

Minutes of the Meeting
Of the Board of Selectmen
Remote Participation Only
May 26, 2020 – 5:00 P.M.

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

Town Manager Julie A. Jacobson called the meeting to order at 5:01 P.M.

The Town Manager gave an introduction to the remote meeting:

“This Open Meeting of the Town of Auburn Board of Selectmen is being conducted remotely consistent with Governor Baker’s Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the “COVID-19 Virus.

For the public to join the meeting remotely by telephone, call 1-408-650-3123 and enter Access Code 235-235-861. Or, the public can join via computer at gotomeeting.com/join/235235861. The remote access information has been posted on the Town’s Website identifying how the public may join.

Ensuring public access does not ensure public participation unless such participation is required by law. During the public hearing portion of the meeting public participation will be allowed

Please note that this meetings is being recorded by Auburn Cable Television. Each vote will be taken by roll call.

The Town Manager confirmed that all members and persons anticipated on the agenda were present remotely and could hear her:

Members responded:

- Doreen Goodrich- Yes
- Dan Carpenter - Here
- Lionel Berthiaume- Yes

- Assistant Town Manager/CFO Ed Kazanovicz – Present
- Administrative Assistant Sharon Kwiatkowski - Present
- Town Clerk Debra Gremo, Present
- Volunteer Recycling Coordinator Amy Sullivan – Here
- National Grid representative Steve Soucy –Here
- Town Moderator Chet Stencil - Present

Accordingly, those members of the Board of Selectmen, employees and members of the public who participate: please be aware that other folks may be able to see you, and please take care not to “screen share” your computer. Anything that you broadcast may be captured by the recording. All supporting materials that have been provided to members of this body are available on the Town’s website. The public is encouraged to follow along using the posted agenda.”

Board of Selectmen Reorganization.

The Town Manager opened the floor to nominations for Chairman. Mr. Berthiaume nominated Doreen M. Goodrich. There was no second to the nomination.

Mrs. Goodrich then made a motion to nominate and move that Daniel Carpenter be elected Chair of the Town of Auburn Board of Selectmen, to preside over the Board meetings from now until a date within seven (7) days after a special election to fill the currently existing two (2) vacancies on the Board of Selectmen of the Town of Auburn, as per Mass. Gen. Law, c.41, sec. 10 (whether or not both vacancies are filled), when at such time the selectmen shall meet, discharge the Chair, and elect a member to serve as Chairperson for the remainder of the Board’s session. Mr. Berthiaume seconded the nomination.

Town Manager Jacobson asked for further nominations. There being none, she declared nominations closed.

The Board voted by roll call to elect Daniel Carpenter as Chairman from now until a date within seven (7) days after a special election to fill the currently existing two (2) vacancies on the Board of Selectmen and as per the language of Mrs. Goodrich’s motion – Mrs. Goodrich, Yes; Mr. Berthiaume, Yes; Mr. Carpenter, Yes; -passed 3 to 0.

Mr. Carpenter assumed the Chair and opened the floor to nominations for Vice Chairman. Mr. Berthiaume nominated Doreen M. Goodrich as Vice Chairman. Mr. Carpenter seconded the nomination.

Mr. Carpenter asked if there were any other nominations. There being none, the Chair declared that nominations were closed.

The Board voted by roll call to elect Doreen M. Goodrich as Vice Chairman – Mrs. Goodrich, Yes; Mr. Berthiaume, Yes; Mr. Carpenter, Yes - passed 3 to 0.

Public Hearings/Presentations Petition by National Grid and Verizon New England for Pole Location - Church Street.

Church Street – National Grid to install riser and spare sweep, conduits, and wires from pole 3 in Church Street Right-Of-Way. Install an underground riser and spare sweep on a new pole 3, and to install two concrete encased conduit and underground wires from pole 3 approximately 60 feet in a northwest direction in the public way, before curving into the private property of 10 Church Street as part of the Mary Stone School renovation.

The Board voted to re-open the hearing at 5:07 PM. (Motion made by Mrs. Goodrich; motion seconded by Mr. Berthiaume) roll call vote: Mrs. Goodrich, Yes; Mr. Berthiaume, Yes; Mr. Carpenter, Yes - voted in favor 3 to 0.

