



City Council Workshop & Meeting
July 1, 2019
Agenda

5:30 P.M. City Council Workshop

- A. Multi Media Plan – Marc Gosselin & Liz Allen (15 minutes)
- B. Maine Department of Transportation Official Business Directory Signs (OBDS) – Michael Chamblings (15 minutes)
- C. Boards & Committees (Residents/Non-Residents) – Phil Crowell (15 minutes)
- D. Executive Session – Economic Development (proposed credit enhancement agreement for Auburn Industrial Park), pursuant to 1 M.R.S.A. §405(6)(C) – Michael Chamblings (20 minutes).

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

Pledge of Allegiance

- 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 78-07012019***
Confirming Chief Moen’s appointments of Shawn D. St. Hilaire and Sean G. Dyer as Constables with firearms for the Auburn Police Department and David O’Connell, Fire Inspector without a firearm for the Auburn Fire Department.
- II. **Minutes** - June 24, 2019 Regular Council Meeting
- III. **Communications, Presentations and Recognitions**
 - **Proclamation** – Parks & Recreation Month
- IV. **Open Session** – Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.
- V. **Unfinished Business** - None
- VI. **New Business**
 - 1. **Order 79-07012019**
Adoption of the Citizen’s Participation Plan for 2020-2024.

1. **Order 80-07012019**
Authorizing the issuance of Bonds for the Norway Savings Bank Arena. Public hearing and first reading.
Passage requires an affirmative vote of 5 Councilors at the second and final reading.
 2. **Order 81-07012019**
Appointing Katie Boss as a full member of the Planning Board with a term expiration of 1/1/2020 as nominated by the Appointment Committee.
 3. **Order 82-07012019**
Appointing Mathieu Duvall as a full member of the Planning Board with a term expiration of 01/01/2020 as nominated by the Appointment Committee.
 4. **Order 83-07012019**
Appointing John St. Peter to the Auburn Housing Authority as nominated by the Appointment Committee with a term expiration of 10/01/2023.
 5. **Order 84-07012019**
Re-appointing Leonard Kimble as a full member of the Ethics Panel with a term expiration of 1/1/2021 as nominated by the Appointment Committee.
 6. **Resolve 09-07012019**
Supporting the formation of a Charter Review Ad-hoc Committee.
- VII. Reports**
- a. **Mayor's Report**
 - b. **City Councilors' Reports**
 - c. **City Manager Report**
- VIII. Open Session** - Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.
- IX. Executive Session**
- X. Adjournment**



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: July 1, 2019

Author: Marc Gosselin

Subject: Update - Marketing

Information:

Provide an update and statistics on current marketing initiatives and discuss future marketing strategies.

City Budgetary Impacts: N/A

Staff Recommended Action: Discussion

Previous Meetings and History: N/A

City Manager Comments:

I concur with the recommendation. Signature:

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

Attachments: None



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: July 1, 2019

Author: Megan McLaughlin, City Planner II

Subject: Non-Reflectorized Official Business Directional Signage (OBDS) in the City

Information: We received four applications for Official Business Directional Signs (OBDS) in the city from the Hilton Garden Inn. The four applications consisted of requests for one non-reflectorized and three reflectorized signs. The City ordinance only permits non-reflectorized signs: Chapter 42, Article II, Division 2: “...**Signs shall be non-reflectorized...except that a reflectorized sign of any permissible size may be permitted on an existing sign assembly displaying a reflectorized sign of the same size if such sign assembly was legally erected prior to October 7, 1985.**”

As of October 1, 2014, non-reflective OBDS located on National Highway System (NHS) designated highways that are in need of replacement must be replaced by reflective OBDS. In addition, as of January 1, 2020, the MDOT will require all OBDS erected on State Highways or State-Aid Highways to be retroreflective. Applications for non-reflectorized OBDS will no longer be accepted (See 23 M.R.S.A § 1925, as amended by P.L. 2013 Ch. 529; 23 M.R.S.A § 52). Existing signs will be/are “grandfathered.” The term “retroreflective” refers to the ability of signs to return light from a vehicles head lights back toward the vehicle, thereby making the signs “illuminate” at night so that the vehicle operator can easily see/read them.

City Budgetary Impacts: None.

Staff Recommended Action: With the language in the ordinance currently, reflective OBDS are not permitted in the City unless they are installed on a sign assembly that was legally erected prior to October 7, 1985. Planning Staff recommends the City Council consider the following questions:

- *Should Chapter 42 of the City Ordinance be amended to allow retroreflective OBDS in accordance with the MDOT changes?*
 - The ordinance includes a list of locations OBDS are permitted. If a location is not on the list, a sign is not permitted there. This list has been mapped and Staff believes it is not all inclusive. For example, there are sign assemblies that are not on the list. The list also includes permitted locations where a sign assembly may no longer exist, or the street names have changed. *Should the City consider trying to make this list all-inclusive or remove the list from the ordinance and allow OBDS at intersections on all State, State Aid and Federal Highways?*
 - There is one additional cleanup item in the ordinance that Staff recommends be addressed should the Council decide to amend other sections of the OBDS ordinance. For example, the ordinance references Chapter 200 when it should be Chapter 205 of the State Department of Transportation Administrative Guidelines.
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Previous Meetings and History: None.

City Manager Comments:

I concur with the recommendation. Signature:

Attachments: I: Ordinance Reference; II: Maine DOT Chapter 205

ATTACHMENT I

ARTICLE II. - SIGN REGULATIONS

DIVISION 1. - GENERALLY

Secs. 42-19—42-39. - Reserved.

DIVISION 2. - DIRECTIONAL SIGNS

Sec. 42-40. - Purpose and policy.

The purpose of this division is to provide tourists and travelers with information and guidance concerning public accommodations, facilities, commercial services, and other businesses and points of scenic, cultural, historic, educational, recreational, agricultural, and religious interest. To provide this information and guidance, it is the policy of the city:

- (1) To establish and maintain a system of official business directional signs;
- (2) To prohibit and control the proliferation of roadside signs; and
- (3) To provide a uniform procedure and criteria to govern their location and approval consistent with state laws governing official business directional signs.

(Code 1967, § 27-5.1)

Sec. 42-41. - Definitions.

Unless another meaning is given expressly or by clear implication, all terms used in this division shall have the meanings set forth in 23 M.R.S.A. § 1903.

(Code 1967, § 27-5.2)

Sec. 42-42. - Applicability.

The provisions of this division shall apply only to official business directional signs.

(Code 1967, § 27-5.7)

Sec. 42-43. - Eligibility.

Lawful businesses and points of interest and cultural, historic, recreational, educational, and religious facilities are eligible to contract with the state for the placement of up to six official business directional signs within the city, but only at the intersections or locations listed in section 42-44.

(Code 1967, § 27-5.3)

State Law reference— Similar provision, 23 M.R.S.A. § 1909.

Sec. 42-44. - Location.

Official business directional signs shall be located in accordance with the provisions contained in 23 M.R.S.A. §§ 1911 and 1912 and chapter 200 of the state department of transportation administrative guidelines on approaches to or at the following intersections designated by the city council:

- (1) Turnpike Connector/Lewiston Junction Road.
- (2) Turnpike Connector/Washington Street.
- (3) Turkey Lane/Washington Street.
- (4) Route 122/Hotel Road.
- (5) Beech Hill Road/Washington Street.
- (6) Old Danville Road/Danville Corner Road.
- (7) Merrow Road/Hotel Road.
- (8) Turnpike Connector/Hotel Road.
- (9) Rodman Road/Washington Street.
- (10) Rodman Road/Poland Road.

- (11) Rodman Road/Manley Road.
- (12) Rodman Road/Hotel Road.
- (13) Hotel Road/Minot Avenue.
- (14) Upper Court Street/Minot Avenue.
- (15) Fairview Avenue/Minot Avenue.
- (16) Rotary.
- (17) High Street/Minot Avenue.
- (18) Broad Street/Mill Street.
- (19) Riverside Drive/Mill Street.
- (20) Court Street/Union Street Bypass.
- (21) Court Street/Goff Street.
- (22) Court Street/Western Avenue
- (23) Court Street/Turner Street.
- (24) Turner Street/Union Street Bypass.
- (25) Center Street/North River Road.
- (26) Park Avenue/Mt. Auburn Avenue.
- (27) Gracelawn Road/Mt. Auburn Avenue.
- (28) Center Street/Mt. Auburn Avenue.
- (29) Youngs Corner Road/Hotel Road.
- (30) Youngs Corner Road/Perkins Ridge Road.
- (31) Lake Shore Drive/Route 4.
- (32) West Hardscrabble Road/Lewiston Junction Road.
- (33) Minot Avenue/Hatch Road (northerly direction only).
- (34) High Street/Academy Street.
- (35) Main Street/Academy Street.

- (36) South Main Street/Mill Street.
- (37) Lake Shore Drive/North Auburn Road.
- (38) Center Street/Fair Street, Martin Street.
- (39) Washington Street southbound Miami Avenue.
- (40) Washington Street northbound Miami Avenue.
- (41) Washington Street southbound Phil-O-Mar Street.
- (42) Washington Street northbound Phil-O-Mar Street.
- (43) Washington Street northbound Chasse Street.
- (44) Washington Street southbound Chasse Street.
- (45) Washington Street northbound Hackett Road.
- (46) Park Avenue/Gamage Avenue.
- (47) Perkins Ridge Road/Hatch Road (Welcomb's Corner).
- (48) Center Street/Stetson Road.
- (49) Fair Street/Oak Hill Road.
- (50) Hotel Road/Manley Road.
- (51) Summer Street/Youngs Corner Road.
- (52) Riverside Drive/Penley Corner Road.
- (53) Rodman Road/Twin Road.
- (54) Washington Street northbound Adams Street.
- (55) First Ave/Rotary Reverse Direction Connectors.
- (56) Hackett Road/Broad Street.
- (57) Center Street/Stanley Street.
- (58) Center Street/Cross Street.
- (59) Riverside Drive/Dunn Street.
- (60) Turner Street/Gracelawn Road.

- (61) Drummond Street/Main Street.
- (62) Court Street/Pleasant Street (both directions).
- (63) Minot Avenue/Elm Street.
- (64) Pleasant Street/Elm Street.
- (65) Millett Drive/Court Street.
- (66) Minot Avenue/Millett Drive.

(Code 1967, § 27-5.4; Ord. of 3-2-1998; Ord. of 12-6-1999(2); Ord. of 11-19-2001(2); Ord. of 5-2-2005(02); Ord. No. 05-07162012, 8-6-2012)

State Law reference— Permitted locations, 3 M.R.S.A. § 1912.

Sec. 42-45. - Design, installation and maintenance.

Official business directional signs shall be designed, installed and maintained in accordance with the provisions of 23 M.R.S.A. §§ 1901 through 1925 and chapter 200 of the state department of transportation administrative guidelines. Signs shall be nonreflectorized and no larger than 12 by 48 inches, except that a reflectorized sign of any permissible size may be permitted on an existing sign assembly displaying a reflectorized sign of the same size if such sign assembly was legally erected prior to October 7, 1985.

(Code 1967, § 27-5.5)

Sec. 42-46. - Application.

Application for an official business directional sign shall be made on forms furnished by the state department of transportation. Completed applications shall be submitted to the department of planning and permitting services for review. Upon receipt of the completed application, the department shall review the request to ensure that it conforms to the provisions of this article and shall approve, conditionally approve or reject the request based on its findings. If disapproved by the department, the reasons for disapproval shall be communicated to the applicant in writing. Any person aggrieved by the decision of the department may appeal to the county superior court within 30 days of receipt of the department's decision. If approved, the applicant may then forward the approved application and the license fee prescribed by the state law to the state commissioner of transportation for approval or disapproval.

(Code 1967, § 27-5.6)

State Law reference— Applications for state licensing, 23 M.R.S.A. § 1918.

Sec. 42-47. - Penalty.

Any person who violates any of the provisions of this article shall be guilty of a civil infraction, and shall be subject to a fine of \$100.00 to be paid to the city for each such offense. Each day that such violation is permitted to continue after notification by the department of planning and permitting services shall constitute a separate offense.

(Code 1967, § 27-5.8)

Secs. 42-48—42-67. - Reserved.

ATTACHMENT II

17 DEPARTMENT OF TRANSPORTATION

229 OFFICE OF THE COMMISSIONER

Chapter 205: RULES FOR ADMINISTERING THE *MAINE TRAVELER INFORMATION SERVICES ACT*

SUMMARY: This Rule establishes the requirements for the installation and maintenance of official business directional signs, categorical signs and on-premise signs on public ways throughout the State. This Rule sets forth comprehensive standards for eligibility, location, number, design, size, maintenance and permit procedures for the installation and maintenance of such signs.

SECTION 1. DEFINITIONS

1. **Clear zone.** The total roadside border area, starting at the edge of the traveled way, available for safe use by errant vehicles. This area may consist of a shoulder, a recoverable slope, a non-recoverable slope, and/or a clear run-out area. The desired minimum width is dependent upon corridor priorities, traffic volumes and speeds and on the roadside geometry. Simply stated, it is an unobstructed, relatively flat area beyond the edge of the traveled way that allows a driver to stop safely or regain control of a vehicle that leaves the traveled way. Clear zone distances are defined by the latest MaineDOT Engineering Instructions.
2. **Commissioner.** The Commissioner of the Maine Department of Transportation, as appointed pursuant to 23 M.R.S.A. §4205.
3. **Deadly fixed object.** Any natural or man-made structure that does not give or break away when hit by a motor vehicle. Examples of deadly fixed objects are trees, ledge, boulders, decorative granite, steel beams, mailbox and sign posts that do not give or break away and planters over 4 inches tall.
4. **Department.** The Maine Department of Transportation.
5. **Island and Median.** A traffic control feature used to physically divide or guide traffic in the roadway or within a driveway/entrance to limit access onto the roadway. An island or median can be raised using curbing or flush to the level of the roadway.
6. **Non-profit historical and cultural institution.** A nonprofit institution within the state having regular published hours of operation, which engages in the cultural, intellectual, scientific, environmental, educational or artistic enrichment of the people of this state. Including, but not limited to, aquaria, botanical societies, historical societies, land conservation organizations, libraries, museums, performing arts associations or societies, scientific societies, wildlife conservation organizations and zoological societies. For purposes of this rule, institution is defined as a building structure used to house an organization engaged in the activities listed above, cultural is defined as the beliefs, customs, arts of a particular society, group, place, or time, historical is defined as the political, social, cultural, and economic setting for a particular idea or event. A municipal body politic, or an educational institution or organization primarily engaged in religious or sectarian activities do not meet the purposes or intent of this definition.

7. **Non-profit organization.** A charitable organization that foster cultural and social unity to achieve objectives related to public service that has a certificate of good standing as a 501(c)(3) organization from the Internal Revenue Service.
8. **National Highway System.** National Highway System: - A portion of the roadway system in Maine deemed to carry inter-state and inter-regional traffic. These roads will be the latest roads shown as NHS in the MaineDOT Mapviewer. Mapviewer can be found at <http://medotmaps.maine.gov/MapView/>
9. **OBDS.** Official Business Directional Sign
10. **Intracommunity/Wayfinding Signs.** A system of directional signs that provide general information to inform both motorists and pedestrians of destinations within the local area.
11. **Point of Interest.** A building or facility where a business is carried on or practiced. A point of interest may include storage areas, warehouses and other auxiliary structures or fixtures.
12. **Public Right of Way.** The land shown in a state, county or town roadway layout plan or in the absence of any layout or monumentation, the land established by roadway use which is considered either the toe of slope in fill sections or the upper back-slope of the ditch in ditch sections. For most roadways this will be a minimum of 33 feet from the centerline.
13. **Sight distance.** A continuous, unobstructed sight line of sufficient distance needed for a vehicle operator to see an approaching vehicle in order to make a turning maneuver safely. Sight distance measurements are as defined in the Department's Chapter 299 Highway Driveway and Entrance Rules.
14. **Sign assembly.** A sign assembly is one or more signs on a sign support.
15. **General service symbol.** A symbol is a design used to identify traveler services approved for use by the Manual on Uniform Traffic Control Devices or by the Department as set forth in Appendix, Figure 1.
16. **Travel lanes.** The portion of the roadway used for carrying through traffic. For the purpose of these rules, a center two-way left turn lane is considered a travel lane.

SECTION 2. OFFICIAL BUSINESS DIRECTIONAL SIGNS

Effective January 1, 2020, all Official Business Directional Signs erected on state highways or on state aid highways are required to be retroreflective. After January 1, 2020, applications for non-reflective Official Business Directional Signs will no longer be accepted.

1. **Sign Eligibility.** To qualify for an official business directional sign, the applicant must be one of the following:
 - A. A lawful business;
 - B. A point of interest; or
 - C. A cultural, historic, recreational, educational or religious facility

2. Location Requirements and Maximum Number of Signs Allowed

A. General Requirements

- (1) Signs shall be located within the public right-of-way on approaches to intersections where travelers must change direction from one travel way to another, or at a defined decision point where the motorist must make a decision to leave a roadway to enter a separately named roadway, to reach a business, service, or point of interest, or where appropriate at requested intersections.
- (2) A business, point of interest, or facility shall not be permitted more than one sign at any one intersection approach. Each place of business, point of interest or facility shall be eligible for a maximum number of six official business directional signs.
- (3) Destinations having a supplemental guide sign on the interstate and not located on the roadway where the ramps intersect are required to have OBDS continuity signs. These signs do not count toward the overall maximum number of signs described in sub-¶ (2) above.
- (4) The place of business, point of interest or facility must be within a ten mile radius of the proposed location of the sign.
- (5) Signs shall be located so as to avoid visual conflict with other signs, to have the least impact on the scenic environment and to take advantage of the natural terrain. Signs shall not be permitted at locations where the directional information contained thereon may be misinterpreted, misleading, or otherwise confusing to the traveling public.

B. Interstate and Controlled Access Highways

Signs shall not be permitted within the right-of-way of the interstate highway system and fully controlled access highways.

C. Lateral Clearances and Vertical Clearances

Lateral and vertical clearances shall conform to standards outlined by the Department pursuant to federal highway standards.

D. Intersection Sign Placement

- (1) Signs must be within 2,500 feet of the intersection where a change in direction is required unless a waiver is issued in accordance with this rule.
- (2) Signs shall be located so as not to interfere with, obstruct, or divert a driver's attention from a traffic control sign or device. Traffic control signs or devices placed at intersection approaches subsequent to the placement of official business directional signs shall have precedence as to location and may require the relocation of official business directional signs. Unless traffic safety is not adversely affected, official business directional signs in general shall be at least 200 feet from traffic control signs or devices.

- (3) In order to provide continuous guidance to the motorist, if a change in direction is necessary, or if there is a road designation change at any intersection within the direct route to the business that is located between an OBDS sign and the business location, the applicant shall be required to provide additional OBDS at those intersections, not to exceed the maximum allowable number of signs described within section (b).
- (4) Successive sign assemblies shall be spaced sufficiently apart for drivers to comprehend the messages contained thereon.

E. Official Business Directional Sign Assemblies

There shall be a maximum of three signs per assembly and each sign shall be mounted three inches from the next sign below or above it. Reflectorized and non-reflectorized signs may be mounted on the same sign assembly.

3. Materials

Sign panel material shall be high density overlaid plywood a minimum of one-half inch thick or other material sufficiently stable not to deform under normal conditions of weather and use. All materials furnished under this Section shall be durable and weather resistant. MaineDOT is not responsible for sign material that is not sufficiently stable or for signs that deform or break under normal conditions of weather and use.

4. Reflectorized Signs

A. General

- (1) Reflectorized signs shall be standard in design, color, and reflectorization.
- (2) Sign legends shall be specific in identifying the name of the appropriate business or other service. Messages, symbols, and logos which interfere with, imitate, or resemble any official traffic control device or serve to advertise rather than identify a business are prohibited.

B. Size

- (1) Sign sizes, layout, and letter sizes shall conform to the dimensions and details shown in Appendix, Figure 2. To protect highway safety and visual quality, the Department may require smaller signs than 12 by 48 inches for certain intersections and areas.
- (2) All signs within in a sign assembly shall be the same size. Sign sizes at a particular location must be consistent with the visual and aesthetic character of that location and with sign sizes which have been previously approved.
- (3) Signs erected prior to the enactment of these rules are not required to meet the new size standards outlined under this sub-section. Replacement of those signs must comply with the new size standards.

C. Color

- (1) The background color of all signs shall be blue and shall be in accordance with MUTCD Color Specifications (23 CFR §655) Blue-294.

- (2) All legend and border shall be white. The edges and back of the signboards shall be sealed and painted a dark shade of brown.
- (3) Signs erected prior to the enactment of these rules are not required to meet the new color standards outlined under this sub-section. Replacement of those signs must comply with the new color standards.

D. Lettering and Layout

- (1) All lettering used in the name of the business or service, including the directional legend, shall be Helvetica Bold or Highway Series, Gothic, E Modified font, medium lower-case lettering with initial upper-case. Letter sizes and number of characters per line within the legend shall be as shown In Appendix, Figure 2.
- (2) Directional legend shall be located on the left edge or the right edge of the sign depending upon whether a left turn or a right turn is required. The distance in miles from the intersection to the business, service facility, or point of interest shall be shown above the directional arrow. The directional legend may be incorporated as part of the sign's logo.
- (3) The logo or symbol, if used, shall be located on the opposite end of the sign from the directional arrow. Text may be used in lieu of a symbol or a logo within this section of the sign
- (4) Layout of the signboard and legend including the logo or symbol shall conform to good graphic layout practices.

E. Symbols and Logos

A symbol or logo may be used at the owner's option which may be of any color or colors. If a symbol is used, it shall be identical to the appropriate design as set forth in Appendix, Figure 1. In addition, a specific business logo or text may be used in *lieu* of a symbol or logo within the logo section of the sign.

F. Reflectorization

- (1) The background, sign legend, and border of all signs shall be reflectorized with high intensity prismatic reflective sheeting to show the same shape and color for both day and night. Reflective sheeting shall consist of a smooth, flat exterior film with spherical glass lens elements embedded beneath the surface and a pre-coated adhesive backing protected by a removable liner. Reflective sheeting must be a "Federal ASTM-D-4956-99" or "ASTM-D-4956-07" rating.
- (2) Illumination by special interior or exterior supplemental lighting is not permitted.

G. Installation and Maintenance

- (1) Official business directional signs shall be furnished by the owner or the applicant. The signs shall be installed by the Department at approved

locations on sign posts furnished by the Department. The Department shall be responsible for maintenance of the sign supports.

- (2) Signboards which become lost, stolen, defaced, or otherwise damaged or deteriorated shall be replaced by the owner and reinstalled by the Department.
- (3) The owners of official business directional signs which represent businesses, service facilities, or points of interest no longer offering such traveler assistance, or signs which are no longer applicable because of business name changes, business relocations, or for any other reason, shall notify the Department to have such signs removed.
- (4) Failure to properly maintain the sign panel by the owner or to notify the Department that signs are no longer applicable may result in removal of such signs by the Department.
- (5) Businesses or organizations that fail to maintain an active OBDS account due to non-payment shall have no expectation that the former sign location on an OBDS post will be available after any potential reactivation of the cancelled account.

5. Non-reflectorized Signs

A. General

- (1) Sign legends shall be specific in identifying the name of the appropriate business or other service. Messages, symbols, and logos which interfere with, imitate, or resemble any official traffic control device or serve to advertise rather than identify a business are prohibited.
- (2) Signs erected under this subsection are not permitted on the National Highway System.
- (3) Non-reflective signs erected on "National Highway System" designated highways prior to October 1, 2014 will be allowed to amortize and remain in service until the life of the sign has ended. As of October 1, 2014, non-reflective signs located on "NHS" designated highways that are in need of replacement must be replaced by REFLECTIVE directional signs.
- (4) Beginning January 1, 2020, MaineDOT will no longer accept applications or issue permits for non-reflective signs. The Official Business Directional Sign program will issue permits for reflective signs only.

B. Size

- (1) Each sign shall be 12 inches vertical and 48 inches horizontal.
- (2) The Department may authorize smaller sized signs which are consistent with an area's visual character.

C. Color

- (1) Any color or colors may be used provided, however, the lettering of the legend shall be one color and the background shall be a uniform second color.

- (2) The edges and back of the signboards shall be sealed and painted a dark color such as brown.

D. Lettering and Layout

- (1) Lettering and layout, including logo or symbol, shall conform to good graphic layout practices and contain no more than two lines of print.
- (2) Directional legend shall be located on the left edge or the right edge of the sign depending upon whether a left turn or a right turn is required. The distance in miles from the intersection to the business, service facility, or point of interest shall be shown above the directional arrow.
- (3) Borders shall be one-half inch in width.

E. Symbols and Logos

- (1) The logo or symbol, if used, may be of any color or colors. If a symbol is used, it shall be identical to the appropriate design as set forth in Appendix, Figure 1.
- (2) In addition, a specific business logo or text may be used in *lieu* of a symbol or a logo within the logo section of the sign
- (3) The logo or symbol, if used, may be located on all or part of the signboard and may be of any color or colors.
- (4) If a symbol is used, it shall be identical to the appropriate design as set forth in Appendix, Figure 1.
- (5) Text may be used in *lieu* of a symbol or a logo within this section of the sign.

F. Installation and Maintenance

- (1) The Department shall be responsible for the erection and maintenance of the sign and sign post.
- (2) Signboards which become lost, stolen, defaced, or otherwise damaged or deteriorated shall be replaced by the owner and reinstalled by the Department.
- (3) The owners of official business directional signs that represent businesses, service facilities, or points of interest no longer offering such traveler assistance, or signs that are no longer applicable because of business name changes, business relocations, or for any other reason, shall notify the Department to have such signs removed.
- (4) Failure to properly maintain the sign panel by the owner or to notify the Department that signs are no longer applicable may result in removal of such signs by the Department.
- (5) If an entity that has applied for official business directional signs has either an on-premises or an off-premises sign that is in violation of 23 M.R.S.A., *Maine Travelers Information Services Act*, the Commissioner has the right to delay the installation of directional signs until the violation(s) has been brought into compliance by that entity.

- (6) Businesses or organizations that fail to maintain an active OBDS account due to non-payment shall have no expectation that the former sign location on an OBDS post will be available after any potential reactivation of the cancelled account.

6. Waiver Provisions

- A. Whenever the Commissioner determines that at a particular approach to an intersection the standards for sign assemblies as set forth above will adversely affect highway safety or the visual quality of the immediate neighborhood, the Commissioner may impose more stringent standards including prohibition.
- B. Whenever the Commissioner determines that a change in the distances, number of signs per assembly, and number of assemblies at an approach to an intersection will not interfere with highway safety nor adversely impact the visual quality of the immediate neighborhood, the Commissioner may waive the requirements contained in Distances and OBDS Sign Assemblies.
- C. The Commissioner may waive the specific requirements for location and number if an applicant can show unusual hardship due to conditions of topography, access or other physical characteristics.
- D. In place of official business directional signs, the Commissioner may order the installation of an Official Information Center to be located within a reasonable distance of the intersection. Once a center is established, no official business directional sign shall be permitted at such intersection.
- E. The Commissioner shall designate to the State Traffic Engineer of the Department the authority to exercise the responsibilities of this section.

7. Seasonal Basis

The owner of a business, service, or point of interest that is temporarily or seasonally closed may cover the sign during the off-season. The cover must be held firmly in place so as not to injure or deface the signboard.

8. Applications review and approval; certification requirements, fees for initial and renewal, non-transferability of license, and variance provisions.

A. Applications

- (1) Application for an official business directional sign shall be made on forms furnished by the Department. Applications will be processed and permits issued in the order of receipt of applications by DOT.
- (2) Any application for an official business directional sign is subject to review by the Department. The Department shall have final responsibility and authority to determine the specific size and location of any sign. Signs not deemed to meet the intent and purpose of the law or the criteria established in these regulations shall not be approved or erected.

- (3) Businesses or organizations that have an OBDS application on a waiting list and have been notified by MaineDOT that they have become eligible for a sign at the requested intersection must submit all necessary applications and required fees within 30 days of the notification. Failure to submit all necessary applications and required fees within 30 days will result in the elimination of membership on the waiting list.

B. Conformity with Laws

- (1) The applicant for an official business directional sign shall provide certification from an appropriate municipal official that the proposed sign is in conformity with all applicable municipal sign ordinances, unless the OBDS sign is needed for continuity signage for supplemental interstate guide signs or interstate logo signs
- (2) A municipality may not deny signage to a business located in another municipality if there is sufficient space to place the sign at any given intersection. The municipality may impose color and size restrictions on any OBDS within their municipality.

C. Application Fees

A \$30 non-refundable application fee will be required for each requested sign. Applications fees will be used as payment for the first year of program membership for approved applications. Application fees that are submitted with applications that are not ultimately approved will not be refunded and will be used by the Department as a processing fee. MaineDOT shall notify the business if applications are denied for any reason.

D. Renewal Fees

- (1) Permits for each type of sign are to be renewed annually at a fee determined by the Commissioner.
- (2) Failure to pay renewal fees within ninety days from the initial billing will result in removal of signs by the State. Renewal fees are not refundable for installations of less than a full year.
- (3) A \$30 reactivation fee will be charged to businesses/organizations that apply to reactivate a cancelled account.

E. Non-transferability

Permits for the installation of directional signs are not transferable. Except: Business name change, with same ownership; new ownership, but same business name; or change of legend with same ownership.

9. Reconsideration

Any interested person may request reconsideration by the Department within 14 days after notice of the Department's findings regarding a sign request. This request must set forth in detail the specific findings and conclusions of the Department to which the person objects, the basis for those objections and the nature of the relief requested. Upon receipt of the request, the department may schedule and hold a hearing limited to the

matters set forth on the request. The Department shall issue and write an opinion responding to the request whether or not a hearing is held. The response shall set out the Department's reasons for either maintaining or modifying its findings.

The running of the time for appeal pursuant to the *Administrative Procedure Act* is terminated by a timely request for reconsideration filed under this section. The full time for appeal commences and is computed from the date of the final Department action addressing the request for reconsideration. The filing of a request for reconsideration, however, is not an administrative or judicial prerequisite for the filing of an appeal.

10. Appeals

A final permit decision, whether subject to reconsideration or not, may be appealed as a final agency action.

SECTION 3. CATEGORICAL SIGNS LOCATED WITHIN THE PUBLIC RIGHT OF WAY

1. **General Requirements.** The following signs may be erected and maintained outside of the public right of way with property owner's consent and demonstrated authority/eligibility to seek signage, without license or permit so long as they conform to the specifications set forth in Table 1:

Table 1 – Categorical Signs Located Within the Public Right of Way

Categorical Signs	Allowed sizes and locations
Signs erected by a duly constituted governmental body, a soil and water conservation district or regional planning district. Banners can be of any dimension, must be installed at a minimum height of 16 feet, have municipal approval, cannot be placed prior to 4 weeks to an event and must be taken down within 3 business days after an event, banners attached to utility poles shall have utility approval and banners may not have any commercial logo or advertising.	24 inches by 30 inches, municipal "Gateway" signs may not exceed a maximum of 50 square feet not including decorative frame
Signs located on or in the rolling stock of common carriers, except those which are determined by the Commissioner to be circumventing the intent of this chapter. Circumvention shall include, but not be limited to, signs which are continuously in the same location or signs that extend beyond the height, width or length of the vehicle	The size of the sign may not exceed the height, length or width of the vehicle.
Signs on registered and inspected motor vehicles, except those which are determined by the Commissioner to be circumventing the intent of this chapter. Circumvention shall include, but not be limited to, signs which are continuously in the same location or signs that extend beyond the height, width or length of the vehicle	The size of the sign may not exceed the height, length or width of the vehicle.
Signs identifying stops or fare zone limits of motor buses	260 square inches
Signs showing the place and time of service or meetings of religious and civic organizations, in the municipality or township.	Each religious or civic organization may erect no more than 4 signs. No sign may exceed in size 24 inches by 30 inches
Memorial signs or tablets (including religious symbols)	Shall not exceed 4 feet in height or 3 feet in width

<p>Hand-held or similar signs not affixed to the ground or buildings</p>	<p>Allowed within the public right of way on island and/or /medians greater than 6 feet in width.</p>
<p>Signs bearing political messages relating to an election, primary or referendum, provided that these signs may not be placed within the right-of-way prior to 6 weeks before the election, primary or referendum to which they relate and must be removed by the candidate or political committee not later than one week thereafter. See Section 5 below for additional guidance.</p>	<p>Allowed within the public right of way on island and/or s/medians within the right of way greater than 6 feet in width. Maximum of 32 square feet.</p>
<p>Adopt-A-Highway Program signs allowed under section 1117</p>	<p>Maximum of 4 square feet</p>
<p>Signs erected by a producer that direct travelers to the location where farm and food products, as defined in Title 7, section 415, subsection 1, paragraph B, are grown, produced and sold. A producer that sells farm and food products from a location with frontage on a numbered state highway may not erect a sign pursuant to this paragraph adjacent to that highway. A sign must be directional in nature. A producer may not erect more than 4 signs pursuant to this paragraph, and the total number of signs erected by that producer pursuant to this paragraph and section 1911, subsection 2 may not exceed 6 (includes signs at the farm stand itself).</p>	<p>8 square feet and must be located within 5 miles of where the farm and food product is sold, unless the sign is located on a National Highway System roadway then the sign must meet the standards of Section 2, sub-§4, see above.</p>
<p>Signs erected for a farmers' market, as defined in Title 7, section 415, subsection 1, paragraph A, as long as the signs are directional in nature. A farmers' market may not erect more than 4 signs pursuant to this paragraph, and the total number of signs erected by that farmers' market pursuant to this paragraph and section 1911, subsection 2 may not exceed 6. A farmers' market may erect a banner over a public way if the farmers' market obtains municipal approval and complies with rules adopted pursuant to this chapter.</p>	<p>Farmer's market signs shall not exceed 4 square feet unless the sign is located on a National Highway System roadway then the sign must meet the standards of Section 2, sub-§4 above. Overhead Banners can be of any dimension, must be installed at a minimum height of 16 feet above the roadway, have municipal approval and cannot be placed or erected earlier than 4 weeks prior to an event and must be taken down within 3 business days after an event. Banners attached to utility poles shall have utility approval. Banners may not display any commercial logos or advertising.</p>

2. Location

- A. These signs can be located within the Public Right of Way. An entity (except for political signs and rolling stock of common carriers) shown in table 1 shall not be permitted more than one sign at any one intersection approach and no more than 4 per municipality. Categorical signs shall be located so as to avoid visual conflict with other signs, to not obstruct sight distance for motorists, to not obstruct pedestrian facilities to have the least impact on the scenic environment and to take advantage of the natural terrain. Categorical signs are not allowed on any islands 6 feet or less or in the internal center islands in a rotary or modern roundabout.

B. Interstate and Controlled Access Highways

Categorical signs are not allowed within the limits of a Controlled Access Highway.

C. Lateral Clearance

Except as noted in Table 1, the near edge of Categorical signs shall be located at least ten feet outside the highway shoulder except that in areas where insufficient right-of-way exists to maintain this clearance, or where physical obstructions make such a distance impossible, the near edge shall be located the maximum practical lateral distance from the edge of the traveled way. In urban areas signs shall be a minimum of at least one foot from the curb face.

D. Sign Placement

Categorical signs, not including political signs (pursuant subsection on political signs), shall be located so as not to interfere with, obstruct, or divert a driver's attention from a traffic control sign or device. Traffic control signs or devices and official business directional signs shall have precedence as to location and may require the relocation of categorical signs. Unless traffic safety is not adversely affected, categorical signs in general shall be at least 200 feet from traffic control signs or devices and official business directional signs.

E. Categorical Sign Assemblies

The Department reserves the right to require entities allowed signage to share sign posts if there is insufficient room to install sign assemblies.

F. Vertical Distances

Sign assemblies shall be erected so as to provide a minimum of five feet vertical clearance between the lower edge of the bottom sign and the surface of the highway. Signboards located near pedestrian facilities such as sidewalks and parking areas shall have a vertical clearance of seven feet.

3. Materials

- A. Sign panel material shall be high density overlaid plywood a minimum of one-half inch thick, standard aluminum blanks or other material sufficiently stable not to deform under normal conditions of weather and use. All materials furnished under this Section shall be durable and weather resistant.
- B. All signs and supports shall not constitute a deadly fixed object.

4. Installation and Maintenance

- A. Categorical signs are considered private signs and are not installed or maintained by the Department. Entities installing signs pursuant to this subsection are

required to notify Dig Safe. Any sign not properly maintained for plumbness or quality shall be removed by the Department. The Department shall have the sole decision making authority as to when a sign does not meet the above criteria.

- B. All categorical signs installed in the Public Right of Way shall be installed in compliance with 23 MRSA Section 3360-A, Protection of Underground Facilities (a.k.a. “The Dig Safe® Law”) which requires notification to various entities at least three working days prior to making any excavation. Additional information may be found at: <http://mutcd.fhwa.dot.gov> , <http://www.osha.gov/SLTC/trenchingexcavation/>, and <http://www.digsafe.com> respectively.

5. **MaineDOT Policy on Special Intra-community Signs**

Special service signs for local information within individual communities may be erected on State or State Aid highways provided the following conditions are met:

A. **Requests for signs**

Requests for signs must be made by the municipal officers of the town or city where signs are to be erected.

B. **Eligible Facilities**

Signs shall be limited to directing traffic to locations of special interest which include the following:

- (1) Hospitals which provide emergency service 24 hours each day
- (2) Public transportation facilities including airports, railroad stations, bus terminals and ferry terminals.
- (3) Public recreation facilities such as beaches, parks, sport arenas, scenic areas and historical sites.
- (4) Municipal sub-divisions such as central business districts and villages within municipal boundaries. (i.e. industrial parks, business parks, etc.)
- (5) Governmental buildings or agencies such as City Halls, county buildings, schools, armories and fire/police stations.
- (6) Colleges and Universities

- C. Intra-community wayfinding signs for commercial establishments shall not be permitted.

D. **Design of Signs**

Signs shall be rectangular in shape with a white legend on a blue background. The maximum length shall be 48 inches and maximum letter size shall be 4 inches. No more than three lines of copy shall be permitted on one design.

Intra-community signs that are intended to direct tourists and other road users to key civic, cultural, visitor and recreational attractions and other destinations shall be made with retro-reflective material. Intra-community signs intended to direct pedestrians shall be made with non-reflective materials.

E. Installation of Signs

Signs shall be provided and installed by the local municipal officials. All sign installations within the MaineDOT designated clear zone shall be on posts considered to be breakaway and shall meet all safety standards required by MaineDOT. The vertical and lateral clearances of such signs shall conform with section 2A-19, 2A-20 and 2A-21 of the “Manual on Uniform Traffic Control Devices”. The signs shall not be erected in conjunction with, nor be in conflict with official highway signs.

F. Restrictions

Special intra-community service signing shall not be permitted on Interstate highways or expressway systems.

SECTION 4. CATEGORICAL SIGNS LOCATED OUTSIDE OF THE PUBLIC RIGHT OF WAY

1. **General Requirements.** The following signs may be erected and maintained outside of the public right of way with property owners consent and demonstrated authority/eligibility to seek signage, without license or permit so long as they conform to the specifications set forth in Table 2:

Table 2 – Categorical Signs Located Outside of the Public Right of Way

Categorical Signs Outside the Right of Way	Allowed sizes
Signs erected by a public, civic, philanthropic, charitable or religious organization announcing an auction public supper, lawn sale, campaign or drive or other like event or soliciting contributions.	50 square feet maximum
Signs erected by fairs and expositions within the county where the activity is located.	50 square feet maximum
Signs bearing religious messages and signs showing the time and place of services or meetings of religious and civic organizations.	50 square feet maximum
Signs erected by nonprofit historical and cultural institutions. Each institution which has certified its nonprofit status with the Commissioner, may erect not more than 2 signs with a surface area not to exceed 50 square feet per sign.	50 square feet maximum
Signs bearing political messages – See Section 5 below for additional guidance.	No limits

2. **Location of Signs – Outside of the Right of Way**

- A. **General Requirements**

These signs must be located outside of the Public Right of Way with property owners consent.

B. Interstate and Controlled Access Highways

All sign entities shown in Table 2 shall not be installed so that the signs are readable anywhere along the limits of a Controlled Access Highway.

3. Prohibited practices

None of the signs referred to in this section may be erected or maintained on any traffic control signs or devices, public utility poles or fixtures or upon any trees. None of these signs may be painted or drawn upon rocks or other natural features.

SECTION 5. POLITICAL POSTERS AND SIGNS

The following rules and regulations govern the location of political posters and signs located within or outside of the Public Right of Way .

1. **Location of Posters and Signs** – political posters and signs shall not be affixed in any manner to the following:
 - A. Any tree or rock;
 - B. Any official traffic control sign post;
 - C. Any roadside guard rail or cable;
 - D. Any guide post;
 - E. Any utility pole within the right-of-way limit of the highway.
 - F. Any island/median 6 feet or less in width.
 - G. The center island inside of any rotary or roundabout.
2. **Location of Posters and Signs within the Public Right of Way on Controlled Access Highways and Interstate Highway System**

Political posters and signs shall not be located within the right-of-way limits of any Controlled Access Highway or within the right-of-way limit of the Interstate Highway System.

SECTION 6. ON-PREMISE SIGNS**1. Sign Eligibility**

To qualify for an on-premise sign, the applicant must be one of the following:

- A. A lawful business;
- B. A point of interest; or
- C. A cultural, historic, recreational, educational or religious facility on the land which the sign is being requested.

2. Location of On-Premise Signs

- A. On-premises signs must be located outside the state's right of way on the property for the entity being signed. Signs for each business on a property shall not number more than 10.
- B. On-premises signs shall be located within 1,000 feet of the principal building or structure where the business or facility is carried on or practiced or within 1,000 feet of the point of interest. Storage areas, warehouses and other auxiliary structures and fixtures are deemed to be buildings where the business, facility or point of interest is carried on or practiced.
- C. Location, relation to public way. On-premises Unless a license is obtained from the Commissioner pursuant to this subsection, on-premises signs are prohibited:
 - (1) Within 33 feet of the center line of any public way;
 - (2) Within 20 feet from the outside edge of the paved portion of any public way with more than 2 travel lanes and a total paved portion in excess of 24 feet in width; and
 - (3) Within the full width of the right-of-way of any public way.
 - (4) **Temporary On-Premise Signs** - Temporary on-premises sign are allowed for projects such as roofing, landscaping; to include mowing, masonry, moving, building construction or site work that will be completed within a specific duration of time. Temporary on-premises signs are allowed to be displayed only while the contactor is working on site. Temporary signs shall be installed no earlier than 8:00 a.m. and shall be removed no later than 5:00 p.m. All temporary on-premises signs shall be immediately and permanently removed when the overall project has been completed. Entities that install temporary signs that are in violation of this chapter will have 24 hours to comply, also see Section 8 below, Penalties and Enforcement.
 - (5) **Real Estate Signs**- Real Estate signs are allowed to be erected only on property that is for sale. The erection of real estate signs at off-premises locations for directional purposes is prohibited.
 - (6) A sign may be installed outside of the right of way but within the boundaries listed within 2.C. (1), (2), if the sign has been granted a license and is installed with a Department approved breakaway system within the sign frame.

3. Licensing Provisions

- A. An entity may ask for a license to be within the designated standards of sub-§2 (C.) above, if they are located outside the clear zone, and
- B. The majority of business signs within 1,000 feet of the business locations are within the Public Right of Way or 20 feet of the edge of pavement; or

- C. There is an inordinate amount of Public Right of Way that would create a hardship for the business or organization that may require substantial clearing for the sign to be visible from the travel way.
- D. All license requests will be reviewed by a panel comprised of MaineDOT personnel including the Chief Counsel, State Traffic Engineer, Region Engineer, Legal Administrator, Right of Way Control Technician, Field Investigator. The panel will set forth a recommendation to the Commissioner regarding the issuance of a license.
- E. Neither the granting of a license nor the installation of a sign within the public way conveys permanent property rights relating to the public way. The Department of Transportation is not responsible for loss or damage to an on-premises sign under this subsection from the use of the right-of-way of the public way for highway purposes. An on-premises sign under this subsection may be removed by the Department to accommodate highway uses at any time without compensation to the owner of the on-premises sign and at the owner's expense.

