

**Town of Auburn  
Board of Selectmen  
July 13, 2020  
Minutes**

**7:00 PM**

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

**Others Present:** Mike DiPietro, Attorney Patricia Panciocco, Eric Mitchell, Gary Gramatikas, Pamela Gramatikas, Eric Haddad, Sue Bunnell, Police Chief Ray Pelton, 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.

**Approval of Payroll Manifest for the Week of July 6, 2020 - \$99,511.39**

*Mr. Bedard motioned to approve the Payroll Manifest for the week of July 6, 2020 in the amount of \$99,511.39. 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 July 13, 2020 - \$252,692.92**

*Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of July 13, 2020 in the amount of \$252,692.92. 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 July 13, 2020 - \$15,622.50**

*Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of July 13, 2020 in the amount of \$15,622.50. Mr. Leclair seconded the motion. A vote was taken Mr. Leclair – aye, Mr. Bedard – aye and Mr. Rolfe abstained. The motion passed 2-0-1.*

**Approval of Consent Agenda for the Week of July 13, 2020**

Mr. Leclair read out loud the Consent Agenda for the Week of July 13, 2020 some of which included: one (1) Notice of Intent to Cut Wood or Timber, three (3) Abatement – Refund Requests, two (2) Tax Collector's Warrant/Land Use Change Tax, Correspondence – First Responder Stipend Program, NH Department of Revenue Administration Inquiry for Use of PA-28 Inventory of Taxable Property, three (3) Void Check Manifests, one (1) Abatement Application for 800 Hooksett Road and three (3) Pistol/Revolver Licenses.

*Mr. Bedard motioned to approve the Consent Agenda for the week of July 13, 2020. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.*

**Appointments with the Board**

Mr. Leclair moved the Decision for the Application of Involuntarily Merged Lots – 20 Appletree Road to the beginning of the meeting so the Board could render its decision.

## **Gary Gramatikas & Pamela Gramatikas – 20 Appletree Road – Restoration of Involuntarily Merged Lots**

Mr. Herman provided the Board with a copy of a letter dated July 13, 2020 from Eric C. Mitchell & Associates, Inc. which supplemented the information provided by Attorney Panciocco provided at the Board's last meeting. Mr. Leclair noted the Board has reached a decision and a written notice of decision will be issued, but the Board needed to vote to formal record its decision.

***Mr. Bedard motioned to find that former Sun Valley Estates subdivision lots #101, #102, #103 and #104, involuntarily merged by the Town for assessing and taxation purposes into the lot known as Map 18, Lot 52, have been voluntarily merged into one lot and treated as one lot by the property owners and their predecessors in title for the reasons stated in our written decision on this date and, therefore, the Board denies the Application for Restoration of Involuntarily Merged Lots as submitted for 20 Appletree Road by Eric Mitchell on behalf of Gary and Pamela Gramatikas. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mr. Leclair advised the parties a written notice of decision would go out tomorrow.

Attorney Panciocco asked for Findings of Fact. Mr. Leclair indicated they will receive what is in the written notice of decision. Mr. Mitchell asked if his new correspondence had been considered? Mr. Leclair indicated the Board viewed the letter prior to the start of the meeting, but it had not changed their opinion.

Mr. Leclair indicated any further discussions on the matter should be directed through Town Counsel.

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

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

Mr. Leclair indicated there has been nothing new on the EOC meetings. The door to Town Hall is now unlocked and there are recommendations for no more than five people in Town Hall to transact business at one time.

Chief Pelton indicated all officers were on the roster and PPE is in good supply. Calls for service have increased in volume with a high number of domestics and neighbor disputes. There have been thefts reported at night, mostly tools, probably due to the high unemployment numbers.

### **State Supplying PPE for Elections**

Mr. Herman provided the Board with a Memorandum from Secretary of State Bill Gardner dated July 6, 2020 relative to the provision of PPE for the September 8<sup>th</sup> State Primary and the November 3<sup>rd</sup> General Election.

Mr. Leclair indicated the State was supplying PPE for the regular election including pens, pencils, masks, gloves and sanitizer. Absentee ballots are available. The Clerk has not reported any increased request for absentee ballots at this time.

Mr. Leclair indicated the new basketball floor could be damaged at the school by the election equipment being moved in and out of the gym, recommended we should conduct a mock-set up in the Cafeteria to see if that location would be more suitable.

### **Auburn Submission for CARES Act Funds**

Mr. Herman indicated the second submission had been submitted earlier today for \$66,257, half of which is the Pingree Hill Fire Station improvements. Otherwise the submission includes reimbursement for police, fire, library, Parks & Recreation, Town Hall, public assistance and some personnel expenses.

Mr. Leclair asked if the State had been denying anything and Mr. Herman indicated he has heard from other communities that there have been a few problems due to not properly documenting the requests.

### **New Business**

#### **Consideration of Robert Frost/Old Stagecoach Byways Council Representatives**

Mr. Herman provided a Memorandum dated July 8, 2020 relative to the Robert Frost/Old Stagecoach Scenic Byways Council. He indicated Auburn is part of the council and has two members at large and one alternate. Elizabeth Robidoux and Stoney Worster have been the full members and Paula Marzloff wishes to remain an Alternate. Stoney Worster has moved out of Town and is now ineligible. Deb Mancini is willing to serve as a full member.

***Mr. Bedard moved to appoint Elizabeth Robidoux and Deborah Mancini as Auburn's Frost/Stagecoach Scenic Byways Council members and Paula Marzloff as Auburn's alternate Council member. Mr. Rolfe seconded the motion. A vote was taken all were in favor, the motion passed unanimously.***

#### **NHDOT Proposed Sale of State-Owned Land in Auburn**

Mr. Herman provided the Board with a Memorandum dated July 2, 2020 relative to the NHDOT – Proposed Sale of State-Owned Land in Auburn. Mr. Herman indicated the Town received the two notices from the NHDOT advising of the sale of the combined approximately .52-acres of State-owned land in Auburn located on the southerly side of Rockingham Road in-between 251 and 269 Rockingham Road. Mr. Herman indicated the parcel is not a separate lot of record and not correctly identified on the Town tax maps. The NHDOT would need to do a three-way lot line adjustment. The actual parcel is part of the NHDOT's ROW on Rockingham Road that includes this space between the two abutting lots. The parcel the state is attempting to identify is Tax Map #25, Lot #39-1.

Mr. Herman noted in accordance with RSA 4:39-c:1 the offer to sell the surplus property must be extended to the municipality before it can be sold to the public. The Board can determine if the Town has any interest in acquiring the parcel(s).

Mr. Leclair asked if this was the land Mr. Villeneuve referred to at an earlier meeting and Mr. Herman indicated it was. Mr. Leclair and Mr. Rolfe indicated they had no interest and noted it would make the other two lots more valuable based on the proposed sale to the public to proceed.

Mr. Herman will let the NHDOT know the Town has no interest in acquiring the parcels.

## **Emergency Order #56 – Modifications of Procedure Relative to Appropriations & Tax Payments**

Mr. Herman provided the Board with Emergency Order #56 issued by Governor Sununu, which gives municipal governing boards the opportunity to reduce approved expenditures which some may want or need to do given concerns with the anticipated COVID economy.

Mr. Herman indicated the Tax Collector has seen a higher collection rate than last year at the same time for the first issue property tax bills. Mr. Leclair indicated he did not see the need to have to reduce appropriations in Auburn.

## **Request to Paint Portions of Pingree Hill Fire Station**

Mr. Herman provided the Board with a Memorandum dated July 13, 2020 concerning painting of the Pingree Hill Fire Station together with an estimate for \$3,800 from Steve Tewksbury Painting of Auburn. Mr. Herman reported Fire Chief Mike Williams indicated other contractors were not available for several months.

Mr. Leclair indicated the description called for painting of ceilings which are tiles, woodwork, trim and doors changed from natural to white paint, two office spaces, one bedroom with closet, one hallway, two bathrooms and the dayroom with closet.

Mr. Leclair asked about leaving the woodwork natural and the balance of the Building Rehabilitation Fund. Mr. Herman indicated the fund had approximately \$98,000.

***Mr. Bedard moved to accept the proposal of Steve Tewksbury Painting of Auburn to paint portions of the interior of the Pingree Hill Fire Station for a total of \$3,800, and to fund the work through the Town's Building Rehabilitation Reserve Fund. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Resignation of Lt. Patrick Glennon**

Mr. Herman provided the Board with a copy of the resignation of Lt. Patrick Glennon dated July 10, 2020 effective August 3, 2020. Lt. Glennon indicated he would stay on as a Call Lieutenant.

***Mr. Bedard moved to accept with regret the resignation of Patrick Glennon as a full-time Lieutenant with the Auburn Fire Department. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Old Business**

### **BTLA Appeal – Eversource Abatement Appeal**

Mr. Herman provided the Board with a Memorandum dated July 2, 2020 concerning the BTLA Appeal – Eversource Abatement Appeal. He reported the NH Board of Tax and Land Appeals ("BTLA") has issued its decision in the utility appeals dating back to 2014 and had accepted virtually all the arguments by the municipalities concerning values and structures. As a result, abatements were ordered abatements for 91 communities and denied in 47 including Auburn. He noted the BTLA decision is appealable to the NH Supreme Court.

Mr. Herman noted the Auburn numbers looked good, so they do not have to change any assessed values for these past years.

### **Design of Griffin Mill Bridge**

Mr. Herman noted the design should be done this year, and the Board had previously been interested in having a meeting with Town Counsel and the Town Engineer to work through how to move forward. Mr. Leclair indicated a date should be set and the meeting scheduled.

### **Agreement with The H.L. Turner Group for Library & Property Evaluation Project**

Mr. Herman provided the Board with a letter dated June 18, 2020 concerning the Library and Property Evaluation Project.

Mr. Hickey removed some of the language concerning intellectual property. The Board already approved the work and supported the revised agreement.

### **Left-Hand Turn – Depot Road (Selectman Rolfe)**

Mr. Rolfe discussed the Depot Road issue with Road Agent Dross earlier. Mr. Rolfe noted Mr. Dross indicated to him the left turn onto Depot from Hooksett is an even worse situation.

Mr. Rolfe noted the dirt part of the road is frequently shut down during inclement weather and residents would have difficulty getting out through another egress. Mr. Bedard noted the Board will be meeting with Water Works soon to discuss a potential land swap to reconfigure the intersection which would be the real solution.

### **Request for Proposal for LED Street Light Conversion**

Mr. Leclair and Mr. Rolfe noted they have not had a chance to drive out and look at the Town owned streetlights mapped by Mr. Bedard for possible conversion to LED.

Mr. Leclair indicated some of the light fixtures may cast differently and the Board should be able to preview the lights before selecting them, having a couple of examples.

Mr. Leclair asked Chief Pelton if he had any adds or drops and Chief Pelton indicated there were none at this time.

Mr. Leclair requested the item remain on the agenda under Old Business.

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

Mr. Bedard indicated Parks & Recreation met last Tuesday and discussed the 2021 proposed budget and revisions to the Capital Improvement Plan.

Mr. Rolfe indicated Planning Board will have a call-in meeting this Wednesday.

### **Other Business**

Mr. Leclair indicated he received a quotation for two exhaust filter units for the Pingree Hill Fire Station. The exhaust units go with each vehicle and there are two bays at Pingree Hill Fire Station. Mr. Leclair noted the Board identified the issues with the HVAC return and soot going into the living quarters at its earlier inspection, which is a life safety issue. Mr. Leclair asked Mr. Herman if the GOFER grant funding may cover this since the Station is designated as the quarantine location.

Mr. DiPietro noted it was half the price of the Plymovent system and asked how long the filters would last. Mr. Leclair noted there are two types of filters that go with each unit, one is changed at 24-month intervals costing \$410 ea. and the smaller pre-filter is changed every 3-4 months at \$8.75 ea. \$800 would be budgeted every 2-3 years for the larger filters.

Mr. Leclair recommended having Chief Williams come in and present the pros and cons of both systems.

### **Next Meetings/Events**

Monday, July 20, 2020 Board of Selectmen's Workshop Meeting – 6:00 PM

Monday, July 27, 2020 – Board of Selectmen's Meeting – 7:00 PM

### **Minutes**

- June 29, 2020 Site Walk Meeting

***Mr. Bedard motioned to approve the minutes of the June 29, 2020 Site Walk Meeting. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

- June 29, 2020 Public Meeting

***Mr. Bedard motioned to approve the minutes of the June 29, 2020 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 7:45 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