

Minutes of the Meeting  
Of the Board of Selectmen  
Auburn Town Hall, Selectmen's Meeting Room  
104 Central Street, Auburn, Massachusetts  
February 24, 2020 - 7:00 P.M.

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

The Chairman Kenneth Holstrom called the meeting to order at 7:00 P.M. In accordance with the open meeting law he 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.

Public Comments

There were no public comments.

Public Hearings/Presentations

Update from Pennrose Properties on the Redevelopment of Mary D. Stone and Julia Bancroft Schools.

Charlie Adams, Vice President of Pennrose Properties, gave a presentation to update the Board of Selectmen on both school projects. He reviewed the proposed timeline and steps needed to begin construction on Mary D. Stone and to secure added financing for Julia Bancroft. Mr. Adams presented updated designs for the projects and discussed plans for the lottery system and local preference.

Mrs. Goodrich stated that there was great interest in town about the development of the Mary D. Stone building and she asked when the leasing activity would begin.

Mr. Adams said that the projected start of leasing activity would be at the beginning of 2021. He discussed the timeline and the application process.

Mr. Laliberte noted that there were eight fewer parking spaces than units at Mary D. Stone and the exact number of spots at Julia Bancroft. He asked Mr. Adams if there was any concern about parking adequacy for the residents and guests. Mr. Adams discussed potential options for additional parking if needed.

Mr. Berthiaume asked about potential parking to use the playground and the field.

Mr. Adams further discussed the parking and the potential to use the town hall parking lot for the public access to the playground and the field. He said that there could also be some use of the development parking lot if needed.

Town Manager Julie Jacobson discussed plans to request town meeting approval for easements to address some of the possible parking issues.

Board members thanked Mr. Adams for the presentation and update on the project.

#### Communications

There were no items.

#### Board of Selectmen General Items

##### Xgolf New England LLC 440 Washington Street, Auburn, MA. - Change of Business Name to New England Indoor Golf.

The Board reviewed the application for the change in dba from Xgolf New England to New England Indoor Golf.

The Board of Selectmen voted to approve the name change as requested from Xgolf New England at 440 Washington Street, Auburn, MA. to New England Indoor Golf at 440 Washington Street, Auburn, MA. (Motion made by Mr. Berthiaume; motion seconded by Mr. Carpenter) voted in favor 5 to 0.

##### Faith Baptist Church One Day Outdoor Entertainment License for Annual Easter Egg Hunt at Lemansky Park on April 4, 2020.

Faith Church representatives that were present were: Patty Lake, Pastor of Children's Ministries and Doug Geeze, Pastor of the church.

Pastor Lake presented the application for the event.

The Development Coordinating Group (DCG) submitted the following comments/recommendations on the application:

- The applicant shall obtain all necessary permits and inspections from Town Departments, Boards, or Commissions;
- The applicant shall work with the Building Department to obtain any permits needed for the proposed bounce houses and any other temporary structures;
- The applicant shall work with the Parks Department to identify locations where stakes can be used on the field. This will ensure that the irrigation system is not disrupted;
- The applicant shall ensure that there are adequate restroom facilities available on the day of the event;
- The applicant shall work with the Police Department to ensure that there are police details on the day of the event to help direct traffic and for crowd control;
- The applicant shall obtain temporary signage from the Board of Health regarding allergies prior to the event. This signage shall be displayed on the day of the event.
- The applicant shall ensure that both trash and recycling receptacles are available for the event.

The Board of Selectmen then 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, and with the conditions of the DCG to be placed on the license (Motion made by Mrs. Goodrich; motion seconded by Mr. Berthiaume) voted in favor 5 to 0.

The Board voted to move forward agenda item 6c) Auburn Street Reconstruction Project Timeline.

DPW Director Bill Coyle was in attendance and presented and discussed the detailed timeline for the Auburn Street Reconstruction Project provided by the Massachusetts Department of Transportation.

Town Manager Jacobson advised the Board that the takings were not major, but were small slivers of property for doing the work.

Mr. Coyle also reviewed the Transportation Improvement Program (TIP) draft development schedule for 2021 to 2025.

The Board of Selectmen voted to request the Town Manager to draft a letter from the Board of Selectmen in support of moving up the Auburn Street Reconstruction Project to the 2020 TIP list (Motion made by Mrs. Goodrich; motion seconded by Mr. Berthiaume and voted in favor 5 to 0.