4. Interstate highways

- A. Not more than one on-premises sign, advertising the sale or lease of the property, may be permitted on land adjacent to any portion of the interstate system, including ramps and interchange areas, when that land is visible from any portion of the interstate system.
- B. Not more than one on-premises sign visible from any portion of the interstate system, including ramps and interchange areas, may be permitted more than 50 feet from the principal building or structure where the business, facility or point of interest is carried on.
- C. No on-premises advertisement, located more than 50 feet from the principal building or structure where the business, facility or point of interest advertised is carried on, may exceed 20 feet in length, width or height or 150 square feet in area, including border and trim, but excluding supports.
- D. Any on-premises sign located more than 50 feet from the principal building or structure where the business, facility or point of interest is carried on that displays any trade name that refers to or identifies any service rendered or product sold shall must display the name of the advertised business, facility or point of interest as conspicuously as such trade name.
- E. Businesses abutting the interstate may have up to 10 signs, but only one sign may be visible from the interstate highway.

5. On-premises signs prohibited. An on-premises sign is prohibited if it:

- A. Attempts or appears to attempt to direct the movement of traffic or interferes with, imitates or resembles any official traffic sign, signal or device;
- B. Prevents the driver of a vehicle from having a clear and unobstructed view of official signs and approaching or merging traffic;

- C. Contains, includes or is illuminated by a flashing, intermittent or moving light or lights, except as provided in Subsection 9, below;
- D. Uses lighting in any way unless the light is in the opinion of the Commissioner effectively shielded to prevent beams or rays of light from being directed at any portion of the public way or is of such intensity or brilliance as to cause glare or impair the vision of the operator of any motor vehicle or to otherwise interfere with any driver's operation of a motor vehicle; or
- E. Moves, has any animated or moving parts or has the appearance of movement, except as provided in Subsection 9, below.

6. Height

The maximum height of on-premises signs is 25 feet above the ground level of land upon which it is located, or if the sign is affixed to or is part of a building, the maximum is 10 feet above the roof of the building.

7. Jurisdiction by local authority in compact areas

Except as otherwise provided in this chapter, administration of this chapter for on-premises advertisements located in compact areas of an urban compact municipality, as defined in section 754, is the responsibility of local authority. In compact areas of an urban compact municipality adjacent to the interstate, the Department of Transportation is responsible for the administration of this section.

8. Approach signs

Any business or facility whose principal building or structure, or a point of interest, which is located on a private way more than 1,000 feet from the nearest public way, or is not visible to traffic from the nearest public way, may erect no more than 2 approach signs with a total surface area not to exceed four (4) square feet per sign. These signs are allowed to be located within the public right-of-way limits and within 2,500 feet of the junction of the public and private ways.

9. Changeable signs

- A. Notwithstanding subsection 5, paragraph C, changeable signs are not prohibited as long as the sign complies with all the terms and applicable provisions of this subsection and rules adopted pursuant to this chapter. The Department of Transportation shall administer the provisions of this subsection, except as provided in paragraph B.
- B. **The display on each side of a changeable sign**
 - (1) May be changed no more than once every 20 minutes, unless the municipality in which the sign is located adopts an ordinance to the contrary and notifies the Department of Transportation in writing of that ordinance. If a municipal ordinance is adopted, the municipality is responsible for the administration of that ordinance;
 - (2) Must change as rapidly as technologically practicable, with no phasing, rolling, scrolling, flashing or blending, unless the municipality in which

the sign is located adopts an ordinance to the contrary and notifies the Department of Transportation in writing of that ordinance. If a municipal ordinance is adopted, the municipality is responsible for the administration of that ordinance. Notwithstanding this subparagraph, a municipality may not adopt an ordinance that allows the sign to flash or display continuous streaming of information or video animation; and

- (3) May consist of alphabetic or numeric text on a plain or colored background and may include graphic, pictorial or photographic images unless the municipality in which the sign is located adopts an ordinance to the contrary and notifies the Department of Transportation in writing of that ordinance. If a municipal ordinance is adopted, the municipality is responsible for the administration of that ordinance.
- C. Only one changeable sign with 2 sides is allowed for each public way that provides direct vehicular access to the business, facility or point of interest.
 - D. Changeable signs may not be located so that the message is readable from a controlled-access highway or ramp.
 - E. The highest point of the display of a changeable sign may not exceed a height of 25 feet above either the centerline of the nearest public way or actual ground level adjacent to the sign, whichever is lower.
 - F. Changeable message board signs existing in accordance with the requirements of former subsection 11 continue to exist if the signs:
 - (1) Are reasonably incapable of being modified or reprogrammed to comply with this section as amended; and
 - (2) Are not replaced, substantially rebuilt, reconstructed or repaired beyond routine maintenance.
 - G. The size, intensity of illumination and acceptable rate of change between the time display and the temperature display of a time and temperature sign must comply with rules adopted by the Department of Transportation, except that time and temperature signs erected prior to September 29, 1995 need not comply with those rules.

SECTION 7. OFFICIAL TOURIST INFORMATION CENTERS

1. **Eligibility.** In order to be eligible for a sign, the entity must prove that they are acknowledged by the Maine Office of Tourism and must have rest room facilities
2. **Location Requirements and Maximum Number of Signs Allowed**
 - A. **General Requirements**

Signs shall be located within the public right-of-way on approaches to intersections where travelers must change direction from one public way to another to reach a business, service, or point of interest or where appropriate at the end of T intersections.

B. Interstate and Controlled Access Highways

Signs shall not be permitted within the right-of-way of the interstate highway system and fully controlled access highways.

C. Lateral Clearances and Vertical Clearances

- (1) Lateral and vertical clearances shall conform to standards outlined by the Department pursuant to federal highway standards.
- (2) Signs shall be located so as not to interfere with, obstruct, or divert a driver's attention from a traffic control sign or device.

SECTION 8. PENALTIES AND ENFORCEMENT

Any person, firm, corporation or other legal entity who shall erect, maintain or display a sign contrary to and in violation of this chapter, or the rules and regulations promulgated by the Commissioner, shall be punished by a fine of not more than \$100 together with the cost of removal of the signs. The unlawful maintenance or display of each sign or advertising structure for any one day shall constitute a separate offense.

In addition to other penalties, the Commissioner may, in the name of the state, institute any appropriate action, injunction or other proceeding to prevent, restrain, correct or abate any violation of this chapter, or any orders or the rules and regulations issued or promulgated hereunder.

OFFICIAL BUSINESS DIRECTIONAL SIGN REGULATIONS

REFLECTORIZED



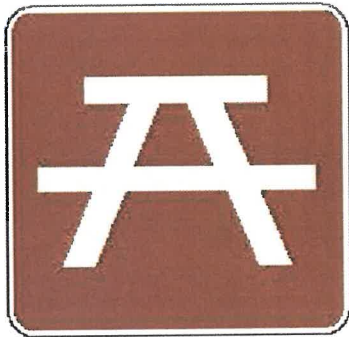
1. \$30 ANNUAL FEE
2. SIGN AND POST TO BE ERECTED BY MAINEDOT
3. SIGNS PERMITTED ON ALL HIGHWAYS EXCEPT INTERSTATE AND FULLY CONTROLLED ACCESS HIGHWAYS
4. LETTERING SHALL BE WHITE ON BLUE BACKGROUND WITH HIGH INTENSITY PRISMATIC SHEETING
5. LOGO MAY BE OF ANY COLOR
6. LETTERING AND LAYOUT LIMITED TO TWO LINES OF PRINT
7. ***LETTERING TO BE SPECIFIED

NON-REFLECTORIZED

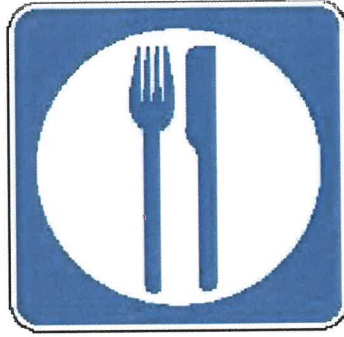


1. \$30 ANNUAL FEE
2. SIGN AND POST TO BE ERECTED BY MAINEDOT
3. SIGNS PERMITTED ON ALL HIGHWAYS EXCEPT INTERSTATE AND FULLY CONTROLLED ACCESS HIGHWAYS
4. ANY COLORS MAY BE USED
5. LOGO MAY BE OF ANY COLOR
6. LETTERING AND LAYOUT LIMITED TO TWO LINES OF PRINT
7. ***LETTERING TO BE SPECIFIED

NOTE: SIGN (S) MUST BE FURNISHED BY THE APPLICANT AND MADE TO MAINEDOT STANDARDS. PLEASE DO NOT HAVE SIGN (S) MADE UNTIL YOU HAVE RECEIVED A PERMIT.



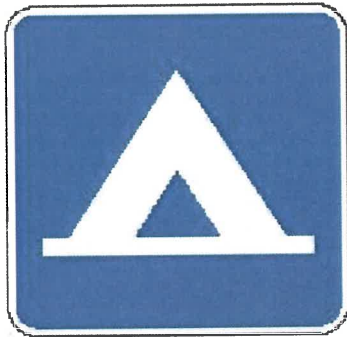
PICNIC SITE



FOOD



HOSPITAL



CAMPING



TRAILER
CAMPING



LODGING



GAS

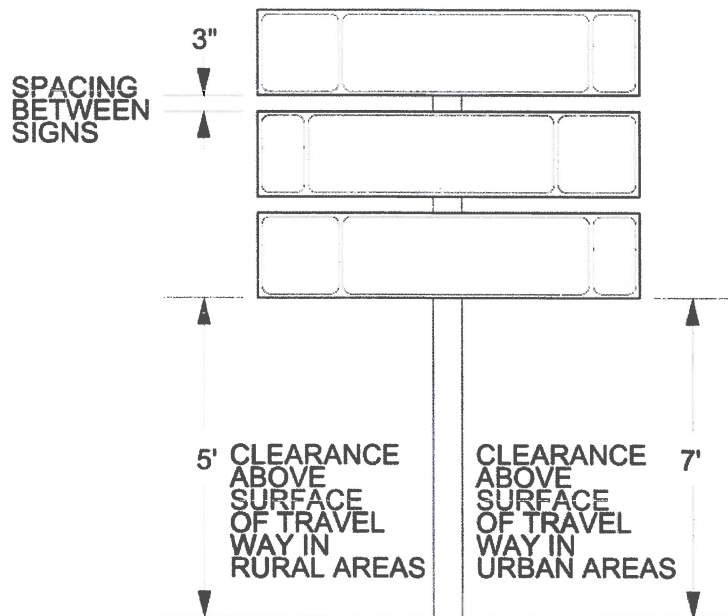
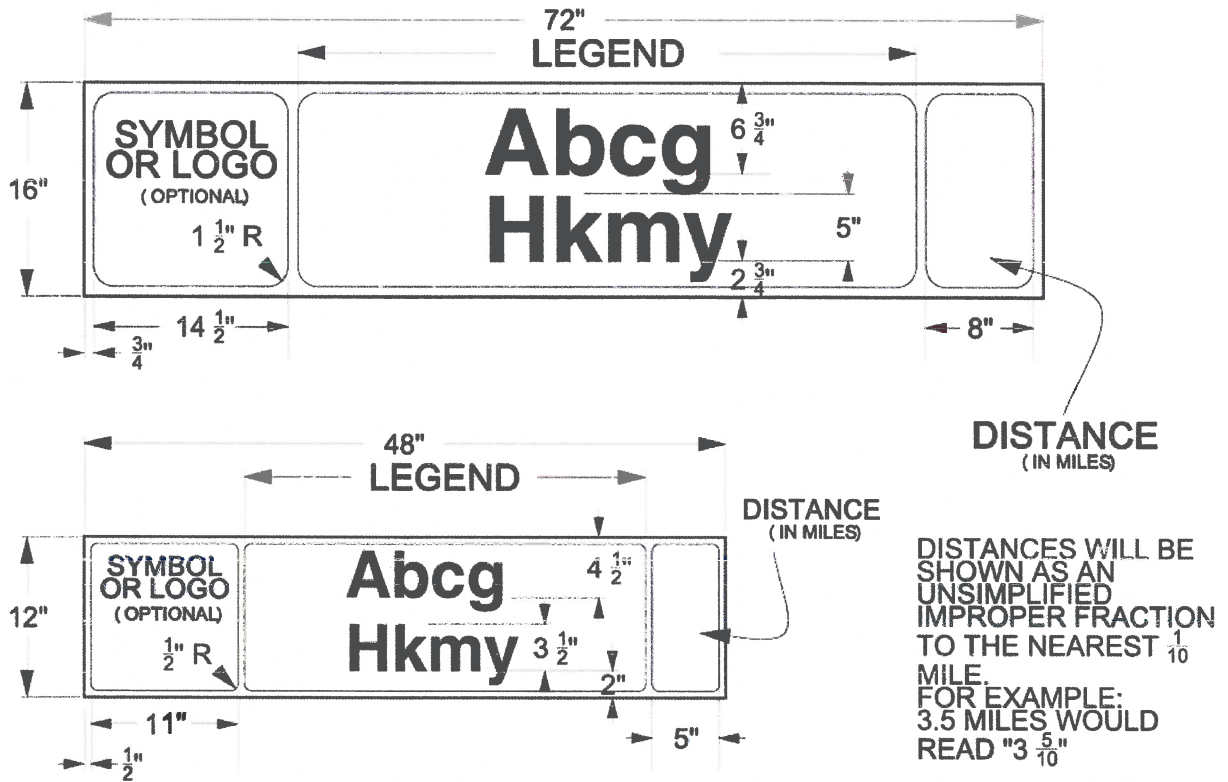


TOURIST
INFORMATION

Approved
Symbols for
Traveler
Services

Figure 1

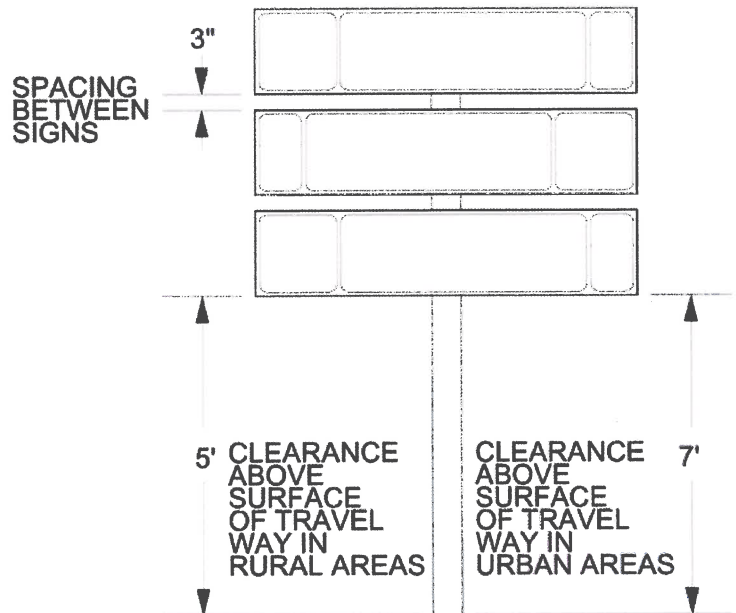
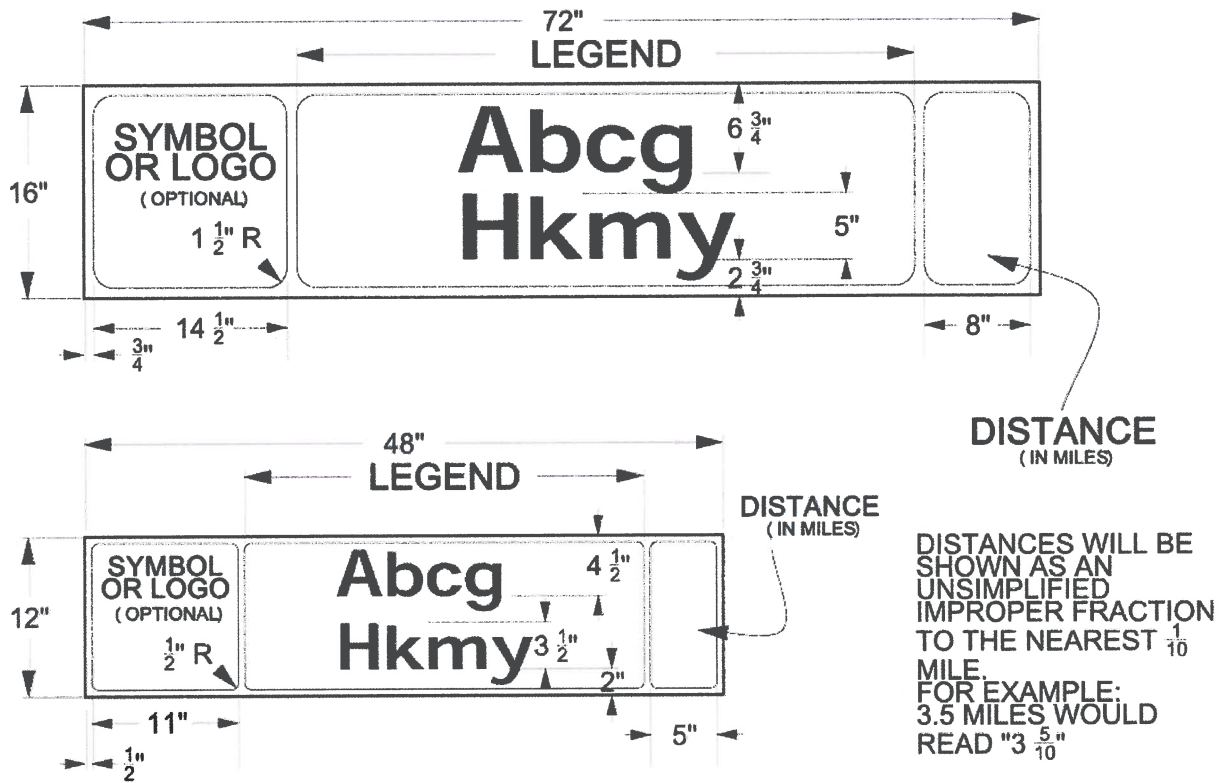
Helvetica Bold



Approved Sizes and Details of Official Business Directional Signs

Figure 2

Highway Gothic E Modified



Approved Sizes and Details of Official Business Directional Signs

Figure 2

STATUTORY AUTHORITY:

23 M.R.S.A §1925, as amended by P.L. 2013 Ch. 529; 23 M.R.S.A. §52

EFFECTIVE DATE:

July 15, 2015 – filing 2015-128



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: July 1, 2019

Author: Sue Clements-Dallaire, City Clerk

Subject: Board & Committee Members

Information: Recently, questions have come up regarding Board and Committee members and whether non-residents should serve on a committee of the City and if so, should they be allowed to vote.

City Budgetary Impacts: None

Staff Recommended Action: Discussion

Previous Meetings and History: None

City Manager Comments:

I concur with the recommendation. Signature:

Attachments: None



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: July 1, 2019

Subject: Executive Session

Information: Economic Development (proposed credit enhancement agreement for Auburn Industrial Park), pursuant to 1 M.R.S.A. Section 405(6) (C).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: July 1, 2019

Order: 78-07012019

Author: Jason D. Moen, Chief of Police

Subject: Confirm Chief Moen's appointments of: Shawn D. St. Hilaire and Sean G. Dyer as Constables with firearms for the Auburn Police Department as well as David O'Connell, Fire Inspector without firearm for the Auburn Fire Department.

Information: The Auburn Police Department requests City Council appointments of Shawn D. St. Hilaire and Sean G. Dyer as Constables with firearms for the City of Auburn as well as David O'Connell, Fire Inspector without firearm for the Auburn Fire Department.

City Budgetary Impacts: N/A

Staff Recommended Action: Motion to confirm Chief Moen's appointments of Shawn D. St. Hilaire and Sean G. Dyer as Constables with firearms for the Auburn Police Department as well as David O'Connell, Fire Inspector without firearm for the Auburn Fire Department.

Previous Meetings and History: None

City Manager Comments:

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

I concur with the recommendation. Signature:

Attachments:

- Memo from Chief Moen.



Auburn Police Department

Jason D. Moen | Chief of Police

Timothy A. Cogle | Deputy Chief of Police

www.AuburnPD.com | 207.333.6650

60 Court Street | Auburn, Maine 04210

MEMORANDUM

Date: June 18, 2019

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

From: Jason D. Moen, Chief of Police

RE: CONSTABLES

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

Shawn D. St. Hilaire	with Firearms	New Hire	Police Officer
Sean G. Dyer	with Firearms	New Hire	Police Officer
David O'Connell	without Firearm	Employee	Fire Inspector

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



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

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 78-07012019

ORDERED, that the City Council hereby names Shawn D. St. Hilaire and Sean G. Dyer as Constables with firearms for the Auburn Police Department and David O'Connell, Fire Inspector without firearm for the Auburn Fire Department.

IN COUNCIL REGULAR MEETING JUNE 24, 2019 VOL. 35 PAGE 64

Mayor Levesque called the meeting to order at 7: 01 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 – None

II. Minutes

June 3, 2019 Regular Council Meeting

Motion was made by Councilor Fournier and seconded by Councilor Walker to approve the minutes of the June 3, 2019 Regular Council Meeting. Passage 7-0.

III. Communications, Presentations and Recognitions

Recognition – Spirit of America Award – Auburn resident Larry Pelletier was presented with the 2019 Spirit of America Award.

Communication – Bob Clark and Mara Moody provided Council with an update on the Boys & Girls Club in Auburn.

IV. Open Session – Mamie Anthoine Ney, Auburn Public Library Director thanked everyone that participated in the on-line auction fundraiser. She also reported that the Summer Reading Program is underway. Last, she noted that when the Library received their grant from the American Library Association a program that reached out to reluctant readers, the Boys & Girls Club stepped up to join them to get that going.

V. Unfinished Business

1. Order 74-06032019

Authorizing the Finance Director to execute the issuance of general obligation bonds and a tax levy therefore. Second reading.

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

Public hearing – no one from the public spoke.

Passage 6-1 (Councilor Gerry opposed). A roll call vote was taken.

2. Order 75-06032019

Reallocation of bonds. Second reading.

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

Public comment – no one from the public spoke.

Passage 6-1 (Councilor Gerry opposed). A roll call vote was taken.

3. Resolve 08-06032019

Adopting the Appropriations Resolve for Fiscal Year 2020. Second reading.

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

Public comment – no one from the public spoke.

Motion was made by Councilor Titus and seconded by Councilor Walker to amend by reducing the tax levy for FY 20 by \$300,000 using additional State Revenue Sharing and adding the remaining balance of State Revenue Sharing to the Fund Balance for FY 21.

Passage of amendment 7-0. A roll call vote was taken.

Motion was made by Councilor Walker and seconded by Councilor Gerry to amend by adding \$10,000 to the Mayor and Council Budget earmarked towards ending food insecurity during the month of September 2019 (Healthy Auburn Month) as directed by the Chair or designee of the 150th Committee approval plan by Council.

Passage of amendment 7-0.

Passage of Resolve 08-06032019 as amended 7-0. A roll call vote was taken.

VI. New Business

1. Order 76-06242019

Authorizing the Use of Other Funds to fund a portion of the FY 19-20 CIP.

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

Public comment – no one from the public spoke. Passage 7-0.

2. Order 77-06242019

Adopting the purpose, composition, terms, and outcomes of a Recycling Ad-hoc Committee.

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

Public comment – no one from the public spoke. Passage 7-0.

VII. Reports

Mayor Levesque – reported that there is a lot going on in the City, he appreciated the Council action taken tonight, he commented on the Business to Business Trade Show, and the raising of the Bells of St. Louis. He also announced the July meeting dates (July 1st and July 15th of 2019).

Councilor Young – reported that he is back from Albuquerque, NM where he attended the Senior Games, along with 15,000 other seniors over 50. He won a bronze medal in a relay race with 3 others and he also placed 8th in the 5k race walk.

Councilor Walker – invited everyone to attend the Raising of the Bells on Tuesday, June 25th at 5:00 PM at Anniversary Park for the kick-off where they are hoping to raise money and sell bricks. At 6:00 PM there will be a ceremony with guest speakers.

Councilor Fournier – noted that Mamie Ney already provided an update on the Auburn Public Library Auction (during open session), and she added that the School Committee will be meeting every other week with the sole purpose of discussing new hires.

Councilor Titus – reported that he met with the Audit Committee and the audit process has begun. He attended the Sunderland Drive Neighborhood Watch Group meeting, he attended the County budget caucus meeting noting that he volunteered to serve on the budget committee again, along with Assistant City Manager Phil Crowell. Last, he reported on the Water and Sewer District meetings that he attended.

Councilor Hayes – reported on the AVCOG Executive Committee meeting that he attended last week, and also reported on activity at the Auburn Lewiston Airport.

Councilor Lasagna – reported that a few weeks ago, Rick Whiting led a tour of historical buildings in Auburn which she attended stating that it was very interesting, and she hopes he continues to do that. Last week the school building committee met to celebrate the passage of the two questions on the new high school building. They will be setting up committees as they move forward (on Sports/Athletics, Fundraising, connecting the high school to the community, and one other committee). They will meet next on July 23rd.

Councilor Gerry – reported that she attended the Business Trade Show that was held at the Norway Savings Bank Arena. She also commented on the Citizen's Advisory Committee and the five-year plan.

Assistant City Manager – reported that the City Manager was disappointed that he was unable to attend tonight's meeting. The next Council meeting is scheduled for Monday, July 1st. The City Manager will be away for that meeting as well. He reported on the LAWPCA Pilot Program and also wanted to follow up on comments that were made at the last meeting regarding students being turned away for Summer Camp. He said staff has pulled reports and information and he provided Council with his findings and wanted to clarify that there have not been any students that have been turned away. He also reported on the State Strategic Planning adding that he will be attending that on the 26th of this month.

Finance Director, Jill Eastman – May 2019 Monthly Finance Reports

Motion was made by Councilor Fournier and seconded by Councilor Hayes to accept and place on file the Finance report for May 2019. Passage 7-0.

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

IX. **Executive Sessions** - Economic development, pursuant to 1 M.R.S.A. 405(6)(C).

Motion was made by Councilor Fournier and seconded by Councilor Walker to enter into executive session.

Passage 7-0, time 8:13 PM. Council was declared out of executive session at 8:16 PM.

X. **Adjournment** - Motion was made by Councilor Lasagna and seconded by Councilor Walker to adjourn. All were in favor and the meeting adjourned at 8:17 PM.

A TRUE COPY

ATTEST *Susan Clements-Dallaire*

Susan Clements-Dallaire, City Clerk

OFFICE OF THE MAYOR
CITY OF AUBURN



PROCLAMATION

DESIGNATION OF JULY AS PARK & RECREATION MONTH

WHEREAS, parks and recreation programs are an integral part of communities throughout this country, including Auburn; and

WHEREAS, our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS, parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

WHEREAS, parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS, parks and recreation areas are fundamental to the environmental well-being of our community; and

WHEREAS, parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

WHEREAS, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS, the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS, the City of Auburn recognizes the benefits derived from parks and recreation resources;

NOW THEREFORE, I Jason Levesque, Mayor of Auburn, declare July as Park and Recreation Month in the Auburn.

IN WITNESS WHEREOF, I have hereunto
set my hand and caused the Seal of the
City of Auburn, Maine
to be fixed this 1st day of July, 2019

Mayor Jason Levesque



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: July 1, 2019

Order: 79-07012019

Author: Zachary Lenhert

Subject: Citizen Participation Plan

Information: Citizen participation is integral to the development of the CDBG/HOME Consolidated Plan. HUD requires that grantees adopt a Citizen Participation Plan that encourages citizens to participate in the development of program plans, any amendments, and the performance report with emphasis on involving low- to moderate Income persons.

The Citizen Participation Plan draft being presented is very similar to the past plan. Major changes include reducing the Citizen Advisory Committee (CAC) membership from 20 to 11 members, as well as reducing the term length from 5 to 3 years.

City Budgetary Impacts: None

Staff Recommended Action: Council adopts 2020-2024 Citizen Participation Plan

Previous Meetings and History: June 24, 2019 Council Workshop

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:

Attachments: 2020-2024 Citizen Participation Plan

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



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

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 79-07012019

Title: 2020-2024 Citizen Participation Plan

ORDERED, that the City Council hereby adopts the 2020-2024 Citizen Participation Plan as recommended by Community Development staff (attached).

CITY OF AUBURN CITIZEN PARTICIPATION PLAN 2020-2024

1. INTRODUCTION

The City of Auburn received an “entitlement” designation for Community Development Block Grant funds in 1974. These funds are used for a number of loan programs to promote housing and economic development. Funds are also used for public facilities and infrastructure, and for social services. In 2001, Auburn and Lewiston formed a consortium with Auburn as the lead agency to receive HOME Investment Partnerships Program funds. The consortium was formed to meet the funding threshold for HOME funds.

The Department of Housing and Urban Development (HUD) requires recipients of its grant funds to prepare formal plans as a condition of receiving federal funds. These plans are intended to encourage communities to allocate federal resources to address local needs and market conditions.

In the next few months the City will be developing a Consolidated Plan (ConPlan). The ConPlan is a fact-based analysis of local housing needs that reflects the incidence and severity of housing problems among different segments of the population. The ConPlan articulates priorities for addressing the needs that have been documented and defines strategies and activities linked to these priorities. Community representatives and housing practitioners will have opportunities to help shape the development of priorities and strategies. The process is intended to assist with coordination among relevant agencies in both planning and implementation. The City works closely with Auburn Housing Authority (AHA) on housing matters.

Section 104(a) of the Housing and Community Development Act of 1974 requires that the City of Auburn follow a Citizen Participation Plan. In order to comply with HUD regulations, the Community Development Department has prepared the following plan which outlines the process through which citizens will be informed of and involved in the Community Development Program. The Community Development Program involves funding of both the Community Development Block Grant and HOME Investment Partnerships (HOME) Program.

The Citizen’s Participation Plan is an effort to create a collaborative process whereby citizens assist in developing a vision for community development housing actions. The City Council will consider both public comments and recommendations of the Citizen’s Advisory Committee (CAC) in making decisions to allocate Community Development and HOME resources.

To affirmatively encourage citizen participation, the following plan elements shall be implemented in the execution of the Community Development Program.

2. GOAL

The goal of the Citizen Participation Plan is to provide Auburn citizens with an opportunity to participate in various processes of the Community Development Program. Citizen participation shall be conducted in an open manner with appropriate and timely dissemination of information pertinent to all plans and programs. The emphasis of this Citizen Participation Plan to involve persons who are most likely to be affected by and utilize the Community Development Program, especially persons of low income, persons with special needs, and persons living in target areas.

3. OBJECTIVES

The objectives of the Citizen Participation Plan are to:

- Encourage citizen participation with emphasis on participation by persons who are of low income, special needs, and persons who live in or own property in a target area;
- Provide citizens with reasonable and timely access to local meetings, information, and records relating to the City's proposed and actual use of funds;
- Provide technical assistance to groups or representative of persons of low income that request such assistance in developing proposals with the level and type of assistance to be determined by the City;
- Obtain citizen views and answer questions at all stages of the Community Development process including development of needs, review of proposed activities and review of program performance;
- Provide for a timely written answer to complaints and grievances; and
- Provide for meeting the needs of non-English speaking residents and persons with special needs for accessibility or communication assistance at public meetings where a significant number of people are expected to participate.

4. PUBLIC PARTICIPATION

A. NOTICES OF PUBLIC MEETINGS

Public meetings are held to obtain views of citizens and public agencies with respect to the Community Development Program. Meeting notices will be published on the City's website.

At least 30 days before adoption by the City Council, a summary of the proposed Consolidated Plan and Annual Action Plan will be published on the City's web site to give citizens an opportunity to review and comment on the plan. The summary will describe the general contents of the Consolidated Plan. The public notice will indicate the location where copies can be examined or how to find it on the web site.

At least 15 days before submission a public notice will be placed in a local newspaper announcing the availability of the Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER provides a review of program progress and performance of the Community Development Block Grant Program.

B. AVAILABILITY OF PUBLIC DOCUMENTS

Documents will be available at the Community Development Department for perusal in an effort to provide readily accessible information to citizens. Historical records will be available for the previous five-year period. Documents that will be available are:

- Residential Anti-displacement;
- Relocation Assistance Plan and Affordable Rent Policy;
- Urban Conditions Study;
- Citizen Participation Plan;
- Community Development Block Grant Regulations;
- Environmental Review Records;
- Consolidated Annual Performance and Evaluation Report;
- Guidelines of various programs funded with Community Development and HOME Investment Partnerships Program funds; and
- Consolidated Plan and Annual Action Plans.

C. CITIZENS ADVISORY COMMITTEE

The purpose of the Citizen's Advisory Committee is to assist in developing the Consolidated Plan and to monitor progress on achieving the goals and objectives of the plan. The committee will be made of up to 11 Auburn residents. The Committee will meet on a regular basis to track progress in accomplishing the goals of the Consolidated Plan. From the City's website Community Development staff shall solicit members who will be representative of the following categories:

- At least one person of minority race or ethnic background;
- 2 representatives of community or faith-based organizations, one of which represents the interests of homeless persons;
- A City Councilor; and
- 7 persons from target areas including residents, landlords and small business owners. There will be a minimum of 1 each from the Downtown, Union Street and New Auburn Target Areas.

The City Councilor member shall be appointed by the Council and their term shall coincide with their term in office. The other committee members shall be appointed by the Mayor and their term shall be three years, terms start on July 1st. The CAC membership shall elect a person amongst them to act as liaison with Community Development staff and to serve as spokesperson for the CAC to the City Council.

1) CAC Meetings:

a) Consolidated Plan

In year 2019-20, the CAC will be involved in assisting with development of the 5-year Consolidated Plan by considering needs and resources, and prioritizing goals and objectives.

b) Annual Action Plan

In the subsequent four years, the CAC will review the annual Consolidated Annual Action Plan for conformance with the Consolidated Plan.

c) Consolidated Annual Performance and Evaluation Report (CAPER)

At the end of each program year, a performance report will be prepared. The CAC will meet after completion of the CAPER to consider progress in meeting the stated goals and objectives of the Consolidated Plan. The CAC will also review program performance, effectiveness, and evaluation.

d) The CAC may determine that other meetings are necessary to promote the goals of the Consolidated Plan. Establishing extra meetings will require a majority vote of the CAC.

2) Consolidated Plan Considerations:

During the study process, the CAC will consider data on housing needs and comments from focus groups to establish priorities. The CAC will consider the needs of extremely low-income, low-income, moderate-income, and middle income families; renters and owners; persons who are elderly, disabled, persons with HIV/AIDS and their families; single persons, large families, public housing residents, families on the public housing or section 8 tenant-based waiting list, and homeless; consider specific problems such as cost-burden, severe cost-burden, substandard housing and overcrowding.

D. COMMUNITY DEVELOPMENT LOAN COMMITTEE

Review of loans by the Community Development Loan Committee shall be another means of obtaining citizen participation, particularly by persons who are low income and persons who live in target areas. There shall be nine persons residing in Auburn appointed by the City Council to the Community Development Loan Committee, two of which are low-mod income persons, two who own property in target areas, and two who have a background in real-estate finance. Names of persons wishing to serve may be submitted to the City Council by soliciting involvement from a) clients who have participated in one of the Community Development Programs, b) persons living in federally subsidized housing, or c) persons who live in one of the target areas.

E. OTHER PUBLIC PARTICIPATION

Community Development staff shall solicit input from citizens who may be affected by Community Development projects to give them an opportunity to express their views concerning problems, suggestions and alternatives to the proposed projects. A public notice will announce the availability of City documents and may include:

- amount of Community Development Block Grant funding to be received;
- eligible activities;
- general program requirements;
- previous years' use of funds;
- projected use of funds;
- time schedule for submitting the Consolidated Plan;
- amount of funds that will benefit very low, low, and low-moderate income persons; and plans to minimize displacement of persons and to assist persons.

F. CITY WEBSITE AND SOCIAL MEDIA NETWORKING

The City of Auburn's website will provide up-to-date information on the Community Development and HOME Investment Partnerships Programs. Meeting notices, the draft and adopted Consolidated Plan, Annual Action Plans, Consolidated Annual Performance and Evaluation Reports, various adopted guidelines and policies, and the Citizen Participation Plan will be available.

In order to reach a broader more diverse audience, during the 5-year planning process the Community Development Department will also utilize an internet social networking site to provide important information on the Consolidated Plan and funding resources.

G. PUBLIC HEARINGS

Public hearings shall be held by the City Council and shall serve as additional forums for citizens to convey their views on community development and housing needs, and to respond to proposed budget. At least 10 days prior to public hearings, a notice shall be placed in the newspaper announcing the public hearing. The City Council will consider comments or views of citizens received in writing or orally at the public hearing, Public hearing will be held at Auburn Hall, a location that accommodates persons with disabilities. Public hearing shall be held as follows:

1) Consolidated Plan - A public hearing will be held prior to adoption of the Consolidated Plan. A draft Consolidated Plan will be available to the public 30 days prior to adoption. Copies will be available free of charge.

2) Consolidated Annual Action Plan - A public hearing will be held prior to adoption of each Consolidated Annual Action Plan. A draft Annual Action Plan will be available 30 days prior to adoption. Copies will be available free of charge.

3) Amendments - A public hearing will be held prior to adoption of any substantial amendments to the Consolidated Plan and Annual Action Plans. A substantial program amendment description will be available 14 days prior to adoption. Copies will be available free of charge.

4) Consolidated Annual Performance and Evaluation Report - A public hearing will be held prior to submission of the Consolidated Annual Performance and Evaluation Report. The report will be available 30 days prior to submission. Copies will be available free of charge.

H. CONSIDERATION OF COMMENTS

A summary of comments will be attached to the appropriate document and submitted to the City Council before an action is taken. The City Council shall consider comments of the CAC or others prior to final adoption of the Consolidated Plan, Annual Action Plan, or Consolidated Annual Performance and Evaluation Report.

I. RESPONSE TO PROPOSALS/COMMENTS

A staff member of the Community Development Department will respond to citizen comments or proposals. For every written proposal or comment, there will be a written response with reasons stated for whatever action the City has taken on the proposal. Oral proposals will receive oral responses, though they may be in writing.

5. SPECIAL CONSIDERATIONS

A. ACCOMMODATIONS

Arrangements will be made for non-English-speaking persons and persons with special needs for mobility, hearing and visual impairments, or the homebound. Please contact the Community Development Department in advance so that arrangements can be made to provide adequate communication assistance.

B. TECHNICAL ASSISTANCE

Staff will provide direct assistance to low-income persons or their representative when forming proposals for Community Development activities. The level and type of assistance will be determined by Community Development staff and may not necessarily include the provision of funds to any person, group, or agency.

Staff will provide direct assistance to low income persons in their effort to progress through the various program processes. For the Rehabilitation Program, assistance will include preparing a loan application, submitting financial information, providing advice for soliciting bids, or upon request securing bids for a property owner, comparing and evaluating bids for conformance to required work, assisting to schedule rehabilitation work, managing the escrow account, performing inspections to ensure quality work, acting as liaison between the contractor and property owner for complaints and resolving a variety of other problems. For the homebuyer programs, assistance will include preparing a loan application, submitting financial information, providing pre-qualification for housing affordability, credit counseling, and guiding the home purchase.

Staff will provide counseling to tenants who are in jeopardy of being displaced because of a federally funded project and provide relocation assistance to those who are being displaced. Tenants will be assisted when required to file relocation claim forms and to secure comparable housing that is decent, safe and sanitary.

Staff will make a credit counseling referral to low-income households to assist them become homeowners.

6. COMPLAINTS AND GRIEVANCES

Citizens who have objections or complaints about the Community Development or HOME Programs may submit a written complaint to:

Community Development Department
City of Auburn
60 Court Street
Auburn, ME 04210
Attention: Community Development Manager

The complaint should include the date, name, address, telephone number of the complainant, convenient hour to reach that person by telephone, nature of the complaint and location. The complaint may also be given orally. The person initiating the complaint will schedule a meeting with the Community Development Manager and a formal complaint will be formulated from the interview that will be signed by the complainant.

There will be a written response, within 15 days of receipt, to the complainant. The response will indicate the ultimate disposition of the complaint.

7. AMENDMENTS TO CONSOLIDATED PLAN

Auburn will amend its Consolidated Plan whenever it makes one of the following decisions

- to change a goal, priority, or activity of the Consolidated Plan;
- to carry out an activity using funds from any program covered by the Consolidated Plan (including program income) not previously covered in the Consolidated Annual Action Plan; or
- to change the purpose, scope, location, or beneficiaries of an activity included in the Consolidated Annual Action Plan.

a) Minor Amendment

A minor amendment will be approved by the City Manager.

b) Substantial Amendment

A substantial amendment must be authorized by the City Council and submitted to the U. S. Department of Housing and Urban Development. A substantial amendment is defined as a change that exceeds 10% of the amount of annual Community Development or HOME Program budget (which includes the annual allocation, reprogrammed funds and program income) for the year in which the amendment is being considered. A public notice of the change will be published 30 days before adoption of an amendment by the City Council. An additional public hearing for a program amendment will be held in advance of a City Council vote.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: July 1, 2019

Order: 80-07012019

Author: Jill M. Eastman, Finance Director

Subject: Order – Authorizing General Obligation Bonds and a Tax Levy Therefor (NSBA).

Information: This is the order authorizing the Finance Director to issue General Obligation Bonds not to exceed \$7,000,000, the sale proceeds of which, together with investment earnings, if any, are appropriated to finance the acquisition of Norway Savings Bank Arena (including costs of issuance and capitalized interest).

City Budgetary Impacts: FY 20 there will be an interest only payment in the Spring and the principle and interest payments for the next 20 years will be approximately \$498,000 per year, which is slightly less than the current lease of \$507,000 per year.

Staff Recommended Action: Staff recommends passage.

Previous Meetings and History: Workshop held on June 24, 2019.

City Manager Comments:

I concur with the recommendation. Signature:

Attachments:

Order 80-07012019

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



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

Jason J. Levesque, Mayor

ORDER 80-07012019

ORDER – AUTHORIZING GENERAL OBLIGATION BONDS AND A TAX LEVY THEREFOR

Be It Ordered by the Auburn City Council, following a public hearing duly called and held as required by Article 8, Section 8.13 of the Auburn City Charter:

THAT there be and hereby is authorized issuance of the City’s general obligation bonds, and notes in anticipation thereof, in the principal amount not to exceed \$7,000,000, the sale proceeds of which, together with investment earnings, if any, are appropriated to finance the acquisition of Norway Savings Bank Arena (including costs of issuance and capitalized interest).

Be It Further Ordered by the Auburn City Council:

THAT the bonds and notes authorized hereunder shall be signed by the City’s Finance Director and its Treasurer, attested by the City Clerk under the seal of the City. A tax levy is hereby provided for each fiscal year that the bonds authorized hereunder remain outstanding to meet the annual installments of principal and interest as may accrue in each respective year. The bonds and notes may be issued at one time or from time to time, either singly or in series, and the authority and discretion to fix method of sale, issue date, maturities, denominations, interest rate, place of payment, form and other details of said bonds and notes, and to take all other actions and to sign and deliver all other documents, certificates and agreements in order to provide for the sale thereof is hereby delegated to the City’s Finance Director.

THAT the bonds and notes authorized hereunder may be made subject to call for redemption, either with or without premium, on such terms as may be determined by the Finance Director.

THAT the City’s Finance Director, Treasurer, Clerk, and other proper officials of the City be, and hereby are, authorized and empowered in its name and on its behalf to do or cause to be done all such acts and things, and to execute, deliver, file, approve, and record all financing documents, contracts, agreements, certificates, preliminary and final official statements, tax certificates and other documents as may be necessary or advisable, with the advice of counsel for the City, to carry out the provisions of this order and the issuance of the bonds as may be necessary or desirable.

THAT if the Finance Director, Treasurer, or Clerk are for any reason unavailable to approve and execute the bonds or any related financing documents, the person or persons then acting in any such capacity, whether as an assistant, a deputy, or otherwise, is authorized to act for such official with the same force and effect as if such official had himself or herself performed such act.

THAT this order is a declaration of official intent pursuant to Treas. Reg. § 1.150-2 and shall be kept available for public inspection during reasonable business hours at the office of the City Clerk.

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



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

Jason J. Levesque, Mayor

A Public Notice describing the general purpose of the borrowing and the terms thereof and the times and places where copies of the bond proposal were available for inspection by the public was published on or before June 17, 2019, in the Lewiston Sun-Journal, a daily newspaper published in the City of Auburn and in Androscoggin County.

A public hearing was held on July 1, 2019.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: July 1, 2019

Orders: 81-07012019 through 84-07012019

Author: Sue Clements-Dallaire, City Clerk

Subject: Board and Committee Appointments

The Appointment Committee met on June 26, 2019 to review applications and make their nominations for various boards and committees of the City as follows:

Age Friendly Community Committee – appointment postponed due to make up of members outlined in ordinance

Auburn Housing Authority – John St. Peter, new appointment with a 10/01/2023 term expiration

Ethics Panel – Leonard Kimble, re-appointment with a 1/1/2021 term expiration.

Planning Board – Mathieu Duvall, new appointment and Katie Boss, from associate to full member, both with term expiration of 01/01/2020.

Citizen’s Advisory Committee – The appointment committee nominated Larry Pelletier and Belinda Gerry, re-appointments both with term expirations of 7/1/2022, however these are Mayor’s appointments and will not be voted on by the City Council at the 7/1/2019 meeting.

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

City Budgetary Impacts: None

Staff Recommended Action: Motion to appoint members as recommended by the Appointment Committee.

Previous Meetings and History: The Appointment Committee met on June 26, 2019 to make their nominations.

City Manager Comments:

I concur with the recommendation. Signature:

Attachments:

List of applicants

List of vacancies

Applications

Orders 81-07012019 through 84-07012019

VACANCIES

Age Friendly Community Committee - 2 vacancies - one with a term expiration of 6/1/2021, and one with a term expiration of 6/1/2022

Auburn Housing Authority - 1 vacancy - term expiration of 10/01/2023

Board of Assessment Review - 3 vacancies - alternate positions. One with a term expiration of 10/1/2020, and two with term expirations of 10/1/2022

Cable TV Advisory Committee - 3 vacancies - two with term expirations of 6/1/2021, one with a term expiration of 6/1/2020

Citizens Advisory Committee - Several vacancies, 3 or 5 year terms

Conservation Commission - 2 vacancies - one with a term that expires on 6/1/2020, one with a term that expires on 6/1/2022

Ethics Committee - 3 vacancies - one full member position with a term expiration of 1/1/2021, and two alternate positions both with term expirations of 1/1/2022

Planning Board - 2 vacancies - full member positions, both with a term expiration of 1/1/2020

Board Committee Applications
June 26, 2019

Board or Committee	Ward	Last Name	First Name	Address
Age Friendly Community Committee	4	Buchanan	Crystal	125 Madison St. Auburn
Auburn Housing Authority	5	Bisson	Paul	193 Old Danville Rd., Auburn
	5	St. Peter	John	143 Mill Street, Auburn
Board of Assessment Review				
Cable TV Advisory Board				
Citizen's Advisory Board	5	Pelletier	Larry	129 Second Street
	5	Gerry	Belinda	143 Mill Street, Auburn
Conservation Commission				
Ethics Committee	5	*Kimble	Leonard	63 Olive Street
Planning Board	2	**Boss	Katie	7 Morse Street, Auburn
	3	Duvall	Mathieu	263 Sunderland Dr., Auburn

* Indicates this applicant is seeking re-appointment

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

Board Committee Applications
June 26, 2019



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: 6/17/19

Last name: Buchanan First name: Crystal Middle initial: A

Residence address: 125 Madison St. Ward:

City: Auburn State: ME Zip code: 04210

Home phone: N/A Work phone: N/A Cell phone: 207-212-7300

Email address: clab0316@hotmail.com

Current occupation: Nurse Practitioner

Previous occupation (if retired or no longer working): N/A

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

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

- 9-1-1 Committee
Auburn Housing Authority
Board of Assessment Review
CDBG Loan Committee
Complete Streets Committee
Ethics Panel
L/A Transit Committee
Planning Board
St. Louis Bells Committee
Zoning Board of Appeals

- Airport Board
Audit & Procurement Committee
Cable TV Advisory Board
Community Forest Board
Conservation Commission
Finance Committee
Parks & Recreation Advisory Board
Sewer District
Water District

X Other Age Friendly Community 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). Community service that advocates for the elderly both in the community + in healthcare

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

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

Dates served (if known)? N/A

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? email

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

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

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

Signature: C Buchanan Date: 6/17/19

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

	JUN 17 2019	<u>FOR OFFICE USE ONLY</u>
DATE APPLICATION RECEIVED:	_____	
APPOINTMENT DATE:	_____	
TERM EXPIRATION DATE:	_____	
OATH DATE:	_____	

Crystal Buchanan, RN, MSN, FNP-C, CLNC

125 Madison Street
Auburn, ME 04210
(207) 891-9749
crystal@cblnc.com

LICENSE:

Advanced Practice Registered Nurse-AP081736
Registered Nurse-ME R042371

EDUCATION

2003-2005	University of Southern Maine School of Nursing Graduate Family Nurse Practitioner Program Portland, Maine 04101
1993-2000	University of Southern Maine School of Nursing Gorham, Maine 04038 Graduated Magna Cum Laude
1996-1998	Central Maine Medical Center School of Nursing 300 Maine Street, Lewiston, Maine 04240 Honors student. A. D. in Nursing.
Spring 1993	Lewiston Adult Education, Lewiston High School East Avenue, Lewiston, Maine 04240 Certified Nurse's Assistant Course. Completed June 1993.

WORK EXPERIENCE

January 2012-Present	CBLNC, Inc. 125 Madison Street Auburn, ME 04210 Legal Nurse Consulting Services Quality Improvement and Regulatory Compliance Consultation
July 2014-Present	Choices Matter 125 Madison Street Auburn, ME 04210 Nurse Practitioner, Healthy Lifestyle and Weight Management Focus
October 2017-March 2018	Advance Health 14121 Parke Long Ct, Suite 201 Chantilly, VA 20151 Nurse Practitioner-Healthy House Call Visits
May 2016-June 2017	EMSI, Inc 3050 Regent Blvd., Suite 100 Irving, TX 75063 Nurse Practitioner-Healthy House Call Visits

July 2009-2015	Eyecare Medical Group 53 Sewall Street Portland, ME 04104 Clinical Director-Ambulatory Surgery Center Nurse Practitioner
August 2006-July 2009	Central Maine Bariatric Surgery 10 High Street, Suite 105 Lewiston, ME 04240 Clinical Coordinator, Nurse Practitioner
November 2005-2006	Central Maine Heart and Vascular Institute 60 High Street Lewiston, ME 04240 Nurse Practitioner-Arrhythmia Services
January 2004-May 2005	Clinical Rotations include-Family Practice, Pediatrics, Women's Health, Internal Medicine, Ophthalmology, Hospitalist, Radiology, and Spurwink child abuse clinic.
May 2002-August 2004	Eyecare Medical Group 53 Sewall Street Portland, ME 04102 Peri-operative staff nurse
August 2000-May 2002	Rheumatology Associates 51 Sewall Street Portland, ME 04102 Clinical Research Coordinator
July 1999-August 2000	Androscoggin Cardiology Associates 2 Great Falls Plaza Auburn, ME 04210 Clinical Research Coordinator
June 1999-2000	Professional Staffing Partners 32 Kensington Terrace, Lewiston, ME 04240 RN for a staffing agency-Adults and Pediatrics-Per diem
April 1999-August 1999	Central Maine Medical Center 300 Main Street, Lewiston, ME 04240 RN staff nurse on a Pediatric Unit-Part-time
June 1998-April 1999	Central Maine Medical Center 300 Main Street, Lewiston, ME 04240 RN staff nurse on M2-Cardiopulmonary-Telemetry unit
May 1996-1998	Central Maine Medical Center 300 Main Street, Lewiston, Maine 04240 Critical Care Technician: Intensive Care Unit and Cardiac Care Unit.
June 1996-1998	Central Maine Medical Center 300 Main Street, Lewiston, Maine 04240 Secretary/Registrar: Emergency Department.

CERTIFICATIONS AND SEMINARS

Certified Legal Nurse Consultant 2012, Certified Bariatric Nurse 2008, Basic Cardiac Life Support 2018, Advanced Cardiac Life Support 2018, Allergan Laparoscopic Adjustable Gastric Band Mid-Level Provider training seminar- 2007, American Academy of Nurse Practitioner Certified 2005, AORN Perioperative Nursing Course 101 2003, Certified Clinical Research Professional 2000-02, Clinical Research Coordinator Certification Review 2000, Pediatric Advanced Life Support 1999, , IV Therapy course 1998, Basic Arrhythmia Course 1998, Critical Care Course 1998, Phlebotomy Course 1995, Pediatric Burn Clinic 1997 & 1998, Shriner's Burn Seminar 1996 & 1997, Cystic Fibrosis Pediatric Clinic 1997, Trauma Conference 1997, and Preceptor Conference 1997.

AFFILIATIONS/ASSOCIATIONS

2009 to present	Association for Professionals in Infection Control and Epidemiology
2009 to present	Association of periOperative Registered Nurse
2009 to present	American Society of Ophthalmic Registered Nurses
2006 to 2009	Member of American Society of Metabolic and Bariatric Surgery
2006 to 2009	Member of the National Association of Bariatric Nurses
2004 to present	Member of the Maine Nurse Practitioner's Association
2004-to present	Member of the American Academy of Nurse Practitioners
2004 to present	Sigma Theta Tau International Honor Society of Nursing
2000	Member of the Society of Clinical Research Associates
1999	Golden Key National Honor Society
1998	Central Maine Medical Center Medical Staff Excellence Award for Surgical Nursing.
1996	Member of Who's Who Among Students in American Junior Colleges.

Research Trials –Experience

AFFIRM-Atrial Fibrillation trial	Sponsor-NHLBI
ALIVE-Post MI trial	Sponsor-Proctor and Gamble
Nicostatin-lipid trial	Sponsor-KOS Pharmaceuticals, Inc
Azimilide-018-Atrial Fibrillation/Flutter And/or Paroxysmal SVT	Sponsor-Proctor and Gamble
Diabetes trial	Sponsor-Bristol-Myers Squibb
INVEST-hypertension trial	Sponsor-Knoll AG
PD 1011-017- Angina trial	Sponsor-Parke-Davis Pharmaceuticals
CHARM-lipid trial for women	Sponsor-SmithKline Beecham
PEACE-CAD/MI trial	Sponsor-NHLBI
ENDO OA-arthritis trial	Sponsor-Scirex
Schering Plough 680-lipid trial	Sponsor-Schering Plough
Immunex 16.0018-RA trial	Sponsor-Immunex
Immunex 16.0023-RA trial	Sponsor-Immunex
MK-0663-024-RA trial	Sponsor-Merck Pharmaceuticals
MK-0663-032-Ankylosing Spondylitis	Sponsor-Merck Pharmaceuticals
Knoll DE019-RA trial	Sponsor-Knoll Pharmaceuticals
P&G 1998033-Osteoarthritis trial	Sponsor-Proctor and Gamble
ASPIRE-RA trial	Sponsor-Centocore
Ilex OXPL 213-gout trial	Sponsor-Ilex Oncology

Revised – 11/2018



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 5-24-19

Last name: Bisson First name: Paul Middle initial: L

Residence address: 193 OLD DANVILLE RD Ward: 5

City: AUBURN State: ME Zip code: 04210

Home phone: 782-1533 Work phone: _____ Cell phone: 376-7521

Email address: paulnbrendaeroadrunner.com

Current occupation: Ed Tech-Special Ed-City of Auburn

Previous occupation (if retired or no longer working): Management - Jones & Vining

Educational and/or experience (or attach your resume): See 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 checked="" 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 _____ |

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). Looking to serve in the community

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Aid in keeping up good works by AHA

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

Dates served (if known)? _____

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

Dates served (if known)? _____

How did you learn of this vacancy? ARTHUR Wing - board member - AHA

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

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

Signature: Paul P. Brown Date: 5-24-19

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

MAY 28 2019 FOR OFFICE USE ONLY	
DATE APPLICATION RECEIVED:	_____
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____

Paul L Bisson

193 Old Danville Road

Auburn ME 04210

Education:

Graduate of Edward Little

Graduate of Mid State College

Associates in Business

Associates in Accounting

Work History:

30 years working for:

Jones & Vining

765 Webster Street

Lewiston ME 04240

784-3547

Contact for reference: Rick House

Served 3 years in China for JV- 1996 to 1999

Joint Venture in Guangdong Province

Currently working: Auburn School System

Education Technician in Special Education

Sherwood Heights in Auburn {2007-present}

Contact for reference:

Kim Taylor, principal 783-8526

12 years with City of Auburn (School System)

Contact for reference;

Katy Grondin, superintendent of ASD

Current Affiliations:

President, Pine Street Cemetery, Auburn

Board of Trustees, United Methodist Church

Past Board of Finance, UMC

I will be retiring from the school system soon and would like to serve on Auburn Housing Authority to get into the service of my community. I have heard good things about the AHA and would offer my services to continue the work they have accomplished in the past.



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 6/18/19

Last name: St Peter First name: John Middle initial: S

Residence address: 143 Mill St Ward: 5

City: Auburn State: Maine Zip code: 04210

Home phone: _____ Work phone: _____ Cell phone: 207-608-2124

Email address: JohnStPeter@gmail.com

Current occupation: Retired

Previous occupation (if retired or no longer working): jack of all trades - did about everything

Educational and/or experience (or attach your resume): High school equivalent

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

- | | |
|--|--|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input checked="" type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input 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 _____ |

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). _____

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

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

Dates served (if known)? _____

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

Dates served (if known)? _____

How did you learn of this vacancy? Internet, word of mouth

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

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

Signature:  Date: 6-18-2019

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

	<u>FOR OFFICE USE ONLY</u>
DATE APPLICATION RECEIVED:	JUN 18 2019
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____

Question 1. Why do I want to serve on the AHA Board?

I would like to serve on the AHA board because I want to be a part of their team to continue to help fight to provide quality and safe housing for those who might not be able to afford it elsewhere.

Through my life's experience I feel that I have a lot of knowledge to bring to the table. AHA is multifaceted with issues dealing with those with young children, individuals with disabilities and then our Senior population.

I can put myself in shoes of those who seek and are living in AHA housing.

When I was younger, I was a foster parent and then worked to help get the additional education pre-school and children needed when their school's teaching fell short. Today, I volunteer at the Boys and Girl club and see first-hand what the next generation and their families are facing.

I also live in senior housing and see what my neighbors go through daily.

Being retired I have all the time necessary to devote to this position, I am detail oriented with an open mind and can be precise when sifting through material to get to the point of an issue. Then afterwards work with the other board members and its director to come up with an appropriate solution to the issue/concern.

Question 2. What would I like to accomplish if I am appointed to the AHA Board?

I would like to help bring AHA to that next level using my life's learned experiences. Though continuing to support initiatives that support giving those individuals /families who will really use them the tools to become self-reliant.

AHA has a reputation for providing scholarships to encourage tenants to further higher education, helping those work towards owning their own home, and to encourage those who can work, to work with job leads.

As funds/grants become available I would like to work to broaden what they now.



CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION

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Date: 6/17/19

Last name: Gerry First name: Belinda Middle initial: A

Residence address: 143 Mill St Apt 100 Ward: 5

City: Auburn State: ME Zip code: 04210

Home phone: 207-784-8458 Work phone: Cell phone: 207

Email address: Polit.csME@Ad.com

Current occupation: City Councilor/ Citizen or Resident of Auburn

Previous occupation (if retired or no longer working):

Educational and/or experience (or attach your resume): Previously serving on the committee and would like to continue to serve.

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

- 9-1-1 Committee
Auburn Housing Authority
Board of Assessment Review
CDBG Loan Committee
Complete Streets Committee
Ethics Panel
L/A Transit Committee
Planning Board
St. Louis Bells Committee
Zoning Board of Appeals
Airport Board
Audit & Procurement Committee
Cable TV Advisory Board
Community Forest Board
Conservation Commission
Finance Committee
Parks & Recreation Advisory Board
Sewer District
Water District
Other Citizen Advisory Committee C.A.C.

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). I would like to help plan out the course of action the next 5 or 3 year plan the CAC develops to help the residents of Auburn and improved their quality of life and Auburn in general.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). I would like to continue to address the issues Auburn residents are faced with, to help them when possible better themselves and bring out the best the city has to offer

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? L.A.T.C., C.A.C., AVCOG, Age Friendly committee

Dates served (if known)? Currently

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

Dates served (if known)? Currently

How did you learn of this vacancy? Committee City Staff person, Zack L. of the community block grant office told its members their term was going to expire
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.

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

Signature: Bethunde A. Lury Date: 6/18/19

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

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: _____
APPOINTMENT DATE: JUN 18 2019
TERM EXPIRATION DATE: _____
OATH DATE: _____



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 6/17/19
 Last name: PELLETIER First name: LARRY Middle initial: _____
 Residence address: 129 Second St. Ward: 5
 City: Auburn State: ME Zip code: 04218
 Home phone: 319-3018 Work phone: _____ Cell phone: _____
 Email address: concerned citizen 129@gmail.com
 Current occupation: semi-retired
 Previous occupation (if retired or no longer working): _____
 Educational and/or experience (or attach your resume): _____

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

- | | |
|---|--|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input 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 checked="" type="checkbox"/> Other <u>C.A.C. Citizen Advisory Committee</u> |

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). _____

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

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

Dates served (if known)? _____

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

Dates served (if known)? _____

How did you learn of this vacancy? _____

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

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

Signature: Larry Feltton Date: 6/17/19

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

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: JUN 18 2019
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____



JUN 18 2019

CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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Date: 6/18/19

Last name: Kimble First name: Leonard Middle initial: _____

Residence address: 63 Olive St Ward: 5

City: Auburn State: ME Zip code: 04210

Home phone: 783 2420 Work phone: 400-3201 Cell phone: 615 9729

Email address: Leonard@LKimble.net

Current occupation: IT Director

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

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

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

- | | |
|---|--|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input type="checkbox"/> Audit & Procurement Committee |
| <input 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 checked="" 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 _____ |

Renewal

Leonard Kimble

63 Olive Street

Auburn, Maine 04210

207-615-9729

leonard@lkimble.net

SUMMARY OF SKILLS: MCSE with twenty-one years of experience in technology consulting, project management, IT management, network and systems administration and end-user client support. Excellent customer service, leadership and communication skills.

AREAS OF EXPERTISE

Staff Management; Team Building; IT Project Management; Network Support Operations; Helpdesk Management; Asset Management; Vendor Management; Vendor, Hardware and Technology Risk Assessments; Technology and Vulnerability Audits; Sonicwall and Cisco ASA Firewalls, Cisco Meraki Wireless Networking

EDUCATION and CERTIFICATIONS

Kennebec Leadership Institute

Leadership Development, Class of 2016

Microsoft Certified Systems Engineer (MCSE)

Windows Server 2003, Windows Server 2000

Massachusetts Institute of Technology

RELEVANT EXPERIENCE

Pine Tree Legal Assistance

Portland, ME

November 2018 – Present

Information Technology Director

- Maintain technology systems that support the work of legal aid staff and volunteers in 15 locations around Maine
- Managing, upgrading and monitoring all network devices
- Managing vendor and contractor relationships
- Training and supporting local staff and volunteers

Kennebec Savings Bank

Augusta, ME

April 2013 – August 2018

Information Technology Manager

- Responsible for the daily management of the Information Technology Department and supporting the Bank's network and mainframe computer operations
- Manage and supervise the technology staff of varying technical levels, conducting performance reviews
- Successfully project managed the IT team through a project to build a new Electronic Banking and Loan Center in Freeport, ME, which incorporated a new profitable line of business for the Bank and was instrumental in bringing the Bank to a milestone of \$1B in assets.
- Completed project to research and deploy new service desk ticketing solution for the Bank to track troubleshooting issues, IT projects, and hardware and software assets, that developed IT efficiencies
- Manage project to document business processes for the IT Department, periodically reviewing and updating policies and procedures.
- Lead and review work product for technology and vulnerability audits.
- Project manage and oversee technology infrastructure projects, hardware and software deployments and upgrades, and network support operations.
- Perform Risk Assessments for Vendors, Hardware and Technologies
- Participate in Information Security analysis and remediation
- Monitor and maintain the overall architecture of the Bank's technology infrastructure

Brann & Isaacson, LLP

Lewiston, ME

December 2010 – April 2013

IT Administrator

- Responsible for the stable operation, maintenance, installation, security, and growth of the law firm's 45-user computer network, servers and related software
- Research, test, and evaluate solutions to hardware and software issues
- Managed project to implement new server and software to support E-Discovery litigation business

- Maintain equipment and software inventory using Spiceworks help desk and IT management application
- Manage relationships with IT consulting firms and vendors
- Completed backup and disaster recovery project using Dell AppAssure, server virtualization using VMware, workstation replacement, and network infrastructure improvements
- Researched and implemented mobile device and laptop encryption policy
- Successfully completed project to replaced wireless access points with a secure dual-network using cloud-controlled Meraki solution

Leonard Kimble

63 Olive Street

Auburn, Maine 04210

207-783-2420

leonard@lkimble.net

Reliable Networks of Maine, LLC

Portland, ME

January 2004 – November 2010

Senior Network Engineer/Information Technology Consultant

- Provided technology consulting for small and medium-sized companies nationwide
- Performed proactive after-hours network and server maintenance
- Performed network infrastructure and server migrations
- Diagnosed workstation, server and network issues for clients
- Recommended technology and products suited for each client's business needs
- Designed and built VMware virtual networks and servers

Sappi Fine Paper

South Portland, ME

August 2003 – January 2004

Service Desk Analyst (contract work via Manpower Professional Staffing)

- Provide 1st level phone support for all end-user requests and service calls
- Responsibilities included user account management (for Active Directory, SAP and other systems), remote administration and diagnosis of desktop systems, and technical direction for co-workers and end-users

Ship Right Solutions

Westbrook, ME

June 2003 – July 2003

IT Consultant (contract work via Bonney Staffing)

- Purchased and installed new Windows 2000 server, while upgrading Windows NT domain to Windows 2000 Active Directory
- Performed maintenance and hardware and software upgrades on all workstations and servers
- Recommended and implemented best security practices, network policies, and hardware and software purchases for both the present and future considerations

The Charlton Group

Natick, MA

April 2000 - January 2003

Network Specialist

- Managed several small clients, providing consultation, support, and training
- Project lead for deployment of desktops at the corporate office of a large defense contractor
- Performed in-place upgrades of Microsoft Exchange 5.5 to Exchange 2000 and Windows NT Server 4.0 to Windows 2000 Server with Active Directory
- Provided LAN administration, 2nd tier help desk support and technical supervision of clients' staff
- Provided desktop and server support and end-user training for a variety of different clients
- Created technical documents for information systems staff and end-users
- Installed and configured Sonicwall firewalls for small to medium sized companies

Massachusetts Institute of Technology

Cambridge, MA

May 1997 - March 2000

Network Consultant/Systems Administrator

- Primary Systems Administrator for several departments consisting of 5 Windows NT servers and 300 users in heterogeneous environments across campus
- Provided 2nd tier NT support to LAN administrators and 2nd tier support for corporate help desk
- Completed needs assessments with network capacity forecasting and several large desktop roll-outs

- Coordinated development of desktop images for Macintoshes and PCs
- Interviewed potential employees, trained incoming staff on network operating systems and customer service practices

ORGANIZATIONS and AFFILIATIONS

Theater at Monmouth, Board of Directors
Auburn-Lewiston YMCA
Androscoggin Chamber of Commerce
Theta Xi National Fraternity

Kennebec Valley Chamber of Commerce
Auburn Suburban Baseball & Softball, Board of Directors
Business Networking International (BNI)
Young Professionals of Lewiston-Auburn Area (YPLAA)



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: 6/10/2019

Last name: Boss First name: Katie Middle initial: E

Residence address: 7 Morse Street Ward: 2

City: Auburn State: ME Zip code: 04210

Home phone: 413-313-4391 Work phone: 207-330-7895 Cell phone: 413-313-4391

Email address: Katie.e.boss@gmail.com

Current occupation: Health Promotion Manager, Healthy Androscoggin

Previous occupation (if retired or no longer working): Coordinator, Green & Healthy Homes Initiative L-A

Educational and/or experience (or attach your resume): Master of Public Health, 2011
B.A. Biological Sciences, 2008

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 | <input type="checkbox"/> Other _____ |

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). I have thoroughly enjoyed my time on the Planning Board as an Associate Member, and would like to commit to a larger role and longer time frame. I am grateful for the opportunity to serve my community and value my role on the PB.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). My primary interest in serving on the PB is to apply my expertise in public health. The built environment and land use planning have a substantial impact on the health of communities, and my experience in public health enables me to meaningfully contribute to the PB.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? _____
Yes - Planning Board, Associate Member

Dates served (if known)? March 2019 - Present

Have you previously served on a City or Community Board or Committee? If so, which one(s)?
Yes - Auburn Strategic Planning process, Quality Sub-Committee

Dates served (if known)? December 2018 - February 2019

How did you learn of this vacancy? Susan Clements-Dallaire

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: Katie Boss Date: 6/10/2019

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

FOR OFFICE USE ONLY	
DATE APPLICATION RECEIVED:	<u>6-11-19</u>
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: 6-18-19

Last name: Duvall First name: Mathieu Middle initial: L

Residence address: 263 Sunderland Dr Ward: 3

City: Auburn State: ME Zip code: 04210

Home phone: _____ Work phone: 753-6945 Cell phone: 689-8810

Email address: mduvall@bates.edu

Current occupation: Assistant Dean of the Faculty for strategy and Analysis

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

Educational and/or experience (or attach your resume): Masters of Science in Geology

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 | <input type="checkbox"/> Other _____ |

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). see attached sheet

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

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)?

Attended a few Comprehensive plan update committee meetings

Dates served (if known)? 2008

How did you learn of this vacancy? Website (Auburnmaine.gov)

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: [Handwritten Signature] Date: 6-18-19

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

JUN 18 2019 FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: _____
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Briefly describe why you want to serve on this committee:

I view civic engagement as an important part of living in this country. My children are grown and I feel I now must find a way to serve my community more directly. I have lived in Auburn for 18 years and have been employed by Bates College during that time. I have had many jobs here, but now serve as the assistant Dean of the Faculty for Strategy and Analysis. In this capacity I work on projects across the institution where I and my colleagues gather evidence and use them to solve strategic planning problems. I bring many data analysis skills to this job ranging from statistics to data visualization and mapping. My professional skills and personal interests are in the areas of strategy, data analysis, and planning. Serving on the planning board is the place where I can be of most value to the community.

What do you hope to accomplish?

As a member of the planning board I want to work with my fellow board members and city council to address planning and strategy by gathering evidence and pair it with our stated values and principles to work toward sound, responsible decisions that benefit the city of Auburn. Accomplishing work that adheres to this data – based strategic planning approach is satisfying work well done.

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



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

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 81-07012019

ORDERED, that the City Council hereby appoints the following board and committee member as nominated by the Appointment Committee on 6/26/2019;

Board or Committee	Term Exp. Date	Name
Planning Board, full member	01/01/2020	Katie Boss (from alternate member to full member position)

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



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

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 82-07012019

ORDERED, that the City Council hereby appoints the following board and committee member as nominated by the Appointment Committee on 6/26/2019;

Board or Committee	Term Exp. Date	Name
Planning Board, full member	01/01/2020	Mathieu Duvall – new appointment

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



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

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 83-07012019

ORDERED, that the City Council hereby appoints the following board and committee member as nominated by the Appointment Committee on 6/26/2019;

Board or Committee	Term Exp. Date	Name
Auburn Housing Authority	10/01/2023	John St. Peter – new appointment

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



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

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 84-07012019

ORDERED, that the City Council hereby appoints the following board and committee member as nominated by the Appointment Committee on 6/26/2019;

Board or Committee	Term Exp. Date	Name
Ethics Panel, full member	10/01/2021	Leonard Kimble – re-appointment



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: July 1, 2019

Resolve: 09-07012019

Author: Sue Clements-Dallaire, City Clerk

Subject: Supporting the formation of a Charter Review Ad-hoc Committee

Information: The current City Charter was adopted in 2005. Sec. 2.8. of our Charter states - ***Review of Charter and ordinances states: The city council shall provide for the review of the city's Charter and ordinances in their entirety at least once every 15 years.*** It does not state that we must establish a Charter Commission to do that. Council does have the option of creating a Committee to review and study the Charter and report back to the Council with proposed amendments (which would have to be voted on by the voters of Auburn if approved by Council).

City Budgetary Impacts: N/A

Staff Recommended Action: Consider passage of the resolve.

Previous Meetings and History: Discussed at the Council workshop held 6/24/2019.

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:

Attachments:

30-A §2102, §2103, §2104, §2105

Legal Note – Charter Revision or Charter Amendment?

Resolve 09-07012019

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



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

Jason J. Levesque, Mayor

IN CITY COUNCIL

RESOLVE 09-07012019

RESOLVE, that the City Council hereby supports the establishment of a Charter Review Ad-hoc Committee

Whereas, the current Charter of the City of Auburn was adopted in 2005; and

Whereas, sec. 2.8 of the Charter states “the city council shall provide for the review of the city’s charter and ordinances in their entirety at least once every 15 years”; and

Whereas, the Council finds that the overall foundation and purpose of the current Charter is sound; and

Whereas, it is timely to complete a thorough review of the Charter to identify sections that could be enhanced or improved to better accomplish its purpose; and

Whereas, establishing a Charter Commission does not appear to be necessary at this point in time to accomplish the review; and

Whereas, the creation of a Charter Review Ad-hoc Committee tasked with reviewing the Charter and recommending proposed amendments to the City Council for consideration; and

Whereas, all amendments voted on by Order of the Council would then go before the voters of Auburn; and

Whereas, the Committee may determine that a full Charter revision to be undertaken by an elected Charter Commission would be more suitable;

Now, therefore, be It Resolved that the City Council of the City of Auburn hereby supports the formation of a Charter Review Ad-hoc Committee with the mission, purpose, and structure to be approved by the City Council.