

**Town of Auburn
Board of Selectmen
February 14, 2022
Town Hall
7:00 p.m.**

() Call to Order – Pledge of Allegiance

Approval of Accounts Payable Manifests for the Week of February 7, 2022 -- \$1,021,646.84

Approval of Accounts Payable Manifest for the Week of February 7, 2022 -- \$5,785.00

Approval of Payroll Manifest for the Week of February 14, 2022

Approval of Consent Agenda – Week of February 14, 2022

() Appointments with the Board

- Online Building Permit Program – Carrie Rouleau-Cote

() New Business

- Right to Know Law Update – Non-Public Meeting Minutes

() Old Business

- Solar Energy Tracking Proposal

() Report / Comments of Ex-officio Board Representatives

() Other Business

() Next Meetings / Events

- Monday, February 28, 2022 – Board of Selectmen's Meeting – 7:00 PM
- Tuesday, March 8, 2022 – Town & School Elections – AVS - 7:00 AM to 7:00 PM
- Monday, March 14, 2022 – Board of Selectmen's Meeting – 7:00 PM

() Minutes

- February 2, 2022 Public Meeting
- February 2, 2022 Non-Public Meeting

() Non-Public Session pursuant to RSA 91-A :3, II (d) and (l)

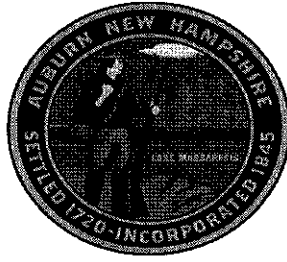
- Consideration of the acquisition or use of real property and review of current legal matters

() 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: January 14, 2022

Re: Auburn Online Building Permitting Software – ARPA Funds

I am pleased to provide the attached report from Building Inspector / Code Enforcement Officer Carrie Rouleau-Cote containing her recommendation for a new online permitting program for Auburn, and the summary information on the program.

The system being proposed is one that is already being used by the Town of Hooksett, and the system with the tablet program will eliminate additional work that is mechanically being done by either Carrie or Denise after field inspections are performed.

I would note that the annual licensing costs for this proposed system are almost identical to the combined cost of the Avitar building permit program and the online system that Auburn used to utilize. The initial set-up costs are an expense that could be an appropriate item to be included in the Town's utilization of the federal American Recovery Plan Act (ARPA) funds.

Should the Board agree with this potential, the following motion would be appropriate:

Motion to obligate up to a total of \$13,740 from the American Rescue Plan Act funds for the year one set-up and operational costs for the Full Circle Technologies online permitting software as presented by Building Inspector Carrie Rouleau-Cote.

Thank you for your consideration.

Attachments

MEMORANDUM

To: Auburn Board of Selectmen
William Herman, Town Administrator

From: Carrie Rouleau-Cote,
Building Inspector/Code Enforcement

Date: January 10, 2022

RE: Auburn On Line Permitting Software
Full Circle Technologies Services
Implementation Cost Proposal

After many months of research, virtual meetings and review of IT capability with other town software vendors, I am asking the Board of Selectmen/Town Administrator to review my recommendation to enter into an agreement with Full Circle Technologies to implement the PermitEyes 20/20 E-Permitting Software as a service to the Town of Auburn.

In addition to offering a portal for residents and contractors to secure permits using an online portal, the software will be used to record all building permit actions, including records of inspections and documents submitted electronically through the process.

Highlights of the modules I have chosen for the Town of Auburn:

- On line, cloud based permitting and licensing. Accept on line requests, manage approvals, collect payments and issue approvals.
- On line payment utilizing the e-Gov credit card payment option as well as traditional check and/or cash at window.
- Building Department Tablet Program which will allow record keeping in the field with software designed for mobile performance that will connect with cloud data base when internet connection is detected. Inspection reports will be automatically distributed as they are completed.
- Historical data migration. All permit information currently part of the Town of Auburn software system will be transferred and made part of the PermitEyes database. No permitting information currently in the system will be lost. Compatibility has been reviewed by Brian Chasse, Auburn IT contractor.

- All property assessing information will be imported into the permitting system as part of the start up process. Auburn staff will update assessing information on a monthly or quarterly basis as needed and provide report to Full Circle Technologies which will do a system update. This is considered a "manual" update vs automatic, but given the volume of property/ownership transfers we feel this method will suffice.
- Remote (webinar) training for Town of Auburn staff will be provided as part of the contract pricing.
- PermitEyes is currently being used by the Town of Hooksett and Town of Derry. It appears user friendly and comprehensive in the amount of information collected, completion of fields based on assessing data base and ultimate production of various permits.
- Previously the Town of Auburn contracted with two separate vendors for the building permit data base and on line permitting software. (Avitar for building permit records, ECity for on line permitting). This will be one software accomplishing both functions, in addition to maintain an electronic record of inspections performed for each project. This has been a function that I have been asking of Avitar for years to no avail.

As you will see a breakdown is as follows:

	Initial Setup	Annual
PermitEyes program building module	\$4430.00	\$2490
On line payment	\$ 250.00	n/a
PermitEyes Accessory Tablet	\$2900.00	\$1170
Historical Data Migration	\$2500	n/a

It is my goal to move forward and bring the system on line before the spring rush.

I will be happy to discuss with you any questions you may have about the program and/or reasoning why I have chosen the module options to be implemented.

Thank you
 Carrie Rouleau-Cote
 Building Official/Code Enforcement Officer
 Town of Auburn

Selected PermitEyes Departmental Modules, Features, and Services

Item	Description	Itemized Price	
PermitEyes Program Building Module	Online, cloud based permitting and licensing solution. Unlimited staff and applicant users. <ul style="list-style-type: none"> Accept online requests, route through workflows, manage approvals, collect payments, and issue approvals as configured for the Department and Community. 	One Time	\$4,430
	Support & Maintenance <ul style="list-style-type: none"> All hosting & storage; standard updates & upgrades under normal conditions, phone & email support 	Annual	\$2,490
Online Payment Integration	<p>Integration with an online payment provider of the Community's choice through API to allow for applicants to pay for their applications online with credit card or EFT.</p> <p>Separate sets of API credentials may be required for each departmental module and / or bank acct into which funds from online payments may be deposited.</p> <p>Online Payment Integration requires that any APIs be supplied by the third party online payment provider.</p> <p>Please note that it is the responsibility of the Community to ensure that any necessary accounts (usually by department) are set up between the Community and the third party software vendor.</p> <p>FCT may provide technical details where required, but FCT cannot negotiate any agreements between the Community and any third party vendor.</p> <p>\$250 per API integration (usually per departmental module unless multiple bank accounts are required for any single departmental module)</p>	One Time	\$250
PermitEyes Accessory Tablet Program APK for Building Module	The Tablet Program is an application tailored for easy use in the field. Inspections are performed on a tablet device with specially designed features for mobile performance	One Time	\$2,900
	Support & Maintenance - All standard updates & upgrades under normal conditions <ul style="list-style-type: none"> Phone and email support 	Annual	\$1,170
Historical Data Migration Option 2 : Field-by-field Import into PermitEyes Forms For the Provided	<p>Individual field-by-field import by manually mapping the two databases so that previous system data will become PermitEyes data with best possible match rate*</p> <p>Imported elements will be seen as if originally entered in PermitEyes, will be searchable, and <u>will</u> allow imported records to be processed in the PermitEyes Program.</p> <p>Data Migration Options 1 and 2 are <i>either-or</i> options (if desired). One or the other may be selected per DB, but not both.</p> <p>Please note that any database(s) proposed for import into PermitEyes may be <u>subject to review</u> before a quote can be provided.</p> <p>Imports will be quoted for <u>each database separately</u> based on the organization and integrity of the data.</p> <p>* We cannot guarantee that 100% of data will migrate effectively due to inherent design differences between softwares.</p>	One Time	\$2,500

Bldg DB	Success is contingent on the quality and organization of data which is exported from the previous system.		
Remote (Webinar) Departmental Staff Training	Expert assistance from a project manager during which time you will gain an expert understanding of the Software as you tailor the system to suit your Community.	Included	
Assessor System Integration Option 1 : Manual Import	Integration solution with assessor system to import property information. This manual ad hoc import of the Assessors DB extract allows applicants to choose from a bank of site addresses and the property owner details will flow in automatically into the application form as applicable.	Option 1	Included

Costs by Type and Year (For Above Selected Options)

Item / Feature	One Time Setup Costs	Price Each Year *
PermitEyes Program Building Module	\$4,430	\$2,490
Online Payment Integration	\$250	N/A
PermitEyes Accessory Tablet APK for Building	\$2,900	\$1,170
Historical Data Migration Op 2 for Provided Bldg DB	\$2,500	N/A
Subtotals	\$10,080	\$3,660
Max. Total Year One *	\$13,740	
Total Each Year Thereafter	\$3,660	
Notes :	* Support is deemed to be in effect at the delivery of each departmental module and any costs associated with the first year of annual support are to be invoiced and paid upon delivery of each module.	

- Continued on Next Page -

Other Additional Options NOT Included in Above Selected Options				
Item	Description	Itemized Price		Check to Select
PermitEyes Program Building Complaints Sub-Module (Optional)	Record complaints and violations, receipt of fines, issuance of tickets, set global flags against parcels. The Building Complaints Sub Module cannot be purchased without also purchasing the Building Module	One Time	\$1,480	<input type="checkbox"/> Select
	Support & Maintenance •All hosting & storage • All standard updates & upgrades under normal conditions • Phone and email support	Annual	\$1,390	
Assessor System Integration Option 1: Manual Import	Integration solution with assessor system to import property information. This manual ad hoc import of the Assessors DB extract allows applicants to choose from a bank of site addresses and the property owner details will flow in automatically into the application form as applicable.	Option 1	Included (as shown above)	
Assessor System Integration Option 2: Automatic Import (Optional)	Periodic update by automated script for assessor DB <u>import into PermitEyes</u> . This automatic import of the Assessors DB extract allows the address and property owner information to be kept up-to-date in PermitEyes through scheduled updates Typically, we provide an FTP folder to serve as the destination for exported DBs (in a predetermined format) from the Community's CAMA system. PermitEyes will then automatically retrieve this data and automatically import the parcel information into PermitEyes. The most up-to-date parcel and ownership information will then show on the front end of PermitEyes on any new application records, the Parcel Management Homepage, and any applicable PermitEyes GIS features configured for the Community. Third party CAMA software must be capable of <u>periodic import and/or export</u> for this feature to be implemented. Please note that it is the responsibility of the Community to ensure that any agreements between the Community and the third party software vendor will support periodic export / import integration. FCT may provide technical details where required, but FCT canNOT negotiate any agreements between the Community and any third party vendor.	One Time	\$2,700	<input type="checkbox"/> Select
		Annual	\$600	
Assessor System Integration Option 3: Automatic Export (Optional)	Periodic automated script for assessor DB <u>export from PermitEyes</u> . This automatic export of permit data creates a report or file which can be imported into the Community's assessing / CAMA software Third party CAMA software must be capable of <u>periodic import and/or export</u> for this feature to be implemented. Please note that it is the responsibility of the Community to ensure that any agreements between the Community and the third party software vendor will support periodic export / import integration.	One Time	\$1,200	<input type="checkbox"/> Select
		Annual	\$400	

	FCT may provide technical details where required, but FCT canNOT negotiate any agreements between the Community and any third party vendor.			
GIS Integration Option 1 By Extract (Optional)	<p>Import all GIS/location information from GIS/Master Address Table into PermitEyes "staff side"</p> <p>PermitEyes is capable of creating a dynamic link between permit records and imported GIS databases through a built-in GIS web viewer engine.</p> <p>This allows the software to highlight or mark the property for which the application is made, and pull in the selected layers relevant to parcel information as provided by the Community. Other features may include the generation of abutter lists and the identification of wetland and conservation restrictions.</p> <p>With GIS Option 1, the related GIS data will be hosted by Full Circle as provided by the Community and / or State GIS. Extracted data will be imported into PermitEyes manually as delivered by the Community for updates .</p> <p>GIS Options 1 and 2 are either-or options (if desired) and will pertain to all applicable departmental modules</p>	One Time	\$2,300	<input type="checkbox"/> Select
		Annual	\$900	
GIS Integration Option 2 Live Linkage to Third Party GIS Vendor or ESRI Server (Optional)	<p>PermitEyes can link GIS/location information from third party GIS software through FTP autoscripts or API, such as the "Rest Services" API through ArcGIS Online.</p> <p>The built-in GIS web viewer engine on the "staff side" will sync to the Community's GIS server or published services in real time to pull in the relevant layers/services. Search functions are dynamically linked to the map and permit locations are updated dynamically on the map when the staff performs searches by location. As an application goes through its various stages, (eg. payment made, permit issued, inspection completed) these can in turn, trigger updates to be sent to some third party GIS software as configured/allowable there.</p> <p>With GIS Option 2, the related GIS data will be hosted by a third party vendor and fetched via API integration to be pulled into PermitEyes. Fetched data will be imported into PermitEyes automatically as triggered by a sync of the PermitEyes GIS interface with the configured set of services published by the third party.</p> <p>*Third party GIS software must have an API and / or be capable of import / export for this feature to be implemented. It is the responsibility of the Community to ensure that any agreements between the Community and any third party vendors allow and include the functionality required in the third party software for PermitEyes to integrate with accordingly.</p> <p>GIS Options 1 and 2 are either-or options (if desired) and will pertain to all applicable departmental modules</p>	One Time	\$4,400	<input type="checkbox"/> Select
		Annual	\$1,250	
Public View Interface Read Only (Optional)	<p>Public View feature where members of the public can view permit data on a read-only basis and perform basic searches as needed. This is a third interface, separate from the staff and applicant "sides" of the Program.</p> <p>\$950 for the first module and \$500 per subsequent module.</p> <p>One time costs for this option are per each configured departmental module.</p>	One Time	By Module	<input type="checkbox"/> Select Qty : —
On-Site Departmental Staff Training (Optional)	<p>Expert assistance from a project manager during which time you will gain an expert understanding of the Software as you tailor the system to suit your community.</p> <p>\$950 per one (1) module per one (1) half-day session</p> <p>PLEASE NOTE: All onsite training and / or client meetings are suspended until further notice pursuant to the current</p>	One Time	By Session	<input type="checkbox"/> Select Qty :

	COVID-19 pandemic. Remote, "webinar" style training and client meetings will still continue as regularly scheduled.			—
Other API/FTP Autoscript Connectivity to Third Party Software (Optional)	<p>Any other automated connectivity between PermitEyes and a third party software through the use of an API or bridge-files generated and passed through FTP between servers with an autoscript export/upload functionality</p> <p>Third party software must have an API and / or be capable of import / export for this feature to be implemented.</p> <p>It is the responsibility of the Community to ensure that any agreements between the Community and any third party vendors allow and include the functionality required in the third party software for PermitEyes to integrate with accordingly.</p> <p>FCT may provide technical details where required, but FCT canNOT negotiate any agreements between the Community and any third party vendor.</p>	One Time	By Review Only	<input type="checkbox"/> Select

Payment Terms

For PermitEyes Departmental Modules :

- **One time costs**
 - **40%** of the one time cost per item is to be invoiced and paid at connection of the Program to the Community's assessor database (or equivalent db) extract during development.
 - **40%** of the one time cost per item is to be invoiced and paid upon delivery of the first beta site for each departmental module.
 - **20%** of the one time cost per item is to be invoiced and paid upon delivery of the final URL site for each departmental module.
- **Recurring costs**
 - **Support is deemed to be in effect at the delivery of each departmental module** and any costs associated with the first year of annual support are to be invoiced and paid upon delivery of each module.
 - Each year, recurring costs associated with annual support are to be invoiced and paid for any and all PermitEyes Departmental Module(s) delivered on or before the date of the invoice.


For other services and products provided by Full Circle Technologies :

- **One time costs**
 - **100%** of the one time cost per item is to be invoiced and paid upon delivery or performance of each service and / or product
- **Recurring costs**
 - **As applicable, support is deemed to be in effect at the delivery or performance of each service or product** and any costs associated with the first year of annual support are to be invoiced and paid upon delivery or performance.
 - As applicable, each year, recurring costs associated with annual support are to be invoiced and paid for any and all other services and / or products delivered or performed by Full Circle Technologies on or before the date of the invoice.

Pricing Disclaimer

Any update or revision of this document by FCT at the request of the Community which constitutes the provision of a new document, will render the information on this document void. If no replacement cost proposal document is issued, the pricing rates provided for the products and services presented in this document will be considered valid for a period of one (1) year from the document date, as indicated on the title page of the document. If no action is taken by the Community to procure products and / or services from Full Circle Technologies at the conclusion of the one (1) year period from the document date, the pricing contained in this document will be considered void. Updated pricing may be provided by FCT at that time, by request of the Community.

Signatures

Full Circle Technologies, Inc.	Authorized Agent for the Town of Auburn, NH
 Rajan P. Nanda Director Date: 1/10/2022	Signed: _____ Print Name: _____ Title: _____ Date: _____

- End of Document -

CHAPTER 163
HB 108-FN-LOCAL - FINAL VERSION

05/27/2021 1711s
24Jun2021... 1973CofC

2021 SESSION

21-0315
08/06

HOUSE BILL 108-FN-LOCAL

AN ACT relative to minutes and decisions in nonpublic sessions; an exemption for items falling within the attorney-client privilege or the attorney work product doctrine under the right-to-know law; and remote access to public meetings under the right-to-know law.

SPONSORS: Rep. Ulery, Hills. 37; Rep. Spillane, Rock. 2; Rep. McGuire, Merr. 29; Rep. T. Lekas, Hills. 37

COMMITTEE: Judiciary

AMENDED ANALYSIS

This bill:

- I. Requires that for meetings in nonpublic session where the minutes or decisions were determined to not be subject to public disclosure, a list shall be kept which shall include certain information. The list shall be made available for public disclosure.
- II. Exempts materials falling within the attorney-client privilege or attorney work product doctrine from the provisions of RSA 91-A.
- III. Establishes a committee to review authorizing governing bodies of municipalities to hold virtual meetings and to study remote access to meetings under RSA 91-A.

Explanation: Matter added to current law appears in ***bold italics***.

Matter removed from current law appears ~~[in brackets and struck through]~~

Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

05/27/2021 1711s
24Jun2021... 1973CofC 21-0315
08/06

STATE OF NEW HAMPSHIRE

In the Year of Our Lord Two Thousand Twenty One

AN ACT relative to minutes and decisions in nonpublic sessions; an exemption for items falling within the attorney-client privilege or the attorney work product doctrine under the right-to-know law; and remote access to public meetings under the right-to-know law.

Be it Enacted by the Senate and House of Representatives in General Court convened:

163:1 Right-to-Know Law; Nonpublic Sessions. Amend RSA 91-A:3, III to read as follows:

III. Minutes of meetings in nonpublic session shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes of such sessions shall record all actions in such a manner that the vote of each member is ascertained and recorded. Minutes and decisions reached in

nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present taken in public session, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the public body itself, or render the proposed action ineffective, or pertain to terrorism, more specifically, to matters relating to the preparation for and the carrying out of all emergency functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life. This shall include training to carry out such functions. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply. ***For all meetings held in nonpublic session, where the minutes or decisions were determined to not be subject to full public disclosure, a list of such minutes or decisions shall be kept and this list shall be made available as soon as practicable for public disclosure. This list shall identify the public body and include the date and time of the meeting in nonpublic session, the specific exemption under paragraph II on its face which is relied upon as foundation for the nonpublic session, the date of the decision to withhold the minutes or decisions from public disclosure, and the date of any subsequent decision, if any, to make the minutes or decisions available for public disclosure. Minutes related to a discussion held in nonpublic session under subparagraph II(d) shall be made available to the public as soon as practicable after the transaction has closed or the public body has decided not to proceed with the transaction.***

163:2 New Paragraph; Right To Know; Exemptions. Amend RSA 91-A:5 by inserting after paragraph XI the following new paragraph:

XII. Records protected under the attorney-client privilege or the attorney work product doctrine.

163:3 Committee Established. There is established a committee to review authorizing governing bodies of municipalities to hold virtual meetings and to study remote access to meetings under RSA 91-A.

163:4 Membership and Compensation.

I. The members of the committee shall be as follows:

(a) Two members of the senate, appointed by the president of the senate.

(b) Three members of the house of representatives, appointed by the speaker of the house of representatives.

II. Members of the committee shall receive mileage at the legislative rate when attending to the duties of the committee.

163:5 Duties. The committee shall review authorizing governing bodies of municipalities to hold virtual meetings and to study remote access to meetings under RSA 91-A.

163:6 Chairperson; Quorum. The members of the study committee shall elect a chairperson from among the members. The first meeting of the committee shall be called by the first-named senate member. The first meeting of the committee shall be held within 45 days of the effective date of this section. Three members of the committee shall constitute a quorum.

163:7 Report. The committee shall report its findings and any recommendations for proposed legislation to the president of the senate, the speaker of the house of representatives, the senate clerk, the house clerk, the governor, and the state library on or before November 1, 2021.

163:8 Effective Date.

I. Section 1 of this act shall take effect January 1, 2022.

II. Sections 3-7 of this act shall take effect 60 days after its passage.

III. The remainder of this act shall take effect upon its passage.

Approved: July 30, 2021

Effective Date:

I. Section 1 shall take effect January 1, 2022.

II. Sections 3-7 shall take effect September 28, 2021.

III. Remainder shall take effect July 30, 2021.

**Town of Auburn
Board of Selectmen
February 2, 2022
Town Hall
Minutes**

7:00 PM

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

Others Present: Officer Peter Lennon, Tom Carroll, State Representative Jess Edwards, Fire Chief Michael Williams, Deputy Fire Chief Bob Seling, 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.

Other Business

Approval of Payroll Manifest for the Week of January 17, 2022 - \$51,476.83

Mr. Bedard motioned to approve the Payroll Manifest for the week of January 17, 2022 in the amount of \$51,476.83. 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 January 24, 2022 - \$260,148.40

Mr. Bedard motioned to approve the Accounts Payable Manifest for the Week of January 24, 2022 in the amount of \$260,148.40. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Payroll Manifest for the Week of January 24, 2022 - \$11,615.00

Mr. Bedard motioned to approve the Payroll Manifest for the Week of January 24, 2022 in the amount of \$11,615. 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 Payroll Manifest for the Week of January 31, 2022 - \$48,458.48

Mr. Bedard motioned to approve the Payroll Manifest for the Week of January 31, 2022 in the amount of \$48,458.48. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of January 31, 2022 - \$401.80

Mr. Bedard motioned to approve the Accounts Payable Manifest for the Week of January 31, 2022 in the amount of \$401.80. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of January 31, 2022

Mr. Leclair read out loud and provided for inspection a copy of the Consent Agenda for the week of January 31, 2022 which included: the Annual Town Meeting Warrant for the February 5th Deliberative Session & March 8th, 2022 voting, two (2) Applications for Property Tax Credits/Exemptions, one (1) Application for Property Tax Abatement, correspondence in support of SB 247 relative to broadband infrastructure bonds, Addendum #1 to MOU for Sand and Gravel Materials on Chester Turnpike, Amended 2021 Encumbered Funds, two (2) Abatement/Refund Requests, one (1) void check manifest and five (5) pistol/revolver licenses.

Mr. Bedard motioned to approve the Consent Agenda for the week of January 31, 2022. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Appointments with the Board

Monthly Meeting – Fire Chief Williams

Fire Chief Williams presented the monthly report of the Fire Department for December 2021. Chief Williams noted 53 calls for service. Annual SCBA fit testing was completed, and Chief Williams commended Captain Barsaleau for doing a good job. Annual statistics were provided in addition to fourth quarter reporting.

Chief Williams provided a letter dated January 6, 2022, concerning Rescue 1 and how it is currently being utilized. He noted the Department is currently looking to revise a few of their response cards to change how this vehicle currently operates so it will have more use.

Chief Williams updated the installation process with the gear extractor washer and dryer which has been plumbed and installed and will be complete on Tuesday with the installation of the chemical injector. The Gator driveshaft had been replaced and failed months later and was replaced again.

Replacement of Safety Complex Boiler

Chief Williams reported the boiler at the Safety Complex developed a leak and had been patched awaiting repair. He obtained one quote dated February 1, 2022, from AAA Energy Service in the amount of \$12,500 which he provided and will noted he will obtain a couple more estimates. Mr. Leclair will reach out to obtain one quote while Chief Williams works on the others.

New Business

Final 2021 Landfill Inspection Report

Mr. Herman provided an update of the Landfill Inspection Report as of December 31, 2021. Only one action item was indicated for 2022 to relocate the no trespassing sign to a more visible location adjacent to the gate. Two recommendations were made for 2022 for tree and brush cutting along the southeast edge and to check imaging to verify the location of the brush dump and access road on the southeast edge of landfill and remove if imaging on cap.

Solar Energy Tracking Proposal

Mr. Herman provided a proposal submitted by Bright Spot Solar dated December 20, 2021, looking to partner with communities to install solar trackers at no cost offering to enter a Power Purchase Agreement to sell the power at a lower rate than the utility company.

Mr. Leclair recommended having Mr. Cullen come in and make a presentation and consider other properties.

Status of Town Hall Lift

Mr. Herman provided a Memorandum dated December 30, 2021, concerning the status of the Town Hall Lift. A problem was reported following the ZBA meeting on December 14th with the lift at the rear of Town Hall which placed it out of service. NE Lift Company was called to service the unit. The unit has been returned to full operation; however, the Town was verbally advised the motor is old and the manufacturer out of business. Future repairs are doubtful and a replacement would cost approximately \$30,000 provided it will fit in the space.

Mr. Herman reported the Town of Swanzey had a similar unit installed in an older building with a modern unit. Mr. Herman noted the Auburn lift is used multiple times each week and he felt the expense could be covered through ARPA funding or the Building Maintenance Fund.

Electronic Display Equipment – Stritch Meeting Room

Mr. Herman provided information and a cost estimate for installation of a 75" monitor in the meeting room suggested by the Board of Adjustment Chair Michael DiPietro. There would be an additional cost to have an electrician hide the electric outlet, so the cord is not visible. Funding could be available from ARPA or from the Buildings Rehabilitation Expendable Trust Fund. The Board agreed they would like to have the outlet and cords hidden and Mr. Leclair will obtain an estimate from an electrician for that. Mr. Herman provided the balance from the ARPA fund: \$204,000 has been obligated for this year's portion and \$88,000 is left for year one.

With the help of Mr. Edwards and Mr. Carroll, the Board measured the proposed space and found the 75" monitor may be too large and opted for 60" to 65" as more appropriate.

Mr. Bedard motioned to obligate up to a total of \$2,555 from the American Rescue Plan Act funds for the purchase and installation of a flat screen monitor and laptop system for

displaying information during public meetings in the Stritch Meeting Room at Town Hall. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Online Building Permit Software

Mr. Herman reported Building Inspector Rouleau-Cote has investigated replacement building permit software for the online program that is no longer in service. A proposal from Full Circle Technologies was provided for consideration.

Mr. Herman noted an initial setup cost of approximately \$13,740 and annual cost of approximately \$3,000 which is compatible with the amount budgeted for the cost of the Avitar building permit program currently in use internally as it would no longer be needed. Mr. Herman noted Mrs. Rouleau-Cote met with at least three providers and attended demonstrations. This program will also save some time with flagging items on the Assessor's side and a feature that provides for a tablet used in the field to port over information so that it will not have to be reentered after returning from the field.

Mr. Leclair asked the turnaround time on installation and how many years the price quoted would be good for. Mr. Herman will forward the contract and get answers to those questions for the next meeting and have Building Inspector Rouleau-Cote come in to discuss the proposal further.

Priscilla Land Right-of-Way & Lot Line Adjustment

Mr. Herman provided a draft of a proposed Warrant Article for next year to formalize the conveyance of a parcel of land to 31 Priscilla Lane Realty Trust previously approved by the Planning Board in 1996 containing approximately 4,017 SF depicted as Parcel A on Plan D-24974. The Planning Board could only recommend the conveyance and did not have authority to approve it without a vote at Town Meeting so that is the next step. Mr. Herman noted Town Counsel had drafted the proposed article, but it was too late to add it to this year's warrant by the time it came together. Mr. Herman recommended the Board review the issue further with Town Counsel for next year's consideration.

FY 2020 Fiscal Audit

Mr. Herman provided the Board member with copies of the FY 2020 Audit. He indicated it is a good result with one management recommendation. Some personnel files older than 10 years needed to be corrected with signoffs on pay rates by the employees, mainly call firefighters. He noted overall the system has been corrected to address this process.

Old Business

NH Locality Equipment Purchase Program

Mr. Herman provided information concerning the NH Locality Equipment Purchase Program which the Governor's Office of Emergency Relief and Recovery (GOFERR) announced as a

new grant program that would provide up to \$50,000 per NH community for purchasing safety and emergency equipment needed because or in response to the health crisis and its negative effects. The program is 90-10 matching grant with 90% coming from GOFERR and 10% from the community. Applications are due by June 3, 2022 for equipment acquired before December 31, 2022.

Mr. Herman noted previously the Board discussed applying for funding for the Fire Department's gear extractor system. The upgrading of toilets and laves at the Police Department could be added to secure the full funding. Mr. Herman noted another option would be the purchase of the additional portable radios budgeted for the Fire Department. The first half of the purchase of portable radios was covered by ARPA funding and the second half of the purchase was put in the operating budget for \$76,000. The revenue, if used to fund the radios as they are already in the operating budget, could be used as revenue against the tax rate. Mr. Leclair questioned what the impact to the tax rate would be and Mr. Herman estimated .04 to .05 cents per thousand. Based on the value of a \$500,000 home the savings would be \$20 for the year. Mr. Leclair indicated he would rather see a more substantial savings to the taxpayers by applying the revenue to another capital expense and go with the ARPA option originally discussed. Mr. Rolfe and Mr. Bedard agreed.

Report/Comments of Ex-Officio Board Representatives

Mr. Bedard attended the Highway Safety Meeting and the Parks & Recreation meeting who discussed the ice rink.

Mr. Leclair reported the Budget Committee did not recommend the change in current use percentage to the Conservation Commission for now, so that was pulled from the ballot.

Other Business

Mr. Herman reported on the ARPA meeting he attended recently in Swanzey and the lost revenue allowance computations which are now set at 10 million dollars. Spending restrictions have relaxed. The timeline for obligating remains the same at four years and spending at five. The first reporting by the Town is due to the U.S. Treasury on April 1st.

Representative Edwards reported funding was available for police body cameras. Mr. Leclair noted the Police Department purchased those last year.

Representative Edwards reported some changes coming to the number of categories for fire permits.

Representative Edwards reported legislation coming up for vote concerning virtual meetings. Mr. Leclair noted the Selectmen have favored meeting in person however there could be flexibility provided Boards can meet virtually and not be required to.

Representative Edwards reported the redistricting plan is not final. Some remainder towns will be part of the "floterial" district comprising five towns.

Representative Edwards discussed the warrant article proposed to add Selectmen and that he was opposed and willing to speak to that. He asked how much each additional Selectman would cost the Town and Mr. Herman noted approximately \$4,000 per Selectmen including expenses.

Next Meeting/Events

- Saturday, February 5, 2022 – Deliberative Session – 9:00 AM
- Monday, February 14, 2022 – Board of Selectmen's Meeting – 7:00 PM
- Monday, February 28, 2022 – Board of Selectmen's Meeting – 7:00 PM

Minutes

January 10, 2022 Public Meeting

Mr. Bedard motioned to approve the January 10, 2022 Public Meeting Minutes. Mr. Leclair seconded the motion. A vote was taken, Mr. Rolfe abstained, Mr. Leclair voted aye, and Mr. Bedard voted aye.

Non-Public Session pursuant to provisions of RSA 91-A: 3, II (a) and (d) consideration of the compensation of any public employee and the leasing of real or personal property

Mr. Leclair motioned to go into non-public session pursuant to the provisions of RSA 91-A: 3 II, (a) and (d) consideration of the compensation of any public employee and the leasing of real or personal property. Mr. Bedard seconded the motion. A roll call vote was taken Mr. Leclair voted aye, Mr. Rolfe voted aye, and Mr. Bedard voted aye. With all in favor, the motion passed unanimously.

The meeting room was closed to the public at 8:15 PM.

The Board reviewed the performance evaluation of Finance Assistant Mimi Friolet.

Mr. Herman reported Mrs. Friolet is performing at or above expectations and fits in well with her coworkers.

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

The meeting room was reopened to the public at 8:45 PM.

Mr. Leclair motioned to seal the minutes of the non-public session held under RSA 91-A:3 (d). Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Bedard motioned to approve the recommendation of the Finance Director to provide a step increase for the Finance Assistant from a Labor Grade 7, Step 8 to a Labor Grade 7, Step 9 based on a positive performance evaluation. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Resignation and Appointment of Members of the Board

Resignation of Selectman Todd Bedard

Selectman Bedard verbally submitted his resignation as a member of the Board of Selectmen. He is currently enrolled in classes at the Manchester Community College that conflicts with the Selectmen's meeting schedule. Mr. Bedard noted he will strive to continue to be involved in Town activities where possible. Mr. Leclair and Mr. Rolfe thanked Mr. Bedard for his service and accepted his resignation.

Appointment of Tom Carroll

Mr. Leclair recommended appointing Tom Carroll to fill the vacancy left by Mr. Bedard until the March election. Mr. Carroll has entered his candidacy for Selectmen and is the only candidate who has formally filed for the position. Mr. Rolfe seconded the recommendation and Mr. Carroll accepted the nomination. Mr. Leclair administered the oath of office to Mr. Carroll.

Saturday, February 5, 2022 – Deliberative Session – 9:00 AM

The Board reviewed responsibilities for the Deliberative Session on Saturday with Mr. Carroll and who would speak to which article. Mr. Leclair will announce Mr. Carroll has been appointed to fill the vacant seat left by Mr. Bedard until the election in March as he was the only person to file his candidacy. Mr. Leclair recommended checking as he believes the mask mandate is in place at the AVS.

Adjourn

Mr. Leclair motioned to adjourn the meeting at 8:57 PM. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy Hoijer
Recording Secretary