

**Town of Auburn  
Board of Selectmen  
Stritch Meeting Room  
Town Hall  
June 20, 2022  
Draft Minutes  
7:00 PM**

**Selectmen Present:** Keith Leclair, Michael Rolfe and Tom Carroll

**Others Present:** Christine Montecalzo, Library Director Daniel Szczesny, Police Chief Ray Pelton, Fire Chief Michael Williams, Fire Lieutenant Patrick Glennon, Assistant Finance Director Mimi Friolet, Michael DiPietro, Town Administrator Dan Goonan, 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.

**Appointments with the Board**

**Approval of Payroll Manifest for the Week of June 20, 2022 - \$57,377.39**

*Mr. Rolfe motioned to approve the Payroll Manifest for the Week of June 20, 2022 in the amount of \$57,377.39. 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 June 20, 2022**

Mr. Leclair read out loud and offered for inspection the Consent Agenda for the Week of June 20, 2022 some of which included: tax collector's yield warrant, appointments and oaths, and updated IRS mileage rates

*Mr. Rolfe motioned to approve the Consent Agenda for the Week of June 20, 2022. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.*

**Approval of Accounts Payable Manifest for the Week of June 6, 2022 - \$66,145.51**

*Mr. Rolfe motioned to approve the Accounts Payable Manifest for the Week of June 6, 2022 in the amount of \$66,145.51. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.*

## **Approval of Accounts Payable Manifest for the Week of June 6, 2022 - \$10,227.50**

***Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of June 6, 2022 in the amount of \$10,227.50. Mr. Carroll seconded the motion. A vote was taken. Mr. Leclair voted aye, Mr. Carroll voted aye and Mr. Rolfe abstained. The motion passed 2-0-1.***

## **Appointments with the Board**

- Monthly Report of the Fire Department – Fire Chief Mike Williams

Fire Chief Williams presented the Fire Department's report for the month of May noting 58 calls for service. Chief Williams reported pump testing was done and work is needed on Tanker 1; he is awaiting the repairs report. Chief Williams reported internet problems were experienced at the Safety Complex and the router was replaced again. Three to Four safety inspections were performed this month, and re-tone tracking is in process.

Chief Williams reported a new full-time officer, Andrew Flores, has been hired. Officer Flores has been an on-call fire fighter. Chief Williams referenced the Deputy's report and difficulty finding coverage for weekend shifts. Deputy Selinga is looking at the Gator Policy and bids for the Labor Dept. inspection railing repairs at Station #2. Lieutenant Glennon is working with Officer Flores on training and organizing vehicle and building maintenance. Captain Barsaleau organized triage training and will have ladder training tonight. Lieutenant Sullivan is working with EMS training and noted the State has changed some licensing practices.

Mr. Leclair asked the participation rate and number of on-call firefighters on the roster. Chief Williams noted there are 30 or so active members on the roster and 10-12 responders are consistent. Some responders will come to larger incidents and have a good level of experience. A couple of EMTs were added which make up half of the calls for service.

- Extra Detail Rate

Chief Williams will work with Asst. Finance Director Friolet on an extra detail rate for the Department for the next meeting.

- NHDRED – Forest and Lands Agreement

Chief Williams and Lieutenant Glennon provided a Firefighter Property Cooperative Agreement for the two and a half ton 2003 Stewart Stevenson off-road forestry vehicle offered by the State under its Division of Forest & Lands. Under this agreement the Town of Auburn becomes the owner after the first year which is the better of the two agreements offered by DFL. The vehicle is free to the Town and the Fire Association will pay to have it transported, painted and rehabbed to have a tank pump put on. Lieutenant Glennon provided pictures of the vehicle and noted it will have to be painted as on the of State's requirements. The Agreement needs to be signed and returned.

***Mr. Rolfe motioned to accept the Firefighter Property Cooperative Agreement allowing the Chair to sign; with the Firefighter's Association to assume costs of getting the vehicle, a 2003 Stewart Stevenson off-road forestry vehicle, Serial #ATO21388EFHN, road ready and operational with the Town responsible for long-term maintenance going forward. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

The Board extended its thanks to the Firefighter's Association.

- Station #2 Siding Bids – Lt. Patrick Glennon

Lieutenant Glennon reported that he sought bids, three for vinyl siding and two for fiber cement board and received three. He noted the prices are a couple of months older (from March/April). Chief Williams noted Lt. Glennon put together specifications for the project. JMR Siding quoted \$48,000 for vinyl only and noted \$4,500 of this quote is for foam underlayment. A1 Siding quoted \$59,000 for vinyl and \$72,000 for the cement fiber board. Another quote was \$92,000 for the fiber cement board. Lieutenant Glennon noted many homes in the area of Station #2 have vinyl and the choice of colors offered were white or light grey. The consensus was that light grey would be the most suitable color for the siding.

Mr. DiPietro noted the south side of Station #2 is a mess, but siding does last. Lt. Glennon contracted pressure washers who expressed concerns with the fragility of the existing siding and painters shared those concerns. A lot of damage was sustained by woodpeckers.

Mr. Leclair noted the replacement could be pushed off until next year but there was no guarantee the prices wouldn't go up although things appear to be at the start of leveling out. Mr. Carroll noted many contractors will only hold their prices for a short time, his company will only hold prices for 10 days. Mr. Leclair asked if anyone had dealt with any of the companies and Mr. Carroll stated he was familiar with A1. The Board noted the low bid was not as specific as the other two.

Lt. Glennon will get updated pricing from the first two bidders and lead time for the work to commence for the next Selectmen's meeting and advise the bidders the quote needs to be good for at least 30 days to coincide with the Board's meeting schedule.

Chief Williams noted the vents at Station #2 were working well and they have a two-year supply of filters.

## **New Business**

- Carpenter Pit Funding

Mr. Leclair reported that last year an agreement was negotiated with Dan Carpenter to replace the agreement already in place which had been a ten-year agreement for sand

and gravel now extended to excavate additional material. \$58,964.32 was encumbered under the Highway Safety Sand and Gravel line under last year's budget leaving a balance due of \$13,705.68 of the \$72,670 contract for an additional 29,068 cubic yards of sand and gravel @ \$2.50 per cubic yd. The deadline of the prior agreement was 9/27/2022 and is extended to 9/27/2027. Mr. Leclair noted it is a pretty good deal for the Town while contracting with a local citizen. The going rate is \$6-8 per cubic yard plus trucking and this will give eight-ten years of material for maintenance and sanding roads keeping the line out of the budget.

Mr. Leclair recommended funding come from the APRA fund. Mr. Rolfe agreed.

***Mr. Rolfe motioned to pay \$13,705.68 from the ARPA fund for the balance due for Dan Carpenter's sand and gravel pit agreement. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mr. Leclair will email Mr. Carpenter tomorrow.

## **Old Business**

- Special Event Policy

Mr. Goonan provided an update to the Special Event Policy with the changes recommended by the Board at the last meeting.

Mr. Leclair noted the agreement would be filled out by applicants and kept on file instead of letters or emails.

Mr. Carroll questioned items #9 and #10 changes approved by the Town Administrator. Mr. Leclair noted the Board agreed to change #15 so the Selectmen would have the right to cancel rather than the Town Administrator.

***Mr. Rolfe motioned to approve the Special Event Permit Application and General Use Policy for Town Facilities. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

- Town Hall Lyft Replacement

Mr. Goonan reported that he met with Ryan Lake and Dave Jenkins and set up a time frame either July 6<sup>th</sup> or 7<sup>th</sup>. Ms. Friolet noted a deposit was made for half the cost.

Mr. Leclair requested a spreadsheet be provided by Finance for the next meeting showing any funds committed and the balances of all the funds and ARPA.

- Auburn Village Crier Ad Price Increases – Asst. Finance Director Friolet

Assistant Finance Director Friolet discussed the potential rate increases of advertisements with the Town Crier. She stated while the Town is not in the business to

make money with the advertisements, she is not sure \$5 is enough and recommended a 10% increase. There has not been an increase in pricing for quite some time and costs have increased.

- Town Hall Door Replacement - *Tabled*

Mr. Leclair recommended tabling this item to secure additional estimates.

- Salt Shed Repair

The Board reviewed bids for the Salt Shed roof replacement which had been reviewed at the last meeting. Mr. Carroll reached out to Sentry Roofing to get quotes for different materials and Rolfe Contracting subsequently updated their quotes for 24 and 26 gauge. Mr. Leclair noted the price quoted by Rolfe for 29 gauge was \$12,960, 26 gauge \$14,460 and 24 gauge, \$15,960 with a five-year warranty on labor. Sentry Roofing quoted \$12,700 for 29 gauge, \$13,700 for 26 gauge and \$17,200 for 24 gauge. The Board agreed the standing seam is not necessary and that could drop the price for 24 gauge to \$15,960.

Mr. Leclair recommended going with the low bid for 26 gauge of \$13,700 from Sentry Roofing.

***Mr. Leclair motioned to award Sentry Roofing the low bidder of \$13,700 for replacement of the Salt Shed Roof with 26 gauge. Mr. Carroll seconded the motion. A vote was taken, Mr. Rolfe abstained, Mr. Carroll voted aye and Mr. Leclair voted aye. The motion passed 2-0-1.***

Mr. Carroll will reach out to Sentry Roofing to schedule the work. Mr. Leclair recommended they understand a tarp will be required underneath so that nails don't enter the equipment and materials and end up on the roads.

- Raffle Permit Extension Request

Mr. Goonan reported he spoke with the vendor and provided a copy of his response. The Board's consensus was that the questions they had were not answered and therefore the permit would not be renewed.

- Primex Property & Liability Insurance Program Agreement

Mr. Goonan presented the agreement with Primex with a 9% maximum annual cap through 2026. The agreement is due on July 1<sup>st</sup>.

***Mr. Rolfe motioned to approve Primex as the Town's property and liability insurer and enter into the agreement through June 30, 2026 authorizing the Chair to sign the agreement. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

- Police Department Door Repair

Chief Pelton reported the door was repaired at the Safety Complex.

- Mulch Removal Quote – Plaza Landscaping

Mr. Rolfe asked if the mulch had been lowered to grade at the Safety Complex and Mr. Goonan noted the estimate is approximately \$1,100 to pull it back so that the foundation and trim will not be exposed to moisture which is causing rot. Both buildings need to be done.

- Town Administrator Position/MRI Agreement

The Board discussed giving the Chair authority to sign the agreement with MRI for assistance with the Town Administrator position.

***Mr. Rolfe motioned to give the Chair authority to sign the proposed service agreement with MRI relative to the search for a Town Administrator. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## Other Business

- Auburn Village School Board Meeting

Mr. Leclair reported that the Board has commenced quarterly meetings with the Auburn Village School Board again. An issue that was brought up at the last meeting was the locking of the doors at the Safety Complex. Chief Pelton noted various safety concerns and that anyone wishing access only has to push the doorbell during business hours. The complex is not open after 4 PM. Mr. Rolfe noted he would like to see the Safety Complex doors open but respects Chief Pelton's concerns and Mr. Leclair agreed.

- Memorial for Bill Herman

Mr. Leclair reported that Jess Edwards has worked on getting a proclamation signed by the Governor in memory of Mr. Herman's dedication as the Town's former Town Administrator for the past 17 years. Mr. Herman passed away and his Memorial will be held with the family at the Auburn Tavern on July 9<sup>th</sup> from 1-4 PM. The Board agreed it would like to honor Mr. Herman by naming his former office the Herman Room.

***Mr. Rolfe motioned to name the Town Administrator office as the Herman Room. Mr. Carroll seconded the motion. A vote was taken and passed unanimously.***

Mr. DiPietro noted Mr. Herman's credentials were unmatched in the State. Mr. Leclair will have a plaque identifier to memorialize the naming of the room and will let the family know.

- Library Director Szczesny noted the Library has been in discussions about naming the pavilion behind the park and has gotten a bench through the Trex plastic drive.
- Mr. Leclair opened the meeting to the public for comments and Mr. DiPietro asked about the Manchester Water Work's lease agreement for the Severance School. Mr. Leclair updated the status of negotiations and noted John O'Neill was getting approval from the Land & Buildings Committee and then if approved there the lease agreement would be placed on the Alderman's Consent Agenda for approval. Mr. Leclair added that an agreement is being negotiated with MWW similar to Mr. Carpenter's to excavate material on Chester Turnpike but would not be payable up front as Mr. Carpenter's agreement is. The land swaps for Depot Road and the Cemetery will be placed on the ballot for the voters to approve in 2023.

### **Next Meeting**

- Monday, July 11, 2022 – Board of Selectmen's Meeting – 7:00 PM

### **Approval of Minutes**

- June 6, 2022 – Public Meeting

Mr. Leclair noted the amount of the Sentry Roofing Proposal for 24-gauge roofing for the Salt Shed was incorrectly referenced and was \$17,200, not \$29,000.

***Mr. Rolfe motioned to approve the June 6, 2022 Public Meeting Minutes, as amended. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

- June 6, 2022 – Non-Public Meeting

***Mr. Rolfe motioned to approve the June 6, 2022 Non-Public Meeting Minutes. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

**Non-Public Session pursuant to RSA 91-A:3(II)(a)** The dismissal, promotion, or compensation of any public employee

***By Roll Call, Mr. Leclair motioned to go into non-public session pursuant to RSA 91-A:3(II)(a). Mr. Carroll 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 9:12 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 9:40 PM.

***By Roll Call Mr. Rolfe motioned to seal the minutes of the non-public sessions. Mr. Carroll 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.***

## **Adjournment**

***Mr. Rolfe motioned to adjourn the meeting at 9:41 PM. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy Hoijer  
Recording Secretary