

Comprehensive Plan Committee
December 17, 2024, 6:00 pm
Community Room, Second Floor, Auburn Hall
Meeting Minutes - draft

1. Call to Order – Jeff Harmon, Mayor, Chair Pro Temp
2. Introductions -
Board Members Present: Jeff Harmon, Richard Whiting, Kelly Butler, Dana Staples, Jane Costlow, Paul Jacques, Timothy Cowan, Bruce Rioux, Denis Bergeron, Adam Lee, John Cleveland, Denis D'Auteuil, Rex Rhodes, Rebecca Swanson Conrad, Mathieu Duvall, Phil Crowell, Riley Bergeron.
Staff Members Present: Natalie Thomsen, Eric Cousens, Emily Carrington
Not Present - Heidi Bertels, Virginia Keel
3. Committee Charge – Jeff Harmon. Mayor
 - a. Handout of Committee Charge
Mayor Harmon provides an overview of the process and the purpose for the Committee.
4. Boards and Committees, Duties and Responsibilities – Emily Carrington, City Clerk
Emily Carrington provided an outline of duties and responsibilities for committee members and an overview of procedural requirements for holding meetings, voting, agendas and minutes. Also touched on Freedom of Access Act (FOAA) regulations.
5. Overview of Growth Management Statute – Eric Cousens, Director, Public Services
 - a. Handout of Statute
Eric Cousens provided an overview of the history of Auburn as one of the first municipalities in the State to produce a Comprehensive Plan.
6. Overview of Comprehensive Plan Process – Eric Cousens, Director, Public Services
 - a. Handout of current comprehensive plan
Eric Cousens gives an overview of what a Comprehensive Plan is and covers the general process of developing a plan and getting it approved. Provides an overview of current Auburn zoning and where the city stands today and current goals for growth and protection of resources.
7. Committee Support - Eric Cousens, Director, Public Services
 - a. Staff - *Auburn has a robust Public Services and Planning department and will be hiring a new Director of Planning and Long Range Planner during this process. These new staff members will assist in the creation of the Plan.*
 - b. Consultant
5 Proposals were submitted and a selection committee has narrowed the pool to Three consultants. Consultants will be interviewed in order to select and hire the best fit for this process.
8. Committee Logistics – Jeff Harmon, Mayor
 - a. Meeting Schedule
Board decided that meetings will occur on the 4th Tuesday of each month at 6:00pm. Agendas will be sent out to committee members prior to meetings.
 - b. Public Comment - *none*
 - c. Subcommittees - *not discussed*
9. Process for election of Chair and Vice Chair – Jeff Harmon, Mayor
Mayor Harmon explains that voting for Chair and Vice Chair will occur at the next meeting. Ex-Officio members of the board cannot be Chair or Vice Chair and the Mayor should not fill those roles either. The Board briefly discussed of the duties of these roles and what they entail. Duration of the process is anticipated to last about 18 months.
10. Adjournment - 1:28:15