	*Crowley	Tizz E.H.	35 University Street	
<b>Parks &amp; Recreation Advisory</b>	3	Martel	Rick M.	22 Cedarwood Road	1st choice
	5	Martelli	Stephen J.	41 Broad St. #2	
<b>Planning Board</b>	3	Martel	Rick M.	22 Cedarwood Road	3rd choice

\* Indicates this applicant is seeking re-appointment

\*\* Indicates this person is an associate/alternate member seeking full member status



# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: 2/26/2018

Last name: Sirois First name: Jason Middle initial: L

Residence address: 29 Fairmount Ave Ward: \_\_\_\_\_

City: Auburn State: Maine Zip code: 04210

Home phone: 207-514-4159 Work phone: 207-575-4146 Cell phone: 207-514-4159

Email address: jsirois38@gmail.com

Current occupation: AVP Project Manager TD Bank

Previous occupation (if retired or no longer working): \_\_\_\_\_

Educational and/or experience (or attach your resume): Resume Attached

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

- |  |   |
|--|---|
| <input type="checkbox"/> 9-1-1 Committee                       | <input type="checkbox"/> Airport Board                                |
| <input type="checkbox"/> Auburn Housing Authority              | <input type="checkbox"/> Audit & Procurement Committee                |
| <input checked="" type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board                      |
| <input type="checkbox"/> CDBG Loan Committee                   | <input type="checkbox"/> Community Forest Board                       |
| <input type="checkbox"/> Conservation Commission               | <input type="checkbox"/> Ethics Panel                                 |
| <input type="checkbox"/> Finance Committee                     | <input type="checkbox"/> L/A Transit Committee                        |
| <input type="checkbox"/> Parks & Recreation Advisory Board     | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input type="checkbox"/> Planning Board                        | <input type="checkbox"/> Sewer District                               |
| <input type="checkbox"/> Water District                        | <input type="checkbox"/> Zoning Board of Appeals                      |

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). I would like to take a more active role in the community, I believe this would enable me to do so. I have always taken part in our local community from instructing skiing at Lost Valley, coaching my childrens sport teams to being and active and supporting member of United Way.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). I hope to bring a motivated and energetic mindset and share new ideas with the group. I have always been a big supporter of change and helping support change, assisting individuals to embrace change, I will be able to bring this skillset to this group.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? \_\_\_\_\_  
Not serving currently.

Dates served (if known)? \_\_\_\_\_

Have you previously served on a City or Community Board or Committee? If so, which one(s)? \_\_\_\_\_  
Never served to this point.

Dates served (if known)? \_\_\_\_\_

How did you learn of this vacancy? A local friend and fellow employee at Lost Valley in Auburn.

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

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

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

Signature: Jason L Sirois Date: 2/26/2018

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

<u>FOR OFFICE USE ONLY</u>	
DATE APPLICATION RECEIVED:	<u>2/26/18</u>
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____

## Jason L. Sirois

29 Fairmount Ave., Auburn, ME 04210 | Cell: (207)514-4159 Work: (207)755-4146 |  
jsirois38@gmail.com

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### Professional Summary

Self-starting, organized and detail-oriented, able to strategize and prioritize effectively in a fast-paced multitasking environment. I am flexible and analytical with an eye for detail and able to adapt to changing priorities with a positive attitude. I am looking for a position which necessitates project management, research, analytics, and innovation, where I can effectively utilize and enhance my expertise in information technology, human relations, project management and employee development to maximize company productivity.

### Employment History

#### TD Bank, March 2016 - Present

##### Assistant Vice President – Project Manager, October 2017 – Present

- Responsible for delivering support, leadership, process improvement and high quality results utilizing PDLC and Agile methodologies for Retail Consumer Deposits, Payments, Products (CDPP), Retail Money Out, Retail Distribution Stores and Operations (RDSO), US Bank Card, Strategic Card, Retail Card Services, Digital, Phone Channel, ATM, Payments, Wealth and Marketing.

##### Business Analyst II, March 2016 – October 2017

Within this position I was accountable for the following:

- Providing assistance to team members and assuming a lead role within projects.
- Identifying, developing, and maintaining key linkages with business partners including the retail product management, retail distribution, commercial banking, support services and North American business partners such as TD Wealth Management, TD Ameritrade and TD Insurance.
- Resolving issues and problems by conferring with staff, management, other internal departments, outside contacts as necessary.
- Working cross-functionally to drive strategic initiatives and improve processes.
- Adding financial value to company by analyzing company data to identify and recommend initiatives that positively and materially impact the financial results of the company.
- Ensuring that strategic initiatives and directives are carried out effectively with comprehensive change management strategies.
- Ensuring processes, policies and procedures are designed in compliance with TD Risk Appetite.
- Ensuring ongoing compliance with internal / external audit and regulatory requirements. Provide prompt and comprehensive response to all external audit, regulator and compliance requests and findings. Maintain appropriate records of action plans.

Some of my accomplishments thus far during my time with TD are:

- Manage a multimillion dollar investment platform update for TD Wealth Management.
- Planned, Created and Implemented a new fully functional intake process utilizing Rightfax which negates the use of paper faxes and better automates our physical mail and email intake functionality.
- Continuing work to outsource our insurance tracking processes.
- Origination System replacement team member.
- Mainstream Financial Project Lead.
- Re-wrote the Project Plan grid, ACM Log, Audit log and Procedure log for ease of use - These new grids were created to ensure ease of use by projects leaders.
- Annual Secure Transmission to Corelogic – This project necessitated creating a data stream for a secure file transfer annually.
- Cost of Servicing Project – requested by senior management to find cost of each process and ways to improve and/or cut back cost moving forward.
- Developed and implemented plan for Functional Re-alignment.
- United Way Senior Ambassador for annual giving campaign.

Confidential

**Unum Life Insurance Compliance Consultant****Business Operations & Compliance (BOC). Portland, ME February 2004 – February 2016**

Accountable for the development, implementation and support and maintenance of contracts and all related forms. Develop and file state regulatory submissions comprised of forms and related rates for compliance with state, federal and, if applicable, foreign laws and regulations. This includes the analysis, development and filing of non-standard provisions for single cases (non-standard contract request) and the associated systems when applicable. Researched and submitted filings when required for new legislation.

During my time with BOC I have accomplished the following:

- Team Lead for the Long Term Care Rate Initiative encompassing 6 different product series.
- Directed and implemented the new BOC Case Tracking System using AGILE methodology.
- Participated in AGILE 101 to enhance my understanding of this new philosophy and to help infuse it within the BOC culture.
- Developed and Implemented the “Connection and Collaboration Project,” this project is enabling BOC to build relationships and improve processes with Group Customer Service.
- Provide constant technical support for BOC systems and Microsoft applications.
- Provided support and have been a member of the Life, Disability and Long Term Care teams within BOC.
- Created the training materials as well as conducted the training for the BOC Imaging System and Electronic Rate and Form Filing System (SERFF).
- Submit Legislative and Contract filings to State Insurance Department.
- Obtained approval as well as implemented and provided training for the Electronics Funds Transfer option. for filing fees.
- Attended numerous offsite industry meetings.
- Created an extensive LTC Advertising Filing Requirements Grid.
- Team Leader for the O: Drive reconstruction project.

**UNUM, Senior Customer Contact Center Representative****Contact Center, Portland, ME June 2002 – February 2004**

Received incoming calls from Policyholders, insureds and Brokers. Provided policy specific information, benefit information, broker compensation information, specific claim information, as well as provided billing information to customers.

During my time with the Customer contact Center I accomplished the following:

- Constant partnership and collaboration with STD, LTD, LTC and Life Claims.
- Developed a Time Management Tool for my team.
- Received numerous Voice of the customer Awards.
- Supported the Life, Disability, ILTC and GLTC product lines.
- Supported calls on the escalated call line.

**United States Army, Data Accuracy Team Manager/ NCOI (Non-Commissioned Officer in Charge)****Heidelberg, Germany June 1999 – May 2002**

Responsible for the analysis, troubleshooting, error resolution and the transfer of SIDPERS Super server input between the Total Army Personnel Database and USAREAR Theater Database, which supports 63,000 soldiers. Provide Theater level assistance and training to system users. Responsible for the accountability and training of 17 office personnel.

During my time in this position I accomplished the following:

- Oversaw the transition from previous military data base to UNIX based system for the entire US Army Military throughout the European Theater.
- The training of 600 Army personal on the SIDPERS UNIX Super server throughout the United States

Army Europe.

- Became very proficient with writing SQL's with the UNIX Server.
- Maintained 100% accuracy of the USAREAUR Database.
- Completion of the Primary Leadership Development Course.
- Obtained advanced programming and computer skills.
- Was awarded the Meritorious Service Medal, 2 Army Achievement Medals and 2 Good Conduct Medals.

**United States Army, Personal Information Specialist/ Communications Specialist  
Heidelberg, Germany August 1996 – May 1999**

Responsible for tracking and placing incoming and outgoing soldiers throughout the United States Army Europe. During this time I maintained 100% accountability for all of the incoming and outgoing personnel on our database.

Responsible for receiving incoming and outgoing Secret & Top-Secret messages from the field within our communications center, analyzing the information and passing it on to our command units within the United States Army Europe.

Received promotion from the Rank of Private (E-1) to Specialist (E-4) in 18 months which is extremely accelerated.

