

Select Board Minutes
Monday, February 27, 2023 - 6:30 PM
Meeting to be held as hybrid with both an in-person and with a remote participation option in accordance with Chapter 107 of the Acts of 2022.

Present: Scott C. Wrenn, Sara K. Rufli, Daniel S. Carpenter and Steven Chambers
Also Present: Town Manager Ed Kazanovicz

Chair Scott Wrenn called the meeting to order at 6:30 P.M.

Mr. Wrenn announced that this Open Meeting of the Town of Auburn Select Board was being conducted *both in person and remotely*, consistent with Chapter 107 of the Acts of 2022, 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 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/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 announced that all Board members were present in person and that the meeting was being recorded by Auburn Cable Television.

The Board led the Pledge of Allegiance.

Public Comments

There were no public comments.

Public Hearings/Presentations

There were no items.

Communications

There were no items.

Select Board General Items

Vote to Transmit Proposed Zoning Bylaw Amendments to Section 7 – Signs, and Section 4.1 Floodplain District to the Planning Board to Hold Required Public Hearings in accordance with MGL Chapter 40A §5

The Town Planner Adam Menard was present and described the proposed amendments to the Town of Auburn's Zoning Bylaw.

The Select Board voted to transmit the proposed zoning bylaw amendments to the Planning Board to hold the required public hearings in accordance with MGL Chapter 40A §5 (Motion made by Mr. Carpenter; motion seconded by Ms. Rufli) voted in favor 4 to 0.

The Board voted to move forward agenda item 6d) Vote to approve Agreement between the Town of Auburn and the Central Massachusetts Regional Planning Agency for Regional Housing Coordinator Services (Motion made by Ms. Rufli; motion seconded by Mr. Carpenter) voted in favor 4 to 0.

Town Manager Ed Kazanovicz explained the agreement for regional housing coordinator services. The regional service will offer comprehensive planning and administrative service options, including maintenance of the Town's Subsidized Housing Inventory, public education, technical support, plan development, and implementation support for town departments and boards. Mr. Kazanovicz said that the Regional Housing Coordinator will work 4 hours per week in year 1. He said that this was a 3-year grant and the agreement obligates the Town to year 1. The Town will have to enter into agreements for years 2 and 3.

The Select Board voted to approve the agreement between the Town of Auburn and CMRPC for regional housing coordinator services (Motion made by Ms. Rufli; motion seconded by Mr. Chambers) voted in favor 3 to 1. Mr. Carpenter opposed.

Vote to Allow the Responsibility to Assign Police Officers to the Polling Place on Election Days to remain that of the Police Chief and Town Clerk

The Board reviewed a letter from the Town Clerk explaining her request.

Mr. Wrenn asked if this would violate "The VOTES Act". Mr. Kazanovicz replied that it would not.

The Select Board voted to allow the responsibility to assign Police Officers to the polling place on election days to remain that of the Police Chief and Town Clerk (Motion made by Ms. Rufli; motion seconded by Mr. Chambers) voted in favor 4 to 0.

Vote to Set Time for the May 2, 2023 Annual Town Meeting and to Set Hours for the May 16, 2023 Annual Town Election.

The Select Board voted to set the time for the May 2, 2023 Annual Town Meeting to be 6:00 P.M. (Motion made by Ms. Rufli; motion seconded by Mr. Chambers) voted in favor 4 to 0.

The Select Board voted to set the hours for the May 16, 2023 Annual Town Election to be from 8:00 A.M. to 8:00 P.M. (Motion made by Ms. Rufli; motion seconded by Mr. Chambers) voted in favor 4 to 0.

Drainlayer License – Morris Excavating Co., of Leicester, MA.

The Board received supporting application documents and the recommendation of the Board of Sewer Commissioners to issue the license.

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 (Motion made by Mr. Chambers; motion seconded by Ms. Ruffli) voted in favor 4 to 0.

Drainlayer License – RSI Construction LLC of Charlton, MA.

The Board received the application and supporting documents and the recommendation of the Board of Sewer Commissioners to issue the license.

The Select Board voted to approve/deny 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 (Motion made by Ms. Ruffli; motion seconded by Mr. Chambers) voted in favor 4 to 0.

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

The Board approved a gift acceptance to the Police Department in the amount of \$2,500.00 from Whitetails Unlimited for K9 Gift Account (Motion made by Mr. Carpenter to approve with gratitude and a letter of thanks signed by the Chair; motion seconded by Ms. Ruffli) voted in favor 4 to 0.

Proclamations and Recognitions

There were no items.

Town Manager Items

Request from Police Chief to Declare Surplus Property (Auburn Police Cruiser Car 15) for Disposal Purposes

The Board reviewed the request from the Police Department.

The Select Board voted to declare Police Cruiser Car 15, a 2015 Ford Explorer (VIN# 1FM5K8AR7FGB61829), as surplus for disposal purposes (Motion made by Mr. Carpenter; motion seconded by Ms. Ruffli) voted in favor 4 to 0.

Update on State Aid Cherry Sheet Revenue from the Governor

The Town Manager Ed Kazanovicz gave an update to the Board on State Aid Cherry Sheet Revenue from the Governor.

Town Manager/CFO FY2024 Budget -Vote to transmit budget to the Finance Committee in accordance with Town Charter and Bylaws.

The Town Manager summarized his budget recommendations for FY2024.

Town Manager Ed Kazanovicz gave a presentation on the FY2024 Proposed Budget, with proposed appropriations of \$79,407,909.31, an increase of \$911,432.73 over last fiscal year or 1.16%. Mr. Kazanovicz advised that there were two departments for which there are no recommendations at this point:

- The Bay Path assessment number has not yet been released, but the Town Manager expects that it will be higher than estimated.
- The Solid Waste contract will expire in June and is under renewal negotiations, with some of the challenges being recycling and energy costs.

On the revenue side, Mr. Kazanovicz said that he estimated a 1.5% overall increase in the Cherry Sheet numbers, but the overall increase came in at 6%. The result of the increase is 1 million in unobligated revenue at this time. The budget utilizes 0.59% or \$310,000.00 out of 2.5% allowed without the \$1,006,296.75 excess.

Mr. Kazanovicz advised that the CIP expenses have increased from last year due to the cost of vehicles and supplies. He said that utilities, fuel, motor vehicle parts and supplies, snow and ice salt and calcium have grown and that IT costs alone have risen over \$50,000.00.

Town Manager Kazanovicz said that Special Education (SPED) costs have gone up 14% from last year in special education private school tuitions for students in out-of-district placements, and he discussed the potential for a one-time use of SPED Reserve funds in the amount of \$100,000.00. The SPED Reserve has a balance of \$551,000.00.

Mr. Chambers asked about the Town Planner's salary in the Department of Development & Inspectional Services(DDIS) and that the recommended salary was more than was requested. Mr. Kazanovicz explained that the salary for the Town Planner position has been under review with the salaries of other comparable communities and was low based on the results of the survey. In addition, there has been an assumption of some Energy Manager duties by the Planner.

Mr. Chambers has about contracts that have to be negotiated in FY24. Ed Kazanovicz said that all collective bargaining agreements have been settled, but there were funds in the Reserve Salary and Wage Account for unexpected salary changes during the fiscal year.

Mr. Chambers noted the increased Human Resources budget and asked if other departments were reduced to offset it. Mr. Kazanovicz said that reductions were made to the Finance Department with the Assistant Town Manager's salary going to Human Resources.

The Select Board voted to transmit the FY2024 budget to the Finance Committee in accordance with the Town Charter and Bylaws (Motion made by Mr. Carpenter; motion seconded by Ms. Rufli) voted in favor 4 to 0.

Tabled Items

There were no items.

Select Board Member Items

There were no items.

Chair Scott Wrenn asked if there were any questions or edits to the minutes of January 23, 2023. There being none, the Chair accepted the minutes of January 23, 2023.

The meeting was adjourned at 6:56 P.M. (Motion made by Mr. Carpenter; motion seconded by Ms. Ruffli) voted in favor 4 to 0.

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

The following documents were part of the Select Board's Meeting of February 27, 2023 and are retained in the Executive Office of the Town Manager:

- February 27, 2023 Agenda
- Letter from Town Planner dated February 14, 2023 and Proposed Zoning Bylaw Amendments to Section 7 – Signs, and Section 4.1 Floodplain District
- Letter from the Town Clerk dated February 17, 2023 explaining her request to Allow the Responsibility to Assign Police Officers to the Polling Place on Election Days to remain that of the Police Chief and Town Clerk
- Drainlayer License Application and Supporting Documents; Recommendation from Sewer Commission – Morris Excavating Co., of Leicester, MA.
- Drainlayer License Application and Support Documents; Recommendation from Sewer Commission – RSI Construction LLC of Charlton, MA.
- Gift Acceptance Form – Police Department from Whitetails Unlimited in the amount of \$2,500.00 for the K9 Gift Account
- Request from Police Department dated February 23, 2023 to Declare Surplus Property (Auburn Police Cruiser Car 15) for Disposal Services (VIN #1FM5K8AR7FGB61829)
- Town Manager /CFO FY2024 Budget
- Agreement between the Town of Auburn and the Central Massachusetts Regional Planning Agency for Regional Housing Coordinator Services
- Minutes of January 23, 2023