

**Town of Auburn
Board of Selectmen
August 24, 2020
Minutes**

7:00 PM

Selectmen Present: Keith Leclair, Todd Bedard and Michael Rolfe

Others Present: Police Chief Ray Pelton, Mike DiPietro, Jim Enquist, JE Painters Plus, 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 August 17, 2020 - \$58,479.57

Mr. Bedard motioned to approve the Payroll Manifest for the week of August 17, 2020 in the amount of \$58,479.57. 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 24, 2020 - \$134,324.89

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of August 24, 2020 in the amount of \$134,324.89. 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 24, 2020 - \$23,540.00

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of August 24, 2020 in the amount of \$23,540. Mr. Leclair seconded the motion. A vote was taken, Bedard – aye, Leclair – aye, Rolfe – abstain. The motion passed 2-0-1.

Approval of Consent Agenda for the Week of August 24, 2020

Mr. Leclair read out loud the Consent Agenda for the Week of August 24, 2020 some of which included: one (1) Tax Collector's Warrant/Land Use Change Tax, one (1) Void Check Manifest and Invoice Posting and two (2) Pistol/Revolver Licenses.

Mr. Bedard motioned to approve the Consent Agenda for the week of August 24, 2020. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Town Response to COVID-19 and State of Emergency Declaration

General Update on Town Issues

Chief Pelton indicated positive cases of Corona Virus are down to one in Auburn, with very low hospitalization statewide. He also reported one officer is out due to exposure. School is starting on September 2nd and has a good set-up. Pick up time may be a challenge. An officer will be posted at the intersection of Eaton Hill Road and Raymond Road for a couple of weeks.

PPE & Supplies for September & November Elections

Mr. Herman provided the Board with a copy of a Memorandum from Secretary of State Bill Gardner dated July 6, 2020 regarding Personal Protective Equipment for the September 8th State Primary and November 3rd General elections. A list of federally funded PPE items issued to Towns was included together with a spreadsheet indicating how many of each item was provided to the Town of Auburn. The supplies were based on ballots cast at the 2016 primary and general elections with a baseline minimum of 600 voters. Auburn's supplies have been picked up and are stored now with the voting booths.

Mr. Leclair noted Auburn received pens, masks, sanitizer, gloves, surgical masks, and some face shields. Mr. DiPietro noted the pens could be reused for the next election. Chief Pelton recommended spraying down the voting room before school opens.

Federal CARES Act Funds for Elections

Mr. Herman provided the Board with a Memorandum dated August 14, 2020 concerning Federal CARES Act Funds for Elections. Funding is being made available to New Hampshire municipalities to assist with costs of an increase in absentee balloting for the September and November elections. The funds are part of a federal stimulus funding of \$1.2 billion issued to the State of New Hampshire with approximately \$3 million dollars allocated for the election purpose. The State is in the process of developing an average Statewide cost inclusive of increased postage costs, supplies and staff time. That average cost will be multiplied by each absentee ballot request processed and each return ballot received that exceeds the totals from the 2016 Primary and General Elections. Of the \$3 million available, a total of \$14,353.49 has been allocated to Auburn. The program is an 80/20 match with the State reimbursing the Town 80% of covered costs up to a total of \$14,353.49. To participate the Town must enter a standard agreement with the NH Secretary of State's office, which was provided, due by August 28, 2020. Submissions for reimbursement would be due on September 14th.

Mr. Leclair asked if extra personnel may be required. Mr. Herman noted the Town Clerk and Moderator are working on the overall staffing which, for the Primary, should have an equal number of workers from both parties.

Mr. Bedard motioned to approve the Town of Auburn's entering into an Agreement with the State of New Hampshire for receipt of CARES Act funding for the elections that is made available to the Town of Auburn, and to designate the Town Administrator as the signing authority for the Town of Auburn for the grant agreement, reimbursement submissions and other documentation required for the CARES Act funding program for the elections. 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 expect up to \$14,353.49 in CARES Act grants 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 State of New Hampshire Grant Fund Agreement. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

New Business

NH DOT Resurfacing Project for NH 28 Bypass – Work Zone Agreement

Mr. Herman provided the Board with a Memorandum dated August 24, 2020 concerning NHDOT resurfacing of approximately 8.8 miles NH 28 By-Pass beginning at Tsienneto Road in Derry northerly to the Manchester/Hooksett town line; and a copy of a letter dated August 17, 2020 from NHDOT with a copy of a Work Zone Agreement requested by the NHDOT for the Town of Auburn to sign. A description of work was provided dated April 14, 2020 and copy of location maps.

Mr. Herman noted work would begin in the spring of 2021 and be completed by the fall of 2022. Mr. Rolfe noted to keep an eye on where they could be short tying in. Mr. Herman reported Auburn officials will be invited to the pre-construction meeting where this could be addressed.

Mr. Herman indicated the agreement allows NHDOT to utilize and compensate local police officers if they deem it necessary and if those officers have completed the NHDOT course on Safe and Effective Use of Law Enforcement in Work Zones.

Mr. Bedard motioned to authorize Selectmen Chair Keith Leclair to sign a Municipal Work Zone Agreement with the NH Department of Transportation for NHDOT Project 42635 for the resurfacing of NH Route 28 Bypass in the Town of Auburn. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Old Business

Insulation Project – Safety Complex

Mr. Herman provided the Board with copies of estimates from:

J.E. Painting Plus for \$3,970 to install missing proper vent in the attic, reinstall fallen or removed out of place proper vent, adjust R-30 insulation that has exposed water supply pipes, vents and lights from the 1st floor and any gaps through the attic, wrap HVAC supply ducts where torn or missing, tape shut gaps, install 1 sheet of dow board, install 60 feet of R-30 as well as rescrewing the trim boards that have broken away from the building and raking back existing mulch.

Builders Installed Products (340) for \$19,515 for foam insulation of the roof line with optional \$3,000 for removal of old insulation and installation of thermal barriers and/or summer foam at the roof line.

Mr. Enquist presented his proposal to the Board from J.E. Painters Plus. Mr. Enquist noted the heat was coming up and warming the roof which can cause ice dams. Mr. Enquist thinks it is unnecessary to pull out all the old insulation and foam the roof, which is expensive as well as combustible. Any workers who may have asthma may be sensitive to it. Foaming the roof is more than is necessary. Also, the foam must seal the whole roof to work.

Mr. Rolfe noted the furnace is up there and heating up the roof.

Mr. Leclair asked if the issue was there from the beginning or got worse over time? Chief Pelton noted it was not great to begin with but has gotten much worse. Now icicles are touching the ground. The worst part is where the two roof lines come together and form a valley. There

would still be heat coming up even if the roof were foamed. If foam insulation were installed, the Police Department would have to be out for the day while the work is done.

Mr. Bedard inspected the area and noted he could see directly below to the office. Workers go up to do work and pull everything apart. The duct work is exposed. This causes condensation and the drip line on the ceiling tiles below.

Mr. DiPietro noted the furnace could be boxed in. The key is to keep the roof cool. It does use an air exchange but will breathe on its own. Mr. Leclair noted the heat from the work areas is escaping, the drop ceiling has no insulation.

Mr. Leclair noted he would like to have Mr. Enquist take another look and provide an additional quote to add a few studs and box in the furnace as well.

Mr. Enquist noted the insulation would take three or four days.

Replacement of Windows – Pingree Hill Fire Station

Mr. Herman provided the Board with copies of estimates from:

Seacoast Windows with estimates for new or replacement Harvey windows in Classic or Tribute models. The price for 10 Classic replacement windows installed was \$4,999, New Tribute \$5,699. The price for Classic new windows was \$6,499, Tribute \$7,299.

J.E. Painting Plus dated August 19, 2020 in the amount of \$5,150 for 10 Anderson Silverline replacement windows.

Romeo Vanegas dated August 10, 2020 in the amount of \$7,500 for 10 new Harvey classic windows.

Mr. Rolfe indicated he was familiar with the Anderson Silverline windows. Mr. Enquist noted they are contractor's grade, nothing fancy.

Mr. Leclair asked if they should be concerned with what might be underneath the windows when they are replaced. Mr. DiPietro agreed the sills are probably wood and may have some rot.

Mr. Bedard motioned to accept the proposal of J.E. Painters Plus for window replacement at Pingree Hill Fire Station in the amount of \$5,150. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Bedard asked Mr. Enquist what he thought about power washing Pingree Hill Station? Mr. Enquist indicated the siding was cedar and any work, ladders, etc. may leave marks so he recommended doing a test area first since it has probably thinned out over the years.

Sale of Surplus Vehicles – August 19th Online Auction

Mr. Herman reported both Ford Interceptors did well at the online auction on August 19th, with one selling for \$5,200 and the other \$6,200. The Building Inspector's old car will be leaving for ME, and the other will be going down south.

Mr. Leclair asked about the fund created for vehicle and equipment maintenance and Mr. Herman noted a mechanism would be needed to transfer the sale proceeds to the reserve fund. He will look into how best to accomplish that goal.

LED Street Light Conversion Project – Request for Proposals

Mr. Herman indicated the RFP has been sent to five companies and posted in three trade publications. He has already heard from two of the five companies they will submit a bid. Bids are due September 9th and will need to include qualification with the Eversource Rebate Program, while contractors shall provide samples of styles and hue. The bid could be awarded later in the month, and work could begin either this fall or next spring.

Power Washing of Town Hall Building

Mr. Herman noted he had presented this to the Board in June but was not able to attend the meeting and the Board chose not to have the work done. He requested the Board reconsider that due to the appearance of the front of the building. He also noted the library was power washed last month and it was a good job. Mr. Herman indicated an exterminator mentioned the spider webs were attracted to the lights on the front of the building. The Library had the same issue, although not to the extent as the Town Hall.

The consensus of the Board was to get the power washing done. An estimate was provided for \$400 from Renew Crew in Derry, NH who has done both the Safety Complex and the Library.

Report/Comments of Ex-Officio Board Representatives

Mr. Bedard indicated Parks & Recreation met and reviewed the job description for the Parks & Recreation position.

Other Business

175th Anniversary Commemorative Tree

Mr. Leclair noted Matt Plaza brought a tree guy down to look at the oak tree in front of Town Hall at his request and he noted it was dying from the top down. Mr. Leclair recommended getting a couple of quotes to remove the tree. Mr. Bedard recommended replacing it with a nice sized sugar maple in time for the 175th Anniversary. The Board agreed that was a great idea. Mr. Herman will reach out to Matt Plaza for a price to remove and replace the tree and will ask the Road Agent to have the vendor he utilizes for tree removal to price the removal as well. Several Board members indicated they would contact vendors for cost estimates as well. Everyone felt it would be best to do the work on a Saturday when the building is closed to the public.

Severance School

Mr. Leclair indicated he had Mr. Enquist look at Severance School and can coordinate inspections with Mrs. LaChance. Alan Villeneuve and Dave Jenkins will also look at it. Mr. Enquist noted he would subcontract the electric and plumbing. Mr. Leclair noted Mr. Trombly may be willing to help with the plumbing. The Board agreed the bathroom would be moved to the adjacent office as the wall shares the plumbing.

Mr. DiPietro asked what the building would be used for? Mr. Leclair indicated as a community center. The Town lost use of the Safety Complex for the time being. The Scouts, Seniors and other groups have nowhere to go and the school is in lockdown. Eventually the Library expansion may have a community center, but that is not for a while. Mr. DiPietro indicated that

was a great place to have as a recreational portal to the lake right there and would make a great public/private partnership.

Mr. Bedard noted Comcast is charging for cable tv service to the Safety Complex which is contrary to the terms of their franchise agreement. He indicated it amounted to about \$120/mo. Mr. Herman indicated the Selectmen's Office will address the issue.

Next Meetings/Events

Saturday, September 12, 2020 – "Shred Day" Event, Town Hall – 9 AM to Noon

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

Tuesday, September 22, 2020 – Involuntary Merger Appeal to ZBA – 7:00 PM Teleconference

Monday, September 28, 2020 – Board of Selectmen's Meeting – 7:00 PM

Mr. Herman noted there will be no meeting on September 7, 2020. Mr. Leclair and Mr. Rolfe indicated they will try to attend the September 22, 2020 teleconference.

Minutes

- August 10, 2020 Public Meeting

Mr. Bedard motioned to approve the minutes of the August 10, 2020 Meeting. Mr. Rolfe seconded the motion. A vote was taken, Mr. Bedard abstained, the motion passed 2-0-1.

- August 10, 2020 Non-Public Meeting (x2)

Mr. Bedard motioned to approve the minutes of the August 10, 2020 Non-Public Meeting (x2). Mr. Rolfe seconded the motion. A vote was taken, Mr. Bedard abstained, the motion passed 2-0-1.

Adjourn

Mr. Bedard motioned to adjourn the meeting at 8:13 PM. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary