

**Town of Auburn  
Board of Selectmen  
December 16, 2019  
Minutes**

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

**Others Present** Tax Collector Susan Jenkins, Road Agent Michael Dross, Tom LaCroix, Mark Ampuja, Keith Martel, Paula Marzloff, Michael Rolfe, Michael DiPietro, Fire Chief Michael Williams, Deputy Fire Chief Robert Selinga, Police Chief Ray Pelton, Town Administrator William Herman and Nancy Hoijer, Recording Secretary

Mr. Eaton called the meeting to order at 6:30 PM.

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

The dismissal, promotion or compensation of a public employee; the hiring of a public employee, and the reputation of someone other than a Board member.

***Mr. Leclair motioned to go into non-public session at 6:30 PM pursuant to RSA 91-A: 3, II (a), (b) and (c). Mr. Bedard 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 6:30 PM.

***Mr. Leclair motioned to come out of non-public at 6:49 PM. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mr. Leclair motioned to seal the non-public minutes. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

The Chairman recessed the meeting at 6:49 PM.

**Call to Order – Pledge of Allegiance**

Mr. Eaton called the public meeting to order at 7:00 PM and led the Pledge of Allegiance.

**Approval of Accounts Payable Manifest for the Week of December 16, 2019 - \$181,855.58**

***Mr. Leclair motioned to approve the Accounts Payable Manifest for the week of December 16, 2019 in the amount of \$181,855.58. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

**Approval of Consent Agenda for the Week of December 16, 2019**

Mr. Eaton read out loud and offered for inspection a copy of the Consent Agenda for the Week of December 16, 2019 some of which included: two (2) Abatement – Refund Requests six (6) pistol/revolver licenses.

***Mr. Leclair motioned to approve the Consent Agenda for the Week of December 16, 2019. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

## **Public Hearing - Consideration of accepting Copley Court and Nathaniel Way as Class V Town Roads**

Mr. Eaton opened the hearing at 7:02 PM by reading the Public Hearing notice for comments and questions.

Mr. Herman provided the Board with an email from Dan Tatem of Stantec and noted the escrow accounts are in good standing. Land Use Administrator Denise Royce provided a letter dated November 26, 2019 indicating the Planning Board met on November 20, 2019 and conditionally approved acceptance of both Copley Court and Nathaniel Way. A copy of the decision and meeting minutes were attached.

Mr. Bedard indicated he received feedback that people were looking forward to having the Town take over snow plowing.

Mr. Leclair noted the Road Agent, Fire Chief and Police Chief were all present and asked if any of them had any issues. Road Agent Dross noted he walked it earlier and there were only minor punch list items that had been addressed. Police and Fire had no issues.

Mr. Herman provided a copy of letters dated December 16, 2019 from Stantec which he noted the Planning Board had not seen yet, but they will act on them at its meeting on December 18<sup>th</sup> concerning reduction of surety for Nathaniel Way to \$19,948.41 and to \$9,484.13 for Copley Court for two-three years.

There being no public comments or questions, Mr. Eaton closed the public hearing at 7:05 PM.

***Mr. Bedard motioned to accept Nathaniel Way as a Class V Road in the Town of Auburn. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mr. Bedard motioned to accept Copley Court as a Class V Road in the Town of Auburn. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Appointments with the Board**

### **Mark Ampuja – Conservation Commission Applicant**

Mr. Ampuja appeared before the Board to be appointed an Alternate to the Conservation Commission. Mr. Eaton advised the Commission meets on the first Tuesdays of the month.

***Mr. Leclair motioned to appoint Mark Ampuja as an Alternate member of the Conservation Commission with a term to expire in March 2021. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mr. Ampuja took his oath of office and was congratulated by Mr. Eaton, Mr. Leclair and Mr. Bedard.

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

Fire Chief Williams presented the Department's monthly report for November 2019. Chief Williams indicated there were a total of 48 calls for service. Some of the highlights of his report included crews assisting with the annual Christmas tree lighting, Lt. Szatynski and FF Campbell

assisting with handing out Thanksgiving baskets to residents in town, working on the medical resource hospital agreement with Elliot Hospital which entails what is expected from responders, having the Elliot Hospital training staff come to do training, and working on fire alarm regulations/ordinance to update the new state fire code adopted in the Fall. Mr. Herman noted the process would involve a public hearing and he would need Chief Williams to notify him ten days prior to holding the public hearing.

Chief Williams addressed the multiple false alarms recently on Dartmouth Drive but did not think there were enough habitual offenders to warrant penalties in the ordinance.

Chief Williams reported the new rescue vehicle is in service and the Selectmen recommended having it on display to the public at the Deliberative Session on February 1<sup>st</sup>.

Chief Williams indicated there is an active shooter training for the fire and police departments on January 18, 2019 at 7 AM at the Auburn Village School.

Chief Williams reported state inspections went well and all equipment passed, two tires were replaced, some lights and back-up alarm.

Chief Williams indicated automatic response has been set up with Candia to cover Route 101.

Mr. Leclair noted a Budget Committee member asked about peak coverage data. Chief Williams will provide the annual summary which includes the times of day.

## **New Business**

### **Bid for former Fire Department Rescue Vehicle**

Mr. Herman provided a copy of the Public Notice of Sale relative to the Department's 2004 Ford F-550 4x4 with 76,427 miles in "as is" condition and noted a sole bid was received by the December 12, 2019 deadline of \$2,601. Mr. Herman advised options included accepting the bid, sending it to state auction in the spring or using an online auction venue. Chief Williams indicated the offer was reasonable, and Mr. Eaton and Mr. Leclair agreed.

***Mr. Leclair motioned to accept the bid of \$2,601 for the 2004 Ford F-550 4x4 Cab, Chassis and Box Body. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Selectmen's Report for Town Report**

Mr. Herman provided a copy of a proposed annual report of the Board of Selectmen. Mr. Leclair, Mr. Bedard and Mr. Eaton stated it looked good and had no changes.

### **2020 Paving Prices**

Mr. Herman provided the Board with a copy of the December 12, 2019 letter from Advanced Excavating & Paving reflecting the 2020 Paving Prices.

Mr. Leclair noted machine paving was up \$2/ton over last year for binding and top coat.

***Mr. Leclair motioned to accept the 2020 Paving Prices as presented by Advanced Excavating & Paving in their December 12, 2019 proposal. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

## **Old Business**

### **Status of FY2020 Budget and Town Meeting Warrant**

Mr. Herman provided a Memorandum dated December 13, 2019 relative to the Warrant Article for Town Buildings Capital Reserve Funds. He memorialized the discussions of the Budget Committee at their December 12<sup>th</sup> meeting wherein they proposed adding the \$28,000 proposed for the repairs at Pingree Hill Fire Station to the \$70,000 proposed to be raised for the Town Building Capital Reserve Fund, increasing that to a total of \$98,000. The Budget Committee approved the sum of \$1.00 for the operating budget for improvements at Pingree Station, and indicated they did not support having these funds in the operating budget.

Mr. Herman noted there were three potential methods to achieve this funding mechanism and, after discussion, the Board agreed to increase the amount requested for the Town Building Capital Reserve Fund from \$70,000 to \$98,000 rather than having those funds appear in the operating budget.

Mr. Leclair indicated the goal was having \$100,000 in the Town Building Capital Reserve Fund without pre-spending it and being down to \$65,000. Mr. Bedard asked if it would come from undesignated funds rather than new taxes and Mr. Herman indicated yes.

Mrs. Marzloff noted the Budget Committee plans to meet a half hour before the January 16<sup>th</sup> public hearing on the budget and specifically tabled this item until then.

***Mr. Leclair motioned to change the Warrant Article to increase the Town Building Capital Reserve Fund from \$70,000 to \$98,000. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mr. Eaton noted the Budget Committee had reduced the Recreation Improvement line from \$5,700 to \$3,700 and asked what the change was. Mr. Leclair indicated the Budget Committee reduced the \$4,000 for the 10'x15' Parks & Recreation shed to \$2,000 as a fail safe in the event the garage storage building article did not pass. The \$2,000 would enable the rental of storage space to get items out of individual's homes and garages.

Mr. Leclair indicated the estimated FY2020 Town portion of the tax rate, based on the work done by the Selectmen and Budget Committee, would reflect a \$0.15 decrease.

### **Waste Oil Collection at Town Highway Garage**

Mr. Herman provided a Memorandum dated December 11, 2019 concerning Waste Oil Collection at the Town Highway Garage as a follow-up to discussions at the December 9<sup>th</sup> Board of Selectmen's meeting. Mr. Magnusson of Waste Management provided data collection information and the photograph of the current facility attached. Waste Management cancelled the December 7<sup>th</sup> collection due to the condition of the facility and the snow load on the roof.

Mr. Leclair noted 51 residents use the facility in addition to waste oil being dropped at other locations as noted by Road Agent Dross. Mr. Leclair recommended addressing the facility issue in the spring.

### **Addition to Police Department**

Mr. Eaton indicated the addition to the Police Department is done and came in \$283.60 under budget. Chief Pelton noted the Department is working on moving items in the new space.

Mr. Eaton would like to approve \$300 in addition to the \$283.60 remaining in order to paint the room where the filing system is going. Mr. Leclair noted he was not opposed, and Mr. Herman indicated they could find the funds within the operating budget. The bench on the floor will need to be removed. The Fire Department will assist with that. Mr. Eaton will schedule the painters for the week of the January 6<sup>th</sup>.

Mr. Eaton reported the Police Department has all new LED lights throughout and questioned whether the training room had been painted? Mr. Leclair noted the trustees were going to and Mrs. LaChance has been unable to schedule them. Ceiling tiles also need to be replaced in the training room. Mr. Eaton indicated the training room will be the only room left, besides the apparatus bays that do not have LED lighting. Mr. Eaton ball parked an estimate of \$2,500 total. Mr. Leclair indicated he would like to see it get done. Mr. Bedard agreed and recommended Mr. Eaton get some prices.

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

Mr. Leclair indicated the Planning Board meets on Wednesday.

Mr. Leclair would like to respond to Mr. Dandrade's concern about Cohas Brook. Mr. DiPietro recommending getting records of any other complaints although it was doubtful anyone was impacted as much, but it could be a safety issue.

### **Other Business**

Mr. Bedard, in reviewing invoices, questioned how many internet and phone vendors the Town had and if there were different vendors for all departments. Mr. Herman indicated Comcast was the primary internet/phone service provider for the Town with the other vendors being sole service lines for Rockingham County Dispatch and he believed Derry Dispatch.

### **Next Meetings/Events**

Monday, January 6, 2020 – Board of Selectmen's Meeting – 7:00 PM

Monday, January 27, 2020 – Board of Selectmen's Meeting – 7:00 PM

### **Minutes**

- December 6, 2019 Public Meeting

***Mr. Bedard motioned to approve the minutes of the December 6, 2019 Public Meeting.***

***Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

**Non-Public Session pursuant to RSA 91-A: 3, II (c) -- reputation of someone other than a Board Member**

***Mr. Leclair motioned to go into non-public session at 7:48 PM pursuant to RSA 91-A: 3, II (c) -- reputation of someone other than a board member. Mr. Bedard seconded the***

***motion. A roll call vote was taken: Mr. Eaton – yes; Mr. Leclair – yes and Mr. Bedard – yes. All were in favor, the motion passed unanimously.***

The meeting room was closed to the public at 7:48 PM.

***Mr. Leclair motioned to come out of non-public at 8:12 PM. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

The meeting room was reopened to the public at 8:12 PM.

***Mr. Leclair motioned to seal the minutes of the non-public session. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

**Adjourn**

***Mr. Bedard motioned to adjourn the meeting at 8:12 PM. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary