

**Town of Auburn  
Board of Selectmen  
April 22, 2019  
7:00 PM**

**Selectmen Present:** Richard Eaton, Keith Leclair and Todd Bedard

**Others Present** Mike DiPietro, Michael Rolfe, Russell Sullivan, Marion Miller, Christine McLaughlin, Susan Goodhue, Mike Dobmeier, Amy Lachance, Parks & Rec. Coordinator, Fire Chief Michael Williams, Deputy Fire Chief Bob Seling, Police Chief Ray Pelton, Town Administrator William Herman and Nancy Hoijer, Recording Secretary

**Call to Order – Pledge of Allegiance**

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

**Approval of Payroll Manifest for the Week of April 15, 2019 - \$52,709.31**

*Mr. Leclair motioned to approve the Payroll Manifest for the Week of April 15, 2019 in the amount of \$52,709.31. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.*

**Approval of Payroll Manifest for the Week of April 15, 2019 - \$1,566.57**

*Mr. Leclair motioned to approve the Payroll Manifest for the Week of April 15, 2019 in the amount of \$1,566.57. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.*

**Approval of Accounts Payable Manifest for the Week of April 15, 2019 - \$480.00**

*Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of April 15, 2019 in the amount of \$480.00. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.*

**Approval of Accounts Payable Manifest for the Week of April 22, 2019 - \$61,887.90**

*Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of April 22, 2019 in the amount of \$61,887.90. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.*

**Approval of Consent Agenda for the Week of April 22, 2019**

Mr. Eaton read out loud and offered for inspection a copy of the Consent Agenda for the Week of April 22, 2019 some of which included: one (1) Tax Collector's Warrant/Yield Tax; one (1) Void Check Manifest; one (1) Pistol/Revolver License; and two (2) Applications for Property Tax Credit/Veteran's Credit.

*Mr. Leclair motioned to approve the Consent Agenda for the Week of April 22, 2019. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.*

## **Appointments with the Board**

### **Fire Chief Michael Williams – Monthly Meeting**

Fire Chief Williams presented his monthly report for March 2019 with 36 responses to incidents. Chief Williams highlighted the Department's assistance with ongoing Fire apparatus pump and driver training, more drivers are needed. March firehouse reports were exported to the State of N.H. The Department attended the NH Burning Permit Spring Training Session which took place in Auburn on March 27<sup>th</sup>. There is a revised SOP concerning those changes.

Chief Williams noted the Department worked with the clean-up crew hired to clean the mold at Station 2 and the painting was done. Chief Williams requested a walk-through of Station 2 with the BOS next month to address other items and concerns. The septic system was pumped out at Station 2. Mr. Eaton asked if there was a report generated from that inspection. Chief Williams noted everything is working well however the tank is generating an alarm for the pump system which could not be identified and will need to be researched further. Chief Williams will check with the Building Inspector to see if she has any specs on file. Mr. Eaton noted the roof over the door is estimated at \$885 and estimates should be provided to the BOS. Mr. Leclair added if something can wait, depending, it could be budgeted for next year. Chief Williams noted the backside of the roof joint on the left side is also being damaged by water and needs a rain diverter, gutter and downspout as well as exterior trim boards.

The Board of Selectmen agreed to do a walk through with Chief Williams at 5:30 PM before the next Selectmen's meeting.

## **New Business**

### **Fire Department SOP #111 – Fire Permits**

Chief Williams provided the Board with the proposed revised SOP #111 which addressed fire permit laws and administrative rules by category. Category I, II and III will issue for seven days. Burn permits can now be done online and there is a link to that on the Department's website and the Town webpage. Thursday nights were added from 6-7 PM.

***Mr. Leclair moved to approve SOP #111 revised on April 22, 2019. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

### **Repairs of Fire Department Apparatus**

Chief Williams reported vehicle maintenance issues on Engine 1, Forestry 1, Tanker 1 and Tanker 2. Ladder hydraulic inspection failed and went for annual service. The ladder rails were dry and need to be greased annually which can be done in-house next year. Mr. Leclair asked if there were any maintenance records for the ladder. Chief Williams noted it had never been done before. Mr. Leclair recommended creating a new maintenance record for that.

Mr. Eaton asked about the estimates for the vehicle maintenance items. Chief Williams reported Engine 1 is back from Peterbilt and the \$5,500 bill was provided. The turbo failed right after it was replaced, was replaced again and is working fine now. The hydraulic pump for Engine 1 is approximately \$2,500. The pump seized in Forestry 1 and had to be rebuilt and is estimated at over \$4,000. Mr. Eaton summarized a cost for unanticipated vehicle maintenance

of over \$15,000 and Mr. Leclair questioned whether the Fire Dept. could cover this in its budget. Mr. Herman reported the Board had previously committed \$4,600 for the turbo with the balance to be covered by the Fire Department's operating budget. Mr. Leclair noted approximately \$6,922 needs to be addressed for the hydraulics and the rebuilding of the pump of Forestry 1. Mr. Herman was asked to review the Town budget to provide some recommendations for the Board's consideration at their next meeting.

#### Sale of Surplus Police Cruiser

Mr. Herman provided the Board with a Memorandum dated April 17, 2019 which detailed the 2014 Ford Explorer police cruiser has been taken out of service by the Police Department and is now surplus to be repurposed or sold by the Town. Mr. Herman noted this was previously used as the canine vehicle and has 91,658 miles. The Building Inspector was not interested in the vehicle for repurposing. The next State of New Hampshire surplus property auction is on Saturday, May 18<sup>th</sup>.

Mr. Eaton asked about the last sale and whether the Town had better luck with the auction or sealed bids. Mr. Herman noted the Town did about the same with two cruisers that were sold by sealed bid and one that was sold at auction last year. He noted with the auction, the Town will have a \$100 fee to tow the vehicle to the auction site and the auctioneer receives 10% of whatever the vehicle sells for.

Mr. Leclair asked Chief Pelton if the Sergeant Cashman had acquired a new vehicle for the K-9 Unit or if he was assigned a replacement older vehicle. Chief Pelton noted the K-9 Unit was assigned an existing cruiser.

***Mr. Bedard moved to determine the 2014 Ford Explorer is a surplus vehicle and to authorize the Town Administrator to place the vehicle for sale at absolute auction in the State of New Hampshire Surplus Property Auction. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

#### Vehicle Purchase Request – Parks & Recreation

Mrs. Lachance reported Parks & Recreation had found a vehicle which was approved with the 2019 budget for \$10,000. They offered the Seller, \$9,000 and the vehicle requires \$969 in work to pass inspection with an additional \$863 in other maintenance items which are covered in their maintenance budget. Mr. Dobmeier noted the 2006 truck had 127,000 miles and only one claim for glass, was maintained well with only two prior owners. The vehicle has aluminum ladder racks and the electric trailer brakes they need to pull the trailer. The book value was estimated to be \$12,500-\$13,000.

Mr. Eaton recommended affixing signs so that the public won't report sighting a strange vehicle on Town property.

***Mr. Bedard moved to approve the spending of \$9,000 for Parks & Recreation to purchase a vehicle (2006 GMC Light Duty Sierra 1500 Crew Cab SLE 4WD 5.38L V8). Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

## **Old Business**

### **Potential Addition/Renovation of Police Department**

Mr. Bedard stated the Board met last Tuesday with the Police Chief and Fire Chief. Mr. Bedard was in favor of getting real numbers together for the proposed project. Mr. Leclair noted out of courtesy the Building Advisory Committee should have a chance to weigh in. Mr. Herman recommended meeting with the Committee next Monday night, April 29<sup>th</sup>, at 7 PM at the Safety Complex. The Board agreed and Mr. Herman will notify the Committee members.

### **Report/Comments of Ex-Officio Board Representatives**

#### **Mr. Bedard - Parks & Recreation Committee**

Mr. Bedard reported Parks & Recreation discussed the acquisition of the truck, the little league field and soccer club. Mr. Eaton asked about the lights for Eddows Field and Mrs. Lachance noted the lights and pricing are being finalized with plans for installation being looked at in late summer.

#### **Mr. Leclair - Budget Committee and Planning Board**

Mr. Leclair reported the Planning Board has been focused on reviewing proposed ordinances for Senior Housing. Stantec is working on the appropriate verbiage, including determining what is considered to be "senior" housing – age 55, age 62? Mr. DiPietro asked if there were other types of density being looked at. Mr. Eaton asked if clusters were being considered. Mr. Leclair noted the main focus was on Senior Housing, which would require some form of density or cluster allowance.

#### **Mr. Eaton - Highway Safety Committee**

Mr. Eaton was unable to attend the Highway Safety Committee meeting this month. Mr. DiPietro, who chairs that Committee, reported Sergeant Cashman had met with the School concerning the one way on Eaton Hill during drop off and pick up. Currently the School is using cones to keep vehicles from driving the wrong direction and will eventually have a portable sign which the custodian can bring in and out. Chief Pelton reported the radar trailer will be coming on May 10<sup>th</sup> and can collect data which will tell patrols the best times to be out there. Mr. DiPietro noted Sergeant Cashman had reported at the meeting that April's focus was on distracted driver patrols.

## **Other Business**

Mr. Herman noted Target New England had fixed the back corner of Town Hall and painted most of the porch with the back still remaining. A stain on the chimney will be painted over and Mr. Eaton agrees it appears to have been caused by a rusty flange at the top of the chimney that should be replaced.

Mr. Eaton reported the Time Management workshop was well attended last week, while Dan Szczesny, who is a part-time Library Assistant at Griffin Free Library, also presented on his book published last year on the Mt. Washington seminar and then spoke of a book he is going to be writing on local physician Dr. Herman Sanders of Candia. He felt it was a very good overall program.

## **Next Meetings**

Monday, April 29, 2019 Meeting at Safety Complex with Committee

Monday, May 6, 2019 Site Walk at Pingree Hill Fire Station – 5:30 PM  
Board of Selectmen Meeting – 7 PM.

## **Minutes**

- April 8, 2019 Public Meeting

***Mr. Bedard motioned to approve the April 8, 2019 Public Meeting Minutes, as written. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

- April 8, 2019 Non-Public Sessions x2

***Mr. Bedard motioned to approve the April 8, 2019 Non-Public Meeting Minutes, as written. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

- April 16, 2019 Site Walk

***Mr. Bedard motioned to approve the April 16, 2019 Site Walk Meeting Minutes, as written. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

**Non-Public Session – RSA 91-A:3, II (a) and (I) Consideration of the compensation of a public employee and Consideration of legal advice provided by legal counsel**

***Mr. Bedard motioned to go into non-public session under 91-A: 3, II (a) and (I) consideration of the compensation of a public employee and consideration of legal advice provided by legal counsel. Mr. Leclair seconded the motion. A roll call vote was taken: Mr. Eaton – yes, Mr. Leclair – yes, Mr. Bedard – yes. All were in favor, the motion passed unanimously.***

The meeting room was closed to the public at 7:44 PM. The meeting room was reopened to the public at 7:58 PM.

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

***Mr. Leclair moved to approve the recommendation of the Finance Director to advance the Finance Assistant to Permanent Status and to approve a step increase for the Finance Assistant from a Labor Grade 7, Step 6, to a Labor Grade 7, Step 7 based on a positive performance evaluation. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

## **Adjourn**

***Mr. Bedard motioned to adjourn the meeting at 7:58 pm. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary