

**Town of Auburn
Board of Selectmen
October 19, 2020
Minutes
7:00 PM**

Selectmen Present: Keith Leclair, Todd Bedard and Michael Rolfe

Others Present: Finance Director Adele Frisella, Finance Assistant Patricia Rousseau, Parks & Recreation Coordinator Amy Lachance, Library Director Kathryn Gowney, Library Trustee, Nancy Mayland, Mike DiPietro, Police Chief Ray Pelton, Police Lieutenant Charles Chabot, 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 October 5, 2020 - \$1,183,669.76

Mr. Bedard motioned to approve the Accounts Payable Manifest for the Week of October 5, 2020 in the amount of \$1,183,669.76. 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 October 5, 2020 - \$26,127

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of October 5, 2020 in the amount of \$26,127. Mr. Leclair seconded the motion. A vote was taken, Mr. Leclair and Mr. Bedard voted in favor and Mr. Rolfe abstained, the motion passed 2-0-1.

Approval of Payroll Manifest for the Week of October 12, 2020 - \$55,985.66

Mr. Bedard motioned to approve the Payroll Manifest for the week of October 12, 2020 in the amount of \$55,985.66. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of October 19, 2020 – \$82,279.14

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of October 19, 2020 in the amount of \$82,279.14. 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 October 19, 2020 - \$36,247.50

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of October 19, 2020 in the amount of \$36,247.50. Mr. Leclair seconded the motion. A vote was taken, Mr. Leclair and Mr. Bedard voted in favor and Mr. Rolfe abstained, the motion passed 2-0-1.

Approval of Consent Agenda for the Week of October 19, 2020

Mr. Leclair read out loud the Consent Agenda for the Week of October 19, 2020 some of which included: a Public Warrant for the November 3rd Presidential Election, a Tax Collector Warrant/Land Use Change Tax, a Cemetery Deed, a Void Check Manifest for Two Accounts Payable Checks and three (3) Pistol/Revolver Licenses.

Mr. Bedard motioned to approve the Consent Agenda for the week of October 19, 2020. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Public Hearing

Withdrawal & expenditure of \$16,929.58 from the Town Properties Rehabilitation Expendable Trust Fund and acceptance & expenditure of \$8,300 in a rebate grant from Eversource for conversion of streetlights to LED units.

Mr. Leclair opened the hearing to the public at 7:02 PM for comments and questions.

The public hearing notice indicated the total cost of the project is \$25,229.58 and would be covered by the rebate grant payable by Eversource and \$16,929.58 from the Town Properties Rehabilitation Expendable Trust Fund.

Mr. Leclair asked if the \$8,300 reimbursement would go into the general fund and Mr. Herman confirmed that it would.

There being no other comments or questions, Mr. Leclair closed the hearing to the public at 7:38 PM.

Mr. Bedard motioned to accept and expend the \$8,300 reimbursement grant from Eversource and to authorize the withdrawal and expenditure of \$16,929.58 from the Town Properties Rehabilitation Expendable Trust Fund for the project of converting the Town's existing streetlights to LED units. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Leclair asked what the status was with the process and Mr. Herman indicated the company was putting together its GIS mapping of the existing light poles.

Appointments with the Board

Police Chief Ray Pelton – Body Cameras

Chief Pelton and Lieutenant Charles Chabot presented a proposal on behalf of the Auburn Police Department to outfit the department with 12 body cameras for use by the officers. An estimate dated October 6, 2020 in the amount of \$23,770 was provided by Pelmac Industries for the 12 body worn cameras, two docking stations, controller, three (3) five-pack magnet mounts, a 64 TB recorder, switches, ports, cables, connectors and installation. There is up to a three-month lead time to acquire the devices and have them installed so the officers could begin use at the end of December or beginning of January.

