

**Town of Auburn  
Board of Selectmen  
Town Hall  
December 21, 2020**

**7:00 p.m.**

**( ) Call to Order – Pledge of Allegiance**

Approval of Payroll Manifest for the Week of December 21, 2020

Approval of Consent Agenda – Week of December 21, 2020

**( ) Appointments with the Board**

Fire Chief Michael Williams – Monthly Meeting

- ❖ SOG #202 – Full-Time Firefighter Rules and Responsibilities

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

- ❖ General Update on Town Issues

**( ) New Business**

- ❖ Chief Pelton Request to Purchase Radar Unit from Police Detail Fund
- ❖ Review of Potential Warrant Articles for 2021

**( ) Old Business**

- ❖ FY 2021 Funding for Griffin Library Staffing

**( ) Report / Comments of Ex-officio Board Representatives**

**( ) Other Business**

**( ) Next Meetings / Events**

- ❖ Monday, January 4, 2021 – Board of Selectmen's Meeting – 7:00 PM

**( ) Minutes**

- December 14, 2020 Public Meeting

**( ) Non-Public Session pursuant to RSA 91-A : 3, II (a)**

- ❖ Compensation of a public employee

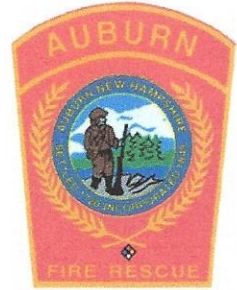
**( ) Adjourn**

*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, NEW HAMPSHIRE

Fire Department  
55 Eaton Hill Road  
Auburn, NH 03032  
(603) 483-8141



Fire Chief Michael Williams

Deputy Fire Chief Robert Selinga

### Auburn Fire-Rescue Department Monthly Report November 2020

The Auburn Fire Rescue Department responded to 49 incidents for the month, incident responses are broken down as listed below:

Building Fire:	0
Vehicle/equipment Fires:	1
Brush:	1
Fires, all other:	1
Alarm Call no fire:	8
Hazardous Conditions:	5
Rescue/EMS:	20
Service calls:	6
Good intent calls:	7

**Total:** 49

### Fire Chiefs Report

- Continued working COVID-19 related issues.
- Station 2 smoke exhaust system has been installed.
- We have hired a new fulltime firefighter which starts in December.
- AFD assisted the school with Turkey deliveries.
- AFD has hired Dan Duval as a new call firefighter, Dan has his EMR certification.
- EMS training this month was held via ZOOM
- C1 & C2 Continually updating Operational Policies and Procedures.
- Attended the selectmen's meeting to go over my monthly Fire Department report.
- Submitted monthly call firefighter payroll.
- AFD crews attended Londonderry's live fire training.
- Relocated boat 1 to Station 2 for the winter.
- Annual SCBA fit testing was completed this month.
- Exported the monthly NHIFRS reports to the State of N.H.
- Continued working with Derry Fire on a new repeater frequency for both Auburn and Chester.

- Responded to emergencies and meetings as needed and required.
- I continually meet with Fire officers and Department members as needed and required.
- The Part time/Per diem shifts are going well, all of training with new members is taking place.

#### **Deputy Fire Chief Bob Selinga**

- Assists with checking members off on fire apparatus as driver/operators.
- Responds to emergencies as requested.
- Bob is working with new members on vehicle check offs.
- Assists the Fire Chief with many department related issues.

#### **Safety Complex (Station 1) Captain Jim Saulnier**

- Assisted with the COVID-19 preparedness.
- Assists with filling the per Diem shifts and with managing this program.
- Jim has left Auburn Fire as a fulltime Captain but will remain on as a call Captain.
- The duty crew responded to calls for service as requested.
- The duty crew completed life safety inspections as requested.
- Completed monthly Station Captain responsibilities @ Station 1.

#### **Station 2 Captain (Vacant)**

##### **Lieutenant Matt Barsaleau (Crew #1, PPE)**

- Assisted at Crew detail every other Sunday.
- Responds to emergencies as requested.
- Issued PPE as needed and requested, PPE Inspections ongoing.
- Matt is assisting with filling day time crew vacancy.
- Matt has been filling in for the vacant fulltime positions.
- Worked with his crews on training requirements.

##### **Lieutenant Todd Dignard (Crew #2, Small tools & equipment)**

- Assisted at Crew detail every other Sunday.
- Responds to emergencies as requested.
- Ordered and repaired small tools and equipment.
- Todd has been filling in for the vacant fulltime positions.
- Worked with his assigned crew on training requirements.

### **Lieutenant Chris Szatynski (Crew #3 Training)**

- Assisted at Crew detail every other Sunday.
- Responds to emergencies as requested.
- Lt. Szatynski oversee all mobile and portable radios and serves as the Fire Training Officer.
- Serves as the AFD safety Officer.
- Fit tested all AFD members.
- Chris has been filling in for the vacant fulltime positions.
- Working on organizing and scheduling monthly fire training, this month's fire training was gator training.
- Worked with his assigned crew on monthly training/crew activities, vehicle checks, etc.

### **Lieutenant Pat Glennon (Apparatus)**

- Assisted at Crew detail every other Sunday.
- Responds to emergencies as requested.
- Scheduled Car 1 and 2 for recall repairs.
- Scheduled Tanker 2 for final repairs.
- Assist with Vehicle maintenance on all AFD apparatus.

### **Lieutenant Mike Sullivan (EMS)**

- Assisted at Crew detail every other Sunday.
- Responds to emergencies as requested.
- Serves as our EMS coordinator.
- Placed a new Hypothermia bag on Gator 1
- Coordinates Monthly EMS training schedules.
- Qc's all EMS TEMSIS reports.





# Auburn Fire November 2020 Statistics

## Calls by Day of the Week

	Nov 2020
Monday	11
Tuesday	8
Wednesday	5
Thursday	5
Friday	8
Saturday	6
Sunday	6
<b>Total</b>	<b>49</b>

## Fire / EMS Calls for Nov. 2020

EMS Calls for Service 20

Fire Calls for Service 29

**Total Calls For Service 49**

## Calls by Response Area

	Nov. 2020
Grid AFD1	12
Grid AFD2	4
Grid AFD3	6
Grid AFD4	8
Grid AFD5	7
Grid AFD6	1
Mutual Aid Given	11
<b>Total</b>	<b>49</b>

## Fire and Rescue Responses by Type Nov. 2020

Building Fire	0
Vehicle/ Heavy Equipment Fire	1
Brush	1
Fires, other types	1
Alarm call no fire	8
Hazardous Condition	5
Good Intent	7
Service Call	6
Emergency Medical Services	20
<b>Total Responses</b>	<b>49</b>

Simultaneous Incidents	Occurrences	Total	Simultaneous Incidents
Single Call	47	47	N/A
Two Calls Simultaneously	1	2	2
Three Calls Simultaneously	0	0	0
Four Calls Simultaneously	0	0	0
Five or More Calls Simultaneously	0	0	0
<b>Totals</b>		49	2
<b>Nov. 2020</b>			<b>4 %</b>

## Mutual Aid/Auto Aid Given

	Nov. 2020
Bedford	0
Candia	4
Chester	6
Deerfield	0
Derry	0
Hampstead	0
Hooksett	1
Hudson	0
Litchfield	0
Londonderry	0
Manchester	0
Northwood	0
Pelham	0
Raymond	0
Salem	0
Sandown	0
Windham	0
<b>Total</b>	<b>11</b>

## Mutual Aid Received

	Nov. 2020	Time of Day	Count
Candia	2	00:00 - 00:59	0
Chester	13	01:00 - 01:59	1
Deerfield	0	02:00 - 02:59	0
Derry	1	03:00 - 03:59	0
Hampstead	0	04:00 - 04:59	0
Hooksett	0	05:00 - 05:59	1
Hudson	0	06:00 - 06:59	3
Litchfield	0	07:00 - 07:59	3
Londonderry	0	08:00 - 08:59	2
Londonderry	0	09:00 - 09:59	4
Manchester	0	10:00 - 10:59	1
Manchester	0	11:00 - 11:59	5
Raymond	0	12:00 - 12:59	4
<b>Total</b>	<b>16</b>	13:00 - 13:59	5
		14:00 - 14:59	4
		15:00 - 15:59	1
		16:00 - 16:59	2
		17:00 - 17:59	2
		18:00 - 18:59	3
		19:00 - 19:59	1
		20:00 - 20:59	2
		21:00 - 21:59	1
		22:00 - 22:59	1
		23:00 - 23:59	3
		<b>Total Alarms</b>	<b>49</b>

## EMD Call Code

	Nov. 2020
ALPHA	4
BRAVO	2
CHARLIE	4
DELTA	4
ECHO	0
NONE	6
OMEGA	0
<b>Grand Total</b>	<b>20</b>




# Town of Auburn Fire Department

55 Eaton Hill Road  
Auburn, NH 03032  
(603)483-8141



## Auburn Fire Department Standard Operating Guideline

Posting Date: 08/19/2017	SOG Category & Identification Number:	Revision date: 12-21-20
Effective Date: 10/19/2017	SOG # 202	
SOP Title: Fulltime Firefighter Rules and Responsibilities		
Approved by Michael Williams 	Re-evaluation Date: 12/21/2021	Number of pages: 4

**PURPOSE:** The purpose of this guideline is to outline the rules and responsibilities for our full-time employees. This guideline covers all aspects of what expectations the Auburn Fire Rescue has for our fulltime firefighters.

**SCOPE:** The scope of this guideline applies to all fulltime fire service personnel.

### PROCEDURES AND INFORMATION:

It is the responsibility of our fulltime firefighters to ensure the readiness of all Auburn Fire Department apparatus and equipment and to respond to all dispatched calls for service to serve and protect the citizens of Auburn. This guideline covers many topics outlining your roles and responsibilities here with Auburn Fire Rescue. Auburn fulltime firefighters are covered under the towns personnel policy and are supervised by the Fire Chief and or the Deputy Fire Chief.

### Monthly Responsibilities:

- Complete 2 cistern / dry hydrant inspections monthly, excluding the months of November, December, January, and February
- Attend one Auburn Village School lunch per month, this is a student mentoring event.
- Remove all fire apparatus from bay area and wash bay floors at both fire stations.
- Attend the monthly Fire or EMS training.
- Turn over Forestry 1 pump
- Inspect gator trailer including all equipment inside trailer.

### Weekly Responsibilities:

- Monday: Tanker 1 vehicle check
- Tuesday: Rescue 1 vehicle check
- Wednesday: Forestry 1, Car 2 vehicle checks
- Thursday: Gator 1 vehicle check
- Friday: Boat 1 & Car 1 vehicle checks
- Saturday: Engine 2 & Tanker 2 vehicle checks



- Sunday: Ladder 1 vehicle check
- Every Friday the duty crew will go to Station 2 and performing a light cleaning of the building.

#### **Chain of Command:**

- Fulltime firefighters are supervised by the Fire Chief and or Deputy Fire Chief. You are accountable to Call Fire Officers both on and off the scene of emergencies.
- While on the scene of an emergency or while working around the fire house, Fulltime members are asked to follow the proper chain of command.

#### **Daily Responsibilities:**

- Daily scheduled Fire Inspections or Fire prevention activities.
- Daily Fire apparatus maintenance and repairs as required.
- Daily Fire/EMS equipment checks.
- Respond to Emergencies/Non-emergency as required.
- Daily Station cleaning as required, (See Captains rules)
- Complete all daily assigned tasks, (See Captains rules)
- Sweep apparatus bay floors as needed
- Snow shoveling/plowing when applicable
- Ensure All Fire apparatus fuel levels are full.
- Ensure all Fire apparatus is clean.

#### **Uniform wear:**

- Fulltime firefighters must be dressed appropriately during your duty shift, Fulltime firefighters will receive an annual clothing allowance of \$600.00. Your initial clothing allowance will be slightly higher than the \$600.00 to ensure all required uniforms have been purchased.
- Uniform short can be worn from May 1st until December 1<sup>st</sup>.
- Collared shirts or golf shirts shall be worn while out on official department business, (this includes, inspections, fire prevention activities and official department events, Job shirts can be worn.)
- Auburn Fire T shirts can be worn while working around the fire stations.
- Station shoes or boots shall have safety toes.

#### **Earned Time Use:**

- When a fulltime firefighter is requesting scheduled earned time off, an email shall be sent to the Fire Chief and the Deputy Fire Chief requesting the applicable days off. Either the Fire Chief or Deputy Fire Chief will approve or deny this time off request and will fill the vacancy.
- When a fulltime firefighter is requesting unscheduled earned time off, (I.e., sick, personal time), a telephone call, text or email shall be sent to the Fire Chief and Deputy Fire Chief as soon as possible so adequate coverage can be found.

### **Accident/Injury Reporting:**

- Anytime an accident or injury has occurred while working a shift, A Chief Fire Officer must be notified immediately so proper notifications can be made. Every accident and or injury requires the Auburn Fire Rescue accident report and or workmen compensation paperwork to be completed. This applies to all vehicle accidents, non-vehicular accidents, and all personal injuries sustained while on duty.

### **Payroll:**

- Your payroll sheets must be filled out on a weekly basis and will be submitted biweekly to Town Hall with all fulltime employee's payroll paid biweekly on Wednesday.
- Auburn Pay periods are from 12am. Sunday-11:59 PM Saturday
- All accrued time off and or Overtime must be entered with a brief explanation on the bottom of the payroll sheet.
- Timesheets can be found in the radio room, in the radio desk, right side hanging folders.

### **Filling vacancies:**

- All vacancies created from our fulltime firefighters will be filled with properly trained members.
- AFD Members interested in filling scheduled and unscheduled shifts are required to follow these guidelines while working the applicable shift.
- All vacancies shall be approved by a chief fire officer.

### **Fulltime Firefighters Shift Schedules:**

Monday-Friday Shift 1: 0730-3:30

Monday -Friday Shift 2: 0830-4:30

### **SOP/SOG's:**

- All SOP and SOG's can be found on the station computers under the Operations folder labeled SOP-SOG's. Certain SOP and SOG's are directed towards the call firefighting force, but most apply to all members. Always remember that fulltime employees are covered under the town's personnel plan.

### **Station Captain Rules and Regulations, (Safety Complex):**

- Please Ensure that the building is completely secure before exiting
- No Turnout Gear is Allowed in the Dayrooms on either the First or Second Floors at the Safety Complex or in the day room at Station 2.
- Please Ensure that the Dayrooms/Weight room/Training room and sleeping areas are clean and the trash has been emptied after very use. This includes Crew Trainings, meetings, meals, and leisure time.
- Clean all Hard Surfaces
- Clean Kitchen sink
- Empty/Fill Dishwasher
- Empty all Trash
- Clean Bathrooms (includes Upstairs at the safety Complex)
- Sweep, Vacuum and Wash Floors



- Entry Doors should remain locked throughout the shift
- Please Ensure that all Apparatus and Equipment is back In Service after every use. The incident or training is not complete until **ALL** apparatus and equipment is **"IN SERVICE"**.
- Please make sure that the "PLYMO" at the Safety Complex is connected to each vehicle when they return to service.
- Please Ensure that the apparatus Shorelines and Airlines have been reconnected when the vehicle is back in service.
- During the **"Winter Months"** and during inclement weather please rinse or wash all apparatus when they return to service. All members should adopt a **"Pride in Ownership"** attitude to ensure the longevity of all equipment.
- Please ensure that the Apparatus Room is clean and tidy.
- During the winter months please ensure that all doorways and overhead door openings are clear of snow and ice.
- **Burn Permits** – Saturday and Sunday from 2 to 4 pm. If no Deputy Warden or listing agent is available refer residents to [www.nhfirepermit.com](http://www.nhfirepermit.com) to acquire an online permit.
- **Derry Fire Alarm 603-432-6121 ext. 1**
- **If you need to close a road due to an incident contact the Road Agent**
- **Mike Dross at 603-303-4223**
- **Proper Phone Etiquette** – "Good morning/afternoon Auburn Fire Department"
- **Officers work with Firefighters on Proper Radio etiquette.** IE: "Fire Alarm, Auburn ladder 1 calling"
- **Obtain the Daily Fire Danger and Change the Signs Accordingly**
- [https://maillist.nh.gov/list/dncr\\_fpb/?p=subscribe&id=11](https://maillist.nh.gov/list/dncr_fpb/?p=subscribe&id=11)

**END OF SOG 202**

## POTENTIAL WARRANT ARTICLES FOR 2021

### Appropriation for Collective Bargaining Agreement

To see if the Town will vote to approve the cost items for year three of a three-year collective bargaining agreement which resulted from negotiations between the Auburn Board of Selectmen, the Auburn Police Commission and the Auburn Police Union, Local 216 and which represents an estimated increase of \$6,989 over FY 2020 salaries, fringe benefits and other cost items at the current staffing level for the ensuing year; and further to raise and appropriate the sum of Six thousand nine hundred and eighty-nine dollars (**\$6,989**), such sum representing the negotiated increase over 2020 salaries, fringe benefits and other cost items at the current staffing levels. **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

### Change Purpose of Existing Building Improvement Capital Reserve Fund

To see if the town will vote to change the purpose of the existing Town Buildings Restoration Capital Reserve Fund to the Town Buildings Construction or Improvement Capital Reserve Fund. (Two-thirds vote required).

