

**City Council Workshop & Meeting  
Agenda  
Tuesday, February 20, 2024  
Auburn Hall, Council Chambers**

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

- A. LA Arts – Jim Parakilas
- B. Androscoggin Historical Society – Curtis Jack and Wendy Tardif
- C. Auburn Lewiston Airport – Jonathan LaBonté
- D. Assessing Update – Karen Scammon and Joe St. Peter
- E. Innovation Designation – Jay Brenchick, Eric Cousens, Glen Holmes

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

**Pledge of Allegiance**

- I. **Consent Items** – All items with an asterisk (\*) are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member or a citizen requests, in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.
1. **Order 22-02202024\***  
Appointing Philip Savignano to serve on the Parks & Recreation Advisory Board with a term expiration of 10/01/2025 as nominated by the Appointment Committee.
  2. **Order 23-02202024\***  
Appointing Robert Hayes to serve as an associate member of the Planning Board with a term expiration of 01/01/2026 as nominated by the Appointment Committee.
  3. **Order 24-02202024\***  
Appointing Denis Bergeron to serve on the Sewer District Board of Trustees with a term expiration of 03/01/2025 as nominated by the Appointment Committee.
  4. **Order 25-02202024\***  
Re-appointing Thomas Moulin to serve on the Sewer District Board of Trustees with a term expiration of 03/01/2028 as nominated by the Appointment Committee.
  5. **Order 26-02202024\***

Appointing Denis Bergeron to serve on the Water District Board of Trustees with a term expiration of 03/01/2028 as nominated by the Appointment Committee.

**II. Minutes**

- February 5, 2024 Regular Council Meeting
- February 12, 2024 Special Council Meeting

**III. Communications, Presentations and Recognitions**

- FEMA Presentation - Allen Renn

**IV. Open Session – *Members of the public are invited to speak to the Council about any issue directly related to City business or any item that does not appear on the agenda.***

**V. Unfinished Business - None**

**VI. New Business**

**1. Public Hearing - CDBG & HOME Consortium Action Plan for Program Year 2024**

**VII. Open Session - *Members of the public are invited to speak to the Council about any issue directly related to City business or any item that does not appear on the agenda***

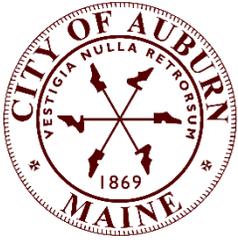
**VIII. Reports**

- a. Mayor's Report
- b. City Councilors' Reports
- c. City Manager Report

**IX. Executive Sessions**

1. Economic development, pursuant to 1 M.R.S.A. §405(6)(C) where premature disclosure would prejudice the competitive or bargaining position of the City. **Possible action to follow.**
2. Economic development, pursuant to 1 M.R.S.A. §405(6)(C) where premature disclosure would prejudice the competitive or bargaining position of the City.

**X. Adjournment**



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** February 20, 2024

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

**Subject:** Presentations – LA Arts, and the Androscoggin Historical Society

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**Information:** Jim Paakilas along with Gerald Walsh will provide an update/presentation on LA Arts, followed by Curtis Jack and Wendy Tardif who will provide an update/presentation on the Androscoggin Historical Society.

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**City Budgetary Impacts:** N/A

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**Staff Recommended Action:** Presentation and discussion

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

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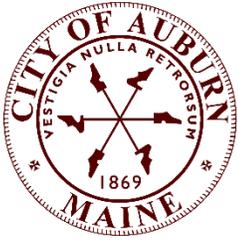
**City Manager Comments:**

*Phillip Crowell Jr.*

I concur with the recommendation. Signature:

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**Attachments:** None



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** February 20, 2024

**Order:**

**Author:** Jonathan P. LaBonte

**Subject:** Auburn Lewiston Municipal Airport – FY25 DRAFT Budget Overview

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**Information:** The Auburn Lewiston Municipal Airport is governed by a nine member Board of Directors, established through a 1979 Interlocal Agreement. The Board of Directors establishes the annual budget and, if needed, submits a request to the airport sponsors (the two cities) for a subsidy. The attached memo and draft budget highlight drivers for fiscal year 2025 and the request for a flat operating subsidy for the third straight year of \$205,000 per city.

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**City Budgetary Impacts:** \$205,000 for fiscal year 2025 operating budget

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**Staff Recommended Action:** Discussion

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**Previous Meetings and History:**

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**City Manager Comments:**

I concur with the recommendation. Signature:

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**Attachments:**

FY2025 Airport Budget Memo  
DRAFT FY2025 Airport Budget



# Auburn Lewiston Municipal Airport

80 Airport Drive, Auburn, ME 04210  
(207) 786 0631 FAX: (207) 782 3024  
www.flytomaine.com

TO: Mayors Harmon and Sheline and the Auburn and Lewiston City Councils  
FROM: Jonathan P. LaBonte, Board Chair and City of Auburn Transportation Systems Director  
DATE: February 20, 2024  
RE: Fiscal Year 2025 Airport Budget Draft

This memo serves to supplement the included draft of the fiscal year 2025 Auburn Lewiston Municipal Airport operating budget. The Airport has been undergoing significant change over the last 12 months, and continuing to refine the business model to achieve financial sustainability is the primary objective. While follow up memos or workshops could delve deeper into elements of those reforms, outlined here are key drivers in the budget when compared to fiscal year 2024.

## Airport Administration and Operations

### **Airport Personnel and Contracted Services**

Reductions in headcount in FY23 and FY24 were necessary to align with projected revenues and to ensure the airport was staffed appropriately to meet its primary objectives. We continue to monitor needs for all services (administrative, financial, flight line services, and operations). Current staffing count (not FTE's) is four airport employees, two contracted operations (through Auburn Public Works and Dirigo Aerospace Solutions), and two contracted flight line services (through Dirigo Aerospace Solutions). Staff are cross trained and services are often scheduled as needed (wildlife mitigation, winter operations, etc). The support services that have been leveraged in the management transition (Auburn Transportation Director, IT, Finance, PW, and HR) were not accounted for in FY24 given the financial realities the airport faced. The concept under consideration to have the Airport contracted managed by the City of Auburn would address elements of that and memorialize the administrative efficiencies we've implemented.

### **Airport Building Leases**

We successfully secured tenants to master lease two of the airport-owned hangars (Hangar #2 and Hangar #9). This generates positive rental fee incomes, reduces staff needs to manage single aircraft tenants, and shifts the liability of utilities onto the tenant. With the arrival of a flight school, we were able to include in their Operating Rights Agreement management of the airport-owned flight simulator. This will retain public access, and allow the airport to generate more consistent revenue per hour used.

Since the eviction of Elite Airways from Hangar #5, and the approximately six months it took to secure the building empty, a tenant for the entire building has not yet been identified. The airport has outstanding debt of approximately \$1.2 million in principal (50% held by each city) and the budget includes resuming those payments of \$57,500 to each city. In FY23 and FY24, the payments were not made and the debt service extended out to 2037. Without a master lease on this building, the airport must pay all utilities and preventative maintenance. While we are generating some revenue from transient jets and based general aviation tenants, it is far from covering the actual costs for the airport to operate this building.

### **Maintenance Initiatives**

For airfield maintenance, the airport has only partially converted airfield lighting to LED. Estimates are being secured and we will continue to upgrade airfield signage to more energy efficient models to reduce operating expenses over time. In addition, the airport has not historically managed a ready inventory of parts/supplies for airfield maintenance. We are having discussions with vendors and other airports to consider purchasing inventory to shorten response times for airfield repairs.



# Auburn Lewiston Municipal Airport

80 Airport Drive, Auburn, ME 04210  
(207) 786 0631 FAX: (207) 782 3024  
www.flytomaine.com

For pavement maintenance, we expect MaineDOT to include the airport in a pavement conditions assessment during calendar year 2024. For FY25, we will be developing a new five-year pavement management program to use for budgeting for the future (aligned with the new five-year CIP that will be an output of the Airport Master Plan Update). FY25 operations budget activities (non-CIP) will include spot pavement repair, pavement marking and additional crack filling.

## Computer/Office Setup

With reduced headcount and re-alignment of responsibilities, FY25 brings the opportunity to set up a base of airport operations in the maintenance building (access to computer workstations, phones, radio equipment, etc) and improve the terminal building as a hub for the FBO (flight line services, pilot lounge, flight planning, etc). Replacement of dated workstations with new workstations and potential fiber interconnections are possibilities.

## Auburn Air Center (Flight Line Services)

### Flight Line Services Revenues

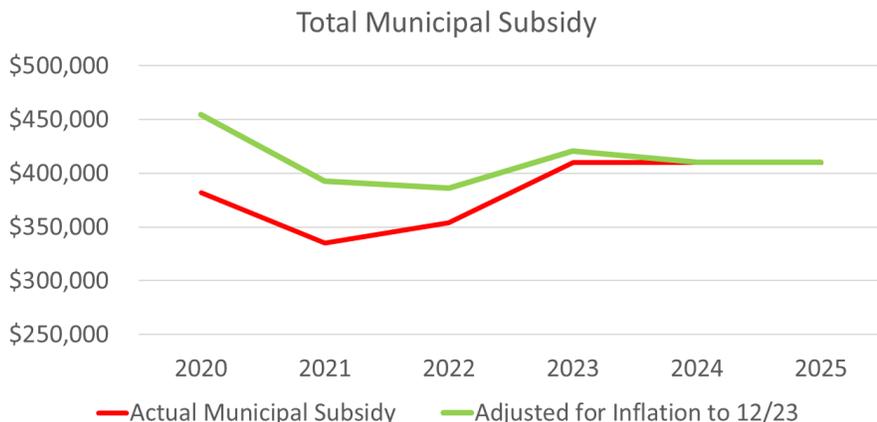
While fuel sales are up in FY24 over FY23, we have budgeted conservatively for FY25 in terms of net revenue from fuel sales. Any improvement over budgeted net revenue (fuel sales value minus fuel expense) will help the airport in building reserve accounts for projects and one-time initiatives. A rate review of airport fees will occur during this budget season to ensure we are equitable in the marketplace and are charging fees necessary to cover the overhead of offering these services.

### Flight Line Services Expenses

The intent will be to pursue continuing the partnership with Dirigo Aerospace Solutions for shift coverage for flight line services in FY25. While airport staff will remain cross-trained for coverage when needed, the focused attention with an experience contractor has greatly impacted customer service and retaining and expanding sales. The largest line item, fuel purchases, is through a contract with Avfuel. A new contract was executed with them that will need to lower cost access to equipment (Jet A refueler truck), additional marketing support (direct and in-kind), and access to training certification programs.

## Subsidy Request

The requested subsidy is flat for the third straight fiscal year at \$205,000. The chart below shows a five year trend of actual airport subsidies and dollars adjusted for inflation.



**AUBURN LEWISTON AIRPORT  
PROPOSED BUDGET  
FY2024**

	<b>FY2021 APPROVED BUDGET</b>	<b>FY2021 ACTUAL</b>	<b>FY2022 APPROVED BUDGET</b>	<b>FY2022 REVISED BUDGET</b>	<b>UNAUDITED FY2022 ACTUAL</b>	<b>FY2023 APPROVED BUDGET</b>	<b>FY2023 REVISED BUDGET</b>	<b>FY2023 ACTUAL (UNAUDITED) AS OF 6/30/2023</b>	<b>FY2024 ADOPTED BUDGET</b>	<b>FY2025 PROPOSED BUDGET</b>	<b>% CHANGE</b>
<b>REVENUES</b>											
Operations											
Fees - Fuel Flowage	17,250	10,415	15,000	15,000	14,602	20,000	20,000	12,082	13,500	18,500	27%
Fees - Landings	27,544	20,435	23,788	23,788	25,561	30,000	30,000	29,730	27,000	40,000	33%
Christian Hill Materials	67,500	104,535	97,500	97,500	75,258	97,500	97,500	71,867	100,000	100,000	0%
Rental Fees	260,740	264,321	256,540	256,540	270,588	248,290	248,290	208,372	207,500	175,000	-19%
Flight Simulator	-	-	-	-	-	-	7,000	192	6,500	2,000	-225%
	<u>373,034</u>	<u>399,706</u>	<u>392,828</u>	<u>392,828</u>	<u>386,010</u>	<u>395,790</u>	<u>402,790</u>	<u>322,243</u>	<u>354,500</u>	<u>335,500</u>	<u>-6%</u>
Non-Operations											
Municipal Subsidy	335,000	335,000	354,000	354,000	354,000	410,000	410,000	410,000	410,000	410,000	0%
Tax Sharing	28,000	25,550	27,500	27,500	23,100	28,000	28,000	-	-	-	
Service fees	2,500	245,485	1,500	1,500	103	1,500	1,500	467	500	500	0%
Investment Income	1,100	751	1,100	1,100	563	1,100	1,100	2,946	1,000	3,000	67%
Sale of Hangar #5 Assets	-	-	-	-	-	-	-	-	75,000	75,000	0%
Sale of Assets	-	29,986	-	-	15,800	45,000	45,000	49,169	-	-	
	<u>366,600</u>	<u>636,772</u>	<u>384,100</u>	<u>384,100</u>	<u>393,566</u>	<u>485,600</u>	<u>485,600</u>	<u>462,582</u>	<u>486,500</u>	<u>488,500</u>	<u>0%</u>
<b>TOTAL REVENUES</b>	<b>739,634</b>	<b>1,036,478</b>	<b>776,928</b>	<b>776,928</b>	<b>779,576</b>	<b>881,390</b>	<b>888,390</b>	<b>784,825</b>	<b>841,000</b>	<b>824,000</b>	<b>-2%</b>
<b>EXPENDITURES</b>											
Regular Salaries	262,200	251,550	268,918	268,918	233,378	305,107	305,107	287,229	262,035	265,000	1%
Overtime	4,000	3,795	4,000	4,000	4,115	4,000	4,000	5,054	4,000	7,500	47%
Fringe Benefits	107,319	113,207	108,161	108,161	104,134	132,902	132,902	118,957	166,445	152,172	-9%
Professional Development	9,460	9,460	9,855	9,855	2,200	14,755	14,755	1,938	6,000	15,000	60%
Gen/Professional	2,000	425	2,000	2,000	425	2,000	2,000	10,491	9,000	17,800	49%
MV Supplies - Gas & Oil	11,350	10,799	15,175	15,175	11,878	12,700	12,700	18,175	20,000	25,000	20%
Snow and Ice Control	30,475	17,424	26,488	26,488	9,390	30,988	30,988	17,385	18,000	18,000	0%
Utilities	35,769	29,872	32,953	32,953	39,145	33,425	33,425	50,641	125,500	111,500	-13%
Building Maintenance	31,750	47,987	34,000	34,000	19,463	36,800	36,800	48,586	23,100	23,362	1%
Vehicle Maintenance	14,175	32,947	16,675	16,675	38,728	20,875	20,875	21,041	17,831	18,831	5%
Radio Maintenance	5,350	399	5,350	5,350	4,434	3,050	3,050	361	1,700	1,700	0%
Electrical Maintenance	1,000	3,847	1,000	1,000	3,906	5,000	5,000	7,757	7,000	7,000	0%
Airfield Maintenance	18,007	252,321	19,033	24,438	23,420	26,710	26,710	18,405	30,750	32,250	5%
Computer / Office Machine	7,000	9,926	7,000	7,000	11,814	20,000	20,000	20,657	20,500	15,000	-37%
Pavement Maintenance	8,798	272	8,798	8,798	-	7,298	7,298	-	6,000	29,000	79%
Advertising and Promo	9,500	5,399	6,500	9,065	2,162	12,500	12,500	12,458	6,500	7,500	13%
Professional Services	7,000	14,422	15,000	15,000	18,354	15,000	15,000	29,845	35,800	35,800	0%
Legal Services	5,000	9,527	7,500	7,500	7,704	15,000	15,000	37,700	45,000	20,000	-125%
Hanger Loan to Cities	115,000	36,111	115,000	115,000	33,050	115,000	115,000	-	-	115,000	100%
Life Flight Land Fund Loan	-	-	-	-	-	-	-	-	12,000	12,000	0%
Office Supplies	5,600	2,549	5,600	5,600	4,470	4,600	4,600	4,436	4,100	4,100	0%
Telephone and Internet	4,850	3,312	5,310	5,310	6,899	6,260	6,260	5,048	5,700	9,000	37%
Insurance Premiums	40,278	36,947	40,278	40,278	67,495	41,486	41,486	36,221	40,200	38,700	-4%
Depreciation	-	666,427	-	-	-	-	-	-	-	-	
<b>TOTAL EXPENDITURES</b>	<b>735,881</b>	<b>1,558,923</b>	<b>754,594</b>	<b>762,564</b>	<b>646,564</b>	<b>865,456</b>	<b>865,456</b>	<b>752,384</b>	<b>867,161</b>	<b>981,215</b>	<b>12%</b>
<b>OVER / UNDER</b>	<b>3,753</b>	<b>(522,445)</b>	<b>22,334</b>	<b>14,364</b>	<b>133,011</b>	<b>15,934</b>	<b>22,934</b>	<b>32,441</b>	<b>(26,161)</b>	<b>(157,215)</b>	<b>83%</b>

**AUBURN LEWISTON AIRPORT  
PROPOSED BUDGET  
FY2024**

	<b>FY2021 APPROVED BUDGET</b>	<b>FY2021 ACTUAL</b>	<b>FY2022 APPROVED BUDGET</b>	<b>FY2022 REVISED BUDGET</b>	<b>UNAUDITED FY2022 ACTUAL</b>	<b>FY2023 APPROVED BUDGET</b>	<b>FY2023 REVISED BUDGET</b>	<b>FY2023 ACTUAL (UNAUDITED) AS OF 6/30/2023</b>	<b>FY2024 ADOPTED BUDGET</b>	<b>FY2025 PROPOSED BUDGET</b>	<b>% CHANGE</b>
<b>FBO BUDGET</b>											
<b>REVENUES</b>											
Fuel and Oil Sales	834,383	468,942	671,250	671,250	780,048	1,066,000	1,066,000	707,853	661,372	1,007,750	34%
Tie Down & Hanger Fees	33,125	33,764	33,125	33,125	31,439	35,000	35,000	50,723	50,000	60,000	17%
Catering	2,500	1,129	2,500	2,500	886	2,500	2,500	1,231	-	-	
After Hour Call Out	4,000	3,100	4,000	4,000	7,077	6,000	6,000	14,600	5,625	10,000	44%
Flight Services	6,000	2,129	3,750	3,750	930	6,475	6,475	2,218	6,620	7,000	5%
Rental Car	4,930	1,389	5,500	5,500	2,231	-	-	2,018	3,340	3,000	-11%
Service Lease	-	-	-	-	-	-	-	-	7,200	-	
<b>TOTAL REVENUES</b>	<b>884,938</b>	<b>510,453</b>	<b>720,125</b>	<b>720,125</b>	<b>822,611</b>	<b>1,115,975</b>	<b>1,115,975</b>	<b>778,643</b>	<b>734,157</b>	<b>1,087,750</b>	<b>33%</b>
<b>EXPENDITURES</b>											
Regular Salaries	189,800	178,763	185,318	185,318	183,418	232,398	232,398	197,640	150,000	200,000	25%
Overtime	4,000	1,081	4,000	4,000	6,260	4,000	4,000	6,245	4,000	-	
Fringe Benefits	65,795	54,780	65,445	65,445	49,117	148,133	148,133	36,874	-	-	
Advertising	6,500	868	6,500	9,065	937	6,000	8,565	18	1,200	-	
Meals	3,255	331	3,255	3,255	987	15,700	15,700	169	-	-	
Plant Equipment	2,065	536	2,065	2,065	2,788	2,065	7,838	7,926	2,065	1,800	-15%
Ground Support Equipment	20,200	26,712	21,400	21,400	72,326	22,400	25,516	27,679	16,000	11,200	-43%
Fuels & Oils	574,595	329,406	436,051	436,051	594,712	691,201	697,125	513,707	525,000	702,500	25%
Fuel Flowage									12,500	17,500	29%
Supplies Aircraft Maintenance	4,000	940	1,500	1,500	63	849	849	536	-	-	
Insurance Premiums	-	-	-	-	-	-	-	-	2,500	-	
Utilities	16,428	13,208	16,428	16,428	14,705	16,163	16,163	16,649	-	-	
	<b>886,638</b>	<b>606,624</b>	<b>741,962</b>	<b>744,527</b>	<b>925,313</b>	<b>1,138,909</b>	<b>1,156,287</b>	<b>807,442</b>	<b>713,265</b>	<b>933,000</b>	<b>24%</b>
<b>OVER / UNDER</b>	<b>(1,700)</b>	<b>(96,171)</b>	<b>(21,837)</b>	<b>(24,402)</b>	<b>(102,702)</b>	<b>(22,934)</b>	<b>(40,312)</b>	<b>(28,799)</b>	<b>20,892</b>	<b>154,750</b>	<b>86%</b>

## FY25 Capital Improvement Program Project Description Form

**Project Title:** Congressionally Directed Spending (CDS) Hangar Project

**Operational Funding Division:** Auburn Lewiston Airport **Project Name:** \_\_\_\_\_

<b>Est. Total Cost FY25:</b>	2,750,000	<b>Est. Total Cost FY25-FY29:</b>	0
<b>City Share FY25:</b>	68,750	<b>City Share FY25-FY29:</b>	0

**Project Description:**

Construction of a new pre-fabricated metal 10-Unit T-Hangar with associated taxilanes using CDS funding and BIL AIG to support the site work. Work will include data collection, permitting & environmental review, design, bidding, construction administration and Resident Engineering.

**Consistency with the Comprehensive or Strategic Plans or other related planning documents:**

The hangar location will be consistent with the Airport Master Plan (2006) and Board discussions for growth of general aviation activity on the "west" side of the airport proximate to existing flight line services. The consultant hired for the Airport Master Plan Update has been engaged as the engineer for this construction project and siting options are aligned with best practices intended for the master plan update.

**Justification for project implementation/construction and segments, if applicable:**

The Board of Directors has set a direction to focus on growing/sustaining general aviation activity and hangar designs are focused on serving those customers. Previous Boards of Directors and airport management had focused hangar development/airport investment on courting commercial air service, something that the FAA and MaineDOT did not see justification for. The airport is now positioned to leverage this "earmark" and the Bipartisan Infrastructure Law to construct space to base an additional 10 aircraft here with 90% of that

**Future maintenance costs if known, including contracts and special service requirements:**

The full building design has not been completed, but the airport would have on-going maintenance costs associated with this new hangar. It is the intent of the Board of Directors to set the monthly rental rates within lease agreements to be sufficient to cover maintenance of the facility and ensure a contribution to pavement and general facility maintenance airport-wide.

**How were cost estimates obtained and expenditure commitment:**

Engineering cost estimates were developed based on project scoping conversations with both MaineDOT and the FAA.

### FUNDING SOURCES

Source	Amount		Approval Received?	Yes	No
City Operating Budget					
Auburn CIP	68,750				
Federal/State Funding	2,612,500	<b>Agency:</b>	_____		
Lewiston CIP	68,750	<b>Agency:</b>	_____		
<b>Total Project Costs</b>	<b>2,750,000</b>				

### IMPLEMENTATION SCHEDULE (Fiscal Years)

	2025	2026	2027	2028	2029	Future
<b>Total Project Cost</b>	2,750,000					
<b>Non-City Share</b>	2,612,500					
<b>Auburn and Lewiston Share</b>	137,500	0	0	0	0	0

**Attach on separate page(s)/sheet additional information (if needed)**

## FY25 Capital Improvement Program Project Description Form

**Project Title:** Annual Pavement Management Program

**Operational Funding Division:** Auburn Lewiston Airport      **Project Name:** \_\_\_\_\_

<b>Est. Total Cost FY25:</b>	300,000	<b>Est. Total Cost FY25-FY29:</b>	0
<b>Each City Share FY25:</b>	150,000	<b>City Share FY25-FY29:</b>	0

**Project Description:**

This funding would be for targeted pavement rehabilitation at the Cold Storage Hangar, crack filling in locations along both runways, the parallel taxiway, and at the hangar condos and Hangar #5 ramp, and pavement marking.

**Consistency with the Comprehensive or Strategic Plans or other related planning documents:**

The airport is developing a pavement management program, which will be a five year plan brought to the board for adoption and inclusion in the business plan, to ensure we meet our federal obligations to maintain all runways, taxi-ways, and aprons. By accepting federal funds at the airport, we commit that local funds will be used to sustain the airports infrastructure, including pavement rehabilitation, crack filling, seal coating, and pavement markings. In addition, the airport has taken on responsibility through previous lease negotiations for areas around private hangars that would not be eligible for federal or state funding, and requires local funding for on-going pavement management.

**Justification for project implementation/construction and segments, if applicable:**

The FAA provides the airport \$150,000 per year through the Airport Improvement Program and \$292,000 per year through the Bipartisan Infrastructure Law. Through federal fiscal year 2025, those funds have been committed to the design, engineering, and construction of associated site work for the hangar funded through a Congressionally Directed Spending request from 2022 (\$1.6 million for hangar only). MaineDOT's recent airport inspection confirmed the need for pavement investment in FY25.

**Future maintenance costs if known, including contracts and special service requirements:**

No expansion of paved areas, so ongoing maintenance remains the same.

**How were cost estimates obtained and expenditure commitment:**

MaineDOT cost estimates for project types from the ongoing State Aviation System plan being completed by an engineering consulting firm.

### FUNDING SOURCES

Source	Amount				
City Operating Budget					
Auburn CIP	150,000				
Federal/State Funding		<b>Agency:</b> _____	<b>Approval Received?</b>	Yes	No
Lewiston CIP	150,000	<b>Agency:</b> _____	<b>Approval Received?</b>	Yes	No
<b>Total Project Costs</b>	<b>300,000</b>				

### IMPLEMENTATION SCHEDULE (Fiscal Years)

	2025	2026	2027	2028	2029	Future
<b>Total Project Cost</b>	300,000					
<b>Non-City Share</b>	0					
<b>Aubrun and Lewiston Share</b>	300,000	0	0	0	0	0

**Attach on separate page(s)/sheet additional information (if needed)**

## FY25 Capital Improvement Program Project Description Form

**Project Title:** Fire Fighting Foam Trailer (Mobile)

**Operational Funding Division:** Auburn Lewiston Airport      **Project Name:** \_\_\_\_\_

<b>Est. Total Cost FY25:</b>	65,000	<b>Est. Total Cost FY25-FY29:</b>	0
<b>Each City Share FY25:</b>	32,500	<b>City Share FY25-FY29:</b>	0

**Project Description:**  
Purchase and fit-out for a 750 gpm single tote fire fighting foam trailer.

**Consistency with the Comprehensive or Strategic Plans or other related planning documents:**  
A review of Lewiston, Auburn, and County EMA emergency response plans and capabilities will be completed, to ensure that fire fighting foam be available for hazards related to the airport/aircraft/fuel and "outside the fence" hazards in the region.

**Justification for project implementation/construction and segments, if applicable:**  
The Auburn-Lewiston region, and its municipal fire departments, are not currently equipped with all tools necessary to respond to an aircraft involved fire (or fuel involved incidents elsewhere). The two Presidential visits and the planning requests for emergency response raised clearly limitations on site. The airport intends to update the emergency operations plan, alongside both cities and the Androscoggin County EMA, and investment in this tool would best prepare us for response scenarios

**Future maintenance costs if known, including contracts and special service requirements:**  
On-going costs for training with the fire departments of both sponsors as well as foam replacement from training exercises or actual responses will be further evaluated during the planning efforts.

