

**Town of Auburn
Board of Selectmen
February 25, 2019**

Selectmen Present: James Headd, Richard Eaton and Keith Leclair

Others Present Mike DiPietro, Michael Rolfe, Paula Marzloff, Police Chief Ray Pelton, Nancy Mayland, Fire Chief Michael Williams, Deputy Fire Chief Robert Seling, Marion Miller, Christine McLaughlin, William Herman, Town Administrator and Nancy Hoijer, Recording Secretary

Call to Order – Pledge of Allegiance

Mr. Headd called the meeting to order at 7:00 pm.

Approval of Accounts Payable Manifest for the Week of February 11, 2019 - \$876,862.50

Mr. Eaton motioned to approve the Accounts Payable Manifest for the Week of February 11, 2019 in the amount of \$876,862.50. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Approval of Payroll Manifest for the Week of February 18, 2019 - \$88,985.98

Mr. Eaton motioned to approve the Payroll Manifest for the Week of February 18, 2019 in the amount of \$88,985.98. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of February 25, 2019 - \$186,000.02

Mr. Eaton motioned to approve the Accounts Payable Manifest for the Week of February 25, 2019 in the amount of \$186,000.02. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of February 25, 2019

Mr. Headd read out loud and offered for inspection a copy of the Consent Agenda for the Week of February 25, 2019 some of which included: one (1) Tax Collector's Warrant/Yield Tax; three (3) Abatement Applications/Determinations, one (1) Master Equipment Lease-Purchase Agreement/Ford Motor Company for 2019 Ford Police Interceptor Utility; one (1) Abatement Application/Refund Request, one (1) Application for Property Tax Credit/Disabled Exemption; and two (2) Pistol/Revolver licenses.

Mr. Eaton motioned to approve the Consent Agenda for the Week of February 25, 2019. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Public Hearing

Mr. Headd convened a public hearing to consider the withdrawal and expenditure of funds from the Town Buildings Rehabilitation Capital Reserve Fund and the Accrued Benefits Expendable Trust Fund.

Mr. Herman provided the Board with work and expense amounts for the installation of recessed lights and emergency lights at the entrance to the Auburn Town Hall, which had been previously

approved by the Board, and for the removal and replacement of a single zone mini-split air-conditioning system at the Griffin Free Public Library to be done in the spring. Both of these projects had been anticipated to be funded through the Town Building Rehabilitation Capital Reserve Fund.

Mr. Herman also provided the Board with information on the costs of making payment of the accrued benefits of a Town employee who retired in 2019 inclusive of related NHRS contribution and Medicare taxes which totaled \$19,403.05. He noted the Town had previously established an Accrued Benefits Expendable Trust to cover these type of expenses, which has a balance of approximately \$50,000.

There was no public comment offered, and Mr. Headd closed the public hearing.

Mr. Leclair moved to withdraw the amount of \$2,149.00 from the Town Building Rehabilitation Capital Reserve Fund for the installation of five recessed lights and timers for the front entrance of the Town Hall, removal of two motion lights and two wall sconce EBU's and installation of "Emergency" light at front and rear exits at the Auburn Town Hall at 47 Chester Road. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Mr. Leclair moved to withdraw the amount of \$3,895.00 from the Town Building Rehabilitation Capital Reserve Fund for the removal and replacement of the single zone mini split air conditioning system at the Griffin Free Public Library on Hooksett Road. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Mr. Leclair moved to withdraw the amount of \$19,403.05 from the Accrued Benefits Expendable Trust for the total cost of accrued benefits paid out to a Town employee who retired in 2019. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Appointments with the Board

Fire Chief Michael Williams – Monthly Report and Proposed SOPs

Chief Williams presented the monthly report of the Auburn Fire-Rescue Department for January 2019 which included 42 responses to incidents. Chief Williams reported the Department participated in training with Station 2 for Rapid Intervention Training (RIT) which trains responders how to extricate themselves or other responders if they should become trapped. Chief Williams advised there was training with the digital radio system at the Chester site and the base site is being worked on. Chief Williams reported the addition of three new members, Hanna Cote who has completed her EMT training and is currently in Fire school; Dan Roberts who has completed his EMT training; and Kegan Williams who is a Firefighter/EMT. Chief Williams reported the AVS Emergency Preparedness Meeting was held at the Auburn Village School relative to evacuation drills and Chief Pelton was in attendance.

Chief Williams presented two new SOPs, #202 and #006. SOP #202 is a revision of a policy concerning duties, tasks and responsibilities expected for full-time employees on a daily and weekly basis; and SOP #006 revises the driver operator training policy to ensure that all operators of apparatus and equipment are properly trained and authorized to drive fire department apparatus. Chief Williams reported the first pumping class went well.

Mr. Headd asked if drivers were required to have special licenses. Chief Williams explained firefighters are exempt from the CDL requirement, however it is recommended.

Mr. Leclair moved to adopt SOP #006 and #202 as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

New Business

Nomination of Deputy Forest Fire Wardens

Chief Williams, who is Auburn's Forest Fire Warden, stated the goal of nominating all officers as Deputy Forest Fire Wardens is to bring all officers into that rank which is standard in most departments.

Mr. Herman advised the Board of Selectmen nominate the candidates and the appointments would be made by the Director of New Hampshire Division of Forest and Lands. A copy of each officer's application was attached for review.

Mr. Leclair moved to nominate Robert Selinga, David Walters, Christopher Szatynski, and Matthew Barsaleau as Deputy Fire Wardens. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Appointment – Inspector of the Election

Mr. Herman advised Town Clerk Kathy Sylvia requested to have Joan Noga appointed as Inspector of the Election for the March election. While the Town Clerk has eight or nine inspectors, not all are available in March.

Mr. Leclair moved to appoint Joan Noga as Inspector of the Election of the Town of Auburn with a term to expire July 2019. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Re-Appointment – Parks & Recreation Commission Member

Mr. Herman advised Mr. Eaton should have been appointed last March. This appointment is for two-years in order to keep him in the original three-year cycle.

Mr. Leclair moved to appoint Zachary Eaton as a member on the Parks and Recreation Commission with a term to expire in March 2021 or upon election of a successor. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

2018 Encumbered Funds

Mr. Herman presented a Memo dated February 25, 2019 from Finance Director Adele Frisella concerning expenditures not made before the end of 2018 for projects underway in 2018 or prior. Ms. Frisella advised construction for Griffin Mill Bridge is not anticipated to begin until July of 2020, and 2017 funds for Longmeadow Trust were added to in 2018 from a Trust Fund account for Longmeadow Cemetery.

Mr. Leclair asked if the \$2,200 held for Longmeadow would be encumbered for a specific purpose. Mr. Herman advised that it would be specifically for any purpose at Longmeadow, which is the stipulation of the Trust account.

Mr. Leclair moved to encumber \$115,678.96 for the reconstruction of Griffin Mill Bridge and \$2,208.50 for Longmeadow Cemetery. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

2018 Town Report

Mr. Herman advised Patty Rousseau had done an excellent job with the Town Report and showed the reversible covers which gives the Town and School both a front cover. The photo on the Town Report cover was taken by Dave Jenkins. He noted there are hard copies of the report, in addition to it being posted on the Town's web site.

Other Business

Mr. Headd asked if there were any other business to come before the board.

Mr. Eaton advised the Safety Complex had insulation problems especially at the Police Department. Mr. Eaton is concerned with the heating system in the attic working properly and with no insulation in the ceiling of the office which must have been moved and not replaced over time during the installation of wiring or HVAC repairs. There has been condensation in metal pipes above the ceiling tiles which has left water marks. Mr. Eaton recommended spraying in foam insulation to the rafters and then applying fire retardant. The expenses could be covered by the Building Rehabilitation Fund. Chief Pelton reported when one of the tiles was pushed up you could see areas of daylight and the furnace is having to run non-stop. Mr. DiPietro suggested the whole building should be looked at, it is 20 years old. Mr. Rolfe added the addition is at least two years out. Mr. Eaton stated the Town does not have a regular maintenance person to look at things like this, and Mr. Leclair noted that while the school did not want to share their maintenance director while the addition is being built, it may be worthwhile to revisit that once work on the school is finished.

The board agreed Mr. Eaton would get estimates in the next couple of months to have the insulation work done over the summer.

Mr. DiPietro advised at the Highway Safety meeting an officer was looking for an update on Depot Road's entrance to Hooksett Road which considered engineering and moving the intersection for safety purposes. Mr. Herman advised the surveying was all that had been done so far. He indicated there will need to be negotiations with Manchester Water Works over the swapping of land for this purpose, and then the Town would need to plan the work into its road reconstruction schedule.

Mr. Leclair congratulated Chief Pelton for his appointment as Chief of Police for anyone who was not aware yet, and expressed that it was well deserved.

Next Meetings

Monday, March 11, 2019

Tuesday, March 12, 2019 Town Election Day

Monday, March 25, 2019 – Swearing in of 2019 Elected Officials

Minutes

- February 4, 2019 Public Meeting

Mr. Leclair motioned to approve the February 4, 2019 Public Meeting Minutes, as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Non-Public Session – RSA 91-A: 3, II, (a) and (c)

Consideration of compensation of any public employee and reputation of someone other than a member of the board. Three separate personnel items.

Mr. Headd motioned to go into non-public session under the provisions of RSA 91-A: 3, II, (a) and (c) compensation of any public employee. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

The meeting room was closed to the public at 7:28 pm.

The meeting room was reopened to the public at 7:42 pm.

Mr. Leclair moved to seal the minutes of the non-public session. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Mr. Leclair moved to approve a step increase for Deputy Clerk Lauren Fanning from a Labor Grade 4, Step 2 to a Labor Grade 4, Step 3 based on a positive performance evaluation. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Mr. Leclair moved to approve a step increase for the Parks & Recreation Coordinator from a Labor Grade 6, Step 8 to a Labor Grade 6, Step 9 based on a positive performance evaluation. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Mr. Leclair moved to approve a temporary wage increase for Lieutenant Patrick Glennon while he assumes the additional duties of Fire Captain on a temporary basis. The increase would be based on moving from a Labor Grade 9, Step 10 to a Labor Grade 11, Step 12. This temporary increase shall become effective on March 7, 2019 and will end upon the return of Captain Saulnier to active duty, at which point Lieutenant Glennon will return to a Labor Grade 9, Step 10. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Adjourn

Mr. Headd motioned to adjourn the meeting at 7:44 pm. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary