

Minutes of the Meeting  
Of the Board of Selectmen  
Remote Meeting  
April 13, 2020

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

The Chairman Kenneth Holstrom called the meeting to order at 5:15 P.M.

At the Chairman's request, Town Manager Julie A. Jacobson confirmed that all members and persons anticipated on the agenda were present and could hear her:

Members responded in the affirmative:

- o Dan Carpenter - Here
- o Doreen Goodrich- Present
- o Lionel Berthiaume- Here
- o Tristan LaLiberte- Here
- o Kenneth Holstrom - Present
  
- o Town Manager Julie Jacobson - Present
- o Assistant Town Manager/CFO Ed Kazanovicz - Here
- o Administrative Assistant Sharon Kwiatkowski – Not participating, watching the meeting from home and taking minutes
- o Cable TV Manager Chris Hugo and Rich Hedin – Present

There were no anticipated speakers on the agenda.

The Town Manager read the Introduction to Remote Meeting (attached to the record).

Chairman Kenneth Holstrom asked for a motion to move up Town Manager Item 7a) Town Manager Evaluation.

Mr. Carpenter identified himself and he made a motion to move up the item. Mr. Laliberte identified himself and seconded the motion and the Board voted by roll call: Mr. Carpenter, Yes; Mr. Berthiaume, Yes; Mr. Laliberte, Yes; Mrs. Goodrich, Aye; Mr. Holstrom, Yes – passed 5 to 0.

Town Manager Evaluation

Chairman Kenneth Holstrom read his letter that was presented to the Town Manager that summarized her 2019 evaluation. The overall performance score was 4.785 out of a possible 5. The evaluation was based on the approved evaluation form and 4 additional Town Manager Goals that were agreed upon by the Town Manager and Board of Selectmen.

Vice Chairman Daniel Carpenter had no public comment and he said that he would discuss any issues privately with the Town Manager.

Selectman Lionel Berthiaume provided comments on the Town Manager's evaluation.

Selectman Tristan Laliberte offered his comments on the Town Manager's evaluation and thanked Ms. Jacobson for all her work during the national and global Covid-19 crisis.

Doreen Goodrich read for the record her statement on the Town Manager's performance evaluation. She asked that the manager's self-evaluation report be made part of the public record and posted on the Town's website.

Chairman Kenneth Holstrom gave his remarks on the Town Manager's evaluation.

The Town Manager Julie Jacobson thanked the Board of Selectmen for the evaluations and their comments. She recognized CFO/Assistant Town Manager Ed Kazanovicz and the department heads/division heads, town employees and volunteers for their efforts and dedication throughout the year.

#### Public Hearings/Presentations

There were no public hearings or presentations.

#### Communications

There were no items.

#### Board of Selectmen General Items

##### Vote to Postpone the Annual Town Meeting from May 5, 2020 to June 2, 2020.

The Town Manager explained the law that enables the Board of Selectmen to postpone the annual town meeting as long as it takes place before June 30<sup>th</sup>.

Mr. Berthiaume identified himself and made a motion that the Board of Selectmen, pursuant to the authority granted to it by M.G.L. Chapter 39, Section 9, delay the Auburn Annual Town Meeting from Tuesday May 5, 2020 to Tuesday June 2, 2020. Mr. Laliberte identified himself and seconded the motion. The Board voted by roll call: Mr. Carpenter, Yes; Mr. Berthiaume, Aye; Mr. Laliberte, Aye; Mrs. Goodrich, Yes and Mr. Holstrom, Yes – passed 5 to 0.

##### Vote to Approve Annual Town Meeting Warrant.

The Town Manager discussed the warrant for the annual town meeting and she asked the Board of Selectmen to approve the warrant to forward it for printing.

Mr. Carpenter identified himself and made a motion to approve the Annual Town Meeting Warrant. Mr. Laliberte identified himself and seconded the motion, and the Board voted by roll call: Mr. Carpenter, Aye; Mr. Berthiaume, Aye; Mr. Laliberte, Aye; Mrs. Goodrich, Yes and Mr. Holstrom, Yes – passed 5 to 0.



access to the playground/field. In addition, the project benefits the Town with its affordable housing quota.

Mr. Berthiaume identified himself and made a motion to waive a portion of the permit fees in the amount of \$30,000.00 for Pennrose Properties for the redevelopment project at the former Mary D. Stone Elementary School. Mr. Laliberte identified himself and seconded the motion. The Board voted in favor by roll call: Mr. Carpenter, Yes; Mr. Berthiaume, Aye; Mr. Laliberte, Aye; Mrs. Goodrich, Yes; Mr. Holstrom, Yes – passed 5 to 0.

Request Board Vote to Authorize Letters of Support for the Massachusetts Historic Rehabilitation Tax Credit Applications for the Julia Bancroft School, 3 Vinal Street and the Mary D. Stone School, 10 Church Street, in Auburn.

Town Manager Jacobson explained the applications submitted by Pennrose Properties for state historic tax credits.

Mr. Carpenter identified himself and made a motion to authorize the letters of support for the Massachusetts Historic Rehabilitation Tax Credit Applications for the Julia Bancroft School, 3 Vinal Street and the Mary D. Stone School, 10 Church Street, in Auburn. Mr. Berthiaume identified himself and seconded the motion and the Board of Selectmen voted in favor by roll call: Mr. Carpenter, Aye; Mr. Berthiaume, Aye; Mr. Laliberte, Aye; Mrs. Goodrich, Yes; Mr. Holstrom, Yes – passed 5 to 0.

Vote to Authorize the Massachusetts Culvert Replacement Municipal Assistance Program Grant Application and to Accept and Expend Funds.

Town Manager Julie Jacobson advised that the grant funds would pay for the replacement of the existing culverted stream crossing on Sword Street. The application was for \$92,500.00 and there was no match requirement.

Mr. Berthiaume identified himself and made a motion to approve the application requesting grant funding for \$92,500.00 to hire additional engineering consultant support to provide supplemental delineation of wetlands and supplemental topographic survey and a boundary survey. Mr. Carpenter identified himself and seconded the motion and the Board voted in favor by roll call: Mr. Carpenter, Yes; Mr. Berthiaume, Aye; Mr. Laliberte, Yes; Mrs. Goodrich, Yes; Mr. Holstrom, Yes – passed 5 to 0.

Notice of Adoption of Local Options under Sections 10 and 11 of Chapter 53 of the Acts of 2020 regarding Due Dates of Real and Personal Property Tax Bills and Applications for Exemptions and Waiver of Interest on Certain Late Payments

Ms. Jacobson presented and discussed her executive order to exercise the following local options under Chapter 53 of the Acts of 2020 – An Act to Address Challenges Faced by Municipalities and State Authorities Resulting from COVID-19:

Chapter 53 of the Acts of 2020

Section 10(a) (iv) local option to extend the due date under G.L. c.59 § 59 for applications for exemptions from April 1, 2020 to June 1, 2020. This due date

extension will automatically apply to deferrals under G.L. c. 59, § 5 [18A] and [41A], residential exemptions under G. L. c. 59, § 5C and small commercial exemptions under G. L. c. 59, § 51.

Section 11 – Waiver of interest and other penalty for late payment of any excise, tax, betterment assessment or apportionment thereof, water rate or annual sewer use or other charge added to a tax for any payments with a due date on or after March 10, 2020 where payment is made after its respective due date but before June 30, 2020. This section does not permit waiver of interest and penalties regarding bills with due dates before March 10, 2020 or if the bill is not paid by June 30, 2020.

Ms. Jacobson thanked the CFO Ed Kazanovicz and his team for their work on this issue.

Ed Kazanovicz advised that this was not a deferral on the due date of the payment just a waiver of the interest and other penalty for late payments if paid by June 30<sup>th</sup>. He explained his work with the Chief Assessor and Treasurer/Collector regarding this local option.

Residents were notified about the local options through a CodeRED call.

The Board discussed the impact of the current crisis on local revenues.

Mr. Laliberte asked if there was the potential to extend the option beyond June 30<sup>th</sup>.

Ms. Jacobson replied that there was nothing in the language of the law right now on extensions. She noted that there is a page on the town's web site with COVID-19 information.

Mr. Carpenter identified himself and made a motion to send a letter of gratitude to the governor and our legislative delegation for their diligent work on the legislation to help the town and its citizens.

Mr. Laliberte identified himself and seconded the motion and the Board of Selectmen voted in favor by roll call: Mr. Carpenter, Yes; Mr. Berthiaume, Aye; Mr. Laliberte, Aye; Mrs. Goodrich, Yes; Mr. Holstrom, Yes – passed 5 to 0.

#### Tabled Items

There were no items.

#### Board of Selectmen Member Items

There were no items.

#### Public Comments

There were no public comments.

The Town Manager Julie A. Jacobson stated for the residents that there is a COVID-19 page on the Town's web site that can be accessed from the homepage. Ms. Jacobson listed some of the information provided on the page at [auburnguide.com](http://auburnguide.com).

In addition Town Manager Jacobson announced the launch of a new program last week called Auburn CARES that includes two initiatives 1) Our Seniors Matter and 2) Auburn Connection.

The first initiative, Our Seniors Matter, will provide checks on the welfare of seniors and give information to them on how to obtain the resources that they need. Ms. Jacobson thanked the School Superintendent and the teachers that offered to participate in the project.

The Auburn Connection has a hotline right now set up for calling the Board of Selectmen /Town Manager's office that is manned 8:00 A.M. to 4:00 P.M. This is not for emergency services, but for information. The Town IT Department is working to set up a phone line dedicated specifically to Auburn Connection calls.

The Chairman asked if there were any questions, comments, errors or omissions to the minutes of February 24, 2020. There being none, Mr. Holstrom accepted the minutes of February 24, 2020 as presented.

The meeting was adjourned at 6:19 P.M. (Motion made by Mr. Carpenter; motion seconded by Mr. Berthiaume) roll call: Mr. Carpenter, Aye; Mr. Berthiaume, Aye; Mr. Laliberte, Aye; Mrs. Goodrich, Yes; Mr. Holstrom, Yes – passed 5 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 April 13, 2020 and are retained in the Executive Office of the Town Manager:

- April 13, 2020 Agenda.
- Summary of Board of Selectmen's Evaluation of the Town Manager – Year 9 and each Board Member's Evaluation of the Town Manager
- Town Manager's Evaluation Report – Year 9
- Vote to Postpone the Annual Town Meeting from May 5, 2020 to June 2, 2020
- 2020 Annual Town Meeting Warrant (BOS Voted to Change Date from May 5, 2020 to June 2, 2020)
- 2020 Annual Secondhand (Junk) License Renewals per List Dated April 13, 2020
- Gift Acceptance Forms – Fire / Rescue Department
- Request by Pennrose Properties (Letter of March 23, 2020) for Partial Waiver of Permit Fees for Redevelopment Project at the Former Mary D. Stone Elementary School
- Letter of Support for the Massachusetts Historic Rehabilitation Tax Credit Applications for the Julia Bancroft School, 3 Vinal Street and the Mary D. Stone School, 10 Church Street, in Auburn, Massachusetts
- Letter from the Department of Public Works Engineering Division Requesting Authorization to Apply for Grant Funding (\$92,500.00) under the Massachusetts Culvert Replacement Municipal Assistance Program and to Accept and Expend Funds; Grant Application Form

- Notice of Executive Order on Adoption of Local Options under Sections 10 and 11 of Chapter 53 of the Acts of 2020 regarding Due Dates of Real and Personal Property Tax Bills and Applications for Exemptions and Waiver of Interest on Certain Late Payments
- Minutes of February 24, 2020