

**Town of Auburn  
Board of Selectmen  
November 30, 2020  
Minutes  
7:00 PM**

**Selectmen Present:** Keith Leclair, Todd Bedard and Michael Rolfe

**Others Present:** Deputy Fire Chief Bob Seling, Parks & Recreation Coordinator Amy Lachance, Lieutenant Charles Chabot, Michael DiPietro, Finance Director Adele Frisella, 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 30, 2020 - \$1,939,987.01**

*Mr. Bedard motioned to approve the Accounts Payable Manifest for the Week of November 30, 2020 in the amount of \$1,939,987.01. 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 30, 2020 - \$13,432.50**

*Mr. Bedard motioned to approve the Accounts Payable Manifest for the Week of November 30, 2020 in the amount of \$13,432.50. Mr. Leclair seconded the motion. A vote was taken, Mr. Rolfe abstain, Mr. Leclair – aye and Mr. Bedard – aye. The motion passed 2-0-1.*

**Approval of Consent Agenda – Week of November 30, 2020**

Mr. Leclair read out loud the Consent Agenda for the Week of November 30, 2020 some of which included: one (1) void check manifest, six (6) abatement/refund requests, correspondence concerning Longevity Pay Letter to Town Employees and five (5) pistol/revolver licenses.

*Mr. Bedard motioned to approve the Consent Agenda for the Week of November 30, 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**

Mr. Herman reported there are currently 23 active cases of Covid-19 in Auburn.

## **Town Budget Presentations**

### **Parks & Recreation – Amy Lachance**

Mrs. Lachance presented the proposed FY 21 Parks & Recreation budget in the amount of \$80,220.

Mrs. Lachance identified some items that could not be done this year due to Covid-19 but hopes to continue with next year such as Senior Trips and Old Home Day, while Concerts in the Park. and Trunk or Treat were conducted this year, were popular and will continue. The Seniors had a modified drive-in barbeque this year and hope to have a dinner in January and August. The deposit on Old Home Day was able to be carried over to next year which reduced the cost from \$10,750 to \$6,863, a savings of \$3,837. The ski program cost is for January transportation and next year people will provide their own.

***Mr. Bedard motioned to approve Recreation Senior Trips in the amount of \$7,000. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mr. Bedard motioned to approve Recreation Family Events in the amount of \$9,463. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mr. Leclair recommended moving the \$50 cost for basketball nets and unplanned repairs to general maintenance.

***Mr. Bedard motioned to reduce Basketball Program from \$50.00 to \$0 and move the item to general maintenance account. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mr. Bedard motioned to approve Ski Program by reducing it to \$1.00. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mrs. Lachance decreased the Service Award line to \$150 to be able to give out three appreciation plaques.

***Mr. Bedard motioned to approve Service Awards in the amount of \$150. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mr. Leclair questioned whether the Soccer Club had funding to cover some of its proposed costs and Mrs. Lachance will find out.

***Mr. Bedard motioned to approve Soccer Program in the amount of \$1,900. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mr. Bedard motioned to approve Senior Dinners in the amount of \$1,800. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mr. Leclair asked if the Recreation vehicle underwent any inspection recently and Mrs. Lachance noted it was scheduled for March.

***Mr. Bedard motioned to approve Fuel and Maintenance in the amount of \$4,200. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mrs. Lachance noted Mike assembled three of the metal picnic tables purchased last year and she would like to continue with her replacement program and replace another three next year. There would be four mosquito treatments at Wayne Eddows. The playground chips are on a replacement cycle every third year and next year Wayne Eddows and Appletree would be done.

***Mr. Bedard motioned to approve General Maintenance by increasing the amount from \$14,000 to \$16,800 to include \$2,800 for storage rental. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mrs. Lachance provided the Board with a brochure for the proposed small ice rink and obtained an estimate of \$5,250. This would need to be stored in the proposed storage building so it can be taken out of the budget if the storage building does not proceed. The liner is approximately 42x113 and folds up to the size of a pallet. The liner needs replacing between one and five years. Snow would be removed with a snow blower.

***Mr. Bedard motioned to approve Ice Rink in the amount of \$5,250. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mrs. Lachance noted trash removal costs are associated with events such as Old Home Day. A dumpster was donated last year so this is a new cost. Trash cans will also be replaced.

***Mr. Rolfe motioned to approve Trash Removal in the amount of \$300. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mrs. Lachance noted she is using a new company for the chemical toilets.

***Mr. Bedard motioned to approve Chemical Toilets in the amount of \$6,520. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mrs. Lachance noted Mike is taking inventory of the tools to match up to the existing inventory.

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

***Mr. Bedard motioned to approve in the amount of \$200. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mr. Leclair noted negotiations were underway with Manchester Water Works concerning Severance School. Mrs. Lachance has put together and shared a business plan and projected revenue annually of \$16,888. She has discussed with groups such as Girl Scouts if they would be willing to pay a small fee to have somewhere to go and they were agreeable. Costs including rent and utilities were projected to be \$26,400 with revenues projected to be \$16,888 with \$12-\$13,000 in revenue the building can generate. Outside events/Other facilities accounted for approximately \$3-\$4,000.

Mr. Leclair noted the length of the agreement is a concern. Mr. Bedard noted the building needs to be spruced up. Mr. Leclair noted the work may not be finished before April/June which would give Recreation use for summer programs. Mr. Herman noted it could not be part of the default budget. Mr. Leclair noted it would go before the Budget Committee for approval and then to Manchester Water Works.

***Mr. Bedard motioned to approve Recreation Improvements in the amount of \$15,000. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Summary:      Line 001-2 Family Events was reduced by \$3,837.  
                    Line 001-3 Basketball was reduced by \$50  
                    Line 001-4 Ski Program was reduced by \$2,799  
                    Line 550-0 General Maintenance was increased by \$2,800\*  
                    Line 550-4 Ice Rinks was increased by \$250  
                    Line 560-1 Trash Removal was reduced by \$300  
                    Line 940-1 Improvements was reduced by \$10,000

Proposed: \$80,220                      Approved:      \$69,084                      Reduced:      \$13,936

#### **Recreation Improvement – Amy Lachance**

Mrs. Lachance presented the proposed FY 21 Improvements budget in the amount of \$3,500 which is for proposed \$1,500 Outdoor Fitness equipment and \$2,000 for storage rental in the event the storage building does not proceed. The Board was not in favor of moving the line for the outdoor equipment, a reduction of \$1,500.

Mr. Herman noted the storage unit would cost \$2,800 for the year at \$240/mo.

Mr. Leclair questioned why these were in improvements and recommended reducing the line to \$1 and moving \$2,800 to general maintenance above.

***Mr. Bedard motioned approve Recreation Improvements in the amount of \$1.00. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Welfare – Bill Herman**

Mr. Herman presented the proposed FY 21 Welfare budgets in the amount of \$15,500 for Direct Assistance and Intergovernmental Payments which is for a contribution to Rockingham Community Action in the amount of \$4,471. 103 Auburn households were served last year.

***Mr. Bedard motioned to approve the FY 21 Direct Assistance budget in the amount of \$15,500. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mr. Bedard motioned to approve the FY 21 Intergovernmental Payments budget in the amount of \$4,471. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Longevity Pay – Bill Herman**

Mr. Herman presented the proposed FY 21 Personnel Administration budget for Longevity Pay in the amount of \$11,350 which is a 18% increase over last year. Mr. Herman noted approximately 28 employees are eligible per the Personnel Policy and Collective Bargaining Agreement. An employee is eligible for the first tier after 5-9 years of service with increasing amounts per years of service up to 25. There are four employees eligible for 25 plus years of service.

***Mr. Bedard motioned to approve the FY 21 Longevity Pay budget in the amount of \$11,350. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Personnel Administration/Insurances – Bill Herman/Adele Frisella**

Mr. Herman presented the proposed FY 21 Personnel Administration budget for Insurances in the amount of \$384,032 which is a 3% increase over last year. Mr. Herman noted an increase of 9% for health insurance which will be realized for the last six months beginning July 1.

Mr. Leclair asked if employees are surveyed to anticipate changes in enrollment. Ms. Frisella noted most employees communicate their intentions.

***Mr. Bedard motioned to approve the FY 21 Personnel Administration Insurances budget in the amount of \$384,032. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Financial Administration – Audit – Adele Frisella**

Ms. Frisella presented the proposed FY 21 budget for Financial Administration, Audit expenses in the amount of \$13,500 which is a 4% increase over last year. Ms. Frisella indicated she left \$500 for assistance with the MS-5 Annual Financial Report form which Ms. Rousseau will take over preparing. The auditors have still not finished this year so that expense is not shown in the expended column for this year.

***Mr. Bedard motioned to approve the FY 21 Financial Administration Audit budget in the amount of \$13,500. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **New Business**

Mr. Leclair reported there are 32 flag poles in Town on utility poles in the center of town, which are taken down and put up seasonally. Chief Williams expressed safety concerns with the way the flags were put up. Mr. DiPietro recommended a self-driving lift at an estimated cost of \$400/day. Mr. Bedard questioned whether a local contractor might donate the service.

### **Old Business**

#### **Update on Street Lights – LED Conversion Project**

Mr. Herman reported the streetlight conversion project is ready to go. The lights are ready for delivery this week. Fire Chief Williams arranged for a bay at Pingree Hill Station to be used as a base of operation during the two-day installation which should be completed by the end of this week or early next week.

## **Report/Comments of Ex-officio Board Representatives**

Mr. Bedard reported that Highway Safety discussed parking on both sides of Tower Hill. Lieutenant Chabot agreed that it gets tight and is difficult to get a vehicle between the parked cars going in one direction. Mr. DiPietro noted solutions were being discussed such as cooperation with Water Works. Lieutenant Chabot noted about 35-40 cars are parking there each day. Mr. Rolfe noted visitors could walk from Old Candia Road.

Mr. Leclair reported the Budget Committee met with the School Board and AVS Administration to discuss the proposed FY 21 budget. The budget was up \$400,000, approximately 3%. Mr. Leclair opposed full-day Kindergarten, but it passed 3-2. AVS reported being only one of four schools who had not transitioned to full-day with some of the drivers being the new State law requiring busing of the Kindergarteners in the afternoon which would cost \$61,200 and the SPED budget being down.

## **Other Business**

### **Next Meetings/Events**

Monday, December 7, 2020 – Board of Selectmen's Meeting – 7:00 PM  
Monday, December 14, 2020 – Board of Selectmen's Meeting – 7:00 PM

## **Minutes**

- **November 23, 2020 Public Meeting Minutes**

***Mr. Bedard motioned to approve the November 23, 2020 Public Meeting Minutes. Mr. Rolfe seconded the motion. With all in favor, the motion passed unanimously.***

- **November 23, 2020 Non-Public Meeting Minutes**

***Mr. Bedard motioned to approve the November 23, 2020 Non-Public Meeting Minutes. Mr. Rolfe seconded the motion. With all in favor, the motion passed unanimously.***

**Non-Public Session pursuant to RSA 91-A: , II (a) Consideration of the compensation of any public employee**

***Mr. Leclair motioned to go into non-public session pursuant to RSA 91-A: 3, II (a) consideration of the compensation of any 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 8:22 PM.

Mr. Herman noted Finance Director Adele Frisella completed the positive performance review of the Finance Assistant, which was provided for the Board's review. A step increase from Labor Grade Step 7 to Step 8 was recommended.

***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 8:25 PM.

***Mr. Bedard motioned to approve the recommendation of the Finance Director to approve a step increase for the Finance Assistant from a Labor Grade 7, Step 7 to a Labor Grade 7, Step 8 based on a positive performance evaluation. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Adjourn**

***Mr. Rolfe motioned to adjourn the meeting at 8:26 PM. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy Hoijer,  
Recording Secretary