**How were cost estimates obtained and expenditure commitment:**  
Both city fire chiefs had scoped this specific piece of equipment from a vendor in 2019. That vendor was contacted for a planning level cost estimate for equipment comparable to the 2019 quote. It is the intent of the airport to assess non-local funding sources through the

### FUNDING SOURCES

Source	Amount				
City Operating Budget					
Auburn Share	32,500				
Federal/State Funding	0	<b>Agency:</b>	<b>Approval Received?</b>	Yes	No
Lewiston Share	32,500	<b>Agency:</b>	<b>Approval Received?</b>	Yes	No
<b>Total Project Costs</b>	<b>65,000</b>				

### IMPLEMENTATION SCHEDULE (Fiscal Years)

	2025	2026	2027	2028	2029	Future
<b>Total Project Cost</b>	65,000					
<b>Non-City Share</b>	0					
<b>Auburn and Lewiston Share</b>	65,000	0	0	0	0	0

**Attach on separate page(s)/sheet additional information (if needed)**

## FY25 Capital Improvement Program Project Description Form

**Project Title:** Risk Management Initiatives to Improve Safety and Security

**Operational Funding Division:** Auburn Lewiston Airport **Project Name:** \_\_\_\_\_

<b>Est. Total Cost FY25:</b>	0	<b>Est. Total Cost FY25-FY29:</b>	0
<b>City Share FY25:</b>	0	<b>City Share FY25-FY29:</b>	0

**Project Description:**

These are a series of projects to upgrade existing airport infrastructure to meet modern safety and security standards. Gate upgrades with a new operator and the appropriate safety features (estimate \$40,000). Video Surveillance for Terminal building/point of sale and entrance/apron/tie-down cameras to mirror technologies used by both cities for safety/security monitoring (estimate \$50,000). Access Control replaced with new card readers/keypads (estimate \$40,000). Vehicle Fuel System Management to mirror those used by the two cities with an electronic monitoring system (estimate \$20,000)

**Consistency with the Comprehensive or Strategic Plans or other related planning documents:**

**Justification for project implementation/construction and segments, if applicable:**

The existing vehicle entrance gates do not have opener mechanisms that protect from the risk of closing on a vehicle or person between the gate and the main fence. Terminal building/point of sale and entrance/apron/tie-down cameras would be replaced with technology sufficient for professional use to mirror technologies used by both cities for safety/security monitoring. Access control to cameras would be limited to IT/Public Safety Agencies. Existing keyed access to buildings and vehicle gates, which cannot be fully monitored or

**Future maintenance costs if known, including contracts and special service requirements:**

Preventative maintenance schedules for gates and other upgraded equipment would be built into workload/work order system planning, but would not require a third party to complete ongoing basic maintenance.

**How were cost estimates obtained and expenditure commitment:**

Vendors and installers familiar with airport systems and comparable tools used by both cities would be brought on-site and cost estimates tied to the respective scopes of work were documented. Cost-share split 50/50 with other airport sponsor, the City of Auburn.

### FUNDING SOURCES

Source	Amount				
City Operating Budget					
Auburn Share	75,000				
Federal/State Funding		<b>Agency:</b>	<b>Approval Received?</b>	Yes	No
Lewiston Share	75,000	<b>Agency:</b>	<b>Approval Received?</b>	Yes	No
<b>Total Project Costs</b>	<b>150,000</b>				

### IMPLEMENTATION SCHEDULE (Fiscal Years)

	2025	2026	2027	2028	2029	Future
<b>Total Project Cost</b>	150,000					
<b>Non-City Share</b>	0					
<b>Auburn and Lewiston Share</b>	150,000	0	0	0	0	0

**Attach on separate page(s)/sheet additional information (if needed)**



# Auburn Lewiston Municipal Airport

80 Airport Drive, Auburn, ME 04210  
(207) 786 0631 FAX: (207) 782 3024  
www.flytomaine.com

TO: Mayors Harmon and Sheline and the Auburn and Lewiston City Councils  
FROM: Jonathan P. LaBonte, Board Chair and City of Auburn Transportation Systems Director  
DATE: February 20, 2024  
RE: Fiscal Year 2025 Airport CIP Requests

## Overall Capital Planning

The Airport Board, and FAA designated sponsors (the Cities of Auburn and Lewiston), recognize that the long-term success of this facility requires a plan and associated financial projections to achieve it. Context as to the current state of planning, given the transition of the last 11 months, may be helpful.

We are in the midst of the latest Airport Master Plan Update with our engineering partners at McFarland Johnson. This FAA prescribed process<sup>1</sup> is being funded 90% with FAA funds, 5% with MaineDOT funds, and 5% with previously allocated CIP funds from the two cities. This process has not been completed at the Airport since 2006<sup>2</sup>, and much has changed in not only operations of the Airport but in aviation and regional transportation since then.

This process will conclude in the spring of 2025. A key deliverable will be a new five-year CIP that lays out steps to implement the plan and the financial resources necessary to do that. It is the intent of the Board that this remains a “fiscally constrained” CIP, in that projects will leverage the limited annual FAA appropriations and meet our core obligations under the Grant Assurances<sup>3</sup> the two cities accepted to operate this facility. In parallel with the master plan, the Airport will develop a business plan to improve the predictability of its operations and keep the Board and staff accountable to the long-term direction.

## Hangar Development Project (Congressionally Directed Spending/Earmark)

The Airport received Congressionally Directed Spending (CDS) in the amount of \$1.6 million towards the construction of a hangar. Based on the analysis of likely customers to lease hangar space, the Board has directed the development of a t-hangar with up to 10 individual units. The CDS funding is not enough to cover both the hangar construction and the associated sitework and taxi lanes to serve the hangar and connect it with remaining areas of the airport. Funding that is part of on-going FAA capital support for the airport through the Bipartisan Infrastructure Law (BIL) will cover those remaining costs. As with most FAA projects, the costs will be covered 90% FAA, 5% MaineDOT and 5% local (the two cities/sponsors).

The process to utilize FAA funds is different from other funds from the federal government (FHWA, CDBG/HUD, etc). The Airport must hire an engineering firm and complete the design, permitting, and bidding for the project before we can officially submit to be awarded a grant. Despite the funds being appropriated and available to the Airport, there is a twice a year window that opens to formally “apply” to use those funds. To stay on schedule and not risk losing funds, we are targeting a fall 2024 application. We need to demonstrate the local share is committed by then, thus the FY25 CIP request.

While the current estimated cost is just over \$2.7 million for this project, the total local property taxpayer investment will be under \$70,000 per city. Based on current market conditions for t-hangars, the airport could generate an additional \$40,000-\$50,000 annually in revenue. Recognizing that all of this project’s funding is still taxpayer money, the return for local taxpayers is significant and will assist the Airport in its path towards financial sustainability.

<sup>1</sup> [https://www.faa.gov/documentLibrary/media/Advisory\\_Circular/150-5070-6B-Change-2-Consolidated.pdf](https://www.faa.gov/documentLibrary/media/Advisory_Circular/150-5070-6B-Change-2-Consolidated.pdf)

<sup>2</sup> <https://flytomaine.com/wp-content/uploads/2022/11/AIRPORT-MASTER-PLAN2006.pdf>

<sup>3</sup> [https://www.faa.gov/airports/aip/grant\\_assurances](https://www.faa.gov/airports/aip/grant_assurances)



# Auburn Lewiston Municipal Airport

80 Airport Drive, Auburn, ME 04210  
(207) 786 0631 FAX: (207) 782 3024  
www.flytomaine.com

## **Pavement Management**

As mentioned earlier, an Airport Master Plan Update is underway, along with its associated capital program development. For pavement management, MaineDOT often assists by conducting a pavement condition assessment to score pavement across the airport and assist with multi-year planning for maintenance and upgrade of both pavement and pavement markings. The last assessment was completed in 2018 and we expect MaineDOT to have a consultant visit this summer to update the condition report, which we will use to build a five-to-ten-year pavement program.

By accepting federal funding, the Airport must meet a series of Grant Assurances (link on previous page). Grant Assurance 11 is focused on Pavement Preventive Maintenance-Management. The Airport is obligated to maintain all pavement to an acceptable level or risk the loss of federal funding. To assist in monitoring conditions, both the FAA and MaineDOT send aviation engineers to conduct annual inspections of airport conditions. During the fall 2023 visit, MaineDOT noted several areas of pavement as poor (apron near Cold Storage Hangar), areas needing pavement marking, and areas needing crack filling to protect the life of surfaces. While we recognize the Airport should have already had a pavement maintenance plan in a five-year CIP, we are not in a position to further delay protecting surfaces critical to safety of flight or take the risk of jeopardizing federal funding.

## **Fire Fighting Foam Trailer**

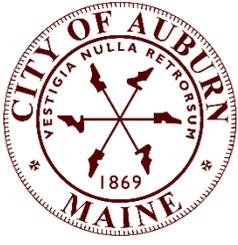
As the first responding fire station in the two cities, the foam trailer is recommended to be placed at Auburn Central Station on Minot Avenue. Because this unit is a tow-behind trailer, responding firefighters need to be prepared to respond to the location of any incident. At over 670 acres, with over 3.5 miles of city street as its perimeter, requiring responding firefighters to enter the airport property to access a garage for the trailer and then respond to the location of an incident would create an unnecessary delay. Such a delay could lead to loss of life, further serious injury to those involved in a crash, or increased damage to property. The delay would be even more significant if there were a crash on an approach to the airport at a greater distance.

With respect to outside the fence use, it is the Airport's understanding that neither municipal fire department has the ability to contend with a fuel fire with a tool like this foam trailer. One of the interests in this project previously was the ability to respond to other community incidents, such as an overturned heating oil truck on Alfred Plourde Parkway or Center Street. By utilizing local dollars for this capability, it is not required to stay within the fence at the airport. This request has come forward again as our community capabilities for fire fighting and rescue for aviation incidents have been raised by charters, governmental agencies, and others that fly into our facility.

## **Risk Management Initiatives**

The current airport gate card system does not allow the airport to eliminate access for anyone once they have received a gate card. The airport also lacks the ability to "lock down" the airport without traveling to each gate and unplugging it and manually locking the pedestrian gates. The ability, or lack thereof, to secure the facility has arisen many times in the last year including the evening of and days after October 25<sup>th</sup>, during both Presidential Visits, during law enforcement investigations that involve aircraft, and when reviewing airport liability. Given the age of the gate openers themselves, we are regularly responding to gates that have jammed or frozen open, creating a risk of authorized vehicular access to the airfield or access for wildlife that increases the risk of collisions with aircraft. With the Airport back on the municipal fiber optic network, we have the capability to introduce gate opening technology that could isolate individual users from access and/or allow for all or select vehicle and pedestrian gates to be locked.

The fuel system technology upgrades are intended to mirror the municipal fuel systems for tracking vehicles and who is withdrawing. The current clipboard system is inefficient, lacks accountability, and creates added administrative work as we attempt to keep unnecessary tasks to a minimum going forward.



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** February 20, 2024

**Author:** Karen Scammon, CMA-4, City Assessor

**Subject:** Explanation of Income and Expense letters to multi-unit apartment owners and 5-year farm income verification letters to property owners enrolled in the Farmland Special Land Use designation.

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**Information:** To provide the Council with information and to answer questions.

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Informational presentation.

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**Previous Meetings and History:** None

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**City Manager Comments:**



I concur with the recommendation. Signature:

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**Attachments:** None



## City of Auburn City Council Information Sheet

**Council Workshop Date:** February 20, 2024

**Author:** Jay Brenchick, Eric Cousens, Glen Holmes

**Subject:** Innovation/Tech Hub Designation

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### **Information:**

The purpose of this workshop is to inform our elected officials and residents of Auburn of the Tech Hub designation the State of Maine has received and the City of Auburn's efforts to align with state and federal initiatives. In the coming weeks, staff will provide subsequent updates and proposals before the City Council and Planning Board.

In October 2023, the Governor's Office announced that the Economic Development Administration (EDA) designated Maine's Forest Bioproducts Advanced Manufacturing Tech Hub as a Federal "Tech Hub." The designation acknowledges that Maine's forest bioproducts sector has the potential for rapid growth and opens the door for significant Federal investment.

The Maine Technology Institute (MTI) and the Governor's Office partnered with a consortium that included the University of Maine, the Roux Institute, the Maine Community College System, the Maine Venture Fund, and others during the application process.

Maine's Forest Bioproducts Tech Hub will accelerate research and development of natural polymers and other wood fiber bioproducts that sequester carbon and replace plastics and toxic chemicals while bolstering "Made in America" supply chain goals.

The City of Auburn Economic Development has been in regular communication with the University of Maine, the Roux Institute, the Maine Composites Alliance, the Manufacturers Association of Maine, the Maine Manufacturers Extension Partnership, and the Maine Department of Economic and Community Development to position Auburn for participation in the Tech Hub designation and other state and federal innovation initiatives.

The Economic Development Department; Planning, Permitting & Code Department; and Business and Community Development Department will work together to create an Innovation/Tech Hub Designation in the area surrounding Exit 75 and the Auburn-Lewiston Municipal Airport. This designation aims to align the City of Auburn's zoning, business resources, marketing, and economic development partnerships with the efforts made at the state and federal levels.

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**City Budgetary Impacts:** N/A

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**Staff Recommended Action:** N/A

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**Previous Meetings and History:** None

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**City Manager Comments:**

*Phillip Crowell Jr.*

I concur with the recommendation. Signature:

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**Attachments:**

EDA TECH HUBS Designation Benefit Fact Sheet

EDA TECH HUBS Phase 1 Fact Sheet

**EDA Designates 31 Tech Hubs across the nation that are accelerating the development and deployment of technology and innovation to grow the U.S. economy, protect our national security, and create good jobs.**

On October 23, 2023, the U.S. Department of Commerce’s Economic Development Administration (EDA) designated 31 Tech Hubs that are strengthening the country’s economic and national security, and global competitiveness by enabling the industries of the future to start, grow, and remain in regions across the United States. The program was funded through the bipartisan CHIPS and Science Act, signed into law by President Biden in August 2022.

**The 31 Designated Tech Hubs will have the opportunity to compete for \$500 million in implementation funding in the next phase of the Tech Hubs competition.**

Each Tech Hub applied as a consortium of higher education, government, industry, economic development, labor or workforce, and other organizations focused on improving technology and innovation across the country.

From nearly 200 consortia that applied for Designation, EDA designated 31 Tech Hubs that demonstrated that their region can create, scale, and deliver technologies important to our national and economic security while ensuring that the resulting economic benefits are shared by all.

**Departments and agencies across the U.S. government are committed to supporting the global competitiveness and growth of these Tech Hubs by offering them multiple benefits.**

The 31 Designated Tech Hubs, located across 32 states and Puerto Rico, will leverage existing talent, resources, and assets to mature critical and emerging technology sectors, while advancing equitable growth.

Of the Designated Tech Hubs:

- ✓ Six include a tribal government;
- ✓ 22 significantly benefit small and rural communities;
- ✓ Four are headquartered in low population states;
- ✓ Four include coal communities;
- ✓ 12 include strong participation from labor organizations; and
- ✓ 14 include states that have historically received lower levels of federal research dollars.

**KEY**

- Designee HQ
- SDG Recipient HQ
- Designee and SDG Recipient HQ
- Designee States Served
- States Served by Only SDG

Successful Tech Hubs will:

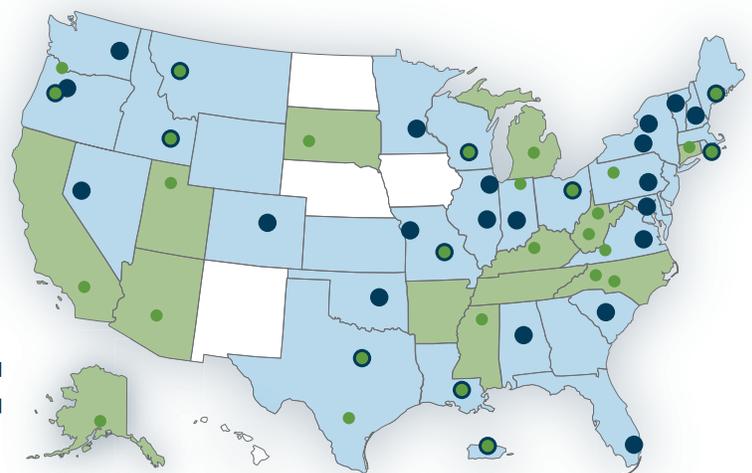
- ✓ **Build the Workforce of the Future**  
Create good jobs and attract the workforce and talent that will drive economic growth in regions across the country.
- ✓ **Enable Growth**  
Encourage more innovative businesses to start and grow all throughout America.
- ✓ **Innovate & Commercialize**  
Test and deploy new technologies and build infrastructure necessary to translate innovation into economic growth.
- ✓ **Boost America’s Economic and National Security**  
Strengthen communities’ economic resilience and maintain our technological edge.

Of the 31 Tech Hubs, 11 received Strategy Development Grants to strengthen their consortia and mature their approach to becoming more globally competitive.

EDA also awarded 18 additional Strategy Development Grants to consortia to further mature their plans and achieve designation in the future.

**All Designated Tech Hubs are focused on technologies and innovation critical to U.S. economic and national security.**

A Tech Hubs Designation is a strong endorsement of a region’s plan to supercharge a critical technology ecosystem and become a global leader over the next decade.



## Designated Tech Hubs Portfolio

The 31 Designated Tech Hubs are:

- Enabling safe and effective autonomous systems (3 Hubs)** to ensure that autonomous systems are deployed — whether on land, in air, or at sea — safely, securely, and equitably and that more of their complex supply chains grow in the United States.
- Maintaining our quantum edge (2 Hubs)** to maintain global leadership in this foundational technology that will underpin new sensing, communications, and computing capabilities to fundamentally change our daily lives and our national security in ways still unforeseen.
- Advancing biomanufacturing (6 Hubs)** to enable the United States to remain at the forefront of innovation in and delivery of positive health outcomes by expanding domestic production of essential small molecule drugs, innovative biologics, regenerative tissue, and medical devices.
- Delivering precise and predictive medicine (5 Hubs)** to improve health outcomes and increase longevity with drugs, devices, and therapies that are closely tailored to each person's unique genome, environment, and history by developing these products and services and getting them in the hands of doctors and patients.
- Accelerating our energy transition (5 Hubs)** to make the United States a global competitor in the energy markets of the future by building diverse, resilient, and sustainable energy generation, storage, and transmission infrastructure to enable continued U.S. growth while strengthening security and mitigating global climate risk.
- Strengthening our critical mineral supply chain (2 Hubs)** to establish innovative and sustainable ways to extract and process the elements and minerals that are essential to manufacturing the products, infrastructure, and environment of the future.
- Regaining leadership in semiconductor manufacturing (4 Hubs)** to grow ecosystems that will produce the increasingly powerful and specialized chips we need by leveraging strengths in areas like new transistor materials, flexible and modular manufacturing and packaging, and microfluidics.
- Growing the future of materials manufacturing (4 Hubs)** to deliver higher performance products and services in a more environmentally sustainable way with next generation materials that will enable the electrification of air travel, carbon negative construction, and an end to plastic waste.

## Overview of the 31 Tech Hubs

Here is an overview of our 31 Tech Hubs Designees, 11 of which were also awarded a Strategy Development Grant (SDG) as indicated by a dot (•) next to their name.

- Advanced Pharmaceutical Manufacturing Tech Hub**, led by the Commonwealth Center for Advanced Manufacturing, aims to accelerate the growth, innovation, and sustainability of the U.S.-based APM industry to re-shore safe and affordable medicines via innovative hybrid and continuous flow manufacturing technologies. This Tech Hub is located in Virginia.
- Advancing Gallium Nitride (GaN) Tech Hub**, led by the University of Vermont, aims to innovate GaN manufacturing, a critical material technology for wireless communication and semiconductor production. This Tech Hub is located in Vermont.
- American Aerospace Materials Manufacturing Tech Hub**, led by Gonzaga University, aims to develop new domestic supply chains to meet the immediate demand for high-rate production of advanced composite aerostructures in defense and commercial markets. This Tech Hub is located in Washington and Idaho.
- Baltimore Tech Hub**, led by the Greater Baltimore Committee, aims to develop innovative predictive healthcare technologies by applying artificial intelligence to biotechnologies. This Tech Hub is located in Maryland.
- Birmingham Biotechnology Hub**, led by Southern Research Institute, aims to become a global leader in drug, vaccine, and diagnostics development by applying Artificial Intelligence-driven biotechnology to increase representation in clinical genomic data and clinical trials. This Tech Hub is located in Alabama.
- Corvallis Microfluidics Tech Hub •**, led by Oregon State University, aims to establish global leadership in the development, scaling, and commercialization of microfluidics technology for use in semiconductor and electronic cooling. This Tech Hub is located in Oregon.
- Critical Minerals and Materials for Advanced Energy (CM2AE) Tech Hub •**, led by the University of Missouri System, aims to position south-central Missouri as a global leader in critical minerals processing to provide the materials needed to support battery technology. This Tech Hub is located in Missouri.
- Elevate Quantum Colorado**, led by Elevate Quantum, aims to solidify the region's global leadership in quantum information technology (QIT) to increase infrastructure resilience and strengthen the quantum hardware supply chain. This Tech Hub is located in Colorado.

continues on page 3

## Overview of the 31 Tech Hubs *continued*

- Forest Bioproducts Advanced Manufacturing Tech Hub** <sup>o</sup>, led by the Maine Technology Institute, aims to become a global leader in forest-based biomaterial production and manufacturing by innovating the process of extracting biological building blocks to manufacture environmentally sustainable products. This Tech Hub is located in Maine.
- Greater Philadelphia Region Precision Medicine Tech Hub**, led by the Ben Franklin Technology Partners of Southeastern PA, aims to become a global leader in end-to-end precision medicine. This Tech Hub is located in Pennsylvania, Delaware, Maryland, and New Jersey.
- Gulf Louisiana Offshore Wind Propeller** <sup>o</sup>, led by Louisiana State University, aims to transition Louisiana's energy economy from its legacy of oil and gas to offshore wind and renewable energy. This Tech Hub is located in Louisiana.
- Headwaters Hub** <sup>o</sup>, led by Accelerate Montana, aims to become a global leader in smart, autonomous, photonic remote sensing technologies. This Tech Hub is located in Montana.
- Heartland BioWorks**, led by the Applied Research Institute, aims to develop central Indiana into a global leader in biotechnology and biomanufacturing by increasing the region's capacity to make and deploy life-saving medicines. This Tech Hub is located in Indiana.
- iFAB Tech Hub**, led by the University of Illinois Urbana-Champaign, aim to scale precision fermentation to convert underutilized corn feedstocks into high-value, customized alternative proteins, food ingredients, materials, chemicals, and more. This Tech Hub is located in Illinois.
- Intermountain-West Nuclear Energy Tech Hub** <sup>o</sup>, led by the Idaho Advanced Energy Consortium, aims to position Idaho and Wyoming as a global leader in small modular reactors (SMR) and advanced nuclear energy to contribute to a cleaner energy future. This Tech Hub is located in Idaho and Wyoming.
- Kansas City Inclusive Biologics and Biomanufacturing Tech Hub**, led by BioNexus KC, aims to position eastern Kansas and western Missouri as a global leader in biologics and biomanufacturing, increasing domestic production of life-saving vaccines and other preventative technologies. This Tech Hub is located in Missouri and Kansas.
- Minnesota MedTech Hub 3.0 (MMT3.0)**, led by the Minneapolis Saint Paul Economic Development Partnership, aims to position Minnesota as a global center for "Smart MedTech" by integrating artificial intelligence, machine learning, and data science into medical technology. This Tech Hub is located in Minnesota and Wisconsin.
- Nevada Lithium Batteries and Other EV Material Loop**, led by the University of Nevada, Reno, aims to build a self-sustaining and globally competitive full lithium lifecycle cluster, spanning extraction, processing, manufacturing, and recycling. This Tech Hub is located in Nevada.
- New Energy New York (NENY) Battery Tech Hub**, led by the State University of New York (SUNY) Binghamton, aims to bolster battery technology development and manufacturing across the entire value chain. This Tech Hub is located in New York.
- NY SMART I-Corridor Tech Hub**, led by CenterState Corporation for Economic Opportunity, aims to enhance regional semiconductor manufacturing capabilities while ensuring economic opportunity for underserved communities. This Tech Hub is located in New York.
- Ocean Tech Hub** <sup>o</sup>, led by the Rhode Island Commerce Corporation, aims to develop, test, and commercialize emerging maritime artificial intelligence / machine learning-enabled robotics and sensors. This Tech Hub is located in Rhode Island and Massachusetts.
- Pacific Northwest Mass Timber Tech Hub**, led by Oregon State University, aims to be a global leader in mass timber design and manufacturing to lower the construction industry's carbon footprint and increase housing affordability. This Tech Hub is located in Oregon and Washington.
- PRBio Tech Hub** <sup>o</sup>, led by the Puerto Rico Science, Technology and Research Trust, aims to advance the region as a global leader in biotechnology through fast-tracking the discovery, development, manufacturing, and supply of next generation biotechnology and medical device products to detect, treat, and cure diseases and ailments. This Tech Hub is located in Puerto Rico.
- ReGen Valley Tech Hub**, led by the Advanced Regenerative Manufacturing Institute (ARMI), aims to make New Hampshire a global leader in biofabrication to produce cost-effective regenerative therapies that address chronic disease and organ failure. This Tech Hub is located in New Hampshire.
- SC Nexus for Advanced Resilient Energy**, led by the South Carolina Department of Commerce, aims to be a global leader in advanced energy by developing, testing, and deploying exportable electricity technologies. This Tech Hub is located in South Carolina and Georgia.
- South Florida Climate Resilience Tech Hub**, led by the Miami Dade County Innovation and Economic Development Office, aims to advance its global leadership in Sustainable and Resilient Infrastructure (SRI) solutions for the global climate crisis. This Tech Hub is located in Florida.
- Sustainable Polymers Tech Hub** <sup>o</sup>, led by the Greater Akron Chamber, aims to tackle the severe climate and environmental impacts resulting from the use of fossil fuel-derived polymers (rubbers and plastics) through accelerating sustainable polymer manufacturing and commercialization in the United States. This Tech Hub is located in Ohio.

continues on page 4

## Overview of the 31 Tech Hubs *continued*

- // **Texoma Semiconductor Tech Hub** <sup>o</sup>, led by Southern Methodist University, aims to unify existing and planned semiconductor supply chain infrastructure by enhancing regional collaboration and uplifting underserved communities through workforce expansion. This Tech Hub is located in Texas and Oklahoma.
- // **The Bloch Tech Hub**, led by the Chicago Quantum Exchange (CQE), aims to lead quantum computing, communications, and related solutions. This Tech Hub is located in Illinois, Indiana, and Wisconsin.
- // **Tulsa Hub for Equitable & Trustworthy Autonomy (THETA)**, led by Tulsa Innovation Labs, aims to become a global leader in developing and commercializing autonomous systems for use cases ranging from agriculture and pipeline inspections to regional transportation. This Tech Hub is located in Oklahoma.
- // **Wisconsin Biohealth Tech Hub** <sup>o</sup>, led by BioForward Wisconsin, aims to position Wisconsin as a global leader in personalized medicine, an emerging healthcare approach that tailors tests, treatments, and therapies informed by a patient's unique genetic code, medical record, and environment. This Tech Hub is located in Wisconsin.

## Overview of the 18 Strategy Development Grant Recipients

Below are the 18 consortia that received only a Strategy Development Grant (SDG).

- // **Advanced Manufacturing of Critical Materials Strategy Development Consortium**, led by the Utah Advanced Materials Manufacturing Initiative, will develop a regional strategy to advance the production and manufacturing of critical minerals needed for clean energy technologies, many of which lack any domestic production presence. This consortium is located in Utah and Idaho.
- // **Alaska Tech Strategy Development Consortium**, led by the Cook Inlet Tribal Council, Inc., will develop a regional strategy to leverage the state's oil-and-gas economic infrastructure, tribal sustainable natural resource management ethos, and raw resources to incubate and scale firms focused on carbon-neutral energy technologies, carbon-negative technologies, and climate-adaptation technologies. This consortium is located in Alaska.
- // **Black Hills Deep Underground Frontier Strategy Development Consortium**, led by Elevate Rapid City, will develop a strategic framework to leverage the region's physical assets, industry capacity, and research capabilities to advance autonomous mining equipment and underground technology. This consortium is located in South Dakota.
- // **Carolinas Innovation Center for Optics and Metrology (CICOM) Strategy Development Consortium**, led by the University of North Carolina, Charlotte, will develop a regional roadmap that develops and applies optics and metrologies technologies to create a sustainable manufacturing framework. This consortium is located in North Carolina and South Carolina.
- // **Lithium Valley Clean Tech Strategy Development Consortium**, led by the University of California, Riverside, will develop the regional coalition and strategic framework to further develop and implement direct lithium extraction from regional lithium brine deposits, contributing to a sustainable, inclusive, advanced-energy ecosystem in Southern California and securing the national lithium-based energy supply chain. This consortium is located in California.
- // **Materials Advancement and Research Solutions (MARS) Strategy Development Consortium**, led by Michigan State University Research Foundation, will foster a regional coalition and develop a strategy to advance synthetic diamond — a lab-made material widely used as coating for industrial equipment ranging from semiconductors to quantum sensors — and rare isotope production. This consortium is located in Michigan.
- // **Medical Device Manufacturing Multiplier Strategy Development Consortium**, led by the Greater Phoenix Economic Council, will accelerate a regional strategy to leverage artificial intelligence and machine learning technologies in smart medical device manufacturing, bolstering domestic manufacturing production capacity and processes, and building pathways for inclusive economic growth. This consortium is located in Arizona.
- // **Midwest Wireless Innovation Strategy Development Consortium**, led by the University of Notre Dame, will develop the regional strategy to accelerate wireless technologies and networked systems by translating and commercializing university research, providing infrastructure and support for advanced radio frequency (RF) testing, and piloting new products and applications in city-scale network testbeds. This Strategy Development Consortium is in Indiana and Michigan.

continues on page 5

## Strategy Development Grant Recipients continued

- Model-Based Enterprise Tech Strategy Development Consortium**, led by the State of Connecticut Department of Economic and Community Development, will advance the regional framework to scale the adoption of Model-Based Definition (MBD) — which uses high-performance computing, automation, and cybersecurity to manage the product lifecycle with three-dimensional, semantic digital representations — in the commercial manufacturing sectors of aerospace, medical devices, and clean energy. This consortium is located in Connecticut, Massachusetts, and Rhode Island.
- North Central Pressed Materials Strategy Development Consortium**, led by the North Central Pennsylvania Regional Planning and Development Commission, will develop a strategic roadmap to diversify the production of pressed materials and machined parts and their use cases, such as their emerging application to electric vehicle production, in rural North Central Pennsylvania. This consortium is located in Pennsylvania.
- Pacific Northwest Smart Energy Strategy Development Consortium**, led by Portland State University, will develop a regional strategy that advances “front of the meter” energy storage technologies and products to facilitate renewable energy sources’ integration into the utility grid. This consortium is located in Oregon and Washington.
- Regional Energy Business, Education, & Commercialization Convergence Accelerator (REBECCA) Energy Strategy Development Consortium**, led by the University of Louisville Research Foundation, will develop a strategy and regional coalition to repurpose a remediated brownfield site into an energy hub that incubates emerging companies and technologies related to advanced energy, such as batteries, hydrogen, solar energy production, and biofuels. This consortium is located in Kentucky.
- Secure Manufacturing in South Texas Strategy Development Consortium**, led by the University of Texas at San Antonio, will develop a regional coalition and innovation roadmap to mature cybersecurity and secure manufacturing technologies. This consortium is located in Texas.
- Southeast Biotech Collaborative (SEBC) Strategy Development Consortium**, led by the University of Mississippi, will develop a regional strategy to advance biomanufacturing, biologistics, and precision population health to reduce national dependence on foreign suppliers and reduce drug shortages. This consortium is located in Mississippi, Alabama, Arkansas, and Tennessee.
- Virginia’s Additive Manufacturing & Applied Materials Strategy Development Consortium**, led by the New River Valley Regional Commission, will advance a regional strategy to develop and deploy additive manufacturing system technologies for heavy industry to re-shore manufacturing and strengthen domestic supply chain resilience. This consortium is located in Virginia.
- West Virginia Advanced Energy & Industrial Technology Manufacturing (WV-AEIM) Strategy Development Consortium**, led by the Allegheny Science & Technology Corporation, will develop the strategy to onshore manufacturing and emerging technologies — including carbon and graphite materials and energy storage solutions — and critical supply chains across the state. This consortium is located in West Virginia.
- Western North Carolina Industrialized Construction (NCIC) Strategy Development Consortium**, led by ADL Ventures, will foster an industrialized construction strategy for offsite manufacturing of prefabricated construction components, contributing to affordable housing production and sustainable construction materials and techniques. This consortium is located in North Carolina.
- WV Tech Strategy Development Consortium**, led by the West Virginia Department of Economic Development, will advance a regional strategy to develop digital identity solutions that support identity management and trust support services, individual privacy, and national security. This consortium is located in West Virginia, Kentucky, and Ohio.



**A Tech Hubs Designation is an endorsement of a region's plans to supercharge their respective technological industry to create jobs and strengthen U.S. economic and national security. Some of the support and benefits Tech Hubs Designees will receive include:**

## Follow-on Funding

- ✓ Tech Hubs Designees can apply directly for future Tech Hubs implementation funding.
- ✓ Tech Hubs Designees will be given preference for the Build to Scale program.
- ✓ Distressed communities within Tech Hubs regions will be given higher consideration for other relevant Economic Development Administration funding opportunities.
- ✓ The U.S. Department of Treasury's State Small Business Credit Initiative (SSBCI) will convene and match Tech Hubs with SSBCI capital programs in relevant states.

## Branding and Technical Assistance

- ✓ Tech Hubs Designees will be invited to a Community of Practice to engage with other Designees around the country.
- ✓ Tech Hubs Designees will have access to exclusive Tech Hubs branding and media promotion materials.
- ✓ The U.S. Department of Agriculture (USDA) will work with Tech Hubs to identify relevant USDA Rural Development programs and networks that could help ensure rural communities can benefit from and engage with Tech Hubs.
- ✓ USDA will work with Tech Hubs to identify any relevant rural electric cooperatives that could help provide reliable, affordable energy and broadband access in their regions as needed.
- ✓ The U.S. Department of Housing and Urban Development will help Tech Hubs Designees identify relevant resources, data, and best practices to support long-term housing planning as they prepare their Phase 2 applications, including through a webinar series.
- ✓ The U.S. Small Business Administration will provide technical assistance for the Small Business Investment Company (SBIC) program to increase private investment in Tech Hubs-located small businesses, convene SBIC funds with Tech Hubs leaders, and facilitate connections for Tech Hubs with the Small Business Innovation Research (SBIR) ecosystem.
- ✓ The U.S. Department of Transportation will provide technical assistance and strategic guidance for relevant grant programs.

## Foreign Direct Investment

- ✓ Tech Hubs Designees will have a dedicated presence at the SelectUSA Investment Summit Exhibition Hall in June 2024.
- ✓ Tech Hubs Designees will be invited to webinars to increase FDI interest in Tech Hubs and create new opportunities to showcase their regions for international business investment.

## Intellectual Property Guidance

- ✓ The U.S. Patent and Trademark Office (USPTO) will identify a Tech Hubs Ambassador and highlight Tech Hubs Designees at regional USPTO events.
- ✓ USPTO will provide Tech Hubs Designees strategic guidance and technical assistance on IP.

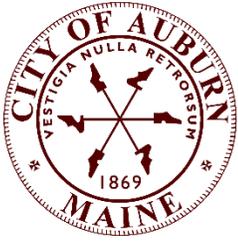
## Export Assistance

- ✓ U.S. Export Assistance Centers will pilot select Tech Hubs Trade Specialists to serve as export assistance navigators and offer a global resilience stress test for each Tech Hubs Designee.

"TECH HUBS are supercharging our existing innovation foundations, bringing together our premier research institutions with world class companies to create good-paying jobs in these communities, and ensuring the technological advances that define the next century are made in communities across America."

**Gina Raimondo**

U.S. Secretary of Commerce



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** February 20, 2024

**Orders:** 22-02202024 through 26-02202024

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

**Subject:** Board and Committee Appointments

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The Appointment Committee met on February 6, 2024 to review applications and make their nominations for various boards and committees of the City as follows:

Phillip Savignano, Parks and Recreation Advisory Board, new appointment, term expiration 10/01/2025  
Robert Hayes, Planning Board, associate member, new appointment, term expiration of 1/1/2026.  
Denis Bergeron, Sewer District Board of Trustees, new appointment, term expiration of 3/1/2025.  
Thomas Moulin, Sewer District Board of Trustees, re-appointment, term expiration of 3/1/2028.  
Denis Bergeron, Water District Board of Trustees, new appointment, term expiration of 3/1/2028.

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**City Budgetary Impacts:** None

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

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**Previous Meetings and History:** The Appointment Committee met on February 6, 2024 to make their recommendations.

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**City Manager Comments:**



I concur with the recommendation. Signature:

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**Attachments:** Vacancies, Application Spreadsheet, Applications, Orders

## **VACANCIES**

**Auburn Sewer District Board of Trustees** - 2 vacancies, one with a term expiration of 03/01/2025 and one with a term expiration of 03/01/2028.

**Auburn Water District Board of Trustees** - 1 vacancy with a term expiration of 03/01/2028

**Board of Assessment Review** - 8 vacancies, 5 regular members and 3 alternate members, up to a three-year term TBD

**City Council Student Representative** - 2 appointments

**Parks & Recreation Advisory Board** - 3 vacancies, one with a term expiration of 10/01/2025, and two with term expirations of 10/01/2024

**Planning Board** - 1 associate member position, term expiration of 01/01/2026

**Zoning Board of Appeals** - 9 vacancies, 7 regular members and 2 associate members, up to a three-year term TBD

February 6, 2024

Applicant List

Board or Committee	Ward	Last Name	First Name	Address
Parks & Recreation Advisory Board	1	Savignano	Philip	64 Skillings Corner Road
Planning Board	2	Cyr	Evan	122 Granite Street
	3	Goodwin	Todd	10 Hillside Avenue
	5	Gray	Stanwood "Joe"	1200 Sopers Mill Road
	2	Hayes	Robert	172 Allen Avenue
Sewer District Board of Trustees	2	Bergeron	Denis	23 Dexter Avenue
	4	*Moulin	Thomas	4 Taft Avenue
Water District Board of Trustees	2	Bergeron	Denis	23 Dexter Avenue
	3	*Titus	Andrew	24 Rubellite Lane

\* Indicates this applicant is seeking re-appointment

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

## Susan Clements-Dallaire

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**From:** donotreply@auburnmaine.gov  
**Sent:** Tuesday, January 9, 2024 1:17 PM  
**To:** Susan Clements-Dallaire  
**Subject:** [External]A New Form Has Been Submitted - Board/Committee Application

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

First Name: Philip

Middle Initial: P

Last Name: Savignano

Residence Address: 64 Skillings Corner Road

Ward: Ward 1

City: Auburn

Home Phone: 207 786-2297

Cell Phone: 207 577-4866

E-mail Address: philnchris@roadrunner.com

Current Occupation: Retired

Previous Occupation (if retired or no longer working): Senior Tourism Office Maine Office of Tourism

Education and/or experience: UMO-2years, Outdoor Program Coordinator-Pineland Farms, Program Coordinator-LLBean Outdoor Discovery School Former Auburn Recreation Advisory Board Member

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

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

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

Briefly describe why you want to serve on a board/committee (1,000 character limit): Watching the demand for outdoor recreation access during the COVID-19 epidemic was a turning point in Auburn residents interest. My background will bring a unique incite to the Board

What do you hope to accomplish?: I would like to see more trail development in the community with programming that will accommodate a variety of citizens

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

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

Dates served (if known): From 1988-2017

How did you learn of this vacancy?: I Received a text from Sharon Bergeron

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

Date of Electronic Signature: 01/09/24



## 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: 1/31/2024

Last name: Cyr First name: Evan Middle initial: G

Residence address: 122 Granite St. Ward: 2

City: Auburn State: Maine Zip code: 04210

Home phone: N/A Work phone: (207) 333-6652 Cell phone: (207) 991-1159

Email address: egcyr@hotmail.com

Current occupation: Public School Teacher - High School Science

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

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

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

- |   |  |
|---|--|
| <input type="checkbox"/> 9-1-1 Committee              | <input type="checkbox"/> Complete Streets Committee                        |
| <input type="checkbox"/> Age Friendly Committee       | <input type="checkbox"/> Ethics Panel                                      |
| <input type="checkbox"/> Agriculture Committee        | <input type="checkbox"/> L/A Transit Committee                             |
| <input type="checkbox"/> Airport Board                | <input type="checkbox"/> Parks & Recreation Advisory Board                 |
| <input type="checkbox"/> Auburn Housing Authority     | <input checked="" type="checkbox"/> Planning Board <b>ASSOCIATE MEMBER</b> |
| <input type="checkbox"/> Audit Committee              | <input type="checkbox"/> Regulatory Advisory Board                         |
| <input type="checkbox"/> Cable TV Advisory Board      | <input type="checkbox"/> Sewer District                                    |
| <input type="checkbox"/> CDBG Loan Committee          | <input type="checkbox"/> Water District                                    |
| <input type="checkbox"/> Citizen's Advisory Committee | <input type="checkbox"/> Other _____                                       |
| <input type="checkbox"/> Community Forest Board       |  |
| <input type="checkbox"/> Conservation Commission      |  |

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

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

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

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)?  
Yes

**Auburn Planning Board, Strategic Plan Subcommittee, Lake Auburn Watershed Protection Commission**

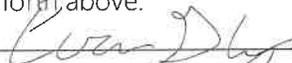
Dates served (if known)? March 2012 - January 2024

How did you learn of this vacancy? 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: 01/31/2024

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

<b>FOR OFFICE USE ONLY</b>	
DATE APPLICATION RECEIVED:	<u>2/11/2024</u>
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____

**APENDIX A – Application Narrative Responses**  
**RE: Evan Cyr: Associate Planning Board Application**

**Briefly describe why you want to serve on this committee.**

I want to serve on the Planning Board because I believe civic involvement is important. I am a teacher and father of two children. Modeling civic engagement for my own kids as well as for my students is important to me. I also believe the Planning Board serves an important and indispensable function in our community. I have a collective 15 years serving on Planning Boards and Watershed Commissions. My experience and institutional understanding can help further the work that the Planning Board does. Additionally, Planning Board provides an opportunity for me to leverage my experiences, helping residents better understand local land uses policies and processes through discussion and engagement at public meetings. Planning Board is a good personal fit where I think my skill set can best be used for the wider community while being civically engaged and promoting civic engagement for my children, students, friends, and neighbors.

**What do you hope to accomplish?**

I hope to work collaboratively to continue protecting Auburn's natural resources, including Lake Auburn, Auburn's agricultural and rural resources, open space, and neighborhoods. I also hope to execute the responsibilities of an associate Planning Board member in an informed, transparent, and informative way to help promote trust in local government while developing the best possible outcomes for Auburn's residents. It is important to use appropriate policy actions, follow state and local law, and implement City Council policy regarding zoning in a way that is both responsible and informative to Auburn's residents. I hope to do this while navigating complex issues to ultimately create zoning solutions that will help create diverse housing opportunities for all residents, promote smart growth and density infill where appropriate, promote growth for all residents, and improve the quality of life in our community. Ultimately, I hope to promote positive solutions while fostering trust and transparency.

January 31, 2024

Dear Appointment Committee Members and City Councilors,

I am writing to express my sincere interest in the Associate Planning Board member position on the Auburn Planning Board. With a rich background in municipal planning, experience in municipal leadership and a steadfast commitment to community growth, equity, and sustainability, I am eager to help shape the future of our community in promoting responsible growth and the continued prosperity of Auburn.

