



City of Auburn, Maine

60 Court Street | Auburn, Maine 04210
www.auburnmaine.gov | 207.333.6601

BOARD/COMMITTEE/WG MEETING AGENDA

Appointment Committee

December 11, 2024

Auburn Hall, Room 204 – 3:30PM

1. Accept minutes from November 13, 2024
2. Open Session
3. Consider applications received by 12/6 for the following vacancies*:
 - a) Age Friendly Community Committee (for unexpired term ending 6/1/27)
 - b) Complete Streets Committee (2 seats, term ending 1/1/25)
 - c) Planning Board (2 seats, term ending 1/1/25)
 - d) Zoning Board of Appeals (1 associate member seat, term ending 5/1/25)

**The Appointment Committee may enter Executive Session to discuss applications pursuant to 1 M.R.S.A. §405(6)(A).*

4. Next Meeting – TBD
5. Adjournment

Appointment Committee Meeting Minutes
Wednesday, November 13, 2024
4:00 PM
Auburn Hall – Conference Room 204

Present: Councilors Adam Platz, Belinda Gerry, Richard Whiting, and City Clerk, Emily Carrington.

Motion was made by Councilor Gerry and seconded by Councilor Whiting to appoint Councilor Platz to Chair the meeting. Passage 3-0.

The meeting was called to order at 4:00PM.

1. Accept minutes from October 15, 2024

No corrections or changes to the minutes. Motion made to accept minutes by Councilor Gerry, seconded by Councilor Whiting. Motion passed 3-0.

2. Open Session

No members of the public were present.

Councilor Gerry passed along a request from Councilor Weisner to nominate someone from Ward 4 on the Comp Plan Committee.

3. Consider applications received for the following:

- a) Comprehensive Plan Committee (2 residents)**
- b) Age Friendly Community Committee (for unexpired term ending 6/1/27)**
- c) Zoning Board of Appeals (associate member) for a 3 year term**
- d) Complete Streets Committee (Public Health & Wellness Representative)**

The Appointment Committee entered Executive Session to discuss applications pursuant to 1 M.R.S.A. §405(6)(A) on motion of Councilor Whiting, seconded by Councilor Platz. Passed 3-0. Moved into executive session at 4:03pm.

The Appointment Committee came out of executive session at 4:38pm.

Motion to nominate the following to the Comprehensive Plan Committee (Platz, Whiting) Passed 3-0.

- Virginia Keel, Ward 4
- Heidi Bertels, Ward 1

b) Age Friendly Community Committee (for unexpired term ending 6/1/27)

- The Appointment Committee unanimously agreed to repost this vacancy and advertise for more applications. The City Clerk will follow up and post the new deadline on the City's website.

c) Motion to nominate the following to the Zoning Board of Appeals (associate member) for a 3 year term (Platz, Whiting). Motion passed 3-0.

- Kryston Chapman

d) Complete Streets Committee (Public Health & Wellness Representative)

- This seat is to be filled by the Complete Streets Committee. The City Clerk will forward Mr. Messina's application to the Chair of the Complete Streets Committee for consideration and also inform Mr. Messina of term expirations ending 1/1/25 and to reapply online if interested once this deadline is posted.

4. Next Meeting – TBD (Likely in December for January term endings)

5. Adjournment

Councilor Platz moved to adjourn at 4:44pm, seconded by Councilor Whiting. Motion passed 3-0.

Respectfully submitted,

Emily F. Carrington, City Clerk

Heather Barnett

City of Auburn ME | Generated 12/6/2024 @ 12:44 pm by OnBoardGOV - Powered by ClerkBase

Status

Name Heather Barnett
Application Date 12/6/2024
Expiration Date 3/6/2025
Status Received

Board	Vacancies	Status
Complete Streets Committee ::Auburn Resident	1	Pending

Basic Information

Name
Heather Barnett

Please describe why you wish to serve on the Committee/Board.

I hope to continue to support the work of the Complete Streets Committe to improve the safety and mobility of all modes of traffic within the cities.

What do you hope to accomplish?

I hope to contribute to positive, long-lasting improvements that make our cities safer.

Are you presently serving on a City board or committee? If so, which one(s)?

I currently serve on the Complete Streets Committee

Contact Information

Address
25 Dennison St
Auburn, ME 04210

Yes, I am a resident
Yes

Email
hl.maxim.barnett@gmail.com

Phone
[2072123195](tel:2072123195)

Have you completed FOAA Training?
No

What is your ward?
1

Additional Information

Notes

Generated 06/12/2024, 12:44:28

Edmond J Bearor

City of Auburn ME | Generated 12/6/2024 @ 12:45 pm by OnBoardGOV - Powered by ClerkBase

Status

Name Edmond J Bearor
Application Date 12/4/2024
Expiration Date 3/4/2025
Status Received

Board	Vacancies	Status
Planning Board ::Member	1	Pending

Basic Information

Name
Edmond J Bearor

Please describe why you wish to serve on the Committee/Board.

I could be a contributing member of the Planning Board given my 36 years as a municipal attorney based in Bangor where I represented more than 30 towns, cities, counties and utilities. I also have extensive experience representing both developers and opponents to proposed development projects at both the local and state level. I have argued many land use or municipal law cases before Maine's Supreme Judicial Court. In addition, I have an undergraduate degree in Public Administration and for three years served as town manager in Newport, Maine, before going to law school. Note: Because my career was in Bangor, I would have few (if any) conflicts of interest.

What do you hope to accomplish?

I hope to assist the Board in its review of applications for various development permits and advising on amendments to the City's land use ordinances.

Are you presently serving on a City board or committee? If so, which one(s)?

No

FOAA Training Certificate (if already completed)

[Download](#)

Contact Information

Address
29 Marston Hill Road
Auburn, ME 04210

Yes, I am a resident
Yes

Email
edbearor@gmail.com

Phone
[2072998051](tel:2072998051)

Have you completed FOAA Training?
Yes

What is your ward?

1

Additional Information

Notes

Generated 06/12/2024, 12:45:19

Mrs Kryston M. Chapman

City of Auburn ME | Generated 12/6/2024 @ 12:46 pm by OnBoardGOV - Powered by ClerkBase

Status

Name Mrs Kryston M. Chapman
Application Date 11/20/2024
Expiration Date 2/20/2025
Status Received

Board	Vacancies	Status
Age Friendly Community Committee ::Seat 6	1	Pending

Basic Information

Name
Mrs Kryston M. Chapman

Please describe why you wish to serve on the Committee/Board.

I feel it is important as a community member to support our aging neighbors. I feel I could help make recommendations to help the social well-being of our older adults.

What do you hope to accomplish?

I would like to help promote healthy initiatives for our aging neighbors as well as help communicate issues of our aging community to our leaders.

Are you presently serving on a City board or committee? If so, which one(s)?

I was just appointed to the Zoning Board of Appeals.

Contact Information

Address
51 EASTMAN LN
Auburn, ME 04210-8353

Yes, I am a resident
Yes

Email
kryston_m@hotmail.com

Phone
[2077498052](tel:2077498052)

Have you completed FOAA Training?
No

What is your ward?
4

Additional Information

Notes

Evan Cyr

City of Auburn ME | Generated 12/6/2024 @ 12:44 pm by OnBoardGOV - Powered by ClerkBase

Status

Name Evan Cyr
Application Date 12/6/2024
Expiration Date 3/6/2025
Status Received

Board	Vacancies	Status
Zoning Board of Appeals ::Associate Member	1	Pending

Basic Information

Name
Evan Cyr

Please describe why you wish to serve on the Committee/Board.

I would like to be involved in enforcement of local zoning ordinance while providing residents a fair opportunity to seek relief from ordinance when appropriate.

What do you hope to accomplish?

I hope to promote fidelity in enforcement of local zoning ordinance.

Are you presently serving on a City board or committee? If so, which one(s)?

Lake Auburn Watershed Protection Commission

Resume File

[Download](#)

FOAA Training Certificate (if already completed)

[Download](#)

Contact Information

Address

122 Granite St
Auburn, ME 04210

Yes, I am a resident

Yes

Email

egcyr@hotmail.com

Have you completed FOAA Training?

Yes

What is your ward?

2

Additional Information

Notes

Generated 06/12/2024, 12:44:46

Meghan Fogg

City of Auburn ME | Generated 12/6/2024 @ 12:45 pm by OnBoardGOV - Powered by ClerkBase

Status

Name Meghan Fogg
Application Date 11/21/2024
Expiration Date 2/21/2025
Status Received

Board	Vacancies	Status
Age Friendly Community Committee ::Seat 6	1	Pending

Basic Information

Name
Meghan Fogg

Please describe why you wish to serve on the Committee/Board.

I am looking for a way to give back to my community and am ready to put in the time and think this would be a good outlet. I have professional experience in age-friendly programming and committees. I'm interested in working with the committee to make recommendations on how to make our community wholesome for everyone.

What do you hope to accomplish?

I hope to listen, learn, and impart important feedback about issues facing older adults and the community at large. And volunteer some time to my town, as well as connect with more folks.

Are you presently serving on a City board or committee? If so, which one(s)?

No

Resume File

[Download](#)

Contact Information

Address

568 South Main St
Auburn, ME 04210

Yes, I am a resident

Yes

Email

meghan.julia.fogg@gmail.com

Cell Phone

[207-798-9413](tel:207-798-9413)

Business Phone

[207-865-3307](tel:207-865-3307)

Have you completed FOAA Training?

No

What is your ward?

5

Additional Information

Notes

I am very familiar with FOAA in the context of my work as a municipal government employee and can/will complete the training.

Generated 06/12/2024, 12:45:49

Status

Name Maureen Hopkins
Application Date 12/3/2024
Expiration Date 3/3/2025
Status Received

Board	Vacancies	Status
Planning Board ::Member	1	Pending

Basic Information

Name
Maureen Hopkins

Please describe why you wish to serve on the Committee/Board.

I am interested in serving as a full member of the City of Auburn Planning Board. Although I have served as an associate member for only a short time, I believe that my extensive background in land use matters and my experience both serving on and appearing before planning boards has equipped me with the necessary skills and knowledge to effectively address the complex planning matters that come before the City of Auburn Planning Board. Throughout my career, I have been involved in various projects requiring land use approvals that required an understanding of zoning laws, environmental regulations, and broader community development principles. I believe that this part of my professional background allows me to analyze and evaluate proposals with a critical eye, ensuring that all decisions are made in conformance with existing ordinances and align with the long-term goals of our city planning. As an associate member of the Planning Board, I have had the privilege of working alongside dedicated individuals who share a common goal of fostering sustainable growth and enhancing the quality of life for all residents. My commitment to the community extends beyond my professional responsibilities; I am invested in ensuring that Auburn remains a vibrant, livable city for generations to come.

What do you hope to accomplish?

As a full member, I would be committed to reviewing proposals fairly and in conformance with the enacted land use ordinances. In reviewing any new ordinance or changes to existing land uses I would advocate for an approach balancing development that respects our city's unique character while accommodating growth and progress. I believe in engaging with residents, stakeholders, and fellow board members to collaboratively develop solutions that address our most pressing issues, such as affordable housing, transportation, and environmental sustainability. By fostering transparent and inclusive decision-making processes, we can build a city that meets the needs of all of the residents.

Are you presently serving on a City board or committee? If so, which one(s)?

Planning Board, Associate Member

Resume File

[Download](#)

FOAA Training Certificate (if already completed)

[Download](#)

Contact Information

Address

16 Topaz Cir
Auburn
Auburn, ME 04210

Yes, I am a resident

Yes

Email

maureenhopkins78@gmail.com

Cell Phone

[2077497374](tel:2077497374)

Have you completed FOAA Training?

Yes

What is your ward?

3

Additional Information

Notes

Generated 06/12/2024, 12:45:30

Bilal Hussein

City of Auburn ME | Generated 12/6/2024 @ 12:45 pm by OnBoardGOV - Powered by ClerkBase

Status

Name Bilal Hussein
Application Date 12/5/2024
Expiration Date 3/5/2025
Status Received

Board	Vacancies	Status
Planning Board ::Member	1	Pending

Basic Information

Name
Bilal Hussein

Please describe why you wish to serve on the Committee/Board.

I wish to serve on the Board to better serve my community. I'm a strong believer in public service and I believe it is the job of public servants to make their communities a better place.

What do you hope to accomplish?

I hope to help address Maine's biggest issue which is housing. LD 2003 was a very interesting law that allowed for more people to live on a same amount of land. I believe Auburn must do what it can to support housing initiatives and creating neighborhoods that are sustainable and thrive.

Are you presently serving on a City board or committee? If so, which one(s)?

No

Resume File

[Download](#)

Contact Information

Address

40 Weaver Street
Auburn, ME 04210

Yes, I am a resident

Yes

Email

bihussein0@gmail.com

Have you completed FOAA Training?

No

What is your ward?

2

Additional Information

Notes

Mr. John J Ruccolo, Jr.

City of Auburn ME | Generated 12/6/2024 @ 12:45 pm by OnBoardGOV - Powered by ClerkBase

Status

Name Mr. John J Ruccolo, Jr.
Application Date 12/3/2024
Expiration Date 3/3/2025
Status Received

Board	Vacancies	Status
Complete Streets Committee ::Auburn Resident	1	Pending

Basic Information

Name
Mr. John J Ruccolo, Jr.

Please describe why you wish to serve on the Committee/Board.

I am interested in learning about how streets are planned and helping the town of Auburn.

What do you hope to accomplish?

I would like to make our streets safer for pedestrians, cyclists and cars.

Are you presently serving on a City board or committee? If so, which one(s)?

Complete Streets

Contact Information

Address
1 Shepley St.
Auburn, ME 04210

Yes, I am a resident

Yes

Email
johnruccolo@gmail.com

Phone
[603-969-5716](tel:603-969-5716)

Cell Phone
[603-969-5716](tel:603-969-5716)

Have you completed FOAA Training?

No

What is your ward?

2

Additional Information

Notes

David Trask

City of Auburn ME | Generated 12/6/2024 @ 12:46 pm by OnBoardGOV - Powered by ClerkBase

Status

Name David Trask
Application Date 11/20/2024
Expiration Date 2/20/2025
Status Received

Board	Vacancies	Status
Planning Board ::Member	1	Pending

Basic Information

Name
David Trask

Please describe why you wish to serve on the Committee/Board.

As a current member of the Planning Board, I believe in planning spaces that harmonize with community needs. I've seen how thoughtful design can impact the city, making it more inclusive, sustainable, and vibrant. Extending my term on the Planning Board would allow me to continue to collaborate on crafting the future—a future where all voices come together to create something greater. I want to help ensure that each new development strikes the right chord, so our city grows in harmony with both its history and its dreams for tomorrow.

What do you hope to accomplish?

I hope to help create spaces that connect people, not divide them. I want to ensure that our city grows with a vision of unity, sustainability, and opportunity for all. My goal is to create harmony between tradition and innovation, making room for new ideas while preserving the heart and soul of our community. I hope to accomplish thoughtful planning that ensures the city has adequate facilities for housing, transportation, distribution, and safety, along with the health and welfare of its citizens. By listening to the voices of every neighborhood and community, I believe we can build a city that reflects the dreams and aspirations of all who live here—a place that's inclusive, beautiful, and filled with possibility.

Are you presently serving on a City board or committee? If so, which one(s)?

Planning Board

Resume File

[Download](#)

FOAA Training Certificate (if already completed)

[Download](#)

Contact Information

Address
89 Partridge Lane
Auburn, ME 04210

Yes, I am a resident

Yes

Email
dptrask@roadrunner.com

Cell Phone

2076507434

Have you completed FOAA Training?

Yes

What is your ward?

5

Additional Information

Notes

Generated 06/12/2024, 12:46:44

Evan G. Cyr

122 Granite St.
Auburn, ME 04210

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

Professional Summary

Experienced municipal planning and land use policy specialist with over 15 years of expertise in zoning regulations, adjudicatory analysis, and community engagement. Skilled at interpreting zoning ordinances, evaluating variance requests, and addressing applicant requests with fairness and precision. Skilled in balancing regulatory compliance with practical solutions to address community needs, leveraging a collaborative approach to decision-making. Proven success resolving sensitive matters through collaborative decision-making and clear communication. Committed to upholding the integrity of zoning processes, ethical governance, and fostering transparency in public processes.

Areas of Expertise

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

Pertinent Governmental Experience

Member of Planning Board

2012 – 2024

City of Auburn, ME

- Elected Chair of Planning Board: Three terms
- Elected Vice Chair of Planning Board: Three Terms
- Creation and implementation of new Form Based Code zoning ordinances to address housing inequity and promote traditional neighborhood growth patterns – 2014 through 2024
- Development of zoning changes to the AGRP zoning ordinances – 2018
- Draft and implementation of zoning changes and updates to the AGRP zoning ordinances – 2023
- Development of zoning changes and updates to the Lake Auburn Watershed Overlay District to increase protections of lake water quality and prolong the AWD's federal waiver of filtration for Lake Auburn – 2013 – 2023
- Development of Medical and Adult Use Marijuana Ordinances
- Development of changes to the City's Odor Ordinance
- Creation of Auburn's Adaptive Reuse Ordinances
- Creation and implementation of commercial solar ordinance
- Implementation of the 2010 and 2021 Update of the Comprehensive Plan through development of new ordinances and zoning regulations. Example: Form Based Code 2014 - 2024
- Create legal policy solutions to problems that meet municipal and other stakeholder objectives.
- Provide direction and feedback to City Council on land use, economic growth, future development, and zoning law.
- Draft and revise zoning ordinances at the municipal level in accordance with State and Federal law or guidelines.
- Work with members of the public and community to explain or resolve sensitive or controversial topics and issues
- Review and provide feedback of the Capital Improvement Plan and budget for the City Council.

Commissioner - LAWPC

2020 – 2023

Lake Auburn Watershed Commission

- Elected Chair: One Term
- Elected Vice Chair: One Term
- Implementation of Rules of Order
- Create and enforce legal policy and zoning solutions to protect the public drinking water supply in compliance with State and Federal laws.
- Utilize data and information collectives to provide guidance and feedback to local municipalities and other stakeholders.
- Provide oversight of public education initiatives around and access or use of land within the watershed.
- Provide policy direction and directives to Auburn Water District regarding the Lake Auburn Watershed.

Education

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

Pertinant Certifications and Trainings

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

Professional References

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

DAVID P. TRASK

89 Partridge Lane, Auburn, Maine 04210

(207) 650-7434 | dptrask@roadrunner.com | <https://www.linkedin.com/in/davidptrask>

PROFESSIONAL PROFILE

Driving success by aligning strategic vision, stakeholder interests and technology through effective communication and timely delivery of solutions that meet and exceed customer needs and business objectives.

ACHIEVEMENTS

The Jackson Laboratory **2021 to Present**
Product Owner, Preclinical Services **2021 to Present**

- **Responsible for driving the creation and implementation of efficient and effective software-based workflow solutions for the multi-location Preclinical Services labs. Currently managing a million dollar software development project for scheduling, resource management, study tracking, data management and billing.** Conducted an extensive requirements analysis and performed an exhaustive vendor selection to identify and implement the solution. Responsible for vendor management of software products utilized by Preclinical Services and providing technical knowledge and guidance to the business. Serve as a liaison between business stakeholders and the IT scrum team and for defining the vision and value of the product to maximize the value of the work produced by IT including managing the Product Backlog.

RxAnte **2020 to 2021**
Client Services Director **2020 to 2021**

- **Responsible for achieving corporate goals in customer satisfaction, operational efficiencies, and revenue generation. Led RxAnte and client cross-functional team members to onboard 4 national health plans with over 600 product users and 1.3m lives under management and a combined contract value of over \$3.2 million.** Provide expertise on all issues and details of my clients' portfolios, including contract terms, relationship status, program strategy and the deployment and effective utilization of RxAnte's predictive analytics-based SaaS products and services. Oversee all aspects of client deliverables, account management, identification of potential issues and risk mitigation. Gather and analyze data to identify trends and areas of program success and improvement. Leveraged JIRA, Confluence and Smartsheet for sprint planning, ticketing, collaboration and project management.

MPX **2018 to 2020**
Director, Client Satisfaction **2018 to 2020**

- **Managed service and sales activities for 45 key accounts** with annual revenue of \$4.1 million and 6% top-line growth prior to COVID-19 related layoff. Partnered with clients to define, develop and implement our custom online payment portal that incorporated email and SMS notifications along with merchant payment processing. Leveraged Smartsheet for project management execution and cross team tasks. Integrated our custom warehouse order management system with Salesforce Service Cloud to streamline order fulfillment. Developed and managed a satisfaction program and executed Client Account Reviews to identify growth opportunities and areas of improvement.

Continued...

- SKYTerra Technologies** **2017 to 2018**
Director of Business Development - NNE **2017 to 2018**
- **Responsible for driving increased revenue and profit to achieve the company's ambitious growth.** Identified and obtained new clients while partnering with existing clients to help solve technical challenges utilizing cloud technologies. Developed cloud focused solutions leveraging Microsoft including Azure and O365 along with VDI & DaaS, virtual networking and cloud storage gateways. Responsible for understanding Microsoft licensing and funding incentive programs and providing the best ROI for our clients.
- STONE COAST FUND SERVICES** **2013 to 2017**
Group Manager – IT Operations **2013 to 2017**
- **Responsible for the management of a technology team** and IT budget across 6 locations including 3 geographically diverse data centers. Grew the IT Operations department in support of the business, from myself to a team of 5. Successfully migrated on-premises Exchange to O365 and over 70 virtual servers to Azure. Implemented redundant voice and data corporate backbone to eliminate single points of failure. Oversaw the timeliness and quality of services to meet client satisfaction metrics. Managed technology vendors and coordinated and delivered technical projects requested by stakeholders.
- SYSTEMARCHITECTURE.NET** **2008 to 2013**
Director of Operations **2012 to 2013**
- **Responsible for the daily operations of a 10 person IT management and consulting team,** including prioritization of support requests, project tasks, and management of the Network Operations Center. Responsible for the development and implementation of standard operating procedures, and the review and selection of technology tools to support the network engineers. Continued all Business Development Manager responsibilities.
- Business Development Manager* **2008 to 2012**
- **Responsible for maintaining effective client relationships,** fostering opportunities and for identifying new channels of business with existing and potential clients. Collaborated with internal and external personnel to develop proposals including scope and deliverable development, solution design and hardware and software sourcing.
- TRASK HOMES & DESIGNS (sole proprietor)** **2003 to 2009**
- **Established and ran a modular home business** with annual gross sales of over \$1 million. Developed dealer territory agreements with both US and Canadian based manufacturers. Determined project timelines, critical paths and coordinated all subcontractor activities.
- ANDERSEN CONSULTING, KEANE, GOVCONNECT** **1994 to 2005**
Senior Healthcare Project Manager Positions
- **Championed software selection and implementation** of Microsoft Dynamics that provided LIMS integration for a multinational Biopharmaceutical company.

EDUCATION & CERTIFICATIONS

MBA in Healthcare Systems
University of Maine, Orono, Maine

BACHELOR OF ARTS, Economics
University of Vermont, Burlington, Vermont

Advanced Certified Scrum Product Owner
Scrum Alliance, Inc

Fellow, Life Management Institute Level 1
Life Office Management Association

Meghan Fogg, MSLS she/her/hers

Auburn, ME • meghan.julia.fogg@gmail.com • 207-798-9413 • www.linkedin.com/in/meghan-f-005301167/

Experience

Adult Services Librarian | Freeport Community Library | 2022 – Present

- Promotion to department head. Supervises a team of two. Participates in management meetings and informs the direction of the library at large.
- Oversees program and collection development budgets.
- Represents the library on Freeport Community Services' (FCS) Age-Friendly Steering Committee. In tandem with this Committee, implemented ongoing Tech Time programs at FCS and a private assisted living facility so as to extend holistic reference services beyond library walls.
- Creates on-order records for forthcoming adult fiction titles.
- Experienced in Microsoft and Apple products • Sierra ILS • WordPress coding • LibCal • Teams • Canva

Adult Programming Librarian | Freeport Community Library | 2017 – 2022

- Independently resolved circulation-related issues and advised coworkers on empathetic service.
- Authored hundreds of press releases and much of the library's written communications.
- Managed the library's meeting rooms calendar software and related administrative paperwork.
- Recorded statistics and assisted in calculations for annual reports.
- Participated in several hiring committees.

Bookseller | Sherman's Books and Stationery | November 2015 – September 2017

- Ordered books, engaged in author correspondence, did marketing, and delegated event-specific duties to other coworkers.
- Supervised and instructed new hires in customer service, problem-solving skills, troubleshooting technology, and reader's advisory.
- Spearheaded *Power to the Reader*, a feminist social justice book club.

Education

M.S.L.S. Local and Archival Studies Concentration | December 2020 | Clarion University of Pennsylvania, Clarion, Pennsylvania

Relevant classes: Administration and Management of Libraries, Integrated Technologies in Libraries.

B.A. English Literature, French Minor | May 2015 | University of Maine at Farmington, Farmington, Maine

Spring 2014 | Université du Maine, Le Mans, France

Conference Presentations

“Turning Programming Inside Out,” *MLA Annual Conference 2022*. Sunday River Resort, Newry, ME, May 2022.

Professional Affiliations

Maine Library Association (MLA)

New England Library Association (NELA)

Volunteer Experience

Planned Parenthood Maine Action Fund | March 2021 – October 2021

Volunteer Book Club Facilitator for PPMEAF’s Reproductive Rights Activist Book Club.

American Red Cross | 2010 – 2013, March 2021 – present

Blood donor.

Bilal Hussein

www.linkedin.com/in/bilal-hussein-420129228/ • bihussein0@gmail.com • (404)-988-2922

EDUCATION

University of Southern Maine, Portland, Maine

Degree: B.A. in Political Science, Minor in Philosophy, May 2023

GPA: 3.7

Activities: 51st Student Government Association, Vice-Chair. Maine Model United Nations Conference, Secretary-General (2021-2022). USM Muslim Student Association, President. USM Chess Club, President.

PROFESSIONAL EXPERIENCE

Maine State Senate Majority Office, Augusta, ME *Legislative Aide* Oct 2023 – present

- Managed and handled constituent cases and inquiries for 3 State Senators, ensuring timely responses, and working with liaisons within state government to resolve constituent problems to the full extent as possible
- Worked with Communications Director on drafting press releases, providing updates on legislative items, and reviewed opinion pieces/news columns.
- Tracked assigned caucus members legislation through the entirety of the legislative process and monitored committee hearings as well as legislative testimony.

New Mainers Public Health Initiative, Lewiston, ME

Behavioral Health Professional Jul 2020 – May 2022

- Designed and implemented behavioral treatment plans that included short- and long-term objectives and behavioral interventions.
- Maintained all pertinent documentation, sustained contact with therapeutic staff and other community resources, and prepared for court hearings if necessary.
- Conducted and organized social, educational, and cultural events for resident communities.
- Ensured compliance of all state, federal laws, standards, and procedures.

UNUM, Portland, ME

Benefits Research and Information Summer Intern May 2022 – Sep 2022

- Researched and resolved benefit issues while maintaining a teamwork environment.
- Retrieved from and/or sent info to multiple carriers regarding enrollment for benefits.
- Implemented, maintained, and updated procedures for reports processing and other activity.
- Organized and managed a database in MS Access to gather and streamline the information throughout the department.
- Developed working relationships with various functional and servicing areas such as clinical and vocational services.
- Participated in cross-functional business case challenges with other summer associates to develop new procedures for pending needs.

STUDENT LEADERSHIP

University of Southern Maine Gorham, ME

Maine Model United Nations Leadership Team, Secretary General Sep 2022 – Dec 2023

- Served as Secretary-General of an eight member leadership team
- Facilitated the training of 20-30 college students in international relations and parliamentary procedure
- Managed and planned Model United Nations simulation for 300 high school students over a three-day period

Vice-Chair of the USM Student Senate Jan 2021- December 2023


- Served as Vice-Chair of USM Student Senate
- Facilitated the creation of the Committee on Racial Equality (CORE)

Edward Little High School Auburn, ME

Student Representative to Auburn Planning Board Sep 2017 – May 2018


- Attended monthly meetings regarding zoning matters and changes to the Comprehensive Plan

Maureen Hopkins

16 Topaz Circle 
Auburn, ME 04210

(207) 749-7374 

Maureenhopkins78@gmail.com 

linkedin.com/in/maureenhopkins 

Maine licensed land use attorney with over fifteen years of experience supporting fast-paced, high growth companies in the technology sector.

Skills

- Municipal and Land Use Law
- Representation at Municipal Board Hearings
- State and Local Zoning and Permitting
- Negotiating Right-of-way Use
- Drafting Leases, Easements and Licenses
- Commercial Contract Negotiation
- State and Federal Regulatory Compliance
- Developing Corporate Legal Processes

Experience

FEBRUARY 2022 - PRESENT

Deputy General Counsel / GoNetspeed – Bangor, ME

Deputy general counsel overseeing all commercial contracting matters including land acquisition through leases and easements, managing complex permitting matters, establishing vendor relationships and negotiating strategic sales agreements. Developed contract templates and established a contract management process used company wide. Responsible for managing internal documents and providing due diligence and responses to investor inquiries. Manages internal teams responsible for all land use, site acquisition, zoning and permitting, state and federal regulatory compliance, and state and local government affairs. Collaborates with executives and senior leaders in finance, engineering, operations, sales, and marketing to provide strategic advice on a variety of legal matters, balancing business and operational needs with legal requirements. Manages outside counsel and assists with litigation matters.

NOVEMBER 2020 – FEBRUARY 2022

General Counsel / Cell Site Capital, LLC Columbus, OH

General counsel responsible for providing advice to business leaders on a variety of legal matters. Managed a team responsible for acquiring land use entitlements for new wireless communications sites. Engaged in pre-application research and due diligence into state and local laws, complex permitting requirements, and provided support for the creation of zoning submission packages. Represented company and clients at public hearings, and supported litigation matters when necessary. Responsible for general corporate organization and corporate compliance matters, and creation of business processes and systems to streamline growth initiatives. Represented company and client interests in commercial transactions around infrastructure financing and development.

AUGUST 2013 – OCTOBER 2020

Division Counsel / Tilson, Portland, ME

Provided legal advice to a fast-paced, growth-oriented, business unit engaged in infrastructure development and represented wireless telecommunications carriers and tower developers nationally in all aspects of the site acquisition process. Oversaw land acquisition teams working nationally to lease, zone and permit sites for large infrastructure builds for multiple clients. Negotiated over two hundred right-of-way use agreements and twenty-five utility pole attachment agreements with electric and telephone companies. Negotiated and drafted leases and easements for wireless telecommunication sites on private property. Responsible for state and local government affairs, ensuring compliance with state and federal regulations. Collaborated with internal engineering and operations teams to streamline land development processes and reduce timelines. Provided representation to company before municipal and state boards.

FEBRUARY 2005 – AUGUST 2013

Site Acquisition Manager / ATC Realty Portland, ME

Representation of tower developer interests in Maine and New Hampshire. Drafted and negotiated ground leases for new tower builds, prepared and submitted zoning and permitting applications, and represented tower developer at planning and zoning hearings in over fifty municipalities. Coordinated and managed subcontractors working on site development and ensured all regulatory compliance and due diligence was completed prior to site construction.

Licensure

2005

Maine Licensed Attorney, Bar No. 009780

Education

2005

Juris Doctor, *cum laude* / University of Maine School of Law, Portland, ME

2002

Master of Science, Forensic Science / The George Washington University, Washington, DC

2000

Bachelor of Arts, Biology / Mount Holyoke College, South Hadley, MA

Activities

- Board of Directions, Maine Broadband Coalition
- Board of Directors, Technology Association of New England (TANE)
- Volunteer with the Maine Volunteer Lawyers Project
- FAA Part 107 licensed commercial drone pilot