

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

Selectmen Present: Keith Leclair, Todd Bedard and Michael Rolfe

Others Present: Road Agent Michael Dross, Health Officer Paul Raiche, Michael DiPietro, Police Chief Ray Pelton, 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 Payroll Manifest for the Week of December 7, 2020 (inclusive of FY 2020 Longevity Pay Manifest) - \$70,904.17

Mr. Bedard motioned to approve the Payroll Manifest for the Week of December 7, 2020 in the amount of \$70,904.17. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Consent Agenda – Week of December 7, 2020

Mr. Leclair read out loud the Consent Agenda for the Week of December 7, 2020 some of which included: An Abatement/Refund request and three (3) Pistol/Revolver licenses.

Mr. Bedard motioned to approve the Consent Agenda for the Week of December 7, 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 currently 24 active cases of Covid-19 in Auburn, the highest total to date..

Final Update on CARES Act & Grant Funding

Mr. Herman reported the final list was compiled and all funds are in. A total of \$202,276 in CARES Act, First Responder Stipends and Secretary of State Election reimbursement funds were received in addition to a private grant of \$5,000 elections.

Mr. Leclair commended everyone for doing a great job maximizing the potential relief revenue. Mr. Rolfe agreed they did a good job.

Town Budget Presentations

Health Officer – Paul Raiche

Mr. Raiche presented the proposed FY 21 budget for Health Administration in the amount of \$355 which is level funded from last year.

Mr. Raiche indicated he could decrease the Health Mileage line by \$50 and the Health Dues and Memberships line by \$55.

Mr. Leclair asked the status of campgrounds opening in the spring and Chief Pelton indicated currently they can open with restrictions. Mr. Raiche agreed.

Mr. Bedard motioned to approve the FY 21 Health Administration budget in the amount of \$250. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Highway Department – Michael Dross

Road Agent Dross presented the proposed FY 21 Highway Department budget in the amount of \$1,104,101 which is a 10% increase over last year.

Mr. Dross proposed a new program for snow plowing which is being practiced by other communities and the State. During the winter snow period from November 15th to April 15th, hourly road crews would be paid a minimum of five hours per week if they don't work. There would be no change to the budget. The program is designed to be an incentive to keep workers available during lean winter weeks. There are costs to getting vehicles ready with equipment and giving up other plans when a storm is coming. The Board was in support of the program.

Road Agent Dross requested Shimming be increased by \$50,000. As road reconstruction project costs decrease, shimming increases. Road Agent Dross noted it is important to keep up with the work the Highway Department is doing. More shim and overlay equals less cold patching expenses.

Mr. Leclair asked about goals for next year and Road Agent Dross noted the Department will get as far as it can with what is budgeted. Road Agent Dross plans to focus on Hooksett Road, Spofford Road, Rockingham Road, and Eaton Hill Road. The developments are taking a hit by the church, Sun Valle and Hunting Road. The whole road should be done to Rattlesnake Hill Road. Nutt Road should have shim and overlay. When the water gets under things that is when we start losing everything. This year no ditch work was done. Two new roads were accepted by the Town recently, Haven and Juniper. Mr. Leclair asked how many linear feet each of the new roads added and Road Agent Dross indicated about 5,000 linear feet of new road.

Road Agent Dross noted Summer Subcontractors is increased by \$50,000. The driver is that things are not getting done because of storms. Three to four storms are budgeted for per year. Catch basins, culverts and ditch work needs to be done and when we have a storm event and go over budget it is taken from these areas. Road Agent Dross recommended having a \$100,000 storm fund for those purposes so it wouldn't have to be taken from general maintenance. Mr. Herman noted it could be created by Warrant Article. Catch Basin Maintenance is about \$125/hr. Bridge and Culverts would address a 4' culvert for Star Circle

and potentially Calef Road, Pingree Hill Road, Sandy, Knoll and Cohas Drive which are not planned.

Road Agent Dross noted road striping did not happen so will be leftover this year and hopefully they will come in the spring. Tree and brush contractors are supposed to be back on the 21st. Road Agent Dross noted crack sealing is a waste of money because it plows right up. Mr. Leclair recommended closing that line which is \$1.00.

Road Agent Dross noted Summer Gravel is for dirt roads such as Penny Lane, Kimball Point and Raymond Road.

Road Agent Dross noted the Department has 600 tons of salt on hand, estimated at \$30,000 and will stock up. Sand is screened when the Department has time before it freezes, and sand is purchased after that.

The Board agreed to discuss the \$100,000 emergency fund further and to remove crack sealing, a decrease of \$1.

Mr. Leclair motioned to approve the FY 21 Highways & Roads budget in the amount of \$1,104,100. Mr. Bedard seconded the motion. A vote was taken Mr. Rolfe abstained, Mr. Bedard voted aye and Mr. Leclair voted aye. The motion passed 2-0-1.

Road Reconstruction – Michael Dross

Road Agent Dross presented the proposed FY 21 Road Reconstruction budget in the amount of \$650,000 which is a 30% increase over last year.

Road Agent Dross recommended work on Squirrel Drive which is estimated at \$243,000; Depot Road (#184) to Candia Road which is estimated at \$125,000 and Hills Road which is estimated at \$250,000. Hills Road has off site funds that need to be used by next year totaling \$42,675. The Road Agent believed there were also funds for Dearborn Road and Copley Place totaling \$50,000 which will be looked into. The intersection of Depot Road and Hooksett Road is a safety priority and proposed to be reworked with cooperation with Manchester Water Works.

Road Agent Dross indicated Rockingham Road and Old Candia Road are major projects and could be done over two years by the Highway Department. Pingree Hill Road needs a top coat estimated at \$50,000 and Lakeview, Spofford Road and Dearborn Road at approximately \$15-\$20,000.

Mr. Dross noted it would be a good idea to publish a notice in the Town Crier advising residents not to push their snow into the street and asked for the Police Department to issue warnings. Heavy, wet snow can quickly become as hard as cement and is dangerous to drivers and road crews and damages expensive equipment.

Mr. Leclair noted the Town's budget is up by \$350,000 and the School's budget is up by \$400,000 and recommended reducing the Road Reconstruction budget by \$50,000 to \$600,000.

Mr. Bedard motioned to approve the FY 21 Road Reconstruction budget in the amount of \$600,000. Mr. Leclair seconded the motion. A vote was taken Mr. Rolfe abstained, Mr. Leclair voted aye and Mr. Bedard voted aye. The motion passed 2-0-1.

General Government Buildings & Maintenance – Bill Herman/Adele Frisella

Mr. Bedard obtained an estimate from Consolidated to see if the Town could reduce its phone and internet service costs discussed at the previous meeting. Mr. Bedard noted review and negotiations would take about three months to implement and recommended not holding up the FY 21 budget and looking at it next year.

Mr. Leclair motioned to approve the FY 21 Buildings & Maintenance budget in the amount of \$122,644. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

The Board received an estimate for replacement of smoke and heat detectors at Town Hall for \$2,754 and will look into other estimates for the 18 smoke and seven heat detectors to be installed. A second quote will be sought for this work.

Storage Garage Building

Mr. Rolfe obtained a quote from Belletetes for the proposed 20'x40' storage building for Parks & Recreation and the Police and Fire Departments which including labor, flooring, footing or foundation. Mr. Rolfe noted he would take care of the grading and recommended having service doors.

Mr. Leclair noted a 20'x40' building cut into thirds would be tight, especially with vehicles in there. The Fire Department has a gator and trailer to store and the Police Department may need space to process search warrant on a vehicle. Mr. Bedard noted Parks & Recreation has items stored all over town, some at people's homes. The small skating rink to be stored by Parks & Recreation would fit on a pallet when disassembled and would require many volunteers to move.

Mr. Leclair indicated Mr. Villeneuve had recommended 20'x60'. Chief Pelton noted items stored now in the self-storage units have no racking and almost everything has to be removed just to get to the folding tables.

Mr. Rolfe will get another quote for a 20'x60' storage building and noted it was easy to calculate the difference in floor and footing. Money could be saved if not doing a full foundation.

New Business

FY 2021 Deliberative Session – January 30, 2021

The Board discussed possible locations and styles of conducting the Deliberative Session in the event Covid is an issue. Mr. Leclair noted he was in favor of in person. Mr. Herman noted other options are more complicated but include a virtual meeting and drive through.

Mr. Leclair will call Mr. Villeneuve to see what the School would like to do. This year the Town goes ahead of the School. Mr. Herman noted the snow day is the following Saturday.

Fire Department Request to Dispose of Aged Radio Equipment

Chief Williams provided a list of aged radio equipment the Department would like to dispose of, for review and acceptance by the Board.

Mr. Bedard motioned to give Fire Chief Williams authority to dispose of radio items listed in his email to the Town Administrator dated November 4, 2020. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Fire Department Notified of Software Change

Fire Chief Williams notified the Board Firehouse software will migrate over to the new ESO software program and is charging roughly \$10,000 more. This will need to be added to the budget approval process. Mr. Herman reported the Chief and Fire Officers would prefer to move to Red Alert, which Derry Fire already uses. The Chief believes it would be less expensive and he could fund from FY 2020 budget.

Mr. Bedard motioned to authorize Fire Chief Williams to purchase Red Alert software in an amount not to exceed \$10,000 out of this year's budget. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Old Business

Update on Street Lights – LED Conversion Project

Mr. Herman reported Affinity delivered all lighting supplies to Pingree Hill Station last week, and a dumpster was due to be delivered today. Work should begin late Tuesday afternoon or Wednesday morning.

Report/Comments of Ex-officio Board Representatives

Mr. Bedard reported Parks & Recreation met and discussed the updated budget. The facilities management position is working out well. Ray's Excavation offered to put up and take down the flags all over Town.

Mr. Leclair reported the Budget Committee met on Thursday. The Committee is down a few members. Mr. Herman noted next week the Board of Selectmen will review Reserve Funds, Records Storage and the Library Director's request for an additional position.

Other Business

Next Meetings/Events

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

Monday, December 21, 2020 – Board of Selectmen's Meeting – 7:00 PM

Minutes

November 30, 2020 Public Meeting Minutes

Mr. Bedard motioned to approve the November 30, 2020 Public Meeting Minutes. Mr. Rolfe seconded the motion. With all in favor, the motion passed unanimously.

Adjourn

Mr. Leclair motioned to adjourn the meeting at 8:57 PM. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy Hoijer,
Recording Secretary