

**Town of Auburn
Board of Selectmen
March 8, 2021
Minutes
7:00 PM**

Selectmen Present: Keith Leclair and Todd Bedard

Others Present: Police Chief Ray Pelton, Michael DiPietro, Lieutenant Charles Chabot, Finance Director Adele Frisella, and Nancy Hoijer, Recording Secretary

Call to Order – Pledge of Allegiance

Mr. Leclair called the meeting to order at 6:59 PM and led the Pledge of Allegiance.

Approval of Accounts Payable Manifest for the week of March 1, 2021 - \$1,339,729.67

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of March 1, 2021 in the amount of \$1,339,729.67. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Payroll Manifest for the week of March 8, 2021 - \$62,426.19

Mr. Bedard motioned to approve the Payroll Manifest for the week of March 8, 2021 in the amount of \$62,426.19. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Consent Agenda for the week of March 8, 2021

Mr. Leclair read out loud and offered for inspection the Consent Agenda for the week of February 8, 2021 which included: three (3) pistol permits, four (4) abatement requests and one (1) tax deferral request.

Mr. Bedard motioned to approve the Consent Agenda for the week of February 8, 2021. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Appointments with the Board

Chief Williams February Report

Chief Williams provided his monthly report for February 2021 to the Board. There were 51 calls for service, 22 of which were rescue/EMS related. Highlights were training which include this month's ice rescue, repair of airlines for apparatus bay vehicle drops at Station 2, the new Red Alert database and work on the mechanical room wall at Station 2 with Lt. Dignard and Captain Glennon. A new call firefighter/EMT, Demetrios Stamoulis was hired. Seven life safety inspections were completed with one follow-up.

Town Response to COVID-19 and State of Emergency Declaration

General Update on Town Issues

Chief Pelton reported 22 cases on the extended list and 10 new cases. Officers are working on getting their second vaccine shots.

New Business

Promotion of Finance Assistant

Mr. Herman provided the Board with a Memorandum dated February 23, 2021 concerning promotion of Mrs. Rousseau to Finance Director and recommendations for her pay. The Finance Assistant's position is established as Labor Grade 7, while the Finance Director's position is set as a Labor Grade 10. Mrs. Rousseau will be taking over as Finance Director for Ms. Frisella when she retires at the end of this month.

Mr. Bedard motioned to approve the recommendation of the Town Administrator to promote Finance Assistant Patricia Rousseau to the position of Finance Director effective April 1, 2021 and to initially establish her annual salary at a Labor Grade 10, Step 8. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Policy Concerning Safety Support Details – Covid-19

Mr. Herman provided a Memorandum dated March 2, 2021 concerning the support services in response to the pandemic authorized by the Board at its February 8, 2021 meeting for Auburn Fire & Police to provide personnel at Covid-19 vaccination sites. NHRS considers these assignments not to be Special Details and will be counted as earnable compensation for the full-time employees covered by the New Hampshire Retirement System. The Town's detail rate would not cover NHRS contributions by as much as \$5-\$6 per hour. The rate would be charged at \$45 per hour effective February 1, 2021.

Ms. Frisella indicated payment is being made out of the grant line. Chief Pelton expressed concerns about being reimbursed without going over at the end of the year

or if something unforeseeable were to take place, as reimbursements can take more than 30 days. There were \$11,000 in details for the month of February. Ms. Frisella noted she would show Mrs. Rousseau how to set it up as a receivable in the same manner FEMA reimbursements are handled and offset the receivable not the expense.

Mr. Bedard motioned to adopt the proposed Policy Concerning Public Safety Support provided by the Town of Auburn to be effective February 1, 2021. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Eversource Tax Abatement Request.

Mr. Leclair read the notice received from Eversource dated February 24, 2021 concerning their application for abatement of taxes pursuant to RSA 76:16 with respect to taxes assessed by the Town of Auburn as of April 1, 2020.

Waste Management NHDES Application for permit modification

The Board received a letter from Waste Management dated January 15, 2021. WMNH noted they would be modifying the compactor unit to receive waste into outbound transfer trailers. The compactor will be installed inside the trailer loaded via a hopper and compacted into designated “tube” trailers.

Zoning Board of Adjustment Resignation

The Board received a letter of resignation from Dale Phillips dated February 22, 2021 from her role as Alternate on the Zoning Board of Adjustment.

Mr. Bedard motioned to accept with regret the resignation of Dale Phillips as an alternate member of the Zoning Board of Adjustment. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Leclair thanked Mrs. Phillips for her service to the Town for so many years at the Town Hall, the School Board, the Board of Selectmen and the ZBA and noted a letter will be going out to thank her for her service to the community.

SB 87 status update

Mr. Herman provided a Memorandum dated March 2, 2021 concerning the status of SB 87 relative to municipal finance including uncollectible financial remittances to municipalities. RSA 80:56 would be amended to allow municipalities to charge a fee for any financial payment made that was returned uncollectible. The State Senate will likely approve SB 87 as presented when they are next in session and then go to the House for a hearing and vote sometime in April.

Old Business

Municipal Buildings LED Conversion Proposal

Mr. Leclair noted Affinity Lighting has reached out to Mr. Herman today concerning the questions the Board raised on the estimate provided for new construction in certain areas.

CAI Agreement

Mr. Leclair indicated CAI agreed to the three-year contract for \$2,400/yr. with no auto renewal clause.

Mr. Bedard motioned to accept the three-year contract with CAI. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Safety Complex Insulation

Mr. Leclair noted Mr. Rolfe is following up on quotes for insulation at the Safety Complex.

Other Business

Mr. Leclair noted Mr. Herman sent a draft article to run in the April Town Crier to look for potential members to make up a community Broadband Committee.

Next Meeting/Events

Monday, March 22, 2021 Board of Selectmen's Meeting – 7 PM

Minutes

February 22, 2021 – Public Meeting Minutes

Mr. Leclair motioned to approve the February 22, 2021 Public Meeting Minutes as amended. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

February 22, 2021 – Non-Public Meeting Minutes

Mr. Bedard motioned to approve the February 22, 2021 Non-Public Meeting Minutes. Mr. Leclair seconded the motion. A vote was taken, all were in favor the motion passed unanimously.

Non-Public Session pursuant to RSA 91-A: 3, II (a) & (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 pursuant to RSA 91-A: 3, II (a) & (c) compensation of a public employee, and reputation of someone other than a member of the board. Mr. Bedard seconded the motion. A roll call vote was taken Mr. Bedard – aye, and Mr. Leclair – aye. The motion passed unanimously.

The meeting room was closed to the public at 7:27 PM.

Mr. Leclair motioned to come out of non-public session at 8:14 PM. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

The meeting room was closed to the public at 8:14 PM.

Mr. Bedard moved to seal the minutes of the non-public sessions. Seconded by Mr. Leclair. A vote was taken, all were in favor, the motion carried unanimously.

Mr. Bedard motioned to forgive interest in the amount of \$88.26 assessed on the real estate tax bill for Tax Map #8, Lot #48 – 1 due to demonstrated good cause of no fault by the taxpayer. Seconded by Mr. Leclair. A vote was taken, all were in favor,

Mr. Bedard motioned to approve a step increase for the Deputy Tax Collector from a Labor Grade 4, Step 2 to a Labor Grade 4, Step 3 based on a positive performance evaluation. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Adjourn

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

Respectfully submitted,

Nancy Hoijer
Recording Secretary