



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

5:30 PM Workshop

- City Council Budget Workshop #1:
 - Manager's Preliminary FY26 Budget
 - 5 Year CIP Plan

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 23-03172025*** – Appointing Bilal Hussein to the Planning Board (Associate Member), for an unexpired term ending 1/1/26, as nominated by the Appointment Committee.
 - 2) **ORDER 24-03172025*** – Appointing Elisabeth Collier to the Board of Assessment Review for a term ending 4/1/28, as nominated by the Appointment Committee.
 - 3) **ORDER 25-03172025*** – Appointing Jennifer Edwards as the Local Health Officer for the City of Auburn with a term expiration of 4/4/2028.
- II. **Minutes** – March 3, 2025 Regular Council Meeting
- III. **Communications, Presentations and Recognitions**
- 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**
- VI. **New Business**

- 1) **ORDER 26-03172025** - Approving event liquor license for the 2025 Signature Events: Auburn Lobster Festival, Saturday, May 17; Auburn Blues & Brews, Saturday, September 6; New Year's Auburn, Wednesday, December 31. *Passage requires majority vote.*
- 2) **ORDER 27-03172025**– Approving the omission of sidewalks in the Loring Avenue reconstruction design. *Passage requires majority vote.*
- 3) **ORDER 28-03172025** – Adopting the revised joint purchasing policy. *First reading. Passage requires majority vote.*

VII. Reports

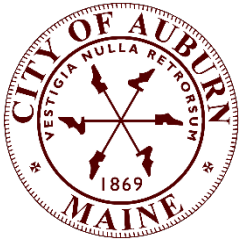
- a. **Mayor's Report**
- b. **City Councilors' Reports**
- c. **Student Representative Report**
- d. **City Manager Report**

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 pursuant to 1 M.R.S.A. Section 405(6) (C) for an economic development matter. *No action to follow. Requires 3/5 majority vote to enter Executive Session.*

Executive Session pursuant to 1 M.R.S.A. Section 405(6) (A) for a personnel matter. *Action to follow. Requires 3/5 majority vote to enter Executive Session.*

X. Adjournment



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: March 17, 2025

ORDER 23- & ORDER 24-03172025

Author: Emily F. Carrington, City Clerk

Subject: Nominations from the Appointment Committee

Information: On March 10, 2025, the Appointment Committee met to consider applications received to the Planning Board for the vacant Associate Member seat, for the unexpired term ending 1/1/2026 and the upcoming term ending on the Board of Assessment Review. The Appointment Committee has made the following nominations:

- Bilal Hussein, Planning Board (Associate Member)
- Elisabeth Collier, Board of Assessment Review (current member, nominated for new term)

City Budgetary Impacts:

Staff Recommended Action: Motion for passage.

Previous Meetings and History:

City Manager Comments:

I concur with the recommendation. Signature:



Attachments: ORDER



ORDER 23-03172025

City Council Order

IN CITY COUNCIL

ORDERED, that the City Council hereby appoints Bilal Hussein to serve on the Planning Board, Associate Member, for the unexpired term ending 1/1/2026, as nominated by the Appointment Committee.

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



ORDER 24-03172025

City Council Order

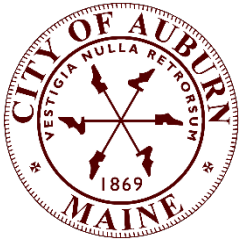
IN CITY COUNCIL

ORDERED, that the City Council hereby appoints Elisabeth Collier to serve on the Board of Assessment Review for a term ending 4/1/2028, as nominated by the Appointment Committee.

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: March 17, 2025

ORDER XX-03172025

Author: Emily F. Carrington, City Clerk

Subject: Appointing Jennifer Edwards as the Local Health Officer for the City of Auburn

Information: In accordance with Title 22 subtitle 2 Part 2 Chapter 153 Subsection 451 Each Municipality must employ a Local Health Officer and they must be appointed by the Municipal Officers. Jennifer Edwards serves currently as the Public Health Manager within the Business and Community Development Department and was appointed as the Local Health Officer in 2022. By Statute the appointment is for three years and until a new LHO is appointed.

City Budgetary Impacts:

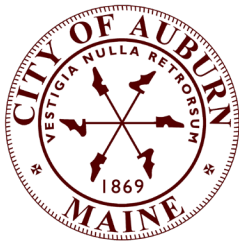
Staff Recommended Action: Motion for passage.

Previous Meetings and History:

City Manager Comments:

I concur with the recommendation. Signature:

Attachments: ORDER



ORDER 25-03172025

City Council Order

IN CITY COUNCIL

ORDERED, that the City Council hereby appoints Jennifer Edwards as Local Health Officer with a term expiring 4/4/2028.

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 WORKSHOP & MEETING MARCH 3, 2025 VOL 38 PAGE 11

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. Councilor Cowan was absent (excused). Student Representatives Abdulahi and Egge were absent.

I. Consent Items – None.

II. Minutes – February 18, 2025 Regular Council Meeting

Councilor Walker made a motion to accept the minutes, seconded by Councilor Milks. Passed 6-0.

III. Communications, Presentations and Recognitions

- LATC Presentation - Larry Allen, MPO Transportation Director

IV. Open Session

None.

V. Unfinished Business

VI. New Business

1) **ORDER 19-03032025** – Authorizing the Finance Director to execute an agreement with the Auburn Lewiston Municipal Airport to refinance the outstanding principal on the Hangar #5 loan for 20 years at zero percent interest.

Councilor Platz moved for passage, seconded by Councilor Weisner. Jonathan LaBonte, Transportation Director, presented on this item.

Motion passed 6-0.

2) **ORDER 20-03032025** – Authorizing the City Clerk to consolidate to one polling place for the June 10, 2025 School Budget Validation Referendum. *Public hearing.*

Councilor Walker moved for passage, seconded by Councilor Milks. Mayor Harmon opened the item for public hearing. There was no public comment. Councilor Gerry asked the overall savings to the City. The City Clerk answered the overall savings would be approximately \$4,000.

Motion passed 6-0.

3) **ORDER 21-03032025** – Authorizing the City Manager to sell 15 Academy Street (Parcel ID 230-132) and 261 Main Street (Parcel ID 231-004).

Councilor Walker moved for passage, seconded by Councilor Weisner.

The following spoke:

John Cleveland, Davis Ave

Mr. Cleveland asked questions that were answered by Mr. Glen Holmes, Director of Business & Community Development:

- 1) Is the Purchase and Sale agreement for a sale price of \$50,000 for both lots combined (15 Academy & 261 Main).
 - a. Yes, the agreement that was approved in the P&S agreement is for a total sale price of \$50,00 for both lots.

IN COUNCIL WORKSHOP & MEETING MARCH 3, 2025 VOL 38 PAGE 12

- 2) Does the agreement require 16 Market Rate units?
 - b. Yes, the agreement calls for a minimum of 16 Market Rate units. The current number of planned units is 53.

- 3) Does the P&S agreement offer downtown incentive program funds provide up to \$250,000 for the project?
 - c. Yes, the agreement does provide for up to \$250,000 in downtown incentive funds.

- 4) There is a TIF and CEA attached for this project—what is the percentage of capture for the TIF?
 - d. Yes, a Tax Increment Financing (TIF) district has been created to cover this development. The capture rate for the TIF District is 100% of taxes on increased new value of the district.

- 5) What is the amount that is being provided to the Credit Enhancement Agreement for the developer for this project?
 - e. The Credit Enhancement Agreement (CEA) calls for 50% of the taxes paid on the increased new value to be returned to the developer up to and not to exceed \$1,000,000.00 (One Million Dollars) over the 30-year life of the TIF. (For clarity for the developer to receive the million dollars over the time frame they will have needed to increase the value of the property enough to be required to pay over two million dollars in taxes over the same period. This will be on property or properties that prior to this paying no taxes as it was owned by the city and not being used.)

- 6) How long is this TIF for?
 - f. The TIF is a 30-year TIF Approved by the State on March 20th, 2024, and has a start date of July 1, 2024 and an end date of June 30, 2054.

- 7) Is that Tax incentive program still available to the developer?
 - g. Yes, as part of the P&S agreement the incentive (CEA) is still available.

- 8) What is the benefit being derived to the community for providing the Credit Enhancement Agreement?
 - h. On the application to the State of Maine Department of Economic & Community Development the Benefit is listed as Tax Base Improvement and Public Facilities Improvement.

- 9) Matt Leonard is listed as the manager and signee, is he also the sole manager and owner of the LLC? If not, who are the other owners?
 - a. Auburn Town Center Apartments, LLC Registered Agent is Avery T. Day.
 - b. Highgate Development, LLC Registered Agent, is also Avery T. Day.

Motion passed 5-1-0 (Milks abstained).

IN COUNCIL WORKSHOP & MEETING MARCH 3, 2025 VOL 38 PAGE 13

4) **ORDER 22-03032025** – Directing that final design and costs of the public safety facility building project be submitted to City Council for approval.

Councilor Whiting moved for passage, seconded by Councilor Platz. This item was opened for public comment, the following spoke:

Andy Titus, Rubellite Ln

Motion passed 6-0.

VII. Reports

a. Mayor's Report – Congratulated St. Dom's Boys Basketball Team for Class D Championship. Attended a briefing at Central Maine Healthcare regarding legislative items impacting the healthcare industry. Shared the upcoming Council schedule for March: March 18, 2025 - Executive Session with action, March 24, 2025 - Budget Workshop, and March 31, 2025 - Budget Workshop, starting at 5:30pm. Two Budget Town Hall meetings held by Mayor Harmon on March 27 in the Community Room at Auburn Hall from 6pm-7:30pm and on March 29 at APL Conference Room at 2:30pm.

b. City Councilors' Reports – Councilor Gerry reported on the success of the Drop In Center at 121 Mill St. Councilor Whiting noted an upcoming art auction to be held at APL on March 29. Councilor Platz gave an update on the School Committee's budget process starting this Wednesday, March 5 and a recent meeting of the Sustainability Initiatives meeting combining the SNRB and all working groups.

c. Student Representative Report – None.

d. City Manager Report – None.

VIII. Open Session

None.

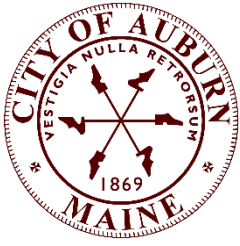
IX. Executive Session

X. Adjournment

Councilor Walker moved to adjourn, seconded by Councilor Milks. Motion passed 6-0. Council adjourned at 8:02pm.

A TRUE COPY ATTEST

Emily F. Carrington, City Clerk



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: March 17, 2025

Order: 26-03172025

Author: Jennifer Boenig, Downtown Coordinator

Subject: Liquor License Approval for 2025 Signature Events

Information: The City is applying for a temporary liquor license for an Incorporated Civic Organization to allow the sale of alcohol within the designated area of Festival Plaza and Main Street for the Auburn Lobster Festival on May 17, 2025; Auburn Blues & Brews on September 6, 2025; and New Year's Auburn on December 31, 2025. Planning meetings for these events is starting soon and will mimic prior years set up.

Per MRS Title 28-A Liquor § 1071. INCORPORATED CIVIC ORGANIZATIONS 2. Up to 5 licensed events per year; one event per license. An incorporated civic organization may obtain up to 5 licenses under this section per calendar year.


A Public Hearing is not required per MRS Title 28-A Liquor § 1071. INCORPORATED CIVIC ORGANIZATIONS 4. Application G. Approval by the municipal officers of the municipality in which the proposed licensed premises are located, which, notwithstanding section 653, may be granted without notice or a public hearing.

City Budgetary Impacts: Included in the Communications Department budget.

Staff Recommended Action: Motion for passage.

Previous Meetings and History: NA

City Manager Comments:

I concur with the recommendation. Signature: 

Attachments: Order



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

Application for a License for an Incorporated Civic Organization

Section A: Applicant Information:

1. Legal Name of Applicant: City of Auburn
2. Contact Name for Applicant: Jennifer Boenig
3. Mailing Address of Primary Office of Applicant: 60 Court St
Auburn ME 04210
4. Contact Name Telephone/Mobile Number: 207.333.6601 x1132
5. Email Address of Contact: jboenig@auburnmaine.gov

Section B: Event Information:

1. Title Event: Auburn Lobster Festival
2. Purpose of Event: Community event featuring live music, foodtrucks, Craft brews
3. Duration of Event (check one): One Day Multiple Days (only 1 permitted per year)
4. Type of Event: (check one) Indoor Outdoor
5. Town or City where Event will take place: Auburn
6. Complete Physical Address of Event: Festival Plaza, 112 Main St, Auburn and part of
Main St (see map)
7. Date of Event: May 17, 2025 Time: From 12pm To 7pm
Under Maine liquor laws, alcoholic beverages can **only** be served from 5:00 am to 1:00 am of the next day, Sunday through Saturday; event times cannot deviate from this statutory requirement.
8. Number of Persons Attending: 1500 estimate

9. Describe specific indoor and/or outdoor area to be licensed: (for an outdoor event, please include a diagram of the outside space in Section F below.)
See map - dotted line shows alcohol permitted areas/boundaries

10. Will dancing be part of the event? Yes No
a. Does the venue have a dance license? Yes No
b. If yes, please provide a copy of the license from the State's Fire Marshall's Office

Section C: Signature of Applicant

By signing this application, the licensee understands 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.

Please sign and date in blue ink.

Dated: _____

Signature of Duly Authorized Person

Printed Name of Duly Authorized Person

**Section D: For use by Municipal Officers and County Commissioners only
Approval of an Application for a License for an Incorporated Civic Organization**

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this catering event application on this date: _____.

Check only one: City Town Unorganized Territory

Name of City/Town/Unorganized Territory: _____

Who is approving this application? Municipal Officers
 County Commissioners of _____ County

Please Note: The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of license to be issued by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

| Signature of Officials | Printed Name and Title |
|------------------------|------------------------|
| | |
| | |
| | |
| | |
| | |

Section E: Application Fee; Other Information

1. The license fee is \$50.00 plus a \$10.00 filing fee; make checks payable to Treasurer State of Maine.
2. The law requires the application to be submitted at least 24 Hours prior to the function, however, a longer notice is appreciated to allow additional time for processing.
3. Once issued, this permit is not assignable and is valid only for use by the licensee named in this application and for the date, time, and location listed in this application. This permit is issued subject to Maine liquor laws under Title 28-A and the Bureau's Administrative Rules. Penalties for failure to comply with the laws and rules are provided in Chapter 33 of Title 28-A.
4. The Division is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.
5. Payments to the Division by check subject to penalty provided by 28-A MRS Section 3-B.

Section F: Diagram for Outdoor Events

The following restrictions apply to outdoor events:

- There must be a stanchion or a fence completely enclosing the area.
- Signs must be posted stating "No alcohol beyond this point".
- There must be sufficient employees at the event to control and monitor the area.

In an effort to clearly define the area that consumption and storage of liquor will occur during this outdoor event, diagrams must be submitted on this form and should be as accurate as possible. Be sure to label the areas of consumption and storage on your diagram.

See map enclosed

For Division Use Only

Date Filed: _____

Approved

Not Approved

Date Approved: _____

Approved By: _____

License No: _____

Deposit Date: _____

Amt. Deposited: _____

Payment Type: _____



ORDER 26-03172025

City Council Order

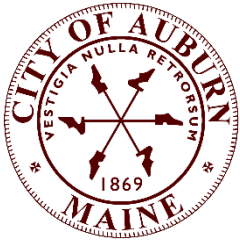
IN CITY COUNCIL

ORDERED, the City Council hereby approves the temporary liquor license for an Incorporated Civic Organization for the Auburn Lobster Festival on May 17, 2025; Auburn Blues & Brews on September 6, 2025; and New Year's Auburn on December 31, 2025.

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

Timothy M. Cowan, Ward Two
Leroy G. Walker, 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: March 17, 2025

ORDER 27-03172025

Author: Kris Bennett, City Engineer

Subject: Loring Avenue Proposed Sidewalk

Information: Initial design for Loring Avenue reconstruction included a sidewalk along the northeast side of the road connecting sidewalks on South Main Street and Seven Street. The design was presented to the Complete Streets Committee on January 22nd, 2025 where a unanimous vote recommended a sidewalk for Loring Avenue. A neighborhood meeting was held on January 23rd, 2025 and the 7 residents attending were opposed to a sidewalk. A second neighborhood meeting was held on February 13th, 2025 with majority in favor of excluding the sidewalk from design. A survey was sent to abutters of Loring Avenue and Greenfield Drive, which included the question “Are you in favor of a single sidewalk on Loring Avenue from South Main Street to Seventh Street?” The results were: no (13), yes (2), no opinion (1). The final decision from staff based on meetings and the survey is to exclude the sidewalk from the design. Complete Streets Committee discussed the sidewalk for a second time on February 26th where a 4 to 3 vote upheld the initial recommendation to include the sidewalk.

[Section 46-3 \(5\) and \(6\)](#) states if “a difference of opinion exists between the committee and staff regarding an exception that has been granted, the committee may forward its concerns to the city council for its consideration” and “The city council may grant such other exceptions as it sees fit”. A representative from the Complete Streets Committee will attend the meeting to share their concerns and answer any questions.

City Budgetary Impacts: A sidewalk on Loring Avenue is estimated at \$100,000.00

Staff Recommended Action: Motion for passage.

Previous Meetings and History: N/A

City Manager Comments:

I concur with the recommendation. Signature:

Attachments: ORDER



ORDER 27-03172025

City Council Order

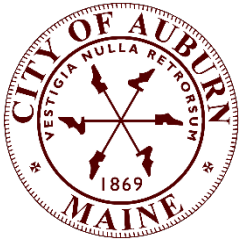
IN CITY COUNCIL

ORDERED, that the Auburn City Council approve the omission of sidewalks in the Loring Avenue street reconstruction design.

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: March 17, 2025

Order: 28-03172025

Author: Kelsey Earle, Finance Director

Subject: Revising the Joint Purchasing Policy

Information: This is the first reading Revising the Joint Purchasing Policy to include a change of limits and a local vendor preference option, these changes are indicated via redline on the document that follows. The intention of increasing the purchasing limits is to address inflation, which has caused most small purchases to be over the current \$1,000 limit, requiring a purchase order to be created. These purchase orders require several pieces of documentation, and at least 3 members of staff to review before they can be used. Increasing the limits will reduce administrative burden and allow staff to be more efficient. Currently, 44% of purchase orders created are for small purchases under \$3,500. Creating a purchase order can take approximately 1hr+/- of staff time to complete, from data compilation, entry, and review, through end approval process. Using last year's total PO'S under \$3,500 that would indicate approximately 280 hours of staff time used toward creating small purchase orders in a fiscal year. This does not include the time spent collecting data from the samples requested through our audit process each year. While we do not expect staff audit time to reduce, it will reduce the volume of purchase orders to address during that process. If approved by Council during first reading, this would move forward to the School Committee for approval before returning to Council for a second reading and final adoption.

City Budgetary Impacts: N/A

Staff Recommended Action: Recommend passage.

Previous Meetings and History: Previous policy adopted 1/2/2013 in a joint City Council and School Committee meeting.

City Manager Comments:

I concur with the recommendation. Signature:

Attachments:

Revised Joint Purchasing Policy
Order

City of Auburn Joint Purchasing and Procurement Policy

~~January 2, 2013~~ March 17, 2025

Introduction

Pursuant to City Charter Sec. 8.16, the City Council shall adopt by rule a procurement policy for the City's purchase of materials and services for all the City's departments, including the department of education (herein, the "school department"). Pursuant to section 1001(1) of Title 20-A of the Maine Revised Statutes, as amended, the School Committee shall adopt all policies that govern the School Department. Accordingly, this Policy is subject to adoption by rule of the City Council and the School Committee.

Part A Joint Policies

The purpose of the Joint (City & School) purchasing policy is to standardize purchasing procedures throughout the City and School Department in accordance with best cost and accounting practices, both to save taxpayers' money and to increase public confidence in the municipal purchasing system. The City and School Department will endeavor to secure the best pricing for products and services without sacrificing quality or service.

1. Procurement Methods. Purchasing procedures shall be designed and implemented to obtain value for materials and services at competitive prices. Competitive procedures shall be used, unless an approved exception applies. Competitive procedures may include, as appropriate, competitive bidding, requests for proposals ("RFPs"), and requests for qualifications ("RFQs"). The procedures may permit price and change in scope negotiations after selection of a vendor.
2. Permissible Considerations. In addition to price, the purchasing procedures, when applicable to obtain value, may take into consideration quality, availability, reputation, experience, past performance history, performance and technical capacity, financial capacity, availability and response time for service/maintenance, and other relevant factors. The method of procurement and the appropriate considerations shall depend upon the nature of the materials or services being procured, the estimated administrative and other costs of the procurement process (including personnel costs, pickup time and availability of resources), the dollar value of the procurement, and the urgency of the need (including but not limited to time constraints).
3. Exceptions to Competitive Process. With proper approval, certain exceptions to normal competitive procedures are permitted. For example: single source vendors, emergency purchases, group purchasing programs, etc.
4. Hiring Employees. Hiring employees is not part of this procurement policy.
5. Rights and Benefits. This policy and the procedures adopted under this policy are for the benefit of the City and the School Department. No rights are conferred on any prospective vendor or other third party by virtue of this policy or the procedures. Written complaints will be handled by procedures of respective departments. Any decision of the appeal will be final.

5-6. Local vendors: Local vendor preference may be given if the quote does not exceed the nonlocal quote by more than 3%. This alternative is only applicable to quotes and proposals under the \$35,000 total threshold for sealed bids.

It shall be the responsibility of the departments to maintain fiscal responsibility when making purchases.

Purchases will be classified into three categories:

- **Small** purchases of less than ~~\$1,000~~\$3,500
- **Medium** purchases of ~~\$1,000~~\$3,500 to ~~\$24,999~~\$34,999
- **Large** purchases of ~~\$25,000~~\$35,000 or more.

Small Purchases (less than ~~\$1,000~~\$3,500) – City small purchases may be made by each department in accordance with the department’s budget and with department manager’s (or his/her designee) approval. The department may use its discretion in determining the vendor and the best possible price. School Department small purchases may be made with the approval of the School Business Manager or Superintendent on field Purchase Orders or with the use of a purchasing card. The splitting of purchases into multiple small purchase orders, so as to avoid a more formal process, shall not be permitted.

Medium Purchases (~~\$1,000~~\$3,500 up to \$24,999~~\$34,999~~) – Purchases of ~~\$3,500~~ or more but less than ~~\$35,000~~ may, but are not required, to be made using a formal competitive procurement process. If the formal bid process is not used these purchases must be supported by a record of price quotation from at least three (3) competitive sources **or** adequate explanations, from the department, justifying the absence of such competition (“single source”). Quotations must be obtained in writing. Selection of a vendor will not be based solely on price but will include judgments for price, quality and past experience with the vendor.

Large Purchases (~~\$25,000~~\$35,000 and up) – All purchases ~~of~~ \$25,000~~\$35,000~~ or more are **required** to obtain formal competitive bids (RFP) for purchases of equipment, materials, services or for construction projects ~~totaling \$25,000~~\$35,000 or more. The City Facilities Manager/Purchasing Agent and the School Business Manager are responsible for the formal competitive procurement process for their respective departments.

Bonded Items – The City is responsible for the procurement of Bond Council and Financial Advisor as it relates to any Bond Issues as well as all procurement of bonded items

Conflict of Interest – This policy follows the current policy in section 10.5 of the City Charter, section 2-112 of the City Ordinances and the School Department’s policy GBEA.

Part B – City

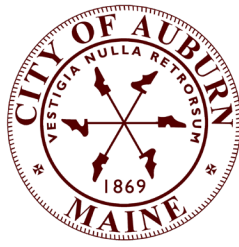
1. **Administration Responsibility.** The Finance Director under the supervision of the City Manager shall establish and administer procedures for the purchase of materials and services consistent with this policy.

Part C – School Department

1. **Administration Responsibility.** The school business manager under the supervision of the superintendent of schools shall establish and administer procedures for the purchase of materials and services consistent with this policy and Title 20-A of the Maine Revised Statutes, as amended.

The school committee shall approve those procedures, and shall periodically review those procedures and their administration.

2. Statutory Procurement Requirements. The procurement procedures and this policy are subject to applicable laws governing procurement by school administrative units, including laws governing certain insurance policy purchases (*see* 20-A M.R.S. § 1001(14)), transportation contracts (*see* 20-A M.R.S. § 5402 and § 5401(13)), architect/engineer selection (*see* 5 M.R.S. §1742(6)), school construction/repair/renovation projects (*see* 5 M.R.S. §1743-A and §1748) and performance contracts (*see* 20-A M.R.S. §15915). Wherever this school department purchasing policy is inconsistent with state law procurement authority, process and limitations, the provisions of state law shall control.



ORDER 28-03172025

City Council Order

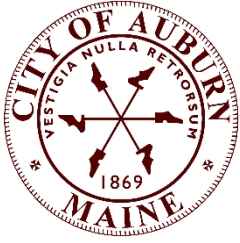
IN CITY COUNCIL

ORDERED, that the City Council and School Committee hereby adopts the Joint Purchasing Policy as revised.

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: March 17, 2025

Subject: Executive Session

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

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

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

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

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

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

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

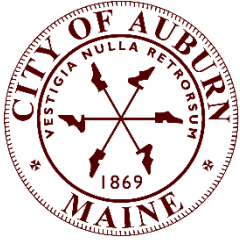
D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both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

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

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

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

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



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: March 17, 2025

Subject: Executive Session

Information: Executive Session pursuant to 1 M.R.S.A. Section 405(6) (A) for a personnel matter.

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

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

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

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

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

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

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

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

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

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