

**Town of Auburn  
Board of Selectmen  
February 8, 2021  
Minutes  
7:00 PM**

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

**Others Present:** Fire Chief Michael Williams, Police Chief Ray Pelton, Lieutenant Charles Chabot, Michael DiPietro, Melanie Labonte, Tax Collector Sue Jenkins, Finance Director Adele Frisella, and Nancy Hoijer, Recording Secretary

**Call to Order – Pledge of Allegiance**

Mr. Leclair called the meeting to order at 7:01 PM and led the Pledge of Allegiance. Mr. Leclair noted one addition to the agenda, the report of the Fire Chief.

**Approval of Accounts Payable Manifest for the week of February 8, 2021 - \$1,139,835.26**

*Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of February 8, 2021 in the amount of \$1,139,835.26. 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 February 8, 2021 - \$3,080**

*Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of February 8, 2021 in the amount of \$3,080. 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.*

**Approval of Payroll Manifest for the week of February 1, 2021 - \$47,847.47**

*Mr. Bedard motioned to approve the Payroll Manifest for the week of February 1, 2021 in the amount of \$47,847.47. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.*

**Approval of Consent Agenda for the week of February 8, 2021**

Mr. Leclair read out loud and offered for inspection the Consent Agenda for the week of February 8, 2021 which included: An abatement/refund request and nine (9) pistol/revolver licenses.

***Mr. Bedard motioned to approve the Consent Agenda for the week of February 8, 2021. 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 Report**

Chief Williams presented the monthly report of the Fire Department for the month of January 2021. Chief Williams noted calls for service were down last month to 48. In 2020 calls for service were up 13% from 2019. All officers are out of quarantine.

Chief Williams reported he has been working on the portable radio grant that is due on February 12<sup>th</sup>. The life/safety database with Red Alert is being set up to replace the Firehouse software. The Department attended the Planning Board meeting to update a section of the zoning ordinance.

Chief Williams reported a new call firefighter, Duncan Britton, was hired, and is an Auburn resident with medical training. Deputy Chief Selinga is working on a policy to add an in-house Chaplain. Captain Glennon is working on cleaning up apparatus bays at Station 2. The Ladder 1 jack sensor was repaired. Lieutenant Barsaleau is working on training. Lieutenant Dignard is working on small tools and equipment. Lieutenant Szatynski is working with Beltronics to demo new portable radios and Lieutenant Sullivan is keeping the PPE supplies up.

## **Town Response to COVID-19 and State of Emergency Declaration**

### **General Update on Town Issues**

Chief Pelton reported 18 active cases in Auburn of COVID-19 which is down from 65. One Police Officer is out on quarantine. All officers are due for their second vaccine. After the second vaccine has time to work no one will need to be quarantined following an exposure. The weekly FROST testing caught three positives with no symptoms. The supply of PPE is good.

Chief Pelton and Chief Williams noted that DHHS is looking for manpower from the Departments to administer shots. Mr. Leclair questioned the Town's liability. Chief Pelton noted those interested could sign up directly with the State. Chief Williams will submit a roster. Participants would register for classes. Detail rules would apply. A contract would be signed similar to mutual aid and be signed by the first responder organization. Chief Pelton provided a copy of the contract. Mr. Bedard noted there have been no issues for years and he was okay with it. Mr. Rolfe noted he was glad the

Town could help. Mr. DiPietro noted there is less liability than with other details and services provided by the EMTs on a daily basis.

***Mr. Leclair motioned to authorize the Town of Auburn to enter into an agreement with NH DHHS for distribution of COVID-19 vaccine aid and to authorize the Department Heads to sign the agreement. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Chief Pelton noted there could be regional administration of vaccines in the future for Town residents to take place in Town which would be set up by Manchester at a time when there are enough vaccines.

## **New Business**

### **Paving Proposal**

A letter dated December 11, 2020 from Bill Gelinas at Advanced Excavating & Paving set forth the paving prices for the Town of Auburn in 2021 based on current NHDOT posting for liquid asphalt.

***Mr. Bedard motioned to approve the 2021 paving prices from Advanced Excavating & Paving as presented and to authorize Chairman Keith Leclair to sign the agreement on behalf of the Board. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mr. Rolfe will follow up with Mr. Gelinas to get a signature page. The Board would like to compare last year's prices.

### **CAI Agreement**

A letter from Franco Rossi, President of CAI Technologies dated January 4, 2021 relative to the annual renewal agreement was reviewed by the Board. Mr. Leclair noted he was not in favor of an auto-renew clause which required the Town and to notify CAI within 30 days of non-renewal. Mr. Rolfe noted CAI would be required to notify the Town of any price increase. Mr. Bedard agreed it was a good idea to have the opportunity to have the agreement put in front of the Board to review each year.

The Board was agreeable to continue with the current program. Mr. Leclair will follow up on the auto renewal clause requirement.

### **Annual Customer Notice from Comcast**

A letter from Bryan Christiansen of Xfinity dated January 28, 2021 was reviewed by the Board relative to the Town's communication services.

### **Repair of Town Hall Parking Lot Lights**

Mr. Leclair noted a couple of lights are out in the parking lot. Ms. Frisella will follow up with Glenn Shaw of Auburn Electric.

### **Repair at Safety Complex**

Chief Pelton provided the Board with an invoice from AAA Energy Service dated January 22, 2021 in the amount of \$1,306.29 for repair of a leaking pipe in the ceiling above the training room. The taco zone valve had failed and needed replacement.

***Mr. Bedard motioned to approve the invoice from AAA Energy for repairs at the Safety Complex in the amount of \$1,306.29 to be paid from the Town Building Fund. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Application for Zoning Board Alternate**

Mr. Leclair indicated Patrick Bergeron, who is a candidate running to serve on the Police Commission and attended the Citizen's Academy, is interested in serving as an alternate member on the Zoning Board of Adjustment.

***Mr. Bedard motioned to appoint Patrick Bergeron as an alternate to the Zoning Board of Adjustment with a term to expire in March 2024. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Thank You Letter – AFD & APD**

A letter from Jim Broderick was received by the Board thanking Massachusetts resident Sam Stys, the Auburn Fire Department, Auburn Police Department, Ambulance medial team and the Town of Auburn for rescuing him after he fell through the ice at Lake Massabesic in January while cross-country skiing. The Fire Department also had to pull Mr. Stys to safety along with his Aunt's dog who had by then also fallen through the ice after freeing Mr. Broderick from the boots and skis which kept him submerged. Mr. Broderick stated that he struggled to free himself from the ski bindings for about 15 minutes submerged in the cold water while hypothermia set in and credited Mr. Stys and both Departments for saving his life.

### **Covid Leave Policy**

Chief Pelton noted the federal requirement to provide employees with up to two weeks paid leave and expanded FMLA coverage if needed for a Covid-related issue ended as of December 31, 2020. The Board discussed whether the Town should implement a policy or leave it to the discretion of the Department Heads and review on a case-by-case basis. Mr. Leclair noted the Town's employees included salaried workers, hourly workers, union workers and non-union workers. Mr. Bedard noted each job position could be treated differently, but not based on race or gender. Ms. Frisella noted work-

related Covid issues are covered by Workers Compensation which typically reimburses at 66% of wages in addition to covering medical expenses.

The Board agreed the Department Heads would decide and a single member of the Board of Selectmen, Mr. Leclair, would serve as arbitrator. Chief Pelton and Chief Williams noted agreement.

## **Old Business**

### **Street Light Repairs**

Mr. Bedard reported the street lights on Dearborn and Route 121 have been repaired.

Mr. Rolfe reported Eversource was out to look at the power supply to the street light at Rattlesnake and Wilson Crossing but did not know if the light itself was now working. Mr. Leclair will drive past to inspect it and follow-up if necessary.

### **Safety Complex Insulation**

Mr. Rolfe reported he received an email from Eversource who noted the Town is on their list for energy evaluation, but they are busy. Mr. Leclair noted the insulation at the Safety Complex is a summer job at this point and work will commence then.

### **Request to Encumber Funds for Library Study**

Mr. Leclair noted the Griffin Free Public Library had requested to encumber funds for the Library Study at the Board of Selectmen's last meeting and the Board questioned whether the amount requested was sufficient. Ms. Frisella noted the encumbrances are done together and she will bring them forward once they are finalized.

Mr. Leclair noted in addition to the \$10,000 encumbrance request for the Library Study, \$1,298 would be due to the Turner Group, totaling \$11,298.

### **Finance Assistant Position**

***Mr. Bedard motioned to accept the recommendation from current Finance Assistant Patricia Rousseau to hire Amanda Friolet as Finance Assistant for the Town of Auburn and to assign to Ms. Friolet Labor Grade 7, Step 8. 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. Bedard reported Parks & Recreation met and discussed the budget and upcoming events such as senior dinners, the ski program, use of fields at Wayne Eddows and the Safety Complex. Mrs. Lachance hopes to hold "Safety Day" and the Duck Race this year if the Covid situation allows. Some issues were reported with one of the cameras at Wayne Eddows which may need to be moved closer to have a better view of the parking lot.

Mr. DiPietro discussed the access at the boat launch, after hours activities and dumping. Chief Pelton noted he believed the agreement with the State allows for 24 - hour access so that gating it is not an option.

## **Other Business**

Mr. Rolfe noted Ray Racicot had requested to put up signs while working on Town property. The Board agreed that Mr. Rolfe will have Mr. Racicot put up a "No authorized vehicles" sign.

## **Next Meeting/Events**

Monday, February 22, 2021 Board of Selectmen's Meeting – 7 PM

Monday, March 8, 2021 Board of Selectmen's Meeting – 7 PM

Tuesday, March 9, 2021 Town Election – 7 AM – 7 PM

## **Minutes**

January 25, 2021 – Public Meeting Minutes

***Mr. Bedard motioned to approve the January 25, 2021 Public Meeting Minutes. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

January 25, 2021 – Non-Public Meeting Minutes

***Mr. Bedard motioned to approve the January 25, 2021 Non-Public Meeting Minutes. Mr. Rolfe seconded the motion. A vote was taken, all were in favor the motion passed unanimously.***

**Non-Public Session pursuant to RSA 91-A:3, II (a), (c) and (d) compensation of a public employee, reputation of someone other than a Board member and consideration of the acquisition or sale of real estate**

***Mr. Leclair motioned to go into non-public session pursuant to RSA 91-A:3, II (a), (c) and (d) compensation of a public employee, reputation of someone other than a Board member and consideration of the acquisition or sale of real estate. Mr. Bedard seconded the motion. A roll call vote was taken Mr. Bedard – aye, Mr. Leclair – aye and Mr. Rolfe – aye. The motion passed unanimously.***

The meeting room was closed to the public at 8:31 PM.

***Mr. Leclair motioned to come out of non-public session at 9:11 PM. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mr. Leclair moved to seal the minutes of the non-public sessions. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.***

**Adjourn**

***Mr. Leclair motioned to adjourn at 9:11 PM. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy Hoijer  
Recording Secretary