

**Town of Auburn
Board of Selectmen
February 2, 2022
Town Hall
Minutes**

7:00 PM

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

Others Present: Officer Peter Lennon, Tom Carroll, State Representative Jess Edwards, Fire Chief Michael Williams, Deputy Fire Chief Bob Seling, 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 January 17, 2022 - \$51,476.83

Mr. Bedard motioned to approve the Payroll Manifest for the week of January 17, 2022 in the amount of \$51,476.83. 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 January 24, 2022 - \$260,148.40

Mr. Bedard motioned to approve the Accounts Payable Manifest for the Week of January 24, 2022 in the amount of \$260,148.40. 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 January 24, 2022 - \$11,615.00

Mr. Bedard motioned to approve the Payroll Manifest for the Week of January 24, 2022 in the amount of \$11,615. 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 January 31, 2022 - \$48,458.48

Mr. Bedard motioned to approve the Payroll Manifest for the Week of January 31, 2022 in the amount of \$48,458.48. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of January 31, 2022 - \$401.80

Mr. Bedard motioned to approve the Accounts Payable Manifest for the Week of January 31, 2022 in the amount of \$401.80. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of January 31, 2022

Mr. Leclair read out loud and provided for inspection a copy of the Consent Agenda for the week of January 31, 2022 which included: the Annual Town Meeting Warrant for the February 5th Deliberative Session & March 8th, 2022 voting, two (2) Applications for Property Tax Credits/Exemptions, one (1) Application for Property Tax Abatement, correspondence in support of SB 247 relative to broadband infrastructure bonds, Addendum #1 to MOU for Sand and Gravel Materials on Chester Turnpike, Amended 2021 Encumbered Funds, two (2) Abatement/Refund Requests, one (1) void check manifest and five (5) pistol/revolver licenses.

Mr. Bedard motioned to approve the Consent Agenda for the week of January 31, 2022. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Appointments with the Board

Monthly Meeting – Fire Chief Williams

Fire Chief Williams presented the monthly report of the Fire Department for December 2021. Chief Williams noted 53 calls for service. Annual SCBA fit testing was completed, and Chief Williams commended Captain Barsaleau for doing a good job. Annual statistics were provided in addition to fourth quarter reporting.

Chief Williams provided a letter dated January 6, 2022, concerning Rescue 1 and how it is currently being utilized. He noted the Department is currently looking to revise a few of their response cards to change how this vehicle currently operates so it will have more use.

Chief Williams updated the installation process with the gear extractor washer and dryer which has been plumbed and installed and will be complete on Tuesday with the installation of the chemical injector. The Gator driveshaft had been replaced and failed months later and was replaced again.

Replacement of Safety Complex Boiler

Chief Williams reported the boiler at the Safety Complex developed a leak and had been patched awaiting repair. He obtained one quote dated February 1, 2022, from AAA Energy Service in the amount of \$12,500 which he provided and will noted he will obtain a couple more estimates. Mr. Leclair will reach out to obtain one quote while Chief Williams works on the others.

New Business

Final 2021 Landfill Inspection Report

Mr. Herman provided an update of the Landfill Inspection Report as of December 31, 2021. Only one action item was indicated for 2022 to relocate the no trespassing sign to a more visible location adjacent to the gate. Two recommendations were made for 2022 for tree and brush cutting along the southeast edge and to check imaging to verify the location of the brush dump and access road on the southeast edge of landfill and remove if imaging on cap.

Solar Energy Tracking Proposal

Mr. Herman provided a proposal submitted by Bright Spot Solar dated December 20, 2021, looking to partner with communities to install solar trackers at no cost offering to enter a Power Purchase Agreement to sell the power at a lower rate than the utility company.

Mr. Leclair recommended having Mr. Cullen come in and make a presentation and consider other properties.

Status of Town Hall Lift

Mr. Herman provided a Memorandum dated December 30, 2021, concerning the status of the Town Hall Lift. A problem was reported following the ZBA meeting on December 14th with the lift at the rear of Town Hall which placed it out of service. NE Lift Company was called to service the unit. The unit has been returned to full operation; however, the Town was verbally advised the motor is old and the manufacturer out of business. Future repairs are doubtful and a replacement would cost approximately \$30,000 provided it will fit in the space.

Mr. Herman reported the Town of Swanzey had a similar unit installed in an older building with a modern unit. Mr. Herman noted the Auburn lift is used multiple times each week and he felt the expense could be covered through ARPA funding or the Building Maintenance Fund.

Electronic Display Equipment – Stritch Meeting Room

Mr. Herman provided information and a cost estimate for installation of a 75" monitor in the meeting room suggested by the Board of Adjustment Chair Michael DiPietro. There would be an additional cost to have an electrician hide the electric outlet, so the cord is not visible. Funding could be available from ARPA or from the Buildings Rehabilitation Expendable Trust Fund. The Board agreed they would like to have the outlet and cords hidden and Mr. Leclair will obtain an estimate from an electrician for that. Mr. Herman provided the balance from the ARPA fund: \$204,000 has been obligated for this year's portion and \$88,000 is left for year one.

With the help of Mr. Edwards and Mr. Carroll, the Board measured the proposed space and found the 75" monitor may be too large and opted for 60" to 65" as more appropriate.

Mr. Bedard motioned to obligate up to a total of \$2,555 from the American Rescue Plan Act funds for the purchase and installation of a flat screen monitor and laptop system for

displaying information during public meetings in the Stritch Meeting Room at Town Hall. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Online Building Permit Software

Mr. Herman reported Building Inspector Rouleau-Cote has investigated replacement building permit software for the online program that is no longer in service. A proposal from Full Circle Technologies was provided for consideration.

Mr. Herman noted an initial setup cost of approximately \$13,740 and annual cost of approximately \$3,000 which is compatible with the amount budgeted for the cost of the Avitar building permit program currently in use internally as it would no longer be needed. Mr. Herman noted Mrs. Rouleau-Cote met with at least three providers and attended demonstrations. This program will also save some time with flagging items on the Assessor's side and a feature that provides for a tablet used in the field to port over information so that it will not have to be reentered after returning from the field.

Mr. Leclair asked the turnaround time on installation and how many years the price quoted would be good for. Mr. Herman will forward the contract and get answers to those questions for the next meeting and have Building Inspector Rouleau-Cote come in to discuss the proposal further.

Priscilla Land Right-of-Way & Lot Line Adjustment

Mr. Herman provided a draft of a proposed Warrant Article for next year to formalize the conveyance of a parcel of land to 31 Priscilla Lane Realty Trust previously approved by the Planning Board in 1996 containing approximately 4,017 SF depicted as Parcel A on Plan D-24974. The Planning Board could only recommend the conveyance and did not have authority to approve it without a vote at Town Meeting so that is the next step. Mr. Herman noted Town Counsel had drafted the proposed article, but it was too late to add it to this year's warrant by the time it came together. Mr. Herman recommended the Board review the issue further with Town Counsel for next year's consideration.

FY 2020 Fiscal Audit

Mr. Herman provided the Board member with copies of the FY 2020 Audit. He indicated it is a good result with one management recommendation. Some personnel files older than 10 years needed to be corrected with signoffs on pay rates by the employees, mainly call firefighters. He noted overall the system has been corrected to address this process.

Old Business

NH Locality Equipment Purchase Program

Mr. Herman provided information concerning the NH Locality Equipment Purchase Program which the Governor's Office of Emergency Relief and Recovery (GOFERR) announced as a

new grant program that would provide up to \$50,000 per NH community for purchasing safety and emergency equipment needed because or in response to the health crisis and its negative effects. The program is 90-10 matching grant with 90% coming from GOFERR and 10% from the community. Applications are due by June 3, 2022 for equipment acquired before December 31, 2022.

Mr. Herman noted previously the Board discussed applying for funding for the Fire Department's gear extractor system. The upgrading of toilets and laves at the Police Department could be added to secure the full funding. Mr. Herman noted another option would be the purchase of the additional portable radios budgeted for the Fire Department. The first half of the purchase of portable radios was covered by ARPA funding and the second half of the purchase was put in the operating budget for \$76,000. The revenue, if used to fund the radios as they are already in the operating budget, could be used as revenue against the tax rate. Mr. Leclair questioned what the impact to the tax rate would be and Mr. Herman estimated .04 to .05 cents per thousand. Based on the value of a \$500,000 home the savings would be \$20 for the year. Mr. Leclair indicated he would rather see a more substantial savings to the taxpayers by applying the revenue to another capital expense and go with the ARPA option originally discussed. Mr. Rolfe and Mr. Bedard agreed.

Report/Comments of Ex-Officio Board Representatives

Mr. Bedard attended the Highway Safety Meeting and the Parks & Recreation meeting who discussed the ice rink.

Mr. Leclair reported the Budget Committee did not recommend the change in current use percentage to the Conservation Commission for now, so that was pulled from the ballot.

Other Business

Mr. Herman reported on the ARPA meeting he attended recently in Swanzey and the lost revenue allowance computations which are now set at 10 million dollars. Spending restrictions have relaxed. The timeline for obligating remains the same at four years and spending at five. The first reporting by the Town is due to the U.S. Treasury on April 1st.

Representative Edwards reported funding was available for police body cameras. Mr. Leclair noted the Police Department purchased those last year.

Representative Edwards reported some changes coming to the number of categories for fire permits.

Representative Edwards reported legislation coming up for vote concerning virtual meetings. Mr. Leclair noted the Selectmen have favored meeting in person however there could be flexibility provided Boards can meet virtually and not be required to.

Representative Edwards reported the redistricting plan is not final. Some remainder towns will be part of the "floterial" district comprising five towns.

Representative Edwards discussed the warrant article proposed to add Selectmen and that he was opposed and willing to speak to that. He asked how much each additional Selectman would cost the Town and Mr. Herman noted approximately \$4,000 per Selectmen including expenses.

Next Meeting/Events

- Saturday, February 5, 2022 – Deliberative Session – 9:00 AM
- Monday, February 14, 2022 – Board of Selectmen's Meeting – 7:00 PM
- Monday, February 28, 2022 – Board of Selectmen's Meeting – 7:00 PM

Minutes

January 10, 2022 Public Meeting

Mr. Bedard motioned to approve the January 10, 2022 Public Meeting Minutes. Mr. Leclair seconded the motion. A vote was taken, Mr. Rolfe abstained, Mr. Leclair voted aye, and Mr. Bedard voted aye.

Non-Public Session pursuant to provisions of RSA 91-A: 3, II (a) and (d) consideration of the compensation of any public employee and the leasing of real or personal property

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

The meeting room was closed to the public at 8:15 PM.

The Board reviewed the performance evaluation of Finance Assistant Mimi Friolet.

Mr. Herman reported Mrs. Friolet is performing at or above expectations and fits in well with her coworkers.

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

The meeting room was reopened to the public at 8:45 PM.

Mr. Leclair motioned to seal the minutes of the non-public session held under RSA 91-A:3 (d). Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Bedard motioned to approve the recommendation of the Finance Director to provide a step increase for the Finance Assistant from a Labor Grade 7, Step 8 to a Labor Grade 7, 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.

Resignation and Appointment of Members of the Board

Resignation of Selectman Todd Bedard

Selectman Bedard verbally submitted his resignation as a member of the Board of Selectmen. He is currently enrolled in classes at the Manchester Community College that conflicts with the Selectmen's meeting schedule. Mr. Bedard noted he will strive to continue to be involved in Town activities where possible. Mr. Leclair and Mr. Rolfe thanked Mr. Bedard for his service and accepted his resignation.

Appointment of Tom Carroll

Mr. Leclair recommended appointing Tom Carroll to fill the vacancy left by Mr. Bedard until the March election. Mr. Carroll has entered his candidacy for Selectmen and is the only candidate who has formally filed for the position. Mr. Rolfe seconded the recommendation and Mr. Carroll accepted the nomination. Mr. Leclair administered the oath of office to Mr. Carroll.

Saturday, February 5, 2022 – Deliberative Session – 9:00 AM

The Board reviewed responsibilities for the Deliberative Session on Saturday with Mr. Carroll and who would speak to which article. Mr. Leclair will announce Mr. Carroll has been appointed to fill the vacant seat left by Mr. Bedard until the election in March as he was the only person to file his candidacy. Mr. Leclair recommended checking as he believes the mask mandate is in place at the AVS.

Adjourn

Mr. Leclair motioned to adjourn the meeting at 8:57 PM. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy Hoijer
Recording Secretary