

**Town of Auburn  
Board of Selectmen  
June 1, 2020  
Public Access by Remote Teleconference  
Minutes**

**7:00 PM**

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

**Others Present:** Road Agent Michael Dross, Tom Zapora, Joanne Linxweiler, Police Chief Ray Pelton (remotely), Robert Sanborn (Remotely), Brenda Brunelli (remotely), Terry Coll (remotely), Karen Garon (remotely), Steven Kimball (remotely), 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.

Mr. Leclair announced that as Chairman of the Board of Selectmen, he was declaring that an emergency exists and was invoking the provisions of RSA 91-A:2 III (b). Federal, state and local officials have determined that gatherings of 10 or more people pose a substantial risk to the community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of Town government and services, which are vital to the public safety and confidence during this emergency.

Governor Sununu issued Emergency Order #12 on March 23<sup>rd</sup> which provides local government boards the ability to conduct business using technology to hold remote meetings and not provide a public place of meeting but provide for the public's ability to listen to the meeting. As such, this meeting will be conducted with the Board present in one place and the public having the ability to telephonically listen to the meeting.

The Selectmen announced they were present by roll call: Mr. Leclair, Mr. Bedard and Mr. Rolfe. Mr. Leclair advised he would periodically check for comment from the public.

**Approval of Payroll Manifest for the Week of May 25, 2020 - \$52,464.91**

***Mr. Bedard motioned to approve the Payroll Manifest for the week of May 25, 2020 in the amount of \$52,464.91. 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 June 1, 2020 - \$650,185.92**

***Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of June 1, 2020 in the amount of \$650,185.92. 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 June 1, 2020 - \$20,150.00**

***Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of June 1, 2020 in the amount of \$20,150. Mr. Leclair seconded the motion. A vote was taken -- Mr. Leclair – aye, Mr. Bedard – aye and Mr. Rolfe abstained. The motion passed 2-0-1.***

### **Approval of Consent Agenda for the Week of June 1, 2020**

Mr. Leclair read out loud and offered for inspection a copy of the Consent Agenda for the Week of June 1, 2020 some of which included: one (1) Tax Collector's Warrant, one (1) Tax Collector's Warrant/Yield Tax, one (1) Warrant/Payment in Lieu of Taxes for Manchester Water Works, three (3) Applications/Elderly Property Tax Exemptions, one (1) Health Trust, Inc., Member Coverage Agreement, and two (2) Pistol/Revolver Licenses.

***Mr. Bedard motioned to approve the Consent Agenda for the Week of June 1, 2020. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Appointments with the Board**

#### **Robert Sanborn – Conservation Easement Land**

Mr. Herman indicated he received notification from the Sanborns the Town had encroached on their property that abuts the Town highway property. Mr. Sanborn indicated his surveyors did the survey work and provided pictures. Mr. Sanborn noted when the property was originally divided long ago, the Town was to set boundary markers, but it does not appear that was ever done. With this property designated for a conservation easement, the boundary needs to be addressed before the easement process can proceed.

Road Agent Dross indicated once the boundary line is defined, he will have all materials stockpiled moved from the area and place boulders along the identified property line.

Mr. Leclair apologized to the Sanborns for the past failure to mark the boundary, and the Board agreed there were no issues in acting to clear the encroachment and placing boulders there permanently to mark the boundary. Mr. Leclair suggested Mr. Sanborn to contact Mr. Herman as soon as the line was established so the Road Agent could complete the work by the Town.

#### **Tom Zapora and Joanne Linxweiler – Morgan Drive Parking Issue**

Mr. Bedard indicated complaints were brought to his attention from residents of both Morgan Drive and Maple Farm Road concerning unpleasant and encroaching activity resulting from visitors of Tower Hill Pond. Road Agent Dross placed no parking signs and jersey barriers prior to the Memorial Day holiday weekend. Chief Pelton indicated the Department made regular checks of the neighborhood and contacted Google Maps to ask for a correction. Mr. Leclair noted he made three or four trips to check on the situation himself.

Mr. Zapora and Mrs. Linxweiler indicated the temporary signs and barriers were working wonderfully. People still drove up and changed their minds. It was an effective deterrent.

Mrs. Coll thanked the Board very much noting it was successful and the past two weekends have been a breath of fresh air. She said 100 cars drove up, saw the signs and left, some were not so pleasant about it, but Mrs. Coll thanked the Board for the effort indicating it has worked.

Mr. Leclair noted it was not a long-term solution and people in the immediate vicinity of the trailhead are the most impacted.

Mr. Kimball spoke to the issue of dirty diapers being littered, indicating he had picked them up; they likely fell out of someone's bag, as they were unsoiled. Mr. Kimball hoped the loss of parking was not long-term because they have family gatherings and contractors for landscaping etc. with trailers who need to park on the road. Chief Pelton noted the Department would take notice of appropriate visitors parked there.

Mr. Leclair indicated the Town had thrown everything at this and it was done quickly. Mr. Leclair asked if anyone had any ideas to please share them.

Mr. Kimball would like to see the jersey barriers go. Mr. Zapora indicated they could stay if needed; he felt his family was the most directly impacted by them and they did not mind them. Mrs. Garon indicated she was happy for this to continue until mid-June. It was suggested Manchester Water Works needs to work out the right (safe) path on their property. Mr. Kimball indicated the right-of-way was not within the bounds that are on the ground. Mrs. Linxweiler indicated the Governor extended the Stay at Home order until mid-June and she would like things to stay as-is until mid-June and hope things settle down. When the jersey barriers come down, she suggested the no parking signs could stay up for awhile and leave room for six to eight cars.

Mr. Zapora indicated 150 cars backed up Memorial Day weekend, even after the signs were posted. There were a lot from out of state and out of Town. Mrs. Linxweiler reported the Tower Hill Pond trail is ranked on a hiking app as one of the best in NH, and it gives the Morgen Drive address for access. Mr. Zapora shared one example of many with a Toyota Scion that returned multiple times, parked on the lawn, came back and yelled obscenities at him. Another example was kayaks coming in after midnight. He said there were 100 cars on Saturday and Sunday.

Mr. Leclair asked if there was one point of access the motorists were sharing where an effective point could be placed and whether a sign at McEvoy and Morgan would work, where there is room to turn around. Mrs. Coll noted if the signs could be seen without driving up the road, it may help to stop people before they got to the cul-de-sac and had to turn around.

Mr. Bedard indicated eventually the barriers need to come down, they are not pleasant to look at. Mr. Leclair added the no parking signs could be phased out, to every other one and be returned to the school where they were borrowed from. Mr. Leclair indicated as the next Selectmen's meeting was June 15<sup>th</sup>, the matter would be kept on the agenda under old business for a review then.

Mrs. Linxweiler and Mr. Zapora thanked the Board for their time and effort.

## **Town Response to COVID-19 and State of Emergency Declaration**

### **General Update on Town Issues**

Mr. Leclair indicated the Emergency Operations Committee has not met in a couple of weeks as the issues in Town have been reduced. He indicated PPE is well stocked. The Fire Chief has no immediate need. Chief Pelton reported there are two active Covid cases currently and had been a total of 24 since the State of Emergency was declared.

Mr. Leclair noted the Town Hall door is locked and a minimum number of people are allowed in the building. Mr. Herman indicated a meeting of Town Hall staff will be held on Wednesday to discuss what happens after the Stay at Home order is lifted on June 15<sup>th</sup>.

### **CARES Act Reimbursement Funding Submissions**

Mr. Herman indicated the required documentation for the First Responder's Program stipend totaling nearly \$56,000 has been submitted and approved. Also, March and April CARES Act expenses of nearly \$21,500 have been submitted in two submissions. The first submission of approximately \$7,000 has been approved and he anticipates the second of approximately \$14,500 will be as well. Work has started on the FEMA disaster submission with about \$6,000 in expenses for March and April having been identified. The FEMA time period goes back to January 20<sup>th</sup>.

### **New Business**

#### **E-Waste Collection Event – September 26, 2020**

Mr. Herman indicated the Town can hold an E-Waste Collection Event on Saturday, September 26, 2020 from 9:00 AM to 2:00 PM if the Board wants to do so. The company is holding last year's price.

Mr. Leclair asked about a process for screening use by residents. Mr. Bedard agreed, noting last year one person brought 40 computers. Mr. Leclair asked if the policy should be having dump stickers or showing identification without creating a bottleneck and taking Covid into effect. Mr. Leclair said at least one of the Selectmen are usually there, as is the Town Administrator and a police officer. Another thought was perhaps a yellow or green colored insert in the Town Crier could be provided to residents, or the number of pieces could be limited.