The Board had voted to continue this pole location hearing since a question was raised at the last meeting as to why 14 Church Street was not on the list of abutters.

National Grid designer Steve Soucy was again participating in the meeting and repeated the work to be done per the petition.

The Town Manager advised that she has reviewed the matter and learned that 14 Church Street was not listed on the abutters list that the Assessor's Office provided to National Grid because the property owners of 14 Church Street, Rockwood and Donna Cataldo, use a legal mailing address of 1 Arrowhead Ave. Since notifications to abutters are given to the property owner of record, not to the tenant of a property, the notification is sent to the legal address of record, in this case 1 Arrowhead Ave. Thus, the property owner of 14 Church Street was notified properly via a letter sent to 1 Arrowhead Ave. No additional notifications are required.

There were no abutters wishing to speak on the petition.

The Board of Selectmen voted to close the hearing at 5:10 P.M. (Motion made by Mrs. Goodrich; motion seconded by Mr. Berthiaume) voted by roll call: Mrs. Goodrich; Yes; Mr. Berthiaume, Yes; Mr. Carpenter, Yes –passed 3 to 0.

The Board of Selectmen then voted to approve the petition as stated in agenda item 3a) - (Motion made by Mrs. Goodrich; motion seconded by Mr. Berthiaume) voted by roll call: Mrs. Goodrich, Yes; Mr. Berthiaume, Yes; Mr. Carpenter, Yes – passed 3 to 0.

Petition by National Grid and Verizon New England for Pole Location - Church Street.

Church Street – National Grid to relocate 1 JO Pole on Church St. beginning at a point approximately 310 feet northwest of the centerline of the intersection of Central Street and Church Street and continuing approximately 5 feet in a northwest direction. Relocate pole 3 approximately 5 feet in a northwest direction on Church Street due to the renovation of 10 Church Street (former Mary Stone School).

The Board voted to re-open the hearing at 5:11 PM. (Motion made by Mr. Berthiaume; motion seconded by Mrs. Goodrich) roll call vote: Mrs. Goodrich, Yes; Mr. Berthiaume, Yes; Mr. Carpenter, Yes - voted in favor 3 to 0.

The Board had voted to continue this pole location hearing since a question was raised by a Board member as to why 14 Church Street was not on the list of abutters.

National Grid designer Steve Soucy was again participating in the meeting and repeated the work to be done per the petition.

The Town Manager advised that she has reviewed the matter and learned that 14 Church Street was not listed on the abutters list that the Assessor's Office provided to National Grid because

the property owners of 14 Church Street, Rockwood and Donna Cataldo, use a legal mailing address of 1 Arrowhead Ave. Since notifications to abutters are given to the property owner of record, not to the tenant of a property, the notification is sent to the legal address of record, in this case 1 Arrowhead Ave. Thus, the property owner of 14 Church Street was notified properly via a letter sent to 1 Arrowhead Ave. No additional notifications are required.

Mr. Berthiaume asked if the overhead wires from p4 to p 4-1 shown on the location map are going to be underground or overhead wires. Mr. Soucy said that those wires were going to be removed.

Mr. Berthiaume asked if the transformer on pad 3 -1 was going to feed the entire building. Mr. Soucy responded in the affirmative to confirm that would be the case.

There were no abutters wishing to speak on the petition.

The Board of Selectmen voted to close the hearing at 5:14 P.M. (Motion made by Mr. Berthiaume; motion seconded by Mrs. Goodrich) voted by roll call: Mr. Berthiaume, Yes; Mrs. Goodrich; Yes; Mr. Carpenter, Yes –passed 3 to 0.

The Board of Selectmen then voted to approve the petition as it reads on agenda item 3b) - (Motion made by Mr. Berthiaume; motion seconded by Mrs. Goodrich) voted by roll call: Mrs. Goodrich, Yes; Mr. Berthiaume, Yes; Mr. Carpenter, Yes – passed 3 to 0.

Communications

There were no items.

Board of Selectmen General Items

Vote on Recommendations on Annual Town Meeting Warrant Articles #s 2, 22 and 23. Mr. Carpenter summarized the articles still to be recommended by the Board of Selectmen.

Article 2 – Fixes the Salary of Elected Officials for FY2021.

Mr. Berthiaume made a motion to recommend approval. Mrs. Goodrich seconded the motion for discussion. Mrs. Goodrich asked which positions were involved with this article.

Mrs. Jacobson advised that the Town Clerk, Board of Selectmen and Town Moderator were the positions funded by this article.

Mrs. Goodrich stated that she would prefer to take no position.

Mr. Berthiaume agreed with her recommendation and amended his motion to defer to the petitioner on Article 2. Mrs. Goodrich seconded the motion and the Board voted in favor by roll call: Mrs. Goodrich, Yes; Mr. Berthiaume, Yes; Mr. Carpenter, Yes – passed 3 to 0.

Article 22 - Accepts Mass. General Laws, Chapter 41 Section 19H, which reads: “Notwithstanding the limitation contained in section Nineteen G, in a city or town which accepts this section, the total amount of additional compensation payable to its clerk who also serves as a member of its board of registrars of voters shall not exceed two thousand dollars.

Town Clerk Debra Gremo explained the article that seeks to accept MGL Chapter 41, Section 19H that would allow an increase to the limit of compensation to the Auburn Town Clerk for also serving as a member and clerk to the Board of Registrars.

Mrs. Goodrich asked who sets this level of compensation. Mr. Kazanovicz explained that the compensation is a separate appropriation within the Elections Budget. In the current budget Town Administration recommended the max of \$2,000.00 in anticipation that Article 22 would be approved by the town meeting. He said that this would be a one-time vote and once the Mass General Laws was accepted by Town Meeting it would not be voted again annually. Mr. Kazanovicz said this compensation is similar to the annual stipends for certifications that the Assessor and Treasurer received upon acceptance by town meeting of the relative general laws. He said that there was no other trigger other than the initial vote by town meeting to accept the pertinent general law.

Mrs. Goodrich asked, procedurally, whose role it was to increase the compensation level, and if it was the Board of Registrars. Mr. Carpenter spoke as a former member of the Board of Registrars that they never voted on compensation. Ms. Gremo said that it was not the duty of the Board of Registrars.

Town Manager Julie Jacobson further explained the process that the Town Clerk would prepare the Elections Budget on behalf of the Board of Registrars and go through the process of meeting with the Town Manager and CFO for their recommendation. Once the budget was transmitted to the Finance Committee they would consider the requests for their recommendation to Town Meeting.

Mrs. Goodrich then made a motion to defer to the petitioner on Article 22. Mr. Berthiaume seconded the motion and the Board of Selectmen voted in favor by roll call: Mrs. Goodrich, Yes; Mr. Berthiaume, Yes; Mr. Carpenter, Yes – passed 3 to 0.

Article 23 - Amends Section 2.04 of the Auburn General By-laws entitled ‘Presiding Officer’ by adding a new subsection (2) which reads:

- 2.04: Presiding Officer
 - (2) On matters requiring a two-thirds vote by statute a count need not be taken unless the vote so declared is immediately questioned by seven or more voters.

The Town Moderator Chester Stencil, who was participating in the meeting remotely, was the sponsor of Article 23. He explained his rationale for seeking the procedural change for Town Meeting in regards to two-thirds votes.

The Board of Selectmen voted to defer to the petitioner on Article 23 (Motion made by Mrs. Goodrich; motion seconded by Mr. Berthiaume) voted in favor by roll call: Mrs. Goodrich, Yes; Mr. Berthiaume, Yes; Mr. Carpenter, Yes – passed 3 to 0.

The Board voted to move forward agenda item 6a) Vote to Authorize, Accept and Expend the Annual Recycling Grant with Mass DEP (Motion made by Mrs. Goodrich; motion seconded by Mr. Berthiaume) roll call vote: Mrs. Goodrich, Yes; Mr. Berthiaume, Yes; Mr. Carpenter, Yes – passed 3 to 0.

Town Manager Jacobson spoke on the item and volunteer Recycling Coordinator Amy Sullivan presented information on the grant funding through section 10 of the Sustainable Materials Recovery Program (SMRP), which is the Recycling Dividends Program. Ms. Sullivan said that Auburn should qualify for 12 points, which is the equivalent of \$13,200.00. If awarded, the funding would be used to purchase additional recycling/compost bins and additional education and outreach materials as well as other solid waste reduction and recycling initiatives.

Board members thanked Ms. Sullivan for her work.

The Board of Selectmen voted to authorize, accept and expend funds from the Annual Recycling Grant with Mass DEP (Motion made by Mr. Berthiaume; motion seconded by Mrs. Goodrich) roll call vote: Mrs. Goodrich, Yes; Mr. Berthiaume, Yes; Mr. Carpenter, Yes – passed 3 to 0.

The Board voted to move forward agenda item 5g) Discussion and Potential Vote on Holding a Special Election for 2 Vacancies on the Board of Selectmen (Motion made by Mr. Berthiaume; motion seconded by Mrs. Goodrich) roll call vote: Mrs. Goodrich, Yes; Mr. Berthiaume, Yes; Mr. Carpenter, Yes – passed 3 to 0.

The Town Clerk explained the timelines involved with calling a special election to fill the two vacant Board of Selectmen seats. She also discussed potential related costs and impacts to staffing the elections due to the COVID-19 event.

Mr. Berthiaume raised the point that there will be a state primary and a federal election in the fall and he discussed the possibility to have the local special election on the same date.

Mrs. Goodrich clarified the language on “declined seat” and she said that the residents did elect two seats. She said that she was not prepared to vote tonight on a special election and she also raised the issue about costs.

Mr. Berthiaume said that he wanted to table the item for a future meeting and asked for a report through the Town Manager on the issues discussed tonight.

Mrs. Goodrich then made a motion to request information from the Town Clerk on costs associated with the special election – costs for the Town Special Election with the State Primary and costs associated with the Town Special Election and the General Election in November for the Board’s June 8th meeting for further discussion and a potential vote. Mr. Berthiaume seconded the motion and the Board of Selectmen voted in favor by roll call: Mrs. Goodrich, Yes; Mr. Berthiaume, Yes; Mr. Carpenter, Yes – passed 3 to 0.

The Board voted to move forward items 5e) and 5f) and take them together (Motion made by Mr. Berthiaume; motion seconded by Mrs. Goodrich) voted in favor by roll call: Mrs. Goodrich, Yes; Mr. Berthiaume, Yes; Mr. Carpenter, Yes – passed 3 to 0.

Discussion and Potential Vote on Honoring Kenneth Holstrom; Discussion and Potential Vote on Honoring Kimberley Holstrom

The Board of Selectmen held discussion on potential plans to honor Kenneth and Kimberley Holstrom for their long-time service to the Town of Auburn. Mr. Berthiaume voiced the thought not to ask them in during the summer but to wait for the fall and then check and see what works for them. He said that a sub-committee can formulate and propose plans and bring them back to the Board. Mrs. Goodrich agreed that the fall would be more appropriate, especially with 1) concerns with COVID-19 and 2) for a full Board to be in place.

Mrs. Goodrich made a motion to form a sub-committee out of the current three-member board to discuss honoring Ken and Kim Holstrom for their long-time service to the town. Mr. Berthiaume seconded the motion and the Board voted in favor by roll call: Mrs. Goodrich, Yes; Mr. Berthiaume, Yes; Mr. Carpenter, Yes – passed 3 to 0.

Mrs. Goodrich made a motion to appoint Lionel Berthiaume and Doreen Goodrich to be the sub-committee and bring a report back to the Board at a future meeting. Mr. Berthiaume seconded the motion and the Board of Selectmen voted in favor by roll call: Mrs. Goodrich, Yes; Mr. Berthiaume, Yes; Mr. Carpenter, Yes – passed 3 to 0.

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

The Board voted to accept with gratitude gifts from the following donors to the Fire/Rescue Department totaling \$700.00:

- Britton Funeral Homes, Inc. in the amount of \$500.00 to the Fire Department Gift Account
- Masterman's LLP in the amount of \$200.00 to the Fire Department Gift Account

(Motion made by Mrs. Goodrich; motion seconded by Mr. Berthiaume) voted in favor by roll call: Mrs. Goodrich, Yes; Mr. Berthiaume, Yes; Mr. Carpenter, Yes – passed 3 to 0.

Proclamations and Recognitions

There were no items.

Vote to Designate an Individual to File with Attorney General a Report, if necessary, as required by G.L. c.39, Section 10A(d)

Town Manager Julie Jacobson explained the required vote.

The Board of Selectmen voted to authorize the Town Manager to sign on behalf of the Board of Selectmen as necessary the letter to the Attorney General Maura Healey for report on recess and continuance of the Auburn Annual Town Meeting (Motion made by Mrs. Goodrich; motion seconded by Mr. Berthiaume) voted in favor by roll call: Mrs. Goodrich, Yes; Mr. Berthiaume, Yes; Mr. Carpenter, Yes – passed 3 to 0.

Town Manager ItemsAuburn Re-Opening Plan

The Town Manager gave details on the Auburn re-opening plan that is in progress.

Reminder of Annual Town Meeting on June 2nd

Ms. Jacobson reminded residents about the Annual Town Meeting to be held at the Auburn High School on the football field on Tuesday June 2, 2020 at 6:00 P.M.

Summary of CARES Act for Auburn.

The Town Manager gave a summary of the federal CARES Act that provided funding to each state across the country and those states are able to allocate all or a portion of the CARES Act funding to the municipalities. She said that Massachusetts allocated \$500,000.00 to the municipalities in the state except Boston and Plymouth County that have both applied separately for funding. The funding is on a formula basis, based on population and the funds are to carry us through the remainder of FY20 and FY21. There are two rounds of applications with one round due June 5th and the second to be due toward the end of FY2021.

Ms. Jacobson said that the administration has hired a consultant to work on the Town's request for reimbursement of eligible COVID-19 expenses because the first deadline is very tight and the process is time consuming and extremely heavy on documentation as to what the Town is seeking reimbursement for. The administration has hired the firm Strategic Municipal Solutions, as have several communities in our area. The consultant's services are a reimbursable expense under the CARES Act.

Ed Kazanovicz addressed the \$150 million that was released from the federal government for the CARES Act. The application is due June 5, 2020 for the first round of reimbursement for eligible expenses due to COVID-19. He said that last week when the administration was notified about the available funding they had an emergency remote meeting with department heads. The department heads were requested to submit any and all documentation on COVID-19 expenses by today and also any estimates for expenditures needed to be in compliance with state requirements to opening the public buildings to be safe for the town employees and the general public.

CFO Kazanovicz advised the Board of Selectmen of other funding sources:

- Two grant amounts of \$12,000.00 each (total \$24,000.00) have come in through the Central Mass Regional Planning Commission (CMRPC) for Personal Protective Equipment (PPE) or other expenditures that may be required for nursing services or for general cleaning supplies.
- A \$32,000.00 regional grant in which Auburn is participating that has been distributed for COVID-19 costs.
- FEMA money at 75% reimbursement rate.
- Through the Town Manager's declared State of Emergency that the state allowed we also have a Chapter 44 Section 31 Account available for any emergency services or goods needing to be purchased relative to COVID-19.

Mr. Kazanovicz added that he would be contacting the consulting firm tomorrow and forwarding to them all the information compiled so far for the application to be submitted by June 5, 2020.

Tabled Items

There were no items.

Board of Selectmen Member Items

There were no items.

The meeting was adjourned at 6:23 P.M. (Motion made by Mr. Berthiaume; motion seconded by Mrs. Goodrich) voted in favor by roll call: Mrs. Goodrich, Yes; Mr. Berthiaume, Yes; Mr. Carpenter, Yes – passed 3 to 0.

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

The following documents were part of the Board of Selectmen's Meeting of May 26, 2020 and are retained in the Executive Office of the Town Manager:

- May 26, 2020 Agenda
- Petition by National Grid and Verizon New England for Pole Location Church Street- Plan Number #27867805; Location Map: Copy of Notice to Abutters
- Petition by National Grid and Verizon New England for Pole Location Church Street; Location Map: Copy of Notice to Abutters
- June 2, 2020 Annual Town Meeting Warrant
- Summary of Information on the MassDEP Sustainable Materials Recovery Program (SMRP)
- Gift Acceptance Forms – Fire/Rescue Department
- Draft Language prepared by Town Counsel for Board of Selectmen Vote to Designate an Individual to File with Attorney General a Report, if necessary, as required by G. L. c.39, Section 10A(d) on Recess and Continuance of the Auburn Annual Town Meeting.
- Draft prepared by Town Counsel for Letter to be Sent by Individual Designated by Board of Selectmen to Attorney General to Report on Recess and Continuance of Auburn Annual Town Meeting