

**Town of Auburn  
Board of Selectmen  
August 19, 2019  
7:00 PM**

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

**Others Present** Michael Rolfe, Mike DiPietro, Dale Phillips, Paula Marzloff, Russell Sullivan, Deputy Fire Chief Bob Seling, Fire Chief Mike Williams, Lt. Charles Chabot, Police Chief Ray Pelton, Finance Director Adele Frisella and Nancy Hoijer, Recording Secretary

**Call to Order – Pledge of Allegiance**

Mr. Eaton called the meeting to order at 6:59 PM.

**Approval of Accounts Payable Manifest for the Week of August 12, 2019 - \$1,607,672.50**

*Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of August 12, 2019 in the amount of \$1,607,672.50. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.*

**Approval of Payroll Manifest for the Week of August 19, 2019 - \$48,371.17**

*Mr. Leclair motioned to approve the Payroll Manifest for the Week of August 19, 2019 in the amount of \$48,371.17. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.*

**Approval of Consent Agenda for the Week of August 19, 2019**

Mr. Eaton read out loud and offered for inspection a copy of the Consent Agenda for the Week of August 19, 2019 some of which included: one (1) Abatement/Refund Request, three (3) Police License/Permits and one (1) Void Check Register.

*Mr. Leclair motioned to approve the Consent Agenda for the Week of August 19, 2019. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.*

**Appointments with the Board**

Fire Chief Mike Williams – Monthly Meeting

Chief Williams provided the Department's Monthly Report for July 2019.

Chief Williams noted the Department completed boat training on the new boat #1 at the Lake and there will be a second training with Water Works next month. There is no update on the proposed dock. Lieutenant Szatynski conducted training on auto extrication which was approximately 7-8 hours. The Department hosted a NH boating safety class at the Safety Complex which was attended by AFD members and numerous residents. The Safety Complex was opened as a cooling center during the heat wave, staffed by Police and Fire, and supplies were brought by the Red Cross. New radio equipment has been installed on the Chester tower site for Auburn and Chester radios. Annual Dry Hydrant and Cistern inspections are now being completed around town. The new rescue vehicle had its final inspection and found small things

to be finished before it goes to Connecticut for outfitting in a few weeks. Lieutenant Szatynski was assigned to training new members who are now assigned to him.

Mr. Leclair asked Chief Williams if there was any update on the extractor grants. Chief Williams indicated no one has been notified yet.

Mr. Bedard asked if there were any updates on the donated Manchester fire truck. Chief Williams indicated there is no commitment, Auburn would not sell but donate the vehicle if it were found to be unsuitable or in disrepair.

#### Proposed Auburn Fire Department Standard Operating Guideline/Policy

Chief Williams provided the Department's two proposed Standard Operating Guideline or Procedure for the Board's Consideration.

- SOG #302 – Incident Command System

Chief Williams indicated this Guideline would insure safety and orderly management of all fire and rescue incidents; (the National Fire Administration System of Incident Command and Management will be implemented). Covers all incidents that warrant a multiple company response from fire and rescue. Includes Implementation, Execution, and Transfer.

- SOP #314 – Fire Scene Decontamination

Chief Williams indicated this Operating Policy would give Auburn Fire personnel who are working at a fire in an IDLH clear instructions as to what is required for fire scene decontamination to reduce exposure to carcinogens on the scene, whether it is a brush, car or house fire.

***Mr. Leclair moved to approve the proposed SOG #302 – “Incident Command System” and SOP #314 – “Fire Scene Decontamination” for the Auburn Fire Department as recommended by the Fire Chief. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

#### New Business

Surety Release – Wethersfield – Phase II, Winchester Way

Denise Royce, Land Use Administrator provided the Board with a letter dated August 9, 2019 on behalf of the Planning Board concerning Winchester Way, Station 0+00 to 23+53 (Complete) Maintenance Surety Release Recommendation together with a portion of the Planning Board Meeting Minutes of August 7, 2019 and letter from Stantec dated July 12, 2019.

Mr. Leclair noted Planning Board had no issues.

***Mr. Leclair moved to release the \$18,664.64 maintenance surety currently held by the Town of Auburn for Winchester Way. Mr. Bedard seconded the motion. Mr. Eaton abstained. Approved 2-0-1, motion passed.***

### Repair of Overhead Doors at Highway Garage

Mr. Herman provided the Board with a Memorandum dated August 9, 2019 and estimate dated 6/28/2019 from Overhead Door Company of Manchester for \$2,500.00.

The Road Agent advised the bottom sections of the two overhead doors at the Highway Garage are in bad shape and in need of repair. Mr. Leclair indicated the repair could be put into the FY 2020 Budget for the work to be done next year.

### Age Friendly Mini Grant/Tufts Health Plan – Momentum Fund Grant Program

Mr. Herman provided the Board with a Memorandum dated August 12, 2019 concerning the Tufts Health Plan Foundation Momentum Fund Grant Program which Mr. Eaton read out loud.

The intent of the mini-grant program is to assist communities with funding multi-generational and senior programs toward creating age-friendly services, projects or programs. One-year mini-grants of up to \$10,000 will be awarded to up to 10 communities. No matching funds are required. Mr. Herman offered to assist in writing the grant application which has to be submitted by 4 PM on September 19<sup>th</sup>.

Library Director Kathryn Growney and Parks & Recreation Coordinator Amy LaChance have begun developing ideas and efforts that might be of interest. Workshops like “iPhone for Seniors” taught by an Eagle Scout or “iPad or Tablet 101” with purchase of some iPads that could be used while at the Library or purchasing outdoor exercise equipment designed for seniors to be placed at the Circle of Fun Park.

### Old Business

#### Easement & Maintenance Agreement for the Auburn School District/Town Property

Mr. Herman provided the Board with a Memorandum dated August 15, 2019 concerning the Easement and Maintenance Agreement with the Auburn School District which Mr. Eaton read out loud. The Board approved the agreement with the Auburn School District on August 5<sup>th</sup> to formally identify the location of underground propane fuel tanks to serve the Auburn Village School. The Auburn School Board met on August 13<sup>th</sup> and approved the documents and they were signed by the Board Chairman and the Superintendent of Schools. The signed agreement was sent to the Rockingham Registry of Deeds for recording.

#### Addition to the Police Department

Mr. Eaton noted the footings were poured; the condenser was moved thanks to help from Mr. Rolfe. The trusses will be delivered in about three weeks. The return pipe for the condenser was discovered to be bent, was repaired and is running well now. The walls will be poured tomorrow.

Mr. Leclair asked about drainage work. Mr. Eaton indicated he met with Stantec who will draw plans and plan to do that work sometime in October.

#### Schedule/Format of Community Forum – September 12<sup>th</sup>

Mr. Bedard noted he reached out to the Police Department, Fire Department, Parks & Recreation, Building Inspector, Library, Town Department Heads, Auburn School Board and AVS Principal Lori Collins to see if they are interested in having a few minutes to provide a

higher-level view about what is happening in their department. The Forum will be approximately 45 minutes. Mr. Bedard asked that each presenter break down how much time they need and any equipment so he can prepare an itinerary. Mr. Bedard indicated he received responses so far from the Building Inspector, Library Director, Police, Fire and the School Board Chair will put together a presentation. Chief Pelton indicated he would do a presentation with a video. Mrs. Rouleau-Cote indicated she would address permits, new homes, commercial projects and updates to the State Building Codes and zoning questions. If each Department provide files to Mr. Bedard ahead of time, they can be given to IT and put on the same Chromebook.

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

Mr. Leclair indicated the Planning Board met to discuss driveways on By-Pass 28 which were not in their prevue, the Wethersfield subdivision, the 254 Rockingham Road building which had a couple of changes: same SF but one story added with more parking. The CIP was updated.

Mr. Bedard indicated Parks & Recreation met but had no quorum. Parks & Rec. will begin working on their budget and CIP which needs updating.

### **Other Business**

Chief Pelton indicated there were complaints about the decals on the Radar Trailer and they were rearranged. Mr. Eaton noted it was nice to recognize people who donated money. Chief Pelton noted it was nice to show the community working together to get things done. Mr. Leclair agreed noting he didn't like to see a bunch of stickers on public property and would rather send a thank you or publish in the Town Crier, but it doesn't look bad and was tastefully done.

### **Next Meetings/Events**

Monday, August 26, 2019 – Board of Selectmen's Workshop Meeting – 7:00 PM

Monday, September 9, 2019 – Board of Selectmen's Meeting – 7:00 PM

Saturday, September 14, 2019 – Household Hazardous Waste Collection Day – across from the Raymond Safety Complex – 8:00 AM to Noon.

### **Minutes**

- July 31, 2019 Site Walk Meeting at Wayne Eddows Memorial Fields
- August 5, 2019 Public Meeting
- August 5, 2019 Non-Public Meeting

***Mr. Bedard motioned to approve the July 31, 2019 Site Walk Meeting Minutes, as written. Mr. Leclair seconded the motion. Mr. Bedard abstained. Approved 2-0-1, the motion passed.***

***Mr. Bedard motioned to approve the August 5, 2019 Public Meeting Minutes, as written. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

***Mr. Bedard motioned to approve the August 5, 2019 Non-Public 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) Consideration of the compensation of a public employee**

***By Roll Call Mr. Leclair motioned to go into non-public session under RSA 91-A: 3 II (a) consideration of the compensation of a public employee. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

The meeting room was closed to the public at 7:35 PM.

The meeting room was reopened to the public at 7:38 PM.

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

***Mr. Leclair motioned to approve a step increase for the Deputy Town Clerk from a Labor Grade 4, Step 3 to a Labor Grade 4, Step 4 based on a positive performance evaluation. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

***Mr. Leclair motioned to approve a step increase for the Deputy Tax Collector from a Labor Grade 4, Step 3 to a Labor Grade 4, Step 4 based on a positive performance evaluation. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

**Adjourn**

***Mr. Leclair motioned to adjourn the meeting at 7:39 PM. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary