



City Council Workshop & Meeting  
Agenda  
November 17, 2025  
Auburn Hall, Council Chambers

5:30 PM Workshop

- Syringe Service Program
- Public Safety Facility Update

7:00 PM Meeting

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

- 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 Calendar require majority vote.*
- 1) **ORDER 103-11172025** - Confirming Chief Moen's appointment of Thomas Ellis as Constable with firearm for the Auburn Police Department.
  - 2) **ORDER 104-11172025** – Appointing Ned Claxton to Ethics Panel, Alternate Member, for a term that expires 10/31/2028, as recommended by Mayor Harmon.
- II. **Minutes** – November 3, 2025 Regular Council Meeting
- III. **Communications, Presentations and Recognitions**
- November 4, 2025 Municipal Election Official Results
  - Auburn Public Works APWA Re-Accreditation Presentation - Regional Director Rich Benevento
  - Recognition of Volunteer of the Season – Recreation
- 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.*

**Unfinished Business**

VI. New Business

- 1) **ORDER 105-11032025** – Granting Keith Patrick Genest D/B/A KP's Place, 245 Center Street, an on-premise liquor license. *Public hearing.* Passage requires majority vote.

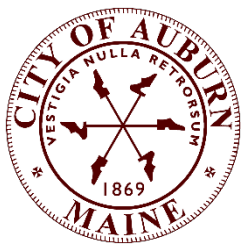
VII. Reports

- 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:** November 17, 2025

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

**Subject:** Syringe Service Program Discussion

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**Information:**

Anne Sites, Director of Maine CDC's Infectious Disease Prevention Program returns to provide a description of the syringe waste programs established in Bangor and Portland. In addition, Spurwink representatives will provide information on substance use disorder, treatment linkages, recovery services, and their comprehensive harm reduction approach to support community health, which includes a syringe service program.

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**City Budgetary Impacts:** None

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**Staff Recommended Action:** Provide feedback for potential ordinance drafting

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**Previous Meetings and History:** Legal and Public Health Perspectives were discussed at the November 3, 2025 Council Workshop.

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**City Manager Comments:**

I concur with the recommendation. Signature:



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**Attachments provided by Anne Sites:**

- Average Visits among Syringe Service Programs Enrollees, Maine November 2022-September 2025
- Overview of Syringe Service Programs (SSP) Syringe Waste Initiatives Portland Bangor

# Overview of Syringe Service Programs (SSP) Syringe Waste Initiatives: Portland & Bangor

## City of Portland

### Redemption program

In 2024, Portland City Council approved a syringe redemption pilot project modeled after successful programs in Boston and New York City. The syringe redemption pilot project is one of three designated projects for which the City of Portland allocated \$936,479.26 in Opioid Settlement funds to Portland's Department of Health and Human Services (Portland DHHS). (The other 2 programs are implementation of a day space and a methadone treatment program.)<sup>1</sup>

The redemption pilot project is part of a three-part plan to decrease improperly discarded syringes in the City of Portland, as follows:

1. Strengthen client education about proper syringe disposal and incentivize clients to return their used syringes.
2. Develop a multi-pronged approach to syringe pick-up operations.
3. Hold community conversations with Harm Reduction Program clients

Only participants enrolled in the City's Syringe Exchange Program (The Exchange) are eligible to participate in the redemption pilot project. The redemption rate for return of used syringes is \$0.10 per syringe.

The city increased the hours that Public Health staff devote to syringe clean-up from five to seven hours/week to about 12 hours/week with a focus on problem areas identified by GIS mapping of improperly discarded syringes. The number of Public Works staff trained in syringe collection and disposal increased. The city added seven new community sharps containers and distributed nearly 3,000 portable-sized sharps containers to SSP clients.

Portland DHHS reported to City Council the year one results of the pilot: "The Syringe Redemption Pilot Project... was implemented as a result of opioid settlement funds allocated by the City Council on September 9, 2024. The syringe redemption program has demonstrated a substantial increase in the number of syringes returned to the Exchange. In the six weeks prior to the program, 76,554 syringes were returned, whereas 120,793 were collected in the six weeks following the program. Staff collected 76% fewer

improperly disposed needles in the six weeks after program start up as compared to the six weeks before program start up (1,677 to 387), indicating a marked decrease in improper disposal.”<sup>2</sup> An October 2025 report on the redemption pilot shows 82% syringes distributed were collect in 2025, compared to 66% in 2024.<sup>3</sup> (Table 1). Portland also observed a 25% decrease in reports requesting needle pick-ups during 2024 and 2025. See the [March 2025](#) and [October 2025](#) reports to Portland City Council Health and Human Services and Public Safety Committee for more information.

Table 1: Clients served and syringes distributed and collected at City of Portland’s syringe redemption pilot project, Portland Maine 2024-2025

|                         | Jan 1 –Sept 30, 2024 | Jan 1 –Sept 30, 2025 |
|-------------------------|----------------------|----------------------|
| Unique clients served   | 1,557                | 1,718                |
| Total clients enrolled  | 4,705                | 4,879                |
| Total syringe exchanges | 7,078                | 6,609                |
| # Syringes distributed  | 700,890              | 825,398              |
| # Syringes collected    | 463,582              | 677,925              |
| Collection Rate (%)     | 66%                  | 82%                  |

## Community Sharps

In addition to the measures described in the pilot program, the City of Portland website includes the following information for city residents and visitors: “[Reporting Needles/Syringes on City Property](#)--If you find discarded syringes on City-owned property (parks, sidewalks, streets, City facilities), please call the Department of Public Works at 207-874-8493 or submit a request through Portland 311 and a City employee will be dispatched to pick up the items and dispose of them properly as soon as possible. Please note, City employees are prohibited from collecting discarded syringes on private, state or federal property.”<sup>4</sup>

[Instructions for syringe disposal](#) are also provided on the city website. The website includes a [link to a map](#) of the Community Sharps Containers that are available in public spaces throughout the city. An older map (March 2021) which includes descriptions of 16 of the earliest locations can be found [here](#).

## City of Bangor

[Syringe Collection](#)—**Bangor** contracts with **Wabanaki Public Health & Wellness (WPHW)** to provide syringe clean-up services. In June 2023, Bangor’s Public Health Department issued an RFP from existing service providers for community syringe waste collection and disposal. In March 2025, the Bangor City Council approved an MOU with WPHW for a

syringe waste program with up to \$66,618 in funding to respond to community reports of syringe waste litter and manage the City's syringe disposal boxes.<sup>5</sup> Per the city's website: "WPHW has joined with the City of Bangor to clean up syringe waste found on public property around the City. Residents can report syringe litter by using the City's [SeeClickFix Portal](#). If a syringe is found on private property, WPHW will provide clean-up kits that include: Gloves & tongs, Sharps containers, & Information on safe disposal. Partial or full sharps containers can be dropped off in-person at Wabanaki Public Health & Wellness, 304 Hancock St. (Newbury Street entrance) in Bangor. Call (207) 299-6378 "<sup>6</sup> WPHW has also distributed brochures and posters with information on the program including the QR code for SeeClickFix.

## References

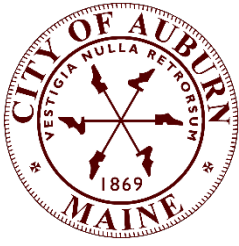
1. Order Accepting and Appropriating Opioid Settlement Funds. City Council Meeting-October 21, 2024. City of Portland Meetings & Agenda Portal. <https://portlandme.portal.civicclerk.com/event/7363/files/attachment/24280>
2. Bridget Rauscher. Council Committee HHS Memo SSP progress Mar 11, 2025. City of Portland Meetings & Agenda Portal. <https://portlandme.portal.civicclerk.com/event/7211/files/attachment/25399>
3. Bridget Rauscher. Agenda Item #4-Syringe Services Program Update. HHS and Public Safety Meeting-October 14, 2025. City of Portland Meetings & Agenda Portal. <https://portlandme.portal.civicclerk.com/event/8036/files/attachment/27928>
4. City of Portland Syringe Disposal <https://www.portlandmaine.gov/1539/Syringe-Disposal>
5. Authorizing the City Manager to Execute a Memorandum of Understanding with Wabanaki Public Health and Community Services for a Syringe Waste Program. Bangor City Council. 03/17/2025. <https://bangormike.com/wp-content/uploads/sites/10/2025/03/Bangor-City-Council-Order-25-086.pdf>
6. Syringe Collection. City of Bangor. <https://www.bangormaine.gov/799/Syringe-Collection>

## Average Visits among Syringe Service Programs Enrollees, Maine November 2022- September 2025

Maine certified Syringe Service Programs (SSP) report to Maine CDC monthly on SSP clients enrolled, exchanges and syringes distributed and disposed. SSP enrollees are tracked cumulative over time, and enrollees visit the SSP at varying frequencies. To estimate the average number of visits to the SSP per enrollees, we divided total visits by total enrollees in the reporting period. In 2022, SSP enrollees visited SSPs an average of 3 visits per year. As of September 30, 2025, SSP enrollees visited SSPs an average of 4 visits per year (Table). SSP enrollees can enroll at more than one SSP and there may be duplication of individuals among total enrollees, which may lead to an underestimate of visits per enrollee.

Table: Average Visits among Syringe Service Programs Enrollees by Year, Maine, November 2022- September 2025

| Year | Reporting Period  | Average Visits per Enrollee |
|------|-------------------|-----------------------------|
| 2025 | Nov 2024-Sep 2025 | 4.0                         |
| 2024 | Nov 2023-Oct 2024 | 2.0                         |
| 2023 | Nov 2022-Oct 2023 | 3.7                         |
| 2022 | Nov 2021-Oct 2022 | 3.0                         |



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** November 17, 2025

**Author:** Dan Goyette, Engineering Director

**Subject:** Public Safety Facility Update

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**Information:** City staff, in collaboration with the Design and Construction team, have refined the proposed Public Safety Facility plans to reflect the feedback and direction provided during the October 20, 2025 City Council workshop. The revised proposal incorporates recommendations from the Ad-Hoc Public Safety Committee, as discussed at that session.

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**City Budgetary Impacts:** Approved by voters not to exceed a bonding obligation of \$45,000,000.

