

**Town of Auburn
Board of Selectmen
December 20, 2021
Town Hall
Minutes**

7:00 PM

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

Others Present: Tom Carroll, Richard Paris, Yvette Paris, 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.

Other Business

Approval of Payroll Manifest for the Week of December 20, 2021 - \$61,457.41

Mr. Bedard motioned to approve the Payroll Manifest for the week of December 20, 2021 in the amount of 61,457.41. 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 December 20, 2021

Mr. Leclair read aloud and provided for inspection a copy of the Consent Agenda for the week of December 20, 2021 which included: two (2) void check manifests.

Mr. Bedard motioned to approve the Consent Agenda for the week of December 20, 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 – Richard Paris & Yvette Paris, 202 Old Candia Road

Mr. Leclair introduced himself and the other members of the Board of Selectmen to the applicants, Richard & Yvette Paris, who were present. Mr. Leclair summarized the application and asked the applicants if they had anything to add.

Mr. Leclair indicated it was pretty clear the record documents the Town merged the lots for convenience or tax purposes and advised the applicants that unmerging the lots would create two non-conforming lots. Mr. Rolfe noted the road to the barn was a Class VI Road.

Mr. Bedard motioned to approve the application of Richard E. Paris, Sr., Trustee of the Paris Family Living Trust to restore the involuntarily merged lots (Lots 013-026 and 013-031) pursuant to RSA 674:39-aa. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Herman advised the applicants the decision would be recorded at the Rockingham Registry of Deeds and a copy will go to the applicants. They should receive two separate tax bills in June.

New Business

Mr. Herman provided a copy of an email from Meridian Land Services notifying the Town per NH Department of Environmental Services (NHDES) Dam Bureau of drawdown of Calef Lake to the purpose of reconstructing the existing dam located on the lake. The notice dated December 1, 2021 from NHDES stated they will withhold issuance of a permit for a period of 20 days to allow opportunity for the municipality to submit data or pertinent information. They asked that the notice be announced at the Selectmen's meeting.

Old Business

Replacement of Front Door – Town Hall

Mr. Herman provided the Board with an estimate from Pidcor for replacement of the front door at Town Hall dated 12/19/21 in the amount of \$10,995 which includes an electronic safety and security allowance.

Mr. Leclair recommended tabling the discussion to obtain more estimates.

Goal Setting Meeting for 2022

Mr. Herman reported he discussed dates for meeting with Primex for the 2022 Goal Setting Meeting and they provided three potential dates in April of 2022.

Mr. Leclair and Mr. Rolfe indicated they were in favor of meeting on April 27th at 4 PM.

Step Increases – Deputy Town Clerk and Town Administrator

Mr. Herman noted the Board reviewed the annual performance evaluation of the Town Administrator's position at the last meeting. He reported during the past week Town Clerk Kathleen Sylvia advised him that the Deputy Town Clerk has completed State of New Hampshire certification programs for her position which upon completion would advance her from Labor Grade 4, Step 4 to Labor Grade 4, Step 5.

Mr. Bedard motioned to approve a step increase for the Deputy Town Clerk from a Labor Grade 4, Step 4 to a Labor Grade 4, Step 5 due to successfully completing the State of New Hampshire Certification programs. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Bedard motioned to approve a step increase for the Town Administrator from a Labor Grade 20, Step 17 to a Labor Grade 20, Step 18 based on a positive performance evaluation. 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 reported the Planning Board met, and Tristan Smiley will be back in February to discuss the brewery; Geraldine Silva applied for a subdivision of two lots into four lots on Chester Turnpike, which was approved, Liberty Woods had a lot-line adjustment, and Matthew Scott reported all of the school buses have been relocated and provided two salt bins on site.

Next Meeting/Events

- Monday, January 10, 2022 – Board of Selectmen's Meeting – 7:00 PM
- Monday, January 24, 2022 – Board of Selectmen's Meeting – 7:00 PM

Minutes

December 13, 2021 Public Meeting

Mr. Bedard motioned to approve the December 13, 2021 Public Meeting Minutes. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

December 13, 2021 Non-Public Meetings (x3)

Mr. Bedard motioned to approve the three (3) December 13, 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 provisions of RSA 91-A: 3, II (a) the compensation of any public employee and Non-Public Session pursuant to provisions of RSA 91-A: 3, II (d) the consideration of the lease of real property

Mr. Leclair motioned to go into non-public session pursuant to the provisions of RSA 91-A: 3, II (a) the compensation of any public employee and RSA 91-A: 3, II (d) the acquisition, sale or lease of real property. Mr. Bedard seconded the motion. A roll call vote was taken. Mr. Leclair voted aye, Mr. Bedard voted aye, and Mr. Rolfe voted aye. With all in favor, the motion passed 3-0-0.

The meeting room was closed to the public at 7:17 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 3-0-0.

The Board reviewed the report from Chief Williams and positive performance review after 12 months of employment for Firefighter Michael LaPrade.

The meeting room was reopened to the public at 7:26 PM.

Mr. Bedard motioned to seal the minutes of the two Non-Public Sessions held under the provisions of RSA 91-A:3, II (d) – the consideration of sale, purchase or lease of real property. Seconded by Mr. Rolfe. A roll call vote was taken: Mr. Leclair – aye; Mr. Bedard – aye; and Mr. Rolfe – aye. The motion passed unanimously.

Mr. Bedard motioned to approve a step increase for Firefighter Michael LaPrade from a Labor Grade 6, Step 8 to a Labor Grade 6, Step 9 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 7:27 PM. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy Hoijer
Recording Secretary