

**Town of Auburn  
Board of Selectmen  
April 6, 2020  
Public Access by Remote Teleconference  
Minutes**

**6:00 PM**

**Selectmen Present:** Keith Leclair, Todd Bedard and Michael Rolfe

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

Compensation of a public employee & Reputation of someone other than a Board member

***Mr. Leclair motioned to go into non-public session at 6:00 PM pursuant to RSA 91-A:3, II (a) and (c) compensation of a public employee and reputation of someone other than a Board member. Mr. Bedard seconded the motion. A roll call vote was taken Mr. Leclair – aye, Mr. Bedard – aye and Mr. Rolfe – aye, with all in favor, the motion passed unanimously.***

The meeting was closed to the public at 6:00 PM.

***Mr. Leclair motioned to come out of non-public session at 6:57 PM. Mr. Rolfe seconded the motion, with all in favor, the motion passed unanimously.***

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

**Others Present** Finance Director Adele Frisella, Tax Collector Sue Jenkins, Police Chief Ray Pelton (remotely) , Linda Dross (remotely) , Steven Kimball (remotely), Town Administrator William Herman and Nancy Hoijer, Recording Secretary

**Call to Order – Pledge of Allegiance**

Mr. Leclair called the meeting to order by roll call at 7:00 PM and led the Pledge of Allegiance.

Mr. Leclair opened the meeting announcing that as Chairman of the Board of Selectmen, he was declaring that an emergency exists and was invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of Town government and services, which are vital to public safety and confidence during this emergency.

Governor Sununu issued Emergency Order #12 on March 23<sup>rd</sup> which provides local government boards the ability to conduct business using technology to hold remote meetings and not provide a public place of meeting but provide for the public's ability to listen to the meeting. As such, this meeting will be conducted with the Board present in one place and the public having the ability to telephonically listen to the meeting.

#### **Approval of Payroll Manifest for the Week of March 30, 2020 - \$43,782.66**

***Mr. Bedard motioned to approve the Payroll Manifest for the week of March 30, 2020 in the amount of \$43,782.66. Mr. Rolfe seconded the motion, with all in favor, the motion passed unanimously.***

#### **Approval of Accounts Payable Manifest for the Week of April 6, 2020 - \$1,700.00**

***Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of April 6, 2020 in the amount of \$1,700.00. Mr. Leclair seconded the motion. A vote was taken; two were in favor (Mr. Leclair and Mr. Bedard) and one abstained (Mr. Rolfe). The motion passed unanimously.***

#### **Approval of Accounts Payable Manifest for the Week of April 6, 2020 - \$854,848.79**

***Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of April 6, 2020 in the amount of 854,848.79. Mr. Rolfe seconded the motion, with all in favor, the motion passed unanimously.***

#### **Approval of Consent Agenda for the Week of April 6, 2020**

Mr. Leclair read out loud and offered for inspection a copy of the Consent Agenda for the Week of April 6, 2020 some of which included: one (1) Abatement-Refund Request, one (1) Void Check Manifest and three (3) pistol/revolver licenses.

***Mr. Bedard motioned to approve the Consent Agenda for the Week of April 6, 2020. Mr. Rolfe seconded the motion, with all in favor, the motion passed unanimously.***

#### **Appointments with the Board**

Gary & Pamela Gramatikas – Application for Restoration of Involuntarily Merged Lots – 20 Appletree Road – (Continued from March 9, 2020) - POSTPONED

#### **Town Response to COVID-19 and State of Emergency Declaration**

##### **General Update on Town Issues**

Police Chief Pelton provided an update on the Department's activities since the last meeting as they relate to the COVID-19 pandemic. Chief Pelton noted the quarantined officer is back on duty after the party to which he was exposed was tested negative. The Department is at full strength and has enough PPE for a strong week of calls. The Fire Department will resubmit for PPE, while the Police Department has set up a decontamination station to clean and reuse equipment within one of the pods at the Safety Complex. The AVS has provided gloves and goggles to the Police Department. All Police Officers will be wearing masks and protective gear while responding to any and all calls and will be fully staffed for all shifts. Callers will be met outside when possible. The Fire Department will do the same. Auburn has quite a few cases of COVID-19. The departments are receiving a daily list of names and addresses of all persons who have had a positive test with COVID-19 who reside in the Town of Auburn. Derry has a good stockpile of PPE and has taken the majority of calls. There was one overdose death reported and the family had difficulty with the funeral home agreeing to enter the home to collect the remains. The situation was resolved with help from the ME's office. The Fire Chief noted as of April 3<sup>rd</sup>, 131 first responders have been quarantined statewide. There are more sites for

quick tests opening up for first responders. All Fire Inspections have been suspended. Burn permits can be obtained online. A vendor in Hooksett has offered to assist with disinfecting.

Chief Pelton spoke with the owner of the Calef Campground who is not going to open for the seasonal sites during the State of Emergency.

Mr. Leclair noted plexiglass has been installed in most of the Town offices who requested it. The front door of Town Hall is being locked and residents are seen by appointment only. Motor vehicle registrations, dog licenses and building permits are urged to be done online. The Town Administrator has reminded department heads to track COVID-19 expenses for potential reimbursement through the President's disaster declaration which activates FEMA funding. Paul Raiche, the Health Officer is working with the Pastor at the Tower Hill Church to assist those in need of food.

Mr. Herman noted since Friday, there has also been a grant opportunity for law enforcement through the Department of Justice that provides a potential 100% reimbursement. Staff schedules may be staggered at Town hall going forward to reduce exposure.

### **MOU with NH Department of Health & Human Services**

Mr. Leclair noted that per the Memorandum of Understanding with the Department of Health and Human Services the Police and Fire Chiefs will be receiving a daily list of residences with positive COVID-19 tests in Town.

Mr. Herman provided the Board with a copy of the MOU from the Department of Health & Human Services relative to Covid-19.

***Mr. Bedard motioned to authorize the Chief of the Auburn Fire Department and the Chief of the Auburn Police Department to enter into the Memorandum of Understanding between the New Hampshire Department of Health and Human Services and the Local First Responder's Call Centers/Dispatches to receive confidential Covid-19 data for Auburn. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Parking – Tower Hill Road**

Mr. Leclair indicated he viewed pictures posted online of parking on both sides of the road at Tower Hill. Chief Pelton will speak to the Manchester Water Works Watershed Patrol for assistance. The parking lot at Front Park is closed and people are parking safely in the breakdown lane. No one is blocking the road at Depot Road.

### **New Business**

#### **Event Permission Request – NH 10 Mile Road Race**

Mr. Herman provided the Board with a copy of an email from Cullen Madden of Millennium Running dated March 23, 2020.

Millennium Running plans to hold a road race in August and arrange the details for this event using Town roads. Chief Pelton reported the event has been held before and runs very smoothly. The Board indicated they had no issues.

## **AFD SOP #017 – Part Time/Per Diem Firefighter Requirements**

Mr. Herman provided the Board with a copy of proposed SOP #017 relative to roles and responsibilities for the Part time/Per diem firefighters. Chief Williams requested and received approval from the Board through the budget process to schedule call or per diem personnel for paid weekend schedules. The SOP sets forth their roles and responsibilities. The budget was approved for the program to begin on May 1<sup>st</sup>.

***Mr. Bedard motioned to adopt SOP #017 of the Auburn Fire Department. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Request for Refund of Fees – ACH Transaction**

Mr. Herman provided the Board with a Memorandum dated March 31, 2020 relative to a request from a resident for a refund of ACH fees incurred while attempting to register four motor vehicles online totaling \$9.80. The resident had to ultimately pay the registrations in person and not online. The individual has a balance of \$4,464.86 is owed to the Town with a payment made last in September of 2019 however the refund, if any, could not be applied to the balance. The consensus of the Board was that the ACH system was utilized even though the payment was reversed.

***Mr. Bedard moved to deny the request of Kenneth Varrato to refund the \$9.80 in ACH fees due to the reversal of an ACH payment. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **FY 2020 Budgeted Projects**

Mr. Herman provided the Board with a Memorandum dated March 30, 2020 outlining the FY 2020 Budgeted Projects.

The Board reviewed the four upcoming projects proposed and also noted the uncertainty of the financial burden to the taxpayers which may arise with Covid-19. Although the taxpayers voted to approve these projects, the Board also noted they need to be aware of the cost this crisis would be to the Town or how long it will take to be reimbursed. The Board is hoping to push them off as long as it can. The four projects planned were Insulating the Safety Complex - \$18,000; Improvements to the Pingree Hill Fire Station \$28,000; Storage Building \$28,000 and the Library Evaluation Project \$28,850.

The Board determined the Insulation project and Improvements to the Pingree Hill Fire Station were funded from the Town Buildings Capital Reserve Fund and, as the funds are available, could proceed when the departments are not so busy. It was noted the Safety Complex personnel would have to be relocated while the work is done so it can be vented properly. The Storage Building funded by anticipated Municipal Aid fund will be on hold until there is confirmation the State will have the ability to send the funds this year. The Library Evaluation will be discussed with the Library Trustees once bids are received on April 16<sup>th</sup>.

## **Lease Agreement for Police Cruiser**

Chief Pelton indicated the lease for one of the new cruisers approved in the budget and needs to be signed. Mr. Herman recommended the Chief of Police be authorized to sign the agreement.

***Mr. Bedard motioned to authorize Chief Pelton to sign the lease for the police cruiser. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Old Business**

### **Oil Collection Facility – Improvements**

Mr. Rolfe reported he received a verbal proposal of \$1,800 for a new roof and six posts for the oil collection facility. Mr. Leclair requested he secure it in writing and forward it to Mr. Herman. Mr. Leclair indicated he would secure a second proposal for the Board's consideration. Mr. Herman will keep the matter on the agenda.

### **Griffin Mill Bridge Workshop Session**

Mr. Herman indicated the design and permitting should move forward this year so the project is ready to go when construction funds are available next year. The Board previously requested a workshop meeting with engineers and town counsel be held to determine how to move forward. The Board felt the meeting couldn't be scheduled yet and will need to be looked at once the State of Emergency is lifted.

## **Minutes**

- March 23, 2020 Public Meeting

***Mr. Bedard motioned to approve the minutes of the March 23, 2020 Public Meeting. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

- March 23, 2020 Non-Public Meeting

***Mr. Bedard motioned to approve the minutes of the March 23, 2020 Non-Public Meeting. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Next Meetings/Events**

Monday, April 20, 2020 – Board of Selectmen's Meeting – 7:00 PM

The Board agreed they were comfortable in meeting under the current conditions. Mr. Leclair indicated he will discuss with Mr. Herman closer to the April 20<sup>th</sup> meeting date to determine how to proceed with the meeting based on conditions at the time.

**Non-Public Session – RSA 91-A:3, II (c) -- Reputation of someone other than a Board member**

***Mr. Leclair motioned to go into non-public session pursuant to RSA 91-A:3, II (c) at 7:40 PM. Mr. Bedard seconded the motion. A roll call vote was taken: Mr. Leclair – aye, Mr. Bedard – aye, Mr. Rolfe – aye. With all in favor, the motion passed unanimously.***

The meeting was closed to the public at 7:40 PM.

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

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

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

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary