



**City Council Workshop & Meeting  
September 21, 2020  
Agenda**

**This City Council workshop and meeting will be conducted in Council Chambers. We encourage citizens to participate, attendees will gather in the Community Room and watch the livestream of the meeting.** The meeting will be broadcast as usual on Great Falls TV (cable channel 1302) and on the City of Auburn [YouTube](#) channel.

**If you are attending and wish to offer public comment during the meeting,** you can walk across to the hall to the council chambers and address the city council during the public comment session at the podium.

We will continue taking public comment in writing for those who are not comfortable attending a public meeting at this time, please send your remarks via email to: [comments@auburnmaine.gov](mailto:comments@auburnmaine.gov). Your comments will be included in the meeting minutes.

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

- A. Housing Growth (Part 2) – Eric Cousens (30 minutes)
- B. Adopting the General Assistance New Maximums – Holli Olivier (15 minutes)
- C. Appointment Committee Process – Councilors MacLeod & Boss (30 minutes)

**7:00 P.M. City Council Meeting** - Roll call votes will begin with Councilor Gerry

**Pledge of Allegiance**

- I. **Consent Items** – None
- II. **Minutes** – September 8, 2020 Regular Council Meeting
- III. **Communications, Presentations and Recognitions**
  - Community Little Theater Communication (placed on file)
  - Covid-19 and Recovery Update – Phil Crowell, Matt Fifield, and Marc Gosselin
  - Council Communications (about and to the community)
- 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**
  - 1. **Order 102-09082020 - Second Reading**  
Approving the discontinuance of Butler Hill Road.

**VI. New Business**

- 1. Order 105-09212020**  
Approving the renewal of the Auto Graveyard/Junkyard permit for Don's No Preference Towing, dba Morris Auto Parts located at 940 Washington St. N.
- 2. Order 106-09212020**  
Approving the renewal of the Auto Graveyard/Junkyard permit for Isadore T. Miller Co., a Division of Schnitzer NE located at 78 & 80 Hotel Road
- 3. Order 107-09212020**  
Approving the renewal of the Auto Graveyard/Junkyard permit for M & P Auto located at 227 Merrow Road.
- 4. Order 108-09212020**  
Approving the renewal of the Auto Graveyard/Junkyard permit for Prolerized New England Company, LLC located at 522 Washington St. N.
- 5. Order 109-09212020**  
Approving the renewal of the Auto Graveyard/Junkyard permit for Randy's Auto Parts located at 899 Broad Street.
- 6. Order 110-09212020**  
Appointing Dana Staples as full member of the Planning Board with a term expiration of 01/01/2023.
- 7. Order 111-09212020**  
Appointing Amy Dieterich to serve on the Conservation Commission with a term expiration of 6/1/2023.
- 8. Order 112-09212020**  
Appointing Jo Sharpe to serve on the CDBG (Community Development Block Grant) Loan Committee with a term expiration of 10/01/2021.
- 9. Order 113-09212020**  
Re-appointing Sally Gagne to serve on the Age Friendly Committee, with a term expiration of 6/1/2023.
- 10. Order 114-09212020**  
Re-appointing Diane Vincent to serve on the Age Friendly Committee, with a term expiration of 6/1/2023.
- 11. Order 115-09212020**  
Re-appointing Alfreda Fournier to serve on the Age Friendly Committee, with a term expiration of 6/1/2023.
- 12. Order 116-09212020**  
Appointing Joshua Daigle to serve on the Complete Streets Committee with a term expiration of 1/1/2022.

- 13. Order 117-09212020**  
Appointing Buck Buchanan to serve on the Board of Assessment Review, as full member, with a term expiration of 10/01/2025.
- 14. Order 118-09212020**  
Appointing Adam Lee to serve on the Board of Assessment Review, as full member, with a term expiration of 10/01/2024.
- 15. Order 119-09212020**  
Re-appointing Misty Edgecomb to the Parks & Recreation Advisor Board with a term expiration of 10/1/2022.
- 16. Order 120-09212020**  
Re-appointing Rick Martel to the Parks & Recreation Advisor Board with a term expiration of 10/1/2022.
- 17. Order 121-09212020**  
Re-appointing Suzanne Roy to the Parks & Recreation Advisor Board with a term expiration of 10/1/2022.
- 18. Order 122-09212020**  
Appointing Haley Warden to the Parks & Recreation Advisor Board with a term expiration of 10/1/2022.
- VII. 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.*
- VIII. Reports (from sub-committees to Council)**
  - a. Mayor's Report
  - b. City Councilors' Reports
  - c. City Manager Report
- IX. Executive Session** – 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:** September 21, 2020

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

**Subject:** Housing Growth Discussion Part 2

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**Information:** At the August 3, 2020 City Council meeting, Staff introduced a few different ways to increase housing stock in the City and asked for feedback from the City Council. As part of the feedback provided, the City Council posed a few additional questions for Staff, most of which were answered August 17, 2020 meeting.

One request the City Council made was for information on the cost of services for new housing. Staff has been working with the Police, Fire and School Departments for information on current capacity. We have new information on existing service capacity and Auburn specific data on permits for new homes and school enrollment by district to estimate school costs associated with new development in recent years. More housing data is anticipated soon for lot creation potential.

We would like to present this information to Council and then split the discussion into two projects. The first would be implementation of existing Comp Plan recommendations related to housing that the Council wishes to pursue. These include ordinance changes for Accessory dwellings on residential lots (second principle structure), back lots, underutilized space in urban areas (attic space, carriage houses, large units split to 2) to be allowed flexibility in maximum unit counts, reconsider the 700 square foot minimum floor area for single family homes and an expanded form based code area. This first project should be sent to the Planning Board to recommend language back to the Council.

The second project that staff recommends is that we add the Housing Discussion of recommended changes to the Comprehensive Plan into the Comprehensive Plan Committees tasks. This split will allow us to get to work on meaningful changes that are already recommended while moving forward with consideration of new ideas.

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**City Budgetary Impacts:** The discussion will mostly be completed by Staff and a GIS consultant within the approved budget. It will provide an opportunity for new assessed value.

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**Staff Recommended Action:** Discussion and Council feedback on the opportunities to increase housing in the City and process of tackling ordinance change while looking to the future as part of the Comp Plan Update.

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**Previous Meetings and History:** August 3, 2020 – Introduction Workshop with the City Council

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**City Manager Comments:**

A handwritten signature in black ink that reads "Phillip Crowell Jr." with a stylized flourish at the end.

I concur with the recommendation. Signature:

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**Attachments:**





**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** 9/21/2020

**Author:** Holli Olivier, Manager – Health & Social Services

**Subject:** Adoption of Appendices for General Assistance, Effective 10/1/2020 through 9/30/2021

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**Information:** I'm seeking the approval of the new General Assistance maximums. They are: Appendix A (the GA overall maximums), Appendix B (the food maximums), and Appendix C (Lewiston / Auburn MSA Rental Maximums). Once the appendices A-C are adopted, they will replace the FY 19/20 maximums for those appendices

These maximums are established as a matter of State law based on certain federal and HUD fair market values. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22, M.R.S.A. § 4305(4).

**\*\*By adopting the new appendices A-C, the program will be in compliance and receive the 70% reimbursement from the State\*\***

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**City Budgetary Impacts:** The overall maximums (Appendix A) is an average increase of \$26.00 per household per month. The food maximums (Appendix B) is an average increase approximately \$10.00 per individual per month. And the housing maximums (Appendix C) is an average increase of \$24.00 per household per month. *There are no changes in appendices D-H.*

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**Staff Recommended Action:** Approval of changes to the General Assistance Appendices A-C as required by State statute and ordinance. First reading: 10/5/2020. Second reading: 10/19/2020.

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**Previous Meetings and History:** This is a yearly approval needed by council when changes are made to the appendices

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**City Manager Comments:**

A handwritten signature in black ink that reads "Phillip Crowell Jr." with a stylized flourish at the end.

I concur with the recommendation. Signature:

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**Attachments:** Health & Social Services FY20/21 New Maximums:

Appendix A, Overall Maximums

Appendix B, Food Maximums

Appendix C, Housing Maximums

Ordinance & Adoption form for 20-21

Holly C. Lasagna, Ward One  
 Timothy B. MacLeod, Ward Two  
 Stephen G. Milks, Ward Three  
 Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
 Belinda A. Gerry, At Large  
 Katherine E. Boss, At Large

Jason J. Levesque, Mayor

### Appendix A – GA Overall Maximums

Effective 10/1/2020 – 9/30/2021

TOTAL NUMBER IN HOUSEHOLD:	1	2	3	4	5
<b>Lewiston/Auburn MSA:</b> Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	741	798	1,057	1,287	1,633

**\*Add \$75.00 for each additional person\***

### Appendix B – Food Maximums

Effective 10/1/2020 – 9/30/2021

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2020, those amounts are:

Number in Household	Weekly Maximum	Monthly Maximum
1	47.44	204
2	86.98	374
3	124.42	535
4	158.14	680
5	187.67	807
6	225.35	969
7	249.07	1,071
8	284.65	1,224

**\*\*Note: For each additional person, add \$146 per month.**

### Appendix C – Rental Maximums

Effective 10/1/2020 – 9/30/2021

<u>Lewiston/Auburn MSA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	137	587	160	688
1	140	603	171	736
2	181	779	222	953

Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

3	230	990	280	1,203
4	295	1,267	356	1,530

## IN CITY COUNCIL

## ORDINANCE

Be it Ordained, that the City Council hereby amends Chapter 24, Article II, Division 1, Sec. 24-23 of the General Assistance Ordinance Annual Adjustment of Maximum Benefits to incorporate the following maximum levels of assistance to be effective on and after October 1, 2020 through September 30, 2021, as follows:

Sec. 24-23. - Annual adjustment of maximum benefits.

- (a) Each year the Maine Municipal Association provides for the city three appendices providing maximum benefits applicable for the period beginning October 1 and ending September 30 as mandated by state law and based on certain federal values effective on October 1 of each year, as follows:
  - (1) Appendix A, a listing of overall maximum levels of general assistance relating to all Maine municipalities.
  - (2) Appendix B, a listing of maximum levels of assistance for food.
  - (3) Appendix C, a listing of maximum levels for heated and unheated housing.
- (b) The portion of these annual appendices applicable to the city, as adopted each year by the city council, are made a part of this chapter as though fully set forth herein and a copy thereof is available in the Office of the City Clerk.

**Editor's note—** The appendices referred to in this section are not codified but are available in the office of the city clerk.

# GENERAL ASSISTANCE ORDINANCE

## APPENDICES A-H

### 2020-2021

The Municipality of \_\_\_\_\_ adopts the MMA Model Ordinance GA Appendices (A-H) for the period of Oct. 1, 2020—September 30, 2021. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4).

Signed the \_\_\_\_\_ (day) of \_\_\_\_\_ (month) \_\_\_\_\_ (year)  
by the municipal officers:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

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(Print Name)

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(Print Name)

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(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** September 21, 2020

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

**Subject:** Appointment Committee Process

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**Information:** Councilor MacLeod and Councilor Boss have submitted a request to hold a workshop to discuss our current Appointment process and to consider ways to streamline and improve the current process.

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Discussion

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**Previous Meetings and History:** N/A

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**City Manager Comments:**

*Phillip Crowell Jr.*

I concur with the recommendation. Signature:

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**Attachments:**

Auburn's Appointment Process that was adopted in 2014

Email from Councilor MacLeod to City Manager Crowell

## **CITY OF AUBURN BOARD AND COMMITTEE APPOINTMENT PROCESS**

The Mayor shall appoint a three member committee hereinafter called the “Appointment Committee”. The Appointment Committee shall review all applications to boards or committees assigned per attachment “Committees of the City of Auburn”; the Committees may interview applicants, including incumbents, for vacancies on all City boards, commissions and committees.

The Appointment Committee may review term expirations and propose appointments as frequently as necessary. The Clerk shall notify the various boards, commissions, and committees, the Mayor, the City Manager and the City Council members of the upcoming expirations and any current vacancies periodically, but not less than once per year.

Incumbents will receive a letter from the Clerk notifying them of the expiration of their term and letting them know they need to reapply. Additionally the Clerk shall post on the City website a notice of vacancy for at least 30 days. However, if a term becomes vacant due to a resignation, death, residency, disqualification, or other sudden vacancy, the committee may shorten or eliminate the 30 day posting. The Clerk will also notify all alternate members so that they may apply for full membership, if interested.

A notice shall be placed on the City’s website. The Clerk may create an email group of neighborhood group contacts, Chamber, contacts and other interested individuals to which the advertisement may be sent.

Applications shall only be accepted during the posted period and must be postmarked no later than the deadline. Emails are acceptable and must be time stamped in advance of the deadline. Incumbents must reapply each time. All applicants are required to send a completed application form and it is recommended that they also send a resume and a cover letter to apply.

The Clerk shall notify the staff person to the board, commission, or committee in question, so that he/she can also have a conversation with any incumbents to let them know their term is expiring.

All boards, commissions, and committees will be provided with a brief description of that board’s duties and the qualifications for appointment will be in the header, notebooks containing the ordinances/by-laws pertaining to each board, commission, or committee, and a list of the incumbents on all boards.

The Appointment Committee meetings are considered a Public Meeting. The date and time of the meeting will be posted on the City website at least 2 days prior to the meeting. All City Councilors will receive copies of the applications to review at least one week prior to the Appointment Committee meeting. During the Appointment Committee meetings, the Committee may enter into Executive Session to review applications.

The Appointment Committee may vote by hand or by consensus on the nominee for each vacancy. If the Appointment Committee does not agree on a nominee, a vacancy may be re-advertised or presented to the City Council.

The day after the nominations are completed, the Clerk shall notify the employees who staff the boards, commission, or committees, to let them know who is being nominated or that a position is being re-advertised. Also on that day, letters shall be sent to those applicants who are being nominated. Nominees shall be told when their appointment is going to the full Council agenda. Appointments will appear under New Business with possible Executive Session. Nominees will be asked to attend the meeting.

Except for legal retention purposes, resumes will not be kept for future vacancies, once interviews have been held. The process shall start fresh each time, ensuring that resumes are current and received from applicants qualified to fill the positions.

The Clerk shall prepare the order for the Council meeting, noting the names, board to which members are being appointed and the term expiration date. At the meeting, the Mayor shall ask the new board members to stand and introduce themselves, once the order has passed.

The next day, after the Council appointments are passed, the Clerk shall send a letter to each new member, congratulating them, advising them of the expiration date of their term, telling them who the staff person is and letting them know they must be sworn in before their first meeting. A copy of this letter shall be sent to the staff person for that committee along with the new member's resume.

The website shall provide a complete list of all the board and committee members currently serving, date of end of term, and date of original appointment.

All appointments in this policy are those subject to the approval of the City Council. Appointments of the Mayor as conferred in Charter are subject to this process or processes.

### **Alternate Member**

An alternate member shall participate in all meetings with the same rights as a full member, except they shall not have the right to vote. The right to vote shall only be conferred by a vote of full members present to fill an absence, temporarily vacated seat, or to replace a member who has removed themselves due a conflict of interest. Alternate members shall be appointed to voting rights on a rotating basis, so as to preserve fairness. The purpose of alternate members is to sustain a full voting board and to educate new interested persons before becoming a full member. It is the intent but not mandate of the Council to promote Alternate Members to full membership before accepting new members to a board or committee.

### **Reports and Vacancies**

A vacancy on any appointive board, commission, or committee of the city shall exist upon the occurrence of any of the following events:

- (a) Death of a member.
- (b) Resignation of a member.
- (c) Moving by a member of the member's place of residence from the City of Auburn. When a member moves from the City of Auburn, the vacancy shall occur immediately and the member shall not serve at any further meetings.
- (d) Failure of a member to attend more than three (3) consecutive meetings or absence from five (5) meetings during the preceding twelve-month period.

### **Reporting actions and vacancies.**

The chairman of each board or commission of the city shall certify or cause the secretary of the board or commission to certify to the city council each month the actions of said board or commission, together with the record of absences of members. In such report, the chairman or secretary of each such board or commission shall notify the city council of any vacancy occurring on such board or commission. In the event that a vacancy occurs, the board or commission may, by majority vote of its membership, exclusive of the member affected, recommend to the city council that the attendance provision be waived for cause, in which case no vacancy shall exist until the city council disapproves the recommendation.

### **Removal from Office**

An official or officials who are alleged to have caused grounds for removal from office are subject to the "Policy for Removal of Officials Appointed to Boards, Commissions and Committees" approved as part of this policy.



## **POLICY FOR REMOVAL OF OFFICIALS APPOINTED TO BOARDS, COMMISSIONS AND COMMITTEES**

1. Purpose. The purpose of this policy is to have in place a process for the removal of officials appointed to boards, commissions and committees
  2. Authority. The City Council exercises its authority to remove officials under Title 30-A, section 2601 which allows the removal for cause after notice and hearing.
  3. Cause. All grounds constituting cause cannot be detailed. However, the following are examples of conduct which may result in removal for cause:
    - A. More than three consecutive absences or five absences within a calendar year, unexcused by the Board, Commission or Committee by majority vote. This subsection may not be used unless the records of the Board, Commission or Committee reflect the facts constituting grounds. Nothing in this subsection shall be interpreted to prevent an official from requesting a leave of absence from the Council for unusual circumstances. Unusual circumstances could include, but not be limited to, illness of the official or an immediate family member; temporary relocation for employment, military duty or educational reasons; and increased temporary child care responsibilities. In making the decision whether or not to grant a leave of absence, the Council shall balance the needs of the City and the Board, Commission or Committee with the needs of the official.
    - B. Inappropriate public conduct or conduct to other officials related to the office held. Examples include but are not limited to verbal abuse to other officials or members of the public, or obstruction of meetings of the Board, Commission or Committee.
    - C. Impairment by alcoholic beverages or drugs at Board, Commission or Committee functions.
    - D. Indictment or conviction (1) for a Class C or higher Crime, or (2) for a Class D or lower crime or a civil violation, directly or indirectly affecting the office held. Examples of Class D or lower crimes or civil violations affecting the office held would be shoplifting a compact disk where the office involved the handling of money; or violations of a protected resource where the Board, Commission or Committee deals with that resource. These provisions apply even when the conduct leading to the indictment or conviction has taken place outside the City of Auburn or State of Maine.
    - E. Other reasons related to the good of the Committee, the City or the office held.
1. Removal procedure.

- A. Separation of roles. While a City Councilor sitting in a removal proceeding may be aware of the facts and circumstances leading to the proceeding, the City Council recognizes that no individual Councilor may prejudge the proceedings. Therefore, in a proceeding to remove an appointed official, the facts and circumstances shall be investigated by the City Manager or the City Manager's designee (hereinafter "the City Manager"), rather than an individual Councilor. Should allegations be brought to an individual Councilor, which the individual Councilor believes may be cause for removal, the individual Councilor shall turn the facts and circumstances over to the City Manager, and refer further inquiries to the City Manager. Inquiries to other Councilors shall be turned over to the City Manager. No Councilor shall participate in any removal hearing if that Councilor has an interest, a conflict, or is disqualified, under the Rules of Order and Procedure for Auburn City Council.
- B. Investigation. The City Manager shall investigate the allegations as soon as reasonably possible. If the City Manager determines the allegations create probable grounds for removal, the City Manager shall notify the official in writing that the City Manager is contemplating a recommendation to the City Council that the official be removed, outlining the City Manager's reasons. The City Manager shall provide the official a reasonable amount of time to provide the official's position on the allegations, before the City Manager finalizes the recommendation to the City Council.
- C. Hearing. If the City Manager recommends removal, the City Council shall schedule a hearing on the official's removal. The hearing shall be scheduled at a time which will allow the City Manager and the official an adequate opportunity to prepare their presentations to the City Council. At the hearing, the City Manager shall present the City's case with the official's case following. The presentations may include witnesses and exhibits, including documents. The City Manager and the officials shall provide each other a list of witnesses and exhibits at least seven days before the hearing date unless another time is agreed upon. Each party shall be allowed to ask questions of the other party's witnesses. Evidence will be admissible if it is evidence which would be relied upon by persons in the conduct of serious affairs. This means, for example, that hearsay evidence will not be excluded, and that the procedure will be conducted according to the principles of fair play rather than of strict rules of evidence.
- D. Confidentiality. The hearing shall be conducted in open session unless the Council determines public discussion could reasonably be expected to cause damage to the official's reputation or the official's

right to privacy would be violated. If the Council makes that determination, all related materials will be confidential until a final, non-appealable decision. Regardless of the Council's decision on public discussion, the official may request in writing that the hearing be conducted in open session, and that all related materials be public.

Even if the hearing is conducted in open session, it is not a public hearing. Stated differently, the only persons presenting testimony or evidence will be those persons selected by the City Manager or official. The general public will not be invited to testify at the hearing.

- E. Decision. After the City Council hears the evidence, it shall issue a written decision of those present and voting. The written decision shall state the facts and conclusions upon which the City Council relies in making its decision. If the written decision removes the official from office, the written decision shall become public as soon as it is a final, non-appealable, decision. The vote on the written decision shall be by majority vote.

- 5. Resignation. If the official elects to resign at any stage of this process, the process shall terminate, and any pending investigation or hearing under this process shall cease.

## COMMITTEES & BOARDS OF THE CITY OF AUBURN

### **Board Name**

911

ABDC

**\* Airport - see notes**

ATRC

Audit and Procurement

**Bike-Ped Committee**

**\*Board of Assessment Review**

**\*Cable TV Advisory**

CDBG Community Advisory

**\*CDBG Loan**

Ethics Panel

**\*Auburn Housing**

L-A Community Forest Program & Board

LA Public Health

LAEGC

**\*LATC**

Library

MMWAC

Neighborhood Stabilization

New Auburn Master Plan Implementation

**\*Planning Board**

Railroad

**\*Recreation & Special Events Advisory**

School

**\*Sewerage District**

**\*Water District**

**\*Zoning Board of Appeals**

**\*Council appointed**

The Auburn-Lewiston Airport Board, one Auburn resident seat is Council appointed

**From:** Tim Macleod (Council) <[tmacleod@auburnmaine.gov](mailto:tmacleod@auburnmaine.gov)>

**Sent:** Wednesday, September 16, 2020 3:29 PM

**To:** Phil Crowell <[pcrowell@auburnmaine.gov](mailto:pcrowell@auburnmaine.gov)>

**Cc:** Katherine Boss (Council) <[kboss@auburnmaine.gov](mailto:kboss@auburnmaine.gov)>

**Subject:** Reason for workshop

I would like to see the appointment process streamlined and brought before the entire council at the beginning. This is an extra meeting that could be removed as I know we are looking to eliminate and streamline the process. This could free up staff time.

My thought is we could have the list of candidates provided to us, secret ballot to nominate and vote from there. This would allow all applicants a public and equal opportunity to be considered. This would allow a consensus to be built quickly and appointments to be done in a timely manner. We could also look at doing this process on a more periodic time monthly, bi-monthly, or quarterly. If there were an immediate need, we would be able to also have an emergency appointment.

If needed, we could still go into ES AFTER the nominations are up vs each person. I would like to discuss this to see if we can improve this process.

-Tim

*The City of Auburn is subject to statutes relating to public records. Email sent or received by City employees are subject to these laws. Senders and receivers of City email should presume that messages are subject to release.*

Mayor Levesque called the meeting to order at 7:05 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. All Councilors were present.

- 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.

**1. Order 99-09082020 \***

Accepting the Assistance to Firefighter's Grant Award.

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

Passage 6-0. Councilor Milks was not in the room for the vote.

**II. Minutes - August 17, 2020 Regular Council Meeting**

Motion was made by Councilor Walker and seconded by Councilor MacLeod to approve the minutes of the August 17, 2020 Regular Council Meeting.

Passage 6-0. Councilor Milks was not in the room for the vote.

**III. Communications, Presentations and Recognitions**

- **November 3, 2020 Election Communication Plan** – Liz Allen, Rosemary Mosher, and Sue Clements-Dallaire
- **Covid-19, Grab and Go Program, and Recovery Update** – Matt Fifield, Sabrina Best and Marc Gosselin
- **Council Communications (about and to the community)**

**Mayor Levesque** – provided an update on the Chamber recovery committee he is on (Quality of Life), and the Mayor's ad hoc committee on Boards and Committees. He also communicated that he has been working with other Mayor's around the State to try to get the Legislature to come back into session.

**Councilor Lasagna** - provided an update on the Ward 1 Neighborhood Watch Group meeting held last Wednesday

**Councilor Walker** – noted that there was an Age Friendly meeting held earlier in the day at the Senior Center

**Councilors Gerry, MacLeod, Milks, Carrier, and Boss** had no communications at this time.

**IV. Open Session** – No one from the public spoke.

**V. Unfinished Business** - None

**VI. New Business**

**2. Order 100-09082020 Public hearing and vote**

Approving the Special Amusement and Liquor License for Martindale, LLC., DBA Martindale Country Club located at 527 Beech Hill Road (new ownership).

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

Public hearing – no one from the public spoke.

Passage 7-0.

**3. Order 101-09082020**

Approving the proposed amendments to the Lewiston Auburn Water Pollution Control Authority (LAWPCA) Compost Facility agreement.

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

Public comment - no one from the public spoke.

Passage 7-0.

**4. Order 102-09082020 Public Hearing and First Reading**

Approving the discontinuance of Butler Hill Road.

Motion was made by Councilor MacLeod and seconded by Councilor Boss for passage.

Public hearing:

David Haynes, Butler Hill Road (initiated the request for the discontinuance) spoke in favor of the discontinuance.

Jim Peak 25 Hillsdale Street spoke in support of the discontinuance.

Motion failed the first reading 3-4 (Councilors Walker, Gerry, Milks, and Carrier opposed).

A roll call vote was taken.

**5. Order 103-09082020**

Appointing two Councilors to participate in the work group to create a Request for Proposal (RFP) study of Lake Auburn.

Motion was made by Councilor Boss and seconded by Councilor Carrier for passage.

Motion was made by Councilor MacLeod and seconded by Councilor Boss to vote by secret ballot. Passage 6-1 (Councilor Walker opposed).

Nominations were made as follows:

Councilor Gerry nominated Councilor Carrier

Councilor Boss nominated Councilor Lasagna

Councilor Walker nominated Councilor Gerry



Councilor Carrier received 6 votes, Councilor Gerry received 5 votes, and Councilor Lasagna received 3 votes.

Passage of Order 103-09082020 Appointing Councilors Carrier and Gerry to participate in the work group to create a Request for Proposal study of Lake Auburn, 7-0.

**6. Order 104-09082020**

Appointing two Councilors to participate on the Comprehensive Plan Review Committee.

Motion was made by Councilor Lasagna and seconded by Councilor Boss for passage.

Nominations were made as follows:

Councilor Lasagna nominated Councilor Boss

Councilor Boss nominated Councilor MacLeod

Councilor Walker nominated Councilor Milks

Motion was made by Councilor Gerry and seconded by Councilor Walker to vote by secret ballot. Passage 7-0.

Councilor Boss and Councilor MacLeod each received 5 votes, and Councilor Milks received 4 votes.

Passage of Order 104-09082020 appointing Councilors Boss and MacLeod to participate on the Comprehensive Plan Review Committee 6-1 (Councilor Walker opposed).

**VII. Open Session** – No one from the public spoke.

**VIII. Reports**

**Mayor Levesque** – reported that he will be leaving the State of Maine on Thursday on business for a few days. He will be following City protocols on going to a State with self-quarantine until he takes a COVID test.

**Councilor Boss** – reported on the Ag Committee meeting.

**Councilor Walker** – no report

**Councilor Carrier** – reported on the Airport Board and the School Committee meetings.

**Councilor Milks** – no report

**Councilor MacLeod** – reported that there was a Zoom meeting of the LATC tomorrow.

**Councilor Gerry** – no report

**City Manager** – reported that the County Budget Committee meetings will start tomorrow. Saturday, October 24<sup>th</sup> is the date he is looking at to hold the City Council retreat. The Auburn Rec Department applied for Child Care programming and they hope to hear something soon.

**VIII. Executive Session on Economic Development, pursuant to 1 M.R.S.A. Sec. 405 (6)(C).**  
Was held during the workshop.



**X. Adjournment**

Motion was made by Councilor Milks and seconded by Councilor MacLeod to adjourn, unanimously approved, the meeting adjourned at 8:55 PM.

A TRUE COPY

ATTEST *Susan Clements-Dallaire*  
Susan Clements-Dallaire, City Clerk



## BOARD OF DIRECTORS

John Blanchette  
*President*

Jennifer Groover  
*Vice President*

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Jane Mitchell  
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Brandon Chaloux

Emily Flynn

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Jason Potter

Andrea Quaid

Mitch Thomas

Sean Wallace

Kay Warren

Eileen M. Messina  
*Executive Director*



July 2020

Phil Crowell, City Manager  
City of Auburn  
60 Court St  
Auburn ME 04210

Dear Honorable Mayor and Members of the City Council,

For over 80 years – or more than half the time Auburn has been incorporated as a city - Community Little Theatre has enriched the lives of the Auburn community. Thousands of our friends and neighbors performed for CLT, entertaining us and fulfilling their passions for live theater. Hundreds of young people have learned the craft of theater here - and many are now successful theater producers, writers, actors, and choreographers. CLT's low-priced tickets make drama, music, and comedy accessible to our seniors, youth, and others who may never see a Broadway show.

I know that you, like me, love this completely volunteer institution and share my pride that CLT is one of Auburn's most prized cultural assets.

The pandemic, which has taken a tremendous toll on businesses, health care institutions, and our friends and neighbors, has forced CLT to cancel three shows so far, as well as our Youth and Teen Summer Theater Camps — and prospects for the near future are not promising.

Like many other community arts organizations, CLT is almost completely dependent on the shows we produce for most of our revenues (tickets, show sponsors, program advertising, and concessions). Yet our largest single expense item—maintaining our theater building —continues even if CLT is not allowed to produce a show. This amounts to almost \$55,000 annually.

**With no show revenues, Community Little Theatre needs your help to preserve our cherished theater.**

For the thousands and thousands who have attended our shows over the years, CLT provides a wonderful escape from the everyday world. Where else in the L/A area can you find a Beast's Castle (**Beauty and the Beast**), a courtroom drama (**A Few Good Men** and **The Crucible**), a church (**Sister Act**), a strip club (**Gypsy**), the President's cabinet (**Annie**), a wedding on a south sea island (**Mamma Mia**), or actual rain on the stage (**Singin' in the Rain**)?

To make sure that Community Little Theater continues to be a major force in our communities, **we need your help.** We strive to be good stewards of our

building and a good community partner. We have only come to the city of Auburn for money on one other occasion, in the early 80s, when we undertook the renovation of the auditorium in partnership with the city of Auburn. At that time, both cities gave us \$10,000. We are asking that you make another such donation at this time.

We realize that there are many organizations in Auburn worthy of your attention. Allow me to elaborate on just a few benefits CLT provides to the Auburn community:

- CLT stages 6 productions annually with total audiences in excess of 10,000. Cast and crews for the shows number between 30 and 70, depending on the production.
- CLT leads both a Youth and Teen summer program each summer for our young people who are interested in all aspects of the performing arts.
- CLT manages the Great Falls Performing Arts Center, which is also utilized by other groups for performances, dance recitals and community events.
- CLT houses the largest costume shop in south central Maine, which is utilized by other theater groups and schools from Bangor to Saco!
- “Graduates” of CLT productions have gone on to major careers in the theater and performing arts all over the country. These include, a director on Broadway, a producer of opera in both New York and Los Angeles, an actor performing in 3 national touring companies, a technical director for both Juilliard and Blue Man Group, and many, many more.
- Many local families have two and three generations who have played a variety of different roles with CLT, many still making their homes here and contributing to the community in a variety of ways.
- Local restaurants and other businesses have benefited from the “retail bump” that live theater provides. Statistics show that the average arts group, in addition to their own income, benefits local retail with an additional \$ 24 per person spending. Out of towners can add as much as \$ 42, per a 2015 study by Americans for the Arts.

We know that Auburn strives to be a great place in which to live, work and play. The Arts are a very key factor in creating that appeal – and CLT is Lewiston/Auburn’s oldest established arts institution. We therefore ask for your support in both preserving and promoting one of our community’s most prized cultural assets – L/A Community Little Theatre!

Sincerely,



John C. Blanchette  
President, CLT Board of Directors



Eileen M. Messina  
Executive Director, CLT

**PS. CLT has launched a community-wide campaign to keep our local theater alive. So far, Auburn residents and businesses have donated/pledged over \$30,000. We hope the City will join them!**



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** September 21, 2020      **Order:** 102-09082020

**Author:** Dan Goyette, Director of Public Works

**Subject:** Road Discontinuance

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**Information:**

A petition from David C. Haines was submitted to discontinue a portion of Butler Hill Road. Mr. Haines is the sole owner of all land abutting the sections of the Butler Hill Road being discontinued. He has also waived any claim for damages as part of the discontinuance. An easement has also been granted to the City in order to construct a turn-around for City equipment.

---

**City Budgetary Impacts:**

There will be a minimal cost to the City in order to erect signs and construct a turn-around. There will be a savings in maintenance, as there will be virtually no traffic on the road after the closure so grading and winter maintenance will be decreased.

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**Staff Recommended Action:** Add action to a regular meeting for a vote

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**Previous Meetings and History:** Presented at the 8/17/2020 City Council Workshop, a public hearing was held on 9/8/2020 and it failed the first reading.

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**City Manager Comments:**

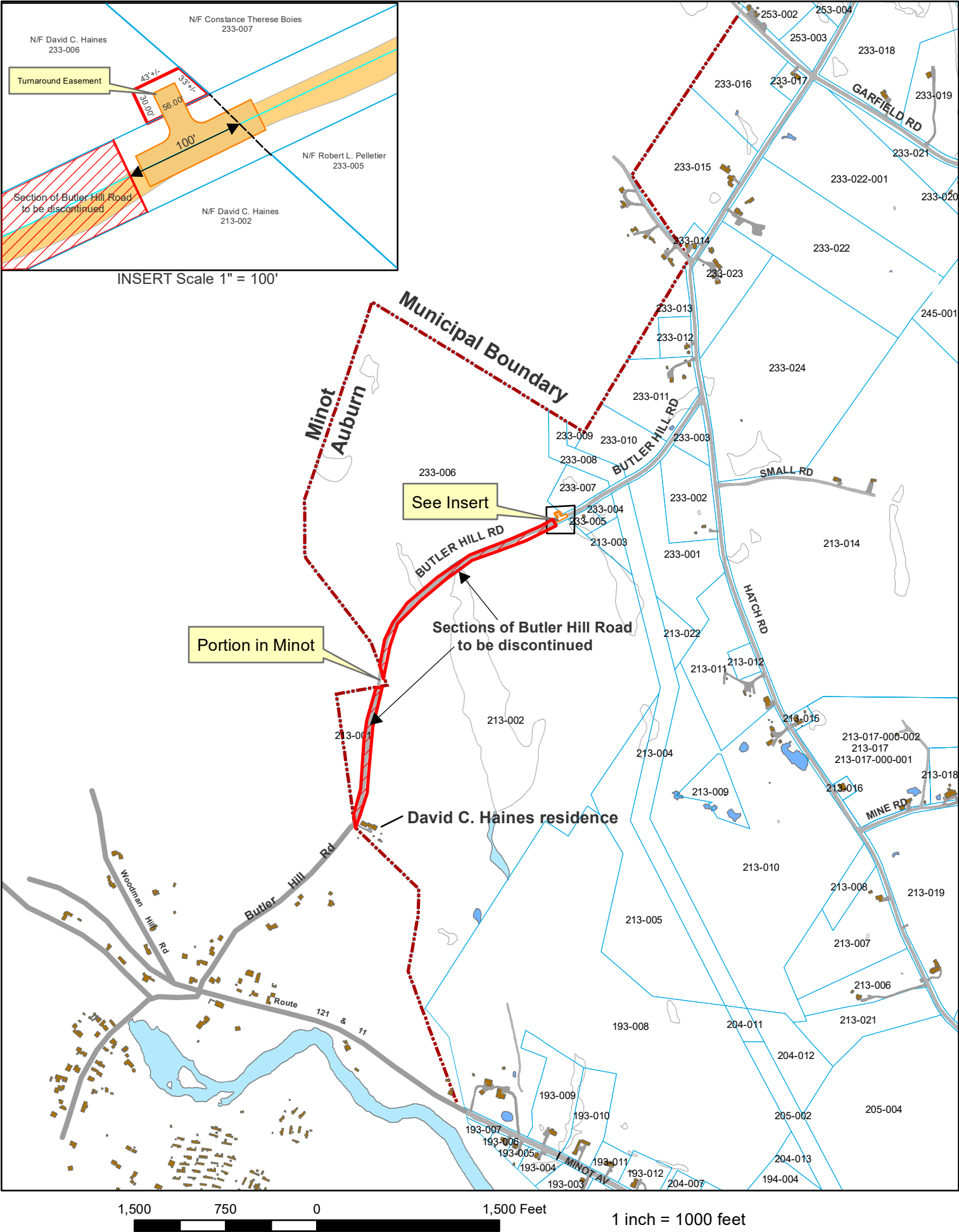
I concur with the recommendation. Signature:

A handwritten signature in black ink that reads "Phillip Crowell Jr.".

**Attachments:** Easement, Order, Map and Road Status

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# Butler Hill Road Discontinuance



**From:** [Phil Crowell](#)  
**To:** [Susan Clements-Dallaire](#)  
**Subject:** FW: Petition to Discontinue Butler Hill Road Auburn Notification  
**Date:** Thursday, September 17, 2020 4:07:09 PM  
**Attachments:** [image001.png](#)  
[20200805 Auburn Butler Hill.pdf](#)

---

**From:** Danielle Loring <[admin@minotme.org](mailto:admin@minotme.org)>  
**Sent:** Thursday, August 6, 2020 9:12 AM  
**To:** Phil Crowell <[pcrowell@auburnmaine.gov](mailto:pcrowell@auburnmaine.gov)>  
**Cc:** Kelsey Earle <[kearle@auburnmaine.gov](mailto:kearle@auburnmaine.gov)>  
**Subject:** Re: Petition to Discontinue Butler Hill Road Auburn Notification

Good Morning Phil,

Attached is Minot's response regarding the Butler Hill matter. Feel free to contact me if you have any questions or would like to discuss further.

Thank you and take care,

**Danielle Loring**  
Town Administrator

Town of Minot  
329 Woodman Hill Road  
Minot, Maine 04258  
[www.minotme.org](http://www.minotme.org)  
207-345-3305 (o)  
207-754-1297 (c)  
207-346-0926 (f)  
[admin@minotme.org](mailto:admin@minotme.org)

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*NOTICE: under Maine law, documents - including emails - in the possession of public officials or employees about government business may be classified as public records. There are very few exceptions. As a result, please be advised that what is written in an email could be released to the public and/or media if requested.*

*Confidentiality Notice: This e-mail message, including any attachments, is for the sole use of the intended recipient(s). It may contain confidential and privileged information. Any unauthorized review, copy, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact me by reply email and destroy all copies of this e-mail. The use or disclosure of such information to third parties is prohibited by law and may give rise to civil or criminal liability. Damages arising from, or in connection with, data interception, software viruses or manipulation by third parties shall be burdened upon the perpetrators.*

On Tue, Jul 21, 2020 at 4:19 PM Phil Crowell <[pcrowell@auburnmaine.gov](mailto:pcrowell@auburnmaine.gov)> wrote:

Hi Danielle –

I hope you are doing well.

We received a petition from a resident to discontinue Butler Hill Road in Auburn. Prior to this

going before the City Council I wanted to make sure you were aware of the petition and have the opportunity provide our city council with any formal response.

The item will appear before the city council as a workshop item on August 17, 2020. Below is the language in the petition for the description of the road to be discontinued:

That portion of Butler Hill Road in the City of Auburn from where it crosses the Auburn/Minot municipal boundary just southerly of the residence of David C. Haines, northerly and northeasterly three thousand three hundred seventy five (3,375) fee, more or less, to a point where the northeasterly boundary of David C. Haines crosses said road.

Please call if you have any questions. Thanks!

*Phil*



**Phillip L. Crowell, Jr. | City Manager**  
**City of Auburn, Maine | 207.333.6601 X1212**

The City of Auburn is subject to statutes relating to public records. E-mail sent or received by City employees are subject to these laws. Senders and receivers of City e-mail should presume that messages are subject to release.


PETITION FOR THE DISCONTINUANCE OF  
BUTLER HILL ROAD

To the Municipal Officers of the City of Auburn:

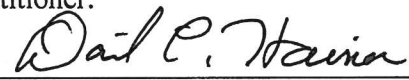
The undersigned respectfully submit that a portion of the Butler Hill Road, a former county way, now a town way as per 23 M.R.S.A. § 3021(3)(B), is no longer of public benefit and necessity and hereby request that same be discontinued as provided in 23 M.R.S.A. § 3026 and that the City of Auburn not retain a public easement over the herein described discontinued area. As the abutting property owner(s) I/we hereby waive any claim for damages resulting from the discontinuance of this road..

Dated this 29 day of MARCH 2016 2019

Witness:

  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Petitioner:

  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of street requested to be discontinued:

That portion of Butler Hill Road in the City of Auburn from where it crosses the Auburn/Minot municipal boundary just southerly of the residence of David C. Haines, northerly and northeasterly three thousand three hundred seventy five (3,375) feet, more or less, to a point where the northeasterly boundary of David C. Haines crosses said road.



April 8, 2019  
Auburn City Council  
c/o Susan Clements-Dallaire, City Clerk  
City of Auburn  
60 Court St.  
Auburn, Maine 04210

To the Council:

Since 1971 I have owned the majority of the road frontage on both sides of Butler Hill Road in Auburn and Minot.

Some time ago I contacted then City Manager, Clint Deschene, to allow the City of Auburn to discontinue maintaining the 3375 feet of Butler Hill Road that passes through my land. I have signed a petition to discontinue the road, waiving any claim for damages resulting from the discontinuance.

There are many good reasons to close this road:

1. **Cost Savings for Auburn.** The City very frequently grades this dirt road, plows it with each snowstorm, and hauls away roadside trash several times a year. This is a large cost compared to the minimal traffic on the road.

2. **Public Safety:** Butler Hill Road ends at a blind curve at Minot Corner, where it enters Rte. 121 on a steep grade. Two other roads, also with poor visibility, enter the highway at that intersection. Within the last year there was a fatality near that dangerous intersection.

3. **Neighborhood Concerns.** We have no Auburn neighbors, but for decades our Minot neighbors have suggested closing the Auburn portion of the road. Vehicles traveling north often are going over 60 mph as they pass within 30 feet of our home, so the Postal Service asked us to move our mailbox so the carrier a better view of traffic speeding past the end of our drive, which is 150 feet below a blind hill. Vehicles approaching Minot Corner sometimes go even faster. After several close calls, one neighbor relocated his drive to give him better visibility.

4. **Environmental Hazards.** For decades the road has been a dumping ground for everything from tires, television sets, refrigerators, air conditioners, dead animals, and even a human corpse. My wife and I drag discarded tires from the woods, collect cans and bottles and, at times, have called the Auburn Police Department when we have witnessed dumping. We appreciate that Auburn Public Works responds quickly when called to pick up the mess. Last summer we notified the DEP of a minor oil spill on the road.

5. **Criminal Activity.** During the decades I have lived here the road has been a magnet for prostitution, drug manufacture, drug dealing, and even one murder.

6. **Wildlife Protection.** A wildlife consultant found that the culvert which crosses Butler Hill Road empties into a stream where native Brook Trout breed. This culvert attracts much of

the dumping and we are concerned that hazardous waste will contaminate our 20 acres of trout habitat.

**7. Protection of Our Property.** It is not easy to provide adequate protection for over a mile of isolated rural road frontage. Several times the Auburn Police Department has evicted squatters from our property. Our stone boundary walls have been vandalized. While we encourage hunting on our land, we have heard several instances of night hunting along the road.

**8. Interested Parties.** Supportive parties for discontinuance include our neighbors, the Androscoggin Sheriff's officer who patrols the road, and several Minot officials.

**9. Some History.** Clint Deschene first assigned this project to Howard Kroll, who held several meetings with me and city employees at that time, including Fire Chief (Frank Roma), Chief of Police (Phil Crowell), Director of Public Works (Denis D'Auteuil), 911 Coordinator (Phyllis Gamache), and City Engineer (Gary Johnson). Discontinuance will not affect Fire and Police coverage, because emergency vehicles covering our house would still arrive by the closest route, from Rte. 121 at the south end of Butler Hill Road.

I appreciate your consideration of my request to discontinue Butler Hill Road.

Sincerely,

David Haines  
384 Butler Hill Road  
Auburn, Maine 04210



## Town of Minot

329 Woodman Hill Road  
Minot, Maine 04258  
(207) 345-3305  
(207) 346-0924 *Fax*  
[www.MinotME.org](http://www.MinotME.org)

August 5, 2020

Phillip Crowell, Jr.  
Auburn City Manager  
60 Court Street  
Auburn, ME 04210

RE: Petition to Discontinue Butler Hill Road

Dear Phil,

I am writing in follow up to our email conversation initiated by you on July 21, 2020. After meeting with Department Heads and discussing with the Minot Board of Selectmen, the Town does not have any objection to this petition but would like to be made aware of any future public hearings. I also request that we be provided with a potential timeline for when these changes may take effect, if approved, so that we can make plans if the Town needs to negotiate and construct a turn around.

If the petition is granted, the Town requests the following:

- That Auburn staff meet onsite with Minot staff to discuss the location and manner of barricades and potential turn arounds so that we can coordinate efforts
- That the City of Auburn provide Minot with "Dead End" signage at the City's cost to place on the Minot end of Butler Hill Road.

Again, I appreciate you reaching out to the Town and giving us the opportunity to respond to this petition. Please do not hesitate to reach out if you would like to discuss.

Sincerely,



Danielle Loring  
Town Administrator

Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

### ORDER 102-09082020

**ORDERED**, that the Municipal Officers of the City of Auburn hereby order the discontinuance of those portions of the Butler Hill Road in Auburn, as described herein, both as a town way and a public easement.

Beginning at a point on the centerline of the Butler Hill Road, said point being located one hundred (100) feet southwesterly, as measured along said centerline, from where the northeasterly boundary line of property of David C. Haines as described in Book 1727, Page 223 of the Androscoggin County Registry of Deeds, crosses Butler Hill Road; thence from the point of beginning, running southwesterly and southerly along the centerline of said Butler Hill Road, crossing and then re-crossing the Auburn/Minot Municipal Boundary, approximately three thousand two hundred sixty (3,260) feet to the intersection with the most southerly crossing of the Auburn/Minot Municipal Boundary, near the residence of David C. Haines.

Having given best practicable notice to David C. Haines, the sole owner of all land abutting the sections of the Butler Hill Road being discontinued, and as he has waived any claim for damages, we further order damages in the amount of \$0.00.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** September 21, 2020

**Orders:** 105-09212020 through 109-09212020

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

**Subject:** Automobile Graveyard/Junkyard permits renewals

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**Information:** This is an annual renewal of currently existing Automobile Graveyard/Junkyards in Auburn, which require Council approve. All have passed inspections conducted by the Code and Fire Departments. These are routine, yearly renewals.

Don's No Preference Towing of L/A, Inc., dba Morris Auto Parts, 940 Washington St. North  
Isadore T. Miller, 79 & 80 Hotel Road  
M & P Auto, Inc., 227 Merrow Road  
Prolerized New England Company, LLC., 522 Washington St. North  
Randy's Auto Parts, Inc., 899 Broad Street

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Staff recommends the City Council approve all renewal applications.

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**Previous Meetings and History:** Annual Renewal

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**City Manager Comments:**

I concur with the recommendation.      Signature:

A handwritten signature in black ink that reads "Phillip Crowell Jr." in a cursive script.

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**Attachments:**

1. Automobile Graveyard/Junkyard applications
2. Inspection Memo from Eric Cousens (Economic and Community Development)
3. Approval email from David O'Connell (Fire Department)
4. Orders



## City of Auburn, Maine

Office of The City Clerk

60 Court Street | Auburn, Maine 04210

[www.auburnmaine.gov](http://www.auburnmaine.gov) | 207.333.6601

2020  
**CITY OF AUBURN  
AUTOMOBILE GRAVEYARD/JUNKYARD PERMIT  
APPLICATION**

\*\*\*\*\*

To the City of Auburn, County of Androscoggin, Maine:

I/We Donald St. Germain Don's DBA/MORRIS Auto Parts hereby  
Make application for a permit to establish, operate or maintain an Automobile Graveyard and/or  
Junkyard at the following described location and in accordance with the provisions of Title 30-A  
MRSA Sections 3751-3760.

**All questions must be answered in full.**

1. Where is the location of the Automobile Graveyard and/or Junkyard?

94 Washington St. North

2. Is this application made by or for a company, partnership, corporation or individual:

CORPORATION

3. Is this property leased? NO Property owned by: Donald St. Germain  
Address: 94 Washington St. North

4. How is "yard" screened?

☒ Fence (type) Wood Height: 8 FT  
☐ Trees (type) \_\_\_\_\_  
☐ Embankment: \_\_\_\_\_  
☐ Gully: \_\_\_\_\_  
☐ Hill: \_\_\_\_\_  
☒ Other: metal 8 FT

5. How far is edge of "yard" from center of highway?

53 FT Center to fence

6. Can junk be seen from any part of highway? Yes \_\_\_\_\_ No NO



7. Were Junkyard Law, Requirements and Fees explained to you? Yes      No     

8. Is any portion of this "yard" on public property? Yes      No     

9. Is "yard" within 300 feet of a Public Park, Public Playground, Public Bathing Beach, School, Church or Cemetery? Yes      No     

10. When was "yard" established? 1938 By whom? Morris Auto Parts

11. When was last permit issued? 2019 By whom? City of Auburn  
2020 State of MAINE

The undersigned certified that the above information is true and correct to the best of his/her knowledge and that he/she is the owner or agent of the property or that he/she has been duly authorized by the owner, individual, partnership, company or corporation to make this application and to receive the permit under the law.

Signed by: Don's DBA/ Morris Auto Parts for: DON'S DBA/ MORRIS Auto Parts  
Name of Company, Corporation, Partnership or Individual

Address: 940 Washington St. Auburn ME 04210  
P.O. Box # 283 Auburn ME 04212

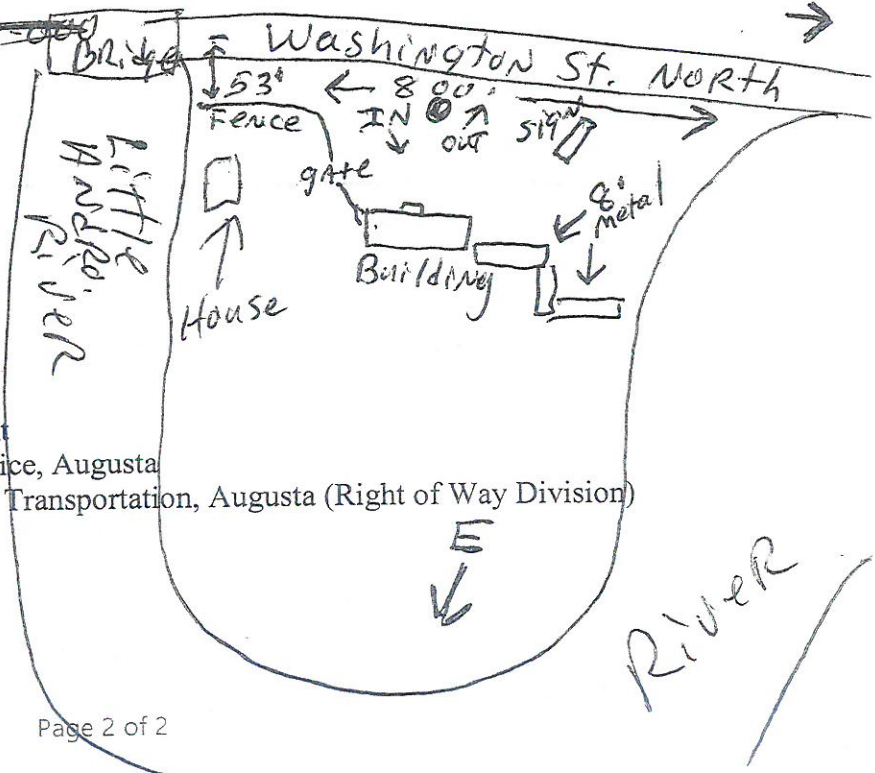
Make complete sketch of "yard". Show footage of all sides and location in relationship to adjacent properties. Show distance (in feet) from edge of "yard" to center of highway. Fill in Route Number or Local Road Name. Name of nearest City/Town in each direction. Distance from nearest intersection, bridge or other known reference point.

Tax Map No. 170-020-000-000  
Lot No. 020  
Zone     

Check correct direction:

- ☐ North
- ☐ East
- ☐ West
- ☐ South

- 1 copy of application to City
- 1 copy of application to Applicant
- 1 copy of application to State Police, Augusta
- 1 Copy of application to Dept. of Transportation, Augusta (Right of Way Division)





## City of Auburn, Maine

Office of The City Clerk

60 Court Street | Auburn, Maine 04210

[www.auburnmaine.gov](http://www.auburnmaine.gov) | 207.333.6601

### 2020 CITY OF AUBURN AUTOMOBILE GRAVEYARD/JUNKYARD PERMIT APPLICATION

\*\*\*\*\*

To the City of Auburn, County of Androscoggin, Maine:

I/We **Isadore T. Miller** hereby

Make application for a permit to establish, operate or maintain an Automobile Graveyard and/or Junkyard at the following described location and in accordance with the provisions of Title 30-A MRSA Sections 3751-3760.

#### All questions must be answered in full.

1. Where is the location of the Automobile Graveyard and/or Junkyard?

Physical address: **79 & 80 Hotel Road, Auburn, ME 04210**

Mailing address: **Attn: Licensing – 10860 Gold Center Dr. Suite 250**

Email address: **smcelroy@schn.com**

2. Is this application made by or for a company, partnership, corporation or individual:  
**Corporation**

3. Is this property leased? **No** Property owned by: **Isadore T. Miller**

Address: **79 & 80 Hotel Road, Auburn, ME 04210**

4. How is “yard” screened?

☒ Fence (type) **Wood** Height: **6 ft.**

☒ Trees (type) **Red Pines**

☐ Embankment: \_\_\_\_\_

☐ Gully: \_\_\_\_\_

☐ Hill: \_\_\_\_\_

☐ Other: \_\_\_\_\_

5. How far is edge of “yard” from center of highway? **200 ft.**

6. Can junk be seen from any part of highway? Yes \_\_\_\_\_ No **X**





## City of Auburn, Maine

Office of The City Clerk

60 Court Street | Auburn, Maine 04210

[www.auburnmaine.gov](http://www.auburnmaine.gov) | 207.333.6601

7. Were Junkyard Law, Requirements and Fees explained to you? Yes **X** No
8. Is any portion of this "yard" on public property? Yes \_\_\_\_ No **X**
9. Is "yard" within 300 feet of a Public Park, Public Playground, Public Bathing Beach, School, Church or Cemetery? Yes **X** No
10. When was "yard" established? **1930** By whom? **Barker Family**
11. When was last permit issued? **2018**  
By whom? **City of Auburn to Isadore T. Miller**

The undersigned certified that the above information is true and correct to the best of his/her knowledge and that he/she is the owner or agent of the property or that he/she has been duly authorized by the owner, individual, partnership, company or corporation to make this application and to receive the permit under the law.

Signed by: \_\_\_\_\_

for: **Prolerized New England Co, LLC**

Name of Company, Corporation, Partnership or Individual

Address: **11 Times Square, NY, NY**

Make complete sketch of "yard". Show footage of all sides and location in relationship to adjacent properties. Show distance (in feet) from edge of "yard" to center of highway. Fill in Route Number or Local Road Name. Name of nearest City/Town in each direction. Distance from nearest intersection, bridge or other known reference point.

Tax Map No. **079**

Lot No. **017 & 018**

Zone **13**

Check correct direction:

- ☐ North
- ☐ East
- ☐ West
- ☐ South

- 1 copy of application to City
- 1 copy of application to Applicant
- 1 copy of application to State Police, Augusta
- 1 Copy of application to Dept. of Transportation, Augusta (Right of Way Division)



## City of Auburn, Maine

Office of The City Clerk

60 Court Street | Auburn, Maine 04210

[www.auburnmaine.gov](http://www.auburnmaine.gov) | 207.333.6601

7. Were Junkyard Law, Requirements and Fees explained to you? Yes X No
8. Is any portion of this "yard" on public property? Yes      No X
9. Is "yard" within 300 feet of a Public Park, Public Playground, Public Bathing Beach, School, Church or Cemetery? Yes      No X
10. When was "yard" established? 1978 By whom? Albert Bazinet Jr.
11. When was last permit issued? 2019 By whom? MTP Auto

The undersigned certified that the above information is true and correct to the best of his/her knowledge and that he/she is the owner or agent of the property or that he/she has been duly authorized by the owner, individual, partnership, company or corporation to make this application and to receive the permit under the law.

Signed by: Claudette Bazinet for: MTP Auto Inc.  
Name of Company, Corporation, Partnership or Individual

Address: 227 Merrow Rd. Auburn, ME 04210

Make complete sketch of "yard". Show footage of all sides and location in relationship to adjacent properties. Show distance (in feet) from edge of "yard" to center of highway. Fill in Route Number or Local Road Name. Name of nearest City/Town in each direction. Distance from nearest intersection, bridge or other known reference point.

Tax Map No. 186  
Lot No. 013  
Zone     

Check correct direction:

- ☐ North  
☐ East  
☐ West  
☐ South

- 1 copy of application to City  
1 copy of application to Applicant  
1 copy of application to State Police, Augusta  
1 Copy of application to Dept. of Transportation, Augusta (Right of Way Division)





# City of Auburn, Maine

Office of The City Clerk

60 Court Street | Auburn, Maine 04210

[www.auburnmaine.gov](http://www.auburnmaine.gov) | 207.333.6601

## 2020 CITY OF AUBURN AUTOMOBILE GRAVEYARD/JUNKYARD PERMIT APPLICATION

\*\*\*\*\*

To the City of Auburn, County of Androscoggin, Maine:

I/We MTP Used Auto parts hereby  
Make application for a permit to establish, operate or maintain an Automobile Graveyard and/or  
Junkyard at the following described location and in accordance with the provisions of Title 30-A  
MRSA Sections 3751-3760.

**All questions must be answered in full.**

1. Where is the location of the Automobile Graveyard and/or Junkyard?

227 Mellow Rd.  
Auburn, ME 04210

2. Is this application made by or for a company, partnership, corporation or individual:

Corp.

3. Is this property leased? no Property owned by: Albert Baznet Jr  
Address: 81 Dawes Ave, Auburn, ME 04210

4. How is "yard" screened?

☒ Fence (type) ✓ Height: 8'  
☐ Trees (type) \_\_\_\_\_  
☐ Embankment: \_\_\_\_\_  
☐ Gully: \_\_\_\_\_  
☐ Hill: \_\_\_\_\_  
☐ Other: \_\_\_\_\_

5. How far is edge of "yard" from center of highway?

400 ft.

6. Can junk be seen from any part of highway? Yes \_\_\_\_\_ No X

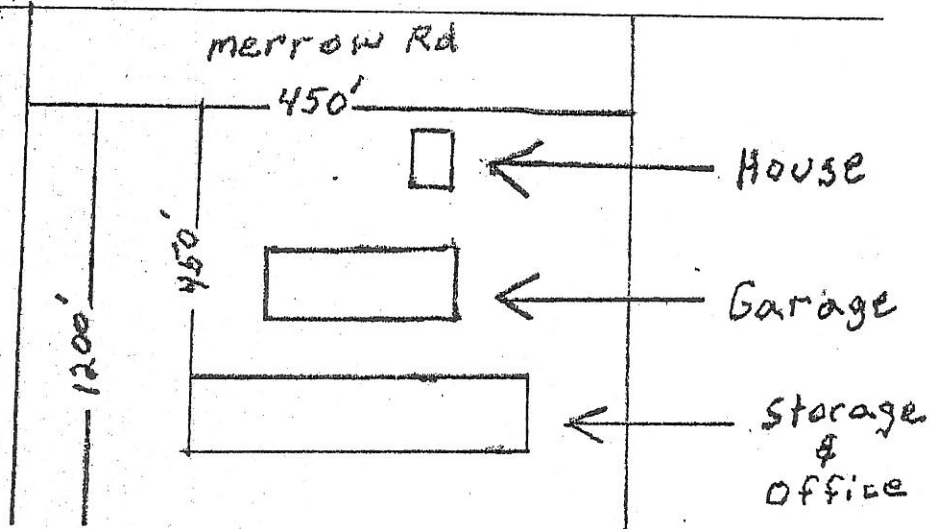
Road Name

or

Route No.

Hotel Rd. To

To Miner Ave





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**2020**  
**CITY OF AUBURN**  
**AUTOMOBILE GRAVEYARD/JUNKYARD PERMIT**  
**APPLICATION**

\*\*\*\*\*

To the City of Auburn, County of Androscoggin, Maine:

I/We ***Prolerized New England Company, LLC.*** hereby  
Make application for a permit to establish, operate or maintain an Automobile Graveyard and/or  
Junkyard at the following described location and in accordance with the provisions of Title 30-A  
MRSA Sections 3751-3760.

**All questions must be answered in full.**

1. Where is the location of the Automobile Graveyard and/or Junkyard?  
Physical address: ***522 Washington Street, Auburn, ME 04210***  
Mailing address: ***Attn: Licensing – 10860 Gold Center Dr. Suite 250***  
Email address: ***smcelroy@schn.com***
2. Is this application made by or for a company, partnership, corporation or individual:  
***Corporation***
3. Is this property leased? ***No*** Property owned by: ***Prolerized New England***  
Address: ***69 Rover Street, Everett, MA 02149***
4. How is “yard” screened?  
☒ Fence (type) ***Metal*** Height: ***8 ft.***  
☒ Trees (type) ***Mix***  
☐ Embankment: \_\_\_\_\_  
☐ Gully: \_\_\_\_\_  
☒ Hill: \_\_\_\_\_  
☐ Other: \_\_\_\_\_
5. How far is edge of “yard” from center of highway? ***150 ft.***
6. Can junk be seen from any part of highway? Yes \_\_\_\_\_ No ***X***





## City of Auburn, Maine


Office of The City Clerk

60 Court Street | Auburn, Maine 04210

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7. Were Junkyard Law, Requirements and Fees explained to you? Yes **X**
8. Is any portion of this "yard" on public property? Yes \_\_\_\_ No **X**
9. Is "yard" within 300 feet of a Public Park, Public Playground, Public Bathing Beach, School, Church or Cemetery? Yes \_\_\_\_ No **X**
10. When was "yard" established? **1986** By whom? **Maine Metal Recycling**
11. When was last permit issued? **2019** By whom? **Prolerized New England Co, LLC.**

The undersigned certified that the above information is true and correct to the best of his/her knowledge and that he/she is the owner or agent of the property or that he/she has been duly authorized by the owner, individual, partnership, company or corporation to make this application and to receive the permit under the law.

Signed by:  for: **Prolerized New England Co, LLC**  
Name of Company, Corporation, Partnership or Individual

Address: **11 Times Square, NY, NY**

Make complete sketch of "yard". Show footage of all sides and location in relationship to adjacent properties. Show distance (in feet) from edge of "yard" to center of highway. Fill in Route Number or Local Road Name. Name of nearest City/Town in each direction. Distance from nearest intersection, bridge or other known reference point.

Tax Map No. **189**

Lot No. **024**

Zone **GB9**

Check correct direction:

- ☐ North
- ☐ East
- ☐ West
- ☐ South

- 1 copy of application to City
- 1 copy of application to Applicant
- 1 copy of application to State Police, Augusta
- 1 Copy of application to Dept. of Transportation, Augusta (Right of Way Division)

11:30 AM AUG 14 2020



## City of Auburn, Maine

Office of The City Clerk

60 Court Street | Auburn, Maine 04210

[www.auburnmaine.gov](http://www.auburnmaine.gov) | 207.333.6601

7. Were Junkyard Law, Requirements and Fees explained to you? Yes ☒ No ☐
8. Is any portion of this "yard" on public property? Yes ☐ No ☒
9. Is "yard" within 300 feet of a Public Park, Public Playground, Public Bathing Beach, School, Church or Cemetery? Yes ☐ No ☒
10. When was "yard" established? 1980 By whom? TWIN TOWN RENDERING
11. When was last permit issued? 2019 By whom? RANDY'S AUTO PARTS

The undersigned certified that the above information is true and correct to the best of his/her knowledge and that he/she is the owner or agent of the property or that he/she has been duly authorized by the owner, individual, partnership, company or corporation to make this application and to receive the permit under the law.

Signed by: Ronald L. Lavoie for: Randy's Auto Parts Inc.  
Name of Company, Corporation, Partnership or Individual  
Address: P.O. Box 1243 - 899 Broad St. Auburn, ME 04211

Make complete sketch of "yard". Show footage of all sides and location in relationship to adjacent properties. Show distance (in feet) from edge of "yard" to center of highway. Fill in Route Number or Local Road Name. Name of nearest City/Town in each direction. Distance from nearest intersection, bridge or other known reference point.

Tax Map No. 182-001  
Lot No. 182-001  
Zone

Check correct direction:

- ☐ North  
☐ East  
☐ West  
☒ South

- 1 copy of application to City  
1 copy of application to Applicant  
1 copy of application to State Police, Augusta  
1 Copy of application to Dept. of Transportation, Augusta (Right of Way Division)





City of Auburn, Maine

Office of The City Clerk

60 Court Street | Auburn, Maine 04210

[www.auburnmaine.gov](http://www.auburnmaine.gov) | 207.333.6601

**2020**  
**CITY OF AUBURN**  
**AUTOMOBILE GRAVEYARD/JUNKYARD PERMIT**  
**APPLICATION**

\*\*\*\*\*

To the City of Auburn, County of Androscoggin, Maine:

I/We RANDY'S AUTO PARTS hereby  
Make application for a permit to establish, operate or maintain an Automobile Graveyard and/or  
Junkyard at the following described location and in accordance with the provisions of Title 30-A  
MRSA Sections 3751-3760.

**All questions must be answered in full.**

1. Where is the location of the Automobile Graveyard and/or Junkyard?

899 BROAD STREET AUBURN, ME

2. Is this application made by or for a company, partnership, corporation or individual:

RONALD + ERNEST LEVASSEUR

3. Is this property leased? NO Property owned by: RON + ERNEST LEVASSEUR  
Address: \_\_\_\_\_

4. How is "yard" screened?

☐ Fence (type) Wood Height: 6'8"  
☐ Trees (type) FIR  
☐ Embankment: \_\_\_\_\_  
☐ Gully: \_\_\_\_\_  
☐ Hill: \_\_\_\_\_  
☐ Other: \_\_\_\_\_

5. How far is edge of "yard" from center of highway?

300 FEET

6. Can junk be seen from any part of highway? Yes \_\_\_\_\_ No ✓



BROAD STREET

Road Name

Or

Route No.

To

To

TREES  
XXXXXX  
8' FENCE

50 x 80  
Buildin

300'  
ENTRANCE  
INTO THE  
YARD

8' FENCE

TREES

12 x 12

Buildin

FENCE

TREES  
XXXXXX  
8' FENCE

Dear Business Owner:

Attached is an application for an Automobile Graveyard and/or Junkyard Permit. Please complete this application and return it no later than August 28, 2020, along with the permit fee of \$100.00. It is very important your application is received by the deadline in order to be presented to the City Council in September.

The City Council will consider action on the applications at one of their meetings this month before your license expires. Please call the City Clerk's Office at 333-6601 ext. 1126 with any questions you may have.

Sincerely,

Susan Clements-Dallaire

Susan Clements-Dallaire, CCM, CMC



## City of Auburn, Maine

Office of Economic & Community Development  
[www.auburnmaine.gov](http://www.auburnmaine.gov) | 60 Court Street  
Auburn, Maine 04210  
207.333.6601

To: Susan Clements-Dallaire, City Clerk  
From: Eric J. Cousens, Deputy Director of Economic and Community Development  
Re: 2020 Junkyard License Inspections  
Date: August 28, 2020

Based on your request this office inspected licensed junkyards prior to the Councils consideration of their applications. Inspections were completed on August 25 and 27th and staff found the following:

Randy's Auto Parts - 899 Broad St. - No concerns. The site is meeting junkyard requirements.

M & P Auto, Inc. - 227 Merrow Rd. - No Concerns. The site is meeting junkyard requirements.

Morris Auto Parts - 940 Washington ST. N – Over the last few years the inspections revealed that there were some violations and we have worked with this business to address them. Last year we learned of some old junk in the Little Androscoggin Rive along the property boundaries. They have removed all of the visible material from the river and we will check again during future inspections. The site is currently meeting junkyard requirements.

Prolerized New England Company – 522 Washington Street- No concerns. The site is meeting junkyard requirements.

Isadore T. Miller Co. – 78 &80 Hotel Road - No concerns. The site is mostly empty and still meeting junkyard requirements.

**From:** [David O'Connell](#)  
**To:** [Susan Clements-Dallaire](#)  
**Subject:** Auto Graveyard/Junkyard Applications  
**Date:** Friday, September 11, 2020 9:21:14 AM

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Sue,

The Auburn Fire Department approves all of the Auto Graveyard/Junkyard Applications.

Thank you,

David N O'Connell CEO CFI-I C-ECT MIAAI  
Fire Prevention Officer, Auburn Fire Dept., City of Auburn  
550 Minot Ave | Auburn, Maine 04210 | 207.333.6633 X6

*The City of Auburn is subject to statutes relating to public records.  
E-mail sent or received by City employees are subject to these laws.  
Senders and receivers of City e-mail should presume that messages are subject to release.*

Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

### ORDER 105-09212020

ORDERED, that the City Council hereby approves the annual renewal request for an Auto Graveyard/Junkyard permit for Don's No Preference Towing of L/A, Inc., dba Morris Auto Parts, 940 Washington St. North.

Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

ORDER 106-09212020

ORDERED, that the City Council hereby approves the annual renewal request for an Auto Graveyard/Junkyard permit for Isadore T. Miller, 79 & 80 Hotel Road.

Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

ORDER 107-09212020

ORDERED, that the City Council hereby approves the annual renewal request for an Auto Graveyard/Junkyard permit for M & P Auto, Inc., 227 Merrow Road.

Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

ORDER 108-09212020

ORDERED, that the City Council hereby approves the annual renewal request for an Auto Graveyard/Junkyard permit for Prolerized New England Company, LLC., 522 Washington St. North.



Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

ORDER 109-09212020

ORDERED, that the City Council hereby approves the annual renewal request for an Auto Graveyard/Junkyard permit for Randy's Auto Parts, Inc., 899 Broad Street.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** September 21, 2020

**Orders:** 110-09212020 through 122-09212020

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

**Subject:** Board and Committee Appointments

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The Appointment Committee met on September 16, 2020 to review applications and make their nominations for various boards and committees of the City as follows:

**Age Friendly Committee** – Diane Vincent, Sally Gagne, and Alfreda Fournier, each with a 6-1-2023 term expiration.

**Board of Assessment Review** – Buck Buchanan, full member with a 10-01-2025 term expiration, and Adam Lee, full member with a 10-01-2024 term expiration.

**CDBG Loan Committee** – Jo Sharpe with a 10-1-2021 term expiration.

**Complete Streets Committee** – Joshua Daigle with a 1-1-2022 term expiration.

**Conservation Commission** – Amy Dietrich with a 6-1-2023 term expiration.

**Parks & Recreation Advisory Board** – Misty Edgecomb, Rick Martel, Suzanne Roy, and Haley Warden, all with 10/01/2022 term expirations.

**Planning Board** – Dana Staples as a full member with a 01/01/2023 term expiration.

***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:** Motion to appoint members as recommended by the Appointment Committee.

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**Previous Meetings and History:** The Appointment Committee met on September 16, 2020 to make their recommendations.

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**City Manager Comments:**

A handwritten signature in black ink that reads "Phillip Crowell Jr." with a stylized flourish at the end.

I concur with the recommendation. Signature:

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**Attachments:**

List of applicants

List of vacancies

Applications

Orders 110-09212020 through 122-09212020

## **VACANCIES**

Age Friendly Community Committee - 4 vacancies. One with a term expiration of 6/1/2021, three with term expirations of 6/1/2023

Representatives from the Auburn Public Library, Area Agency on Aging, Seniors Plus, Lewiston Auburn Transit Committee, Auburn Housing Authority, Community Based Senior Organizations and the Auburn School Department are encouraged to apply to serve on the Age Friendly Community Committee.

Auburn Housing Authority - 1 vacancy with a term expiration of 10/01/2025

Board of Assessment Review - 5 vacancies - 2 full member and three alternate positions. The full member positions have term expirations of 10/01/2024 and 10/01/2025. For the alternate positions, one has a term expiration of 10/1/2025, and two with a term expiration of 10/1/2022

Cable TV Advisory Committee - 1 vacancies - with a term expiration of 6/1/2022

CDBG Loan Committee - 1 vacancy with a term expiration of 10/01/2021

Citizens Advisory Committee - 1 vacancy, term expiration of 6/30/2022

City Council Student Representative - 2 appointments

Complete Streets Committee - 1 vacancy with a 1/1/2022 term expiration

Conservation Commission - 1 vacancy with a term expiration of 6/1/2023

Parks & Recreation Advisory Board - 4 vacancies, all with term expiration of 10/01/2022

Planning Board - 1 vacancy, full member with a term expiration of 1/1/2023

Zoning Board of Appeals - 5 vacancies, two associate positions with term expirations of 10/01/2022 and 10/01/2023 and four full member positions with term expirations of 10/01/2023.

**Board Committee Applications**  
**September 16, 2020**

Board or Committee	Ward	Last Name	First Name	Address
<b>Age Friendly Committee</b>	5	Gagnon*	Sally	195 Cook Street
	N/A	Vincent*	Diane	Mechanic Falls Resident
<b>Board of Assessment Review</b>	4	Buchanan	Buck	125 Madison Street
	2	Lee	Adam	87 Western Prom
<b>CDBG Loan Committee</b>	2	Sharpe	Jo	28 Holly Street
<b>Complete Streets Committee</b>	1	Daigle	Joshua	103 Blackmer Street
	2	Phillips	William	76 Cove Road
	5	Richardson	Bruce	143 Mill Street
<b>Conservation Commission</b>	2	Dieterich	Amy	74 Terrace Road
<b>Parks &amp; Recreation Advisory Board</b>	2	Edgecomb*	Misty	26 Oakland Street
	3	Martel*	Rick	22 Cedarwood Road
	2	Roy*	Suzanne	8 Joline Drive
	5	Warden	Haley	100 Vickery Road
<b>Planning Board</b>	2	Hayes	Robert	172 Allen Avenue
	5	Staples**	Dana	32 Greenfield Drive

\* Indicates this applicant is seeking re-appointment

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

## Susan Clements-Dallaire

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**From:** donotreply@auburnmaine.gov  
**Sent:** Wednesday, August 12, 2020 2:40 AM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

Date of Application: 8/12/2020

First Name: Sally

Middle Initial: M

Last Name: Gagnon

Residence Address: 195 Cook street

Ward: Ward 5

City: Auburn

Home Phone: 207-784-9657

Cell Phone: 207-240-6114

E-mail Address: Sallyg195@aol.com

Current Occupation: retired

Previous Occupation (if retired or no longer working): Teacher Asst. Auburn, Maine

Education and/or experience: 2yrs college

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Ag Committee

OTHER (Ad-Hoc Committees not on the list above):: Age Friendly Committee

This application is for a... (choose one): Reappointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): I am hoping to stay on The age friendly committee to accomplish what this new committee has strived for, to help the elderly in the City of Auburn Maine.

What do you hope to accomplish?: I want to accomplish the goals we had set out to do before Covid -19.

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

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

Dates served (if known): this past year

How did you learn of this vacancy?: From the City of Auburn

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.  
By typing your full name below, you are "signing" this electronic application.: Sally gagnon

Date of Electronic Signature: Sally Gagnon

## 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.

*Age Friendly.*

Date: 9-8-20

Last name: VINCENT First name: Diane Middle initial: J

Residence address: 23 Laurel Street Ward: \_\_\_\_\_

City: Mechanic Falls Me State: Maine Zip code: 04256

Home phone: 207-3457055 Work phone: \_\_\_\_\_ Cell phone: 207-754-2652

Email address: You have my Email

Current occupation: Retired.

Previous occupation (if retired or no longer working): No longer working

Educational and/or experience (or attach your resume): 12th grade

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

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



Is this application for a \_\_\_ new appointment or X 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).

Help Senior live a better Life. Help put on some Supper, MOVIES

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

Same as above.

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

Aging Friendly Last year.

Dates served (if known)?

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

AGING Friendly.

Dates served (if known)? unit 6-19-19

How did you learn of this vacancy? Le Bay

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: Diane Vincent Date: 9-8-2020

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: \_\_\_\_\_

## Susan Clements-Dallaire

---

**From:** donotreply@auburnmaine.gov  
**Sent:** Wednesday, August 12, 2020 12:37 PM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

Date of Application: 08/12/2020

First Name: Buck

Middle Initial:

Last Name: BUCHANAN

Residence Address: 125 MADISON ST

Ward: Ward 4

City: AUBURN

Home Phone: 2077846295

Cell Phone: 2077846295

E-mail Address: info@pro-pc.us

Current Occupation: IT Consultant

Previous Occupation (if retired or no longer working):

Education and/or experience: Military and Landlord

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Board of Assessment Review

OTHER (Ad-Hoc Committees not on the list above)::

This application is for a... (choose one): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): I see the city has a need for volunteers and I want to help out where my skills would be put to good use

What do you hope to accomplish?: I would like to fill a board seat in a capacity that could use my previous experience in real estate and that I can give my attention to while still running my business.

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

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

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.  
By typing your full name below, you are "signing" this electronic application.: Buck Buchanan

Date of Electronic Signature: 08/12//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: 7/13/20

Last name: LEE First name: Adam Middle initial: R.

Residence address: 87 WESTERN PROM Ward: 2

City: AUBURN State: ME Zip code: 04210

Home phone: — Work phone: 207-784-4581 Cell phone: 207-312-4057

Email address: ARLEE1979@GMAIL.COM

Current occupation: ATTORNEY

Previous occupation (if retired or no longer working): —

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

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

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

Is this application for a ☒ 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). THIS BOARD REQUESTS A FAMILIARITY WITH LEGAL PROCEDURES, AND APPLICATION OF STATE STATUTES IN A FAIR AND OBJECTIVE MANNER. I FEEL MY SKILLS MATCH WELL WITH ITS DEMANDS.  
What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). FAIR AND OBJECTIVE ADJUDICATION OR APPEAL ABATEMENTS.

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

Dates served (if known)?

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

YES, MULTIPLE TERM CITY COUNCILOR. I CHAIRED CDBG.

Dates served (if known)? 2013 - 2017

How did you learn of this vacancy? KAREN SCAMMON

AS AN  
ATTORNEY  
I HAVE  
ADVISED  
OTHER  
MUNICIPALITIES  
AND  
HANDLED  
SUCH  
APPEALS  
IN  
COURT.

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

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

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

Signature: [Signature] Date: 7/13/20

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>7-13-20</u>
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____



## **Adam R. Lee, Esq.**

87 Western Promenade Auburn, Maine 04210 • c. 207-312-4057 • [arlee1979@gmail.com](mailto:arlee1979@gmail.com)

### **RELEVANT EXPERIENCE:**

#### **Trafton, Matzen, Belleau & Frenette, LLP**

*Attorney, June 2016-Present*

- Lead and supporting trial counsel in various administrative, employment, municipal and other civil litigation cases in front of various state administrative agencies, municipal authorities, and state and federal courts;
- Local Maine counsel for 10 municipal governments and 13 county governments with respect to pending litigation against manufacturers and distributors of opiate drugs;
- Appellate counsel primarily responsible for drafting multiple successful appellate briefs and orally arguing multiple successful appeals to Maine Supreme Judicial Court.

#### **Boston College**

*Fulton Debate Coach, September 2018-Present*

- Provide instruction and advice to a college policy debate team of a dozen members;
- Construct strategies for various debaters of differing skill levels;
- Administratively supervise program decisions.

#### **City of Portland, Maine**

*Associate Corporation Counsel, January 2015-June 2016*

- Primary litigation attorney in 4 lawyer, 2 paralegal office for Maine's largest municipal government;
- In-house counsel providing advice, guidance and representation to the Zoning Board of Appeals, Building Inspections/Code Enforcement division, Business Licensing, Housing Safety Office and the Fire Department.

#### **Skelton, Taintor and Abbott, P.A.**

*Associate Attorney, September 2008-December 2014*

- Extensive civil litigation experience including pre-trial, trial and appellate experience in municipal, commercial, employment, public utility/energy, criminal and general civil litigation matters;
- Lead trial counsel in various types of cases including municipal, employment contracts, real estate partition, foreclosure, and probate;
- Drafted several prevailing appellate briefs in appeals and successfully argued appeals to Maine Supreme Judicial Court.

#### **Justices Jabar, Marden, Mills, and Nivison of the Maine Superior Court**

*Judicial Law Clerk, August 2007-August 2008*

- Drafted and edited Decisions and Orders for Maine's trial court of general jurisdiction; researched and prepared bench memoranda in a variety of civil cases, criminal cases, and judicial reviews of final state agency and municipal actions.

#### **Vermont Attorney General- Civil Rights Unit**

*Law Clerk, Summer 2006*

- Substantial legal writing and research of state and federal employment discrimination law
- Drafted charges, interviewed complainants and respondents, analyzed discovery evidence, and drafted objective advisory memos regarding final decisions of the Attorney General's office.

## **Environmental Tax Policy Institute**

*Research Fellow, Summer 2005- 2007*

- Extensively researched the intersection of EPA regulations and tax incentives, Tracked the 2005 Energy Bill and contributed to and edited various publications by Prof. Janet Milne.

## **University of Rochester**

*Assistant Director of Debate/Visiting Lecturer, August 2002-May 2004*

- Acted as primary research director and coach while teaching college level communications course.

## **EDUCATION:**

**Vermont Law School**, South Royalton, VT

Juris Doctor, *Cum Laude*, May 2007

- Class Rank: 27/178 GPA: 3.45
- Dean's List: Fall 2005, Spring 2006, Fall 2006, and Spring 2007
- Academic Excellence Award: Intellectual Property Law
- Research Fellow to Professor Janet Milne and the Environmental Tax Policy Inst., 2005-2007
- Teaching Assistant to Professor Cheryl Hanna in Constitutional Law I and II, 2006
- Class of 2007 Commencement Speaker
- Student Bar Association Senator, 2005-2007

**University of Texas**, Austin, TX

B.A. in History, Minor in Sociology, May 2002

- Member of the University of Texas Debate Team, selective group of 12 policy debaters
- Recipient of George and Virginia Nokes scholarship award for Debate
- Named as 1 of 30 Academic All-American Debaters 2001-02 by the Cross-Examination Debate Association

**Public Service:** Chair of Board of Directors Lewiston Auburn Economic Growth Council; Member of Board of Directors of Lewiston-Auburn Metropolitan Chamber of Commerce; Member of the Board of Visitors of the University of Southern Maine; Campaign Counsel for Adam R. Cote; Former two-term Auburn City Councilor; Former Member of Board of Directors of the Franco American Heritage Center; Big Brothers Big Sisters Mentor since 2009; Former Member of the Board of Directors of the Lewiston Education Fund; Former Debate Coach at Edward Little High School, and volunteer at Lewiston/Auburn YMCA

**Bar Membership:** Admitted to practice in Maine and New Hampshire State Courts, Maine and New Hampshire Federal Courts, and the First Circuit Court of Appeals.

**Awards:** SuperLawyers Rising Star; "Top 40 under 40" by The National Trial Lawyers; and "40 under 40" award recipient for Public Service by Uplift L/A.



## Susan Clements-Dallaire

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**From:** donotreply@auburnmaine.gov  
**Sent:** Tuesday, August 11, 2020 5:37 PM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

Date of Application: 8/11/2020

First Name: Jo

Middle Initial:

Last Name: Sharpe

Residence Address: 28 Holly St.

Ward: Ward 2

City: Auburn

Home Phone: 6142602420

Cell Phone: 6142602420

E-mail Address: Jadkins81@hotmail.com

Current Occupation: Self Employed Property Management

Previous Occupation (if retired or no longer working):

Education and/or experience: AS Business, Retail banking, credit counseling, and loan processing

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): CDBG Loan Committee

OTHER (Ad-Hoc Committees not on the list above):

This application is for a... (choose one): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): Civic duty, sense of community, and to gain experience. I think smooth operations make for happier citizens.

What do you hope to accomplish?: To provide an objective viewpoint and help alleviate any overload I am able to on local government. If I am better suited for another position I would like to be contacted for it. Thank you for your consideration.

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

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?: City of Auburn Facebook post

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.  
By typing your full name below, you are "signing" this electronic application.: Jo Sharpe

Date of Electronic Signature: 08/11/2020

## Susan Clements-Dallaire

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**From:** donotreply@auburnmaine.gov  
**Sent:** Wednesday, August 12, 2020 8:48 AM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

Date of Application: 08/12/2020

First Name: William

Middle Initial: J

Last Name: Phillips

Residence Address: 76 Cove Rd

Ward: Ward 2

City: Auburn

Home Phone: 2077844622

Cell Phone: 2077548599

E-mail Address: wjp50@aol.com

Current Occupation: Retired

Previous Occupation (if retired or no longer working): Director of Cardiology, CMHVI

Education and/or experience: MD

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Complete Streets Committee

OTHER (Ad-Hoc Committees not on the list above):

This application is for a... (choose one): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): I've lived in Auburn since 2002 and am an avid bicyclist, former motorcyclist, and driver.

What do you hope to accomplish?: Help design street upgrades, markings and signs that promote safety for all users.

Are you presently serving on a City or Community Board or Committee? If so, which one(s): None

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

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.  
By typing your full name below, you are "signing" this electronic application.: William J Phillips

Date of Electronic Signature: 8/12/ 2020



## Susan Clements-Dallaire

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**From:** donotreply@auburnmaine.gov  
**Sent:** Sunday, September 6, 2020 6:03 PM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

Date of Application: 9/6/2020

First Name: Joshua

Middle Initial: B

Last Name: Daigle

Residence Address: 103 Blackmer St, Auburn ME.

Ward: Ward 1

City: Auburn

Home Phone: 2074911695

Cell Phone: 2074911695

E-mail Address: joshuabdaigle@gmail.com

Current Occupation: Professional Firefighter/EMT

Previous Occupation (if retired or no longer working):

Education and/or experience: AAS degree Fire Science Technology, previous Phi Theta Kappa Honor Society member, Eagle Scout, previous Jay director of Spruce Mountain Active Community Kids Leo Club

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Complete Streets Committee

OTHER (Ad-Hoc Committees not on the list above):

This application is for a... (choose one): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): I believe the product of one's environment is only as good as the effort that goes into it. I see this as an excellent opportunity to step up and make positive change by volunteering to make L / A a better place of all residents and visitors. I would be well fit for this committee by keeping all interest groups in mind. As an outdoor enthusiast, I would represent citizens that like to see the city continue to grow in supporting area running / walking paths, trails and parks. On the other side of the spectrum, I would rightfully represent motorists, flight and rail passengers, as well as public transit users. As a professional firefighter, I drive large fire trucks and ride in ambulances providing life saving patient care in a moving vehicle. I truly

understand how critical well developed and planned infrastructure is. In my job we have a lot of critical problem solving and often have to think outside the box. I believe I could use the same ideology to help me succeed on this committee.

What do you hope to accomplish?: I hope to aid other members of the committee in making L/A an exceptional place for residents and visitors to travel via various modes of transportation. I hope to help improve existing transportation infrastructure, the modes of transportation, as well as make improvements for the future that will help Auburn continue to grow as a strong city for all residents and visitors alike to work and play. Furthermore, I hope to promote existing locations in the cities to attract businesses and citizens.

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

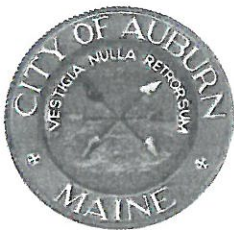
Have you previously served on a City or Community Board or Committee? If so, which one(s)?: No

Dates served (if known): N/A

How did you learn of this vacancy?: Advertisement on the city's facebook page

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above. By typing your full name below, you are "signing" this electronic application.: Joshua B. Daigle

Date of Electronic Signature: 9/6/2020



## 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: June 27, 2020

Last name: Richardson First name: Bruce Middle initial: E

Residence address: 143 mil street Apt 324 Ward: 5

City: Auburn State: Maine Zip code: 04210

Home phone: 207-782-7370 Work phone: NA Cell phone: \_\_\_\_\_

Email address: b.e.richardson@myfairpoint.net

Current occupation: Event Specialist

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

Southern New Hampshire University Master Business Admin, MSBE  
Educational and/or experience (or attach your resume): one MSOL USM - BS @ Codonics Accounting  
Sociology and Business

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

☐ 9-1-1 Committee

☐ Airport Board

☐ Auburn Housing Authority

☐ Audit & Procurement Committee

☐ Board of Assessment Review

☐ Cable TV Advisory Board

☐ CDBG Loan Committee

☐ Community Forest Board

☐ Conservation Commission

☐ Ethics Panel

☐ I/A Transit Committee

☐ Planning Board

☐ Recreation & Special Events

☐ Sewer District

☐ Water District

☐ Zoning Board of Appeals

add complete streets committee



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). Work at Hope Haven Shelter during meals on Thanksgiving & Christmas also work as a substitute teacher  
North Special Education

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). I hope to be one part of the team that will accomplish the tasks and all tasks that will be presented to the committee

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

Dates served (if known)? present as reappointment

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

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

How did you learn of this vacancy? Online

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: Brian Sullivan Date: June 27, 2020

Please submit your application to;

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

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 6/30/2020  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_



## Susan Clements-Dallaire

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**From:** donotreply@auburnmaine.gov  
**Sent:** Wednesday, July 15, 2020 11:46 AM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

Date of Application: 07/15/2020

First Name: Amy

Middle Initial:

Last Name: Dieterich

Residence Address: 74 Terrace Road

Ward: Ward 2

City: Auburn

Home Phone: 2075777627

Cell Phone: 2075777627

E-mail Address: amydieterich@gmail.com

Current Occupation: Lawyer, Skelton, Taintor and Abbott

Previous Occupation (if retired or no longer working):

Education and/or experience: Columbia University School of Law (2008, Juris Doctorate) ; Bryn Maw College (2002, BA); Edward Little High School (1998)

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Conservation Commission

OTHER (Ad-Hoc Committees not on the list above):

This application is for a... (choose one): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): I am an enthusiastic and passionate user and proponent of Auburn's parks, trails, waters and public lands. I'd love to be a part of continuing the work to preserve space for the public and promote its use by our residents and others. My hope is that if I am appointed, I can add value to the Committee's discussions. My legal background provides me with something of a unique perspective, and I'm comfortable analyzing complicated documents and regulations, and communicating with the public.

What do you hope to accomplish?: I want to be of service to my community and do not have a particular agenda I'd like to accomplish. I am excited by all the improvements and increased usage of Mt. Apatite over the last few years, and I'd love to see that continue.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?: Yes, I am on the Board of Assessment Review.

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?: Online on the City's website

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above. By typing your full name below, you are "signing" this electronic application.: Amy Dieterich

Date of Electronic Signature: July 15, 2020

## Susan Clements-Dallaire

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**From:** donotreply@auburnmaine.gov  
**Sent:** Wednesday, August 12, 2020 1:49 PM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

Date of Application: 08/12/2020

First Name: Haley

Middle Initial: J

Last Name: Warden

Residence Address: 100 Vickery Road

Ward: Ward 5

City: Auburn

Home Phone: 8184810460

Cell Phone: 8184810460

E-mail Address: hwarden@auburnmaine.gov

Current Occupation: Administrative Assistant/Program Aid

Previous Occupation (if retired or no longer working):

Education and/or experience: Some College

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Parks & Recreation Advisory Board

OTHER (Ad-Hoc Committees not on the list above):

This application is for a... (choose one): New appointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): I would like to be more involved with the city and community I live in. I am particularly interested in this committee because I work part time at the Recreation Department and am an advocate for the wonderful programs they offer the residents of Auburn. I also have four young children and we spend a lot of time at the parks.

What do you hope to accomplish?: To be apart of a team who wants to revitalize and offer the best to the city's residents.

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

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 from the city asking residents to volunteer

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.  
By typing your full name below, you are "signing" this electronic application.: Haley Warden

Date of Electronic Signature: 08/12/2020



## Susan Clements-Dallaire

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**From:** donotreply@auburnmaine.gov  
**Sent:** Thursday, August 13, 2020 4:03 PM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

Date of Application: 08/13/2020

First Name: Misty

Middle Initial:

Last Name: Edgecomb

Residence Address: 26 Oakland St

Ward: Ward 2

City: Auburn

Home Phone: 2072403910

Cell Phone: 207240391

E-mail Address: mislyn02@gmail.com

Current Occupation: Self employed

Previous Occupation (if retired or no longer working):

Education and/or experience: sitting board member

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Parks & Recreation Advisory Board

OTHER (Ad-Hoc Committees not on the list above)::

This application is for a... (choose one): Reappointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): I want to see the parks grow and become some of the best in the state

What do you hope to accomplish?: I wish to accomplish creating parks this city can use as a draw for visitors and residents

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?: Parks and Rec advisory board

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

Dates served (if known): 2017

How did you learn of this vacancy?:

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.  
By typing your full name below, you are "signing" this electronic application.: Misty Edgecomb

Date of Electronic Signature: 08/13/2020

## Susan Clements-Dallaire

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**From:** donotreply@auburnmaine.gov  
**Sent:** Thursday, August 27, 2020 8:18 PM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

Date of Application: 8-28-2020

First Name: Suzanne

Middle Initial: M

Last Name: Roy

Residence Address: 8 Joline Dr

Ward: Ward 2

City: Auburn

Home Phone: 782-7994

Cell Phone: 740-0987

E-mail Address: Smroy@maine.edu

Current Occupation: Retired

Previous Occupation (if retired or no longer working): Health Educator

Education and/or experience: Masters in Adult Education

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Parks & Recreation Advisory Board

OTHER (Ad-Hoc Committees not on the list above): Recreation and Sports

This application is for a... (choose one): Reappointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): Improve our parks and green space so community members can recreate and enjoy our great outdoors

What do you hope to accomplish?: Helping City of Auburn become more dedicated to provide ongoing recreational opportunities for our citizens

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

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

Dates served (if known): Not recalling dates.

How did you learn of this vacancy?: Researched City website and saw a vacancy

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.  
By typing your full name below, you are "signing" this electronic application.: Suzanne M Roy

Date of Electronic Signature: 08-28-2020



## Susan Clements-Dallaire

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**From:** donotreply@auburnmaine.gov  
**Sent:** Tuesday, August 25, 2020 7:36 PM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

Date of Application: 08/25/2020

First Name: Rick

Middle Initial:

Last Name: Martel

Residence Address: 22 CEDARWOOD RD.

Ward: Ward 3

City: AUBURN

Home Phone: 2075764053

Cell Phone: 2075764053

E-mail Address: rmartel@roadrunner.com

Current Occupation: Operations Manager

Previous Occupation (if retired or no longer working):

Education and/or experience: BA - Business Administration

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Parks & Recreation Advisory Board

OTHER (Ad-Hoc Committees not on the list above):

This application is for a... (choose one): Reappointment

Briefly describe why you want to serve on a board/committee (1,000 character limit): I have been on the board for a full term and a partial term already, and wish to continue in the same capacity.

What do you hope to accomplish?: I also lead the Friends of Mt. Apatite Community Workgroup as an offshoot of the P&R Advisory board and would like to continue being a conduit to the city and the Rec department in order to continue improvements at the park.

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

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

Dates served (if known):

How did you learn of this vacancy?:

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above. By typing your full name below, you are "signing" this electronic application.: Rick Martel

Date of Electronic Signature: 08/25/2020

## **Susan Clements-Dallaire**

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**From:** donotreply@auburnmaine.gov  
**Sent:** Tuesday, August 11, 2020 5:05 PM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

The following form has been submitted by an end-user of the website: Board/Committee Application

Date of Application: 08/11/2020

First Name: Dana

Middle Initial: N

Last Name: Staples

Residence Address: 32 Greenfield Drive

Ward: Ward 5

City: Auburn

Home Phone: 2072401671

Cell Phone: 2072401671

E-mail Address: dana.staples@gmail.com

Current Occupation: Conversions Manager for Tyler Technologies

Previous Occupation (if retired or no longer working):

Education and/or experience: BS/MS in Computer Science

Please check which board or committee you are interested in serving on. Individual applications for each board or committee (if you wish to serve on more than one): Planning Board

OTHER (Ad-Hoc Committees not on the list above):

This application is for a... (choose one): Desire to move from an alternate/associate to full member

Briefly describe why you want to serve on a board/committee (1,000 character limit): I am interested in continuing my work on the planning board at a full member level. I have enjoyed playing an active role in assisting with the planning of our city's future development. As we move forward we will need to make changes to the comprehensive plan to account for our strategic plan for the coming years. I would like to continue to be a part of this planning.

What do you hope to accomplish?: I would like to continue to play an active role in administering the land use portion of our comprehensive plan. I think that there is a good chance that we'll see some zoning changes in the future and I would like to give me input on these changes.

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

Have you previously served on a City or Community Board or Committee? If so, which one(s)? Parks and Rec Advisory Board, Complete Streets, Zoning Board of Appeals

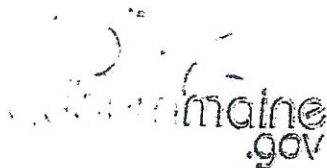
Dates served (if known): since 2014

How did you learn of this vacancy?: I saw the posting on the city website

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above. By typing your full name below, you are "signing" this electronic application.: Dana N Staples

Date of Electronic Signature: 8/11/20





## 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: 8/20/20

Last name: HAYES First name: ROBERT Middle initial: P

Residence address: 172 ALLEN AVE Ward: 2

City: AUBURN State: ME Zip code: 04210

Home phone: 207-782-1386 Work phone: \_\_\_\_\_ Cell phone: 207-232-3903

Email address: JLHAYES1868@YAHOO.COM

Current occupation: RETIRED

Previous occupation (if retired or no longer working): SMALL RETAIL BUSINESS OWNER/OWNER

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

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

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

CAC

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). DESIRE TO STAY INVOLVED AND HAVE EXPERIENCE FROM 13 YEARS ON THE PLANNING BOARD AND 13 YEARS ON THE COUNCIL

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). TO ADVANCE THE CURRENTLY ORSKINTO STRATEGIC PLAN TO PARTICIPATE IN THE REVIEW & UPDATE OF THE CITY'S COMPREHENSIVE PLAN

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

Dates served (if known)? SEE ATTACHED

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

YES  
PLANNING BOARD & CITY COUNCIL

Dates served (if known)? P.B. '77-'90, CC '05-'15 & '18-'19

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

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

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

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

Signature: [Signature] Date: 8/20/20

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: 8/11/2020  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_

AUG 24 2020



For more than 60 years, I have been involved in our community,

- as student in the Auburn Public Schools,
- as owner/manager of J.L. Hayes/Agway,
- as member of the Chamber of Commerce,
- as member/chairperson of the Planning Board,
- as Ward 2 City Councilor,
- as member of the L/A Railroad Co. Board,
- as City representative to the L/A Airport Board,
- as a certified ski instructor at Lost Valley

#### EDUCATION:

- Auburn Public Schools (ELHS 65)
- Union College, Schenectady, NY (Industrial Economics)
- Univ. of Southern Maine (Business Administration)
- Univ. of Maine - Augusta (Public Administration)
- Navy Officer Candidate School, Newport, RI
- Navy Supply School, Athens, GA

#### PROFESSIONAL EXPERIENCE:

- United States Navy (Active '70-'73; Reserve '73-'95; Retired Commander, Supply Corps)
- E.C. Jordan Co., Portland, ME (Community and Regional Land-Use Planner '69-'70, '73-'75)
- J.L. Hayes/Agway (Small Business Manager 1975-2015)

#### COMMUNITY INVOLVEMENT:

- Chamber of Commerce (1975-2015)
  - Auburn Planning Board (Member '77-'90, Chairperson '88-'90)
  - Lewiston Downtown Development & Management Corp. (Director '80-'87, Chairperson '85-'87)
  - Auburn City Council (Ward 2, 2005-2015)
- 2018-2019

Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

### ORDER 110-09212020

**ORDERED**, that the City Council hereby appoints Dana Staples as full member of the Planning Board with a term expiration of 01/01/2023.

Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

### ORDER 111-09212020

**ORDERED**, that the City Council hereby appoints Amy Dieterich to serve on the Conservation Commission with a 6-1-2023 term expiration.

Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

### ORDER 112-09212020

**ORDERED**, that the City Council hereby appoints Jo Sharpe to the CDBG (Community Development Block Grant) Loan Committee with a 10-1-2021 term expiration.

Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

### ORDER 113-09212020

**ORDERED**, that the City Council hereby re-appoints Sally Gagne to the Age Friendly Committee with a 6-1-2023 term expiration.

Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

### ORDER 114-09212020

**ORDERED**, that the City Council hereby re-appoints Diane Vincent to the Age Friendly Committee with a 6-1-2023 term expiration.



Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

### ORDER 115-09212020

**ORDERED**, that the City Council hereby re-appoints Alfreda Fournier to the Age Friendly Committee with a 6-1-2023 term expiration.

Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

### ORDER 116-09212020

**ORDERED**, that the City Council hereby appoints Joshua Daigle to the Complete Streets Committee with a 1-1-2022 term expiration.

Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

### ORDER 117-09212020

**ORDERED**, that the City Council hereby appoints Buck Buchanan as full member of the Board of Assessment Review with a 10-01-2025 term expiration.

Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

### ORDER 118-09212020

**ORDERED**, that the City Council hereby appoints Adam Lee as full member of the Board of Assessment Review with a 10-1-2024 term expiration.

Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

### ORDER 119-09212020

**ORDERED**, that the City Council hereby re-appoints Misty Edgecomb to the Parks & Recreation Advisory Board with a 10-1-2022 term expiration.

Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

### ORDER 120-09212020

**ORDERED**, that the City Council hereby re-appoints Rick Martel to the Parks & Recreation Advisory Board with a 10-1-2022 term expiration.



Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

### ORDER 121-09212020

**ORDERED**, that the City Council hereby re-appoints Suzanne Roy to the Parks & Recreation Advisory Board with a 10-1-2022 term expiration.

Holly C. Lasagna, Ward One  
Timothy B. MacLeod, Ward Two  
Stephen G. Milks, Ward Three  
Brian S. Carrier, Ward Four



Leroy G. Walker, Ward Five  
Belinda A. Gerry, At Large  
Katherine E. Boss, At Large

Jason J. Levesque, Mayor

## IN CITY COUNCIL

### ORDER 122-09212020

**ORDERED**, that the City Council hereby appoints Haley Warden to the Parks & Recreation Advisory Board with a 10-1-2022 term expiration.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** September 21, 2020

**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.