

**Town of Auburn
Board of Selectmen
July 27, 2020
Minutes**

7:00 PM

Selectmen Present: Keith Leclair and Michael Rolfe

Others Present: Road Agent Michael Dross, Fire Chief Michael Williams, Sergeant James Huard, Mike DiPietro, 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 20, 2020 - \$54,084.11

Mr. Leclair motioned to approve the Payroll Manifest for the week of July 20, 2020 in the amount of \$54,084.11. 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 20, 2020 - \$9,413.38

Mr. Leclair motioned to approve the Accounts Payable Manifest for the week of July 20, 2020 in the amount of \$9,413.38. 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 27, 2020 - \$156,201.84

Mr. Leclair motioned to approve the Accounts Payable Manifest for the week of July 27, 2020 in the amount of \$156,201.84. 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 July 27, 2020

Mr. Leclair read out loud the Consent Agenda for the Week of July 27, 2020 some of which included: Tax Collector's Warrant 76 Juniper Circle, Tax Collector's Warrant Chester Turnpike, Abatement Application 2019 PSNH Assessment, three (3) Applications for Current Use Assessment, Notice of Intent to Cut Wood or Timber Chester Turnpike, Abatement/Refund Request PSNH and six (6) Pistol/Revolver Licenses.

Mr. Leclair motioned to approve the Consent Agenda for the week of July 27, 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 with the Board

Chief Williams presented his report for the month of June noting 56 calls for service. Chief Williams noted department meetings and trainings were getting back to normal. Work has

begun on Station 2 renovations. The Department assisted with the Pinkerton Graduation. PPE is in good stock. Lieutenant Sullivan is working with EMS.

Chief Williams noted inspections of the brakes on Ladder 1 were just completed, which will be in the next report. Lieutenant Glennon repaired Ladder 1 waterway drain valve and worked on jack sensor problems as well. He noted there was a retrofit coming. Chief Williams indicated there was an incident with Ladder 1 exhaust repair. A part was not put on and the exhaust which faces the can, burned through the brakes which locked up on the hill. The line was fixed.

Mr. Leclair asked about renovation at Station #2. Chief Williams noted the floor is in, the cabinets and countertop were installed today, and the first coat of paint is done. He thought the bathrooms would be worked on next week.

Mr. Leclair asked about the per diem firefighters on weekends? Chief Williams indicated it is working well, staffed with in-house people and helps with training new guys. Chief Williams indicated the full-time position will be posted as of August 3rd and the month of August is being filled with in-house per diem individuals. Mr. Leclair asked if there were any internal candidates for the full-time position and Chief Williams noted it has not been posted yet, but there were a couple of potential candidates in-house.

- **Exhaust System Potentials for Pingree Hill Station**

Chief Williams provided three proposals for the installation of a diesel exhaust system for Station #2. Chief Williams expressed concerns about exhaust entering the living area, which is designated as a quarantine facility/emergency shelter.

Chief Williams reviewed the pros and cons of the three systems which he narrowed down to two, Plymovent and Airvac. The Plymovent system captures exhaust with hoses attached to the exhaust pipes through duct work which removes it to the exterior of the building. The less expensive Airvac system is a ceiling hung filtration system which allows any AFD vehicle to engage the system, activated by overhead door switches with optional sensors.

Chief Williams noted he spoke with Concord Fire and Dover Fire, both of whom have installed Airvac systems and have had positive experiences. The Airvac system uses two filters, one pre-filter per unit (there would be 2 units) that is replaced every 3-4 months at a cost of \$8.75 for a dozen and the main filters that are replaced at 24+ months at a costs of \$410 for two.

Mr. Leclair asked Mr. Herman if he thought this might be covered by CARES Act reimbursement? Mr. Herman noted he would know better once the State acts on the last submission which included the renovations to the Pingree Hill Station. But his instinct was this would be a reimbursable expense. Mr. Leclair indicated the Town would need to commit funds in case it is not reimbursed.

Mr. Leclair requested this item be carried over to the next Board meeting to enable Mr. Bedard to vote at the next meeting.

- **Generator Repair or Replace for Pingree Hill Station**

Chief Williams provided the Board with an estimate from Gemini Electric dated May 5, 2020 relative to generator replacement at Station #2. Three options were proposed, a new 25 kw Generator at \$18,157, a new 20 kw Generator at \$13,987 and repair of the existing 20 kw Generator (engine only) for \$5,000. Mr. Wright noted the existing generator has had numerous repair issues and cannot guarantee there will not be more repairs necessary after repairing the engine.

Mr. Leclair asked Mr. Herman if he thought this might be covered by CARES Act reimbursement? Mr. Herman indicated he felt this would be a bigger stretch for reimbursement, but the Town had funds available that could cover the item.

Mr. Rolfe recommended getting another quote. Road Agent Dross offered to reach out to a local company. The Board also requested the item be carried forward to the next Board meeting to allow Mr. Bedard to participate in the decision.

- **Dehumidifier System for Pingree Hill Station**

Rick Eaton provided the Board with a recommendation and an estimate from AAA Energy Service dated July 24, 2020 for installation of a dehumidifier system at Station #2 for \$1,150. Mr. Herman noted this was not a budgeted item but was certainly something the Board could deal with.

The Board also agreed to carry this item forward until their next meeting for action.

Town Response to COVID-19 and State of Emergency Declaration

General Update on Town Issues

Chief Williams noted things are going well. Mr. Leclair indicated there are plenty of masks and PPE for the Town operations, and also indicated AVS Principal Lori Collins has indicated the School has an adequate supply.

PPE Supply for Elections

Mr. Herman indicated PPE for the September and November elections that the State is supplying will be picked on August 18-19. He also noted absentee ballot requests have picked up during the past week.

New Business

Surety Reduction – 254 Real Estate Holdings, LLC (Tax Map #25, Lot #45)

Mr. Herman provided the Board with a letter from the Planning Board dated July 16, 2020 concerning a request for surety reduction for 254 Rockingham Road from \$10,439 to \$1,900. \$1,500 is for the completion and submission of the as-built plans and \$400 is for final monitoring by Stantec.

Mr. Rolfe motioned to reduce the surety for 254 Real Estate Holdings, LLC (Tax Map #25, Lot #45) from \$10,439 to \$1,900 for 254 Rockingham Road. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Safety Improvements – Safety Complex

Mr. Herman provided the Board with a Memorandum dated July 23, 2020 concerning the Safety Complex Improvement and Training Room Use, together with report and request from Police Chief Pelton concerning the front door access and use of the training room for public safety functions and training. The estimate of \$2,748.70 was provided by Pro Technologies – Safety, Security & Comfort, LLC dated July 15, 2020.

Mr. Herman indicated he felt certain the front door access totaling \$2,748.70 would be reimbursable from the CARES Act funds available through the GOFERR program based on the Police Chief's explanation.

Mr. Rolfe moved to authorize expenditure of \$2,748.70 to add an access intercom system and cameras to the exterior front door of the Safety Complex as proposed by Chief Pelton. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Rolfe moved to authorize the continued dedicated use of the training room at the Safety Complex by the Fire and Police Departments for public safety functions and scheduled training or meeting activities by Town boards and departments. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Sergeant Huard indicated there was another request concerning camera system upgrades. Mr. Herman provided the Board with a copy of a letter dated July 16, 2020 from Chief Pelton asking to authorize \$7,696.92 from the detail supply account for the upgrading of the police department camera system. Sergeant Huard noted integrating body cams into the patrol force is planned for FY2021. The current system was installed in 2001 and is not user-friendly. An estimate was provided from Pro Technologies – Safety, Security & Comfort, LLC dated July 15, 2020. Sergeant Huard noted the detail account has a balance of approximately \$10,000.

Mr. Leclair asked about costs for Cloud storage and annual maintenance fees? Sergeant Huard will get those figures to Mr. Leclair for budgeting.

Mr. Leclair asked how long the storage is required? Mr. Herman indicated he believed Chief Pelton said it was 90 days unless there is a specific request for a specific incident. Then it would be longer.

The Board agreed to consider this at their next meeting.

Old Business

Update – NH 10 Miler Road Race – Saturday, August 29, 2020 from 7 AM to 9:30 AM

Sergeant Huard noted there will be a staggered start beginning at Front Park moving to the Massabesic Traffic Circle and moving around Lake Massabesic to get to Bypass 28 and returning to Front Park. There will be detail officers and no road closures.

NH Wine Run – Thursday, August 13, 2020 at 5 PM

Sergeant Huard noted the race starts at the Auburn Pitts and runs down Rockingham Road for a short distance until it can pick up the trails on Manchester Water Works property. There are 300 runners expected, and he indicated no Town road would be closed during the event.

Request for Proposal for LED Street Light Conversion – Tabled

Report/Comments of Ex-Officio Board Representatives

Mr. Rolfe indicated the Planning Board met and reviewed the request for surety reduction. The Board also appointed Alternate member Tom Lacroix to fill the position Mr. Rolfe used to have on the Board until he was elected to the Board of Selectmen. He indicated the Board would resume active meetings in August.

Other Business

Pingree Hill Drainage Project

Mr. Herman provided the Board with an email from a resident to the Building Inspector dated July 24, 2020 concerning the Pingree Hill drainage project expressing concerns with worker safety, compaction and public safety.

The resident stated he believes the soil to be sandy clay, susceptible to collapse, and asks for protection for the employees.

The resident also expressed concerns with the method of fill distribution backfilling the trenches and believes each layer should be placed on one-foot lifts rather than rolling the top layer.

The resident expressed concerns with the use of open mouth drainage structures for stormwater without grated openings and opined that children, pets and animals could easily slip into the opening and be hurt or drowned.

Road Agent Dross indicated C-throats have been a standard road drainage infrastructure in use for 40 years without problems. He indicated there are many existing examples throughout Town, and they are also used by the State. He indicated screens will block the drains and prevent leaves from being captured and cause the drainage system to fail potentially causing the roads to wash out. He also noted the soil in question is not sandy clay as evidenced by rocks being pulled out which he said indicates hard pan. Road Agent Dross indicated there were no issues with compaction, roads have a lot of traffic and are not designed the same as parking lots.

Mr. Leclair and Mr. Rolfe indicated the Board would take the matter under advisement.

Next Meetings/Events

Monday, August 3, 2020 – Board of Selectmen's Workshop Meeting – 6:00 PM

Monday, August 10, 2020 – Board of Selectmen's Meeting – 7:00 PM

Minutes

- July 20, 2020 Non-Public Workshop Meeting

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

- July 13, 2020 Public Meeting

Mr. Rolfe motioned to approve the minutes of the July 20, 2020 Meeting. Mr. Leclair 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 (a)
Performance Reviews/Compensation of a public employee

Mr. Leclair motioned to go into non-public session pursuant to RSA 91-A:3, II (a) Performance Reviews/Compensation of a public employee. Mr. Rolfe seconded the motion. A roll call vote was taken: Mr. Leclair – Yes; Mr. Rolfe – Yes. All were in favor, the motion passed unanimously.

The meeting room was closed to the public at 7:43 PM.

The meeting room was reopened to the public at 8:09 PM.

Mr. Leclair motioned to come out of non-public session. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Leclair 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.

Mr. Rolfe motioned to approve a merit recognition of \$500 for the Building Inspector based on a positive performance evaluation. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Rolfe motioned to approve a step increase for the Land Use Administrator from a Labor Grade 7, Step 13 to a Labor Grade 7, Step 14 based on a positive performance evaluation. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Adjourn

Mr. Leclair motioned to adjourn the meeting at 8:10 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