

**Town of Auburn
Board of Selectmen
August 10, 2020
Minutes**

7:00 PM

Selectmen Present: Keith Leclair, Todd Bedard and Michael Rolfe

Others Present: Fire Chief Michael Williams, Police Chief Ray Pelton, 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 Accounts Payable Manifest for the Week of July 27, 2020 - \$23,232.50

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of July 27, 2020 in the amount of \$23,232.50. Mr. Leclair seconded the motion. A vote was taken, Mr. Bedard – aye, Mr. Leclair – aye, Mr. Rolfe – abstain. The motion passed 2-0-1.

Approval of Payroll Manifest for the Week of August 3, 2020 - \$51,599.04

Mr. Bedard motioned to approve the Payroll Manifest for the week of August 3, 2020 in the amount of \$51,599.04. 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 August 10, 2020 - \$21,907.50

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of August 10, 2020 in the amount of \$21,907.50. Mr. Leclair seconded the motion. A vote was taken, Mr. Bedard – aye, Mr. Leclair – aye, Mr. Rolfe – abstain. The motion passed 2-0-1.

Approval of Accounts Payable Manifest for the Week of August 10, 2020 - \$1,705,500.68

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of August 10, 2020 in the amount of \$1,705,500.68. 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 August 10, 2020

Mr. Leclair read out loud the Consent Agenda for the Week of August 10, 2020 some of which included: one (1) Notice of Intent to Cut Wood or Timber for By-Pass 28, Correspondence – Update to Abutters to Griffin Mill Bridge Project and six (6) Pistol/Revolver Licenses.

Mr. Bedard motioned to approve the Consent Agenda for the week of August 10, 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 July noting 46 calls for service. Chief Williams noted calls related to COVID have kept the Department busy, but the volume of calls has stabilized. A couple of members were tested. The Station 2 renovations are underway. Officers were busy fixing holes in the wall before painting. Monthly Fire training had a good attendance. Per diem staffers have been busy and the shifts are being filled. The boat was removed from the water as the lake level has dropped.

Chief Williams indicated Captain Saulnier has been working on updating Appendix F to the Town ordinance and inquired about the process. Mr. Herman indicated he would need to be in touch with the Planning Board to determine deadlines as the regulations are part of the Town's Zoning Ordinance which would require any changes to be proposed by the Planning Board and ultimately approved by the voters at a March voting.

Chief Williams reported hydrant testing was done and cisterns and dry hydrants passed and have been painted.

Chief Williams indicated Lieutenant Glennon's last day was August 3rd. Aerial cradle guides on the ladder truck were replaced. Annual hose testing was done and some failed. Lieutenant Sullivan is working on replacing AED which no longer meet CPR requirements.

Mr. Leclair asked if the vacancy has been posted? Chief Williams reported it has been posted for over a week now and has had three or four applications. Mr. Leclair asked if any of those were internal and Chief Williams indicated there was one.

Town Response to COVID-19 and State of Emergency Declaration

General Update on Town Issues

Chief Williams and Chief Pelton indicated PPE is in good supply and numbers of positive cases are decreasing. All else appeared to be quite with respect to Covid issues.

New Business

Household Hazardous Waste Collection – October 3rd

Mr. Herman indicated there will be a Hazardous Waste Collection event in Raymond on October 3rd from 8 AM to 12 PM with the towns of Auburn, Raymond, and Nottingham.

Update of Highway Block Grant Funds – FY 2020 and FY 2021

Mr. Herman provided a Memorandum dated August 4, 2020 relative to the FY 2020 and FY 2021 Highway Block Grant Aid and copy of a letter from the NH DOT dated July 30, 2020.

Mr. Herman noted the State operates on a different fiscal year than the Town does. The funding within the State's fiscal year is for the last half of Auburn's fiscal year and the first half of next fiscal year. Ms. Frisella advises Auburn will have received approximately \$163,000 for Highway Block Grant aid in FY 2020 compared with \$167,350 received in FY 2019 – so nearly level funded.

Mr. Herman reported the next budget year, FY 2021 will realize the impact of the downed economy and COVID pandemic. Auburn will realize a significant drop in 2021 to approximately \$128,500 – a reduction of nearly \$40,000.

Appointment of Southern NH Planning Commission Representatives

Mr. Herman provided the Board with a Memorandum dated August 6, 2020 relative to appointing representatives to the Southern New Hampshire Planning Commission.

Mr. Herman indicated the Planning Board voted at their August 5, 2020 meeting to recommend the re-appointment of Paula Marzloff and William Herman as full members and to recommend appointment of Jeff Porter as an alternate. The terms would be through June 30, 2024.

Mr. Bedard motioned to approve the Planning Board's recommendations and appoint Paula Marzloff and William Herman as Auburn's representatives to the Southern New Hampshire Planning Commission and to appoint Jeffrey Porter as an alternate representative for a term to expire on June 30, 2024. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Sale of Surplus Vehicles – August 19th Online Auction

Mr. Herman reported the two surplus police vehicles have been listed online at www.govplanet.com/government/surplus for public auction to be completed on August 19, 2020. With the regular State Surplus Auction not being held this year, the Town decided to list them online which other communities have successfully done. The two Ford Taurus Interceptors have already had people bidding on them from all over the country. The company sent someone out to take all the pictures and write up the listing on the vehicles. There is an 85/15 split on the sale price with the auction service, and a 10% transaction fee assessed to the buyer, which is also split with the Town 85/15. Mr. Herman estimates the Town would receive approximately 93% of the sales price once the transaction is complete.

Resignation of Town Employee

Mr. Herman provided the Board with a copy of the resignation letter of Mike Dobmeier from Parks & Recreation dated August 10, 2020 which he indicated was effective as of this morning. Mr. Leclair noted he was employed with the Town for nine years.

Mr. Bedard motioned to accept the resignation of Mike Dobmeier. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Leclair indicated Zach Eaton is helping with trash this week and Dave Sylvia will help next week. Mr. Bedard indicated he communicated with Mrs. Lachance this morning to tweak the job description.

Old Business

Exhaust System Potentials for Pingree Hill Station

Mr. Herman indicated the general renovations have been covered by the CARES Act and, as an extension of that effort, he felt the diesel exhaust should be covered also. Mr. Herman advised Auburn has been allocated \$132,000 under the CARES Act and approved expenses to date are approximately \$72,000.

Chief Williams indicated he was in favor of the Airvac System given the limited use at Pingree Station. Chief Williams indicated the Plymovent System used at the Safety Complex was not

without maintenance and ongoing expense. Boots get ripped off and computers are affected by lightning storms. Those expenses come out of annual maintenance.

Mr. Bedard motioned to purchase the Airvac System for Pingree Hill Fire Station recommended by the Auburn Fire Department. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Generator Repair or Replacement for Pingree Hill Station

Chief Williams provided a quote from Gemini Electric. Mr. Leclair noted the quote was extremely detailed. The system is liquid cooled and was fueled by propane. A second quote was also received from The Generator Connection in Barrington. The two quotes were within \$260 of each other. Mr. Herman recommended the proposed expense be covered through the \$28,000 capital appropriation in the FY 2020 Town budget.

Mr. Bedard motioned to approve the replacement of the generator per the estimate provided by Gemini Electric as Option #1 for \$18,157. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Dehumidifier System for Pingree Hill Station

Mr. Leclair indicated Mr. Eaton had recommended a dehumidifier be installed as he observed moisture on the floor and a musty smell. Mr. Rolfe asked how it would be paid for and Mr. Herman indicated it would be taken out of the same capital appropriation line, leaving a balance of \$8,693.

Mr. Bedard motioned to purchase the dehumidifier system per the quote provided by AAA Energy in the amount of \$1,150. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Chief Williams reported the cost of the stove and refrigerator for Pingree Hill station was \$1,913, while the microwave was \$358. The stove, refrigerator and microwave were delivered on August 8th, and the microwave will be wired on August 11th.

Mr. Leclair advised Mr. Eaton also brought in a proposal for replacement of 10 windows at Pingree Hill station for \$7,500. Mr. Eaton indicated it was a safety issue as he observed the top sash come crashing down and crush the plastic inbox which was holding it open. Mr. Leclair, Mr. Rolfe and Mr. Bedard were uncomfortable with the quote and each Board member will reach out for another quote. The item will be on the agenda for the next meeting.

Request to Upgrade Police Department Camera System

Chief Pelton provided the Board with a letter dated July 16, 2020 requesting authorization to expend \$7,696.92 from the Police Detail account to upgrade the police department camera system. Chief Pelton explained this would tie in with the upgrade to the front camera and locking device for the front door which the Board previously approved. The quote includes a hard drive so there are no additional Cloud storage costs. The cost of the hard drive is cheaper than the Cloud storage. Prices are being obtained from other vendors.

Mr. Leclair indicated the security cameras have not been done at Wayne Eddows fields yet and ProTechologies of Hooksett had been recommended by Officer Cashman.

Mr. Herman asked how long the feed was required to be stored. Chief Pelton indicated it is a 90-day loop. If a recording is needed, the file will be saved beyond that time frame.

Mr. Bedard motioned to authorize the expenditure of \$7,697 from the Police Detail account to upgrade the Police Department camera system. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Insulation Project – Safety Complex

Mr. Leclair reviewed the quote provided by Builders Installed Products for insulation at the Safety Complex and questioned the other charges on Page Two including \$3,000 for removal & disposal of old insulation and two other charges for the roofline barrier and summer foam, \$5,925 and \$6,795.

Mr. Herman can get clarification on the extra charges. Mr. Rolfe noted he can get another quote. Mr. Leclair will make sure the other items are needed. Mr. Bedard will also work on another quote.

Update on Griffin Mill Bridge Funding

Mr. Herman indicated he connected with NHDOT and confirmed the availability of the Griffin Mill Bridge project funding with the State is available in State FY 2023 (July 1, 2022 to June 30, 2023). The work should go to bid in the fall or early winter of 2022, with construction scheduled in the spring of 2023. The Board signed letters to the two abutters to provide an update and to request a meeting be scheduled.

Request for Proposal for LED Street Light Conversion

Mr. Leclair questioned whether the Request for Proposal (RFP) should go out rather than delaying the work to add and subtract individual fixtures. Mr. Bedard indicated someone would likely be unhappy if fixtures were removed. A suggestion had been received to add a fixture at the intersection of Bunker Hill and Gardiner Roads, but the Selectmen were not inclined to do so. Mr. Leclair would like the RFP to include specifics on brightness and color and fixture design and be able to see a sample first. Mr. Bedard noted you can view the styles and design specifics on the website. Mr. Rolfe questioned how to write up the proposal? Mr. Herman reported there were five companies provided by PSNH who have worked through their program in the past, and one more provided by Mr. Bedard, so the Town can send the RFP to six firms.

Mr. Herman reported Eversource had been in contact with him to report a fixture at the intersection of King Street and Rockingham Road has no designated ownership. The utility is asking if the Town wants to accept it as theirs, which would result in the Town being billed for the past six months or the utility will disconnect the light. Chief Pelton and Chief Williams indicated it is probably needed at that location, and the Board agreed to accept it as a Town streetlight.

Report/Comments of Ex-Officio Board Representatives

Mr. Bedard indicated Parks & Recreation met and reviewed the budget proposal for FY 2021. Security Cameras at Wayne Eddows were discussed with whether to use Comcast or a hard drive system. Summer Concerts at Wayne Eddows and Circle of Fun were discussed. The Senior Barbeque this past weekend was a big success. The need for No trespassing and

Closed after 9 PM signs are needed at the field to enforce the earlier violation. Fertilizer and weed control issues were discussed and mosquito spraying.

Mr. Rolfe indicated Planning Board has had two requests for cluster buffer reductions, with one being approved and the other being asked to come back with a specific plan. The SNHPC representatives were voted on. And an initial proposal for a 55 and over housing development was discussed. He indicated a total of 83 homes is being put together will reflect a four percent increase in the Town's valuation when done.

Mr. DiPietro noted Highway Safety is on vacation until September. He indicated Depot Road was discussed at their last meeting. Mr. Leclair indicated discussions with Manchester Water Works are underway.

Other Business

Pingree Hill Drainage Project

Mr. Leclair asked if the resident had discussed his concerns with the Road Agent directly? Mr. Herman indicated he does not believe so. Two individuals had either come in to see and/or emailed the Building Inspector or himself, and then addressed a letter to the Board of Selectmen. Mr. Leclair and Mr. Rolfe both noted the individuals had not given the Road Agent an opportunity to address their concerns and recommended the potential onsite meeting be with just the Road Agent and Stantec to address the resident's concerns.

Next Meetings/Events

Monday, August 24, 2020 – Board of Selectmen's Workshop Meeting – 7:00 PM

Monday, September 14, 2020 – Board of Selectmen's Meeting – 7:00 PM

Minutes

- July 27, 2020 Public Meeting

Mr. Bedard motioned to approve the minutes of the July 27, 2020 Meeting. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

- August 3, 2020 Non-Public Meeting

Mr. Bedard motioned to approve the minutes of the August 3, 2020 Non-Public Meeting. 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 (a)

Employment Anniversary/Compensation of a public employee

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

The meeting room was closed to the public at 8:11 PM.

Mr. Bedard 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.

The meeting room was reopened to the public at 8:40 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.

Mr. Rolfe motioned to approve a step increase for the Tax Collector from a Labor Grade 8, Step 11 to a Labor Grade 8, Step 12 upon the individual's August 6, 2020 anniversary date. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Adjourn

Mr. Rolfe motioned to adjourn the meeting at 8:42 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