



**City Council Workshop & Meeting**  
**August 6, 2018**  
**Agenda**

**5:30 P.M. Workshop**

- A. Housing and Business Opportunities – Eric Cousens and Michael Chamings (30 minutes)
- B. Workplan Update FY 18/19 – Peter Crichton (20 minutes)
- C. Strategic Plan Update on Progress – Peter Crichton (20 minutes)
- D. Open Discussion concerning next steps on Agriculture and other topics (20 minutes)

**7:00 P.M. City Council Meeting**

**Roll call votes will begin with Councilor Titus**

**I. Consent Items**

**1. Order 60-08062018**

Confirming Chief Crowell's appointment of Nicholas C. Barnies and Paul W. Schroeder as Constables with a firearm for the Auburn Police Department.

**2. Order 61-08062018**

Accepting the transfer of \$1,433.00 forfeiture assets in Rem in U.S. Currency to the Auburn Police Department (Unified Criminal Court Docket No. CR-18-1015 Richard Breau).

**3. Order 62-08062018**

Accepting the transfer of \$795.00 forfeiture assets in Rem in U.S. Currency to the Auburn Police Department (Unified Criminal Court Docket No. CR-18-1016 Robert Benedix).

**II. Minutes – July 16, 2018 Regular Council Meeting**

**III. Communications, Presentations and Recognitions**

Recognition and Proclamation – P&G's Tambrands Celebrates 50 Years in Auburn

**IV. Open Session – Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.**

**V. Unfinished Business**

**1. Ordinance 05-07162018**

Amending the Parks and Recreation Advisory Board Ordinance. Second reading.

**VI. New Business**

**1. Resolve 09-08062018**

Supporting the Auburn Police Departments submission of a \$500,000.00 application of a COPS: School Violence Prevention Program Grant.

**2. Order 63-08062018**

Appointing Deana Chapman and Michael Mathieu as Associate members to the Zoning Board of Appeals as nominated by the Appointment Committee.

**VII. Reports**

**A. Mayor's Report**

**B. City Councilors' Reports**

**C. City Manager Report**

**VIII. Open Session** - Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.

**IX. Executive Session**

- Discussion regarding a personnel matter, pursuant to 1 M.R.S.A. Sec. 405 (6) (A).
- Discussion regarding a personnel matter, pursuant to 1 M.R.S.A. Sec. 405 (6) (A).

**X. Adjournment**



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** August 6, 2018

**Author:** Eric J. Cousens, Deputy Director of Economic and Community Development

**Subject:** Housing and Business Opportunities Workshop

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**Information:** We just finished a strong year for development and permitting with 193% of anticipated permitting revenues and the highest total permit value in the last 10 years at \$36.8M. June finished the fiscal year with a record number of individual permits issued in a month totaling 141. At the workshop we will go over permitting trends/patterns, perceived demand, projects already in the works and potential opportunities.

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**City Budgetary Impacts:** None.

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**Staff Recommended Action:** Consider opportunities, discuss and think to the future.

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**Previous Meetings and History:** None

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**City Manager Comments:**

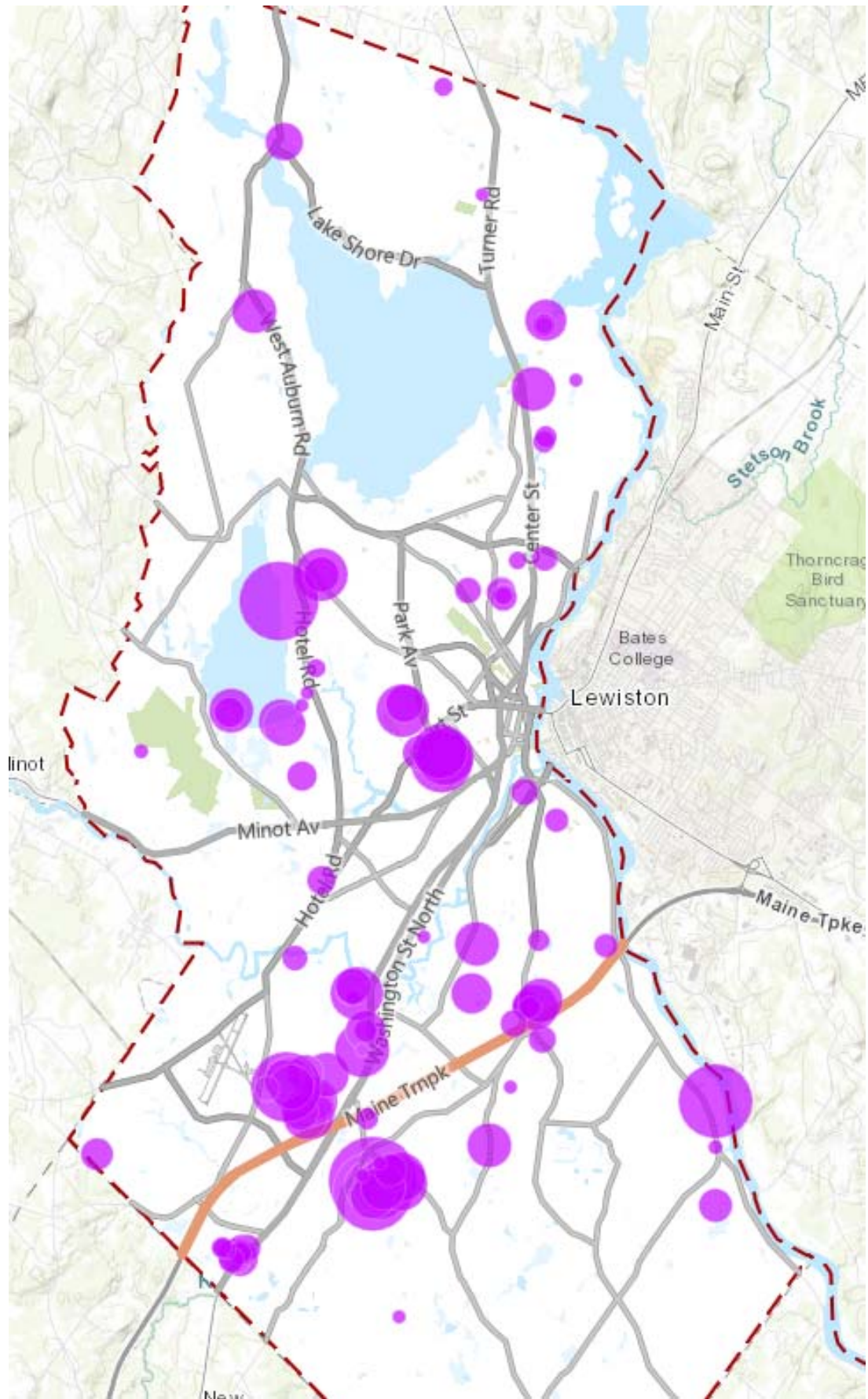
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I concur with the recommendation. Signature:

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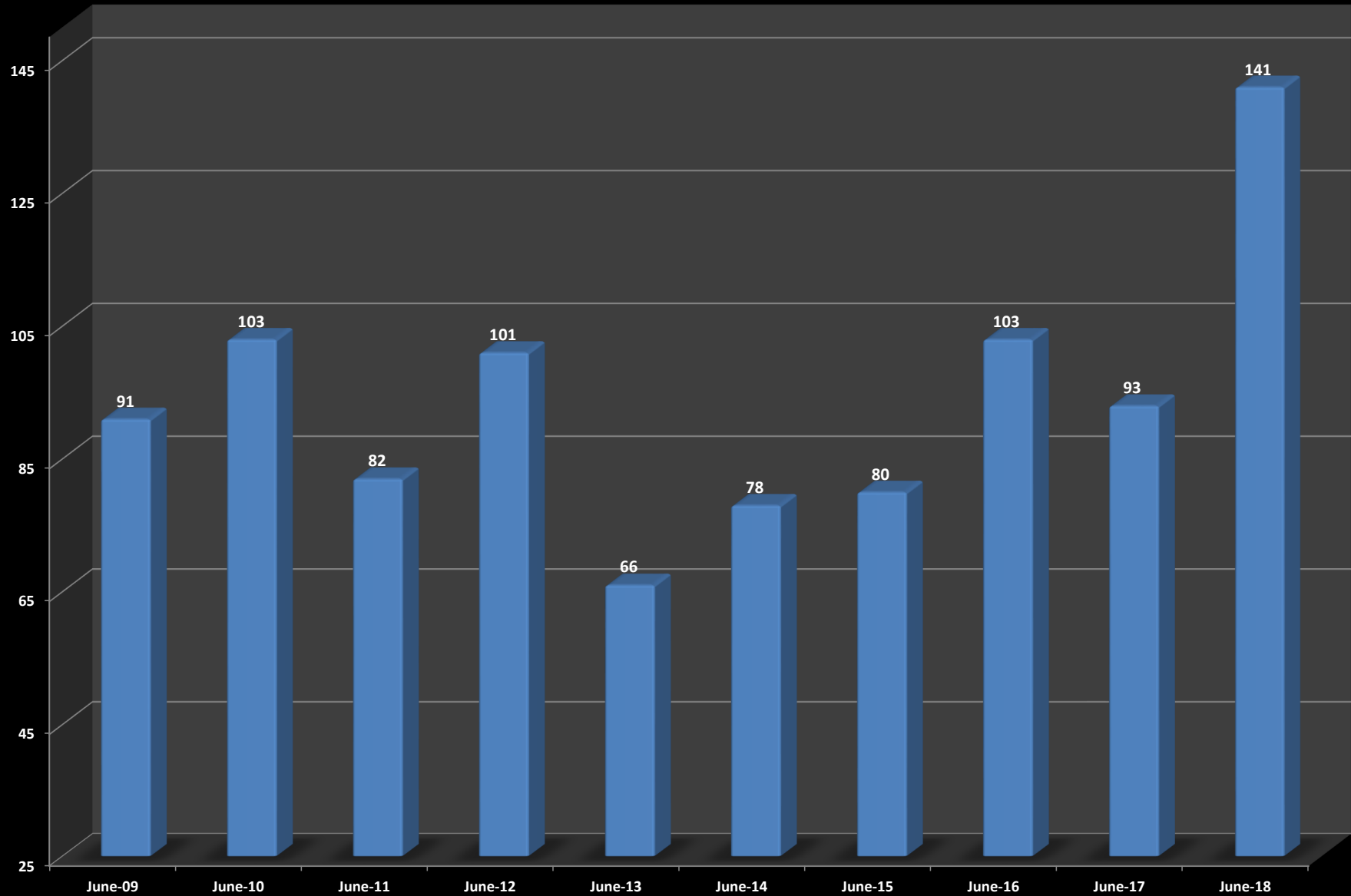
**Attachments:** Permit Reports.

New Construction Residential Permits 2014-2018



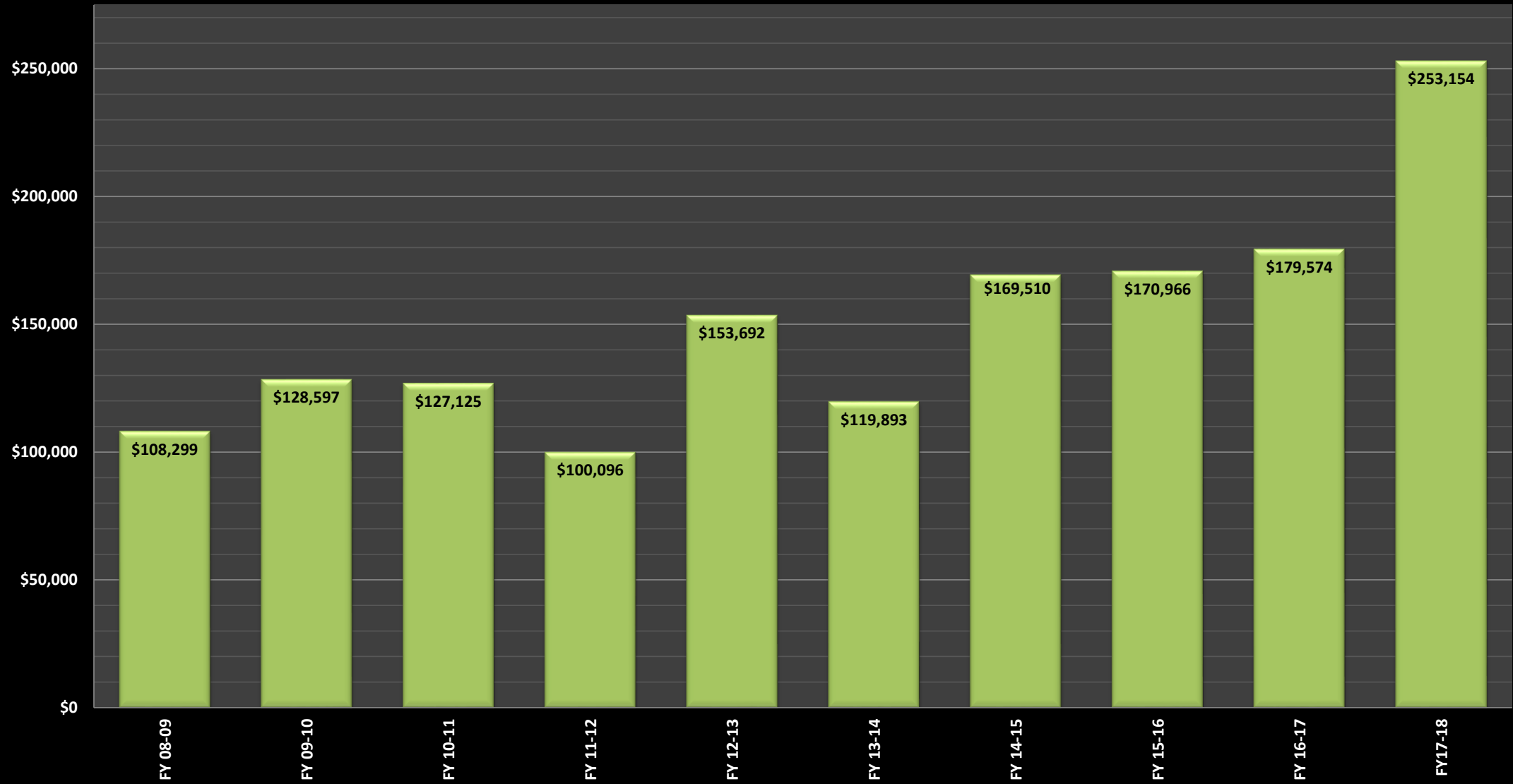
# Number of Permits Issued - Last 10 Junes

Includes: Building, Electrical, Plumbing & Sign Permits



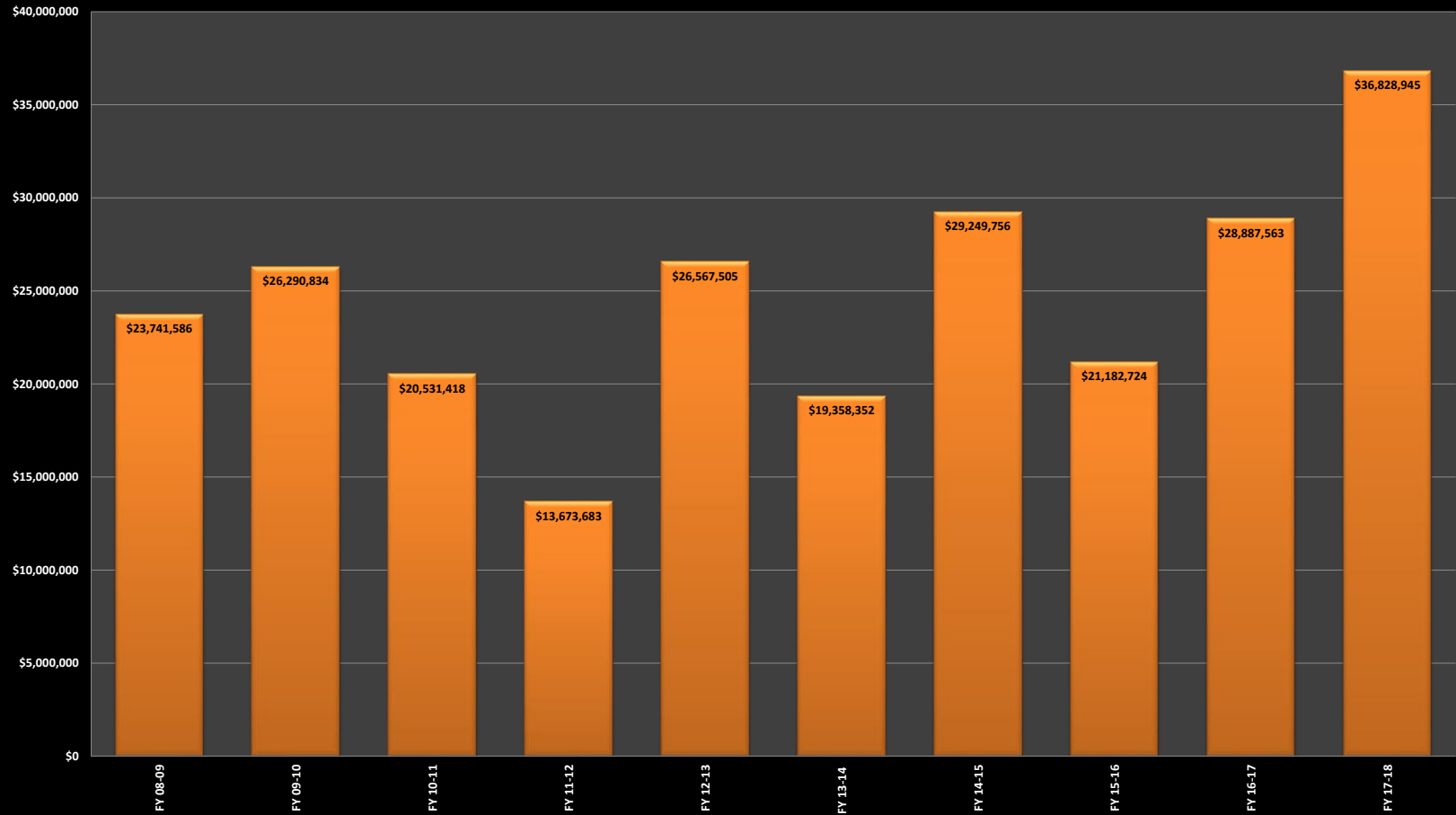
# Permit Fees Collected - Year End Totals - Last 10 Fiscal Years

Includes: Building, Electrical, Plumbing & Sign Permits



## Estimated Cost of Construction- Year End Totals - Last 10 Fiscal Years

Includes: Building & Sign Permits





City of Auburn  
City Council Information Sheet

**Council Workshop or Meeting Date:** Monday, August 6, 2018

**Author:** Peter Crichton

**Subject:** FY18-19 Work Plan Discussion

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**Information:** The City Manager will review the FY18 Work Plan to see what changes the City Council would like to make to the Work Plan for the new FY19 Fiscal Year. I will speak about what has been done, what has been completed, and what is being worked on.

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**City Budgetary Impacts:** Personnel and fiscal resources necessary to carry out the Work Plan.

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**Staff Recommended Action:** Continue implementing the Work Plan as directed by the Council.

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**Previous Meetings and History:** FY18 Work Plan approved by previous Council; Workshop briefing the current Council as part of the Council's orientation.

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**City Manager Comments:**

I concur with the recommendation. Signature: \_\_\_\_\_

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**Attachments:** FY18 Work Plan



# City of Auburn – FY18 Work Plan Focus Areas & Initiatives

## A Strengthening Our Community

The City Manager’s Office will work with the Mayor, Council, and all the departments of the City to have vibrant, connected and engaged neighborhoods. We will strive to have caring and compassionate services, with a healthy, safe and accessible City. We will encourage a community with amazing arts, culture and recreation experiences. Continued work with our neighborhoods is an important part of this process.

### A.1. Community & Neighborhoods

#### Objectives – What we plan to achieve

- Auburn becomes a leading destination for arts and cultural events; historical significance
- Build upon currently existing events, including music events
- Provide opportunities for any individual in our community to recreate
- Be known for having safe neighborhoods, and as “the community of neighborhoods”
- Access to public transportation

#### Why – How this supports our long term goals

- Makes the City more attractive to residents and visitors

#### Measure – How we will know success

- Create new signature events (i.e. like Balloon Festival and Yarmouth Clam Festival)
- Arts Walk expanded on this side of the river
- Increased number of venues available for events
- Opportunities for neighborhood-level recreational opportunities
- Greater communication and support of active neighborhood associations and participation
- Provide a Welcome to Auburn packet (perhaps neighborhood level too)

#### Leads – Who is responsible for doing this

- City Manager’s Office
- Police, Fire, Economic and Community Development, Rec. Department, Public Services, Econ. Dev.
- Historical Society and other organizations

#### Support – How the City Council and the public can be helpful

- Communication: City Councilors talk to neighbors, serve as liaisons to neighborhood associations
- Funding support, and provide resources for neighborhood driven projects

## A.2. Public Safety

### Objectives – What we plan to achieve

- Opioid crisis response
- Increase public safety
- New public safety facility

### Why – How this supports our long term goals

- City will be known as a safe community

### Measure – How we will know success

- Reduce opioid overdose and death incidents and provide more services
- Complete fire safety study for Taylor Pond
- Reduction in crime rates
- Response times

### Leads – Who is responsible for doing this

- Police Department, Fire Department
- General Assistance, Library, and hospitals
- Police Department, Fire Department
- Public Services, L/A 911

### Support – How the City Council and the public can be helpful

- Council review study regarding a new facility

## A.3. Schools

### Objectives – What we plan to achieve

- Good schools are imperative to strengthening our community, growing our economy, and other goals.
- Strategize on how the City and the School Department can coordinate communications and activities.
- Present a unified front for the community, region and state.

### Why – How this supports our long term goals

- Makes the city more attractive to home buyers and residents
- Increased communication, and transparency

### Measure – How we will know success

- Tangible and noticeable increase in communications between School Department and City

### Leads – Who is responsible for doing this

- City Manager's Office and City Council

### Support – How the City Council and the public can be helpful

- Encourage and foster joint School Committee and City Council meetings
- Have City staff liaison to the School Committee

## B Growing Our Economy

The City Manager's Office will work with the Mayor, Council, and all the departments of the City to have strategic and collaborative partnerships both internally and externally that will help move the City forward with diverse employment opportunities and a growing business climate that promotes and encourages innovation and development. The following initiatives in the FY18 Budget are some examples of what is being done to encourage growth, with the Ag Study, Sports Tourism, the New Auburn Village Plan, and other similar investments in the community.

### B.1. Branding & Marketing

Objective – What we plan to achieve

- Market all positive aspects of the City in a highly effective and consistent way

Why – How this supports our long term goals

- Improves our reputation and attractiveness
- Heads us in the direction of being one of the best small cities in America

Measure - How we will know success

- Increased economic activity
- Less negative feedback
- New housing starts

Leads – Who is responsible for doing this

- Coordinated by the Communications Manager and City Manager's Office
- Every department and every employee needs to be on board

Support – How the City Council and the public can be helpful

- Buy into and implement the branding and messaging
- Be proactive and positive in all communications and meetings
- Address conflict in a constructive manner

## B.2. Development Opportunities

### Objective – What we plan to achieve

- Make Auburn the best city in Maine to attract new business and housing opportunities
- Make Auburn a Sports Tourism destination (sports, walking, biking, unorganized activities) leader
- Develop agribusiness activity, agri-tourism and other natural resource-based industries
- Revitalize New Auburn

### Why – How this supports our long term goals

- New development attracts investment; diversifies and increases the property tax base with ripple effect.
- Makes City more attractive to residents and visitors
- Improves our reputation and attractiveness
- Heads us in the direction of being one of the best small cities in America
- Creates new opportunities for business growth

### Measure - How we will know success

- Increased economic growth, activity, property values and investments in the agriculture economy
- New business and housing starts, including enhanced or new facilities
- Increased hotel and restaurant activity; increased events and ticket sales
- New and expanded recreational opportunities and use of the river
- Increased competition for nearby housing
- Complete Agriculture Study

### Leads – Who is responsible for doing this

- Economic Development and Planning
- City Manager's Office
- Norway Savings Bank Arena, Ingersoll Turf Facility, Recreation Department , Public Services

### Support – How the City Council and the public can be helpful

- Support economic development vision

## B.3. Workforce Development

### Objective – What we plan to achieve

- Best workforce development opportunity in the state
- Increased affordable housing availability
- Develop a comprehensive strategy on workforce development
- Help with concentrated effort in retention of new Mainers
- Coordination and promotion of all available services to the public, community organizations, businesses, and city employees
- Increased legislative advocacy at state and federal levels

### Why – How this supports our long term goals

- Skilled labor contributes to economic growth
- This supports increase in property values and investment because many of these people are well-

educated and have a lot to offer

- Increases the labor force, including agricultural labor force

Measure - How we will know success

- Reduced job vacancies, and increase in a well trained workforce
- Develop strategic focus on and see an increased progress on workforce development
- Increased home ownership
- Long term positive changes in demographics

Leads – Who is responsible for doing this

- City Manager's Office
- Police Department and others
- School Department

Support - How the City Council and the public can be helpful

- Support the comprehensive strategy and approach to workforce development

# C Building a Sustainable City

The City Manager's Office will work with the Mayor, Council, and all the departments of the City to ensure that our infrastructure is being maintained properly with responsible growth to have the City of Auburn be a destination point with efficient, effective services and a strong, healthy environment.

## C.1. Downtown Beautification & Connectivity

### Objective – What we plan to achieve

- Design, develop and create a more walk-able and attractive downtown
- Become an attractive livable city
- Improve connectivity along the Downtown and among facilities
- Increase urbanization and centrally provided services
- Inventory vacant, city-owned, underutilized, poorly managed properties, tax acquired property
- Explore property potential and disposition, understand spaces are available for development and occupancy

### Why – How this supports our long term goals

- Makes the City more attractive to residents and visitors
- Invites businesses to locate in the Downtown and in the City
- Facilitates investment in currently available properties
- Makes properties more attractive and increases taxable value

### Measure - How we will know success

- Increased utilization of the downtown and river walk as a destination point and for residents
- Completed inventory
- Increased infill development and reduced vacancy
- Increase property taxable value

### Leads – Who is responsible for doing this

- Economic Development, City Manager's Office
- Finance Department, Public Services

### Support - How the City Council and the public can be helpful

- Provide resources when needed
- Support Downtown Beautification initiatives

## C.2. Infrastructure & Resources

### Objective – What we plan to achieve

- Improve and maintain current infrastructure and resources; expand when needed
- Support adequate staffing
- Implement LED streetlight conversion program
- Better coordination with Water and Sewer Departments regarding improvements
- Grow business partnerships and sponsorships: promotion, volunteers, financial investment

### Why – How this supports our long term goals

- High functioning infrastructure is critical to people and attract investment
- Partnerships, business involvement and volunteerism increases sense of shared ownership

### Measure - How we will know success

- Meet life-cycle replacement plans for facilities and equipment
- Demonstrate less failure and repair
- Increased numbers of volunteers, fewer vacancies on boards, and more recognition for volunteers

### Leads – Who is responsible for doing this

- City Manager’s Office
- Public Services, Finance, Economic Development, Recreation Department
- Each department and all employees

### Support - How the City Council and the public can be helpful

- Additional financial support for increased staffing
- Continued commitment to the various boards and committees
- Volunteer recognition

### C.3 Open Space & Ecological Sustainability

Objective – What we plan to achieve

- Acquire city benefits out of all relicensing processes
- Energy, environmental sustainability plan
- Increase river activity
- Balance of green space and development

Why – How this supports our long term goals

- Increases viability and sustainability of Auburn

Measure - How we will know success

- Relicensing processes are accomplished
- Energy and environmental sustainability plan in place
- New and increased river activity

Leads – Who is responsible for doing this

- Economic Development, Recreation Department, Public Services

Support - How the City Council and the public can be helpful

- Support open space and ecological sustainability initiatives



## D Leading in Public Service

The City Manager's Office will work with the Mayor, Council, and all the departments of the City to have the City be one of the best small cities in the nation. We will do this by maintaining a stable fiscal environment, reducing the cost of government through improved business processes and innovation, conduct and implement the Compensation Study to retain and attract talented staff, implement initiatives to encourage greater investment in the community and growth, maximize opportunities for collaboration and regional partnerships that make sense.

### D.1. Capital Improvement Plan

Objective – What we plan to achieve

- Prioritize the items in the CIP
- Adequately fund the CIP
- Inventory all facilities and develop a long term facilities improvement schedule

Why – How this supports our long term goals

- High functioning capital assets are critical to people and attract investment

Measure - How we will know success

- Buildings adequately maintained and fully functional
- Adequate equipment provided for each department
- CIP consistent with over-arching goals
- Serves to control operational budgets

Leads – Who is responsible for doing this

- Finance, City Manager's Office

Support - How the City Council and the public can be helpful

- Adequately fund the CIP

## D.2. Customer Experience & Communications

### Objective – What we plan to achieve

- Establish Council Rules similar to other communities that might include communications guidelines, use of email, conduct of meetings, etc.
- Improved transparency and confidentiality; increase security
- Provide excellent service to Auburn residents and visitors
- Continue to manage councilor constituent concerns
- Optimize use of technology to improve citizen interactions with City government
- Educate citizens on how to efficiently interact with city government
- Increase internal customer service – customer experience, including collaboration between departments and employees
- Easier access to information for “customers”: i.e. GIS and other information available to the public 24/7
- Increases crisis preparation continuity of operations (COOP) after a crisis event

### Why – How this supports our long term goals

- Increased government efficiency and better understanding of government decisions making makes our city more attractive and business friendly
- User friendly government makes our city more attractive to businesses, residents, and visitors

### Measure - How we will know success

- Increased transparency and consistency
- Communications primarily going through the City Manager’s Office (with some exceptions)
- Constituent concerns reduced
- Growing good reputation for customer service, and improved results on customer service surveys
- Capture satisfaction of website interactions, and social media communications
- Decreased maintenance issues
- Increased internal efficiencies, including getting closer to paperless
- FOAA Training for Council members and staff on a regular basis
- Improve Microsoft Office 365, SaaS, high speed internet & intranet, Windows 10 and the Auburn Addressing System; Implement Sharepoint

### Leads – Who is responsible for doing this

- City Manager’s Office, IT, Finance, HR
- And all employees of all departments

### Support - How the City Council and the public can be helpful

- Council should review policies, improve and change where needed
- Council recognize and support the day to day work of City employees
- Ongoing financial commitment for technology improvements

### D.3. Professional Development & Certifications

Objective – What we plan to achieve

- Maintain accreditations
- Improved employee engagement, recruitment and retention
- Increase employee recognition
- More training available throughout the organization, and taken advantage of
- Support career development and succession planning

Why – How this supports our long term goals

- Highly skilled employees and high employee morale improves employee attraction and retention and makes our city more attractive to businesses, residents, and visitors

Measure – How we will know success

- Retention and attraction of talented and dedicated employees
- More positive workplace culture, and more promotion from within
- Completion of compensation study

Leads – Who is responsible for doing this

- HR, City Manager’s Office
- Each Department

Support – How the City Council and the public can be helpful

- Continued support of the compensation study
- Invest in your employees
- Participate in employee recognition



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** Monday, August 6, 2018

**Author:** Peter Crichton

**Subject:** Strategic Plan Update and Discussion

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**Information:** The City Manager will provide an update on the organization of the strategic planning process, with the creation of a Strategic Plan Committee and eight (8) subcommittees including the Downtown & Riverfront, Economic Development, Education & City Collaboration, Recreation & Tourism, Community Facilities and Infrastructure, Technology and Innovation, Strategic Investment, and Agriculture and Natural Resources. It is a work in progress as we ramp up the strategic planning process. Once the subcommittees and the Strategic Plan Committee are established and convene they may choose to make changes to the topics they are charged with reviewing.

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**City Budgetary Impacts:** Personnel and fiscal resources necessary to carry out the Strategic Plan.

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**Staff Recommended Action:** Continue implementing the Strategic Plan as directed by the Council.

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**Previous Meetings and History:** Discussion at Council Retreat.

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**City Manager Comments:**

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I concur with the recommendation. Signature:

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**Attachments:** Strategic Plan Organizational Chart; Strategic Planning Update

# Strategic Plan Steering Committee

## Members

Mayor Jason J. Levesque  
Peter Crichton, City Manager  
Michael Chamings, Director of ECD

Clif Greim, Chairman  
Phil Crowell, Police Chief  
Emily Innes, Harriman

## Strategic Plan Committee

### Members

Mayor Levesque  
Clif Greim, Chairman  
Emily Innes  
Councilor Lasagna

Councilor Walker  
Fatuma Hussein  
Mary Sylvester  
All Chairs of Subcommittees

Peter Crichton  
Phil Crowell  
Michael Chamings

Agriculture &  
Natural  
Resources  
Subcommittee

Economic  
Development  
Subcommittee

Education &  
City  
Collaboration  
Subcommittee

Downtown &  
Riverfront  
Subcommittee

Community  
Facilities &  
Infrastructure  
Subcommittee

Recreation &  
Tourism  
Subcommittee

Strategic  
Investments  
Subcommittee

Technology &  
Innovation  
Subcommittee

## *Mission Statement*

*To work with our great city of neighborhoods to create opportunities to live, work, and play in one of the best small cities in America.*

# Strategic Planning Update

*August 6, 2018*

## All Committees

### Overall Goal

Focus on City-led initiatives and partnerships to make Auburn “One of the Best Small Cities in America.”

### Process Goal

Ensure that a variety of voices are heard in an effort to identify, evaluate, and improve City processes and performance in a defined set of target areas.

### Charge

- Review previous recommendations from existing plans, studies, and reports
- Develop lists of assets and liabilities
- Develop a list of opportunities for change and constraints on those opportunities. Consider regional implications and sustainability/resiliency in terms of economic development, protection of natural, cultural, and historic resources, community health, and fiscal stability for the City.
- Identify what the City is doing well
- Identify gaps in City services
- Identify partnerships – both existing and new – and look at roles and missed opportunities
- Identify a series of strategies to support the goal for this committee
- Prioritize the strategies and divide into 1-, 3-, 5-, and 5+-year timeframes
- Develop actions to support one or more strategies. Actions should include the entity or entities responsible for implementation, the timeframe, and an estimated cost, if known

### Deliverables

- Lists of assets, liabilities, opportunities, constraints
- Recommended priorities
- Strategies and Specific actions
- Timeline and Implementation

### Data Needs

- Maps of existing conditions appropriate to each Committee’s needs
- Links to PDF versions of existing plans; guide to which chapter of which reports are relevant to each committee
- Links to demographic data showing future trends

# 1. Downtown and Riverfront

## Committee-Specific Goal

Transform Auburn's Downtown and Riverfront into a more attractive place and destination for businesses, residents, and visitors

## Committee-Specific Charge

### Topics

#### Infrastructure

- Complete streets and walkability (sidewalks, slowed down traffic, safe for seniors and disabled people)
- Riverwalk – upgrade, renovate, extend trail connection to New Auburn and Lewiston
- Fix the gaps/Infill Redevelopment – create property inventory, redefine TIFs to accommodate infrastructure needs
- Gateways – beautify major entrances into the Downtown
- Downtown transportation (trolley, shuttle, bikes); links with Bates College, CMCC, University of Phoenix, and LA College
- Broadband for downtown (overlap with Subcommittee 6)
- Parking availability and infrastructure

#### Quality of Life

- Downtown concert venue
- Splash park (scale)
- Downtown Playground closer to Festival Plaza
- Beautification-incorporate more plantings, planters throughout downtown; use placemaking strategy for site selection
- Public art - recommission Main Street art wall, promote public art in conjunction with beautification efforts
- Make Downtown an Entertainment District- increase number of events, music and activity
- Festival Plaza-look at repurposing and redefining how Festival Plaza is used in functions

#### Economic Development Activities

- Evolve and improve the Downtown Business Association (Overlap with Committee #2 and Auburn Business Association)
- Develop partnerships between the public and private sectors
- Regional Efforts-work with Lewiston on lighting of the Great Falls, completing a Riverwalk loop, share plans for events
- Encourage the Auburn Business Development Corporation (ABCD) to move its work and efforts into Downtown
- Develop marketing strategy for Downtown and Auburn
- Business Retention

## 2. Economic Development

### Committee-Specific Goal

#### Committee-Specific Charge

- Ensure open communication and coordination between city departments, local businesses, and the public

#### Topics

##### Infrastructure

- Complete streets and walkability (sidewalks, slowed down traffic, safe for seniors and disabled people)
- New Turnpike exit – explore new Turnpike exit
- Infill Redevelopment – create property inventory, redefine TIFs to accommodate infrastructure needs
- Gateways – beautify major entrances into Auburn (overlap with subcommittee 1)
- New Auburn Project – continue implementation and promote project as model for new urbanist, smart growth
- Transportation – expand uses for new transportation center, explore intermodal / “port authority”
- Great Falls Plaza

##### Quality of Life

- Neighborhoods- organize surrounding neighborhoods, explore improved code enforcement of property maintenance
- Beautification-incorporate more plantings, planters throughout the City; use placemaking strategy for site selection
- public art-recommission Main Street art wall, promote public art in conjunction with beautification efforts

##### Economic Development Activities

- Develop partnerships between the public and private sectors
- Look for ways to incorporate results of the Agriculture District Study
- Regional Efforts-work with Lewiston on lighting of the Great Falls, completing a Riverwalk loop, share plans for events
- Develop marketing strategy for Downtown and Auburn
- Expansion of Water/Sewer Infrastructure – TIF
- Transportation – Intermodal Center – Port Authority
- Business Retention
- Attract new businesses and residents



### 3. Education & City Collaboration

#### Committee-Specific Goal

x.

#### Committee-Specific Charge

#### Topics

- Work with the School Department on programs that are geared toward municipal jobs or hands on job skills. Fire/Police/Public Services
- Build a larger facility to do CDL/ or Mechanic Training to work in conjunction with Students, similar to Region 9 Tech or Oxford Regional Tech
- Offer to work with the Bridge Program for municipal jobs again
- Do job shadowing with students
- Create a civic lesson where students partner with the City Manager's Office, the City Council and Mayor for a month, as well as attend a City Council meeting to experience what Public Administration is about. Create a Junior Council Member type program

### 4. Recreation and Tourism

#### Committee-Specific Goal

x.

#### Committee-Specific Charge

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#### Topics

- Space is at capacity
- Focus on "organized: activities vs. passive recreation i.e.; Mt. Apatite/River
- Marketing Region – No budget
- Convention Center
- Community needs vs. State needs
- Ease of access
- Field conditions & access, efficiencies (travel, staff, etc.)
- Need boat launches
- Signage & access development needed
- LA Trails
- Attractions to make a weekend family trip
  - Turn a day trip into weekends
- Space
  - Amenities in the same place (restaurants, gas, hotels)
  - Location off 95 w/new High School
  - Development for neighborhoods (new) Washington St.
- How do we turn a day trip into a weekend

- State of the art facilities
- Marketing to host games/tourneys/recreational opportunities
- Location and ease of access (Gateways)
  - Off 95, direct routes w/signs to others
  - Near amenities
- Amenities
  - Hotels
  - Restaurants/bars
  - Gas stations
  - Attractions
  - Welcome center
  - Airport
  - Events (concerts, farmers market, art walk, summer/winter festival)
  - Parks & trails
- Wish List
  - Turf
  - Basketball/multi
  - Softball/baseball
  - Boat launches
  - Mt. Apatite Development
  - Parks & off-road trails
  - Welcome Center
- Why move/live in Auburn?
  - School system
  - Safety/crime rate
  - Recreational opportunities
  - Price & taxes
  - Transportation/Downtown area/connectivity

## 5. Community Facilities and Infrastructure

### Committee-Specific Goal

x.

### Committee-Specific Charge

### Topics

- A new public safety facility with separate police/fire stations depending on the need and opportunity for land
- Long term space planning needs to be done on all the city facilities
- Sustainability and alternative energy sources should be a high priority

- A review of the existing debt schedule, so that when something is paid off those funds could be utilized to address a space need.
- Fire stations are old and in need of replacement
- A maintenance plan for existing infrastructure
- Water and sewer department is not a city department
- The most road miles in the state / being a service center for the region with no financial support from the state
- Review Parking Garage Plan for the Great Falls Plaza
- Establishment of a Senior Community Center
- The new high school being built is an opportunity
- Better coordination among the athletic fields
- Continued review of the Municipal Beach
- A recreational trail around Lake Auburn
- Recreational use of Lake Auburn

## 6. Technology and Innovation

### Committee-Specific Goal

### Committee-Specific Charge

### Topics

- Broadband for downtown (overlap with Committee 1)
- Currently, IT is doing upgrades that will bring City to the next level. New employees coming on, don't need as much training (how to turn on, how to use technology, as has been in the past)
- Budgeted for a much-needed new phone system, "the cloud" technology along with upgraded programs. Clerk's and HR need scanning of documents and safe keeping of records.
- To bring City as a whole to the next level to make Auburn "One of the Best Small Cities in America", Came up with several ideas.
  - Electric charging stations for electric cars
  - Passenger Rail service through Auburn
  - Guides or signage needed for Self-Driving cars
  - WIFI for the City.
  - Propane buses
- Affordable Housing for low income families that is new or innovative, as well as cost effective,
  - Such as Container Housing or small houses <https://www.trendir.com/modern-shipping-container-homes/>
  - <https://www.treehugger.com/tiny-houses/where-to-find-tiny-house-floor-plans.html>

## 7. Strategic Investment

### Committee-Specific Goal

A priority list of strategies and specific actions with timelines showing the financial impacts, needs, and implications of accomplishing / implementing the various aspects of the strategic plan.

### Committee-Specific Charge

### Topics

- Should the City do a bond referendum to buy the Norway Savings Bank Arena in order to save money? If so, when?
- Renovate or build new for a Public Safety Building?
- The feasibility and cost of building a water treatment plant to be able to utilize Lake Auburn for recreational and development possibilities
- The City's contribution for the new High School
- The cost of implementing a solution to address the water quality problem at the Municipal Beach
- A Parking Garage for Great Falls Plaza
- The investment necessary to provide a quality bus service by Lewiston-Auburn Transit
- Costs associated with planning and preparing for a new turnpike exit
- Broadband for the Downtown
- An Amphitheater for Festival Plaza
- Improving the gateways and adding beautification to the City
- Great Falls lighting
- Etc. Etc. Etc.
- 

## 8. Agriculture and Natural Resources

### Committee-Specific Goal

Review the recent study of the Agriculture and Resource Protection Zone as well as other applicable city reports like the Comprehensive Plan to improve opportunities for those involved in farming and forestry, or considering an investment in agriculture and natural resources.

## Committee-Specific Charge

### Topics

- Review recent Ag & Natural Resources Study
- Review applicable sections of the Comprehensive Plan
- Ways to strengthen the agriculture and forest businesses, and promote locally grown products



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** August 6, 2018

**Author:** Peter Crichton

**Subject:** Open Discussion

---

**Information:** This is an opportunity for an open discussion on agriculture and other topics that Councilors may wish to discuss.

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Have a discussion.

---

**Previous Meetings and History:**

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**City Manager Comments:**

A handwritten signature in blue ink that reads "Peter J. Crichton".

I concur with the recommendation. Signature:

---

**Attachments:**



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** August 6, 2018      **Order:** 60-08062018

**Author:** Phillip L. Crowell, Jr., Chief of Police

**Subject:** Confirm Chief Crowell's appointments of Nicholas C. Barnies and Paul W. Schroeder as Constables with a firearm for the Auburn Police Department.

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**Information:** The Auburn Police Department requests City Council appointment of Nicholas C. Barnies and Paul Schroeder as Constables with a firearm for the City of Auburn.

