



**City Council Workshop & Meeting  
July 20, 2020  
Agenda**

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

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

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

**05:30 P.M. City Council Workshop**

- A. Court Street Study – Eric Cousens (30 minutes)
- B. Police Department Discussion – Jason Moen (30 minutes)
- C. Consolidation of Polls for the November 3, 2020 Election - Sue Clements-Dallaire (15)
- D. Proposed change to September 2020 Regular City Council meeting date – Phil Crowell (5 minutes)

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

**Pledge of Allegiance**

**I. Consent Items - None**

**II. Minutes**

- June 15, 2020 Regular Council Meeting
- June 22, 2020 Special Council Meeting

**III. Communications, Presentations and Recognitions**

- Oath of Office – Brian Wood, Assistant City Manager
- Police Department State Accreditation Presentation – Maine Chiefs of Police Association President Chief Jack Peck
- Proclamation – National Parks & Recreation Month
- Planning Board Communication regarding the Comprehensive Plan
- Covid-19 Update – Phil Crowell and Matt Fifield
- Recovery Update – Phil Crowell and Marc Gosselin
- Council Communications

- 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 - None**
- VI. New Business**
- 1. Order 79-07202020**  
Adopting the Agriculture Advisory Committee charge.
  - 2. Order 80-07202020**  
Adopting the LFLP (Local Foods Local Places) Community Action Plan.
  - 3. Order 81-07202020**  
Approving the location for the public art piece.
  - 4. Order 82-07202020**  
Accepting the fish sculpture as the second public art piece to be placed in Anniversary Park.
  - 5. Order 83-07202020**  
Setting the date for the Special Municipal Election to fill the vacant Ward 1 School Committee seat for November 3, 2020.
  - 6. Order 84-07202020**  
Re-appointing Jeremiah Bartlett to the Complete Streets Committee with a term expiration of 1-1-2023.
  - 7. Order 85-07202020**  
Re-appointing David Das to the Complete Streets Committee with a term expiration of 1-1-2023.
  - 8. Order 86-07202020**  
Appointing Stanwood Gray to the Agricultural Committee with a term expiration of 4-1-2022.
  - 9. Order 87-07202020**  
Appointing Katie Boss to the Agricultural Committee with a term expiration of 4-1-2023.
  - 10. Order 88-07202020**  
Re-appointing Chad Roberts to the Lewiston Auburn Transit Committee with a term expiration of 7-1-2023.
  - 11. Order 89-07202020**  
Appointing Justin Purvis to the Citizen’s Advisory Committee with a term expiration of 6-30-2022.
  - 12. Resolve 11-07202020**  
Appointing Phil Crowell and Brian Wood as representative and alternate representative, respectively, to the Maine Service Center Coalition.
- VII. Reports**
- a. Mayor’s Report**
  - b. City Councilors’ Reports**
  - c. City Manager Report**

**VIII. Executive Session**

- Economic Development, pursuant to 1 M.R.S.A. Sec. 405(6)(C)
- Labor contract (Police Department MAP Command Unit with possible action to follow), pursuant to 1 M.R.S.A. Sec. 405(6)(D)
- Labor contract (Public Works Teamsters, with possible action to follow), pursuant to 1 M.R.S.A. Sec. 405(6)(D)

**X. Adjournment**



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** July 20, 2020

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

**Subject:** Court Street Study Delivery

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**Information:** As the Council is aware we have been working on the Court Street Study with the Court Street Committee, TY-Lin and ATRC. The study was funded with planning funds acquired through ATRC. The study has defined objectives: *To make bicycle, pedestrian and parking improvements along Court Street between the Androscoggin River and Goff Street, and Turner Street between Court Street and Hampshire Street while addressing area traffic congestion management. This project will identify feasible mobility improvement alternatives for bicycle, ADA and pedestrian safety, transit, parking access and circulation, and overall traffic through put of the Court Street corridor, between the Androscoggin River and the Goff Street/Court Street intersection, as well as along Turner Street from Court Street to Hampshire Street. The study meetings were well attended and it is staff's opinion that the report contains well thought out and meaningful recommendations that can improve the corridor and accomplish goals laid out in the Comprehensive and Strategic Plans.* Consultant Traffic Engineer, Thomas Errico will present the study findings to the Council at the workshop. The study is available at : <http://www.avcog.org/1122/Court-Street-Improvements-Study>

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**City Budgetary Impacts:** None immediately. The Council has been investing in downtown pedestrian improvements and we are hopeful that the Council will choose to implement elements of the plan over the next few years.

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**Staff Recommended Action:** Accept Report.

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**Previous Meetings and History:** None recently. The past few City Councils have expressed concerns regarding Court Street and a desire to improve it.

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**City Manager Comments:**

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

I concur with the recommendation. Signature:

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**Attachments:**





**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** July 20, 2020

**Author:** Chief Jason Moen

**Subject:** Local Policing Practices and how they align with Presidential Executive Order Priorities

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**Information:** On June 16<sup>th</sup>, 2020, President Trump issued an Executive Order on Safe Policing for Safe Communities, setting priorities for Policing in America. Outlined are the Auburn Police Department practices regarding the applicable areas of the Executive Order.

Sec. 2. Certification and Credentialing. *(a) State and local law enforcement agencies must constantly assess and improve their practices and policies to ensure transparent, safe, and accountable delivery of law enforcement services to their communities. Independent credentialing bodies can accelerate these assessments, enhance citizen confidence in law enforcement practices, and allow for the identification and correction of internal deficiencies before those deficiencies result in injury to the public or to law enforcement officers.*

The Auburn Police Department has been nationally accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA) since 2007 and last week underwent its fifth reaccreditation on-site assessment. The Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA®), was created in 1979 as a credentialing authority through the joint efforts of law enforcement's major executive associations; International Association of Chiefs of Police (IACP), National Organization of Black Law Enforcement Executives (NOBLE), National Sheriffs' Association (NSA) and Police Executive Research Forum (PERF). We must show compliance with 484 standards involving the best policing practices in the nation. Currently there are 884 law enforcement agencies accredited in the United States, just under five percent of the 18,000 law enforcement agencies in the country.

This past winter, the Auburn Police Department was one of the first agencies in the state to achieve state accreditation through the Maine Law Enforcement Accreditation Program (MLEAP). The Maine Law Enforcement Accreditation Program (MLEAP) features 162 standards to ensure that an agency has addressed the most critical of law enforcement issues in both policy and operations.

Sec. 2(c) *The Attorney General shall certify independent credentialing bodies that meet standards to be set by the Attorney General. Reputable, independent credentialing bodies, eligible for certification by the Attorney General, should address certain topics in their reviews, such as policies and training regarding use of force and de-escalation techniques; performance management tools, such as early warning systems that help to identify officers who may require intervention; and best practices regarding community engagement. The Attorney General's standards for certification shall require independent credentialing bodies to, at a minimum, confirm that:*

*(i) the State or local law enforcement agency's use-of-force policies adhere to all applicable Federal, State, and local laws; and*

*(ii) the State or local law enforcement agency's use-of-force policies prohibit the use of chokeholds — a physical maneuver that restricts an individual's ability to breathe for the purposes of incapacitation — except in those situations where the use of deadly force is allowed by law.*



Our accredited practices have the department in full compliance with this section of the Executive Order. Since 2010, we have employed a Personnel Early Warning System. The system is a time-sensitive system designed to effectively organize critical performance and evaluation data in a format conducive to promptly identify early indicators of certain performance problems and to facilitate any necessary or appropriate follow-up activities. The early identification of potential problem employees and a menu of remedial actions can increase agency accountability and offer employees a better opportunity to meet the agency's values and mission statement.

Chokeholds, strangleholds, carotid holds, and any other form of neck restraint constitute deadly force in that their use creates a substantial risk of causing death or serious body injury. Accordingly, such methods are not an acceptable or approved means of arrest, restraint, or control. There is no sanctioned training for officers in the use of neck restraints, and policies prohibit the use of such methods, unless circumstances justify the use of deadly force.

*Sec. 3. Information Sharing. (a) The Attorney General shall create a database to coordinate the sharing of information between and among Federal, State, local, tribal, and territorial law enforcement agencies concerning instances of excessive use of force related to law enforcement matters, accounting for applicable privacy and due process rights.*

*(b) The database described in subsection (a) of this section shall include a mechanism to track, as permissible, terminations or de-certifications of law enforcement officers, criminal convictions of law enforcement officers for on-duty conduct, and civil judgments against law enforcement officers for improper use of force. The database described in subsection (a) of this section shall account for instances where a law enforcement officer resigns or retires while under active investigation related to the use of force. The Attorney General shall take appropriate steps to ensure that the information in the database consists only of instances in which law enforcement officers were afforded fair process.*

The Maine Criminal Justice Academy currently participates in the National Decertification Index (NDI) by providing the names of officers (both law enforcement and corrections) whose certificates of eligibility have been revoked for misconduct. The Academy also queries the system to check the status of individuals who apply to work in law enforcement in Maine. While not all states participate in this system, it does serve as a national registry of licensing actions against officers who engage in misconduct. The NDI system is accessed through the International Associations of Directors of Law Enforcement Standards and Training (IADLEST).

De-escalation is communicating verbally or non-verbally during a potential force encounter to stabilize the situation and reduce the immediacy of a threat so that more time, options, and resources may be called upon to resolve the situation without the use of force or with a diminution in the force necessary. De-escalation is also the principal component of the more comprehensive Crisis Intervention Team (CIT) training, provided to officers by the Maine chapter of the National Alliance on Mental Illness (NAMI Maine). In addition to a variety of classes and scenario-based training, de-escalation is a key component in the Mental Health First Aid training (MHFA) that has been part of the basic training for cadets at the Maine Criminal Justice Academy since 2015. State law requires training for at least 20% of officers in each Maine law enforcement agency in MHFA or CIT. We currently have 49% of our officers trained in CIT and/or MHFA. Last month, our sworn staff attended an eight-hour block of training on De-Escalation.

There will be a need for future council discussion on the topics of body worn cameras and officer resilience.

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**City Budgetary Impacts:**

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**Staff Recommended Action:**



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**Previous Meetings and History:**

June 11<sup>th</sup>, 2020 Memo to Council outlining local police practices.

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**City Manager Comments:**

*Phillip Crowell Jr.*

I concur with the recommendation. Signature:

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**Attachments:**



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** July 20, 2020

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

**Subject:** Consolidation of Polls for the November 3, 2020 Election

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**Information:** Due to the pandemic, the June Primary Election was delayed until July. We saw a drastic increase in voters requesting absentee ballots for that election with fewer people turning out at the polls. We also had a difficult time lining up election workers to adequately staff all 5 polling places. After holding a public hearing, Council voted in favor of consolidating to two polling places for that election. We had adequate staffing for two locations and consolidation for this election ran smoothly.

Because the direction of the COVID-19 pandemic is unknown, I am anticipating a very high number of absentee ballot requests again for the upcoming General Election scheduled for November 3, 2020, and possibly having difficulty finding adequate staff to man all 5 locations. Because of this, I would like to ask Council to consider consolidating to one polling place, the Norway Savings Bank Arena, for the November 3, 2020 election.

State law requires a public hearing and municipal approval at least 90 days prior to the election (August 5, 2020) in order to consolidate voting places, unless the Governor issues an executive order adjusting time frames and deadlines imposed by law. If the Council would like to move forward with this request, the public hearing would have to be held at the August 3, 2020 Council meeting.

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**City Budgetary Impacts:**

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**Staff Recommended Action:** Consider consolidating to one polling place for the November 3, 2020 Election.

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

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**City Manager Comments:**

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

I concur with the recommendation. Signature:

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**Attachments:**



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** July 20, 2020

**Author:** Phil Crowell, City Manager

**Subject:** Proposed change to September 2020 Regular City Council meeting date

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**Information:** Recommend changing the Regular City Council meeting date scheduled September 14<sup>th</sup> to September 8<sup>th</sup>. The first Monday in September; that we would normally have held the Council meeting on, is the Labor Day Holiday (September 7, 2020). Recommendation is to hold the meeting the following Tuesday rather than pushing the meeting another week.

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**City Budgetary Impacts:** None.

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**Staff Recommended Action:** Move meeting to September 8<sup>th</sup>, 2020.

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**Previous Meetings and History:** In past years, we have held meetings that would have fallen on a holiday on the Tuesday immediately following that date.

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**City Manager Comments:**

I concur with the recommendation. Signature:

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

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**Attachments:**

Mayor Levesque called the meeting to order at 7:00 P.M. The meeting was conducted both in Council Chambers and remotely using “Zoom” due to the Covid-19 pandemic. The meeting was also broadcast as usual on Great Falls TV (cable channel 1302) and on the City of Auburn [YouTube](#) channel.

Members of the public were allowed to comment during the public comment session of the meeting, by either “attending” the meeting via Zoom or by submitting remarks via email to: [comments@auburnmaine.gov](mailto:comments@auburnmaine.gov).

Mayor Levesque led the assembly in the salute to the flag. All Councilors were present.

**I. Consent Items**

**1. Resolve 08-06152020\***

Supporting the application for the Urban Agriculture and Innovative Production Grant Urban Agricultural Grant Application.

**2. Order 71-06152020\***

Nominating Mayor Jason Levesque to serve as full member on the Maine Municipal Associations Legislative Policy Committee during the 2020-2022 biennium.

**3. Order 72-06152020\***

Appointing Phil Crowell to serve as an alternate member on the Maine Municipal Associations Legislative Policy Committee during the 2020-2022 biennium.

Motion was made by Councilor Carrier and seconded by Councilor Walker for passage of the consent items. Passage 7-0.

**II. Minutes - June 1, 2020 Regular Council Meeting**

Motion was made by Councilor MacLeod and seconded by Councilor Walker to approve the minutes as corrected (that the meeting was held remotely due to concerns about the protest, not due to COVID-19).

Passage 7-0.

**III. Communications, Presentations and Recognitions**

- Covid-19 Update (Phil Crowell and Matt Fifield)
  - Recovery Plan Update (Marc Gosselin)
- Council Communications

**Mayor Levesque** – a special meeting will be held on June 22, 2020 to establish polling place(s) for the July 14<sup>th</sup> election. Boards and Committees can meet with approval from either the City Manager or the Mayor, the Mayor’s ad hoc committee to review Boards and Committees will be meeting beginning in July.

**Councilor Carrier** - nothing at this time

**Councilor MacLeod** – commented on the recreation departments softball program



**Councilor Lasagna** – asked questions brought up by a constituent about programming at the Senior Center, and talked about CDBG funds for COVID-19 education and awareness.

**Councilor Boss** - nothing at this time

**Councilor Milks** – nothing at this time

**Councilor Walker** – nothing at this time

**Councilor Gerry** – commented on the Community Gardens and lack of time allowed to spend in the gardens. She respectfully requested that the padlock be removed so they can get into the gardens at any time.

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

**V. Unfinished Business**

Motion was made by Councilor Gerry and seconded by Councilor Carrier to suspend the rules and take Order 73-06152020 out of order.

Public comment – no one from the public spoke.

Passage 7-0.

**Order 73-06152020**

Adopting the School Budget for Fiscal Year 2021.

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

Public comment – no one from the public spoke.

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

**4. Order 66-06012020**

Reallocating \$235,000 of unspent proceeds from various General Obligation Bonds to finance a portion of the City's FY 21 Capital Improvements. Second reading.

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

Public comment – no one from the public spoke.

Passage 7-0.

**5. Order 67-06012020**

Authorizing the City's general obligation bonds in the amount of \$10,110,000 (as amended during the first reading on 06/01/2020) to finance the City's FY21 Capital Improvement Program. Second reading.

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

Public comment – no one from the public spoke.

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

**6. Resolve 07-06012020**

Adopting the Appropriations Resolve for Fiscal Year 2021. Second reading.

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

Public comment – no one from the public spoke.

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

**VI. New Business**

**1. Resolve 09-06152020**

Accepting the public art piece as recommended by the Public Art Group.

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

Public comment – no one from the public spoke.

Passage 6-1 (Councilor Walker opposed).

**2. Resolve 10-06152020**

Declaring all businesses in the City of Auburn essential and calling on the Governor of the State of Maine to open all businesses.

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

Motion was made by Councilor Gerry and seconded by Councilor Walker to move the question. Motion failed 3-4 (Councilors Lasagna, Boss, MacLeod, and Carrier opposed).

Motion was made by Councilor MacLeod and seconded by Councilor Boss to postpone this item indefinitely. Motion failed 3-4 (Councilors Carrier, Gerry, Walker, and Milks opposed).

Public comment:

Lynn Ward 2004 Hotel Road, opposed to resolve

Sara Strong, 33 Whitman Spring Road, opposed to resolve

Mark Chasse, 55 Mayfield Road, spoke in favor of the resolve

Kelly Hutchins, Bradley Street commented

Jon Michael, 163 Summer St, spoke in favor of the resolve

Dana Staples, 32 Greenfield Drive, spoke in favor of the resolve

Several members of the public provided written comments which are attached to the minutes.

Motion was made by Councilor MacLeod and seconded by Councilor Boss to amend by striking the paragraph "Whereas, precautions and limitations imposed by the Governor are being implemented in an arbitrary and capricious manner with Androscoggin County (3 deaths) being illogically lumped in with Cumberland County (55 deaths) and York County (11 deaths)".

Passage 4-3 (Councilor Milks, Walker, and Gerry were opposed). A roll call vote was taken as requested by Councilor Gerry.



Motion was made by Councilor MacLeod and seconded by Councilor Carrier to amend the next paragraph by striking the words “are being forced” and replacing with “have adhered to” and striking the end of the sentence. The paragraph would change from “Whereas, Auburn area residents are being forced to adhere to prescribed precautions, strict protocols and procedures and denied the rights afforded to other Maine Counties who are being allowed to resume safely living their lives freely” to “Whereas, Auburn area residents have adhered to prescribed precautions, strict protocols and procedures and denied the rights afforded to other Maine Counties”.

Passage 4-3 (Councilors Gerry, Walker, and Milks opposed).

Motion by Councilor Gerry and seconded by Councilor Milks to move the question. Both Councilor Gerry and Councilor Milks withdrew the motion to withdraw the question.

Motion was made by Councilor MacLeod and seconded by Councilor Boss to strike the paragraph “Whereas Auburn Citizens are being forced to adhere to the state’s provisions and precautions, while protesters are given total freedom to disregard state requirements”.

Passage 4-3 (Councilors Gerry, Walker, and Milks opposed).

Motion was made by Councilor MacLeod and seconded by Councilor Boss to strike Councilor names at the end of the resolve.

Passage 4-3 (Councilors Milks, Walker, and Gerry opposed). A roll call vote was taken as requested by Councilor Gerry.

Motion was made by Councilor Carrier and seconded by Councilor Boss to replace the word “demand” to “request” in sections II and III (the last two paragraphs).

Passage 5-2 (Councilors Milks and Gerry opposed).

Motion was made by Councilor Boss and seconded by Councilor Lasagna to amend the 4<sup>th</sup> paragraph by striking “has long ago been met” with “has been met to date”.

Passage 7-0.

Motion was made by Councilor Lasagna to strike “delegate re-opening decisions to municipal and county authorities” from the last paragraph, section III, but withdrew her motion.

Motion was made by Councilor Boss and seconded by Councilor Lasagna to strike the paragraph that states “Whereas, reductions in revenue will necessitate the Auburn City Council deciding which services can continue, and which must be eliminated while preserving public safety as we meet our budget obligations”.

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

Passage of the resolve as amended 4-3 (Councilors Lasagna, Boss, and MacLeod opposed). A roll call vote was taken.

3. **Resolve 11-06152020** Requesting that Governor Mills immediately begin distributing funds to Maine municipalities based on \$30 per capita in direct and flexible state funding.

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

Public comment – no one from the public spoke.

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

## VII. Reports

**Mayor Levesque** – noted that this is City Manager Peter Crichton's last official City Council meeting, adding that working with Peter it has been an amazing learning experience, adding that he appreciates his steady hand, professionalism, and the process. Mayor Levesque turned it over to Phil Crowell to say a few words. He noted that Peter has brought stability, experienced leadership, and a kind voice. Peter was presented with slides showing a beautiful chair and framed photo of Auburn Hall that will be delivered to Peter.

**Councilor Gerry** – no report

**Councilor Walker** – no report

**Councilor Milks** – reported on the Water and Sewer District meetings

**Councilor Boss** – reported on the Audit Committee meeting that was held last week

**Councilor Lasagna** – reported that the School Building Committee meeting will be meeting tomorrow via zoom, and reminded everyone that Friday is Juneteenth, the date the Emancipation Proclamation was read after being signed.

**Councilor MacLeod** – reported on LATC, Great Falls TV

**Councilor Carrier** - airport board met last week, school committee meeting on Wednesday, new superintendent will be coming on board July 6<sup>th</sup>

**City Manager** – talked about the role everyone has as councilors, be the leaders they are collectively together with the mayor to move the city forward. Phil will need his support, as well as the asst city manager.

**Finance Director, Jill Eastman** – May 2020 Monthly Finance Report

Motion was made by Councilor Milks and seconded by Councilor MacLeod to accept and place on file the May 2020 monthly finance report. Passage 7-0.

## VIII. Executive Session

- Poverty Abatement, pursuant to (36 M.R.S.A § 841) with possible action to follow.

Motion was made by Councilor Carrier and seconded by Councilor MacLeod to enter into executive session to discuss the poverty abatement.

Passage 7-0, time 9:23 PM.



Council was declared out of executive session at 9:35 PM.

Motion was made by Councilor Gerry and seconded by Councilor Walker to approve the abatement request of \$2,493.33 for 2019/2020.

- Economic Development, pursuant to 1 M.R.S.A. Sec. 405(6)(C).

Motion was made by Councilor Milks and seconded by Councilor MacLeod to enter into executive session to discuss an economic development matter.

Passage 7-0, time 9:37 PM.

Council was declared out of executive session at 9:55 PM.

- Personnel matter, pursuant to 1 M.R.S.A. Sec. 405 (6)(A).

Motion was made by Councilor MacLeod and seconded by Councilor Carrier to enter into executive session to discuss a personnel matter.

Passage 7-0, time 9:55 PM.

Council was declared out of executive session at 10:10 PM.

- Labor contract negotiations, pursuant to 1 M.R.S.A. Sec. 405 (6)(D).

Motion was made by Councilor MacLeod and seconded by Councilor Walker to enter into executive session to discuss a personnel matter.

Passage 7-0, time 10:10 PM.

Council was declared out of executive session at 10:30 PM.

**VIII. Adjourn** – Motion was made by Councilor Boss and seconded by Councilor MacLeod to adjourn. Passage 7-0. The meeting adjourned at 10:30 PM.

A TRUE COPY

ATTEST



Susan Clements-Dallaire, City Clerk



PUBLIC COMMENT  
06/15/20 CITY COUNCIL MEETING

**The following Public Comments were submitted to the [comments@auburnmaine.gov](mailto:comments@auburnmaine.gov) email as of 12:00PM on 6/15/2020:**

**From: Sarah Horton, address unknown**

I do not support the resolve to declare all businesses as essential. This is clearly a move to make it more difficult to shut down in the event of the inevitable second wave of Covid-19. We as a community are not adhering to policies regarding masks and social distancing, as evidenced by the widespread unenforced mask policies and the resuming of social interactions without proper precautions. If you make this declaration, you are displaying a blatant disregard for the vulnerable populations in our community. As a small business owner, this situation has hit me particularly hard, with incredibly limited resources being offered by local, state and national government. Regardless, I value the health and well being of my fellow Auburn citizens above profits. Do the right thing, vote against this measure.

**From: Jane Costlow, 104 Fourth Street**

I sent this message to Councillors Gerry, Walker and Boss, but wanted to post it here as well:

I want to thank Ms. Gerry for reaching on the Next Door list and asking about what Auburn residents think about the proposal to declare all businesses essential, as a way to get them opened more quickly. I don't know all the details, but I did want to share a few thoughts.

I would feel better about the proposal if I thought my Auburn and Lewiston neighbors were observing social distancing and wearing masks when they are in stores. But it's pretty obvious to anyone who goes to a place of business these days that lots of people are not observing these rules/guidelines. In the past few days I've been at Hannaford in Auburn, Lowe's, and Paris Farmers' Union. Lowe's seems to be working the hardest to remind people that they should wear masks, and all the employees were wearing them. Still, there were a small number of people there without masks. The situation is worse at Hannaford (employees all have masks, but the times I've been recently I'd say between 1/3 and 1/2 are not wearing masks). At Paris Farmers Union none of the employees had masks on.

This lack of adherence to what we know will keep people safe really concerns me - not just for myself, but for others in the community, particularly those who are older and at risk. I think it's relevant to your discussion of whether or not to label all businesses "essential" because if we as a



community want to do that, we ALSO ought to be following the rules - and I'm very skeptical that people will do that.

The news from various states is that there are starting to be major spikes in hospitalizations as states have opened up. I understand that there are real economic impacts for keeping businesses closed. I feel as though I'm doing my part by wearing a mask and practicing social distancing when I go to local businesses. But there are too many people who are NOT doing so for me to think it would be a good idea to open more businesses.

**From: Alaina Patterson, Paul Street**

Good morning,

As a resident of Ward 5, I do not support Resolve 10-06152020. While I understand the desire to open and protect our small and local businesses from additional economic losses, I do not believe the data supports a wide reopening at this time, nor do I believe that enough of our population - Auburn and statewide - are acting within their full power to protect each other from transmitting COVID-19 by wearing masks and maintaining physical distancing between individuals. I believe that a full reopening at this time would cause a sharp increase in cases in our zip code, and directly result in additional deaths. I do not believe additional deaths are a consequence we as a society can support in the name of protecting our economy.

Please vote NO on Resolve 10-06152020.

**From: Jeremiah and Sara Bartlett, 107 Shepley Street**

Good Evening,

Attached is a letter from two Auburn residents: Jeremiah Bartlett, as well as myself, Sara Bartlett) regarding the pending discussion and vote on Resolve 10-06152020, "Resolution declaring all businesses in the City of Auburn essential and calling on the Governor of the State of Maine to open all businesses."

Thank you for the opportunity to enter this as a comment into the public record. We hope you use it as part of your consideration of this resolve.

*Letter follows:*

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## REV. SARA AND JEREMIAH BARTLETT

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June 14, 2020

Mayor Levesque and Members of the Auburn City Council  
Auburn Hall  
60 Court Street  
Auburn, Maine 04210

Dear Mayor Levesque and Members of the City Council,

We have greatly appreciated the City of Auburn's focus and attention to challenges posed by the COVID-19 pandemic. Despite the losses in revenue and complications from risk of infection, many services continue, benefitting residents and businesses. Seeing trash pickup continue, classroom Zoom meetings for our youngest son, and street construction proceed in our neighborhood demonstrates beyond a reasonable doubt that life goes on.

In addition, our family has had concerns about the detail of data provided to Mainers regarding where and how the spread of COVID-19 has taken place in our state. We have had so much concern that our oldest son, Josh has taken great pains to craft a county by county Google Sheets document including total cases, active cases, and positive test rates for about a month now, and updates it on a daily basis. We have shared this information on social media to make it widely available for anyone who wishes to view it. Further, Josh's concerns have risen to the point where he directly contacted the Governor's Office to express our concerns in detail.

The impact of this pandemic has been significant on our family. Jeremiah's engineering group at the City of Portland has lost almost 40% of its staff since the beginning of the year due to budget cuts, and Sara has faced the challenge of having a church operate remotely. She is also on the Board of the Maine Conference of the United Church of Christ, so has worked on these challenges as much or more than many church pastors. Each of us knows people who have passed due to the disease, including a professional colleague of Jeremiah's.

We have shifted much more of our spending to local businesses than normal to help them in their efforts to keep functioning, including Hannaford, Taber's, Blackie's, Heidi's, Heathco's, Side by Each, the Pinky D's Poutine Factory and Lamey-Wellehan, not to mention numerous businesses in Lewiston. Jeremiah has spent a significant portion of his

107 Shepley Street, Auburn Maine 04210    jeremiahbartlett@gmail.com    revsbartlett@gmail.com



job over the past month working with other City staff and businesses in Portland to support outdoor dining and shopping, resulting in making a difference for over 100 small businesses in Maine's largest City. It is not an exaggeration to say that each day we strive to make choices that will help Maine businesses, and Auburn businesses specifically.

But all this being said, it is clear to us with the data available that this current situation is far from over, and moving too quickly to go back to business as usual brings with it great risk to the public in general and even more so to many of our more vulnerable populations, including the sick, the elderly, and people of color.

We have watched with great concern the rapid rise in COVID-positive rates in states that have reopened all types of businesses, including the Carolinas, Texas, Arizona, and others. As a result, despite significant declines in states hit hardest by the pandemic, such as New York and New Jersey, the level of active cases in the United States have not significantly declined, based on public data available as of today (June 14, 2020). The overall number of positive cases nationwide has plateaued at the largest amount on the planet.

But our greatest concerns are with the many assertions in the resolution itself, which appears riddled with inaccuracies and does not appear to have been based on discussions with key stakeholders.

In the past two weeks (as of today, June 14, 2020), the rate of active COVID cases in Androscoggin County have declined by four people, or a drop of three percent - hardly a notable change in case load. Yet the only metric the resolution appears to concern itself is the number of total deaths, as opposed to those who have experienced serious and potentially ongoing health issues due to this disease.

Sara, as previously mentioned, knows as well as anyone the challenges faced by worshippers in these times. But she has worked closely to familiarize herself with the guidance issued by one of the largest faith-based organizations in Maine, the Maine Council of Churches. In no way does this document appear to be based on discussions with this organization, which has NOT advocated for a quick return to in-person worship.

The resolution also suggests hardship resulting from a two-week mandatory quarantine period if travel to and from New Hampshire is involved. Based on all available public information, this statement is outdated and inaccurate.

Further, this resolution is a slap in the face to the great majority of people who have expressed great concern in public with regards to the treatment of black people by law

enforcement and other established organizations and done so safely. Sara personally attended an event and wore a mask the entire time, getting no more than six feet away from anyone outside of her household, despite the fact that the event was outdoors. It is highly unlikely these outdoor events will pose anywhere near as much a risk as upcoming national political rallies to be held indoors. And again, it does not appear that this resolution was based on any dialogue from organizations facilitating these events.

But lastly, and most significantly this document appears mostly concerned with the business climate in our area. Surely, the authors of the document must have had a dialogue with key stakeholders in the area? Yet, a quick check-in with Shanna Cox, President and CEO of the L-A Metro Chamber confirmed that absolutely no discussion took place with the largest consortium of businesses in the region.

As such, we can only draw the conclusion that this document was based on input from a precious few individuals wishing to impose their bottom-line decisions on literal matters of life and death. And we can only state this with the greatest of sadness and disappointment. Auburn can and should do better.

We want to close this letter with a parable familiar to those in the Christian and Muslim communities, in Luke 15: 3-7 and Matthew 25: 39-40 in the New Testament (known as Injil to Muslims). The story itself is short and simple: a shepherd leaves the 99 sheep together in the flock to seek and rescue the one lost sheep. We urge the Council to consider all of those in Auburn in these trying times, and not leave anyone behind.

Sincerely yours,

A handwritten signature in black ink, appearing to be 'Sara E. Bartlett', written in a cursive style.

The Reverend Sara E. Bartlett

A handwritten signature in black ink, appearing to be 'Jeremiah J. Bartlett', written in a cursive style.

Jeremiah J. Bartlett, PE



**From: Anthony D Farr, Penley Corner Road**

Auburn City Council,

I have read the statement drafted to call on Governor Mills to declare all Auburn businesses "essential." While I don't agree with everything Governor Mills has done, I feel your decision to attempt a circumvention of the CDC and Mills' guidelines for reopening is reckless and I'll informed.

I studied Genetics- specifically Epidemiology at the University of Georgia, had a job offer for the CDC in Atlanta, and have many friends and former colleagues that still work for the Atlanta CDC. My stance is not based on media fluff or baseless opinions.

I feel that to declare ALL Auburn businesses while not addressing the public health education of our citizens is not the right path. A slower tiered opening with an emphasis on distancing and mask wearing would be the better approach but it seems people are only looking at this in the binary. Either full open or full closed. Please, I implore you to find an educated and informed path as opposed to relenting to those who either don't understand or are unwilling to educate themselves.

Please, consult educated experts. Make contact with a representative of the Maine CDC and ask for their guidance. Being informed and consulting experts will go a long way with your constituents.

I will say that if this pushes through without evidence that the city council has "done their homework," that will inform Auburn citizens that you value the wants of the few over the needs of the many and you value a false sense of economic security over public health.

And I say false sense, because if this comes back for a second round, your current proposal feeds into that scenario far more than an educated/tiered reopening.

I hope you heed my words. Be safe and well.

**From: Samantha Sainte Marie, West Auburn Road**

Hello,

I am a resident of West Auburn Road in Auburn and I oppose the resolution 10-06152020

Opening up all of our community and returning to life as "normal" is very unsafe for our community members as the cases of COVID-19 continue to increase. This pandemic has not stopped and continues to infect our community, state, country, and world. Despite our governor's efforts to protect Mainers, many residents, both locally and state wide, continue to fight

restrictions and act apathetically. As much as I would love to support our local businesses, visit our parks and beaches, and spend time with neighbors, this is not a time to let our guard down.

As a mother to a toddler, a wife of a physician, a volunteer with the Greater Androscoggin Humane Society, a Licensed Clinical Professional Counselor, and an individual that is immunocompromised, I have to rely on the health and behaviors of those in my community to avoid illness. This disease could be fatal for me as it has been fatal for others with similar health problems. When our mayor and town council say they want to return as business as normal what it means to me is that my life doesn't matter. My son doesn't need a mother, my family left with a void.

I challenge our town council to find ways to encourage and enforce safer practices in our community before everything is allowed to open. I don't go out into public often since the pandemic started to affect our community, but when I do go out, I see very little compliance with safely precautions and recommendations in our community. Very few people are wearing masks, keeping safe distancing, or cleaning their hands after touching their face.

One of the bigger global struggles of this pandemic is that there has not been a unified response on how to handle it. I also oppose the resolve to allow individuals towns and counties to make decisions about procedures and policies for managing the pandemic. Division will only continue to breed the apathy in our communities.

Instead of putting our heads in the sand and trying to go back to life before, this is a time to be creative and encourage ingenuity about how to support businesses and the health of the community. It would be sad to see more local businesses close, however the death of a company is different than the death of individuals. Health needs to take priority over wealth.

**From: Timothy Szal, 96 Tournament Drive**

To the Auburn City Council:

I write to request that the City Council REJECT the resolution brought forth by Councilor Gerry that would label all Auburn businesses essential and that calls on the Governor to open all businesses.

This would seriously harm public health and cause a dramatic rise in Covid-19 cases in the area. From my (careful) travels into a few different parts of the state, I would say that the L/A area has been and still is one of the riskiest places to be right now. People do not take social distancing or mask-wearing seriously, and seem to think that the virus is either a hoax or has gone away (which it hasn't). At my annual physical a couple weeks ago, my Dr. said that her primary job since the initial shutdown has been educating her patients on the seriousness of this disease.

I agree that the economic pain has been unimaginable, and that we want businesses to reopen. HOWEVER, the City Council must focus on promoting good public health FIRST, so that we can reopen safely. Masks should be worn in all businesses by all people, and social distancing and



occupancy requirements must be observed and enforced. The City Council should also be helping businesses utilize outdoor spaces & streets to help in this regard. We need to have a plan FIRST, before we completely re-open. Declaring all businesses essential is not the smart way to go.

Finally, please remember that even when re-open, this virus is STILL HERE. It will take a vaccine to get us back to "normal".

Thank you for your time & consideration.

**From: Suzanne Turgeon, 99 Lake Auburn Avenue**

Please allow business owners to use CDC guidelines and common sense to open their businesses. I'm in favor of monitoring local businesses to make sure they are following the guidelines.

**From: Donna Kassa, address unknown**

To City Council members,

Janet Mills is holding us hostage. She is determined to undermine our economy, and way of life, for her own agenda. For three months we have been isolated from friends, family, work, and play. Maine has had a fragile economy, and now she is dooming the state that she swore to "protect", to disaster. This quarantine has already exceeded its intent. Maine has not been, and is not, a so called hot spot. Those individuals (and their families) vulnerable to Covid-19 are responsible to protect themselves. It is not rational, nor necessary, to penalize the vast majority. I am tired of standing in line to buy groceries, and anything else for that matter (limiting the number inside needs to end). I want to go to the library, out to eat, walk on any beach, and invite my out of state friends to visit me without fanfare. Our businesses need our support without repercussions or fear. In fact, that applies to those choosing to support them as well.

I whole-heartedly support making all Auburn businesses essential. Every one is necessary to maintain a community that is economically healthy, I only wish that I could be there in person to be counted as a very concerned citizen who has had enough.



PUBLIC COMMENT  
06/15/20 CITY COUNCIL MEETING

**The following Public Comments were submitted to the comments@auburnmaine.gov email as of 12:00PM on 6/15/2020:**

**From: Sara Jane Boss, 82 Jennifer Drive**

Greetings to the members of the Auburn City Council:

As a resident and taxpayer in Auburn, Androscoggin County, and the State of Maine, I am totally opposed to the proposed resolution that countermands the leadership and guidance of Maine's Governor and Center for Disease Control. As citizens of this country, we must stand together to protect the safety and well-being of every one of us. We must accept that our only alternative is facing the fact that this global pandemic, has now changed how we will all survive for many years to come.

Resolving that "the goal of "flattening the curve" and keeping Maine Healthcare System from being overwhelmed has long ago been met," is INCORRECT. We are still at the beginning stages of the pandemic according to epidemiologists and we must prepare for continuing to meet severe illness and death until a vaccine is available.

[https://www.bluezones.com/2020/06/covid-19-straight-answers-from-top-epidemiologist-who-predicted-the-pandemic/?fbclid=IwAR1e00alal\\_3QgyyzqWa6tUjmzjm99mZlw33w7lvV\\_xgxz-Soliw\\_cNQDQ](https://www.bluezones.com/2020/06/covid-19-straight-answers-from-top-epidemiologist-who-predicted-the-pandemic/?fbclid=IwAR1e00alal_3QgyyzqWa6tUjmzjm99mZlw33w7lvV_xgxz-Soliw_cNQDQ)

While all business owners and governments rightly depend on commerce for income and deem it essential to their success, in the face of the COVID-19 pandemic, we cannot turn away our primary responsibility to the health of our community as a whole. We must seek alternative ways to support local businesses deemed non-essential to the health of our area. Governor Mills in coordination with the Maine CDC, the federal CDC, and the White House Corona Task Force, have developed a four step Reopening Plan for the State of Maine. Our county's compliance with these directives will enable the opening of business in Androscoggin when it is deemed safe.

Thank you for your refusal to sign Item #2020-6-15 Resolution declaring all businesses in the City of Auburn essential and calling on the Governor of the State of Maine to open all businesses.



**From: Peter Elias, MD, 564 Lake Street**

As a trained physician with both expertise and experience in the field of infectious disease outbreaks, I object strenuously to the proposed resolution to declare all Auburn businesses to be essential and to open everything in defiance of State regulations.

First, it is absurd and dangerous to consider ALL Auburn businesses as essential to Auburn. It is absurd because Auburn businesses are extremely varied in size, nature, and impact on the lives of Auburn citizens. It is dangerous because, when the city designates ALL Auburn businesses as essential, it risks incurring the obligation to respond to requests for help from every Auburn business, regardless of its nature and size - including those struggling or failing because of poor management or a poor fit with the needs of Auburn citizens.

Second and more importantly, when and how to open businesses or social functions are a complicated set of decisions that should be based on data and a combination of public health and economic principles. If the City Council has data to support this resolution, they should release that data along with an assessment by qualified public health experts. Mandating a blanket opening in this manner, without providing supportive data and support from relevant experts, is irresponsible political grandstanding and undermines the credibility of the Auburn City Council as a deliberative body.

**From: Grant Jewett, 22 Vivian St**

I wanted to voice my opinion that this resolution should not pass and should not have been considered. I understand that businesses are hurting, but we can't pretend we are not still in the middle of a pandemic. Since June 12th Androscoggin County has had 32 new cases reported. Opening up all business is just going to put us back at the beginning where everything had to be closed. This resolution seems very short-sighted.

**From: Joan Macri, address not provided**

I have watched with great concern as our city and county numbers have surged over the past 6 weeks. I even write to the Sun Journal in mid-May to ask them to research what was behind the spike. We have gone from fewer than a 100 to almost 500 county-wide.

I am in my 70's with asthma and very concerned. I trust the Maine CDC and do not support opening Auburn in defiance of scientific evidence.

I taught economics. I understand the impact of closures. But health is more important in the long term.



PUBLIC COMMENT  
06/15/20 CITY COUNCIL MEETING

**The following Public Comments were submitted to the [comments@auburnmaine.gov](mailto:comments@auburnmaine.gov) email as of 3:10 PM on 6/15/2020:**

**From: Richard Johnson, 34 Ryans Way**

We have four adults living in our two family house. We all encourage the passage of the resolution to allow all small businesses in Auburn to open for business.

**From: Jordan Tate, 14 Helen Street**

Hello,

I am writing to express my support for the resolution declaring all businesses in the City of Auburn essential (Item #2020-6-15). For large corporations to be allowed to stay open because they implemented social distancing measures but not providing the same opportunity for small businesses is illogical, manipulative, and destructive to our local economy. If a business follows safety guidelines they should be able to reopen.

Furthermore, I have witnessed people of Androscoggin county leaving to go to restaurants and businesses in other counties that have started to open, defeating the purpose of keeping just a few counties closed! Not only does this increase the potential for viral transmission to other counties, it also hurts our economy by keeping us closed while allowing others to open where people are going to spend their money instead of businesses in their own communities.

I urge City Council to pass this resolve and allow our fellow Auburn residents to get back to work so they can support their families. Thank you for considering my public input.

**From: Toby Haber and Mike Giasson, 76 Fern Street**

We oppose the proposed resolution #2020-6-15. Not only does it not represent our views, but it is not sound legislation.

- \* It is predicated on misusing- even abusing- the term "essential."
- \* It supports business, but did not consult the LA Metro Chamber.
- \* It supports religious worship, but it does not reflect the advice of the Maine Council of Churches.
- \* It does not reflect current data.



We do not feel the Governor's guidelines are "capricious"; rather, this resolution arbitrarily concludes we've waited long enough. The majority of public sentiment favors caution. We want the right to keep ourselves and our neighbors safe, and keep the local curve flat.

COVID-19 is not an abstract threat to us. We personally know friends who battled this awful virus, and some who have died from it.

Yes, it is an inconvenient truth. But our leaders must offer more than name-calling in this complex matter.

**From: Daniel Boss, 82 Jennifer Dr**

I am writing to oppose this resolution. I am opposed because I believe it is important not to second-guess the science behind the strategies for dealing with the pandemic that have been carefully worked out at the state level. The state is a more appropriate level of government to understand and impose calibrated restraints on re-opening because they are supported by science and expertise (CDC, DHS, epidemiologists) that municipalities do not have. We are making progress toward re-opening under these Maine-wide strategies, which are adjusted for local conditions, and should continue to follow this carefully planned guidance.

**From: Scott A. Nussinow, 42 Candleberry Drive**

Good afternoon.

I strongly oppose the Resolution as it has been initially presented to the Auburn City Council. Without reasonable safeguards, and more importantly, without appropriate oversight, this presents a dangerous health risk, and would not serve the good of the greater community.

Given that we do not know what downstream effects this virus may have on children, on pregnant women and their unborn children, and on the general population, such a wholesale 'opening' is an invitation for a healthcare nightmare.

That said, I am most understanding of (and sympathetic to) the needs of our community businesses. In light of that, I offer the following thoughts.

I would suggest a limited and phased opening - IF the business owners subscribe to and enforce - a best-practices protocol. This would include properly masked and gloved employees, proper and appropriate sanitization, and refusal to serve, house or otherwise accommodate customers who refuse to comply with these guidelines. Owners should be willing to post a (modest) bond, acknowledging their acceptance of these common-sense guidelines, and further, agree to pay fines and risk closure if such guidelines are not followed, abused or ignored.

*Public Comment, continued*

This is not a complete list by any stretch - and is offered as a more balanced approach to harmonizing the needs of the city's economic health AND it's medical health. Rather than a populist position, this provides consideration to many, with minor inconvenience to few.

This would seem to be a fair and reasonable compromise for fair and reasonable constituents.

Thank you for your consideration.







PUBLIC COMMENT  
06/15/20 CITY COUNCIL MEETING

**The following Public Comments were submitted to the comments@auburnmaine.gov email as of 7:00 PM on 6/15/2020:**

**From: Cynthia Grimm, 41 Elm Street**

Dear Mayor and City Councillors,

I am writing the council to oppose the proposed Resolve 0-06152020. This is a dangerous action to take for a number of reasons.

- \* It is predicated on misusing- even abusing- the term "essential."
- \* It supports business interests, but did not consult local business organizations like the LA Metro Chamber.
- \* It appears to support religious worship, but it does not reflect the advice of the Maine Council of Churches.
- \* It does not reflect current data.
- \* The city does not have the resources the state government has in testing and tracking infection rates and would not be able to create those resources without a significant investment that is not budgeted.

Re-opening too soon will completely undo the work we have all done to flatten the curve and minimize the number of people suffering and dying from this disease. I have personally had this virus, and I've lost 2 friends to it already. I know several people whose relatives are currently sick with the virus. This pandemic is still very active and still being transmitted. Relaxing restrictions based on the arbitrary idea that it's now safe to do so when there is absolutely no data to back that up is irresponsible and endangers the health of our community.

I urge you to stay the course, listen to the infectious disease experts, and assist businesses in altering their offerings to meet the current restrictions. When you have the power to protect lives and choose not to do so, you are culpable in any deaths that occur.

**From: S/Edward Stanhope, 18 Tourmaline Lane**

All are essential to the:

Owners

Workers

Customers

Tax collectors at every level are loosing out as well.

ALL should be open as soon as possible.

Choosing winners and losers among them shouldn't be up to government but to the primary stakeholders.

Thank you for considering and passing the All Businesses are Essential Resolution.

**From: Charlene McPhee, 72 Hillcrest Street**

I fully endorse Toby and Michael Giasson's statement.

**From: Susan Martin, 186 Davis Avenue**

I would like to express concern about the resolve which I understand is on tonight's agenda. The link I was given to access the actual resolution did not work, but from what I understand it would open the city ahead of state recommendations.

I am a member of a high risk population. I am already concerned about the incidence of Covid in in Androscoggin County. If Auburn becomes the only city or town open in the county, it will become a magnet for people from surrounding areas. While some may see that as a plus, it concerns me that it would be impossible to maintain social distancing in any way.

States such as Florida, Texas, and Arizona that opened early are now facing resurgence in the number of cases. Making decisions that go against CDC recommendations seems unnecessary and may open the city to litigation on several counts. If the council feels they must consider overriding state guidelines, they should use a process that allows for more input and is based on some type of data. Thank you.

**From: Matt Jones, 32 Bradman St., Auburn**

Dear Council,

The city council's resolution to declare all businesses in Auburn "essential" is misguided. I urge councilors not to support it. No one on the city council is an epidemiologist or has access to the most up-to-date information on testing in the city. The state is currently not yet testing enough people or tracing contacts adequately to contain spikes in cases. Further, a substantial number of Auburn citizens ignore recommendations to wear masks in public - perhaps the fundamental way to reduce transmission and allow the economy to re-open. Low compliance in this matter delays our ability to reopen the state. Finally, the case rates in Androscoggin county are steady or rising. Tambrands, owned by a well-funded, international company has an outbreak at their plant. If a company with this level of means cannot prevent the spread of cases, what should we expect of our small business?



Mayor Levesque called the meeting to order at 6:10 P.M. The meeting was conducted both in Council Chambers and remotely using "Zoom" due to the Covid-19 pandemic. The meeting was also broadcast as usual on Great Falls TV (cable channel 1302) and on the City of Auburn [YouTube](#) channel.

Members of the public were allowed to comment during the public comment session of the meeting, by either "attending" the meeting via Zoom or by submitting remarks via email to: [comments@auburnmaine.gov](mailto:comments@auburnmaine.gov).

Mayor Levesque led the assembly in the salute to the flag. All Councilors were present.

**I. New Business**

**1. Order 75-06222020 - Public Hearing and vote**

Consolidating to two polling places (Auburn Hall - Wards 4 & 5, and Norway Savings Bank Arena - Wards 1, 2, 3) for the July 14, 2020 Election.

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

Public hearing – no one from the public spoke

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

**2. Order 76-06222020**

Confirming the appointment of Brian Wood as Auburn's Assistant City Manager.

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

Public comment – no one from the public spoke.

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

**3. Order 77-06222020**

Approving the Small Business and Microenterprise Loan Program Guidelines.

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

Public comment – no one from the public spoke.

Passage 7-0.

**4. Order 78-06222020**

Authorizing the cancellation of the July 6, 2020 regular City Council meeting.

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

Public comment – no one from the public spoke.

Passage 7-0.

**II. Executive Session** - Consultation with the City Attorney, pursuant to 1 M.R.S.A. Sec. 405(6)(E).

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

Passage 7-0, time 6:26 PM. The remote meeting adjourned.

**III. Adjourn**

A TRUE COPY

ATTEST *Susan Clements-Dallaire*

Susan Clements-Dallaire, City Clerk

OFFICE OF THE MAYOR

CITY OF AUBURN



PROCLAMATION

**Designation of July as Park and Recreation Month**

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

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

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

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

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

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

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

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

**WHEREAS** Auburn recognizes the benefits derived from parks and recreation resources

**NOW THEREFORE**, I, Jason Levesque, Mayor of The City of Auburn, hereby declare that July is recognized as Park and Recreation Month in the City of Auburn.

IN WITNESS WHEREOF, I have hereunto  
set my hand and caused the Seal of the  
City of Auburn, Maine  
to be fixed this 20th day of July 2020.

\_\_\_\_\_  
Jason Levesque, Mayor



## City of Auburn, Maine

Office of Economic & Community Development

[www.auburnmaine.gov](http://www.auburnmaine.gov) | 60 Court Street

Auburn, Maine 04210

207.333.6601

### **PLANNING BOARD CORRESPONDENCE to the CITY COUNCIL**

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

From: Auburn Planning Board

Re: Planning Board Participation in Comprehensive Plan Update

Date: July 7, 2020

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The Planning Board understands that the City Council decided to update the City's Comprehensive Plan. The board appreciates this decision, and would like to affirm the importance of the update for the board's work. Because of this, the members of the board respectfully submit the following questions for the council as it begins its work:

1. What timeline has City Council set for the updating process, and would the council share that timeline with the Planning Board?
2. The Planning Board imagines that it might have a role in the update process. Could City Council share the specific duties it envisions for the Planning Board in that process?
3. The Planning Board understands that City Council is developing a list of topics to address in the update. The board would very much appreciate an opportunity to review that list, and to suggest additions to it.

Thank you. The Planning Board greatly appreciates your efforts and looks forward to working with you throughout this valuable process.

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Mathieu Duvall, Chair



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** July 20, 2020

**Author:** Megan Norwood, City Planner II

**Subject:** Comprehensive Plan Update

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**Information:** Included in your packets is a correspondence from the Planning Board regarding the Comprehensive Plan update. Staff supports the points made in the letter from the Planning Board and continues to offer the following as a start-up list of specific priority considerations when updating the Comprehensive Plan:

1. Future Land Use Map – Potential Turnpike Exit near 136 and/or South Main Street.
2. Future Land Use Map – Industrial Transition Zone near Broad and South Witham Road. Council, Planning Board and Staff and Landowners have considered this as a potential residential growth area that would require less infrastructure than an industrial change. Easy Turnpike access from Exit 75.
3. Future Land Use Map – Consider expanded Downtown form-based code to reduce setbacks and density limitations in urban neighborhoods. Ensure consistency with existing development patterns or forge new direction in certain areas.
4. Recreation and River Access. Review status, identify opportunities, needs and update implementation plans. Include recreation open space priorities, resources access and policy towards subdivision requirements that currently pose a challenge to urban developments.
5. Future Land Use Map – Downtown. Review current tasks, progress to date and adjust policy as needed with a focus on walkability, livability and economic expansion opportunities.

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**City Budgetary Impacts:** Update discussed at the May 4, 2020 meeting: An estimated 290 hours of Staff time and \$19,000. Information/correspondence provided by the Planning Board: An estimated 80 hours of Staff time plus public meetings with Council, Planning Board and topic specific existing Committees (Conservation, Agriculture, Recreation, Economic Development, etc.)

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**Staff Recommended Action:** Discussion and Council feedback to finalize an actionable plan for the update.

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**Previous Meetings and History:** 2020 Budget and CIP Process, May 4, 2020 Meeting to discuss the Comprehensive Plan Update.

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**City Manager Comments:**

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

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**Attachments:** Planning Board Correspondence to the City Council dated July 7, 2020





**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** July 20, 2020

**Order:** 79-07202020

**Author:** Kelsey Earle, Executive Assistant to City Manager

**Subject:** Adopting the Agriculture Advisory Committee charge

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**Information:** The Agriculture Advisory Committee (AAC) is charged with completing tasks listed in the Executive Order dated 05-02-2020; attached, and other tasks that may be added at the discretion of the Chair.

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**City Budgetary Impacts:** None.

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**Staff Recommended Action:** Adopt the charge.

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**Previous Meetings and History:** Emergency Executive Order 05-02-2020

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**City Manager Comments:**

*Phillip Crowell Jr.*

I concur with the recommendation. Signature:

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**Attachments:**

Executive Order-Agriculture Advisory Committee

## Emergency Executive Order 01-05022020

In order to secure the health of the residents of Auburn during this emergency, and to prepare for future events in which dependence on locally sourced food products would be needed. The Agriculture Advisory Committee (AAC) will focus on the below list of critical tasks for the betterment of the entire city. In order to facilitate communications between the City Council and the AAC, Councilor Katie Boss will act as the Interim Chair of the Committee for the duration of the emergency plus 120 days or until a final report is submitted and accepted by the City Council.

- Inventory current commercial farm production, and assess ability and needs of local farms to rapidly increase production of current products and diversification potential. .
- Assess food systems impacts from COVID, and projected disruptions/shortages in food access.
- Calculate the short and long term food consumption needs of our residents.
- Investigate and provide recommendations on zoning and economic incentives needed to attract commercial infrastructure including: storage, refrigeration, processing, or any other type of food infrastructure.
- Propose zoning amendments that would facilitate, with minimal conflict, subsistence and commercial agriculture production in all non ARP zones.
- Formulate a plan for increasing local and regional market opportunities and corresponding marketing initiatives to help Agriculture operations grow.
- Create a local/regional awareness campaign surrounding Auburn's food products so that as production increases, residents and visitors are aware of new sources of local food.

Other tasks can be added at the discretion of the Chair as long as they do not prevent a timely handling of the initial tasks delegated.

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



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

Jason J. Levesque, Mayor

## **IN CITY COUNCIL**

### **ORDER 79-07202020**

ORDERED, the City Council hereby adopts the Agriculture Advisory Committee charge as indicated in Emergency Executive Order 01-06022020.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** July 20, 2020

**Author:**

**Subject:** Adoption of the *Local Foods Local Places Community Action Plan*

---

**Information:**

The Agriculture Committee strongly recommends that the City Council adopt the *Local Foods Local Places Community Action Plan*. The Agriculture Committee also suggests that the City Council divert staff attention and city funding to support the goals within the Plan.

**Project Timeline**

- St. Mary's Nutrition Center received Technical Assistance from the Environmental Protection Agency's (EPA) Local Foods, Local Places Program
- The Federal Technical Assistance Team and the LFLP Local Steering Committee were formed and organized a two-day community workshop held October 22 and 23, 2019, attended by over 80 individuals representing municipalities, business, and agricultural sectors from Auburn and Lewiston.
- LFLP Local Steering Committee and the Federal Technical Assistance Team finalized the Action Plan, primarily drafted during the community workshop, for January 2020.

The plan includes sixteen individual action steps which work together to work towards the following goals:

1. Strengthen access to local food while expanding market opportunities and infrastructure for farm and food businesses.
2. Integrate local food and agriculture into city planning and economic development strategies.
3. Build food and agriculture as a defining brand for Lewiston-Auburn.
4. Increase equitable access, ownership, and preservation of land to grow food in Lewiston-Auburn.

[Read the full Local Foods Local Places Community Action plan here.](#)

---

**City Budgetary Impacts:** None

---

**Staff Recommended Action:** Staff recommends the Council adopt the LFLP Community Action Plan.

---

**Previous Meetings and History:** Julia Harper, a Steering Committee member and representative from the Good Foods Council of Lewiston Auburn presented the full plan to the City Council during the workshop on May 18, 2020.

---



**City Manager Comments:**

*Phillip Crowell Jr.*

I concur with the recommendation. Signature:

---

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



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

Jason J. Levesque, Mayor

## **IN CITY COUNCIL**

### **ORDER 80-07202020**

**ORDERED**, that the City Council hereby adopts the Local Foods Local Places (LFLP) Community Action Plan.





**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** July 20, 2020

**Order:** 81-07202020

**Author:** Sabrina Best

**Subject:** Public Art Piece Location

---

**Information:** In January of 2019, the LA Metro Chamber of Commerce and L/A Arts were awarded a \$75,000 Creative Communities = Economic Development Phase 2 Grant from the Maine Arts Commission, with funds to be expended over a three-year period to improve the image of Lewiston/Auburn and to spur economic development through public art installations in each city. After a RFP and interview process that included the Public Art Working Group, City of Auburn Staff, and Mayor the committee presented it's final recommendation which was approved on June 11. The recommended site for the approved piece is at the park by Longley Bridge.

---

**City Budgetary Impacts:** This is a 1:1 matching grant. The Plan does not include a financial commitment from the City. (The MAC grant mentioned above includes in-kind City support for site preparation and artwork installation on City property.)

---

**Staff Recommended Action:** Approve Recommended Location

---

**Previous Meetings and History:**

Presented Plan at the Nov 18, 2019 Workshop.

Draft Resolve on Public Art Plan at the Dec 2, 2019 Council Meeting – Adopted

Review of Public Art Grant piece recommendation at the May 11, 2020 Workshop

Discussion of Public Art Grant piece recommendation at the June 1, 2020 Workshop

Approval Public Art Grant piece at the June 15, 2020 Meeting

---

**City Manager Comments:**

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

I concur with the recommendation. Signature:

---

**Attachments:**

Update on Public Art Grant Location



## City of Auburn, Maine

Recreation & Sports Tourism Department

Sabrina Best, Recreation Director

60 Court Street | Auburn, Maine 04210

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

MEMO

### Public Art Location – Longley Park

With the public art piece being approved at the June 15<sup>th</sup> City Council meeting the next step will be to confirm site location. Once the location is confirmed staff can begin site prep for a Spring 2021 installation, pending no major setbacks. Attached in this memo is a rendering of the artwork and location in the Longley Park.

Staff meet with Engineering and Public Works to discuss site work needed to place the sculpture in a highly visible location at the Longley Bridge Gateway. The sculpture will need a 7-foot level area for installation, staff is recommending to match grades with loam to allow walking space around the piece. This pad will be accessible from the already existing footpath off Court street.

Public Works would need to remove two trees and shrubs along the fence line this summer/fall and then 7 foot base would be prepped in Spring 2021 before the artwork installation. While in the park, Public Works will trim the other trees to allow for more sight lines of the artwork and the view of the falls. This location already has electrical and streetlights within proximity to the artwork location. There is a possibility of being able to use CDBG Neighborhood Challenge grant funding to cover the site work and upgrade the fence, benches, and other items identified for the park.

Overall this location would provide a highly visible location for vehicle traffic, beautify a major Gateway into Auburn, connect to the Auburn Riverwalk and Storywalk, attract new foot traffic, provide an amazing photo background in multiple directions as the piece can be rotated, improve the overall park infrastructure and showcase Public Art in Auburn's Downtown corridor.



## City of Auburn, Maine

Recreation & Sports Tourism Department

Sabrina Best, Recreation Director

60 Court Street | Auburn, Maine 04210

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

MEMO

### Public Art Sitework

#### Timeline:

July 20<sup>th</sup> - Location Presented to City Council for Approval

July 21<sup>st</sup> – Press Release on finalist, artwork, and location from the Public Art Workgroup

Summer 2020 – Tree removal and park clean up

Fall 2020 – Fence removal and replacement

Spring 2021 – Site work for 7-foot pad and any other site updates needed

Spring 2021 – Artwork installation

#### Costs:

Tree Removal

7-foot Pad

Fence Replacement

Electrical

Loam



## City of Auburn, Maine

Recreation & Sports Tourism Department

Sabrina Best, Recreation Director

60 Court Street | Auburn, Maine 04210

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

MEMO

### Design of Proposed Location



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



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

Jason J. Levesque, Mayor

## IN CITY COUNCIL

### ORDER 81-07202020

**ORDERED**, that the City Council hereby approves the recommended site for the first public art piece which is at the park by the Longley Bridge.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** July 20, 2020

**Order:** 82-07202020

**Author:** Sabrina Best & Eric Cousens

**Subject:** Public Art in Anniversary Park "Fish"

---

**Information:** The runner up selection for the Public Art Grant from the Maine Arts Commission was a Fish sculpture by a Maine artist. Staff thought the climbing sculpture was more fun for kids and adults but less formal than the other piece and the decision between the two was a difficult one. After discussion staff is recommending the City pursue this artwork in addition to the selected piece. The Fish sculpture would be placed in Anniversary Park and be funded by the CIP monies for New Auburn Village project that were refunded by the \$246,000 Northern Borders Regional Commission Grant if the Council desires the second public art display.

---

**City Budgetary Impacts:** Both the Artist Commission for the artwork (\$25,000) and site work (\$1,000-2,000) would be covered within the scope of the New Auburn Village project.

---

**Staff Recommended Action:** Determine if the Council wants the second public art piece and if so, approve Recommended Art piece and location.

---

**Previous Meetings and History:**

Review of Public Art Grant piece recommendation at the May 11, 2020 Workshop

Discussion of Public Art Grant piece recommendation at the June 1, 2020 Workshop

---

**City Manager Comments:**

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

I concur with the recommendation. Signature:

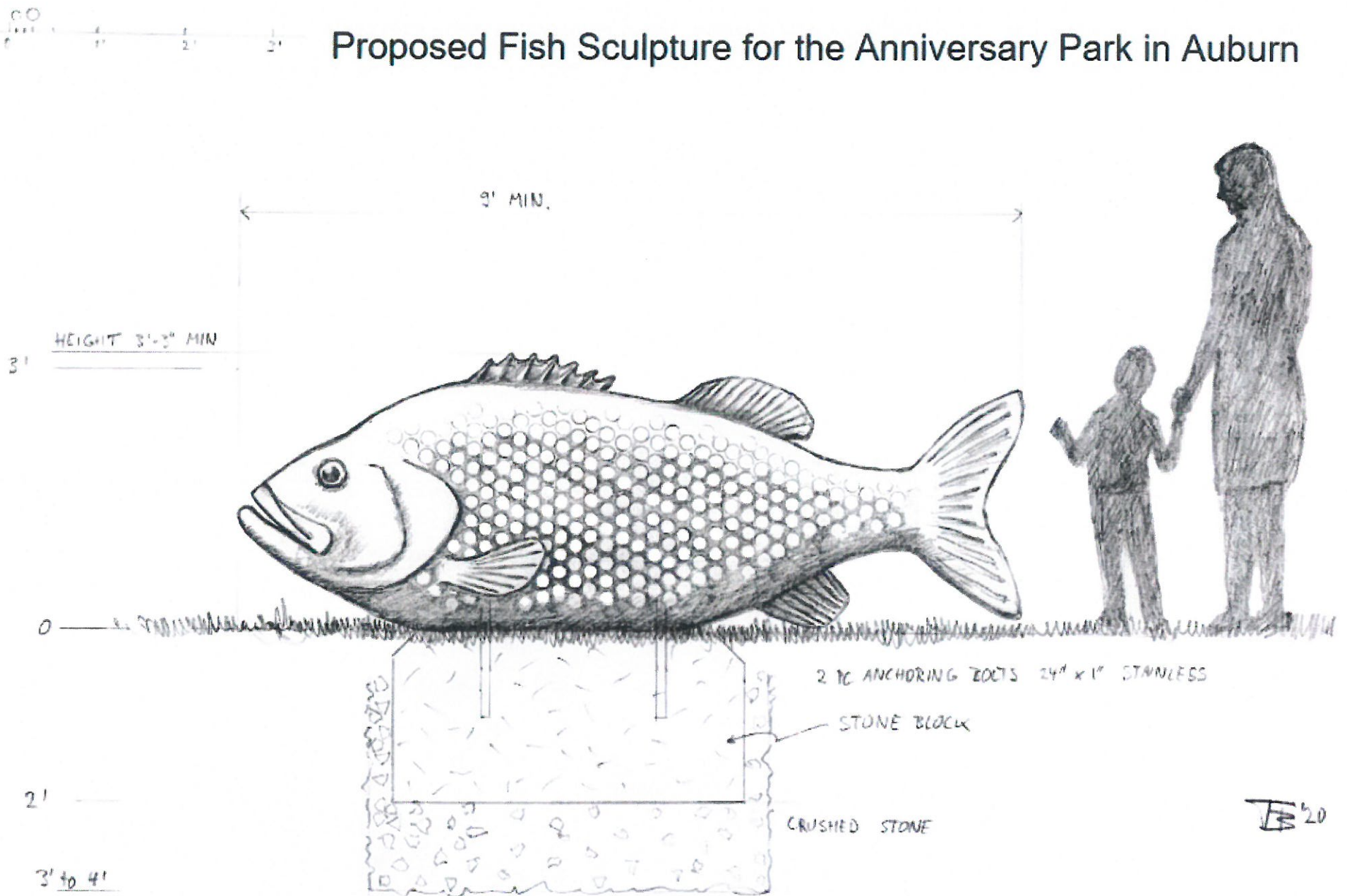
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**Attachments:**

Proposed Fish Sculpture and Order 82-07202020



Proposed Fish Sculpture for the Anniversary Park in Auburn



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



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

Jason J. Levesque, Mayor

## IN CITY COUNCIL

### ORDER 82-07202020

**ORDERED**, that the City Council hereby accepts the Fish sculpture as the second public art piece to be placed in Anniversary Park.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** July 20, 2020

**Order:** 83-07202020

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

**Subject:** Setting November 3, 2020 as the date for the Special Municipal Election

---

**Information:** In June, I received notification that Rose Walker, Ward 1 School Committee member submitted her resignation.

When a vacancy of a School Committee member occurs more than six months prior to the next regular election, an unexpired term shall be filled by a special election, either citywide or in the ward in which the vacancy occurs. If the vacancy is within 6 months prior to the next municipal election, the School Committee shall appoint a qualified representative to serve.

I am recommending that the Special Municipal Election be held on November 3, 2020 to coincide with the General and Special State Referendum Election.

The normal process, in accordance with our Charter, for filling this vacancy is:

- The City Council sets the date for the election (allowing at least 120 days prior to that date to allow time for nomination papers to be taken out). Nomination papers have been available since July 6, 2020.
  - Nomination papers are due back in the City Clerk's office 75 days before the election (August 20, 2020).
  - At least 65 days prior to the election (August 30, 2020), the City Clerk certifies and makes available to the public the names and residences of candidates who have filed nomination petitions.
  - Absentee ballots are available approximately 30 days prior to the election (October 3, 2020).
- 

**City Budgetary Impacts:** The cost to order ballots for Ward 1. No additional staffing costs.

---

**Staff Recommended Action:** Recommend passage of this order, setting the date for the Special Municipal Election to be Tuesday, November 3, 2020.

---

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

---

**City Manager Comments:**

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

I concur with the recommendation. Signature:

---

**Attachments:** Order 83-07202020

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



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

Jason J. Levesque, Mayor

## IN CITY COUNCIL

### ORDER 83-07202020

**ORDERED**, that the City Council hereby sets the date for the Special Municipal Election to fill the vacant Ward 1 School Committee seat, to be held on Tuesday, November 3, 2020.





**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** January 27, 2020

**Orders:** 84-07202020 through 89-07202020

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

**Subject:** Board and Committee Appointments

---

The Appointment Committee met on June 30, 2020 to review applications and make their nominations for various boards and committees of the City as follows:

**Agricultural Committee** – Katie Boss, with a 4-1-2023 term expiration and Stanwood Gray with a 4-1-2022 term expiration.

**Citizen's Advisory Committee** – Justin Purvis with a term expiration of 06/30/2022.

**Complete Streets Committee** – Jeremiah Bartlett and David Das, both re-appointments and both with a 1-1-2023 term expiration.

**Lewiston Auburn Transportation Committee** – Chad Roberts, a re-appointment with a 7-1-2023 term expiration.

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

---

**City Budgetary Impacts:** None

---

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

---

**Previous Meetings and History:** The Appointment Committee met on June 30, 2020 to make their recommendations.

---

**City Manager Comments:**

---

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

I concur with the recommendation. Signature:

---

**Attachments:**

List of applicants

List of vacancies

Applications

Orders 84-07202020 through 89-07202020

## VACANCIES

Age Friendly Community Committee - 1 vacancy - one with a term expiration of 6/1/2021

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

Agriculture Committee - 2 vacancies, 1 with a 4/1/2023 term expiration, and 1 with a 4/1/2022 term expiration

Board of Assessment Review - 4 vacancies - 1 full member and three alternate positions. The full member position has a term expiration of 10/01/2024. For the alternate positions, one has a term expiration of 10/1/2020, and two with a term expiration of 10/1/2022

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

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

Citizens Advisory Committee - Two vacancies, 3 year terms

City Council Student Representative - 2 appointments

Complete Streets Committee - 2 vacancies - each with a 1/1/2023 term expiration

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

Lewiston Auburn Transit Committee (LATC) - 1 vacancy with a term expiration of 7/1/2023

## Board Committee Applications

### June 30, 2020

[illegible]

\* Indicates this applicant is seeking re-appointment

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

## Susan Clements-Dallaire

---

**From:** donotreply@auburnmaine.gov  
**Sent:** Tuesday, June 23, 2020 10:34 AM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

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

Date of Application: 06/23/2020

First Name: Katie

Middle Initial:

Last Name: Boss

Residence Address: 7 Morse Street

Ward: Ward 2

City: Auburn

Home Phone: 413-313-4391

Cell Phone: 413-313-4391

E-mail Address: kboss@auburnmaine.gov

Current Occupation: Health Promotion Manager

Previous Occupation (if retired or no longer working):

Education and/or experience: Master of Public Health, B.A. in Biological Sciences

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

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

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

Briefly describe why you want to serve on a board/committee (1,000 character limit): I am fully committed to growing a thriving local food economy, increasing food production in Auburn, and supporting our community members in purchasing more local food. I have been involved in local food systems work for the last 5 years in my role as a Health Promotion Manager, where I manage the implementation of the SNAP-Education grant in Androscoggin County. I have been on the Good Food Council of Lewiston Auburn for three years and am a former Chair. During this time on the Good Food Council I have worked on issues including: land access, food insecurity, food hubs, and supporting farmers. I am currently taking a Johns Hopkins course entitled "An Intro to U.S. Food Systems" and I have experience working as a farm hand for many summers on two farms: a larger mechanized farm, and a small diversified organic farm. This variety





of experiences gives me the perspective needed to be an effective member of the Auburn Agriculture Committee. I have provided my resume for additional info.

What do you hope to accomplish?: I hope to support the development of a strong Agriculture Committee that is effective at moving forward strategies to strengthen our local food system, including: increasing the profitability and number of active farms in Auburn, marketing Auburn's agricultural products, and increasing food security. I fully believe in Auburn's potential to be a thriving farming community, to provide more food for our community members, and to strengthen our local response to global food systems disruptions.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?: City Council, APL Board of Trustees, Audit Committee, Ad Hoc Committee on Boards & Committees

Have you previously served on a City or Community Board or Committee? If so, which one(s)?: Yes - see above. I was also a member of the Auburn Strategic Planning Quality Sub-Committee.

Dates served (if known): January 9, 2020 - Present for all committees I am currently serving on. Strategic planning was 2019

How did you learn of this vacancy?: Through my role as a City Councilor

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

Date of Electronic Signature: 6/23/2020



## Katie Boss

7 Morse Street, Auburn ME 04210  
katie.e.boss@gmail.com | (413) 313-4391

### SUMMARY

---

Public health specialist with proven skills in program design, implementation, evaluation, communications, grant writing, survey design, database management, strategic planning, relationship building, personnel management, and fiscally responsible budget management. Twelve years of experience in the non-profit public health sector. Experience working at the intersections between food systems, public health, and public policy.

### EDUCATION

---

**Boston University School of Public Health** - Master of Public Health, Global Health: September 2011

**Mount Holyoke College** - Bachelor of Arts, Biological Sciences: May 2008

**School for Field Studies, Costa Rica** – Sustainable Development Studies: Fall 2006

### RELEVANT TRAININGS

---

*Maine Network Partners Fellows Program* - January 2017 to 2019

Eighteen month training focused on leadership, program management, and intentional network building for the purpose of better aligned state-wide work on complex social issues.

*Master Gardener Volunteer*, University of Maine Cooperative Extension - 2018

*Public Health Management Training*, University of New England - 2016

### PROFESSIONAL EXPERIENCE

---

**Health Promotion Manager**, Healthy Androscoggin; Lewiston, ME **2015-Present**

- Responsible for managing local, state, federal and philanthropic grants totaling over \$600,000 per year.
- Supervision of five staff, and related programs focusing on nutrition, food systems, physical activity, built environment, childhood vaccination, healthy homes and lead poisoning prevention.
- Convening of community partners to address prioritized community health needs.
- Program development, implementation, and evaluation.
- Grant writing and grant prospecting to support the mission and continued growth of the organization.
- Communication: community outreach and education, reporting for funders, data sharing

**Policy Team Member & Former Chair**, Good Food Council of Lewiston Auburn **2018-Present**

- Responding to gaps and needs in the local food system
- Promotion of farming, agriculture, localized and regionalized food systems
- Strategic planning with community partners (2019: Local Foods Local Places)
- Offering community events to increase engagement (2019: LA Land Access Conference)
- Conducting research to support and improve our efforts
- Build relationships between different players in our local and state-wide food system

**Conservation Grant Review Committee Member**, Maine Community Foundation **March 2020-Present**

**City Councilor At-Large**, City of Auburn, Auburn, ME **January 2020-Present**

- Agriculture Committee member

**Maine Tracking Network Advisory Board Member**, Maine CDC **November 2019 -Present**

**Farm Hand**, Whiting Farm, Auburn, ME **June-September 2019**

**Planning Board Member**, City of Auburn, Auburn, ME **March-December 2019**

**Outcome Broker**, Green & Healthy Homes Initiative; Lewiston, ME **2015**

- Responsible for ensuring the successful development and implementation of the Green & Healthy Homes Initiative at the Lewiston-Auburn site.
- Worked closely with partner organizations to formulate and implement GHHI goals, objectives & strategies.





- Collaborated with stakeholders, including municipal and state governments, local philanthropies, community based organizations, healthcare providers, weatherization and lead remediation contractors, and academia.
- Managed the GHHI work planning process, and the creation of a comprehensive data and evaluation plan.
- Provided leadership and management of the administrative structure of the local GHHI collaboration.

**Program Manager**, Practice Office, Boston University School of Public Health **2013–2015**

- Responsible for the management, evaluation, communication and promotion of the SPH Practicum Program.
- Conducted community outreach to engage new partners and form collaborations with external organizations.
- Collected, analyzed, and reported on student practicum statistics and evaluation/survey data.
- Coordinated the New England Public Health Training Centers (NEPHTC) Internship Program, a HRSA grant-funded program for public health students at schools and universities throughout the region.

**Project Specialist**, Management Sciences for Health; Cambridge, MA **2011–2013**

- Provided technical, operational and financial support to a portfolio of public health programs located in Benin, Rwanda, Guyana, Nigeria, and Haiti.
- Contributed to the writing and editing of USAID project reports, program manuals and quarterly reports.
- Assisted in the updating of budget pipelines, spending projections, and conducted monthly budget reviews.

**Associate Registrar**, Boston University School of Public Health; Boston, MA **2009 –2011**

- Provided confidential, accurate and timely advising, registration services and advocacy for BUSPH students.
- Created and implemented new online non-degree student registration system.
- Proposed, analyzed, wrote and implemented new and updated School academic policies.
- Updated and edited all formal documents produced by the Registrar's Office, including the BUSPH Bulletin.
- Direct supervisor for student employee in the Registrar's Office.

**Admissions Coordinator**, Boston University School of Public Health; Boston, MA **2008 –2009**

- Processed and updated applications for all degree programs, and updated two student application databases.
- Analyzed admissions data, enrollment numbers and yield to increase acceptances at BUSPH.
- Responsible for the planning of Accepted & Prospective Day Events, each held three times per semester.

**Private Contractor**, Healthy Maine Partnership of Greater Waterville; Waterville, ME **2008**

- Performed the Healthy Maine Partnership assessment for the central Maine district. Contacted and surveyed a wide variety of organizations, including: schools, worksites, municipal clerks, and health care centers.

**Summer Farm Hand**, Happy Town Farm; Orland, ME **2000, 2001, 2002**

- Field, greenhouse and market experience on a small, diversified, organic farm.

## RESEARCH EXPERIENCE

---

**Chronic Kidney Disease in Nicaraguan Farmers**, BU School of Public Health; Boston, MA **2009**

- Supported the Principle Investigator of the study team, by facilitating the compilation and completion of the project's pilot study report. Conducted background research, created tables and figures, organized sources.

**Research Intern**, Alliance for the Prudent Use of Antibiotics, Boston MA **2009**

- Performed a grant-funded literature review on the ecological and human health consequences of antibiotic resistance, and antibiotic use in agriculture.

## ADDITIONAL SKILLS

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Microsoft: Access, Excel, Outlook, PowerPoint, Word  
 WordPress, Squarespace  
 Social Media platforms (Facebook & Instagram)  
 Written and spoken French and Spanish language (intermediate)

## AWARDS

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2017: 40 Under 40 Honoree, Health & Wellness – Uplift LA (LA Metropolitan Chamber of Commerce)



## Susan Clements-Dallaire

---

**From:** Michelle Melaragno <whistleridge@roadrunner.com>  
**Sent:** Wednesday, May 27, 2020 10:15 AM  
**To:** Susan Clements-Dallaire  
**Subject:** Re: Agricultural Committee

Hi Sue,

Please RE-SUBMIT my application to be considered for the Agriculture Committee vacancies.

Thank you,  
Michelle Melaragno

*Sent from my Verizon Motorola Droid*

On May 14, 2020 3:46 PM, Susan Clements-Dallaire <sdallaire@auburnmaine.gov> wrote:

Good afternoon, Michelle,

Thank you for your interest in volunteering to serve another term on the Agricultural Committee. The Appointment Committee met yesterday to make their nominations to present to the City Council. I regret to inform you that you were not nominated at this time.

I would like to encourage you to apply in the future should you be interested. Vacancies are posted on our webpage at [www.auburnmaine.gov](http://www.auburnmaine.gov), Boards and Committees, Vacancies.

Sincerely,

Sue

*Susan Clements-Dallaire*

Susan Clements-Dallaire, CCM, CMC

City Clerk & Registrar of Voters - City of Auburn

60 Court Street | Auburn, Maine 04210 | 207.333.6601 X1126



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







## CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: Feb 24, 2020

Last name: MELARAGNO First name: MICHELLE Middle initial:

Residence address: 576 TRAPP RD Ward: 5

City: AUBURN State: ME Zip code: 04210

Home phone: N/A Work phone:  Cell phone: 207-240-1316

Email address: whistleridge@roadrunner.com

Current occupation: Self-Employed (Compassionate Composting) and Practice Manager (Equine Veterinary Service)

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

Educational and/or experience (or attach your resume): 2+ YRS COLLEGE, MULTIPLE ADDITIONAL CERTIFICATE PROGRAMS

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

☐ 9-1-1 Committee

☒ **Agriculture Committee**

☐ Airport Board

☐ Auburn Housing Authority

☐ Audit & Procurement Committee

☐ Board of Assessment Review

☐ Cable TV Advisory Board

☐ CDBG Loan Committee

☐ Community Forest Board

☐ Complete Streets Committee

☐ Ethics Panel

☐ L/A Transit Committee

☐ Parks & Recreation Advisory Board

☐ Planning Board

☐ Sewer District

☐ Water District

☐ Zoning Board of Appeals

☐ Other

☐ Conservation Commission



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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed).        I've been interested in this committee from the time it was initially recommended by the Ad Hoc committee. I would like to serve with a group of dedicated individuals to work on preserving and strengthening Agriculture in Auburn, while improving the usefulness of our AG/RP zoned land. I believe changes are necessary in this zone. I feel I can bring ideas and options to the table for discussion about how to best utilize the land – to include agriculture and recreational uses, potential new and innovative uses, and steps toward owners gaining approval to reside on their land. \_\_\_\_\_

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed).        It is my intent to assist with a common-sense approach to revitalizing Auburn's agricultural success, to provide support to existing and new farmers, and to explore unique and newer agriculture or recreation based endeavors/businesses. After having gone through the process of requesting and obtaining a zoning ordinance amendment for my own innovative ag-based business, I am well-equipped to think outside the box while considering potential new uses for AG/RP zoned properties. I also hope to take advantage of research done in other towns where they have proven success at balancing the demands of residential growth with preserving/protecting prime farmlands, growing agriculture, improving local access to lands for recreational use, maintaining proper habitats for native wildlife, and protecting our waters. \_\_\_\_\_

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?        I currently serve on the Conservation Commission, which I applied to join when the formation of the Agriculture Committee seemed uncertain. \_\_\_\_\_

Dates served (if known)?        August 2019 to present \_\_\_\_\_

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

Dates served (if known)?        N/A \_\_\_\_\_

How did you learn of this vacancy?        Via the last several months of Ad Hoc committees, Planning Board and City Council meetings discussing the AG/RP Zone \_\_\_\_\_

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

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





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

Signature: Michelle Melaragno (electronic signature) Date: Feb. 24, 2020

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

FOR OFFICE USE ONLY

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



## Susan Clements-Dallaire

---

**From:** donotreply@auburnmaine.gov  
**Sent:** Wednesday, February 19, 2020 5:20 PM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

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

Date of Application: 02/19/2020

First Name: Stanwood

Middle Initial: J

Last Name: Gray

Residence Address: 1200 Sopers Mill Rd

Ward: Ward 5

City: Auburn

Home Phone: 207 615 6957

Cell Phone: 207 615 6957

E-mail Address: stanwoodgray@gmail.com

Current Occupation: farmer/builder

Previous Occupation (if retired or no longer working):

Education and/or experience: college

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

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

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

Briefly describe why you want to serve on a board/committee (1,000 character limit): I am a farmer and have the expertise and experience needed to help guide this committee. I have done extensive research on ag issues and land use, especially as it relates to agriculture and forestry.

I am familiar with the history of the ag zone. I was on the original ad hoc committee which studied and offered solutions to issues pertaining to Auburn's ag zone.



What do you hope to accomplish?: I hope to help establish the ag committee and get it pointed in the right direction using fact based research.

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

Have you previously served on a City or Community Board or Committee? If so, which one(s)?: yes, Citizens' Action Committee, City Council, GFTV Committee.

Dates served (if known):

How did you learn of this vacancy?: I attend city council meetings regularly

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

Date of Electronic Signature: 2/19/2020

## Susan Clements-Dallaire

---

**From:** donotreply@auburnmaine.gov  
**Sent:** Thursday, June 18, 2020 5:05 AM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Contact Us Form Has Been Submitted - Submit Request

The following request has been submitted by an end-user of the website:

Email: stanwoodgray@gmail.com

Web Page where request was made:

<https://www.auburnmaine.gov/Pages/Government/Boards-and-Committees>

REQUEST:

I don't see the Ag committee on the list. Can you please resubmit my application for that committee?



## Susan Clements-Dallaire

---

**From:** Stanwood Gray <stanwoodgray@gmail.com>  
**Sent:** Monday, June 29, 2020 11:37 AM  
**To:** Susan Clements-Dallaire  
**Subject:** Ag Committee application

Would you please resubmit my application to the Ag committee?

Thank you,  
Stanwood Gray

Sent from my iPhone





## Susan Clements-Dallaire

---

**From:** Stanwood Gray <stanwoodgray@gmail.com>  
**Sent:** Thursday, June 18, 2020 9:38 AM  
**To:** Susan Clements-Dallaire  
**Subject:** Re: Board & Committee application

Thank you! I meant it is not on the committee homepage on the city website. Do you want me to submit a new application for the Ag committee or does my last application simply continue to the next appointment committee meeting?

Thank you for all you do,

Joe

Sent from my iPhone

On Jun 18, 2020, at 8:08 AM, Susan Clements-Dallaire <sdallaire@auburnmaine.gov> wrote:

Hi Joe,

The Ag Committee is the second committee down when you click on the drop down box.

Sue

The following request has been submitted by an end-user of the website:

Email: [stanwoodgray@gmail.com](mailto:stanwoodgray@gmail.com)

Web Page where request was made:

<https://www.auburnmaine.gov/Pages/Government/Boards-and-Committees>

REQUEST:

I don't see the Ag committee on the list. Can you please resubmit my application for that committee?

Sent from [Mail](#) for Windows 10



## Brandon Chaloux

---

**From:** Susan Clements-Dallaire  
**Sent:** Wednesday, April 29, 2020 8:07 AM  
**To:** Brandon Chaloux  
**Subject:** FW: A New Form Has Been Submitted - Board/Committee Application

Hi Brandon,  
I hope all is well!  
Can you print and put this on my desk? I will be in the office tomorrow.  
Thank you!  
Sue

-----Original Message-----

From: donotreply@auburnmaine.gov <donotreply@auburnmaine.gov>  
Sent: Monday, April 27, 2020 7:07 PM  
To: Susan Clements-Dallaire <sdallaire@auburnmaine.gov>  
Subject: A New Form Has Been Submitted - Board/Committee Application

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

Date of Application: 04/27/2020

First Name: Justin

Middle Initial: R

Last Name: Purvis

Residence Address: 2696, HOTEL ROAD

Ward: Ward 4

City: AUBURN

Home Phone: 2072175267

Cell Phone: 2072175267

E-mail Address: Path2030@gmail.com

Current Occupation: Americorps VISTA

Previous Occupation (if retired or no longer working):

Education and/or experience: Associate's Degree, Liberal Studies, Southern Maine Community College

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

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

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

Briefly describe why you want to serve on a board/committee (1,000 character limit): As a newer resident to Auburn, and my interest in the bright future ahead for Auburn and it's citizens. I desire to be apart of the CDBG Loan Committee in hopes of supporting the citizens who will benefit most from these funds. As the grant funding states, that the money is to be used in support of programming to support low to moderate income communities, prevention of slum and blight conditions and meeting community needs of urgency. I serve as an Americorps VISTA in Portland, Maine and my work is designed to reduce negative outcomes that people who are of low income and poverty suffer from. Since becoming a citizen of Auburn and with my experience I want to work to support those in my own community who can benefit from CDBG funds. I am hoping that with my experience and understanding of the impact impacts of poverty on a community can translate to help guide funding in Auburn for those citizens.

What do you hope to accomplish?: I hope to accomplish raising the voice of those in low income communities so when the City of Auburn has additional funding dedicated to low income that those people's voices are helping direct and guide funding decisions. Their voice is the most important and their voice should be given the highest regard. I do not want funding to wasted on impractical government goals that do support the communities needing the funding most. I am hopeful that I can be apart of the decision process.

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

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

Dates served (if known):

How did you learn of this vacancy?: City of Auburn email list recipient

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

Date of Electronic Signature: 04/27/2020

**From:** [Justin P.](#)  
**To:** [Zachary Lenhart](#)  
**Cc:** [Susan Clements-Dallaire](#)  
**Subject:** Re: FW: CDBG Loan Comm Applicant  
**Date:** Monday, June 29, 2020 2:25:55 PM

---

Hello Susan,

My name is Justin Purvis, I applied to be a member of the Loan Committee. I ask that my application be changed from the Loan Committee to the Citizens Advisory Committee. Thanks for your help.

Justin R Purvis

On Mon, Jun 29, 2020 at 2:22 PM Zachary Lenhart <[zlenhart@auburnmaine.gov](mailto:zlenhart@auburnmaine.gov)> wrote:

Hi Justin,

Please respond to Sue's email below by "replying all" for your request to change your app to the Citizen's Advisory Committee.

Thank you,

Zachary J. Lenhart

Community Development Manager, City of Auburn

60 Court Street | Auburn, Maine 04210 | 207.333.6601 X1336

[zlenhart@auburnmaine.gov](mailto:zlenhart@auburnmaine.gov)

*The City of Auburn is subject to statutes relating to public records.*

*E-mail sent or received by City employees are subject to these laws.*

*Senders and receivers of City e-mail should presume that messages are subject to release.*

---

**From:** Susan Clements-Dallaire <[sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)>  
**Sent:** Monday, June 29, 2020 2:13 PM  
**To:** Zachary Lenhart <[zlenhart@auburnmaine.gov](mailto:zlenhart@auburnmaine.gov)>  
**Cc:** Alison Pepin <[aepin@auburnmaine.gov](mailto:aepin@auburnmaine.gov)>  
**Subject:** RE: CDBG Loan Comm Applicant



Can you ask him to email me stating that, or to submit a new application? His application states CDBG Loan committee so I want to be sure it is clear in the packet.

Thank you!

---

**From:** Zachary Lenhart <[zlenhart@auburnmaine.gov](mailto:zlenhart@auburnmaine.gov)>  
**Sent:** Monday, June 29, 2020 1:46 PM  
**To:** Susan Clements-Dallaire <[sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)>  
**Cc:** Alison Pepin <[apepin@auburnmaine.gov](mailto:apepin@auburnmaine.gov)>  
**Subject:** RE: CDBG Loan Comm Applicant

Hi Sue,

Justin just called me back and clarified that he wanted to apply for the Citizen's Advisory Committee, not the Loan Committee. Is it too late to make that change?

Zachary J. Lenhart

Community Development Manager, City of Auburn

60 Court Street | Auburn, Maine 04210 | 207.333.6601 X1336

[zlenhart@auburnmaine.gov](mailto:zlenhart@auburnmaine.gov)

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*E-mail sent or received by City employees are subject to these laws.*

*Senders and receivers of City e-mail should presume that messages are subject to release.*

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**From:** Susan Clements-Dallaire <[sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)>  
**Sent:** Thursday, June 25, 2020 10:29 AM  
**To:** Zachary Lenhart <[zlenhart@auburnmaine.gov](mailto:zlenhart@auburnmaine.gov)>  
**Cc:** Alison Pepin <[apepin@auburnmaine.gov](mailto:apepin@auburnmaine.gov)>  
**Subject:** RE: CDBG Loan Comm Applicant

Ok, we won't be meeting until Tuesday of next week, but I do have to post the agenda tomorrow.

Thank you!

Sue

---

**From:** Zachary Lenhert <[zlenhert@auburnmaine.gov](mailto:zlenhert@auburnmaine.gov)>  
**Sent:** Thursday, June 25, 2020 10:26 AM  
**To:** Susan Clements-Dallaire <[sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)>  
**Cc:** Alison Pepin <[apepin@auburnmaine.gov](mailto:apepin@auburnmaine.gov)>  
**Subject:** RE: CDBG Loan Comm Applicant

I called and left a voicemail for Justin, I hope I hear back from him soon. If I don't, you can go ahead and process this for the loan committee.

Zachary J. Lenhert

Community Development Manager, City of Auburn

60 Court Street | Auburn, Maine 04210 | 207.333.6601 X1336

[zlenhert@auburnmaine.gov](mailto:zlenhert@auburnmaine.gov)

*The City of Auburn is subject to statutes relating to public records.*

*E-mail sent or received by City employees are subject to these laws.*

*Senders and receivers of City e-mail should presume that messages are subject to release.*

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**From:** Susan Clements-Dallaire <[sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)>  
**Sent:** Thursday, June 25, 2020 9:41 AM  
**To:** Zachary Lenhert <[zlenhert@auburnmaine.gov](mailto:zlenhert@auburnmaine.gov)>; Alison Pepin <[apepin@auburnmaine.gov](mailto:apepin@auburnmaine.gov)>  
**Subject:** CDBG Loan Comm Applicant  
**Importance:** High

Hello,

This person applied for the vacant seat on the Loan Committee. I know you have certain criteria you look for to fill the board. Is this someone that would be a good fit? The Appt Committee is meeting on Tuesday of next week.

Thanks,

Sue

---

**From:** NoReply <[noreply@auburnmaine.gov](mailto:noreply@auburnmaine.gov)>

**Sent:** Thursday, June 25, 2020 9:46 AM

**To:** Susan Clements-Dallaire <[sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)>

**Subject:** Message from KMBT\_C654

## Susan Clements-Dallaire

---

**From:** donotreply@auburnmaine.gov  
**Sent:** Saturday, April 18, 2020 11:14 AM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

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

Date of Application: 04/18/2020

First Name: Jeremiah

Middle Initial: J

Last Name: Bartlett

Residence Address: 107 Shepley Street

Ward: Ward 2

City: Auburn

Home Phone: 2077831148

Cell Phone: 2076321065

E-mail Address: jeremiahbartlett@gmail.com

Current Occupation: Transportation Engineering Manager, Portland DPW

Previous Occupation (if retired or no longer working):

Education and/or experience: BS Civil Engineering, Northeastern University

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

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

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

Briefly describe why you want to serve on a board/committee (1,000 character limit): I have had the opportunity to serve with this Committee since it was first established as the Bike Ped Committee and seen our work result in tangible results in the community.

What do you hope to accomplish?: I hope to continue in this work, especially in our newer goals of providing more guidance on a more defined non-motorized travel network and ideally providing more guidance on sidewalk outcomes.

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

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

Dates served (if known): Approx 2010

How did you learn of this vacancy?: City Hall let me know my term was up for renewal

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

Date of Electronic Signature: April 18, 2020



## Susan Clements-Dallaire

---

**From:** donotreply@auburnmaine.gov  
**Sent:** Tuesday, April 21, 2020 9:52 AM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

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

Date of Application: 04/21/2020

First Name: David

Middle Initial:

Last Name: Das

Residence Address: 104 Fourth Street

Ward: Ward 5

City: Auburn

Home Phone: 2077823101

Cell Phone: NA

E-mail Address: ddas@bates.edu

Current Occupation: College Administrator

Previous Occupation (if retired or no longer working):

Education and/or experience: Post College

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

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

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

Briefly describe why you want to serve on a board/committee (1,000 character limit): Continue to work on developing a safe biking and pedestrian culture in Auburn and Lewiston

What do you hope to accomplish?: Enhance public awareness of the importance of biking and pedestrian opportunities to the economic health and the social fabric of our communities

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

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

Dates served (if known): 12/02-11/11

How did you learn of this vacancy?:

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

Date of Electronic Signature: 04/21/2020

## Susan Clements-Dallaire

---

**From:** donotreply@auburnmaine.gov  
**Sent:** Thursday, June 25, 2020 12:14 PM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

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

Date of Application: 06/25/2020

First Name: Joan

Middle Initial: B

Last Name: Wenzel

Residence Address: 767 West Auburn Road

Ward: Ward 1

City: Auburn

Home Phone: 2077836327

Cell Phone: 2075773838

E-mail Address: joanwenzel5@gmail.com

Current Occupation: retired

Previous Occupation (if retired or no longer working): public school teacher

Education and/or experience: BS, MA

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

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

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

Briefly describe why you want to serve on a board/committee (1,000 character limit): I would like to assist in planning infrastructure for pedestrians where ever possible in the City of Auburn. With the new building that is happening I want to be sure it is pedestrian-friendly for all our residents. Many wonderful new projects are in the works. I would like to give my time to help this continue.

What do you hope to accomplish?: I hope to be part of the Complete Streets Committee to help promote a pedestrian-friendly design throughout the City of Auburn. I am willing to learn more about the plans in place and future endeavors.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? I have been on committees before, but not at the City level.

Have you previously served on a City or Community Board or Committee? If so, which one(s)? Yes, I am an editor of The State of Maine Organization for DKG an international teaching org.

Dates served (if known): since 2018

How did you learn of this vacancy?: After an inquiry about sidewalks

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

Date of Electronic Signature: June 25, 2020

## Susan Clements-Dallaire

---

**From:** donotreply@auburnmaine.gov  
**Sent:** Thursday, June 18, 2020 5:11 AM  
**To:** Susan Clements-Dallaire  
**Subject:** A New Form Has Been Submitted - Board/Committee Application

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

Date of Application: 06/18/2020

First Name: Stanwood

Middle Initial: J

Last Name: Gray

Residence Address: 1200 Sopers Mill Rd

Ward: Ward 5

City: auburn

Home Phone: 2076156957

Cell Phone: 2076156957

E-mail Address: stanwoodgray@gmail.com

Current Occupation: farmer/carpenter

Previous Occupation (if retired or no longer working):

Education and/or experience: college

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

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

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

Briefly describe why you want to serve on a board/committee (1,000 character limit): Prior to Covid-19 I attended most of the meetings for this group. I am very interested in the way this city addresses it's roads and their maintenance.

What do you hope to accomplish?: I hope to help move the city forward in the most efficient, cost effective way.

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





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

Dates served (if known):

How did you learn of this vacancy?: Attend the meetins

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

Date of Electronic Signature: 6/18/2020





# CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

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

Date: June 7, 2020

Last name: Roberts First name: Chad Middle initial: E.

Residence address: 143 Mill Street Ward: \_\_\_\_\_

City: Auburn State: ME Zip code: 04210

Home phone: <sup>207</sup> 312-5068 Work phone: n/a Cell phone: (home #)

Email address: chadroberts3@myfairpoint.net

Current occupation: laid off due to Covid19

Previous occupation (if retired or no longer working): mail room

Educational and/or experience (or attach your resume): High School graduate

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

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

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

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

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). I take the public transportation bus when I report to work and do my errands.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). Because I use this service I feel personally vested and hope that this service shall remain as an option for all residents with transportation needs.

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

Dates served (if known)? 3 years in August of 2020

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

No -  
None prior to my current commitment.

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

How did you learn of this vacancy? By serving in this capacity.

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

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

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

Signature: [Signature] Date: 6-7-20

Please submit your application to;  
Susan Clements-Dallaire, City Clerk  
60 Court Street, Auburn, ME 04210

207-333-6601, extension 1126 [sdallaire@auburnmaine.gov](mailto:sdallaire@auburnmaine.gov)

**FOR OFFICE USE ONLY**

DATE APPLICATION RECEIVED: 6-8-2020  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_



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



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

Jason J. Levesque, Mayor

## IN CITY COUNCIL

### ORDER 84-07202020

**ORDERED**, that the City Council hereby re-appoints Jeremiah Bartlett to the Complete Streets Committee with a 1-1-2023 term expiration.

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



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

Jason J. Levesque, Mayor

## IN CITY COUNCIL

### ORDER 85-07202020

**ORDERED**, that the City Council hereby re-appoints David Das to the Complete Streets Committee with a 1-1-2023 term expiration.

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



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

Jason J. Levesque, Mayor

## IN CITY COUNCIL

### ORDER 86-07202020

**ORDERED**, that the City Council hereby appoints Stanwood Gray to the Agricultural Committee with a 4-1-2022 term expiration.

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



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

Jason J. Levesque, Mayor

## IN CITY COUNCIL

### ORDER 87-07202020

**ORDERED**, that the City Council hereby appoints Katie Boss to the Agricultural Committee with a 4-1-2023 term expiration.

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



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

Jason J. Levesque, Mayor

## IN CITY COUNCIL

### ORDER 88-07202020

**ORDERED**, that the City Council hereby re-appoints Chad Roberts to the Lewiston Auburn Transit Committee (LATC) with a 7-1-2023 term expiration.



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



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

Jason J. Levesque, Mayor

## IN CITY COUNCIL

### ORDER 89-07202020

**ORDERED**, that the City Council hereby appoints Justin Purvis to on the Citizen's Advisory Committee with a 6-30-2022 term expiration.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** July 20, 2020

**Resolve:** 11-07202020

**Author:** Kelsey Earle, Executive Assistant

**Subject:** Maine Service Centers Coalition

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**Information:** The City of Auburn maintains membership to the Maine Service Center Coalition with the representatives being the current City Manager and Assistant City Manager. As there has been a recent change of roles, it is time to appoint our current management team.

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**City Budgetary Impacts:** None.

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**Staff Recommended Action:** To appoint Phil Crowell and Brian Wood as representative and alternative representative, respectively.

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**Previous Meetings and History:** City has a membership with former City Manager and Assistant City Manager listed as representatives.

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**City Manager Comments:**

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

I concur with the recommendation. Signature:

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**Attachments:**

Service Center Coalition documents

# MAINE SERVICE CENTERS COALITION

## VOTING DELEGATES - 2020

### Membership Information Sheet

MSCC REPRESENTATIVE	MSCC ALTERNATE
NAME:	NAME:
TITLE:	TITLE:
MUNICIPALITY:	MUNICIPALITY:
MAILING ADDRESS:	MAILING ADDRESS:
CITY/ST/ZIP:	CITY/ST/ZIP:
TOWN OFFICE PHONE:	TOWN OFFICE PHONE:
WORK PHONE:	WORK PHONE:
HOME PHONE:	HOME PHONE:
FAX PHONE:	FAX PHONE:
E-MAIL ADDRESS:	E-MAIL ADDRESS:

RETURN TO:

**Maine Service Centers Coalition**  
c/o Theresa Chavarie, Manager of Member Relations  
Maine Municipal Association  
60 Community Drive  
Augusta, Maine 04330  
FAX: (207) 626-3358  
E-MAIL: [tchavarie@memun.org](mailto:tchavarie@memun.org)

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



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

Jason J. Levesque, Mayor

## **IN CITY COUNCIL**

### **RESOLVE 11-07202020**

RESOLVED, that the City Council hereby designates Phil Crowell the appointed representative and Brian Wood as alternate representative to the Maine Service Center Coalition.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** July 20, 2020

**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.





**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** July 20, 2020

**Subject:** Executive Session

**Information:** Labor Contract (Police Department MAP Command Unit, pursuant to 1 M.R.S.A. Section 405(6) (D)).

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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;

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**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** July 20, 2020

**Subject:** Executive Session

**Information:** Labor Contract (Public Works Teamsters, with possible action to follow), pursuant to 1 M.R.S.A. Section 405(6) (D).

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