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**Previous Meetings and History:** August 7, 2023 CC workshop, October 23, 2023 CC meeting, March 3, 2025 CC meeting and October 20, 2025 CC workshop.

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**City Manager Comments:** In accordance with the City Council order adopted in March 2025, the final design and project cost must receive formal approval from the City Council before proceeding. The Design/Construction team will present these final design adjustments and associated cost implications for Council consideration and approval.

*Phillip Crowell Jr.*

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**Attachments:** Drawings - to be provided at meeting





City of Auburn  
City Council Information Sheet

ORDER 103-11172025

**Council Workshop or Meeting Date:** November 17, 2025

**Author:** Jason D. Moen, Chief of Police

**Subject:** Confirm Chief Moen's appointment of Thomas Ellis as Constable with firearm for the Auburn Police Department.

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**Information:** The Auburn Police Department requests City Council appointment of Thomas Ellis as Constable with firearm for the City of Auburn.

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**City Budgetary Impacts:** N/A

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**Staff Recommended Action:** Motion to confirm Chief Moen's appointment of Thomas Ellis as Constable with firearm for the Auburn Police Department.

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**Previous Meetings and History:** None

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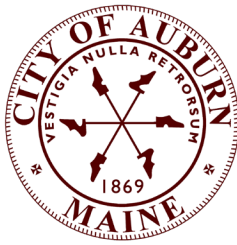
**City Manager Comments:**

I concur with the recommendation. Signature: Phillip Crowell Jr.

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**Attachments:**

N/A



**ORDER 103-11172025**

# City Council Order

IN COUNCIL

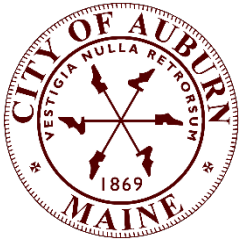
**ORDERED**, that Thomas Ellis be and hereby is appointed as Constable with firearm for the Auburn Police Department, as recommended by Police Chief Moen.

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

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

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



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** November 17, 2025

**ORDER 104-11172025**

**Author:** Emily F. Carrington, City Clerk

**Subject:** Appointment to the City's Ethics Panel

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**Information:** Per the City's Code of Ordinances, Sec. 2-111(a): "Two regular voting members and one alternate member of the ethics panel shall be appointed by the mayor with approval of a majority of the members of the city council, and one regular voting member and one alternate member of the ethics panel shall be appointed by the chair of the school committee with approval of a majority of the members of the school committee."

Tara Paradie was appointed to the Member seat at the November 3, 2025 meeting. This order recommends Ned Claxton for appointment to the alternate position for a term ending 10/31/2028. The member appointment by the School Committee is pending action.

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**City Budgetary Impacts:** N/A

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

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**City Manager Comments:** *Philip Crowell Jr.*

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**Attachments:** N/A

## CURRICULUM VITAE

Ned Claxton, M.D.

### PERSONAL

Married to Marian (Kitsie), 2 children – Nicholas, William

### EDUCATION

|                                      |           |
|--------------------------------------|-----------|
| Philip's Exeter Academy, Exeter, NH  | 1965-1967 |
| Princeton University, Princeton, NJ  | 1967-1971 |
| Bachelor of Arts Degree in Sociology |           |

### PROFESSIONAL TRAINING

|                                                                                              |           |
|----------------------------------------------------------------------------------------------|-----------|
| University of Cincinnati School of Medicine, OH – M.D.                                       | 1971-1975 |
| University of Minnesota, MN – Family Practice Residency                                      | 1975-1978 |
| College of Physician Executives<br><i>Physician Leadership &amp; Business Administration</i> | 2000      |

### PROFESSIONAL POSITIONS/ASSOCIATIONS

|                                                                            |                |
|----------------------------------------------------------------------------|----------------|
| Maine Medical License                                                      | 1978 to 2018   |
| American Board of Family Practice<br>Recertified in 1985, 1992, 1999, 2006 | 1978 - 2013    |
| American Board of Family Practice, CAQ Geriatrics                          | 1994           |
| Member      American Academy of Family Practice                            | 1978 - 2013    |
| Maine Academy of Family Practice                                           | 1979 - 2014    |
| Maine Medical Association                                                  | 1979 - 2014    |
| Active Staff      Central Maine Medical Center                             | 1978 – 2014    |
| St Mary's Medical Center                                                   | 1978 – 1996    |
| Family Health Associates – Partner & Co-founder                            | 1978 – 2001    |
| Central Maine Medical Center – Trustee                                     | 1983-1992      |
| Central Maine Medical Center Family Practice Residency                     |                |
| Program Director                                                           | 2001 – 2009    |
| Faculty                                                                    | 2001 - 2014    |
| Community Preceptor                                                        | 1978 - 2001    |
| Leadership positions at CMMC and CMH                                       |                |
| Chair, Credentials Committee                                               | 2006 - 2014    |
| President, CMMC Staff                                                      | 2010 - 2012    |
| Chief Medical Officer                                                      | 2012           |
| Chief Medical Information Officer                                          | 2012 - 2014    |
| Medical Director, CMH ACO                                                  | 2012 – 2014    |
| Maine College of Health Professions                                        |                |
| Board member                                                               | 2023 - present |
| Chair                                                                      | 2024 - present |

## **HONORS**

|                                                  |             |
|--------------------------------------------------|-------------|
| Maine Family Practice “Doc of the Year”          | 1987        |
| Hanley Center for Health Leadership, Fellow      | 2007 – 2008 |
| Central Maine Family Heroes Award                | 2016        |
| Maine Primary Care Association President’s Award | 2022        |

## **PRESENTATIONS**

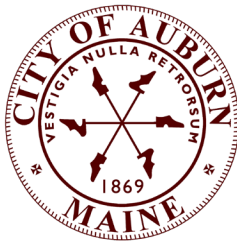
Maine Academy of Family Practice  
Northeast Society of Teachers of Family Medicine  
Society of Teachers of Family Medicine  
Texas Health Information Management Systems Society  
Hanley Leadership Development course  
RENEW Instructor  
– Team teaching 4 day course on spirituality in medicine

## **VOLUNTEER EXPERIENCE**

|                                                |                |
|------------------------------------------------|----------------|
| Maine Appalachian Trail Guide, First Aid       | 1985           |
| Maintainer, MATC – 15 years                    |                |
| Institute for Civic Leadership, Board          |                |
| Maine Public Health Association, Board/Advisor |                |
| Stanton Bird Club, Chief Steward               | 2022 - present |

## **RECREATION**

Outdoors activities – biking, hiking, walking, x-c skiing, gardening  
Studied Tai Chi intermittently for 10 years



**ORDER 104-11172025**

# City Council Order

IN COUNCIL

**ORDERED**, that Ned Claxton be and hereby is appointed to the City of Auburn's Ethics Panel, Alternate Member, for a term that expires 10/31/2028, as recommended by Mayor Harmon.

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

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

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

## **IN COUNCIL MEETING NOVEMBER 3, 2025 VOL 38 PAGE 57**

Mayor Harmon called the meeting to order at 7:00 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. All Councilors were present. Student Representative Edwards was absent.

### **I. Consent Items**

1) ORDER 100-11032025 – Appointing Tara Paradie as a Member to the Ethics Panel for a term that expires 10/31/2028, as recommended by Mayor Harmon.

Motion for passage by Councilor Walker, seconded by Councilor Cowan.  
Motion passed 7-0.

### **II. Minutes** – October 20, 2025 Regular Council Meeting

Motion to accept the minutes by Councilor Walker, seconded by Councilor Cowan.  
Motion passed 7-0.

### **III. Communications, Presentations and Recognitions**

- Extra Mile Award & Proclamation

Mayor Harmon read the proclamation and awarded Larry Allen the Extra Mile Award.

- Reminder: November 4, 2025 State Referendum & General Municipal Election; all polling places open from 7:00am-8:00pm.

### **IV. Open Session**

Richard Nadeau, Eastman Lane, regarding the sale and development of 145 Eastman Lane

### **V. Unfinished Business**

### **VI. New Business**

1. **ORDER 101-11032025** – Granting Golden Crust Auburn LLC, D/B/A OTTO Pizza Auburn, 730 Center Street, an on-premise liquor license. *Public hearing*. Passage requires majority vote.

Councilor Walker moved for passage, seconded by Councilor Whiting.  
Mayor Harmon opened this item for public comment.  
Brian, business owner, spoke in favor of the application  
Public hearing was closed.  
Motion passed 7-0.

## IN COUNCIL MEETING NOVEMBER 3, 2025 VOL 38 PAGE 58

2. **ORDER 102-11032025** – Approving the temporary needs and impacts analysis for 95 Main Street, 4th floor, to be utilized as a temporary and limited Public Safety Facility for the City of Auburn Police Department Criminal Investigations Office. Passage requires majority vote.

Councilor Walker moved for passage, seconded by Councilor Weisner. There was no public comment. Motion passed 6-1 (Gerry).

*Councilor Whiting moved to suspend the Council's rules to add RESOLVE 03-11032025 to the agenda, regarding the Androscoggin County Budget; seconded by Councilor Gerry. Motion passed 7-0.*

3. **RESOLVE 03-11032025** - Opposition to the Proposed 13.15% Increase in the Androscoggin County 2026 Budget. Passage requires majority vote.

Councilor Whiting moved for passage, seconded by Councilor Gerry.

Councilor Gerry requested the City Clerk place this item on the City's website. Motion passed 7-0.

### **VII. Reports**

a. Mayor's Report – Attending Homelessness Committee meetings; attended Turner & Dennison St traffic safety meeting resulting in Engineering communicating to Maine DOT to see what traffic control would be possible at the intersection; an update on the City's Comp Plan Committee meeting next on November 18 to discuss future land use designations; an update on Alter L/A offering a warming shelter starting the month of November.

b. City Councilors' Reports – Councilor Gerry asked if the City would be offering transportation to 121 Mill St on Wednesdays; this is planned to start mid-November and final plans will be announced when finalized. Councilor Whiting praised the paving of North Auburn Road. Councilor Cowan commented on paving in the Davis, Granite Street neighborhoods. Councilor Walker noted the Age Friendly Community Committee is hosting Thanksgiving Dinner at the Senior Center; recognized the New Auburn Halloween event, over 500 people attended. Councilor Platz praised the installment of a new pollinator garden. Commented on the haunted attraction Nightmare on the Ridge at Wallingfords and encouraged residents to attend next year.

c. Student Representative Report – Provided an update on sports at ELHS.



**IN COUNCIL MEETING NOVEMBER 3, 2025 VOL 38 PAGE 59**

d. City Manager Report – Recognized the City Clerk for work on the election; commented on the successful Fright Fest event for Halloween held in Festival Plaza. Vendors and entries for the Holiday Fair and Christmas Parade are being requested; City Manager attend the ICMA conference.

**VIII. Open Session**

John Cleveland, Davis Ave; commented on the proposed Androscoggin County Budget

**IX. Executive Session**

Executive Session pursuant to 1 M.R.S.A. Section 405(6) (C) to discuss an economic development matter.

Motion to enter by Councilor Walker, seconded by Councilor Cowan. Motion passed 7-0; 7:38pm. Declared out at 7:46pm.

Motion to enter Executive Session pursuant to 1 M.R.S.A. Section 405(6) (A) for City Manager's quarterly evaluation made by Councilor Whiting, seconded by Councilor Milks. Motion passed 7-0; entered Executive Session at 7:46pm. Declared out at 7:57pm.

**X. Adjournment**

Motion to adjourn by Councilor Platz, seconded by Councilor Walker. Motion passed 7-0; adjourned at 7:57pm.

**A TRUE COPY ATTEST**

Emily F. Carrington, City Clerk

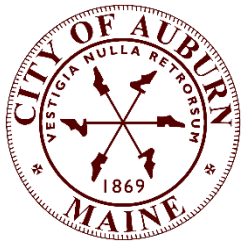
## CITY OF AUBURN OFFICIAL RESULTS - STATE OF MAINE REFERENDUM ELECTION - NOVEMBER 4, 2025

|                                    |              |              |              |              |              |       |
|------------------------------------|--------------|--------------|--------------|--------------|--------------|-------|
| Total Number of Registered Voters: | 15,724       |              |              |              |              |       |
| Turnout Total:                     | 6,705        |              |              |              |              |       |
| Turnout Percentage:                | 43%          |              |              |              |              |       |
|                                    | Wards 1 & 2  | Wards 3 & 4  | Wards 3&4    | Ward 5       | Absentee     | TOTAL |
|                                    | Tabulator #1 | Tabulator #1 | Tabulator #2 | Tabulator #1 | Tabulator #1 | 6705  |
| QUESTION 1                         | 1962         | 823          | 781          | 972          | 2167         |       |
| YES                                | 736          | 391          | 325          | 453          | 540          | 2445  |
| NO                                 | 1224         | 428          | 455          | 517          | 1613         | 4237  |
| Blank (Undervote/Overvote):        | 2            | 4            | 1            | 2            | 14           | 23    |
| QUESTION 2                         | 1962         | 823          | 781          | 972          | 2167         |       |
| YES                                | 1238         | 451          | 486          | 545          | 1600         | 4320  |
| NO                                 | 714          | 363          | 291          | 421          | 553          | 2342  |
| Blank (Undervote/Overvote)         | 10           | 9            | 4            | 6            | 14           | 43    |

## CITY OF AUBURN OFFICIAL RESULTS - MUNICIPAL GENERAL ELECTION - NOVEMBER 4, 2025

|                                    |              |              |              |              |              |       |
|------------------------------------|--------------|--------------|--------------|--------------|--------------|-------|
| Total Number of Registered Voters: | 15,724       |              |              |              |              |       |
| Turnout Total:                     | 6,695        |              |              |              |              |       |
| Turnout Percentage:                | 43%          |              |              |              |              |       |
|                                    | Wards 1 & 2  | Wards 3 & 4  | Wards 3&4    | Ward 5       | Absentee     | TOTAL |
|                                    | Tabulator #1 | Tabulator #1 | Tabulator #2 | Tabulator #1 | Tabulator #1 | 6695  |
| MAYOR                              | 1962         | 823          | 781          | 972          | 2157         |       |
| HARMON, JEFFREY D.                 | 1571         | 650          | 615          | 806          | 1832         | 5474  |
| WRITE-IN                           | 87           | 43           | 34           | 40           | 59           | 263   |
| Blank (Undervote/Overvote):        | 304          | 130          | 132          | 126          | 266          | 958   |
| CITY COUNCILOR - WARD 1            | 834          |              |              |              | 393          |       |
| RANDALL, RACHEL                    | 477          |              |              |              | 277          | 754   |
| YARNEVICH, NOAH                    | 262          |              |              |              | 71           | 333   |
| WRITE-IN                           | 9            |              |              |              | 2            | 11    |
| Blank (Undervote/Overvote)         | 86           |              |              |              | 43           | 129   |
| CITY COUNCILOR - WARD 2            | 1128         |              |              |              | 545          |       |
| COWAN, TIMOTHY                     | 663          |              |              |              | 372          | 1035  |
| PAGE, THOMAS                       | 331          |              |              |              | 140          | 471   |
| WRITE-IN                           | 14           |              |              |              | 0            | 14    |
| Blank (Undervote/Overvote)         | 120          |              |              |              | 33           | 153   |
| CITY COUNCILOR - WARD 3            |              | 441          | 385          |              | 491          |       |
| DUVALL, MATHIEU                    |              | 338          | 294          |              | 384          | 1016  |
| WRITE-IN                           |              | 4            | 11           |              | 6            | 21    |
| Blank (Undervote/Overvote)         |              | 99           | 80           |              | 101          | 280   |
| CITY COUNCILOR - WARD 4            |              | 382          | 396          |              | 370          |       |
| BUTLER, KELLY                      |              | 205          | 189          |              | 243          | 637   |
| WEISNER, BENJAMIN                  |              | 123          | 155          |              | 85           | 363   |
| WRITE-IN                           |              | 2            | 4            |              | 9            | 15    |

|                             |      |      |      |      |      |      |
|-----------------------------|------|------|------|------|------|------|
| Blank (Undervote/Overvote)  |      | 52   | 48   |      | 33   | 133  |
| CITY COUNCILOR - WARD 5     |      |      |      | 972  | 358  |      |
| WALKER, LEROY, SR.          |      |      |      | 819  | 290  | 1109 |
| WRITE-IN                    |      |      |      | 33   | 8    | 41   |
| Blank (Undervote/Overvote)  |      |      |      | 120  | 60   | 180  |
| CITY COUNCILOR - AT-LARGE   | 3924 | 1646 | 1562 | 1944 | 4314 |      |
| GERRY, BELINDA              | 979  | 401  | 404  | 664  | 1313 | 3761 |
| PLATZ, ADAM                 | 1251 | 506  | 500  | 680  | 1484 | 4421 |
| WRITE-IN                    | 59   | 23   | 13   | 42   | 32   | 169  |
| Blank (Undervote/Overvote)  | 1635 | 716  | 645  | 558  | 1485 | 5039 |
| SCHOOL COMMITTEE - WARD 1   | 834  |      |      |      | 393  |      |
| MCGUIGAN, KORIN             | 604  |      |      |      | 288  | 892  |
| WRITE-IN                    | 12   |      |      |      | 4    | 16   |
| Blank (Undervote/Overvote)  | 218  |      |      |      | 101  | 319  |
| SCHOOL COMMITTEE - WARD 2   | 1128 |      |      |      | 545  |      |
| EDGEComb, MISTY             | 876  |      |      |      | 435  | 1311 |
| WRITE-IN                    | 23   |      |      |      | 6    | 29   |
| Blank (Undervote/Overvote)  | 229  |      |      |      | 104  | 333  |
| SCHOOL COMMITTEE - WARD 3   |      | 441  | 385  |      | 491  |      |
| GAUTIER, PATRICIA           |      | 336  | 294  |      | 385  | 1015 |
| WRITE-IN                    |      | 6    | 11   |      | 5    | 22   |
| Blank (Undervote/Overvote)  |      | 99   | 80   |      | 101  | 280  |
| SCHOOL COMMITTEE - WARD 4   |      | 382  | 396  |      | 370  |      |
| CHAPMAN, LYDIA              |      | 205  | 211  |      | 171  | 587  |
| GORMLEY, QUINN              |      | 125  | 121  |      | 149  | 395  |
| WRITE-IN                    |      | 2    | 6    |      | 4    | 12   |
| Blank (Undervote/Overvote)  |      | 50   | 58   |      | 46   | 154  |
| SCHOOL COMMITTEE - WARD 5   |      |      |      | 972  | 358  |      |
| MERCIER, CONSTANCE          |      |      |      | 258  | 108  | 366  |
| POISSON, DANIEL, SR.        |      |      |      | 582  | 201  | 783  |
| WRITE-IN                    |      |      |      | 11   | 3    | 14   |
| Blank (Undervote/Overvote)  |      |      |      | 121  | 46   | 167  |
| SCHOOL COMMITTEE - AT-LARGE | 3924 | 1646 | 1562 | 1944 | 4314 |      |
| ALBERT, PAMELA              | 811  | 297  | 304  | 408  | 1137 | 2957 |
| PULK, NANCY                 | 726  | 370  | 353  | 594  | 814  | 2857 |
| RICH, OLIVIA JAYE           | 869  | 311  | 297  | 406  | 1039 | 2922 |
| WRITE-IN                    | 46   | 16   | 14   | 23   | 28   | 127  |
| Blank (Undervote/Overvote)  | 1472 | 652  | 594  | 513  | 1296 | 4527 |



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** November 17, 2025

**Author:** Dawna LaBonte, Director of Recreation

**Subject:** Volunteer of the Season- Summer 2025

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**Information:** The Auburn Recreation's Volunteer of the Season award, recognizing the amazing individuals who dedicate their time and passion to our young athletes. This special honor will be presented after each sports season to one outstanding volunteer coach, celebrating their invaluable contributions to our community and the positive impact they have on our kids.

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**City Budgetary Impacts:** N/A

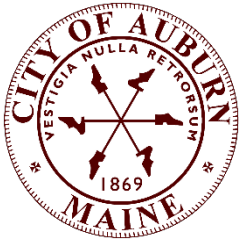
**Previous Meetings and History:** N/A

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**City Manager Comments:** *Phillip Crowell Jr.*

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**Attachments:**



**City of Auburn  
City Council Information Sheet**

**Council Workshop or Meeting Date:** November 17, 2025

**ORDER 105-11172025**

**Author:** Emily F. Carrington, City Clerk

**Subject:** Public hearing for license approval – KP's Place

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**Information:** Keith Patrick Genest D/B/A KP's Place, 245 Center Street, has applied for a food establishment license to include on-premise alcohol (beer & wine). This establishment is an existing establishment seeking to add on-premise alcohol service. As required by State law, the initial application from BABLO is attached which requires public hearing and approval by the municipal officers. A legal ad was published in the SunJournal newspaper as required.

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**City Budgetary Impacts:** N/A

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

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**City Manager Comments:** *Phillip Crowell Jr.*

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**Attachments:** N/A



## Application Copy

File Number: 110683

Job Type: New Application

|                                                             |                                         |
|-------------------------------------------------------------|-----------------------------------------|
| LICENSE TYPE<br>On-Premises: Beer & Wine                    | APPLICATION DATE RECEIVED<br>2025-10-24 |
| SECONDARY LICENSE(S)<br>None selected                       |                                         |
| LICENSEE<br>Keith Patrick Genest                            | LICENSEE TYPE<br>Sole Proprietor        |
| BIRTHDATE<br>REDACTED                                       | GENDER<br>Male                          |
| SPOUSE                                                      | PREFERRED CONTACT METHOD<br>Email       |
| CONTACT PHONE<br>(207) 592-8218                             | ALTERNATE PHONE<br>(207) 376-4295       |
| FAX                                                         | EMAIL<br>keithgenest@hotmail.com        |
| CORRESPONDENCE ADDRESS<br>245 Center Street Auburn ME 04210 |                                         |
| MAILING ADDRESS                                             |                                         |
| PHYSICAL ADDRESS                                            |                                         |
| MANAGED BY AGENT<br>No                                      |                                         |

PREMISES TYPE

Restaurant (not Class A)

PREMISES NAME

KP's Place

OPERATOR

Keith P. Genest

PHYSICAL ADDRESS

245 Center Street Auburn ME 04210

MAILING ADDRESS

245 Center Street Auburn ME 04210

CONTACT NAME

Keith Genest

PREFERRED CONTACT METHOD

Email

CONTACT PHONE

(207) 592-8218

ALTERNATE PHONE

FAX

EMAIL

keithgenest@hotmail.com

QUESTIONS

### **On-Premises: Beer & Wine**

1. Is your business (including any DBA) registered and in good standing with the Maine Secretary of State?

Answer "No" if you are a Sole Proprietor.

No

2. What is your expected start date?

ASAP

3. Has/have applicant(s) formerly held a Maine liquor license?

No

4. Does the licensee or applicant(s) have any interest in any other Maine Liquor License?  
No
5. Are all licensees/applicants residents of the State of Maine?  
Yes
6. Is the applicant/licensee an individual, partnership, or association?  
(Not a corporation or LLC)  
No
7. Is your license for a club with a membership?  
No
8. Is your license application for Vessel Corporation?  
No
9. Do you have a valid and current health license issued by Maine Department of Health and Human Services OR the Department of Agriculture?"  
Yes  
5242
- 10 Do you have a license from the Office of the State Fire Marshal?  
Contact (207) 626-3870 to determine whether licensure is necessary.  
No
- 11 Will any law enforcement officer directly benefit financially from this license, if issued?  
No
- 12 Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.  
No



13 Is the licensee/applicant(s) directly or indirectly giving aid or assistance in the form of money, property, credit, or financial assistance of any sort, to any person or business entity holding a liquor license granted by the State of Maine?

No

14 What is the full name and date of birth of the person managing this premises?

Keith Patrick Genest  
REDACTED

15 Has any of the listed applicants, an immediate family member of an applicant, or an employed manager been denied a liquor license or had a liquor license revoked within the last 5 years?

No

16 Is any of the listed applicants the spouse, father, mother, child or other immediate family member of a person whose liquor license has been revoked or denied in the last 6 months?

No

17 Has any licensee/applicant or employed manager ever been convicted of any violation of the liquor laws in Maine or any State of the United States within the last 5 years?

No

18 Has the licensee/applicant(s) or manager ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States?

No

19 Does the licensee/applicant have any arrangement such as a lease where rent is based on sales, an agreement where another party receives a portion of the revenue or profits from the business, or a right to acquire an ownership interest in the business?

No

20 At which address are your business records located?

245 Center Street  
Auburn, ME 04210

21 What will be your business hours? Please indicate each day's open and close times.

Closed on Sunday & Monday  
Open: Tuesday through Saturday 11am to 7pm

22 Please provide the name and distance from the premises to the nearest school, school dormitory and place of place of worship, measured from the main entrance of the premises to the main entrance of the school, school dormitory and place of worship by the ordinary course of travel.