### Discontinue Existing Insurance Retention Reserve Fund

To see if the town will vote to discontinue the Insurance Retention Fund created in 1992. Said funds, with accumulated interest to date of withdrawal, are to be transferred to the municipality's general fund. (Majority vote required)

### Appointment of Tax Collector

To see if the Town will vote to authorize the Board of Selectmen to appoint a tax collector in accordance with RSA 41:2 and RSA 669:17 for a three-year term of office, rather than electing a tax collector. (Majority vote required)

### **Appropriations of Funds into Existing Reserve Funds**

To see if the town will vote to raise and appropriate the sum of Eighty-five-thousand dollars (**\$85,000**) to be placed into four previously established reserve funds as follows:

Town Buildings Restoration Capital Reserve Fund: \$25,000  
Town Properties Rehabilitation Expendable Trust Fund: \$25,000  
Fleet Maintenance and Replacement Expendable Trust Fund: \$25,000  
Accrued Benefits Liability Reserve Fund: \$10,000

The sum of \$85,000 to come from the unreserved fund balance (surplus) as of December 31, 2020 with no additional amount to come by taxation in 2021. (Majority vote required)

### **Creation of New Reserve Fund for Highway Emergency Maintenance**

To see if the Town will vote to establish a Roads and Infrastructure Emergency Maintenance Expendable Trust Fund pursuant to the provisions of RSA 31:19-a, to enable the Town to address large, unanticipated expenses due to damage that may occur to the Town's road and infrastructure network due to natural disaster, major storm or ice damage or similar events that necessitates major repairs to reopen the roads and infrastructure. To raise and appropriate the sum of One hundred thousand dollars (**\$100,000**) to put in the fund, with this amount to come from the unexpended fund balance as of December 31, 2020; and to designate the Board of Selectmen as the agents to expend from this fund. (Majority vote required)

### **Appropriation for Construction of Storage Garage Facility**

To see if the Town will vote to raise and appropriate the sum of Eighty-one-thousand, eight hundred dollars (**\$81,800**) to construct a 20' x 60' storage garage facility on Town property at 55 Eaton Hill Road. The amount will come from a one-time payment of \$38,509 of Municipal Aid revenue from the State of New Hampshire received by the Town, with the balance of \$43,291 to come from the unexpended fund balance as of December 31, 2020 with no additional amount to come by taxation in 2021. (Majority vote required)



2021 PROPOSED STAFF BUDGET  
**GRIFFIN FREE PUBLIC LIBRARY**  
Town of Auburn

We are requesting that our staff base number of hours remains the same with the addition of step and cola increases.

The number of current staff hours remains the same:

	<u>2020 Proposed</u>
Mary Hrubiec:	21 hours/week
Hope Garner:	17.5 hours/week
Dan Szczesny:	13 hours/week
Chris Chickering:	10.5 hours/week
Jamie L'Italien:	5 hours/week
Director	40 hours a week

Summer Hours to meet programming demand: 8 hours/week for 13 weeks

RATIONAL

Programming	2 hours/week	104 hours/year
Director's vacation	113 hours/year	113 hours/year
Dept. Head meetings	30 hours/year	30 hours
Conferences/meetings	42 hours/year	42 hours/year
Staff float	44 hours/year	44 hours/year
Director's float	8 hours/year	8 hours/year
Staff regular schedule	50 hours/week	2600 hours/year
Staff meetings	120 hours/year	120 hours/year

	2020 Wkly Hours	Budget 2020	YTD Exp (11/2020)	2021 Wkly Hours	2021 Default	2021 w/Step		2019 Avg Wkly Hrs
Library Director	40.00	66,980	58,318.68	40.00	68,165	68,278		35
Library Assist								
Gardner	17.50	17,998	12,083.86	13.00	13,615	13,683	YTD Hrs 613divide by 47 wks = 13.04 hrs per wk	13.63
Hrubiec	21.00	21,903	17,588.85	17.75	19,610	19,986	YTD Hrs 862divide by 47 wks = 18.34 hrs per wk	20.25
L'Italien	6.00	5,310	5,264.57	7.00	6,382	6,467	YTD Hrs 306.25divide by 47 wks = 6.52 hrs per wk	5.54
Szczesney	13.00	11,884	8,312.00	10.00	9,484	9,547	YTD Hrs 467divide by 47 wks = 9.94 hrs per wk	8.35
Unknown	8.00	1,764	-	0.00	-	-		
Sub Total	65.50	58,859	43,249	47.75	49,091	49,683		
Library Tech	10.00	9,790	9,376.07	11.00	10,432	10,501	YTD Hrs 467divide by 47 wks = 11.15 hrs per wk	10.19
<b>Grand Totals</b>	<b>115.50</b>	<b>135,629</b>	<b>110,944</b>	<b>98.75</b>	<b>127,688</b>	<b>128,462</b>		

CARES Fun Rec'd

Director	2,289.58
Assistants	2,546.60
Technical	348.26
	5,184.44

	2021 Wkly Hours	2021 Default Budget	2021 w/Step	Change Request 2021 Wkly Hrs	2021 Chg w/Step Budget	Added \$\$
Library Director	40.00	68,165	68,278	40.00	68,278	-
Library Assist						
Gardner	13.00	13,615	13,683	17.50	22,037	8,354
Hrubiec	17.75	19,610	19,986	21.00	22,878	2,892
L'Italien	7.00	6,382	6,467	5.00	4,598	(1,869)
Szczesny	10.00	9,484	9,547	13.00	12,402	2,855
Unknown for 13wks	0.00	-	-	8.00	1,768	1,768
Sub Total	47.75	49,091	49,683	64.50	63,683	14,000
Library Tech	11.00	10,432	10,501	10.50	9819.43	(682)
<b>Grand Total</b>	<b>98.75</b>	<b>127,688</b>	<b>128,462</b>	<b>115.00</b>	<b>141,781</b>	<b>13,319</b>

**Town of Auburn  
Board of Selectmen  
December 14, 2020  
Minutes  
7:00 PM**

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

**Others Present:** Conservation Commission Chair Jeff Porter, Jeremy Lougee of the Southeast Land Trust of NH, Library Director Kathryn Gowney, Library Trustees Nancy Mayland and Elizabeth Michaud, Michael DiPietro, Sergeant James Huard, 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 December 14, 2020 - \$270,402.90**

*Mr. Bedard motioned to approve the Accounts Payable Manifest for the Week of December 14, 2020 in the amount of \$270,402.90. 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 December 14, 2020 - \$2,430.00**

*Mr. Bedard motioned to approve the Accounts Payable Manifest for the Week of December 14, 2020 in the amount of \$2,430. 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 Consent Agenda – Week of December 14, 2020**

Mr. Leclair read out loud the Consent Agenda for the Week of December 14, 2020 some of which included: four (4) Abatement/Refund Requests (3 overpayments and 1 duplicate payment), one (1) Tax Collector's Warrant, one (1) Application for Property Tax Credit/Veteran Exemption, correspondence to Non-First Responder Town & Library Employees and one (1) Pistol/Revolver License.

*Mr. Bedard motioned to approve the Consent Agenda for the Week of December 14, 2020. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.*

**Appointments with the Board**

**Jeremy Lougee of SELT & Conservation Commission Chair Jeff Porter – Sanborn Conservation Easement**

Mr. Herman provided a Memorandum dated December 11, 2020, due diligence information package prepared by the SELT and a copy of the Conservation Commission's meeting minutes of March 6, 2020 which contain a vote for withdrawal of funds in the amount of \$160,000 for the acquisition of the Conservation Easement for the Sanborn property located on Dearborn Road



and Chester Turnpike, Tax Map 11, Lot 19. \$160,000 is the cost to the Town of the approximate \$1.3 million project cost for the 211-acre easement. The Commission held the public hearing on the withdrawal of funds on April 7, 2020. The balance of funding will come from other sources. The Commission has been working with SELT and property owners Brenda and Robert Sanborn to secure the easement for several years. The Commission and SELT are seeking the Board's agreement to accept executory interests provided in the easement on behalf of the Town of Auburn in order to complete the project.

***Mr. Bedard moved to accept the proposed executory interests of the conservation easement on approximately 211.324-acres of land located on Dearborn Road and Chester Turnpike (Tax Map #11, Lot #19) and further to authorize the Board of Selectmen Chairman and the Chairman of the Auburn Conservation Commission to sign all appropriate documents to complete the transaction. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Town Response to Covid-19 and State of Emergency Declaration**

### **General Update on Town Issues**

Sergeant Huard reported there were 15 active cases in the Town of Auburn. Mr. Herman reported the Fire Department is being given an electrostatic sprayer by the State and will be picking it up tomorrow. Chief Williams has offered to spray the Town Hall once per week.

### **Town Budget Presentations**

#### **Storage Garage Building**

Mr. Leclair summarized the history of funding approved by the Town for the proposed 20'x40' storage building and the reduction in funding by the State to \$38,000. Mr. Leclair reviewed the proposals that were received from Belletetes and Pidcor. The 20'x40' wooden building will cost approximately \$60,000. A 20'x60' wooden building would cost approximately \$72,290 with a placeholder for labor in the estimate. Pidcor proposed \$81,800 for the 20'x60' steel garage with three doors on a concrete slab. Mr. Leclair noted he has asked Pidcor if they can hold the price going into another year. Mr. Leclair noted \$10,000 for electrical and \$8,000 for the partitions is conservative.

Mr. Leclair recommended going with a storage building that was maintenance free such as the metal building. Mr. Bedard recommended that it not appear too industrial looking.

The Board determined based on the estimates provided thus far that the larger building would cost between \$70,000 and \$81,800 and agreed they wanted the larger building but needed to fund the difference of approximately \$43,000. Mr. Leclair noted it was important to let the taxpayers know the building was underfunded and that is why it did not happen last year.

The Board discussed funding options. Mr. Rolfe felt it was better to have the people vote on it. Mr. Bedard agreed the Town should vote even if the tax impact is zero to state where the funding is coming from. Mr. Herman will draw up the proposed Warrant Article for the next Board meeting for the estimated \$81,800 project total offset by revenue. Ms. Frisella noted it would state that the Town is using \$38,000 from FY 2020 toward the cost.

## **Electronic Records Storage**

Mr. Herman described the process for the Town's proposed electronic records storage and presented the proposed FY 21 budget for the \$25,000 cost. Mr. Herman recommended the project be withdrawn this year. It is a multi-year project that will take approximately a minimum of two to three years. Mr. Leclair asked about monthly storage costs and whether it had to be offsite or if it could be stored in place with the cost of a hard drive being less expensive. Mr. Herman will check on that.

## **Capital Reserve & Expendable Trust Funds**

Mr. Herman provided the Board with a summary of the anticipated year end fund balances of the major capital reserve or expendable trust funds available to the Town:

Town Buildings Rehabilitation Fund:	\$141,399.03
Town Property Rehabilitation Fund:	\$ 58,200.00
Equipment and Fleet Maintenance Fund:	\$ 20,900.50
Accrued Benefits Liability Reserve Fund:	\$ 30,671.14

Mr. Leclair noted the Town's undesignated fund balance value is approximately \$2.6 million dollars. Ms. Frisella explained it is not an actual bank account, but rather the equity the Town has in expected revenues. Mr. Leclair noted the Town is likely to add a couple hundred thousand to it this year.

Mr. Leclair noted the Town Buildings Rehabilitation Fund is scheduled in the CIP for \$25,000 to be added every other year and the Town Property Rehabilitation Fund is scheduled in the CIP for \$10,000 to be added every other year. Mr. Leclair noted the softball field lights project has been pushed back to 2022 with a cost of \$65,000; \$25,000 could be added to the Property Rehabilitation Fund toward that.

Mr. Herman noted \$98,000 was added to the Buildings Rehabilitation Fund last year for renovations to Pingree Hill Fire Station and were not used as they were funded by the CARES Act. The Library is obtaining estimates for replacement of three of its mini split air conditioning units of \$10-\$12,000 each and the Town Hall roof shingles are approximately 15 years old. Mr. Herman noted the Board moved purchase of police cameras, fire radios and computer software up to this year out of FY 2020 funds. Mr. Leclair proposed adding \$25,000 to the Buildings Rehabilitation Fund.

Mr. Leclair noted \$25,000 could be transferred to the Equipment Maintenance Fund toward the Fire Department Tanker scheduled to be replaced within the next two years.

Mr. Herman and Ms. Frisella detailed the purpose and intent of the Accrued Benefits Liability Reserve Fund noting that it has made payments to employees for what they Town owes them when they leave, but funds have not been added to since its initial funding eight or nine years ago. Mr. Bedard asked if the fund was for all Town employees including the Police Department and Ms. Frisella noted yes, it is. Mr. Leclair proposed adding \$10,000 to the fund.

Mr. Leclair noted Fire Chief Williams has asked to create a Cistern and Dry Hydrant Emergency Maintenance Reserve Fund with an initial appropriation of \$5,000 to be like funded annually for six years as reflected in the CIP. Mr. Leclair recommended that it made sense to add this to the Town Property Rehabilitation Fund.

Mr. Herman noted the Equipment and Fleet Maintenance Fund could be used for repair or replacement.

The Board and the Road Agent proposed establishing an Emergency Repair Fund of potentially \$100,000 to assist the Town with repairs following a major disaster incident such as a flood, major winter and ice storms, etc. Mr. Leclair recommended an initial funding to create the fund of \$100,000 and questioned whether it should also be used for reconstruction. The Board agreed it should be for emergencies. Mr. Herman indicated when FEMA reimburses the Town for an event it takes many months to be considered for a qualified event with reimbursement at 75%. Mr. Rolfe noted construction standards for culverts etc. have to be built to FEMA standards to be considered for reimbursement after an event, which adds to the cost of initial construction with no guarantee. Mr. Herman will prepare a Warrant Article to create the fund for emergencies with \$100,000 to come out of the fund balance.

Mr. Leclair recommended a Warrant Article to change the name of the Town Buildings Rehabilitation Fund to include "Construction." Mr. Leclair noted the fund could be used to assist with the cost of the media center/library expansion.

The Board discussed last spring creating a Warrant Article to change the Tax Collector position from elected to appointed and agreed it would be done in a year the Tax Collector is not up for election.

Mr. Herman asked the Board if they would like the Warrant Articles concerning the reserve fund accounts to be combined into one warrant article or individual articles per fund. The Board agreed there should be one for those four funds.

#### **Additional Part-Time Position for Griffin Library**

Mr. Herman indicated a year ago a part-time summer position was put into the Library's budget as an anticipated cost of \$1,800 but never filled. Mrs. Growney indicated the position was dropped from this year's proposed budget and she would like to budget the same amount. The position would be part-time, most likely on Saturdays during the summer.

Mrs. Growney also noted the staff had reduced schedules in 2020 due to the pandemic and those changes were carried forward in the 2021 budget, which she felt would actually reduce their pay in 2021. Mr. Herman suggested the request would likely increase the budget by approximately \$7,700. Mr. Leclair requested the proposed hours be provided by the Library to Finance Director Frisella so that a cost estimate could be provided of the hours rather than the dollars as the worksheet provided did not show an increase in hours.

#### **Old Business**

##### **Update on Street Lights – LED Conversion Project**

Mr. Herman reported the LED Conversion work was completed on Wednesday and look good.



### **Report/Comments of Ex-officio Board Representatives**

Mr. Leclair reported the Budget Committee met last Thursday. Mr. Villeneuve informed him the Auburn School District would like to do Deliberate Session in person with the location to be the school gym or cafeteria. This year the Town goes first.

Mr. Rolfe reported the Police Commission met and there was a motion to support a warrant article to rescind the Commission because they are not sure it is useful anymore. Mr. Leclair noted the Commission can't take the action themselves and Mr. Rolfe noted it would have to be by Special Petition. Mr. Herman noted there are no appropriations associated with a petition so the Board of Selectmen would not have to recommend or not recommend. Mr. Herman noted the petition deadline would be mid-January.

### **Next Meetings/Events**

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

### **Minutes**

#### **December 7, 2020 Public Meeting Minutes**

***Mr. Bedard motioned to approve the December 7, 2020 Public Meeting Minutes. Mr. Rolfe seconded the motion. With all in favor, the motion passed unanimously.***

### **Adjourn**

***Mr. Rolfe motioned to adjourn the meeting at 8:18 PM. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy Hoijer,  
Recording Secretary