



## **Appointment Committee Meeting Agenda**

Wednesday, June 20, 2018

4:30 P.M.

Conference Room 204

1. Acceptance of 4/18/2018 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, April 18, 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**

**Steve Martelli** – submitted an application for the Conservation Commission and the Planning Board, with Planning Board being his first choice. He said applied because he cares about the future of the City and the board needs “new blood”. He said he has 40 years of construction experience and feels that his experience will be a big help adding that he helped to build Auburn Hall.

Councilor Gerry stated that she received a communication from the Chair of the Conservation Commission (Jordan Tate) recommending that both Tizz Crowley and Rhianna Larose be re-appointed to the Conservation Commission.

### **2. Acceptance of 2/12/2018 Minutes**

Motion was made by Councilor Young and seconded by Councilor Gerry to accept and place on file the minutes of the 2/12/2018 meeting. Passage 3-0.

### **3. Review of Board and Committee Applications**

Motion was made by Councilor Young and seconded by Councilor Gerry to enter into Executive Session to discuss applications, pursuant to 1 M.R.S.A. §405(6)(A). Passage 3-0, time 4:24 P.M.

Councilor Walker declared them out of executive session at 4:35 P.M.

Motion was made by Councilor Gerry and seconded by Councilor Walker to nominate Jason Sirois to serve as a full member on the Board of Assessment Review with a term expiration of 10/01/2019. Passage 3-0.

Motion was made by Councilor Gerry and seconded by Councilor Young to nominate Tim Griffin to serve on the Citizens Advisory Committee with term expiration of 6/30/2019. Passage 3-0.

# Appointment Committee Meeting Minutes

April 18, 2018

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Motion was made by Councilor Walker and seconded by Councilor Young to nominate Rhyanna Larose and Tizz E.H. Crowley to serve on the Conservation Commission both with term expirations of 6/1/2021. Passage 3-0.

Motion was made by Councilor Gerry and seconded by Councilor Young to nominate Rick Martel to serve on the Parks and Recreation Advisory Board with a term expiration of 10/01/2018. Passage 3-0.

Motion was made by Councilor Gerry and seconded by Councilor Young to nominate Steve Martelli to serve on the Planning Board as an Associate member with a term expiration of 1/01/2020. Passage 2-0-1 (Councilor Walker abstained).

## **Other Business**

Councilor Young said that he is now on a different shift and is unable to make to the 4:00 PM meetings so the meeting times will change to 4:30 PM instead. The next meeting will be held on Wednesday, June 20, 2018 at 4:30 PM.

## **4. Adjournment**

Motion was made by Councilor Young and seconded by Councilor Gerry to adjourn, passage 3-0. The meeting adjourned at 4:41 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** - 3 vacancies – 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

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

**Planning Board** - 1 vacancy, associate position with term expiration of 1/1/2020

**Zoning Board of Appeals** - 3 vacancies - 1 associate member position with a 10/01/2020 term expiration and two full member positions with term expirations of 10/01/2018 and 10/01/2019)

**Board Committee Applications**  
**June 20, 2018**

Board or Committee	Ward	Last Name	First Name	Address	Preference
<b>Audit Committee</b>					
<b>Board of Assessment</b>					
<b>Cable TV Advisory Board</b>					
<b>Citizens Advisory Committee</b>					
<b>Parks &amp; Recreation Advisory</b>					
<b>Planning Board</b>	4	Carrier	Brian	32 Constellation Drive	
	5	Shaw	Kathy	1200 Sopers Mill Rd.	
<b>Zoning Board of Appeals</b>	5	**Staples	Dana	32 Greenfield Drive	

\* 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: 06/12/2018

Last name: CARRIER First name: BRIAN Middle initial: S.

Residence address: 32 Constellation Dr. Ward: 4

City: Auburn State: Maine Zip code: 04210

Home phone: 795-6953 Work phone: \_\_\_\_\_ Cell phone: 576-0692

Email address: DUOKIE@ROADRUNNER

Current occupation: RETIRED

Previous occupation (if retired or no longer working): Manager Postal Operations Portland

Educational and/or experience (or attach your resume): criminal justice - 24 yrs. Postal Operations - Planning & Budgets

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 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 checked="" 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). To have a part in keeping Auburn a vibrant community that is business friendly and aesthetically beautiful and a draw for the community.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). To help set up a comprehensive plan for Auburn that is acceptable to all the residents and a draw for business a future population.

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)?

yes  
Zoning Board of Appeals

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

How did you learn of this vacancy? city employee

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: 06/12/2018

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>6.12.18</u>
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____



CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION

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Date: June 6 2018
Last name: SHAW First name: KATHLEEN Middle initial: A
Residence address: 1200 Sopers Mill Ward: 5
City: Auburn State: ME Zip code: 04210
Home phone: 207 320 1969 Work phone: Cell phone:
Email address: kath@valleyviewfarmme.com
Current occupation: farmer / landscaper
Previous occupation (if retired or no longer working):

Educational and/or experience (or attach your resume): Current supervisor on the Andover County Soil + Water Conservation District

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.

- 9-1-1 Committee
Auburn Housing Authority
Board of Assessment Review
CDBG Loan Committee
Complete Streets Committee
Ethics Panel
L/A Transit Committee
[X] Planning Board
St. Louis Bells Committee
Zoning Board of Appeals
Airport Board
Audit & Procurement Committee
Cable TV Advisory Board
Community Forest Board
Conservation Commission
Finance Committee
Parks & Recreation Advisory Board
Sewer District
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). Very interested in group process + want to learn/be more active in community dev. + planning

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). gain a clearer understanding of the role the planning board plays in city dev. + growth. Become a clearer voice in good planning. Help create a vibrant growing community for Auburn's future

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? managing the Auburn farmer's Market

Dates served (if known)? 2017 →

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

St. Louis Bells committee

Dates served (if known)? 2017 →

How did you learn of this vacancy? \_\_\_\_\_

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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: Kathleen Shaw Date: June 6, 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>6-8-18</u>
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____



# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 5/3/18

Last name: Staples First name: Dana Middle initial: N

Residence address: 32 Greenfield Drive Ward: 5

City: Auburn State: ME Zip code: 04210

Home phone: 207-240-1671 Work phone: 207-518-4580 Cell phone: 207-240-1671

Email address: dana.staples@gmail.com

Current occupation: Conversions Manager

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

Educational and/or experience (or attach your resume): attached resume

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

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

Is this application for a \_\_\_ new appointment or \_\_\_ reappointment or X 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'm interested in learning about city planning. I believe that zoning is a great area to focus my efforts. \_\_

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

I am a member of the Recreation and Special Events Advisory Board and also the Complete Streets Committee

Dates served (if known)? \_\_\_ Rec: 1/14-present \_\_\_ Complete Streets: 6/17-present \_\_\_\_\_

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

\_\_\_\_\_

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

How did you learn of this vacancy? \_\_\_\_\_ email \_\_\_\_\_

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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: \_\_\_\_\_ Dana Staples (electronic signature) Date: 5/3/18 \_\_\_\_\_

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)

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

# Dana Staples

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32 Greenfield Drive  
Auburn, Maine 04210  
Phone: (207) 518-4580  
Email: dana.staples@gmail.com

## EDUCATION

- 2005 MS Computer Science, **University of Southern Maine**, Portland, ME
- 2001 BS Computer Science, **Rensselaer Polytechnic Institute**, Troy, NY Cum Laude
- 1997 **Edward Little High School**, Auburn, ME graduated 5<sup>th</sup> out of 325 students

## EMPLOYMENT

- 2016- Conversions Manager, **Tyler Technologies**
  - Managed a team of six conversion programmers
  - Converted client data from legacy systems
  - Responsible for nearly \$1,000,000 in annual revenue
- 2005-2016 Software Engineer, **Tyler Technologies**
  - Developed numerous software enhancements and bug fixes
  - Integrated third party systems
  - Refactored back end code to allow other Tyler divisions to use a complex system
  - Rebranded products to comply with design guidelines
  - Stabilized the deployment story for a large software project
  - Troubleshoot client issues with support and dev ops
  - Automated a Visual Studio nightly build
- 2001-2003 Software Engineer, **Fairchild Semiconductor**
  - Created software to automate complex processes
  - Maintained an Access database
  - Created programs to assist CAD Engineers
  - Provided guidance and advice for GUI design to a team of 3 other people
- 2000 Quality Assurance Summer Intern, **Compaq**
  - Quality Assurance testing of the Tru64 UNIX operating system
  - Worked in a team to test for reliability and stability of the software

## SPECIAL PROJECTS

- 2015- Team Lead, Maine App Challenge
  - Managed a project with a team of 17 people
  - Provided direction in marketing to every high school in Maine
  - Appeared on WCSH6 morning news
  - Spoke at Junior Achievement's Titan Challenge
  - Demonstrated MIT App Inventor to webinar attendees
  - Created documentation to define the Maine App Challenge

## SKILLS

C#, Visual Studio, ASP.NET, SharePoint, MVC, JavaScript, SQL, Java, REST, CSS, HTML

