



City Council Workshop & Meeting
Agenda
November 3, 2025
Auburn Hall, Council Chambers

5:30 PM Workshop

- Syringe Service Program
- **Executive Session** pursuant to 1 M.R.S.A. Section 405(6) (C) to discuss an economic development matter.
- **Executive Session** pursuant to 1 M.R.S.A. Section 405(6) (A) for City Manager's quarterly evaluation.

7:00 PM Meeting

Pledge of Allegiance & Roll Call - *Roll call votes will begin with Councilor Milks*

- I. **Consent Items** – *All items with an asterisk (*) are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member or a citizen so requests, in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda. Passage of items on the Consent Agenda requires majority vote.*

- 1) **ORDER 100-11032025** – Appointing Tara Paradie as a Member to the Ethics Panel for a term that expires 10/31/2028, as recommended by Mayor Harmon.

II. Minutes – October 20, 2025 Regular Council Meeting

III. Communications, Presentations and Recognitions

- Extra Mile Award & Proclamation
- Reminder: November 4, 2025 State Referendum & General Municipal Election; all polling places open from 7:00am-8:00pm.

IV. Open Session – *Members of the public are invited to speak to the Council about any issue directly related to City business or any item that does not appear on the agenda.*

V. Unfinished Business

VI. New Business

1. **ORDER 101-11032025** – Granting Golden Crust Auburn LLC, D/B/A OTTO Pizza Auburn, 730 Center Street, an on-premise liquor license. *Public hearing. Passage requires majority vote.*
2. **ORDER 102-11032025** – Approving the temporary needs and impacts analysis for 95 Main Street, 4th floor, to be utilized as a temporary and limited Public Safety Facility for the City of Auburn Police Department Criminal Investigations Office. *Passage requires majority vote.*

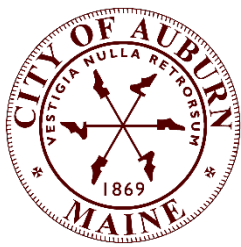
VII. Reports

- a. **Mayor's Report**
- b. **City Councilors' Reports**
- c. **Student Representative Report**
- d. **City Manager Report**

- VIII. **Open Session** - *Members of the public are invited to speak to the Council about any issue directly related to City business or any item that does not appear on the agenda.*

IX. Executive Session

X. Adjournment



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: November 3, 2025

Author: Glen E. Holmes, Director of Business & Community Development

Subject: An overview of Maine's Syringe Service Programs (SSPs), highlighting the state legal framework, municipal roles, and public health data on harm reduction, community safety, and disease prevention.

Information: Legal and Public Health Perspectives on Syringe Service Programs (SSPs) -

This workshop will provide an overview of the legal and public health dimensions of syringe service programs (SSPs) in Maine. The legal presentation will outline the evolution of state law—from the original 1997 Hypodermic Apparatus Exchange Program to the modern SSP framework under Title 22—emphasizing Maine CDC's exclusive regulatory authority, municipal roles and limits under home rule, and recent legislative actions affirming flexibility in exchange models. Complementing this, the public health presentation will review harm reduction principles, statewide SSP data, and evidence on program outcomes, including effects on disease transmission, treatment engagement, and community safety. Together, these presentations will clarify how SSPs operate within Maine's statutory framework, explore their documented health impacts, and identify areas for local coordination that align with both state law and public health best practices.

City Budgetary Impacts: None

Staff Recommended Action: Provide feedback for potential ordinance drafting

Previous Meetings and History: N/A

City Manager Comments:

I concur with the recommendation. Signature:

Attachments:

- Professional bio for Gordon Smith, Maine's Director of Opioid Response
- Professional bio for Anne Sites, Director, Infectious Disease Prevention Program, Division of Disease Surveillance, at Maine CDC
- PowerPoint presentation

Anne Redmond Sites currently serves as the Director of the Infectious Disease Prevention Program at Maine CDC. With over 20 years professional experience, Anne has worked in various capacities in state, federal and global public health and specializes in infectious diseases, health system strengthening, and program administration and development. Anne holds a Master of Public Health from Hunter College School of Health Sciences and a Bachelor of Arts from the State University of New York. Anne hails from New York and lives in Androscoggin County.

Gordon H. Smith, Esq. was appointed by Governor Janet Mills as Director of Opioid Response in January 2019. He is responsible for coordinating and directing Maine's response to the opioid crisis, including prescriber education and reduction of opioid prescribing, prevention and treatment of substance use disorder, and harm reduction strategies. He stepped down as the Executive Vice President (EVP) of the Maine Medical Association in January 2019, where he had served as its EVP since September 1993 and where he began as General Counsel in 1981. He graduated from the University of Maine with the highest distinction in 1973 and from the Boston College Law School, magna cum laude, in 1976. He is a past Chairman of the American Society of State Medical Association Counsel, a nation-wide group of 140 attorneys representing medical associations. Mr. Smith has also served as Chairman of the American Medical Association/State Medical Society Litigation Center, the Maine Health Data Organization and the Advocacy Resource Center of the American Medical Association. He is a former board member and chair of Quality Counts, a former board member of the Daniel Hanley Center for Health Leadership, and the Maine Association of Area Agencies on Aging. Mr. Smith is a frequent lecturer to medical groups on various medical legal subjects.



Maine Department of Health & Human Services
Maine Center for Disease Control and Prevention

Fact Sheet on Syringe Waste

Key Takeaways

- More syringe access leads to safer communities. SSPs that operate without restrictive policies reduce the presence of syringes in public spaces and increase safe disposal.
- Policies that limit access—like one-for-one exchange—can worsen syringe litter and increase the risk of disease and overdose.
- Partnering with SSPs is the most effective way to manage syringe waste and improve community health.

SSPs & Syringe Waste: SSPs Promote Safe Disposal

- SSPs reduce the number of improperly discarded syringes in public areas by providing people who inject drugs with appropriate disposal tools like sharps containers and education.
- People who access syringes from SSPs are more likely to dispose of them safely than those who obtain syringes elsewhere.

Syringe Distribution Practices

- Needs-based syringe distribution (providing as many syringes as needed to inject safely) increases safe injection practices and does not increase unsafe syringe disposal. (Bluthenthal et al., 2007)
- Restricting syringe access does not reduce syringe waste. In fact, limited access to clean syringes is linked to more public syringe litter, increased infections, and higher community health costs.

Innovative Syringe Waste Solutions

- ✓ Distributing sharps containers allows participants to safely dispose of syringes at home or in public garbage bins.
- ✓ Syringe redemption programs have shown strong results. Portland's pilot program (2024) saw a 76% reduction in public syringe litter and collected over 120,000 syringes in just six weeks.
- ✓ Public disposal kiosks and pharmacy partnerships (as seen in MA, NY, CA) are effective additions to SSP efforts.
- ✓ Community clean-up events and syringe reporting hotlines help SSPs safely remove discarded syringes from public spaces.
- ✓ Drop boxes and home-disposal methods (e.g.; sharps containers) are effective ways to reduce improperly discarded syringes. (de Montigny et al., 2010)

Syringe Waste Management in Maine

- SSPs are required to have syringe disposal protocols and may use Maine CDC funding to support safe disposal systems.
- Only two contractors in Maine (Stericycle and BioSpecialists LLC) handle biomedical syringe waste, so collaboration between SSPs and municipalities is essential.
- The Maine Department of Environmental Protection allows disposal of sharps containers in household trash: www.maine.gov/dep/waste/biomedical/sharps.html

Sources

- Bluthenthal RN et al. (2007). Higher syringe coverage is associated with lower odds of HIV risk and does not increase unsafe syringe disposal. <https://doi.org/10.1016/j.drugalcdep.2006.12.035>
- de Montigny L et al. (2010). Assessing a drop box programme: a spatial analysis of discarded needles. <https://doi.org/10.1016/j.drugpo.2009.07.003>
- Allen ST et al. (2019). Understanding the public health consequences of suspending a rural syringe services program. <https://doi.org/10.1186/s12954-019-0305-7>
- Kerr T et al. (2010). Syringe sharing and HIV incidence among injection drug users. <https://doi.org/10.2105/AJPH.2009.178467>
- Javed Z et al. (2020). Syringe Services Programs: A Technical Package. CDC. https://stacks.cdc.gov/view/cdc/105304/cdc_105304_DS1.pdf
- Thakarar K et al. (2021). Injections and infections: understanding SSP utilization in a rural state. <https://doi.org/10.1186/s12954-021-00524-1>
- Maine Department of Environmental Protection. Biomedical Waste Guidance. <https://www.maine.gov/dep/waste/biomedical/sharps.html>



Fact Sheet on SSP Accessibility: Site and Operational Restrictions

Best Practice & Recommendations

Limiting the number or geographic accessibility of Syringe Service Programs (SSPs) undermines public health goals. SSPs should be widely available and flexible in location to ensure coverage for vulnerable populations. *Therefore, the following is recommended:*

- ✓ Allow flexibility: mobile outreach, temporary pop-up sites, and services in community hubs such as shelters or health clinics.
- ✓ Avoid restrictions on number of sites per area.
- ✓ Avoid zoning restrictions that would impact effective service delivery.
- ✓ Collaborate with SSPs to ensure coverage across high-need areas and reduce barriers to access.

Impact of SSP Restrictions on Public Health

- People who inject drugs are more likely to engage in safer injection practices and connect with treatment when SSPs are easily accessible.
- Restricting the number of SSPs or their location of operation creates barriers for individuals who may already face stigma, housing instability, or lack of transportation.
- Limiting SSPs leads to increased syringe sharing, re-use, and public syringe waste.

Evidence Against Restrictive SSP Policies

- A study by Kerr et al. (2010) found that restrictive SSP access policies were associated with higher HIV incidence among people who inject drugs.
- Turner-Bicknell (2021) emphasized that flexible, needs-based SSP delivery reduced high-risk behavior and improved individual syringe coverage.
- The CDC Technical Package (2020) recommends that SSPs operate with mobility and flexibility to best reach their communities.

Geographic & Mobility Barriers in Maine

- Many individuals in rural Maine face long distances to the nearest SSP, limited transportation, and inconsistent schedules of mobile units.
- Local ordinances limiting where SSPs can operate can exclude the very areas with the most need.
- Fear of visibility or encounters with law enforcement can prevent individuals from traveling long distances or to SSPs in high-visibility zones.

Sources

- Kerr T et al. (2010). Syringe sharing and HIV incidence among injection drug users. <https://doi.org/10.2105/AJPH.2009.178467>
- Turner-Bicknell T. (2021). Implementing best-practice with a local syringe service program: Needs-based syringe distribution. <https://doi.org/10.1111/phn.12823>
- Javed Z et al. (2020). Syringe Services Programs: A Technical Package. CDC. https://stacks.cdc.gov/view/cdc/105304/cdc_105304_DS1.pdf



Fact Sheet: Syringe Distribution by Syringe Service Programs

Best Practice

People who inject drugs should use new, sterile drug injection equipment, including a new sterile syringe, **each time** they inject to reduce transmission of disease and infections. ⁱ

Why 1:1 exchange is not best practice?

- Less restrictive syringe distribution ensures people have access to the number of sterile syringes they need.
- Needs-based distribution* reduces high-risk injection behavior, such as reusing or sharing syringes.
- Higher syringe coverage is associated with lower odds of exposure to HIV and viral hepatitis.
- Reusing syringes rapidly results in damage to the needle tip that can lead to tissue injury and increased risk of skin infections.
- Increased syringe distribution is not associated with an increase in unsafe syringe disposal among syringe exchange program clients.
- A recent HIV cluster in Penobscot demonstrates the risks of insufficient access to sterile syringes.

Reasons Someone May Not Have Syringes to Exchange:

- They have already safely disposed of their syringes
- Homelessness
- Fear of traveling with used injection equipment
- Fear of arrest, police sweeps in the area, etc.
- Police confiscated syringes
- Started with insufficient number so unable to exchange up to their current needs
- Traveled from an area that has minimal syringe availability
- Did not prepare drugs themselves and/or partner or someone else holds their injection equipment
- Housing program/shelter restrictions
- Hiding syringes out of shame/secretive use
- May not be an injector (getting syringes for friends/family)
- Safety reason (e.g.; they have lost the cap on a syringe)

* Needs-based distribution means providing individuals access to the number of syringes they need to be able to use a new sterile syringe every time they inject.

Frequency of injection is about 3 times per day for heroin, but the frequency of injection is likely to be higher for fentanyl because its effects do not last as long as heroin. Therefore, number of syringes needed per day will be different for everyone.

Sources

Bluthenthal RN, Ridgeway G, Schell T, Anderson R, Flynn NM, Kral AH. Examination of the association between syringe exchange program (SEP) dispensation policy and SEP client-level syringe coverage among injection drug users. *Addiction*. 2007 Apr;102(4):638-46. doi: 10.1111/j.1360-0443.2006.01741.x. Epub 2007 Feb 6. PMID: 17286637.

Bluthenthal RN, Anderson R, Flynn NM, Kral AH. Higher syringe coverage is associated with lower odds of HIV risk and does not increase unsafe syringe disposal among syringe exchange program clients. *Drug Alcohol Depend*. 2007 Jul 10;89(2-3):214-22. doi: 10.1016/j.drugalcdep.2006.12.035. Epub 2007 Feb 5. PMID: 17280802; PMCID: PMC2562866.

Centers for Disease Control & Surveillance. Safety and Effectiveness of Syringe Services Programs. <https://www.cdc.gov/syringe-services-programs/php/safety-effectiveness.html>

de Montigny L, Vernez Moudon A, Leigh B, Kim SY. Assessing a drop box programme: a spatial analysis of discarded needles. *Int J Drug Policy*. 2010 May;21(3):208-14. doi: 10.1016/j.drugpo.2009.07.003. Epub 2009 Sep 2. Erratum in: *Int J Drug Policy*. 2010 Jul;21(4):333. Young, Kim [corrected to Kim, Sun Young]. PMID: 19729291.

Javed, Z., Burk, K., Facente, S., Pegram, L., Ali, A. & Asher, A. (2020). Syringe Services Programs: A Technical Package of Effective Strategies and Approaches for Planning, Design, and Implementation. Atlanta, GA: US Department of Health and Human Services, National Center for HIV/AIDS, Viral Hepatitis, STD and TB Prevention, Centers for Disease, Control and Prevention; 2020.

Kerr T, Small W, Buchner C, Zhang R, Li K, Montaner J, Wood E. Syringe sharing and HIV incidence among injection drug users and increased access to sterile syringes. *Am J Public Health*. 2010 Aug;100(8):1449-53. doi: 10.2105/AJPH.2009.178467. Epub 2010 Jun 17. PMID: 20558797; PMCID: PMC2901279

Thakrar K, Sankar N, Murray K, Lucas FL, Burris D, Smith RP. Injections and infections: understanding syringe service program utilization in a rural state. *Harm Reduct J*. 2021;18(1):74. Published 2021 Jul 17. doi:10.1186/s12954-021-00524-1

Turner-Bicknell T. Implementing best-practice with a local syringe service program: Needs-based syringe distribution. *Public Health Nursing*. 2021 Jan;38(1):85-92. doi: 10.1111/phn.12823. Epub 2020 Oct 20. PMID: 33084122.

Harm Reduction & Syringe Services Programs

Anne Sites, Infectious Disease Prevention Program Director, Maine CDC

Auburn City Council SSP Workshop

November 3, 2025



What is Harm Reduction?

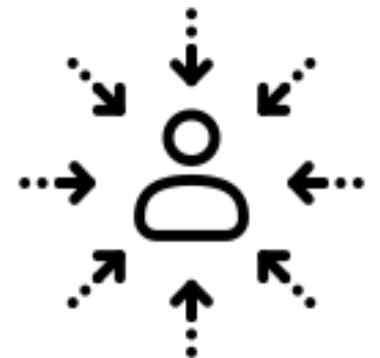
- Measures or actions taken to reduce harm or risks associated with certain behaviors and activities.
- Harm reduction is often used in reference to substance use.
- Abstinence does not work.



Source: National Harm Reduction Coalition

Harm Reduction in the Context of Substance Use

- Harm reduction is a set of practical strategies and ideas aimed at reducing negative consequences associated with drug use.
- This can include a spectrum of strategies:
 - Meeting people who use drugs “where they are”
 - Accepting them and their drug use without judgment or pressuring them to change
 - Addressing conditions of use along with the use itself
 - Building leadership among people who use drugs and amplifying their voices
 - Seeing the person as a *whole person* (more than their addiction)



Source: National Harm Reduction Coalition

Benefits of Syringe Services Programs

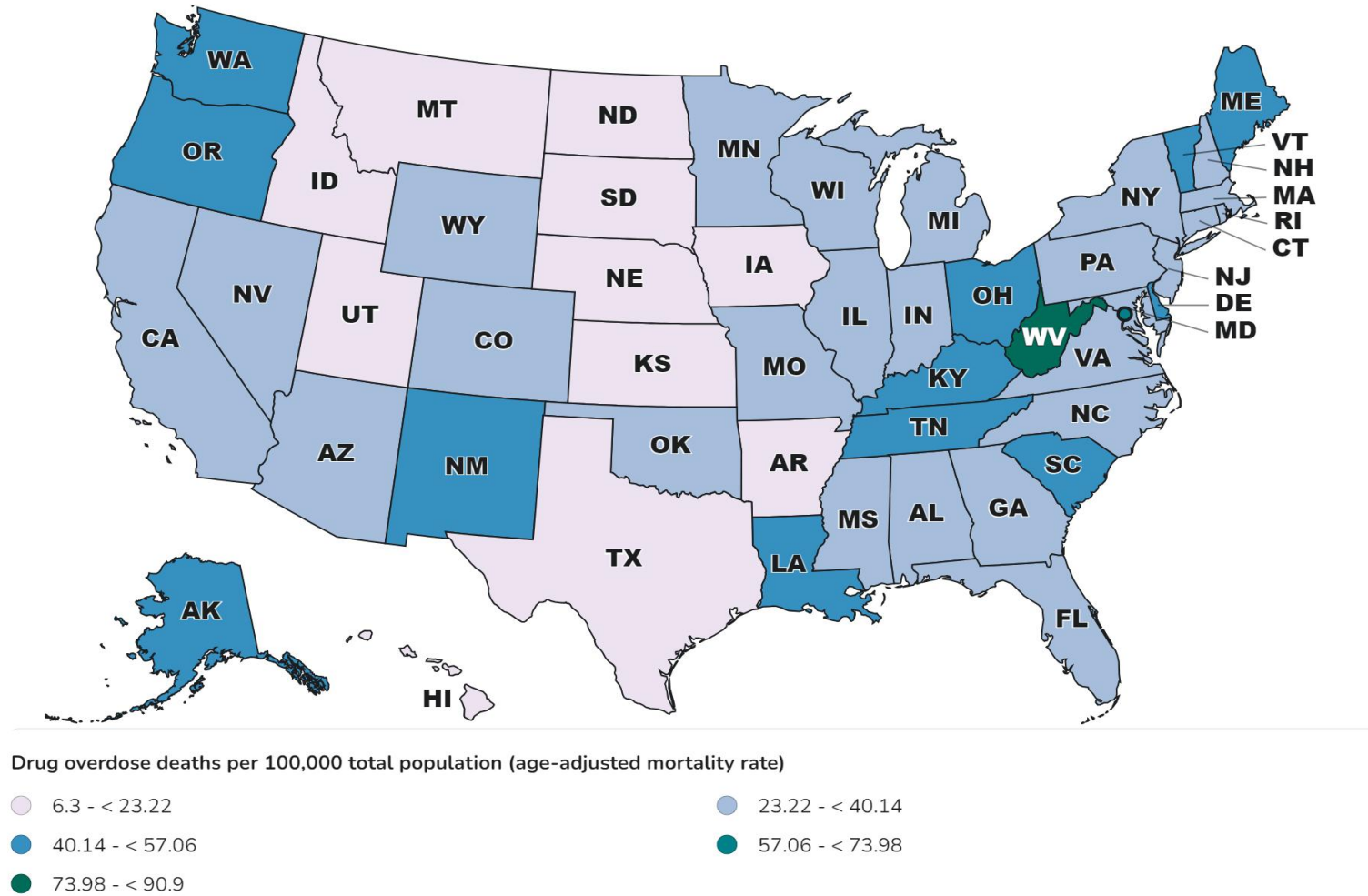
Provide a range of harm reduction services:

- Access to and disposal of sterile syringes and drug injection equipment
 - Using new sterile equipment each time is best practice
 - When individuals do not have access to sterile syringes, they reuse or share syringes which leads to infectious disease transmission and other health complications
- Naloxone distribution and overdose education
- HIV and Hepatitis C testing
- Hepatitis A and B vaccination
- Linkage to care & social services: Infectious disease, Primary care, SUD treatment, Housing, Food
- Education on safer use
- Wound care supplies

SUD Treatment & Overdose

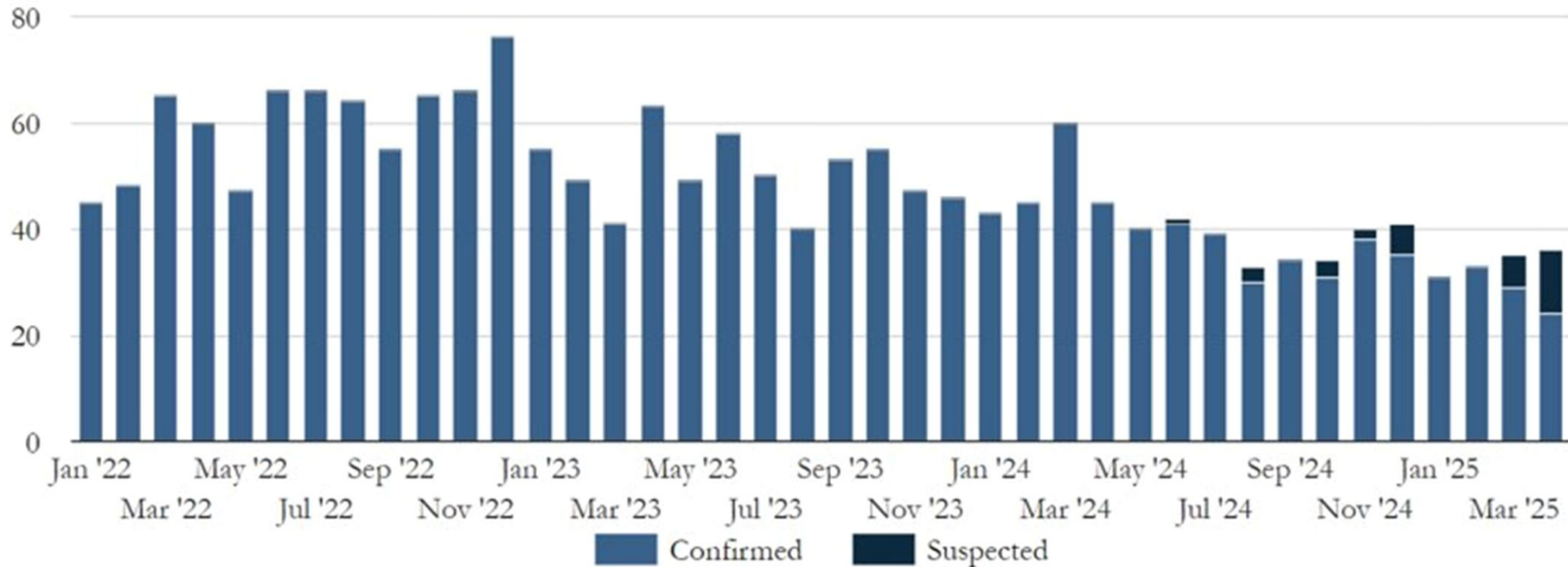
Overdose Rates in the U.S.

2023



Decrease in Overdoses in Maine

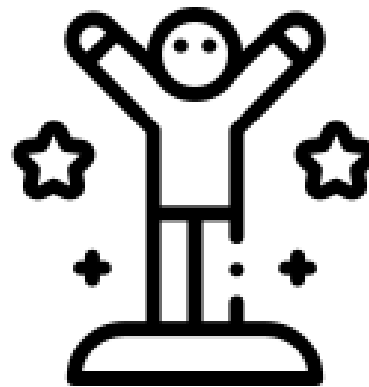
Figure 1. Number of Suspected and Confirmed Fatal Overdoses



SUD Treatment

Frequent users of SSPs are...

5 times more likely to
enter SUD treatment



~3 times more likely
to reduce or stop
using drugs

There is no data that suggest SSPs increase substance use.

Infectious Disease

HIV & HCV in Androscoggin County

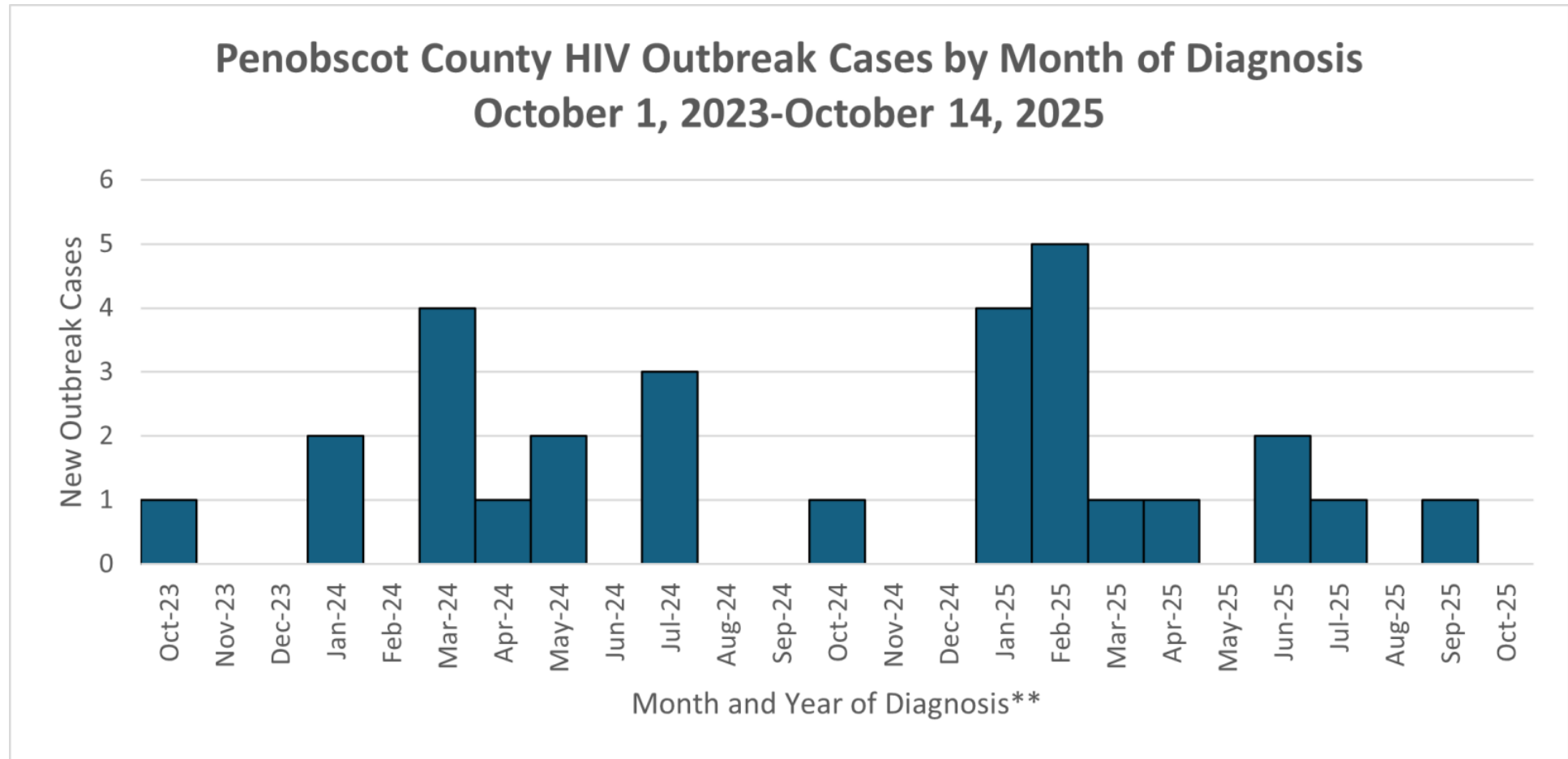
Selected Reportable Diseases in Maine YTD By County 2025 Q1-Q2																	
Grouped_Condition	Androscoggin	Aroostook	Cumberland	Franklin	Hancock	Kennebec	Knox	Lincoln	Oxford	Penobscot	Piscataquis	Sagadahoc	Somerset	Waldo	Washington	York	Total Cases
Hepatitis C, acute	2	0	6	2	0	6	1	0	3	6	0	0	2	3	0	4	35
Hepatitis C, chronic	40	25	116	2	14	37	25	5	22	81	4	5	17	15	17	57	482
HIV	4	0	8	0	3	2	2	1	1	14	0	0	0	0	2	3	40

Compared to
other counties:

4th highest

3rd highest

HIV Outbreak Penobscot County



Risk Factors for Acute Hepatitis C in Maine



60%

Were people who injected drugs



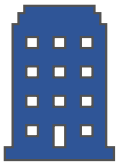
48%

Were people who used non-injection drugs



8%

Received an unlicensed tattoo prior to infection



9%

Had been incarcerated

Since 2019, Maine has been in the top 3 states for the highest rate of acute HCV in the U.S.

Baby Boomers

5%

Were born between 1945-1965

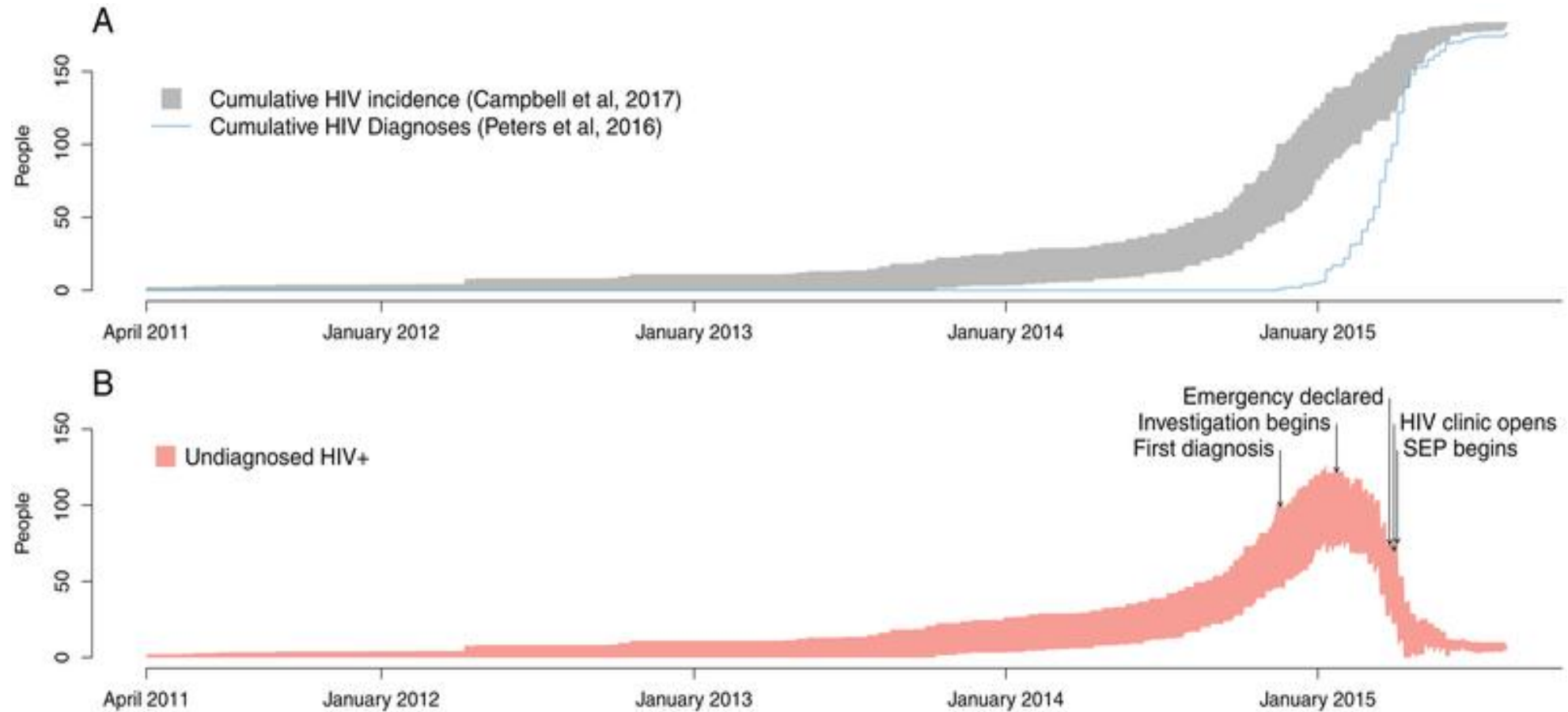
HIV, Hepatitis C, PWID, and Rurality

- People who inject drugs are at increased risk of HIV and hepatitis C.
- Living in a rural area increases the likelihood that someone will engage in riskier behavior, like reusing or sharing needles and/or works.
 - In Maine, a study shows that PWID in rural areas face various barriers to accessing SSPs and therefore are less likely to dispose of used syringes in sharps containers.
- Having services, like needle exchanges, accessible in communities increases the likelihood that individuals will participate in safer behavior.
 - It is an added benefit if these organizations are able to provide services like HIV and HCV rapid testing, naloxone distribution, and general education (safer injection practices, wound care, and SUD treatment programs).

Role of SSPs

- SSPs help reduce incidence of HIV and HCV by ~50%
 - By offering sterile syringes and injection drug equipment
 - By offering testing and linkage to care to catch health concerns early on
- Reduce health care costs
 - Estimated cost of treating one person living with HIV is about \$510,000 (lifetime)
 - Estimated cost of providing health care for people living with chronic HCV infection is \$15 billion annually

HIV Outbreak in Scott County, Indiana



Syringe Waste & Infectious Disease Transmission from Syringe Waste

Syringe Disposal

- SSPs provide safe syringe disposal
 - Study comparing two cities (one with an SSP, and one without) found that the city without an SSP had 8 times as many improperly disposed of syringes
 - Another study found that receiving syringes at an SSP = fewer improperly disposed syringes
- Key strategies include
 - Community clean-up
 - Education

Safe Disposal of Household Medical Sharps

Each year, thousands of Mainers use millions of syringes, pen needles and lancets or “sharps” to control medical conditions like diabetes, arthritis and allergies. Stockpiling used sharps in the home or improper disposal by throwing them in the trash or flushing them down the toilet puts you and your family, janitorial and solid waste staff, and the general public at risk for accidental and painful needle sticks that can lead to infection, tetanus and transmission of diseases.

If you or a loved one use sharps at home, you are allowed under Maine law to dispose of them in your household trash if you take the proper precautions to secure and label the container before doing so.

Homemade Household Sharps Containers



Make your own sharps container using a heavy puncture-proof plastic bottle – like for laundry detergent. Place sharps in the bottle and when it's full, seal it with the cap and heavy-duty tape, mark “Do Not Recycle” and simply place in your household trash.

Please Do...

- ☒ Clip needles with a proper device OR
- ☒ Place sharps in proper containers
- ☒ Label containers “DO NOT RECYCLE”
- ☒ Use heavy-duty tape to secure container lids

Please Do Not...

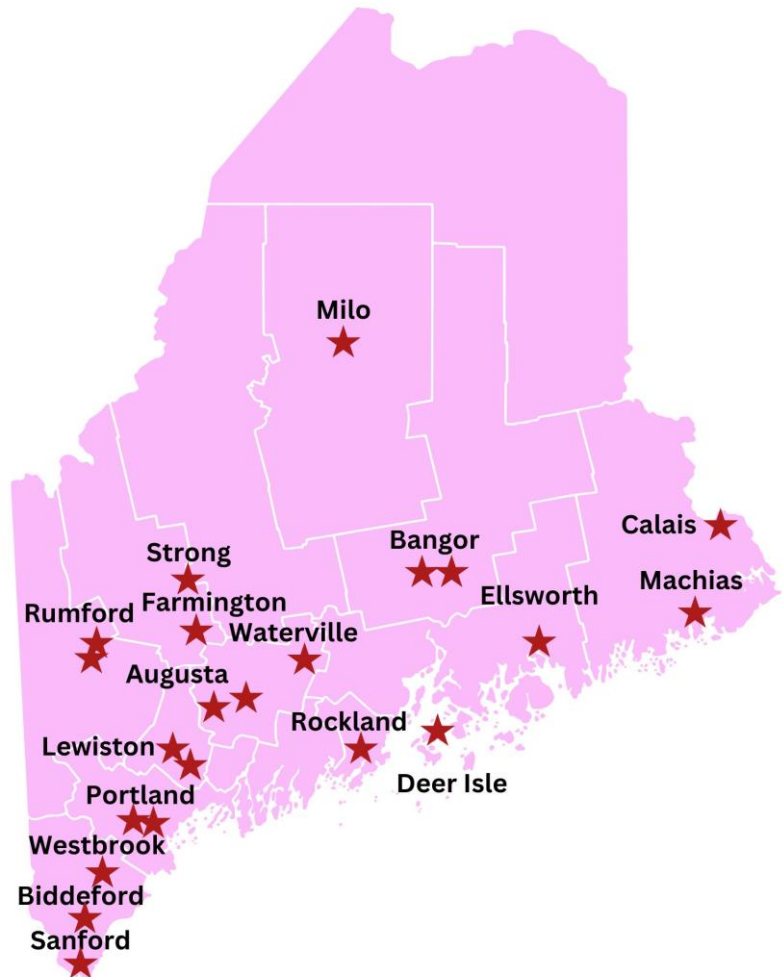
- ☐ Throw loose sharps into the trash or toilet
- ☐ Leave sharps anywhere they could injure someone
- ☐ Put containers of used sharps in with recycling
- ☐ Store used sharps in glass bottles, soda bottles, milk jugs, aluminum cans, coffee cans, or plastic bags

Transmission Risk from Needle Prick Injury

- If someone is accidentally pricked by a used syringe:
 - HIV transmission risk (if present) 0.3%
 - PEP (post-exposure prophylaxis medication) significantly reduces risk
 - Hepatitis B transmission risk (if present) depends on infection status of the individual that used the syringe and vaccine status of stick recipient
 - If individual with needle stick was NOT Hep B vaccinated:
 - If syringe user had active Hep B infection, acute Hep B risk as high as 31%
 - If syringe user had a latent (inactive) HBV infection, acute Hep B risk 1-6%
 - Risk of chronic HBV decreases with increase in age: <10% of adults with acute HBV develop chronic infection
 - Hepatitis C transmission risk (if present) 1.8%
 - >95% of Hep C infections can be cured with 8-10 weeks of oral medication

SSPs in Maine

Our SSP Partners

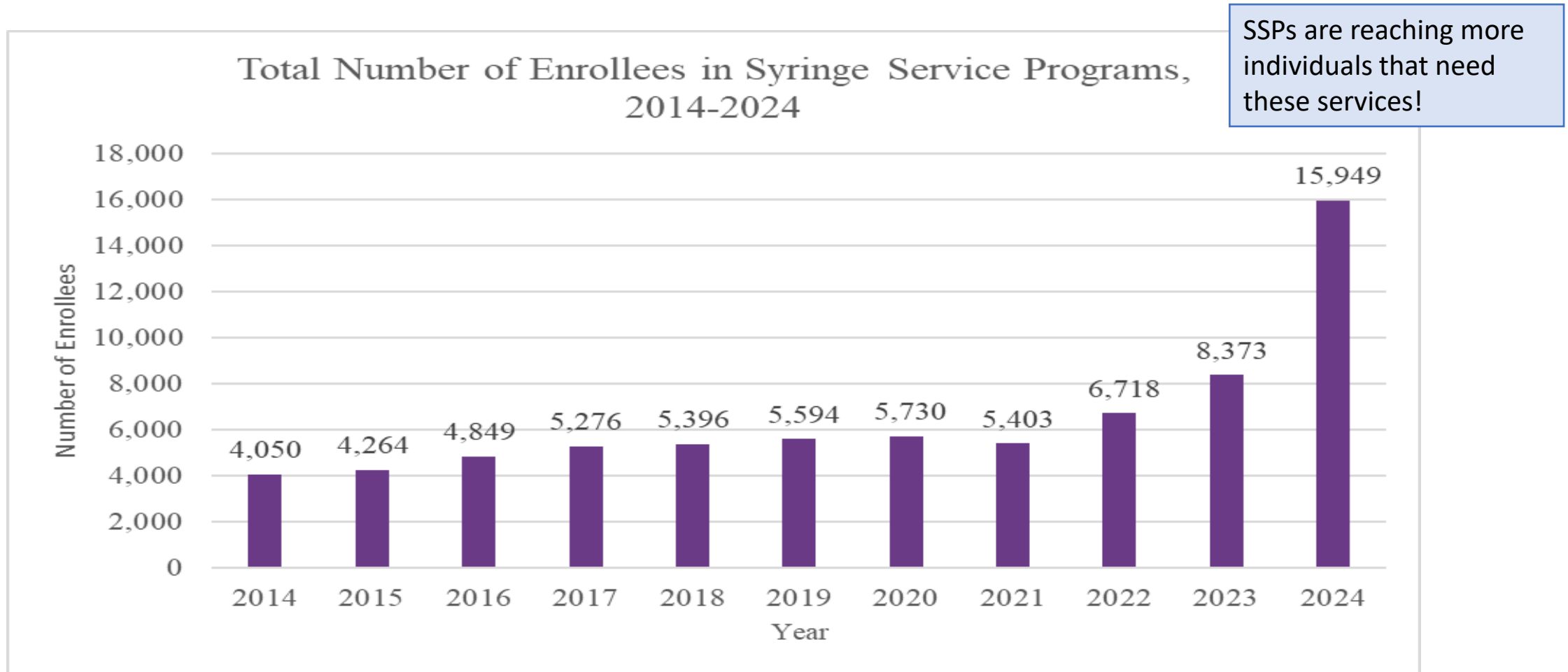


Organization	Site
City of Portland	Portland
Coastal Recovery Community Center	Rockland
Commonspace	Portland
Maine Access Points	Calais, Machias, Sanford, Rumford, Biddeford
MaineGeneral Medical Center	Augusta & Waterville
MaineHealth - Franklin County Syringe Exchange	Strong, Farmington, Livermore Falls (new)
Maine Recovery Access Project	Augusta
Needlepoint Sanctuary	Milo & Bangor
Opiate-Free Island Partnership	Deer Isle
Spurwink	Lewiston
Wabanaki Public Health & Wellness	Bangor

Types of SSPs in Maine

- As of 10/21/2025
 - Brick-and-mortar sites and mobile sites
 - Both are fixed locations
 - Mobile means site is not within a building (outside set up) and does not mean SSP can roam freely
- Revised rules (not yet in effect)
 - SSPs may operate within their approved municipality without needing new certification
 - Allows for true mobile approach
 - <https://www.mainelegislature.org/legis/bills/getPDF.asp?paper=HP0700&item=3&snum=132>

2024 Annual Report Enrollment

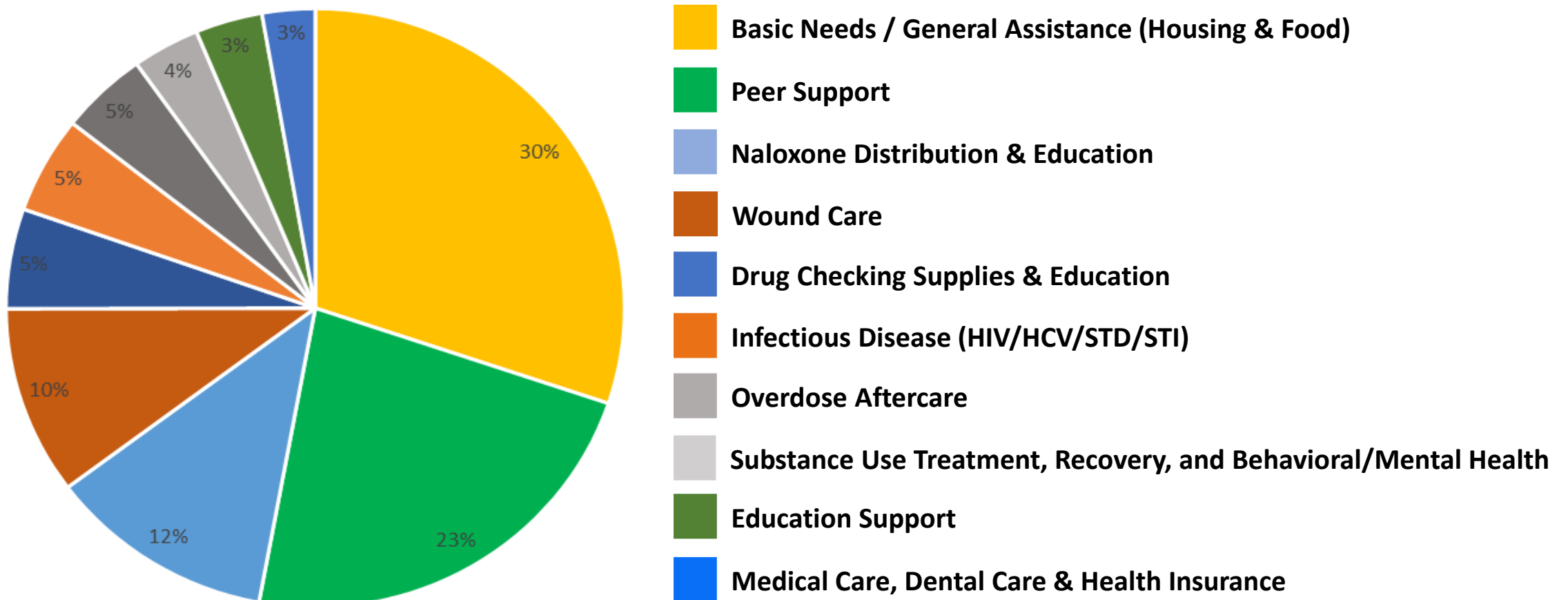


Syringe Exchange

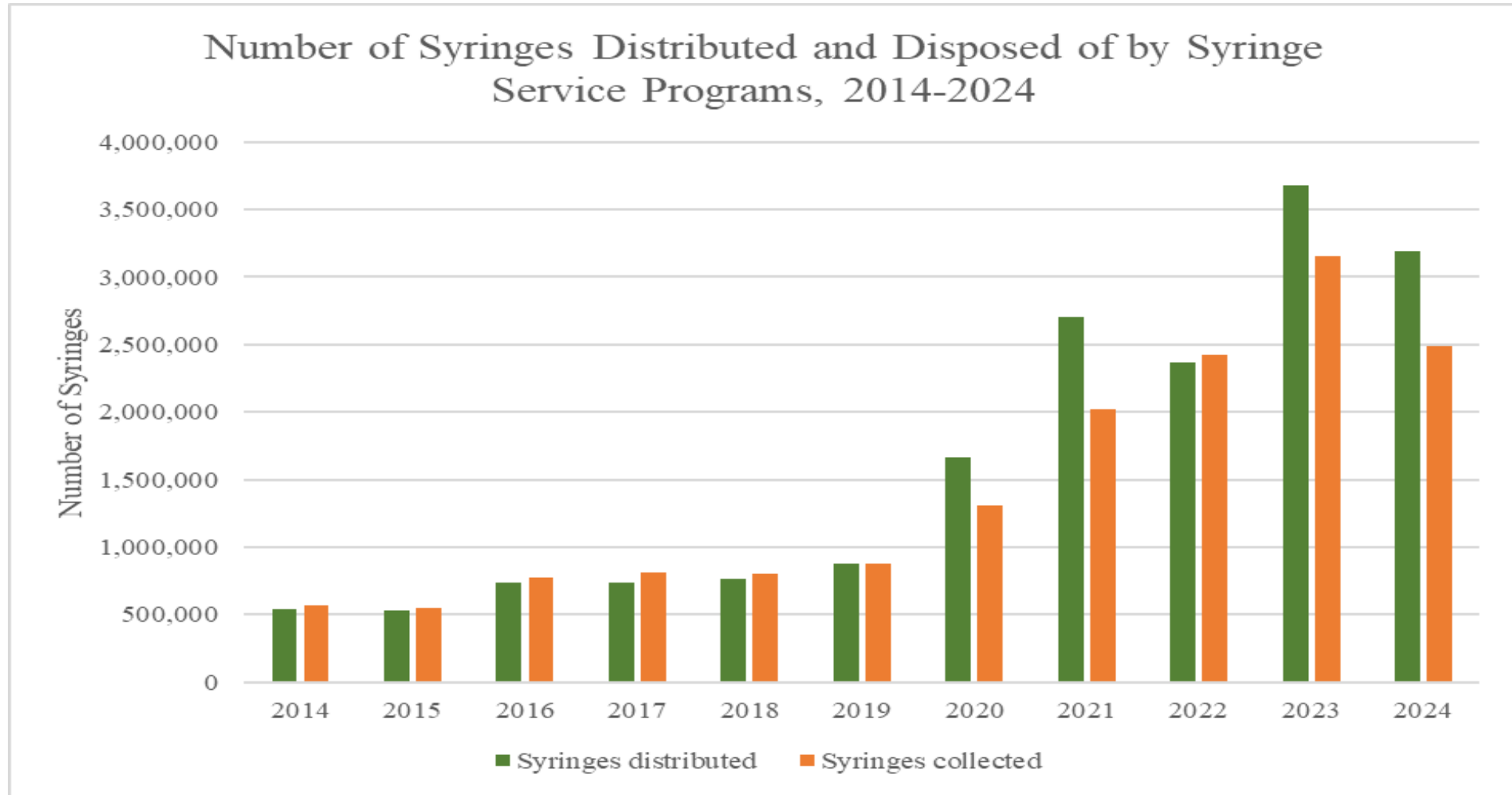
Recommended Best Practices (US CDC, others)	Reason (evidence based)	Practice in Maine
Needs-based syringe distribution	• Create trust and empowering • Decrease reusing and sharing syringes • Restrictive syringe exchange policies have been linked to HIV outbreaks • Evidence does not show this will increase unsafe syringe disposal • Important for rural communities	• 1:1+ (up to 100)

2024 Annual Report Referrals

Top 10 Referrals Made for Enrollees by Type, 2024



2024 Annual Report Syringe Exchange



Syringe Waste Concerns

- Concern of syringe waste throughout Maine
- Lewiston, Bangor, Portland have community sharps disposal containers
 - Barriers – location of containers may not be easily accessible or may be in locations that users may not feel safe accessing
- Portland has implemented a needle redemption program
 - Pilot program that has increased return rate
- Some municipalities (Bangor) and SSPs have call lines for syringe waste pick up on public property
 - Barrier – consistent funding and capacity
- SSPs distribute sharps containers for at home disposal
 - Barrier – containers are expensive

For More Information

- [National Hepatitis C Curriculum](#)
- [National Harm Reduction Coalition](#)
- [CDC Syringe Service Programs \(SSPs\)](#)
- [SAMHSA](#)
- [NASTAD](#)
- [Maine Office of Behavioral Health](#)
- [NEXT Distro](#)

Thank You

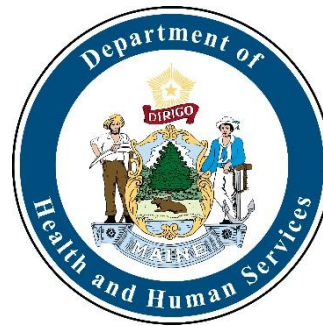
Anne Sites

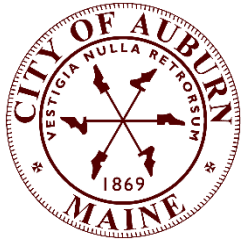
Anne.sites@maine.gov

HIVSTD.DHHS@maine.gov

207-592-3192

[Harm Reduction | Maine Center for Disease Control & Prevention](#)





City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: November 3, 2025

Subject: Executive Session pursuant to 1 M.R.S.A. Section 405(6) (C) to discuss an economic development matter.

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;

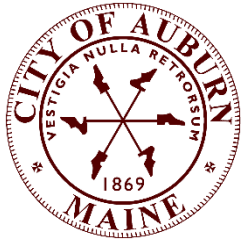
D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both 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: November 3, 2025

Subject: Executive Session pursuant to 1 M.R.S.A. Section 405(6) (A) for City Manager's quarterly evaluation.

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;

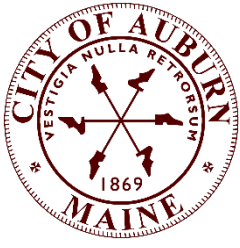
D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both 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: November 3, 2025

ORDER 100-11032025

Author: Emily F. Carrington, City Clerk

Subject: Appointment to the City's Ethics Panel

Information: Three terms on the City's Ethics Panel expire October 31, 2025. Per the City's Code of Ordinances, Sec. 2-111(a): "Two regular voting members and one alternate member of the ethics panel shall be appointed by the mayor with approval of a majority of the members of the city council, and one regular voting member and one alternate member of the ethics panel shall be appointed by the chair of the school committee with approval of a majority of the members of the school committee."

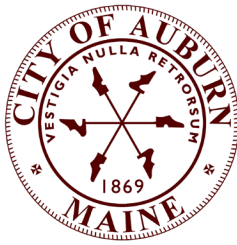
This order recommends Tara Paradie for appointment to one of the Member seats. The alternate position remains vacant at this time and the member appointment by the School Committee is pending action.

City Budgetary Impacts: N/A

Previous Meetings and History: N/A

City Manager Comments: *Philip Crowell Jr.*

Attachments: N/A



ORDER 100-11032025

City Council Order

IN COUNCIL

ORDERED, that Tara Paradie be appointed to the City of Auburn Ethics Panel as a Member for a term that expires October 31, 2028, as recommended by Mayor Harmon.

Richard S. Whiting, Ward One
Benjamin J. Weisner, Ward Four
Belinda A. Gerry, At Large

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

Stephen G. Milks, Ward Three
Adam R. Platz, At Large
Phillip L. Crowell, Jr., City Manager

Tara Paradie

City of Auburn ME | Generated 10/21/2025 @ 9:57 am by OnBoardGOV - Powered by ClerkBase

Status

Name Tara Paradie
Application Date 10/18/2025
Expiration Date 1/18/2026
Board Member **Tara Paradie**
Status Validated

Board	Vacancies	Status
Ethics Panel ::Member	0	Pending

Basic Information

Name
Tara Paradie
Are you presently serving on a City board or committee? If so, which one(s)?
Ethics

What is your ward?
3

Additional Information

Notes

Generated 10/21/2025 @ 9:57 am

Contact Information

Address
Auburn, ME
Yes, I am a resident
No
Email
tparadie@une.edu

Tara E. W. Paradie, PT, MSPT, DHSc

University of New England
Doctor of Physical Therapy Program, Westbrook College of Health Professions
716 Stevens Ave || Proctor Hall 208 || Portland, ME 04103-2670
Phone: (207) 221-4572 || Fax: (207) 523-1910 || tparadie@une.edu

EDUCATION

Drexel University, Philadelphia, PA

Doctor of Rehabilitation in Health Science, December 2022

College of Executive Coaching, Arroyo Grande, CA

Positive Psychology Wellness and Well-being Coach Certification, 2024
AMA National Board of Health and Wellness Certification, 2025

The Wharton School of the University of Pennsylvania, Philadelphia, PA

Leadership and Management Certificate
Badging: Leadership in 21st Century, Managing the Global Firm,
Strategic Management and Managing and Motivating Talent - 2020

Springfield College, Springfield, MA

1993-1994, Major: Physical Therapy
Master of Science in Physical Therapy, May, 1994

Springfield College, Springfield, MA

1989-1993, Major: Health Sciences/General Studies
Bachelor of Science, Cum Laude, May, 1993

LICENSURE INFORMATION/REGISTRATION NUMBER

Active: Maine	PT#1414	Licensed: 1994, Expires: 3/31/26
Inactive: New Hampshire		Licensed: 1996, Expired: 12/31/99

CERTIFICATIONS

CHSE – Certified Health Simulation Educator, 2025

NBC-HWC – National Board of Health and Wellness Coaches, 2025

APTA Credentialed Clinical Instructor Program – Train the Trainer Course, Level 1. October 15, 2023

APTA Credentialed Clinical Instructor Program renewal – Level 1, August 2023

APTA Credentialed Clinical Instructor Program - Level 2, June 17, 2021

CITI Training: Human Research, GCP and HIPS Initial 2018; (Record ID 26769339), 2018-2024

EMPLOYMENT

University of New England, Doctor of Physical Therapy Program, Portland, ME

Director of Clinical Education/Associate Professor	June 2021 - present
Assistant Director of Clinical Education	Nov 2016-June 2021
Lab Instructor – Adjunct Faculty	Aug 2009-Nov 2016

Proactive Pediatric Physical Therapy, Auburn, Maine

Pediatric School-Based Physical Therapist – practice owner	Aug 2000-Jan 2019
• Regional School Unit 16 - Pediatric school-based management of children with various diagnoses	
• Program Director of Aquatic-Based Interdisciplinary Pool Program	Aug 2003 – Jan 2019
• Regional School Unit 73 – Pediatric school-based physical therapist	Aug 2014 – Aug 2015
• MSAD 11 School System	Sept 2002 – May 2004

International Community Based Rehab (CBR) Programming, Tezpur/Delhi, India

- Baptist Christian Hospital – researcher, instructor, and practitioner bi-annually 2010 - present

Androscoggin Home Care and Hospice, Lewiston, Maine

- Pediatric care of medically fragile children, Early Intervention June 2014-Aug 2016
- Adult rehabilitation and end of life care Sept 1998- Jan 2001

At a Bend in the Road, Turner, Maine

- Physical therapy for children of adoption, foster, kinship families Jan 2013- Nov 2016
- Equine assisted physical therapy
- Level 1 AHA PATH hippotherapy training

Child Health Center Developmental Clinic, Auburn, Maine

- Early intervention team member/evaluator Nov 2007 – Jan 2009

University of Maine Orono, Orono, Maine

- Lecturer Sept 2002 – May 2003

HealthSouth Rehabilitation Hospital, Concord, NH

- Brain Injury Program Specialist Sept 1996 – Sept 1999
- Center Coordinator of Clinical Education (PT) Sept 1997 – Sept 1999

Notre-Dame College, Manchester, NH

- Professional Review Consultant Sept 1997 – Aug 1998

Boston University, Boston, MA

- Laboratory Instructor Jan 1997- Sept 1998

Huber Associates, P.A., Auburn, ME

- Outpatient staff physical therapist April 1995 – Aug 1996

Norway Convalescent Center, Norway, ME

- Staff physical therapist June 1994 – April 1995

SCHOLARSHIP

Drexel University – projected completion December 2022

Interdisciplinary Aquatic Program for Children with Disabilities: The Lived Experience of Related Service Providers, Special Educators, and Paraprofessional Staff

INVITED PRESENTATIONS

Paradie T, Benner A. Mini-FPLC: Charging Our Own Battery of Resilience – On Being a Master Adaptive Learner. Faculty Learning Collaborative, University of New England. 2025.

Paradie T, Benner A. Recharging Student Batteries: Building Adaptive Expertise. Interactive Faculty Development Session, University of New England. May 2025

Paradie, T, Bates-Withers, C. Interprofessional Curricular Development. Center to Advance Interprofessional Education and Practice, University of New England. 2025

Paradie, T and Woldentinsae. Enhancing Pediatric Rehabilitation in Ethiopia: The Role of Interdisciplinary and Holistic Approaches. Poster Presentation for Combined Sections Meeting of the APTA, Global Health Special Interest Group, February 14, 2025.

Benner A, LaPrino S, **Paradie T**, Steinbarger K. Master Adaptive Learner as Clinician and Educator. Clinical Educators Connect: Healthcare Profession Spotlight – Physical Therapy. Building-ME Network Webinar. 2024.

Paradie, T. and Benner, A. VIA Character Strengths – a didactic and clinical education tool supporting Therapeutic Alliance and self-reflection. ACAPT Educational Leadership Conference, Oakland, CA, October 29, 2024.

Paradie, T. and Calendrillo, M. Optimizing Regional Consortia: a Collaborative Restructuring. ACAPT Educational Leadership Conference, Oakland, CA, October 17, 2024.

Paradie, T. and Megna, C. International student placements yield research collaborations between directors of clinical education and clinical instructors. Poster Presentation for Combined Sections Meeting of the APTA, Global Health Special Interest Group, February 12, 2024.

Howman, J., Fagan, J., Konecne, J., Anderson, D., **Paradie, T.**, Scardillo, J., Bureau, M., Crouch, A. “Clinical Education Partnerships: Off to the Races.” 2023 Education Leadership Conference, Philadelphia, PA. October 13, 2023.

Paradie T. “Interdisciplinary Aquatic Program for Children with Disabilities: The Lived Experience of Related Service Providers, Special Educators, and Paraprofessional Staff.” 2023 MADSEC Fall Conference, Portland, Maine. October 20, 2023.

Paradie, T. “Pediatric Activity Diets as Provided by an Interdisciplinary Staff.” 2016 ME APTA Symposium, Portland, Maine. November 25, 2016

Paradie, T. “International Pediatric Physical Therapy in Rural Nations.” 2016 ME APTA Symposium, Portland, Maine. November 25, 2016

MEMBERSHIP IN SCIENTIFIC/PROFESSIONAL ORGANIZATIONS:

- American Council of Academic Physical Therapy (ACAPT)
Clinical Education Commission, 2023 – present
- National Consortium of Clinical Educators (NCCE) –Alexandria, VA
Academic Director At Large 2022 – 2023
- APTA Global Health Special Interest Group Nominating Committee – Alexandria, VA
Academy of Leadership and Innovation – 2023 - present
- Southern Maine Area on Aging, Biddeford, Maine
Advisory Council, 2021 - 2025
- American Physical Therapy Association (APTA), Alexandria, VA
Member, 1992 – present
 - Academy of Pediatric Physical Therapy 1994 – present
 - Academy of Physical Therapy Education 2012 - present
 - APTA Global Health Special Interest Group, Academy of Leadership 2012 – present

AWARDS, HONORS AND APPOINTMENTS

- M. Lisa Pagnucco Interprofessional Service Award, University of New England (2025)
In recognition of outstanding contributions to interprofessional simulation and innovation in healthcare education
- City of Auburn – Ethics Panel, Mayoral appointment, 2022 - 2025
- Humanitarian Service Award, Springfield College, 2017
Award granted to demonstrate appreciation for contribution of leadership of short term international medical teams to serve children with disabilities in Romania and rural India

SERVICE

University of New England, Portland, ME

- University Faculty Assembly Vice Chair – 2023 - present
- University Faculty Assembly Representative, 2019 – 2023
- University Faculty Assembly Global Affairs Committee, Chair, 2019 – present
- Interprofessional Simulation Project Team – 2024 - present
- Interprofessional Education Committee, Collaboration Across Campus, 2019 - present

University of New England, Westbrook College of Health Professions (WCHP), Portland, ME

- WCHP Committee on Excellence in Clinical and Community Service, 2016 – present
- Assessment Committee, Department of Physical Therapy 2020 – present
- Curriculum Committee, Department of Physical Therapy 2023 – present
- Student Development Committee, Department of Physical Therapy, 2017 – 2019

New England Consortium of Clinical Education, New England University Representation

- Chair, 2024 – present
- Member 2016 -present

Maine State American Physical Therapy Association (APTA), Portland, Maine

- Treasurer, 2023 - present
- Nominating Committee Chair, 2020 - 2023

SERVICE/VOLUNTEERISM

Auburn Public Library, Auburn, Maine

- Trustee board, 2001-present

Milestone Shelter, Portland, Maine

- Volunteer, 2018-2019

East Auburn Baptist Church

- Women's Mentorship Leader 2008 - 2016

International Service Learning/Medical Missions, Globally

- India 2010, 2014, 2019
- Ecuador, 2016
- Romania 2007, 2009

City of Auburn, Auburn, ME

- City Ethics Committee – Mayoral appointment, 2022-present
- School Board Elected Member, 2006-2008

American Red Cross, Lewiston, Maine

- Board of Trustees, 2004-2006

Springfield College, Springfield, MA

- Board of Trustees, Student Trustee 1993-1994
-

IN COUNCIL MEETING OCTOBER 20, 2025 VOL 38 PAGE 54

Mayor Harmon called the meeting to order at 7:00 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. All Councilors were present. Student Representatives Edwards and Abdulahi were absent.

I. Consent Items

1) ORDER 95-10202025* - Appointing Jennifer Kimble to the Auburn Housing Authority for a term that expires October 1, 2030, as nominated by the Appointment Committee.

2) ORDER 96-10202025* - Appointing Julia Bergeron-Smith to the Parks & Recreation Advisory Board for a term that ends September 30, 2027, as nominated by the Appointment Committee.

3) ORDER 97-10202025* - Appointing Philip Savignano to the Parks & Recreation Advisory Board for a term that ends September 30, 2027, as nominated by the Appointment Committee.

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

II. Minutes – October 6, 2025 Regular Council Meeting

Councilor Walker moved for passage, seconded by Councilor Cowan.

Motion passed 6-0-1 (Weisner abstained due to absence at the last meeting).

III. Communications, Presentations and Recognitions

IV. Open Session

Ron Deschene, Witham St, spoke about a stormwater drain that needs to be cleaned

V. Unfinished Business

1) ORDINANCE 07-10062025 - Amending Chapter 24, "Human Relations and Services", Article II, Sec. 24-23 of the City's General Assistance Program regarding annual adjustment of maximum benefits. Public hearing/second reading. ROLL CALL VOTE. Passage requires majority vote.

Councilor Gerry moved for passage, seconded by Councilor Walker.

There was no comment from the public. Public hearing was closed.

Motion passed 7-0 on a roll call vote.

VI. New Business

1) ORDER 98-10202025 – Regarding location of Lewiston-Auburn 911 Center. Passage requires majority vote.

Councilor Cowan moved for passage, seconded by Councilor Weisner. There was no comment from the public. Motion passed 7-0.

2) ORDER 99-10202025 – Adopting the updated Fund Balance Policy. Passage requires majority vote.

Councilor Walker moved for passage, seconded by Councilor Platz.

There was no comment from the public.

Motion passed 7-0.

VII. Reports

a. **Mayor's Report** - Mayor Harmon and staff attended MMA Annual Meeting in Bangor; recently met with Maine Waste to Energy Executive Committee; recognized manufacturing month and a recent tour of the Thos Moser facility; attended residential housing alliance organization meeting regarding landlords in the City; attended the Boys & Girls Club fall event; and recognized the SNRB and the Agriculture committee for hosting the local farm tours that occurred on Saturday.

b. **City Councilors' Reports** - Councilor Gerry addressed the federal government financial shutdown and the lack of food assistance benefits to residents as a result of the shutdown; encouraged the City to promote food boxes that could be donated to for those in need. Councilor Whiting stated that Maine Mill has a new exhibit that opens today. Councilor Cowan attended a preview from NPR Ken Burns American Revolution series at ELHS Auditorium and recognized the Boys & Girls Club fall event; homelessness committee will be meeting this week at the Resource Center. Councilor Milks noted a sewer meeting tomorrow and noted vacancies for anyone who would like to serve. Councilor Walker reminded the public of the Halloween event held in New Auburn on Sunday. The Age Friendly Community Committee will be hosting a Thanksgiving Dinner at noon on Thanksgiving Day, registration is required. Councilor Platz gave an update on the School Department's use of excess Fund Balance; some of the fund balance excess was transferred to facility projects. Noted an upcoming ELHS football game against Bangor.

c. **Student Representative Report** - None.

IN COUNCIL MEETING OCTOBER 20, 2025 VOL 38 PAGE 56

d. **City Manager Report** - Commented on the federal budget shutdown; the City is monitoring this. Several events have occurred; Household Hazardous Waste event occurred on Saturday; Fire Open House was held on Saturday for Fire Prevention Week, and Sandbuckets for Seniors; parade entries for the Auburn Christmas parade are being requested.

e. **Quarterly Finance Report** – Kelsey Earle, Finance Director - Presented the Quarterly Finance Report. This format will allow the City to track trends over time. There are no areas of concern.

Councilor Walker moved to accept the Finance Report, seconded by Councilor Weisner. Motion passed 7-0.

VIII. Open Session

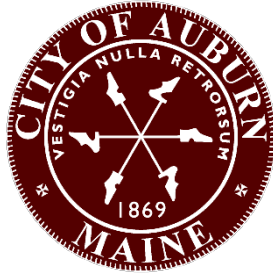
IX. Executive Session

X. Adjournment

Councilor Weisner moved to adjourn, seconded by Councilor Platz. Motion passed 7-0. Council adjourned at 7:35pm.

A TRUE COPY ATTEST

Emily F. Carrington, City Clerk



PROCLAMATION | **EXTRA MILE DAY**

WHEREAS, Auburn, Maine is a community which acknowledges that a special vibrancy exists within the entire community when its individual citizens collectively “go the extra mile” in personal effort, volunteerism, and service; and

WHEREAS, Auburn is a community which encourages its citizens to maximize their personal contribution to the community by giving of themselves wholeheartedly and with total effort, commitment, and conviction to their individual ambitions, family, friends, and community; and

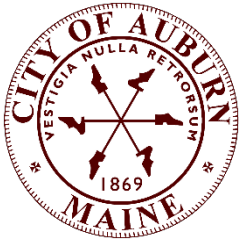
WHEREAS, Auburn is a community which chooses to shine a light on and celebrate individuals and organizations within its community who “go the extra mile” in order to make a difference and lift up fellow members of their community; and

WHEREAS, the City of Auburn acknowledges the mission of Extra Mile America to create 550 Extra Mile cities in America and is proud to support “Extra Mile Day” on November 1, 2025.

NOW THEREFORE, I Jeffrey D. Harmon, Mayor of the City of Auburn, do hereby proclaim November 1, 2025, to be Extra Mile Day. I urge each individual in our community to take time on this day to not only “go the extra mile” in his or her own life, but to also acknowledge all those who are inspirational in their efforts and commitment to make their organizations, families, community, country, or world a better place.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Auburn, Maine to be fixed this 3rd day of November, 2025.

Mayor Jeffrey D. Harmon



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: November 3, 2025

ORDER 101-11032025

Author: Emily F. Carrington, City Clerk

Subject: Public hearing for license approval – OTTO Pizza Auburn

Information: Golden Crust Auburn LLC D/B/A OTTO Pizza Auburn, 730 Center Street, has applied for a food establishment license to include on-premise alcohol (beer, wine, spirits). This establishment is reopening under new ownership since it closed in July 2025. As required by State law, the initial application from BABLO is attached which requires public hearing and approval by the municipal officers. A legal ad was published in the SunJournal newspaper as required.

City Budgetary Impacts: N/A

Previous Meetings and History: N/A

City Manager Comments: *Phillip Crowell Jr.*

Attachments: N/A



Application Copy

File Number: 109239

Job Type: New Application

LICENSE TYPE

On-Premises: Beer, Wine & Spirits

APPLICATION DATE RECEIVED

2025-10-22

SECONDARY LICENSE(S)

None selected

LICENSEE LEGAL NAME

Golden Crust Auburn LLC

LICENSEE TYPE

Limited Liability Company

DOING BUSINESS AS

OTTO Pizza Auburn

CORPORATE NUMBER

202601860DC

INCORPORATION DATE

2025-09-04

CORRESPONDENCE ADDRESS

730 Center St Auburn ME 04210

MAILING ADDRESS

PHYSICAL ADDRESS

CONTACT NAME

Brian Conlin

PREFERRED CONTACT METHOD

Email

CONTACT PHONE

(904) 347-6785

ALTERNATE PHONE

FAX

EMAIL

brianc@ottoportland.com

CORPORATE STRUCTURE

NAME	POSITION/TITLE	PARENT COMPANY	% INTEREST
Brian Conlin	Managing Partner	Golden Crust Auburn LLC	50
Remon Gergis	Managing Partner	Golden Crust Auburn LLC	50

ADDITIONAL INFORMATION

MANAGED BY AGENT

No

PREMISES TYPE

Class A Restaurant

PREMISES NAME

OTTO Pizza Auburn

OPERATOR

Brian Conlin, Remon Gergis

PHYSICAL ADDRESS

730 Center St Auburn ME 04210

MAILING ADDRESS

730 Center St Auburn ME 04210

CONTACT NAME

Brian Conlin

PREFERRED CONTACT METHOD

Email

CONTACT PHONE

(904) 347-6785

ALTERNATE PHONE

FAX

EMAIL

brianc@ottoportland.com

QUESTIONS

On-Premises: Beer, Wine & Spirit

1. Is your business (including any DBA) registered and in good standing with the Maine Secretary of State?

Answer "No" if you are a Sole Proprietor.

Yes

39-4150043

2. What is your expected start date?

11/1/2025

3. Has/have applicant(s) formerly held a Maine liquor license?

Yes

CAR-25-110211 OTTO Sanford 1299 Main St Sanford ME 04073

CAR-23-106308 OTTO Brunswick 15 Cushing St Brunswick ME 04011

4. Does the licensee or applicant(s) have any interest in any other Maine Liquor License?

Yes

CAR-25-110211 OTTO Sanford 1299 Main St Sanford ME 04073
CAR-23-106308 OTTO Brunswick 15 Cushing St Brunswick ME 04011

5. Is the applicant/licensee an individual, partnership, or association?
(Not a corporation or LLC)

No

6. Are all licensees/applicants residents of the State of Maine?

Yes

7. Is your license for a club with a membership?

No

8. Is your license application for Vessel Corporation?

No

9. Do you have a valid and current health license issued by Maine Department of Health and Human Services OR the Department of Agriculture?"

No

- 10 Do you have a license from the Office of the State Fire Marshal?
Contact (207) 626-3870 to determine whether licensure is necessary.
No
- 11 Will any law enforcement officer directly benefit financially from this license, if issued?
No
- 12 Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.
No
- 13 Is the licensee/applicant(s) directly or indirectly giving aid or assistance in the form of money, property, credit, or financial assistance of any sort, to any person or business entity holding a liquor license granted by the State of Maine?
No
- 14 What is the full name and date of birth of the person managing this premises?
Brian Conlin
REDACTED
- 15 Has any of the listed applicants, an immediate family member of an applicant, or an employed manager been denied a liquor license or had a liquor license revoked within the last 5 years?
No
- 16 Is any of the listed applicants the spouse, father, mother, child or other immediate family member of a person whose liquor license has been revoked or denied in the last 6 months?
No

17 Has any licensee/applicant or employed manager ever been convicted of any violation of the liquor laws in Maine or any State of the United States within the last 5 years?

No

18 Has the licensee/applicant(s) or manager ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States?

No

19 Does the licensee/applicant have any arrangement such as a lease where rent is based on sales, an agreement where another party receives a portion of the revenue or profits from the business, or a right to acquire an ownership interest in the business?

No

20 At which address are your business records located?

730 Center St
Auburn ME 04210

21 What will be your business hours? Please indicate each day's open and close times.

Sunday through Saturday 11AM-10PM

22 Please provide the name and distance from the premises to the nearest school, school dormitory and place of place of worship, measured from the main entrance of the premises to the main entrance of the school, school dormitory and place of worship by the ordinary course of travel.

St Dominic Academy 0.6 miles

23 Is your application for a Hotel or Bed & Breakfast?

No

24 Do you have a food menu?

Yes
(document uploaded)

25 How many seats do you have? Include indoor and outdoor seating.

70

26 How many bathrooms do you have available to the public?

5 toilets

DOCUMENTS

TYPE	FILE NAME	DESCRIPTION
Supplemental Ownership Form	102 Supplemental Ownership Form and Affidavit-2.pdf	Supplemental Ownership Form
Food Menu	OTTO-Sanford Menu_V1 [91] (1).pdf	Sample Food Menu from our other location
Premises Floor Plan	auburn dining room layout.pdf	Dining Room Floor Plan w/ Bar

APPLICANT

Brian Conlin

DECLARATION

- ☒ I certify that I am the applicant as described in this application, or that I am duly authorized to submit this application on the applicant's behalf.

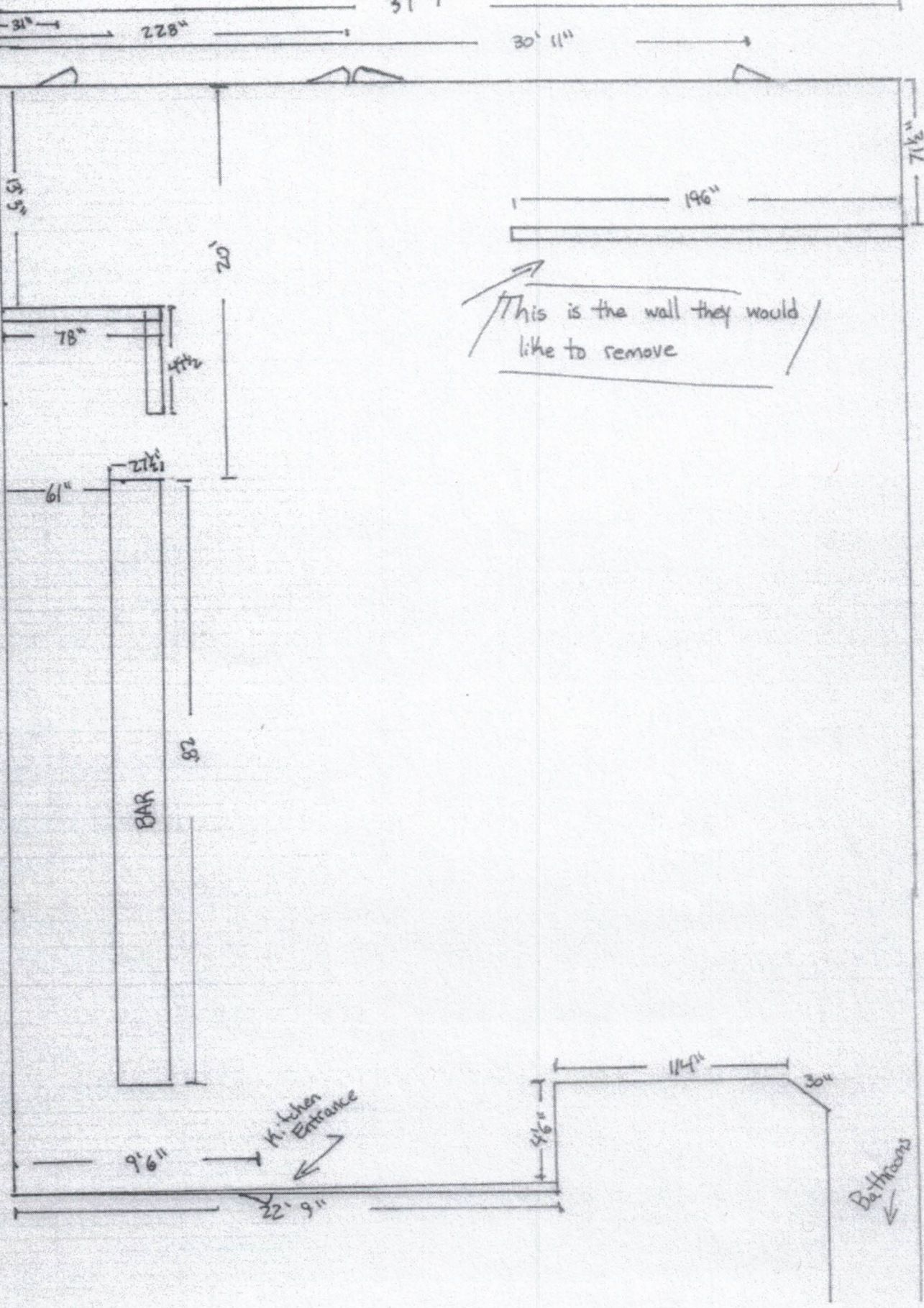
All information provided in this application is accurate and correct. I understand that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

2-71x83

3-36x83
Ceilings

37' 7"

7' 10"



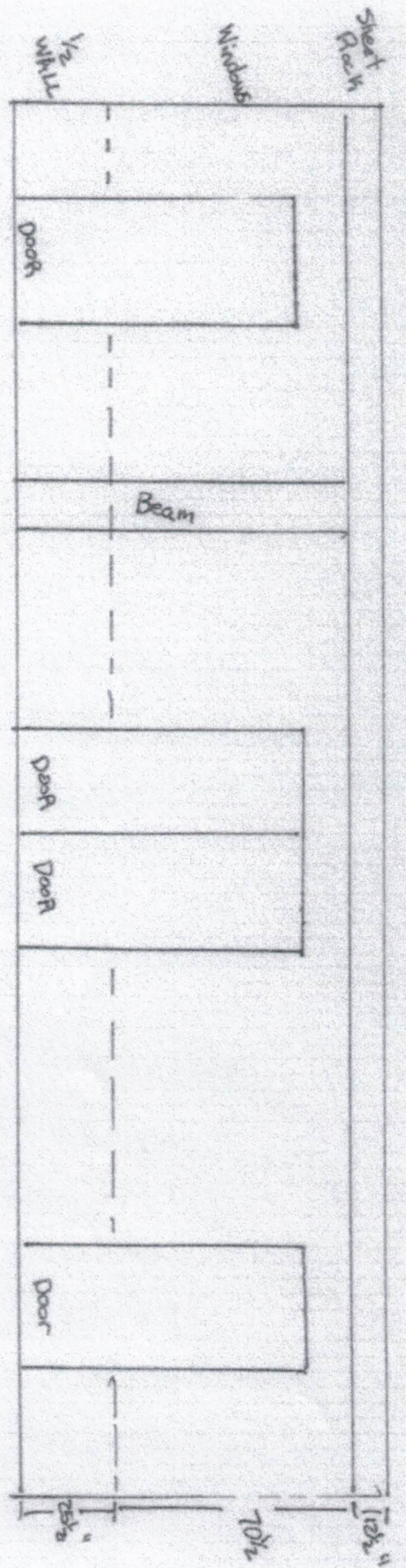
This is the wall they would like to remove

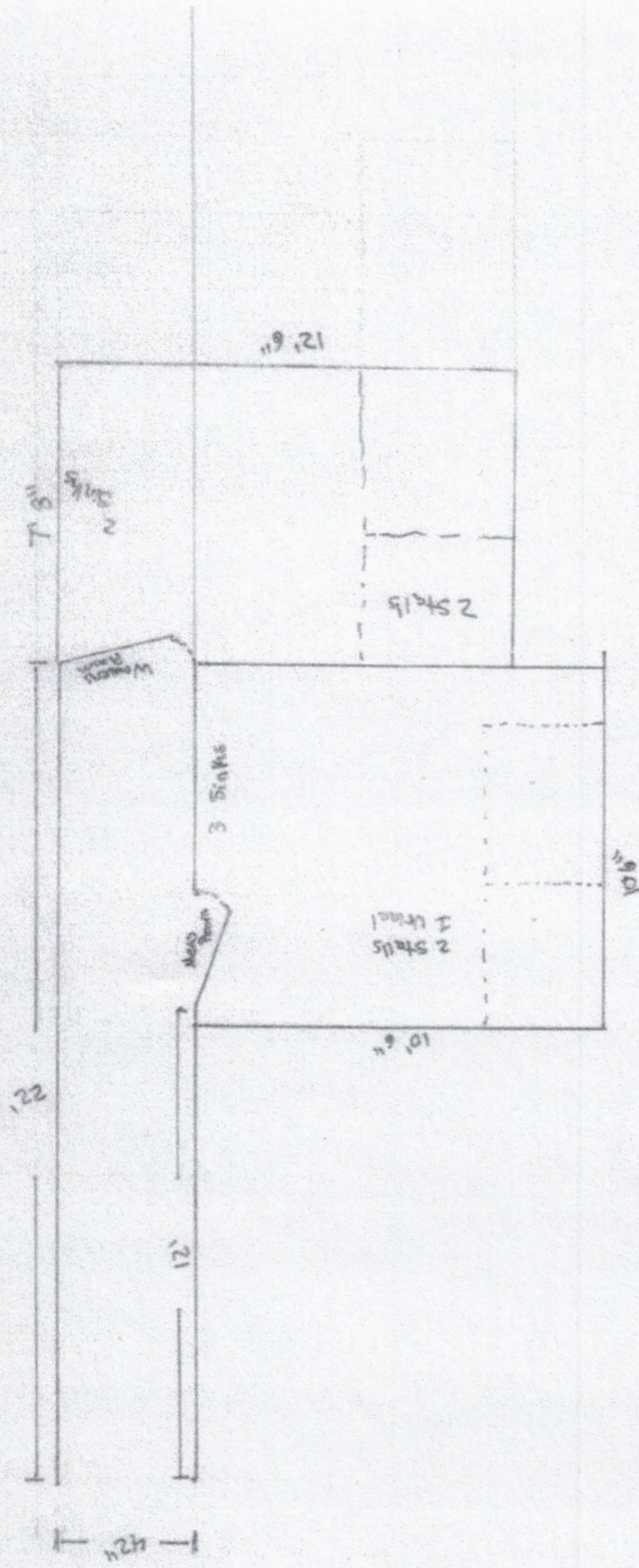
BAR

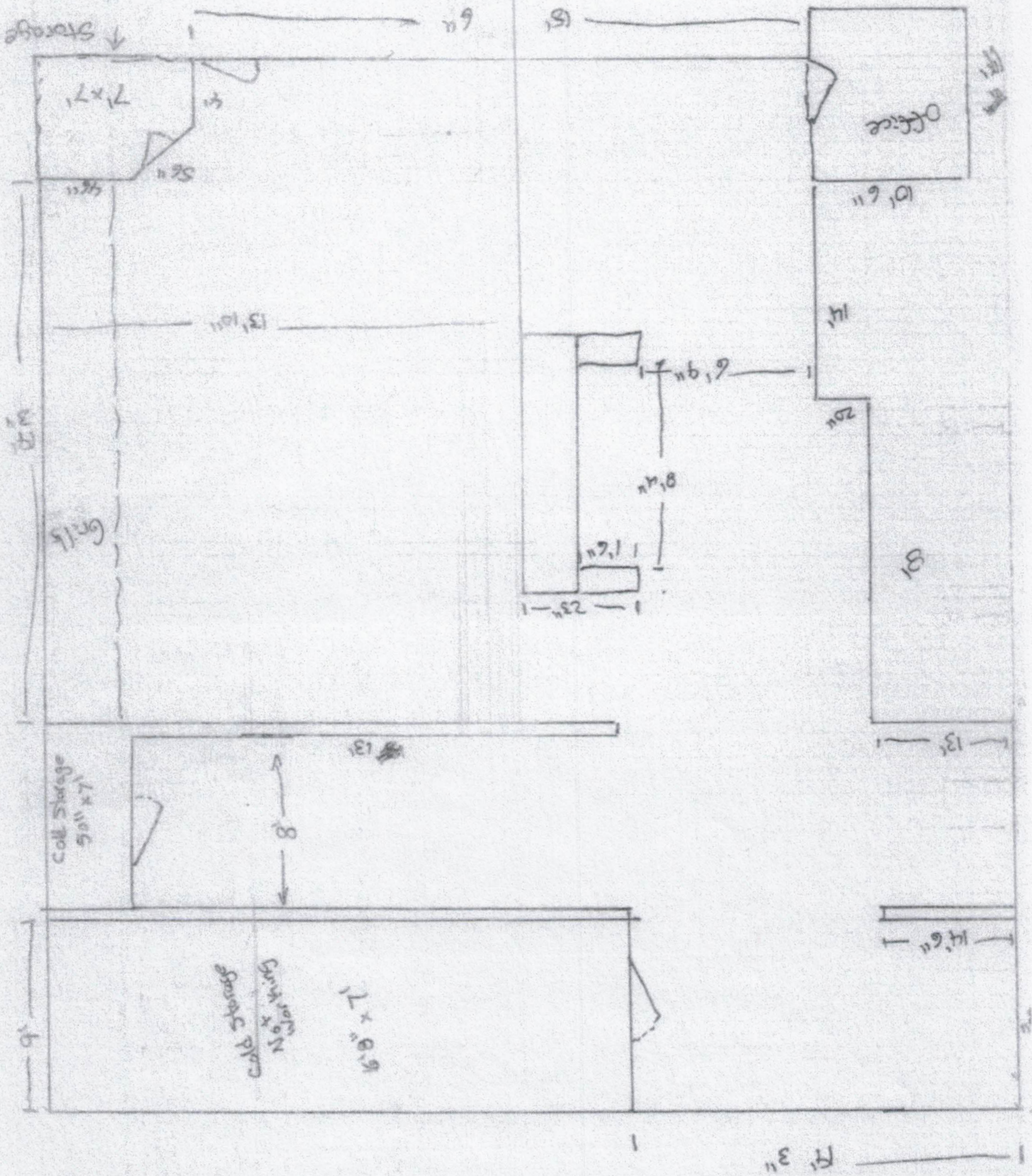
Kitchen Entrance

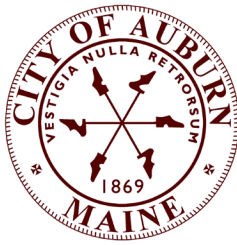
Bathrooms

BUILDING FACE









ORDER 101-11032025

City Council Order

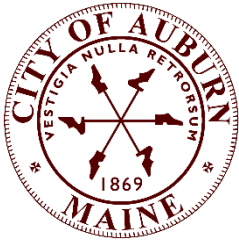
IN COUNCIL

ORDERED, that Golden Crust Auburn LLC, D/B/A OTTO Pizza Auburn, 730 Center Street, be granted an on-premise liquor license and that the City Clerk is hereby authorized to sign on behalf of the municipal officers approval of the application.

Richard S. Whiting, Ward One
Benjamin J. Weisner, Ward Four
Belinda A. Gerry, At Large

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

Stephen G. Milks, Ward Three
Adam R. Platz, At Large
Phillip L. Crowell, Jr., City Manager



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: November 3, 2025

ORDER 102-11032025

Author: Eric J. Cousens, Public Services Director

Subject: Temporary Police Criminal Investigations Office at 95 Main Street

Information: City Ordinance allows for public safety services in the T-5.2 Downtown City Center Form-Based Code District if they provide a community impact and needs analysis with review and approval from the City Council or its designee. The impacts of the facility at 95 Main Street are temporary and minimal. The attached Needs and Impacts Statement describes the limited office use by police detectives and the need for temporary space while the E-911 Dispatch Center displaces the current police office use during construction of the new Public Safety Facility at 550 Minot Avenue.

City Budgetary Impacts: Temporary as part of the new Public Safety Facility construction. Costs will be shared/offset as part of the E-911 arrangement.

Staff Recommended Action: Approve the Temporary Needs and Impacts Analysis.

Previous Meetings and History: None specifically for this site.

City Manager Comments: I concur with the recommendation. Signature: *Philip Crowell Jr.*

Attachments: Temporary Needs and Impacts Analysis, Order



Auburn Police Department

Jason D. Moen | Chief of Police

Timothy A. Cogle | Deputy Chief of Police

auburnmaine.gov | 207.333.6650

60 Court Street | Auburn, Maine 04210

MEMORANDUM

Date: October 28, 2025
To: Mayor Harmon and City Council Members
From: Chief Jason D. Moen 

RE: COMMUNITY IMPACT AND NEEDS ANALYSIS - TEMPORARY POLICE
CRIMINAL INVESTIGATIONS OFFICE AT 95 MAIN STREET

City Ordinance allows for public safety services in the T-5.2 Downtown City Center Form-Based Code District if they provide a community impact and needs analysis with review and approval from the City Council or its designee. This letter supplements the Planning Board's required information for Site Plan Review to address the impacts and needs for the facility. The Planning Board will consider this information and your response at their November Meeting.

The impacts of the facility at 95 Main Street are temporary and minimal. The site was previously used as an office for General Assistance and Business and Community Development Department Services. No changes are proposed to the site, and we anticipate the use to start in November of 2025 and continue into 2028. This timeline was driven by the recent City Council decision to use the current Criminal Investigations office location for a Lewiston/Auburn 911 Dispatch center, which will displace Criminal Investigations personnel until the Public Safety facility at 550 Minot Avenue is completed.

No site changes are proposed. The Site Plan Review criteria compliance list and supplemental information is provided below. The site will continue to provide for:

Protection of adjacent areas against detrimental or offensive uses on the site by provision of adequate surface water drainage, buffers against artificial and reflected light, sight, sound, dust, and vibration; and preservation of light and air:

Response: No changes are proposed at the site, and the use will occupy existing office space. Parking and access to City Hall will remain as it has been.

Convenience and safety of vehicular and pedestrian movement within the site and in relation to adjacent areas:

Response: No changes are proposed at the site, and the use will occupy existing office space. Parking and access to City Hall will remain as it has been.

Adequacy of the methods of disposal for wastes:

Response: Public water and sewer are available and adequate to meet the facility needs. Existing dumpsters are provided onsite for solid waste disposal.

Protection of environmental features on the site and in adjacent areas:

Response: The existing site layout addressed these concerns, and no changes are proposed.

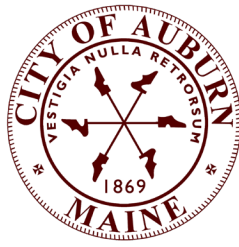
Needs and Impacts Assessment for Temporary Use of Office Space at 95 Main St.:

This assessment outlines the temporary use of the existing office space at 95 Main St. for police criminal investigations purposes. The use of this space will be temporary, and parking will continue to be provided at the Auburn City Hall parking garage.

The traffic to and from the site will be reduced compared to the previous use by the Business and Community Development Office and General Assistance Services. There will be no emergency response operations conducted from this site, ensuring no impacts to the public.

In preparation for the start of construction of the new public safety building at 550 Minot Ave, equipment and staff for the E-911 Dispatch center will begin relocating to Auburn Hall, displacing Criminal Investigations personnel. Construction of the public safety facility is expected to take 18-24 months. Therefore, the use of 95 Main Street as a temporary criminal investigations office is anticipated to conclude by mid-2028. Police patrol and front office services will remain at Auburn Hall where they are currently located.

We are excited about the improvements in Police Department operations and safety associated with the new public safety building. Thank you for your consideration in supporting the use of 95 Main Street as a temporary Public Safety Office, enabling the construction of the Public Safety Building while ensuring that residents continue to have access to police response and protection.



ORDER 102-11032025

City Council Order

IN CITY COUNCIL

ORDERED, that the City Council hereby approve the Temporary Needs and Impacts Analysis for 95 Main Street, Fourth Floor, to be utilized as a temporary and limited Public Safety Facility for the City of Auburn Police Department Criminal Investigations Office during the construction of the Public Safety Building on Minot Avenue beginning in November of 2025 through 2028.

Richard S. Whiting, Ward One
Benjamin J. Weisner, Ward Four
Belinda A. Gerry, At Large

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

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