With a combined 15 years of experience in municipal land use policy management, governmental and quasi-municipal policy development, and environmental land use management, I have a developed diverse skill set that aligns well with the responsibilities of a Planning Board member. Additionally, I have had the privilege of serving in leadership capacities on both the Auburn Planning Board and Lake Auburn Watershed Protection Commission (LAWPC). Serving three terms as the elected Planning Board Chair, three terms as the Planning Board Vice Chair, one term as the elected Chair of LAWPC, and one term as the Vice Chair of LAWPC, has also provided me with invaluable leadership experiences and skills that directly translate to the position of Associate Member of the Planning Board.

I can bring a comprehensive skill set to the Planning Board, encompassing expertise in zoning regulations, land use planning, and environmental awareness, as well as proficiency in state and local land use law, urban design, and GIS mapping. My ability to navigate judicial and adjudicatory analysis, coupled with strong conflict resolution skills, has enabled me to effectively address sensitive or controversial topics and issues, fostering constructive dialogue and consensus-building within the community. I have experience and skill navigating complex legal frameworks and leveraging data-driven insights to craft effective policy solutions that balance the needs of our community with regulatory requirements as well.

I have been involved in the development, creation, amendment, and implementation of several zoning ordinances. I was directly involved in the creation and implementation of new Form Based Code zoning ordinances aimed at addressing housing inequity and promoting traditional neighborhood growth patterns, AGRP zoning ordinances aiming to balance the protection Auburn's natural resources with residential growth, and drafting updates to the Lake Auburn Watershed Overlay District to enhance lake water quality and maintain federal regulatory compliance. Additionally, I have been involved with the creation of Auburn's Adaptive Reuse Ordinance, Marijuana Land use ordinances, and commercial use Solar Ordinance, among others.

Furthermore, my experience serving as Chair and Vice Chair of the Lake Auburn Watershed Commission has equipped me with valuable insights into environmental protection and policy development. I have successfully led initiatives to safeguard the public drinking water supply and provide oversight of public education initiatives related to land use within the watershed, demonstrating my commitment to environmental stewardship and public health.

I am excited about the opportunity to bring my unique perspective and skill set to the Auburn Planning Board and contribute to the continued growth and prosperity of our community. Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the board's important work in more detail.

Regards,

Evan Cyr

# Evan G. Cyr

122 Granite St.  
Auburn, ME 04210

Phone: (207) 991-1159  
Email: egcyr@hotmail.com

## Professional Summary

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Skilled and dedicated community planning specialist with a combined 15 years of experience in municipal land use policy management, municipal leadership, and environmental land use management. Passionate about developing responsible solutions to implementing community planning goals, including municipal strategic plans, comprehensive plans, and local governmental policy. Comfortable effectively leading teams in developing solutions and making decisions, leveraging a collaborative approach to land use planning, listening to complex input from community members in developing planning solutions, educating community members about regulatory structures through public communications, and creating professional relationships that inform the work of municipal officials. Committed to lifelong learning, continuous improvement, and contributing to sustainable growth within the community.

## Areas of Expertise

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-Zoning Regulations	-Land Use Planning	-Environmental Awareness in Planning
-State and Local Land Use Law	-Community Engagement	-Judicial and Adjudicatory Analysis
-Urban Design	-Conflict Resolution	-GIS and Mapping
-Public Policy	-Economic Development	-Transportation Planning
-Process Management	-Stakeholder Collaboration	-Ethical Decision-Making

## Pertinent Governmental Experience

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### Member of Planning Board

2012 – 2024

#### *City of Auburn, ME*

Elected Chair of Planning Board: Three terms

Elected Vice Chair of Planning Board: Three Terms

Creation and implementation of new Form Based Code zoning ordinances to address housing inequity and promote traditional neighborhood growth patterns – 2014 through 2024

Development of zoning changes to the AGRP zoning ordinances – 2018

Draft and implementation of zoning changes and updates to the AGRP zoning ordinances – 2023

Development of zoning changes and updates to the Lake Auburn Watershed Overlay District to increase protections of lake water quality and prolong the AWD's federal waiver of filtration for Lake Auburn – 2013 – 2023

Development of Medical and Adult Use Marijuana Ordinances

Development of changes to the City's Odor Ordinance

Creation of Auburn's Adaptive Reuse Ordinances

Creation and implementation of commercial solar ordinance

Implementation of the 2010 and 2021 Update of the Comprehensive Plan through development of new ordinances and zoning regulations. Example: Form Based Code 2014 - 2024

Create legal policy solutions to problems that meet municipal and other stakeholder objectives.

Provide direction and feedback to City Council on land use, economic growth, future development, and zoning law.

Draft and revise zoning ordinances at the municipal level in accordance with State and Federal law or guidelines.

Work with members of the public and community to explain or resolve sensitive or controversial topics and issues

Review and provide feedback of the Capital Improvement Plan and budget for the City Council.

### Commissioner - LAWPC

2020 – 2023

#### *Lake Auburn Watershed Commission*

Elected Chair: One Term

Elected Vice Chair: One Term

Implementation of Rules of Order

Create and enforce legal policy and zoning solutions to protect the public drinking water supply in compliance with State and Federal laws.

Utilize data and information collectives to provide guidance and feedback to local municipalities and other stakeholders.

Provide oversight of public education initiatives around and access or use of land within the watershed.

Provide policy direction and directives to Auburn Water District regarding the Lake Auburn Watershed.

**Education**

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<b>Administration Leadership</b>	Endicott College	2017	Beverly, MA
<b>CAS Education Leadership</b>	University of New England	2015	Biddeford, ME
<b>MA Secondary Education,</b>	University of Maine	2005	Orono, ME
<b>BA Anthropology</b>	University of Maine	2005	Orono, ME

**Pertinant Certifications and Trainings**

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MMA – Planning Board Legal Issues Training  
MMA – Freedom of Access Act (FOAA) Training  
City of Auburn Legal Overview Training (Sally Daggett)

**Professional References**

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<b>Doug Greene</b>	City Planner & Planning Professional (Retired)	(207) 232-8694
<b>Peter Bingham</b>	Deputy Director – Econ. & Comm. Dev. Town of Cumberland	(207) 751-4193
<b>Camille Parish</b>	Chairperson Lake Auburn Watershed Commission	(207) 713-0202
<b>Joshua Nagine</b>	City Councilor – City of Lewiston Former Planning Board Member City of Lewiston, Maine	(207) 842-2125

## Susan Clements-Dallaire

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**From:** donotreply@auburnmaine.gov  
**Sent:** Monday, January 8, 2024 3:48 PM  
**To:** Susan Clements-Dallaire  
**Subject:** [External]A New Form Has Been Submitted - Board/Committee Application

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

First Name: Todd

Middle Initial:

Last Name: Goodwin

Residence Address: 10 Hillside Avenue

Ward: Ward 3

City: Auburn

Home Phone: 207-577-5402

Cell Phone: 207-577-5402

E-mail Address: todd.goodwin@jfmh.org

Current Occupation: Chief Executive Officer

Previous Occupation (if retired or no longer working):

Education and/or experience: Masters Degree; Sociology/Social Psychology. Nonprofit executive leader for 20+ years.

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

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

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

Briefly describe why you want to serve on a board/committee (1,000 character limit): First and foremost, my interest in serving on a board/committee derives from the appreciation of our city. Nearly every day I see examples of why our community is a great place to live and work. Whether it's the overall ethos or the genuine friendliness of our neighbors, we should all be proud to live in a place that respects everyone.

Second, as a nonprofit executive for a large local employer, I recognize how our community supports the work we do. I value service and see this as an opportunity to give back to our community. I appreciate that our city has deliberative processes for considering how we grow. I have participated in this process and have looked with respect upon how Planning Board members approach their work. I believe I can make positive contributions in this regard.

I have a rich history of Board service in different contexts. I would like to broaden this experience at the municipal level.

What do you hope to accomplish?: I would like to contribute to thoughtful progress that balances individual rights, legal requirements and municipal goals.

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

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

Dates served (if known): N/A

How did you learn of this vacancy?: City's website.

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

Date of Electronic Signature: 1/8/24

## Susan Clements-Dallaire

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**From:** donotreply@auburnmaine.gov  
**Sent:** Monday, January 29, 2024 8:48 PM  
**To:** Susan Clements-Dallaire  
**Subject:** [External]A New Form Has Been Submitted - Board/Committee Application

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

First Name: Stanwood

Middle Initial: J

Last Name: Gray

Residence Address: 1200 Sopers Mill Rd

Ward: Ward 5

City: Auburn

Home Phone: 2076156957

Cell Phone: 2076156957

E-mail Address: stanwoodgray@gmail.com

Current Occupation: farmer/carpenter

Previous Occupation (if retired or no longer working):

Education and/or experience: some college

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

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

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

Briefly describe why you want to serve on a board/committee (1,000 character limit): I have followed Auburn government, including the on-going zoning discussions, for many years now. I have been a city councilor and served on several different boards. I would like to add my work ethic, gained knowledge, and experience to move Auburn further in planning for a sustainable and prosperous future for all residents - current and future.

What do you hope to accomplish?: Be the best planning board member I can possibly be. I hope to help the city maintain important areas of the city while helping to provide opportunities for sustainable, well-managed growth for all residents.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)?: Natural Products and Agriculture Working Group, Complete Streets Committee

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

Dates served (if known):

How did you learn of this vacancy?: public meeting

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

Date of Electronic Signature: 1-29\*2024



# 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: 1/29/24

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

Residence address: 172 Allen Ave Ward: 2

City: Auburn State: ME Zip code: 04210

Home phone: 782-1386 Work phone: --- Cell phone: 232-3903

Email address: JLHAYRS1863@YAHOO.COM

Current occupation: RETIRED

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

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

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

- |   |  |
|---|--|
| <input type="checkbox"/> 9-1-1 Committee              | <input type="checkbox"/> Complete Streets Committee        |
| <input type="checkbox"/> Age Friendly Committee       | <input type="checkbox"/> Ethics Panel                      |
| <input type="checkbox"/> Agriculture Committee        | <input type="checkbox"/> L/A Transit Committee             |
| <input type="checkbox"/> Airport Board                | <input type="checkbox"/> Parks & Recreation Advisory Board |
| <input type="checkbox"/> Auburn Housing Authority     | <input checked="" type="checkbox"/> Planning Board         |
| <input type="checkbox"/> Audit Committee              | <input type="checkbox"/> Regulatory Advisory Board         |
| <input type="checkbox"/> Cable TV Advisory Board      | <input type="checkbox"/> Sewer District                    |
| <input type="checkbox"/> CDBG Loan Committee          | <input type="checkbox"/> Water District                    |
| <input type="checkbox"/> Citizen's Advisory Committee | <input type="checkbox"/> Other _____                       |
| <input type="checkbox"/> Community Forest Board       |  |
| <input type="checkbox"/> Conservation Commission      |  |

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

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

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

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

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

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

YES see attached

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

How did you learn of this vacancy? OK LITER

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: 1/29/24

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

FOR OFFICE USE ONLY	
DATE APPLICATION RECEIVED:	<u>1/29/2024</u>
APPOINTMENT DATE:	_____
TERM EXPIRATION DATE:	_____
OATH DATE:	_____

January 29, 2024

From: Robert P Hayes (residing at 172 Allen Ave., Auburn in Ward 2 with home phone #782-1386, cell phone #232-3903 and email address: *JL.HAYES1868@rednet.net*)

To: City of Auburn as a submittal application for the open seat for an alternate member on the Planning Board as appears in the City's web site.

I am now retired, working part time as a driver for Mobility Works (Gray, ME) and as a ski instructor at Lost Valley. Previously, I was owner/manager of J.L.Hayes/Agway, originally in Lewiston but most recently in Auburn at 807 Minot Ave.

I am still dedicated to this community in which have grown up in and have lived and worked in. I would like to be responsibly and thoughtfully involved in contributing to Auburn's healthy growth, by being a respectful and knowledgeable voice as a Planning Board member.

As to my background, I submit the following:

**EDUCATION:**

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

**COMMUNITY INVOLVEMENT:**

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

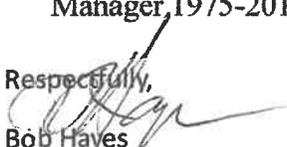
**PROFESSIONAL EXPERIENCE:**

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

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

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

Respectfully,

  
Bob Hayes



# 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: January 8, 2024

Last name: Bergeron First name: Denis Middle initial: P

Residence address: 23 Dexter Ave Ward: 2

City: Auburn State: ME Zip code: 04210

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: 207 576 4588

Email address: denispbergeron@gmail.com

Current occupation: retired

Previous occupation (if retired or no longer working): Regulatory engineer Maine PUK

Educational and/or experience (or attach your resume): BSME Professional Engineer

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

- 9-1-1 Committee
- Age Friendly Committee
- Agriculture Committee
- Airport Board
- Auburn Housing Authority
- Audit Committee
- Cable TV Advisory Board
- CDBG Loan Committee
- Citizen's Advisory Committee
- Community Forest Board
- Conservation Commission
- Complete Streets Committee
- Ethics Panel
- L/A Transit Committee
- Parks & Recreation Advisory Board
- Planning Board
- Regulatory Advisory Board
- Sewer District
- Water District
- Other \_\_\_\_\_

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

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

public service

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). I have many years of experience (especially) abilities. I can provide this experience to assist ASD

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

Dates served (if known)? N/A

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

Yes Planning Board

Dates served (if known)? 1991 - 1999

How did you learn of this vacancy? 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: [Handwritten Signature] Date: 1/8/2024

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

FOR OFFICE USE ONLY

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

## Susan Clements-Dallaire

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**From:** donotreply@auburnmaine.gov  
**Sent:** Thursday, January 11, 2024 11:36 AM  
**To:** Susan Clements-Dallaire  
**Subject:** [External]A New Form Has Been Submitted - Board/Committee Application

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

First Name: Thomas

Middle Initial: R

Last Name: Moulin

Residence Address: 4 Taft Avenue

Ward: Ward 4

City: Auburn

Home Phone: 2077849780

Cell Phone: 2073208532

E-mail Address: tmmoulin@hotmail.com

Current Occupation: Part time Bail Commissioner

Previous Occupation (if retired or no longer working): self-employed

Education and/or experience: High School, some college & trade school

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

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

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

Briefly describe why you want to serve on a board/committee (1,000 character limit): I believe my opinion matters and my interest is towards the betterment of our city

What do you hope to accomplish?: Sometimes providing a different view, I bring my experience as a NASB public works Supervisor. Where my responsibility of their lift stations and sewerage system was part of my job description.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? Yes as a trustee for the sewage district

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

Dates served (if known): I joined a little over a year ago now, actual date?

How did you learn of this vacancy?: A friend & member at the time ( Ray Fortier) asked if i was interested.

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

Date of Electronic Signature: Thomas Moulin



# 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: 1/22/2024

Last name: Bergeron First name: Denis Middle initial: P

Residence address: 23 Dexter Ave Ward: 2

City: Auburn State: ME Zip code: 04210

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: 207 576 2588

Email address: denis.P.Bergeron@gmail.com

Current occupation: Retired

Previous occupation (if retired or no longer working): Regulatory Engineer  
BS Recreation Mgmt UMaine

Educational and/or experience (or attach your resume): BS Mechanical Engineering U of Utah

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"/> Complete Streets Committee        |
| <input type="checkbox"/> Age Friendly Committee       | <input type="checkbox"/> Ethics Panel                      |
| <input type="checkbox"/> Agriculture Committee        | <input type="checkbox"/> L/A Transit Committee             |
| <input type="checkbox"/> Airport Board                | <input type="checkbox"/> Parks & Recreation Advisory Board |
| <input type="checkbox"/> Auburn Housing Authority     | <input type="checkbox"/> Planning Board                    |
| <input type="checkbox"/> Audit Committee              | <input type="checkbox"/> Regulatory Advisory Board         |
| <input type="checkbox"/> Cable TV Advisory Board      | <input type="checkbox"/> Sewer District                    |
| <input type="checkbox"/> CDBG Loan Committee          | <input checked="" type="checkbox"/> Water District         |
| <input type="checkbox"/> Citizen's Advisory Committee | <input type="checkbox"/> Other _____                       |
| <input type="checkbox"/> Community Forest Board       |  |
| <input type="checkbox"/> Conservation Commission      |  |

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

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

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed) I would like to ensure that ratepayers of the Auburn water district continue to receive some of the best water in the state at rates that are among the lowest.

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

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

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

Yes  
Planning Board

Dates served (if known)? 1990 - 1999

How did you learn of this vacancy? City web 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: Dennis Bergeron Date: 1/22/2024

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

**FOR OFFICE USE ONLY**

DATE APPLICATION RECEIVED: 1/22/2024  
APPOINTMENT DATE: \_\_\_\_\_  
TERM EXPIRATION DATE: \_\_\_\_\_  
OATH DATE: \_\_\_\_\_

I would like to serve as a Trustee of the Auburn Water District because I believe my 35 years of experience as a utility regulator and my 30 years as a Licensed Professional Engineer can be helpful to AWD ratepayers during this challenging time. The District is going to face some challenging issues in the future. I think my experience of working in the utility industry while at the Maine PUC can provide help in navigating some of those issues.

## Susan Clements-Dallaire

---

**From:** donotreply@auburnmaine.gov  
**Sent:** Tuesday, January 2, 2024 2:20 PM  
**To:** Susan Clements-Dallaire  
**Subject:** [External]A New Form Has Been Submitted - Board/Committee Application

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

First Name: Andrew

Middle Initial: D

Last Name: Titus

Residence Address: 24 Rubellite Lane

Ward: Ward 3

City: Auburn

Home Phone: 2072401492

Cell Phone: 2072401492

E-mail Address: atitus2015@gmail.com

Current Occupation: Retired

Previous Occupation (if retired or no longer working): Wholesale Tire Account Manager

Education and/or experience: Paralegal Certificate

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

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

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

Briefly describe why you want to serve on a board/committee (1,000 character limit): I have enjoyed serving our city and would like to continue

What do you hope to accomplish?: Continue to help the Auburn Water District be one of the best utilities in the state

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

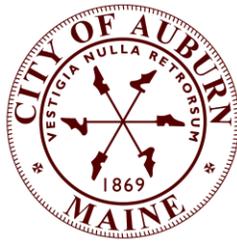
Have you previously served on a City or Community Board or Committee? If so, which one(s): City Council, Auburn Sewer District,

Dates served (if known): 2015-2019

How did you learn of this vacancy?: Being on the board

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

Date of Electronic Signature: 01/02/2024



**ORDER 22-02202024**

# City Council Order

**IN CITY COUNCIL**

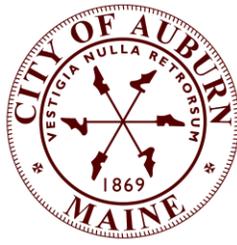
**ORDERED**, that the City Council hereby appoints Phillip Savignano to serve on the Parks & Recreation Advisory Board with a 10/1/2025 term expiration as nominated by the Appointment Committee.

---

**Richard S. Whiting**, Ward One  
**Benjamin J. Weisner**, Ward Four  
**Belinda A. Gerry**, At Large

**Timothy M. Cowan**, Ward Two  
**Leroy G. Walker, Sr.**, Ward Five  
**Jeffrey D. Harmon**, Mayor

**Stephen G. Milks**, Ward Three  
**Adam R. Platz**, At Large  
**Phillip L. Crowell, Jr.**, City Manager



**ORDER 23-02202024**

# City Council Order

**IN CITY COUNCIL**

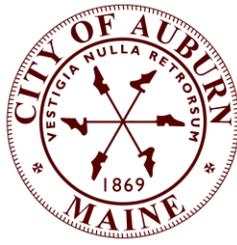
**ORDERED**, that the City Council hereby appoints Robert Hayes to the Planning Board, associate member, with a 1/1/2026 term expiration as nominated by the Appointment Committee.

---

**Richard S. Whiting**, Ward One  
**Benjamin J. Weisner**, Ward Four  
**Belinda A. Gerry**, At Large

**Timothy M. Cowan**, Ward Two  
**Leroy G. Walker, Sr.**, Ward Five  
**Jeffrey D. Harmon**, Mayor

**Stephen G. Milks**, Ward Three  
**Adam R. Platz**, At Large  
**Phillip L. Crowell, Jr.**, City Manager



**ORDER 24-02202024**

# City Council Order

**IN CITY COUNCIL**

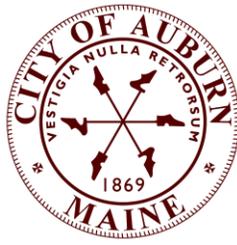
**ORDERED**, that the City Council hereby appoints Denis Bergeron to serve on the Sewer District Board of Trustees with a 3/1/2025 term expiration as nominated by the Appointment Committee.

---

**Richard S. Whiting**, Ward One  
**Benjamin J. Weisner**, Ward Four  
**Belinda A. Gerry**, At Large

**Timothy M. Cowan**, Ward Two  
**Leroy G. Walker, Sr.**, Ward Five  
**Jeffrey D. Harmon**, Mayor

**Stephen G. Milks**, Ward Three  
**Adam R. Platz**, At Large  
**Phillip L. Crowell, Jr.**, City Manager



**ORDER 25-02202024**

# City Council Order

**IN CITY COUNCIL**

**ORDERED**, that the City Council hereby re-appoints Thomas Moulin to serve on the Sewer District Board of Trustees with a 3/1/2028 term expiration as nominated by the Appointment Committee.

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**Richard S. Whiting**, Ward One  
**Benjamin J. Weisner**, Ward Four  
**Belinda A. Gerry**, At Large

**Timothy M. Cowan**, Ward Two  
**Leroy G. Walker, Sr.**, Ward Five  
**Jeffrey D. Harmon**, Mayor

**Stephen G. Milks**, Ward Three  
**Adam R. Platz**, At Large  
**Phillip L. Crowell, Jr.**, City Manager



**ORDER 26-02202024**

# City Council Order

**IN CITY COUNCIL**

**ORDERED**, that the City Council hereby appoints Denis Bergeron to serve on the Water District Board of Trustees, with a 3/1/2028 term expiration as nominated by the Appointment Committee.

---

**Richard S. Whiting**, Ward One  
**Benjamin J. Weisner**, Ward Four  
**Belinda A. Gerry**, At Large

**Timothy M. Cowan**, Ward Two  
**Leroy G. Walker, Sr.**, Ward Five  
**Jeffrey D. Harmon**, Mayor

**Stephen G. Milks**, Ward Three  
**Adam R. Platz**, At Large  
**Phillip L. Crowell, Jr.**, City Manager

Mayor Harmon 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. All Councilors were present.

Pledge of Allegiance

**I. Consent Items**

**1. Order 16-02052024\***

Confirming Mayor Harmon's re-appointment of Leonard Kimble to serve on the Ethics Panel with a term expiration of 11/01/2026.

Motion was made by Councilor Walker, seconded by Councilor Milks for passage of the one consent item.

Passage 7-0.

**II. Minutes – January 16, 2024, Regular Council Meeting**

Motion was made by Councilor Walker, seconded by Councilor Platz to approve the minutes of the January 16, 2024, Regular Council meeting.

Passage 7-0.

**III. Communications, Presentations and Recognitions**

- Presentation – Tax Increment Financing (TIF) and Credit Enhancement Agreement (CEA) – Glen Holmes
- Communication - Formation of a Mayor's Ad Hoc Committee on the Public Safety Building
- Communication - Formation of a Mayor's Ad Hoc Committee on Housing

**IV. Open Session –**

Joe Mailey, 82 Webster Street, provided written testimony regarding the new PAL Center to be constructed on Chestnut Street with questions and concerns. He also expressed concerns that notices were sent to building owners in that area and not to the tenants. He stated that he would like to see the City of Auburn enhance some of the mailings or at least discuss it.

Andy Titus, 24 Rubellite Lane, provided comments regarding the upcoming budget and three things that should be looked at. The tax levy, the fund balance, and salaries. He added that he would like to see any future surpluses of the fund balance to go toward the tax levy.

**V. Unfinished Business**

**1. Ordinance 03-01162024**

Amending Article V, Division 2, Sections 2-430, 2-431, 2-433, 2-434, 2-435, AND 2-441 of Auburn's Code of Ordinances and striking all language referencing the Regulatory Advisory Board. Second reading.

Motion was made by Councilor Gerry, seconded by Councilor Cowan for passage.

Public comment – No one from the public spoke.

Passage 7-0.

2. **Ordinance 04-01162024**

Amending Article V, Division 2, Sections 2-430, 2-431, 2-432, 2-433, 2-434, and 2-435 of Auburn’s Code of Ordinances and reinstating the Board of Assessment Review ordinance. Second reading.

Motion was made by Councilor Whiting, seconded by Councilor Cowan for passage.

Public comment – No one from the public spoke.

Passage 7-0.

3. **Ordinance 06-01162024**

Amending Sec. 2-466 of the Auburn Code of Ordinances correcting the Planning Board Compensation language. Second reading.

Motion was made by Councilor Platz, seconded by Councilor Cowan for passage.

Public comment – No one from the public spoke.

Passage 7-0.

VI. **New Business**

1. **Order 17-02052024**

Amending the Future Land Use Plan map in the Comprehensive Plan to designate City Assessor’s Parcel I.D.’s 174-004, 174-004-001 and 174-004-002 land use as Suburban Development District.

Motion was made by Councilor Cowan, seconded by Councilor Walker for passage.

Public hearing – No one from the public spoke.

Failed 1-6 (Councilors Gerry, Whiting, Cowan, Milks, Weisner, and Platz opposed).

2. **Ordinance 07-02052024**

Amending the zoning map of the City of Auburn entitled “City of Auburn, Zoning Map, dated May 16, 2016,” revised through its current date and revisions, as provided under Sec. 60-5 of the Zoning Ordinance by amending approximately 11 acres of Parcel ID 174-004-001, located on Riverside Drive, from the Agriculture and Resource Protection (AGRP) zoning district to the Low-Density Rural Residence (RR) zoning district. Public hearing and first reading.

Motion was made by Councilor Walker, seconded by Councilor Whiting for passage.

Public hearing – No one from the public spoke.

Motion was made by Councilor Whiting and seconded by Councilor Gerry to postpone this item indefinitely.

**IN COUNCIL REGULAR MEETING FEBRUARY 5, 2024, VOL. 37 PAGE 134**

Passage 5-2 (Councilors Cowan and Walker opposed).

**3. Ordinance 08-02052024**

Amending the zoning map of the City of Auburn entitled “City of Auburn, Zoning Map, dated May 16, 2016,” revised through its current date and revisions, as provided under Sec. 60-5 of the Zoning Ordinance by amending City Assessor’s Parcel I.D.s 174-004, 174-004-001 and 174-004-002, located on Riverside Drive, from the Agriculture and Resource Protection (AGRP or AG) zoning district to the Low-Density Rural Residence or Rural Residence (RR) zoning district. Public hearing and first reading.

Motion was made by Councilor Whiting, seconded by Councilor Gerry for passage.

Public comment – No one from the public spoke.

Motion was made by Councilor Whiting and seconded by Councilor Gerry to postpone this item indefinitely.

Passage 6-1 (Councilor Walker opposed).

**4. Order 18-02052024**

Setting the date for a public hearing for a Dangerous Building located at 46 Fair Street.

Motion was made by Councilor Whiting, seconded by Councilor Walker for passage.

Public comment – No one from the public spoke.

Passage 7-0.

**5. Order 19-02052024**

Ratifying the Fire Department’s contract agreement (wages).

Motion was made by Councilor Weisner, seconded by Councilor Milks for passage.

Public comment - No one from the public spoke.

Passage 7-0.

**6. Order 20-02052024**

Authorizing the use of \$89,306.42 from the fund balance to support the 2024 Lewiston Auburn Warming Center to be located in the City of Lewiston.

Motion was made by Councilor Gerry, seconded by Councilor Whiting for passage.

Public comment – Andy Titus, 24 Rubellite Lane, said he had questions on how the break down of costs were determined, and if it is to be used as a warming center for the unhoused or an immigrant resource center.

Passage 7-0.

**VII. Open Session -**

Greg Whitney, President of the Drop-in Center thanked the council for their support on this project and provided some examples of what they have seen at the Drop-in Center when people stop in.

**VIII. Reports (Mayor, City Council, City Manager)**

Mayor Harmon reported that he and Mr. LaBonté had an opportunity to visit with the Auburn Lewiston Civil Air Patrol Squadron that uses the Airport noting that Auburn resident, Sean Hagerty was promoted to Cadet Lieutenant Colonel and received the General Eaker Award for which less than one percent of Civil Air Patrol Cadets in the country receive, adding that this is a significant honor. He congratulated him on his achievement. He stated that he also attended a coalition of organizations and citizens concerned with homelessness. There were over 80 attendees.

Councilor Platz reported on the upcoming School Committee and Facilities meetings to be held on Wednesday, and the School Finance Committee will be meeting next week. He also announced that a new Business Manager was named at the last School Committee meeting. Amanda Kocher was offered the Business Manager position. The current Business Manager is retiring.

Councilor Walker reported that he attended the Waste to Energy meeting and provided an update.

Councilor Weisner thanked the Public Works Department for their hard work with the recent storms and long hours they've been working.

Councilor Cowan reported that the Sustainability and Natural Resource Management Board (SNRB) met today to discuss a recycling plan which will come back to the Council at a later date. He also noted that the Lewiston Auburn Transit Committee (LATC) is meeting this Thursday.

Councilor Whiting recognized "Mac" McPeake who was in the "25 Years Ago Today" column in the Sun Journal, for his efforts reading to kids and he thanked him for his efforts.

Councilor Gerry stated that she would like to discuss the Grab and Go Program at a future Council meeting and if needed, she would like to see more money allocated toward it.

City Manager Crowell reported that Androscoggin County was included in the National Disaster Declaration and Monday April 1<sup>st</sup> is the deadline to file claims. He said he will ask FEMA to come to our next council meeting so they will be available for anyone who would like to meet with them. He said they are also located at the Lewiston Armory. He also announced that a celebration will be hosted at the Donald Gay Performing Arts Center at the new Edward Little High School called Common Threads 2024 which celebrates diverse fashion, food and music. Admission is free. More information will be coming out.

**IX. Executive Session - Economic development, pursuant to 1 M.R.S.A. §405(6)(C) where premature disclosure would prejudice the competitive or bargaining position of the City.**

This item was taken up during the workshop.

**X. Adjournment**

Motion was made by Councilor Weisner, seconded by Councilor Milks to adjourn.

Passage 7-0, and the meeting adjourned at 8:29 pm.

**A TRUE COPY**

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

**IN COUNCIL SPECIAL MEETING FEBRUARY 12, 2024, VOL. 37 PAGE 137**

Mayor Harmon called the meeting to order at 5:30 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. All Councilors were present.

Pledge of Allegiance

**I. New Business**

**1. Order 21-02122024**

Amending Order 20-02052024, adopted by the City Council on 2/5/2024 authorizing the use of \$62,500.00 from the fund balance to cover no more than 50% of actual third-party expenses paid by the City of Lewiston to the operator of the 2024 Lewiston Auburn Warming Center to be located in the City of Lewiston.

Motion was made by Councilor Walker, seconded by Councilor Milks for passage.

Public comment – No one from the public spoke.

Passage 7-0.

**II. Adjournment**

Motion was made by Councilor Walker, seconded by Councilor Milks to adjourn the meeting. Passage 7-0, the meeting adjourned at 5:33pm.

**A TRUE COPY**

**ATTEST**

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



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** February 20, 2022

**Author:** Phil Crowell, City Manager

**Subject:** FEMA Presentation - December 2023 Flood

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**Information:** FEMA representative Mr. Allen Renn will provide a presentation on the availability of individual and household application and funding assistance from the FEMA Disaster Recovery Center.

Declaration: DR-4754-ME. FEMA Incident Period: December 17, 2023 to December 21, 2023. Information can also be found at [www.fema.gov/disaster/4754](http://www.fema.gov/disaster/4754)

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** None

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**Previous Meetings and History:** None

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**City Manager Comments:** None

Signature: 

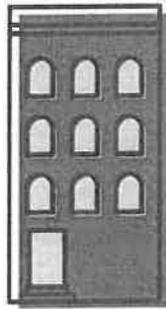
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**Attachments:**

- FEMA Informational Documents

# Housing Assistance for Disaster Survivors

Disaster survivors with damage to their primary residence from the severe storms and flooding Dec. 17-21, 2023, may be eligible for FEMA Sheltering and Housing Assistance.



## Rental Assistance

Funds for eligible survivors who need a place to temporarily live while their residence is repaired, or until they secure permanent housing.

### Who may be eligible?

A disaster survivor:

- Whose home or rental unit is unlivable as a result of the disaster.
- Who agrees to relocate.
- Whose housing needs are not covered by insurance.



## Home Repair/ Replacement

Funds for eligible homeowners to rebuild or make basic repairs so their home is safe, sanitary, and functional.

### Who may be eligible?

A Homeowner:

- Whose primary residence is determined to be unlivable after a FEMA inspection.
- Who has a housing need not covered by insurance.

To learn more about the disaster response in Maine, please visit <https://www.fema.gov/disaster/4754>.



# FEMA



# DISASTER ASSISTANCE

To apply and get answers to your questions, call:

**1-800-621-3362**

**711 or Video Relay Service (VRS): 1-800-621-3362**

**Please have the following available:**

- Your address with zip code
- Condition of your damaged home
- Insurance information, if available
- Social Security number
- Phone number where you can be contacted
- Address where you can get mail or email address to receive electronic notifications

**Direct Deposit:** Disaster assistance funds can be sent directly to your bank account. Please provide your bank account type, account number and bank routing number.

**Stay in touch with FEMA:** When you apply, you will receive a FEMA registration number. Save it. You will need the number whenever you contact FEMA.



**Online registration  
also available**



**DisasterAssistance.gov**  
ACCESS TO DISASTER HELP AND RESOURCES

Disaster assistance is available without regard to race, color, religion, national origin, sex, age, disability, English proficiency or economic status.



# ASISTENCIA POR DESASTRE

Para solicitar asistencia o dar seguimiento a su caso, llame al:

**1-800-621-3362**

**711 o el Servicio de Retransmisión de Video (VRS): 1-800-621-3362**

## Por favor tenga disponible lo siguiente:

- Dirección con el código postal .
- Condiciones de su propiedad dañada
- Información del seguro, si está disponible
- Número Seguro Social
- Número de teléfono donde se le pueda contactar
- Dirección donde usted puede recibir correspondencia o correo electrónico para recibir notificaciones electrónicas

**Depósito Directo:** Los fondos de asistencia por desastre se pueden enviar directamente a su cuenta bancaria. Proporcione por favor su tipo de cuenta bancaria, número de cuenta y número de ruta bancaria.

**Manténgase en contacto con FEMA:** Cuando solicite asistencia recibirá un número de registro de FEMA. Anote su número y guárdelo. Usted necesitará el número cada vez que se comunique con FEMA.



También puede  
inscribirse en línea



**DisasterAssistance.gov/es**  
ACCESO A LA ASISTENCIA POR DESASTRE Y RECURSOS

La asistencia de recuperación por desastre está disponible sin tomar en consideración raza, color, religión, origen nacional, sexo, edad, discapacidad, dominio del inglés o nivel económico.

# Maine Renters Can Apply for FEMA Assistance

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**Release Date: Feb 12, 2024**

The counties approved are Androscoggin, Franklin, Kennebec, Oxford, and Somerset Counties.

FEMA Individual Assistance is available to renters, including students, as well as homeowners. Federal grants can help pay for temporary housing. The initial rental grant is for a one-month or two-month period and can be reviewed for further assistance.

Renters may also qualify for a grant under FEMA's Other Needs Assistance program for uninsured essential personal property losses and other disaster-related expenses. These may include:

- Replacement or repair of necessary personal property, such as clothing, textbooks, or school supplies as well as furniture or appliances you purchased. FEMA will not cover furniture or appliances that are provided by the landlord.
- Replacement or repair of tools and other job-related equipment required by the self-employed
- Primary vehicles.
- Uninsured or out-of-pocket medical, dental, childcare, moving and storage expenses.

1.

To apply for FEMA disaster assistance, go online to [DisasterAssistance.gov](https://DisasterAssistance.gov), use the [FEMA app](#) for smartphones or call 800-621-3362. Help is available in most languages. If you use a relay service, such as video relay service (VRS), captioned telephone service or others, give FEMA the number for that service. Lines are open from 7 a.m. to 10 p.m. local time, seven days a week.



# Daily Fact Sheet 011

## Key Messages

- FEMA has approved **\$1,965,172** for individuals and families affected by a severe storm and flooding.
- On January 30, 2024, President Joseph R. Biden Jr. granted a Major Disaster Declaration for the State of Maine triggering the release of Federal funds to help individuals recover from a Severe Storm and Flooding that occurred December 17-21, 2023.
- The President's action makes federal funding available to affected individuals in the counties of Androscoggin, Franklin, Kennebec, Oxford, and Somerset Counties. Assistance can include grants for temporary housing, uninsured or underinsured home repairs and personal property, low-cost loans to cover uninsured property losses and other programs to help individuals and business owners recover from the effects of the disaster.

## DSA and DRC Openings

- 10 Disaster Survivor Assistance (DSA) crews canvassed in the municipalities of Livermore, Lisbon, Lewiston, Sabattus, Poland, Newry, Andover, Roxbury, Bethel, Madrid, Kingfield, Avon, New Sharon, Skowhegan, Norridgewalk, Fairfield, Emden, Solon, Winthrop, Chelsea, Winslow, and Waterville. **1,079 survivor registrations have been completed.**
- Farmington (Franklin County), University of Maine – Roberts Learning Center, 270 Main St., daily 8:00 a.m. – 6:00 p.m.
- Lewiston (Androscoggin County) DRC open 65 Central Ave, daily 8:00 a.m. – 6:00 p.m.
- Rumford (Oxford County) DRC open 150 River Street, daily 8:00 a.m. – 6:00 p.m.
- Skowhegan (Somerset County) DRC open 4 County Drive, daily 8:00 a.m. – 6:00 p.m.

## Ways to Apply to FEMA

- By phone at **1-800-621-3362**. Help is available in most languages. If you use video relay service (VRS), captioned telephone service or others, give FEMA your number for that service. Phone lines operate from **7 a.m. to 10 p.m.** seven days a week.
  - The deadline to apply for FEMA disaster assistance is **April 1**.



**FEMA**

- If you are planning to apply for FEMA assistance, knowing what you will be asked and what information you need to have handy can help you feel ready. Things to have handy include:
  - Each family member's Social Security number.
  - The address where you are staying and what the phone number is.
  - The amount of damage to your home. Be sure to share updates with FEMA so we can continue to review your case.

### Disaster Unemployment Assistance (DUA)

- Employees or self-employed individuals in Maine who became unemployed as a direct result of the severe storm and flooding, may be eligible to receive Disaster Unemployment Assistance (DUA). Eligible survivors are encouraged to apply for disaster assistance.
- To be eligible for DUA, the individual must be determined ineligible for regular unemployment insurance benefits under any state or federal law. Claimants must first apply for state unemployment benefits by visiting [Maine Department of Labor's Bureau of Unemployment Insurance](#) self-service portal. An application must be submitted by **March 4, 2024**. DUA claims filed after this deadline may be ineligible.

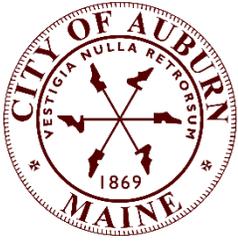
### U.S. Small Business Administration (SBA)

- SBA disaster loans are the largest source of federal disaster recovery funds for survivors. Businesses, homeowners, renters, and certain nonprofits that were affected may apply online for low-interest disaster loans using SBA's secure website at <https://disasterloanassistance.sba.gov/ela/s/>. Applicants may also call SBA's Customer Service Center at **800-659-2955** or email [DisasterCustomerService@sba.gov](mailto:DisasterCustomerService@sba.gov) for more information. Individuals who are deaf or hard-of-hearing may call **800-877-8339**.

### Get More Information

- For additional online resources as well as FEMA downloadable pamphlets and other aids, visit [DisasterAssistance.gov](https://DisasterAssistance.gov) and click "Information."
- For official information on the Maine recovery effort, visit [www.fema.gov/disaster/4754](https://www.fema.gov/disaster/4754).

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**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** February 20, 2024

PUBLIC HEARING

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

**Subject:** Public Hearing prior to drafting CDBG & HOME Consortium Action Plan for Program Year 2024

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**Information:**

Each year the Business & Community Development Department holds a Public Hearing and releases a Community Needs survey prior to drafting the annual action plan for the US Department of Housing & Urban Development (HUD). This plan details the use of Auburn's CDBG funds & the Auburn-Lewiston Consortium's HOME funds. This plan is designed to address community needs as detailed in the 5 year Consolidated Plan which was adopted in 2020. Based on input from the community survey and public hearings Community Development staff will release a draft Action Plan for additional public comments and City Council input prior to adoption.

The community survey can be found on AuburnMaine.gov. Post cards with a link to the survey is also being delivered to every residential address within the city. For printed copies, translations, or other accommodations, residents can contact the Community Development Office at: CDBG@auburnmaine.gov

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**City Budgetary Impacts:**

Due to the lack of a federal budget HUD has yet to release allocation totals for recipients. Currently we are asked to wait until the passage of the federal budget to submit our action plan, even if that date is beyond our schedule as set by policy. Auburn's previous year CDBG allocation was \$534,778. The Auburn-Lewiston HOME Consortium previous allocation is \$546,921. These federal grant dollars cover staff salary/benefits as well as program activities for Business and Community Development programs.

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**Staff Recommended Action:**

Hold Public Hearing and encourage residents to complete the community survey.

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**Previous Meetings and History:**

Release Public Survey December 29, 2023

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**City Manager Comments:**



I concur with the recommendation. Signature:

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**Attachments:**

n/a



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** February 20, 2024

**Subject:** Executive Session

**Information:** Economic development, pursuant to 1 M.R.S.A. Section 405(6) (C) which premature disclosure would prejudice the competitive or bargaining position of the city.

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

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

- (1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;
- (2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;
- (3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and
- (4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present. This paragraph does not apply to discussion of a budget or budget proposal;

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

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

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

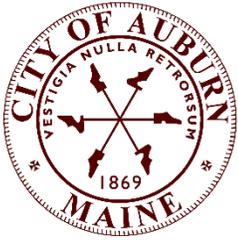
D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both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

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

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

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

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



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** June 5, 2023

**Subject:** Executive Session

**Information:** Economic development, pursuant to 1 M.R.S.A. Section 405(6) (C) which premature disclosure would prejudice the competitive or bargaining position of the city.

**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;

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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.