

January 13, 2020

Town of Auburn  
Minutes of the Meeting  
Of the Board of Selectmen  
Town Hall, Selectmen's Meeting Room  
104 Central Street, Auburn, MA. 01501  
January 13, 2020

Present: Daniel S. Carpenter, Doreen M. Goodrich, Lionel R. Berthiaume, Tristan Laliberte, CFO/Assistant Town Manager Ed Kazanovicz and Town Manager Julie A. Jacobson

Absent: Kenneth A. Holstrom

The meeting was called to order at 7:00 P.M. by Vice Chairman Daniel Carpenter.

Public Comments

Mr. Carpenter noted that there was no one signed up to speak under this item.

The Board led the Pledge of Allegiance.

Mr. Carpenter stated that one of the special guests from MMA has been delayed in traffic. Mr. Carpenter then requested to take some items out of order and asked for a motion to move forward agenda item 5b).

Mrs. Goodrich made a motion to move forward agenda item 5b) Common Victualer License Application – Café Amore at 385 Southbridge Street, Auburn, MA. (Auburn Mall). The motion was seconded by Mr. Berthiaume and the Board voted in favor 4 to 0.

Mr. Travis Souler was present on behalf of the application. Mr. Souler explained that the purpose of the business was to bring a coffee offering inside the mall at the current Orange Julius site in the Auburn Mall Food Court.

He acknowledged that he had met with the Development Coordinating Group (DCG). The DCG comments were as follows:

- The applicant shall obtain all necessary permits and inspections from Town Departments, Boards, or Commissions; most notably the Board of Health.
- The applicant shall submit a full and complete application with all the manufacture specifications to the Department of Development and Inspectional Services.
- The Fire Department requires two fire extinguishers to be on site.
- The applicant shall obtain all necessary permits for their new signage.

The Board of Selectmen then voted to approve the license, provided that all requirements of the state and town and any of its departments, boards and commissions have been fulfilled. Said license is subject to all the conditions stated upon it. Failure to comply with any and all the conditions shall invalidate the license and render it null and void, and with

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the conditions stated by the DCG to be placed on the license (Motion made by Mr. Berthiaume; motion seconded by Mr. Laliberte) voted in favor 4 to 0.

The Board voted to move forward agenda item 5c) Vote on Recommendations for the January 21, 2020 Special Town Meeting Warrant articles (Motion made by Mrs. Goodrich; motion seconded by Mr. Berthiaume) voted in favor 4 to 0.

The Board of Selectmen voted recommendations on the following articles:

Article 2. Authorizes the Board of Selectmen to acquire permanent and/or temporary easements; transfer the care, custody and control of a portion or portions of Town-owned property or properties for the work to enable the Town to undertake the Auburn Street Reconstruction Project; authorizes the Board of Selectmen to enter into all agreements and take any and all actions as may be necessary or appropriate to effectuate the foregoing purposes.

Town Manager Julie Jacobson explained Article 2 that would authorize the Board of Selectmen to conduct the Right of Way takings/easements needed to facilitate the Auburn Street roadway reconstruction **project**. The project was scheduled for the FY21 TIP list, but due to another community's TIP list project being delayed because they were not ready, MassDOT has notified Auburn that our project can be moved up by a year to FY20 (federal fiscal years), which requires that the Right of Way takings be completed by this June 30<sup>th</sup>. Town Meeting already approved the funding for the takings, so this article is required to give the Board of Selectmen the authority to do the **takings**. Initially, this was planned for the May 2020 Town Meeting but the opportunity arose to move the project up. The State has also advised that they will be able to provide additional funding, approximately \$200,000.00 in landscaping and \$500,000.00 in bridge deck improvements on a Town-owned bridge over Dunn's Brook.

The Board of Selectmen voted to recommend approval of Article 2 (Motion made by Mrs. Goodrich; motion seconded by Mr. Laliberte voted in favor 4 to 0.

Article 3. Amends Capital Improvements Program (CIP) Article 4 of the May 7, 2019 Annual Town Meeting, Auburn High School Building Rehab, by authorizing the amount of \$40,000.00 to be used to create appropriate learning spaces for specialized programs at Auburn High School, with the remaining \$40,000.00 being used to resurface the tennis and basketball courts as originally planned.

The Board of Selectmen voted to recommend approval of Article 3 (Motion made by Mr. Berthiaume; motion seconded by Mrs. Goodrich) voted in favor 4 to 0.

Article 4. Appropriates \$55,000.00 from FEMA 2018 Snow Reimbursement funds for the purchase and installation of a Mobile Column Heavy Duty Lifting System for the Fleet

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Maintenance Unit of the DPW. The Town Manager discussed the article and the equipment to be purchased with the funds.

Mrs. Goodrich spoke in support of the article. The Board of Selectmen voted to recommend approval of Article 4 (Motion made by Mr. Berthiaume; motion seconded by Mr. Laliberte) voted in favor 4 to 0.

### Public Hearings/Presentations

#### Massachusetts Municipal Association

Jim Boudreau, the current president of the Massachusetts Municipal Managers' Association (MMMA) and Town Administrator of Scituate, Massachusetts, made a statement in recognition of Town Manager Julie A. Jacobson. He described her achievements, among which were serving on the Board of the MMMA, the Board of Directors of MMA, the Cannabis Advisory Board, and as one of the founders and chairman and of the Women Leading Government (WLG) committee that was created in 2018. Mr. Boudreau said that Ms. Jacobson has been a leader and a role model and mentor to many managers across the state and is always ready to help and advise them. He announced that she has been elected to serve as the next President of MMMA. Mr. Boudreau said that she has also been recognized nationally and was nominated last year by the MMA for the 2019 Leadership and Trailblazer Award from the League of Women in Government. He acknowledged Julie Jacobson for her nomination and impressive placement as one of 10 finalists nationally for the award and for that recognition among her peers as one of the finest municipal leaders in the country.

MMA Executive Director Geoff Beckwith spoke on behalf of the MMA staff and executive board about Julie's efforts for the association. Mr. Beckwith said that Ms. Jacobson has been a major contributor to the improvement and advancement of local government and he recognized her work on public policy throughout the state. He said that she puts in the time and effort and has been a mentor and role model to many in local government.

Town Manager Jacobson thanked Mr. Boudreau and Mr. Beckwith for their accolades and she thanked the MMA Board, her husband, the Board of Selectmen, and town employees for their support.

Select Board members then offered their congratulations to Ms. Jacobson for her recognition and provided their comments in appreciation for her efforts on behalf of the Town of Auburn.

The Board of Selectmen voted to move forward agenda item 5a) Town Manager Re-Appointment (Motion made by Mrs. Goodrich; motion seconded by Mr. Berthiaume) voted in favor 4 to 0.

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The Board of Selectmen voted to appoint Julie A. Jacobson as Town Manager for another three (3) year term of office effective January 31, 2020 through January 30, 2023 (Motion made by Mrs. Goodrich; motion seconded by Mr. Berthiaume) voted in favor 4 to 0.

At 7:30 P.M. the Board voted to take a brief recess (Motion made by Mrs. Goodrich; motion seconded by Mr. Laliberte) voted in favor 4 to 0.

The meeting was reconvened at 7:40 P.M.

The Board voted to move forward agenda items 3c) Prime Motor Group – Motor Vehicle Class II License and Auto Repair License at 780 Washington Street, Auburn, MA. , and 3d) Joint Petition by National Grid and Verizon for Pole Location 7:00 P.M. – Prospect Street, Auburn, MA. (Motion made by Mr. Berthiaume; motion seconded by Mr. Laliberte) voted in favor 4 to 0.

Prime Motor Group – Motor Vehicle Class II License and Auto Repair License at 780 Washington Street, Auburn, MA. – 7:00 P.M.

The General Manager Chris Aliberti and Chief Legal Counsel Joe Gerardo were present on behalf of Prime Motor Group and explained that they were seeking a Motor Vehicle Class II License and Auto Repair License.

Julie Jacobson make opening comments as to the background of the request and the need for the licenses.

The Board of Selectmen voted to open the hearing (Motion made by Mrs. Goodrich; motion seconded by Mr. Berthiaume) voted in favor 4 to 0.

Mrs. Goodrich made a motion to include all previous comments as part of the hearing. Mr. Berthiaume seconded the motion and the Board voted in favor 4 to 0.

The representatives said that there would be no differences in the operation or the facility.

Ms. Jacobson added that, based on the information provided by Prime Motor Group and the language in the Mass General Laws with respect to the licenses, Town Counsel advised that both Class II (used cars) and Auto Repair Licenses were needed by the business in addition to their current Motor Vehicle Class I (new cars) License.

There were no abutters in attendance to speak at the hearing.

At 7:45 P.M. the Board voted to close the hearing (Motion made by Mrs. Goodrich; motion seconded by Mr. Berthiaume) voted in favor 4 to 0.

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The Board of Selectmen voted to approve the licenses, provided that all applicable requirements of the state and town and any of its departments, boards and commissions have been fulfilled. Said licenses are subject to all the conditions stated upon them. Failure to comply with any and all the conditions shall invalidate the licenses and render them null and void (Motion made by Mrs. Goodrich; motion seconded by Mr. Laliberte) voted in favor 4 to 0.

Joint Petition by National Grid and Verizon for Pole Location 7:00 P.M. – Prospect Street, Auburn, MA.

At 7:46 P.M. the Board of Selectmen voted to open the hearing (Motion made by Mrs. Goodrich; motion seconded by Mr. Laliberte) voted in favor 4 to 0.

Mr. Steve Soucy was in attendance on behalf of National Grid and explained the joint petition.

Joint petition by Mass Electric Company dba National Grid and Verizon New England, Inc. for permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Prospect Street - National Grid to install 1 JO Pole on Prospect Street beginning at a point approximately 25 feet south of the centerline of the intersection of Hilltop Farm Road and Prospect Street and continuing approximately 36 feet in a northwest direction. National Grid to install pole 51-1 in the Prospect Street Right of Way approximately 36 feet in a northwest direction from existing pole 51, in order to provide underground service to the home at 42 Prospect Street.

Mr. George Wainaina of 42 Prospect Street spoke in support of the petition because he is looking for underground service at his home.

There were no other abutters in attendance to speak on the petition.

The Board voted to close the hearing at 7:50 P.M. (Motion made by Mr. Berthiaume; motion seconded by Mr. Laliberte) voted in favor 4 to 0.

The Board of Selectmen then voted to approve the petition for the pole location as presented (Motion made by Mrs. Goodrich; motion seconded by Mr. Berthiaume) voted in favor 4 to 0.

Tecton – Presentation by Consultant on Feasibility Study of the Three Public Safety Buildings

The Board of Selectmen voted to move forward Town Manager Item 6a) Discussion of recommendations from the Public Safety Facilities Advisory Committee with regard to the feasibility study of the three public safety buildings (Motion made by Mr. Laliberte; motion seconded by Mr. Berthiaume) voted in favor 4 to 0.

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Town Manager Julie Jacobson introduced the item. She advised, as stated in her report to the Board, that in October 2017 the Town Meeting voted to appropriate \$150,000.00 from Free Cash to hire a consultant to study and evaluate the existing public safety buildings and provide recommendations on the possibility of renovation, expansion, the construction of separate Fire and Police buildings or a joint public safety complex.

Tecton Architects was the consultant selected to conduct the comprehensive feasibility study. Tecton presented its draft findings to the Public Safety Facilities Advisory Committee in the latter part of 2019 and has continued to meet with the committee to provide further analysis and evaluation as requested by the committee.

Kevin Kennedy, the Chairman of the Public Safety Facilities Advisory Committee, presented and discussed the Committee's report on their findings and recommendations after their work to analyze and evaluate the current public safety facilities / sites and other potential sites in the town. The Committee recommended that the Town Administration explore the acquisition of either 615 Southbridge Street or 385 Southbridge Street (current Sears's automotive property). The report stated that both locations provided adequate land for the development of a single public safety facility that is centrally located and would allow for the consolidation of all 3 departments, reduce construction time and cost and does not negatively impact the response time of the Fire Department. This would also reduce disruption of the existing departments during construction and would allow for either the reuse of current properties by the Town or for the sale of the existing facilities and/or properties to offset potential acquisition costs.

Fire Chief Stephen Coleman introduced the members of Tecton Architects /Pacheco Ross Architects that were in attendance and he spoke about the company's experience with constructing police and fire facilities.

Engineer Matt Salad presented information on the Police Headquarters (attached).

Dennis Ross presented on the Fire Headquarters and West Street Station (attached).

Mrs. Goodrich raised questions and discussed the potential sites for acquisition. She said that she wanted to be sure that all sites that could be considered or brought up have been looked at.

Mr. Berthiaume stated support for the combined public safety facility.

Mr. Laliberte asked about records keeping and what the law says on retaining paper records. Mr. Jeff McElravy of the Tecton Design Team discussed the question and he advised that Mass. General Laws require the Town to keep some records in paper form.

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The Town Manager discussed next steps in the process and the draft preliminary timeline that she had provided to the Board.

Mr. Berthiaume raised the question about the resale or reuse of existing public safety buildings if the Town decided to opt for one new building.

The Town Manager advised that the high school debt would be retired in 2024 and she said that when preparing the timeline the administration wanted to coincide construction with the retirement of the high school debt.

Mr. Carpenter stated that he wasn't committing to the time line shown tonight and that he would like to see figures for demolition costs as part of the discussion. He also said that he wanted tours of the buildings that Tecton has done recently as well as Auburn's current facilities.

Chief Coleman noted that the presentation given by Tecton Architects tonight would be on the Town's website for public review.

#### Communications

There were no items.

#### Board of Selectmen General Items

##### Gift Acceptances in Accordance with MGL Chapter 44, Section 53A

The Board of Selectmen voted to accept with gratitude a gift to the Police Department from Hilda Healy in the amount of \$100.00 to buy some goodies for the employees of the department (Motion made by Mr. Berthiaume; motion seconded by Mrs. Goodrich) voted in favor 4 to 0.

The Board of Selectmen voted to accept with gratitude a gift to the Auburn Public Library from Subaru of Auburn, Auburn, MA. location National Ambassador Team Program/Advancement of Science Initiative of goods (4 new STEM books) to add to the children's book collection (approximate market value of \$67.00) – motion made by Mr. Berthiaume; motion seconded by Mr. Laliberte, and voted in favor 4 to 0.

#### Proclamations and Recognitions

There were no items.

#### Town Manager Items

##### Town of Auburn Comprehensive Emergency Management Plan (CEMP).

Town Manager Julie Jacobson presented and discussed the completed Town of Auburn Comprehensive Emergency Management Plan (CEMP) a vital mechanism to guide the community during emergency events. No Board action was required.

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FY19 Washer-Extractor Equipment Grant Program-Vote to Authorize Application, Accept and Expend Funds.

Town Manager Jacobson presented the item. Fire Chief Stephen Coleman explained the grant program and requested the Board's authorization to apply. The estimated award amounts were \$5,000.00 each that would be dispersed on a reimbursement basis. Funding could be used to purchase NFPA compliant washer-extractors only. Chief Coleman described the function of the washer-extractor equipment to clean turn-out gear for proper decontamination.

The Board of Selectmen voted to authorize the application for the washer-extractor equipment grant, acceptance and expenditure of funds (Motion made by Mrs. Goodrich; motion seconded by Mr. Laliberte) voted in favor 4 to 0.

Vote to Authorize the Chairman to Sign a Letter of Support for the Application to Mass. Department of Housing and Community Development for Low Income Tax Credits for the Redevelopment of the Julia Bancroft School.

The Town Manager explained the item. The Board voted to authorize the Chairman to sign a letter of support for the application to Mass. Department of Housing and Community Development for low income tax credits for the redevelopment of the Julia Bancroft School (Motion made by Mr. Berthiaume; motion seconded by Mr. Laliberte) voted in favor 4 to 0.

Tabled Items

There were no items.

Board of Selectmen Member Items

There were no items.

Public Comments

There was no one wishing to speak under Public Comments.

Vice Chairman Daniel Carpenter asked if there were any corrections or omissions to the minutes of November 25, 2019 and December 9, 2019. There being none, the Vice Chairman accepted the minutes of November 25, 2019 and December 9, 2019 as presented.

The meeting was adjourned at 9:16 P.M. (Motion made by Mr. Berthiaume; motion seconded by Mr. Laliberte) voted in favor 4 to 0.

Submitted: Sharon A. Kwiatkowski  
Adm. Assistant to the Town Manager

The following documents were part of the Board of Selectmen's Meeting of January 13, 2020 and are retained in the Executive Office of the Town Manager:



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- January 13, 2020 Agenda
- Application Documents – Prime Motor Group Motor Vehicle Class II License and Auto Repair License at 780 Washington Street, Auburn, MA.
- Joint Petition by National Grid and Verizon for Pole Location 7:00 P.M. – Prospect Street, Auburn, MA.
- Application Documents – Common Victualer License Café Amore, 385 Washington Street (Auburn Mall); Recommendation from Development Coordinating Group (DCG) dated December 4, 2019
- January 21, 2020 Special Town Meeting Warrant
- Gift Acceptances – Police Department; Department of Public Services – Auburn Public Library
- Letter from Town Manager Julie Jacobson on Public Safety Facilities Advisory Committee’s Recommendations; Letter from Committee Chairman Kevin Kennedy; Presentation by Tecton Architects/Pacheco Ross Architects
- Town of Auburn Comprehensive Emergency Management Plan (CEMP)
- Information from the State Executive Office of Public Safety and Security Department of Fire Services on the FY2019 Washer-Extractor Equipment Grant Program Application
- Draft Letter of Support for the Application to Mass. Department of Housing and Community Development for Low Income Tax Credits for the Redevelopment of the Julia Bancroft School
- Minutes of November 25, 2019 and December 9, 2019