

**Town of Auburn  
Board of Selectmen  
March 22, 2021  
Minutes  
6:00 PM**

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

**Others Present:** Fire Chief Michael Williams, Police Chief Ray Pelton, Michael DiPietro, Town Administrator William Herman and Daniel Hoijer, Recording Secretary

**Non-Public Session pursuant to RSA 91-A:3, II (d) – Consideration of the acquisition, sale or lease of real property**

***Mr. Leclair motioned to go into Non-Public Session pursuant to RSA 91-A:3, II (d) Consideration of the acquisition, sale or lease of real property. Mr. Rolfe seconded the motion. A roll call vote was taken; Mr. Leclair – aye; Mr. Bedard, aye; Mr. Rolfe – aye. All were in favor, the motion passed unanimously.***

The meeting was closed to the public at 6 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 was reopened to the public at 6:57 PM.

***Mr. Bedard motioned to seal the minutes. Mr. Rolfe 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 7:02 PM and led the Pledge of Allegiance.

**Election of Board Chair and Vice Chair**

***Mr. Bedard motioned to re-nominate Mr. Leclair as Chair and Mr. Bedard as Vice Chair. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

**Approval of Payroll Manifest for the Week of March 15, 2021 - \$66,576.65**

***Mr. Bedard motioned to approve the Payroll Manifest for the week of March 15, 2021 in the amount of \$66,576.65. 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 March 22, 2021 - \$258,236.47**

***Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of March 22, 2021 in the amount of \$258,236.47. 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 March 22, 2021 - \$6,887.50**

***Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of March 22, 2021 in the amount of \$6,887.50. Mr. Leclair 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.***

#### **Approval of Consent Agenda for the week of March 22, 2021**

Mr. Leclair read out loud and offered for inspection the Consent Agenda for the week of March 22, 2021 which included: a void check manifest, an application for property tax credits/exemptions, three (3) correspondence, four (4) abatement/refund requests, and a Tax Collector's warrant/yard tax.

***Mr. Bedard motioned to approve the Consent Agenda for the week of March 22, 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 his report for the month of February 2021. There were 51 calls for service with 22 Rescue/EMS related.

##### **Proposals for Painting Bays and Lights at Pingree Hill Fire Station**

Chief Williams provided two estimates for painting – one dated February 5, 2021 from Steve Tewksbury Painting of Auburn for \$20,000 and one dated February 1, 2021 from Jays Painting of New Boston for \$5,800. Due to the wide disparity between the two painting proposals, the Board requested a third proposal be sought.

Chief Williams provided two quotes for LED electric fixtures for the bays at Pingree Hill Station including one dated February 23, 2021 from Gemini Electric of Auburn for \$2,526 and one from JN Electric of Auburn dated March 17, 2021 for \$3,620.

***Mr. Bedard motioned to accept the bid from Gemini Electric for light installation in the amount of \$2,526. 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

Chief Pelton reported positive cases of Covid are back down to the single digits with no employees out. With the administration of vaccines, those vaccinated with exposures are no longer considered exposures unless showing symptoms. The School had vaccinations for teachers on Wednesday.

### Federal “American Recovery Plan” Act

Mr. Herman provided a Memo dated March 11, 2021 concerning the approval of the federal “American Rescue Plan” Act. It is estimated \$550,000 in direct assistance would be received by the Town in two payments of approximately \$275,000 each year in 2021 and 2022. General allowed uses for the funds are outlined in the legislation provided, while more detailed guidance will be issued by the US Treasury Department by May 11<sup>th</sup>. Municipalities have until December 31, 2024 to spend the funds. There is additional funding for New Hampshire School Districts and counties over the two-year period.

### New Business

#### Designation of Ex-Officio Members to Town Boards, Committees and Commissions

Mr. Herman provided a Memo dated March 9, 2021 outlining the Selectmen’s Representatives to boards and committee which are due for action for 2021:

Budget Committee	Term Expires March 2022	(Mr. Leclair)
Planning Board	Term Expires March 2022	(Mr. Rolfe)
Highway Safety Committee	Term Expires March 2022	(Mr. Bedard)
Parks & Recreation Commission	Term Expires March 2022	(Mr. Bedard)

***Mr. Bedard motioned to reappoint the members as listed to the corresponding boards. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### Annual Appointments to Town Boards, Committees and Commissions

Mr. Herman provided a Memo dated March 9, 2021 outlining the board and committee appointments which are due for action for 2021 and noted the incumbents would accept re-appointment to the following new terms:

Conservation Commission	Diana Heaton	Term Expires March 2024
	Mark Ampuja	Term Expires March 2024
Highway Safety	Daniel Carpenter	Term Expires March 2022
	Michael DiPietro	Term Expires March 2022
	Dennis Vieira	Term Expires March 2022
Parks & Recreation	Margie McEvoy	Term Expires March 2024
	Zachary Eaton	Term Expires March 2024

***Mr. Bedard motioned to reappoint the members as listed to the corresponding boards. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Appointment of Tax Collector**

Mr. Herman provided a Memo dated March 10, 2021 concerning the approval of Warrant Article #9 to change the elected position of Tax Collector to a position appointed by the Board of Selectmen and RSA 41:33 and 669:17-b. The incumbent Tax Collector was elected to a three-year term in March 2020. Per RSA the Board of Selectmen would not appoint a Tax Collector until March 2022.

### **NH Rooms and Meals Tax Revenue**

Mr. Herman provided the Board with a Memo dated March 15, 2021 concerning the NH Rooms and Meals Tax proposed revenue to cities and towns including the Governor's budget proposal which increases M&R funding by \$15 million over the biennium while the NH State Senate unanimously passed SB99 which would fund the M&R tax revenue at 40%, an increase from 22% in past years. At the full 40% the Town would yield approximately \$570,000 in both years of the State operating budget as opposed to the approximate \$280,000 received today.

### **Shred Day Proposal**

Mr. Herman provided a Memo concerning the Paper "Shred Day" Event proposed for Saturday, May 15, 2021 from 9 AM to Noon in the parking lot of Town Hall. The cost of the event is \$950 which is a \$100 increase over past years' expense. \$850 was budgeted for FY 2021 but the price increase can be accommodated.

***Mr. Bedard motioned to accept the proposal from Northeast Records Retention for a paper "Shred Day" event to be held on May 15, 2021 in Auburn at a cost of \$950, and to authorize the Town Administrator to handle the details of the effort. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **E-Waste Collection Event Proposal – September 11<sup>th</sup>**

Mr. Herman provided a Memo dated March 16, 2021 and Statement of Work concerning the proposed E-Waste Collection Event proposed for September 11, 2021 from 9 AM to 2 PM proposed to take place at either the Safety Complex or the school property. The total cost for the tractor trailer and box truck as used last year, and budgeted for FY 2021, is \$4,800. If a tractor trailer is not available that day, six (6) containers will be provided. Traffic signs directing people in one way and to exit another way are recommended.

***Mr. Bedard motioned to accept the Statement of Work from East Coast Electronic Recycling for an E-Waste Collection event to be held on September 11, 2021 in Auburn at a cost of \$4,800 and to authorize the Town Administrator to handle the details of the effort. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Annual Household Hazardous Waste Collection – September 2021**

A Letter of Commitment was provided concerning the Town's participation with the Towns of Nottingham and Raymond for the Household Hazardous Waste Collection Project tentatively scheduled in September 2021 in Raymond, NH with an appropriation of \$4,500 from the Town of Auburn for the purpose of allowing its residents to participate in the event. The date will be confirmed in August.

## **Old Business**

### **NHDOT Pre-Construction Meeting – By-Pass 28 Resurfacing Project**

A Memorandum was provided to the Board concerning the Pre-Construction Conference for the Resurfacing of I-293/NH 101 in Manchester & 28 Bypass from Derry to Manchester by NH DOT scheduled for March 26, 2021 at 9 AM.

Mr. Rolfe recommended someone represent the Town at the pre-construction conference. Some driveways had issues last time By-Pass 28 was paved. Chief Pelton added there were shoulder issues reported last time paving was done as well.

### **Municipal Buildings LED**

Mr. Herman provided a Memo dated March 8, 2021 outlining his discussions with representatives of Affinity LED Lighting of Dover. Remaining concerns were addressed concerning the street light installation and repairs to a couple of defective units and three spare units which were promised. The proposal for conversions at four Town buildings which needed clarification were discussed concerning retrofit and new construction as well as interest expressed by the Library Director for lighting in their parking lot. Mr. Herman indicated the additional work proposed would not be considered in 2021.

Mr. Leclair agreed the Town would be best served doing some lighting upgrades here and there as they have been doing.

### **Safety Complex Insulation**

An email from the Senior Energy Consultant, Mark Toussaint at Eversource was provided to the Board extending an incentive of 50% for project costs for the Safety Complex insulation efforts, or \$5,883. Mr. Rolfe recommended seeing if this could be scheduled for the summer.

### **Storage Building Project**

A Memo was provided from Stantec dated March 22, 2021 outlining the bidding specifications for the Contractor Request for Proposals (RFP) for the upcoming storage building to be located on the Safety Complex property.

Mr. Leclair reported an RFP is in process, but the Board needs to decide if the building will be stick built or metal and can obtain bids for either. Chief Pelton recommended adding a camera

there. The major parts of the storage building can be itemized. Mr. Leclair will touch base again tomorrow with Stantec.

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

Mr. Rolfe reported in April the Planning Board will continue to review a proposal for a lot line adjustment for property on Rockwood Terrace.

Mr. DiPietro reported Highway Safety Committee received information from the Fire Department that reported issues with commuter back up at the Auburn Village School during afternoon pick up times. Cars were double parked, and the fire apparatus could not get by on multiple occasions. Chief Pelton reported he sent an officer to speak with the Principal.

### **Other Business**

Mr. Leclair read out loud a letter received from a resident of Hills Road who, after noticing a survey crew, recommended the Town invest in maintenance in more heavily traveled town roads expressing that the couple of spots that warrant repair on Hills Road are natural speed control devices. The resident opined leaving the road as is for the time being is more effective and less expensive than speed tables.

### **Next Meeting/Events**

Monday, April 5, 2021 Board of Selectmen's Meeting – 7 PM

Monday, April 19, 2021 Board of Selectmen's Meeting – 7 PM

### **Minutes**

March 8, 2021 – Public Meeting Minutes

***Mr. Bedard motioned to approve the March 8, 2021 Public Meeting Minutes as written. 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.***

**Non-Public Session pursuant to RSA 91-A:3, II (c) Reputation of someone other than a Board member.**

***Mr. Leclair motioned to go into non-public session pursuant to RSA 91-A:3, II (c) reputation of someone other than a board member. Mr. Bedard seconded the motion. A roll call vote was taken Mr. Bedard voted – aye, Mr. Leclair voted – aye and Mr. Rolfe voted - aye. The motion passed unanimously.***

The meeting room was closed to the public at 8:50 PM.

***Mr. Leclair motioned to come out of non-public session. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

The meeting room was reopened to the public at 8:56 PM.

***Mr. Bedard motioned to seal the minutes. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

**Adjourn**

***Mr. Leclair motioned to adjourn at 8:56 PM. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Respectfully submitted,

Daniel Hoijer  
Recording Secretary