

**Town of Auburn
Board of Selectmen
April 25, 2022
Town Hall
Draft Minutes**

6:30 PM

Selectmen Present: Keith Leclair, Michael Rolfe and Tom Carroll

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

By Roll Call, Mr. Leclair motioned to go into non-public session pursuant to RSA 91-A:3(II)(d). Mr. Rolfe seconded the motion. A roll call vote was taken, Mr. Leclair voted aye, Mr. Rolfe voted aye and Mr. Carroll voted aye. With all in favor, the motion passed unanimously.

The meeting room was closed to the public at 6:29 PM.

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

The meeting room was reopened to the public at 6:46 PM.

By Roll Call Mr. Carroll motioned to seal the minutes of the non-public sessions. Mr. Rolfe seconded the motion. A roll call vote was taken Mr. Leclair voted aye, Mr. Rolfe voted aye and Mr. Carroll voted aye. With all in favor, the motion passed unanimously.

7:00 PM

Selectmen Present: Keith Leclair, Michael Rolfe and Tom Carroll

Others Present: Avis Rosenfield, Kara Carrier and John Mcgrath, Tax Collector Susan Jenkins, Road Agent Michael Dross, Michael DiPietro, Fire Chief Michael Williams, Deputy Chief Bob Seling, Nancy Hoijer, Recording Secretary and persons unknown to the minute taker

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 April 25, 2022 - \$51,288.77

Mr. Rolfe motioned to approve the Accounts Payable Manifest for the Week of April 25, 2022 in the amount of \$51,288.77. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of April 25, 2022

Mr. Leclair read out loud the Consent Agenda for the Week of April 25, 2022 which consisted of: a review of Property Bid, a Notice of Intent to Cut, a Warrant Yield Tax Levy, two (2) pistol permits and (2) raffle permits.

Mr. Rolfe motioned to approve the Consent Agenda for the Week of April 25, 2022. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

New Business

- Avis Rosenfield – Derry Trail Riders

Avis Rosenfield presented the request on behalf of the Derry Trail Riders to have three trail riding events which will pass through Old Candia Road near the gate (barway of Manchester Water Works property) on the North East end of Clark's Pond. Ms. Rosenfield noted the three events are scheduled for:

May 15, 2022 with a rain date of May 22, 2022;
September 10, 2022 with a rain date of September 11, 2022; and
October 15, 2022 with a rain date of October 16, 2022.

Ms. Rosenfield noted the Derry Trail Riders have held these events in Auburn before and the riders are requesting assistance to safely cross Old Candia Road to access Tower Hill Road with the placement of cones and signage by Road Agent Dross. Ms. Rosenfield noted that at the last event someone parked an RV with a large awning and the obstructed the line of view to safely cross. She placed small cones which were ignored. Due to the cost of a police detail no police detail was secured. She indicated speaking with Lieutenant Chabot earlier.

Mr. Leclair asked how many patrons were expected at each event and Ms. Rosenfield indicated there are usually 60 or so at the first two benefits but the last is a private memorial with about 25 persons. Mr. Leclair asked the period of time the event would be taking place and Ms. Rosenfield indicated from about 8 AM until no later than 1 PM. Ms. Rosenfield described the route. Mr. Leclair indicated he would like to contact the Police Department as there was no representative at the meeting and that the Board would act contingent upon those recommendations.

Mr. Leclair explained that the Town doesn't have a DPW and uses vendors which bill the Town.

Mr. Rolfe motioned to allow the Road Agent to place cones and a few no parking signs on Old Candia Road on May 15, 2022 (rain date May 22, 2022), September 10, 2022 (rain date September 11, 2022), October 15, 2022 (rain date October 16, 2022) contingent upon approval of the Auburn Police Department. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Ms. Rosenfield noted she would contact Mr. Dross before the events.

- Road Agent Michael Dross – Equipment Rate Increase – ***Tabled to May 9, 2022***

Mr. Dross explained for the benefit of the public some of the equipment the Town utilizes for plowing, dumping and excavation work. Mr. Leclair explained that the Road Agent is an elected position.

Mr. Leclair noted the proposed increases are approximately \$10 across the board for winter and summer and recommended reviewing the process, with the unanticipated fuel increases perhaps putting together a fuel chart, and tabling to the next meeting.

- Fire Chief Michael Williams

- Monthly Report

Fire Chief Williams presented the Fire Department's monthly report for March, 2022 and statistics for the quarter. He noted calls for service were around 50-60 and thanked the Board for including the per diem firefighters in the Cost of Living Increase. Mr. Leclair recommended it be included during Budget season.

Fire Chief Williams submitted paperwork for the Board to appoint Lt. Dignard and Mozier as Deputy Fire Wardens with the State of NH. He noted that he hired a new Call firefighter, Nicholas Trask as an EMT and he has no fire experience. A full-time opening was posted to fill Mr. Lapras' position. Covering daytime shifts continue to be a struggle. Deputy Selinga noted it would be more difficult in the summertime.

Chief Williams reported donating their old pressure washer to the highway garage. The annual Blood Drive was held at the Safety Complex and was smaller than previous years as there were no walk-ins and all were by appointment.

Chief Williams reported two sets of plans were reviewed for the storage facility at Hooksett Road and the 55+ Community which will be a busy time for he and Mrs. Rouleau Cote to inspect so they will schedule a day each week for those. He noted the units would be sprinklered.

Chief Williams reported that vehicle preventive maintenance was completed. Captain Glennon is working on pricing siding for Station 2 and will put it on the agenda for the next meeting. Mr. DiPietro asked if the siding was original and Deputy Selinga noted it was, done in 1986.

- Entry Door Quotes

Chief Williams provided three quotes for different systems to rekey the entry doors at the Fire Stations. The first was for an Access Control System with a discounted estimate of \$11,700 from Pelmac Industries, Inc.; the second and third were from Allsafe & Lock, Inc. for Restricted Key system estimated at \$2,551 or a Sargent Key system estimated at \$2,867.

Chief Williams indicated the staff preferred to go with the keypads and buy less keys. He noted it was more practical than running out the door to a fire in the middle of the night and having to remember a key fob. The Sargent keys will work in other doors. Both stations can be keyed with the same key.

Mr. Carroll noted the electronic system was not in the budget this year but could be brought to the Budget Committee next year.

Mr. Leclair recommended drafting a policy as to how often they should be changed and that funding come from the Building Rehabilitation Fund.

Mr. Rolfe motioned to approve the quote from Allsafe & Lock for \$2,867 to come from the Building Rehabilitation Fund. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Chief Williams noted he would contact the vendor to find out a time line for installation.

- Cemetery Trustee Resignation – Real Mongeau

Mr. Rolfe motioned to accept the resignation of Real Mongeau as Cemetery Trustee effective April 13, 2022. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Leclair extended the Board's thanks to Mr. Mongeau for his service over the years.

- Shred Day

The Board acknowledged notification that the Shred Event was held on April 13, 2022 with Northeast Record Retention at a cost of \$1,250 for the three-hour event. The rate is up from the \$850 budgeted.

- E-Waste Day

The Board acknowledged the April 22, 2022 notification by ECER for the Electronic Recycling Event scheduled for September 24, 2022 from 9 AM to 2 PM.

Old Business

- Appointment of Rebecca Varney – Deputy Town Clerk

Finance Director Rousseau provided a recommendation to the Board to hire Rebecca Varney for a 12-month probationary period at Labor Grade 4, Step 5 (\$17.52/hr.) as the Deputy Town Clerk and acknowledgment with a proposed start the week of May 4th.

Mr. Leclair motioned to hire Rebecca Varney as Deputy Town Clerk with a 12-month probationary period at Labor Grade 4, Step 5 as recommended by the Finance Director and Town Clerk. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

- Sale of Town Owned Property – Map #13, Lot #24 Old Candia/Depot Road

Mr. Leclair opened the one sealed bid received regarding Map #13, Lot #24, a ¾ acre Town-owned property. Mr. Leclair read the bid, noted it exceeded the posted minimum and asked if anyone from the public had any questions.

Mr. Rolfe moved to approve the sale of the parcel of land, approximately .75 acres on Old Candia/Depot Road identified as Tax Map #13, Lot #24 offered for sale by advertised sealed bid to Kara Carrier and John Mcgrath for \$5,055. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

The buyers tendered the check to Tax Collector Jenkins who noted she would prepare the deed.

Other Business

- Appointment of Dan Goonan – Interim Town Administrator

Mr. Leclair announced that due to health concerns Mr. Herman would not be returning. The Board would like to appoint Dan Goonan as interim Town Administrator with a six-month contract and set his rate of pay at \$50.00 per hour. His anticipated start date would be May 2nd.

Ms. Jenkins asked how many hours per week he would work and Mr. Leclair noted the hours would be flexible and average 26 hours per week; and be available by phone and email, some weeks he would be needed 35-40 hours per week.

Mr. Leclair motioned to appoint Dan Goonan as interim Town Administrator with a six month contract and to set his rate of pay at \$50 per hour. Mr. Role seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Next Meeting

- Monday, May 9, 2022 – Board of Selectmen's Meeting – 7:00 PM

Mr. Leclair noted there would be a public hearing at the May 9 meeting concerning the sale of the Fire Department boat and acceptance of funds.

Approval of Minutes

- April 18, 2022 – Public Meeting

Mr. Rolfe motioned to approve the April 18, 2022 Public Meeting Minutes. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

- April 18, 2022 – Non-Public Meeting (x3)

Mr. Rolfe motioned to approve the three April 18, 2022 Non-Public Meeting Minutes, as amended. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Adjournment

Mr. Leclair asked if there were any comments or questions from the public at 7:42 PM and being none,

Mr. Rolfe motioned to adjourn the meeting at 7:43 PM. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy Hoijer
Recording Secretary