**Education**

- Lean Six Sigma Yellow Belt, Completion June 21, 2017
- Kaplan University, BS in Legal Studies, 2010 – Present
- Toastmasters, 2016 - 2017
- Westlaw Proficient
- Lexus Nexus Proficient
- AGILE Project Certification, Unum, 2015
- Critical Conversations Course, Unum, 2011
- LILI Leadership Course (Leadership in Life Institute), Wellesley, MA 2008 - 2009
- Business Process Improvement Leadership Training, Portland, ME 2008
- Business Writing & Grammar Skills (Skillpath), Portland, ME 2008
- Advanced Microsoft Excel, Portland, ME 2007
- Intermediate Microsoft Excel, Portland, ME 2005
- Introduction to Microsoft Excel, Portland, ME 2003
- Primary Leadership Development Course, Vilsec, Germany 2000
- PeopleSoft Certification, Hanover, Germany 2000
- UNIX Certification, Darmstadt, Germany 1999
- Advanced Microsoft Word, Mannheim, Germany 1999
- Advanced Microsoft Access, Vilsec, Germany 1998
- Introduction to Microsoft Access, Heidelberg, Germany 1998
- Personal Information Systems Management Course, Fort Jackson, South Carolina 1997
- Certificate in Electronics (Lewiston Regional Technical Center), Lewiston, ME 1995 - 1996
- Oak Hill High School Graduate, Litchfield, ME 1996



Skills

- In depth Research and Analysis
- Communication
- Information Technology
- Employee Development
- Change Management
- Process Improvement

Relevant Experience

- RLOS
- New Loan Boarding
- Originations
- Mainstream Financial
- Underwriting Rules
- Contract Analysis and Update
- Insurance Tracking (Flood and Hazard)
  - Vendor Management
  - System Updates
  - Procedure Creation
  - Contract negotiation
- Intake Process Creation
  - Rightfax implementation
  - Task Tracking Database

Work History

- TD Bank
- Unum
- United States Army

**Internal**

Jason Sirois is a Project Manager for TD Bank's Strategic Portfolio Delivery group.

In this role, Jason is responsible for delivering support, leadership, process improvement and high quality results utilizing the PDLC methodology for Retail Consumer Deposits, Payments, Products (CDPP), Retail Money Out, Retail Distribution Stores and Operations (RDSO), US Bank Card, Strategic Card, Retail Card Services, Digital, Phone Channel, ATM, Payments, Wealth and Marketing.

Jason has been with TD since 2016, starting as a Business Analyst within Loan Servicing and Collections Escrow department. Jason has had leadership and supporting roles on a variety of key initiatives, including Insurance Tracking vendor outsourcing for all flood and hazard processes within Escrow, creation and implementation of a completely revamped intake process for all customer related request, MSRA (Mortgage Servicing Rules) updates, RLOS (Originations systems replacement). He most recently has been managing updates to our Commercial Loan platform (Shaw) in order to integrate Flood Data fields that previously have not existed. This will enable the much needed archiving of a database.

Known for his communication and process improvement skills, Jason's strengths are Change Management as well as establishing and maintaining successful business relationships. He has almost 16 years of experience in process improvement, research & analysis and people management and development.

Jason lives in Auburn, ME with his wife and three sons. In his free time, he enjoys spending time with family and friends, he is an avid outdoorsman and his passion is skiing, it's a true thrill when that first snowstorm arrives. Jason is a Veteran of the United States Army and served during many conflicts from 1996 through 2002. Throughout his life he has served as a ski instructor throughout Europe and locally here in Maine.



CITY OF AUBURN  
BOARD & COMMITTEE  
APPOINTMENT APPLICATION

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

Date: 3/5/18  
Last name: Larose First name: Rhyanna Middle initial: D  
Residence address: 164 Bennett Ave Ward: 4  
City: Auburn State: ME Zip code: 04210  
Home phone: 783-2862 Work phone: 755-2329 Cell phone: 689-5513  
Email address: rlarose@geiger.com  
Current occupation: Occupational Health + Safety Nurse  
Previous occupation (if retired or no longer working): \_\_\_\_\_

Educational and/or experience (or attach your resume): Current member of Conservation Commission and Forest Board  
Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- |   |   |
|---|---|
| <input type="checkbox"/> 9-1-1 Committee            | <input type="checkbox"/> Airport Board                      |
| <input type="checkbox"/> Auburn Housing Authority   | <input type="checkbox"/> Audit & Procurement Committee      |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board            |
| <input type="checkbox"/> CDBG Loan Committee        | <input checked="" type="checkbox"/> Community Forest Board  |
| <input type="checkbox"/> Complete Streets Committee | <input checked="" type="checkbox"/> Conservation Commission |
| <input type="checkbox"/> Ethics Panel               | <input type="checkbox"/> Finance Committee                  |
| <input type="checkbox"/> L/A Transit Committee      | <input type="checkbox"/> Parks & Recreation Advisory Board  |
| <input type="checkbox"/> Planning Board             | <input type="checkbox"/> Sewer District                     |
| <input type="checkbox"/> St. Louis Bells Committee  | <input type="checkbox"/> Water District                     |
| <input type="checkbox"/> Zoning Board of Appeals    |   |

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). Continue serving on Conservation Commission, assist with on-going projects such as Dam Licensing, Littlefield Dam, Ag Study, project canopy, educating public etc!

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Continue to help strengthen community involvement in Auburn to preserve and revitalize conservation of land, woodlands, rivers, streams, lakes, wildlife, trees, trails, green space, parks

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? Yrs Conservation Commission + Community Forest Board

Dates served (if known)? Since June 2017

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

See above

Dates served (if known)? \_\_\_\_\_

How did you learn of this vacancy? asked to continue serving on boards

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

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

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

Signature: [Signature] Date: 3/5/18

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

FOR OFFICE USE ONLY	
DATE APPLICATION RECEIVED:	<u>3/5/18</u>
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____

4/2/18

# Application

City of Auburn

We're so happy that you've decided to volunteer for our community! The giving of your time is commendable and very much appreciated. Without people like you coming forward our community would not be as strong, as vibrant, or as great as it is – thank you so much! Please complete the form below and return it to the City Clerk's office. Again, on behalf of all of us at the City of Auburn, I hope your volunteer experience is rewarding, and thank you for being an outstanding citizen!

This is an application for:  New Appointment  Reappointment

Name: Tizz E. H Crowley Ward: 1 Years as an Auburn Resident: 25+yrs

Mailing Address: 35 University Street Auburn, Maine 04210

Physical Address: same as above

Phone: (207) 783-1468 Email: tizzcrowley@yahoo.com

Describe your education and/or experience or attach a resume:

**see attached resume- I have a great deal of expertise with Federal and State regulations. As an administrator I had the responsibility for compliance with natural resource issues. Our main office was located on a stream and we had a great deal of wildlife in our complex. Parks are of particular interest to me as Auburn has abundance that need to be maintained and promoted for local use. Parks were a priority in the community conversations held in the fall 2013. I've worked on the Conservation Commission's Parks Committee since its inception. We have sponsored contests, participated in portable park, and just completed a Walk in the Park Day event with two sessions. I also hope we can begin work with a focus on Auburn's Cemeteries.**

Which board or committee would you like to serve on? (One per application)

**Auburn Conservation Commission**

Why do you want to serve (please limit to 150 words or less. Please attach). **See attached**

What do you hope to accomplish (please limit to 150 words or less. Please attach). **See attached**

Incomplete applications and those which list more than one committee will not be considered. Applications are valid for a period of six months. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants.

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

Signature: \_\_\_\_\_ Tizz E. H. Crowley \_\_\_\_\_ Date: April 1, 2018 \_

\*The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve.

**Susan Clements-Dallaire, City Clerk** sdallaire@ci.auburn.me.us

**333-6600**

## **Tizz E. H. Crowley Auburn Conservation Commission Application attachment 2018.04.01:**

### **Why do you want to serve?**

I'd like to serve on the new Auburn Conservation Commission because of the Committee's comprehensive scope of work. Quality of Life in Auburn is a priority for me personally. The Commission should promote good land use planning through a variety of programs, policies, and initiatives. I believe I have the skills and experience to contribute to planning and implementation especially where there are complementary tasks with Recreation Advisory Committee, Water and Sewer Districts needs. I wish to be reappointed to continue several of the projects started. I bring a great deal of the history of the Commission that newer members appreciate and find helpful. Attending Forest Board meetings, LAWPC sessions and other gatherings I know the importance of implementing highest standards of sustainable forest management for all land in Auburn. I've been part of the Parks subcommittee since its beginning and believe we've done some important community projects in just the two years we've existed. Our Veterans' groups have been handling placement of flags in our cemeteries, and it's actual a fun job. We need more in our Cemeteries. Many communities of "Friends of \_\_\_\_\_ Cemetery groups. I think Auburn has a need for such and would greatly benefit from more community engagement and care regarding cemeteries.

### **What do you hope to accomplish?**

Besides representing the residents of Auburn and making sure their interests and needs are heard, I would work to increase the public's awareness and appreciation of the Auburn's natural, cultural and historical resources; and foster a sense of stewardship among residents and visitors.

One of the contributions I can make is to be the conduit for communication and work between the Conservation Commission, the City, the Auburn Water District and the Lake Auburn Watershed Protection Commission. I have been re-elected to the LAWPC by the AWD Board of Trustees. I enjoy and make consistent effort to bring information both directions.

Conservation Commission has some duties in the Comprehensive Plan. It would have management responsibilities that include prescribed burning, invasive species control, wildlife inventory, and habitat improvements for endangered and threatened species of plants and animals. Most of these are mentioned in the Comp Plan. I am very familiar with the Comp Plan and know it needs to be updated.

Although I no longer serve on the Parks & Recreation Advisory Board. I believe the Recreation Department and the Conservation Commission might work together so Auburn could offer boating, bicycling, canoeing, cultural happenings, festivals, hiking, nature study, picnic shelters, and more. Jointly we could promote leaving life's daily pressures behind and reconnect with nature and your own family at a nearby Auburn Park or open space.

### **This says it all: Community Value... A Sense of Pride**

Well-maintained parks promote community engagement and civic pride. Neighbourhood parks attract and connect individuals of all ages and ethnic backgrounds who share a vision for the betterment of their surroundings. Neglected public spaces can become vital community assets when residents, civic groups, and city leaders come together. Whether transforming vacant lots to community gardens, planning for a future park, or beautifying existing public green spaces; parks provide opportunities for people to take ownership of their community, which improves quality of life.

Parks control urban sprawl and reduce crime, creating safer communities. Research shows that there is less crime in residential areas close to parks, in part because these green spaces are frequent gathering places for community members. The result is stronger community connections that empower residents to look out for one another.

*Source: City Parks Alliance*

I hope I get to continue the work we've started. Thank you for your consideration.

**TIZZ E.H. CROWLEY, CMPE**  
**35 University Street Auburn, Maine 04210**  
**(207) 783-1468**

EMAIL: [TizzCrowley@yahoo.com](mailto:TizzCrowley@yahoo.com)

Work Experience:

Held the highest non-physician executive position in a single specialty organization. Duties and responsibilities included:

- develop and monitor practice policy working as a voting member of the Board of Directors
- serve as liaison between the practice and physicians, staff members, businesses, and community
- initiate and maintain relationships with managed care organizations, referring physicians, and ancillary providers
- develop and direct all managed care activities for the practice including contract negotiations and claims administration
- broad responsibilities for all administrative functions including daily operations of multiple sites, finance, managed care contracting, development of fee schedules, physician compensation and recruitment, analysis of reimbursement rates, oversee coding activities, human resources, medical and business information systems, assessment of provider performance; facilities management including building maintenance and housekeeping, business services, patient accounting
- develop financial policies and oversees their implementation.
- monitor a variety of financial activities, including budgeting, analysis, accounting, billing, payer contracting, and collections
- obtain funds for capital development including construction, renovations, and equipment acquisitions
- responsible for the overall operation of the practice as well as activities that relate to the future growth of the practice (strategic planning and marketing).
- develop, implement, and coordinate policies relating to all aspects of personnel administration including recruitment, salary and benefits administration, labor law compliance and employee relations.
- interpretation of state and federal regulations that relate to health care industry or the practice.
- responsible for adhering to all regulatory, credentialing, and licensing requirements, monitoring compliance activities.

Worked in an integrated delivery system for a single specialty provider based practice.

Duties and responsibilities included:

- the profitability, productivity, and efficiency of the practice. In the last completed fiscal year, our practice contributed 14.99% above the budgeted contribution to margin. We were understaffed by at least one FTE provider for the entire year.
- participated in the team of managers for the 160+ provider multi-specialty practice
- represented the largest provider group in the Women=s Health Service Line
- designed and implemented three open house events for the community during the annual Women=s Health fairs. We provided education information, massage, facial services, and henna hand painting, as well as, a AMothers and Children of the World@ art display.
- developed, directed, implemented, and participated in National Midwives Week celebrations where there were daily activities promoting midwifery services and the midwife providers. These were the first ever held in the institution.

Enjoyed my work as a physician coder for a small, hospital-based physician practice. Duties and





# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 4/4/2018

Last name: Martel First name: Rick Middle initial: M

Residence address: 22 Cedarwood Rd. Ward: 3

City: Auburn State: ME Zip code: 04210

Home phone: \_\_\_\_\_ Work phone: 207-856-2501 Cell phone: 207.576.4053

Email address: rmartel@roadrunner.com

Current occupation: Operations Manager

Previous occupation (if retired or no longer working): \_\_\_\_\_

Educational and/or experience (or attach your resume): BA - Business Administration

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

- |  |   |
|--|---|
| <input type="checkbox"/> 9-1-1 Committee                                   | <input type="checkbox"/> Airport Board                                |
| <input type="checkbox"/> Auburn Housing Authority                          | <input type="checkbox"/> Audit & Procurement Committee                |
| <input type="checkbox"/> Board of Assessment Review                        | <input type="checkbox"/> Cable TV Advisory Board                      |
| <input type="checkbox"/> CDBG Loan Committee                               | <input type="checkbox"/> Community Forest Board                       |
| <del><input checked="" type="checkbox"/> Citizens Advisory Committee</del> | <input type="checkbox"/> Ethics Panel                                 |
| <input checked="" type="checkbox"/> Conservation Commission                | <input type="checkbox"/> L/A Transit Committee                        |
| <input type="checkbox"/> Finance Committee                                 | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input checked="" type="checkbox"/> Parks & Recreation Advisory Board      | <input type="checkbox"/> Sewer District                               |
| <input checked="" type="checkbox"/> Planning Board                         | <input type="checkbox"/> Zoning Board of Appeals                      |
| <input type="checkbox"/> Water District                                    |   |

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). To begin some involvement and assistance in government of the community that I live in. This is currently a learning experience to help determine where/how my involvement can be most useful.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Assist with improvement of city government, the community as a whole, and its involvement and collaboration with surrounding communities.

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

Dates served (if known)? \_\_\_\_\_

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

Dates served (if known)? \_\_\_\_\_

How did you learn of this vacancy? Reading newsletters, and visiting the city website.

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

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

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

<u>FOR OFFICE USE ONLY</u>	
DATE APPLICATION RECEIVED:	<u>4-4-18</u>
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____

## Susan Clements-Dallaire

---

**From:** Martel, Rick <rick.martel@Montalvo.com>  
**Sent:** Thursday, April 05, 2018 8:04 PM  
**To:** Susan Clements-Dallaire  
**Subject:** RE: Committees Application

Thank you for the info.

In that case, please note these as my preferences in this order:

1. Parks and Recreation
2. Conservation Commission
3. Planning Board

And please remove the CAC from consideration.

Thanks,

### Rick Martel

Supply Chain Manager  
The Montalvo Corporation  
207.856.2501 x111  
[rick.martel@Montalvo.com](mailto:rick.martel@Montalvo.com)



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**From:** Susan Clements-Dallaire <sdallaire@auburnmaine.gov>  
**Sent:** Thursday, April 5, 2018 11:08 AM  
**To:** Martel, Rick <rick.martel@Montalvo.com>  
**Subject:** FW: Committees Application

Hi, Rick,

I just heard from Yvette Bouttenot regarding the Citizen's Advisory Committee. When they meet, they normally meet at 5:00 or 5:30 PM.

Sue

---

**From:** Susan Clements-Dallaire  
**Sent:** Thursday, April 05, 2018 9:50 AM  
**To:** 'Martel, Rick' <[rick.martel@Montalvo.com](mailto:rick.martel@Montalvo.com)>  
**Subject:** RE: Committees Application

Hello,

Yes, feel free to note your first, second, third choices.

The Planning Board meets the 2<sup>nd</sup> Tuesday of the month at 6PM

The Parks & Recreation Board meets the 2<sup>nd</sup> Wednesday of the month at 6:30 PM

The Conservation Commission meets the 3<sup>rd</sup> Tuesday of the month at 6PM  
The Citizen's Advisory Committee does not meet often and when they do, I am not sure of the time. I've reached out to the staff liaison to that commit and will let you know once I hear from her.  
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**Sent:** Thursday, April 05, 2018 8:28 AM  
**To:** Susan Clements-Dallaire <[sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)>  
**Subject:** RE: Committees Application

Sue,

Please advise because I am really not sure how it works....  
As you can see, I checked off several committees on my application because I know there are openings on several.  
But can I have a 1<sup>st</sup> choice, 2<sup>nd</sup> choice, etc., or would I be randomly assigned to one if my application is accepted?  
How does that work?

I also may have concerns with timing depending on when those committees meet. I work in Gorham till 5pm (normally) so would prefer a committee that meets no earlier than 6pm if possible.

Thanks,

**Rick Martel**  
Supply Chain Manager  
The Montalvo Corporation  
207.856.2501 x111  
[rick.martel@Montalvo.com](mailto:rick.martel@Montalvo.com)



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**From:** Susan Clements-Dallaire <[sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)>  
**Sent:** Thursday, April 5, 2018 8:21 AM  
**To:** Martel, Rick <[rick.martel@Montalvo.com](mailto:rick.martel@Montalvo.com)>  
**Subject:** RE: Committees Application

Thank you!  
Sue

---

**From:** Martel, Rick <[rick.martel@Montalvo.com](mailto:rick.martel@Montalvo.com)>  
**Sent:** Wednesday, April 04, 2018 8:45 PM  
**To:** Susan Clements-Dallaire <[sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)>  
**Subject:** Committees Application

Susan,

Please find my application attached to volunteer for an Auburn City Government committee.

Please let me know if any questions or issues with the application and please keep me updated if there is any activity regarding the acceptance process.

Thank you,

**Rick Martel**

Supply Chain Manager

The Montalvo Corporation

Mobile: 207.576.4053

[rick.martel@Montalvo.com](mailto:rick.martel@Montalvo.com)



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CITY OF AUBURN  
 BOARD & COMMITTEE  
 APPOINTMENT APPLICATION

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

Date: 4.12.18

Last name: MARTELLI First name: STEPHEN Middle initial: J

Residence address: 41 BROAD ST #2 Ward: 5

City: AUBURN State: ME Zip code: 04210

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: 207.440.7883

Email address: SJMARTELLI2186@GMAIL.COM

Current occupation: RETIRED

Previous occupation (if retired or no longer working): CERTIFIED WELDING INSPECTOR & EDUCATOR

Educational and/or experience (or attach your resume): WORK W/ALT, HIKED THE A.T. TWICE, JOHN MUIR TRAIL, MAINTAIN THE A.T. & LOCAL TRAILS

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

- |   |   |
|---|---|
| <input type="checkbox"/> 9-1-1 Committee            | <input type="checkbox"/> Airport Board                      |
| <input type="checkbox"/> Auburn Housing Authority   | <input type="checkbox"/> Audit & Procurement Committee      |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board            |
| <input type="checkbox"/> CDBG Loan Committee        | <input type="checkbox"/> Community Forest Board             |
| <input type="checkbox"/> Complete Streets Committee | <input checked="" type="checkbox"/> Conservation Commission |
| <input type="checkbox"/> Ethics Panel               | <input type="checkbox"/> Finance Committee                  |
| <input type="checkbox"/> L/A Transit Committee      | <input type="checkbox"/> Parks & Recreation Advisory Board  |
| <input type="checkbox"/> Planning Board             | <input type="checkbox"/> Sewer District                     |
| <input type="checkbox"/> St. Louis Bells Committee  | <input type="checkbox"/> Water District                     |
| <input type="checkbox"/> Zoning Board of Appeals    |   |

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). LOVE OF THE OUTDOORS & THE ECOLOGY OF THE WORLD.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). TO HELP MAKE AUBURN GREENER AND CLEANER

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? 150TH ANN. COM., OFF. SANTA CLAUS FOR L/A, 1-18-PRESENT

Dates served (if known)? \_\_\_\_\_

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

School Building Comm-2011-2012, ELECTION WORKER-2011-PRES. NEW AUBURN MASTER PLAN 2008-2010

Dates served (if known)? \_\_\_\_\_

How did you learn of this vacancy? SUE CLEMENTS

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

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

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

Signature: [Signature] Date: 4-12-2018

Please submit your application to;  
Susan Clements-Dallaire, City Clerk  
60 Court Street, Auburn, ME 04210

207-333-6601, extension 1126 [sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)

<b>FOR OFFICE USE ONLY</b>	
DATE APPLICATION RECEIVED:	<u>4-12-18</u>
APPOINTMENT DATE:	_____
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# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 4/4/2018

Last name: Martel First name: Rick Middle initial: M

Residence address: 22 Cedarwood Rd. Ward: 3

City: Auburn State: ME Zip code: 04210

Home phone: \_\_\_\_\_ Work phone: 207-856-2501 Cell phone: 207.576.4053

Email address: rmartel@roadrunner.com

Current occupation: Operations Manager

Previous occupation (if retired or no longer working): \_\_\_\_\_

Educational and/or experience (or attach your resume): BA - Business Administration

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

- |  |   |
|--|---|
| <input type="checkbox"/> 9-1-1 Committee                                   | <input type="checkbox"/> Airport Board                                |
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| <del><input checked="" type="checkbox"/> Citizens Advisory Committee</del> | <input type="checkbox"/> Ethics Panel                                 |
| <input checked="" type="checkbox"/> Conservation Commission                | <input type="checkbox"/> L/A Transit Committee                        |
| <input type="checkbox"/> Finance Committee                                 | <input type="checkbox"/> Poland-Auburn Economic Development Committee |
| <input checked="" type="checkbox"/> Parks & Recreation Advisory Board      | <input type="checkbox"/> Sewer District                               |
| <input checked="" type="checkbox"/> Planning Board                         | <input type="checkbox"/> Zoning Board of Appeals                      |
| <input type="checkbox"/> Water District                                    |   |

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Dates served (if known)? \_\_\_\_\_

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APPOINTMENT DATE: \_\_\_\_\_  
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OATH DATE: \_\_\_\_\_

## Susan Clements-Dallaire

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**From:** Martel, Rick <rick.martel@Montalvo.com>  
**Sent:** Thursday, April 05, 2018 8:04 PM  
**To:** Susan Clements-Dallaire  
**Subject:** RE: Committees Application

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1. Parks and Recreation
2. Conservation Commission
3. Planning Board

And please remove the CAC from consideration.

Thanks,

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Supply Chain Manager  
The Montalvo Corporation  
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Sue

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**Subject:** RE: Committees Application

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The Montalvo Corporation  
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[rick.martel@Montalvo.com](mailto:rick.martel@Montalvo.com)



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Supply Chain Manager  
The Montalvo Corporation  
Mobile: 207.576.4053  
[rick.martel@Montalvo.com](mailto:rick.martel@Montalvo.com)



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# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Last name: Martel First name: Rick Middle initial: M

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City: Auburn State: ME Zip code: 04210

Home phone: \_\_\_\_\_ Work phone: 207-856-2501 Cell phone: 207.576.4053

Email address: rmartel@roadrunner.com

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| <input type="checkbox"/> CDBG Loan Committee                               | <input type="checkbox"/> Community Forest Board                       |
| <input checked="" type="checkbox"/> <del>Citizens Advisory Committee</del> | <input type="checkbox"/> Ethics Panel                                 |
| <input checked="" type="checkbox"/> Conservation Commission                | <input type="checkbox"/> L/A Transit Committee                        |
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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DATE APPLICATION RECEIVED: 4-4-18  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_

## Susan Clements-Dallaire

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**Sent:** Thursday, April 05, 2018 8:04 PM  
**To:** Susan Clements-Dallaire  
**Subject:** RE: Committees Application

Thank you for the info.

In that case, please note these as my preferences in this order:

1. Parks and Recreation
2. Conservation Commission
3. Planning Board

And please remove the CAC from consideration.

Thanks,

### Rick Martel

Supply Chain Manager  
The Montalvo Corporation  
207.856.2501 x111  
[rick.martel@Montalvo.com](mailto:rick.martel@Montalvo.com)



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**From:** Susan Clements-Dallaire <sdallaire@auburnmaine.gov>  
**Sent:** Thursday, April 5, 2018 11:08 AM  
**To:** Martel, Rick <rick.martel@Montalvo.com>  
**Subject:** FW: Committees Application

Hi, Rick,

I just heard from Yvette Bouttenot regarding the Citizen's Advisory Committee. When they meet, they normally meet at 5:00 or 5:30 PM.

Sue

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**From:** Susan Clements-Dallaire  
**Sent:** Thursday, April 05, 2018 9:50 AM  
**To:** 'Martel, Rick' <[rick.martel@Montalvo.com](mailto:rick.martel@Montalvo.com)>  
**Subject:** RE: Committees Application

Hello,

Yes, feel free to note your first, second, third choices.

The Planning Board meets the 2<sup>nd</sup> Tuesday of the month at 6PM  
The Parks & Recreation Board meets the 2<sup>nd</sup> Wednesday of the month at 6:30 PM

The Conservation Commission meets the 3<sup>rd</sup> Tuesday of the month at 6PM  
The Citizen's Advisory Committee does not meet often and when they do, I am not sure of the time. I've reached out to the staff liaison to that commit and will let you know once I hear from her.  
I hope that helps.  
Sue

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**From:** Martel, Rick <[rick.martel@Montalvo.com](mailto:rick.martel@Montalvo.com)>  
**Sent:** Thursday, April 05, 2018 8:28 AM  
**To:** Susan Clements-Dallaire <[sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)>  
**Subject:** RE: Committees Application

Sue,

Please advise because I am really not sure how it works....  
As you can see, I checked off several committees on my application because I know there are openings on several. But can I have a 1<sup>st</sup> choice, 2<sup>nd</sup> choice, etc., or would I be randomly assigned to one if my application is accepted? How does that work?

I also may have concerns with timing depending on when those committees meet. I work in Gorham till 5pm (normally) so would prefer a committee that meets no earlier than 6pm if possible.

Thanks,

**Rick Martel**  
Supply Chain Manager  
The Montalvo Corporation  
207.856.2501 x111  
[rick.martel@Montalvo.com](mailto:rick.martel@Montalvo.com)



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**From:** Susan Clements-Dallaire <[sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)>  
**Sent:** Thursday, April 5, 2018 8:21 AM  
**To:** Martel, Rick <[rick.martel@Montalvo.com](mailto:rick.martel@Montalvo.com)>  
**Subject:** RE: Committees Application

Thank you!  
Sue

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**From:** Martel, Rick <[rick.martel@Montalvo.com](mailto:rick.martel@Montalvo.com)>  
**Sent:** Wednesday, April 04, 2018 8:45 PM  
**To:** Susan Clements-Dallaire <[sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)>  
**Subject:** Committees Application

Susan,

Please find my application attached to volunteer for an Auburn City Government committee.

Please let me know if any questions or issues with the application and please keep me updated if there is any activity regarding the acceptance process.

Thank you,

**Rick Martel**

Supply Chain Manager

The Montalvo Corporation

Mobile: 207.576.4053

[rick.martel@Montalvo.com](mailto:rick.martel@Montalvo.com)



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