Central Maine Community College: 1.6 mi

23 Is your application for a Hotel or Bed & Breakfast?

No

24 Do you have a food menu?

Yes  
(document uploaded)

25 How many seats do you have? Include indoor and outdoor seating.

76

26 How many bathrooms do you have available to the public?

2

#### DOCUMENTS

| TYPE                        | FILE NAME          | DESCRIPTION |
|-----------------------------|--------------------|-------------|
| Food Menu                   | KP's Menu 1 25.pdf |             |
| Premises Floor Plan         | IMG_8086.jpg       |             |
| Supplemental Ownership Form | Ownership form.jpg |             |

APPLICANT

Keith Genest

DECLARATION

- ☒ I certify that I am the applicant as described in this application, or that I am duly authorized to submit this application on the applicant's behalf.

All information provided in this application is accurate and correct. I understand that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.



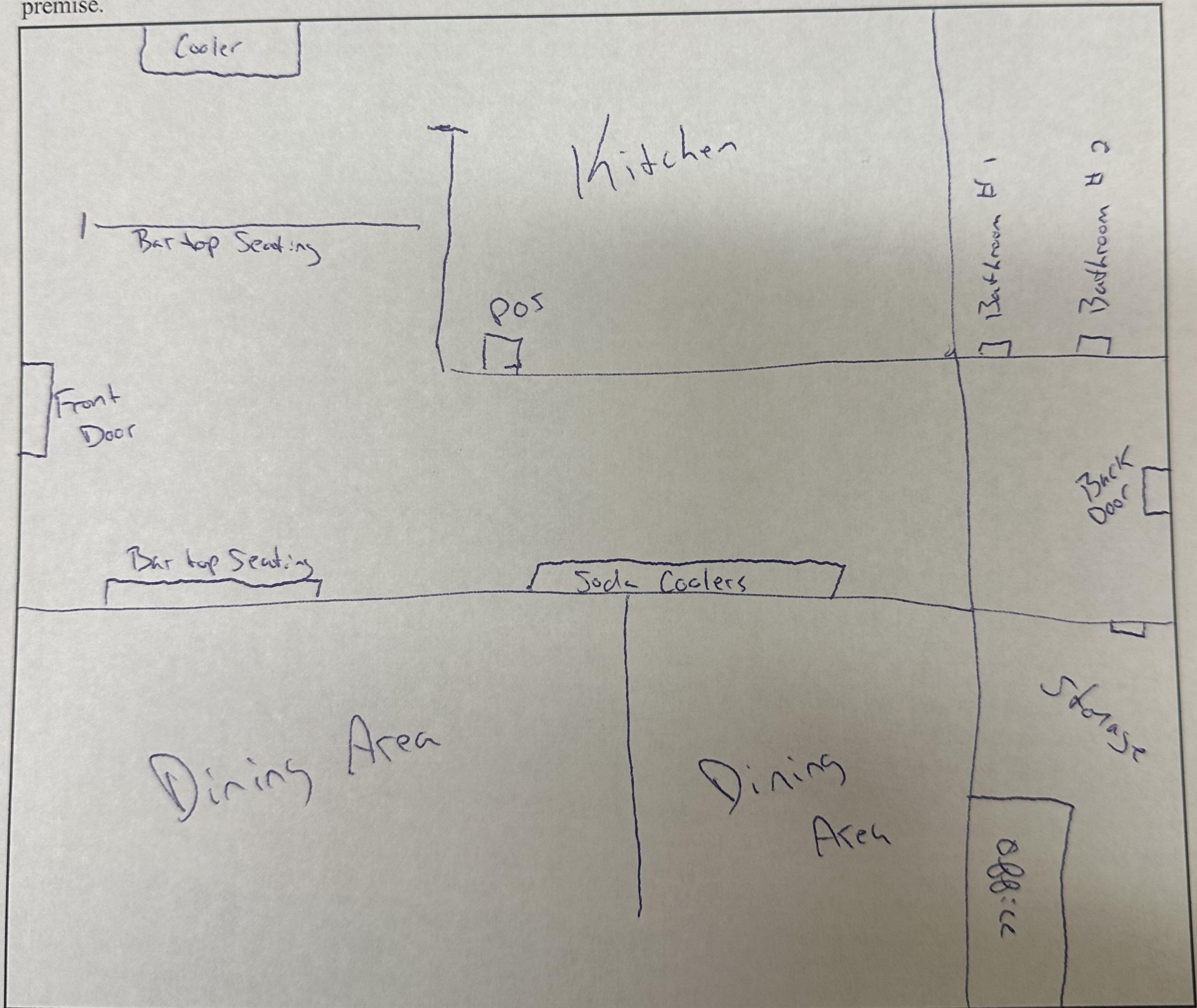


**STATE OF MAINE**  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS  
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

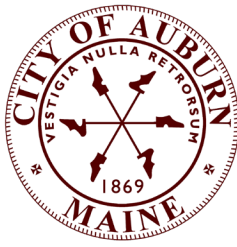
**Premises Floor Plan**

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.







**ORDER 105-11172025**

# City Council Order

IN COUNCIL

**ORDERED**, that Keith Patrick Genest D/B/A KP's Place, 245 Center Street, be granted an on-premise liquor license and that the City Clerk is hereby authorized to sign on behalf of the municipal officers approval of the application.

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

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

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