

**Town of Auburn
Board of Selectmen
March 25, 2019
7:30 PM**

Selectmen Present: Richard Eaton, Keith Leclair and Todd Bedard

Others Present Mike DiPietro, John Rolfe, Mary Anne Rolfe, Michael Rolfe, Russell Sullivan, Paula Marzloff, Road Agent Michael Dross, Linda Dross, Marion Miller, Cynthia McLaughlin, Dale Phillips, Fire Chief Mike Williams, Tom Lacroix, Tax Collector Susan Jenkins, Deputy Fire Chief Robert Seling, Town Administrator William Herman and Nancy Hoijer, Recording Secretary

Call to Order – Pledge of Allegiance

Mr. Eaton called the meeting to order at 7:30 pm.

Election – Board of Selectmen Chair and Vice-Chair

Mr. Leclair moved to appoint Richard Eaton as Chair of the Board of Selectmen which term is for one year. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Mr. Bedard moved to appoint Keith Leclair as Vice-Chair of the Board of Selectmen which term is for one year. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Approval of Payroll Manifest for the Week of March 18, 2019 - \$49,465.43

Mr. Leclair motioned to approve the Payroll Manifest for the Week of March 25, 2019 in the amount of \$49,465.43. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of March 25, 2019 - \$262,522.71

Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of March 25, 2019 in the amount of \$262,522.71. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of March 25, 2019

Mr. Eaton read out loud and offered for inspection a copy of the Consent Agenda for the Week of March 25, 2019 some of which included: two (2) Tax Collector's Warrant/Land Use Change Tax; one (1) Collective Bargaining Agreement/Auburn Police Union; one (1) Abatement Application to Municipality; three (3) Applications for Property Tax Credit/Veteran's Credit; one (1) Raffle Permit/Cash Prizes and two (2) Correspondence.

Mr. Leclair motioned to approve the Consent Agenda for the Week of March 25, 2019. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Appointments with the Board

Fire Chief Michael Williams

Fire Chief Williams reported 33 incidents for the month of February with 17 being rescue/EMS, 5 service calls, 4 hazardous conditions, 3 alarms, 3 Good intent calls and 1 reported under fires/all other.

Chief Williams noted key points in his report included meeting with the state Fire Marshall who came to help with exporting the files to the State, which is supposed to be done monthly and needed to be caught up. All of 2019 are complete and 2018 is being done as it was never worked on.

Chief Williams noted the State Forest Land training session will be held on March 27th at 6 PM.

Chief Williams reported one new hire, Sean Hall who is undergoing Firefighter level 1 school right now and is an EMT.

Chief Williams reported the door which was damaged by a vendor/driver is being repaired; the door has been ordered and will have it in two weeks. The vendor's insurance is not paying 100% so the contractor agreed to pay the difference.

Chief Williams reported he met at Station 2 with Mr. Eaton concerning the mold and floor issue. Lieutenant Phillips is inventorying all small tools and equipment. Lieutenant Barsaleau is completing the inventory of personal protective equipment and inspecting all PPE soon; which Chief Williams noted was a huge concern of the safety committee to limit exposure to carcinogens.

Mr. Leclair asked if all of the shifts have filled out while Captain Saulnier is out. Chief Williams reported all shifts were covered for the next month to month and a half if necessary.

New Business

Mold Remediation Work – Pingree Hill Fire Station

Mr. Herman advised Mr. Eaton met with Burke Emergency Restoration and obtained a proposal for \$865.00 for the mold remediation work, which does not include painting, for the damage believed to be caused by a back-up of ice a few years ago, the moisture likely sat for a while unnoticed. In general, additional repair work is needed at the Pingree Hill Station including one office can use insulation and ceiling tiles need replacing where they have rusted from water coming in. Fire Chief Williams noted the painting could be done by the station crew.

Mr. Leclair asked whether this was in the budget's general maintenance line and asked what the balance was. Chief Williams reported only a few hundred spent from the budget which is for preventative maintenance. This work was not anticipated and is not in the budget.

Mr. Leclair motioned to approve the expenditure of \$865.19 from the Building Restoration Fund to fix Pingree Hill Station. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Repair of Heating System – Safety Complex

Mr. Herman advised the radiant heat in the Fire Department bay area was damaged when one of the pipes in the floor was punctured in late January while a worker was bolting down an air compressor without realizing there were pipes in the floor for the radiant heat system, which resulted in a \$705.60 repair that was handled by Paradigm Plumbing of Hooksett.

Mr. Herman also advised of a separate issue of a loss of heat in the Community Room and main hallway of the building at the Safety Complex at the end of February due to failure and need of replacement of the motor and blower. The repair was handled by AAA Energy Service with a cost of \$2,609.37.

Mr. Herman advised as these were unanticipated expenses the Board would determine if the expenses could be covered through the Building Fund.

Mr. Bedard motioned to approve the withdrawal and expenditure of a total of \$3,314.97 from the Town Buildings Capital Reserve Fund for the repair of the radiant heat in the bays of the Fire Department and the heating system for the community room and main hallway of the Safety Complex. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Designation of Ex-Officio Members to Town Boards, Committees and Commissions

Mr. Leclair agreed to serve on the Budget Committee and Planning Board with a Term to expire in March 2020.

Mr. Eaton agreed to serve on the Highway Safety Committee with a Term to expire in March 2020.

Mr. Bedard agreed to serve on the Parks & Recreation Committee with a Term to expire in March 2020.

Mr. Leclair suggested that an update of those Boards and Committees from the Selectmen representative become a part of the regular meeting agenda moving forward to improve communications all around. The Board members agreed that was a good idea.

Annual Appointments to Town Boards, Committees and Commissions

Mr. Herman provided a list indicating the Board or Commission; the incumbent in the position and the new terms of office for those positions.

Mr. Leclair motioned to reappoint Margaret Donovan to the Conservation Commission with a Term to expire in March 2022. Mr. Bedard seconded the motion, with all in favor the motion passed unanimously.

Mr. Leclair motioned to reappoint Daniel Carpenter and Michael DiPietro to Highway Safety with both Terms to expire in March 2020. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Mr. Leclair motioned to reappoint David Oliveria to the Parks & Recreation Department with a Term to expire in March 2022. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Mr. Leclair motioned to reappoint Mark Wright and elevate Dennis Vieira as a full member of the Zoning Board of Adjustment with both terms to expire in March 2022. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Mr. Herman noted there are still vacancies to be filled on Highway Safety and the Zoning Board of Adjustment.

Auburn Representative to Southern NH Planning Commission

Mr. Herman advised Mr. Worster had indicated his intention to step down as one of Auburn's representatives to the Southern New Hampshire Planning Commission following the April 4th meeting of the Executive Committee. Mr. Herman provided a copy of the RSA concerning regional appointments and advised that at their meeting on March 20, 2019 the Planning Board voted to nominate Paula Marzloff to complete the term of Charles Worster effective upon his relinquishing of the position.

Mr. Bedard motioned to appoint Paula Marzloff to fill the unexpired term of Charles Worster as a representative of the Town of Auburn to the Southern New Hampshire Planning Commission. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Application for Restoration of Involuntarily Merged Lots – 180 Appletree Road

Daniel Busa and Marjorie Busa of 180 Appletree Road submitted an Application for Restoration of Involuntarily Merged Lots dated March 3, 2019, for consideration pursuant to RSA 674:39-aa.

Mr. Herman noted the four original lots created in 1961 were sold by the developer in 1963 as one parcel. The current owners would like to have the parcel go back to being four lots.

A zoning determination opinion was provided by the Building Inspector Carrie Rouleau-Cote who expressed she did not see any evidence the lot was involuntarily merged due to any municipal action, as the statute requires

The Town of Auburn Notice further indicates that to qualify "if lots were merged for zoning, assessing or taxation purposes and the merger occurred: during your ownership, without your consent or prior to your ownership, if no previous owner consented to the merger." A copy of the deed dated September 4, 1963 recorded in Book 1686, Page 243 was attached which demonstrated the merger was a willful act by a previous owner, New England Mortgage Investment Corporation.

Mr. Eaton and Mr. Leclair stated they did not see where the lots were involuntarily merged.

Mr. Leclair motioned to deny the Busas' request or Restoration for Involuntarily Merged Lots pursuant to RSA 674:39-aa citing the lots were not involuntarily merged. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Dartmouth Drive – Sink Hole & Water Drainage Issue

Road Agent Dross recommended a note be placed in the file concerning the condition of Dartmouth Drive in the event the closed road is ever reopened. The underdrains appear to be working and Stantec has no idea why a sink hole continues to pop up in the same spot. Mr. Eaton felt the Town should not ignore the current issue and instead should try and ensure it

doesn't get worse. Road Agent Dross recommended running a 4" pipe bilaterally 3' into the subgrade so it won't keep eroding. Road Agent Dross noted he has pipe at the shop and will need to dig down, install the pipe and then patch the road. Mr. Leclair asked for a breakdown of the cost for the labor and paving. Mr. Rolfe recommended if the road is opened back up in the future the ledge should also be cut back. Mr. Dross advised the road was accepted the way it is.

Road Agent Dross will speak with Manchester Water Works about assisting with a gate to close the discontinued portion of the road.

FY '19 Cost of Living Adjustment (COLA)

Mr. Herman advised that effective April 1, 2019 all Town employees are budgeted to receive a 2.5% cost of living increase. The Collective Bargaining Agreement also goes into effect on April 1st which would move up the full-time personnel one labor grade, with the part-time personnel receiving a cost of living increase. Mr. Herman asked the Board if they had any reason to not move forward. Mr. Leclair and Mr. Eaton indicated there were OK with it.

Old Business

Lawn Care and Maintenance Proposal Recommendation

Mr. Herman advised the Town and School District received a total of eight proposals for lawn care and maintenance service in 2019 as of the December 27th deadline for submission. The Board at their January 7, 2019 meeting narrowed the review and considerations to two firms whose proposals totaled \$47,370 and \$48,905 with references to be checked for both.

On March 19th, Cemetery Trustees Don Dollard and Jim Thompson and Parks & Recreation Coordinator Amy Lachance and Town Administrator William Herman met with representatives of both firms. As a result, it became the unanimous recommendation to award the contract to Kenyon Lawn and Property Maintenance, LLC of Auburn. The local company employs 14 workers from Auburn and has four employees in the Lakes Region.

Mr. Leclair asked if the school, who did not need much landscaping work at this time, would be included as part of this contract. Mr. Herman advised we were only looking at the Town of Auburn properties including the cemeteries. The School District will act on their portion of the proposal separately. He indicated the request for proposal was for one year with a right to extend for one or two additional years if mutually in agreement. Mr. Leclair asked about the brush hogging at Wayne Eddows Field. Mr. Herman indicated it was done once or twice a year along the fence at Eddows Field which had been previously done, but he was certain it had been for the past couple of years.

Mr. Leclair motioned to accept the proposal submitted by Kenyon Lawn and Property Maintenance, LLC of Auburn for the lawn care and maintenance work for the Town of Auburn and Auburn cemeteries for 2019. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Other Business

Mr. Herman advised Jim Doherty of Target New England had been earlier in the day and stated he will return at the end of the week or by next week to attend to the painting of the building and the repair of the back corner of the building.

Mr. Dross noted tree work was needed to at least one big limb on the tree in front of the Town Hall, and possibly more. The Board agreed to have the Road Agent have the tree company perform necessary work on the tree.

Next Meetings

Monday, April 8, 2019 – Board of Selectmen Meeting – 7 PM

Minutes

- March 11, 2019 Public Meeting

Mr. Leclair motioned to approve the March 11, 2019 Public Meeting Minutes, as written. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

- March 11, 2019 Non-Public Session

Mr. Leclair motioned to approve the March 11, 2019 Non-Public Meeting Minutes, as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Non-Public Session – RSA 91-A: 3, II (c) and (a)

Reputation of someone other than a member of the board and compensation of a public employee.

Mr. Eaton motioned to go into non-public session under 91-A: 3, II (c) and (a) reputation of someone other than a member of the board and compensation of a public employee. Mr. Leclair seconded the motion. A roll call vote was taken: Mr. Eaton – Yes, Mr. Leclair – Yes. Mr. Bedard – Yes. All were in favor, the motion passed unanimously.

The meeting room was closed to the public at 8:07 PM.

Mr. Herman provided a Memorandum dated March 25, 2019 concerning a proposed step increase for Lieutenant Patrick Glennon who had his positive performance evaluation. Fire Chief Williams is recommending a step increase accordingly. Mr. Herman noted that when Lieutenant Glennon's review was done, it was filed in his personnel file with no action taken which was only recently noticed. His anniversary date is October 11th, and if approved, the step increase would be retroactive to his anniversary date.

The meeting room was reopened to the public at 8:56 PM.

Mr. Leclair moved to seal the minutes of the first non-public session. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Mr. Bedard motioned to approve a step increase for Lieutenant Glennon from a Labor Grade 9, Step 9 to a Labor Grade 9, Step 10 based on a positive performance evaluation. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Adjourn

Mr. Eaton motioned to adjourn the meeting at 8:56 pm. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary