



**City Council Workshop & Meeting
April 2, 2018
Agenda**

5:30 P.M. Workshop

- A. Maine Lions Club – Norm Hart (15 minutes)
- B. Capital Improvement Program (CIP) – Peter Crichton (45 minutes)
- C. Auburn’s Sesquicentennial (150th Anniversary) Update – Sabrina Best (10 minutes)

7:00 P.M. City Council Meeting

Roll call votes will begin with Councilor Walker

Pledge of Allegiance

- I. **Consent Items** – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.
 - 1. **Order 32-04022018***
Setting the date for the School Budget Validation Referendum Election for June 12, 2018.
 - 2. **Order 33-04022018***
Approving the time to open the polls at 7:00 A.M. for the June 12, 2018 Election.
 - 3. **Order 34-04022018***
Approving the temporary sign request for Park Avenue Elementary School’s Annual Spring Fest.
- II. **Minutes** – March 19, 2018 Regular Council Meeting
- III. **Communications, Presentations and Recognitions**
 - **Proclamation** – Fair Housing Month in Auburn
- IV. **Open Session** – Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.
- V. **Unfinished Business - None**

VI. New Business - None

VII. Reports

A. Mayor's Report

B. City Councilors' Reports

C. City Manager Report

i. Manager's FY19 Preliminary Draft Budget Presentation

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

IX. Executive Session

A. Executive Session – Economic Development pursuant to (1 M.R.S.A § 405 (6)(C).

B. Executive Session – Economic Development pursuant to (1 M.R.S.A § 405 (6)(C).

X. Adjournment



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: April 2, 2018

Author: Michael Chammings

Subject: Workshop A. Maine Lions Club – Norm Hart (15 minutes)

Information:

Norm Hart, District Governor of the Maine Lions Clubs would like to make a brief presentation to the Auburn City Council.

The club members are considering forming a new Lions Club in Lewiston/Auburn. There are currently 71 Lions Clubs in Maine, and they are all raising money and donating it all back to their communities to serve those in need.

The Maine Lions Clubs primary service areas are:

Vision
Hunger
Environment
Diabetes awareness
Pediatric cancer

Many clubs also offer college scholarships, support Boys State/Girls State, support our Peace Poster contest for middle school students, support our Speak Out contest for High School students, and much more.

City Budgetary Impacts: No financial support has been requested.

Staff Recommended Action: Open for discussion.

Previous Meetings and History:

Meeting with Economic & Community Development Staff - 03/16/2018
Meeting with City Manager - 03/21/2018

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Casella".

Attachments:



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: April 2, 2018

Author: Jill M. Eastman, Finance Director

Subject: Capital Improvement Program

Information: Discussion of the Manager's preliminary draft recommendations for the Capital Improvement Projects for FY 19. At this time, we are seeking comments and guidance from the Council before submitting a final draft.

City Budgetary Impacts: There are no budgetary impacts at this time. These will be discussed further during the budget process.

Staff Recommended Action: Review and discussion only.

Previous Meetings and History:

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Coakley".

Attachments:

Copy of Manager's preliminary draft recommendations for the Capital Improvement Projects for FY 19.

**CITY OF AUBURN
CAPITAL IMPROVEMENT PLAN
FY 18 - 19 Only**

Priority	Description	Operating	Manager's Recommended Operating	Bonds	Manager's Recommended Bonding	Other	Manager's Recommended Other
AUBURN-LEWISTON AIRPORT							
1	Replace Motor Vehicle Fuel Pump			\$ 80,000	\$ 80,000		
	Runway Reconstruction - Runway 04/22 (FAA/MDOT 95% eligible)			\$ 10,000	\$ 10,000		
	Wildlife Control Equipment			\$ 150,000	\$ 150,000		
TOTAL AUBURN-LEWISTON AIRPORT		\$ -		\$ 240,000	\$ 240,000	\$ -	\$ -
AUBURN PUBLIC LIBRARY							
	Self Checkout System	\$ 23,438	\$ -				
	Carpeting			\$ 117,000	\$ -		
TOTAL AUBURN PUBLIC LIBRARY		\$ 23,438	\$ -	\$ 117,000	\$ -	\$ -	\$ -
ECONOMIC AND COMMUNITY DEVELOPMENT							
<u>Economic Development & Planning</u>							
	New Auburn Village Center Revitalization			\$ 286,800	\$ 286,800	\$ 600,000	\$ 600,000
	Dangerous Building Demolition			\$ 200,000	\$ 100,000		
	Comprehensive Plan Property Acquisiton Program			\$ 400,000	\$ 100,000		
	Strategic Plan Implementation			\$ 50,000	\$ 50,000		
	Downtown Parking and Walkability			\$ 130,000	\$ 100,000	\$ 270,000	\$ 270,000
<u>Electrical</u>							
	Electrical Vehicle-Replacement					\$ 33,000	\$ 33,000
	Main Street Underground Electrical Replacement					\$ 22,000	\$ 22,000
	Street Lights:						
	Downtown LED Lighting upgrades/URA/Turner/Mechanics Row	\$ 14,000	\$ -				
	Heat Conversion Electrical Building-20 Library Ave			\$ 15,000	\$ -		
	Traffic Signal Upgrades/Replacements:						
	Traffic Signal Intersection LED relamping	\$ 32,000	\$ 15,000				
	Traffic Signal preemption upgrades	\$ 5,000	\$ 5,000				
	LED Upgrade to City walking paths and Industrial Park Lighting	\$ 10,000	\$ 10,000				
TOTAL ECONOMIC AND COMMUNITY DEVELOPMENT		\$ 61,000	\$ 30,000	\$ 1,081,800	\$ 636,800	\$ 925,000	\$ 925,000
FACILITIES							
	Public Works Roof Replacement Phase II			\$ 196,000	\$ -		
	Street Light Purchase and Conversion to LED			\$ 800,000	\$ 800,000		
	Auburn Hall	\$ 25,000	\$ 15,000				
	Intermodal Facility	\$ 10,000	\$ 5,000				
	Engine 5 Reception Area Renovations and Code Compliance Survey	\$ 11,000	\$ -				
TOTAL FACILITIES		\$ 46,000	\$ 20,000	\$ 996,000	\$ 800,000	\$ -	\$ -
FIRE							
	Replace expired SCBA cylinders	\$ 10,000	\$ 10,000				
	Driveway Reconstruction Fire 1 (Central Fire)			\$ 225,076	\$ 30,000		
	Driveway Reconstruction Fire 2 (Center St)			\$ 118,888	\$ 30,000		
	Refurbish Engine 3 (Minot Ave)			\$ 200,000	\$ -		
	EMS Coordinator Vehicle					\$ 32,000	\$ 32,000
TOTAL FIRE		\$ 10,000	\$ 10,000	\$ 543,964	\$ 60,000	\$ 32,000	\$ 32,000
INGERSOLL TURF FACILITY							
	AC Central Air System			\$ 200,000	\$ -		
	Doorway Canopy	\$ 30,000	\$ 30,000				
TOTAL INGERSOLL TURF FACILITY		\$ 30,000	\$ 30,000	\$ 200,000	\$ -	\$ -	\$ -
INFORMATION TECHNOLOGY (IT)							
1	Upgrade Operating System			\$ 200,000	\$ 200,000		

