

**Town of Auburn  
Board of Selectmen  
May 10, 2021  
Minutes  
7:00 PM**

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

**Others Present:** Police Chief Ray Pelton, Michael DiPietro, Eric Mitchell, Alan Villeneuve, Gary Michaud, Thomas Carroll, Parks & Recreation Coordinator Amy Lachance, Building Inspector Carrie Rouleau-Cote, 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 April 26, 2021 - \$60,353.25**

*Mr. Bedard motioned to approve the Payroll Manifest for the week of April 26, 2021 in the amount of \$60,353.25. 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 May 3, 2021 - \$955,116.57**

*Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of May 3, 2021 in the amount of \$955,116.57. 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 May 3, 2021 - \$18,605.00**

*Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of May 3, 2021 in the amount of \$18,605. Mr. Leclair seconded the motion. A vote was taken, Mr. Rolfe abstained, Mr. Leclair voted aye, and Mr. Bedard voted aye. The motion passed 2-0-1.*

**Approval of Payroll Manifest for the Week of May 10, 2021 - \$60,659.53**

*Mr. Bedard motioned to approve the Payroll Manifest for the Week of May 10, 2021 in the amount of \$60,659.53. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.*

**Approval of Consent Agenda for the week of May 10, 2021**

Mr. Leclair read out loud and provided for inspection a copy of the Consent Agenda for the week of May 10, 2021 some of which included: a Tax Collector's Warrant, two (2) Applications for

Property Tax Credits/Exemption – Veteran’s Tax Credit, three (3) Tax Collector’s Warrant/Yield Taxes – Timber, a Tax Collector’s Warrant/Yield Taxes – Gravel, a Tax Collector’s Warrant/Land Use Change Tax, a Notice of Intent to Excavate – Gravel, a Void Check Manifest, a Pole License/PSNH & Consolidated Communications, Correspondence – Eagle Scout Recognition, a Raffle Permit, a NH DRA MS-232 - \$6,022,598, and three (3) pistol/revolver licenses.

***Mr. Bedard motioned to approve the Consent Agenda for the week of May 10, 2021. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Appointments with the Board**

### **Building Inspector Carrie Rouleau-Cote – Building Safety Month**

Building Inspector Carrie Rouleau-Cote requested the Selectmen proclaim May “Building Safety Month.” Mrs. Rouleau Cote explained some of the safety inspections which the Town performs to protect owner’s investments. Each week of May will have a different awareness theme. Last week was Innovation & Energy, this week is Training the Next Generation of fire and code officials, next week is Water Safety which includes drinking water quality, bodies of water, protecting from the dangers of swimming pools, and the last week is Disaster Preparedness whether it be natural disasters or man-made such as fires, storms, and flooding. Mrs. Rouleau-Cote noted Building Safety Month is a national effort with public outreach at schools to show how code officials can help owners protect property.

Mr. Leclair asked about the number of permits this year and Mrs. Rouleau-Cote reported there were 280 so far, up by about 40 from last year. New home building is leveling out with more new construction coming next spring. She felt the cost of building materials is up substantially and maybe a factor.

The Board thanked Mrs. Rouleau-Cote for her efforts and service to Auburn.

### **Gary B. Michaud, 145 Appletree Road (Tax Map #17, Lots #45) – Application for Restoration of Involuntarily Merged Lots pursuant to RSA 674:39-aa.**

Eric Mitchell presented the application on behalf of Mr. Michaud as Trustee of the Gary B. Michaud Living Trust requesting the Selectmen approve the restoration of his lot at Map 17, Lot 45 into two individual lots referenced in his deed dated September 13, 2017 recorded in Book 5854, Page 265 as Lots #55 and #56 on a plan recorded at the Rockingham Registry of Deeds. Mr. Mitchell displayed a plan depicting the proposed layout of the two lots now described as Lots #45 with a home a .73 acres and Lot 45-1 with .52 acres and noted Lot #45 contains all the improvements. The total acreage of the combined lots is 1.24 acres with 500’+ of road frontage and is part of Sun Valley Estates. The deed recorded in 1962 at Book 1629, Page 347 describes the two lots being conveyed together. Mr. Mitchell noted a Variance was granted in 1976 to John & Michael Korsack from Article 4, Section 5.02 of the Ordinance to obtain a permit to build one house on an undersized lot at 55 Appletree Road so the land can be sold on the premises described as Tax Map 17, Lot #45 containing 54,150 SF – 1 and ¼ acres. A building permit was issued in 1976 for a two-bedroom home for Wayne Davis, Lot #55 and #56. The

property has been assessed as Map 17, Lot 45 since 1962. Mr. Mitchell referenced language in the deed stating the premises are conveyed all and singular however the same may be measured bounded or described. Mr. Mitchell noted the request is similar to the request made by the Gramatikas.

Mr. Mitchell presented the owner's position which is that there was no conduct by the owner to have the lots merged. Mr. Herman noted there was no conduct by the Town to merge the lots and the RSA is for lots which were merged by Towns without the consent of the owner. The Town acted from the deed.

Mr. Rolfe noted that in 1976 Lot 17-45 received a variance to build on an undersized lot of one and a quarter acres. Mr. Herman noted there was no Planning Board in 1961 when Sun Valley Estates was created and no zoning ordinance until 1976.

Mr. Herman provided a copy of RSA 674:39-aa and the Town's Policy for Restoration of Involuntarily Merged Lots.

Mr. Leclair noted he would have a couple of questions for Town Counsel before he would act and requested to table the request until the May 24, 2021 meeting.

***Mr. Leclair motioned to table the request of Mr. Michaud as Trustee until the May 24, 2021 meeting of the Board of Selectmen. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

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

Chief Pelton reported the number of positive COVID cases are down to about 10. Supplies are good and all employees are back.

Mr. Herman noted most employees at Town Hall have been vaccinated. Mr. Leclair asked about the restrictions on number of people entering Town Hall at one time and Mr. Herman noted the signs can be taken down after Memorial Day as the Board had previously indicated and things can get back to normal. Mr. Bedard and Mr. Rolfe noted they agreed.

Mr. Herman noted circuits were busy on the federal conference call today concerning the federal funds coming to municipalities. There is another conference which began this evening at 6:45 PM. A guidance document was received of 150 pages and is being reviewed. Funds should be received from the State within 30 days of tomorrow.

Mr. Leclair noted the Town's share is approximately \$550,000 in two installments – half in June 2021 and the other half in June 2022.

### **New Business**

#### **Town Storage Facility Project Proposals**

Mr. Leclair reported two bids were received after a one-week extension to the submission deadline which was May 7th. Mr. Villeneuve from Pidcor and Mr. