

City Council Workshop & Meeting June 7, 2021 Agenda

5:30 P.M. City Council Workshop

- A. Public Artwork Sabrina Best (15 minutes)
- B. Proposed Amendment to the Appointment Process Sue Clements-Dallaire (10 minutes)
- C. Proposed Fund Balance Policy Amendment Jill Eastman (10 minutes)
- D. Comp Plan Update (Rec/Open Space) Eric Cousens (15 minutes)
- E. Festival Plaza Update Derek Boulanger & Consultant (40 minutes)

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

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 64-06072021*

Appointing Wardens and Ward Clerks for the June 8, 2021 Election.

2. Order 65-06072021*

Initiating a formal request to forward the draft Comprehensive Plan Recreation and Open Space Chapter to the Planning Board for a recommendation.

3. Order 66-06072021*

Initiating a formal request to forward a proposed draft ordinance change allowing auto sales in the General Business II district to the Planning Board for a recommendation.

1. Order 67-06072021*

Approving the Annual Reports to the Maine State Housing Authority for Tax Year April 1, 2020 – March 31, 2021, Affordable Housing Tax Increment Financing Districts, #16 (Webster School), #20 (62 Sprint Street), #21 (477 Minot Ave) and #22 (48 Hampshire Street).

II. Minutes – May 17, 2021 Regular Council Meeting

III. Communications, Presentations and Recognitions

- Summer Activities Sabrina Best
- Covid Vaccinations Update Chief Robert Chase
- Council Communications (about and to the community)
- **IV. Open Session** Members of the public are invited to speak to the Council about any issue directly related to City business or any item that does not appear on the agenda.

V. Unfinished Business

4. Order 57-05172021

Approving the Special Amusement Permit and Liquor License for The 1800 Club located at 34 Court Street.

VI. New Business

- 2. Public hearing Community Development Block Grant and Home Funds Action Plans for 2021-2022
- **VII. Open Session -** *Members of the public are invited to speak to the Council about any issue directly related to City business or any item that does not appear on the agenda*

VIII. Reports (from sub-committees to Council)

- a. Mayor's Report
- b. City Councilors' Reports
- c. City Manager Report
- IX. Executive Session Economic development, pursuant to 1 M.R.S.A. Sec. 405 (6)(C)
- X. Adjournment



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: June 7, 2021

Author: Sabrina Best, Recreation Director & Rebecca Swanson Conrad, Public Art Workgroup

Subject: Public Art – French Beauty

Information: Charlie Hewitt has approached the City of Auburn and Public Art Workgroup about donating a piece called "French Beauty" to Anniversary Park. Mr. Hewitt would handle all aspects of design, creation, and installation of the piece with the assistance from NeoKraft Signs. The Public Art Workgroup is recommending the City approves this proposal. If approved installation and unveiling would occur by Fall 2021.

City Budgetary Impacts: Annual electricity bill (the piece would be luminated with LED lights).

Staff Recommended Action: Approve the proposal for "French Beauty" in Anniversary Park.

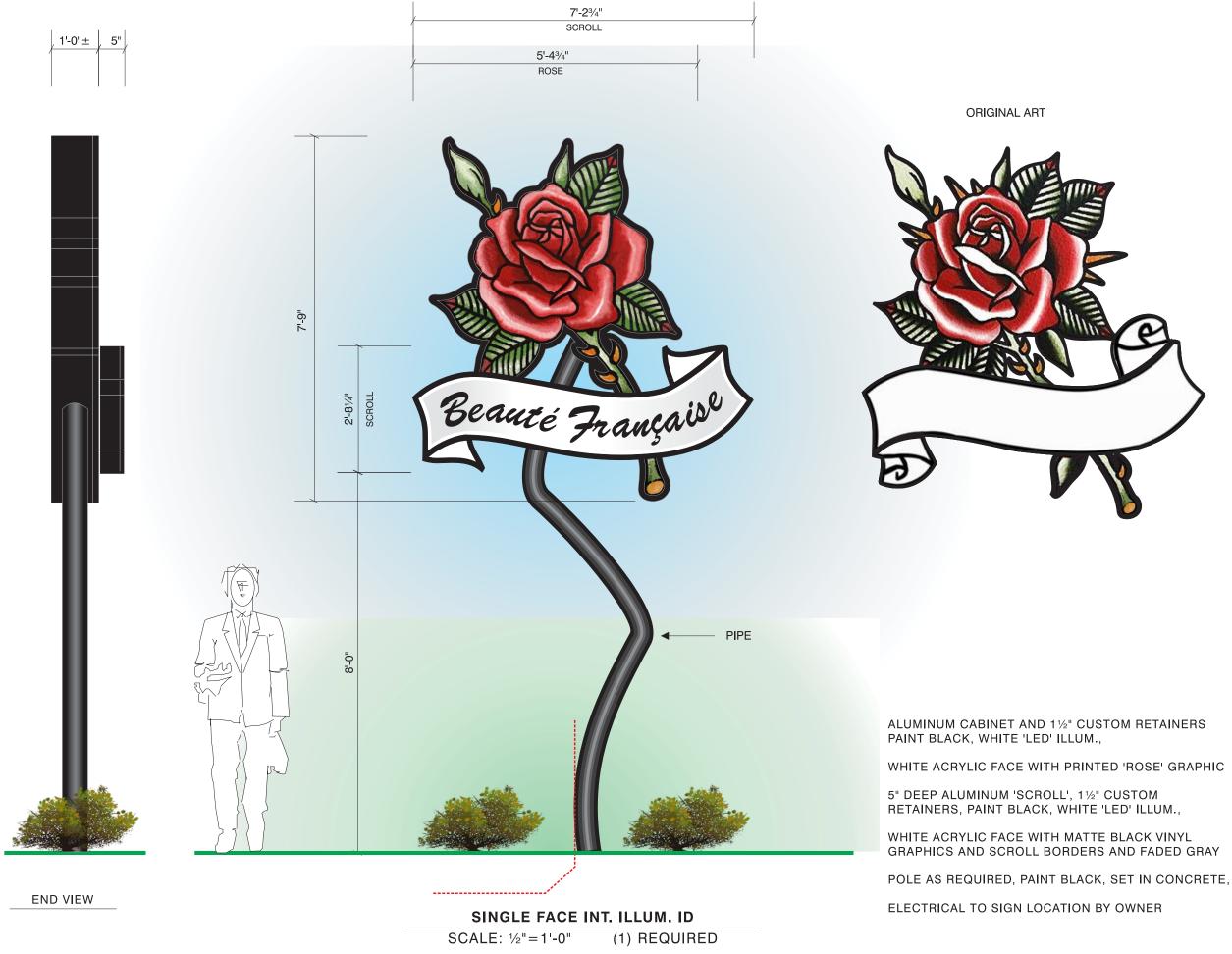
Previous Meetings and History: None

City Manager Comments:

Elillip Crowell J.

I concur with the recommendation. Signature:

Attachments: Proposed design of the piece Proposed Location in Anniversary Park





Neokraft Signs, Inc. 647 Pleasant Street Lewiston, Maine 04240 207.782.9654 | 800.339.2258 neokraft.com

Custom Sign Fabrication

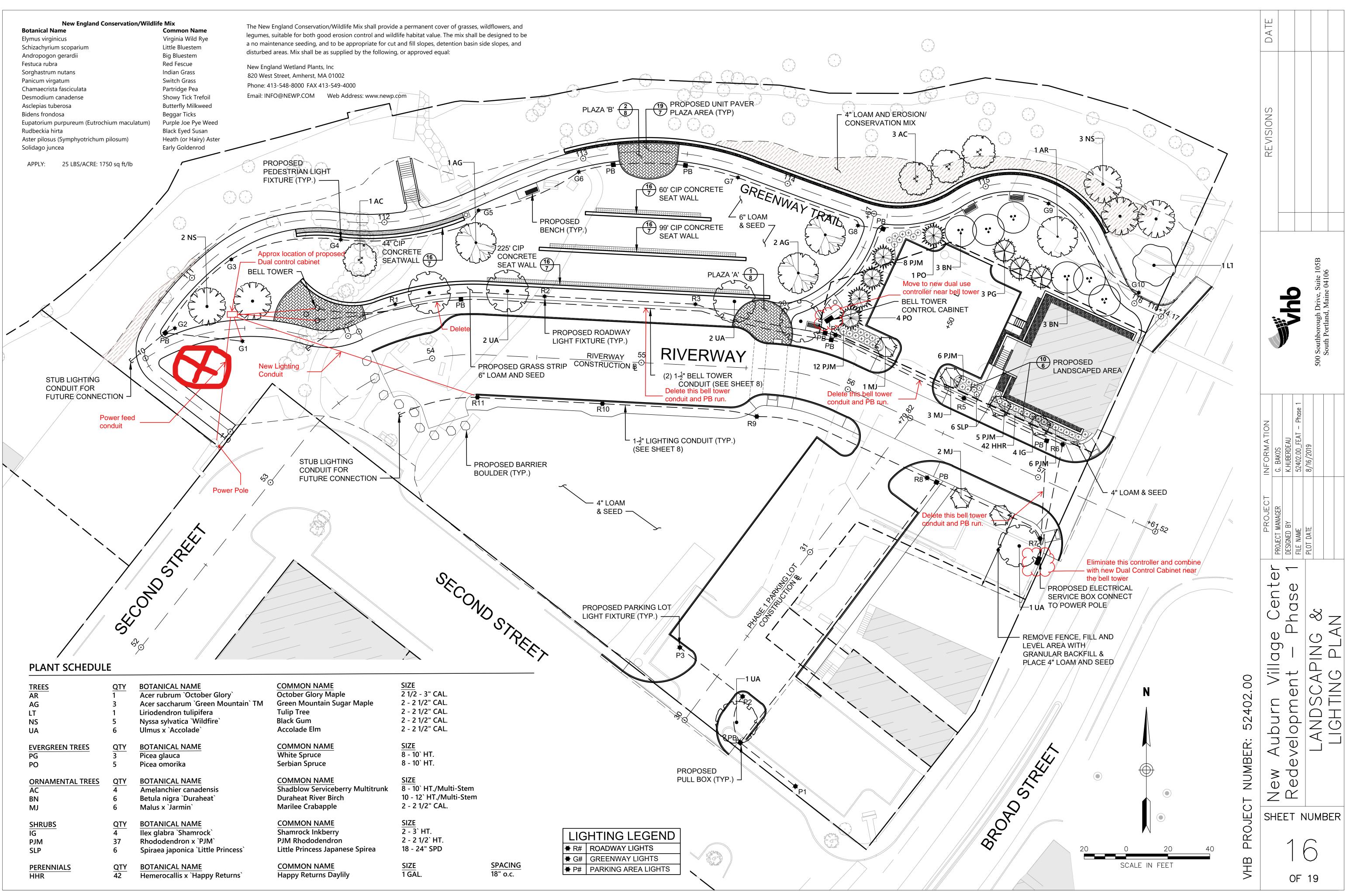
These plans are the exclusive property of Neokraft Signs, Inc. and are the result of the original work of its employees. They are submitted to Neokraft's client for the sole purpose of consideration of whether to purchase these plans or to purchase from Neokraft a sign manufactured according to these plans.

Distribution or exhibition of these plans to anyone other than employees of said client, or use of these plans to construct a sign similar to the one embodied herein, is expressly forbidden. In the event that such exhibition or construction occurs, Neokraft expects to be reimbursed \$1500 in compensation for time and effort entailed in creating these plans.

PRESENTATION

CHARLIE HEWITT @9749

ACCT ID:	010832					
LOCATION:	61 PLEASANT STREET					
	PORTLAND, MAINE					
DRAWING NO:	1 OF 1					
DRAWN BY:	BK	REP.: MM				
DATE:	05.19.2021					
QUOTE:	@9749					
GEN REF:						





City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: June 7, 2021

Author: Sue Clements-Dallaire, City Clerk

Subject: Proposed amendments to the Board & Committee Appointment Process

Information: Staff is recommending the following changes to the Board & Committee Appointment Process

Page 1, paragraph 3 – <u>Incumbents will receive a letter notification from the Clerk notifying reminding them of</u> the expiration of their term and letting them know they need to reapply.

If an email address is provided, it is quicker and more efficient to notify applicants and incumbents via email. If an email address is not provided, staff would send a letter.

Page 2, paragraph 2 – the proposed amendment is allowing the Clerk to notify nominees within two business days rather than the day following the Appointment Committee meeting. It also allows the Appointments to appear on the Consent Agenda instead of New Business. Any items that appear on the Consent Agenda may be removed and placed under New Business at the request of a Council member or a citizen.

Page 2, paragraph 5 – the proposed amendment is allowing the Clerk to notify Appointees within two business days rather than the day following the Council meeting, and, same as Page 1, paragraph 3 (above) which gives the Clerk the option to notify applicants via email rather than send a letter.

Page 7 – replaced the Board & Committee list with an updated list.

City Budgetary Impacts: Minor (paper, envelopes, postage, more efficient use of staff time) by removing the references to send a letter when notification can be sent via email instead.

Staff Recommended Action: Discussion

Previous Meetings and History: The last amendments made to this process were adopted in 2014.

City Manager Comments:

Plullip Crowell /f.

I concur with the recommendation. Signature:

Attachments: Board & Committee Appointment Process with proposed amendments.

CITY OF AUBURN BOARD AND COMMITTEE APPOINTMENT PROCESS

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

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

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

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

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

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

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

The Appointment Committee meetings are considered a Public Meeting. The date and time of the meeting will be posted on the City website at least 2 days prior to the meeting. All City Councilors will receive copies of the applications to review at least one week prior to the Appointment Committee meeting. During the Appointment Committee meetings, the Committee may enter into Executive Session to review applications. The Appointment Committee may vote by hand or by consensus on the nominee for each vacancy. If the Appointment Committee does not agree on a nominee, a vacancy may be re-advertised or presented to the City Council.

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

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

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

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

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

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

Alternate Member

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

Reports and Vacancies

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

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

Reporting actions and vacancies.

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

Removal from Office

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

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

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

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

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

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

- E. Decision. After the City Council hears the evidence, it shall issue a written decision of those present and voting. The written decision shall state the facts and conclusions upon which the City Council relies in making its decision. If the written decision removes the official from office, the written decision shall become public as soon as it is a final, non-appealable, decision. The vote on the written decision shall be by majority vote.
- 5. Resignation. If the official elects to resign at any stage of this process, the process shall terminate, and any pending investigation or hearing under this process shall cease.

COMMITTEES & BOARDS OF THE CITY OF AUBURN

Board Name 911 ABDC * Airport - see notes ATRC Audit and Procurement **Bike-Ped Committee** *Board of Assessment Review *Cable TV Advisory **CDBG Community Advisory** *CDBG Loan **Ethics Panel** *Auburn Housing **L-A Community Forest Program & Board** LA Public Health LAFGC *LATC Library MMWAC **Neighborhood Stabilization New Auburn Master Plan Implementation** *Planning Board Railroad ***Recreation & Special Events Advisory School** *Sewerage District ***Water District *Zoning Board of Appeals**

*Council appointed

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

COMMITTEES & BOARDS OF THE CITY OF AUBURN

Board Name

911 Committee Age-Friendly Community Committee Agriculture Committee Androscoggin County Budget Committee Androscoggin Transportation Resource Center (ATRC) Androscoggin Valley Council of Governments (AVCOG) **Appointment Committee** Auburn Business Development Corp (ABDC) Auburn Housing Authority Auburn & Lewiston Municipal Airport Auburn Public Library Board of Trustees Auburn Sewer District Board of Trustees Auburn Water District Board of Trustees Audit Committee Cable TV Advisory Board Citizen's Advisory Committee (CAC) **City Council** Community Development Block Grant (CDBG) Loan Committee Complete Streets Committee **Conservation Commission** Community Forest Subcommittee • Parks Subcommittee Ethics Panel

Lewiston-Auburn Railroad Company (LARC) L/A Transit Committee (LATC) L/A Water pollution Control Authority Maine Waste-to-Energy Parks & Recreation Advisory Board Planning Board Registration Appeals Board Regulatory Advisory Board School Committee



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: June 7, 2021

Author: Jill M. Eastman, Finance Director

Subject: Proposed Updated Fund Balance Policy

Information: After reviewing the City's Fund Balance Policy, I have made a few modifications and would like to review them with you.

City Budgetary Impacts: No budgetary impacts.

Staff Recommended Action: Staff recommends passage of the updated policy at the next Council meeting.

Previous Meetings and History: The original policy was adopted by City Council in 2011.

City Manager Comments:

Elillip Crowell J.

I concur with the recommendation. Signature:

Attachments: Relined version of updated Fund Balance Policy

Purpose of this Policy

The purpose of this policy is to establish a target level of fund balance for the general fund and to establish a process and criteria for the continued evaluation of that target level as conditions warrant. This policy shall also establish a process for reaching and maintaining the targeted level of unassigned fund balance, and the priority for the use of amounts in excess of the target. Finally, this policy shall provide a mechanism for monitoring and reporting the City's general fund balance. This policy applies only to the general fund.

Definitions and Classifications

Fund Balance is a term used to describe the net assets of governmental funds. It is calculated as the difference between the assets and liabilities reported in a government fund.

Governmental fund balance is reported in five classifications that comprise a hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. The five classifications of fund balance for the General Fund are defined as follows.

- *Non-spendable* resources which cannot be spent because they are either a) not in spendable form or; b) legally or contractually required to be maintained intact.
- Restricted resources with constraints placed on the use of resources which are either a)
 externally imposed by creditors (such as through debt covenants), grantors contributors, or laws
 or regulations of other governments; or b) imposed by law through constitutional provisions or
 enabling legislation.
- Committed resources which are subject to limitations the government imposes upon itself at its highest level of design making, and that remain binding unless removed in the same manner. This must be set in place prior to the end of the period.
- Assigned resources neither restricted nor committed for which a government has a stated intended use as established by the City Council, or a body or official to which the City Council has delegated the authority to assign amounts for specific purposes.
- Unassigned resources which cannot be properly classified in one of the other four categories. The General Fund should be the only fund that reports a positive unassigned fund balance amount.

The committed, assigned, and unassigned classifications are often referred to, in the aggregate, as the unrestricted fund balance.

GAAP means generally accepted accounting principles in the United States.

Page 1 of 5

Background and Considerations

Fund balance is intended to serve as a measure of financial resources in a governmental fund. The City's management, credit rating services, and others monitor the levels of fund balance in the general fund as an important indicator of the City's economic condition.

In establishing an appropriate level of fund balance the City of Auburn has considered the following factors:

- *Property tax base.* The property tax is the largest revenue source of the City's general fund. The City receives payments twice a year.
- Non-property tax revenues (examples Excise Tax, State Revenue Sharing and ect). These resources must be considered in terms of the percentage each comprises of the total budget, as well as the reliability and stability of these resources.
- *Exposure to significant outlays.* The City shall consider its potential exposure to significant onetime outlays, either resulting from a disaster, immediate capital needs, state budget cuts or other events.
- *Debt.* It is essential that the City have sufficient capacity to make its debt service payments. Principal and Interest payments along with the second interest payment need to be maintained along with future debt services as developed in the City's capital improvement program.
- *Liquidity.* An adequate level of fund balance should be maintained to ensure sufficient liquidity. The potential drain on the general fund resources from other funds, as well as the availability of resources in other funds, should be considered.
- Government Finance Officers Association Best Practice. The GFOA has established a best practice
 that recommends,"... at a minimum, that general-purpose governments, regardless of size,
 maintain unrestricted fund balance in their general fund of no less than two months of regular
 general fund operating revenues or regular general fund operating expenditure." GFOA's best
 practice also states, "...governments may deem it appropriate to exclude from consideration
 resources that have been committed or assigned to some other purpose and focus on
 unassigned fund balance rather than unrestricted fund balance."

Policy

It is a policy of the City of Auburn to maintain unrestricted (unassigned) fund balance in the general fund at no less than 10% and no more than 12.514% of general fund annual expenditures measured on a GAAP basisbudget. In the event that the unassigned fund balance drops below this level, the City will develop a plan, implemented through the annual budgetary process, to bring the balance to the target level over a period of no more than three (3) years. Amounts in excess of the target shall be brought to the City Council in the form of a Council Order before use for City Council approval.

The Finance Director, in accordance with GAAP, shall report fund balance in the appropriate classifications and make the appropriate disclosures in the City's financial statements. Unless classified as restricted or committed, the following balances shall be classified as assigned per GAAP or as required by this policy.

Page 2 of 5

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Encumbrances. Amounts encumbered at year-end by purchase order or another means shall be classified as assigned.

Budget Appropriations. Amounts appropriated in the annual budget resolve, or in any supplemental budget resolves, for expenditures in the following fiscal year shall be classified as assigned.

Capital Budget. Amounts designated in the first year of the City's capital improvement program (CIP) as either appropriations or advances to other funds shall be classified as assigned.

Self Insurance. Amounts designated in the City's self insurance shall be classified as assigned.

Compensated Absences. These are not typically recorded as liabilities in the governmental funds, unless they are paid out immediately following the close of the fiscal year. However, the obligation for compensated absences can be significant. Therefore, the City will assign the amount equal to the estimated amount required at year end to pay the compensated absence obligation for those who meet the eligibility criteria for payment and can be expected to terminate employment with the City in the following fiscal year. This amount shall exclude any amount recorded as a liability.

Policy Administration

Annually the Finance Director shall report the City's fund balance and the classification of the various components in accordance with GAAP and this policy.

The Finance Director shall annually review this policy and the considerations used in establishing the unassigned fund balance target. The Finance Director shall report whether changes in those considerations or additional considerations have been identified that would change the recommended level of unassigned fund balance.

Should the City fall below the target level, the Finance Director shall prepare a plan to restore the unassigned fund balance to the target level within three years.

Appendix

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General Fund - Fund Balance Policy

Fund Balance as % I	Expendit	ure - Genera	l Fund for the	Fiscal Years E	nded June 30	3
		2016	2017	2018	2019	2020
Unrestricted						
General Fund Balance - Unassign	ed \$	5,897,974	\$ 7,113,261	\$ 7,780,670	\$ 8,065,07	6 \$ 9,862,43
General Fund Balance - Assigned	\$	2,084,993	\$ 1,750,310	\$ 1,863,605	\$ 2,034,26	4 \$ 1,653,48
General Fund Balance - Committe	ed \$	-				
Total Unrestricted	\$	7,982,967	\$ 8,863,571	\$ 9,644,275	\$10,099,34	0 \$11,515,91
Total Expenditures-General Fund	\$	78,511,644	\$80,021,761	\$83,791,073	\$87,441,79	9 \$90,866,30
As a % of Expenditures		10.17%	11.08%	11.519	6 11.55	% 12.67
Unassigned						
General Fund Balance - Unassign		5,897,974	\$ 7,113,261	\$ 7,780,670	\$ 8,065,07	6 \$ 9,862,43
Total Expenditures-General Fund	\$	78,511,644	\$80,021,761	\$83,791,073	\$87,441,79	9 \$90,866,30
As a % of Expenditures		7.51%	8.89%	9.29%	6 9.22	% 10.85
Fund Balance as % Expo	enditure	e – General	Fund for the	Fiscal Years	Ended June	-30
	2006	200	7 2	008	2009	2010
Unrestricted						
General Fund Balance \$6	5,938,37	7 6 \$9,60 (),796 \$10, <u>9</u>	73,583 \$1	0,743,593	\$11,337,473
Total Expenditures \$60	5.098.94	14 \$65,72(5.910 \$67.9)15.898 \$6	9.458.976	\$66.934.714
	-,,-		-, +,-		-,,	+/ //
As a % of Expenditures	10.49	<mark>% 1</mark> 4	.60%	15.56%	15.46%	16.93%
As a % of Expenditures	10.49	% <u>1</u> 4	.60%	15.56%	15.46%	16.93%
	10.49	% 14	.60%	15.56%	15.46%	16.93%
Unassigned	10.49 5,088,42				15.46% 8,405,631	16.93% \$9,599,911
Unassigned General Fund Balance \$		28 \$7,898	8,295 \$ 8,7	7 83,174 \$	8,405,631	
Unassigned General Fund Balance \$	5,088,42	28 \$7,898	8,295 \$ 8,7	7 83,174 \$	8,405,631	\$9,599,911

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Fund Balance as % Budget - General Fund for the Fiscal Years Ended June 30							
		2016	2017	2018	2019	2020	
Unrestricted							
General Fund Balance - Unassigned	\$	5,897,974	\$ 7,113,261	\$ 7,780,670	\$ 8,065,076	\$ 9,862,432	
General Fund Balance - Assigned	\$	2,084,993	\$ 1,750,310	\$ 1,863,605	\$ 2,034,264	\$ 1,653,481	
General Fund Balance - Committed	\$	-	\$-	\$-	\$-	\$-	
Total Unrestricted	\$	7,982,967	\$ 8,863,571	\$ 9,644,275	\$10,099,340	\$11,515,913	
Total Budget	\$	77,552,581	\$80,530,771	\$83,475,908	\$86,718,950	\$90,192,648	
As a % of Budget		10.29%	11.01%	11.55%	11.65%	12.77%	
Unassigned							
General Fund Balance - Unassigned	\$	5,897,974	\$ 7,113,261	\$ 7,780,670	\$ 8,065,076	\$ 9,862,432	
Total Budget	\$	77,552,581	\$80,530,771	\$83,475,908	\$86,718,950	\$90,192,648	
As a % of Budget		7.61%	8.83%	9.32%	9.30%	10.93%	



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: June 7, 2021

Author: Eric Cousens, Director of Planning and Permitting and Megan Norwood, City Planner

Subject: Comprehensive Plan Updates: Initial recommendations from the Comprehensive Plan Committee-Recreation/Open Space

Information: From August to December of 2020 the City Council, with input from the Planning Board, solicited volunteers, formed a Comprehensive Plan Committee, and directed staff to work with the Committee to consider 10 areas of the Comprehensive Plan for updates.

This is step 1 in a public process to consider amendments to the plan. The Comprehensive Plan does not change zoning, but it does set policy that guides decisions in the future and is used by City staff, Planning Board, residents, investors, and policy makers to set goals and direction for future zoning changes, short/long term investments and capital planning. At the last meeting, Staff presented current draft recommendations on three topics, Transportation, Future Land Use and Recreation/Open Space.

Staff is looking for direction from the Council and to forward the Recreation section to the Planning Board to start the formal Public Hearing and adoption process.

City Budgetary Impacts: None Currently, but the plan will guide future investment proposals to the Council related to recreation.

Staff Recommended Action: Review public feedback, proposed changes, provide feedback and send to Planning Board as a consent item at this meeting.

Previous Meetings and History: August 17, 2020, September 21, 202 and December 21, 2020, April 12, 2021 and May 17, 2021 Council Meetings and Comprehensive Plan Committee Meetings to form draft of recommendations and Community Conversations on May 4, 6 and 11th, 2021.

City Manager Comments:

Elillip Crowell J.

I concur with the recommendation. Signature:

Attachments: Draft Comprehensive Plan Recreation Section.

E. RECREATION (AND OPEN SPACE)

POLICIES

PURPOSE

The purpose of the Recreation Policies section is to identify recreational and open space assets within the City of Auburn; and to set forth goals, objectives, and strategies for the preservation and development of facilities to meet the future needs of the community.

VALUE STATEMENT

Auburn is a community that values accessible, diverse recreational opportunities for everyone.

VISION

Auburn maintains and enhances parks and recreational facilities to serve current and growing populations. By promoting tourism, the City welcomes visitors while balancing recreation with natural resource protection. The City emphasizes the cost-effective planning and management of facilities as well as communication about recreational opportunities; and the development of connections between parks, including neighborhoods, Complete Streets, sports fields, open spaces, and recreational centers. The City promotes a collaborative approach focused on local facilities and resources by how well its resources are situated in a regional context.

The City places a priority on developing equitable recreational access to open spaces and public waterways including boat launches, parks, cultural facilities and trails. Auburn will collaborate with nonprofit organizations, landowners, and recreational clubs to maintain safe access to rural open space for a variety of users including pedestrians/hikers, skiers, snowmobilers, boaters and cyclists.

Recreation Goal:

Goal E.1: Provide for adequate recreation facilities and open space in Auburn.

POLICIES

E.1 RECREATION AND CULTURE

Goal E.1: Provide for exceptional recreation facilities and open space in Auburn.

<u>Objective E.1.1:</u> Ensure that there are exceptional recreational facilities to meet the needs of residents throughout Auburn to include welcoming and attracting visitors from away.

Strategies to achieve this objective:

Strategy E.1.1.a:

Support ongoing funding that leverages the annual budget process, including State and Federal regulatory and funding programs and private/non-profit funding options that support and enhance the Capital Improvement Program (CIP) to improve and maintain existing park and recreation facilities.

Strategy E.1.1.b:

Develop ways to maximize and maintain strong community partnerships and recreation facility availability.

Objective E.1.2:

Improve access to, and awareness of, recreational amenities along the Androscoggin and Little Androscoggin Rivers.

Strategies to achieve this objective:

Strategy E.1.2.a:

Develop a riverfront access campaign to inform residents and visitors about the recreational opportunities available along both rivers and to collect feedback about recreation.

Strategy E.1.2.b:

Support the connection of local recreational facilities along the Androscoggin River with riverfront facilities in other communities, such as the Androscoggin Riverlands and Lewiston.

Strategy E.1.2.c:

Identify and develop new land and water access points that create connectivity with the Androscoggin and Little Androscoggin Rivers and surrounding recreational opportunities. Utilize public and private resources to mitigate financial, recreational, and cultural impacts.

Strategy E.1.2.d:

Improve existing recreational river access points through better trail and park maintenance, increased signage, adequate lighting, promotion and programming.

Strategy E.1.2.f:

Promote defunct dam removal for improved access, recreation, habitat, and fishing opportunities.

Objective E.1.3:

Support continued designated public access and recreational use in and around Lake Auburn, Taylor Pond, Gulf Island Pond, Royal River, Basin Pond, Androscoggin and Little Androscoggin Rivers.

Strategies to achieve this objective:

Strategy E.1.3.a (See Also Strategy A.1.1.b and A.1.1.c):

Support recreational efforts of the Lewiston & Auburn Pollution Control (LAWPC), including the linking of Lake Auburn trails to regional trail networks while addressing the lost MaineDOT rest area by creation of an essential trailhead, with picnic tables and general sightseeing opportunities of lake Auburn. Specifically, redeveloping the Southern Link Trail (SLT) gateway from the picnic area to west Auburn to link Lost Valley recreational areas.

Strategy E.1.3.b:

Evaluate the feasibility of creating a public boat launch on Taylor Pond.

Objective E.1.4: Protect and expand open space and rural recreational activities within Auburn.

Strategies to achieve this objective:

Strategy E.1.4.a:

Review Recreation Area/Open Space Standards for residential developments.

Strategy E.1.4.b

Coordinate efforts among the City, public and non-profits for private-public recreation and open space to identify a network of trails and open space, along with consistent standards to ensure recreational users have continued access to land, ecologically sensitive land is protected, while impacted landowners are respected.

Strategy E.1.4.c:

Create a Complete Streets network from the downtown to Lake Auburn. Work with neighboring municipalities to create an interconnected system of routes for non-vehicular commuters.

Develop programs to connect urban residents with rural recreational opportunities, including the expansion of transit service between the downtown and areas such as Mt. Apatite and Lake Auburn.

Strategy E.1.4.d:

Continue to support rural landowner participation in the Farmland Open Space Tree Growth and the Volunteering Municipal Farm Support Program as a means to preserve open space and public access.

Strategy E.1.4.e:

Create a central website where people can find out where to recreate within the City. Tie-in existing public and private resources from all recreation user groups.

Objective E.1.5:

Ensure that community trails and water-bodies are well maintained, safe, and accessible and minimize environmental impact throughout Auburn.

Strategies to achieve this objective:

Strategy E.1.5.a:

Actively support the efforts of outdoor recreational clubs and organizations and educate residents on ways to support organizations that maintain trails, open space and boating access.

Develop trail "share" programs that maintain trails year-round by integrating different user groups by season, neighborhoods throughout Auburn.

Strategy E.1.5.b:

Develop a trail maintenance program to ensure that all City-owned trails are safe and accessible year round.

Work with and support the Cities three snowmobile clubs so they can continue their 100 plus miles of trail maintenance on public and private lands. Continue to return snowmobile registration monies to the snowmobile clubs to provide needed funding for bridge replacements, trail maintenance, signage and grooming while performing and promoting in-kind volunteerism for critical state match through grants.

Strategy E.1.5.c:

Develop a safety program including public awareness campaigns for trails and waterbodies to educate users of safety protocol and provide a brief history of the resource.

Strategy E.1.5.d:

Support the upgrading of the Androscoggin River from a Class C to a Class B Water Quality Standard.

Strategy E.1.5.e:

Explore the idea of obtaining conservation and access easements to land to promote recreation and enhance connectivity.

Strategy E.1.5.f:

Develop a program to convert winter trails to year-round uses to include hiking, ATV and horseback where feasible.

Strategy E.1.5.g:

Create and integrate existing trail maps to create a trail app for all trail users.

Strategy E.1.5.h:

Consider adding multiuse trails in the City where economically feasible with a focus on equity.

Objective E.1.6: Provide a wide range of cultural and arts amenities.

Strategies to achieve this objective:

Strategy E.1.6.a:

Continue to collaborate with Lewiston to expand and promote cultural venues within

the region.

Strategy E.1.6.b:

Develop marketing materials to expand public awareness of local cultural amenities, such as offerings at the Great Falls Community Center, Museum LA, LA Arts, Public Theater and at other museums throughout Auburn.

Strategy E.1.6.c:

Solicit input from the community for potential reuse or redevelopment of the Great Falls School site.

Strategy E.1.6.d:

Support funding investments in public art displays, cement the shared use of publically owned facilities.

Strategy E.1.6.e:

Use art as a mechanism to promote recreation and open spaces to gain attention from a broader stakeholder group for a deeper appreciation for the outdoors, recreation, natural resources, and open spaces.

Objective E.1.7:

Focus on a regional approach to new programs and facilities that are unique and would draw people in from the outside to come to the City of Auburn.

E.2 SPORT TOURISM

Goal E.2: Increase sport tourism in the City of Auburn as a legitimate way to boost the number of visitors, visitor spending, and evaluate the potential of being a significant driver. The City recognizes the health and strength of the sport tourism industry, making investments in sport tourism projects and initiatives to increase economic impact, promote the city, and encourage tourism activities. Sport tourism has been identified as a key initiative for ensuring a sustainable, prosperous, and diverse local economy.

Objective E.2.1:

Build on the community's capacity to deliver well-managed and sustainable events that maximize the community and economic benefits of sport tourism.

Strategies to achieve this objective:

Strategy E.2.1.a:

Develop strong support from the municipal and private leadership.

Strategy E.2.1.b:

Develop a multi-partner approach to encourage lasting sport tourism capacity.

Strategy E.2.1.c:

Create incentives for sports events to come to the City of Auburn.

Strategy E.2.1.d:

Create a brand to promote the community.

Strategy E.2.1.e:

Create anchor tenants to support the facility and its uses.

Strategy E.2.1.f:

Provide arts and entertainment tourism to support facilities and uses.

Objective E.2.2:

Assess and/or acquire land to further support the growth of Auburn's sport tourism infrastructure.



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: June 7, 2021

Author: Derek Boulanger

Subject: Festival Plaza Revitalization

Information: Festival Plaza was constructed 20 years ago and several elements from the initial project have failed or need repair. Some of these repairs involve underground water/sewer infrastructure and would require excavation and significant site work. Prior to investing in costly repairs, City staff contacted Woodard and Curran to develop high level concept plans and options to revitalize the Plaza. Along with a reduction in maintenance and utility costs, the intent of these changes is to increase usability and improve future programing and events in the downtown.

City Budgetary Impacts: To be determined based on the scope of the project.

Staff Recommended Action: Discussion

Previous Meetings and History:

FY 2021 CIP: \$25,000 approved for the removal of the fountains and design for future repairs/ improvements.

FY 2022 CIP: \$100,000 approved for the initial phase of the repairs/improvements.

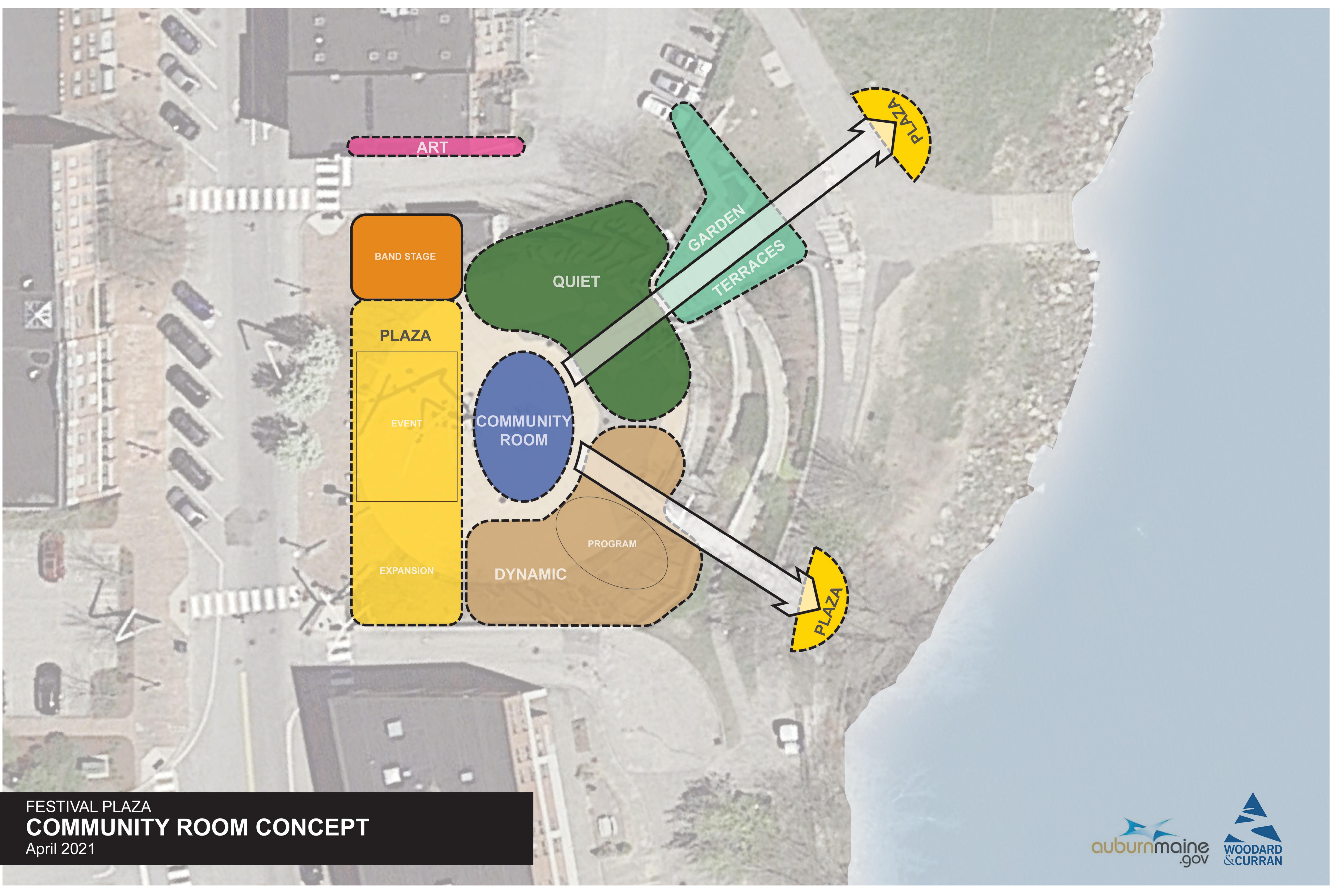
City Manager Comments:

Plullip Crowell J.

I concur with the recommendation. Signature:

Attachments:

Festival Plaza Concept Plans Opinion of Probable Costs









New Stairs with Garden Terraces



ALL MAL

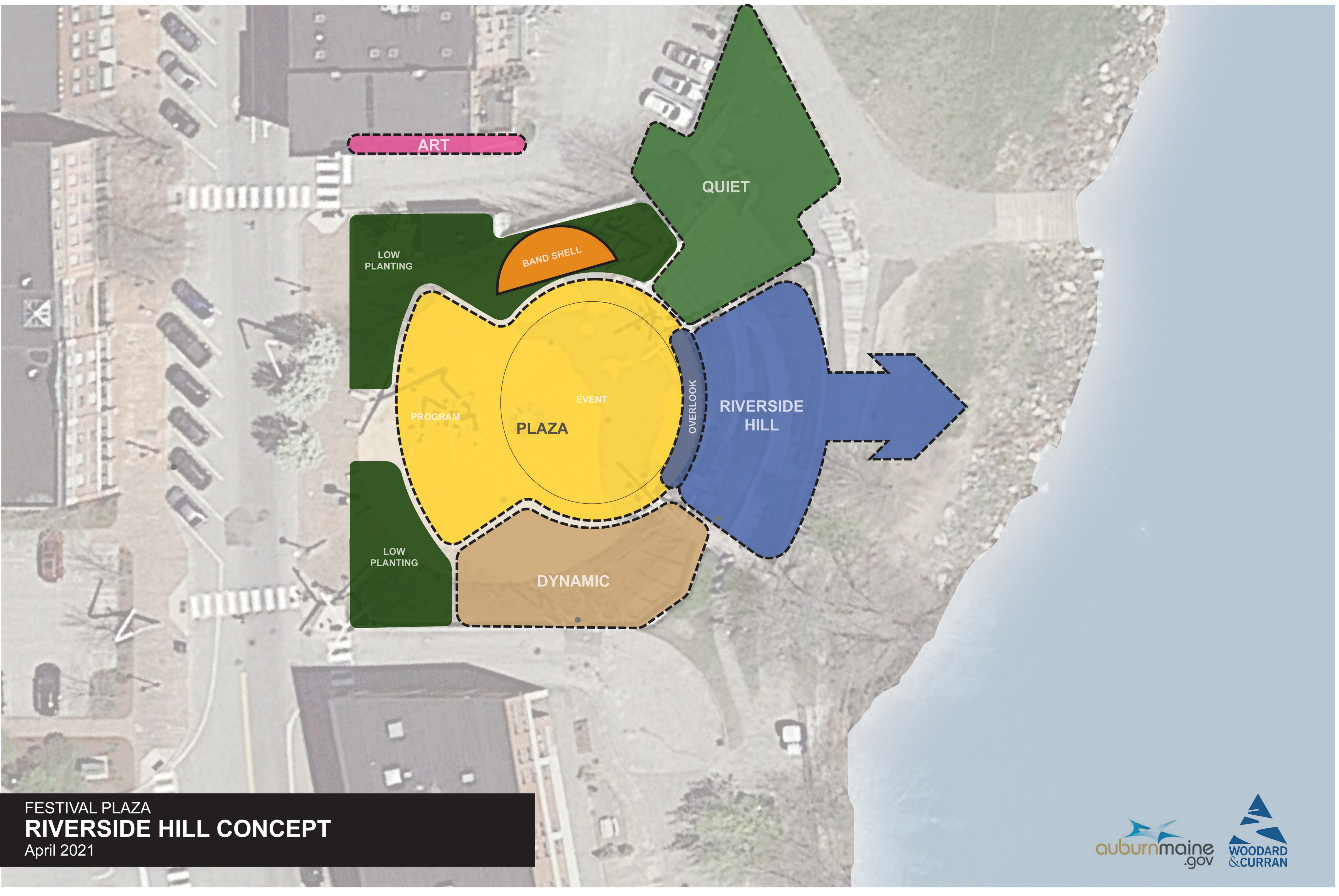
Existing Ramp & Stairs to Remain

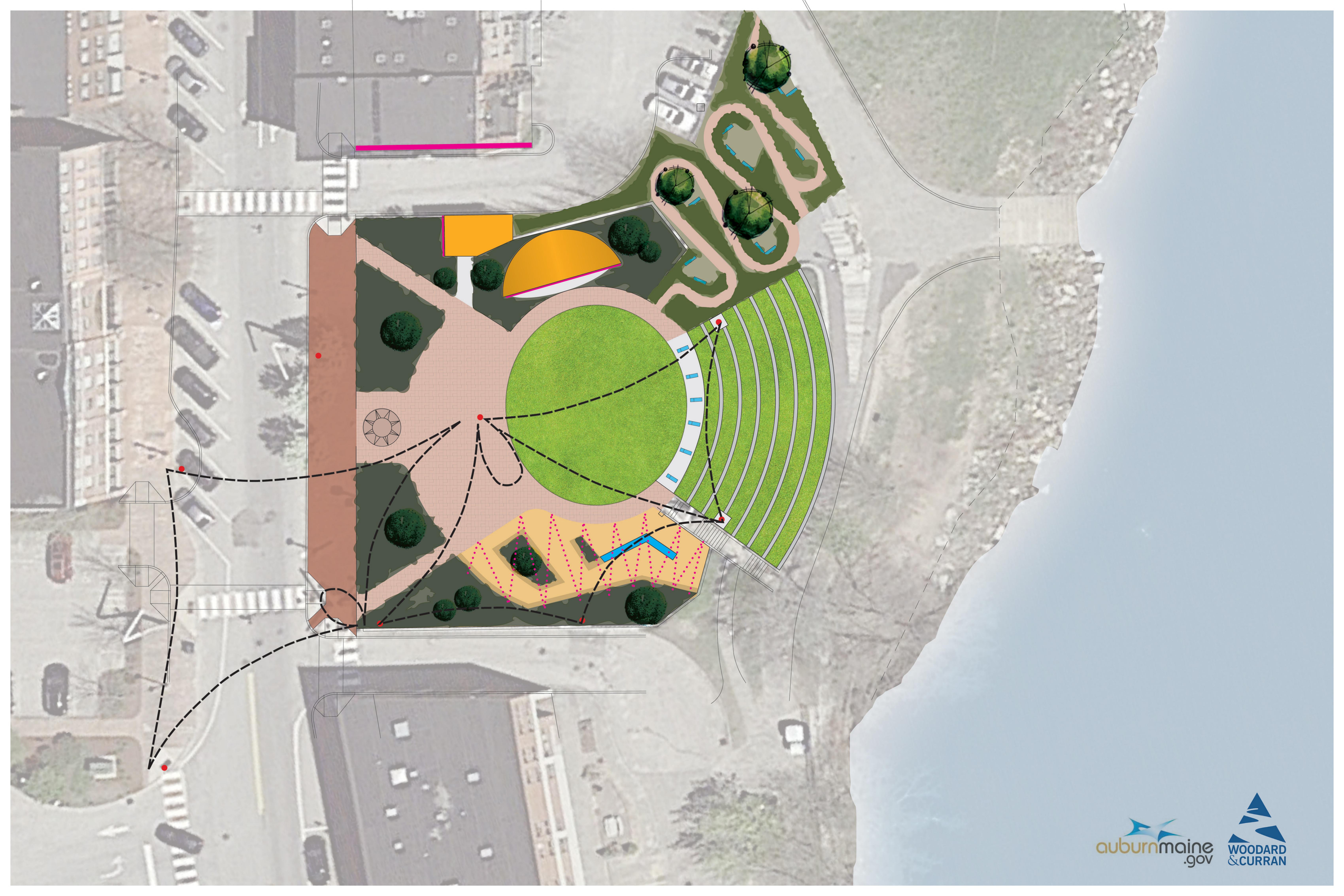
Small Plaza with Seasonal Fire Pits

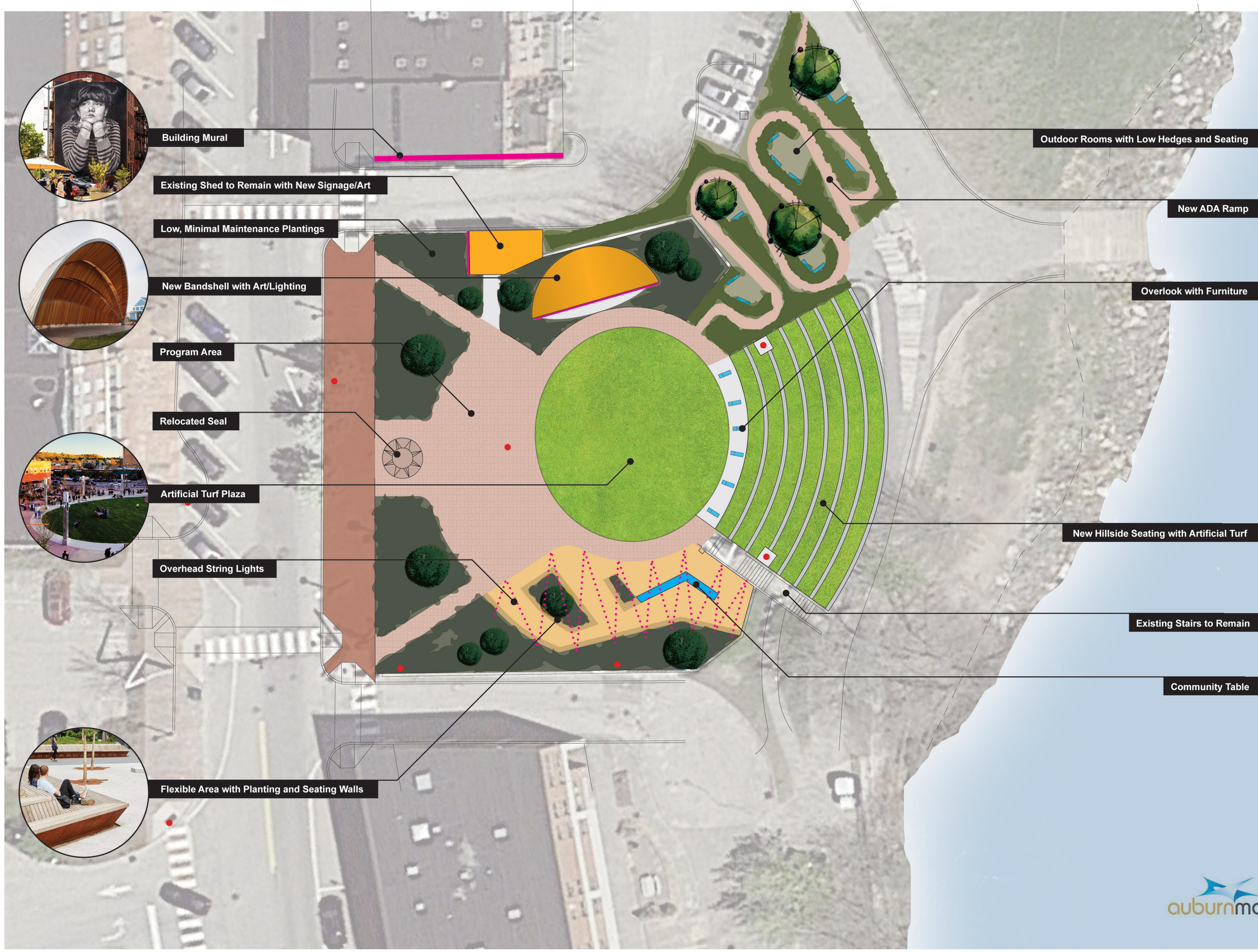


















Overlook with Furniture

New Hillside Seating with Artificial Turf



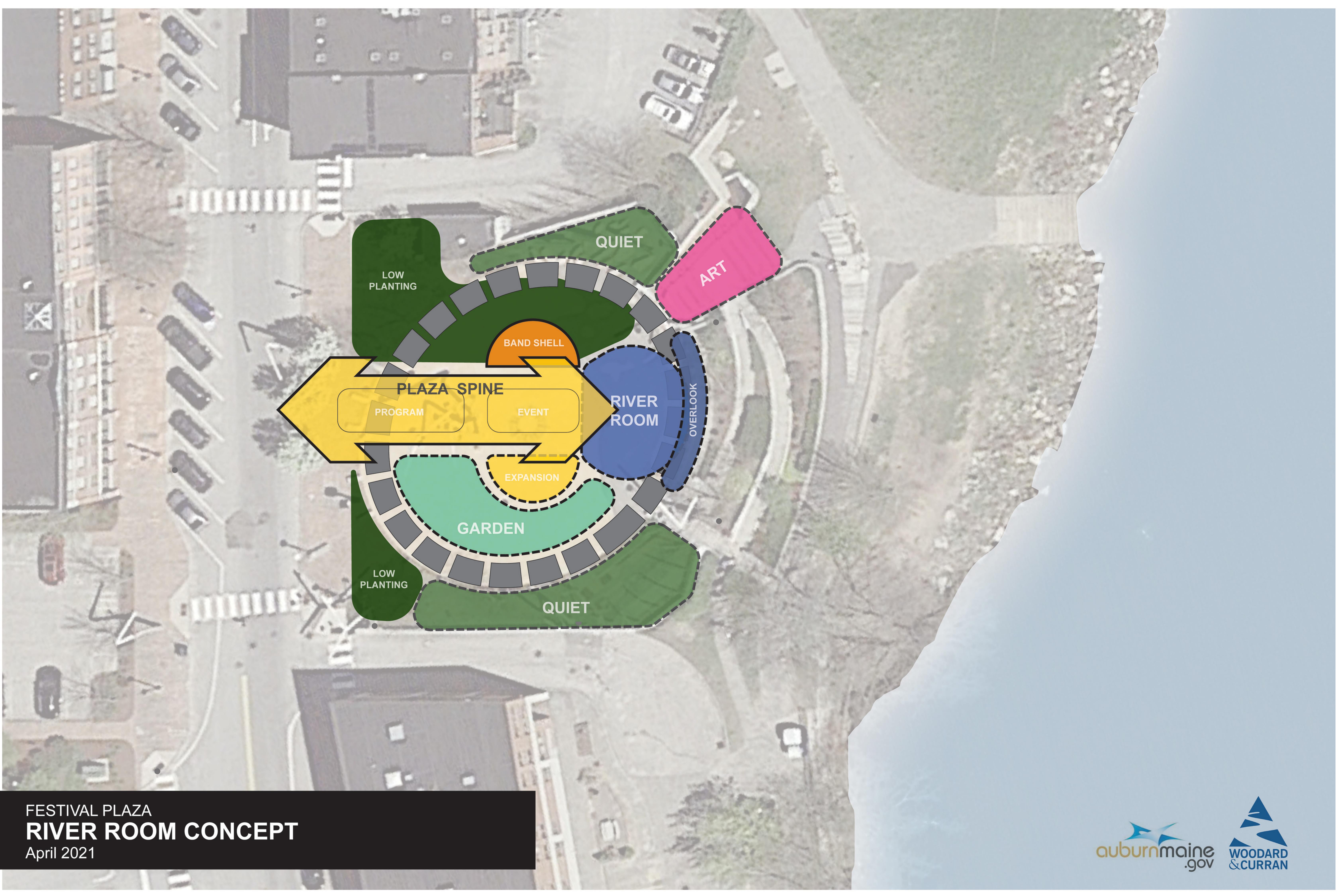


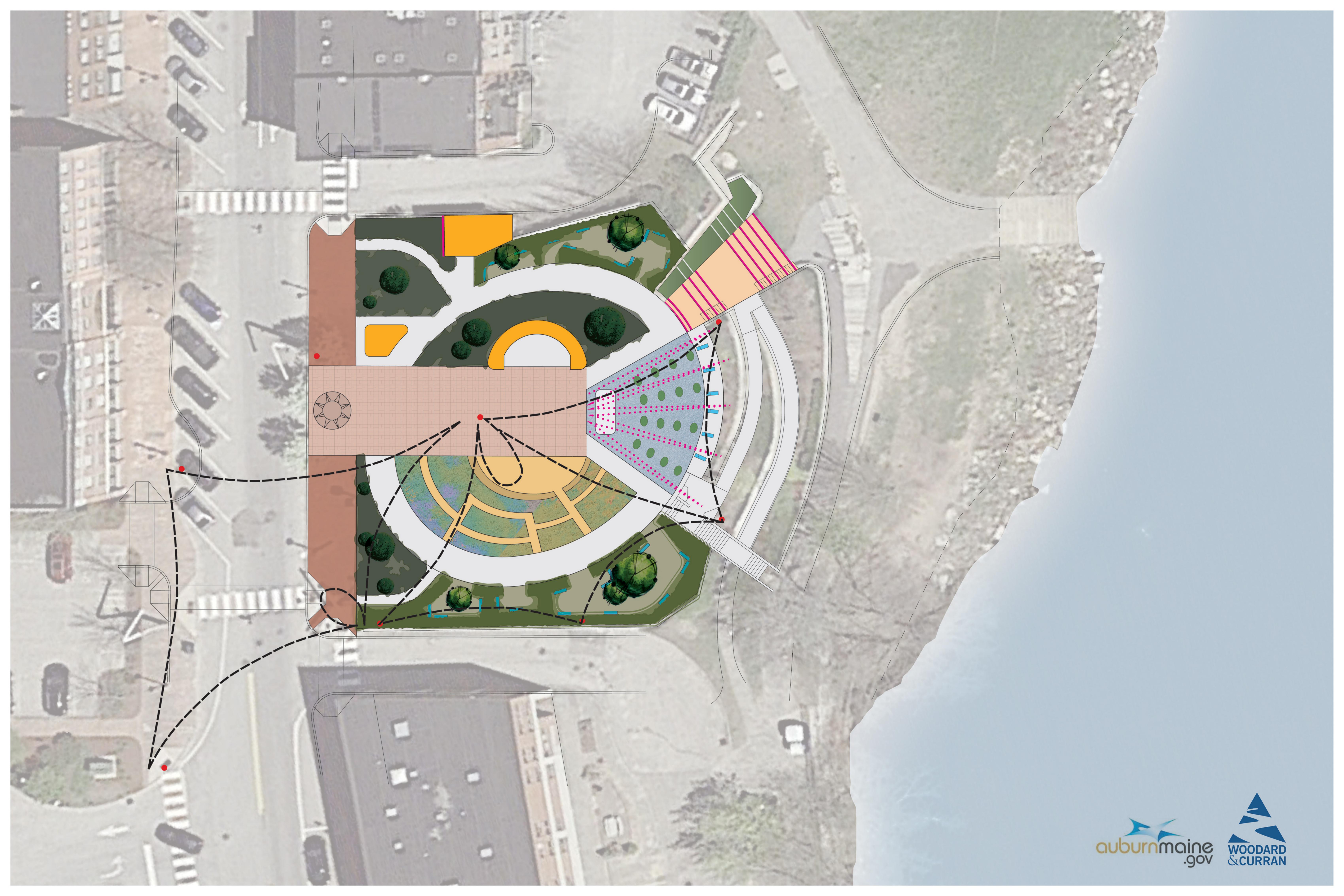
Community Table

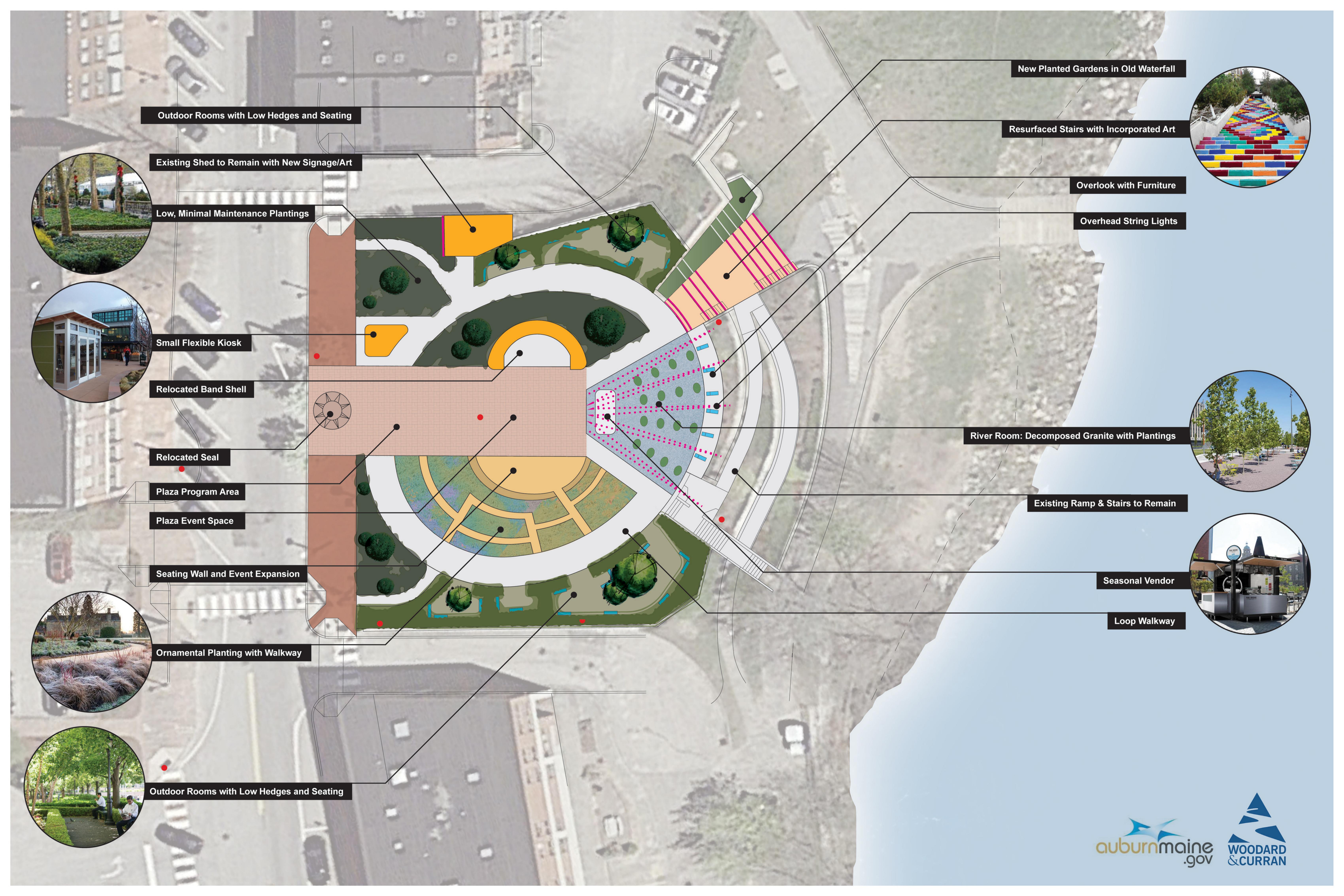












41 Hutchins Drive Portland, Maine 04102 www.woodardcurran.com

MEMORANDUM

WOODARD &CURRAN
auburnmaine .gov

TO:	Derek Boulanger, Facilities Manager/ Purchasing Agent, City of Auburn
FROM:	Megan McDevitt, PE and Daniel Windsor
DATE:	April 29, 2021
RE:	Festival Plaza Conceptual Plans - Opinion of Probable Project Cost

This memorandum documents the results of Woodard & Curran's work completed in accordance with the Work Order between the City of Auburn and Woodard & Curran, executed on February 26, 2021. Specifically, this memorandum summarizes the estimated project costs for each of three concepts developed to revitalize Festival Plaza, a 24-year-old park located in downtown Auburn, Maine.

Woodard & Curran's professional estimator prepared project cost estimates based on the conceptual plans dated April 2021. Cost estimates includes material, labor, testing and equipment costs, along with cost breakdowns for contractor general conditions, overhead, and profit. It also includes estimated project soft costs such as design, permitting, and construction engineering services (i.e., testing, inspection, administration). All items in the estimate were developed based on current industry prices or recent trends and constitute a snapshot in time for what costs may be in April 2021 dollars (ENR Construction Cost Index = 11849.31) and were then escalated 3.5% assuming 2022 construction.

The following table summarizes the range of Probable Project Cost for each of the three conceptual plans. A range of estimated costs is provided as a contingency to account for unresolved conditions due to the conceptual level of design and possible unforeseen conditions during future construction.

Engineer's Opinion of Probable Project Cost

Conceptual Plan	Opinion of Probable Project Cost
River Room Concept	\$725,000 - \$890,000
Community Room Concept	\$1,230,000 - \$1,540,000
Riverside Hill Concept	\$1,490,000 - \$1,860,000



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: June 7, 2021

Order: 64-06072021

Author: Sue Clements-Dallaire, City Clerk

Subject: Appointing Wardens and Ward Clerks for the June 8, 2021 Election.

Information:

Warden and Ward Clerk Appointments are made every two years. Appointments were made in February of 2020 for the 2020-2022 term, however, there have been several vacancies again for this election. The City Clerk has nominated the individuals below to fill the Warden and Ward Clerk vacancies for the June 8, 2021 Election.

Christine Sirois – Warden Miles Smith – Warden Wanda Brown – Ward Clerk Robert Hayes – Ward Clerk

City Budgetary Impacts: N/A

Staff Recommended Action: Recommend passage.

Previous Meetings and History: Appointments are made every two years or when there is a vacancy.

City Manager Comments:

Plullip Crowell J.

I concur with the recommendation. Signature:

Attachments: Order 64-06072021



IN CITY COUNCIL

ORDERED, that the City Council hereby appoints the following to serve as Wardens & Ward Clerks for the June 8, 2021 Election.

Christine Sirois – Warden Miles Smith – Warden Wanda Brown – Ward Clerk Robert Hayes – Ward Clerk

Holly C. Lasagna, Ward One Brian S. Carrier, Ward Four Belinda A. Gerry, At Large Timothy B. MacLeod, Ward Two Leroy G. Walker, Ward Five Jason J. Levesque, Mayor Stephen G. Milks, Ward Three Katherine E. Boss, At Large Phillip L. Crowell, Jr., City Manager



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: June 7, 2021

Order: 65-06072021

Author: Eric Cousens, Director of Planning and Permitting and Megan Norwood, City Planner

Subject: Comprehensive Plan Updates: Initial recommendations from the Comprehensive Plan Committee-Recreation/Open Space

Information: From August to December of 2020 the City Council, with input from the Planning Board, solicited volunteers, formed a Comprehensive Plan Committee, and directed staff to work with the Committee to consider 10 areas of the Comprehensive Plan for updates.

This is step 1 in a public process to consider amendments to the plan. The Comprehensive Plan does not change zoning, but it does set policy that guides decisions in the future and is used by City staff, Planning Board, residents, investors, and policy makers to set goals and direction for future zoning changes, short/long term investments and capital planning. At the last meeting, Staff presented current draft recommendations on three topics, Transportation, Future Land Use and Recreation/Open Space.

Staff is looking for direction from the Council and to forward the Recreation section to the Planning Board to start the formal Public Hearing and adoption process.

City Budgetary Impacts: None Currently, but the plan will guide future investment proposals to the Council related to recreation.

Staff Recommended Action: Review public feedback, proposed changes, provide feedback and send to Planning Board as a consent item at this meeting.

Previous Meetings and History: August 17, 2020, September 21, 202 and December 21, 2020, April 12, 2021 and May 17, 2021 Council Meetings and Comprehensive Plan Committee Meetings to form draft of recommendations and Community Conversations on May 4, 6 and 11^{th,} 2021.

City Manager Comments:

Elillip Crowell J.

I concur with the recommendation. Signature:

Attachments: Draft Comprehensive Plan Recreation Section.



IN CITY COUNCIL

ORDERED, that the Auburn City Council consider the recommended edits to the Recreation/Open Space Chapter from the Comprehensive Plan Subcommittee and forward the revised chapter to the Planning Board to start the Public Hearing and adoption process.

Holly C. Lasagna, Ward One Brian S. Carrier, Ward Four Belinda A. Gerry, At Large Timothy B. MacLeod, Ward Two Leroy G. Walker, Ward Five Jason J. Levesque, Mayor Stephen G. Milks, Ward Three Katherine E. Boss, At Large Phillip L. Crowell, Jr., City Manager



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: June 7, 2021

Order: 66-060720021

Author: Eric Cousens, Director of Planning and Permitting

Subject: Auto sales in the General Business II Zoning District

Information: The Primary difference between the General Business (GB) and General Business II Minot Avenue (GBII) Districts is that auto sales are not allowed in the GBII. This was intentional and was the driver of creating a second GBII district that was different than Center Street and our Mall area. Many property owners have asked to sell automobiles on Minot Avenue either as a primary use or accessory to their repair or auto related businesses and have been denied due to the ordinance. We are asking the Council to consider sending this issue to the Planning Board to consider:

1. Is the second district still necessary or could the GB and GBII districts be merged to allow auto sales and reduce districts?

2. If the district still makes sense, could we allow some minor secondary auto sales at other businesses (maybe limited 4-8 display spaces)?

3. Should we retain the auto sales prohibition as is?

City Budgetary Impacts: None Currently

Staff Recommended Action: Discuss, provide feedback and send to Planning Board as a consent item at this meeting.

Previous Meetings and History: None

City Manager Comments:

Plullip Crowell J.

I concur with the recommendation. Signature:

Attachments: Order sending request to Planning Board for a recommendation.



IN CITY COUNCIL

ORDERED, that the Auburn City Council hereby initiates a formal request that the Planning Board consider allowing auto sales in the GBII zoning District and specifically address the following questions as part of a recommendation to the Council:

- 1. Is the second district still necessary or could the GB and GBII districts be merged to allow auto sales and reduce districts?
- 2. If the district still makes sense, could we allow some minor secondary auto sales at other businesses (maybe limited 4-8 display spaces)?
- 3. Should we retain the auto sales prohibition as is?

Timothy B. MacLeod, Ward Two Leroy G. Walker, Ward Five Jason J. Levesque, Mayor Stephen G. Milks, Ward Three Katherine E. Boss, At Large Phillip L. Crowell, Jr., City Manager



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: June 7, 2021

Order: 67-06072021

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

Subject: Annual Reports to Maine State Housing

Information: The City is required in accordance with the Certificate of Approval issued by the Maine State Housing Authority to provide them with anannual report for each of the Affordable Housing Districts and associated TIF's.

City Budgetary Impacts: None

Staff Recommended Action: Approve the Order as presented

Previous Meetings and History: None

City Manager Comments:

Elillip Crowell J.

I concur with the recommendation. Signature:

Attachments: The Order and the Reports

Annual Report for Tax Year April 1, 20<u>20</u> – March 31, 20<u>21</u> Affordable Housing Tax Increment Financing District Submission Deadline of April 30, 20<u>21</u>

Municipality:	City of Auburn	
1 2		

Municipal official submitting this report:

Phillip L. Crowell		
Printed name		
		_06/07/2021
Signature		Date
Title:	City Manager	
Mailing address:	60 Court Street, Auburn ME 04	1210
Phone number:	207-333-6601	
Email address:	pcrowell@auburnmaine.gov	

Name of Affordable Housing Development District:

48 Hampshite Street

Date that the municipal legislative body approved this report: In submitting this report, the legislative body of the municipality or its authorized representative certifies that the public purpose of the affordable housing district is being met and that the required housing affordability and other conditions of approval, including limitations on uses of tax increment revenues for approved development project costs, set forth in the Certificate of Approval issued by Maine State Housing Authority for the District and the related Affordable Housing Development Program are being maintained.

June, 7 , 202021

Status of affordable housing within the District: "Affordable" means for households earning no more than 120% area median income. If affordable housing development is in process or complete, we would very much appreciate a photo of the housing, supplied electronically to mmartin@mainehousing.org.

Type of housing unit	# of Existing affordable units	# of Existing market units	# of Planned affordable units	# of Planned market units
Rental (family)	42	11	0	0
Rental (senior)	0	0	0	0
Owned home/condo	0	0	0	0

Please list property sales within the District. [NOTE: Impact on affordability is not required by the statute for this item and in any event would be captured in the chart above.]

N/A

Please describe any changes from what was described in the approved Development Program for the District, such as changes to the type, scope or timing of development within the District. If the Development Program and Certificate of Approval for the District allow alternative uses of funds, please list how funds are being used in practice.

N/A

Annual Report for Tax Year April 1, 20<u>20</u> – March 31, 20<u>21</u> Affordable Housing Tax Increment Financing District Submission Deadline of April 30, 20<u>21</u>

Municipality:	City of Automa	
municipanty:	City of Auburn	
1 2		

Municipal official submitting this report:

Phillip L. Crowell		
Printed name		
		06/07/2021
Signature		Date
Title:	City Manager	
Mailing address:	60 Court Street, Auburn ME 04	210
Phone number:	207-333-6601	
Email address:	pcrowell@auburnmaine.gov	

Name of Affordable Housing Development District:

62 Spring Street

Date that the municipal legislative body approved this report: In submitting this report, the legislative body of the municipality or its authorized representative certifies that the public purpose of the affordable housing district is being met and that the required housing affordability and other conditions of approval, including limitations on uses of tax increment revenues for approved development project costs, set forth in the Certificate of Approval issued by Maine State Housing Authority for the District and the related Affordable Housing Development Program are being maintained.

June, 7 , 202021

Status of affordable housing within the District: "Affordable" means for households earning no more than 120% area median income. If affordable housing development is in process or complete, we would very much appreciate a photo of the housing, supplied electronically to mmartin@mainehousing.org.

Type of housing unit	# of Existing affordable units	# of Existing market units	# of Planned affordable units	# of Planned market units
Rental (family)	33	8	0	0
Rental (senior)	0	0	0	0
Owned home/condo	0	0	0	0

Please list property sales within the District. [NOTE: Impact on affordability is not required by the statute for this item and in any event would be captured in the chart above.]

N/A

Please describe any changes from what was described in the approved Development Program for the District, such as changes to the type, scope or timing of development within the District. If the Development Program and Certificate of Approval for the District allow alternative uses of funds, please list how funds are being used in practice.

N/A

Annual Report for Tax Year April 1, 20<u>20</u> – March 31, 20<u>21</u> Affordable Housing Tax Increment Financing District Submission Deadline of April 30, 20<u>21</u>

Municipality:	City of Authors	
municipanty:	City of Auburn	
1 2		

Municipal official submitting this report:

Phillip L. Crowell		
Printed name		
		06/07/2021
Signature		Date
Title:	City Manager	
Mailing address:	60 Court Street, Auburn ME 0	4210
Phone number:	207-333-6601	
Email address:	pcrowell@auburnmaine.gov	

Name of Affordable Housing Development District:

Webster School

Date that the municipal legislative body approved this report: In submitting this report, the legislative body of the municipality or its authorized representative certifies that the public purpose of the affordable housing district is being met and that the required housing affordability and other conditions of approval, including limitations on uses of tax increment revenues for approved development project costs, set forth in the Certificate of Approval issued by Maine State Housing Authority for the District and the related Affordable Housing Development Program are being maintained.

June, 7 , 202021

Status of affordable housing within the District: "Affordable" means for households earning no more than 120% area median income. If affordable housing development is in process or complete, we would very much appreciate a photo of the housing, supplied electronically to mmartin@mainehousing.org.

Type of housing unit	# of Existing affordable units	# of Existing market units	# of Planned affordable units	# of Planned market units
Rental (family)	28	0	0	0
Rental (senior)	0	0	0	0
Owned home/condo	0	0	0	0

Please list property sales within the District. [NOTE: Impact on affordability is not required by the statute for this item and in any event would be captured in the chart above.]

N/A

Please describe any changes from what was described in the approved Development Program for the District, such as changes to the type, scope or timing of development within the District. If the Development Program and Certificate of Approval for the District allow alternative uses of funds, please list how funds are being used in practice.

N/A

Annual Report for Tax Year April 1, 20<u>20</u> – March 31, 20<u>21</u> Affordable Housing Tax Increment Financing District Submission Deadline of April 30, 20<u>21</u>

Municipality:	City of Auburn	
1 2		

Municipal official submitting this report:

Phillip L. Crowell		
Printed name		
		_06/07/2021
Signature		Date
Title:	City Manager	
Mailing address:	60 Court Street, Auburn ME 04	210
Phone number:	207-333-6601	
Email address:	pcrowell@auburnmaine.gov	

Name of Affordable Housing Development District:

477 Minot Avenue

Date that the municipal legislative body approved this report: In submitting this report, the legislative body of the municipality or its authorized representative certifies that the public purpose of the affordable housing district is being met and that the required housing affordability and other conditions of approval, including limitations on uses of tax increment revenues for approved development project costs, set forth in the Certificate of Approval issued by Maine State Housing Authority for the District and the related Affordable Housing Development Program are being maintained.

June, 7 , 202021

Status of affordable housing within the District: "Affordable" means for households earning no more than 120% area median income. If affordable housing development is in process or complete, we would very much appreciate a photo of the housing, supplied electronically to mmartin@mainehousing.org.

Type of housing unit	# of Existing affordable units	# of Existing market units	# of Planned affordable units	# of Planned market units
Rental (family)	36	0	0	0
Rental (senior)	0	0	0	0
Owned home/condo	0	0	0	0

Please list property sales within the District. [NOTE: Impact on affordability is not required by the statute for this item and in any event would be captured in the chart above.]

N/A

Please describe any changes from what was described in the approved Development Program for the District, such as changes to the type, scope or timing of development within the District. If the Development Program and Certificate of Approval for the District allow alternative uses of funds, please list how funds are being used in practice.

N/A



IN CITY COUNCIL

ORDERED, that the City Council hereby approves the Annual Reports to the Maine State Housing Authority for Tax Year April 1, 2020 – March 31, 2021, Affordable Housing Tax Increment Financing Districts, #16 (Webster School), #20 (62 Spring Street), #21 (477 Minot Ave) and #22 (48 Hampshire Street), as provided by Business and Community Development Staff.

Timothy B. MacLeod, Ward Two Leroy G. Walker, Ward Five Jason J. Levesque, Mayor Stephen G. Milks, Ward Three Katherine E. Boss, At Large Phillip L. Crowell, Jr., City Manager

Mayor Levesque called the meeting to order at 7:02 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag.

Councilor Milks had an excused absence. All other Councilors were present.

Pledge of Allegiance

- I. Consent Items None
- II. Minutes May 3, 2021 Regular Council Meeting

Motion was made by Councilor Carrier and seconded by Councilor Walker to approve the minutes of the May 3, 2021 Regular City Council meeting.

Passage 6-0.

III. Communications, Presentations and Recognitions

Proclamation – Maine Arbor Week, David Griswold provided an update on the Forestry Board. This will be the 19th year Auburn is recognized as a Tree City USA.

Council Communications (about and to the community)

Councilor Lasagna – noted that there will be a ELHS ground-breaking to take place on Saturday. Dr. Connie Brown, superintendent provided details.

Councilor Walker – The United New Auburn Association will be meeting on Tuesday, the 25th at 6pm at Rolly's Diner.

Mayor Levesque – provided an update on the status of the American Recovery Program Act update, and he announced that there will be a workshop of the City Council held on June 22nd.

Manager Crowell – also discussed the City Council workshop that is scheduled for June 22, 2021. He noted that the Lake Auburn Study Presentation will be held during that workshop, as well as the infrastructure project discussion.

IV. Open Session – no one from the public spoke.

V. Unfinished Business

Motion was made by Councilor Walker and seconded by Councilor Boss to suspend the rules to take up the School Committee budget item. Passage 6-0.

Motion was made by Councilor Carrier and seconded by Councilor MacLeod for passage of Order 58-05172021 approving the FY22 Auburn School Budget.

Public comment – no one from the public spoke.

Passage 6-0.

Motion was made by Councilor MacLeod and seconded by Councilor Walker to request that the Planning Board at it's earliest convenience, provide the City Council with a recommendation on reduction or elimination of commercial parking requirements, including commercially defined residential developments. Planning Board should also include possible modifications to existing zoning ordinances that support their recommendations for City Council to discuss and vote on.

This becomes Order 63-05172021.

Passage 5-1 (Councilor Gerry opposed).

1. Order 55-05032021

Authorizing the City's general obligation bonds in the amount of \$10,350,000.00 to finance the City's FY22 Capital Improvement Program. Public hearing and second reading.

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

Motion was made by Councilor Walker and seconded by Councilor Carrier to amend to add an additional 800,000 to the Comprehensive Plan account. The proposed addition would increase the Authorization for the Issuance of the General Obligation Bond from 10,350,000.00 to 11,150,000.00.

Passage of amendment 5-1 (Councilor Gerry was opposed).

Public hearing - no members of the public was present.

Passage of Order 55-05032021 5-1 (Councilor Gerry opposed). A roll call vote was taken.

2. Order 56-05032021

Reallocating Unspent Proceeds from the City's General Obligation Bonds. Public hearing and second reading.

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

Public hearing – no members of the public were present.

Passage 6-0. A roll call vote was taken.

3. Resolve 01-05032021

Adopting the Appropriations Resolve for Fiscal Year 2022. Second reading.

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

Public comment – no members of the public were present.

Passage 5-1 (Councilor Gerry opposed). A roll call vote was taken.

4. Ordinance 19-05032021

Amending Chapter 60, Article IV, Division 7 and 8, Sections 60-307(1)(2) and 60-335(1)(2) Dimensional Regulations, Multifamily Suburban District and Multifamily Urban District of the Auburn Code of Ordinances to Change Lot Depth/Density Requirements. Second reading.

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

Public comment - no members of the public were present.

Passage 5-1 (Councilor Gerry opposed). A roll call vote was taken.

5. Ordinance 20-05032021

Amending Chapter 60, Article IV, Division 10, to remove the Downtown Enterprise Zone from the Auburn Code of Ordinances. **Second reading.**

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

Public comment - no members of the public were present.

Passage 6-0. A roll call vote was taken.

6. Ordinance 21-05032021

Amending Chapter 60, Article IV, Division 12, General Business II, Section 60-225(b)(14) of the Auburn Code of Ordinances to fix the improper reference from section 60-499(a) to Section 60-525(a). Second reading.

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

Public comment – no one from the public was present.

Passage 6-0. A roll call vote was taken.

7. Ordinance 23-05032021

Amending Chapter 60, Article XII, Division 2, Section 60-668(b)(1) of the Auburn Code of Ordinances to match the elevation requirement to current FEMA regulations. Second reading.

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

Public comment – no one from the public was present.

Passage 6-0. A roll call vote was taken.

8. Ordinance 24-05032021

Amending Chapter 60, Article XVI, Division 4, Subdivision – Remove Mylar Requirements, Reduce Required Number of Copies and Reference Staff Consistently. Second reading.

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

Public comment – no one from the public was present.

Passage 6-0. A roll call vote was taken.

VI. New Business

1. **Public hearing** – Community Development Block Grant and Home Funds Action Plans for 2021-2022.

Public hearing - no one from the public was present.

2. Order 57-05172021

Approving the Special Amusement Permit and Liquor License for The 1800 Club located at 34 Court Street. Public hearing.

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

Public hearing - no one from the public was present.

Motion was made by Councilor Lasagna and seconded by Councilor Gerry to postpone this item to the June 7, 2021 Council meeting.

Passage 5-1 (Councilor MacLeod opposed).

3. Order 58-05172021

Approving the FY22 Auburn School Budget.

This item was taken out of order and voted on earlier on in the meeting.

4. Order 59-05172021

Accepting Coe Street as a City Street.

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

Public comment - no members of the public were present.

Motion was made by Councilor Walker and seconded by Councilor Gerry to postpone this item to the meeting of June 7, 2021. After discussion, the motion to postpone was withdrawn.

Passage of Order 59-05172021 5-1 (Councilor Gerry opposed).

5. Order 60-05172021

Accepting Spencer Drive as a City Street.

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

Public comment - no one from the public was present.

Passage 4-3 (there was a tie vote 3-3 with Councilors Carrier, Walker, and Gerry opposed, and in accordance the City Charter, Article III, Section 3.3 the Mayor voted to break the tie vote and voted in the affirmative).

9. Order 61-05172021

Authorizing use of Other Funds to fund a portion of the FY 21-22 CIP.

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

Public comment – no members of the public were present.

Passage 6-0.

10. Order 62-05172021

Initiating a formal request for the Planning Board to explore the feasibility of and to provide a recommendation on expanding the Auburn residential strip zoning.

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

Public comment – no members of the public were present.

Passage 6-0.

VII. Open Session – no members of the public were present.

VIII. Reports (from sub-committees to Council)

Mayor Levesque – reported that he has been busy this past week working with the City Manager and Assistant City Manager on proposed legislation.

Councilor Lasagna – reported that the next ELHS building committee is on Tuesday at 6:00pm. **Councilor Walker** – wanted to recognize the Public Works crews on their efforts during Spring Clean-up stating that they did a great job.

Councilor Carrier – reported on the School Finance meeting that was held last week. **Manager Crowell** – reported on the renaming of a brook that originates in Auburn and leads into New Gloucester, which is being named the Talking Brook. New Gloucester has approved it, there wasn't a real need to go before the Council formally unless anyone has any concerns. He noted that Fire Chief Chase will be giving an update at the next meeting on what they've been doing for work with the vaccination sites. He provided an update on the legislative bills that are being proposed. They continue to monitor the status of these bills and providing testimony as needed.

Jill Eastman, Finance Director – April 2021 Final Monthly Report

Motion was made by Councilor Walker and seconded by Councilor Carrier to accept and place on file the April 2021 final monthly report.

Passage 6-0.

VIII. Executive Session – Personnel matter, pursuant to 1 M.R.S.A. Sec. 405 (6)(A).

The executive session was not needed.

X. Adjournment

Motion was made by Councilor Boss and seconded by Councilor Walker to adjourn. Unanimously approved, adjourned at 8:33 pm.

ATTEST Ausan Clements-Dallane

Susan Clements-Dallaire, City Clerk

A TRUE COPY



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: June 7, 2021

Author: Sabrina Best, Recreation Director

Subject: Summer Activities Update

Information: Staff will provide an update on events and programs planned for 2021.

City Budgetary Impacts: None

Staff Recommended Action: Update and discussion

Previous Meetings and History: None

City Manager Comments:

Clullip Crowell J.

I concur with the recommendation. Signature:

Attachments: Summer 2021 Presentation



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: June 7, 2021

Author: Chief Robert Chase

Subject: Vaccination Initiative Update

Information:

Current State of Maine Covid Vaccination Dashboard Statistics

State of Maine – 53.51% /52.64 % Vaccination rate

Androscoggin County – 46.95% /44.77 % Vaccination rate

68% vaccination rate in Auburn

Auburn Fire Department COVID-19 Vaccination Initiative

- The Auburn Fire Department COVID-19 vaccination team was established in December 2020 after Maine EMS requested the department's assistance in vaccinating first responders throughout Androscoggin County. 19 Members of the Auburn Fire Department have since completed specialized training in the administration of COVID-19 vaccine. Through the efforts of these team members, the Auburn Fire Department achieved the ability to administer each of the three, COVID-19 vaccines currently approved for use in the United States.
- After administering vaccine to first responders throughout Androscoggin County, the Auburn Fire Department vaccination team has continued to adapt to evolving vaccination guidance, and since vaccinated hundreds of citizens in Auburn and surrounding communities. To date, the Auburn Fire Department has administered 900 doses of COVID-19 vaccine to approximately 625 individual recipients.
- The Auburn Fire Department vaccination team has conducted 27 vaccine clinics since December 2020. In an effort to reach a broad spectrum of the community's population, clinics have been held in numerous locations, including:
 - o Norway Savings Bank Arena
 - Auburn Fire Department
 - Poland Fire Department
 - Auburn Senior Center
 - Auburn Housing Authority properties, including:

- Barker Mill Arms, Roak Block, Vincent Square Apartments, Lake Auburn Towne House, Auburn Esplanade, Webster School Apartments, 62 Spring Street
- Auburn Middle School
- Edward Little High School
- In addition to the efforts outlined above, the Auburn Fire Department partnered with SeniorsPlus/Meals on Wheels, Androscoggin Home Health and Hospice, and United Ambulance to identify home-bound citizens in need of vaccination. Through these efforts, the Auburn Fire Department has delivered approximately 30 vaccinations to home-bound citizens that would have been otherwise unable to receive the vaccine.
- Through partnership with Maine CDC, Maine Public Health Nursing, United Ambulance, Healthy Androscoggin, Central Maine Medical Center and Primerica, the Auburn Fire Department vaccination team assisted with vaccinating the New Mainer population in two Mosques in Lewiston. More than 100 total doses of vaccine were administered in these efforts.
- Mass Vaccination Site (Auburn Mall): The City of Auburn partnered with Central Maine Healthcare and DHHS to establish a mass vaccination site at the Auburn Mall. The clinic opened on March 17, and at its peak was administering 1,400 doses a day. To date, the Auburn Mall site has administered over 35,000 doses.
- Moving forward:
 - Demand for vaccination has dropped considerably over the past weeks
 - Auburn Mall site is working on a plan to scale down the operation, while still providing some access
 - Auburn Fire has no future clinics scheduled, but we will remain open if new opportunities present themselves.
 - All partners are planning for how to vaccinate children under 12-years-old should that authorization be granted

City Budgetary Impacts: N/A

Staff Recommended Action: N/A

Previous Meetings and History: N/A

City Manager Comments:

Elillip Crowell J.

I concur with the recommendation. Signature:

Attachments: None



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: June 7, 2021

Order: 57-05172021

Author: Sue Clements-Dallaire, City Clerk

Subject: Liquor License & Special Amusement Permit request for the 1800 Club

Information: The owners of The 1800 Club, LLC. located at 34 Court Street have applied for a Liquor License and Special Amusement Permit. Police, Fire, Finance and Code have granted approval.

City Budgetary Impacts: None

Staff Recommended Action: Motion to approve the liquor license and special amusement permit.

Previous Meetings and History: a Public hearing and vote to postpone this item until tonight's meeting was held during the 5/17/2021 Council meeting.

City Manager Comments:

Clullip Crowell J.

I concur with the recommendation. Signature:

Attachments:

- Application
- Public Notice
- Order

STATE OF MAINE DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Application for an On-Premises License

All Questions Must Be Answered Completely. Please print legibly.

Division Use Only				
License No:				
Class:	By:			
Deposit Date:				
Amt. Deposite	d:			
Payment Type	:			
OK with SOS:	Yes 🗆	No 🗆		

Section I: Licensee/Applicant(s) Information; Type of License and Status

Legal Business Entity Applicant Name (corporation, LLC): The 1800 Club, LLC	Business Name (D/B/A):					
Individual or Sole Proprietor Applicant Name(s):	Physical Location: 34 Court Street					
Individual or Sole Proprietor Applicant Name(s): Herdall W. Cooper	Mailing address, if different:					
Mailing address, if different from DBA address:	Email Address:					
Telephone # Fax #: $(207) 212 \cdot 5391$	Business Telephone # Fax #: (207) 344 - 1800					
Federal Tax Identification Number: 84-2419078	Maine Seller Certificate # or Sales Tax #:					
Retail Beverage Alcohol Dealers Permit:	Website address:					
1. New license or renewal of existing license? N	ew Expected Start date: 64/15/21					
	enewal Expiration Date:					
2. The dollar amount of gross income for the licensure period that will end on the expiration date above: Food: $\underline{332,600}$ Beer, Wine or Spirits: $\underline{332,000}$ Guest Rooms:						
3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)						

4. Indicate the type of license applying for: (choose only one)

	Restaurant (Class I, II, III, IV)		Class (Clas	A Restaurant/Lounge s XI)			Class (Class	A Lounge X)
	Hotel (Class I, II, III, IV)			– Food Optional s I-A)			Bed & (Class	z Breakfast SV)
	Golf Course (included opt (Class I, II, III, IV)	ional licer	ises, plea	ase check if apply)	Auxili	ary		Mobile Cart
	Tavern (Class IV)			Other:				
	Qualified Caterer			Self-Sponsored Even	ts (Qua	lified C	aterers	Only)
Refer to Section V for the License Fee Schedule on page 9								
Busine	ess records are located at	the follo	wing a	ddress:				
Dusine			\ \					
3	4 Court Str	ret	th	Aburn ME	60	1216		
					7			
Is the l	icensee/applicant(s) citiz	ens of th	e Unite	ed States?		Yes		No
Is the l	icensee/applicant(s) a res	ident of	the Sta	te of Maine?	Ø	Yes		No
	NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.							

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

Yes D No If Yes, complete Section VII at the end of this application

- 9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?
 - 🗆 Yes 🗆 No
 - \Box Not applicable licensee/applicant(s) is a sole proprietor

5.

6.

7.

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10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

	Yes	V	No		*		
If ye	s, please	provid	le details:			10	

11. Do you own or have any interest in any another Maine Liquor License?

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address	
Coops l'ace il		West Paris ME	

12. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name		DOB	Place of Birth
Rendar Wis Cooper		ae/03/58	Lecustor
Lisa M. Lilley Coop	pe	collellde	Island taits
~			
Residence address on all the above for previ Name	and a second		
	399	Paris. Hull K	2 Buckeld
Name	Address:		
Name	Address:		
Name	Address:		

No

13. Will any law enforcement officer directly benefit fina	incially from this license, if issued?
🗆 Yes 🗹 No	
If Yes , provide name of law enforcement officer a	and department where employed:
	my violation of the liquor laws in Maine or any State of and attach additional pages as needed using the same
format.	Date of Conviction:
Name:	
Offense:	Location:
Disposition:	
15. Has the licensee/applicant(s) ever been convicted o violations, in Maine or any State of the United States?If Yes, please provide the following information format.	
Name:	Date of Conviction:
Offense:	Location:
Disposition:	
16. Has the licensee/applicant(s) formerly held a Maine lic	quor license? 🗹 Yes 🗆 No
17. Does the licensee/applicant(s) own the premises?	🗆 Yes 🗹 No
If No, please provide the name and address of the c	owner:
JET Holdings Jre. P.O.R.	XX 7.48 Goton. ME 04038

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Section III: For use by Municipal Officers and County Commissioners only

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application.

 Dated:

 Who is approving this application?

 □ Municipal Officers of ______
 Auburn

□ County Commissioners of _____ County

Please Note: The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title
	Susan Clements-Dallaire, City Clerk
	On behalf of the Municipal Officers

This Application will Expire 60 Days from the date of Municipal or County Approval unless submitted to the Bureau

Included below is the section of Maine's liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see <u>http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html</u>

§653. Hearings; bureau review; appeal

1. Hearings. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new onpremises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms.

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located.

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application.

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant.

2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime;

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner;

D.Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;

D-1. Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;

E. A violation of any provision of this Title;

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and

G.After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. Repealed

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

4. Repealed

5. Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
 - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its <u>Retail Beverage Alcohol Dealers</u> permit. See the TTB's website at <u>https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers</u> for more information.

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1		T AUBILIA	BUSINES	S LICENSE APPLICATI	ON	Office of the City Clerk 60 Court St, Auburn, ME 04210 207.333.6600
E	VESTIG			Business Name: 800 (Jub LLC		www.auburnmaine.gov
``		1869	X NEW			Beckie Drew, License Specialist: <u>bdrew@auburnmaine.gov</u>
		All		_ RENEWAL Expires:		Please Note: All real estate and personal property taxes relate to the business must be current before a license can be issued
				licenses you are applying		
	The	ere is a late fee of	\$25.00 for renew	wals that are 30-45 days late, \$5	0.00 f	or more than 46 days late, and \$100.00 for reoccurring
	Foc	od Service Esta	blishments:			Other Business Licenses Applying for:
			od distribution U			*Special Amusement\$125
				n nearest food service from property owner		Public hearing required for new license- \$100 fee
		authorizing use of		¢100		Please fill out supplemental questionnaire (pg 4).
			□ 3 Month □ 6 Month	\$100 \$125		
			□ 12 Month	\$150		*Pawnshop/Pawn Broker\$100
		*FSE Serving M Class I)		irituous Liquor (FSE Fee:		*Secondhand Dealer\$85
			□ 1-2999	\$500		*Massage Establishment/Therapist\$150
			☑ 3000-5999	\$600		State license #:
		Public bearing re	6000+ equired for new lic	\$700 ense- \$100 fee		
			ck must also be in			<u>Massage:</u> Please also include 2 copies of a passport size photograph taken within 30 days of application date (annually)
			lalt and/or Vinou			copy of current State license and copy of government issued
		FOE Serving in	Sq ft:	Fee:		identification.
			□ 1-2999	\$300	_	
			□ 3000-5999	\$400		*Tattoo Artist\$150
			6000+ equired for new lic	\$500 epse- \$100 fee	*/	Above licenses: Each applicant for a license shall provide
		Background che	ck must also be in	ncluded.		copy of a criminal background check (to include all present
		0	own (On/Off), no		ar	nd former names) dated not more than 3 days prior to
		FSE WILLI SIL D	Sq ft:	Fee:		bmission of application. You can do it yourself on-line here:
			□ 1-2999	\$150	nı	tp://www5.informe.org/online/pcr/
			□ 3000-5999	\$200		Bowling Alley (fee per lane)\$85
			□ 6000+	\$250		# of lanes:
		*Bottle Club/BY	ОВ	-		
			Sq ft:	Fee:		Roller Skating Rink
			□ 1-2999 □ 3000-5999	\$150 \$200		□ Partial Kitchen: \$60
			□ 6000+	\$250		□ Full kitchen: \$120
			equired for new lic ck must also be ir			Coin-Op Devices (fee per device) 50 per device up to 10 devices/\$30 per device 10 or more
		*Temp FSE (Pe	r event max 7day	s)\$60		# of devices: (Please provide list of devices)
' <u>All at</u>	oove	licenses: include				Motion Picture Theater (fee per screen) \$50
nenu	, cer	tified food handler	r certificate and a	copy of all		# of screens: Juke Box (each)\$30
State	licen	ses applicable.			اسم	# of boxes:
		ESE Off Premis	e/Retailer-Malt L	iquor/Table		Lodging House# of rooms:
	<u> </u>	Wine		-		10 rms or less: \$75
			Sq ft: Fe			More than 10: \$150
			□ 1-2999 □ 3000-5999	\$150 \$200		Pool Hall (fee per table)\$50
			□ 6000+	\$250	18	# of tables :
		FSE Prepackag	ed Only			
			Sq ft: Fe			Seating:Occupancy load:
			□ 1-2999	\$150		
			□ 3000-5999 □ 6000+	\$200 \$250		LICENSING FEE(S) TOTAL DUE: \$
				Ψ200		

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NAME OF BUSINESS: 1110 1000	TWD MC BUSINESS ADDRESS: 39	Coust 5	treet	
BUSINESS MAILING ADDRESS: 34 Co				
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MANAGER'S NAME: Sterrer 6	LalyPHONE # 261	1890-9533	DOB:	10/10/85
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EMAIL ADDRESS: the 1800 CTW	silcegnail.com			`
DESCRIPTION OF BUSINESS: Resta		robert	(Mus	ic)
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TYPE OF PREVIOUS BUSINESS AT ADDRES	SS (IF KNOWN):			
FORM OF BUSINESS ORGANIZATION:		p 🗹 LLC	Other	
(If a corporation, must include a copy of corporate pa				
If a Corporation Partnership or LLC complete	the following information of each owner (additional na	ames may be list	ed on an atta	iched sheet):
	5	1		
	Print Clearly	Birth	% of	
Name				Title
Name	<i>Print Clearly</i> Address Previous 5 years	Birth Date	% of Stock	
Name	Print Clearly Address Previous 5 years 349 Paris H. M. R. Bucksreid	Birth Date 05112146	% of Stock 56	Title
Name hisa M. Cospec Kendall W: Coopec	Print Clearly Address Previous 5 years 349 Recis Hill Rd BuckSield	Birth Date OSUNG DGOSS8	% of Stock ろし ろし	Title
Name Nisa M. Cospec Kendall W. Coopec OWNER OF BUILDING/UNIT:	Print Clearly Address Previous 5 years 349 Paris H. 11 Rd BuckSred Enterprises PHO	Birth Date 03112/24 0403/58	% of Stock ろし ろし	Title
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Name Nisa Cooper Kendall Cooper OWNER OF BUILDING/UNIT: 29.75 OWNER'S ADDRESS: 0.0.05 HOURS OF OPERATION: Mon: Has applicant(s) and/or manager ever been cor United States, within the past 5 years? Yea Name:	Print Clearly Address Previous 5 years 349 Paris H. II R.d. Buckfreid 	Birth Date 05 12 44 64 03 58 NE #(201) 538 10pn The 16pn The traffic violation	% of Stock 56 50 415-60 hurs:	Title aunac 548 acilyan rate of the

THE OMISSION OF FACTS OR ANY MISREPRESENTATION OF ANY OF THE INFORMATION ON THIS APPLICATION SHALL BE SUFFICIENT GROUNDS FOR THE REFUSAL OF SUCH LICENSE.

Chapter 14-Business Licenses & Permits-Article II Sec.14-34 Certification from City Officials Before a license is issued the City Clerk shall submit the application for certification to the Code Enforcement Officer, Fire Chief, Chief of Police and City Treasurer.

There is a 14 day review period after receipt of a **completed** application. Incomplete applications will not be reviewed for approval and will be returned for completion. A business must not operate until approved by the required departments. Final approval and issuance of license will be from the City Clerk's Office.

CERTIFICATE OF APPLICANT AND WAIVER OF CONFIDENTIALITY

READ CAREFULLY BEFORE SIGNING

I, <u>HSA</u> M. <u>Gob</u> Q-Owner/Operator of the business, hereby authorize the release of any criminal history record information to the City Clerk's Office or Licensing Authority. I understand that this information shall become public record, and I hereby waive any rights of privacy with respect hereto. I further stipulate that I am aware that deliberate falsification of the information herein shall be sufficient cause for denial of a license to operate the business. This application is accurate and true to the best of my knowledge.

Applicant Signature:	liam. Copp	Date: 64[42]21
the 1800 UU	Lalle Gmail. Com	

FOR OFFICE USE ONLY

REPORT OF INSPECTIN	G OFFI	CERS:	00 517
Approved	_	Denied	
Approved	_	Denied Denied Denied	CODE ENFORCEMENT OFFICER_CB 517 POLICE BS 4127 FINANCE KE 4122
Comments:			
Application date:	20	2	License issued on:
Fees paid: License fe Total amount paid = \$	e(s)		blic hearing feeBackground feeLate fee

Special Amusement Questionnaire:

Exact entertainment to be provided at establishment:					
- Singing & Inst	(anental				
1 1		,			
(Specify hours of entertainment)	Mon:	Tues:	Wed: <u>Jpm 10pm</u> Thurs: <u>J</u> Sun: <u>30n Jon</u>	por 102m	
	Fri: Jan-12th	Sat: DAN- 12 Am	Sun: 3pn-9pm	```	
Describe in detail the room(s) to be	Describe in detail the room(s) to be used under the permit:				
Entestainspect Room with Stage					
Include a diagram or floor plan of your business. On the diagram please list the following:					
Main Entrance, Secondary Entrances, preparation areas, the direction of any s				erving or	
Have any of the applicants, including the	e corporation ever had a	special amusement licen	se denied or revoked?		
Yes 🗹 No If yes, Please explain	(Including location and	timeframe):			
PLEASE PROVIDE THE FOLLOWING	i, IF APPLICABLE:				
CURRENT LIQUOR LICENSE #	EXPIRAT	TION DATE:			
PLEASE BE ADVISED THAT THE	APPLICANT MAY BE	REQUIRED TO COMPL	Y WITH THE FOLLOWING CONDI	TIONS:	

Applicant agrees to have two counters or clickers at each entrance. One will be used to document the patrons that have entered the establishment. The second will be used to document the patrons that have exited the establishment. This will give the staff and public safety personnel an accurate count of patrons in the establishment.

Applicant agrees to have the maximum seating and or occupancy capacity clearly listed in each room that is open to the public, and to have security and or staff stationed at all times at all entrances and exits used by the public.

Applicant agrees to, if so ordered by the Chief of Police, to hire sworn members of the Auburn Police Department for security. The rate will be at the current City of Auburn detail rate. These officers will supplement the existing staff or security.

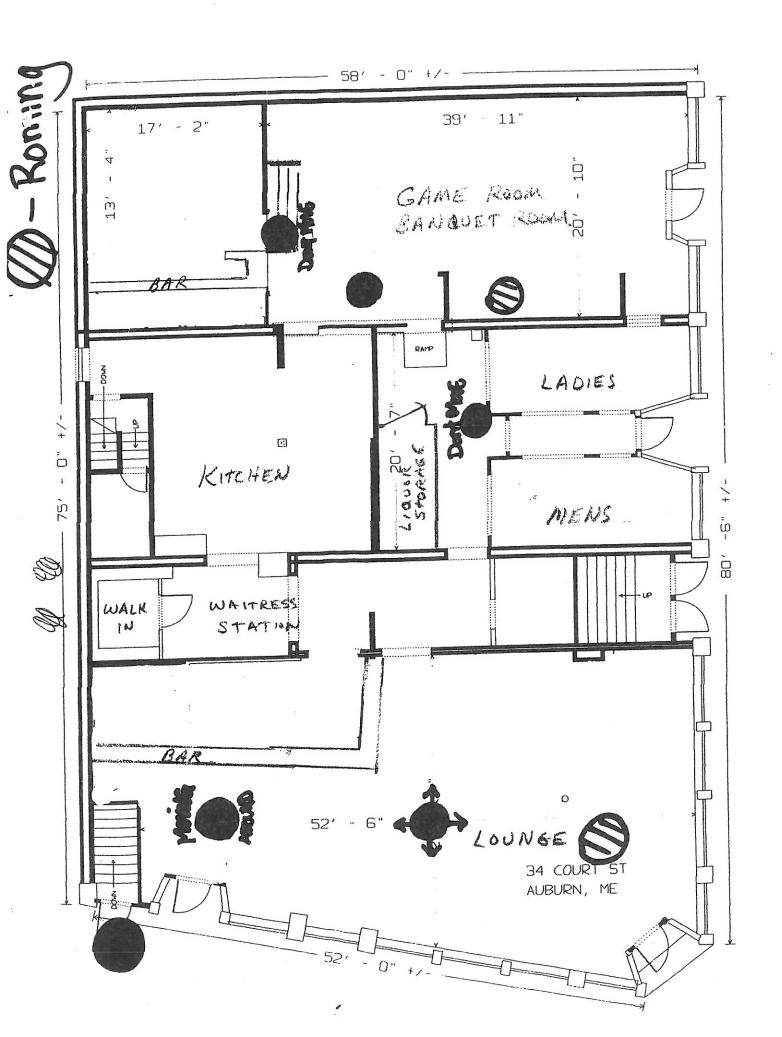
The below chart will be used as a guide in determining the numbers of officers required.

Number of Attendees	Number of Police
1 - 200	2
201 - 400	4
401 - 600	6
601+	One supervisor and one additional officer for each 200 attendees or portion thereof in excess of 601

All requests for modification(s) of the approved Special Amusement license must be submitted in writing to the City of Auburn. Any changes made without approval from the City of Auburn may result in an immediate suspension of the license. Signature on application releases the Auburn Police Department, its agents and representatives from any and all liability of every nature and kind arising out of the furnishing, inspection or collection of such documents, records and other information or the investigation made by the Auburn Police Department.

I do hereby authorize Auburn Police Department and its agents to receive copies of records and/or any information concerning my background, character, bank accounts, businesses, places of employment, schools and any other source necessary for the purpose of obtaining a Special Amusement License.

I have read and understand section 14-600 to 14-609, Special Amusement Permits, of the City of Auburn's business license ordinance (Initial)



CITY OF AUBURN PUBLIC NOTICE

A public hearing will be held on Monday, May 17, 2021 at 7:00 p.m. or as soon as possible thereafter, in the Council Chambers of Auburn Hall, 60 Court Street, to consider a Liquor License and Special Amusement Permit for:

The 1800 Club, LLC 34 Court Street, Auburn, Maine

All interested persons may appear or provide written comment to show cause, if any they may have, why this license should not be granted. Written comments may be submitted via email to: <u>comments@auburnmaine.gov</u>

Publication	Sun Journal	Number of dates	3
First Run Date	05/11/2021	Last Run Date	05/13/2021
Publication	Online Upsell SUN	Number of dates	3
First Run Date	05/11/2021	Last Run Date	05/13/2021

Order Number	0266042	Order Price	\$151.80
Sales Rep.	Venise Wilding	PO No.	Susan Clements-Dallaire
Account	S38471	Payment Type	Invoice

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IN CITY COUNCIL

ORDERED, that the City Council hereby approves the liquor license and Special Amusement Permit for The 1800 Club, LLC., located at 34 Court Street.

Holly C. Lasagna, Ward One Brian S. Carrier, Ward Four Belinda A. Gerry, At Large Timothy B. MacLeod, Ward Two Leroy G. Walker, Ward Five Jason J. Levesque, Mayor Stephen G. Milks, Ward Three Katherine E. Boss, At Large Phillip L. Crowell, Jr., City Manager



Council Workshop or Meeting Date: June 7, 2021

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

Subject: Public Hearing for CDBG/Home annual action plan

Information: We must hold two Public Hearings to receive comments on our proposed CDBG & HOME program annual action plan. We had one on May 17; however, as we made the plan publicly available on the same day, we understand holding an additional Public Hearing is in order. We will also be holding another on June 21, accompanied by an overview of the plan.

City Budgetary Impacts: None

Staff Recommended Action: Receive Public Comment

Previous Meetings and History: Staff presented the action plan at the meeting held on 5/17/21

City Manager Comments:

Plullip Crowell J.

I concur with the recommendation. Signature:

Attachments: None



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: June 7, 2021

Subject: Executive Session

Information: Economic Development, 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.