Lieutenant Chabot demonstrated two of the devices available which have been loaned to the department to try out. He also demonstrated an audio/visual recording produced by one of the devices and explained how the devices could be activated manually or remotely or during a

struggle or take still photos of an accident scene. If activated remotely the unit would vibrate to alert the officer. The devices are equipped with GPS, and there is a three-year warranty.

Lieutenant Chabot and Chief Pelton discussed with the Board the options for storage and explained how the devices would be recharged in the docking stations at the end of an officer's shift. Data storage options included Cloud storage or a server. Cost for Cloud storage would be \$46 per month for the 12 cameras.

Mr. Leclair asked if people were notified they are being recorded, and Chief Pelton indicated they are but there are circumstances when a choice is not given such as during an arrest. The Chief noted they would be developing full Standard Operating Procedures for the use of body cameras and train all their officers before placing the cameras into service.

Chief Pelton indicated he anticipated the Department to end the year with an approximate \$40,000 surplus in their operating budget, and was interested to know if the Board would be agreeable for the department to make this purchase in 2020 and not have to budget new funds in the coming year. Mr. Leclair indicated he would like the Department to find a way to do it now rather than budgeting for next year. The other Board members agreed.

Mr. Rolfe motioned to allow the Auburn Police Department to purchase body cameras and accessory equipment as outlined not to exceed \$23,770 using this year's operating budget. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Presentation of FY 2021 Town Budget and Updated Capital Improvement Plan

Mr. Herman provided the Board with an outline of the proposed FY 2021 Town operating budget totaling \$5,883,776 which is an increase of 5.67% over last year. Mr. Herman noted the budget package is an unedited collection of all the individual department budget requests or items included in the approved Capital Improvement Plan for 2021. He also indicated there are no wage changes included in terms of step increases or a COLA. Mr. Herman did observe there were some adjustments proposed in the Finance Office due to the pending retirement of the Finance Director and the anticipation of a promotion and the hiring of a new employee.

In other areas there were increases of nine per cent for health insurance premiums, four per cent for disability and an average increase of 20% for NH Retirement System increases. The Fire Department has requested a full year for the per diem weekend coverage which is an increase of approximately \$9,000. He also noted three departments have not turned in their budgets at this time, so they have been estimated generally at the amounts in the current year's budget.

Mr. Leclair suggested nearly 40% of the operating budget is salaries and benefits, so a potential COLA and step increases could affect 2.3% of 40% of the operating budget.

Mr. Herman reported the Planning Board reviewed and updated the Capital Improvement Plan earlier this month and provided the table which included electronic record storage, skating rink, library assessment and replenishment of reserve funds. Chief Williams is interested in establishing a fund for cistern and hydrant maintenance. Mr. Leclair recommended that be part of the Town Properties Rehabilitation Fund rather than creating a separate account. Mr. Leclair also noted the Town Building Rehabilitation could be opened up to expand its purpose to

include new buildings so if the Town wanted to put up a building the funding could be utilized. As originally created, that was not anticipated so it is not an allowed use.

Finance Director Adele Frisella indicated the undesignated fund balance is \$2.7 million. Mr. Leclair noted as it is near the ceiling of what is recommended, there could be a return of some funds to offset the tax rate.

Town Response to Covid-19 and State of Emergency Declaration

General Update on Town Issues

Police Chief Pelton reported the Town has two active cases. Mr. Leclair asked if positive cases were being seen in adolescents and Chief Pelton indicated they were.

GOFERR and Elections Funding – CARES Act

Mr. Herman reported the Town will make its fourth submission this week and reviewed the Town's allocation of \$131,300 and reimbursements to date.

Mr. Leclair asked if the new floor at the Pingree Hill Station had been fixed yet and Mr. Herman reported he did not know, but he was aware the Building Inspector made her final inspection this afternoon on the generator installation.

Election Funds – Center for Tech and Civic Life Grant

Mr. Herman indicated Town Clerk Kathleen Sylvia received notice of a national grant program that offered funding to assist local governments across the country to cover increased costs for the 2020 elections because of the COVID-19 pandemic. The application was submitted and on October 12, 2020 the Town was advised it had been approved for a \$5,000 grant that can be used for election related costs over the time frame between June 15 and December 31, 2020, and would have to be reported to the CTCL by January 30, 2021. This would allow the coverage of some costs for both the September and November elections. Any unused funds would have to be returned. A copy of the CTCL Grant Agreement was provided and will be submitted to finalize the grant.

Mr. Bedard motioned to approve the Town of Auburn's entering into a CTCL Covid-19 Response Grant Agreement for receipt of funding that has been made available to the Town of Auburn. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Bedard motioned to designate the Town Administrator as the signing authority for the Town of Auburn with the CTCL Covid-19 Response Grant program. 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 expend up to \$5,000 in CTCL Covid-19 Response Grant funds 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 CTCL Covid-19 Response Grant Agreement. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

New Business

Library Building and Property Review Efforts

Mr. Herman indicated the Board budgeted in 2020 for the planning of a potential expansion of the library and provision for a community center space at the current Hooksett Road property. Earlier this year the Town awarded a contract to H.L. Turner for initial review of the property and current building. It was determined that information from a Library Consultant who will work with the Trustees and Director to develop what amount and type of space the library should include, would be helpful to H.L. Turner in their efforts. There is \$20,730 left in the current appropriation. The Library Trustees identified they would like to work with consultant Patience Jackson who quoted a range of \$3,000 to \$10,000 for the work to be performed. Funds could come from the balance remaining in the 2020 budget appropriation.

Nancy Mayland indicated the citizens need to be on board and help develop what we need from all our input. Each group who would use the Community Center needs to meet such as the Boy Scouts, Girl Scouts and Parks & Recreation. It was suggested Mrs. LaChance should be an integral part of the development process as she has regular contact with each of the groups who will be utilizing the Community Center space. Ms. Growney added that focus groups and surveys will be sent out and reviewed for feedback.

Mr. Leclair questioned at what point the consultant's charges would be determined and billed, at an hourly or some other rate. Ms. Growney will contact her and get a more detailed contract. Mr. Leclair recommended Mr. Herman review the contract.

Mr. Bedard motioned to approve the retaining of Patience Jackson to assist the Town of Auburn in developing an expansion of the Griffin Free Public Library at a cost not to exceed \$10,000. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Review of Four Town Buildings – Interior LED Lighting

Mr. Herman indicated Affinity LED Lighting, who is doing the Town's streetlights' upgrade to LED, reached out and offered to survey and analyze the interior lighting of Town facilities for possible energy and cost savings. The review effort would be at no expense or obligation on the part of the Town. So, he had them review the Town Hall, Griffin Library, Safety Complex and Pingree Hill Fire Station. He anticipates a report within a week or two.

Maintenance Surety Release – Anderson Way

Mr. Herman provided the Board with a letter from the Land Use Administrator dated October 16, 2020 and supporting materials relative to the Planning Board's vote to recommend the Board of Selectmen approve the release of the remaining surety held by the Town in the amount of \$11,497.10 for Anderson way. A copy of the meeting minutes and recommendation of Stantec dated October 2, 2020 were also included.

Mr. Leclair motioned to approve release of the remaining \$11,497.10 surety for Anderson Way as recommended by Stantec and the Planning Board. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Unanticipated Expense – Repair to Tanker #1

Mr. Herman advised the Board Fire Chief Williams brought to his attention Tanker 1 had to be taken out of service for repairs to its brake shoes, linings and a loose wheel bearing. The cost of repairing the vehicle was \$4,099.58. The department's vehicle and equipment maintenance budget for 2020 having been nearly depleted the Chief requested funding from the Fleet Maintenance and Replacement Expendable Trust Fund established by the voters in March. The fund has a balance of \$25,000. An invoice was provided.

Mr. Bedard motioned to approve the repair costs for the Auburn Fire Department Tanker 1 totaling \$4,099.58 to be withdrawn from the Fleet Maintenance and Replacement Expendable Trust Fund. 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 an estimate from Quality Insulation dated 10/08/2020 in the amount of \$11,767 for the vaulted ceiling area and gable walls at the Safety Complex. The estimate is good through January 6, 2021.

Mr. Leclair noted the price is 40% less than the other foam insulation estimate and asked if JE Painting would still need to refresh the batting? Mr. Rolfe indicated he did not believe anything more would need to be done as this would insulate the walls and roof. Mr. Leclair recommended finding out if the fiberglass had to be fixed and if there are any grants available. Mr. Herman will investigate it.

Report/Comments of Ex-officio Board Representatives

Mr. Rolfe reported on the Planning Board meeting. There was an informal review of Fox Lane and a business interested in using Schoolhouse #8, which has been vacant for some time, as a home office. The Longmeadow Church received conditional approval of the parking lot expansion, while the lighting ordinance and Capital Improvement Plan was approved.

Mr. Bedard reported Parks & Recreation met to discuss their budget and the Trunk or Treat Halloween event, summer concerts at Circle of Fun, security cameras at Wayne Eddows and the update of the search for the Facilities Maintenance Director.

Other Business

Mr. DiPietro asked about the tree replacement at Town Hall. Mr. Rolfe indicated they installed a Frazier Fur. The crab apple tree was moved to Circle of Fun and blended right in with the one that was there.

Mr. Bedard has not heard back on the quote for the storage building. Mr. Leclair indicated he has not heard back from Morton and has called them twice. He reached out to Mr. Villeneuve who is preparing a quote for review.

Next Meeting/Events

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

Monday, November 2, 2020 – Board of Selectmen's Meeting – 7:00 PM

Tuesday, November 3, 2020 – General Election at AVS Gym

Wednesday, November 4, 2020 – Budget Committee Meeting at 7:00 PM

Minutes

- September 28, 2020 Public Meeting

Mr. Bedard motioned to approve the minutes of the September 28, 2020 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 (b) Consideration of hiring a person(s) as a public employee

Mr. Leclair motioned to go into non-public session pursuant to 91-A:3, II (b) consideration of hiring a person as a public employee. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

The meeting room was closed to the public at 8:35 PM.

Amy Lachance left the meeting at 8:45 PM.

Mr. Herman advised when Ms. Frisella retires as Finance Director, the planning has been that Ms. Rousseau will be elevated into that position. The Town will be looking to hire a Finance Assistant when Ms. Rousseau steps up. Ms. Frisella and Ms. Rousseau are recommending a two-month overlap when three individuals would be in place to provide for a smooth transition. Mr. Herman recommending advertising right away to have someone on board by February.

Ms. Frisella indicated Ms. Rousseau has been in the position for two and half years and has taken all of the classes but one (due to Covid-19) and is not required. Ms. Rousseau got an A in Accounting 1. One way or another the State has assured she will get her certification. Ms. Rousseau did most of the budget work last year and has done Town Reports, payroll, 941s and retirement. She has Ms. Frisella and other sources to call in the event of a problem.

Mr. Leclair asked about the other responsibilities Ms. Rousseau handled including the Town Crier and Welfare Administration and if they will go with the Finance Assistant position. Ms. Rousseau indicated the Welfare Administration portion was the toughest part, but that the position would handle all of its current components.

Mr. Leclair questioned what the starting pay should be for the Finance Assistant's position. Ms. Frisella indicated Ms. Rousseau has had two step increases since she started, so we anticipated a starting rate similar to where Ms. Rosseau initially began.

The Board commented they are going to miss Ms. Frisella when she retires and agreed with the proposed planning for transition.

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

The meeting room was reopened to the public at 9 PM.

Mr. Bedard motioned to seal the minutes of the first non-public session. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion carried.

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