

**Town of Auburn
Board of Selectmen
May 4, 2020
Public Access by Remote Teleconference
Minutes**

7:00 PM

Selectmen Present: Keith Leclair, Todd Bedard and Michael Rolfe

Others Present Police Chief Ray Pelton (remotely), Christine McLaughlin (remotely), Bob Magnusson of Waste Management, Town Administrator William Herman and Nancy Hoijer, Recording Secretary

Call to Order – Pledge of Allegiance

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

Mr. Leclair announced 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 23rd 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 27, 2020 - \$44,932.92

Mr. Bedard motioned to approve the Payroll Manifest for the week of April 27, 2020 in the amount of \$44,932.92. 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 27, 2020 - \$11,670.00

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of April 27, 2020 in the amount of \$11,670.00. 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 May 4, 2020 - \$843,684.13

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of May 4, 2020 in the amount of \$843,684.13. 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 May 4, 2020 - \$35,295.00

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of May 4, 2020 in the amount of \$35,295.00. 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 Consent Agenda for the Week of May 4, 2020

Mr. Leclair read out loud and offered for inspection a copy of the Consent Agenda for the Week of May 4, 2020 some of which included: one (1) abatement-refund request, one (1) Governance Questionnaire/FY 2019 Audit and three (3) 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

Bob Magnusson, Waste Management – Transfer Station Operations

Mr. Magnusson, District Manager for Waste Management responsible for several facilities in New Hampshire including the Auburn Transfer Station, met with the Board to discuss potential changes to the Transfer Station operations.

Mr. Herman provided a copy of the Agreement for Host-Town Benefits with Waste Management effective February 5, 1996, and copies of a NHDES list of businesses collecting Household Generated Used Oil and list of average gallons received per drop off from 2015-2019 previously provided by Mr. Magnusson.

Mr. Magnusson indicated he had several things to discuss concerning the citizen's drop off facility at the Transfer Station, which has been in business for 22 years since commencing operations in 1998.

Mr. Magnusson noted the first issue is the monthly waste oil collection at the old landfill area which has not been open since December due to disrepair. Mr. Leclair noted the Selectmen at their last meeting approved repair of the roof. Mr. Magnusson recommended shutting it down as there has not been a lot of attendance and there are safety, liability and environmental concerns continuing with the operation. He noted in 2016 there were 102 people, in 2019 59 people and in 2018 51 people. The worker who supervises the drop off is alone and there are security and liability risks. The location is in the Massabesic water shed. There have been incidents of cross contamination with other facilities and antifreeze, which then becomes hazardous waste.

Mr. Magnusson noted the containers being used to drop off are another concern and need to have a closed secure top to prevent spills and ease of transfer to the drums in an outside

environment. He recommended directing residents to one of the many commercial businesses on the list he provided that accept used waste oil.

At the Transfer Station, Mr. Magnusson noted there have been some close calls in the Citizen Drop-off area near the compactor site with the flow of traffic driving in front of the scale and poor visibility on one side.

Mr. Magnusson indicated the brush and yard waste disposal is less than ideal. It goes into the upper container accessed by portable stairs that residents have to climb up to throw things in. He reported there had been 77 tons in 2019, which translates to 18 containers. Many towns the size of Auburn burn their own brush, and Mr. Magnusson was willing to reimburse the Town \$5,000 per year to take on the brush and yard waste and eliminate this service at the Transfer Station. Mr. Magnusson noted in the winter months when yard waste is not an issue, the extra container is used for cardboard.

Mr. Magnusson reported he is in the process of replacing the MSW compactor, which is 22 years old. He reported the week of May 11th the MSW compactor would be scheduled for replacement.

Mr. Magnusson noted the recycling market is poor or non-existent, and he is looking at adding a second compactor to deal with recyclables. He said this would enable them to combine what is now going into two to three different containers into a compactor with one container. This would mean less traffic stops for picking up, and a reduction from 400 pulls per year to 150-200 pulls per year. He indicated the second compactor could be installed during the week of May 18th.

M. Leclair asked about cardboard. Mr. Magnusson noted there are two containers currently and one would go away and be moved to a different location. He stressed the importance of breaking down the boxes properly before they are fed into the container.

Mr. Magnusson also noted he would like to separate glass from the other recycled materials and collect it separately. He reported they have established a glass crushing operation at the Rochester landfill property and find the resulting material is good aggregate material to use in road bases, drainage beds, pipe cover and the like. With the separation, he could take it directly to Rochester instead of hauling to a recycling facility in Massachusetts for separation, and then hauling it to Rochester.

Mr. Magnusson addressed the bulky and demo disposal which currently has no control level for quantity or frequency and has been an issue of concern and discussion for years. He recommended a daily limit of 200 gallons be established, which is seven (30 gal) trash cans or four (55 gal). For the larger loads and bulky items, he is proposing disposal could be done by dropping the material in the building on a quarterly basis. He suggested four times a year on a Saturday with a maximum of five cubic yards per household twice a year. He felt it could be tracked possibly by a punch card provided at the shack with a name and ID. The twice a year disposal for bulk and demo could be scheduled ahead of time.

Mr. Magnusson noted the difficulty with some changes is communication and getting the word out. Mr. Leclair recommended using a large printed billboard sign at the Transfer Station property.

Mr. Bedard asked when Mr. Magnusson envisioned opening back up to normal operations instead of the current restricted measures. Mr. Magnusson indicated the Governor's current

orders are through May 31st and they would also be able to have the new compactors installed in that time frame. He felt by the week of May 25th, they could restore operations.

Mr. Leclair indicated the sticker program is done annually by the Town Clerk. Mr. Magnusson would like to see the stickers placed in the same place on the front windshields. The license plates would be recorded on the sticker, so they are tied to a specific vehicle. Something would need to be worked out so those registering online would get their sticker.

Mr. Magnusson recommended an amendment to the Town Host Agreement should memorialize any changes agreed to concerning the collection of waste oil, brush and bulky/demo items, and he will send the Selectmen a letter detailing his recommendations.

Town Response to COVID-19 and State of Emergency Declaration

General Update on Town Issues

Mr. Leclair indicated the emergency meeting was last week. PPE is in good shape. There are less than six cases in Auburn currently. Schools are operating remotely for the remainder of the school year. Some students will have to catch up over the summer. The Fire Department is having issues with generating responses to all calls.

Chief Pelton noted the Police Department is in good shape with PPE. One officer is out due to exposure from a motor vehicle stop. There were no parking issues over the weekend on Tower Hill Road. The Road Agent has helped with signage. There has been an increase in neighbor disputes and motor vehicle calls, in addition to seven dumping complaints on the By-Pass.

Mr. Leclair questioned whether something could be worked out with the Road Agent so residents would have a place to dispose of debris in a dumpster until the transfer station is ready. Mr. Herman will follow up with Mr. Magnusson.

Mr. Herman reported Fire Chief Williams did make a request for face masks for elections as discussed at last week's Emergency Management meeting and Auburn is receiving 200 masks tomorrow. He also reported the Governor had announced earlier today the provision of \$32 million for municipalities to assist with cost incurred between March 1, 2020 and August 31, 2020 and which would not be covered by the FEMA Disaster declaration. Of the \$32 million, the amount of \$132,300 has been allocated for the Town of Auburn. He stressed more guidance and direction will be forthcoming, but this is not a blank gift or grant to be issued to the Town. This is designed as a reimbursement program for eligible costs actually incurred.

New Business

Appointment – Deputy Forest Fire Warden

Mr. Bedard motioned to appoint Michael Sullivan as Deputy Forest Fire Warden. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

FY 2019 Audit Engagement Agreement

Mr. Herman provided a Memorandum dated May 4, 2020 concerning the engagement agreement with Vachon Clukay and Company of Manchester for the Town's 2019 Audit. The cost is \$12,250 which was budgeted for in the amount of \$13,000. He noted this year due to

stay at home orders the audit is being conducted remotely. The Town is providing files electronically.

Mr. Bedard moved to approve the engagement agreement with Vachon Clukay & Company of Manchester for the audit of the Town of Auburn financial records for the year ending December 31, 2019 and to authorize the Chair of the Board of Selectmen to sign the agreement on behalf of the Board of Selectmen. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Old Business

NH 10-Miler Road Race – Update – Chief Pelton

Mr. Herman provided a copy of a letter dated March 23, 2020 from Millennium Running which proposed the event for Saturday, August 29, 2020, if permitted.

Chief Pelton noted this is a qualifier for the Boston Marathon. There are currently three options under consideration depending on what is allowed for gatherings under the State emergency orders in place at the time the decision needs to be made at the end of June. There are approximately 1,200 runners who normally participate in this annual event.

The first option would be to have three or four starts in waves with 250 people each. This ties up traffic longer with roads closed for three or four hours rather than the rolling road blocks of approximately a half an hour when all runners go at once.

The second option would be a 50-person time trial start. Starts would be every ten minutes. The race would be run the opposite direction, starting at Spofford Road. There would be no road closure except By-Pass at the start of the race.

The Selectmen were in agreement to revisit the situation in two-to-four weeks when more was known. Mr. Leclair asked Mr. Herman to keep it on the agenda under Old Business.

Status Update on Appointment – Police Commission

Mr. Rolfe indicated he will stay on the Police Commission for the remainder of his term which ends this year. Mr. Herman reported all 10 applicants for the position have been notified of Mr. Rolfe's decision and thanked for their interest in serving.

Report/Comments of Ex-Officio Board Representatives

Mr. Rolfe indicated Manchester Water Works will be working on an environmental grant to clean out the wash areas on Tower Hill Road in both Auburn and Candia. He indicated the Town will be providing minor support.

Mr. Bedard reported the Parks & Recreation Commission will meet virtually tomorrow.

Other Business

Chief Pelton reported Front Park opened on Saturday. He noted Manchester Water Works spoke with him in advance and he recommended it stay closed, but they decided to open it anyway. The Fire Chief is checking with the state concerning what guidelines should be met.

Next Meetings/Events

Monday, May 11, 2020 – Workshop Meeting – Board of Selectmen & Library Trustees 6:00 PM
Monday, May 18, 2020 – Board of Selectmen's Meeting – 7:00 PM

Minutes

- April 20, 2020 Public Meeting

Mr. Bedard motioned to approve the minutes of the April 20, 2020 Public Meeting. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

- April 20, 2020 Non-Public Meeting (x2)

Mr. Bedard motioned to approve the minutes of the April 20, 2020 Non-Public Meeting (x2). Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Non-Public Session pursuant to RSA 91-A:3, II (d)

Mr. Leclair motioned to go into non-public session pursuant to RSA 91-A:3, II (d). 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 8:27 PM.

Mr. Bedard motioned to come out of non-public session at 8:59 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 8:59 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 8:59 PM. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary