Town of Auburn
Board of Selectmen
Town Hall
December 7, 2020

7:00 p.m.

( ) Call to Order – Pledge of Allegiance

Approval of Payroll Manifest for the Week of December 7, 2020
Approval of Longevity Pay Manifest for the Week of December 7, 2020 -- $10,650.00
Approval of Consent Agenda – Week of December 7, 2020

( ) Appointments with the Board

( ) Town Response to Covid-19 and State of Emergency Declaration

- General Update on Town Issues
- Final Update on Cares Act & Grant Funding

( ) Town Budget Presentations

- Health Officer – Paul Raiche
- Highway Department – Michael Dross
- Road Reconstruction – Michael Dross
- General Government Buildings & Maintenance – Bill Herman / Adele Frisella
- Storage Garage Building

( ) New Business

- FY 2021 Deliberative Session – January 30, 2021

( ) Old Business

- Update on Street Lights – LED Conversion Project

( ) Report / Comments of Ex-officio Board Representatives

( ) Other Business

( ) Next Meetings / Events

Monday, December 14, 2020 – Board of Selectmen's Meeting – 7:00 PM
Monday, December 21, 2020 – Board of Selectmen's Meeting – 7:00 PM

( ) Minutes

- November 30, 2020 Public Meeting

( ) Adjourn

Note: "Any person with a disability who wishes to attend this public meeting and needs to be provided reasonable accommodations in order to participate, please contact the Board of Selectmen's Secretary at (603) 483-5052 x100, so that arrangements can be made."

Town of Auburn

Town Hall
47 Chester Road
P.O. Box 309
Auburn, NH 03032

Town Administrator

William G. Herman, CPM
Phone: (603) 483-5052 Ext. 111
Fax: (603) 483-0518
E-Mail:
townadmin@townofauburnnh.com

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator
Date: December 4, 2020
Re: Federal CARES Act and Grant Funds for Auburn

As a final summary for the Board, the following is a breakdown of the funding the Town of Auburn has received during the past year from various programs within the federal CARES Act funds, as well as a grant from a private source to assist with election expenses.

The breakdown of funding Auburn has received includes:

Municipal Aid / CARES Act:		
Reimbursement Request #1:	$ 6,288.33	
Reimbursement Request #2:	$ 66,257.35	
Reimbursement Request #3:	$ 31,023.17	
Reimbursement Request #4:	$ 28,724.15	
Total:		$ 132,293.00
First Responder Stipends:		
Full Reimbursement:	$ 54,271.45	
Total:		$ 54,271.45
Elections Reimbursement / Secretary of State's Office / CARES Act:		
September Primary Election:	$ 3,486.94	
November General Election:	$ 7,079.93	
Adjustment Payment:	$ 145.14	
Total:		$ 10,712.01
Center for Technology and Civic Life Grant:		
Election Support Funding	$ 5,000.00	
Total:		$ 5,000.00
GRAND TOTAL:		$ 202,276.46

Thank you for your consideration.

BUDGET COMPARISON -- FY '20 and FY '21 RUNNING TOTAL

Department	2020 Budget	2021 BOS Proposed	2021 Bud Com	Difference
Executive	283,542	288,555	10,150	
Election & Registration	114,956	89,088	15,550	
Financial Administration	100,890	105,970	5,075	
Legal Expense	30,000	30,000		
Personnel Administration	464,499	486,721		
Planning & Zoning	47,151	44,151		
General Government Buildings	135,839	12,099		
Cemeteries	34,383	34,186		
Insurance	117,595	128,261	128,261	10,666
Regional Associations	9,337	9,473		
Other General Government	111,871	113,272		
Police	1,294,289	1,373,166		
Ambulance	86,858	89,463	89,463	2,605
Fire	519,886	495,771	224,744	
Building Inspection	73,404	73,254	11,650	
Emergency Management	1,804	1,004	1,004	(800)
Other Public Safety (Details)	1,000	500	500	(500)
Highways & Streets	1,007,255	2,287		
Street Lighting	14,000	7,000	7,000	(7,000)
Solid Waste	25,751	20,151		
Health Officer	2,698	2,379		
Animal Control	21,929	22,412	2,390	
Health Agencies	5,875	5,875		
Public Assistance	15,500	15,500		
Intergovernmental Welfare	4,471	4,471		
Parks & Recreation	117,487	131,870		
Library	201,100	200,973	53,909	
Patriotic Purposes	11,500	6,500		
Conservation Commission	2,139	6,149		
Debt Service	3	3		
Capital Outlay				
Fire Truck	120,910	120,908	120,908	0
Road Reconstruction	500,000			
Recreation Improvement	3,700	1		
Fire Station #2 Repairs	0	13,000	13,000	13,000
Library Land & Building Review	28,850			
TOTAL	$5,510,472	$3,934,413	$670,604	$4,971
Special Warrant Articles				
Collective Bargaining Agreement	14,482	6,939		
Recreation Storage Building	43,000			
Building Rhabilitation CRF	98,000			
Fleet Maintenance ETF	25,000			
GRAND TOTAL	$5,690,954	$3,941,352	$670,604	$4,971

As of December 3, 2020 Budget Committee Meeting
As of November 19, 2020 Joint Personnel Committee Meeting
As of November 30, 2020 Board of Selectmen Meeting

2021 PROPOSED HEALTH ADMINISTRATION

TOWN OF AUBURN

		1 Expended 2017 As of December	2 Expended 2018 As of December	3 Expended 2019 As of December	4 Budgeted 2020 As of December	5 Expended YTD 2020 As of November	6 Dept/Comm Request 2021	7 % Chg 20/21	8 BOS Approved 2021	9 Budget Comm Approved 2021
General Fund										
Health Administration										
1 **01-4411-2-250-1**	Health Mileage	8.42	0.00	0.00	100.00	0.00	100.00		________	________
Narrative for Column #	*6*									
Level Funded										
2 **01-4411-6-645-1**	Health Dues & Memberships	255.00	70.00	35.00	255.00	45.00	255.00		________	________
Narrative for Column #	*6*									
Level Funded										
Health Administration Total		**263.42**	**70.00**	**35.00**	**355.00**	**45.00**	**355.00**	**0%**	**0.00**	**0.00**
Grand Total:		**263.42**	**70.00**	**35.00**	**355.00**	**45.00**	**355.00**	**0%**	**0.00**	**0.00**

2021 PROPOSED HIGHWAYS & ROADS

TOWN OF AUBURN

		1 Expended 2017 As of December	2 Expended 2018 As of December	3 Expended 2019 As of December	4 Budgeted 2020 As of December	5 Expended YTD 2020 As of November	6 Dept/Comm Request 2021	7 % Chg 20/21	8 BOS Approved 2021	9 Budget Comm Approved 2021
Highways & Streets										
1 **01-4312-3-385-1**	Highway Shimming	99,806.47	131,410.72	97,827.64	180,000.00	179,998.81	230,000.00	28%	________	________
2 **01-4312-3-385-2**	Highway Spr/Summer Storms	16,714.56	7,475.00	7,192.50	8,500.00	8,342.50	8,500.00		________	________
3 **01-4312-3-385-3**	Highways Summer Subcontractor	193,003.07	172,832.35	224,240.93	150,000.00	204,982.97	200,000.00	33%	________	________
4 **01-4312-3-385-4**	Highway Road Striping	8,569.62	20,678.50	22,040.01	21,000.00	0.00	21,000.00		________	________
5 **01-4312-3-385-5**	Highway Tree/Brush Cutting	42,640.00	32,332.50	34,291.25	42,000.00	32,970.00	42,000.00		________	________
6 **01-4312-3-385-6**	Highway Crack Sealing	0.00	0.00	0.00	1.00	0.00	1.00		________	________
7 **01-4312-3-385-7**	Highway Cold Patch	4,991.45	9,267.95	21,399.05	5,000.00	13,993.93	10,000.00	100%	________	________
8 **01-4312-3-385-8**	Highway Summer Gravel/Bankrun	41,802.80	1,145.55	1,767.78	1.00	0.00	1,500.00	149,900%	________	________
