

Town of Auburn, Massachusetts  
Minutes of the Meeting of the  
Board of Selectmen - Remote Participation  
Tuesday October 13, 2020 – 5:00 P.M.

Present Remotely: Doreen M. Goodrich, Tristan J. Laliberte, Lionel R. Berthiaume, Daniel S. Carpenter, Scott C. Wrenn  
Town Manager Julie A. Jacobson, CFO/Assistant Town Manager Ed Kazanovicz

Chairman Doreen Goodrich called the meeting to order at 5:03 P.M.

The Chair stated that 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 which suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible *physical* location. Further, all members of public bodies are allowed and encouraged to participate remotely as long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

For the public to join the meeting remotely by telephone, 1-408-650-3123 and Access Code 235-235-861. Or, the public can join via computer at <https://global.gotomeeting.com/join/235235861>.

As a preliminary matter, she identified herself as Doreen Goodrich the Chair of the Board and confirmed that all members and persons participating in the agenda were present and could hear her:

- Lionel Berthiaume - Yes
- Dan Carpenter - Yes
- Tristan LaLiberte - Yes
- Scott Wrenn - Present
- Town Manager Julie Jacobson - Yes
- Assistant Town Manager/CFO Ed Kazanovicz - Yes
- Administrative Assistant Sharon Kwiatkowski - Yes

Individuals Speaking for Agenda Items:

- Neil Patrick for Patrick Mazda Licenses - Yes
- Atty. David Shablin for Bar One and Sushi License - Yes

The Chair also noted that the meeting was being recorded by Auburn Cable Television and she stated that all votes to be taken in this meeting will be conducted by roll call vote.

Town Clerk Debra Gremo announced the location of an official ballot drop off box in front of the Auburn Town Hall. She provided information on the days and hours for early voting in-

person to be held at the Lorraine Gleick Nordgren Senior Center from Saturday October 17, 2020 to Friday October 30, 2020.

#### Public Hearings/Presentations

Public Hearing – 5:00 P.M. Applications by Patrick Mazda for Motor Vehicle Class I License, Motor Vehicle Class II License and Auto Repair License at 189 Washington Street, Auburn, MA. 01501.

The Board had received the application documents and recommendations from the Development Coordinating Group (DCG) on the applications for the Motor Vehicle Class I License, Motor Vehicle Class II License and Auto Repair License. Mr. Neil Patrick was participating remotely on behalf of the license applications from Patrick Mazda.

The Board of Selectmen voted to open the public hearing at 5:08 P.M. (Motion made by Mr. Berthiaume; motion seconded by Mr. Laliberte) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

The Board of Selectmen considered the Motor Vehicle Class I, Motor Vehicle Class II and Auto Repair License applications.

Neil Patrick explained the plans for the new business operation at 189 Washington Street, Auburn, MA.

The following DCG recommended conditions for the Motor Vehicle Class I, Motor Vehicle Class II and Auto Repair licenses were provided:

- The applicant shall obtain all necessary permits and inspections from Town Departments, Boards, or Commissions;
- The applicant shall ensure 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 work with the Fire Department to establish an adequate turning radius on the property.

Mr. Wrenn commented that he was on the Planning Board when the project first went through and he agreed with Neil Patrick's statements regarding the business operation and he added that they did everything they needed to from the Planning Board.

Abutters had been notified. The Chair asked if there was any public comment. There was no one participating remotely wishing to speak on the applications.

At 5:10 P.M. the Board voted to close the hearing (Motion made by Mr. Berthiaume; motion seconded by Mr. Wrenn) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

The Board of Selectmen voted to approve the Motor Vehicle I 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. Carpenter; motion seconded by Mr. Laliberte) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes, Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

The Board of Selectmen voted to approve the Motor Vehicle Class II and Auto Repair Licenses, provided that all applicable requirements of the state and town and any of its departments, boards and commissions have been fulfilled. Said licenses are subject to all the conditions stated upon them. 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 licenses (Motion made by Mr. Carpenter; motion seconded by Mr. Berthiaume) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes, Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

### Communications

There were no items.

### Board of Selectmen General Items

#### Common Victualer License - Bar One and Sushi 850 Southbridge Street, Auburn, MA.

The Board had received the application documents and comments/recommendations from the Development Coordinating Group (DCG):

- The applicant shall obtain all necessary permits and inspections from Town Departments, Boards, or Commissions;
- The applicant shall ensure that all permits are up to date with the Fire Department and review the hood suppression system with the Department prior to opening;
- The applicant shall obtain any necessary sign permits from the Building Department and review any applicable ADA requirements;
- The applicant shall obtain all necessary permits and inspections from the Board of Health;
- The applicant shall work with the Department of Public Works to ensure the external grease trap is installed correctly and operational prior to opening.

Attorney David Shablin and the manager Loo Meng Cheah were participating remotely on behalf of CZW LLC for Bar One and Sushi. Atty. Shablin discussed the operation of a Chinese food and sushi restaurant at the Westside Plaza. He stated that they already have the On-Premises All Alcohol Beverages License. Construction is ongoing. There is no occupancy yet as they are working through the requirements of the Board of Health with the opening expected at the end of November.

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 and with the conditions of the DCG to be placed on the license (Motion made by Mr. Carpenter; motion seconded by Mr. Wrenn) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes, Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

Special Town Meeting Warrant Article 2 and Proposed FY21 Budget in Response to COVID-19  
CFO Ed Kazanovicz presented proposed adjustments to the FY21 Town of Auburn Budget in response to the impact of COVID-19 and the resulting loss of revenue under Local Receipts of \$1,157,611.04. Mr. Kazanovicz discussed the budget adjustments under Article 2 that total \$820,650.00 and under Article 3 of \$65,000.00. Also the OPEB funding is not proposed to come from tax levy this year, but from Free Cash. He said that with the appropriation requested under the Town Clerk's article for \$20,000.00 for unanticipated costs of the Special Town Election and changes to State election laws, the total reduction to come from tax levy if the articles are approved would be \$1,365,650.00.

In summary, the budget utilization of tax levy would be 0.57% out of a possible 2.5% under Prop 2½.

Utilization of Free Cash would be:

- Repairs to Engine 3 (Fire/Rescue)      \$130,000.00
- OPEB funding                                      \$400,000.00
- Stabilization Fund                                \$250,000.00

Mr. Carpenter asked about the impact of the \$20,000.00 reduction in the Streetlights Account on the streetlight program going forward. Ed Kazanovicz responded that as a result of the replacement of the LED lights there were some savings. He said that last year was a partial year and there may be additional savings above and beyond what we peeled back, but there is not a full year's worth of history so that is unknown right now. CFO Kazanovicz said that residents are seeing the benefit from the streetlight project that has been completed. Town Administration is expecting some additional energy credits to come back to the town as a result of that project and that will be applied against our short-term borrowing to minimize the amount of money that the Town has to go out and permanently bond as a result of the project being completed.

Mr. Carpenter asked about Minibus/Gas Account reduction. Mr. Kazanovicz answered that there was a drop in service for the first quarter of the fiscal year. Service has resumed on a limited basis. The Executive Director Jean Boulette has agreed with the adjustment. Mr. Kazanovicz said that we may be able to use some money from the formula grant if additional funds are needed for the Minibus/Gas Account.

Mr. Carpenter asked about the reduction in Road Reconstruction and the effect on that program. Ed Kazanovicz replied that this was discussed with the DPW Director Bill Coyle to make the hard decisions for FY21 to keep the essential labor services. He said that this is a one-time hit on these accounts and we are expecting to restore them when circumstances allow.

The Town Manager thanked all the department heads for working with her and the CFO over the last few months to address revenue shortfalls.

Vote Recommendations on Warrant Articles for October 27, 2020 Special Town Meeting.

The Board of Selectmen considered the articles on the warrant for the October 27, 2020 Special Town Meeting and voted the following recommendations:

Article 2. Amends Article 3 of the June 2, 2020 Annual Town Meeting (Operating budget for FY2021). The Board of Selectmen voted to recommend approval (Motion made by Mr. Carpenter; motion seconded by Mr. Berthiaume) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

Article 3. Amends CIP Article 4 of the June 2, 2020 Annual Town Meeting (Capital Budget).

The Board of Selectmen voted to recommend approval (Motion made by Mr. Wrenn; motion seconded by Mr. Carpenter) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

Article 4. Re-purposes the balance of CIP funds for District Wide Truck Procurement as established by Articles 17 and 18 of the June 2, 2020 Annual Town Meeting in the amount of \$9,904.00 for use in conjunction with AHS Building Rehab for the purpose of upgrading the exterior doors at the Auburn High School. Mr. Carpenter asked about the status of the district wide truck. School Business Manager Cecelia Wirzbicki was participating remotely and explained that the vehicle has already been purchased and the cost of the truck came in lower than expected. They are looking to continue the upgrade of the exterior doors at the high school and the cost came in a little bit higher, so they are looking to repurpose the balance of the vehicle funds for the project.

The Board of Selectmen voted to recommend approval (Motion made by Mr. Carpenter; motion seconded by Mr. Berthiaume) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

Article 5. Grants an easement authorizing National Grid to install two (2) utility poles and a transformer on Bryn Mawr Elementary School property as part of an upgrade to the school's electrical service. The Board of Selectmen voted to recommend approval (Motion made by Mr. Wrenn; motion seconded by Mr. Berthiaume) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

Article 6. Re-purposes CIP funds by amending Article 4 of the June 2, 2020 Annual Town Meeting, Pakachoag Building Rehab, Removal of Oil Tank, to authorize the balance of funds in the account in the sum of \$35,485.00 for continuing the HVAC improvements for proper air exchange in the building. Mr. Carpenter asked if the School Department was delaying the removal of the oil tank. Ms. Wirzbicki replied that when the School Department was planning for the oil tank removal there was the chance of some environmental issues coming up when the tank was removed, which would be costly and so more funds were requested in the article. The tank has been removed with no environmental issues so the School Department wants to repurpose the left over funds to the Pakachoag School and the work on the HVAC.

The Board of Selectmen voted to recommend approval (Motion made by Mr. Carpenter; motion seconded by Mr. Berthiaume) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

Article 7. Appropriates \$13,080.00 from Ambulance Receipts for new equipment (stair chairs) for the Ambulance. Mr. Laliberte asked how many stair chairs the Fire Department would be purchasing. Fire Chief Stephen Coleman, participating remotely, advised that they would be getting a total of three stair chairs.

The Board of Selectmen voted to recommend approval (Motion made by Mr. Laliberte; motion seconded by Mr. Wrenn) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

Article 8. Appropriates \$130,000.00 from Free Cash for repairs to Fire Engine 3. The Board of Selectmen voted to recommend approval (Motion made by Mr. Carpenter; motion seconded by Mr. Berthiaume) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

Article 9. Appropriates \$250,000.00 from Free Cash to the Town Stabilization Fund. The Board of Selectmen voted to recommend approval (Motion made by Mr. Berthiaume; motion seconded by Mr. Carpenter) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

Article 10. Appropriates \$400,000.00 from Free Cash to the Town OPEB (Other Post-Employment Benefits Liability Trust Fund). The Board of Selectmen voted to recommend approval (Motion made by Mr. Carpenter; motion seconded by Mr. Wrenn) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

Article 11. Appropriates \$20,000.00 from Overlay Surplus for Training from Vision/Tyler and for Vision commercial analysis. Ed Kazanovicz explained that this amount was for the full cost of the project by the Chief Assessor after consultation with the vendor. The Board of Selectmen voted to recommend approval (Motion made by Mr. Carpenter; motion seconded by Mr. Berthiaume) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

Article 12. Amends the Town of Auburn General Bylaws Section 2.02 Annual Town Meeting and Election. The Board of Selectmen voted to recommend approval (Motion made by Mr. Wrenn; motion seconded by Mr. Berthiaume) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

Article 13. Appropriates \$20,000.00 from general fund revenues for unanticipated costs associated with the Special Town Election and changes to State election laws. Ed Kazanovicz explained that the appropriation requested in the article was the best estimate for the extra cost of the special town election. The Board of Selectmen voted to recommend approval (Motion

made by Mr. Laliberte; motion seconded by Mr. Wrenn) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

Article 14. Amends Auburn Zoning Map by changing 10 Maple Street (060\_096) and 8 Maple Street (060\_079) from Residence A to Highway Business (Citizen’s Petition). Questions were raised by Board members regarding the article and by the Police Chief who was also participating remotely. The Board of Selectmen voted to take no position at this time until the town meeting (Motion made by Mr. Carpenter; motion seconded by Mr. Berthiaume) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0. roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0. roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

The Board of Selectmen voted to move forward agenda item 5b) Halloween 2020 Event (Motion made by Mr. Carpenter; motion seconded by Mr. Wrenn) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

The Town Manager presented her report and the Town Administration’s recommendation that the Board of Selectmen votes to cancel the traditional door to door Trick or Treat this year due to the pandemic and encourage Auburn families to participate in Halloween activities that are safer alternatives for both children and adults. She described a proposal that the Town would partner with the Faith Baptist Church to hold an expanded version of their annual Trunk or Treat event on Halloween at the Pappas Recreational Complex.

The Police Chief and Fire Chief were participating remotely and expressed their concurrence with the administration’s recommendation.

Public Health Director Darlene Coyle also spoke in the support of the recommendation.

In discussion all members voiced support to cancel the door to door Trick or Treating and support the event described by the Town Manager for Trunk or Treat for this year due to the virus for public health and safety.

Mr. Carpenter raised the point about the impact on the residents of Curtis Street. Mrs. Goodrich said that this would be a rolling event with people not getting out of their vehicles and walking around. Ms. Jacobson said that the Police Chief is allowed to open the Curtis Street exit if it’s for public safety. Chief Sluckis discussed plans for police details to direct traffic.

Following the discussion, Mrs. Goodrich asked if there was a motion to support the Halloween 2020 event as presented and not schedule Halloween door to door hours.

Mr. Laliberte then made a motion to support the Trunk or Treat Event and to not designate any Trick or Treating hours. Mr. Berthiaume seconded the motion.

The Chair asked that the residents of Curtis Street be notified about what's happening on Halloween with the Trunk or Treat event and about the steady flow of cars that will be exiting the Pappas Recreational Complex via Curtis Street and that will be monitored by the Police Department.

The Board of Selectmen voted on the motion by a roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

The Board voted to move forward agenda item 4g) 1. Gift Acceptances (Motion made by Mr. Carpenter; motion seconded by Mr. Berthiaume) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

#### Vote to Accept Gift from Fur Friends

The Town Manager provided an update on the grant funding for the dog park and presented the request that the Board votes to accept a gift of \$25,000.00 from the Fur Friends of Auburn for the construction of a dog park in the town.

DPW Director Bill Coyle gave an update on the status of the construction of the dog park. He said that the dog park should be completed in the next few months depending on the weather, with the last punch list items to be done in the spring.

The Board of Selectmen voted to accept the gift with gratitude and a letter signed by the Chair to acknowledge the Fur Friends' efforts and hard work to raise the grant match and to donate \$25,000.00 to the Town (Motion made by Mr. Berthiaume; motion seconded by Mr. Laliberte) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

The Board voted to move forward agenda items 5d) and 6a) – motion made by Mr. Laliberte; motion seconded by Mr. Carpenter - roll call vote: (Motion made by Mr. Carpenter; motion seconded by Mr. Mr. Berthiaume) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

#### Vote to Authorize, Accept and Expend Grant Funds from State Department of Public Health to Support Flu Clinics.

Public Health Director Darlene Coyle explained the application for grant funds to support flu clinics. The allocation for Auburn is for \$2,109.61.

The Board of Selectmen voted to authorize the filing and to accept and expend the grant funds (Motion made by Mr. Carpenter: motion seconded by Mr. Berthiaume) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

#### Discussion and Vote on Tax Increment Financing Policy.

The Board continued its consideration and discussion on the Tax Increment Financing (TIF) Policy.



Town Manager Julie Jacobson referred to the samples of full application packages that were forwarded to the Board after the last meeting as examples of how the process works. She said that the majority of the program that is in the draft document and the criteria exists at the state level so the administration is not looking to put any new pieces to the program or the criteria, we are just laying out the process so when people come to the town they know how it works at the municipal level.

Town Manager Julie Jacobson advised that the Economic Development Coordinator has given the TIF Policy document to the Auburn Chamber of Commerce for review/comments. No comments have been received to date.

Mr. Carpenter offered some suggested language changes:

- Under Requirements for Projects Seeking Local Tax Incentives, in the last sentence of the first bullet, change “local residents” to “Auburn residents”.
- Under Approval Process #4, in the second line after the words “...will notify the Board of Selectmen”, add the words “within 30 days”.
- Under Approval Process #5, in the second line after the words “...will present the project to the Board of Selectmen” add the words “at a scheduled public hearing.”
- Under Approval Process #8, Mr. Carpenter asked if yearly updates (calendar year) were on specific forms. Mrs. Jacobson replied affirmatively and advised that there are state forms required for yearly updates and offered to alter the language to add “as required under the Economic Development Incentive Program.”

Mr. Carpenter then asked about decertification. Ms. Regan said that decertification is discussed under the MGL, but they could add it to the policy.

Mr. Carpenter asked about Special Tax Assessments and if that was something we were considering and if it was included in the Economic Development Incentive Program.

Ms. Jacobson explained that there are 2 separate tax relief mechanisms that communities can provide to businesses. One is the Tax Increment Financing or TIF and the other is the Special Tax Assessment. She described the methodology involved in each process. The Town Manager advised that, because it affects the base, the Special Tax Assessment is not so often used statewide as is Tax Increment Financing.

The Board of Selectmen voted to hold the matter until the next meeting to hear back from the Town Manager and Economic Development Coordinator as to any legal issues there may be on the suggested amendments (Motion made by Mr. Carpenter; motion seconded by Mr. Laliberte) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

Agenda item 4g) 2. Town Gift from Chamber of Commerce -Tree for Annual Holiday Tree Lighting Event (approximate market value \$1,670.00)

The Town Manager explained the donation from the Auburn Chamber of Commerce. Mr. Coyle spoke about the process to remove the old tree at the Fire Station and plant the new one.

The Board of Selectmen voted to accept the gift with gratitude and a letter signed by the Chair to the Auburn Chamber roll call vote: (Motion made by Mr. Carpenter; motion seconded by Mr. Berthiaume) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

Agenda item 5a) Transmit Report on Business License and Permit Fees for Discussion and Potential Vote.

Town Manager Julie Jacobson presented the report that included a spreadsheet that lists all current Board of Selectmen – Local Licensing Authority (LLA) – issued licenses that are due for renewal between November – December 2020. The sheet delineates which license fees are set by the Local Licensing Authority (LLA) and which license fees are set by the LLA and the State (Maximum fees are set by the State).

Ms. Jacobson stated in her report that Town Administration would continue to explore potential options for local businesses while keeping financial impacts in mind and acknowledging the hardships businesses face due to the ongoing pandemic.

The Board of Selectmen took no action.

Board of Selectmen Annual Goals – Vote to review and establish goals.

The Board of Selectmen reviewed and discussed the adopted goals for FY20:

1. Review Entertainment Licenses (Indoor and Outdoor).
2. Allow the Chair and one member of the Board to perform a comprehensive review of all Board of Selectmen policies, with input of the Development Coordinating Group (DCG) on specific policies, and report back to the full Board.

The Board of Selectmen took no action.

Review of Board of Selectmen Policies and Possible Vote to Appoint Sub-committee.

The Board held discussion on some of the Board policies that were revised in March 2020. The Board also reviewed the current sub-committees and discussed if they needed to be continued and/or others established.

Board of Selectmen Sub-committees for FY20:

BOS Policy Sub-committee -	Ken Holstrom and Lionel Berthiaume
Voter Participation Sub-committee -	Tristan Laliberte and Dan Carpenter
Honoring Ken & Kim Holstrom Sub-committee -	Doreen Goodrich and Lionel Berthiaume
Comprehensive Review of all Policies of the Board of Selectmen Seeking Input from the Development Coordinating Group (DCG) on specific policies –	Ken Holstrom and Doreen Goodrich

Mr. Carpenter advised that he has gone over the policies himself and he agrees that there is room for amending some of them and he would support whomever would like to take on that responsibility. He agrees with developing a policy to define a tax classification policy and looking at what other local options there would be.

Regarding the Indoor and Outdoor Entertainment Licenses, Mr. Carpenter expressed that the Board seems to always be looking at these policies and he is not sure if they should be tabled for now or to include them in the comprehensive review.

Mr. Berthiaume pointed out that he and the former Chairman Ken Holstrom were on the policy sub-committee and they had reviewed some of the policies and made modifications to 2 or 3 of them. He said that he would step down from that sub-committee as he believes that a new set of eyes would be needed to take on that job.

Tristan Laliberte advised that he would be willing to remain on the Voter Turnout Sub-committee if that sub-committee still exists.

Discussion and Possible Vote to Establish Sub-committee to Define a Tax Classification Policy.

Mr. Laliberte presented his proposal to establish a sub-committee to define a tax classification policy. He said that he realized that any policy that was developed could not be implemented in time for this year's hearing, but it would be helpful going forward.

Mr. Laliberte then brought forward a proposal for the Board to develop a policy on a way to respond to protests like the 2 in the town with the black lives matter. He said he didn't know what form the Board's response should be, and if it should include a review of Police Department policies, but he felt that the policy should be discussed as a broader Board goal going forward.

Dan Carpenter commented that Mr. Laliberte's suggestion is better suited to the Town Manager as she is the responsible officer for operations and the Board would be getting into an area where the Town Charter waives us off.

Following the discussion, the Chair summarized:

Board needs two separate sub-committees, (1) to continuously review current policies and (2) to review and draft the new policy brought forward by Mr. Laliberte to Define Tax Classification Policy. She said that she was sure that Mr. Laliberte would like the opportunity to work on this project.

Mrs. Goodrich asked Mr. Laliberte if he wanted to work on alone on the policy or have a sub-committee.

Mr. Laliberte said that he would prefer work on a sub-committee. He said that the Chief Financial Officer and the Town Assessor probably would be able to provide some professional input to the sub-committee.

The Chair reminded him to post meetings of the sub-committee even if they were held remotely.

Mrs. Goodrich advised that she would be happy to continue to look at the policies and bring any recommendations back to the Board and she agrees with Mr. Carpenter about the Indoor and Outdoor Entertainment policies because we're not sure where to go with them, but the Board should continue to work on them.

The Chair discussed and Mr. Berthiaume, the other member of the sub-committee for recognizing Ken and Kim Holstrom agreed, to hold off on plans for now pending further re-openings from the pandemic.

The Board of Selectmen voted to appoint Mr. Tristan Laliberte and Mr. Scott Wrenn as a sub-committee to define a tax classification policy (Motion made by Mr. Carpenter; motion seconded by Mr. Berthiaume) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

#### Proclamations and Recognitions

There were no items.

#### Town Manager Items

##### Information from Auburn Cultural Council on Funding Proposals

Town Manager Julie Jacobson provided information from the Auburn Cultural Council on their annual funding cycle. She said that the information is on the town's website and other social media outlets.

##### Vote to Authorize the Town Manager to Apply for, Accept and Expend Grant Funds from the Community Compact IT Grant Program for an On-Line Health Permit System.

Town Manager Julie Jacobson explained the grant program and the application for funding that if awarded to the town would pay for an on-line health permit system. The grant may be up to \$20,000.00.

The Board of Selectmen voted to authorized the filing, acceptance and expenditure of grant funds (Motion made by Mr. Berthiaume; motion seconded by Mr. Wrenn) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

#### Board of Selectmen Member Items

##### Discussion and Possible Vote to Establish Sub-committee to Define a Tax Classification Policy –

This was discussed under agenda item 4f).

The Chair asked if there were any corrections or omissions to the minutes September 14, 2020. There being none, the Chair accepted the minutes of September 14, 2020 as presented.

At 7:50 P.M. the Board voted to adjourn the meeting (Motion made by Mr. Wrenn; motion seconded by Mr. Laliberte) roll call vote: Mr. Berthiaume, Yes; Mr. Carpenter, Yes; Mr. Laliberte, Yes; Mr. Wrenn, Yes; Mrs. Goodrich, Yes – passed 5 to 0.

Submitted: Sharon A. Kwiatkowski  
Adm. Assistant to Town Manager

The following documents were part of the Board of Selectmen's Meeting of October 13, 2020 and are retained in the Executive Office of the Town Manager:

- October 13, 2020 Agenda
- Application Documents – Applications by Patrick Mazda for Motor Vehicle Class I License, Motor Vehicle Class II License and Auto Repair License at 189 Washington Street, Auburn, MA. 01501; Comments from the Members of the Development Coordinating Group (DCG)
- Application Documents - Common Victualer License - Bar One and Sushi 850 Southbridge Street, Auburn, MA.; Comments from the Members of the Development Coordinating Group (DCG)
- Presentation by CFO Ed Kazanovicz on proposed adjustments to the FY21 Budget in response to the impact of COVID-19.
- October 27, 2020 Special Town Meeting Warrant
- Board of Selectmen Adopted Goals for FY2020; List of Current Board Sub-committees
- Updated Board of Selectmen Policies Recommended by the Policy Sub-committee as Revised by the Board of Selectmen on March 9, 2020
- Gift Acceptance Forms – from (1) Fur Friends of Auburn for construction of Dog Park and (2) the Auburn Chamber of Commerce for Fraser Fir tree (14') for annual holiday tree lighting
- Report by Town Manager on Business License and Permit Fees for Discussion and Potential Vote
- Report from Town Manager on Halloween 2020 Event and Recommendation regarding Door to Door Trick or Treat in Auburn
- Information from Auburn Cultural Council on Funding Proposals
- Grant Funds from State Department of Public Health to Support Flu Clinics; Letter from Darlene Coyle
- Town of Auburn Tax Increment Financing (TIF) Policy and TIF Application for Internal Review
- Minutes of September 14, 2020

