

**Town of Auburn
Board of Selectmen
December 21, 2020
Minutes
7:00 PM**

Selectmen Present: Keith Leclair, Todd Bedard and Michael Rolfe

Others Present: Library Director Kathryn Gowney, Library Trustee Nancy Mayland, Michael DiPietro, Finance Director Adele Frisella, Police Chief Ray Pelton, Fire Chief Michael Williams, 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 21, 2020 - \$56,228.32

Mr. Bedard motioned to approve the Payroll Manifest for the Week of December 21, 2020 in the amount of \$56,228.32. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Consent Agenda – Week of December 21, 2020

Mr. Leclair read out loud the Consent Agenda for the Week of December 21, 2020 some of which included: An Abatement/Refund Request and two (2) Pistol/Revolver Licenses.

Mr. Bedard motioned to approve the Consent Agenda for the Week of December 21, 2020. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Appointments with the Board

Fire Chief Michael Williams – Monthly Meeting

Fire Chief Williams presented his monthly report for November 2020. There were 49 calls for service, most were Rescue/EMS related. Two new call firefighters have been added, Dan Duval has his EMR certification. Training continues on Zoom. AFD crews attended live fire training in Londonderry. Annual SCBA training was completed this month. Captain Saulnier has left AFD as a fulltime Captain but will remain on as a call Captain. Lieutenant Szatynski is working on organizing and scheduling monthly fire training. This month training was on the gator. Lieutenant Sullivan has been culling the out-of-date supplies and working with the school to place Med-Bags in all classrooms. On call firefighters' shifts are being staggered in the afternoon to have more responders available.

Fire Chief Williams reported the exhaust removal system has been installed at Station 2.

Mr. Leclair asked if there was a way to use the report to monitor trends in data and Chief Williams noted the quarterly and annual reports may be useful and will send those to Mr. Leclair to review.

SOG #202 – Full Time Firefighter Rules and Responsibilities

Chief Williams provided the Board with a copy of the proposed Standard Operating Guidelines #202 to outline the rules and regulations of full-time employees and their expectations.

Mr. Leclair asked about the clothing allowance and Chief Williams indicated that it is stated in the new SOG and matches the PD's allowance. Mr. Leclair asked if it were stated anywhere else in the event the allowance changed so it could be updated if necessary, in multiple places and Chief Williams noted it was only contained in SOG #202 at this time. Mr. Leclair asked if employees would receive SOG #202 upon hire and Chief Williams indicated yes.

Chief Williams noted SOG 203 (Station Qualified Personnel), SOG 201 (Shift Coverage) and SOG 117 (Personnel Response and Equipment) are incorporated into the new SOG and can be rescinded.

Mr. Bedard motioned to adopt SOG #202 effective immediately. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Bedard motioned to rescind SOG #203, #201 and #117 effective immediately. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Extension of Employment Agreement

Mr. Leclair reported the Board has met with and without Chief Williams in non-public session to discuss the second amendment to the Chief's employment agreement with the Town of Auburn. This amendment would increase the Chief's hours to a maximum of 32 per week to assume the fire prevention and inspection responsibilities vacated by Captain Saulnier, in addition to supervising the new, younger staff of first-time full-time firefighters during the work week. The Chief's annual salary will increase to \$65,000/yr. effective December 1, 2020 with an annual \$1,000 increase extending the agreement through November 30, 2024.

Mr. Bedard moved to approve an extension of the Employment Agreement between the Town of Auburn and Michael O. Williams of Hooksett to cover the four-year period of December 1, 2020 through November 30, 2024 and further to assign the responsibilities of fire inspections, fire prevention and supervision of two full-time firefighters to the Chief for an annual salary of \$65,000. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Town Response to Covid-19 and State of Emergency Declaration

General Update on Town Issues

Police Chief Pelton reported the number of positive COVID cases is up, currently 77 positives. There is a good supply of PPE for both the Fire & Police Departments. The Police Department is being tested once a week. Vaccinations expected in January 2021 are coming down the road with the Fire Department first and then the Police Department.

New Business

Chief Pelton Request to Purchase Radar Unit from Police Detail Fund

Chief Pelton requested to replace the mobile unit which is not working and for which there are no replacement parts available. The cost is approximately \$2,895 plus \$35 in shipping to be paid from the Police Detail Surplus Fund. The fund has a balance of approximately \$149,000 and with revenues coming in should balance out.

Mr. Bedard motioned to approve funds not to exceed \$3,000 for the purchase of the Police Department's new radar unit from the Police Detail Fund. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Review of Potential Warrant Articles for 2021

Mr. Herman provided the Board with a copy of the Potential Warrant Articles for 2021 which included: *Appropriation for Collective Bargaining Agreement, Change Purpose of Existing Building Improvement Capital Reserve Fund, Discontinue Existing Insurance Retention Reserve Fund, Appointment of Tax Collector, Appropriations of Funds into Existing Reserve Funds, Creation of New Reserve Fund for Highway Emergency Maintenance, and Appropriation for Construction of Storage Garage Facility.*

Mr. Herman noted in addition to the budget and election of officers, the Planning Board may have one or two warrant articles. For these, the Planning Board would hold a public hearing and they go directly on the warrant with no action by the Selectmen.

Mr. Leclair noted adding "Construction or Improvement" to the existing Building Improvement Capital Reserve Fund will help potentially with the Library expansion.

Mr. Herman noted the Insurance Retention Reserve Fund proposed to be discontinued was to pay deductibles, but these are now in the department's operating budgets and redundant. As this fund was created by the voters it must be discontinued by the voters.

Mr. Leclair noted he met with the Tax Collector to discuss the proposal to appoint a Tax Collector for a three-year term of office rather than electing a Tax Collector. Mr. Herman noted it would still be for a three-year term by statute. Town Counsel will review this.

The Board at an earlier meeting agreed to add \$25,000 to each of: the *Town Buildings Restoration Capital Reserve Fund, the Town Properties Rehabilitation Expendable Trust Fund and the Fleet Maintenance and Replacement Expendable Trust Fund* as well as \$10,000 to the *Accrued Benefits Liability Reserve Fund*, which was not funded since its inception. These sums will come from the Unreserved Fund Balance (surplus) as of December 31, 2020 with no additional amount to come by taxation in 2021.

Mr. Leclair read out loud the language of the Warrant Article proposed to Appropriate for Construction of Storage Garage Facility of a 20'x60' storage facility/garage to be situated on 55 Eaton Hill Road. A one-time payment of \$38,509 was received from the Municipal Aid Revenue from the State with the \$43,291 balance to come from the Unexpended Fund Balance as of December 31, 2020 with no additional amount to come from taxation in 2021.

Old Business

FY 2021 Funding for Griffin Library Staffing

Mr. Leclair noted the Board met with the Library Director, Kathryn Gowney and Trustee Chair Nancy Mayland at its last meeting and a request was made to return the amount budgeted for summer staff prior to Covid into next year's proposed budget, \$14,338. Ms. Frisella calculated the amount from the proposed hours and figures provided by Mrs. Gowney as the summer programming had lapsed due to Covid this year, which is not expected to be the case next summer.

Mr. Bedard motioned to approve \$14,338 to the Library Fund budget for FY 21 for summer programming needs. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Report/Comments of Ex-officio Board Representatives

Mr. Leclair recommended the Budget Committee begin its next meeting at 6 PM on January 7, 2021. The public hearing will be the following Thursday, January 14th.

Next Meetings/Events

Monday, January 4, 2021 – Board of Selectmen's Meeting – 7:00 PM

Minutes

December 14, 2020 Public Meeting Minutes

Mr. Bedard motioned to approve the December 14, 2020 Public Meeting Minutes. Mr. Rolfe seconded the motion. With all in favor, the motion passed unanimously.

Non-Public Session pursuant to RSA 91-A:3, II (a) Compensation of a public employee

Mr. Leclair motioned to go into non-public session pursuant to RSA 91-A:3, II (a) - compensation of a public employee. Mr. Bedard seconded his motion. A roll call vote was taken Mr. Rolfe – aye, Mr. Leclair – aye and Mr. Bedard – aye. With all in favor, the motion passed unanimously.

The meeting room was closed to the public at 7:38 PM.

Mr. Herman provided the Board with a Memorandum dated December 21, 2020 relative to the Performance Review of the Finance Director Adele Frisella. A copy of the evaluation was provided to the Board.

Mr. Herman noted that Ms. Frisella is the second Town Hall employee to be at the end of the step scale for her position. She is at a Labor Grade 10, Step 20 receiving an annual salary of \$67,361. Her employment anniversary date is December 4th.

Mr. Herman recommended as Ms. Frisella is not eligible for further step increases that a \$500 Merit Recognition be approved as was added to the Personnel Policy last year.

Ms. Frisella is retiring in March and Mr. Herman noted he is going to miss her wealth of knowledge.

Mr. Herman noted interviews have begun for Patty Rousseau's position as Assistant as Patty Rousseau is expected to move up to the position of Finance Director in March. There have been seven applicants, one without finance experience. Five have been interviewed and the sixth applicant will be interviewed tomorrow.

Mr. Herman indicated that he believes by the next meeting the candidates will advance to a narrower selection and then recommendation. The candidate could start in early February and have a two-month overlap with both the current Finance Director and the Assistant. Space would need to be provided to add one more person to the office short-term.

The Board agreed that Ms. Frisella will be greatly missed.

Mr. Rolfe motioned to come out of non-public session at 7:44 PM. Mr. Bedard seconded the motion. A roll call vote was taken Mr. Rolfe – aye, Mr. Leclair – aye and Mr. Bedard – aye. With all in favor, the motion passed unanimously.

The meeting room was reopened to the public at 7:44 PM.

Mr. Bedard motioned to approve a merit recognition of \$500 for the Finance Director 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. Leclair motioned to adjourn the meeting at 7:45 PM. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy Hoijer,
Recording Secretary