Vote to Transmit Town Manager/CFO FY2021 Budget to the Finance Committee in accordance with Town Charter and Bylaws

CFO Ed Kazanovicz gave an overview of the budget process for FY2021. He highlighted certain factors driving the budget. Chapter 70 aid increase was decreased in the Governor's budget. Mr. Kazanovicz added that the town administration could not meet all departmental requests, including the School Department's.

The overall budget increase is 1.67%. The excess is estimated at \$181,132.09. Mr. Kazanovicz provided information on the status of OPEB contributions. Requested new positions are: 1 Full Time Town Accountant for one-half year on the general government side and 1 part time position for the School Department.

The Town Manager discussed the general guidance given by Town Administration to department heads in light of guidance from Board because of potential unexpected costs.

CFO Kazanovicz advised that the costs for the Solid Waste budget were unknown right now given that the contract is due to be negotiated.

The Board of Selectmen voted to transmit the Town Manager/CFO FY2021 Budget to the Finance Committee in accordance with the Town Charter and Bylaws (Motion made by Mrs. Goodrich; motion seconded by Mr. Laliberte) voted in favor 5 to 0.

Vote to Schedule a Meeting Date for Vote on Appointment to Fill Vacant Seat on Auburn Housing Authority

The Town Manager discussed this item, which was explained at the last meeting. She said that the position has been advertised with a closing date of March 13, 2020.

The Board of Selectmen voted to schedule the vote on the appointment to fill the vacant seat on the Auburn Housing Authority for March 23, 2020 (Motion made by Mrs. Goodrich; motion seconded by Mr. Berthiaume) voted in favor 5 to 0.

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

There were no items.

Proclamations and Recognitions

There were no items.

Vote on Letter of Congratulations - Premeer Real Estate Grand Opening at 1 St. Mark Street in Auburn, MA.

The Town Manager presented the item.

The Board of Selectmen voted to support the letter of congratulations to Premeer Real Estate for their grand opening at 1 St. Mark Street in Auburn, MA. (Motion made by Mrs. Goodrich; motion seconded by Mr. Laliberte) voted in favor 5 to 0.

Town Manager Items

Discussion with Board to Schedule a Joint Meeting with the Finance Committee to Discuss the Public Safety Facilities Project.

Town Manager Jacobson discussed having a joint meeting with the Finance Committee to discuss the public safety facilities project. She advised that she would be discussing it with the Finance Committee at their meeting this week on Wednesday February 26, 2020.

Tabled Items

Voter Turnout Sub-committee Request for Board Approval to Develop and Send Out a Survey to Local Town Clerks.

Mr. Laliberte gave an update on the status of the proposed surveys. He said that surveys could be sent to local town clerks by email at no cost.

Regarding resident surveys, Mr. Laliberte said that the sub-committee has not had a chance to meet to consider options for low cost distribution.

There was a lengthy discussion about options to distribute survey forms to the residents to return (either by mail or electronically), and also to place the survey on the Town's web site.

Mrs. Goodrich stated her full support to reach out to town clerks to respond to the surveys. She said that more work and further discussion was needed by the sub-committee and the board on the resident surveys.

Mr. Laliberte expressed agreement to send the surveys out to the local town clerks first. He said that then the sub-committee could meet after getting those results and that the clerks' responses could generate additional questions or changes in the questions being asked.

The Board of Selectmen voted to authorize the sub-committee to send out the surveys presented at the meeting to the town clerks in Worcester County (Motion made by Mrs. Goodrich; motion seconded by Mr. Carpenter) voted in favor 5 to 0.

#### Board of Selectmen Member Items

There were no items.

#### Public Comments

There were no public comments.

At 8:39 P.M. the meeting of the Board of Selectmen was adjourn (Motion made by Mr. Carpenter; 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 February 24, 2020 and are retained in the Executive Office of the Town Manager:

- February 24, 2020 Agenda
- Presentation by Penrose Properties - Update to the Auburn Selectmen on Mary D. Stone and Julia Bancroft, Auburn, MA.
- Application Documents - Xgolf New England LLC 440 Washington Street, Auburn, MA. Change of Business Name to New England Indoor Golf
- Application Documents - Faith Baptist Church One Day Outdoor Entertainment License for Annual Easter Egg Hunt at Lemansky Park on April 4, 2020; Letter dated February 19, 2020 with Recommendations from Development Coordinating Group (DCG)
- Presentation on Town Manager/CFO FY2021 Budget February 24, 2020
- Letter of Support for Premeer Real Estate Grand Opening at 1 St. Mark Street, Auburn, MA.
- Massachusetts Department of Transportation Timeline for Auburn Street Reconstruction Project

