

**Town of Auburn
Board of Selectmen
Town Hall
January 11, 2021**

7:00 p.m.

() Call to Order – Pledge of Allegiance

Approval of Accounts Payable Manifest for the Week of December 28, 2020 -- \$171,699.74

Approval of Accounts Payable Manifest for the Week of December 28, 2020 - \$937.50

Approval of Accounts Payable Manifest for the Week of December 28, 2020 - \$10,717.50

Approval of Payroll Manifest for the Week of January 4, 2021 – \$54,964.33

Approval of Accounts Payable Manifest for the Week of January 11, 2021

Approval of Consent Agenda – Week of January 4, 2021

() Appointments with the Board

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

- ❖ General Update on Town Issues

() New Business

- ❖ Review of Draft 2021 Town Meeting Warrant
- ❖ Consideration of Appointed Tax Collector Warrant Article

() Old Business

- ❖ FY 2020 Household Hazardous Waste Collection
- ❖ Review of FY 2021 Budget Proposal

() Report / Comments of Ex-officio Board Representatives

() Other Business

() Next Meetings / Events

- ❖ Thursday, January 14, 2021 – Budget Committee Public Hearing FY'21 Budget – 7:00 PM
- ❖ Monday, January 28, 2021 – Board of Selectmen's Meeting – 7:00 PM

() Minutes

- December 21, 2020 Public Meeting

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

- ❖ Hiring of an individual as 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 WARRANT
STATE OF NEW HAMPSHIRE**

To the inhabitants of the Town of Auburn, in the County of Rockingham in said State, qualified to vote in Town affairs:

You are hereby notified that the **First Session** of the annual Town Meeting will be held in the gymnasium of the Auburn Village School in Auburn, New Hampshire, on **Saturday, January 30, 2021**, beginning at 9:00 a.m., immediately before the Auburn School District Deliberative Session, for the explanation, discussion and debate of each Warrant Article, and to transact all business other than voting by official ballot. Warrant articles may be amended at this session per RSA 40:13, IV, subject to the following limitations:

- (a) Warrant Articles whose wording is prescribed by law shall not be amended.
- (b) Warrant Articles that are amended shall be placed on the official ballot for final vote on the main motion as amended.
- (c) No warrant article shall be amended to eliminate the subject matter of the article. An amendment that changes the dollar amount of an appropriation in a warrant article shall not be deemed to violate this subparagraph.

You are hereby notified that the **Second Session** of the annual Town Meeting will be held in the gymnasium of the Auburn Village School in Auburn, New Hampshire, on **Tuesday, March 9, 2021**, beginning at **7:00 a.m.** and ending at **7:00 p.m.** to elect officers of the Town by official ballot, to vote on questions required by law to be inserted on said official ballot and to vote on all Warrant Articles as accepted or amended by the First Session.

First: To bring your ballots for:

- Selectman for three years
- Highway Agent for three years
- Library Trustee for three years
- Cemetery Trustee for three years
- Trustee of Trust Funds for three years
- Police Commission for three years
- Two (2) Planning Board for three years
- Planning Board for one year

Second: To see if the Town will vote to adopt the following amendments to the existing Town Zoning Ordinance as proposed and recommended by the Auburn Planning Board, in conformance with NH RSA 675:1, et seq., and include the following: (The full text of the proposed regulations is posted and available for inspection at the Town Hall and on the Town of Auburn web site – www.auburnnh.us)

Are you in favor of the adoption of Amendment No 1 as proposed by the Auburn Planning Board for the Town of Auburn Zoning Ordinance as follows:

Amend Appendix F – Fire Department Regulations as developed for the Planning Board by the Auburn Fire Department to bring the regulations in conformity with current NFPA standards. If adopted, the ordinance will expand and/or redefine requirements for the Fire Department

regulations that are in conformance with the NFPA National Standards recognized by the State of New Hampshire and would have the Auburn regulations in conformance with them.

[NOTE: A copy of the text of the proposed amendment is available for review at the Auburn Town Offices and is also posted with the text of the proposed amendments at the Auburn Town Offices and on the Town of Auburn web site – www.auburnnh.us.]

Third: 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 eighty-nine dollars (**\$6,989**), such sum representing the negotiated increase over 2019 salaries, fringe benefits and other cost items at the current staffing levels. Cost items for FY2021 will be presented to the voters for their approval in March 2021 in accordance with the terms of the collective bargaining agreement. **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

Fourth: 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 from taxation in 2021. (Majority vote) **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

Fifth: 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 be placed into the Roads and Infrastructure Emergency Maintenance Expendable Trust Fund, with this amount to come from the unreserved fund balance (surplus) as of December 31, 20120 with no additional amount to be raised by taxation in 2021. And to designate the Board of Selectmen as the agents to expend from this fund. (Majority vote required) **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

Sixth: To see if the Town will vote to raise and appropriate the sum of Eight-one thousand dollars (**\$81,000**) for the purpose of building a 20' x 60' storage building on Town property at 55 Eaton Hill Road. This sum to 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 (surplus) as of December 31, 2020 with no additional amount to come from taxation in 2021. (Majority vote required) **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

Seventh: 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) **(Recommended by the Board of Selectmen)**
(Recommended by the Budget Committee)

Eighth: 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) **(Recommended by the Board of Selectmen)** **(Recommended by the Budget Committee)**

Ninth: 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)

Tenth: To see if the Town will vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling **\$5,733,577**? Should this article be defeated, the default budget shall be **\$5,516,336**, which is the same as last year with certain adjustments required by previous action of the Town of Auburn or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. NOTE: This operating budget warrant article does not include appropriations contained in any other warrant article. **(Recommended by the Board of Selectmen)** **(Recommended / Not Recommended by the Budget Committee)**

Eleventh: To transact any other business that may legally come before the Town Meeting.

Given under our hands and seals this 25th day of January 2021.

Keith N. Leclair, Chairman

Todd R Bedard, Selectman

Michael J. Rolfe, Selectman
Auburn Board of Selectmen

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 30, 2020

Re: Warrant Article – Appointment of Tax Collector

At the Board's request, I reached out to NHMA Legal Services to make an inquiry as to whether a three-year term was required for an appointed Tax Collector. Based on that contact, we have determined that it is not, and there are also a few different options for a potential warrant article.

For the Board's consideration, the following are among the potential warrant articles that could be used for this purpose:

To see if the Town will vote to discontinue electing the Tax Collector and give the Selectmen the authority to appoint a Tax Collector.

To see if the Town will vote to authorize the Board of Selectmen to appoint the Tax Collector who shall serve for a three (3) year term of office and is eligible for re-appointment.

To see if the Town will vote to discontinue electing the Tax Collector and authorize the Board of Selectmen to appoint a Tax Collector who shall hold office during good behavior, subject to removal as provided in state law.

We can plug any of these questions into the draft Town Meeting Warrant that the Board may prefer.

We also have been advised that if the question is approved by the voters, it will take effect upon passage and the Board would need to appoint an individual to serve as Tax Collector.

Thank you for your consideration.

RAYMOND PUBLIC WORKS
4 Epping Street
Raymond, New Hampshire 03077
Telephone (603) 895-7036
Fax (603) 895-7064
dogrady@raymondnh.gov

Date: December 30, 2020

To: Bill Herman, Auburn Town Administrator
Christopher Sterndale, Nottingham Town Administrator

From: Denise OGrady, Public Works Assistant

Subject: HHW Collection 2020

The participation and costs associated with this year's collection event where as follows:

Participation: Total household participation from all three towns was 284, with 121 (43%) from Raymond, 114 (40%) from Auburn, and 49 (17%) from Nottingham.

Grant Funds: The state reimbursement this year was 17 cents per capita. I used the same populations derived from the US Census Bureau for the three participating towns. Raymond was 10,285, Auburn was 5,359, and Nottingham was 4,993, for a total of 20,637. The grant appropriation of \$3191 is divided as follows: Raymond \$1372.13; Auburn - \$1276.40; and Nottingham - \$542.47.

Cost Share: The invoice for the collection event from Tradebe is \$10,352. Based upon the participation percentages, the raw cost per community is as follows: Raymond \$4601.86; Auburn - \$4280.80 and Nottingham - \$1819.34

The final community cost is their raw cost minus the corresponding communities grant share which works out as follows:

Raymond	\$4451.36	-	\$1372.13	=	<u>\$3079.23</u>
Auburn	\$4140.80	-	\$1276.40	=	<u>\$2864.40</u>
Nottingham	\$1759.84	-	\$ 542.47	=	<u>\$1217.37</u>

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

<u>Department</u>	<u>2020 Budget</u>	<u>2021 BOS Proposed</u>	<u>2021 Bud Com</u>	<u>Difference</u>
Executive	283,542	288,555	288,555	5,013
Election & Registration	114,956	89,088	89,088	(25,868)
Financial Administration	100,890	105,970	105,970	5,970
Legal Expense	30,000	30,000	30,000	0
Personnel Administration	464,499	486,721	484,423	19,924
Planning & Zoning	47,151	44,151	44,151	(3,000)
General Government Buildings	135,839	134,763	132,052	(3,787)
Cemeteries	34,383	34,186	34,186	(197)
Insurance	117,595	128,261	128,261	10,666
Regional Associations	9,337	9,473	9,473	136
Other General Government	111,871	113,272	113,272	1,401
Police	1,294,289	1,373,166	1,339,070	44,781
Ambulance	86,858	89,463	89,463	2,605
Fire	519,886	505,667	505,667	(14,219)
Building Inspection	73,404	73,254	73,254	(150)
Emergency Management	1,804	1,004	1,004	(800)
Other Public Safety (Details)	1,000	500	500	(500)
Highways & Streets	1,007,255	1,106,387	1,106,398	99,143
Street Lighting	14,000	7,000	7,000	(7,000)
Solid Waste	25,751	20,151	20,151	(5,600)
Health Officer	2,698	2,639	2,639	(59)
Animal Control	21,929	22,412	22,412	483
Health Agencies	5,875	5,875	5,875	0
Public Assistance	15,500	15,500	15,500	0
Intergovernmental Welfare	4,471	4,471	4,471	0
Parks & Recreation	117,487	131,870	131,870	14,383
Library	201,100	215,311	215,311	14,211
Patriotic Purposes	11,500	6,500	6,500	(5000)
Conservation Commission	2,139	6,149	6,149	4010
Debt Service	3	3	3	0
<u>Capital Outlay</u>				
Fire Truck	120,910	120,908	120,908	0
Road Reconstruction	500,000	600,000	600,000	100,000
Recreation Improvement	3,700	1	1	(3,699)
Fire Station #2 Repairs	0	13,000	13,000	13,000
Library Land & Building Review	28,850	0	0	(28,850)
TOTAL	\$5,510,472	\$5,785,671	\$5,733,577	\$252,847
Special Warrant Articles				
Collective Bargaining Agreement	14,482	6,939	6,939	(7,543)
Recreation Storage Building	43,000	81,800	81,800	40,800
Building Rehabilitation CRF	98,000	25,000	25,000	(73,000)
Fleet Maintenance ETF	25,000	25,000	25,000	0
Property Rehabilitation ETF	0	25,000	25,000	25,000
Accrued Benefit Liability Fund:	0	10,000	10,000	10,000
Roads Emergency Repair ETF	0	100,000	100,000	100,000
GRAND TOTAL	\$5,690,954	\$6,059,410	\$5,872,316	\$213,104

As of November 19, 2020 Joint Personnel Committee Meeting

As of January 7, 2021 Budget Committee Meeting

As of December 21, 2020 Board of Selectmen Meeting

**Town of Auburn
Board of Selectmen
December 21, 2020
Minutes
7:00 PM**

Selectmen Present: Keith Leclair, Todd Bedard and Michael Rolfe

Others Present: Library Director Kathryn Growney, Library Trustee Nancy Mayland, Michael DiPietro, Finance Director Adele Frisella, Police Chief Ray Pelton, Fire Chief Michael Williams, 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 Payroll Manifest for the Week of December 21, 2020 - \$56,228.32

Mr. Bedard motioned to approve the Payroll Manifest for the Week of December 21, 2020 in the amount of \$56,228.32. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Consent Agenda – Week of December 21, 2020

Mr. Leclair read out loud the Consent Agenda for the Week of December 21, 2020 some of which included: An Abatement/Refund Request and two (2) Pistol/Revolver Licenses.

Mr. Bedard motioned to approve the Consent Agenda for the Week of December 21, 2020. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Appointments with the Board

Fire Chief Michael Williams – Monthly Meeting

Fire Chief Williams presented his monthly report for November 2020. There were 49 calls for service, most were Rescue/EMS related. Two new call firefighters have been added, Dan Duval has his EMR certification. Training continues on Zoom. AFD crews attended live fire training in Londonderry. Annual SCBA training was completed this month. Captain Saulnier has left AFD as a fulltime Captain but will remain on as a call Captain. Lieutenant Szatynski is working on organizing and scheduling monthly fire training. This month training was on the gator. Lieutenant Sullivan has been culling the out-of-date supplies and working with the school to place Med-Bags in all classrooms. On call firefighters' shifts are being staggered in the afternoon to have more responders available.

Fire Chief Williams reported the exhaust removal system has been installed at Station 2.

Mr. Leclair asked if there was a way to use the report to monitor trends in data and Chief Williams noted the quarterly and annual reports may be useful and will send those to Mr. Leclair to review.

SOG #202 – Full Time Firefighter Rules and Responsibilities

Chief Williams provided the Board with a copy of the proposed Standard Operating Guidelines #202 to outline the rules and regulations of full-time employees and their expectations.

Mr. Leclair asked about the clothing allowance and Chief Williams indicated that it is stated in the new SOG and matches the PD's allowance. Mr. Leclair asked if it were stated anywhere else in the event the allowance changed so it could be updated if necessary, in multiple places and Chief Williams noted it was only contained in SOG #202 at this time. Mr. Leclair asked if employees would receive SOG #202 upon hire and Chief Williams indicated yes.

Chief Williams noted SOG 203 (Station Qualified Personnel), SOG 201 (Shift Coverage) and SOG 117 (Personnel Response and Equipment) are incorporated into the new SOG and can be rescinded.

Mr. Bedard motioned to adopt SOG #202 effective immediately. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Bedard motioned to rescind SOG #203, #201 and #117 effective immediately. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Extension of Employment Agreement

Mr. Leclair reported the Board has met with and without Chief Williams in non-public session to discuss the second amendment to the Chief's employment agreement with the Town of Auburn. This amendment would increase the Chief's hours to a maximum of 32 per week to assume the fire prevention and inspection responsibilities vacated by Captain Saulnier, in addition to supervising the new, younger staff of first-time full-time firefighters during the work week. The Chief's annual salary will increase to \$65,000/yr. effective December 1, 2020 with an annual \$1,000 increase extending the agreement through November 30, 2024.

Mr. Bedard moved to approve an extension of the Employment Agreement between the Town of Auburn and Michael O. Williams of Hooksett to cover the four-year period of December 1, 2020 through November 30, 2024 and further to assign the responsibilities of fire inspections, fire prevention and supervision of two full-time firefighters to the Chief for an annual salary of \$65,000. 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

Police Chief Pelton reported the number of positive COVID cases is up, currently 77 positives. There is a good supply of PPE for both the Fire & Police Departments. The Police Department is being tested once a week. Vaccinations expected in January 2021 are coming down the road with the Fire Department first and then the Police Department.

New Business

Chief Pelton Request to Purchase Radar Unit from Police Detail Fund

Chief Pelton requested to replace the mobile unit which is not working and for which there are no replacement parts available. The cost is approximately \$2,895 plus \$35 in shipping to be paid from the Police Detail Surplus Fund. The fund has a balance of approximately \$149,000 and with revenues coming in should balance out.

Mr. Bedard motioned to approve funds not to exceed \$3,000 for the purchase of the Police Department's new radar unit from the Police Detail Fund. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Review of Potential Warrant Articles for 2021

Mr. Herman provided the Board with a copy of the Potential Warrant Articles for 2021 which included: *Appropriation for Collective Bargaining Agreement, Change Purpose of Existing Building Improvement Capital Reserve Fund, Discontinue Existing Insurance Retention Reserve Fund, Appointment of Tax Collector, Appropriations of Funds into Existing Reserve Funds, Creation of New Reserve Fund for Highway Emergency Maintenance, and Appropriation for Construction of Storage Garage Facility.*

Mr. Herman noted in addition to the budget and election of officers, the Planning Board may have one or two warrant articles. For these, the Planning Board would hold a public hearing and they go directly on the warrant with no action by the Selectmen.

Mr. Leclair noted adding "Construction or Improvement" to the existing Building Improvement Capital Reserve Fund will help potentially with the Library expansion.

Mr. Herman noted the Insurance Retention Reserve Fund proposed to be discontinued was to pay deductibles, but these are now in the department's operating budgets and redundant. As this fund was created by the voters it must be discontinued by the voters.

Mr. Leclair noted he met with the Tax Collector to discuss the proposal to appoint a Tax Collector for a three-year term of office rather than electing a Tax Collector. Mr. Herman noted it would still be for a three-year term by statute. Town Counsel will review this.

The Board at an earlier meeting agreed to add \$25,000 to each of: the *Town Buildings Restoration Capital Reserve Fund*, the *Town Properties Rehabilitation Expendable Trust Fund* and the *Fleet Maintenance and Replacement Expendable Trust Fund* as well as \$10,000 to the *Accrued Benefits Liability Reserve Fund*, which was not funded since its inception. These sums will come from the Unreserved Fund Balance (surplus) as of December 31, 2020 with no additional amount to come by taxation in 2021.

Mr. Leclair read out loud the language of the Warrant Article proposed to Appropriate for Construction of Storage Garage Facility of a 20'x60' storage facility/garage to be situated on 55 Eaton Hill Road. A one-time payment of \$38,509 was received from the Municipal Aid Revenue from the State with the \$43,291 balance to come from the Unexpended Fund Balance as of December 31, 2020 with no additional amount to come from taxation in 2021.

Old Business

FY 2021 Funding for Griffin Library Staffing

Mr. Leclair noted the Board met with the Library Director, Kathryn Gowney and Trustee Chair Nancy Mayland at its last meeting and a request was made to return the amount budgeted for summer staff prior to Covid into next year's proposed budget, \$14,338. Ms. Frisella calculated the amount from the proposed hours and figures provided by Mrs. Gowney as the summer programming had lapsed due to Covid this year, which is not expected to be the case next summer.

Mr. Bedard motioned to approve \$14,338 to the Library Fund budget for FY 21 for summer programming needs. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Report/Comments of Ex-officio Board Representatives

Mr. Leclair recommended the Budget Committee begin its next meeting at 6 PM on January 7, 2021. The public hearing will be the following Thursday, January 14th.

Next Meetings/Events

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

Minutes

December 14, 2020 Public Meeting Minutes

Mr. Bedard motioned to approve the December 14, 2020 Public Meeting Minutes. Mr. Rolfe seconded the motion. With all in favor, the motion passed unanimously.

Non-Public Session pursuant to RSA 91-A:3, II (a) Compensation of a public employee

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

The meeting room was closed to the public at 7:38 PM.

Mr. Herman provided the Board with a Memorandum dated December 21, 2020 relative to the Performance Review of the Finance Director Adele Frisella. A copy of the evaluation was provided to the Board.

Mr. Herman noted that Ms. Frisella is the second Town Hall employee to be at the end of the step scale for her position. She is at a Labor Grade 10, Step 20 receiving an annual salary of \$67,361. Her employment anniversary date is December 4th.

Mr. Herman recommended as Ms. Frisella is not eligible for further step increases that a \$500 Merit Recognition be approved as was added to the Personnel Policy last year.

Ms. Frisella is retiring in March and Mr. Herman noted he is going to miss her wealth of knowledge.

Mr. Herman noted interviews have begun for Patty Rousseau's position as Assistant as Patty Rousseau is expected to move up to the position of Finance Director in March. There have been seven applicants, one without finance experience. Five have been interviewed and the sixth applicant will be interviewed tomorrow.

Mr. Herman indicated that he believes by the next meeting the candidates will advance to a narrower selection and then recommendation. The candidate could start in early February and have a two-month overlap with both the current Finance Director and the Assistant. Space would need to be provided to add one more person to the office short-term.

The Board agreed that Ms. Frisella will be greatly missed.

Mr. Rolfe motioned to come out of non-public session at 7:44 PM. Mr. Bedard seconded the motion. A roll call vote was taken Mr. Rolfe – aye, Mr. Leclair – aye and Mr. Bedard – aye. With all in favor, the motion passed unanimously.

The meeting room was reopened to the public at 7:44 PM.

Mr. Bedard motioned to approve a merit recognition of \$500 for the Finance Director 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. Leclair motioned to adjourn the meeting at 7:45 PM. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy Hoijer,
Recording Secretary