

**Town of Auburn
Board of Selectmen
November 2, 2020
Minutes
7:00 PM**

Selectmen Present: Keith Leclair, Todd Bedard and Michael Rolfe

Others Present: Building Inspector Carrie Rouleau-Cote, Animal Control Officer Jarlene Cornett, Mike DiPietro, Police Chief Ray Pelton, 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 November 2, 2020 - \$1,149,636.93

Mr. Bedard motioned to approve the Accounts Payable Manifest for the Week of November 2, 2020 - \$1,149,636.93. 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 November 2, 2020 - \$27,380.00

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of November 2, 2020 in the amount of \$27,380. Mr. Leclair seconded the motion. A vote was taken, Mr. Bedard – aye, Mr. Leclair – aye and Mr. Rolfe - abstain. The motion passed 2-0-1.

Approval of Consent Agenda for the Week of November 2, 2020

Mr. Leclair read out loud the Consent Agenda for the Week of November 2, 2020 some of which included: A Tax Collector Warrant/Second Issue Property Tax, a Tax Collector Warrant/Second Issue Betterment Assessment and a Payment in Lieu of Taxes for Manchester Water Works.

Mr. Bedard motioned to approve the Consent Agenda for the week of November 2, 2020. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Appointments with the Board

Town Response to Covid-19 and State of Emergency Declaration

General Update on Town Issues

Chief Pelton reported there are five active cases in Auburn.

Town Budget Presentations

Building Inspector – Carrie Rouleau-Cote

Mrs. Rouleau-Cote presented the proposed budget for FY 21 Building Inspector in the amount of \$11,650 which is five percent less than last year. Mrs. Rouleau Cote decreased the amount for Dues, Workshops and Seminars and the Fuel/Mileage line.

Mr. Bedard motioned to approve the FY 21 Building Inspector budget in the amount of \$11,650. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mrs. Rouleau-Cote reported permits were up 80 from last year with a total of 655 to date. There were 29 permits issued for new homes this year which is five more than last year.

Animal Control – Jarlene Cornett

Jarlene Cornett presented the proposed budget for FY 21 Animal Control Officer in the amount of \$2,390 which is level funded from last year.

Mr. Bedard motioned to approve the FY 21 Animal Control Officer budget in the amount of \$2,390. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Legal Expenditures – Bill Herman

Mr. Herman presented the proposed budget for FY 21 for Legal Expenditures in the amount of \$30,000 which is level funded from last year.

Mr. Bedard motioned to approve the FY 21 Legal Expenditures budget in the amount of \$30,000. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Insurance – Bill Herman

Mr. Herman presented the proposed budget for FY 21 for Insurance in the amount of \$128,261 which is a nine percent increase over last year. Mr. Herman noted Property Liability had increased seven percent and Worker's Compensation by 14%.

Mr. Bedard motioned to approve the FY 21 Insurance Budget in the amount of \$128,261. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Other Public Safety – Bill Herman

Mr. Herman presented the proposed budget for FY 21 for Other Public Safety in the amount of \$1,000 which is level funded from last year. Mr. Herman noted this is for other police details outside what is normally expected like elections, Shred Day and E-Waste Collection. Mr. Leclair noted the line has not exceeded \$500 in the past three years and recommended decreasing it by \$500.00.

Mr. Bedard motioned to approve the Other Public Safety budget for FY 21 at \$500. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Patriotic Purposes – Bill Herman

Mr. Herman presented the proposed budget for FY 21 for Patriotic Purposes in the amount of \$6,500 which is a 43% decrease over last year. Mr. Herman noted last year's budget was higher due to the \$5,000 the Board budgeted in FY 2020 for Auburn's 175th Anniversary.

Mr. Bedard motioned to approve the FY 21 Patriotic Purposes budget in the amount of \$6,500. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Debt Service – Bill Herman

Mr. Herman presented the proposed budget for FY 21 for Debt Service in the amount of \$3.00 which is level funded from last year. Mr. Herman noted there are three placeholder lines of \$1.00 each for potential bond principal, interest, and tax anticipation notes.

Mr. Bedard motioned to approve the FY 21 Debt Service budget in the amount of \$3.00. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

New Business

2020 Tax Rate

Mr. Herman provided the Board with the NH Department of Revenue Administration's 2020 Tax Rate breakdown reflecting a tax rate of \$18.48 per thousand. He noted the Town's valuation had increased \$14.5 million, which was a little more than usual. And that nearly all revenue sources were stronger than anticipated.

Mr. Leclair asked about the process to offset the tax rate utilizing a portion of the \$2,602,634 undesignated fund balance which is nearing the top of the recommended range. Mr. Herman advised the Board can consider that during the budget process and include an amount as a revenue source in the budget proposal, or they get a second opportunity at the time of setting the tax rate in the fall and could use some then to achieve a reduced rate.

Warrant Article #7 – Storage Building

Mr. Herman reported he received clarification from Michelle Clark at the DRA about the allowable amount to come from the Municipal Aid revenue, which is \$38,509, for the storage building.

Mr. Leclair reported estimates were received from Pidcore for a 20'x60' building, \$81,800 and a 20'x40' building, \$61,000. This does not include the cost of site work as he thought that might be donated.

Mr. Bedard reported receiving an estimate that was \$10,000 more than the \$43,000 projected last year, with a cost of the concrete slab of \$9-\$12,000.

The Board agreed that construction costs, particularly lumber, had risen significantly over the past year and funding for the balance will have to come from another source or an additional warrant article. Mr. Rolfe will reach out to Barn Builders for another estimate.

Unexpected Costs – Repairs for Engine 1

Mr. Herman advised that earlier this year Engine 1 was damaged and required repairs totaling \$4,567.86. The expense was submitted to the Trustees of Trust Funds for reimbursement of the maximum per claim of \$1,000 from the Town's Insurance Retention Fund leaving a balance of \$3,567.85. Mr. Herman noted the beginning balance of the Fleet Maintenance Fund was \$25,000 and is now at \$20,900 after payment of another \$4,100 expense.

Mr. Bedard motioned to approve the withdrawal of \$3,567.85 from the Fleet Maintenance Expendable Trust Fund to cover the remaining expenses for the repair of Engine 1. 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 he reached out to the insulation company who advised him the cost will be slightly higher after performing a blower test and determining a little more work was necessary. Mr. Herman reported the energy analysis for Eversource is scheduled for November 4th.

Next Meeting/Events

Tuesday, November 3, 2020 – General Election at AVS Gym – 7 AM to 7 PM

Thursday, November 5, 2020 – Budget Committee Meeting - PM

Monday, November 9, 2020 – Board of Selectmen's Meeting - 7 PM

Monday, November 16, 2020 – Board of Selectmen's Meeting - 7:00 PM

Thursday, November 19, 2020 – Joint Personnel Meeting

Minutes

- October 26, 2020 Public Meeting

Mr. Bedard motioned to approve the minutes of the October 26, 2020 Meeting as amended. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

- October 26, 2020 Non-Public Meeting

Mr. Bedard motioned to approve the minutes of the October 26, 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 – Aye; Mr. Bedard – Aye; Mr. Rolfe – Aye. All were in favor, the motion passed unanimously.

The meeting room was closed to the public at 7:35 PM.

Mr. Leclair 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 7:50 PM.

Mr. Rolfe 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 7:50 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