

**Town of Auburn
Board of Selectmen
November 23, 2020
Minutes
6:30 PM**

Selectmen Present: Keith Leclair, Todd Bedard and Michael Rolfe

Others Present: Conservation Commission Chair Jeffery Porter, Planning Board Chair Ron Poltak, Library Trustee Chair Nancy Mayland, Library Director Kathryn Growney, Michael DiPietro, 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. Rolfe 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 6:29 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 6:59 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.

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 November 23, 2020 - \$51,378.77

Mr. Bedard motioned to approve the Payroll Manifest for the Week of November 23, 2020 in the amount of \$51,378.77. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Leclair motioned to approve a Veteran's Tax Credit for E. Anthony. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Leclair motioned to approve a Veteran's Tax Credit for Daniel Bibeau. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Leclair motioned to approve a Veteran's Tax Credit for Dennis Volpey. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Leclair motioned to approve two (2) pistol/revolver licenses. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Appointments with the Board

Monthly Meeting – Fire Chief Michael Williams

Fire Chief Williams presented the Department's monthly report for October 2020. There were 57 calls for service. Due to the rise in Covid, EMS Training was held this month via Zoom. An EMR Class was held here in Auburn. Next year's training schedule will be posted in the coming weeks. A Narcan class was taught for APD & AFD. Lieutenant Sullivan is coordinating an EMT refresher course which will start in January. EMTs need to be recertified every two years. The course will take place in Chester this year. Three more applications were received for the Captain's position at Station 2. Mr. Saulnier's last day is November 27th. Two more call firefighters have been hired: Andrew Flores and Derek Ball. Mr. Flores has EMT training and Mr. Ball is a FF2/EMT.

Mr. Leclair asked how many call firefighters are responding regularly and Chief Williams indicated the average is 11-12.

Fire Chief Williams reported renovations of Station 2 are almost finished. The exhaust vent should be done by next week. The windows are done. The floor was replaced. Irrigation systems have been blown out and furnaces cleaned.

Chief Williams reported the rescue was coming up with its warranty period so it was taken in to have minor items taken care of. A new mechanic was found and has the ability to respond to apparatus breakdowns. Lieutenant Barsaleau worked on gear inspections. Lieutenant Dignard has been working on identifying tools and repainting them.

Town Budget Presentations

Conservation Commission – Jeffrey Porter

Mr. Porter presented the proposed FY 21 budget for Conservation Administration in the amount of \$5,500 which is a 267% increase over last year.

Mr. Porter noted increases in Professional Services and Maps & Supplies. He indicated the Conservation Commission will be partnering with the Planning Board to do a groundwater/hydrology study which will help identify areas which could be developed and those which should not be developed or developed with regulation and monitoring controls. Frequently developers will have their science supported by wetlands scientists at application hearings and this will allow the Town to weigh in with real data.

Mr. Bedard motion to approve the FY 21 Conservation Administration budget in the amount of \$5,500. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Planning & Zoning – Ron Poltak

Mr. Poltak reported one of the drivers of next year's Planning and Zoning Budget will be the \$17,000 request in Master Plan & Regulatory Updates for the collaborative efforts with the Conservation Commission for the Groundwater/Hydrogeological Services Tasks 1 and 2 identified in Stantec's proposal dated October 23, 2020. Task 1 is a Potable Well Inventory. Task 2 is to identify areas in Town that are potentially overburdened/sand & gravel aquifers. Mr. Poltak noted Task 1 and 2 will be ongoing during FY 21-22 with the third phase in 2023 to propose zoning amendments.

Mr. Leclair noted Planning will be back in FY 2022 looking to fund \$8,000 for the third phase. Mr. Poltak noted the development density cries out for an assessment to be done of the resources the Town has left and to assess the ways in which water is being utilized.

Mr. Poltak noted a large senior development has been proposed with 80 new homes. The proposed ordinances would protect abutting well owners in situations like these where their quantity and quality could be affected by a large draw from a neighboring property. Liability is backed by nationwide case law, but Mr. Poltak noted the Planning Board will not assume responsibility for going out and verifying individual sources.

Mr. DiPietro opined it would be good for the Town to own shoreland on Lake Massebessic.

Mr. Poltak reported the Planning Board worked on ordinances for lighting and senior housing this year and expended \$17,000 of \$20,000.

Mr. Bedard motioned to approve the FY 21 Planning & Zoning budget in the amount of \$44,150. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Library – Nancy Mayland/Kathy Growney

Library Director Kathy Growney presented the proposed FY 21 budget for Library in the amount of \$62,609 which is a 31% increase over last year. There was a 24% increase in online resource costs. A printed book may cost the library \$26 but an e-book costs \$65 for a two-year lease or approximately 24 checkouts. The Library received some \$5,000 in revenue from the CARES Act and \$5,000 grant from NH Humanities & Technology. There is a savings from buying into the NH Library Consortium. And the Friends of the Library does a lot of fundraising to help pay for programming.

Ms. Growney reported increases in expenses for electronic copy subscriptions which have been used frequently due to COVID over printed copy. Ms. Growney noted a part-time staff person for the summer should be added to the budget which was approved last year. This was dropped as they had one less person this year. The Library would like to increase cleaning service to once a week which is in line with other Town departments. Mr. Leclair recommended discussing the salary line at a future meeting and checking with Chief Williams for PPE supplies, he may have extra or surplus provided from the elections.

Mr. Bedard questioned the phone/internet service which the Town will be reviewing for use at Town Hall. Mrs. Growney noted the Library would be interested.

Mrs. Growney noted the Library has four mini-split air conditioners and one was recently replaced but the three others need service. Mr. Leclair requested the Library take that out of the budget and get a quote for repair or replacement of all three which would come from Building Improvement Fund.

Mr. Leclair recommended reducing the proposed budget lines:

Maintenance from \$16,810 to \$8,810 a decrease of \$8,000

Computer System from \$7,200 to \$7,000 a decrease of \$200

Supplies from \$3,000 to \$2,500 a decrease of \$500

Mr. Bedard motioned to approve the FY 21 Library budget in the amount of \$53,909. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

New Business

Road Acceptance/Surety Reduction – Haven Drive and Juniper Circle

The Board was provided with a letter dated November 23, 2020 from Land Use Administrator Denise Royce. The Planning Board met on November 18, 2020 and motioned to accept both Haven Drive and Juniper Circle conditioned upon completion of Stantec's punch list.

Mr. Bedard motioned to accept Haven Drive and reduce the surety to \$30,984.37 as recommended by the Planning Board conditioned upon completion of Stantec's punch list items. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Leclair motioned to accept Juniper Circle and reduce the surety to \$23,014.50 as recommended by the Planning Board conditioned upon completion of Stantec's punch list items. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Old Business

Mr. Rolfe noted he received an estimate for the storage building of \$24,982 for the building, \$17,500 for framing, \$3,000 for the floor and \$2,280 for footings. The cost is approximately \$50,000. The Town has \$38,000 and will need to come up with the rest. Mr. Rolfe noted a service door on the side was recommended.

Mr. Bedard asked if the \$38,000 should be encumbered. Ms. Frisella noted it would go into the fund balance.

Other Business

Mr. DiPietro suggested it may be useful to get the Auburn Development Authority going again. Mr. Leclair noted this was discussed at the Board's goal setting review a couple of years ago with a goal to bring business to Town. Mr. DiPietro noted he was interested and would see about getting a group of people interested.

Approval of Minutes

November 9, 2020 Public Meeting Minutes

Mr. Bedard motioned to approve the November 9, 2020 Public Meeting Minutes. Mr. Rolfe seconded the motion. With all in favor, the motion passed unanimously.

November 9, 2020 Non-Public Meeting Minutes

Mr. Bedard motioned to approve the November 9, 2020 Non-Public Meeting Minutes. Mr. Rolfe seconded the motion. With all in favor, the motion passed unanimously.

November 16, 2020 Public Meeting Minutes

Mr. Bedard motioned to approve the November 16, 2020 Public Meeting Minutes. Mr. Rolfe seconded the motion. With all in favor, the motion passed unanimously.

November 16, 2020 Non-Public Meeting Minutes

Mr. Bedard motioned to approve the November 16, 2020 Non-Public Meeting Minutes. Mr. Rolfe seconded the motion. With all in favor, the motion passed unanimously.

Next Meeting

Monday, November 30, 2020 – Board of Selectmen's Meeting – 7:00 PM

Adjourn

Mr. Leclair motioned to adjourn the meeting at 9:01 PM. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy Hoijer,
Recording Secretary