

**Town of Auburn  
Board of Selectmen  
April 20, 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 (c) – 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 (c) 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. All were in favor, the motion passed unanimously.***

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

***Mr. Bedard motioned to come out of non-public session at 7:01 PM. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

The meeting was opened to the public at 7:01 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.***

**Others Present** Fire Chief Michael Williams, Police Chief Ray Pelton (remotely), Linda Dross (remotely), Town Administrator William Herman and Nancy Hoijer, Recording Secretary

**Call to Order – Pledge of Allegiance**

Mr. Leclair called the meeting to order at 7:03 PM and led the Pledge of Allegiance.

Mr. Leclair announced 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 the 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 the 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.

The Selectmen announced they were present by roll call: Mr. Leclair, Mr. Bedard and Mr. Rolfe. Mr. Leclair advised he would periodically check for comment from the public.

**Approval of Payroll Manifest for the Week of April 13, 2020 - \$43,889.56**

***Mr. Bedard motioned to approve the Payroll Manifest for the week of April 13, 2020 in the amount of \$43,889.56. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

**Approval of Accounts Payable Manifest for the Week of April 13, 2020 - \$500.00**

***Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of April 13, 2020 in the amount of \$500.00. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

**Approval of Accounts Payable Manifest for the Week of April 20, 2020 - \$8,820.00**

***Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of April 20, 2020 in the amount of \$8,820.00. Mr. Leclair seconded the motion. A vote was taken, two were in favor (Leclair and Bedard) and one abstained (Rolfe), the motion passed 2-0-1.***

**Approval of Accounts Payable Manifest for the Week of April 20, 2020 - \$99,624.33**

***Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of April 20, 2020 in the amount of \$99,624.33. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

**Approval of Consent Agenda for the Week of April 20, 2020**

Mr. Leclair read out loud and offered for inspection a copy of the Consent Agenda for the Week of April 20, 2020 some of which included: one (1) Void Check Manifest and two (2) pistol/revolver licenses.

***Mr. Bedard motioned to approve the Consent Agenda for the Week of April 20, 2020. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

**Appointments with the Board**

**Fire Chief Michael Williams – Monthly Meeting**

Chief Williams indicated March was a busy month participating as Fire Chief and Emergency Management Director with weekly meetings since March 19<sup>th</sup> as well as a couple of virtual meetings and EMS training on Zoom. Classes have been cancelled due to COVID-19. Auburn has received more PPE from the state and reviewed protective policies. The summary of incidents was broken down with 40 for the month and the quarterly report for the first quarter was attached. Chief Williams recognized Lt. Sullivan who has been helpful as the new EMS Coordinator. A letter commending Captain Saulnier, Lt. Glennon, and Firefighters Boyle, Donovan and Newnan for their response to a Delta level cardiac related emergency on April 8<sup>th</sup>. Due to their quick and coordinated response the patient soon had a return of spontaneous pulses and was conversing with the Fire Department members upon arrival at the hospital.

In March the Assistance to Firefighters Grant was applied for to provide for portable digital radios and a PPE dryer/extractor. The Department will be notified in late summer. Information was received for the 50/50 Forestry grant the Town had been approved for, and a check for 50% reimbursement is expected back today.

The Chief and Deputy Chief attended the New Hampshire Fire Chief's Meeting in Boscawen.

Chief Williams reported the Office 365 update is completed, and shared calendars are being utilized. Operational policies and procedures are being continuously updated. The Department has assisted the Police Department with COVID-19 training and PPE for officers.

Lieutenant Glennon has been working on maintenance of apparatus. The air leak on Engine 2 was fixed. NE Fire worked with him on the new rescue and came here for that.

Mr. Leclair asked about the supply of PPE and Chief Williams indicated he picked up 50 more N95 masks, 30 shields and more gowns so there are approximately 100 in stock currently. There are six current cases of COVID-19 in Town and the number changes as those who recover are removed from the list after 21 days.

Chief Williams provided the Board with a copy of Auburn's Municipality Activity Report related to COVID-19 from the State's Web EOC portal which detailed local staff meetings and updates by date, supplies, telephone conferences, operational status and needs of the community, dispatch MOU, town hall emergency policies and scheduling, training with PPE, online burn permits, quarantine location at Station #2, potential exposures and self-quarantines.

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

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

Police Chief Pelton thanked the Fire Department and Police Department for doing a great job. The Fire Department helped to get set up with PPE equipment and the Police Department is running with a full staff minus one officer who had to report to National Guard service and will be back at the end of the month. The office staff has been split between Saturday and Sunday schedule and there are an extra 25 PPE available. There are six COVID-19 cases in Town, two are new.

The Road Agent put up no-parking signs in the recreational areas addressed at the least meeting and Water Works has shifted out two officers. If the crowds continue to grow there will need to be coverage on Saturday and Sunday. There is a slight increase in mental health calls. A company from Hooksett has provided disinfecting services for the vehicles.

Chief Pelton reported the two new vehicles have been received and one is being outfitted. One new officer has been added. The Department is overall in good shape right now.

Mr. Herman reported things have been business as usual at Town Hall this past week, and we were now looking at financial issues moving forward. He reported the Town had positive cash flow into the month of July. As long as the first issue property tax bills can be issued in late May or by June 1<sup>st</sup>, the Town should remain in positive financial standing. He noted it was announced today FEMA applicant briefings will be announced this week and so it is possible this reimbursement may be available sooner than expected.

### **New Business**

#### **Appointment – Alternate Library Trustee**

Mr. Herman reported the Board of Library Trustees are requesting the re-appointment of Alternate Trustee Brenda Beer for an additional one-year term.

***Mr. Bedard motioned to appoint Brenda Beer as an Alternate Library Trustee for a term to expire in March 2021. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Applicants for Police Commission**

The Board members agreed to table this item until their next meeting.

#### **Storage Unit Request – Parks & Recreation**

Mr. Herman provided a Memorandum to the Board dated April 17, 2020 relative to the request from Parks & Recreation for the rental of a second storage unit at the Castlerock Self-Storage facility using the \$2,000 funding retained in the operating budget for this situation. The Commission realizes the Municipal Aid Funding is in question and it is unlikely the storage facility would be built this year but next year. Mrs. LaChance reported there is a 10x15 unit coming up available possibly May 1<sup>st</sup> at \$135/mo. and could be cancelled month-to-month. The total cost through the end of 2020 would be \$1,080.

***Mr. Bedard moved to approve the request to rent a 10x15 storage unit at a monthly cost of \$135 through the remainder of 2020 and to fund the expense from the Recreation Improvement budget account. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Proposals for Library Building & Land Evaluation**

Mr. Herman indicated a Request for Proposal was issued in mid-March for the building and property evaluation at the Library. Eight proposals were submitted and have been circulated electronically to the Board of Selectmen and Library Trustees. A meeting of the two boards will be scheduled within a few weeks to determine how to move forward. Bids ranged from \$8,000 to \$27,000.

#### **Old Business**

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

Mr. Herman provided a Memorandum dated April 16, 2020 relative to the Waste Oil Collection Facility Proposals, Bid Canvas Report and Estimates from Mattes Remodeling and Rolfe Builders LLC.

Mr. Rolfe provided one verbal quote at the last meeting and provided the back up documentation. Mr. Leclair met with two others, one of which was willing to provide an estimate. The descriptions of work were comparable. One bid was for \$3,500 and the other for \$1,800. Mr. Bedard noted he was in favor of the lower bid.

Mr. Leclair noted the issue is that Waste Management who was picking up once a month was unwilling to continue to do so until the roof was repaired. Mr. Leclair noted if the funds were in the budget the Property Repair Fund (Other than Buildings) could be utilized.

***Mr. Bedard motioned to accept Rolfe Builders proposal at a cost of \$1,880 to be taken from the Property Repair Fund to repair the roof over the oil storage facility. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Other Business**

Mr. Bedard asked about the Transfer Station and whether spots which were closed would open up and/or the timeframe to keep closed. Currently there is a three-bag limit. Mr. Herman will reach out to Waste Management for insights and Mr. Leclair asked to keep this on the agenda under Old Business.

## **Next Meetings/Events**

Monday, May 4, 2020 – Board of Selectmen's Meeting – 7:00 PM as Conference Call

## **Minutes**

- April 6, 2020 Public Meeting

***Mr. Bedard motioned to approve the minutes of the April 6, 2020 Public Meeting. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

- April 6, 2020 Non-Public Meeting (x6)

***Mr. Bedard motioned to approve the minutes of the April 6, 2020 Non-Public Meeting (x6). Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Adjourn**

***Mr. Rolfe motioned to adjourn the meeting at 7:36 PM. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary