

**Town of Auburn
Board of Selectmen
Town Hall
November 23, 2020**

6:30 p.m.

- () Non-Public Session pursuant to RSA 91-A : 3, II (b)**
Consideration of personnel change and/or addition.

7:00 p.m.

- () Call to Order – Pledge of Allegiance**
Approval of the Payroll Manifest of November 23, 2020

- () Appointments with the Board**
Monthly Meeting – Fire/Chief Michael Williams

- () Town Budget Presentations**

- Conservation Commission – Jeffery Porter
- Planning & Zoning – Ron Poltak
- Library – Nancy Mayland/Kathy Growney

- () New Business**

- () Other Business**

- () Next Meeting**
Monday, November 30, 2020 – Board of Selectmen's Meeting – 7:00 pm

- () Approval of Minutes**
November 9th Board of Selectmen Meeting
November 16th Board of Selectmen Meeting

- () Adjourn**

Note: "Any person with a disability who wishes to attend this public meeting and needs to be provided reasonable accommodations in order to participate, please contact the Board of Selectmen at (603) 483-5052 x 100, 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 October 2020

The Auburn Fire Rescue Department responded to 57 Incidents for the month, Incident responses are broken down as listed below:

Building Fire:	0
Vehicle/equipment Fires:	0
Brush:	0
Fires, all other:	0
Alarm Call no fire:	7
Hazardous Conditions:	2
Rescue/EMS:	26
Service calls:	9
Good intent calls:	13
Total:	57

Fire Chiefs Report

- Continued working COVID-19 related issues.
- Station 2 is only waiting for the smoke exhaust system to be installed, the generator is now complete.
- Hosted Bimonthly AFD Department meeting.
- Worked with company evaluating both fire stations for LED light upgrades.
- Hired 2 new call firefighters, Andrew Flores and Derek Ball.
- Met with new Fire apparatus mechanic who will start working on our apparatus.
- 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.
- Exported the monthly NHIFRS reports to the State of N.H.
- Completed interviews and assessment centers for the vacant fulltime firefighter's position.

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.
- 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.
- Assisted with preparing the fleet maintenance budget.
- Assist with Vehicle maintenance on all AFD apparatus.
- Coordinated all state of NH vehicle inspections.
- Coordinated R1 to get any repairs completed prior to warranty expiring.

Lieutenant Mike Sullivan (EMS)

- Assisted at Crew detail every other Sunday.
- Responds to emergencies as requested.
- Serves as our EMS coordinator.
- Coordinates Monthly EMS training schedules, this month training was CO poisoning.
- Taught a Narcan class for APD and AFD members
- Currently coordinating EMT refresher
- Qc's all EMS TEMSIS reports.
- Working on acquiring AED for all fire apparatus.

- Continued working with Derry Fire on a new repeater frequency for both Auburn and Chester.
- The EMR class held in Auburn is complete, members are currently testing out.
- Responded to emergencies and meetings as needed and required.
- Station 2's furnace was cleaned.
- I continually meet with Fire officers and Department members as needed and required.
- The Part time/Per diem shifts are going well.

Deputy Fire Chief Bob Selinga

- Completed the social media policy.
- Assists with checking members off on fire apparatus as driver/operators.
- Responds to emergencies as requested.
- 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.
- 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.

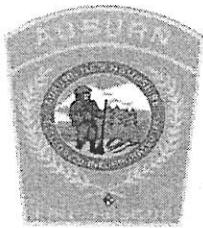
Station 2 Captain (Vacant)

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.
- 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.
- Started to Paint fire apparatus small tools.
- Worked with his assigned crew on training requirements.



Auburn Fire October 2020 Statistics

Calls by Day of the Week

	Oct 2020
Monday	4
Tuesday	7
Wednesday	10
Thursday	8
Friday	7
Saturday	11
Sunday	10
Total	57

Fire / EMS Calls for Oct. 2020

EMS Calls for Service	28
Fire Calls for Service	29
Total Calls For Service	57

Calls by Response Area

	Oct. 2020
Grid AFD1	14
Grid AFD2	8
Grid AFD3	12
Grid AFD4	7
Grid AFD5	4
Grid AFD6	0
Mutual Aid Given	12
Total	57

Fire and Rescue Responses by Type Oct. 2020

Building Fire	0
Vehicle/ Heavy Equipment Fire	0
Brush	0
Fires, other types	0
Alarm call no fire	7
Hazardous Condition	2
Good Intent	13
Service Call	9
Emergency Medical Services	26
Total Responses	57

Simultaneous Incidents

	Occurrences	Total	Simultaneous Incidents
Single Call	55	55	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
Totals		57	2
Oct. 2020			4 %

Mutual Aid/Auto Aid Given

	Oct. 2020
Bedford	0
Candia	1
Chester	8
Deerfield	0
Derry	2
Hampstead	0
Hooksett	0
Hudson	0
Litchfield	0
Londonderry	0
Manchester	1
Northwood	0
Pelham	0
Raymond	0
Salem	0
Sandown	0
Windham	0
Total	12

Mutual Aid Received

Candia	2
Chester	9
Deerfield	0
Derry	1
Hampstead	0
Hooksett	0
Hudson	0
Litchfield	0
Londonderry	0
Manchester	1
Raymond	0
Total	12

EMD Call Code

	Oct. 2020
ALPHA	4
BRAVO	2
CHARLIE	4
DELTA	7
ECHO	1
NONE	10
OMEGA	0
Grand Total	28

Time of Day

	Count
00:00 - 00:59	4
01:00 - 01:59	1
02:00 - 02:59	1
03:00 - 03:59	0
04:00 - 04:59	0
05:00 - 05:59	0
06:00 - 06:59	1
07:00 - 07:59	3
08:00 - 08:59	6
09:00 - 09:59	3
10:00 - 10:59	0
11:00 - 11:59	0
12:00 - 12:59	4
13:00 - 13:59	4
14:00 - 14:59	1
15:00 - 15:59	4
16:00 - 16:59	6
17:00 - 17:59	7
18:00 - 18:59	3
19:00 - 19:59	2
20:00 - 20:59	4
21:00 - 21:59	0
22:00 - 22:59	3
23:00 - 23:59	0
Total Alarms	57

2021 PROPOSED CONSERVATION ADMINISTRATION

TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expended	Budgeted	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2017	2018	2019	2020	2020	Request	20/21	Approved	Approved
							2021		2021	2021
		As of December	As of December	As of December	As of December	As of November				
General Fund										
Conservation Administration										
1 01-4611-3-390-0	Conservation Professional Services	0.00	0.00	0.00	450.00	0.00	3,450.00	667%		
2 01-4611-3-390-2	Conservation Maps & Supplies	0.00	0.00	195.40	349.00	0.00	1,349.00	287%		
3 01-4611-6-645-1	Conservation Education	175.00	0.00	0.00	300.00	0.00	300.00			
4 01-4611-6-645-2	Conservation Dues & Memberships	333.00	353.00	350.00	400.00	700.00	400.00			
5 01-4611-6-660-1	Conservation Natural Resource Inventory	0.00	0.00	0.00	1.00	0.00	1.00			
Grand Total:		508.00	353.00	545.40	1,500.00	700.00	5,500.00	267%	0.00	0.00

2021 PROPOSED PLANNING & ZONING

TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2017	2018	2019	2020	2020	Request	20/21	Approved	Approved
							2021		2021	2021
		As of December	As of December	As of December	As of December	As of November				
Planning & Zoning										
1 01-4191-2-250-1	P/Z Mileage	263.22	0.00	426.88	500.00	0.00	500.00			
2 01-4191-3-320-1	P/Z Engineering Services	378.00	0.00	0.00	4,000.00	0.00	4,000.00			
3 01-4191-3-350-1	P/Z Legal Expenditures	14,656.46	12,604.60	4,962.00	16,000.00	13,413.00	16,000.00			
4 01-4191-3-390-1	P/Z Maps	-650.00	650.00	0.00	650.00	0.00	650.00			
5 01-4191-3-390-2	Master Plan & Regulatory Updates	32,879.21	8,370.50	9,163.50	20,000.00	3,219.00	17,000.00	-15%		
6 01-4191-3-390-3	P/Z Recording Fees	0.00	0.00	0.00	250.00	0.00	250.00			
7 01-4191-6-620-1	P/Z Printing	0.00	547.16	0.00	1,000.00	471.00	1,000.00			
8 01-4191-6-645-0	P/Z Dues, Workshops, Seminars	50.00	270.00	125.00	1,200.00	50.00	1,200.00			
9 01-4191-6-650-1	P/Z Books	167.75	0.00	174.50	500.00	185.25	500.00			
10 01-4191-6-670-1	P/Z Printed Forms & Supplies	0.00	0.00	0.00	50.00	0.00	50.00			
11 01-4191-6-680-1	P/Z Legal Ads	2,790.75	3,593.77	4,180.30	3,000.00	1,430.60	3,000.00			
Grand Total:		50,535.39	26,036.03	19,032.18	47,150.00	18,768.85	44,150.00	-6%	0.00	0.00

Grand Total:	35,635.18	41,665.02	48,282.66	47,613.00	39,140.05	62,609.00	31%	0.00	0.00
--------------	-----------	-----------	-----------	-----------	-----------	-----------	-----	------	------

**Town of Auburn
Board of Selectmen
November 9, 2020
Minutes
6:30 PM**

Selectmen Present: Keith Leclair, Todd Bedard and Michael Rolfe

Others Present: Mike DiPietro, Police Chief Ray Pelton, Lieutenant Charles Chabot, Office Manager Lil Deeb, Finance Director Adele Frisella and Nancy Hoijer, Recording Secretary

Non-Public Session pursuant to RSA 91-A: 3, II (b) - Consideration of hiring a person(s) as a public employee

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

The meeting room was closed to the public at 6:29 PM.

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

The meeting room was reopened to the public at 6:57 PM.

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

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 November 9, 2020 - \$49,028.83

Mr. Bedard motioned to approve the Payroll Manifest for the Week of November 9, 2020 in the amount of \$49,028.83. 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 November 9, 2020 - \$2,984.43

Mr. Bedard motioned to approve the Payroll Manifest for the week of November 9, 2020 in the amount of \$2,984.43. 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

Chief Pelton reported there are seven active cases in Auburn compared to the worst being 14 at one time in the beginning of Covid pandemic. All protocols have been re-emphasized such as what to do when entering homes. Both Fire and Police Departments remain fully stocked with PPE.

Update on CARES Act Funding

Mr. Leclair reported the final payment of CARES ACT funds has been received, and Auburn used its full allocation. The payment for the September Primary Election expenses has also been received, while November General Election expenses will be submitted in mid-November.

Town Budget Presentations

Police Department – Chief Pelton & Team

Chief Pelton provided an update of the Department's activities this year. Two full-time officers have been added and trained. There were 7661 calls from June to September, 565 motor vehicle stops, 69 motor vehicle accidents, 198 reports and 69 arrests. Drug related activities have increased since last year with nine overdoses and two deaths from overdose. All officers are trained in administering Narcan. There were 31 DWI to date. DWI Patrols will start for Thanksgiving and Christmas which is when DWIs are significantly up. There have been 55 total Covid cases. Three officers were quarantined after exposure. Testing averages one to three days. State Surveillance testing may be coming for Police & Fire Departments.

Chief Pelton explained two cruisers were ordered but received late and one order cancelled completely so that has been adjusted to purchase only one cruiser next year with two sets of equipment. Chief Pelton reviewed the proposed vehicle purchase plan over the next three years

2021	2022	2023
1 payment (old)	2 payments	1 new payments
1-2 payments new	1 payment (old)	2 old payments
1 set of equipment	2 sets of equipment	1 set of equipment

This schedule would keep to four items not six per year and a reduction of \$5,500.

Chief Pelton proposed a hybrid cruiser may save money on gas but the Board after calculating the projected savings did not determine any benefit in going hybrid. The hybrid would cost \$37,300 versus \$34,110.95 for a non-hybrid cruiser.

Chief Pelton indicated the motorcycle lease could be paid for one more year and then purchased with the balance to come from the detail fund. The motorcycle has low mileage and would not be worth turning in toward a new lease. There will be one officer who can drive it now and three officers will be certified for use of the motorcycle next year.

Chief Pelton noted body cams, costing \$23,000 will be purchased this year. Chief Pelton noted there may be additional payroll costs through the end of the year.

Chief Pelton presented the FY 21 Police Department Patrol Programs Budget in the amount of \$11,001 which is level funded from last year. This includes lines for DWI & Sobriety Checkpoint Patrols, Selective Traffic Control, Police Witness Fees and a \$1.00 placeholder for Fish & Game in the PD OHRV line. Witness fees are down with the Courts being closed from Covid. They are reopened moving forward with no backlog.

Mr. Bedard motioned to approve the FY 21 Police Patrol Programs Budget for in the amount of \$11,001. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Chief Pelton presented the proposed FY 21 Police Budget in the amount of \$215,370 which is a three percent decrease over last year. Police uniforms were down \$400. Computer services is a contract. Police Radar reflected an increase from last year of which \$1,500 is Cloud storage charges. Two portable radios will be replaced. Subscriptions increased by \$100. The storage unit will be needed until the storage building is completed at an annual cost of \$840. One storage pod has been eliminated.

Police Equipment was lowered by \$200 to \$6,000.

Police Cruisers was lowered by \$4,800 to \$64,200 reflecting the \$34,200 cruiser cost, \$17,000 payment and \$13,000 in equipment referenced in year one of the proposed three- year plan.

Mr. Bedard motioned to approve the FY 21 Police Budget in the amount of \$210,370. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Regional Associations

The FY 21 budget for Advertising & Regional Associations in the amount of \$9,473 was proposed and is a 1% increase over last year. This is for the annual dues for the NH Municipal Association and Southern NH Planning Commission.

Mr. Bedard motioned to approve the budget for Advertising & Regional Associations for FY 21 in the amount of \$9,473. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Health Agencies

The FY 21 budget for Health Agencies & Hospitals in the amount of \$5,875 was proposed and is level funded from last year. Ms. Frisella noted Child & Family Services made no request this year, but CASA requested \$500, which is new. Lamprey Health Care made no request as its service was merged with Meals on Wheels, so that \$500 was added to that agency.

Mr. Bedard motioned to approve the budget for Health Agencies & Hospitals for FY 21 in the amount of \$5,875. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

New Business

Storage Building

Mr. Rolfe reported he continues to make calls for estimates for the storage building.

Old Business

Update on Street Lights – LED Conversion Project

Affinity Lighting has completed their mapping and reported one street light the Town was paying for that wasn't there and one street light not being charged for, that was. With the mapping completed the conversion will be ready to move to installation soon.

Report/Comments of Ex-officio Board Representatives

Mr. Bedard reported Parks & Recreation's new hire started and is doing well.

Mr. Leclair reported the Budget Committee had its first meeting and will move the meetings to the School to provide social distancing. Mr. Leclair provided the Committee with an update about items such as body cameras and radios that would be pre-bought this year and potential use of the Severance School building.

Next Meeting/Events

Monday, November 16, 2020 – Board of Selectmen's Meeting - 7:00 PM

Monday, November 23, 2020 – Board of Selectmen's Meeting – 7:00 PM

Minutes

- November 2, 2020 Public Meeting

Mr. Bedard motioned to approve the minutes of the November 2, 2020 Public Meeting.

Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

- November 2, 2020 Non-Public Meeting

Mr. Bedard motioned to approve the minutes of the November 2, 2020 Non-Public

Meeting. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Adjourn

Mr. Rolfe motioned to adjourn the meeting at 8:15 PM. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary

**Town of Auburn
Board of Selectmen
November 16, 2020
Minutes
6:30 PM**

Selectmen Present: Keith Leclair, Todd Bedard and Michael Rolfe

Others Present: James Thompson, Cemetery Trustee, Michael Mozer, Cemetery Trustee, Mike DiPietro, Tax Collector Susan Jenkins, Town Clerk Kathleen Sylvia, NH State Representative Jess Edwards, Police Chief Ray Pelton, Finance Director Adele Frisella and Nancy Hoijer, Recording Secretary

Non-Public Session pursuant to RSA 91-A: 3, II (b) Consideration of personnel change and/or addition.

Mr. Leclair motioned to go into non-public session pursuant to RSA 91-A: 3, II (b) consideration of personnel change and/or addition. Mr. Bedard seconded the motion. A roll call vote was taken: Mr. Leclair – Yes; Mr. Bedard – Yes; Mr. Rolfe – Yes. All were in favor, the motion passed unanimously.

The meeting room was closed to the public at 6:25 PM.

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

The meeting room was reopened to the public at 6:59 PM.

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

Call to Order – Pledge of Allegiance

Mr. Leclair called the meeting to order at 7:01 PM and led the Pledge of Allegiance.

Approval of Accounts Payable Manifest for the Week of November 16, 2020 - \$10,000

Mr. Bedard motioned to approve the Accounts Payable Manifest for the Week of November 16, 2020 in the amount of \$10,000. Mr. Leclair seconded the motion. A vote was taken, Mr. Leclair – aye, Mr. Bedard – aye, and Mr. Rolfe - abstain. The motion passed 2-0-1.

Approval of Accounts Payable Manifest for the Week of November 16, 2020 - \$224,200.59

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of November 16, 2020 in the amount of \$224,200.59. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Town Budget Presentations

Checklist Supervisors – Susan Jenkins

Mrs. Jenkins presented the proposed FY 21 budget for Checklist Supervisors in the amount of \$2,000 which is a 69% decrease over last year. Mrs. Jenkins noted there were four elections this year and there will be one next year. There will be a purge next year of the voter checklist which happens every ten years. If a registered voter has not voted in the last four elections a letter will be sent and if no response is received, they will be removed from the checklist.

Mr. Bedard motioned to approve the FY 21 budget for Checklist Supervisors in the amount of \$2,000. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Town Clerk (Elections, Registrations, etc.) - Kathleen Sylvia

Mrs. Sylvia presented the proposed FY 21 Election, Registration & Vital Statistics budget in the amount of \$13,550. Mrs. Sylvia noted Dues & Conferences were down \$600. The cost of dog tags was increased by \$100 to order a different brand that can be mailed less expensively.

Mrs. Sylvia noted there has been no expense recorded for Record Preservation as that has not been done yet and is done by an outside vendor. Ms. Frisella noted the amount could be encumbered if an order is placed before the end of the year.

Mr. Bedard motioned to approve the Election, Registration & Vital Statistics budget for FY 21 in the amount of \$13,550. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Financial Administration – Susan Jenkins

Mrs. Jenkins presented the proposed FY 21 budget for Financial Administration in the amount of \$33,075 which is a one percent increase over last year. Mrs. Jenkins noted deed research fees have been increased from \$13/parcel to \$20/parcel. Tax Collection education expenses have increased as all conferences and workshops were cancelled this year and Mr. Milne needs to attend the certification program in 2021.

Mr. Bedard motioned to approve the FY 21 budget for Financial Administration in the amount of \$33,075. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Cemetery – James Thompson

Mr. Thompson presented the proposed FY 21 budget for Cemetery in the amount of \$33,300 which is a 1% decrease over last year.

Mr. Thompson noted the charges for landscaping have increased and will now include the Robie Cemetery which has been zeroed out. Mr. Thompson indicated he is pleased with the landscaping services. Two projects are planned, tree pruning at the Village Cemetery and landscaping at Longmeadow. The stone wall at Longmeadow will be covered out of the Trust Fund. The Trustees submit their mileage in December and mapping is done at the end of the year as well. There were no Association meetings this year.

Mr. Bedard motioned to approve the FY 21 Cemetery budget in the amount of \$33,300. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Government Buildings – William Herman/Adele Frisella

Ms. Frisella presented the proposed FY 21 budget for Government Buildings and Maintenance in the amount of \$122,684 which is a 10% decrease from last year.

Ms. Frisella indicated Janitorial Salary is part of payroll and has not been done yet.

Mr. Leclair will discuss with Ms. Rousseau the accounts for Town Hall Telephone and Internet, which increased 20%.

Ms. Frisella noted is new as the Parks & Recreation mobile phone was covered under their budget last year.

Ms. Frisella provided an estimate from SOS Alarms Inc. for replacement of 18 smoke detectors and seven heat detectors. This was advised as part of 2020's inspection, with the vendor advising code requires changing out the heads once every 10 years.

Mr. Leclair recommended tabling approval of this budget.

General Government – William Herman/Adele Frisella

Ms. Frisella presented the proposed FY 21 Budget for General Government in the amount of \$113,271 which is a one percent increase over last year.

Ms. Frisella noted the only change is the \$4,100 copier lease which can be paid for up front or leased over three and a half years with a minimal interest fee of \$200.

Ms. Frisella noted the ANS Contract and Services line of \$7,100 was moved within budget lines to better reflect the expense.

Mr. Bedard motioned to approve the FY 21 General Government budget in the amount of \$113,271. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Police Department

Mr. Bedard requested the Board reconsider the hybrid vehicle purchase which was eliminated from the FY 21 Police Budget at the last meeting. Mr. Bedard asked Chief Pelton to provide comparison numbers for the projected fuel savings. Chief Pelton had discussions with the police department in Brookline, Massachusetts who has been using hybrid vehicles from 2018-2020. Massachusetts has already mandated that grants will not be funded unless the hybrid vehicles are used. Chief Pelton noted that change is undoubtedly coming to New Hampshire soon as well. Brookline reported eight (8) miles per gallon with a regular vehicle versus 16 with the hybrid.

Chief Pelton noted the Town of Auburn's vehicle mileage can be tracked by the Wex card associated with each vehicle. The savings would be reflected with vehicles that are used a lot. Chief Pelton compared the cost for two patrol vehicles. 375 gal. per mo. for two vehicles would

be \$9,000 per year. The savings would be \$4,500 per year for vehicles that are frequently used.

Chief Pelton noted the delivery time to receive the vehicle would reflect a savings in the last six months of the FY 21 budget so that the savings would be realized in the second year of service.

Mr. Leclair asked if the vehicles were similar with the specifications and Chief Pelton noted they were.

Mr. Leclair noted the line was approved at the last meeting for \$64,200 and would be increased to \$68,000. The bottom line approved was \$210,370 and would be increased to \$214,170

Mr. Bedard motioned to amend and approve the proposed FY 21 Police Department budget in the amount of \$214,170. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

New Business

Mr. Leclair was asked to inform the Departments what time Town Hall would be closing the day before Thanksgiving. Ms. Frisella noted the Town Clerk & Tax Collector are open until 2 PM.

Mr. Bedard motioned to approve Town Hall closing at 2 PM on November 25, 2020. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

State Representative Jess Edwards asked the Board if they had any issues to bring up for the next Legislative session. He indicated new legislative bills had to be submitted before November 20, 2020. Mr. Edwards was recently re-elected and noted he will be on the House Finance Committee serving on Division Three covering Health & Human Services.

Mr. Edwards asked about the Severance School building and Mr. Leclair informed him it is owned by Manchester Water Works and since the Town does not own it, no expenses for repairs or maintenance will appear in the Town's budget. Discussions with Water Works are still underway, but any expenses associated with rental or utilities would appear in the Parks & Recreation budget.

Old Business

Mr. Rolfe noted he received an estimate for a post and beam constructed 20'x40' storage building with metal roof, pine siding, three windows and doors and one coat of stain, for \$28,000. This does not include concrete and footings. Mr. Rolfe will obtain estimates for those.

Mr. Leclair noted Pidcore provided an estimated as well and the cost will be approximately \$20,000 more than the \$38,000 that will come in. Mr. Leclair will bring this to the attention of the Budget Committee as their next meeting.

Other Business

Ex-Officio Board/Committee Reports

Mr. Leclair noted the Budget Committee met last Thursday and Mr. Carpenter noted at least three departments have separate lines for legal expenses in their budgets and wondered if there could be any savings to the Town to have these combined. The Board of Selectman have the

general and labor relations account, while the Building Inspector and the Planning / Zoning Board of Adjustment also have accounts in their budgets.

Mr. Rolfe noted there will be legal fees anticipated to review homeowners' documents for the upcoming developments.

Mr. Leclair noted Building Inspector Rouleau-Cote indicated she would prefer to keep legal expenses in her line in the event the other departments use theirs up. Mr. Leclair noted it would be sticky to have to have Planning or ZBA have to come to the Board to request permission to expend legal expenses. Mr. Rolfe noted the ZBA was more reactive and less able to anticipate what their expenses might be.

Mr. Rolfe and Mr. Leclair were in favor of leaving the legal expense lines separate.

Approval of Minutes

November 9, 2020 - Tabled

Next Meeting

Monday, November 23, 2020 – Board of Selectmen's Meeting – 7:00 PM

The Budget Committee meeting scheduled for Thursday, November 19, 2020 has been cancelled.

Adjourn

Mr. Rolfe motioned to adjourn the meeting at 8:12 PM. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy Hoijer,
Recording Secretary