Mr. Bedard asked if things are bad in September with a resurgence of Covid could they back out. Mr. Herman will check with the vendor.

Mr. Leclair asked if there could be any cost savings with the rate of \$800 for a full container and a charge of \$600 for empty. This reflects a cost of only \$200 to dump them. Mr. Herman will review the rates with the contractor.

#### **First Quarter FY 2020 Budget Status**

Mr. Herman provided the Board with a copy of the first quarter FY 2020 budget status report from Finance Director Adele Frisella. The report shows 35% spent, with most items on track. Mr. Herman pointed out the voter guide is 102%, but is complete, and the Longmeadow Cemetery costs reflect is for the stone wall project undertaken which will be offset by revenue from Trust Funds and, effectively, balance off the budget. He also noted the purchase of a police cruiser early in the year, so that line shows a significant expense to date, but it will not be ongoing.

Road Agent Dross indicated he will be working on shim and overlay on Sandy Knoll Drive and Cohas Drive. He said they were fighting the weather to cold patch roads, but it is going well. Culverts are being planned for Sandy Knoll Drive in the fall. Star Circle, Calef Road and Pingree Hill Road culverts will also be done.

Mr. Bedard asked about the street lighting change to LED which had been discussed. Mr. Leclair noted this was a project not specifically budgeted but could be covered through reserve funds and utility grant assistance programs should the Board want to move forward. The Board asked Mr. Herman to put together a Request for Proposal for the project.

The Board asked if there was an indication about potential State revenues for the municipalities, and Mr. Herman reported initial reports from the Revenue Commissioner indicated the revenues collected by the state were not as bad as initially predicted for the early months. But there is still a loss and it was too early for the State to know with certainty the fill impact they will have. He noted the Governor is projecting a \$450 - \$500 million shortfall on an approximately \$6 billion. He also noted the State is suggesting there will be one more stimulus package to come, which may be allowed to fill revenue losses by state and local governments.

Mr. Herman noted \$113,700 is encumbered for the Griffin Mill Bridge.

Mr. Herman indicated the Parks & Recreation Shed was approved by the voters, but the anticipated State revenue is still uncertain at this point in time.

## **Old Business**

### **Follow-up Meeting with Library Trustees**

Mr. Herman inquired how the Board would like to proceed on the vendor selection for the evaluation of the library building and property. The Selectmen requested a Workshop Meeting with the Library Trustees be scheduled for 6 PM on Monday, June 15<sup>th</sup> prior to the Board's regular meeting at 7 PM.

### **NH 10-Miler Road Race – Update**

Chief Pelton indicated he has heard nothing new. Chief Pelton noted the race is a qualifier for the next year's Boston Marathon as this year's has been cancelled. Mr. Herman will keep the item on the agenda under Old Business.

### **Purchasing Policy Appendix A – Rates for Contracted Labor & Equipment**

Mr. Herman provided comparative equipment rental and labor hours from the Town of Exeter.

Mr. Bedard acknowledged the schedule has not been updated in Auburn for five or six years.

Mr. Rolfe explained the difference of the size of machines, such as a triaxle which carries more load and uses almost the same fuel. Mr. Dross noted the recycled materials pulled off the job and re-used do not show in these rates but reflect a savings to the Town.

***Mr. Leclair motioned to amend Appendix A of the Town of Auburn Purchasing Policy to provide for a \$5.00 per hour rate increase for specific types of trucks and equipment listed as recommended by the Road Agent. Mr. Bedard seconded the motion. A vote was taken: Mr. Leclair – aye, Mr. Bedard – aye, and Mr. Rolfe – abstained. The motion passed 2-0-1.***

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

Mr. Bedard indicated Parks & Recreation is meeting on June 2nd.

## **Other Business**

Mr. Herman noted the Gramatikas application may be coming before the Board on June 29, 2020 with the Town attorney present. He should have better information from Town Counsel by next week.

## **Next Meetings/Events**

Monday, June 15, 2020 Board of Selectmen's Meeting – 7:00 PM (Workshop at 6:00 PM)  
Monday, June 29, 2020 – Board of Selectmen's Meeting – 7:00 PM

## **Minutes**

- May 18, 2020 Public Meeting

***Mr. Bedard motioned to approve the minutes of the May 18, 2020 Public Meeting. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Adjourn**

***Mr. Bedard motioned to adjourn the meeting at 8:20 PM. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary