

**Town of Auburn  
Board of Selectmen  
November 1, 2021  
Town Hall  
Minutes**

**7:00 PM**

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

**Others Present:** Police Chief Ray Pelton, Lieutenant Charles Chabot, APD Office Manager Lillian Deeb, Mike DiPietro, Finance Director Patricia Rousseau, 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 1, 2021 - \$1,433,230.67**

*Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of November 1, 2021 in the amount of \$1,433,230.67. 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 1, 2021 - \$11,755.00**

*Mr. Bedard motioned to approve the Accounts Payable Manifest for the Week of November 1, 2021 in the amount of \$11,775. 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 Consent Agenda for the Week of November 1, 2021**

Mr. Leclair read out loud and provided for inspection a copy of the Consent Agenda for the week of November 1, 2021 some of which included: a second issue property tax warrant, a second issue betterment assessment warrant, a second issue PILOT, NH DRA Certification, one void check manifest and three pistol revolver licenses.

*Mr. Bedard motioned to approve the Consent Agenda for the week of November 1, 2021. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.*

## **Appointments with the Board**

### **Involuntary Merger Application – 109 Appletree Road**

Attorney Eli Leino presented the application on behalf of John Lorden for an Involuntary Lot Merger for lots at 109 Appletree Road. Attorney Leino indicated per his review of the zoning enforcement officer's research and record of the property, the lots were merged in the 80s by the previous landowner by building permit and septic system permit application which listed the area of the four original lots as one lot. Attorney Leino stated he believed there to be nothing, apart from that, in the records to suggest a voluntary merger had taken place. He noted Lot 61 is still woods and not built. Attorney Leino stated that per Article 307, Section D no new use of a non-conforming lot shall be permitted. Attorney Leino stated he believed zoning suggests lots must be merged or they can no longer be used which is under duress. Lot 61 has never been used with the other three lots. That lot could absolutely be unmerged in his opinion with the statute, as written.

Mr. Herman asked for clarification due to the fact the application requested two lots be unmerged, and he just stated there was one lot. Attorney Leino clarified there were three lots used together. Mr. Leclair asked if a new application was necessary, and Mr. Herman stated he did not think that was necessary. Attorney Leino agreed that the Board could grant in part or deny in part under their charter.

Mr. Leclair noted it was like previous applications the Board has received within the last six to 12 months. Mr. Leclair noted there were applications and variances for a period of time since 1986 referencing all four lots. Mr. Herman noted the original deed referenced six lots. Mr. Leclair noted the 1986 septic design used the combined acreage of all four lots. Mr. Leclair noted the deadline for the statute has changed twice and there is some gray area. He would like to do more research to be consistent. Mr. Bedard agreed he would like more time also.

***Mr. Bedard motioned to table the application for 109 Appletree Road to the Board of Selectmen's November 15, 2021 meeting at 7:00 PM. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **FY 2022 Town Budget**

Mr. Herman provided the Board with the Budget Comparison and FY 22 Running Total as of October 28, 2021.

## **Police Department**

Police Chief Pelton presented the proposed FY 2022 Police budget in the amount of \$215,730 which is a one percent increase proposed over last year and the proposed FY 2022 Grant Lines budget 1-150-1, 1-150-2, 1-150-3 and 1-150-4 for DWI & Sobriety Checkpoint Patrol, Selective Traffic Control, Police Witness Fees and OHRV in the amount of \$11,001 which is level funded from last year.

Police Chief Pelton presented a Power Point presentation detailing the Department's activities through 2021 leading up to development of the upcoming budget for FY 2022.

Chief Pelton noted the Department added one officer in 2021, Officer Barsaleau who is a full-time member of the Londonderry Fire Department and a volunteer member of the Auburn Fire Department. Calls for service in 2021 were 8,592 up from 2020 which had 7,735 calls for service. There were more suicide and mental health calls in 2021. There were 81 total arrests as of the beginning of this week. DWI is up to 14 with the holiday season coming, which he noted sees the most DWI arrests. There were seven overdose calls with two deaths from overdose. Narcan was administered four times not including the number of times administered by the Fire Department/EMS or by private citizens. Chief Pelton reviewed training and Awards Night with the Fire Department. He noted there was an Auburn Police Citizen's group with 10-11 residents signed up and the Department has participated in more community service this year than last year.

Chief Pelton noted there were a total of 652 COVID cases in 2021 with eight active. Four officers were confirmed to have COVID and quarantined in 2021.

Chief Pelton reviewed the proposed vehicle purchase plan for FY 2022. He noted they rotate the number of vehicles purchased every three years with two one year, two the next and then one, so a vehicle is replaced after its third year of service. Next year there will be four sets of payments including maintenance costs which have skyrocketed. Generic parts are not available. Next year he would like to get two more hybrids. This year 300-400 gallons of gas was saved using the hybrid cruiser. He compared rising fuel prices per gallon from August to September. Mr. Leclair asked about vehicle equipment and Chief Pelton noted he would shift one.

Chief Pelton reviewed Line 3-340-1 Computer Services which is a 37% increase proposed over last year. Chief Pelton noted the need for major upgrades with IT at the Town Hall, Police & Fire Departments. He noted the \$1,174 approved by the Police Commission could be lowered somewhat because there were some security already provided on the routers. This would be lowered to \$990. He noted Line 3-340-1 could be lowered by \$6,405 for FY 2022 to \$29,505, leaving a 27% increase proposed.

Chief Pelton reviewed Line 3-390-4 Police Photography which has a 67% increase proposed over last year due to the Drop Box requirement to send file to public defenders and the County Attorney, an increase proposed of \$200.

Chief Pelton noted the Police Motorcycle Line 7-700-2 could be reduced by 57%, a \$2,000 decrease.

Chief Pelton noted Line 3-360-1 Custodial Services has a proposed increase of \$1,449 or 19% this year due to more areas being cleaned and increased costs of cleaning supplies.

Chief Pelton noted the Police Cruisers Line 7-700-1 can be reduced by 17% however Maintenance Line 7-710-1 has a proposed increase of \$2,750 or 26% and fuel is up 11% or \$2,500. Equipment Line 6-610-1 is decreased by 13%. This year's line has not been fully

expended as they are waiting for vests to come in. Tasers are on a replacement cycle of five years with two purchased each year.

Chief Pelton noted Plant Costs Line 5-560-1 is level funded however the furnace had to be repaired again this week.

Chief Pelton noted Office Equipment Line 6-610-2 is increased by 15% due to the copier maintenance contract increase. Postage Line 6-630-1 also saw an increase of 17% due to the increased cost of the Post Office box rental fees.

Chief Pelton noted the Police Canine Supplies Line 6-660-4 is level funded however this may be the last year for the Police Canine and they will wait a year to apply for a grant for another.

***Mr. Bedard motioned to approve the FY 2022 Police budget in the amount of \$11,001 for grant lines 1-150-1, 1-150-2, 1-150-3 and 1-150-4. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mr. Bedard motioned to approve the FY 2022 Police budget with the adjusted bottom line at \$209,325. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Health Officer**

Ms. Rousseau presented the proposed FY 2022 Health Administration budget in the amount of \$250 which is level funded from last year. Mr. Herman noted Chief Williams and Building Inspector Rouleau-Cote are co-deputies.

***Mr. Bedard motioned to approve the FY 2022 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.***

#### **Patriotic Purposes**

Mr. Herman presented the proposed FY 2022 Patriotic Purposes budget in the amount of \$6,500 which is level funded from last year.

***Mr. Bedard motioned to approve the FY 2022 Patriotic Purposes budget in the amount of \$6,500. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Street Lights**

Ms. Rousseau and Mr. Herman presented the proposed FY 2022 Street Lights budget in the amount of \$6,000 which is a 14% decrease over last year. This was cut last year due to the installation of LED lights. Mr. Rolfe noted it was a good drop. The lights pay for themselves in two-three years.

***Mr. Bedard motioned to approve the FY 2022 Street Lights budget in the amount of \$6,000. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Solid Waste**

Mr. Herman presented the proposed FY 2022 Solid Waste budget in the amount of \$22,251 which is a ten percent increase proposed over last year. He noted the Landfill Monitoring Line 5-390-0 was increased by 20% due to costs of monitoring and the State's new PFA standards for testing.

***Mr. Bedard motioned to approve the FY 2022 Solid Waste budget in the amount of \$22,251. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Information Technology**

Mr. Leclair reviewed the FY 2022 IT proposal and would like to see email phishing addressed and will ask the provider that question. Mr. Leclair proposed a training campaign for the staff. Mr. Herman noted Primex did not offer discounts for training.

***Mr. Bedard motioned to approve the FY 2022 budget for Fire Information Technology in the amount of \$14,268. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mr. Bedard motioned to approve the FY 2022 budget for Contracts, Software & Maintenance for General Government in the amount of \$47,570. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **New Business**

### **Fire Department Portable Radios**

Mr. Herman provided a Memorandum dated October 28, 2021 to update the status of the Fire Department's proposed purchase of Portable Radios. The first 15 were approved by the Board utilizing ARPA funds with the second set of 15 to be budgeted for FY 2022. Since that time the Fire Department learned they could purchase radios through Motorola within approved limits and get a small return with their buyback program. Motorola agreed to extend the buyback offer through Town Meeting on March 8<sup>th</sup>.

***Mr. Bedard motioned to authorize the Fire Chief to order a second set of 15 portable radios through Motorola and its Portable Buyback Program before the close of December 31, 2021 with the expense to be borne upon the approval of the Town's FY 2022 operating budget on March 8, 2022. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **2022 Volunteer Fire Assistance Grant Funds**

Mr. Herman noted the Fire Department was approved for its \$2,000 Division of Forest Land Grant with a 50/50 match. They have \$2,000 in the budget to cover the matching funds. The grant can be used for forestry, shirts, forestry hose, nozzles and associated equipment. Mr. Herman recommended the Board table acceptance of the grant to its next meeting.

## **2021 Tax Rate**

Mr. Leclair provided the NH DRA 2021 Tax Rate for the Town of Auburn which was set at \$18.14/thousand reduced by 34-cents from last year's rate of \$18.48. Mr. Herman noted tax bills have gone to print and will be mailed this week with a due date of December 8, 2021.

## **Old Business**

### **Ratification of Proposed Auburn Police Union CBA 2022-2027**

Mr. Herman provided the FY 2022-2026 Cost Breakdown of Collective Bargaining Proposal with New Wage Scale and annual steps of 3% and COLA at 1.5% for the Auburn Police Union. Mr. Leclair noted this was a five-year contract.

***Mr. Bedard motioned to ratify the FY 2022-2026 Collective Bargaining Proposal between the Town of Auburn and the Auburn Police Union. 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. Rolfe noted the Planning Board is meeting on Wednesday and the brewery is coming back in for review of its proposal.

Mr. Bedard noted Parks & Recreation met and discussed the memorial park bench, the budget and the upcoming ski program. There are two buses budgeted for the ski program but finding drivers is difficult.

Mr. Leclair noted the ZBA met and upheld the decision for 145 Appletree Lane.

## **Other Business**

David Lavalley of 974 Londonderry Turnpike introduced himself as a new resident and asked how the property tax bills were broken down and when the bills were issued as he has moved here from Massachusetts. Mr. Leclair explained how the bills were broken down and offset by revenue and issued twice a year due in July and December.

Mr. Herman will reach out to Manchester Water Works to re-schedule a previously cancelled meeting.

## **Next Meeting/Events**

- Monday, November 8, 2021 – Board of Selectmen’s Meeting – 7:00 PM
- Monday, November 16, 2021 – Board of Selectmen’s Meeting – 7:00 PM

## **Minutes**

### **October 25, 2021 Public Meeting**

***Mr. Bedard motioned to approve the October 25, 2021 Public Meeting Minutes. 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 8:12 PM. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy Hoijer  
Recording Secretary