

**Town of Auburn  
Board of Selectmen  
February 24, 2020  
Minutes**

**7:00 PM**

**Selectmen Present:** Richard Eaton and Todd Bedard

**Others Present** Paula Marzloff, Michael DiPietro, Christine McLaughlin, Deputy Fire Chief Bob Seling, Fire Chief Michael Williams, 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 and led the Pledge of Allegiance.

**Approval of Payroll Manifest for the Week of February 17, 2020 - \$48,807.03**

*Mr. Eaton motioned to approve the Payroll Manifest for the week of February 17, 2020 in the amount of \$48,807.03. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.*

**Approval of Accounts Payable Manifest for the Week of February 24, 2020 - \$171,975.86**

*Mr. Eaton motioned to approve the Accounts Payable Manifest for the week of February 24, 2020 in the amount of \$171,975.86. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.*

**Approval of Consent Agenda for the Week of February 24, 2020**

Mr. Eaton read out loud and offered for inspection a copy of the Consent Agenda for the Week of February 24, 2020 some of which included: one (1) Application for Property Tax Exemption/Elderly Exemption, one (1) Abatement-Refund Request, one (1) Tax Collector's Warrant/Land Use Change Tax.

*Mr. Eaton motioned to approve the Consent Agenda for the Week of February 24, 2020. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.*

**Appointments with the Board**

**Fire Chief Michael Williams – Monthly Meeting**

Chief Williams reported on the Fire Department's activities for the month of January 2020 which had 41 calls for service broken down in his report.

Chief Williams indicated the Fire Association has provided a custom cover for the boat to keep the water and weather out of the boat.

The Department has been working diligently on weekly vehicle checks. The ladder truck recently needed some spring work.

Chief Williams completed EMS recertifications with the help of Lt. Sullivan and CPR training for EMS staff.

The Department members completed an active shooter drill with the police department at the AVS.

Two new firefighters were hired, Robert Evans and Cody Lapas who will start Friday.

### **Consideration of SOG #405 – Elevator Emergency Evacuation Procedure**

Chief Williams provided the Board with a copy of SOG #405 concerning elevator emergency evacuation procedures. A class was held recently at the Safety Complex with Chester and Derry fire attending.

Chief Williams indicated the procedure creates two rescue groups for all elevator emergencies to follow the instructions provided in the SOG. The Department has elevator keys at locations.

***Mr. Bedard motioned to adopt SOG #405 elevator emergency evacuation procedures. Mr. Eaton seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **New Business**

#### **Update on Legislative Items**

Mr. Herman provided the Board with an updated dated February 20, 2020 concerning four pieces of legislation, HB 1568, HB 1105, HB 1460 and SB 694.

Mr. Herman noted one bill the Board had been interested in HB 1568 proposed to prohibit town employees and elected officials from profiting from business with which the town does business. The bill was defeated in the House on February 13<sup>th</sup> by a vote of 181 to 148.

Mr. Bedard attended the hearing and spoke to HB 1105 which would change the process of warrant articles when amended at the Deliberative Session to having both the original article and the amended article appear on the ballot for voters to vote on both versions. Mr. Bedard noted he turned it back on them asking if they would do the same with every version of their bills that were proposed. Margaret Byrnes from NHMA spoke as well. Originally the bill sponsor wanted this change only in the way petitioned warrant articles were presented, but the bill as presented dealt with all warrant articles.

Mr. Herman indicated SB 694 concerned IT and cybersecurity. Mr. Herman noted while municipalities need to embrace cybersecurity measures, the level of state mandate originally proposed coming from the State to the municipalities, which had no funding, and also required the municipalities to conduct self-assessments to be submitted to the State and graded by the State was not a productive approach. He understands the bill has since been re-drafted to have the State develop recommended standards and to require the municipalities to report incidents of cybersecurity concern to the State.

Mr. Herman also reported Representative Piemonte of Sandown met with the Finance Director and himself on February 21<sup>st</sup> to discuss HB 1460 sponsored by Rep. Piemonte that would require local government units to provide active budget spreadsheets files upon request to individuals. Mr. Herman noted the confusion with budgets are that they are constantly evolving

from September to January, and they were not sure what the bill would actually accomplish. Auburn has never had a request for this type of information or file format. Mr. Herman discussed the potential danger of utilizing thumb drives supplied by individuals to copy these files, and that no municipality should accept a thumb drive for this purpose. He felt the Town would need to have a supply which they could charge for.

### **Shred Day – May 9<sup>th</sup>**

Mr. Herman provided the Board with a flyer from Northeast Record Retention, LLC. concerning the Mobile Shredding Day on Saturday, May 9, 2020 from 9 AM to Noon.

### **Biannual Boiler Inspections – Safety Complex Items**

Mr. Herman provided a copy of a letter dated February 24, 2020 from Travelers BoilerRe who met with Captain Saulnier to conduct the Fire Department boiler and air tank inspections at the Safety Complex, Pingree Hill Station and the Highway Garage. As a result of the inspection a leaking safety valve was recommended to be replaced, as well as a water heater safety valve which had corrosion on the Safety Complex boiler.

### **Town Website**

Mr. Herman has been in touch with CivicCMS concerning the network outage affecting its customers today at Town Hall. A response was received indicating they are working on the problem. Mr. DiPietro indicated he had been able to access the site just prior to the meeting to review the agenda.

### **2019 Town Report and 2020 Voters Guide**

Mr. Herman provided the Board with the 2019 Town Report and the 2020 Voters' Guide. The Voter's Guide was mailed on February 20th and the Town Report was received on February 19th.

### **Old Business**

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

Mr. Eaton noted the Highway Department met on February 19<sup>th</sup> and discussed the intersection with Hooksett Road and Bunker Hill Road.

### **Next Meetings/Events**

Monday, March 9, 2020 – Board of Selectmen's Meeting – 7:00 PM

Tuesday, March 10, 2020 – Town Election Day – AVS – 7:00 AM to 7:00 PM

Monday, March 16, 2020 – Swearing-in Ceremony for Town & School District Officers

### **Minutes**

- February 10, 2020 Public Meeting

***Mr. Eaton motioned to approve the minutes of the February 10, 2020 Public Meeting. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

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

***Mr. Eaton motioned to go into non-public session under RSA 91-A:3, II (a) compensation of a public employee. Mr. Bedard seconded the motion. A Roll Call Vote was taken – Mr. Eaton – aye, Mr. Bedard aye. The motion passed unanimously.***

The meeting room was closed to the public at 7:19 PM.

***Mr. Eaton motioned to come out of non-public session at 7:22 PM. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

The Board received the annual performance evaluation of Parks & Recreation Coordinator Amy Lachance and the recommendation from the Town Administrator that a step increase be provided based on the positive performance evaluation. Mr. Eaton indicated he was in agreement with it, noting Amy does a good job. Mr. Bedard agreed noting she is organized and has things headed in the right direction.

The meeting room was reopened to the public at 7:22 PM.

***Mr. Eaton motioned to approve a step increase for the Parks & Recreation Coordinator from a Labor Grade 6, Step 9 to a Labor Grade 6, Step 10 based on a positive performance evaluation.***

**Adjourn**

***Mr. Eaton motioned to adjourn the meeting at 7:23 PM. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary