

Town of Auburn  
Minutes of the Meeting  
Of the Board of Selectmen  
Auburn Town Hall Selectmen's Meeting Room  
104 Central Street, Auburn, Massachusetts  
February 25, 2019

Present: Doreen M. Goodrich, Kenneth A. Holstrom and Tristan Laliberte, CFO/Assistant Town Manager Ed Kazanovicz and Town Manager Julie A. Jacobson

Absent: Daniel S. Carpenter and Lionel R. Berthiaume

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.

There were no public comments.

Chairman Goodrich announced that, with only three board members present, all votes must be unanimous to pass an item and that she will be asking each applicant if they wish to proceed with their applications.

Route 12 Automotive Motor Vehicle Class II License at 603 Southbridge Street, Auburn, MA.  
The Board of Selectmen voted to open the hearing at 7:00 P.M. (Motion made by Mr. Laliberte; motion seconded by Mr. Holstrom) voted in favor 3 to 0.

Mr. Andrew Malpass was present for the application. He indicated that he wished to proceed with his application.

Mr. Malpass explained the license application for the Motor Vehicle Class II License taking over the existing location at 603 Southbridge Street. He has an existing Auto Repair License.

Mr. Holstrom asked if there were any changes to the operation of the business. Mr. Malpass said that there would be no changes.

Ms. Goodrich noted the recommendations provided by the Development Coordinating Group (DCG):

- The applicant shall obtain all necessary permits and inspections from Town Departments, Boards, or Commissions;
- The applicant shall insure that all permits are up to date with the Fire Department;
- The applicant shall obtain any necessary sign permits from the Building Department;
- The applicant shall follow up with the Sewer Department regarding the floor drain;
- The applicant shall create a van handicapped accessible parking space in front of their building in accordance with ADA standards and regulations.

Mr. Malpass acknowledged that he was aware of the conditions recommended by the DCG.

The Board voted to close the hearing at 7:04 P.M. (Motion made by Mr. Laliberte; motion seconded by Mr. Holstrom) voted in favor 3 to 0.

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 Mr. Laliberte; motion seconded by Mr. Holstrom) voted in favor 3 to 0.

### Communications

There were no items.

### Board of Selectmen General Items

One Day Beer and Wine License Knights of Columbus St. Joseph's Church-Fundraiser at 68 Central Street.

Mr. Steve McGrath was present on behalf of the application. He explained plans for the annual fundraiser for charities and scholarships that will be held on April 6, 2019 from 5:00 P.M. to 10:00 P.M.

Chairman Goodrich noted the conditions recommended by the DCG:

- The applicant shall obtain all necessary permits and inspections from Town Departments, Boards, or Commissions;
- The applicant shall obtain all necessary approvals from State Agencies.

Mr. McGrath acknowledged the recommendations. He asked if the Board would vote to waive the application fee as in the past.

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 Mr. Holstrom; motion seconded by Mr. Laliberte) voted in favor 3 to 0.

The Board of Selectmen voted to waive the fee (Motion made by Mr. Holstrom; motion seconded by Mr. Laliberte) voted in favor 3 to 0.

### Approve Votes and Sign Notes relative to \$2,125,000 Bond Issue

The Board voted to move forward agenda item 6a) Standard and Poor's Bond Rating Update to discuss concurrently (Motion made by Mr. Laliberte; motion seconded by Mr. Holstrom) voted in favor 3 to 0.

The Town Manager Julie Jacobson and CFO Ed Kazanovicz discussed the recent bond rating review. Standard and Poor's approved an AA+ rating for the Town, which affirms the current rate. Mr. Kazanovicz said that the administration was hoping for an AAA rating, but Auburn's wealth factor doesn't meet the criteria. Town administration will be working toward increasing the wealth factor.

Mr. Kazanovicz reviewed the sale of the \$2,125,000 General Obligation Municipal Purpose Bonds and the resulting interest rates.

Selectman Kenneth Holstrom made a motion that the Board votes that the sale of the \$2,125,000 General Obligation Municipal Purpose Loan of 2019 Bonds of the Town dated March 13, 2019 (the "Bonds"), to UBS Financial Services Inc. at the price of \$2,357,794.25 and accrued interest, if any, is hereby approved and confirmed. The Bonds shall be payable on March 15 of the years and in the principal amounts and bear interest at the respective rates, as provided:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2020	\$155,000	5.00%	2028	\$150,000	5.00%
2021	155,000	5.00	2029	130,000	4.00
2022	160,000	5.00	2030	115,000	4.00
2023	165,000	5.00	2031	120,000	4.00
2024	170,000	5.00	2032	125,000	3.00
2025	135,000	5.00	2033	130,000	3.00
2026	140,000	5.00	2034	130,000	3.00
2027	145,000	5.00			

And

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated February 13, 2019, and a final Official Statement dated February 20, 2019 (the "Official Statement"), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Bonds, for the benefit of the holders of the Bonds from time to time.

Further Voted: that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures in such form as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds.

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

Selectman Tristan Laliberte seconded the motion and the Board voted in favor 3 to 0.

Vote to Transmit Town Manager/CFO FY2020 Budget to Finance Committee in accordance with Town Charter and Bylaws.

CFO Kazanovicz noted that all board members had been provided with the answers to Mr. Laliberte's questions regarding the budget. The Chief Financial Officer reviewed the details he had provided regarding the utilization of Proposition 2.5. He said that most Central Massachusetts towns are taxing at the full 2.5%, given the value of their Excess Levy Capacity.

The Town of Auburn has not taxed the full extent of Proposition 2½ since 2009. He said that Town Administration's original annual budget recommendation since 2011 has always utilized a greater portion of proposition 2.5 as compared to the final budget. At the fall town meeting, Town Administration applies the prior year actual receipts along with the final state numbers to dilute the level of 2.5 utilization resulting in a smaller tax impact on Auburn taxpayers.

The Board of Selectmen voted to transmit the Town Manager/CFO FY2020 Budget to the Finance Committee in accordance with the Town Charter and Bylaws for their review and action (Motion made by Mr. Holstrom; motion seconded by Mr. Laliberte) voted in favor 3 to 0.

The Board voted to move forward agenda item 6b) Discussion on Potential SAFER Grant Application (Motion made by Mr. Laliberte; motion seconded by Mr. Holstrom) voted in favor 3 to 0.

Fire Chief Stephen Coleman discussed the potential to apply for FEMA's "Staffing for Adequate Fire & Emergency Response" Grant, (SAFER). He said that he was not seeking a vote tonight.

He explained his decision to seek the grant funds at this time to increase per-shift staffing with the goal ultimately of 9 firefighters per shift based on current call volume and activity. The town administration has begun working with him to raise per shift staffing incrementally. Grant funds would help offset the cost to the town. Also SAFER grants have recently begun to be awarded to mid-sized to smaller communities instead of primarily to larger cities.

Chief Coleman provided detailed financial information on the impact of hiring the additional staff.

Mr. Holstrom pointed out that after the first three years federal grant funds would go away and the Town would be responsible to cover the entire cost of the Firefighters in year 4. He asked if there was a plan for that.

Fire Chief advised that the administration has already begun work to recommend increasing the staff incrementally. He said that federal funds, if awarded, would help the town to ease into the new staffing level.

Ed Kazanovicz discussed the administration's future plans and support for the Chief's plan as laid out.

Mr. Holstrom asked how the Chief came to the number for the minimum staffing. The Fire Chief replied that the number is based on activity in the community that has been growing over the years with emergency calls.

The Town Manager Julie Jacobson clarified the administration's commitment and she said that the town administration needs to work with the Finance Committee to bring any of their recommendations to the town meeting.

Fire Chief Coleman described details of the grant. He said that they got good feedback last time even though the town did not get an award.

Mr. Laliberte asked how many grants were available.

Chief Coleman said that it's a pool of money that is divided up depending on the requests. There is no set number of departments to fund, just when the money dries up. FEMA considers the needs of the departments that are applying and how they match up. He said that they can modify Auburn's request if the funds are running out.

The Town Manager noted that the grant application would be on the March 11<sup>th</sup> agenda for a vote of the Board of Selectmen.

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

The Board of Selectmen voted to approve with gratitude a gift acceptance to the Fire/Rescue Department Gift Account from Frederick C. LaCasse in the amount of \$200.00 (Motion made by Mr. Holstrom; motion seconded by Mr. Laliberte) voted in favor 3 to 0.

#### Proclamations/Recognitions

Chairman Goodrich brought forward a request for an Eagle Scout Proclamation for Steven Marshall. Steven's project was Buddy Ventures and borrow-a-book boxes throughout the town. The Board of Selectmen voted to approve the Eagle Scout Proclamation for Steven Marshall on the occasion of his Eagle Scout Award on March 16, 2019 (Motion made by Mr. Laliberte; motion seconded by Mr. Holstrom) voted in favor 3 to 0.

#### Tabled Items

##### Draft of Proposed Debt Management Policy per Recommendation of Chief Financial Officer

Ed Kazanovicz advised that the Finance Committee would be considering this item at their meeting on Wednesday February 27<sup>th</sup> and it would be back on the Board of Selectmen's agenda on Monday March 11, 2019.

Board of Selectmen Member Items

There were no items.

Public Comments

There were no public comments.

The Chairman asked if there were any corrections or omissions to the minutes of February 11, 2019. There being none, Chairman Goodrich accepted the minutes of February 11, 2019 as written.

The meeting was adjourned at 7:55 P.M. (Motion made by Mr. Laliberte; motion seconded by Mr. Holstrom) voted in favor 3 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 25, 2019 and are retained in the Executive Office of the Town Manager:

- February 25, 2019 Agenda
- Application Documents – Route 12 Automotive Motor Vehicle Class II License at 603 Southbridge Street, Auburn, MA: Recommendations by Development Coordinating Group (DCG) on February 20, 2019
- Application Documents – One Day Beer and Wine License Knights of Columbus St. Joseph's Church for fundraiser at 68 Central Street on April 6, 2019 from 5:00 P.M. to 9:00 P.M. – Recommendations by DCG on February 20, 2019
- Standard and Poor's Bond Rating Review Report dated February 13, 2019
- Required Board Vote for \$2,125,000 General Obligation Municipal Purpose Bond
- Information from Fire Chief on SAFER Grant for FY2018 Federal Money
- Gift Acceptance Form – Fire/Rescue Department Gift Account \$200.00 from Frederick C. LaCasse
- Minutes of February 11, 2019