

**Town of Auburn  
Board of Selectmen  
May 18, 2020  
Public Access by Remote Teleconference  
Minutes**

**7:00 PM**

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

**Others Present:** Fire Chief Michael Williams, Deputy Fire Chief Bob Seling, Parks & Recreation Coordinator Amy Lachance, Road Agent Michael Dross, Police Chief Ray Pelton (remotely); Brenda Brunelli (remotely); Joanne Linxweilier (remotely); Tom Zapora (remotely); Karen Garon (remotely); Terry Coll (remotely); Town Administrator William Herman and Nancy Hoijer, Recording Secretary

**Call to Order – Pledge of Allegiance**

Mr. Leclair called the meeting to order at 7:02 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 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 May 11, 2020 - \$47,489.53**

***Mr. Bedard motioned to approve the Payroll Manifest for the week of May 11, 2020 in the amount of \$47,489.63. 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 18, 2020 - \$80,058.30**

***Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of May 18, 2020 in the amount of \$80,058.30. 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 18, 2020 - \$7,975.00**

***Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of May 18, 2020 in the amount of \$7,975. 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.***

### **Approval of Consent Agenda for the Week of May 18, 2020**

Mr. Leclair read out loud and offered for inspection a copy of the Consent Agenda for the Week of May 18, 2020 some of which included: one (1) Tax Collector's Warrant, First Issue Property Tax Bills \$8,134,173.00, one (1) Tax Collector's Warrant – Land Use Change Tax 102 Haven Drive, one (1) Asset Report – Eversource Energy, one (1) Pole License – Eversource Energy and two (2) Pistol/Revolver Licenses.

***Mr. Bedard motioned to approve the Consent Agenda for the Week of May 18, 2020. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Appointments with the Board**

#### **Amy Lachance – Parks & Recreation Events**

Mrs. Lachance indicated Old Home Day planned for June 6 has been cancelled. Some of the items and vendors are refundable and some are not. Mrs. Lachance reported Parks & Recreation is looking at bringing some activities to the Duck Race on September 12<sup>th</sup>, such as mini golf, the climbing wall and petting zoo. She indicated the Historical Association welcomes the addition and they are working together to determine where they could be physically set-up and included. Mrs. Lachance noted there would be no charge for use to not take away from the fundraising efforts.

Mrs. Lachance reported Recreation purchased a raccoon costume to be used as a mascot for future events which will debut at the Duck Race. She said they would offer some sort of contest to name the mascot.

Mrs. Lachance is uncertain whether the Senior Barbeque event in July will be held.

Mrs. Lachance reported the fireworks planned for Old Home Day can be rescheduled and a \$3,000 non-refundable deposit was put down. She proposed moving that to New Year's Eve as a First Night event at 6 PM, but details need to be worked out. If this is not possible, the fireworks company is willing to push out to 2021. The potential New Year's Eve event needs to be run by the School Board to have it at the athletic fields. Otherwise another location could be considered.

Mr. Leclair asked about the cost and Mrs. Lachance noted of the original \$10,750 budget for Old Home Day, cost is \$8,890 of which \$6,000 is for fireworks.

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

Chief Williams presented his monthly report for April 2020. Chief Williams noted calls for service were up largely because people are home. Chief Williams indicated the Department is well stocked with PPE, no members have contracted the virus, and the EMD and EOC

conference calls/meetings are being held biweekly. Chief Williams has been attending a lot of Department meetings by Zoom which is working well. The Station will be opening for vehicle checks on Sunday and working on training.

Chief Williams noted Capt. Walters stepped down as Captain of Station #2 and no one has been assigned as Captain yet.

Chief Williams indicated the two forestry pumps came in that were grant funded, but the check has not been received from the state yet. Engine 2 had a small issue with an air leak and the auto eject broke. Lt. Glennon fixed those issues.

Chief Williams reported the per diem agreement started in May and will be on next month's report.

- **Proposed Updates to SOP #012 and SOG #309**

Chief Williams provided copies of SOP #012 relative to Pay Rates and Stipends for Call personnel and SOG #309 relative to Mutual Aid Response.

Chief Williams indicated SOP #012 covers rates and stipends amended to add payments monthly not quarterly and stipends for Deputy Warden, removal of payment to issuing agents and the pay rates effective June 1<sup>st</sup> budgeted last year which increased .50 cents from \$8-\$8.50 and \$9-\$9.50.

Chief Williams indicated SOG #309 which Bob Selinga worked on a lot, is for mutual aid response procedures allowing drivers to operate out of Town, covers hot/cold response.

***Mr. Bedard motioned to adopt the change to SOP #012. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mr. Bedard motioned to adopt and approve SOG #309. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

- **Pingree Hill Station Generator**

Chief Williams provided an estimate for repair or replacement of the generator at Station Two from Gemini Electric, which noted three options:

- Option #1 New 25 kw Generator (Recommended) - \$18,157
- Option #2 New 20 kw Generator - \$13,987
- Option #3 Repair of existing 20 kw Generator (engine only) - \$5,000

Chief Williams noted the generator stopped running a month ago and the timing belt failed due to failure of internal parts. Chief Williams noted the 25-kw generator meets recommendations and is more commercially suited than residential use like the 20kw. The existing 20 kw does not power some of the things it should such as powering the bay doors Mr. Bedard asked if any of the cost could be recovered from the state as COVID related and Mr. Herman noted maybe replacing and repairing would be evaluated differently under that process, but he felt it would not likely be able to be funded through that source. There is a five-year warranty on the 25 -w generator. The repairs on the existing would not be warrantied.

Chief Williams indicated some changes that would be made with Option #1 would resolve grounding issues and two panels remaining but with 180-amp feeder.

- **Diesel Exhaust Filtration System**

Chief Williams provided the Board with an estimate dated May 12, 2020 from Ward Filter Systems for \$18,888.62 for a NO SMOKE direct source diesel exhaust filtration system for Station Two.

Mr. Leclair recommended keeping this on the agenda as old business to look at the budget. Mr. Leclair noted the Board met at the station to discuss proposed repairs and looked at painting, soot issues and the bays. Because Station Two is not maned 24 hours it is not eligible for grant funding. The vent system recommended to resolve the exhaust is \$30-35,000. The NO-SMOKE system is less than \$19,000 and would work on two pieces of apparatus kept at that station. The filter would not need replacing on 2007 models and newer. The system would reduce emission and carcinogen exposure to firefighters. Without it the soot has turned some of the walls black, and soot has gone into the living quarters and around vents. Mr. Rolfe noted it attaches to the apparatus.

Mr. Leclair noted there used to be a big fan, but it was pulled out and blocked with plywood by the previous Chief. It was suggested that could be put back in for now.

- **Fire/EMS Dispatch Contract**

Chief Williams reported the five-year contract with Derry has been approved and will be in-line with the seven-year renewal of the ambulance contract which may put the Town in better negotiating terms. The Board agreed the Town of Derry has provided phenomenal service for many more years than they could remember.

Chief Williams noted Auburn is working to go fully digital since Derry supports that and is working with red alert.

Mr. Leclair indicated the Board worked with Chief Williams to research prices with other Towns and they were competitive. Mr. Leclair asked Deputy Chief Selinga if he had any complaints and Deputy Selinga noted any interruptions with towers are fixed quickly.

Mr. Leclair asked about dispatch time and Chief Williams indicated with the integrated dispatch system with the ambulance service and their Station 3 nearby, they are often on scene before we are.

Mr. Leclair compared the populations of other towns and their call volumes. Auburn has more than Chester with accidents on Route 101 and 28.

Mr. Herman noted historically the contract has a lump sum payment for the year in July. This requires some additional work for the Auburn finance office due to our two different fiscal years, and Derry has agreed to change the contract to bill Auburn semi-annually.

***Mr. Bedard motioned to accept the five-year Dispatch Contract with Derry beginning July 1, 2020 and ending June 30, 2025. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Traffic, Parking and Littering on Morgen Drive**

Mr. Bedard reported he had received several complaints earlier today from residents of Morgen Drive about visitors to Tower Hill Pond parking on their lawns, urinating in public, leaving behind litter and dirty diapers, arriving in the early morning hours before the area opens and swearing at homeowners. The noise is a nuisance and parking is congested. Most are from out of state and with Memorial Weekend approaching it will be a nightmare. When one side of Tower Hill Road was closed to parking, the traffic has been inundated to their neighborhood.

Joanne Linxwieler of 139 Morgan Drive indicated Mr. Bedard had taken pictures of the area when he visited earlier in the day which the Board will view later.

Tom Zapora of 142 Morgan Drive reported he has seen 200-225 vehicles on the dead-end cul-de-sac, some parking on lawns and private properties. It is a free for all on Friday, Saturday and Sunday. Mr. Zapora spoke to John O'Neil of Manchester Water Works and he indicated he can only protect MWW property and recommended going to the Selectmen.

Mr. Leclair asked if there were issues prior to COVID and Mr. Zapora noted it has been building for two to three years, affecting their quality of life.

Karen Garon of 116 Morgen Drive noted she lives a few doors down and cars are speeding through and parking all over. Mrs. Garon also noted many of these individuals from out of the area are brought here because if you put "Tower Hill Pond" into Google for directions, it brings you to Morgen Drive. She wondered if the residents could install no parking signs or cones on their own. She said Mr. O'Neill from MWW said he would back them up.

Chief Pelton indicated there were good points made, but John O'Neill is not the MWW Director. The Town asked not to open Front Park, but it is. He said it is private property so the Town cannot force anything, MWW must enforce it. Chief Pelton said he will ask Lt. Chabot to petition Google Maps to change, but it would not happen quickly. Relative to the parking problem, there should be no parking within 12' feet of an owner's driveway so the homeowner can get in and out safely. With the number of cars parking that were described there is no possibility this is being adhered to.

The Selectmen requested Road Agent Dross to temporarily install no parking signs in the area and to place to prevent parking at the cul-de-sac. They agreed this would remain in place until the next Selectmen's meeting in two weeks. Chief Pelton indicated the APD will increase patrol and he will speak with the Watershed Patrol about picking up some of the trash.

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

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

Chief Pelton noted the second police officer quarantined tested negative and is back in service. There is enough supply of PPE for at least a month, and the Fire Department has done well in securing additional supplies. The Chief noted overall, Covid cases are down in Auburn with only one new case reported today. Domestic, motor vehicle and neighbor disputes complaints have increased.



Mr. Herman reported the Town Clerk's office opened today to serve one customer at a time. He noted the drop box has had daily use since being installed and was full this morning. The Library closure has been extended to May 31<sup>st</sup>, but they are doing porch pickup which has proved to be popular.

Mr. Leclair noted the Selectmen had previously approved standards for no more than three members of the public being allowed in the Town Hall at one time and employees had leeway to do what they were comfortable with and are doing some by appointment. Mr. Leclair asked Mr. Herman to monitor the changes to be sure all employees are onboard with them.

### **Fire Responders COVID-19 Stipend Program**

Mr. Herman provided a Memorandum dated May 11, 2020 relative to the First Responder's COVID-19 Stipend Program. Mr. Herman indicated the Governor established a \$25 million fund from the total \$1.2 billion in federal stimulus money to come to the State. The program provides a \$50, \$150 or \$300 per week stipend for the period of May 4<sup>th</sup> through June 30<sup>th</sup> (eight weeks and two days).

Mr. Herman reviewed the terms of eligibility and indicated the Town would be responsible for all applicable taxes and benefit costs associated with these stipend payments but, would be able to recover some or all of those costs from the CARES Act funds allocated to the Town of Auburn. Mr. Herman indicated the payments could be made at regular payroll intervals or in a lump sum fashion at the end of the covered time period. Mr. Herman recommended paying in a lump sum as the Town would have the funds provided by the State prior to then, which would help cash flow overall.

Mr. Herman indicated to be eligible a first responder with Police or Fire Fighter/EMT with Fire are only eligible to one agency if working for more than one. Mr. Leclair asked if to be eligible they needed to have made calls. Mr. Herman noted those on vacation, extended leave, military duty or otherwise unavailable for service are not eligible. Chief Williams will review the list and remove any who are not considered to be in good standing. Chief Williams indicated most inactive have already been expelled from the roster. Mr. Leclair recommended gauging if there was no response this year. Mr. Rolfe noted he trusted Chief Williams to look at it.

Mr. Herman reported the number of eligible firefighters and law enforcement personnel with a payroll for those stipends of \$55,514.29, with employer taxes to be an additional \$2,261.38.

***Mr. Bedard motioned to approve the Town of Auburn's participation in the First Responder COVID-19 Stipend Program as established and defined by the State of New Hampshire through the Division of Homeland Security & Emergency Management and to authorize the Town Administrator to take the steps necessary for the Town's participation. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mr. Bedard motioned for the Town of Auburn to accept and expend up to \$56,000 in CARES Act grant funds for the First Responder Stipend Program without a public hearing or notice being published in a newspaper seven days in advance, by acting under the provisions of RSA 21-P:43 and subject to the terms of the First Responder Stipend Program. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Governor's Office for Emergency Relief and Recovery – Relief Fund Grant Agreement**

Mr. Herman provided a Memorandum dated May 13, 2020 relative to the federal CARES Act Funds and the GOFERR Coronavirus Relief Fund Grant program.

Mr. Herman indicated the Governor, as part of the federal stimulus funding to the state of \$1.2 billion, has allocated \$32 million to municipalities for dealing with COVID-19 of which Auburn's portion is \$132,293.

Mr. Herman indicated the Town will need to enter into a GOFERR Coronavirus Relief Fund Grant Agreement to access these funds to cover several items not covered by FEMA. The CARES Act funds would fully reimburse allowed expenses incurred for the period from March 1<sup>st</sup> to August 31<sup>st</sup>. March and April expenses are to be requested for reimbursement by June 1<sup>st</sup> with payments expected back to the communities within 30 days of the submission. A copy of the Agreement was provided to the Board for review.

Mr. Herman reviewed some of the reimbursable items such as plexiglass being installed, some wages and overtime, PPE expenditures, welfare payments, Zoom services for the Fire Department, additional online services and offerings by the Library, and employer's share of payroll taxes for the First Responder Stipend Program.

Mr. Herman identified three steps the Selectmen would need to take including entering into the Grant Agreement, designating signing authority for future submissions, and voting to accept and expend CARES Act grants under RSA 21-P:43.

***Mr. Bedard motioned to approve the Town of Auburn's GOFERR Coronavirus Relief Fund Grant Agreement for receipt of CARES Act funding that is made available to the Town of Auburn. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mr. Bedard motioned to designate the Town Administrator as the signing authority for the Town of Auburn for reimbursement submissions and other documentation required for the GOFERR Coronavirus Relief Fund Grant program. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mr. Bedard motioned for the Town of Auburn to accept and expend up to \$132,293 in CARES Act grant funds, including amounts of \$10,000 or greater, without a public hearing or notice being published in a newspaper seven days in advance, by acting under the provisions of RSA 21-P:43 and subject to the terms of the GOFERR Coronavirus Relief Fund Grant Agreement. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **New Business**

#### **Purchasing Policy Appendix A – Rates for Contract Labor & Equipment**

Road Agent Dross presented his request to the Board for a \$5/per hour increase for rates for contract labor and equipment. Mr. Herman noted the rates have largely not increased since 2014 with a change in 2017 for winter use of loaders.

Mr. Dross noted contractors have employees who would be paid time and a half for going out on emergencies, but the equipment rates used do not recognize that as an added expense. He also noted since 2014 the costs for insurance, vehicle and equipment maintenance, and until recently fuel have increased.

Mr. Leclair indicated it is difficult finding rates published by other Towns. Road Agent Dross agreed it is hard to research. Mr. Leclair indicated he would like a little more time to be sure the Town would not be setting higher than market price rates and recommended tabling the discussion to the next meeting.

### **Consideration of Annual Step Increase**

Mr. Herman provided the Board with a Memorandum dated May 15, 2020 relative to the employment anniversary of Town Clerk Kathleen Sylvia, who will be marking her 20<sup>th</sup> year of employment with the Town of Auburn on May 31<sup>st</sup>.

Mr. Herman indicated as an elected official she does not have a performance review. Mr. Leclair indicated the Board typically votes whether to approve a step increase.

***Mr. Bedard motioned to approve a step increase for the Town Clerk from a Labor Grade 12, Step 9 to a Labor Grade 12, Step 10 upon the individual's May 31, 2020 anniversary date. 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 indicated he has heard nothing new. The Board asked Mr. Herman to keep the item on the agenda under Old Business.

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

Mr. Rolfe indicated the Police Commission met and a graduation parade is planned with no impact or road closures. Mr. Leclair reported the School Board indicated the Tower Hill Church parking lot is bigger and a more suitable location for the Auburn Village School graduation effort.

### **Other Business**

Mr. Leclair reviewed manifests with Road Agent Dross for patching, marking and removal of unsuitables from the shop. Road Agent Dross noted billing for patching is for two persons, but truck and driver are separate, Dig Safe marked a culvert collapse on May 13<sup>th</sup> and 420 loads of unsuitables were removed from the shop and taken to someone who wanted them on Buttonwood Road.

#### **Email from Ed Gannon of 157 Windsor Drive**

Mr. Leclair indicated the Board received an email from Mr. Gannon asking whether the Board failed to follow the purchase policy in negotiating the Fire Dispatch Contract and whether the Fire Chief's son working in Derry is a conflict.

Mr. Leclair read from the Town's Purchasing Policy noting there is no process requiring the Selectmen to go to bid process or having to approve a bid process. An RFP or RFQ may be put



out at the Board's discretion. Mr. Leclair noted this policy was written and adopted in 2013 before any of the current members were on the Board.

Mr. Leclair indicated he liked to respond to residents who contact the Board and asked Mr. Herman to address Mr. Gannon's message.

### **Next Meetings/Events**

Wednesday, May 27, 2020 Selectmen and Library Trustees Workshop Meeting – 6 PM

Monday, June 1, 2020 Board of Selectmen's Meeting – 7 PM

Monday, June 15, 2020 Board of Selectmen's Meeting – 7 PM

### **Minutes**

- May 4, 2020 Public Meeting

***Mr. Bedard motioned to approve the minutes of the May 4, 2020 Public Meeting. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

- May 4, 2020 Non-Public Meeting

***Mr. Bedard motioned to approve the minutes of the May 4, 2020 Non-Public Meeting. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

- May 11, 2020 Workshop Meeting

***Mr. Bedard motioned to approve the minutes of the May 11, 2020 Workshop Meeting. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Adjourn**

***Mr. Leclair motioned to adjourn the meeting at 8:53 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