



City Council & School Committee Joint Workshop and City Council Meeting Agenda March 6, 2017

5:30 P.M. School Committee and City Council

- A. Audit – Jill Eastman and the Audit Committee (30 minutes)
- B. Capital Improvement Program (CIP) Presentation (City and School) – Jill Eastman & John Bubier (45 minutes)

7:00 P.M. City Council Meeting

Roll call votes will begin with Councilor Titus

Pledge of Allegiance

- I. **Consent Items** – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.
 - 1. **Order 20-03062017***
Approving the temporary sign request for Park Avenue School's April Festival.
 - 2. **Order 21-03062017***
Accept and place on file the City Audit.
- II. **Minutes**
 - February 27, 2017 Regular Council Meeting
- III. **Communications, Presentations and Recognitions**
- IV. **Open Session** – Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.
- V. **Unfinished Business**
 - 1. **Order 19-02272017**
Appointing a member to the Auburn Housing Authority (term expiration of 10/01/2021).

Council may enter into executive session pursuant to 1 M.R.S.A. §405(6)(A).

VI. New Business

2. Ordinance 02-03062017

Adopting the Complete Streets Committee Ordinance. Public hearing and first reading.

3. Ordinance 03-03062017

Adopting the Complete Streets Ordinance. Public hearing and first reading.

4. Order 22-03062017

Authorizing the reallocation of unspent proceeds from the City's General Obligation Bonds in the amount of \$42,000 to be used for the renovation of the Parks Garage for a Senior Center. First Reading.

5. Order 23-03062017

Consolidating to one polling place for the June 13, 2017 Election. Public hearing.

VII. Executive Session

- Executive Session regarding a real estate matter, pursuant to 1 M.R.S.A. §405(6)(C)

VIII. Reports

a. Mayor's Report

b. City Councilors' Reports

c. City Manager Report

IX. Open Session - Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.

X. Adjournment

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 of personnel issues
- B. Discussion or consideration by a school board of suspension or expulsion
- 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 disclosure of the information would prejudice the competitive or bargaining position of the body or agency
- D. Labor contracts
- E. Contemplated litigation
- F. Discussion 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. Consultation between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph 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: March 6, 2017

Order: 21-03062017*

Author: Sue Clements-Dallaire, City Clerk

Subject: Annual City Audit (FY16)

Information: To comply with the City Charter the auditors presented the audit to the Audit Committee. A brief report needs to be made to a joint meeting of the City Council and School Committee.

Advantages: The advantages of an annual audit are numerous. It helps to promote accountability and transparency; identifies areas that may need improvement; helps to gain efficiencies and strengthen internal controls; reduces the possibility of fraud; and provides assurance to the public

Disadvantages: no apparent disadvantages

City Budgetary Impacts: N/A

Staff Recommended Action: Recommend passage of the order to accept and place on file the Annual City Audit for FY16.

Previous Meetings and History: The auditors presented to the City Council on 1/9/2017 and the School Finance Committee on 1/18/2017.

Attachments: Order 21-03062017



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: March 6, 2017

Author: Jill M. Eastman

Subject: Capital Improvement Program Presentation for the City and School

Information: The City and School will present the 5 year Capital Improvement Plan. By Charter, the City Council has to adopt the capital plan before the end of the current fiscal year.

Advantages: N/A

Disadvantages: N/A

City Budgetary Impacts: N/A

Staff Recommended Action: Discussion

Previous Meetings and History: N/A

Attachments:

Summary and detail of 5 year CIP will be provided at the meeting.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: March 6, 2017

Order: 20-03062017

Author: Sue Clements-Dallaire, City Clerk

Subject: Temporary sign request – Park Avenue Elementary School

Information: The Park Avenue Elementary School is requesting permission to place temporary signs in Auburn for their 2017 Annual Spring Fest and Auction which will be held on April 8, 2017. They would like to place the signs one week before the event and will remove them the following day.

Advantages: Helps to promote events in the Community.

Disadvantages: If not placed properly, they could potentially affect the sight distance for streets or adjacent driveways.

City Budgetary Impacts: None

Staff Recommended Action: Recommend passage.

Previous Meetings and History: This is a yearly request from this organization

Attachments: Letter of request, locations where signs will be placed, Order 20-03062017.

Thursday March 2, 2017

To Auburn City Council/City Manager,

Park Avenue Elementary School will be holding it's annual Spring Fest and Auction on Saturday, April 8th from 10am-2pm. This even is organized by the school's PTO and proceeds from this event will go towards funding student enrichment activities at the school.

We are asking for permission to place 18"x24" signs on metal stakes, height of the signs from the ground is 36". They will be placed one week prior to the event and picked up the day after.

Below is a list of locations would like to place the signs; keeping in mind not to obstruct other road signs or traffic signs.

Beth Favreau

Park Avenue PTO President

Anticipated Sign Locations:

Park Ave & Court Street

Park Ave, entrance to school

Park Ave & Lake Street

Turner Street & Union Street bypass

Center Street & Lake Auburn Ave

Center Street, North & South bound before bridge

Turner Street Circle near Goodwill

Turner Street & Mount Auburn Ave

Court Street & Lake Street

Minot Ave near Fairview School

Fairview Ave & Court Street

Center island out front of AMS

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
VACANT, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 20-03062017

ORDERED, that the City Council hereby approves the request to place temporary signs for the Park Avenue Elementary School's 2017 annual Spring Fest event at the locations listed below as long as their placement does not affect sight distance for streets or adjacent driveways. The signs will be placed the week before the April 8, 2017 event and removed the day after the event (April 9, 2017).

- Park Ave & Court Street
- Park Ave, entrance to school
- Park Ave & Lake Street
- Turner Street & Union Street bypass
- Center Street & Lake Auburn Ave
- Center Street, North & South bound before bridge
- Turner Street Circle near Goodwill
- Turner Street & Mount Auburn Ave
- Court Street & Lake Street
- Minot Ave near Fairview School
- Fairview Ave & Court Street
- Center island out front of AMS



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: March 6, 2017

Order: 21-03062017*

Author: Sue Clements-Dallaire, City Clerk

Subject: Annual City Audit (FY16)

Information: To comply with the City Charter the auditors presented the audit to the Audit Committee. A brief report needs to be made to a joint meeting of the City Council and School Committee.

Advantages: The advantages of an annual audit are numerous. It helps to promote accountability and transparency; identifies areas that may need improvement; helps to gain efficiencies and strengthen internal controls; reduces the possibility of fraud; and provides assurance to the public

Disadvantages: no apparent disadvantages

City Budgetary Impacts: N/A

Staff Recommended Action: Recommend passage of the order to accept and place on file the Annual City Audit for FY16.

Previous Meetings and History: The auditors presented to the City Council on 1/9/2017 and the School Finance Committee on 1/18/2017.

Attachments: Order 21-03062017

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
VACANT, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 21-03062017

ORDERED, that the City Council hereby accepts and places on file the Annual City Audit for Fiscal Year ending June 30, 2016.

IN COUNCIL REGULAR MEETING FEBRUARY 27, 2017 VOL. 35 PAGE 12

Mayor LaBonté called the meeting to order at 7:00 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. Councilor Stone had an excused absence. All other Councilors were present.

Pledge of Allegiance

- I. **Consent Items** – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.

II. Minutes

- February 6, 2017 Regular Council Meeting
- February 13, 2017 Special Council Meeting

Motion was made by Councilor Burns and seconded by Councilor Walker to accept the minutes of the February 6, 2017 regular Council meeting. Passage 5-0.

Motion was made by Councilor Burns and seconded by Councilor Walker to accept the February 13, 2017 special Council meeting minutes. Passage 5-0.

III. Communications, Presentations and Recognitions

- Presentation of Auburn Police Department Challenge Coin to Mr. Chris Hitchcock
- Biography of Edward Little written by Douglas I. Hodgkin

- IV. **Open Session** – Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.

Larry Pelletier, 129 Second Street wanted to share some information regarding the MDOT meeting he attended regarding the Bernard Lown Peace Bridge.

V. Unfinished Business

1. Ordinance 01-02062017

Adopting the Sex Offender Residency Restrictions based on the State of Maine Guidelines. Public hearing and second reading.

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

Public comment – no one from the public spoke.

Passage 5-0. A roll call vote was taken.

VI. New Business

2. Order 07-02272017

IN COUNCIL REGULAR MEETING FEBRUARY 27, 2017 VOL. 35 PAGE 13

Accepting the resignation of Assistant City Manager Denis D'Auteuil, with his last day being Friday, March 24, 2017.

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

Passage 5-0.

3. Order 08-02272017

Appointing John Bubier as Acting City Manager.

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

Passage 5-0.

4. Order 09-02272017

Authorizing the Acting City Manager to execute the collective bargaining agreement with MSEA Local 1989.

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

Public comment – no one from the public spoke. Passage 5-0.

5. Order 10-02272017

Re-appointing Bettyann Sheats to the Airport Board (term expiration of 01/01/2020) as nominated by the Appointment Committee.

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

Public comment – no one from the public spoke. Passage 5-0.

6. Order 11-02272017

Appointing Linda Wooten to the Auburn-Lewiston Advisory Cable TV Committee (term expiration to be determined by the committee as outlined in their bylaws) as nominated by the Appointment Committee.

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

Public comment – no one from the public spoke. Passage 5-0.

7. Order 12-02272017

Appointing Dana Bonenfant to the Community Development Block Grant (CDBG) Loan Committee (term expiration of 10/01/2017) as nominated by the Appointment Committee.

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

Public comment – no one from the public spoke. Passage 5-0.

8. Order 13-02272017

IN COUNCIL REGULAR MEETING FEBRUARY 27, 2017 VOL. 35 PAGE 14

Appointing James Ayotte to the Ethics Committee (term expiration of 01/01/2020) as nominated by the Appointment Committee.

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

Public comment – no one from the public spoke. Passage 5-0.

9. Order 14-02272017

Appointing Suzanne Roy to the Parks and Recreation Advisory Board (term expiration 10/01/2018) as nominated by the Appointment Committee.

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

Public comment – no one from the public spoke. Passage 5-0.

10. Order 15-02272017

Appointing the following members to the Planning Board as nominated by the Appointment Committee.

Full member, re-appointments: Nathan Hamlyn, Marc Tardif, Mia Poliquin Pross, Sam Scogin (term expirations 01/01/2020) and Associate members Christopher Lewis and Dustin Boutin (term expirations 01/01/2020).

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

Public comment – no one from the public spoke. Passage 4-0-1 (Councilor Pross abstained).

11. Order 16-02272017

Re-appointing Raymond Fortier to the Auburn Sewer District with a term expiration of 03/01/2021 as nominated by the Appointment Committee.

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

Public comment – no one from the public spoke. Passage 5-0.

12. Order 17-02272017

Appointing Joel Simons to the Zoning Board of Appeals with a term expiration of 10/01/2019 as nominated by the Appointment Committee.

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

Public comment – no one from the public spoke. Passage 5-0.

13. Order 18-02272017

Appointing members to the Auburn Water District as nominated by the Appointment Committee.

Robert Cavanagh and Mary Sylvester (term expirations of 03/01/2021), and Dan Bilodeau (term expiration of 03/01/2018).

IN COUNCIL REGULAR MEETING FEBRUARY 27, 2017 VOL. 35 PAGE 15

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

Public comment – no one from the public spoke. Passage 5-0.

14. Order 19-02272017

Appointing a member to the Auburn Housing Authority (term expiration of 10/01/2021).

Motion was made by Councilor Burns and seconded by Councilor Walker to postpone this item until March 6, 2017 meeting. Passage 5-0.

15. Resolve 01-02272017

Calling upon the Lake Auburn Watershed Protection Commissioners to adopt a meeting schedule and locations convenient to the general public, specifically to a time after 5 pm and to rotate meeting locations between Lewiston City Hall and Auburn City Hall.

Motion was made by Councilor Pross and seconded by Councilor Burns to postpone indefinitely. Passage 4-1 (Councilor Burns opposed).

VII. Executive Session

- Executive Session regarding labor negotiations, pursuant to 1 M.R.S.A. §405(6)(D)
This item was taken up during the workshop.
- Executive Session regarding a real estate matter, pursuant to 1 M.R.S.A. §405(6)(C)

Motion was made by Councilor Burns and seconded by Councilor Walker for passage. 5-0. Time 7:31 PM.

Council was declared out of executive session at 7:53 PM.

VIII. Reports

A. Mayor's Report – reported on the Lions Tournament hosted at the Norway Savings Bank Arena, the Jam the Gym fundraiser for the PAL Center, the ELHS boys basketball game against Portland, and Aroma Joe's opening. He also reported that Thursday, March 9th is the Chamber of Commerce Breakfast. The theme for the presentation is the Androscoggin River.

B. City Councilors' Reports

Councilor Young – reported on the ELHS track team and the upcoming Androscoggin Historical Society meeting.

Councilor Pross – reported on the Recreation Departments Father Daughter Dance and the upcoming Edward Little High School Building Committee meeting, and the next Lake Auburn Neighborhood Watch Association meeting.

Councilor Titus - reported on the Sunderland Drive and Western Avenue Neighborhood meetings, and the Auburn Water and Sewer meetings.

Councilor Walker – invited people to attend the next United New Auburn Association meeting scheduled February 28th at Rolly’s Diner at 6pm. He also reported on the Neighborhood Watch meeting, winter maintenance, speeding, and the crosswalk by the YMCA, and a meeting that was held regarding the possible consolidation of Lewiston and Auburn.

Councilor Burns reported on the Citizen Advisory Committee and the upcoming ELHS Building Committee meeting.

C. City Manager Report – reported that the MDOT will be installing rumble strips from the New Gloucester town line to Kittyhawk, and he complimented Public Services and Facilities staff for their work over the last month with all of the storms and he also thanked the public for being patient.

D. Finance Director, Jill Eastman – January 2017 Monthly Finance Report

Motion was made by Councilor Burns and seconded Pross by Councilor to accept and place on file the January 2017 Monthly finance report. 5-0

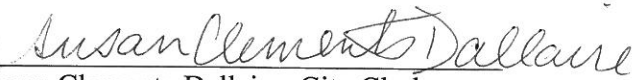
IX. Open Session - Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.

No one from the public spoke.

X. Adjournment

Motion was made by Councilor Burns and seconded by Councilor Titus to adjourn. All were in favor, time adjourned 8:18 PM.

A True Copy.

ATTEST 
Susan Clements-Dallaire, City Clerk



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: March 6, 2017

Order: 19-02272017

Author: Sue Clements-Dallaire, City Clerk

Subject: Appointment to the Auburn Housing Authority

The Appointment Committee met on February 6, 2017 to review applications and make their nominations for various boards and committees of the City. They were unable to reach full consensus on making a nomination to the Auburn Housing Authority and voted to get full Council recommendation. This was on the 2/27/2017 agenda, but was postponed to the 3/6/2017 Council meeting.

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

Advantages: Fills the vacant position.

Disadvantages: No apparent disadvantages.

City Budgetary Impacts: None

Staff Recommended Action: Consider appointing someone to fill the vacancy.

Previous Meetings and History: The Appointment Committee met on February 6, 2017 to make their nominations, appointments were all made at the 2/27/17 Council meeting with the exception of the Auburn Housing Authority appointment. This was postponed to the 3/6/2017 Council meeting.

Attachments:

Applications

Order 19-02272017



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: 01/13/2017

Last name: Kimble First name: Jennifer Middle initial: N.

Residence address: 63 Olive Street Ward: 5

City: Auburn State: ME Zip code: 04210

Home phone: 2077832420 Work phone: 2076624895 Cell phone: 2078072035

Email address: jennyberg@hotmail.com

Current occupation: Interim Director of MMC Department of Vocational Services

Previous occupation (if retired or no longer working): n/a

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

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

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

Is this application for a 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 will bring an informed perspective from many different roles. I lived in an AHA project from elementary school until high school, I worked for a housing authority in Boston for three years, and much of my current role is encouraging low-income individuals to advance economically.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). See above. I think I could bring a valued perspective and I'm looking for a way to make a positive contribution for my City, my community, and specifically lower-income individuals and families.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? No.
But I do chair a state-level committee and sit on a national board, see resume.

Dates served (if known)? n/a

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

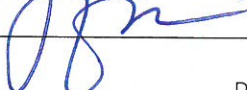
Dates served (if known)? n/a

How did you learn of this vacancy? Facebook post by Tizz Crowley

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:  Date: 1/13/2017

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

JAN 17 2016	FOR OFFICE USE ONLY
DATE APPLICATION RECEIVED: _____	
APPOINTMENT DATE: _____	
TERM EXPIRATION DATE: _____	
OATH DATE: _____	

EDUCATION

Boston University Sargent College of Health and Rehabilitation Sciences

Degree:	Master of Science, 1998	Degree:	Bachelor of Science, 1996
Major:	Rehabilitation Counseling	Major:	Rehabilitation and Human Services
Specialization:	Psychiatric Rehabilitation		

EMPLOYMENT

July 2003 – Present - Operations Manager

Maine Medical Center – Department of Vocational Services, Portland, ME

Management of DVS operations, including supervision of Maine's Work Incentives Planning and Assistance Program, which provides work incentives counseling to individuals receiving disability payments from Social Security. Provide support and guidance, in conjunction with department Director, to two other statewide initiatives funded by the Maine Department of Health and Human Services Office for Family Independence, and the Maine Department of Health and Human Services Office of Substance Abuse and Mental Health Services/Maine Department of Labor Bureau of Rehabilitation Services. Monitor budget and contract activities for DVS operations including current and future grants. Coordination of strategic planning, quality assurance and program development efforts with management team and DVS staff.

December 2002 – July 2003 - Employment Specialist IV

Maine Medical Center - Department of Vocational Services, Portland, ME

Worked with individuals with psychiatric disabilities on planning, pursuing and achieving their vocational goals – this included career and educational exploration, job search, placement, and support. Participated as member of two outpatient psychiatric treatment teams. Researched community resources and referred clients to appropriate services. Established connections with funding agencies and other providers.

August 1999 – December 2002 - Self-Sufficiency Programs Manager

Metropolitan Boston Housing Partnership, Inc., Boston, MA

Managed and enhanced MBHP's HUD Family Self-Sufficiency Program across the metropolitan Boston area. Implemented and managed the Massachusetts Department of Housing and Community Development's largest Welfare-to-Work housing voucher program. Supervised six case managers. Developed policy and procedure for both programs in consultation with staff and supervisors. Monitored FSS participants' escrow account credits and withdrawals, conducting an annual activity audit. Collaborated with Rental Assistance team to increase participation in the FSS program and improve timing of enrollment.

January 1998 – August 1999 - Assistant Program Coordinator/Job Developer

Career Advancement Resources (CAR), Center House, Inc., Boston, MA

Provided support and job development services to Supported Education and Employment (SEE) program funded by the Massachusetts Department of Mental Health (DMH). Established relationships with business community, met or exceeded monthly placement goals, negotiated employment supports, developed marketing strategies for job placement, maintained database of business contacts, and successfully matched client skills with employer needs. Supervised employment/education specialist. Created tracking system for placement and retention data.

January 1997 – January 1998 - Employment and Education Specialist CAR, Center House, Inc., Boston, MA

Provided vocational counseling, planning, and career education to individuals with psychiatric disabilities who were homeless or at risk of homelessness and referred by a Massachusetts Department of Mental Health hospital, shelter, therapist, or case manager. Collaborated with DMH and shelter staff, attended client team

meetings, worked as part of an Employment/Education team to assist clients to achieve their job and school goals. Researched community resources and referred clients to appropriate services, including skills training programs and colleges.

May 1996 – January 1997 - Clubhouse Worker *Center Club, Center House, Inc., Boston, MA*

Worked side by side with members in the Kitchen Unit of Center Club, an International Center for Clubhouse Development certified clubhouse. Assisted individuals to learn foodservice and customer service skills in the unit; assisted individuals in finding supported or independent employment. Facilitated social activities, discussion groups, and outings.

September 1995 – May 1996 CEP Teacher Assistant *Boston University Center for Psychiatric Rehabilitation*

Provided in- and out-of-classroom assistance to Career Education Program students. The CEP was a psychiatric vocational rehabilitation curriculum implemented to help individuals to clarify vocational values and interests, establish meaningful vocational goals, and develop skills and identify supports to succeed in the work or school environment. Provided job development and job coaching to students at the close of class. Facilitated social activities and discussions.

Summers 1994 & 1995 - Substitute Activity Supervisor *Tri-County Mental Health Services, Lewiston ME*

Provided direct support and/or job coaching to individuals with developmental disabilities in day program and employment settings. Provided relief coverage; assisted individuals at all levels of functioning to achieve habilitation and job goals.

PROFESSIONAL MEMBERSHIPS/ORGANIZATIONS

National Association of Benefits and Work Incentive Specialists (NABWIS)

Member, 2007 – 2013; Region 1 Board Member, 2013 – present

Employment Promotion Collaborative (formerly the Maine State Rehabilitation Council's Mental Health Subcommittee)

Member, 2010 - present

Maine State Workforce Board's Commission on Disability and Employment

Member representing MMC Department of Vocational Services, 2006 – 2014; Chair, 2014 – present

Commission on Rehabilitation Counselor Certification

Certified Rehabilitation Counselor (#00016534), 1998 – present

University of Maine Center for Community Inclusion & Disability Studies

Maine Employment Curriculum Instructor, 2003 – 2010



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: 1/2/17

Last name: Robert First name: Cheryl Middle initial: A

Residence address: 27 Laurel Avenue Ward: 4

City: Auburn State: Maine Zip code: 04210

Home phone: 207-754-4602 Work phone: 207-345-3133 Cell phone: 207-754-4602

Email address: RobertApartmentsmaine@aol.com

Current occupation: Property Manager for Normand and Caren Robert

Previous occupation (if retired or no longer working): Special Education Teacher

Educational and/or experience (or attach your resume): I ran a few committees while teaching for Lewiston Public Schools

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

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

Is this application for a 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 have been in the apartment building management business since I was 15 yrs old and am currently managing 19 buildings in the LA area. I want to expand my knowledge

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). I want to help provide safe housing to the residences of Auburn.

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

Dates served (if known)? n/a

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

n/a

Dates served (if known)? n/a

How did you learn of this vacancy? Facebook New Auburn Neighborhood Page

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: 1/2/16

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

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 01/03/2017
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____



CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION

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

Date: 11/11/2016

Last name: Low First name: Geoffrey Middle initial: E

Residence address: 327 Court Street Auburn Maine Ward: 2

City: Auburn State: Maine Zip code: 04210

Home phone: 207-357-3426 Work phone: 207-333-6633 Cell phone: _____

Email address: afd068@aol.com

Current occupation: Fire Chief

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

Educational and/or experience (or attach your resume): MBA concentration in Public Admin

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

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

Is this application for a 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). Please see attached

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

Please see attached

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

Yes, Lewiston/Auburn 911 Committee

Dates served (if known)? July 16 to Present

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

Dates served (if known)?

How did you learn of this vacancy? Posting on the city website.

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: 

Date: 12/29/2016

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

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: DEC 29 2016
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

Memo

To: Sue Clements-Dallaire
From: Geoffrey Low
Date: December 29, 2016
Re: Auburn Housing Authority Board of Directors

These are my responses to the questions asked on the Board and Committee Appointment Application.

Briefly describe why you want to serve on this committee

I envision serving on the Auburn Housing Authority Board of Directors as a non-traditional way to expand my role in community service. For more than twenty years, my community involvement has been focused primarily on protective services such as volunteer fire and ambulance work, supporting community-based emergency response teams, and governance of those groups. Serving on the Auburn Housing Authority Board would allow me to apply my efforts to a cause that is meaningful to me while gaining expertise on important business and economical issues in the community. Board service would also allow me to build valuable connections and develop skills that I can carry forward to other professional and philanthropic endeavors.

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

My main goal in joining this board would be to support the Auburn Housing Authority in its mission to provide safe and affordable housing for lower income persons. Additionally, I would like to be instrumental in strengthening the Authority's efforts towards affording City residents self-sufficiency and economic independence.

While financial and organizational oversight are core functions of any board of directors, I do not see these as the only responsibilities. As a member of the board of directors, I am prepared to commit the time and energy necessary to be a visible supporter of the Authority – advocating for it and the needs of the residents. I envision collaborating with the board team, engaging in meaningful discussions, asking important, clarifying questions, and listening to others.

GEOFFREY E. LOW

Resume/Narrative

I have been an employee for the City of Auburn Fire Department since August, 1994, with one short break in service from 2000 to 2001, when I moved to Naples, Florida, and worked as a paramedic. Over the past 20 years, I have seen the Fire Department from many perspectives, working in a variety of positions: Firefighter/Paramedic; Assistant Chief of EMS Services; member of the training team; Driver Operator; Lieutenant; Shift Captain; Deputy Fire Chief and most recently, as the Fire Chief. I filled the position of Interim Fire Chief of the Auburn Fire Department from April, 2010 to September, 2012. This wide spectrum of positions has allowed me to experience the department as a leader and as a team member on several levels – and, in the end, has made me a well-rounded, informed leader and manager.

In addition to my career fire-service experience, I have also worked as a full-time supervisor/manager in an EMS third service and been a member of several call-force fire departments. In the Town of Oxford, I rose through the ranks to attain the position of Deputy Chief. In this capacity, I provided oversight for the EMS and training divisions, Bureau of Labor Standards, and several other areas. I believe that the combination of my real world experience and supportive, formal education makes me an ideal candidate for your organization. I am consistently driven, through hands-on leadership and management, to strive for personal excellence and to motivate those around me to set their goals a little higher.

Personal Growth

I have been afforded innumerable opportunities for personal growth during the span of my career. With every transition, there have been valuable lessons that serve me well, to this day. The improvement of my listening skills is one particular area of personal development that has turned out to be a powerful and effective tool in my management of personnel. My willingness and ability to listen, process information, and communicate meaningfully allow me to better deal with personnel issues, especially those that are emotionally-charged. I have a reputation for facilitating consensus, affecting conflict resolution, and encouraging collaboration.

Professional Growth

The Auburn Fire Department has provided me with the opportunity to better myself professionally, and I have used this to great advantage. In the past few years, I have acquired a Bachelor of Science in Fire Science, and am currently more than two-thirds of the way towards receiving my Masters in Business Administration. I possess Pro-Board Fire Officer IV certification through the Texas A&M Engineering Extension Service, and have recently completed the National Fire Service Staff and Command Course offered by the University of Maryland. I am currently enrolled in the National Fire Academy's Executive Fire Officer Program with an expected graduation in 2017.

At this time, I am an adjunct instructor for the Maine Fire Services Institute and hold instructor certifications for NIMS-ICS, Haz-Mat Operations, Emergency Medical Services, and AHA-CPR/First Aid. These achievements have all been possible with the support of the Auburn Fire Department.

WORK EXPERIENCE

AUBURN FIRE DEPARTMENT, Auburn, ME 2016 - present
Fire Chief/Paramedic

- Serve as the Chief Executive Officer of the department responsible to the City Manager.
- Plan, direct, and organize administration and operational activities of the 65-member department.
- Develop and manage a \$4.2 million-dollar operating budget.
- Work collaboratively with the bargaining unit to resolve issues prior to grievances being filed.
- Participate in labor negotiations, the grievance process, and other activities as they relate to the collective bargaining agreement.
- Work collaboratively with other departments to achieve City and shared interdepartmental goals.
- Conduct strategic planning to include building consensus among stakeholders when determining organizational priorities and goals.
- Serve as Incident Commander or as a member of the city's Incident Management Team.
- Act as an ambassador for the City of Auburn when delivering public talks, education, or attending functions.

AUBURN FIRE DEPARTMENT, Auburn, ME 1994 - 2016
Deputy Fire Chief/Paramedic

- Served as Interim Fire Chief from April, 2010 to September, 2012.
- Have served as the Deputy Fire Chief for the AFD since Sept, 2011.
- Serve as Emergency Medical Services Chief/Coordinator
- Provide direct supervision for four Battalion Chiefs.
- Provide oversight for multiple operational and administrative divisions.
- Serve as an Incident Safety Officer and as the department Health and Safety Officer to ensure the overall well-being of a 65-member department.
- Assist with developing and managing a \$3.7 million-dollar budget.
- Develop and review both operational and administrative policies and procedures.

MED-CARE AMBULANCE, Mexico, ME 2001 - 2003
Assistant Director/Paramedic

- Managed daily operations of a 60-employee company that responds to requests for emergent and non-emergent service.
- Served as Quality Assurance Coordinator, assessing the proficiency of providers and establishing plans of correction as needed.
- Developed and implemented standards of care to be used in conjunction with State protocols to ensure consistent system-wide care.
- Served on the Employee Professional Development team.

COLLIER COUNTY EMS, Naples, FL 2000-2001
Paramedic

- Provided pre-hospital care for the sick and injured.

OXFORD FIRE DEPARTMENT, Oxford, ME 1988-2000
Deputy Fire Chief/Paramedic

- Directed emergency and non-emergency operations for a 50-member, on-call fire department.
- Drafted, implemented and managed a paid daytime staffing program, placing EMS coverage in the fire station seven days a week.
- Developed and managed the OSHA respiratory protection program.
- Served as EMS Coordinator.

ARMY NATIONAL GUARD, Maine 1990-1998
Medical Specialist/Combat Medic

- Provided pre-hospital care of the sick and injured.

EDUCATION

National Fire Academy: Executive Fire Officer Program In Progress

Masters of Business Administration, w/a minor in Public Administration March, 2015
Columbia Southern University
Orange Beach, AL

Bachelor of Science in Fire Science July, 2012
Columbia Southern University
Orange Beach, AL

Associate of Applied Science in Fire Science January, 2010
Columbia Southern University
Orange Beach, AL

CERTIFICATIONS/SPECIALIZED EDUCATION

Fire Service

NFA Executive Analysis of Fire Service Operations in Emergency Management (2015)
NFA Executive Analysis of Community Risk Reduction (2014)
NFA Executive Development (2014)

Maryland Fire Rescue Institute National Staff and Command Course (2013)
FEMA (MGT-335) Event Security Planning for Public Safety Professionals (2013)
Hazardous Materials Technician (2013)
Fire Instructor I and II: Train the Trainer (2013)
TEEX Fire Officer (2012) III&IV -- Pro-Board certified
Basic Wildland Firefighting (2012) S130/190, L180
NFA Juvenile Firesetter Specialist I (2011)
NFA Health and Safety Officer (2010)
FEMA (G290) Basic Public Information Officer (2008)
NFA Incident Safety Officer (2008)
Homeland Security Exercise and Evaluator Program (2008)
Maine State Fire Officer (2006) I&II, Pro-Board certified
Maine State Fire Instructor (2006) I&II, Pro-Board certified

Fire Service Certifications, Continued

Maine Certified Emergency Manager (2006)
FEMA (E-449) Incident Command Systems: Train the Trainer (2006)
Hazardous Materials Awareness/Operations: Train the Trainer (2003)
Maine State Fire Academy (1990) FF I&II

Emergency Medical Services

Maine Licensed Paramedic
Maine Licensed Instructor Coordinator
American Heart Association - Advanced Cardiac Life Support - Pediatric Advanced Life Support
American Heart Association - Basic Life Support - CPR Instructor
International Trauma Life Support - Advanced

PROFESSIONAL MEMBERSHIPS

- International Association of Fire Chiefs
- Maine Fire Chiefs
- National Fire Protection Association
- International Association of Arson Investigators

COMMUNITY SERVICE

I believe that being a well-rounded, recognizable, and trusted municipal leader requires community involvement. As an added benefit, I hope to instill community commitment and develop a sense of civic duty in my son, by example. In addition to serving on the Volunteer Fire Service and EMS in each of the communities in which I have resided, I have participated in the community in the following positions:

- Den Leader, local Cub Scout troop, since 2011
- Past Pee Wee Soccer Coach for the kindergarten and first grade teams
- Treasurer for Cub Scouts Pack 580, since 2011
- Past committee member for the Dixfield Budget Committee



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: 1/27/2017

Last name: LaBonte First name: Jonathan Middle initial: P

Residence address: 39 Coachman Ave Ward: 2

City: Auburn State: Maine Zip code: 04210

Home phone: 207-782-1174 Work phone: _____ Cell phone: _____

Email address: jlabonte08@gmail.com

Current occupation: Mayor

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

Educational and/or experience (or attach your resume): Graduate studies in public administration, served on

Maine Blue Ribbon Commission on Affordable Housing

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

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

Is this application for a 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). AHA not only creates a high quality, safe and engaging living environments for seniors, families and working citizens of Auburn. With experience in local/state housing policy, I want to work w/ the Board to support staff in continuing that tradition and build upon it.

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

~~Given the length of terms, I would like to work with the Board and staff to propose an overall housing policy that could be adopted by the Board and Council laying out goals for affordable housing including the populations targeted to be served now and going forward and a financial plan to do it.~~

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

Auburn Public Library, Lewiston-Auburn Railroad Company

Dates served (if known)? 2016-present

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

CDBG Citizens Advisory Committee, Citizens Budget Committee

Dates served (if known)? _____

How did you learn of this vacancy? Clerk's Office

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:  Date: 1/27/2017

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

FOR OFFICE USE ONLY	
DATE APPLICATION RECEIVED:	JAN 27 2017
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
VACANT, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 19-02272017

ORDERED, that the City Council hereby appoints _____ to serve on the Auburn Housing Authority with a term expiration date of 10/01/2021.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: March 6, 2017

Ordinance: 02-03062017

Author: Denis D'Auteuil

Subject: Complete Streets Committee Ordinance

Information: The Bicycle Pedestrian Committee on February 22nd, 2017 finalized their recommended language for the proposed Complete Streets Committee Ordinance that is attached.

Advantages: Formalizes the existing Committee with an Ordinance.

Disadvantages:

City Budgetary Impacts: Complete street requirements may result in additional construction costs in order to accommodate all modes of transportation.

Staff Recommended Action: Passage

Previous Meetings and History:

Attachments: Ordinance language

ORDINANCE, ESTABLISHING THE COMPLETE STREETS COMMITTEE

Be it Ordained, that the Code of Ordinances be Amended to Create the Complete Streets Committee as follows:

Article IV, Boards, Commissions, Committees and Bureau's
Division ____ -- Complete Streets Committee

Section 2- ____ . Purpose and Mission

The purpose of the Complete Streets Committee is to

- (a) Promote and advise the development of public infrastructure which supports a multi-modal transportation system for all users, not strictly motor vehicles, and includes the best design practices for enhancing safety as well as community and economic development;
- (b) Develop and recommend policies to the respective governing bodies and planning agencies that address and support all modes of transportation in Lewiston Auburn;
- (c) Advise the respective public works and engineering departments on how all modes of travel can be accommodated in street, highway, trail, and open space projects;

Section 2- ____ . Appointment and Membership.

- (a) The Committee shall consist of nine (9) members as follows: 4 residents of the City of Auburn, 4 residents of the City of Lewiston, and 1 representative of an organization directly involved in issues of public health and wellness. A city councilor may be appointed as a resident.
- (b) The residents of each community shall be appointed in accordance with the standard procedures employed by each community for such appointments. The representative of an organization directly involved in issues of public health shall be appointed by majority vote of the members of the full committee.
- (c) The initial term for resident members shall be three (3) years, as shall the term of the representative of a public health organization. These terms shall run from the first day of January of the year in which the appointment is made. At the time the initial appointments are made, the appointing authority shall assign each resident member to a term with one member appointed to a one year term; one to a two year term; and one to a three year term. Members shall remain in office until their successors are appointed.
- (d) Vacancies shall be filled following the same process employed for the initial appointment of members.
- (e) A vacancy shall be declared if any member of the committee fails to attend three consecutive regular meetings of the committee without being excused by the committee chair.

Section 2- ____ . Duties and Responsibilities.

The Complete Streets Committee shall:

- (a) Follow the City's Complete Streets Policy, oversee its implementation, and review the policy every 2 years to recommend changes as appropriate;
- (b) Serve as the primary resource representing Lewiston and Auburn in the update of Regional and Statewide plans dealing with transportation issues involving motorized vehicles, bicycles, pedestrians, public transportation, and other non-automobile related transportation issues;
- (c) Develop and recommend policies and ordinances for passage by the City Councils in support of alternative modes of transportation;
- (d) Review and comment on existing transportation projects including regionally approved projects, municipally initiated projects, and improvements originating from Traffic Movement Permits associated with development projects; and
- (e) Participate with appropriate city and state departments, committees, and metropolitan planning organizations in planning coordinated multi-modal transportation systems in L-A and the surrounding region, such as rail, bus, and air.

Section 2-___ Organization.

- (a) The Committee shall have the following officers: Chair, vice-chair, and secretary, each of whom shall be selected by a majority of the members of the committee at its first meeting in January of each year. The chair shall preside over all meetings of the board, shall supervise the affairs of the board, and shall perform such other duties as may be assigned to the office by the committee. The vice-chair shall assist the chair in carrying out the latter's duties and shall preside at meetings in the chair's absence. The secretary shall be responsible for preparing and distributing committee agendas and minutes and ensuring that the legal posting requirements are met.
- (b) A quorum necessary to conduct an official meeting shall consist of at least six members and at least six concurring votes shall be necessary to constitute an action on any matter.
- (c) The committee shall meet at least quarterly and may meet more frequently at the call of the chair.
- (d) Unless otherwise prescribed by this Division or by bylaws established by the Committee, the Committee shall operate in accordance with Robert's Rules of Order.

Section 2-___. Staff Support. The City Manager/Administrator of each community shall designate a planning or public works staff member to serve as a liaison to the committee.

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
VACANT, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDINANCE 02-03062017

ORDINANCE, ESTABLISHING THE COMPLETE STREETS COMMITTEE

BE IT ORDAINED, that the City Council hereby adopts the Ordinance establishing the Complete Streets Committee as noted below:

Article V, Boards, Commissions, and Committees Division 6 - Complete Streets Committee

Section 2- 482.2. Purpose and Mission

The purpose of the Complete Streets Committee is to

- (a) Promote and advise the development of public infrastructure which supports a multi-modal transportation system for all users, not strictly motor vehicles, and includes the best design practices for enhancing safety as well as community and economic development;
- (b) Develop and recommend policies to the respective governing bodies and planning agencies that address and support all modes of transportation in Lewiston Auburn;
- (c) Advise the respective public works and engineering departments on how all modes of travel can be accommodated in street, highway, trail, and open space projects;

Section 2-482.3. Appointment and Membership.

- (a) The Committee shall consist of nine (9) members as follows: 4 residents of the City of Auburn, 4 residents of the City of Lewiston, and 1 representative of an organization directly involved in issues of public health and wellness. A city councilor may be appointed as a resident.
- (b) The residents of each community shall be appointed in accordance with the standard procedures employed by each community for such appointments. The representative of an organization directly involved in issues of public health shall be appointed by majority vote of the members of the full committee.
- (c) The initial term for resident members shall be three (3) years, as shall the term of the representative of a public health organization. These terms shall run from the first day of January of the year in which the appointment is made. At the time the initial

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
VACANT, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

appointments are made, the appointing authority shall assign each resident member to a term with one member appointed to a one year term; one to a two year term; and one to a three year term. Members shall remain in office until their successors are appointed.

- (d) Vacancies shall be filled following the same process employed for the initial appointment of members.
- (e) A vacancy shall be declared if any member of the committee fails to attend three consecutive regular meetings of the committee without being excused by the committee chair.

Section 2-482.4. Duties and Responsibilities.

The Complete Streets Committee shall:

- (a) Follow the City's Complete Streets Policy, oversee its implementation, and review the policy every 2 years to recommend changes as appropriate;
- (b) Serve as the primary resource representing Lewiston and Auburn in the update of Regional and Statewide plans dealing with transportation issues involving motorized vehicles, bicycles, pedestrians, public transportation, and other non-automobile related transportation issues;
- (c) Develop and recommend policies and ordinances for passage by the City Councils in support of alternative modes of transportation;
- (d) Review and comment on existing transportation projects including regionally approved projects, municipally initiated projects, and improvements originating from Traffic Movement Permits associated with development projects; and
- (e) Participate with appropriate city and state departments, committees, and metropolitan planning organizations in planning coordinated multi-modal transportation systems in L-A and the surrounding region, such as rail, bus, and air.

Section 2-482.5 Organization.

- (a) The Committee shall have the following officers: Chair, vice-chair, and secretary, each of whom shall be selected by a majority of the members of the committee at its first meeting in January of each year. The chair shall preside over all meetings of the board, shall supervise the affairs of the board, and shall perform such other duties as may be assigned to the office by the committee. The vice-chair shall assist the chair in carrying out the latter's duties and shall preside at meetings in the chair's absence. The secretary shall be responsible for preparing and distributing committee agendas and

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
VACANT, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

minutes and ensuring that the legal posting requirements are met.

- (b) A quorum necessary to conduct an official meeting shall consist of at least six members and at least six concurring votes shall be necessary to constitute an action on any matter.
- (c) The committee shall meet at least quarterly and may meet more frequently at the call of the chair.
- (d) Unless otherwise prescribed by this Division or by bylaws established by the Committee, the Committee shall operate in accordance with Robert's Rules of Order.

Section 2-482.6. Staff Support. The City Manager/Administrator of each community shall designate a planning or public works staff member to serve as a liaison to the committee.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: March 6, 2017

Ordinance: 03-03062017

Author: Denis D'Auteuil

Subject: Complete Streets Ordinance

Information: The Bicycle Pedestrian Committee on February 22nd, 2017 finalized their recommended language for the proposed Complete Streets Ordinance that is attached.

Advantages: Formalizes the existing practice of accommodating all modes of transportation where and when practicable.

Disadvantages:

City Budgetary Impacts: Complete street requirements may result in additional construction costs in order to accommodate all modes of transportation.

Staff Recommended Action: Passage

Previous Meetings and History:

Attachments: Ordinance language

COMPLETE STREETS ORDINANCE

Section-1. Complete Streets

The City of **[Lewiston or Auburn]** will plan for, design, construct, operate, and maintain an appropriate and integrated transportation system that will meet the needs of motorists, pedestrians, bicyclists, wheelchair users, transit vehicles and riders, freight haulers, emergency responders, and residents of all ages and abilities.

- (1) Transportation facilities that support the concept of complete streets include, but are not limited to, pavement markings and signs; street and sidewalk lighting; sidewalk and pedestrian safety improvements; Americans with Disabilities Act and Title VI compliance; transit accommodations; bicycle accommodations including intersection detection and appropriate signage and markings; and streetscapes that appeal to and promote pedestrian use.
- (2) The system's design will be consistent with and supportive of local neighborhoods, recognizing that transportation needs vary and must be balanced in a flexible, safe, and cost effective manner.

Section-2. Projects

Those involved in the planning and design of projects within the public right-of-way will give consideration to all users and modes of travel from the start of planning and design work. Transportation improvements shall be viewed as opportunities to create safer, more accessible streets for all users. This shall apply to new construction, reconstruction, and rehabilitation. The Complete Streets Committee¹² shall be briefed on potential future projects of this nature during or immediately following the annual development of the city's capital improvement program. This will allow the Committee to provide its views regarding complete streets policy early in the planning and design process.

Section-3. Exceptions

Exceptions to this policy may be made under the circumstances listed below:

- (1) Street projects may exclude those elements of this policy that would require the accommodation of street uses prohibited by law;
- (2) Ordinary maintenance activities such as mowing, snowplowing, sweeping, spot repair,

¹ Note that this assumes the Complete Streets Committee will also be established by an ordinance. Such an ordinance would be located in a different section of the Code.

² Note that this assumes the Complete Streets Committee will also be established by an ordinance. Such an ordinance would be located in a different section of the Code. This footnote applies to all references in this ordinance to the Committee.

joint or crack sealing, or pothole filling do not require that elements of this policy be applied beyond the scope of that maintenance activity;

- (3) Ordinary maintenance paving projects may only exclude the elements of this policy that would require increasing pavement width. However, when such projects do occur, the condition of existing facilities supporting alternate transportation modes should be evaluated as well as the appropriateness of modifying existing pavement markings and signage that supports such alternate modes. This exception does not apply to street reconstruction projects;
- (4) Street reconstruction projects and maintenance paving projects which involve widening pavement may exclude elements of this policy when the accommodation of a specific use is expected to:
 - (a) require more space than is physically available, or
 - (b) be located where both current and future demand is proven absent, or
 - (c) drastically increase project costs and equivalent alternatives exist within close proximity, or
 - (d) have adverse impacts on environmental resources such as streams, wetlands, floodplains, or on historic structures or sites above and beyond the impacts of currently existing infrastructure.
- (5) In order for an exception to be granted under the conditions stated above and prior to finalizing the design and budget for the intended project, the City Engineer and Director of Public Works must first consult with the City Planner and City Administrator. If the City Administrator concludes that an exception to the policy is warranted, the Administrator or the staff representative to the Complete Streets Committee shall consult with the Committee regarding the project and the requested exception. If, after this consultation, a difference of opinion exists between the Committee and staff regarding an exception that has been granted, the Committee may forward its concerns to the City Council for its consideration.
- (6) The City Council may grant such other exceptions as it sees fit.

Section-4. Intergovernmental Cooperation

The City will cooperate with the City of **[Lewiston or Auburn]** and with other transportation agencies including the Maine Department of Transportation (MDOT) and Androscoggin Transportation Resource Center (ATRC) to ensure the principles and practices of complete streets are embedded within their planning, design, construction, and maintenance activities. The two cities will specifically cooperate to ensure the transportation network flows seamlessly between the two communities in accordance with local and regional road, transit, bicycle, and pedestrian plans and mutually agreed upon design criteria.

Section-5. Design Criteria

The City, through its Public Works Department, shall develop and adopt design criteria, standards, and guidelines based upon recognized best practices in street design, construction, and operation. To the greatest extent possible, the City shall coordinate with the City of Auburn to adopt the same standards with particular emphasis on pedestrian and bicycle markings and wayfinding signage. Resources to be referenced in developing these standards shall include, but not necessarily be limited to, the latest editions of: American Association of State Highway Transportation Officials (AASHTO) Policy on Geometric Design of Highways and Streets, Guide for Planning, Designing, and Operating Pedestrian Facilities, and Guide for the Development of Bicycle Facilities; Institute of Transportation Engineers (ITE) Designing Walkable Urban Thoroughfares: A Context Sensitive Approach; National Association of City Transportation Officials (NACTO) Urban Bikeway Design Guide; U.S. Access Board Public Right-of-Way Accessibility Guidelines; Androscoggin Transportation Resource Center (ATRC) Complete Streets, A Guide to Best Management and Design Practice; Highway Capacity Manual and Highway Safety Manual; the Manual on Uniform Traffic Control Devices; and any applicable policies and guidance issued by the Maine Department of Transportation.

The Cities will be permitted to consider innovative or non-traditional design options that provide a comparable level of safety and utility for users as those listed above.

Section-6. Community Context

Implementation of this Policy shall take into account the goal of enhancing the context and character of the surrounding built and natural environments. Transportation facilities, including roads, should be adapted to fit and enhance the character of the surrounding neighborhood.

Section-7. Network

Special attention should be given to projects which enhance the overall transportation system and its connectivity. Specifically, high priority should be given to:

- (1) Corridors providing primary access to one or more significant destinations such as a parks or recreation areas, schools, shopping/commercial areas, public transportation, or employment centers;
- (2) Corridors serving a relatively high number of users of non-motorized transportation modes;
- (3) Corridors providing important continuity or connectivity links to existing pedestrian or bicycle networks;
- (4) Projects identified in regional or local bicycle pedestrian plans prepared by organizations such as the ATRC and other associated groups.

Section-8. Performance Measures

The City Administrator and/or designee shall report to the Planning Board and City Council on an annual basis on the transportation projects undertaken within the prior year and planned within the coming year and the extent to which each of these projects has met the Complete Streets ordinance.

Section-9. Implementation

This policy will be primarily implemented through planning comprehensive complete streets networks regionally and within each city.

Additional implementation activities will include, but not be limited to: developing project checklists that incorporate complete streets elements in the Cities' overall design processes; annual review of capital improvement plans and unified planning work programs; establishing design manuals that clearly set forth the complete streets standards; and directing the Planning Boards to evaluate changes to the Cities' respective land development codes that will extend the complete streets concept into private developments through appropriate subdivision and site plan regulations.

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
VACANT, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDINANCE 03-03062017

COMPLETE STREETS ORDINANCE

BE IT ORDAINED, that the City Council hereby adopts the Complete Street Ordinance as noted below:

Complete Streets

The City of **Auburn** will plan for, design, construct, operate, and maintain an appropriate and integrated transportation system that will meet the needs of motorists, pedestrians, bicyclists, wheelchair users, transit vehicles and riders, freight haulers, emergency responders, and residents of all ages and abilities.

- (1) Transportation facilities that support the concept of complete streets include, but are not limited to, pavement markings and signs; street and sidewalk lighting; sidewalk and pedestrian safety improvements; Americans with Disabilities Act and Title VI compliance; transit accommodations; bicycle accommodations including intersection detection and appropriate signage and markings; and streetscapes that appeal to and promote pedestrian use.
- (2) The system's design will be consistent with and supportive of local neighborhoods, recognizing that transportation needs vary and must be balanced in a flexible, safe, and cost effective manner.

Projects

Those involved in the planning and design of projects within the public right-of-way will give consideration to all users and modes of travel from the start of planning and design work. Transportation improvements shall be viewed as opportunities to create safer, more accessible streets for all users. This shall apply to new construction, reconstruction, and rehabilitation. The Complete Streets Committee¹² shall be briefed on potential future

¹ Note that this assumes the Complete Streets Committee will also be established by an ordinance.

Jonathan P. LaBonte, Mayor

projects of this nature during or immediately following the annual development of the city's capital improvement program. This will allow the Committee to provide its views regarding complete streets policy early in the planning and design process.

Exceptions

Exceptions to this policy may be made under the circumstances listed below:

- (1) Street projects may exclude those elements of this policy that would require the accommodation of street uses prohibited by law;
- (2) Ordinary maintenance activities such as mowing, snowplowing, sweeping, spot repair, joint or crack sealing, or pothole filling do not require that elements of this policy be applied beyond the scope of that maintenance activity;
- (3) Ordinary maintenance paving projects may only exclude the elements of this policy that would require increasing pavement width. However, when such projects do occur, the condition of existing facilities supporting alternate transportation modes should be evaluated as well as the appropriateness of modifying existing pavement markings and signage that supports such alternate modes. This exception does not apply to street reconstruction projects;
- (4) Street reconstruction projects and maintenance paving projects which involve widening pavement may exclude elements of this policy when the accommodation of a specific use is expected to:
 - (a) require more space than is physically available, or
 - (b) be located where both current and future demand is proven absent, or
 - (c) drastically increase project costs and equivalent alternatives exist within close proximity, or
 - (d) have adverse impacts on environmental resources such as streams, wetlands, floodplains, or on historic structures or sites above and beyond the impacts of

Such an ordinance would be located in a different section of the Code.

² Note that this assumes the Complete Streets Committee will also be established by an ordinance. Such an ordinance would be located in a different section of the Code. This footnote applies to all references in this ordinance to the Committee.

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
VACANT, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

currently existing infrastructure.

(5) In order for an exception to be granted under the conditions stated above and prior to finalizing the design and budget for the intended project, the City Engineer and Director of Public Works must first consult with the City Planner and City Administrator. If the City Administrator concludes that an exception to the policy is warranted, the Administrator or the staff representative to the Complete Streets Committee shall consult with the Committee regarding the project and the requested exception. If, after this consultation, a difference of opinion exists between the Committee and staff regarding an exception that has been granted, the Committee may forward its concerns to the City Council for its consideration.

(6) The City Council may grant such other exceptions as it sees fit.

Intergovernmental Cooperation

The City will cooperate with the City of **Lewiston** and with other transportation agencies including the Maine Department of Transportation (MDOT) and Androscoggin Transportation Resource Center (ATRC) to ensure the principles and practices of complete streets are embedded within their planning, design, construction, and maintenance activities. The two cities will specifically cooperate to ensure the transportation network flows seamlessly between the two communities in accordance with local and regional road, transit, bicycle, and pedestrian plans and mutually agreed upon design criteria.

Design Criteria

The City, through its Public Works Department, shall develop and adopt design criteria, standards, and guidelines based upon recognized best practices in street design, construction, and operation. To the greatest extent possible, the City shall coordinate with the City of Auburn to adopt the same standards with particular emphasis on pedestrian and bicycle markings and wayfinding signage. Resources to be referenced in developing these standards shall include, but not necessarily be limited to, the latest editions of: American Association of State Highway Transportation Officials (AASHTO) Policy on Geometric Design of Highways and Streets, Guide for Planning, Designing, and Operating Pedestrian Facilities, and Guide for the Development of Bicycle Facilities; Institute of Transportation Engineers (ITE) Designing Walkable Urban Thoroughfares: A Context Sensitive Approach; National Association of City Transportation Officials (NACTO) Urban Bikeway Design Guide; U.S. Access Board Public Right-of-Way Accessibility Guidelines; Androscoggin Transportation

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
VACANT, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

Resource Center (ATRC) Complete Streets, A Guide to Best Management and Design Practice; Highway Capacity Manual and Highway Safety Manual; the Manual on Uniform Traffic Control Devices; and any applicable policies and guidance issued by the Maine Department of Transportation.

The Cities will be permitted to consider innovative or non-traditional design options that provide a comparable level of safety and utility for users as those listed above.

Community Context

Implementation of this Policy shall take into account the goal of enhancing the context and character of the surrounding built and natural environments. Transportation facilities, including roads, should be adapted to fit and enhance the character of the surrounding neighborhood.

Network

Special attention should be given to projects which enhance the overall transportation system and its connectivity. Specifically, high priority should be given to:

- (1) Corridors providing primary access to one or more significant destinations such as a parks or recreation areas, schools, shopping/commercial areas, public transportation, or employment centers;
- (2) Corridors serving a relatively high number of users of non-motorized transportation modes;
- (3) Corridors providing important continuity or connectivity links to existing pedestrian or bicycle networks;
- (4) Projects identified in regional or local bicycle pedestrian plans prepared by organizations such as the ATRC and other associated groups.

Performance Measures

The City Administrator and/or designee shall report to the Planning Board and City Council on an annual basis on the transportation projects undertaken within the prior year and planned within the coming year and the extent to which each of these projects has met the Complete Streets ordinance.

Implementation

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
VACANT, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

This policy will be primarily implemented through planning comprehensive complete streets networks regionally and within each city.

Additional implementation activities will include, but not be limited to: developing project checklists that incorporate complete streets elements in the Cities' overall design processes; annual review of capital improvement plans and unified planning work programs; establishing design manuals that clearly set forth the complete streets standards; and directing the Planning Boards to evaluate changes to the Cities' respective land development codes that will extend the complete streets concept into private developments through appropriate subdivision and site plan regulations.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: March 6, 2017

Order: 22-03062017

Author: Sue Clements-Dallaire, City Clerk

Subject: Reallocation of Unspent Proceeds from the City's General obligation Bonds

Information: To get authorization to reallocate \$42,000 of unspent proceeds from the city's general obligation bonds to be used for the renovation of the Parks Garage for a Senior Center. This will require two readings and an affirmative vote of 5 Councilors for passage.

Advantages: Provide the community with a large meeting space, with the primary focus to provide Seniors with a place to gather for programs and events, but also be utilized by other community groups and events.

Disadvantages: Loss of storage space for Public Service and Police for their vehicles/equipment.

City Budgetary Impacts: \$42,000

Staff Recommended Action: Consider passage of order

Previous Meetings and History: First reading to be held on 3/6/2017. A Public hearing and second reading to be held on 3/20/2017.

Attachments: copy of the public notice and order 22-03062017

**CITY OF AUBURN
NOTICE OF PUBLIC HEARING**

Pursuant to Section 8.13 of the City Charter, notice is hereby given that the Auburn City Council will hold a public hearing on Monday, March 20, 2017, at 7:00 p.m. in the Council Chambers, Auburn Hall, 60 Court Street on a proposed order reallocating \$42,000 of unspent proceeds from various General Obligation Bonds to finance renovation of the Parks Garage for a Senior Center.

The City Council expects to conduct the first reading on the order at the March 6, 2017 meeting and the public hearing, second reading and final action at the meeting of March 20, 2017.

The order is available for inspection at the City Clerk's office during regular business hours.

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
VACANT, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 22-03062017

ORDERED, that the City Council hereby **Reallocates Unspent Proceeds from the City's General Obligation Bonds**.

WHEREAS, the City of Auburn issued General Obligation Bonds in various amounts for various projects; and

WHEREAS, there remain unspent proceeds of the Bonds borrowed for multiple capital improvements, \$42,000 of which excess proceeds the City Council desires to reappropriate and reallocate to be used for the **renovation of the Parks Garage for a Senior Center**.

NOW, THEREFORE, by the City Council of the City of Auburn, be it hereby ORDERED:

THAT the excess proceeds of the Bonds, in the amount of \$42,000 be and hereby are appropriated from the amount borrowed as part of various Bonds to finance the costs of the project listed above.

THAT the City's Finance Director / Treasurer be, and hereby is, authorized and empowered in the name and on behalf of the City, to do or cause to be done all such acts and things, and to execute and deliver, all such financing documents, certificates, and other documents as may be necessary or advisable, with the advice of counsel for the City, to carry out the provisions of this Order, as may be necessary or desirable.

A Public Notice describing the repurposing of these Bond proceeds borrowed for Various Projects to the list above was published on or before March 6, 2017, in the Lewiston Sun-Journal, a daily newspaper published in the City of Auburn and in Androscoggin County.

A public hearing was held on March 20, 2016.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: March 6, 2017

Order: 23-03062017

Author: Sue Clements-Dallaire, City Clerk

Subject: Consolidation of voting places for the June 13, 2017 Election.

Information: The School Budget Validation Referendum Election and Special Municipal Election for the Ward 4 City Council seat are to be held on June 13, 2017. There may also be a State Special Referendum Election* with a single question ballot.

Because of anticipated low turnout, even if there is a Statewide Special Referendum Election, staff recommends consolidating to one polling place.

State law requires a public hearing and municipal approval at least 90 days prior to the election in order to consolidate voting places.

*The 127th Legislature passed "*An Act To Authorize a General Fund Bond Issue To Stimulate Investment in Innovation by Maine Businesses To Produce Nationally and Globally Competitive Products and Services*" on April 15, 2016 and to send a bond question out to the voters at a June 2017 election. Unless the 128th Legislature changes the date, or approves other ballot issues to go on a June ballot, there will be a single question ballot.

Advantages: There would be a significant cost savings.

Disadvantages: May cause some confusion to voters and depending on the voter turnout, there could be some wait time for voters.

City Budgetary Impacts: Additional \$4,324 to staff 4 additional polling places and an additional \$1,670 to program the number of machines needed at each location. This does not include the costs for Public Services or Clerk staff to set up booths, signs, and equipment at each location.

Staff Recommended Action: Recommend passage.

Previous Meetings and History: N/A

Attachments: Title 21-A Sec. 631 and 631 A, Order 23-03062017

Maine Revised Statutes
Title 21-A: ELECTIONS
Chapter 9: CONDUCT OF ELECTIONS

§631. VOTING DISTRICTS

A municipality may be divided into voting districts as follows. [1985, c. 161, §6 (NEW).]

1. Procedure. The municipal officers may divide a town or ward into convenient voting districts after public notice and hearing held at least 90 days before an election. After the hearing, the municipal officers shall prepare a certificate defining the limits of each district. The municipal officers shall file the certificate with the clerk who shall record it. The clerk shall immediately file an attested copy of the certificate with the Secretary of State. The clerk shall post an attested copy of the certificate in a conspicuous, public place in the town or ward, and shall publish it in at least one newspaper having general circulation in the municipality at least 30 days before election day. Voting districts, once established, may be consolidated into a lesser number of districts by following the same procedure. Voting districts may be established or consolidated under this section for all or only certain classes of elections.

[2007, c. 455, §27 (AMD) .]

2. Division terminates office. The division of a town or ward terminates the office of election officials previously elected or appointed from it.

[1985, c. 161, §6 (NEW) .]

3. Appointment of wardens and ward clerks. At least 10 days before the election, the municipal officers shall appoint a warden, a ward clerk in a city and at least 2 election clerks for each voting place created by the division. Election clerks must be nominated as provided in section 503.

[1985, c. 161, §6 (NEW) .]

4. Officials sworn. Before assuming the duties of office, the officials appointed under this section must be sworn by the clerk who shall record the fact of their having been sworn.

[1985, c. 161, §6 (NEW) .]

5. Term and duties. The appointed election officials shall perform the same duties at elections as those regularly chosen and shall hold office for the same term.

[1985, c. 161, §6 (NEW) .]

6. Voting districts. Voting districts are defined as wards that may be further divided into precincts.

[1995, c. 459, §54 (NEW) .]

SECTION HISTORY

1985, c. 161, §6 (NEW). 1995, c. 459, §54 (AMD). 1999, c. 426, §20 (AMD). 2007, c. 455, §27 (AMD).

The State of Maine claims a copyright in its codified statutes. If you intend to republish this material, we require that you include the following disclaimer in your publication:

All copyrights and other rights to statutory text are reserved by the State of Maine. The text included in this publication reflects changes made through the Second Regular Session of the 127th Maine Legislature and is current through October 1, 2016. The text is subject to change without notice. It is a version that has not been officially certified by the Secretary of State. Refer to the Maine Revised Statutes Annotated and supplements for certified text.

The Office of the Revisor of Statutes also requests that you send us one copy of any statutory publication you may produce. Our goal is not to restrict publishing activity, but to keep track of who is publishing what, to identify any needless duplication and to preserve the State's copyright rights.

PLEASE NOTE: The Revisor's Office cannot perform research for or provide legal advice or interpretation of Maine law to the public. If you need legal assistance, please contact a qualified attorney.

Maine Revised Statutes
Title 21-A: ELECTIONS
Chapter 9: CONDUCT OF ELECTIONS

§631-A. VOTING PLACES

1. Establishing suitable voting places. If the municipal officers determine that there is no building within a voting district that is suitable for a voting place, as described in section 627, the municipal officers may, subject to the approval of the Secretary of State, establish a voting place outside the voting district in a suitable building that is as close as possible to the voting district and as convenient as possible to the voters of the voting district.

[2007, c. 455, §28 (NEW) .]

2. Consolidating voting places. The municipal officers may, after public notice and hearing held at least 90 days before an election, and subject to the approval of the Secretary of State, consolidate voting places so that more than one voting district votes in the same voting place. When voting places are consolidated under this process, the voters from the different voting districts may vote in the same or separate guardrail enclosures in the building.

[2007, c. 455, §28 (NEW) .]

3. Change of voting place. If the municipal officers wish to change the location of a voting place, they must apply to the Secretary of State at least 60 days before the next statewide election, unless an emergency exists. The Secretary of State shall design the application form. The Secretary of State must approve the application before the voting place may be changed.

[2011, c. 342, §21 (NEW) .]

SECTION HISTORY

2007, c. 455, §28 (NEW). 2011, c. 342, §21 (AMD).

The State of Maine claims a copyright in its codified statutes. If you intend to republish this material, we require that you include the following disclaimer in your publication:

All copyrights and other rights to statutory text are reserved by the State of Maine. The text included in this publication reflects changes made through the Second Regular Session of the 127th Maine Legislature and is current through October 1, 2016. The text is subject to change without notice. It is a version that has not been officially certified by the Secretary of State. Refer to the Maine Revised Statutes Annotated and supplements for certified text.

The Office of the Revisor of Statutes also requests that you send us one copy of any statutory publication you may produce. Our goal is not to restrict publishing activity, but to keep track of who is publishing what, to identify any needless duplication and to preserve the State's copyright rights.

PLEASE NOTE: The Revisor's Office cannot perform research for or provide legal advice or interpretation of Maine law to the public. If you need legal assistance, please contact a qualified attorney.
--

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
VACANT, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 23-03062017

ORDERED, that the City Council hereby approves (pending authorization from the Secretary of State's Office) the consolidation of voting places for the June 13, 2017 Election. All voting for this election will be held at Auburn Hall, located at 60 Court Street in Auburn.



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: March 6, 2017

Subject: Executive Session

Information: Discussion regarding a real estate matter, 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.