

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

1. Call to Order – Jeff Harmon, Mayor, Chair Pro Temp
2. Introductions -  
*Committee 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 provided an overview of the purpose and role of 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. She also explained the 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 Maine Growth Management Act.*
6. Overview of Comprehensive Plan Process – Eric Cousens, Director, Public Services
  - a. Handout of current comprehensive plan  
*Eric Cousens gave an overview of what a Comprehensive Plan is and covered the general process of developing a plan and getting it approved. He provided 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. These new staff members will assist in the creation of the Plan.
  - b. Consultant  
*Five proposals were submitted and a selection committee has narrowed the pool to three consultants. The 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  
*The Committee decided to schedule regular committee meetings on the 4th Tuesday of each month at 6:00pm. Agendas will be sent out to committee members, and posted on the City website, prior to meetings.*
  - b. Public Comment - *The Committee discussed how public comment would be accommodated at Committee meetings. The Committee decided to include a 15-minute public comment period as the first item of business on the agenda.*
  - c. Subcommittees - *The Committee discussed the need to establish subcommittees to address various topic areas. The Committee was asked to review the Comprehensive Plan handout to familiarize themselves with the various chapters and to think about which areas they have a particular interest in working on. The Committee was also asked to identify community members that may have subject matter expertise that might assist the subcommittees with their work.*
9. Process for election of Chair and Vice Chair – Jeff Harmon, Mayor  
*Mayor Harmon explained that elections 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 Committee briefly discussed of the duties of these roles and what they entail.*

10. Adjournment - 1:28:15