

**Town of Auburn
Board of Selectmen
October 26, 2020
Minutes
6:30 PM**

Selectmen Present: Keith Leclair, Todd Bedard and Michael Rolfe

Others Present: Parks & Recreation Coordinator Amy LaChance, Mike DiPietro, Police Chief Ray Pelton, Road Agent Michael Dross, Fire Chief Mike Williams, Deputy Fire Chief Bob Seling, Town Administrator William Herman and Nancy Hoijer, Recording Secretary

Non-Public Session pursuant to RSA 91-A:3, II (b) consideration of hiring of a public employee

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

The meeting room was closed at 6:27 PM.

Mr. Rolfe 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 6:41 PM.

Mr. Bedard motioned to hire Michael O'Callaghan as a part-time facilities maintenance worker at a Grade 5, Step 6 effective immediately. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

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 October 26, 2020 - \$50,123.29

Mr. Bedard motioned to approve the Payroll Manifest for the week of October 26, 2020 in the amount of \$50,123.29. 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 October 26, 2020

Mr. Leclair read out loud the Consent Agenda for the Week of October 26, 2020 some of which included: a Notice of Intent to Cut Wood or Timber, a Cemetery Deed for Auburn Village Cemetery, a Tax Collector's Warrant/Land Use Change Tax, a Pole License for Eversource Energy and Consolidated Communications of NNE and two (2) Pistol/Revolver Licenses.

Mr. Bedard motioned to approve the Consent Agenda for the week of October 26, 2020. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Appointments with the Board

Fire Chief Mike Williams – Monthly Meeting

Chief Williams presented the Department's monthly report for September 2020 with 51 calls for service. Chief Williams noted work continues on Station 2 with flooring issues, the exhaust removal system install and wiring issues with the generator.

Chief Williams has been interviewing candidates and four to five members are attending the Wednesday evening EMR classes. Chief Williams has internally posted the vacant Station 2 Captain's position. This month's fire training was on the gator. A Narcan class was taught for the APD and AFD members and a EMT refresher is scheduled for January.

Social Media/Cell Phone Usage SOP

Deputy Chief Selinga presented the SOP for Social Media/Cell Phone Usage dated 10/26/20 for the Auburn Fire Department including the use of social media, internet, cell phone usage, photographs or other depictions of uniforms, badges, patches, vehicles and other departmental property or personnel and emergency and medical scenes. Prior approval can be received after written request for specific events. The policy had been reviewed and adjusted by Town Counsel to ensure compliance with federal and state laws.

Mr. Bedard motioned to adopt SOP #5 Social Media/Cell Phone Usage as presented. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. DiPietro noted it may be worth looking into with other Town policies. Chief Pelton indicated the Police Department has one in their Standard Operating Policies, and Mr. Herman indicated it is addressed in the Town personnel policy.

Town Response to Covid-19 and State of Emergency Declaration

General Update on Town Issues

Chief Pelton reported there have been six new cases in Auburn, with four in one household. Chief Williams noted the Fire Department has a good supply of PPE.

Town Budget Presentations

Fire Department – Mike Williams

Fire Chief Williams presented the proposed budget for FY 21 for the Fire Department in the amount of \$247,943 which is a nine percent increase over last year.

Chief Williams proposed Occupational Health & Safety in the amount of \$3,150, a two percent decrease from last year. Chief Williams indicated this is for safety glasses, PPE, gowns, gloves, COVID supplies, a misting fan (\$750) and immunizations. Mr. Leclair recommended reducing the amount for the misting fan to \$200, a decrease of \$550.

Mr. Leclair motioned to approve Occupational Health & Safety in the amount of \$2,600. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Chief Williams proposed Forest Fires in the amount of \$1,000 for class A foam for forest fires. \$1,200 was spent last year, \$1 was budgeted. Chief Williams noted with the severe drought conditions the Department has responded to and assisted in extinguishing multiple brush fires. The foam previously used by the Department is being phased out.

Mr. Bedard motioned to approve Forest Fires in the amount of \$1,000. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Chief Williams proposed Fire Equipment Maintenance in the amount of \$4,500.

Mr. Bedard motioned to approve Fire Equipment Maintenance in the amount of \$4,500. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Chief Williams proposed for Fire Radio Repair in the amount of \$1,500 which is a 50% increase from last year. Chief Williams noted it is a \$500 increase due to the aging out of portable radios.

Mr. Leclair asked how many radios and mobiles were affected. Chief Williams indicated 25 or 26 are out of date at a cost of \$3,400-\$3,500 each, and mobiles which are in every vehicle cost about \$4-\$5,000 each. A grant was obtained for purchasing 15 years ago. The Department will need to put together a replacement plan going forward.

Mr. Leclair motioned to approve Radio Repair in the amount of \$1,500. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Chief Williams proposed Derry Dispatch in the amount of \$54,868 which is a two percent decrease from last year and includes the Chester tower lease agreement of \$1,942.

Mr. Rolfe motioned to approve Derry Dispatch in the amount of \$54,868. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Chief Williams proposed Fire & Rescue Training in the amount of \$17,500 which is level funded from last year.

Mr. Leclair asked if the full amount could be lowered as only \$5,481 was used this year. Chief Williams indicated there are \$3-4,000 left to pay out for the EMR Classes currently underway.

Mr. Rolfe motioned to approve Fire & Rescue Training in the amount of \$17,500. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Chief Williams proposed Fire Hazmat in the amount of \$7,394 which is a two percent increase over last year. This represents annual dues to be part of the Regional Hazardous Materials Team and an increase of \$145 in dues.

Mr. Bedard motioned to approve Fire Hazmat in the amount of \$7,394. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Chief Williams proposed Fire Building Maintenance in the amount of \$18,297 which is a two percent decrease from last year. Mr. Leclair recommended reducing painting by \$1,500, and striking the \$1,950 repair line

Mr. Bedard motioned to approve Fire Building Maintenance in the amount of \$14,847. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Chief Williams proposed Fire & Rescue New Equipment in the amount of \$15,882. Chief Williams indicated the Department would like to purchase a reusable Rescue Air Bag kit in the amount of \$8,500 for extrication and lifting. Hoses were inspected and many need to be replaced.

Mr. Rolfe motioned to approve Fire & Rescue New Equipment in the amount of \$15,882. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Chief Williams proposed Fire New Radios in the amount of \$7,700 which is level funded from last year. Mr. Leclair recommended purchasing the two mobile radios out of this year's budget and reducing this line to \$1.

Mr. Bedard motioned to approve Fire New Radios in the amount of \$1. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Chief Williams proposed Fire SCBA Equipment/Maintenance in the amount of \$5,480. Chief Williams indicated six replacement face masks would be purchased, some with inserts for glasses so that everyone would have their own. Mr. Leclair recommended reducing the line by \$650.

Mr. Bedard motioned to approve Fire SCBA Equipment/Maintenance in the amount of \$4,830. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Chief Williams proposed Fire Water Hydrants in the amount of \$13,112. Chief Williams indicated it represents the per hydrant fees paid to Manchester Water Works over the year and reflects no change. Chief Williams indicated they were needed, as an example for sprinkler systems that might serve a business and for training mostly. Mr. Leclair asked Mr. Herman to get a copy of the contract that establishes the water hydrants.

Mr. Rolfe motioned to approve Fire Water Hydrants in the amount of \$13,112. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Chief Williams proposed Fire Dues, Subscriptions and Software in the amount of \$4,600. Mr. Leclair recommended moving the \$1,900 Office 365 monthly fee to the IT budget. He felt the Board could approve this budget line as presented and then the change could be made administratively.

Mr. Bedard motioned to approve Fire Dues, Subscriptions and Software in the amount of \$4,600. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Chief Williams proposed Fire Rescue Supplies in the amount of \$3,000 which is level funded from last year.

Mr. Rolfe motioned to approve Fire Rescue Supplies in the amount of \$3,000. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Chief Williams proposed Fire Protective Clothing in the amount of \$16,950 which is level funded from last year. Chief Williams noted five new sets of PPE will be purchased, the same as last year. These are good for ten years; five sets are expiring. 35 call firefighter uniforms will be purchased at a cost of \$1,750 and the balance is for spare boots, hoods and gloves and two full-time firefighter uniforms.

Mr. Rolfe motioned to approve Fire Protective Clothing in the amount of \$16,950. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Chief Williams proposed Office & Cleaning Supplies in the amount of \$2,500 which is level funded from last year.

Mr. Bedard motioned to approve Fire Office & Cleaning Supplies in the amount of \$2,500. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Chief Williams proposed Fire Prevention in the amount of \$1,500 which is level funded from last year.

Mr. Rolfe motioned to approve Fire Prevention in the amount of \$1,500. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Chief Williams proposed Misc. Grant in the amount of \$5,000. Chief Williams indicated this is for granting writing costs and matching funds if successful in obtaining a grant.

Mr. Bedard motioned to approve Fire Misc. Grant in the amount of \$5,000. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Chief Williams proposed Dry Hydrants in the amount of \$1,500. While the bills are not in yet, six to eight dry hydrants were inspected, maintained and repaired with low water levels due to the drought which made servicing and replacing the strainers easier this year.

Mr. Rolfe motioned to approve Dry Hydrants in the amount of \$1,500. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Chief Williams proposed Information Technology in the amount of \$7,560 which is a 36% increase over last year. The increase in the budget is to provide for the purchase of two

replacement desktop computers at a total cost of \$2,000 including set-up onto the AFD network. Mr. Leclair recommended reducing the line by \$2,000 by allowing for the purchase of the computers from the current budget.

Mr. Leclair motioned to approve Information Technology in the amount of \$5,560. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Chief Williams proposed Fire Truck Maintenance in the amount of \$45,950. Chief Williams indicated Tanker 2 may need work eventually. Mr. Leclair asked Chief Williams to get the cost of packing. The tanker is scheduled for replacement in two years. Tanker 2 is on the 2024 CIP for when the rescue lease ends in 2023. Mr. Leclair recommended removing \$9,500 for the pump work, which could come from the Fleet Maintenance Fund if needed.

Mr. Bedard motioned to approve Fire Truck Maintenance in the amount of \$36,450. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Chief Williams proposed Fire Apparatus Fuel in the amount of \$9,000 which is level funded from last year.

Mr. Bedard motioned to approve Fire Apparatus Fuel in the amount of \$9,000. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Ambulance Service – Mike Williams

Chief Williams presented the proposed budget for FY 2021 for Ambulance in the amount of \$89,463 which is a contractual three percent increase over last year.

Mr. Bedard motioned to approve the proposed budget for FY 2021 for Ambulance in the amount of \$89,463. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Emergency Management – Mike Williams

Chief Williams presented the proposed budget for FY 2021 for Emergency Management in the amount of \$1,804 which is level funded from last year. Chief Williams indicated \$500 could be deducted for Equipment & Gear as the proposed table/desk for the Town's Emergency Operations Center (EOC) is being donated. Chief Williams discussed getting a laptop for half the cost of the desktop EOC computer proposed.

Mr. Bedard motioned to approve the proposed budget for FY 2021 for Emergency Management in the amount of \$1,004. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Fire Apparatus – Mike Williams

Chief Williams presented the proposed budget for FY 2021 for Fire Apparatus/Machinery, Vehicles & Equipment in the amount of \$120,909 which is level funded from last year.

Mr. Bedard motioned to approve the proposed budget for FY 2021 for Fire Apparatus/Machinery, Vehicles & Equipment in the amount of \$120,909. Mr. Rolfe

seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Building Improvements – Mike Williams

Chief Williams presented the proposed budget for FY 2021 for Improvement to Buildings in the amount of \$13,000 for Fire Station 2 Repairs/Upgrades. Chief Williams indicated re-painting the exterior and bays was estimated to be \$10,000 and reinsulating the attic, \$3,000.

Mr. Rolfe motioned to approve the proposed FY 2021 Fire Station 2 Repairs/Upgrades for Improvements to Buildings in the amount of \$13,000. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Executive Department – Bill Herman

Mr. Herman presented the proposed budget for FY 2021 for the Executive Department in the amount of \$10,150 which is a five percent increase over last year. Mr. Herman indicated the increase is anticipated in the cost of printing and posting for the Voter Guide.

Mr. Bedard motioned to approve the proposed budget for FY 2021 for Executive Department in the amount of \$20,151. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Solid Waste – Bill Herman

Mr. Herman presented the proposed budget for FY 2021 for Solid Waste in the amount of \$20,151 which is a 22% decrease from last year. Mr. Herman noted Landfill Monitoring is down by \$5,700 because last year they were required to install and test one new monitoring well, which was a onetime cost.

Mr. Bedard motioned to approve the proposed budget for FY 2021 for Solid Waste in the amount of \$20,151. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Street Lights – Bill Herman

Mr. Herman presented the proposed budget for FY 2021 for Public Street Lighting in the amount of \$7,000 which is a 50% decrease over last year based on the pending conversion to LED at the end of November.

Mr. Bedard motioned to approve the proposed budget for FY 2021 for Public Street Lighting in the amount of \$7,000. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Old Business

Insulation Project – Safety Complex

Mr. Rolfe noted the blower test was not done earlier today as something came up but will take place soon. Mr. Herman reported the energy analysis for Eversource will be the first week of November.

Sale of Surplus Vehicle

Mr. Herman indicated the 2013 Ford Taurus Police Interceptor Sedan sold at State auction for \$5,900 with a net profit of \$5,160 which was comparable to the results of the national online auction in August.

Update – Severance School

Mr. Leclair indicated Manchester Water Works (MWW) was looking into having their Board put some money into renovations. A canoe, kayak and bicycle rental tenant was discussed. Mr. DiPietro indicated a public/private partnership could offer a discount to residents to benefit the community. Mrs. Lachance will present how much revenue she feels the building could generate.

Report/Comments of Ex-officio Board Representatives

Highway Safety Committee – Traffic Sign Request

Road Agent Dross reported a resident appeared at the Highway Safety Meeting last Wednesday and asked about putting up bus stop ahead signs near his Hooksett Road home. The Board agreed to the request. Road Agent Dross indicated he would ask Denise to order two of them tomorrow, if approved.

Other Business

Storage Building

Mr. Bedard indicated he made some follow-up calls relative to the storage building, but the prices seemed high. Mr. Leclair had discussions concerning a metal building. Mr. Herman noted the Warrant Article was being disallowed as the Town received \$38,000 and the Article specified a higher amount with no money to be raised by taxes. He indicated the Town will not be able to commit to the project this year as a result. A Warrant Article could be put forward next year or the balance taken from other funding such as the undesignated fund balance.

Next Meeting/Events

Tuesday, October 27, 2020 – Zoning Board of Adjustment – 7 PM
Monday, November 2, 2020 – Board of Selectmen's Meeting – 7 PM
Tuesday, November 3, 2020 – General Election at AVS Gym – 7 AM to 7 PM
Thursday, November 5, 2020 – Budget Committee Meeting at 7 PM
Monday, November 9, 2020 – Board of Selectmen's Meeting at 7 PM

Minutes

- October 19, 2020 Public Meeting

Mr. Bedard motioned to approve the minutes of the October 19, 2020 Meeting as amended. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

- October 19, 2020 Non-Public Meeting

Mr. Bedard motioned to approve the minutes of the October 19, 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 (b) Consideration of hiring a person(s) as a public employee

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

The meeting room was closed to the public at 8:54 PM.

Mr. Rolfe 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 9:08 PM.

Mr. Leclair motioned to seal the minutes of the non-public session. 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 9:08 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