



City Council Workshop & Meeting
Agenda
July 6, 2026
Auburn Hall, Council Chambers

5:30 PM Workshop

- Mobile Home Rent Stabilization

7:00 PM Meeting

Pledge of Allegiance & Roll Call - Roll call votes will begin with Councilor Walker

I. Consent Items – *All items with an asterisk (*) are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member or a citizen so requests, in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda. Passage of items on the Consent Agenda requires majority vote.*

- 1) **ORDER 59-07062026** – Appointing Ilwaad Hussen as Student Representative to the City Council for a term expiring June 30, 2028, as nominated by the Appointment Committee.
- 2) **ORDER 60-07062026** – Appointing Sally Gagnon to the Age Friendly Community Committee for a term ending June 1, 2029, as nominated by the Appointment Committee.
- 3) **ORDER 61-07062026** – Accepting an Asset Forfeiture in the amount of \$868.00 from the Maine Criminal Courts to the Auburn Police Department for an incident occurring on April 8, 2025.
- 4) **ORDER 62-07062026** – Nominating the proposed slate for 2027 Vice-President and Executive Committee candidates to Maine Municipal Association’s Executive Committee on behalf of the City of Auburn.
- 5) **ORDER 63-07062026** – Confirming Chief Moen’s appointment of Sean O’Donnell Jr. and Darrien Jimmo as Constable with firearm for the Auburn Police Department.

II. Minutes – June 15, 2026 Regular Council Meeting

III. Communications, Presentations and Recognitions

- Oath of Office for Student Representative Ilwaad Hussen
- 2025 Spirit of America Tribute Presentation

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

- 1) **ORDINANCE 12- 06152026** - Amending Chapter 14, “Business Licenses and Permits”, of the City’s Code of Ordinances, to adopt regulations regarding syringe service programs. *Second reading/public hearing. ROLL CALL VOTE. Passage requires majority vote.*

VI. New Business

- 1) **ORDER-64-07062026** – Amending the City’s Master Fee Schedule (APPENDIX A) regarding license fees for Syringe Service Programs. *Passage requires majority vote.*
- 2) **ORDER 65-07062026** – Granting food license fee waiver of \$200.00 to Great Falls Youth Corp for the concession stand in Lake Grove Park for the 2026 summer season. *Passage requires majority vote.*

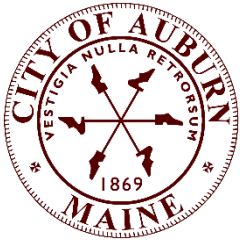
VII. Reports

- a. **Mayor’s Report**
- b. **City Councilors’ Reports**
- c. **Student Representative Report**
- d. **City Manager Report**

- VIII. 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.*

IX. Executive Session

X. Adjournment



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: July 6, 2026

Author: Eric J. Cousens, Executive Director of Public Services

Subject: Draft Mobile Home Rent Stabilization Ordinance

Information: On February 2, 2026 the City Council adopted Ordinance 04-01202026, a moratorium on rent increases in mobile home parks, to allow time to develop a draft ordinance. The draft ordinance is designed to protect mobile home park residents from unreasonable lot rent and fee increases, recognizing that mobile home parks provide an important source of unsubsidized affordable housing. In response to constituent concerns, Councilors and the Mayor held a public forum on March 17, 2026, where mobile home park residents and owners discussed recent rent increases, their impacts on both residents and park owners, and shared information to help guide potential ordinance options. After discussions at the June 15th meeting, revisions related to capital improvement and records/written decision for consideration were submitted to legal for review. Legal has suggested the following edits for further consideration.

City Budgetary Impacts: Potential staff time and legal fees for managing a new board and enforcement of the ordinance if voluntary compliance cannot be achieved.

Previous Meetings and History: January 20, 2026 City Council, February 2, 2026 City Council and March 17, 2026 Public Forum. Workshopped on June 15, 2026.

City Manager Comments: *Phillip Crowell Jr.*

Attachments: Summary of Ordinance and draft Mobile Home Rent Stabilization Ordinance

MOBILE HOME PARK RENT STABILIZATION ORDINANCE

Sec. 1.- Purpose

The purpose of this ordinance is to protect residents living in mobile home parks from unreasonable lot rent and fee increases. Mobile home parks represent a source of unsubsidized affordable housing, and mobile home park residents are particularly vulnerable to unreasonable rent and fee increases. This ordinance establishes a review process to ensure that rent and fee increases are reasonably tied to increases in the Consumer Price Index and a mobile home park's increased costs in maintaining and improving the park.

Sec 2.- Definitions

- **Additional Fees:** "Additional Fees" means any charges not included in the definition of base rent that a mobile home park demands of a mobile home resident, or that a mobile home resident pays to a mobile home park. This includes charges for services other than water, sewer, solid waste disposal or grounds maintenance costs.
- **Administrator:** "Administrator" means the municipal official responsible for the administration and enforcement of this mobile home park rent stabilization ordinance. The Administrator shall be the City Manager or the City Manager 's designee.
- **Base Rent:** "Base Rent" means the total amount of rent and fees charged by a mobile home park for any mobile home park lot as of a specific date. Base rent shall include rent and fees regardless of whether the fees are described as a lump sum or itemized separately.
- **Capital Expense:** Any expenditure made by a mobile home park owner to fund the cost of a capital improvement.
- **Capital Improvement:** Any permanent addition, renovation, or structural improvement to the mobile home park that is properly capitalized under generally accepted accounting principles (GAAP) rather than expensed as a routine operating cost, and that (1) materially extends the useful life of the park or its infrastructure, (2) increases the value or functionality of the park as a whole, or (3) adds a new amenity or facility.

A capital improvement does not include routine maintenance; replacement of individual components due to normal wear and tear; work necessitated, in whole or in material part, by the park owner's failure to perform timely and adequate maintenance; repairs that restore an item to its prior condition without extending its useful life; administrative or overhead expenses; or any cost the mobile home park

[owner is already legally obligated to bear as a condition of maintaining a habitable premises under state law or city ordinance.](#)

- **Consumer Price Index (CPI):** “Consumer Price Index” or “CPI” means the Consumer Price Index for All Urban Consumers: Rent of Primary Residence in Northeast (CPI-U RPR Northeast Index), as published by the U.S. Department of Labor, Bureau of Labor Statistics.
- **Fees:** “Fees” means charges to a mobile home resident by a mobile home park for water, sewer, solid waste disposal or grounds maintenance costs.
- **Mobile Home:** “Mobile Home” means a structure, transportable in one or more sections, which is 8 body feet or more in width and 32 body feet or more in length, is built on a permanent chassis, is designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air-conditioning and electrical systems contained in the structure.
- **Mobile Home Park:** “Mobile Home Park” means any parcel(s) of land under single or common ownership or control which contains, or is designed, laid out or adapted to accommodate, two or more mobile homes.
- **Mobile Home Park Lot:** “Mobile Home Park Lot” means the area of land on which an individual mobile home is situated within a mobile home park and which is reserved for use by the occupants of that home.
- **Mobile Home Resident:** “Mobile Home Resident” means an occupant of a mobile home who rents a mobile home park lot.
- **Park Owner:** “Park Owner” means a person, corporation or other entity that owns a mobile home park.
- **Rent:** “Rent” means charges to a mobile home resident by a mobile home park for the temporary use of a mobile home park lot.
- **Rent Increase:** “Rent Increase” means any additional base rent or additional fees demanded of, or paid by, a mobile home resident, and includes any reduction in services without a corresponding reduction in the amount demanded or paid for in base rent or additional fees.
- **Rent Stabilization Board:** “Rent Stabilization Board” means the municipal body appointed to hear and decide petitions for additional base rent or additional fee increases and other matters.

Sec. 3.- Rent Stabilization Board.

- A. Creation.** A Rent Stabilization Board shall be created and shall have the duties and authorities conferred by this ordinance.
- B. Membership.** The Rent Stabilization Board shall be comprised of three regular members, including the City Finance Director, the Auburn Housing Authority Finance Director, and a City resident with expertise in business or financial matters nominated by the City appointments committee and appointed by the City Council, and two alternate members who are City residents with expertise in business or financial matters nominated by the City appointments committee and appointed by the City Council.

No person having a conflict of interest may serve as a regular member or alternate member of the Board. A conflict of interest precluding service on the Board shall include having an ownership interest or employment role for any mobile home park or being a tenant in any mobile home park. In the event that the current City Finance Director or Auburn Housing Authority Finance Director is disqualified from serving on the Board under this paragraph, the City Manager shall appoint another City or Auburn Housing Authority staff member with expertise in business or financial matters to serve in place of the disqualified individual.

All appointed members of the Board, other than the City Finance Director and Auburn Housing Authority Finance Director, shall serve staggered three-year terms from the date of their appointment and thereafter until their successors are appointed. At the time the initial appointments are made, the City Council shall assign each member to a term with one member appointed to a one-year term; one to a two-year term; and one to a three-year term.

Alternate members of the Board may participate and vote in Board proceedings if a regular voting member is incapable or unavailable to serve in regard to a particular matter or is disqualified from participation because of a conflict of interest with respect to a particular matter. The alternate member designated to participate and vote on a matter shall be selected by the chair of the Board.

- C. Officers.** At an organizational meeting to be held annually, or at any other time by majority vote of its membership, the Board shall select a Chair and Vice Chair.
- D. Bylaws.** The Board shall have authority to adopt bylaws governing submission requirements and rules of procedure related to its review of petitions for base rent or additional fee increases.
- E. Annual Report.** The Board shall submit a written report of its activities for the preceding year to the City Council on or before January 31 of each year.

- F. **Staff Support.** The Administrator shall assist the Board with the preparation and posting of meeting agendas, the taking of minutes, and the drafting of correspondence or reports to the city council as needed.

