

Select Board Minutes
Monday, June 13, 2022 - 6:30 PM

Meeting to be held as hybrid with both an in-person and with a remote participation option in accordance with Chapter 22 of the Acts of 2022

Present: Scott C. Wrenn, Tristan J. Laliberte, Sara K. Ruffli and Steven Chambers
Absent: Daniel S. Carpenter
Also Present: Town Manager Julie A. Jacobson and CFO/Asst. Town Manager Ed Kazanovicz

The Chair called the meeting to order 6:30 P.M.

The Board led the Pledge of Allegiance.

Mr. Wrenn announced that this Open Meeting of the Town of Auburn Select Board was being operated as a hybrid model under Chapter 22 of the Acts of 2022 with in-person and remote participation options. 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/235-235-861>.

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.

The Chair confirmed that all members that were to be participating were in-person at the meeting. There were no members participating remotely. Mr. Wrenn noted that the meeting was being recorded by Auburn Cable Television. He asked if anyone else was recording the meeting. No one so indicated.

Chair Scott Wrenn read a statement regarding Auburn School Department measures taken in response to the Uvalde school shooting.

Public Comments

There was no one wishing to speak under this item.

Public Hearings/Presentations

Motor Vehicle Class II License-Carretela, Inc. 317 Southbridge Street, Auburn, MA. 01501 – 6:30 PM.

At 6:34 P.M. the Select Board voted to open the public hearing (Motion made by Mr. Laliberte; motion seconded by Ms. Ruffli) voted in favor 4 to 0.

Mr. Edwin Hilario was present on behalf of the application and explained the business operations.

The Board received the recommendations from the Development Coordinating Group (DCG) for the license:

- The applicant shall receive all necessary permits and inspections from Town Departments, Boards or Commissions;

- The applicant shall obtain any necessary approvals of State agencies;
- No vehicle repair work shall be done on the parcel;
- Any overhead vehicle doors shall be equipped with floor drains that discharge to an approved oil and gasoline separator, unless waived by the Town Engineer;
- There shall be no vehicle storage in the building, until such time that the building is equipped with a fire suppression system.

There were no abutters wishing to speak on the license application.

The Board voted to close the hearing (Motion made by Mr. Laliberte; motion seconded by Ms. Ruffli) voted in favor 4 to 0.

The Select Board 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 Ms. Ruffli) voted in favor 4 to 0.

Presentation of FY2021 Audit – Tom Scanlon

CFO Ed Kazanovicz introduced Tom Scanlon Jr. of Scanlon and Associates, LLC, who presented their report on the Examination of Basic Financial Statements for the Year Ended June 30, 2021. Mr. Scanlon detailed comments and recommendations provided in their Management Letter that are opportunities for strengthening internal controls and operating efficiency in the areas of:

- Employee Withholding Deductions Accounts
- Implementation of Future GASB Statements
- Other areas: Record unrealized Gain/Loss on Investments in General Ledger, and Review Deficit Accounts to Determine why they are in Deficit and how the Deficit will be Provided for or Eliminated

CFO Kazanovicz discussed actions the administration was considering in response to these recommendations.

Board members thanked Mr. Scanlon for his presentation.

Communications

There were no items.

Select Board General Items

Vote to Confirm Todd Lemon as Chief of Police

Town Manager Julie Jacobson presented her recommendation of Todd R. Lemon for Chief of Police in Auburn.

Chair Scott Wrenn read an email message from Paul Johnson on behalf of the entire staff at the District Court in Worcester supporting Todd Lemon's confirmation as Police Chief.

The Select Board voted to confirm the appointment of Todd R. Lemon as Chief of Police in Auburn (Motion made by Mr. Laliberte; motion seconded by Ms. Rufli) voted in favor 4 to 0.

Todd Lemon made a statement in appreciation of the Board's vote to confirm his appointment.

The Board voted to move forward agenda items 6a), 6c) and 6b) - motion made by Mr. Laliberte; motion seconded by Ms. Rufli and voted in favor 4 to 0.

Police Department Sting Operation

Chief Todd Lemon and Detective Sergeant Daniel Lamoreaux were in attendance and presented a report on the liquor license compliance checks that were conducted during the week of May 23, 2022 and included the 29 businesses in Auburn that are licensed to sell or serve alcoholic beverages. All businesses were considered to be in compliance during these checks.

Vote to authorize the Town Manager to accept and expend grant funds up to \$5,600.00 from the Massachusetts Vest-a-Dog, Inc. to support the re-establishment of the Police Department K9 program

Provisional Lt. Scott Mills explained the request to accept and expend the grant funds.

The Select Board voted to authorize the Town Manager to accept and expend grant funds up to \$5,600.00 from the Massachusetts Vest-a-Dog, Inc. to support the re-establishment of the Police Department K9 program (Motion made by Mr. Laliberte; motion seconded by Ms. Rufli) voted in favor 4 to 0.

Vote to approve Annual Weights & Measures Fees effective July 1, 2022

Building Commissioner Caleb Moody presented and explained his methodology to prepare the proposed schedule of Annual Weights and Measures Fees to be effective July 1, 2022. He said that the payment practice has changed because of the recommendation of the auditors.

Following the discussion, the Select Board approved the Annual Weights and Measures Fees effective July 1, 2022 (Motion made by Mr. Laliberte; motion seconded by Ms. Rufli) voted in favor 4 to 0.

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

The Select Board voted to accept with gratitude a gift acceptance to the Fire/Rescue Dept. in the amount of \$100.00 from Linda Lauzon for the Fire Department Gift Account (Motion made by Mr. Laliberte; motion seconded by Ms. Rufli) voted in favor 4 to 0.

Proclamations and Recognitions

There were no items.

Vice Chair Tristan Laliberte announced that he has accepted a slot in the class at Naval OCS beginning July 2nd and that his last Select Board meeting would be Monday June 27, 2022.

Discussion and Potential Vote on Summer Meeting Schedule

The Select Board voted to set summer meetings tentatively for Monday July 25, 2022 and Monday August 22, 2022 pending the availability to have a quorum (Motion made by Mr. Laliberte; motion seconded by Ms. Rufli) voted in favor 4 to 0.

Annual Vote to Reaffirm Code of Conduct per the policy.

The Select Board voted to reaffirm the Code of Conduct per the policy (Motion made by Mr. Laliberte; motion seconded by Ms. Rufli) voted in favor 4 to 0.

Committee Re-Appointments

Finance Committee

The Select Board voted to re-appoint Anne Cavanaugh and Michael Marshall to the Finance Committee for terms expiring June 30, 2025 (Motion made by Mr. Laliberte; motion seconded by Ms. Rufli) voted in favor 4 to 0.

Zoning Board of Appeals

The Select Board voted to re-appoint Katelyn Bushe and J. Lawrence Ciccolo to the Zoning Board of Appeals for terms expiring June 30, 2025 (Motion made by Mr. Laliberte; motion seconded by Ms. Rufli) voted in favor 4 to 0.

Board of Registrars

The Select Board voted to re-appoint Michael McNamara to the Board of Registrars for a term expiring June 30, 2025 (Motion made by Mr. Laliberte; motion seconded by Ms. Rufli) voted in favor 4 to 0.

Discussion of Zoning Bylaw 7.5 Signs Which do not Require a Sign Permit and Proposed Amendments.

Vice Chair Laliberte spoke on the proposed amendments.

Board members discussed the pros and cons of the proposed amendments and specifically with respect to the definition of political signs, and if that meant signs for candidates for local office or campaign issues. There were questions raised as to the benefits of having an end date for sign displays on private property. Board members discussed their positions for or against the amendments.

Mr. Laliberte stated that he was in favor of striking the language in its entirety on the time period allowed.

Mr. Chambers said that possibly the time for signs to be out could begin from when candidates pulled their papers until after the election.

Ms. Rufli suggested the language “political campaign signs”, with an end date, as in individuals running for office.

Mr. Wrenn discussed the issue of enforcement of the sign removal deadlines.

The Select Board voted to send the proposed amended draft bylaw to the Planning Board and Zoning Bylaw Review Committee for review and recommendations with the Select Board's comments from tonight (Motion made by Mr. Laliberte; motion seconded by Ms. Rufli) voted in favor 4 to 0.

Tabled Items

There were no items.

Select Board Member Items

Discussion on designating a historic district or similar bylaw. (Mr. Laliberte)

Mr. Laliberte explained his proposal. Select Board members held a discussion during which issues were raised about the size and number of potential historic districts and about the impact on individual homeowners to repair or improve their homes.

Following the discussion, the Select Board voted to table the matter to the next meeting (Motion made by Mr. Laliberte; motion seconded by Ms. Rufli) voted in favor 4 to 0.

Discussion on a Bylaw Amendment for the Purpose of Encouraging Biodegradable Packaging. (Mr. Laliberte)

Mr. Laliberte explained his proposal. Select Board members held a discussion and voted to table the matter to the next meeting with a rough draft of a bylaw to be provided (Motion made by Mr. Laliberte; motion seconded by Ms. Rufli) voted in favor 4 to 0.

Discussion on fossil fuel investments. (Mr. Laliberte)

Mr. Laliberte explained his proposal. CFO Ed Kazanovicz discussed his contact with the Town's investment firm regarding the matter. He also spoke about the fiduciary responsibility of the Town Treasurer with respect to investments.

Select Board members held a discussion and voted to table the matter to the next meeting on June 27, 2022, pending the Town Administration's verifying with Town Counsel about the statutory authority of the Town Treasurer with respect to investments before asking the Bartholomew investment firm to the meeting (Motion made by Mr. Laliberte; motion seconded by Ms. Rufli) voted in favor 4 to 0.

Chair Scott Wrenn asked if there were any questions or edits to the minutes of May 9, 2022 and May 23, 2022.

There being none, Mr. Wrenn accepted the minutes of May 9, 2022 and May 23, 2022.

The Select Board voted to adjourn the meeting at 8:40 P.M. (Motion made by Mr. Chambers; motion seconded by Mr. Laliberte) voted in favor 4 to 0.

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

The following documents were part of the Select Board's Meeting of June 13, 2022 and are retained in the Executive Office of the Town Manager:

- June 13, 2022 Agenda
- Application Documents – Motor Vehicle Class II License-Carretela, Inc. 317 Southbridge Street, Auburn, MA. 01501; Recommendations of the Development Coordinating Group (DCG) dated June 6, 2022
- Audit Documents provided by Scanlon and Associates, LLC: Report on the Examination of Basic Financial Statements for the Year Ended June 30, 2021, Independent Auditor's Reports pursuant to Governmental Auditing Standards and Uniform Guidance for the Year Ended June 30, 2021, and Management Letter for the Year Ended June 30, 2021
- Reports on Liquor License Compliance Checks conducted the week of May 23, 2022
- Proposed Schedule of Annual Weights and Measures Fees to be effective July 1, 2022
- Gift Acceptance – Fire/Rescue Department \$100.00 from Linda Lauzon for the Fire Department Gift Account
- Proposed Amendment to Zoning Bylaw 7.5 Signs Which do not Require a Sign Permit
- Minutes of May 9, 2022 and May 23, 2022