

**Town of Auburn
Board of Selectmen
November 16, 2020
Minutes
6:30 PM**

Selectmen Present: Keith Leclair, Todd Bedard and Michael Rolfe

Others Present: James Thompson, Cemetery Trustee, Michael Mozer, Cemetery Trustee, Mike DiPietro, Tax Collector Susan Jenkins, Town Clerk Kathleen Sylvia, NH State Representative Jess Edwards, Police Chief Ray Pelton, Finance Director Adele Frisella and Nancy Hoijer, Recording Secretary

Non-Public Session pursuant to RSA 91-A: 3, II (b) Consideration of personnel change and/or addition.

Mr. Leclair motioned to go into non-public session pursuant to RSA 91-A: 3, II (b) consideration of personnel change and/or addition. 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 6:25 PM.

Mr. Bedard 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 6:59 PM.

Mr. Bedard motioned to seal the minutes of the non-public session. 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 7:01 PM and led the Pledge of Allegiance.

Approval of Accounts Payable Manifest for the Week of November 16, 2020 - \$10,000

Mr. Bedard motioned to approve the Accounts Payable Manifest for the Week of November 16, 2020 in the amount of \$10,000. Mr. Leclair seconded the motion. A vote was taken, Mr. Leclair – aye, Mr. Bedard – aye, and Mr. Rolfe - abstain. The motion passed 2-0-1.

Approval of Accounts Payable Manifest for the Week of November 16, 2020 - \$224,200.59

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of November 16, 2020 in the amount of \$224,200.59. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Town Budget Presentations

Checklist Supervisors – Susan Jenkins

Mrs. Jenkins presented the proposed FY 21 budget for Checklist Supervisors in the amount of \$2,000 which is a 69% decrease over last year. Mrs. Jenkins noted there were four elections this year and there will be one next year. There will be a purge next year of the voter checklist which happens every ten years. If a registered voter has not voted in the last four elections a letter will be sent and if no response is received, they will be removed from the checklist.

Mr. Bedard motioned to approve the FY 21 budget for Checklist Supervisors in the amount of \$2,000. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Town Clerk (Elections, Registrations, etc.) - Kathleen Sylvia

Mrs. Sylvia presented the proposed FY 21 Election, Registration & Vital Statistics budget in the amount of \$13,550. Mrs. Sylvia noted Dues & Conferences were down \$600. The cost of dog tags was increased by \$100 to order a different brand that can be mailed less expensively.

Mrs. Sylvia noted there has been no expense recorded for Record Preservation as that has not been done yet and is done by an outside vendor. Ms. Frisella noted the amount could be encumbered if an order is placed before the end of the year.

Mr. Bedard motioned to approve the Election, Registration & Vital Statistics budget for FY 21 in the amount of \$13,550. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Financial Administration – Susan Jenkins

Mrs. Jenkins presented the proposed FY 21 budget for Financial Administration in the amount of \$33,075 which is a one percent increase over last year. Mrs. Jenkins noted deed research fees have been increased from \$13/parcel to \$20/parcel. Tax Collection education expenses have increased as all conferences and workshops were cancelled this year and Mr. Milne needs to attend the certification program in 2021.

Mr. Bedard motioned to approve the FY 21 budget for Financial Administration in the amount of \$33,075. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Cemetery – James Thompson

Mr. Thompson presented the proposed FY 21 budget for Cemetery in the amount of \$33,300 which is a 1% decrease over last year.

Mr. Thompson noted the charges for landscaping have increased and will now include the Robie Cemetery which has been zeroed out. Mr. Thompson indicated he is pleased with the landscaping services. Two projects are planned, tree pruning at the Village Cemetery and landscaping at Longmeadow. The stone wall at Longmeadow will be covered out of the Trust Fund. The Trustees submit their mileage in December and mapping is done at the end of the year as well. There were no Association meetings this year.

Mr. Bedard motioned to approve the FY 21 Cemetery budget in the amount of \$33,300. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Government Buildings – William Herman/Adele Frisella

Ms. Frisella presented the proposed FY 21 budget for Government Buildings and Maintenance in the amount of \$122,684 which is a 10% decrease from last year.

Ms. Frisella indicated Janitorial Salary is part of payroll and has not been done yet.

Mr. Leclair will discuss with Ms. Rousseau the accounts for Town Hall Telephone and Internet, which increased 20%.

Ms. Frisella noted is new as the Parks & Recreation mobile phone was covered under their budget last year.

Ms. Frisella provided an estimate from SOS Alarms Inc. for replacement of 18 smoke detectors and seven heat detectors. This was advised as part of 2020's inspection, with the vendor advising code requires changing out the heads once every 10 years.

Mr. Leclair recommended tabling approval of this budget.

General Government – William Herman/Adele Frisella

Ms. Frisella presented the proposed FY 21 Budget for General Government in the amount of \$113,271 which is a one percent increase over last year.

Ms. Frisella noted the only change is the \$4,100 copier lease which can be paid for up front or leased over three and a half years with a minimal interest fee of \$200.

Ms. Frisella noted the ANS Contract and Services line of \$7,100 was moved within budget lines to better reflect the expense.

Mr. Bedard motioned to approve the FY 21 General Government budget in the amount of \$113,271. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Police Department

Mr. Bedard requested the Board reconsider the hybrid vehicle purchase which was eliminated from the FY 21 Police Budget at the last meeting. Mr. Bedard asked Chief Pelton to provide comparison numbers for the projected fuel savings. Chief Pelton had discussions with the police department in Brookline, Massachusetts who has been using hybrid vehicles from 2018-2020. Massachusetts has already mandated that grants will not be funded unless the hybrid vehicles are used. Chief Pelton noted that change is undoubtedly coming to New Hampshire soon as well. Brookline reported eight (8) miles per gallon with a regular vehicle versus 16 with the hybrid.

Chief Pelton noted the Town of Auburn's vehicle mileage can be tracked by the Wex card associated with each vehicle. The savings would be reflected with vehicles that are used a lot. Chief Pelton compared the cost for two patrol vehicles. 375 gal. per mo. for two vehicles would

be \$9,000 per year. The savings would be \$4,500 per year for vehicles that are frequently used.

Chief Pelton noted the delivery time to receive the vehicle would reflect a savings in the last six months of the FY 21 budget so that the savings would be realized in the second year of service.

Mr. Leclair asked if the vehicles were similar with the specifications and Chief Pelton noted they were.

Mr. Leclair noted the line was approved at the last meeting for \$64,200 and would be increased to \$68,000. The bottom line approved was \$210,370 and would be increased to \$214,170

Mr. Bedard motioned to amend and approve the proposed FY 21 Police Department budget in the amount of \$214,170. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

New Business

Mr. Leclair was asked to inform the Departments what time Town Hall would be closing the day before Thanksgiving. Ms. Frisella noted the Town Clerk & Tax Collector are open until 2 PM.

Mr. Bedard motioned to approve Town Hall closing at 2 PM on November 25, 2020. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

State Representative Jess Edwards asked the Board if they had any issues to bring up for the next Legislative session. He indicated new legislative bills had to be submitted before November 20, 2020. Mr. Edwards was recently re-elected and noted he will be on the House Finance Committee serving on Division Three covering Health & Human Services.

Mr. Edwards asked about the Severance School building and Mr. Leclair informed him it is owned by Manchester Water Works and since the Town does not own it, no expenses for repairs or maintenance will appear in the Town's budget. Discussions with Water Works are still underway, but any expenses associated with rental or utilities would appear in the Parks & Recreation budget.

Old Business

Mr. Rolfe noted he received an estimate for a post and beam constructed 20'x40' storage building with metal roof, pine siding, three windows and doors and one coat of stain, for \$28,000. This does not include concrete and footings. Mr. Rolfe will obtain estimates for those.

Mr. Leclair noted Pidcore provided an estimated as well and the cost will be approximately \$20,000 more than the \$38,000 that will come in. Mr. Leclair will bring this to the attention of the Budget Committee as their next meeting.

Other Business

Ex-Officio Board/Committee Reports

Mr. Leclair noted the Budget Committee met last Thursday and Mr. Carpenter noted at least three departments have separate lines for legal expenses in their budgets and wondered if there could be any savings to the Town to have these combined. The Board of Selectman have the

general and labor relations account, while the Building Inspector and the Planning / Zoning Board of Adjustment also have accounts in their budgets.

Mr. Rolfe noted there will be legal fees anticipated to review homeowners' documents for the upcoming developments.

Mr. Leclair noted Building Inspector Rouleau-Cote indicated she would prefer to keep legal expenses in her line in the event the other departments use theirs up. Mr. Leclair noted it would be sticky to have to have Planning or ZBA have to come to the Board to request permission to expend legal expenses. Mr. Rolfe noted the ZBA was more reactive and less able to anticipate what their expenses might be.

Mr. Rolfe and Mr. Leclair were in favor of leaving the legal expense lines separate.

Approval of Minutes

November 9, 2020 - Tabled

Next Meeting

Monday, November 23, 2020 – Board of Selectmen's Meeting – 7:00 PM

The Budget Committee meeting scheduled for Thursday, November 19, 2020 has been cancelled.

Adjourn

Mr. Rolfe motioned to adjourn the meeting at 8:12 PM. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy Hoijer,
Recording Secretary