

**Town of Auburn  
Board of Selectmen  
January 27, 2020  
Minutes**

**Selectmen Present:** Richard Eaton, Keith Leclair and Todd Bedard

**Others Present** Paula Marzloff, Susan Goodhue, Michael Rolfe, Michael DiPietro, Russell Sullivan, Tax Collector Susan Jenkins, Town Treasurer Walter Milne, Town Moderator Jim Tillery, Deputy Fire Chief Bob Selinga, Fire Chief Michael Williams, Police Chief Ray Pelton, Town Clerk Kathy Sylvia, Town Administrator William Herman and Nancy Hoijer, Recording Secretary

Mr. Eaton convened the meeting at 6:45 PM.

**Non-Public Session pursuant to RSA 91-A: 3, II (c)** reputation of someone other than a member of the Board

***Mr. Leclair motioned to go into non-public session at 6:45 PM pursuant to the provisions of RSA 91-A: 3, II (c) reputation of someone other than a member of the Board. Mr. Bedard seconded the motion. A roll vote was taken Mr. Eaton – yes, Mr. Leclair – yes, Mr. Bedard – yes. With all in favor, the motion passed unanimously.***

The meeting room was closed to the public at 6:45 PM.

***Mr. Leclair motioned to come out of non-public at 6:59 PM. 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 6:59 PM.

**Call to Order – Pledge of Allegiance**

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

***Mr. Leclair 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.***

**Approval of Accounts Payable Manifest for the Week of January 13, 2020 - \$1,402,880.15**

***Mr. Leclair motioned to approve the Accounts Payable Manifest for the week of January 13, 2020 in the amount of \$1,402.880.15. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

**Approval of Payroll Manifest for the Week of January 20, 2020 - \$46,054.37**

***Mr. Leclair motioned to approve the Payroll Manifest for the week of January 20, 2020 in the amount of \$46,054.37. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

**Approval of Accounts Payable Manifest for the Week of January 27, 2020 - \$152,626.50**

***Mr. Leclair motioned to approve the Accounts Payable Manifest for the week of January 27, 2020 in the amount of \$152,626.50. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

## **Approval of Consent Agenda for the Week of January 27, 2020**

Mr. Eaton read out loud and offered for inspection a copy of the Consent Agenda for the Week of January 27, 2020 some of which included: 2020 Town Meeting Documents, one (1) Tax Collector Warrant/Land Use Change Tax, Correspondence from NH House Municipal & Government Committee, one (1) Renewal of Annual GIS Internet Services for Tax Maps, three (3) Applications for Property Tax/Veteran's Tax Credits, one (1) Application for Property Tax/Tax Credit for Service-Connected Total Disability, two (2) Abatement Applications, one (1) Notice of Intent to Cut Wood or Timber, one (1) US Department of Commerce 2020 Initial Boundary Validation Program Certificate, and nine (9) Pistol/Revolver Licenses.

***Mr. Leclair motioned to approve the Consent Agenda for the Week of January 27, 2020. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

## **Appointments with the Board**

### **Susan Jenkins and Walter Milne – Appointment of Deputy Tax Collector**

Mr. Herman provided a Memorandum dated December 26, 2019 relative to the Deputy Tax Collector position. Tax Collector Susan Jenkins is nominating Walter Milne to serve in the position of Deputy Tax Collector effective February 1, 2020. Mr. Milne is currently serving as the Town Treasurer. Mr. Milne will resign the Town Treasurer's position as of February 1<sup>st</sup>. Former Town Treasurer Christine Soucie will be filing for election as Treasurer for the March elections. Should there be no other candidate up to the end of the filing period on January 31<sup>st</sup> she is also willing to accept appointment from the Board for the remainder of Mr. Milne's current term of office from February 1<sup>st</sup> to the March election.

***Mr. Bedard motioned to appoint Walter Milne of Auburn as the Deputy Tax Collector effective February 1, 2020 and to initially set the position as a Labor Grade 4, Step 2 on the Town of Auburn Wage Schedule with consideration of an adjustment after six months. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mr. Eaton administered the oath of office to Mr. Milne.

### **Town Moderator Jim Tillery – Review of Town Warrant & Deliberative Session**

Mr. Tillery indicated he reviewed the warrant articles and the petitioned warrant article for February 1<sup>st</sup> Deliberative Session, and indicated all looked fairly straight forward. He anticipated the petition article for solar property tax exemption might have the most discussion. He noted the School District meeting will be going first this year and there are three warrant articles including the proposed escrow of \$750,000 from the sale of the Hooksett Road property the School District owns. Mr. Leclair indicated the real discussion will be concerning where those funds will go.

Mr. Herman indicated there will be a short presentation at the beginning of the Town meeting which Mr. Leclair felt would take 10 to 15 minutes including questions. Mr. Tillery indicated he met with the School Board who also has a presentation and he believes it will take place in the Cafeteria.

### **Fire Chief Michael Williams – Monthly Meeting**

Fire Chief Williams presented his monthly report for December 2019. The Department responded to 59 incidents. Chief Williams wanted to congratulate Jim Thompson on his

retirement from the Auburn Fire Department effective January 1, 2020. Mr. Thompson has been a member of the Auburn Fire Department for over 34 years.

Chief Williams indicated the Department completed its annual SCBA flow testing on all SCBAs and there were no issues. During the month, Chief Williams reported he attended the Assistance to Firefighters Grant (AFG) webinar for upcoming federal grants and noted the grants are becoming smaller each year; the active shooter drill at the Auburn Village School with the Police Department; the Invention Convention at the Auburn Village School noting the kids did a good job, and the annual Auburn Fire Department Christmas party. Mike Sullivan has been promoted to EMS Lieutenant and brings a wealth of experience to the Department having retired from Boston EMS. Chief Williams completed the automatic response run card with Candia Fire for Route 101 emergencies. Manchester Fire Department has assigned Auburn to cover the new Engine 10/Mammoth Road route.

Mr. Eaton asked about the pumper that was going to be donated by Manchester. Chief Williams indicated the City fleet maintenance manager has determined the vehicle should be sold and the Auburn Firemen's Association may bid on it.

Chief Williams indicated Robert Evans started as a call firefighter over the weekend with the Auburn Fire Department.

## **New Business**

### **Surety Reduction Recommendation – Liberty Woods Subdivision**

Auburn Planning Board Administrator Denise Royce provided the Board with a letter dated January 13, 2020 relative to the Letter of Credit Acceptance for Liberty Woods subdivision on Dearborn Road along with a copy of the meeting minutes of the Planning Board's January 8, 2020 meeting where they voted to recommend the Selectmen accept the new LOC in the amount of \$175,890 which will replace the current LOC in the amount of \$176,572.00.

***Mr. Bedard motioned to accept the Planning Board's recommendation to replace the \$176,572 Letter of Credit with a \$175,890 Letter of Credit for Liberty Woods, Map 8, Lot 42 to ensure completion as per surety letter dated November 27, 2019 from Stantec Consulting Services. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Town Report Art Contest Results**

Mr. Herman reported there were 18 submissions for consideration in the Town Report Art Contest the Town has with the Auburn Village School. He indicated a panel of judges including Town Clerk Kathy Sylvia, Library Director Kathy Growney and Art Instructor Jen Strabone met on January 22<sup>nd</sup> to select the top submissions. The four selected included 8<sup>th</sup> Grader Paige Sullivan in first place with her entry of "Scarecrows" which will appear on the cover of the Town Report. Eighth Grader Mia Paglierani placed second with her entry of "Chester Road", which will appear on the cover of the School District Report. Seventh Grader Sophie Hayes placed third for her entry of "Kayak on Massabesic and Fifth Grader Anne Stanton placed fourth for her entry entitled "Griffin Free Public Library". He said both of these will appear within the publication. An award presentation and letters of commendation will be presented to all participants at the March meeting of the Auburn School Board.

## **Old Business**

### **Painting of Safety Complex Training Room**

Mr. Eaton indicated three bids were received for painting the Training Room at the Safety Complex. The proposals included: Costello Painting & Home Repair, Auburn - \$1,025, J.E. Painting Plus of Candia - \$1,880 and Fosters Custom Builders of Auburn - \$2,100. The Board reviewed the submissions and agreed the lowest bid from Costello Painting & Home Repair.

***Mr. Bedard motioned to accept the bid of Costello Painting & Home Repair for \$1,025. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Lawn Mowing Contract for 2020**

Mr. Leclair indicated he would like more time to review the proposals and speak with the Auburn School Board to get more information.

Mr. Eaton and Mr. Leclair expressed concerns of the low bid for \$6,000 for the two cemeteries is way too low, with Mr. Eaton suggesting the spring clean-up alone would be \$500-\$600 per cemetery. The Board will discuss it further before making a decision.

### **Addition to Police Department**

Mr. Eaton noted the addition is finished. The locker rooms, hallway, and bathrooms had the paint touched up after things were moved around at a cost of \$551.87. With \$283.60 remaining in the budget, \$268.27 is due.

***Mr. Leclair motioned to pay the \$268.27 bill for repainting. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mr. Eaton indicated he would give the bill to Mrs. Rousseau tomorrow. Chief Pelton indicated the filing system has not been delivered yet and is estimated in two weeks.

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

Mr. Bedard reported Parks & Recreation met and discussed the ice rink, the Senior dinner this past weekend and the trip to Foxwoods a month ago.

Mr. Leclair reported the Planning Board met and discussed the proposed Pre-K at the Audubon Society and the configuration of the septic system, a proposed "dog boarding facility" at the previous Smiley Veterinary facility, the Stacey property which changed hands and will be subdivided, lighting issues for C Squared on Dartmouth Drive, the first draft of the Lighting Ordinance from Dan Tatem and the 55 and Older Housing ordinance.

Mr. Eaton reported Highway Safety met and discuss Depot Road & Hooksett Road intersection and the Annual Report which highlighted the work to get the bus stop for Juniper Drive.

## **Other Business**

### **Draft Materials for 2019 State of the Town Presentation**

Mr. Herman provided slides for review of the proposed Power Point presentation at the Deliberative Session and the printed outline of materials for the State of the Town presentation.

Mr. Eaton noted a lot was done this year and was years in planning and progress.

### **Next Meetings/Events**

Saturday, February 1, 2020 – Deliberative Sessions – Auburn Village School – 9:00 AM

Monday, February 10, 2020 – Board of Selectmen’s Meeting – 7:00 PM

Tuesday, February 11, 2020 – Presidential Primary Election, Auburn Village School – 7:00 AM

### **Minutes**

- January 6, 2020 Public Meeting

***Mr. Bedard motioned to approve the minutes of the January 6, 2020 Public Meeting. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

- January 6, 2020 Non-Public Meeting

***Mr. Bedard motioned to approve the minutes of the January 6, 2020 Non-Public Meeting. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

- January 16, 2020 Workshop Meeting

***Mr. Bedard motioned to approve the minutes of the January 16, 2020 Workshop Meeting. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

**Non-Public Session pursuant to RSA 91-A: 3, II (a) and (c) - Compensation of a public employee(s) and Reputation of someone other than a member of the Board**

***Mr. Leclair motioned to go into non-public session at 7:39 PM pursuant to the provisions of RSA 91-A: 3, II (a) and (c) Compensation of a public employee and Reputation of someone other than a board member. Mr. Bedard seconded the motion. A roll call vote was taken: Mr. Eaton – yes; Mr. Leclair – yes and Mr. Bedard – yes. All were in favor, the motion passed unanimously.***

The meeting room was closed to the public at 7:39 PM.

***Mr. Bedard motioned to come out of non-public at 8:07 PM. 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 8:07 PM.

***Mr. Leclair 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.***

***Mr. Leclair motioned to appoint Paula Wright as Deputy Town Clerk effective immediately and to initially set the position as a Labor Grade 4, Step 3. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mr. Bedard motioned to authorize a one-time additional earned time carry forward of up to 40 hours for Officer Kapos and for Lieutenant Chabot from 2019 to 2020 due to their inability to utilize this time as a result of an unexpected and unforeseen patrol staffing deficiency in November and December 2019. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Adjourn**

***Mr. Bedard motioned to adjourn the meeting at 8:09 PM. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary