

**Town of Auburn  
Board of Selectmen  
September 28, 2020  
Minutes  
7:00 PM**

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

**Others Present:** Fire Chief Michael Williams, Deputy Fire Chief Bob Seling, Police Chief Ray Pelton, Police Lieutenant Charles Chabot, John Branagan, 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 September 14, 2020 – \$447.79**

*Mr. Bedard motioned to approve the Payroll Manifest for the week of September 14, 2020 in the amount of \$447.79. 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 September 21, 2020 - \$57,378.71**

*Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of September 14, 2020 in the amount of \$57,378.71. 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 September 21, 2020 - \$22,135**

*Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of September 21, 2020 in the amount of \$22,135. Mr. Leclair seconded the motion. A vote was taken, Mr. Leclair – aye and Mr. Bedard – aye, Mr. Rolfe abstained. The motion passed 2-0-1.*

**Approval of Payroll Manifest for the week of September 28, 2020 – \$54,332.31**

*Mr. Bedard motioned to approve the Payroll Manifest for the week of September 28, 2020 in the amount of \$54,332.31. 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 September 28, 2020**

Mr. Leclair read out loud the Consent Agenda for the Week of September 28, 2020 some of which included: Correspondence (2), Pole License (1), Void Check Manifest (1) and three (3) Pistol/Revolver Licenses.

*Mr. Bedard motioned to approve the Consent Agenda for the week of September 28, 2020. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.*

## **Appointments with the Board**

### **John Branagan – Affinity LED Lighting, Dover – LED Streetlights Conversion Project**

Mr. Bedard indicated he looked at the lights when he was in Dover. Mr. Branagan recommended the 3,000K color temperature unit which he demonstrated, also how it is shielded so as not to bathe anything outside the intended area with light. He noted the LED light fixtures are made in New Hampshire by US Veterans.

Mr. Branagan noted the next step moving forward would be to sign a contract which he will forward to Mr. Herman if they are chosen for the project. After that, an audit of the existing streetlight locations would be done and a map provided to the Town for review of the proposed locations. The Town would retain the GIS map of the lights. The installation, once it begins, would take approximately two days to complete. The mapping takes two to three weeks. The old lights would be properly disposed of. A police detail, if necessary, would be at the Town's expense. The driver of the bucket truck and a support vehicle are both certified flaggers.

Mr. Rolfe asked how long the lights last and Mr. Branagan explained the terms of the 10-year warranty which covers everything the first year, with the Town responsible for labor only for the remainder of the warranty.

Mr. Leclair asked how the Eversource rebate would be payable? Mr. Branagan noted the utility prefers to make payment to the customer, but it can be assigned to the contractor if that is the Town's choice. He noted 50% of the total project cost would be due at the beginning of the project and the remainder at completion. The total cost is \$25,229 with an expected Eversource rebate of \$8,300 paid on completion, bringing the Town's net cost to \$16,929.

Mr. Branagan noted each fixture costs approximately \$303.97 which is \$157 per fixture plus the GIS mapping, installation and recycling in the event fixtures were to be added or subtracted from the 83 fixtures inventoried. Currently the Town is spending \$12,000 in energy costs per year for the current fixtures. The LED replacements would save the Town 55-60% in terms of costs and 69% in energy consumption. The project would pay for itself in 2.61 years. The estimated annual energy costs for the LED lights would be \$5,600 per year.

Mr. Branagan also noted the LED fixtures are *Smart Ready* once that feature is allowed.

***Mr. Bedard motioned to accept the proposal of Affinity LED Lighting of Dover, NH dated September 8, 2020 as presented for a total cost of \$25,229 and to authorize the Town Administrator to review and sign the contract from Affinity LED Lighting. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mr. Leclair noted the next step would be for the Selectmen to review the map to be prepared by Affinity to see if there are some lights the Town wants to add or subtract.

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

Chief Williams indicated the summer was busy and calls were up for the month of August. There was a small spike with Covid which has leveled off going from six active cases back down to one, four had been at one residence. No officers are quarantined.

Chief Williams noted work is going well at Station 2. The windows were done last week. The exhaust system and generator have arrived but have not been installed yet. Some of the flooring had to be removed as there were visible bumps. He reported Mr. Eaton is handling the floor and the supplier has indicated the problem was in the floor pieces themselves and they will be replaced.

Chief Williams indicated Deputy Selinga is working on a social media policy which has been reviewed by Town Counsel. Members are now being paid monthly rather than quarterly. Finance noted a tradeoff was the payments are by direct deposit rather than issuing checks for small amounts. Sundays were the busiest in August. Two new call members have been added, one is a certified firefighter with no EMS while the other is an EMT with no fire training. The Yacht Club offered to allow the Fire Department boat to be stored there after it was removed when the water levels dropped on the lake.

Police Chief Pelton commended the Fire Department for the two and half days it worked on the water rescue / recovery on Lake Massabesic noting the Fire Department did a fantastic job.

Chief Williams reported the annual hose testing was done and some 2.5" and 4" failed but was budgeted for. A lot of old hose will need to be replaced in the next few years. With Lieutenant Glennon's vacancy there may be an increase in the budget for apparatus maintenance. Mr. Leclair asked how the shifts were being filled? Chief Williams noted they are being filled internally. He has received seven applications and invited six to an interview and assessment center. He is now focused on two potential candidates.

Chief Williams indicated the Department is working with Derry on the repeater frequency which has been FCC approved and is being tested on the Chester tower.

Chief Williams indicated with the drought conditions and the Governor's order there are no burn permits being issued, but that may be resolved if there is rain on Wednesday or Thursday.

Mr. Leclair asked about the sanitizer stations at the AVS, if they will pass inspection as they are installed on the wall and contain alcohol which is flammable. Chief Williams will check on them.

### **Adopt a Cistern/Dry Hydrant Program**

Chief Williams noted some residences are close to the locations of the cisterns and dry hydrants that need to be maintained with mowing and shoveling. There are 28 dry hydrants and cisterns throughout Town. The Department would like to initiate an "Adopt a Cistern/Hydrant" program for the residents who may live close to the locations. If a resident would like to participate, they can contact Captain Saulnier at 483-8141 ex. 110. Volunteers would be publicly recognized by having their name on the cistern or hydrant.

Mr. Leclair will propose it to the Wethersfield Homeowner's Association where there are four cisterns.

### **Memorial Tree**

Chief Williams indicated the Department is requesting to place a memorial tree to honor a former member who passed away, Dick Kiley. There is a bench that is hit by the snow plot frequently and they would like to move that bench and put in a 10'x12' patio in the front area to the left side of the main door. There would be no cost to the Town as the Auburn Firemen

Association will pay for the project. Patio bricks could be removed and engraved as future memorials.

Mr. Leclair cautioned to dig safe and requested a plan or sketch be put together for approval.

### **Police Chief Ray Pelton – Trick or Treat 2020**

Chief Pelton indicated there has not been a lot of guidance from the State. Mr. Leclair noted the Town of Conway had some recommendations that seemed to make sense. The Board and the Chief both did not favor canceling Trick or Treat, but felt issuing guidelines for those who want to participate was a better course of action.

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

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

Chief Pelton reported there is one current active case reported by the State. He also stressed the Auburn Village School is doing a great job managing traffic and people at this point.

#### **GOFERR and Elections Funding – CARES Act**

Mr. Herman noted GOFERR is on track, a couple of items were pulled from the third submission where they were proposals rather than invoices paid. The elections funding through the Secretary of State's office was approved at approximately \$3,500 for the September Primary.

#### **New Business**

#### **Town Hall Front Lawn, Plantings and Wooden Seals**

Mr. Leclair noted the tree was removed from in front of the Town Hall and he has asked Mr. Plaza to design something that would not result in the same issues and concerns of getting into the septic after growth.

A proposal and sketch plan were provided by Plaza Landscapes dated September 27, 2020 in the amount of \$2,935 for the shrubs and trees at Town Hall, dethatching, loam, seeding and fertilizing. Mr. Leclair noted irrigation would cost an additional \$1,300 to \$1,500. Funds would exceed the \$5,000 from the 175<sup>th</sup> Anniversary appropriation and the remainder could come from the Property Improvement Fund.

