

Town of Auburn
Minutes of the Meeting
Of the Board of Selectmen
Auburn Town Hall Selectmen's Meeting Room
104 Central Street, Auburn, Massachusetts
January 14, 2019

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

Chairman Doreen Goodrich called the meeting to order at 7:00 P.M. In accordance with the Open Meeting Law, Ms. Goodrich announced that the meeting was being recorded and asked if anyone else was recording the meeting. No one so indicated.

The Board led the Pledge of Allegiance.

Chairman Goodrich announced that Worcester Telegram reporter Craig Semon was then in attendance and advised that he was making an audio only recording of the meeting.

Public Comments

Wayne Page of 90 Old Common Road made several comments on the award of the towing contract over the last six years questioning why it was given to an outside contractor when there was an applicant that was an Auburn resident.

The Town Manager Julie Jacobson replied that the Board of Selectmen is not the contracting authority in the town, that it's the Town Manager. It is not a Board of Selectmen issue.

The Chairman said that Mr. Page could call the Town Manager and speak with her about his concerns. Mr. Page continued to make accusations.

The Town Manager stated his comments were inappropriate and repeated that the Board of Selectmen was not involved in the award and that she awarded the contract to a vendor who was the most qualified and that's what she would continue to do.

Public Hearings/Presentations

Recognition of Best of Auburn Award Recipients

The Chairman recognized the winners of the "Best of Auburn" Chamber of Commerce awards that were in attendance. Each individual came forward and gave a brief summary of their business and thanked the Board of Selectmen for the recognition:

- Jonathan Knight – Central One Credit Union (Best Credit Union)
- Kathy Kirk - Holiday Inn Express and Suites (Best Hotel/Motel)
- Chris Fuller and Joshua Fuller - Fuller Auto Body & Collision Center (Best Automotive Repair Shop)

Roger Robinson - Webster Five (Auburn) (Best Bank)
 William Coyle - Auburn Town Hall (Best Dressed Municipal/Civic Organization)

The Chairman announced the additional winners and thanked the business owners for all their contributions to the community:

- Chuck's - Best Overall Restaurant
- Chuck's - Best Dinner
- Tiny Tim's - Best Breakfast
- Papa Gino's - Best Pizza
- Major League Roast Beef - Best Lunch
- Starbuck's - Best Cup of Coffee
- Crystal Caves - Best Family Destination
- Auburn Historical Society - Best Cultural Organization
- Herb Chambers Toyota – Best New/Used Car Dealer
- Everybody's Fitness – Best Fitness Facility
- Untamed Salon – Best Salon/Day Spa
- Marsh Kemp Insurance – Best Insurance Agency
- Bells Lawn and Garden – Best Nursery/Garden Center/Florist
- TJ Maxx – Best Retail Location
- AAA – Best Travel Agency
- Erika Sullivan Realty Group – Best Real Estate Agency and Customer Service
- Staples – Best Dressed Retail
- Worcester Envelope Co. – Best Dressed Manufacturing
- United States Post Office – Best Dressed Service/Professional Office

The Board of Selectmen moved forward Town Manager Item 6c) Swimming Pool Feasibility Study Report to take with Presentation Item 3b) BSC Group- Presentation of Swimming Pool Feasibility Study (Motion made by Mr. Berthiaume; motion seconded by Mr. Holstrom) voted in favor 5 to 0.

The Town Manager introduced the item. She noted that Dr. Martha Pappas was present who had first brought the proposal for a town swimming pool to the Town Administration. Ms. Jacobson acknowledged Dr. Martha Pappas and the Dr. Arthur and Dr. Martha Pappas Foundation for their grant of \$30,000.00 to fund the feasibility study and for Dr. Martha Pappas's extremely generous offer to provide \$1,000,000 to the Town if it decides to construct a municipal swimming pool facility.

BSC Principal and Vice President, RLA, AICP Jef Fasser then gave the presentation on the Town of Auburn Swimming Pool Feasibility Study.

At the conclusion of the presentation, Mr. Fasser pointed out that the research that was conducted during the study showed that it would be very difficult to recover costs and break even on an indoor facility. He said that it might be possible with an outdoor pool, but there was no guarantee.

Mr. Holstrom asked CFO Ed Kazanovicz for a cost estimate and time duration of the bond.

Mr. Kazanovicz said that it would be a 10-year bond and that cost would vary depending on the total cost of the project and if it were an indoor versus outdoor pool. He said that all the information was included in the report. They structured the debt payment information based on current rates. Mr. Kazanovicz read the information from BSC's report on taxpayer impacts for construction.

Mr. Berthiaume asked about insurance liability costs. Mr. Fasser replied that insurance costs were not included in the figures presented as municipal insurance coverages differ. He said that there would be other associated costs outside of immediate staff. There would also be support costs like Human Resources and Accounting that are not reflected in the report.

Mr. Berthiaume asked if the town has any ability for tax exclusions for people not taking advantage of the pool, whether it's seniors or businesses. He asked if the increased tax costs could be placed onto a different demographic.

Mr. Kazanovicz said that we only have the Small Commercial Exemption. He said that calculation would apply to any level of taxation. Nothing else would apply.

Mr. Berthiaume thanked Dr. Pappas for allowing Auburn to get to this phase of the proposal with the information that has been gathered.

Chairman Goodrich talked about the process and the values collected. She spoke about the participation by 930 responses in the first survey in May versus 400 in the second survey in August when there was additional information with respect to tax dollars. The Chairman asked if anything was different in promoting the two surveys.

Ms. Jacobson said nothing was done differently for either survey. The same promotional tactics were used both times (social media, website, cable access, Board of Selectmen meetings). She said that reminders were sent out when the second survey deadline was extended.

The Town Manager spoke about the two public meetings that were held, with 20 people attending the first and 8 coming to the second meeting and she spoke about efforts to generate community attendance.

Mr. Fasser said that the survey participation numbers were just one piece of information to take into consideration.

Mr. Laliberte asked about the different costs of liability for and indoor versus an outdoor pool.

Town Manager Jacobson replied that the Town had reached out to the insurance agent, but the cost would vary depending on other factors. Ms. Jacobson said that the cost would be substantial, although it would be more extensive for a year-round building.

Mr. Holstrom also thanked Dr. Pappas. He asked about the time frame to go forward and make a decision. The Town Manager said that the town administration was recommending that the Board places the item again on the agenda either January 28th or February 11th for a discussion with the Board as to the various options to proceed. A non-binding ballot question would be one option. She discussed the next steps, including a comprehensive in-depth study analyzing the sites. Mr. Fasser described it as a preliminary conceptual design study of the sites identified in the feasibility report for an approximate cost of \$100,000.00 to \$200,000.00 depending on what you want the study to accomplish.

Mr. Berthiaume asked if there were any state or federal grants available.

Jef Fasser replied that the state has grants for park improvements and awards the funds based on the financial needs of a community, demographics of the community, the facility type and the potential for the facility to serve a regional need.

Mr. Berthiaume asked if any thought was given to a regional facility. Ms. Jacobson said that it would have to be open to the public. The Town could charge different rates for in-town versus out of town residents.

Mr. Fasser said that the numbers for operation and construction assumed it would be a town facility. They didn't look at collaborative construction.

Mr. Holstrom thanked Mr. Fasser for his presentation and asked if it could be made available to the residents.

The Town Manager said that she would have it placed on the town's website.

Mr. Carpenter asked how much of our current tax structure goes to debt.

Mr. Kazanovicz said that he didn't have that number available right now, but that he could provide it to the Board.

Mr. Carpenter asked if there were other recreational needs that might not get done because of the pool. He expressed concern that we won't be able to put money into our current fields and he was concerned with other costs like adding staff and the effect on continuing efforts by the Board to get to a single tax rate.

Ms. Jacobson said that these questions would be answered with the next study of the in-depth site analysis.

The Board of Selectmen voted to move forward Town Manager Item 6a) Auburn Public Donation Collection Bin Regulation approved by Board of Health (Motion made by Mr. Holstrom; motion seconded by Mr. Berthiaume) voted in favor 5 to 0.

Director of Development and Inspectional Services (DDIS) and Public Health Director Darlene Coyle was present with Assistant Health Director Eileen Dyson-Alexander.

Ms. Coyle explained the regulation that was passed by the Board of Health for the regulation of public donation collection bins. She said that they would be contacting the bin owners and starting the permitting process over the next few weeks.

Mr. Holstrom questioned if the regulation would be stronger if it was a bylaw.

Ms. Coyle said that they could look into that option. She said that the Board of Health responds to complaints about illegal dumping and things affecting public health and sanitary conditions. Ms. Coyle said that she could update the Board of Selectmen in about 4 to 6 weeks about how the process was going.

Ms. Goodrich thanked DDIS Director Darlene Coyle for her work on this regulation.

Mr. Berthiaume asked if a particular owner was not responsive to cleaning up the area could someone else take the spot.

Ms. Coyle replied that there is language in the regulation that after 30 days the Town has the right to remove the collection box.

Mr. Berthiaume clarified that his question was that if an owner was not cleaning up the area if the Town could request that another property owner cleans it up.

Ms. Coyle said that usually they would be contacting owners if there were trash items placed outside the box, and that would be illegal dumping and the articles outside are not useful for anyone.

The Board voted to move forward Town Manager Item 6d) Five Year Facility Improvement Plan (Motion made by Mr. Holstrom; motion seconded by Mr. Berthiaume) voted in favor 5 to 0.

DPW Director Bill Coyle was present. The Town Manager presented the facility improvement plan. Mr. Coyle described the highlights of the plan and the process that was undertaken to create it.

Communications

There were no items.

Board of Selectmen General Items

Drainlayer License – Dowling Corporation of Wrentham, MA.

The Board considered the application documents and comments/recommendation from the Sewer Commission.

The Board of Selectmen voted to approve the license, provided that all applicable 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 (Motion made by Mr. Berthiaume; motion seconded by Mr. Laliberte) voted in favor 5 to 0.

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

The Board of Selectmen voted to approve with gratitude a gift acceptance from Webster First Federal Credit Union Auburn Branch to the Department of Public Services Senior Center/Elder Affairs in the amount of \$100.00 for a program event at the Senior Center for St. Patrick's Day (Motion made by Mr. Holstrom; motion seconded by Mr. Carpenter) voted in favor 5 to 0.

Proclamations/Recognitions

There were no items.

Update from Town Administration on Potential for Live Streaming Board of Selectmen Meetings through YouTube

Town Manager Julie Jacobson provided an update that she had been notified by the Supervisor of Cable and Community Television Chris Hugo advising that he had worked out the problem with Local Channel Committee member Aaron Keyes and it would be possible to set up the Selectmen's Room, Planning Board Room and High School Auditorium for Live Streaming to YouTube. Sub-committee members Mr. Berthiaume and Mr. Laliberte indicated that they will invite him to their next sub-committee meeting.

Town Manager Items

Town Manager Goals and Objectives

The Town Manager presented and detailed her list of initiatives/projects that she will need to be working on in 2019 and the timelines for each. Ms. Jacobson identified her recommendations for goals: Public Safety Feasibility Study, Local Comprehensive Local Emergency Management Plan, Citizens Leadership Academy and MVP Planning for Climate Change Grant.

Each board member discussed his/her thoughts as to their preferences for goals with the Town Manager.

Mr. Holstrom then made a motion to approve the following three goals for the Town Manager for 2019:

- Drury Square Project and Bylaw
- Trash Collection System Restructure and Contract Analysis
- ADA Transition Plan

Mr. Laliberte seconded the motion for discussion.

In discussion, the Town Manager stated her concerns about the goal for the ADA Transition Plan because the timelines and other details were not yet clear. She said that the more important goals would be the Local Comprehensive Local Emergency Management Plan and the MVP Planning for Climate Change Grant.

Mr. Holstrom then amended his motion to remove the ADA Transition Plan and add MVP Planning for Climate Change Grant and Local Comprehensive Local Emergency Management

Plan. Mr. Laliberte seconded the amended motion and the Board voted in favor 5 to 0, so that the four goals for the Town Manager for 2019 as voted were:

- Drury Square Project and Bylaw
- Local Comprehensive Local Emergency Management Plan
- Trash Collection System Restructure and Contract Analysis
- MVP Planning for Climate Change Grant

Vote to Authorize the Acceptance and Expenditure of District Local Technical Assistance (DLTA) Grant Funds from Central Massachusetts Regional Planning Commission (CMRPC) with a Value of approximately \$16,000.00 for Zoning Bylaw Diagnostic

The Town Manager explained the grant funds and the proposed project. The Board of Selectmen voted to authorize the acceptance and expenditure of District Local Technical Assistance Grant funds from the Central Massachusetts Regional Planning Commission with a value of approximately \$16,000.00 for a Zoning Bylaw Diagnostic project (Motion made by Mr. Holstrom; motion seconded by Mr. Carpenter) voted in favor 5 to 0.

Vote to Authorize the Acceptance and Expenditure of District Local Technical Assistance (DLTA) Grant Funds from Central Massachusetts Regional Planning Commission (CMRPC) with a Value of approximately \$8,500.00 for Master Plan Community Outreach.

The Town Manager explained the grant funds and the proposed project. The Board of Selectmen voted to authorize the acceptance and expenditure of District Local Technical Assistance Grant funds from the Central Massachusetts Regional Planning Commission with a value of approximately \$8,500.00 for the Master Plan Community Outreach project (Motion made by Mr. Holstrom; motion seconded by Mr. Carpenter) voted in favor 5 to 0.

2019 Citizens Leadership Academy

Town Manager Julie Jacobson detailed plans for this year's Citizens Leadership Academy that will begin in March 2019.

Tabled Items

Revision of Recognition Policy

Mr. Berthiaume described the sub-committee's revisions per the Board's suggestions.

Proclamation Policy and New Recommendations for Sub-committee's Consideration

Mr. Berthiaume described the sub-committee's revisions per the Board's suggestions.

The Board of Selectmen voted to approve both policies as revised (Motion made by Mr. Carpenter; motion seconded by Mr. Laliberte) voted in favor 5 to 0.

Board of Selectmen Member Items

There were no items.

The Chairman asked if there were any corrections or omissions to the minutes of November 26, 2018 and December 10, 2018. There being none, Chairman Goodrich accepted the minutes of November 26, 2018 and December 10, 2018.

The meeting was adjourned at 9:30 P.M. (Motion made by Mr. Holstrom; motion seconded by Mr. Berthiaume) voted in favor 5 to 0.

Submitted: Sharon A. Kwiatkowski
Assistant to the Town Manager, Admin.

The following documents were part of the Board of Selectmen's Meeting of January 14, 2019 and are retained in the Executive Office of the Town Manager:

- January 14, 2019 Agenda
- Town of Auburn Swimming Pool Feasibility Study Prepared by BSC Group
- Drainlayer License Application Documents Dowling Corporation of Wrentham, MA; Recommendation from Sewer Superintendent/Sewer Commission dated December 20, 2018
- Gift Acceptance to Department of Public Services - Senior Center/Elder Affairs \$100.00 from Webster First Federal Credit Union for St. Patrick's Day program event at the senior center
- Letter from the Director of Development and Inspectional Services Department Darlene Coyle and Regulation Approved by the Board of Health on October 25, 2018 for Public Donation Collection Bins to be Effective January 23, 2019
- Updated Five Year Facility Improvement Plan
- Grant Application for District Local Technical Assistance (DLTA) Grant Funds from Central Massachusetts Regional Planning Commission (CMRPC) with a Value of approximately \$16,000.00 for Zoning Bylaw Diagnostic
- Grant Application for District Local Technical Assistance (DLTA) Grant Funds from Central Massachusetts Regional Planning Commission (CMRPC) with a Value of approximately \$8,500.00 for Master Plan Community Outreach
- Information on 2019 Citizens Leadership Academy
- Revised Board of Selectmen Policies: Policy to Issue Recognitions and Policy to Issue Proclamations and Letters
- Minutes of November 26, 2018 and December 10, 2018