---

**City Budgetary Impacts:** N/A

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**Staff Recommended Action:** Motion to confirm Chief Crowell's appointments of Nicholas C. Barnies and Paul W. Schroeder as Constables with a firearm for the Auburn Police Department.

---

**Previous Meetings and History:** None

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**City Manager Comments:**

A handwritten signature in blue ink that reads "Peter J. Caulton".

I concur with the recommendation. Signature:

---

**Attachments:**

- Memo from the Chief.



# Auburn Police Department

Phillip L. Crowell, Jr. | Chief of Police  
Jason D. Moen | Deputy Chief of Police  
[www.AuburnPD.com](http://www.AuburnPD.com) | 207.333.6650  
60 Court Street | Auburn, Maine 04210

## MEMORANDUM

Date: July 31, 2018

To: Honorable Mayor Jason Levesque and Members of the City Council

From: Phillip L. Crowell, Jr., Chief of Police

---

RE: CONSTABLES

We request that the following named individuals be named as Constables for the Auburn Police Department:

Nicholas C. Barnies	with Firearm	New Hire	Police Officer
Paul W. Schroeder	with Firearm	New Hire	Police Officer



Holly C. Lasagna, Ward One  
Robert P. Hayes, Ward Two  
Andrew D. Titus, Ward Three  
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 60-08062018

ORDERED, that the City Council hereby names Nicholas C. Barnies and Paul W. Schroeder as Constables with a firearm for the Auburn Police Department.



**City of Auburn  
City Council Information Sheet**

**Council Meeting Date:** August 6, 2018

**Order:** 61-08062018

**Author:** Phillip L. Crowell, Jr., Chief of Police

**Subject:** Transfer of Forfeiture Assets – Richard Breau

---

**Information:**

In March 2018, Auburn Police stopped a motor vehicle on Center St. The operator of the motor vehicle was identified as Richard Breau. It was determined that Mr. Breau was operating with a suspended license, had an active warrant for his arrest and had active bail conditions. The owner of the vehicle, Robert Benedix was the passenger and he too had active bail conditions.

Mr. Breau was initially arrested on the active warrant at which time officers found a container in Mr. Breau's pocket containing a small plastic bag with a white powder substance. Officers removed Mr. Benedix from the passenger's seat of the vehicle and conducted a search of the vehicle at which time they located a quart size plastic bag on the floor in front of the passenger seat. The bag contained a white powder substance.

A Special Agent from MDEA responded to the location and tested the contents of the bags. The contents tested positive as Methamphetamine. Officers also located \$1,433.00 in US Currency on Mr. Breau. Mr. Breau was charged with the following: Unlawful Trafficking in Schedule W Drugs, Class B; Violating Conditions of Release, Class C; Operating After Suspension, Class E. All US Currency in Mr. Breau's possession was seized as drug proceeds from the sale and distribution of illegal drugs.

---

**City Budgetary Impacts:** The State of Maine, Office of the Attorney General, seeks to transfer \$1,433.00 U.S. Currency to the Auburn Police Department.

---

**Staff Recommended Action:** Motion to accept the transfer of \$1,433.00 forfeiture assets in REM in US Currency to the Auburn Police Department (Unified Criminal Court Docket No. CR-18-1015 Richard Breau).

---

**Previous Meetings and History:** None

---

**City Manager Comments:**

A handwritten signature in blue ink that reads "Peter J. Caulton".

I concur with the recommendation. Signature:

---

**Attachments:**

- Memo to Chief Crowell



# Auburn Police Department

Phillip L. Crowell, Jr. | Chief of Police  
Jason D. Moen | Deputy Chief of Police  
[www.AuburnPD.com](http://www.AuburnPD.com) | 207.333.6650  
60 Court Street | Auburn, Maine 04210

## MEMORANDUM

Date: June 19, 2018  
To: Chief Crowell  
From: Lt. Tim Cogle

---

RE: CITY COUNCIL TRANSFER OF FORFEITURE ASSET – RICHARD BREAU AND ROBERT BENEDIX

In March 2018, Auburn Police stopped a motor vehicle on Center St. The operator of the motor vehicle was identified as Richard Breau. It was determined that Mr. Breau was operating with a suspended license, had an active warrant for his arrest and had active bail conditions. The owner of the vehicle, Robert Benedix was the passenger and he too had active bail conditions.

Mr. Breau was initially arrested on the active warrant at which time officers found a container in Mr. Breau's pocket containing a small plastic bag with a white powder substance. Officers removed Mr. Benedix from the passenger seat of the vehicle and conducted a search of the vehicle at which time they located a quart size plastic bag on the floor in front of the passenger seat. The bag contained a white powder substance.

A Special Agent from MDEA responded to the location and tested the contents of the bags. The contents tested positive as Methamphetamine. Officers also located \$1,433.00 in US Currency on Mr. Breau and \$795.00 in US Currency on Mr. Benedix.

Mr. Breau and Benedix were charged with the following offenses:

Mr. Breau: Unlawful Trafficking in Schedule W Drugs, Class B. Violating Conditions of Release, Class C, Operating After Suspension, Class E.

Mr. Benedix: Unlawful Trafficking in Schedule W Drugs, Class B. Violating Conditions of Release, Class C.

All US Currency in Mr. Breau and Mr. Benedix's possession was seized as drug proceeds from the sale and distribution of illegal drugs.

Holly C. Lasagna, Ward One  
Robert P. Hayes, Ward Two  
Andrew D. Titus, Ward Three  
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 61-08062018

Ordered, that the Auburn City Council hereby accepts the transfer of \$1,433.00 forfeiture assets in Rem in U.S. Currency to the Auburn Police Department (Unified Criminal Court Docket No. CR-18-1015 Richard Breau).



**City of Auburn  
City Council Information Sheet**

**Council Meeting Date:** August 6, 2018

**Order:** 62-08062018

**Author:** Phillip L. Crowell, Jr., Chief of Police

**Subject:** Transfer of Forfeiture Assets – Robert Benedix

---

**Information:**

In March 2018, Auburn Police stopped a motor vehicle on Center St. The operator of the motor vehicle was identified as Richard Breau. It was determined that Mr. Breau was operating with a suspended license, had an active warrant for his arrest and had active bail conditions. The owner of the vehicle, Robert Benedix was the passenger and he too had active bail conditions.

Mr. Breau was initially arrested on the active warrant at which time officers found a container in Mr. Breau's pocket containing a small plastic bag with a white powder substance. Officers removed Mr. Benedix from the passenger's seat of the vehicle and conducted a search of the vehicle at which time they located a quart size plastic bag on the floor in front of the passenger seat. The bag contained a white powder substance.

A Special Agent from MDEA responded to the location and tested the contents of the bags. The contents tested positive as Methamphetamine. Officers also located \$795.00 in US Currency on Mr. Benedix. Mr. Benedix was charged with the following: Unlawful Trafficking in Schedule W Drugs, Class B; Violating Conditions of Release, Class C. All US Currency in Mr. Benedix's possession was seized as drug proceeds from the sale and distribution of illegal drugs.

---

**City Budgetary Impacts:** The State of Maine, Office of the Attorney General, seeks to transfer \$795.00 U.S. Currency to the Auburn Police Department.

---

**Staff Recommended Action:** Motion to accept the transfer of \$795.00 forfeiture assets in REM in US Currency to the Auburn Police Department (Unified Criminal Court Docket No. CR-18-1016 Robert Benedix).

---

**Previous Meetings and History:** None

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**City Manager Comments:**

A handwritten signature in blue ink that reads "Peter J. Caulton".

I concur with the recommendation. Signature:

---

**Attachments:**

- Memo to Chief Crowell



# Auburn Police Department

Phillip L. Crowell, Jr. | Chief of Police  
Jason D. Moen | Deputy Chief of Police  
[www.AuburnPD.com](http://www.AuburnPD.com) | 207.333.6650  
60 Court Street | Auburn, Maine 04210

## MEMORANDUM

Date: June 19, 2018  
To: Chief Crowell  
From: Lt. Tim Cogle

---

RE: CITY COUNCIL TRANSFER OF FORFEITURE ASSET – RICHARD BREAU AND ROBERT BENEDIX

In March 2018, Auburn Police stopped a motor vehicle on Center St. The operator of the motor vehicle was identified as Richard Breau. It was determined that Mr. Breau was operating with a suspended license, had an active warrant for his arrest and had active bail conditions. The owner of the vehicle, Robert Benedix was the passenger and he too had active bail conditions.

Mr. Breau was initially arrested on the active warrant at which time officers found a container in Mr. Breau's pocket containing a small plastic bag with a white powder substance. Officers removed Mr. Benedix from the passenger seat of the vehicle and conducted a search of the vehicle at which time they located a quart size plastic bag on the floor in front of the passenger seat. The bag contained a white powder substance.

A Special Agent from MDEA responded to the location and tested the contents of the bags. The contents tested positive as Methamphetamine. Officers also located \$1,433.00 in US Currency on Mr. Breau and \$795.00 in US Currency on Mr. Benedix.

Mr. Breau and Benedix were charged with the following offenses:

Mr. Breau: Unlawful Trafficking in Schedule W Drugs, Class B. Violating Conditions of Release, Class C, Operating After Suspension, Class E.

Mr. Benedix: Unlawful Trafficking in Schedule W Drugs, Class B. Violating Conditions of Release, Class C.

All US Currency in Mr. Breau and Mr. Benedix's possession was seized as drug proceeds from the sale and distribution of illegal drugs.



Holly C. Lasagna, Ward One  
Robert P. Hayes, Ward Two  
Andrew D. Titus, Ward Three  
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 62-08062018

Ordered, that the Auburn City Council hereby accepts the transfer of \$795.00 forfeiture assets in Rem in U.S. Currency to the Auburn Police Department (Unified Criminal Court Docket No. CR-18-1016 Robert Benedix).

**IN COUNCIL REGULAR MEETING JULY 16, 2018 VOL. 35 PAGE 155**

Mayor Levesque called the meeting to order at 7:07 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. Councilors Lasagna and Titus had excused absences. All other Councilors were present.

**I. Consent Items**

**1. Order 59-07162018**

Nominating Peter Crichton, Auburn City Manager as a write-in candidate on the official ballot for Maine Municipal Association's Legislative Policy Committee for District 20 for the 2018-2020 term.

Motion was made by Councilor Fournier and seconded by Councilor Walker for passage.

Passage 5-0.

**II. Minutes - July 2, 2018 Regular Council Meeting**

Motion was made by Councilor Fournier and seconded by Councilor Walker to approve the minutes of the July 2, 2018 Regular Council meeting. Passage 5-0.

**III. Communications, Presentations and Recognitions**

**NAFSC - Network of Age-Friendly States and Communities**

Lori Parham, State Director of AARP in Maine, along with Rich Livingston, volunteer President and former Auburn Councilor, and Bill Philips, Advisory Council presented Auburn with a certificate for joining the AARP network of Age-Friendly Communities

**IV. Open Session:**

Renee Simonitis, 9 Oak Street, commented on the civility item that was on the workshop.

Mamie Anthoine Ney, Director of the Auburn Public Library, commented on the retirement of John Kelly, Auburn Public Library employee for 44 years and she encouraged people to stop by the Library to extend good wishes to him and to sign his guestbook.

Rita Morin, 150 Sopers Mill Road, Karen Bolduc, Sopers Mill Road, Peter Moore, landowner on Jordan School Road, Kathy Shaw, Sopers Mill Road, and Terry Daily, North River Road all commented on the Ag Study ad hoc committee and the Ag zone.

**V. Unfinished Business - None**

**VI. New Business**

**2. Ordinance 05-07162018**

Amending the Parks and Recreation Advisory Board Ordinance – Public hearing and first reading.

Motion was made by Councilor Fournier and seconded by Councilor Walker for passage.

Public hearing – Tizz Crowley, University Street spoke in favor of the proposed amendment but encouraged additional language where no one ward can control the majority of the vote, consider expanding the number of members to include alternate members, and consider looking at the ordinance as a whole at some point down the road and either reaffirm that Parks are now separate from the Recreation Department or put Parks back with the Recreation Department.

Adam Lee, Garden Circle urged passage of the proposed amendment as it is.

Passage 5-0. A roll call vote was taken.

## VII. Reports

**Mayor Levesque** – reported that there were no fireworks accidents on the 4<sup>th</sup> of July, the 150<sup>th</sup> Sesquicentennial is well underway and we've had a great response from local businesses noting that we've already received approximately \$10,000 in donations for the celebration. He reported on the Tourism meeting that was held earlier today. Last, he wanted everyone to know that Proctor & Gamble will be celebrating their 50<sup>th</sup> anniversary and will be holding an open house on Saturday, July 21<sup>st</sup>.

**Councilor Young** – reported that the Danville Grange is on its foundation and a fundraiser will be held there on July 28<sup>th</sup>. He also reported that the Androscoggin Historical Society has control of the West Auburn School House. They are in the process of cleaning and preparing it for an opening. The date has not been determined yet.

**Councilor Hayes** – reported that he attended the Airport Board meeting last Thursday but much of the meeting was held in executive session. Activities are coming forth and he said to *stay tuned*.

**Councilor Fournier** – no report.

**Councilor Walker** – reported that the Age Friendly Community Committee will be meeting tomorrow at 5:30 PM at the Senior Center at Pettengill Park.

**Councilor Gerry** – also reported on the Age Friendly Committee and the last LATC meeting. She also said she went to Gleason Radio Station before the LATC meeting and met the three of the Twin City Thunder Hockey players and received t-shirts to hand out to the City Councilors, compliments of Gleason Media.

**City Manager** – reported that there will be a Joint Workshop with the Council and School Department on Wednesday, August 1<sup>st</sup> to discuss the location of the new high school. He also reported that Jason Pacquin, the Norway Savings Bank Arena General Manager has resigned and will be missed. John Bubier will be the point person during the interim. They have a new hockey team that will be starting there in less than ten weeks. He reported on the Strategic Plan, he commented on the Civility workshop item, and reported on the Tourism meeting that was held earlier.

VIII. Open Session – No one from the public spoke.

Council took a moment to reconvene the agenda item that we did not get to earlier on during the workshop on Boards and Committees.

IX. Executive Session – to consult with legal counsel regarding Council’s legal rights and responsibilities regarding dangerous buildings and unlicensed junkyards, pursuant to 1 M.R.S.A. §405(6)(E).

Motion was made by Councilor Fournier and seconded by Councilor Walker. Passage 5-0.  
Time in 8:32 PM.

Council was declared out of executive session at 8:55 PM.

X. **Adjournment** - Motion was made by Councilor Fournier and seconded by Councilor Walker to adjourn. Council voted unanimously in favor, and the meeting adjourned at 8:56 PM.

A TRUE COPY

ATTEST *Susan Clements-Dallaire*

Susan Clements-Dallaire, City Clerk



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** August 6, 2018      **Ordinance:** 05-07162018

**Author:** Sabrina Best, Recreation Director

**Subject:** Ordinance Amendment for the Parks and Recreation Advisory Board

---

**Information:** There is a request to amend the ordinance language in Section 2-454 Established; membership section b for the Parks and Recreation Advisory Board. Current Language reads: "Of the seven appointed members, there shall be no more than two members from the same ward. A member shall forfeit his membership if he becomes a resident of a ward in which two members of the board already reside." The request is to eliminate all of section b. This request is a result from not being able to fill vacant position with eager volunteers from the community due to the ward restrictions. Vacant position(s) have not been filled several times in the last two years due to this restriction.

---

**City Budgetary Impacts:** None

---

**Staff Recommended Action:** Motion to amend the Parks and Recreation Advisory Board Ordinance, Chapter 2, Article V, Division 4, Sec. 2-454 by striking the language under section (b).

The Parks and Recreation Advisory Board is in support.

---

**Previous Meetings and History:** Presented at the 7/2/2018 City Council workshop/meeting, public hearing and passage of first reading on 7/16/2018.

---

**City Manager Comments:**

A handwritten signature in blue ink that reads "Peter J. Caulton".

I concur with the recommendation. Signature:

---

**Attachments:** Ordinance 05-07162018

Holly C. Lasagna, Ward One  
Robert P. Hayes, Ward Two  
Andrew D. Titus, Ward Three  
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
David C. Young, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

### ORDINANCE 05-07162018

ORDINANCE AMENDMENT  
CHAPTER 2 - ADMINISTRATION  
ARTICLE V. - BOARDS, COMMISSIONS AND COMMITTEES  
DIVISION 4. PARKS AND RECREATION ADVISORY BOARD

Be it ordained by the Auburn City Council, that Chapter 2, Article V, Division 4, Sec. 2-454 be amended by striking the language under section (b) as shown below.

**Sec. 2-454. Established; membership.**

- (a) There shall be a parks and recreation advisory board, which shall be composed of eight members. All except the ex officio member of the board shall be appointed by the city council.
- (b) ~~Of the seven appointed members, there shall be no more than two members from the same ward. A member shall forfeit his membership if he becomes a resident of a ward in which two members of the board already reside.~~
- (c) Serving as the ex officio member shall be the director of parks and recreation, who shall also serve as secretary to the board.
- (d) Nothing in this article shall preclude the creation of standing subcommittees.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** August 6, 2018

**Resolve:** 09-08062018

**Author:** Phillip L. Crowell, Jr., Chief of Police

**Subject:** Submission of a U.S. Department of Justice COPS: School Violence Prevention Program Grant application entitled: Auburn/Lewiston/911 School Violence Partnership

---

**Information:** The Auburn and Lewiston Maine Police Departments are seeking \$500,000. to purchase 800Mhz emergency frequency portable radios that will provide for an improved law enforcement response between school administrators and L/A911 Communication Center dispatchers. The twin cities have a total of 19 public schools including two high schools, two middle schools, a regional special education center, an alternative school and 13 elementary schools spread throughout our 101-mile communities. Each city has three dedicated School Resource Officers located at the high schools, middle schools, with the remaining buildings each sharing an elementary SRO. Currently, SRO's and administrators are using "walkie-talkie" radios that do not penetrate the buildings or transmit to or beyond school grounds. Administrators and law enforcement must rely on cell phone service that will crash during an active shooter or other major incident. The L/A911 PSAP has received capital improvement funding to upgrade their equipment to an 800Mhz system. COPS SVPP funds will provide 138 (61 school, 71 police and 6 command unit) emergency portable radios compatible with the upgraded equipment. These portable radios will provide for mitigating, preventing, preparing, responding to and recovering from a major school incident inside or on school grounds. Total amount of the grant: \$1,523,989.00.

---

**City Budgetary Impacts:** The Cities of Auburn and Lewiston have committed to providing upwards of \$1,023,989.00 towards the implementation of 911 Radio System Project. This amount was recorded as a "local match" in the grant. If awarded the cities of Auburn and Lewiston will also save \$394,887.00 in the FY20 Capital expenses.

---

**Staff Recommended Action:** Motion to confirm the Auburn Police Department's submission of a \$500,000. grant application for a COPS: School Violence Prevention Program grant.

---

**Previous Meetings and History:** None

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**City Manager Comments:**

I concur with the recommendation. Signature:

---

**Attachments:**

- Memo from the Chief.







# Auburn Police Department

Phillip L. Crowell, Jr. | Chief of Police  
Jason D. Moen | Deputy Chief of Police  
[www.AuburnPD.com](http://www.AuburnPD.com) | 207.333.6650  
60 Court Street | Auburn, Maine 04210

## MEMORANDUM

Date: July 31, 2018  
To: Peter Crichton, City Manager  
From: Phillip L. Crowell, Jr., Chief of Police

---

RE: COPS: SCHOOL VIOLENCE PREVENTION PROGRAM GRANT TITLED:  
AUBURN/LEWISTON/911 SCHOOL VIOLENCE PARTNERSHIP

The Auburn and Lewiston Maine Police Departments are seeking \$500,000. to purchase 800Mhz emergency frequency portable radios that will provide for an improved law enforcement response between school administrators and L/A911 Communication Center dispatchers. The twin cities have a total of 19 public schools including two high schools, two middle schools, a regional special education center, an alternative school and 13 elementary schools spread throughout our 101-mile communities. Each city has three dedicated School Resource Officers located at the high schools, middle schools, with the remaining buildings each sharing an elementary SRO. Currently, SRO's and administrators are using "walkie-talkie" radios that do not penetrate the buildings or transmit to or beyond school grounds. Administrators and law enforcement must rely on cell phone service that will crash during an active shooter or other major incident. The L/A911 PSAP has received capital improvement funding to upgrade their equipment to an 800Mhz system. COPS SVPP funds will provide 138 (61 school, 71 police and 6 command unit) emergency portable radios compatible with the upgraded equipment. These portable radios will provide for mitigating, preventing, preparing, responding to and recovering from a major school incident inside or on school grounds.

The application includes the purchase of the 138 radios - \$500,000. with a local "in-kind match" of \$1,023,989. for a total grant application of \$1,523,989.00. If awarded the cities of Auburn and Lewiston will also save \$394,887.00 in the FY20 Capital expenses.

The Auburn Police Department will act as fiscal agent for this grant.

Holly C. Lasagna, Ward One  
Robert P. Hayes, Ward Two  
Andrew D. Titus, Ward Three  
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

RESOLVE 09-08062018

RESOLVED, that the City Council hereby confirms the Auburn Police Department's submission of a \$500,000.00 application of a COPS: School Violence Prevention Program grant.



City of Auburn  
City Council Information Sheet

**Council Workshop or Meeting Date:** August 6, 2018

**Subject:** Executive Session

**Information:** Personnel matter, pursuant to 1 M.R.S.A. Section 405(6) (A).

**Executive Session:** On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:

(1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;

(2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;

(3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and

(4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.

This paragraph does not apply to discussion of a budget or budget proposal;

B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, as long as:

(1) The student and legal counsel and, if the student is a minor, the student's parents or legal guardians are permitted to be present at an executive session if the student, parents or guardians so desire;

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency;

D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions;

E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage;

F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;

G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and

H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph C in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



City of Auburn  
City Council Information Sheet

**Council Workshop or Meeting Date:** August 6, 2018

**Subject:** Executive Session

**Information:** Personnel matter, pursuant to 1 M.R.S.A. Section 405(6) (A).

**Executive Session:** On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:

- (1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;
  - (2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;
  - (3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and
  - (4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.
- This paragraph does not apply to discussion of a budget or budget proposal;

B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, as long as:

- (1) The student and legal counsel and, if the student is a minor, the student's parents or legal guardians are permitted to be present at an executive session if the student, parents or guardians so desire;

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency;

D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions;

E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage;

F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;

G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and

H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph C in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** August 6, 2018

**Order:** 63-08062018

**Author:** Sue Clements-Dallaire, City Clerk

**Subject:** Board and Committee Appointments

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The Appointment Committee met for a special meeting on August 2, 2018 to review applications and make their nominations for the Zoning Board of Appeals. The special meeting was called because of an upcoming appeal scheduled for August 9, 2018 and due to vacancies and lack of a quorum, a special meeting was called to try to fill the vacancies prior to the scheduled appeal. A regular meeting of the Appointment Committee is scheduled for August 13, 2018 to consider any other applications.

There were two applicants. Deana Chapman and Michael Mathieu.

*Council may enter into executive session pursuant to 1 MRSA Sec. 406(6)(A) to review applications or for further discussion before making appointments.*

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Consider appointing members as recommended by the Appointment Committee.

Motion to appoint Deana Chapman and Michael Mathieu to the Zoning Board of Appeals, both as associate members with Deana Chapman's term expiration to be 10/01/2020 and Michael Mathieu's term expiration to be 10/01/2019.

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**Previous Meetings and History:** The Appointment Committee met for a special meeting on August 2, 2018 to make their nominations.

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**City Manager Comments:**

I concur with the recommendation. Signature:

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**Attachments:**

List of applicants  
List of vacancies  
Applications  
Orders

## VACANCIES

**Zoning Board of Appeals** - 3 vacancies – 1 full member position with a 10/01/2021 term expiration and two associate member positions with term expirations of 10/01/2019 and 10/01/2020





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: 7/25/2018

Last name: Chapman First name: Deana Middle initial: J

Residence address: 40 Vivian St Ward: \_\_\_\_\_

City: Auburn State: Me Zip code: 04210

Home phone: \_\_\_\_\_ Work phone: 207 7845407 Cell phone: 212 8223

Email address: allaboutyouSalon la@gmail.com

Current occupation: Salon owner / stylist

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

Educational and/or experience (or attach your resume): \_\_\_\_\_

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

- |  |   |
|--|---|
| <input type="checkbox"/> 9-1-1 Committee                       | <input type="checkbox"/> Airport Board                                |
| <input checked="" 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 checked="" type="checkbox"/> Zoning Board of Appeals           |



Is this application for a  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). Community Service

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

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? Email

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: Deanna Chapman Date: 7/25/2018

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)

FOR OFFICE USE ONLY	
DATE APPLICATION RECEIVED:	<u>JUL 25 2018</u>
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____



# 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: 7-27-18

Last name: Mathieu First name: Michael Middle initial: J.

Residence address: 9 Amberley Way Ward: \_\_\_\_\_

City: Auburn State: Me Zip code: 04210

Home phone: 207-577-4041 Work phone: 207-782-9654 Cell phone: 207-577-4041

Email address: mike@neokraft.com

Current occupation: V.P. Sales + Marketing - Neokraft Signs

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

Educational and/or experience (or attach your resume): 25 years Industrial Sales  
3 years Sign Industry

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"/> 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 checked="" 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 feel this is a good way to get involved with the City of Auburn and its future development.

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

I'm hoping to help with decisions which will best lead Auburn in the right direction for future business and community growth.

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? On line as well as through work.

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: Michael J. Mathis Date: 7-27-2018

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)

**FOR OFFICE USE ONLY**

DATE APPLICATION RECEIVED: \_\_\_\_\_  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_

Holly C. Lasagna, Ward One  
Robert P. Hayes, Ward Two  
Andrew D. Titus, Ward Three  
Alfreda M. Fournier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
David C. Young, At Large

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 63-08062018

ORDERED, that the City Council hereby appoints the following board and committee member as nominated by the Appointment Committee on 08/02/2018;

<b>Board or Committee</b>	<b>Term Exp. Date</b>	<b>Name</b>
Zoning Board of Appeals	10/01/2019	Michael Mathieu (new appointment)
Associate Positions	10/01/2020	Deana Chapman (new appointment)