Mr. Leclair noted the tree that was removed could be made into commemorative plaques featuring the Town Seal through a woodburning process and placed at a few locations such as the peak at Town Hall, the Safety Complex, possibly the School and the Historic Association.

***Mr. Bedard motioned to contract with Plaza Landscapes for the installation and upgrade of the Town Hall landscaping proposal dated September 27, 2020 and associated irrigation for a total cost of \$4,435.00 and to authorize the Town Administrator to act on it. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Old Business**

### **Insulation Project – Safety Complex**

Mr. Leclair noted after inspecting in more detail the attic area of the Safety Complex, Jim Enquist from J. E. Painters Plus was confident he could not get any construction materials into the attic and foaming was the best way to go.

Mr. Rolfe indicated has spoken with Quality Insulation. There may be a grant available to assist with the foaming of the attic. Eversource will need to conduct a cost benefit analysis of the project cost proposal to make that determination.

### **Update on Sale of Surplus Vehicles**

Mr. Herman indicated the sale of the Ford Interceptor at the online auction fell through as the buyer from the second auction also defaulted. With help from the Auburn Police, he has arranged to have the vehicle towed this week to Concord for the State Auction which will be held in mid-October.

### **Recreation Storage Building**

Mr. Leclair and Mr. Rolfe indicated they placed four stakes in the proposed location of the 20'x40' building on the Safety Complex property that they asked the Fire & Police Departments to look at. The building will be divided into three bays with a 12' section divided by fence for use by the Police Department. The remainder will be used by Fire and Parks & Recreation. Mr. Rolfe recommended having a drive pad so that vehicles can be moved out of the way. Mr. Leclair noted he is speaking with Morton Buildings. The Board asked Mr. Herman to reach out to Mr. Eaton. Mr. Leclair noted he will follow-up with Mr. Villeneuve.

Mr. Rolfe also recommended removing the damaged light post in the immediate area and placing area lights on the outside of the storage building instead.

### **Employee Review & Step Increase Consideration**

Mr. Leclair indicated the Board met with Mr. Herman and he had a positive review. His employment agreement is coming up for renewal. Mr. Bedard indicated he is doing a great job and the Board wants to continue the association and renew his contract for another three years.

***Mr. Bedard moved to approve a step increase for the Town Administrator from a Labor Grade 20, Step 16 to a Labor Grade 20, Step 17 based on a positive performance evaluation. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mr. Bedard moved to approve an extension of the employment agreement between the Town Administrator and the Town of Auburn for an additional three years to April 18, 2024. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mr. Bedard motioned to unseal the September 14, 2020 non-public meeting minutes. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

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

Mr. Rolfe indicated the Planning Board met and discussed a minor subdivision on Haven Drive and had an informal meeting concerning Auburn Heights which will be an age-restricted 81-unit development off Dollard and Hooksett Roads. Traffic and water concerns were discussed and will have studies. The development will have some solar, pickleball, horseshoes and hibachis and take care of its own trash.

The Selectman discussed with Chief Pelton how private roads are enforced in other developments.

Mr. Bedard noted Highway Safety met on Wednesday evening and went over the LED streetlight replacement project, and the concerns raised by Mr. Diorio about the C-throat basins. Mr. Bedard indicated the meeting room was not available and the Committee ended up meeting in the Fire Department. Chief Pelton will talk to Melissa for scheduling. The Board questioned whether the conference room at Pingree Hill Station would be large enough to have some meetings. Mr. Rolfe recommended setting up a workshop meeting with Manchester Water Works at some point.

## **Other Business**

### **Next Meeting/Events**

Monday, October 19, 2020 – Board of Selectmen's Meeting – 7:00 PM

Monday, October 26, 2020 – Board of Selectmen's Meeting – 7:00 PM

## **Minutes**

- September 14, 2020 Public Meeting

***Mr. Bedard motioned to approve the minutes of the September 14, 2020 Meeting. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

- September 14, 2020 Non-Public Meeting

***Mr. Bedard motioned to approve the non-public minutes of the September 14, 2020 Meeting. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Adjourn**

***Mr. Bedard motioned to adjourn the meeting at 9:00 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