

**Town of Auburn
Board of Selectmen
June 15, 2020
Minutes**

7:00 PM

Selectmen Present: Keith Leclair, Todd Bedard and Michael Rolfe

Others Present: Mike DiPietro, Fire Chief Mike Williams (remotely), Deputy Fire Chief Bob Selinga, Police Chief Ray Pelton, Tom Zapora, Joanne Linxweiler, Terry Coll, 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.

Approval of Payroll Manifest for the Week of June 8, 2020 - \$57,687.61

Mr. Bedard motioned to approve the Payroll Manifest for the week of June 8, 2020 in the amount of \$57,687.61. 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 15, 2020 - \$82,151.19

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of June 15, 2020 in the amount of \$82,151.19. 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 15, 2020 - \$4,435.00

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of June 15, 2020 in the amount of \$4,435. 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 15, 2020

Mr. Leclair read out loud and offered for inspection a copy of the Consent Agenda for the Week of June 15, 2020 some of which included: one (1) Tax Collector's Warrant/Land Use Change Tax, one (1) Notice of Intent to Cut Wood or Timber, three (3) Abatement – Refund Requests, one (1) Void Check Manifest, one (1) Warrant/Unlicensed Dogs and three (3) Pistol/Revolver Licenses.

Mr. Bedard motioned to approve the Consent Agenda for the Week of June 15, 2020. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Appointments with the Board

Fire Chief Michael Williams – Monthly Meeting

Fire Chief Williams reported May was a busy month with 58 calls for service. COVID has increased the call volume, but the curve is currently moving downward. The Department is well

stocked with PPE including medical masks, N-95 masks, sanitizer and wipes, which were all picked up for future events. Lieutenant Sullivan is working with the Chief and Deputy Chief as EMS coordinator.

Fire Chief Williams noted May was the first month for part-time per-diem firefighters to staff weekend shifts. The Department is busy responding to calls for service, training and Zoom meetings. Some hands-on training is taking place outside. Captain Walters has stepped down as Captain of the Pingree Hill station and that position will be filled next month. Mr. Leclair asked if the per-diem part-time officers working weekends were all Auburn volunteers or if the Department was getting people from out of town? Chief Williams indicated they were in-house.

Fire Chief Williams noted water supply/pump operation training occurred in May. Crew details are every other Sunday and vehicle checks are performed. Lieutenant Glennon has worked on apparatus maintenance. The check engine light came on with Engine 2 and was repaired. The annual pump test passed inspection. Gator 1 was serviced. Ladder 1 had a light and hose bed cover repaired.

Fire Chief Williams noted operating procedures continue to be worked on before the Officer's meeting this week. Deputy Chief Selinga has been assisting with policy and procedure updates and has updated SOP 309 for Mutual Aid as well as the Social Media Policy.

Mr. Leclair requested Chief Williams provide an inventory of PPE for the next report with the upcoming election in mind.

Mr. Leclair asked Chief Williams if responders were required to wear masks in trucks and Chief Williams indicated they were not required in the station or in the trucks but to all in-home medical calls.

Town Response to COVID-19 and State of Emergency Declaration

General Update on Town Issues

Mr. Leclair noted the Emergency Operations Committee has not met recently. The Town Hall doors continue to be locked with no more than five members of the public inside at one time, but business is being conducted including the payment of property taxes.

Mr. Leclair asked about the necessity of a Tax Anticipation Note (TAN) and Mr. Herman indicated all things appear to be on track for the first issue tax bill, and if there is an issue it may be with the second bill due in early December.

Police Chief Pelton indicated the Police Department has plenty of PPE and no one is in quarantine. The staff is at full capacity minus one who is attending the Police Academy virtually and will report physically to the Academy in Concord in two weeks for the rest of training in person.

CARES ACT Reimbursement Funding Submissions

Mr. Herman indicated the Town received the First Responder's Stipend Program funds of \$55,500, which will be issued the first week of July. The Town has also received \$6,300 from their first submission under the CARES Act for March and April. The second submission is due by July 15th and will include March, April, May and June expenditures.

Renovation of Pingree Hill Fire Station

Mr. Herman provided the Board with a Memorandum dated June 9, 2020 concerning renovations to the Pingree Hill Fire Station.

Mr. Herman indicated several local contractors were contacted and only one was able to do the work timely. Mr. Leclair noted he spoke with five contractors and the other four were out straight until October. Mr. Herman is confident the work will be covered by CARES Act funding as the Pingree Hill Station is a designated quarantine station. The bathrooms and kitchen are original to the 32-year-old building.

Chief Williams indicated the staff will do the painting and any furniture moving.

Mr. Herman provided a written quote from Espana Building & Development, Inc. dated June 1, 2020 for \$32,460.

Mr. Bedard moved to accept and approve the proposed renovations to the Pingree Hill Fire Station for the lump sum amount of \$32,460.00 as detailed by Espana Building & Development, Inc. of Auburn in a quote dated June 1, 2020, and to authorize Selectmen Chair Keith Leclair to sign the proposal on behalf of the Town of Auburn. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Leclair asked if the generator situation was straightened out and Chief Williams indicated it has not been. Mr. Herman indicated insulation at the Safety Complex, and the generator and exhaust system at Pingree Hill Station were still pending. Mr. Leclair asked Mr. Herman to carry those items forward on the agenda under Old Business.

Mr. Herman will reach out to Builder's Insulation relative to the Safety Complex to get the cost and potential schedule for the work done to be done while the weather is nice. Chief Pelton indicated the Department may have to be out for a day or two while that work is being done.

Mr. Leclair asked Chief Pelton how the file systems were going, and Chief Pelton noted they have emptied out one of the pods and it is going well.

New Business

Request for Proposal for LED Street Light Conversion

Mr. Herman provided the Board with a bid document relative to the proposed LED streetlight conversion with an inventory of existing streetlight locations.

Mr. Bedard presented a visual map of the streetlights locations after driving around and sorting the lights he observed physically against the list provided by Eversource. Mr. Bedard indicated there were a couple unmarked poles and some not marked as designated. Some streetlights were hard to tell if they were on private property or Town property or on the line. Mr. Bedard indicated he was unsure which were needed or whether some were privately owned. Chief Pelton indicated often when a pole is knocked out if there is a pole nearby the light will be relocated. Mrs. Linxweiler noted when she lived on Hooksett Road, she had one of the streetlights on private property. The owner would pay approximately \$6/mo. but does not believe that opportunity is available any longer.

Mr. Leclair agreed he did not want to take away any lights that have a history that someone fought to get.

Mike DiPietro recommended designating which lights are not necessary and having a public hearing. Mr. Leclair recommended posting it in the Town Crier and on the Town's website. Mr. Herman suggested to the extent possible, it may be a good idea to notify the immediate abutters by mail.

Mr. Bedard noted, for example, there were two side by side at the Auburn Village Store and two at St. Peters about 40-50' apart. Mr. Rolfe noted that is on a state road.

Mr. Bedard will send the electronic file to Mr. Herman to forward to Mr. Rolfe and Mr. Leclair. Mr. Bedard indicated the file can be viewed on street view.

Mr. Herman noted the project estimate received in the fall of 2019 was \$25,000, approximately \$350 per fixture.

Mr. Leclair asked if there were any places lights belong that we do not have, and suggested department heads think about those.

Request to Cut Tree Limbs on Town Property

Mr. Herman provided the Board with an email and photos from Building Inspector Carrie Rouleau-Cote dated June 10, 2020 which indicated a Derry resident on Jade Court, abutting the Auburn town line, is seeking permission to remove hazardous portions of trees which hang over the property line.

Mr. Herman indicated the Town property had no access in the Town of Auburn, and the easiest access appears to be through residential properties in Derry.

Mr. Leclair indicated he was fine with removing dead branches provided the trees were left alone.

Sale of Surplus Taurus

Mr. Herman reported the Building Inspector has recently transitioned into a 2015 Explorer and has relinquished the Taurus which has about 100,000 miles on it. He noted the state auction is not until fall and it may be best to try an online auction service for this sale. Mr. Herman noted St. Jean's does an online process while he knows Derry has successfully used a different online service. Mr. Leclair noted the Town has also used sealed bids in the past.

Chief Pelton indicated there will be a second Taurus coming up for surplus in the Police Department with 88,000 miles on it, so it may make sense to offer them both for sale at the same time.

Mr. Leclair asked if there was a way to place the revenue from sold vehicles into an account designated for purchasing new vehicles. Mr. Herman felt there was and will check with NHDRA to determine the best way to accomplish that goal.

Boston Post Cane

Mr. Herman indicated the Boston Post Cane holder Mildred Eisman had passed away. Mr. Leclair expressed the Town's condolences to the family. Mr. Herman noted it would take a little bit to determine who is currently the oldest Town resident and wondered if the Board would want to present the recognition as part of the Duck Race in September.

Old Business

Morgan Drive Parking

Mrs. Linxweiler asked about taking down the barriers as planned although she noted it has been a great deterrent. They are still getting cars but not as many.

Mr. Zapora indicated concerns now that online learning has ended, that there will be a spike in teens not following the 8 PM to 8 AM curfew.

Mrs. Linxweiler noted in addition to the Google post they now must contend with the Hooksett Community Page recommending Tower Hill Pond in their What to Do Now article. Mr. Zapora noted until Google is taken care of it will be ongoing with 40-45 cars regularly. There were 100 last week. Chief Pelton indicated he has not had an update to his request to Google to change the address issue, and noted it was still on there when he checked this morning.

Mr. Zapora asked about limiting parking to 25' either side of the easement so there would be parking for eight to ten cars.

Mr. Bedard indicated the barriers could be removed and the parking signs could remain. Chief Pelton indicated the Town could order a metal sign directing visitors there is more parking at 250 Tower Hill Road. Mr. Zapora indicated it could also read no parking between signs.

Mr. Zapora requested the police department send a patrol after 8:30/9 PM to ticket those who were parked there after hours. Chief Pelton indicated the people using the easement would be the violators in that situation not the parked cars. To change parking to within certain times would require the ordinance to be amended. Mr. DiPietro noted Manchester Water Works also had staff who could assist with this kind of enforcement. Chief Pelton indicated things have lightened up with more activities open now. Mrs. Call agreed she did not have this problem until the closures.

Mr. Leclair suggested the barriers could be left up until after July 6, 2020. Additional signs will be made and then the barriers could be removed, and parking signs reduced. Google Maps is a big part of the issue.

Mr. Kimball indicated he appreciated the Board's help with getting the neighborhood back to where it should be.

Update on Potential FY 2020 State Aid Revenues

Mr. Herman provided the Board with an email from NHMA concerning State Aid, Meals and Rooms Tax Distributions, Highway Block Grants and One-Time Grants to Municipalities and School Districts.

Mr. Herman indicated while the formula for Highway Block Grants is revenue based, NHMA confirmed the Governor has no intent to make any reductions to state aid amounts. The Meals

and Rooms Tax Distributions are not tied to the actual amount of tax revenue the state receives but is an appropriation within the State budget. As confirmed by the Governor, cities and towns will receive the same level of meals and rooms tax distribution in fiscal year 2021 (typically paid at the end of December) that they received last December with minor adjustments due to updated population estimates used in the formula. According to the Governor, legislative action, not executive action, would be required for any changes to these state aid distributions.

Report/Comments of Ex-Officio Board Representatives

Mr. Bedard indicated Parks & Recreation met and talked about opening parks in the next couple of weeks and to follow Manchester and Derry with reopening dates. The Duck race is still moving forward. Parks & Rec. are working with the Auburn Historical Society. Mrs. LaChance is planning a First Night New Year's Eve event. Summer programs, the June concert, Fast Track and Basketball Camp have all been cancelled. Parks & Rec. are working on a 50's themed drive-thru Senior Barbeque at the school.

Mr. Bedard indicated there was an issue at Wayne Eddows field with vandalism to the soccer fields. Chief Pelton indicated the Department was working on it.

Other Business

Mr. Rolfe indicated the Sanborns have not staked the property yet.

Next Meetings/Events

Monday, June 29, 2020 Board of Selectmen's Meeting – 7:00 PM (Site Walk at 5 PM)

Monday, July 13, 2020 – Board of Selectmen's Meeting – 7:00 PM

Minutes

- May 27, 2020 Workshop Meeting

Mr. Bedard motioned to approve the minutes of the May 27, 2020 Workshop Meeting. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

- June 1, 2020 Public Meeting

Mr. Bedard motioned to approve the minutes of the June 1, 2020 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 8:05 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