9 **01-4312-3-385-9**	Highway Summer Misc Supplies	1,443.72	120.44	11,427.22	3,000.00	1,559.62	1,600.00	-47%	________	________
10 **01-4312-3-386-3**	Highway Winter Subcontractor	496,592.59	389,852.14	434,368.71	382,000.00	226,647.77	382,000.00		________	________
11 **01-4312-3-386-4**	Highway Winter Salt	174,253.74	203,178.80	174,744.16	170,000.00	112,399.78	170,000.00		________	________
12 **01-4312-3-386-5**	Highway Winter Sand	0.00	1,694.17	4,114.32	5,000.00	699.84	5,000.00		________	________
13 **01-4312-3-386-6**	Highway Winter Repairs	6,005.94	13,102.62	7,687.68	9,000.00	1,702.54	9,000.00		________	________
14 **01-4312-3-387-2**	Highway Bridge & Culvert	7,225.00	6,601.53	0.00	5,000.00	39,474.43	5,000.00		________	________
15 **01-4312-3-387-4**	Highway Guardrails, Gates, Etc.	0.00	0.00	0.00	1,000.00	67.98	1,000.00		________	________
16 **01-4312-3-388-1**	Highway Signs & Safety Equipment	4,616.18	1,637.45	3,499.26	3,500.00	958.72	2,500.00	-29%	________	________
17 **01-4312-3-388-3**	Highway Special Hwy Grant	76,615.00	4,568.75	0.00	0.00	0.00	0.00		________	________
18 **01-4312-3-390-0**	Highway Catch Basin Maintenance	4,295.00	5,040.00	4,907.10	5,000.00	4,042.72	5,000.00		________	________
19 **01-4312-3-390-2**	Highway Storm Water Maintenance	14,749.02	2,237.50	5,960.00	15,000.00	10,000.00	10,000.00	-33%	________	________
Highways & Streets Total		**1,193,324.16**	**1,003,175.97**	**1,055,467.61**	**1,005,002.00**	**837,841.61**	**1,104,101.00**	**10%**	**0.00**	**0.00**
Grand Total:		**1,193,324.16**	**1,003,175.97**	**1,055,467.61**	**1,005,002.00**	**837,841.61**	**1,104,101.00**	**10%**	**0.00**	**0.00**

2021 PROPOSED IMPROVEMENTS OTHER THAN BUILDINGS

TOWN OF AUBURN

		1 Expended 2017 As of December	2 Expended 2018 As of December	3 Expended 2019 As of December	4 Budgeted 2020 As of December	5 Expended YTD 2020 As of November	6 Dept/Comm Request 2021	7 % Chg 20/21	8 BOS Approved 2021	9 Budget Comm Approved 2021
General Fund										
Improvements Other Than Bldgs										
1 **01-4909-9-930-0**	Road Reconstruction	752,627.47	659,033.64	676,249.57	500,000.00	481,650.35	650,000.00	30%		
Improvements Other Than Bldgs Total		**752,627.47**	**659,033.64**	**676,249.57**	**500,000.00**	**481,650.35**	**650,000.00**	**30%**	**0.00**	**0.00**
Grand Total:		**752,627.47**	**659,033.64**	**676,249.57**	**500,000.00**	**481,650.35**	**650,000.00**	**30%**	**0.00**	**0.00**

2021 PROPOSED GOVERNMENT BUILDINGS & MAINTENANCE

TOWN OF AUBURN

		1 Expended 2017 As of December	2 Expended 2018 As of December	3 Expended 2019 As of December	4 Budgeted 2020 As of December	5 Expended YTD 2020 As of November	6 Dept/Comm Request 2021	7 % Chg 20/21	8 BOS Approved 2021	9 Budget Comm Approved 2021
Government Buildings & Mainten										
1 **01-4194-5-510-1**	Town Hall Telephone/Internet	4,594.77	3,700.92	4,405.09	4,400.00	4,771.47	5,280.00	20%	_________	_________
Narrative for Column # 6 Comcast 400x12 - $4,800 Cell 40x 12 - $480										
2 **01-4194-5-510-2**	Highway Telephone/Internet	1,069.73	1,254.12	1,103.55	1,300.00	831.44	1,050.00	-19%	_________	_________
Narrative for Column # 6 Consolidated Communication Line $43x12 - $516 Verizon $45x12 - $540										
3 **01-4194-5-510-3**	PD/ACO Telephone/Internet	9,932.18	9,551.78	9,440.35	10,200.00	8,773.65	10,370.00	2%	_________	_________
Narrative for Column # 6 Consolidated Communication $111x12 - $1,332 Verizon $467x12 - $5,604 Comcast $286x12 - $3,432										
4 **01-4194-5-510-4**	FD/OEM Telephone/Internet	7,058.86	7,954.27	7,398.61	6,000.00	6,192.96	7,900.00	32%	_________	_________
Narrative for Column # 6 Verizon $116x12 = $1,396 Comcast (2 locations) $440x12 = $5,280 First Light $62x12 - $744 Cell Reim $40x12 - $480										
5 **01-4194-5-510-5**	P & R Telephone/Internet	-13.23	0.00	0.00	1.00	0.00	550.00	54,900%	_________	_________
Narrative for Column # 6 Verizon										
6 **01-4194-5-520-1**	Town Hall Electric	4,264.46	5,082.99	3,309.74	3,800.00	3,398.06	4,200.00	11%	_________	_________
7 **01-4194-5-520-2**	Highway Electric	2,561.58	2,641.42	2,923.44	3,500.00	2,206.97	3,100.00	-11%	_________	_________
8 **01-4194-5-520-3**	Safety Complex Electric	13,097.53	14,103.62	12,501.34	13,500.00	10,434.90	12,500.00	-7%	_________	_________
9 **01-4194-5-520-4**	Pingree Hill Electric	1,993.53	2,447.81	2,416.34	2,500.00	2,198.13	2,650.00	6%	_________	_________
10 **01-4194-5-520-5**	P & R Electric	2,093.10	2,201.13	2,058.67	2,200.00	1,336.23	1,500.00	-32%	_________	_________
11 **01-4194-5-530-1**	Town Hall Heating	2,377.19	4,018.11	3,320.75	4,500.00	1,745.41	3,500.00	-22%	_________	_________
12 **01-4194-5-530-2**	Highway Heating	6,661.49	3,426.70	4,013.05	4,500.00	2,259.51	4,500.00		_________	_________
13 **01-4194-5-530-3**	Safety Complex Heating	8,862.29	12,483.77	11,378.44	14,000.00	9,751.95	14,000.00		_________	_________
14 **01-4194-5-530-4**	Pingree Hill Heating	2,128.55	3,181.92	3,228.83	3,000.00	2,079.35	3,000.00		_________	_________
15 **01-4194-5-550-1**	Repairs & Maintenance	2,760.26	2,529.86	4,374.15	4,900.00	1,773.75	8,634.00	76%	_________	_________
Narrative for Column # 6 TH Furnance Clean/Repair - $1,000 Highway Furnance Clean/Repair - $700 TH Generator Maint - $250 Smoke Detectors Check/Repair - $250 Fire Extinguiser Check/Repair - $380 Lighting Fix/Replace - $1,000 Power Wast TH - $400 Miscellaneous - $1,500 TH Power Washing - $400 TH - Replacing Smoke & Heat Detectors - $2,754										

2021 PROPOSED GOVERNMENT BUILDINGS & MAINTENANCE

TOWN OF AUBURN

		1 Expended 2017 As of December	2 Expended 2018 As of December	3 Expended 2019 As of December	4 Budgeted 2020 As of December	5 Expended YTD 2020 As of November	6 Dept/Comm Request 2021	7 % Chg 20/21	8 BOS Approved 2021	9 Budget Comm Approved 2021
16 **01-4194-5-550-2**	Municipal Property Mowing	25,807.00	27,980.00	35,101.12	34,900.00	24,200.52	34,900.00		________	________
Narrative for Column # 6 Level Funding										
17 **01-4194-5-560-1**	Plant Costs	4,974.61	4,497.62	5,231.41	3,740.00	5,674.75	4,830.00	29%	________	________
Narrative for Column # 6 Trash PU - $350 State Lift/Boiler Insp - $400 Storage Units 240x12 - $2,880 TH Fire Alarm Monitoring - $450 Miscellaneous - $400										
18 **01-4194-6-660-1**	Bottled Water	325.83	153.21	35.10	1.00	0.00	0.00	-100%	________	________
Narrative for Column # 6 Put in Office Supplies										
19 **01-4194-6-660-2**	Janitorial Supplies	565.21	46.24	42.37	400.00	0.00	200.00	-50%	________	________
20 **10-4194-9-920-0**	Building Repairs	0.00	0.00	0.00	0.00	0.00	________		________	________
Grand Total:		**101,114.94**	**107,255.49**	**112,282.35**	**117,342.00**	**87,629.05**	**122,664.00**	**5%**	**0.00**	**0.00**

SOS ALARMS INC.
PO BOX 849
AUBURN, NH 03032
Tel: 800-984-0005 Fax: 603-669-9019

Proposal

Client Information

AUBURN TOWN HALL
Care Of: 47 CHESTER ROAD
PO BOX 309
AUBURN, NH 03032-0309

Proposal Number 956
Date 10/8/2020 **Expires** 11/7/2020
Salesperson SEAN O'BRIEN

Qty	Description	Unit Price	Labor	Total
18	SILENT KNIGHT SMOKE	$79.00	$0.00	$1,422.00
7	SILENT KNIGHT HEAT	$76.00	$0.00	$532.00
1	LABOR	$800.00	$0.00	$800.00

Sub Total	**$2,754.00**
Sales Tax	**$0.00**
Total This Proposal	**$2,754.00**

ANY UNFORSEEN ISSUES WILL BE CHARGED ACCORDINGLY TIME AND MATERIALS.

THANK YOU, FOR GIVING US THE OPPORTUNITY TO GIVE YOU A QUOTE AND IF YOU HAVE ANY QUESTIONS PLEASE FEEL FREE TO GIVE US A CALL AT THE OFFICE @ 669-6528 OR ON MY CELL @ 361-2913.

THANKS AGAIN,

BRANDON O'BRIEN

SOS ALARMS INC, REQUIRES A 50% DEPOSIT AND A SIGNED PROPOSAL/CONTRACT PRIOR TO SCHEDULING THE INSTALLATION.

CUSTOMER ACCEPTANCE ____________________________________. DATE ___________.

Please print name here	Please sign name here	Date Approved

2021 PROPOSED IMPROVEMENTS TO BUILDINGS

TOWN OF AUBURN

		1 Expended 2017 As of December	2 Expended 2018 As of December	3 Expended 2019 As of December	4 Budgeted 2020 As of December	5 Expended TYD 2020 As of November	6 Dept/Comm Request 2021	7 % Chg 20/21	8 BOS Approved 2021	9 Budget Comm Approved 2021
General Fund										
Buildings										
1 **01-4903-9-920-1**	~~SC Addition/Highway Doors/WE Fence~~ Storage Garage	0.00	0.00	32,158.94	43,000.00	-1,150.00		-100%		
Buildings Total		**0.00**	**0.00**	**32,158.94**	**43,000.00**	**-1,150.00**	**0.00**	**-100%**	**0.00**	**0.00**
Grand Total:		**0.00**	**0.00**	**32,158.94**	**43,000.00**	**-1,150.00**	**0.00**	**-100%**	**0.00**	**0.00**

State of New Hampshire
Department of Revenue Administration
109 Pleasant Street
PO Box 487, Concord, NH 03302-0487
Telephone (603) 230-5000
www.revenue.nh.gov

Lindsey M. Stepp
Commissioner

Carollynn J. Lear
Assistant Commissioner

MUNICIPAL AND PROPERTY DIVISION
James P. Gerry
Director

Samuel T. Greene
Assistant Director

October 26, 2020

Dear Governing Body:

The Municipal and Property Division is required under RSA 21-J:35 to review all appropriations and revenues to determine whether these appropriations have been voted according to the applicable statutes. The following issue was discovered;

Warrant Article 7: "To see if the Town will vote to raise and appropriate the sum of Forty-three thousand dollars ($43,000) for the purpose of building a 20' x 40' storage building on Town property at 55 Eaton Hill Road. This sum to come from the Municipal Aid revenue from the State of New Hampshire with no additional amount to be raised by taxation in 2020. Should the Municipal Aid revenue from the State of New Hampshire not be received by the Town, this warrant article will be null and void."

Problem: The municipal aid received by the town was in the amount of $38,509; not the full amount of $43,000 stated in the warrant article. Therefore, $4,491 is being disallowed from the total voted appropriations to arrive at an adjusted total voted appropriations amount of $5,711,463.

You may contact me at 230-5091 if you have any questions or concerns.

Sincerely,

Michelle Clark

Michelle J. Clark
Municipal Accounts Advisor

Town of Auburn
Board of Selectmen
November 30, 2020
Minutes
7:00 PM

Selectmen Present: Keith Leclair, Todd Bedard and Michael Rolfe

Others Present: Deputy Fire Chief Bob Selinga, Parks & Recreation Coordinator Amy Lachance, Lieutenant Charles Chabot, Michael DiPietro, Finance Director Adele Frisella, 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 30, 2020 - $1,939,987.01

Mr. Bedard motioned to approve the Accounts Payable Manifest for the Week of November 30, 2020 in the amount of $1,939,987.01. 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 30, 2020 - $13,432.50

Mr. Bedard motioned to approve the Accounts Payable Manifest for the Week of November 30, 2020 in the amount of $13,432.50. Mr. Leclair seconded the motion. A vote was taken, Mr. Rolfe abstain, Mr. Leclair – aye and Mr. Bedard – aye. The motion passed 2-0-1.

Approval of Consent Agenda – Week of November 30, 2020

Mr. Leclair read out loud the Consent Agenda for the Week of November 30, 2020 some of which included: one (1) void check manifest, six (6) abatement/refund requests, correspondence concerning Longevity Pay Letter to Town Employees and five (5) pistol/revolver licenses.

Mr. Bedard motioned to approve the Consent Agenda for the Week of November 30, 2020. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Appointments with the Board

Town Response to Covid-19 and State of Emergency Declaration

Mr. Herman reported there are currently 23 active cases of Covid-19 in Auburn.

Town Budget Presentations

Parks & Recreation – Amy Lachance

Mrs. Lachance presented the proposed FY 21 Parks & Recreation budget in the amount of $80,220.

Mrs. Lachance identified some items that could not be done this year due to Covid-19 but hopes to continue with next year such as Senior Trips and Old Home Day, while Concerts in the Park. and Trunk or Treat were conducted this year, were popular and will continue. The Seniors had a modified drive-in barbeque this year and hope to have a dinner in January and August. The deposit on Old Home Day was able to be carried over to next year which reduced the cost from $10,750 to $6,863, a savings of $3,837. The ski program cost is for January transportation and next year people will provide their own.

Mr. Bedard motioned to approve Recreation Senior Trips in the amount of $7,000. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Bedard motioned to approve Recreation Family Events in the amount of $9,463. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Leclair recommended moving the $50 cost for basketball nets and unplanned repairs to general maintenance.

Mr. Bedard motioned to reduce Basketball Program from $50.00 to $0 and move the item to general maintenance account. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Bedard motioned to approve Ski Program by reducing it to $1.00. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mrs. Lachance decreased the Service Award line to $150 to be able to give out three appreciation plaques.

Mr. Bedard motioned to approve Service Awards in the amount of $150. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Leclair questioned whether the Soccer Club had funding to cover some of its proposed costs and Mrs. Lachance will find out.

Mr. Bedard motioned to approve Soccer Program in the amount of $1,900. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Bedard motioned to approve Senior Dinners in the amount of $1,800. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Leclair asked if the Recreation vehicle underwent any inspection recently and Mrs. Lachance noted it was scheduled for March.

Mr. Bedard motioned to approve Fuel and Maintenance in the amount of $4,200. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mrs. Lachance noted Mike assembled three of the metal picnic tables purchased last year and she would like to continue with her replacement program and replace another three next year. There would be four mosquito treatments at Wayne Eddows. The playground chips are on a replacement cycle every third year and next year Wayne Eddows and Appletree would be done.

Mr. Bedard motioned to approve General Maintenance by increasing the amount from $14,000 to $16,800 to include $2,800 for storage rental. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mrs. Lachance provided the Board with a brochure for the proposed small ice rink and obtained an estimate of $5,250. This would need to be stored in the proposed storage building so it can be taken out of the budget if the storage building does not proceed. The liner is approximately 42x113 and folds up to the size of a pallet. The liner needs replacing between one and five years. Snow would be removed with a snow blower.

Mr. Bedard motioned to approve Ice Rink in the amount of $5,250. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mrs. Lachance noted trash removal costs are associated with events such as Old Home Day. A dumpster was donated last year so this is a new cost. Trash cans will also be replaced.

Mr. Rolfe motioned to approve Trash Removal in the amount of $300. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mrs. Lachance noted she is using a new company for the chemical toilets.

Mr. Bedard motioned to approve Chemical Toilets in the amount of $6,520. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mrs. Lachance noted Mike is taking inventory of the tools to match up to the existing inventory.

Mr. Bedard motioned to approve in the amount of $500. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Bedard motioned to approve in the amount of $200. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Leclair noted negotiations were underway with Manchester Water Works concerning Severance School. Mrs. Lachance has put together and shared a business plan and projected revenue annually of $16,888. She has discussed with groups such as Girl Scouts if they would be willing to pay a small fee to have somewhere to go and they were agreeable. Costs including rent and utilities were projected to be $26,400 with revenues projected to be $16,888 with $12-$13,000 in revenue the building can generate. Outside events/Other facilities accounted for approximately $3-$4,000.

Mr. Leclair noted the length of the agreement is a concern. Mr. Bedard noted the building needs to be spruced up. Mr. Leclair noted the work may not be finished before April/June which would give Recreation use for summer programs. Mr. Herman noted it could not be part of the default budget. Mr. Leclair noted it would go before the Budget Committee for approval and then to Manchester Water Works.

Mr. Bedard motioned to approve Recreation Improvements in the amount of $15,000. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Summary: Line 001-2 Family Events was reduced by $3,837.
Line 001-3 Basketball was reduced by $50
Line 001-4 Ski Program was reduced by $2,799
Line 550-0 General Maintenance was increased by $2,800*
Line 550-4 Ice Rinks was increased by $250
Line 560-1 Trash Removal was reduced by $300
Line 940-1 Improvements was reduced by $10,000

Proposed: $80,220 Approved: $69,084 Reduced: $13,936

Recreation Improvement – Amy Lachance

Mrs. Lachance presented the proposed FY 21 Improvements budget in the amount of $3,500 which is for proposed $1,500 Outdoor Fitness equipment and $2,000 for storage rental in the event the storage building does not proceed. The Board was not in favor of moving the line for the outdoor equipment, a reduction of $1,500.

Mr. Herman noted the storage unit would cost $2,800 for the year at $240/mo.

Mr. Leclair questioned why these were in improvements and recommended reducing the line to $1 and moving $2,800 to general maintenance above.

Mr. Bedard motioned approve Recreation Improvements in the amount of $1.00. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Welfare – Bill Herman

Mr. Herman presented the proposed FY 21 Welfare budgets in the amount of $15,500 for Direct Assistance and Intergovernmental Payments which is for a contribution to Rockingham Community Action in the amount of $4,471. 103 Auburn households were served last year.

Mr. Bedard motioned to approve the FY 21 Direct Assistance budget in the amount of $15,500. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Bedard motioned to approve the FY 21 Intergovernmental Payments budget in the amount of $4,471. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Longevity Pay – Bill Herman

Mr. Herman presented the proposed FY 21 Personnel Administration budget for Longevity Pay in the amount of $11,350 which is a 18% increase over last year. Mr. Herman noted approximately 28 employees are eligible per the Personnel Policy and Collective Bargaining Agreement. An employee is eligible for the first tier after 5-9 years of service with increasing amounts per years of service up to 25. There are four employees eligible for 25 plus years of service.

Mr. Bedard motioned to approve the FY 21 Longevity Pay budget in the amount of $11,350. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Personnel Administration/Insurances – Bill Herman/Adele Frisella

Mr. Herman presented the proposed FY 21 Personnel Administration budget for Insurances in the amount of $384,032 which is a 3% increase over last year. Mr. Herman noted an increase of 9% for health insurance which will be realized for the last six months beginning July 1.

Mr. Leclair asked if employees are surveyed to anticipate changes in enrollment. Ms. Frisella noted most employees communicate their intentions.

Mr. Bedard motioned to approve the FY 21 Personnel Administration Insurances budget in the amount of $384,032. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Financial Administration – Audit – Adele Frisella

Ms. Frisella presented the proposed FY 21 budget for Financial Administration, Audit expenses in the amount of $13,500 which is a 4% increase over last year. Ms. Frisella indicated she left $500 for assistance with the MS-5 Annual Financial Report form which Ms. Rousseau will take over preparing. The auditors have still not finished this year so that expense is not shown in the expended column for this year.

Mr. Bedard motioned to approve the FY 21 Financial Administration Audit budget in the amount of $13,500. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

New Business

Mr. Leclair reported there are 32 flag poles in Town on utility poles in the center of town, which are taken down and put up seasonally. Chief Williams expressed safety concerns with the way the flags were put up. Mr. DiPietro recommended a self-driving lift at an estimated cost of $400/day. Mr. Bedard questioned whether a local contractor might donate the service.

Old Business

Update on Street Lights – LED Conversion Project

Mr. Herman reported the streetlight conversion project is ready to go. The lights are ready for delivery this week. Fire Chief Williams arranged for a bay at Pingree Hill Station to be used as a base of operation during the two-day installation which should be completed by the end of this week or early next week.

Report/Comments of Ex-officio Board Representatives

Mr. Bedard reported that Highway Safety discussed parking on both sides of Tower Hill. Lieutenant Chabot agreed that it gets tight and is difficult to get a vehicle between the parked cars going in one direction. Mr. DiPietro noted solutions were being discussed such as cooperation with Water Works. Lieutenant Chabot noted about 35-40 cars are parking there each day. Mr. Rolfe noted visitors could walk from Old Candia Road.

Mr. Leclair reported the Budget Committee met with the School Board and AVS Administration to discuss the proposed FY 21 budget. The budget was up $400,000, approximately 3%. Mr. Leclair opposed full-day Kindergarten, but it passed 3-2. AVS reported being only one of four schools who had not transitioned to full-day with some of the drivers being the new State law requiring busing of the Kindergarteners in the afternoon which would cost $61,200 and the SPED budget being down.

Other Business

Next Meetings/Events

Monday, December 7, 2020 – Board of Selectmen's Meeting – 7:00 PM
Monday, December 14, 2020 – Board of Selectmen's Meeting – 7:00 PM

Minutes

- **November 23, 2020 Public Meeting Minutes**

Mr. Bedard motioned to approve the November 23, 2020 Public Meeting Minutes. Mr. Rolfe seconded the motion. With all in favor, the motion passed unanimously.

- **November 23, 2020 Non-Public Meeting Minutes**

Mr. Bedard motioned to approve the November 23, 2020 Non-Public Meeting Minutes. Mr. Rolfe seconded the motion. With all in favor, the motion passed unanimously.

Non-Public Session pursuant to RSA 91-A: , II (a) Consideration of the compensation of any public employee

Mr. Leclair motioned to go into non-public session pursuant to RSA 91-A: 3, II (a) consideration of the compensation of any public employee. Mr. Bedard seconded the motion. A roll call vote was taken: Mr. Leclair – Yes, Mr. Bedard – Yes, Mr. Rolfe – Yes. All were in favor, the motion passed unanimously.

The meeting room was closed to the public at 8:22 PM.

Mr. Herman noted Finance Director Adele Frisella completed the positive performance review of the Finance Assistant, which was provided for the Board's review. A step increase from Labor Grade Step 7 to Step 8 was recommended.

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

The meeting room was reopened to the public at 8:25 PM.

Mr. Bedard motioned to approve the recommendation of the Finance Director to approve a step increase for the Finance Assistant from a Labor Grade 7, Step 7 to a Labor Grade 7, Step 8 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. Rolfe motioned to adjourn the meeting at 8:26 PM. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy Hoijer,
Recording Secretary