Sec. 4.- Base Rent and Additional Fees Increase Limitations

- A. **Limitation on number of base rent and additional fee increases:** A park owner may not implement an increase in base rent or additional fees more than once in any 12-month period. Any increase in base rent or additional fees shall be effective on January 1.
- B. **Base Rent Calculation:** Except as provided herein, a park owner shall not demand, accept or retain base rent for a mobile home park lot that exceeds the base rent in effect for that lot on February 2, 2026.
- C. **Additional Fees Calculation:** Except as provided herein, a park owner shall not demand, accept or retain additional fees that exceed the additional fees in effect for that lot on February 2, 2026. A park owner shall not demand, accept or retain additional fees after December 31, 2026, unless such additional fees have been approved by the Rent Stabilization Board.
- D. **Maximum Annual Increase formula:** Any annual increase in base rent or additional fees is limited to the lesser of (1) the posted annual percentage change in the CPI for the 12-month period ending on the June 30 preceding the January 1 effective date of the increase, or (2) five percent (5%) (Maximum Annual Increase).
- E. **Greater Base Rent and Additional Fees Increase:** A mobile home park owner may petition the Rent Stabilization Board for approval of an increase in base rent or additional fees in excess of the maximum annual increase to cover (1) the cost of increased operating expenses such as taxes, insurance, utility charges and maintenance costs, and (2) the cost of capital improvements, in excess of those accounted for in the base rent, that directly benefit mobile home residents.
- F. **Petition Requirements:** A park owner seeking to impose a base rent increase or additional fees increase greater than the maximum annual increase must submit a petition to the Rent Stabilization Board. The petition must be filed by the August 1 prior to the January 1 effective date of the proposed increase and contain documentation that the increase is necessary to cover increased operating expenses or the cost of eligible capital improvements.
- G. **Standards for Petition Review:** A mobile home park owner petitioning for a base rent increase or additional fees increase in excess of the maximum annual increase based on increased operating expenses must demonstrate to the Rent Stabilization Board that there are actual and reasonable operating expenses in excess of the

maximum annual increase allowed that are necessary to maintain the existing level of services to the mobile home park residents or that are necessary to implement an increase in services that will have a direct benefit to the mobile home park residents.

A mobile home park owner petitioning for a base rent increase or additional fees increase in excess of the maximum annual increase based on increased eligible capital expenses must demonstrate to the Rent Stabilization Board (1) that the requested increase is not accounted for in the base rent; (2) that the capital improvement will have a direct benefit to the mobile home park residents; (3) the total capital outlay required for the capital improvement; (4) the useful life of the capital improvement, as determined by generally accepted accounting principles or IRS depreciation schedules; (5) the total rate of return on the capital outlay over the useful life of the improvement calculated as the prevailing yield on ten-year U.S. Treasury securities plus two (2) percentage points, as published by the Federal Reserve at the time petition is filed; (6) the proposed increase in the base rent calculated as the total capital outlay plus the total rate of return on capital divided by the useful life of the capital improvement divided by the number of sites in the mobile home park specified in the park's license issued pursuant to 10 M.R.S. §9082 of the Manufactured Housing Act.

[Every final decision of the Rent Stabilization Board shall include written findings of fact.](#)

H. Notice Requirements: A park owner shall provide notice of any increase in base rent or additional fees to the affected mobile home residents after the Board acts on any petition and no less than 90 days before the effective date of the increase. The notice must include:

1. The name, address, telephone number and e-mail address of the park owner; and
2. The amount of the increase separated by base rent and additional fees, in dollars, and the type of any increase.

I. Vacancy Base Rent: A park owner shall be permitted to increase base rent for a lot whenever a lawful vacancy occurs, and this amount shall be considered the new base rent for that mobile home park lot.

J. Fees Allowed: Fees charged by a mobile home park owner to a park resident shall be limited to charges for water, sewer, solid waste disposal or grounds maintenance costs. A park owner that seeks to impose a charge for other costs (Additional Fees) shall petition and obtain advance approval for the fee from the Rent Stabilization Board. The park owner shall have the burden of demonstrating to the Rent Stabilization Board that any additional fee is directly related to and proportionate to costs incurred by the mobile home park owner for providing the service funded by the

additional fee.

- K. Notices of Violation:** A mobile home park owner may not implement a base rent increase or additional fees increase at any time that the mobile home park is subject to a land use notice of violation issued by an applicable enforcement authority that has become final following an appeal or expiration of the time for filing an appeal.

Sec. 5.- Applicability

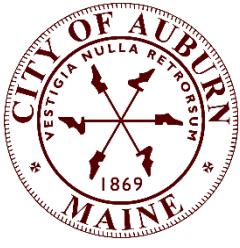
This ordinance applies to every mobile home park within the City except for mobile home parks owned by a cooperative or other entity in which membership is limited to mobile home park residents.

Sec. 6.- Appeals

Decisions of the Rent Stabilization Board may be appealed to Superior Court by:

- A. Park owners; or
- B. Affected mobile home residents.

Appeals as described herein shall be filed with the Superior Court in accordance with Maine Rule of Civil Procedure 80B within 45 days of the decision made by the Rent Stabilization Board. Appeals must be based solely on the record of the proceedings before the Rent Stabilization Board. The record on appeal shall include the petition; the minutes and any audio or video recordings of Board meetings related to the petition; all exhibits, papers, applications, and requests submitted to the Board; and the final written decision of the Board.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: July 6, 2026

ORDERS 59 & 60-07062026

Author: Emily F. Carrington, City Clerk

Subject: Appointments to Boards & Committees

Information: On June 22, 2026, the Appointment Committee (M. Duvall & A. Platz; B. Gerry absent) met to consider applications for Student Representative (rising Junior) and the Age Friendly Community Committee. The committee has nominated the following:

Ilwaad Hussen – Student Representative to City Council, for a two year term ending June 30, 2028.
Sally Gagnon – Age Friendly Community Committee, for a term ending June 1, 2029.

City Budgetary Impacts: N/A

Staff Recommended Action: Motion for passage.

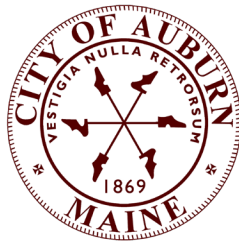
Previous Meetings and History: Appointment Committee meeting held on June 22

City Manager Comments:



I concur with the recommendation. Signature:

Attachments: ORDERS



ORDER 59-07062026

City Council Order

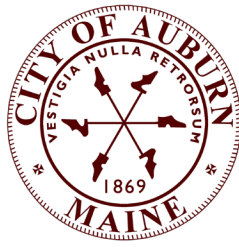
IN COUNCIL

ORDERED, that Ilwaad Hussen be and hereby is appointed as Student Representative to the Auburn City Council for a term ending June 30, 2028.

Rachel B. Randall, Ward One
Kelly L. Butler, Ward Four
Belinda A. Gerry, At Large

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

Mathieu L. Duvall, Ward Three
Adam R. Platz, At Large
Phillip L. Crowell, Jr., City Manager



ORDER 60-07062026

City Council Order

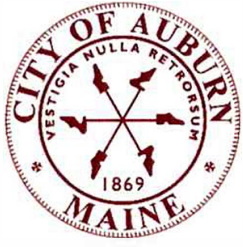
IN COUNCIL

ORDERED, that Sally Gagnon be and hereby is appointed to the Age Friendly Community Committee for a term ending June 1, 2029.

Rachel B. Randall, Ward One
Kelly L. Butler, Ward Four
Belinda A. Gerry, At Large

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

Mathieu L. Duvall, Ward Three
Adam R. Platz, At Large
Phillip L. Crowell, Jr., City Manager



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: July 6, 2026

ORDER 61-07062026

Author: Jason D. Moen, Chief of Police

Subject: Transfer of forfeiture assets – Jaysin Pedro Selter-Luna

Information: On April 8th, 2025, after weeks of surveillance, the Auburn Police Department performed a traffic stop on an Uber in order to make contact with the passenger Jaysin Pedro Selter-Luna. During the interaction, Officers searched Mr. Selter-Luna and his belongings which turned up trafficking amounts of illegal drugs, a 9mm handgun, a scale, packaging associated with the sale of illegal drugs and cash. The Criminal Courts have forfeited \$868.00 in U.S. currency to the Auburn Police Department.

City Budgetary Impacts: The state of Maine, Office of the Attorney General, seeks to transfer \$868.00 in U.S. currency to the Auburn Police Department.

Previous Meetings and History: None

City Manager Comments:

I concur with the recommendation. Signature _____

Attachments:

AARON M. FREY
ATTORNEY GENERAL



STATE OF MAINE
OFFICE OF THE ATTORNEY GENERAL
6 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0006

TEL: (207) 626-8800
TTY USERS CALL MAINE RELAY 711

REGIONAL OFFICES
84 HARLOW ST. 2ND FLOOR
BANGOR, MAINE 04401
TEL: (207) 941-3070
FAX: (207) 941-3075

125 PRESUMPCOT ST., SUITE 26
PORTLAND, MAINE 04103
TEL: (207) 822-0260
FAX: (207) 822-0259

14 ACCESS HIGHWAY, STE. 1
CARIBOU, MAINE 04736
TEL: (207) 496-3792
FAX: (207) 496-3291

May 13, 2026

Chief Jason Moen
Auburn Police Department
60 Court Street
Auburn, ME 04210

RE: State of Maine v. Jaysin Pedro Selter-Luna
Androscoggin County Unified Criminal Court
Doc. No. CR-25-872
Criminal Forfeiture
Required Vote of Municipal Officers/ Approval of Transfer of Forfeiture Assets

Dear Chief Moen:

Enclosed please find a draft Approval form for submission to the municipal officers.

Please inform the municipal officers that:

A. 15 M.R.S.A. §5824(3) requires that, before any forfeitable item may be transferred to a State Agency, County or Municipality, the municipal legislative body must publicly vote to accept the item(s) **if subsequently ordered forfeited by the Court;**

B. Under Rules issued by the Department of the Attorney General, a public vote must be made on each forfeiture "approval" and a "continuing resolution" of approval cannot be accepted;

C. As with all forfeitures, an approval of a transfer by the municipal legislative body does not guarantee either that the Defendant(s) In Rem will in fact be forfeited or, if forfeited, that the Court will order the item(s) transferred to the approving Department, Agency, County or Municipality. The municipal legislative body's approval only signifies that, if the Defendant(s) In Rem are in fact ordered forfeited and, if the Attorney General and the Court agree to a transfer of all or part of the Defendant(s) In Rem to a Department, Agency,

County or Municipality based upon the "substantial contribution" of that Department, Agency, County or Municipality, then that entity is in fact, willing to accept the Defendant(s) In Rem or portions thereof. In order to streamline what is otherwise a cumbersome forfeiture process, it is our practice to seek State, county or municipal approval in anticipation of the final order of forfeiture. However, final forfeiture is not guaranteed and both the municipal legislative body and the law enforcement agency involved are **cautioned** that they **should not encumber** funds or property until a Final Order granting them lawful title to the property is delivered to them;

D. Under the provisions of the Forfeiture Statute, if the municipal legislative body fails to approve a transfer in a timely manner, any forfeited items shall be transferred to the State of Maine General Fund.

Assuming your municipal legislative body does grant its approval, kindly see to it that the accompanying form is signed by the appropriate person and is "embossed" with the seal of the municipality. Then, please return the **original** to me for filing, and retain a copy for your records.

My sincere thanks for your attention to this matter. Should you have any questions, please do not hesitate to contact me.

Sincerely,

John Risler
Assistant Attorney General

JR/ml
Enclosure

STATE OF MAINE
ANDROSCOGGIN, ss

UNIFIED CRIMINAL COURT
AUBURN
Docket No. ANDCD-CR-2025-00872

State of Maine	}	
	}	
v.	}	Municipality of Auburn
	}	Approval of Transfer
Jaysin Pedro Selter-Luna	}	15 M.R.S.A. §5824(3)
Defendant;	}	
	}	
And	}	
	}	
\$868.00 U.S. Currency	}	
Defendant(s) In Rem	}	

NOW COMES the Municipality of Auburn, Maine, by and through its municipal officers, and does hereby grant approval pursuant to 15 M.R.S.A. §5824(3) & §5826(6) to the transfer of the above captioned Defendant(s) in Rem, namely \$868.00 U.S. Currency, or any portion thereof, on the grounds that the Auburn Police Department did make a substantial contribution to the investigation of this or a related criminal case.

WHEREFORE, the Municipality of Auburn, Maine, does hereby approve of the transfer of the Defendant(s) In Rem, or any portion thereof, pursuant to 15 M.R.S.A. §5824(3) & §5826(6) by vote of the Auburn municipal legislative body on or about

Dated: _____

Municipal Officer
Auburn, Maine
(Impress municipal legislative body seal here)



ORDER 61-07062026

City Council Order

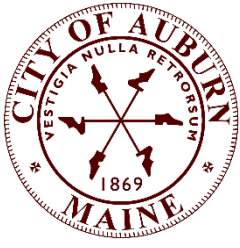
IN COUNCIL

ORDERED, Accept the transfer of ownership of \$868.00 U.S. currency to the Auburn Police Department. (Unified Criminal Court Docket No. CR-25-872)

Rachel B. Randall, Ward One
Kelly L. Butler, Ward Four
Belinda A. Gerry, At Large

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

Mathieu L. Duvall, Ward Three
Adam R. Platz, At Large
Phillip L. Crowell, Jr., City Manager



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: July 6, 2026

ORDER 62-07062026

Author: Emily F. Carrington, City Clerk

Subject: Nominating the proposed slate for 2027 Vice-President and Executive Committee candidates to Maine Municipal Association's Executive Committee on behalf of the City of Auburn

Information: The Maine Municipal Association is requesting the City of Auburn return the completed petition for nominations for 2027 Vice-President and members of the Executive Committee. The MMA Nominating Committee has proposed a slate of candidates. The attached order authorizes and directs the City Clerk to return the completed petition for the proposed slate of candidates, as shown on the attached, by the July 20, 2026 deadline.

City Budgetary Impacts: N/A

Staff Recommended Action: Motion for passage.

Previous Meetings and History: N/A

City Manager Comments:



I concur with the recommendation. Signature:

Attachments: ORDER, petition from MMA



60 Community Drive | Augusta, ME 04330-9486
1-800-452-8786 (in state) | (t) 207-623-8428

To: Key Municipal Officials of MMA Member Municipalities

From: MMA Nominating Committee
Chair Melissa Doane, MMA Immediate Past President (Town Manager, Bradley)
Jill Goldthwait, Past President (Bar Harbor)
Bob Nutting, Elected Municipal Official (Town Council, Oakland)
Mike Roy, Town Manager (Greenville)
Dan Hodgkins, Community-Based Organization (Preble Street)
Juli Millett, Municipal Employee (Finance Director/Asst. City Manager, Bath)
Luke Vigue, Affiliate Group (MAAO Board Member)

Date: May 29, 2026

Subject: Proposed Slate for 2027 MMA Vice President & Executive Committee Members

The MMA Nominating Committee is pleased to put forth the **Proposed Slate for MMA Vice President and Executive Committee Members** to serve on the MMA Executive Committee.

As a reminder, the MMA Executive Committee is the governing body of the Maine Municipal Association and is made up of three officers and nine members. The officers are elected to serve one-year terms, and the members are elected to serve staggered three-year terms. All candidates, put forth for your consideration, meet all qualifications required by the MMA bylaws to serve in their specified role in which they are nominated.

NOMINEE FOR MMA VICE PRESIDENT

Shiloh LaFreniere, Town Manager, Jay, Maine

The Nominating Committee has proposed the following candidates to serve as **new** MMA Executive Committee members for full three-year terms (January 1, 2027 – December 31, 2029):

Chris Camire, Town Council Chair, Lisbon, Maine

Michele LaBree Daniels, City Council Member, Brewer, Maine

Rick Petrie, Town Manager, Jackman, Maine

Municipal officials who will advance or continue to serve their respective terms on the MMA Executive Committee include:

Officers Serving a 1-year term ending December 31, 2026

President: Justin Poirier, Town Manager, Town of Monmouth - *2027 Immediate Past President*

Vice President: Anthony Ward, Town Manager, Town of Casco - *2027 President*

Immediate Past President: Melissa Doane, Town Manager, Town of Bradley

Current Executive Committee

3-year Terms Ending December 31, 2026

Shiloh LaFreniere, Town Manager, Town of Jay
Dina Walker, Selectboard Chair, Town of Weld
Pious Ali, City Councilor, City of Portland

3-year Terms Ending December 31, 2027

David Cyr, Town Manager, Town of Frenchville
Matthew Garside, Town Manager, Town of Poland
Michele Varuolo-Cole, Selectboard Chair, Town of Bethel

3-year Terms Ending December 31, 2028

Phil Crowell, City Manager, City of Auburn
Suzette Francis, Town Administrator, Town of Lubec
Mark Leonard, Town Manager, Town of Veazie

PETITION PROCESS

Nominations may also be made by petition, signed by a majority of the municipal officers in each of at least five (5) member municipalities. Such petitions must be filed with the MMA Executive Director no later than 40 days prior to the date of the Annual Election. Accordingly, the deadline for nominations by petition is **4:30 p.m. on Monday, July 20, 2026**. Keep in mind that a candidate for the Executive Committee must be a municipal officer (a selectperson or councilor of a town; a mayor, alderman or councilor of a city); a city or town manager; or the chief appointed administrative official of a member municipality. A candidate for vice president must have served on the MMA Executive Committee for at least one year within the past five years.

ELECTION PROCESS

Once the petition process is complete, the official ballot will be mailed to each member municipality for municipal officials to cast their vote. The ballot will include the proposed slate as recommended by the MMA Nominating Committee and any successful petitioned candidate. The ballots will be counted under the direction of the MMA President Justin Poirier, Town Manager of the Town of Monmouth on Friday, August 28, 2026.

The following is a direct link to the MMA's website where you can access up to date information on the MMA Nomination, Petition & Election Process: <https://www.memun.org/About/Governance/Nomination-Petition-Election-Process>.

If you have any questions or would like additional information regarding the nomination, petition and election process, please visit the MMA website at www.memun.org or contact Kelly Maines at 1-800-452-8786 ext. 2241 or by e-mail at kmaines@memun.org.

NOMINATIONS - 2027
Maine Municipal Association
EXECUTIVE COMMITTEE – BIOGRAPHIES

VICE PRESIDENT NOMINEE: 1-YEAR TERM

Shiloh LaFreniere – Town Manager, Town of Jay

Professional & Municipal Experience & Committees:

Jay Town Manager	2014-present
Code Enforcement Officer, Town of Jay	1997-2014
Environmental Code Administrator, Town of Jay	1997-2010
Wellness Coordinator, Town of Jay	2005-2014
E911 Addressing Officer, Town of Jay	2010-2014
Deputy Finance Director, Town of Jay	2012-2014

Education & Certificates:

Bachelor's in business administration
State of Maine Notary Public

Affiliations & Certifications:

- Maine Municipal Association Executive Committee & Strategic Finance Committee
- Maine Town, City and County Management Association Ethics Committee
- Androscoggin Valley Council of Governments – Past President, Executive Committee
- Maine Infrastructure Rebuilding and Resilience Commission Member
- Maine Health Franklin Community Health Network EMS Advisory Board Member
- Institute for Civic Leadership, Maine Development Foundation 2022
- Past Member of the State of Maine Technical Building Codes and Standards Board

EXECUTIVE COMMITTEE NOMINEES: 3-YEAR TERMS

Chris Camire – Town Council Chair, Town of Lisbon

Professional & Municipal Experience & Committees:

Senior Manager, Technical Services, Tyler Technologies, Inc.	2023-present
Manager, Technical Services, Tyler Technologies, Inc.	2021-2023
Town Council, Town of Lisbon	2024-present
General Assembly, Androscoggin Valley Council of Governments (AVCOG)	2026-present

Education & Certificates:

University of Southern Maine – Bachelor of Arts, Political Science and Information & Communications

Michele LaBree Daniels – City Council, City of Brewer

Professional & Municipal Experience & Committees:

City Council Member, City of Brewer	2019-Present
Mayor, City of Brewer	2020-2022
	2024-2025
Budget Committee Member, Penobscot County	2020-2024
Telecommunications, Customer Service, Supervisor/Trainer	1995-2015
General Manager, Hospitality Management	1989-1995

Committee Membership 1999-2019:

Member - Greater Bangor Regional Economic Group
 Board Member - Brewer Land Trust
 Board Member - Brewer Conservation Commission
 Member - Greater Bangor Regional Economic Group
 Board Member - Brewer Cemetery Board
 President - Brewer Library Trustees
 Member - Brewer Parks & Recreation Advisory Commission
 Liaison - Penobscot County Commissioners

Education & Certificates:

John Bapst Memorial High School
 Trinity College, Burlington, Vermont – U.S. History and Canadian Studies
 National League of Cities University – Grant Writing Bootcamp
 Maine Municipal Association – Ongoing Training
 National League of Cities University – Housing as an Economic Development Tool

Affiliations & Certifications:

- National League of Cities – Public Safety & Crime Prevention; Small Cities Council
- Maine Municipal Association Co-Ambassador for NLC Congressional City Conference -Hill Day.

Richard Petrie – Town Manager, Town of Jackman**Professional & Municipal Experience & Committees:**

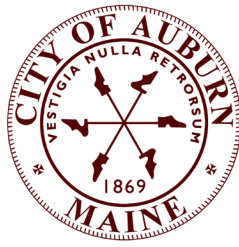
Jackman Town Manager	2025-present
North East Mobile Health Services	
- Chief Executive Officer	2023-2025
- Chief Operations Officer	2021-2023
Atlantic Partners EMS - CEO	2011-2021
Kennebec Valley EMS Council - Regional Director	2000-2011
Chair, Maine Trauma Advisory committee	2018- 2025
Member, Maine Legislative EMS Blue Ribbon Commission	
Member, Maine General Medical Center Institutional Review Board	

Education & Certificates:

- MMA Leadership Program
- Adjunct Faculty, National Ambulance Training Schools (Ireland & Northern Ireland)
- Adjunct Professor, Fiji National University
- Active educator and presenter on leadership, governance, and EMS administration
- Contributing Author: Mosby EMT Text, Legal Issues for EMS

Affiliations & Certifications:

- ICS 100, 200, 700, 800
- Local Health Officer Certification
- Town Meeting & Election Law Training
- General Assistance (Foundations & Advanced)
- Vital Records Training
- Transfer Station Operations (Core 1 & Core 3)
- Notary Public
- BMV Registration Training (Standard & Commercial)



ORDER 62-07062026

City Council Order

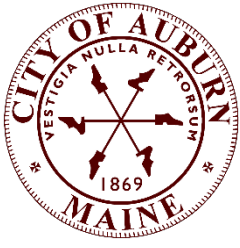
IN COUNCIL

ORDERED, that the City Clerk be and hereby is authorized and directed to complete the Petition to Nominate Candidate for the Maine Municipal Association Executive Committee with the proposed slate for MMA Vice President and Executive Committee members, as put forth by the MMA Nominating Committee, on behalf of the municipal officers of the City of Auburn.

Rachel B. Randall, Ward One
Kelly L. Butler, Ward Four
Belinda A. Gerry, At Large

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

Mathieu L. Duvall, Ward Three
Adam R. Platz, At Large
Phillip L. Crowell, Jr., City Manager



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: July 6, 2026

ORDER 63-07062026

Author: Jason D. Moen, Chief of Police

Subject: Confirm Chief Moen's appointment of Sean O'Donnell Jr. and Darrien Jimmo as Constable with firearm for the Auburn Police Department.

Information: The Auburn Police Department requests City Council appointment of Sean O'Donnell Jr. and Darrien Jimmo as Constables with firearms for the City of Auburn.

City Budgetary Impacts: None

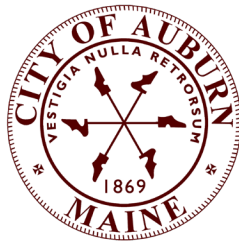
Previous Meetings and History: None

City Manager Comments:



I concur with the recommendation. Signature _____

Attachments:



ORDER 63-07062026

City Council Order

IN COUNCIL

ORDERED, that Chief Moen's appointment of Sean O'Donnell Jr. and Darrien Jimmo as Constable with firearm for the Auburn Police Department be confirmed by the Auburn City Council.

Rachel B. Randall, Ward One
Kelly L. Butler, Ward Four
Belinda A. Gerry, At Large

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

Mathieu L. Duvall, Ward Three
Adam R. Platz, At Large
Phillip L. Crowell, Jr., City Manager

**Auburn City Council Meeting
Minutes
June 15, 2026
Auburn Hall, Council Chambers**

Mayor Harmon called the meeting to order at 7:00pm and led the assembly in the Pledge of Allegiance. Councilor Randall was absent.

Consent Items ORDER 56-06152026 and ORDER 57-06152026 were passed.
Councilor Walker moved for passage, Councilor Gerry seconded. Motion passed 6-0.

June 1, 2026, minutes were accepted.
Councilor Walker moved for passage, Councilor Cowan seconded. Motion passed 6-0.

Mubarik Abdulahi, Senior Student Representative, was recognized by the Council and Mayor Harmon.

Project Support You (PSY) Update – Jennifer Edwards, Erica West, Chief Moen, Stephen Almquist Deputy Fire Chief and fellow representatives.

Certified School Budget Validation Referendum Election Results (June 9, 2026) – Mayor Harmon read the results: 4553 Voted, 3196 Yes, 1279 No, 78 Blank – Budget Approved

Open Session – Abigail Fouchea – 28 Winter St – concerns regarding parking issues since the opening of PALS Center

Candace Northrup – 36 Winter Street – concerns regarding vehicle and parking issues since the opening of PALS Center

ORDINANCE 11-06012026

Councilor Cowan moved for passage, Council Walker seconded.

Catherine Truitt – 105 Winter Street – Member Complete Streets Committee – concerns regarding replacing Complete Streets Committee with Traffic Safety Committee

Roll Call Vote: Councilor Duvall	Yes
Councilor Butler	Yes
Councilor Walker	Yes
Councilor Platz	Yes
Councilor Gerry	Yes

Councilor Cowan Yes

Motion passed 6-0.

ORDINANCE 12-06152026

Councilor Walker moved for passage, Councilor Platz seconded.

Quentin Chapman – 51 Eastman Lane – opposed to the ordinance.

Steve Milks – 82 Alderwood Road – opposed to the ordinance.

Stephen Beal – 575 Johnson Road – in favor of the ordinance.

Noah Yarnovich – Old Danville Road – opposed to the ordinance.

Councilor Platz spoke in favor of the ordinance.

Mayor Harmon spoke regarding the ordinance and issues that had been raised.

Councilor Duvall addressed that the ordinance addresses situations like the Church of Safe Injection and is in favor of the ordinance.

Councilor Gerry asked a question regarding renewing the licenses for providers deemed not in compliance with the ordinance. Mayor Harmon responded.

Councilor Cowan spoke in favor of the ordinance.

Councilor Walker spoke in opposition.

Roll Call Vote: Councilor Butler Yes

Councilor Walker No

Councilor Platz Yes

Councilor Gerry No

Councilor Cowan Yes

Councilor Duval Yes

Motion Passed 4-2.

RESOLVE 03-06152026 – Councilor Gerry moved for passage, Councilor Cowan seconded.

Councilor Platz asked if a previous study like this had been done. Mayor Harmon was not aware of one. The state report was not specific to the Auburn region, so the council commissioned the report.

Councilor Cowan asked if the targets are realistic or will there be challenges. Mayor Harmon addressed the methodology to set the targets and yes there will be challenges.

Motion Passed 6-0

ORDER 58-06152026 – Councilor Walker moved for passage, Councilor Walker seconded.

Motion Passed 5-0 (Councilor Gerry was absent)

Mayor Harmon gave his report.

Councilor Cowan- Homeless Committee Meeting on June 16th and Grand Opening of 121 Mill Street June 18th.

Councilor Duvall – June 22 Appointments Committee is meeting. Comp Plan is moving along nicely.

Councilor Platz said thank you to the Auburn School department for the passing of the school budget with nearly 70% approval rate.

Representative Mubarik thanked the Council.

City Manager gave his report.

Open Session – None

Executive Session – held during Workshop.

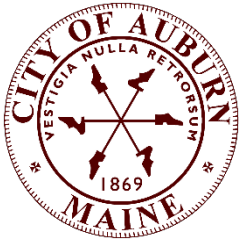
Adjournment at 8:38pm

Councilor Walker moved to adjourn, Councilor Cowan seconded.

Motion Passed 5-0.

A TRUE COPY ATTEST

Jessicca Grover, Deputy City Clerk



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: July 6, 2026

ORDINANCE 12-06152026

Author: Jennifer Edwards, Public Health Manager, Department of Business & Community Development

Subject: Syringe Service Program Ordinance – Second Reading

Information: This will be the first reading and vote to adopt a new article to be added to the Auburn Code of Ordinances, under Chapter 14 – Business Licences and Permits, regulating Syringe Service Programs operating in the City of Auburn. Edits were made to section F upon hearing back from a service provider. These edits will be considered for second reading.

City Budgetary Impacts: None

Staff Recommended Action: Approve ordinance

Previous Meetings and History: Legal and Public Health Perspectives were discussed at the November 3, 2025 Council Workshop. On November 17, 2025, Anne Sites from Maine CDC provided a description of the syringe waste programs established in Bangor and Portland. Dr. Paul Vinsel from Spurwink, presented information on substance use disorder, and Ernestine Perreault from Spurwink provided an overview of their comprehensive harm reduction approach to support community health, which includes a syringe service program. A third workshop was held on December 1, 2025 to discuss waste management observations by City staff, and the needs Auburn’s PSY liaison sees in the community and how they make referrals to other programs and providers. A public forum was held during the workshop on December 15, 2025. On January 6, 2026, a fifth workshop was held to gather council feedback on ordinance components. On June 1, 2026, a workshop was held to gather feedback from Council on the ordinance draft. Passed first reading on June 15, 2026 (4-2; Randall absent).

City Manager Comments:

I concur with the recommendation. Signature:

Attachments:

- Maps – Brick & Mortar Sites and Mobile Sites – 250’ Setback from Schools & Zones where allowed / 1,000 foot set back for deliveries

[New Article to Be Added to Auburn Code of Ordinances
Chapter 14 – Business Licenses and Permits]

ARTICLE _____. – SYRINGE SERVICE PROGRAMS

Sec. 1. - Purpose.

The purpose of this article is to protect the public health, safety, and welfare of Auburn residents and visitors by requiring licensure of syringe services programs. The city council finds that appropriate regulation and siting of the operations of syringe services programs, including consideration of the proximity of syringe services program operations to schools, is important in order to protect the public health, safety, and welfare; that with the reasonable and necessary restrictions listed in this ordinance there remain sufficient suitable areas within the city to operate syringe services programs; and that licensing and regulation of syringe services programs is appropriate and consistent with the city's policies and practices to review and license business activities that impact its citizens. For these reasons, the intent of this ordinance is to impose requirements to protect public health, safety, and welfare that are separate from any licensing or certification done at the state level, including pursuant to 10-144 C.M.R. Ch. 252 Syringe Services Programs Rule.

Sec. 2. - Definitions.

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this article, except where the context clearly indicates a different meaning:

Administrator means a person having the authority and responsibility for the operation of a syringe services program and for staff performance.

Brick-and-Mortar Site means a type of service model for the provision of syringe services to consumers within a permanent building pursuant to 10-144 C.M.R. Ch. 252 Syringe Services Programs Rule.

Business operator means a specific individual person with a legal ownership interest in a legal owner who makes financial, maintenance, and policy decisions regarding the syringe services program. The business operator need not have a legal ownership interest if the applicant provides proof that legal owner is an entity that does not have ownership interests (for example, a nonprofit corporation.)

Certified syringe services program means a syringe services program that holds a current certification from the Maine Center for Disease Control and Prevention (Maine CDC).

City inspector means the city assessor, police chief, fire chief, health officer, building inspector, code enforcement officer, sanitarian, or other duly authorized city official.

Delivery services means a type of service model for the provision of hypodermic apparatuses to participants by delivery within an operation area pursuant to 10-144 C.M.R. Ch. 252 Syringe Services Programs Rule.

Emergency contact means the individual who responds to emergency after-hour calls from public safety personnel to the certified syringe services program.

Legal owner means the individual or legal entity, including but not limited to a corporation, limited liability company or limited partnership, holding the deed or the lease to the premises of the syringe services program.

Licensing authority means the city clerk.

Mobile site means a type of service model for the provision of syringe services that may include temporary setups or rotating locations at set or variable schedules within the operation area pursuant to 10-144 C.M.R. Ch. 252 Syringe Services Programs Rule.

Operation area means the sites and geographic territory where the syringe services program is approved by the Maine CDC to operate and provide syringe services.

School means a primary or secondary school approved by the Maine Department of Education.

Syringe means a compressible tube used with a hollow needle for the injection of material beneath the skin, which definition incorporates the term as used in 10-144 C.M.R. Ch. 252 and the term “hypodermic apparatus” as used in 22 M.R.S. §1341.

Syringe services include, but are not limited to, the furnishing of new syringes, the exchange of used syringes, referrals, and educational materials about prevention, treatment, and proper disposal of syringes.

Syringe services program means a program that provides syringe services.

Syringe services program participant or “participant” means a person eighteen (18) years of age or older who has enrolled in a certified syringe services program.

Sec. 3. License required.

No person, corporation, partnership, association, or other entity shall establish, operate or maintain a syringe services program within the city without obtaining a valid license from the city pursuant to this article.

Sec. 4. Application.

This section shall apply to an application for an initial license to operate a syringe services program as well as an application for the renewal of a license to operate a syringe services program. All applications for licenses under this article shall be filed with, and in a form satisfactory to, the city clerk. An application shall include, but is not limited to, the following:

- A. All information required by section 14-32.
- B. The name, address, and contact information including the phone number of the applicant, the administrator, the business operator, the legal owner, and all other persons having a legal ownership interest in the syringe services program and the individual(s) hired by the applicant to manage operation of the syringe services program.
- C. The name, address, and contact information of the emergency contact of the syringe services program.
- D. A description of all service models offered by the syringe services program, in accordance with 22 M.R.S. § 1341 (5), including any site location(s), as specified below for each service model.

Brick-and-Mortar Sites: Description must include the building address(es), city tax map and lot number(s), floor plan and contact information of the owner(s) of each building utilized by the syringe services program.

Mobile Sites: Description must identify the address of each location or venue temporarily set-up for Syringe Service Program operations, and the name and contact information of the Administrator.

Delivery services: Description must identify the intended area within the city where syringes may be lawfully delivered.

- E. An operations plan with a detailed description of the proposed syringe services program that describes how the syringe services program will satisfy the operations requirements outlined in section 8 of this article and also to include the following: population to be served; services to be provided;

staffing requirements; security provisions; and hours of operation; anticipated parking demand; and anticipated peak hour traffic.

- F. A good neighbor community engagement policy that establishes a process for the syringe services program to engage with and maintain relationships with the local community and expectations for how syringe services program participants, staff and volunteers will be respectful of neighbors within 250 feet of any bricks-and-mortar or mobile site and in the immediate area of any delivery by the syringe services program. Such a policy should include the following: a prohibition against public drug use, mechanisms for area residents and business to submit complaints, procedures for the syringe services program to respond to complaints from surrounding areas, procedures for making calls for public safety services, and compliance with public nuisance laws.
- G. Evidence of all land use approvals or conditional land use approvals required to operate brick-and-mortar sites and mobile sites, including, but not limited to, development review approval, conditional use approval, building permit, change of use permit, and/or certificate of occupancy.
- H. Any information that the police chief may require for an investigation of applicants, pursuant to section 14-33, ~~which may include but is not limited to criminal history record checks through the Maine State Police, Bureau of Identification, of any person named in the application. A license shall not be approved if a criminal history record check for the applicant, administrator, business operator, legal owner or any paid staff member named in the application includes a conviction within the prior 10 years for any Class A, B or C criminal offense involving controlled substances or violence.~~
- I. All names, including but not limited to maiden name, ever used by the applicant must be noted on the application.
- J. A copy of the current certification to operate a syringe services program granted by the Maine CDC and a copy of the application materials submitted to the Maine CDC for certification to operate a syringe services program, including but not limited to:

1. A copy of the syringe service program's consumer confidentiality protocol.
 2. A copy of the syringe services program's consumer education and referral plan
 3. A copy of the syringe services program's needle or syringe disposal plan.
 4. A copy of the syringe services program policy for the handling and exchange of syringes that is consistent with this Code and state and federal law.
 5. A copy of the syringe services program's staff training plan.
 6. A copy of the syringe services program's data collection protocols.
 7. A copy of the syringe services program's policy and procedures manual.
- K. A copy of the most recent annual notice (if any) provided to the Maine CDC of all data gathered for the prior year pursuant to 10-144 C.M.R. Ch. 252 Syringe Services Programs Rule.
- L. Each applicant for a syringe services program license shall submit to the city clerk the applicable license fee in accordance with sections 14-29, 14-30 and 14-44 and one complete paper copy and one digital copy of the application, except that a first-time applicant must submit 12 complete paper copies.

No person shall make any false, untruthful or fraudulent statement, either written or oral, or in any way conceal any material fact, or give or use any fictitious name in order to secure or aid in securing a license required by this article. Any application with false information shall be denied and any license so secured shall be void.

Sec. 5. Location Criteria.

- A. Any brick-and-mortar site or mobile site of a syringe services program may only be located within the following land use zones: T-5.1, T-5.2, T-6, GB I, and GB II.

- B. A location for delivery of syringes by a syringe services program shall not be within 1000 feet of any school, and no brick-and-mortar site or mobile site of a syringe services program shall be located within 250 feet of any school. Distances shall be measured in a straight line from the nearest property line of a delivery location or a proposed brick-and-mortar site or mobile site to the nearest property line of the school.

- C. No brick-and mortar site or mobile site of a syringe services program shall be located within or share the premises of a for-profit commercial business. This shall not prevent a brick-and-mortar site or mobile site of a syringe services program from sharing the premises of an organization that provides social services or healthcare services.

Sec. 6. Inspections authorized; Right to enter.

Holding a syringe services program license or submitting an application for a syringe services program license shall constitute permission for any city inspector to enter and inspect any brick-and-mortar site or mobile site, or conveyance used for the delivery of syringes, subject to the license or application.

It shall be the duty of every person responsible for the management or control of a syringe services program to afford free access to every part of such establishment or conveyance and to render all aid and assistance necessary to enable any City Inspector to make a full, thorough and complete inspection. This access shall include, but is not limited, to, all rights of inspection and access afforded to the Maine CDC under Section 4(C) of 10-144 C.M.R. Ch. 252 Syringe Services Programs Rule. Failure to cooperate with an inspection shall be grounds for license suspension or revocation.

This section augments section 14-36 of this article.

Sec. 7. Administration

- A. Limitation on number of licenses and determination of priority.
 - 1. No more than two syringe services programs shall be licensed to operate within the city at one time. No licensing authority may issue a license to any applicant for any time period that there are two licenses in effect in the city.
 - 2. The clerk shall review submitted applications in the order that they are submitted or resubmitted, as the case may be.

3. Licenses shall be issued on a first-come-first-served basis, with the priority established as follows:
 - a. For a renewal application submitted by a current licensee, the current licensee has priority if it submits an application to the city clerk no later than 80 days from the expiration date.
 - b. For an initial application, if there are fewer current licensees than the maximum number allowed, priority shall be established by the date and time of completed applications as determined by the city clerk.
 - c. For an application received after the city clerk has published notice that a license is available and that applications shall be accepted on a date certain, priority shall be established by the date and time of completed applications as determined by the city clerk. Applications may only be submitted after the date set by the city clerk.
 4. An initial or renewal application shall maintain its priority until the final determination on the application and shall lose its priority if the applicant fails to timely comply with any deadline imposed by this ordinance for an application.
 5. After the city clerk determines that a current licensee has not timely complied with a deadline imposed by this ordinance for an application for license renewal, the city clerk shall distribute, file and publish a notice that one or more licenses is available and that applications shall be accepted by the city clerk beginning one week after the notice is published.
- B. Process for the issuance of a license.
1. The city clerk shall be responsible for the initial review of the application to ensure compliance with the requirements of this chapter and to obtain recommendations from other city officials as required.
 2. If the city clerk determines that a submitted application is not complete, the applicant shall be notified within ten (10) business days after receipt of the application of the additional information required to process the application. If such additional information is not

submitted within fourteen (14) days of the city clerk's request, or such later time that the city clerk provides, the application shall be deemed denied. If the city clerk deems the application complete, the city clerk shall notify the applicant and the review procedures set forth in this section will take place.

3. The city clerk shall provide a copy of the license application to the police department, fire department, planning and code enforcement department, and public health division of the business and community development department. along with a form upon which each department or division shall promptly note its findings and conclusions, as well as any recommended conditions of approval. No license shall be granted by the licensing authority until the completion of any inspections requested by the clerk and until these departments have all set forth their recommendations regarding the applicant's ability to comply with this article and any other applicable city ordinance, state, or federal law.
5. All applications for an initial license or the renewal of an existing license shall be reviewed by the city clerk. In reviewing license applications, the clerk shall consider the approval standards under this article as well as other applicable local, state, or federal laws and, for license renewals, the licensee's record of compliance with the same.
7. The clerk shall have the authority to impose any conditions on a license that may be reasonably necessary to ensure compliance with the requirements of this article or to otherwise address concerns about operations.
8. The clerk shall, upon review of all staff recommendations, applicable laws, and the factual circumstances, determine whether to grant, grant with conditions, or deny the license application, and shall provide written notice of the decision to the applicant.

C. Standard. Applicants and licensees must demonstrate to the satisfaction of the licensing authority that a license application meets all standards and requirements of this article, that it can meet and is meeting the operating requirements of section 8, and that it is meeting and has met over the past year all applicable local, state, or federal laws.

D. Revocation or Suspension of a License. Revocation or suspension of a license may occur pursuant to article 2 of chapter 14 of this Code.

E. Appeal.

1. An applicant may appeal a decision by the city clerk regarding an application for an initial license or renewal of an existing license, including placing conditions of such approval, to the city council by filing an appeal within thirty (30) days of such decision pursuant to section 14-39.
2. Appeals of a final determination issued by the city council may be made to the Androscoggin Superior Court within thirty (30) days of the date of the decision being appealed.

F. Enforcement.

A city inspector may enforce this article by the authority in 30-A M.R.S. § 4452. Failure to timely remedy a notice of violations shall be grounds for license suspension. This section does not affect any existing enforcement authority of any city inspector.

G. Civil Penalties.

Any person who violates this article shall be subject to civil penalties or other amounts imposed by sections 1-15 or 14-27 of this Code or 30-A M.R.S. § 4452.

Sec. 8. Operating requirements.

During the term of the license, the licensee shall comply with each of these requirements:

- A. At all times, the licensee shall maintain and timely renew its certification with the Maine CDC to operate a syringe services program.
- B. The licensee shall not permit and shall take reasonable measures to prevent individuals served by the program from the injection of illicit drugs on or near the premises of any brick-and-mortar site or mobile site.
- C. The licensee shall not knowingly distribute syringes to participants under 18 years of age.
- D. The licensee shall only operate from any brick-and-mortar site and mobile site for which it was granted a license, and shall only provide delivery services within the operation area for which it was granted a license, subject

to the location criteria applicable to delivery services set forth in section 5 of this article.

- E. The premises of any brick-and-mortar site and mobile sites shall be clean and well-maintained, meeting applicable requirements for sanitation, property maintenance, and life safety for the exterior and interior of the site. Any conveyance used for delivery shall be clean and well maintained, meeting applicable requirements for sanitation and vehicle maintenance.

- F. The licensee shall perform criminal history record checks through the Maine State Police, State Bureau of Identification, of all individuals who will be working on a paid staff or volunteer basis for the syringe services program within the city. The licensee shall not employ/engage as a staff member or volunteer any person if the licensee determines, through an individualized assessment, that there exists a direct and demonstrable relationship between the conviction and the specific duties and responsibilities of the position, such that the person's engagement would pose an unreasonable risk to the property, safety, or welfare of specific individuals or the general public.~~whose criminal history record check includes a conviction within the prior 10 years for any Class A, B or C criminal offense involving controlled substances or violence.~~

In determining whether the requisite relationship exists, the employer shall consider, at minimum, the following factors when performing an individualized assessment:

1. The specific duties and responsibilities necessarily related to the position sought;
2. The bearing, if any, that the criminal offense has on the applicant's fitness or ability to perform one or more of those duties or responsibilities;
3. The nature and seriousness of the offense;
4. The amount of time that has elapsed since the offense occurred;
5. The age of the applicant at the time the offense occurred;
6. The frequency and recency of criminal activity;
7. Any information produced by the individual, or produced on the individual's behalf, regarding rehabilitation, good conduct, or mitigating circumstances; and
8. The legitimate business interest of the licensee in protecting the property.

[safety, and welfare of specific individuals or the general public.](#)

Criminal history record checks shall not be required for volunteers who work under the direct supervision of a paid staff member.

- G. All staff members and volunteers performing services for a syringe services program within the city shall display on their person identification that is clearly visible to public.
- H. Hours of operation for a syringe services program within the city shall not be scheduled or held outside the hours of 7 a.m. to 7 p.m. on Mondays through Saturdays and 1 p.m. to 5 p.m. on Sundays.
- I. A syringe services program shall locate and maintain sharps disposal containers at each brick-and-mortar site and mobile site.
- J. At the end of each business day, a syringe services program shall inspect within 250 feet of each brick-and-mortar site and mobile site to remediate litter and needle waste.
- K. At the conclusion of any delivery, a syringe services program shall inspect the immediate area of the delivery location to remediate litter and needle waste.
- L. The licensee shall comply with all applicable state and federal laws, rules, or regulations, including but not limited to the following:
 - 1. 38 M.R.S. § 1319-O(3) and any applicable rules for the handling and disposal of biomedical waste.
 - 2. The Syringe Services Programs Rule, 10-144 C.M.R. Ch. 252, including but not limited to:
 - a. Notifying all participants of all rules and laws applicable to syringe services programs;
 - b. Providing appropriate and/or required training to staff; and

- c. Posting the certification granted by the Maine CDC in a public area of the licensee.

- M. The licensee shall comply with its own plans, rules, procedures, and protocols including but not limited to the following:
 - 1. All policies, procedures and protocols provided in its most recent license application
 - 2. The needle or syringe disposal plan submitted by the licensee in its application to the Maine CDC, as such plan is defined in 10-144 C.M.R. Ch. 252 Syringe Services Programs Rule, and includes a written plan that describes a coordinated program for the terminal disposal and incineration of used syringes in compliance with the Occupational Safety and Health Administration's guidelines regarding Occupational Exposure to Bloodborne Pathogens and the Safe Discarding and Containment of Contaminated Sharps under 29 CFR §1910.1030; and,
 - 3. The consumer education and referral plan submitted by the licensee in its application to the Maine CDC.

Sec. 9. Reporting and Notifications.

- A. A licensee shall immediately notify the city clerk of any change in its state certification status, including but not limited to any state-approved change in location of a brick-and-mortar site or mobile site and any suspension or revocation of certification by the Maine CDC.

- B. A licensee shall immediately provide the city clerk with copies of any notices submitted by the licensee to the Maine CDC pursuant to Section 3(B) of 10-144 C.M.R. Ch. 252 Syringe Services Programs Rule.

- C. A licensee shall promptly provide the city clerk copies of all utilization data submitted by the licensee to the Maine CDC pursuant to Section 3(C) of 10-144 C.M.R. Ch. 252 Syringe Services Programs Rule.

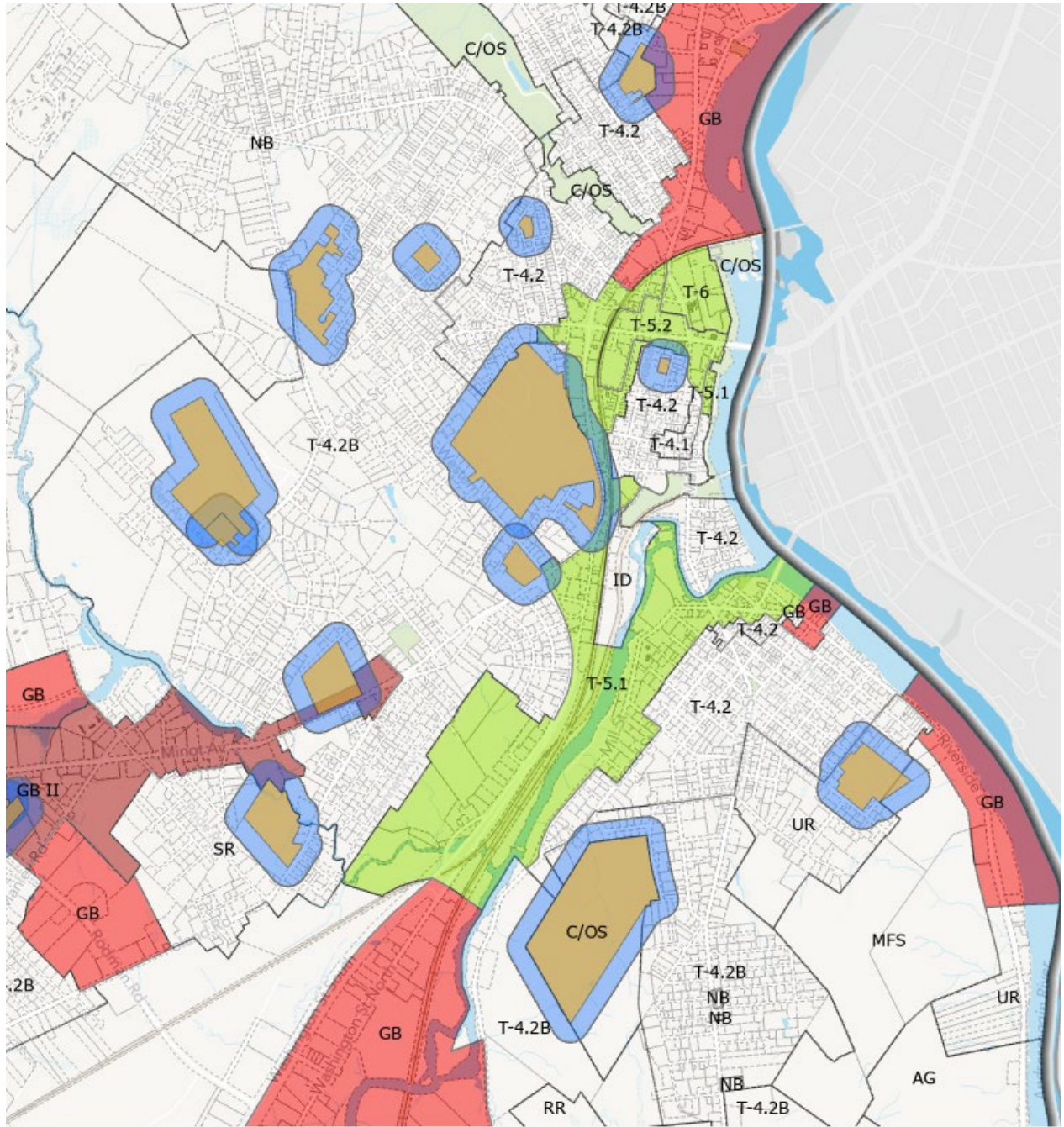
- D. A licensee shall provide the City access to all records that the Maine CDC has access to under Section 3(D) of 10-144 C.M.R. Ch. 252 Syringe Services Programs Rule.

Sec. 10. Miscellaneous.

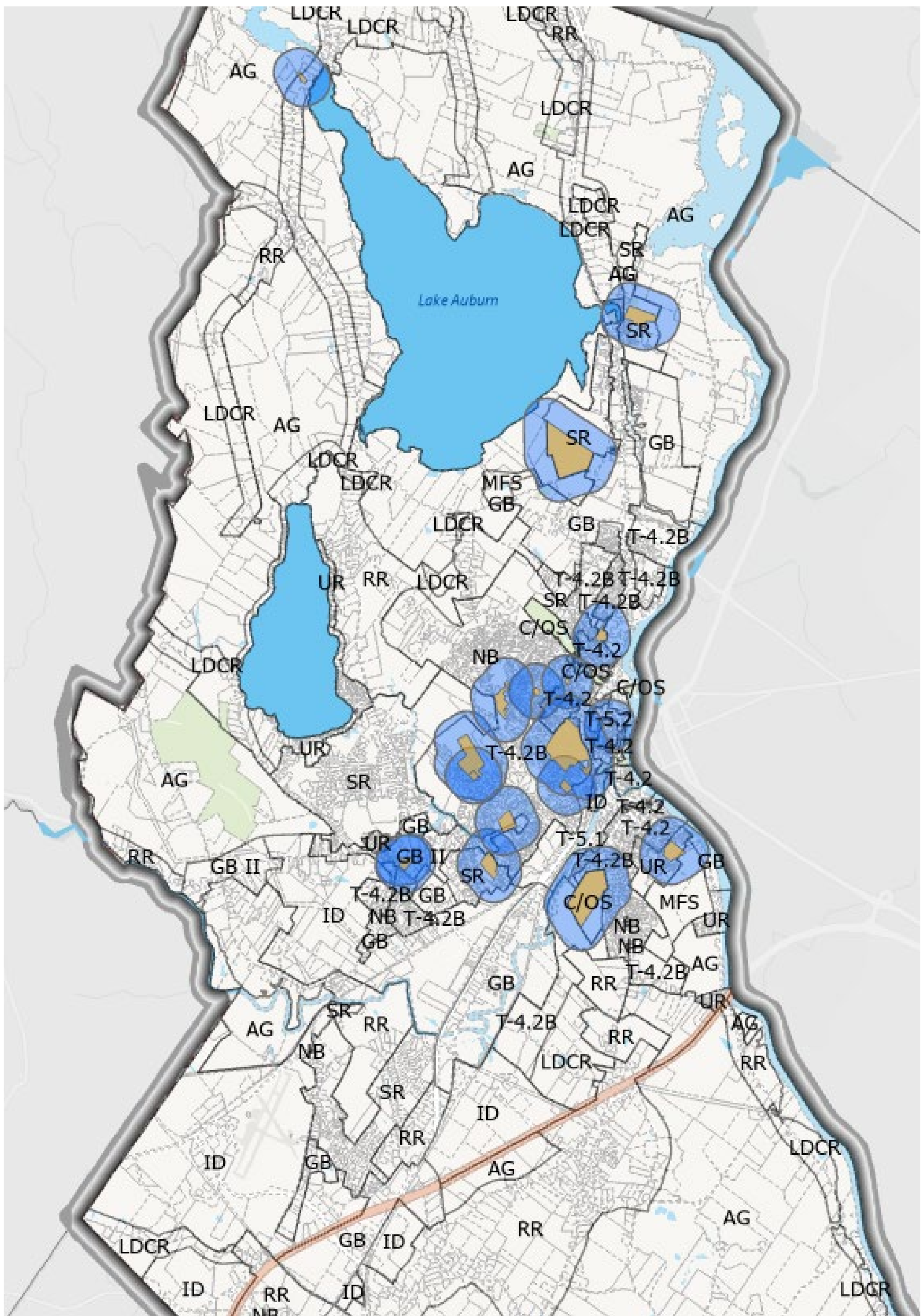
- A. Applicability. This article shall apply to any syringe services program that operates or provides delivery services within the city. Except to the extent that this article contains a contrary provision, all provisions of article I and article II of chapter 14 of this Code shall apply to this article. This article does not limit any authority under federal or state law.

- B. Severability. If any clause, sentence, paragraph, section, article, or part of this article shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder thereof but shall be confined in its operation to the clause, sentence, paragraph, section, article, or part thereof directly involved in the controversy in which such judgment shall have been rendered.

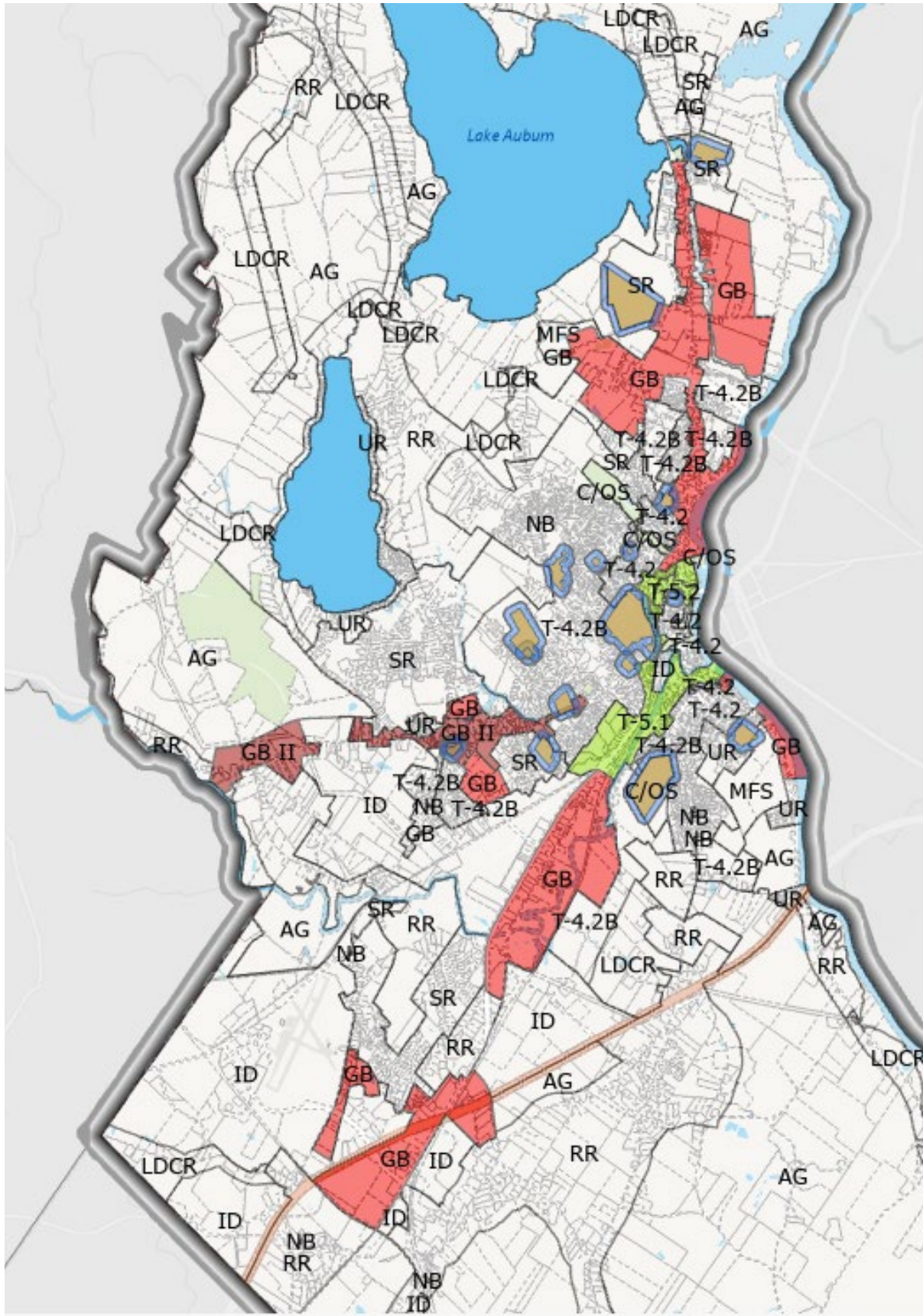
Brick-and-Mortar Sites and Mobile Sites:
250' Setback from Schools
Zones T-5.1, T-5.2, T-6, GB, and GB II

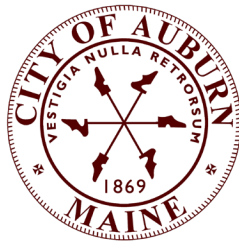


Delivery Services 1,000' Setback from Schools



Brick-and-Mortar Sites and Mobile Sites:
250' Setback from Schools
Zones T-5.1, T-5.2, T-6, GB, and GB II





City Council Ordinance

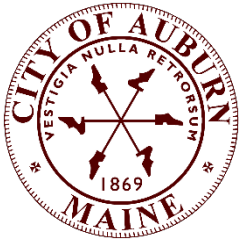
IN CITY COUNCIL

BE IT ORDAINED, that THE CITY OF AUBURN hereby amends Chapter 14 of Auburn's Code of City Ordinances to adopt Article XX – Syringe Service Programs, as seen on the attached.

Rachel B. Randall, Ward One
Kelly L. Butler, Ward Four
Belinda A. Gerry, At Large

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

Mathieu L. Duvall, Ward Three
Adam R. Platz, At Large
Phillip L. Crowell, Jr., City Manager



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: July 6, 2026

ORDER 64-07062026

Author: Emily F. Carrington, City Clerk

Subject: Setting license fee of Syringe Service Programs

Information: With the passage of ORDINANCE 12-06152026, the license fee for syringe service programs must be set in the City's Master Fee Schedule (Appendix A). The recommendation is that the fee be set at \$200 annually. This fee is the same as the current Outpatient Addiction Treatment Clinic license fee.

City Budgetary Impacts: N/A

Staff Recommended Action: Motion for passage.

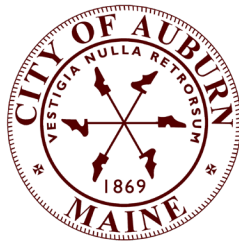
Previous Meetings and History: N/A

City Manager Comments:



I concur with the recommendation. Signature:

Attachments: ORDER



City Council Order

IN COUNCIL

ORDERED, that the City's Master Fee Schedule "Appendix A – Fees and Charges", be amended to include the following:

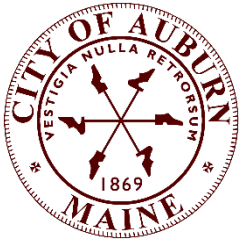
Businesses and Business Regulations

Syringe Services Program (brick and mortar, mobile, delivery)	\$200.00
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Rachel B. Randall, Ward One
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Jeffrey D. Harmon, Mayor

Mathieu L. Duvall, Ward Three
Adam R. Platz, At Large
Phillip L. Crowell, Jr., City Manager



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: July 6, 2026

ORDER 65-07062026

Author: Emily F. Carrington, City Clerk

Subject: Temporary Food License Fee Waiver Request

Information: Great Falls Youth Corp is a registered 501(c)(3) tax exempt organization who will be operating the Lake Grove Snack Shack for the remainder of the 2026 summer season. Chapter 14 of the City's Code of Ordinances grants sole authority to the City Council to waive license fees. Great Falls Youth Corp is requesting the \$200 food license fee be waived.

City Budgetary Impacts:

Staff Recommended Action: Motion for passage.

Previous Meetings and History:

City Manager Comments:

Phillip Crowell Jr.

I concur with the recommendation. Signature:

Attachments:



City of Auburn
Office of the City Clerk
60 Court Street
Auburn, ME 04210
207-333-6601

Application for Waiver of License Fee for Non-Profit Organization

§14-31

Great Falls Youth Corp

Name of Organization: _____

82 Alderwood Rd, Auburn, ME 04210

Organization Address: _____

same

Mailing Address (if different from above): _____

207-671-9288

Contact Phone Numbers: _____

Lake Grove Snack Shack

Premises to be licensed: _____

99-1379393

Federal or State tax exemption number: _____ (Attach certificate or proof of registered non-profit or charitable organization status)

Name and address of present officers:

Name	Address	Title
Stephen Milks	82 Alderwood Rd, Auburn, ME 04210	Executive Director



Authorized Signature

Stephen Milks, Executive Director

Print Name and Title

6/26/26

Date

Municipal Use Only

Type of License: _____ Amount Waived: _____



THE MALLOY FIRM

Attorney. Advisor. Advocate.

January 7, 2025

VIA EMAIL

Stephen G. Milks
82 Alderwood Rd
Auburn, ME 04210

smilks@garnieme.com

Re: IRS 501(c)(3) Determination Letter

Dear Steve:

Great news! I'm delighted to inform you that the Internal Revenue Service has determined that Great Falls Youth Corp is a tax-exempt 501(c)(3) organization. This means that Great Falls Youth Corp is exempt from federal income tax. It also means that any donations made to Great Falls Youth Corp are eligible to qualify as a charitable gift, which may make them deductible for the donor. The effective date of the exemption is February 12, 2024. I have enclosed a copy of the IRS determination letter for your reference. We will keep the original in the Great Falls Youth Corp corporate record book at our office.

You will note reference to Form 990 in the third paragraph of the IRS letter. Please notify your Treasurer that Great Falls Youth Corp must submit this on an annual basis. I am not a CPA and will not be advising you on that compliance obligation, but I strongly recommend that Great Falls Youth Corp identify someone who will be responsible for this annual filing as soon as possible, and that Great Falls Youth Corp designate one or more officers to ensure that it is timely filed on an annual basis, as a failure to file this report could result in a revocation of the 501(c)(3) determination letter.

Congratulations to you and to the rest of the Great Falls Youth Corp for taking this important step as a public charity. It has been a pleasure assisting you in this process.

Very truly yours,

Michael S. Malloy

Enclosure



Michael S. Malloy, Esq.
TEL 207-333-6700

2 Great Falls Plz., Ste. 6B-2
P.O. Box 3171
Auburn, ME 04212-3171

MALLOYFIRMMMAINE.COM
msm@malloyfirmmaine.com



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

GREAT FALLS YOUTH CORP
82 ALDERWOOD ROAD
AUBURN, ME 04210

Date:
12/18/2024

Employer ID number:
99-1379393

Person to contact:
Name: Hoang Pham
ID number: 5338725
Telephone: 877-829-5500

Accounting period ending:
December 31

Public charity status:
170(b)(1)(A)(vi)

Form 990 / 990-EZ / 990-N required:
Yes

Effective date of exemption:
February 12, 2024

Contribution deductibility:
Yes

Addendum applies:
No

DLN:
26053573001774

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

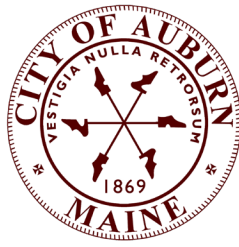
For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

We sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

Stephen A. Martin

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements



ORDER 65-07062026

City Council Order

IN COUNCIL

ORDERED, that Great Falls Youth Corp be granted a waiver for the food license fee (\$200.00) for the operation of the Lake Grove Snack Shack for the 2026 season.

Rachel B. Randall, Ward One
Kelly L. Butler, Ward Four
Belinda A. Gerry, At Large

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Jeffrey D. Harmon, Mayor

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