TIF

TIF/CDBG

Unallocated

Unallocated

EMS Capital Reserve

**CITY OF AUBURN
CAPITAL IMPROVEMENT PLAN
FY 18 - 19 Only**

Priority	Description	Operating	Manager's Recommended Operating	Bonds	Manager's Recommended Bonding	Other	Manager's Recommended Other	
TOTAL IT		\$ -	\$ -	\$ 200,000	\$ 200,000	\$ -	\$ -	
LATC (Auburn's share)								
1	Bus Replacement					\$ 50,000	\$ 50,000	Unallocated
TOTAL LATC		\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	
LA911 (Auburn's share)								
1	Virtualization Hardware Refresh			\$ 85,000	\$ 85,000			
1	Radio Replacement Project			\$ 511,000	\$ 511,000			
TOTAL LA911		\$ -	\$ -	\$ 596,000	\$ 596,000	\$ -	\$ -	
MUSEUM LA								
	Capital Campaign					\$ 60,000	\$ 30,000	Unallocated
		\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ 30,000	
NORWAY SAVINGS BANK ARENA								
	Event Floor			\$ 125,000	\$ 125,000			
	Rubberized Flooring	\$ 40,000	\$ 40,000		\$ -			
	Parking Lot Striping	\$ 10,000	\$ 10,000					
TOTAL NSB ARENA		\$ 50,000	\$ 50,000	\$ 125,000	\$ 125,000	\$ -	\$ -	
POLICE								
	Vehicle Replacement			\$ 172,000	\$ 172,000			
	Mobile Data Terminal Replacement			\$ 90,000	\$ 90,000			
	Narcotics Testing Equipment					\$ 30,000	\$ 30,000	Drug Funds
	VARDA Scout Covert Alarm System	\$ 4,500	\$ 4,500					
	Architect Fees New Public Safety Facility			\$ 200,000	\$ -			
	Police Station Improvements			\$ 200,000	\$ 100,000			
	Interview Room Recording Equipment Replacement					\$ 11,500	\$ 11,500	Unallocated
	Conference Room Chair Replacement					\$ 13,800	\$ 13,800	Unallocated
	Firearms Replacement			\$ 66,000	\$ -			
TOTAL POLICE		\$ 4,500	\$ 4,500	\$ 728,000	\$ 362,000	\$ 55,300	\$ 55,300	
PUBLIC SERVICES								
Engineering								
	Reconstruction			\$ 1,500,000	\$ 900,000			
	Reclamation/Resurfacing			\$ 2,400,000	\$ 800,000			
	Major Drainage			\$ 500,000	\$ 300,000			
	MDOT Match			\$ 750,000	\$ 750,000			
	Sidewalks			\$ 250,000	\$ 50,000			
Total Engineering		\$ -	\$ -	\$ 5,400,000	\$ 2,800,000	\$ -	\$ -	
Public Works								
	Replace 7 yard plow trucks (plowing/sanding and roadway maintenance)			\$ 807,000	\$ 410,000			
	Replace Street Sweeper (sand and debris removal from roadways)			\$ 230,000	\$ -			
	Warm Storage Building			\$ 700,000	\$ 400,000			
	Portable Lift System			\$ 63,000	\$ -			
	Purchase Traffic Paint Machine					\$ 15,000	\$ 15,000	Unallocated
	Replace One Ton Trucks (parks and roadway maintenance)			\$ 50,000	\$ 40,000			
	Hot Box Pavement Reclaimer			\$ 40,000	\$ -			
	Skid Steer			\$ 110,000	\$ 110,000			
	Water Tank			\$ 10,000	\$ -			
	Replace tracked excavator (drainage/roadway maintenance)			\$ 225,000	\$ -			



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: Monday April 2, 2018

Author: Sabrina Best, Recreation Director

Subject: 150th Celebration Update

Information:

Attached is a staff update on the planning process for the 150th celebration for the City of Auburn.

City Budgetary Impacts: The City Manager is including \$30,000 in seed money in his FY19 Preliminary Draft Budget for the celebration. This will have no fiscal impact due to the use of existing funding and revenues.

Staff Recommended Action: None

Previous Meetings and History: There have been two citizen group meetings, as well as additional staff meetings to discuss events and activities to celebrate the 150th Anniversary. More on this in the attachment.

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Cusick".

Attachments:

150th Celebration Update



City of Auburn, Maine

Recreation Department

www.auburnmaine.gov | 60 Court Street

Auburn, Maine 04210

207.333.6601 ext 2101

MEMO

Date: March 29, 2018

Contact: Sabrina Best, Recreation Director
Phone: 207.333.6601 X2101
E-mail: sbest@auburnmaine.gov

City of Auburn's 150th Celebration

To date there have been three internal staff meetings and three public meetings on the planning process for the 150th Celebration. A small internal staff team have been put together to handle the support and city resources available for the planning, promoting, and execution for the year long celebration. To compliment the city staff efforts, there is a group of 20+ individuals from the community representing the local organizations and residents (past, current, and future) in the combined effort of showcasing the amazing City of Auburn. ***(Please remember anything listed here for events are examples and not confirmed events).***

Through discussions and brainstorming efforts; a framework for planning were identified into four major themes:

Events/Volunteers

- Creating an events calendar to either sell or pass out highlighting the event dates through the 2019 year of celebration, for public planning purposes.
- Current annual events help increase 150th awareness and potentially add elements to help celebrate the special year.
- New Events specific to the 150th such as the week-long Auburn-Rama done at the 100th celebration with beard growing contest, plays, themed days etc.
- Co-Sponsored events with local organizations and businesses.
- School supported events such as a reunion, help gain awareness and support on the new school.
- Logo unveiling at the Ice Arena this June to kick-off 150th sponsorship and PR
- Volunteers to help serve on the steering committee (Committee Chair, Staff, and Workgroup Chairs)
- Workgroups; Events, Historical, Volunteer, Fundraising, Marketing/Promo
- Supporters; individuals that don't serve on the workgroup but contribute to the completion of workgroup tasks.
- Volunteers for Events

Fundraising

- The budget for the year long celebration will need to include donations and sponsorships from the community.
- Funds raised will help offset items such as; merchandise, souvenirs, promotional items, new event needs such as fireworks, etc.
- Possible events to help with future projects and donations (i.e. new school, updating the art wall, etc.)

Historical

- It is critical that we celebrate the past 150 years with correct information, dates, pictures, buildings etc.
- Showcase the buildings and properties listed on the National Historical Registry.
- Create a 'passport' to provide locations for historical sites and encourage all ages to get out and see Auburn's History.
- Work with local historic organizations (Auburn's Historical Society, Women's Literary Union, Library, etc.)
- Work with Grow LA's 'Museum in the Streets' project.
- Cemeteries and current/future memorials.
- Auburn Citizen of the Decade

Marketing/Promotions

- Developing key branding items; Logo, Slogan, Theme, etc.
- Send out all promotional items and press releases.
- Advertise appropriately for upcoming events and programs.
- Website, Social Media, possibly an APP or StoryMap?
- Development of merchandise and souvenirs

School Dept.

- How can 150th celebration be integrated into school curriculum
- One major reunion for all alumni
- Develop a list of future supporters
- Any fundraising opportunities
- Awareness of the new school project

Timeline:

April – Staff is developing a Logo selection process that will include public comments/input

April – Workgroup Chairs and workgroup members identifies and assigned

April 11th – Public Steering Committee Meeting to start the process of creating a realistic list of events and contact list

April 25th – Public Steering Committee Meeting finalize workgroup chairs, potential members, and assignments/projects

May – Final Logo decided, Event List rough draft, workgroups begin assigned projects

June – Unveiling of the logo at Norway Savings Bank Ice Arena when Ice on Rink 1 is put back in

June – Kick-Off fundraising efforts and Press Releases



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: April 2, 2018

Order: 32-04022018

Author: Sue Clements-Dallaire, City Clerk

Subject: Setting June 12, 2018 as the date for the School Budget Validation Referendum Election

Information:

Title M.R.S.A. 20-A, Section 2307 requires Municipalities to conduct a School Budget Validation Referendum Election each year.

The date is consistent with previous years and there is a cost savings when holding this election at the same time as a State election. It also results in better voter turnout.

City Budgetary Impacts: There is a cost savings of approximately \$1,500 by holding this election on the same date as the State Election.

Staff Recommended Action: Recommend passage of this order.

Previous Meetings and History: N/A

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink, appearing to read "Peter J. Coakley".

Attachments: Order 32-04022018

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



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

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 32-04022018

ORDERED, that the City Council hereby sets the date for the School Budget Validation Referendum Election to be Tuesday, June 12, 2018.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: April 2, 2018

Order: 33-04022018

Author: Sue Clements-Dallaire, City Clerk

Subject: Setting the time for opening the polls for the June 12, 2018 Election

Information:

State law requires the Municipal Officers to set the time to open the polls for each election. The polls must be opened no earlier than 6 a.m. and no later than 8 a.m. on election day, except that in municipalities with a population of less than 500, the polls must be opened no later than 10:00 a.m. It is recommended that the polls open at 7:00 A.M. in Auburn for the June 12, 2018 Election. Opening the polls at 7:00 A.M. is consistent with past practice in Auburn and it allows additional time in the morning for people to have an opportunity to vote.

§626. Polling times

The following provisions apply to polling times at any election.

- 1. Opening time flexible.** The polls must be opened no earlier than 6 a.m. and no later than 8 a.m. on election day, except that in municipalities with a population of less than 500, the polls must be opened no later than 10:00 a.m. The municipal officers of each municipality shall determine the time of opening the polls within these limits. The municipal clerk shall notify the Secretary of State of the poll opening times at least 30 days before each election conducted under this Title.

City Budgetary Impacts: Minimal – the cost for Election workers to start one hour early is under \$100.

Staff Recommended Action: Recommend passage of this order.

Previous Meetings and History: N/A

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink, appearing to read "Peter J. Coakley".

Attachments:

Order 33-04022018

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



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

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 33-04022018

ORDERED, that the City Council hereby sets the time for opening the polls for the June 12, 2018 Election to be 7:00 A.M.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: April 2, 2018

Order: 34-04022018

Author: Sue Clements-Dallaire, City Clerk

Subject: Temporary sign request – Park Avenue Elementary School

Information: The Park Avenue Elementary School is requesting permission to place temporary signs in Auburn for their 2018 Annual Spring Fest and Auction which will be held on April 7, 2018. They would like to place the signs one week before the event and will remove them the following day.

City Budgetary Impacts: None

Staff Recommended Action: Recommend passage.

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

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Costello".

Attachments: Letter of request, Order 34-04022018

March 5, 2018

MAR 19 2018

To Auburn City Council/City Manager,

Park Avenue Elementary School will be holding it's annual Spring Fest on Saturday, April 7th from 10am-1pm. This even is organized by the school's PTO and proceeds from this event will go towards funding student enrichment activities at the school.

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

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

Michelle Cifelli

Park Avenue PTO President

Anticipated Sign Locations:

Park Ave & Court Street

Park Ave, entrance to school

Park Ave & Lake Street

Turner Street & Union Street bypass

Center Street & Lake Auburn Ave

Center Street, North & South bound before bridge

Turner Street Circle near Goodwill

Turner Street & Mount Auburn Ave

Court Street & Lake Street

Minot Ave near Fairview School

Fairview Ave & Court Street

Center island out front of AMS

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



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

Jason J. Levesque, Mayor

IN CITY COUNCIL

ORDER 34-04022018

ORDERED, that the City Council hereby approves the request to place temporary signs for the Park Avenue Elementary School's 2018 annual Spring Fest event at the locations listed below as long as their placement does not affect sight distance for streets or adjacent driveways. The signs will be placed the week before the April 7, 2018 event and removed the day after the event (April 8, 2018).

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

IN COUNCIL REGULAR MEETING MARCH 19, 2018 VOL. 35 PAGE 125

Along with students from the Edward Little High School Boys and Girls Basketball Teams, Mayor Levesque called the meeting to order at 7:05 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. All Councilors were present.

I. **Consent Items – None**

II. **Minutes – March 5, 2018 Regular Council Meeting**

Motion was made by Councilor Walker and seconded by Councilor Fournier to approve the minutes of the March 5, 2018 Regular Council meeting. Passage 7-0.

III. **Communications, Presentations and Recognitions**

- **Recognition – Edward Little High School Boys and Girls Basketball State Champions**

IV. **Open Session – The following individuals spoke regarding concerns they have with Proficiency Based Learning:**

Laura Garcia, 20 Skillings Corner Road
Barbara Howaniec, 134 Nottingham Road
Michelle Scott and her son, Quinn, 50 Lake Street
Mike Martel, Beaver Road
Pam Hart, 106 Lake Street
Dan Herrick, 470 Hatch Road
Jesse Bell, a Lewiston resident with children that attend Auburn Schools.

Dan Herrick, 470 Hatch Road, complimented the Auburn Police Department for their response and follow up after some vehicle break-ins during the last winter storm. He also expressed some concerns he has with the Agricultural and Natural Resource Committee.

Renee Simonitis, Oak Street commented on the Green Dot LA resolve that was voted on at the last meeting. She provided a copy of her comments to be placed on file with the City Clerk.

V. **Unfinished Business**

1. **Order 31-03052018**

Authorizing the City Manager to hire an additional full time City Electrician.

Motion was made by Councilor Titus and seconded by Councilor Walker to table this item indefinitely. Motion failed 3- 4 (Councilors Young, Hayes, Lasagna, and Gerry opposed).

Motion was made by Councilor Titus seconded by Councilor Hayes for passage. Passage 5-2 (Councilors Walker and Gerry opposed).

VI. **New Business**

2. **Resolve 03-03192018**

Supporting Central Maine Power Company's New England Clean Energy Connect Project.

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

Public comment – no one from the public spoke.

Passage 6-1 (Councilor Titus opposed).

VII. Reports

Mayor Levesque – thanked Councilor Young for filling in during his absence at the last City Council meeting. He talked about his experience riding in one of the Public Services trucks during the last snow storm and he encouraged the Councilors to take some time and schedule a ride along in one of the trucks. He reminded everyone of the upcoming Economic and Marketing Committee meeting to be held on April 2nd at 7AM here at Auburn Hall in the Community Room, he also mentioned recent articles on the Auburn Lewiston Airport, and on or around March 27/28th a Canadian Royal Air Force presence will be at the Auburn Lewiston Airport. He noted that he testified in support of a proposed amendment to the Municipal Consolidation rules, and last, the City Council Retreat that was planned for last week has been rescheduled to April 9th and will be held at the Martindale Country Club. It is open to the public however there will not be public comment.

Councilor Young – Maine Spring Ring concert is to be held at the Auburn Middle School at 4:30 PM on Saturday, April 7th. It is sponsored by the Handbell Ringers of America Region I, where there will be more than 150 ringers from across the State. He also asked that the notes and memos provided by Laura Garcia who spoke during open session regarding concerns with Proficiency Based Learning be posted to the website as part of the record.

Councilor Lasagna – reported that tomorrow at 5:30 PM the School Building sub-committees will be meeting and then at 6:30 PM, the School Building Committee will be meeting here at Auburn Hall, and on Friday she will be participating in a ride along with Auburn Police Department.

Councilor Hayes – reported on the article in Sunday's newspaper on the Airport and articles in Discover Maine.

Councilor Titus – reported that tomorrow March 20th at 4:00 PM the Sewer District Trustees will meet, and at 4:00 PM on Wednesday, March 21st the Water District Trustees will meet. Tomorrow, there will be another meeting with the Fire Department regarding overtime. The meeting will begin at 6:00 PM in the Community Room, on April 3rd, the Sunderland Drive Neighborhood Watch Group will be meeting at Sam's on Court Street.

Councilor Fournier – handed out a draft of the proposed school calendar. She also reported that there is an initiative underway with the Auburn and Lewiston School Departments, and MSAD 52 and RSU 16 on an interlocal agreement for a regional service center. She also mentioned that the Library Board of Trustees wanted to remind everyone about the on-line auction that is coming up for the Auburn Public Library. For more, you can visit their website at www.32auctions.com/APL2018. The auction will run from May 30th – June 8th.

Councilor Walker – reported that the Neighborhood Watch Group will be meeting on March 22nd at 6:30 PM at the Sixth Street Congregational Church, the United New Auburn Association meeting will be Tuesday, March 27th. Doug Greene will be the guest speaker and will discuss the New Auburn Village plan. He reported on the Walton School Chili and Chowder contest, and last he reported that there will be a Bean Supper at the Sixth Street Congregational Church on Saturday March 24th to help to raise money to heat their building. This will be from 4:30-6:00 PM.

Councilor Gerry – reported that tomorrow at the Hasty Community Center, the Age Friendly Community meeting will be held. She also commented on the Community Development Block Grant (CDBG) conversation regarding the Recreation Scholarship funding.

City Manager Report – thanked Denise Clavette for stepping in at the last Council meeting during his absence. He mentioned that a joint workshop with School Committee and the City Council will be held next Monday (March 26th) to discuss the Capital Improvement Program (CIP) for both the School and City. He reported that Fire Chief Geoff Low has submitted his resignation. He has accepted a position as Fire Chief in the Town of Orono. He also provided an update on a situation that came up regarding the tree harvest at the Airport, concerns regarding the business licensing renewal process, and the Agricultural and Natural Resource Committee.

Finance Director, Jill Eastman – February 2018 Monthly Finance Report

Motion was made by Councilor Hayes and seconded by Councilor Fournier to accept and place on file the February 2018 Monthly finance report. Passage 7-0.

VIII. Open Session – Renee Simonitis, apologized for speaking out of turn, and asked that Councilors not vote for things in the same meeting.

IX. Executive Session - Discussion regarding Economic Development, pursuant to (1 M.R.S.A § 405 (6)(C). **This executive session was not needed.**

X. Adjournment

Motion was made by Councilor Titus and seconded by Councilor Fournier to adjourn. Passage 7-0. The meeting adjourned at 9:53PM.

A TRUE COPY

ATTEST 

Susan Clements-Dallaire, City Clerk



**The City of Auburn, Maine
Office of Community and Economic Development**

PROCLAMATION

Whereas, April 2018 is Fair Housing Month and marks the 50th anniversary of the passage of the Federal Fair Housing Act (Title VIII of the Civil Rights Act of 1968), signed by U.S. President Lyndon Baines Johnson on April 11, 1968;

Whereas, the Fair Housing Act provides that no person shall be subjected to discrimination because of race, color, national origin, religion, sex, disability, or familial status in the sale, rental, financing, or advertising of housing and charges the Secretary of the U.S. Department of Housing and Urban Development (“HUD”) to administer HUD programs in a manner that meets the requirements of the law and affirmatively furthers the purposes of the Fair Housing Act;

Whereas, it is the policy of the City of Auburn, Economic and Community Development Department to support equal housing opportunity in the administration of its programs and services, ensuring compliance with Fair Housing rules and guidelines and supports housing choice in accordance with the Fair Housing Act not only during Fair Housing Month in April, but throughout the year;

NOW, THEREFORE, BE IT RESOLVED, that I, Jason Levesque, Mayor of the City of Auburn, do hereby proclaim April 2018 as Fair Housing Month in Auburn, and encourage all individuals and organizations, public and private, to join and work together in this observance for free and equal housing treatment and opportunity for all.

IN WITNESS WHEREOF, I have hereunto set my
Hand and caused the Seal of the City to be affixed this
____ day of ____ 2018.

Jason Levesque, Mayor



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: April 2, 2018

Subject: Executive Session

Information: Discussion regarding Economic Development, pursuant to 1 M.R.S.A. Section 405(6) (C).

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

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

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

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

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

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

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

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

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

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

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



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: April 2, 2018

Subject: Executive Session

Information: Discussion regarding Economic Development, pursuant to 1 M.R.S.A. Section 405(6) (C).

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

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

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

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

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

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

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

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

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

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

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



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: April 2, 2018

Author: Peter J. Crichton, City Manager

Subject: FY19 Preliminary Draft Budget

Information: Discussion of the Manager's preliminary draft recommendations for the FY19 Budget. The City Manager will be giving a 30,000 foot overview of his preliminary draft recommendations for the FY19 Budget and seeking guidance on his final recommendations.

City Budgetary Impacts: There are no budgetary impacts at this point in time. These will be discussed further during the budget process.

Staff Recommended Action: Review and discussion only.

Previous Meetings and History:

City Manager Comments:

I concur with the recommendation. Signature:

A handwritten signature in blue ink that reads "Peter J. Crichton".