



City of Auburn, Maine

Office of Planning & Permitting

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Comprehensive Plan Committee Meeting Minutes - Draft

January 28, 2025, 6:00 pm

Community Room, Second Floor, Auburn Hall

1. Call to Order – Jeff Harmon, Mayor, Chair Pro Temp

Mayor Harmon welcomed the committee and explained that since there is no chair in place yet, there are no minutes to be approved, but once a chair is selected the next meeting will start with a vote to approve meeting minutes.

2. Election of Chair and Vice-chair – Jeff Harmon, Mayor, Chair Pro Temp

Mayor Harmon asked for nominations for the position of Committee Chair.

Denis Bergeron nominated John Cleveland for Committee Chair. Denis explained that he served on other committees with John in the past and that he has done a good job running other legislative meetings. Richard Whiting seconded the nomination.

Committee voted unanimously in favor of John Cleveland as Committee Chair.

Newly elected Chairman John Cleveland asked for nominations for Vice Chair. Paul Jacques nominated Dana Staples. Heidi Bertels seconded the nomination.

Committee voted unanimously in favor of Dana Staples as Vice Chair.

3. Update on Comp Plan Consultant Selection - Staff

Staff provided an update that contract negotiations are under way with the consultant, Berry Dunn and sub-consultant Woodard and Curran. Legal is reviewing the terms and they expect to finalize the contract very soon. The 68-week proposed schedule and proposal of services will be shared with the committee upon final selection. Berry Dunn offers a wide range of consultant services, and they have several recent examples of Comprehensive Plans that they have completed in communities similar to Auburn which will also be shared with the committee to review.

4. Update on Planning and Permitting Director and Long-Range Planner Positions- Staff

Staff provided an update that Auburn is in final negotiations and pre-employment checks with a highly experienced candidate for the Planning Director position. The Long-Range Planner position is advertised, and the new Planning Director should be in place to take part in the interview process for that position. The Long-Range Planner will be very involved in the process of putting together this Comprehensive Plan along with the committee and consultant and will be responsible for overseeing much of the implementation once the plan is complete.

Staff and Committee discussed next steps and asked questions about procedures and protocols going forward. Once the new Planning Director and Consultant are finalized, there will be more guidance and discussion about everyone's role in this process and provide some guidance about where to begin.

Staff will send out the proposal and examples of recent work from Berry Dunn so the committee can get a sense for the type of work they produce for other Comprehensive Plans. Staff also recommend that the Committee members read through Auburn's 2010 Comprehensive Plan and the 2021 Update if they haven't done so already.

The next meeting will be February 25th, 2025 at 6:00pm.

5. Adjournment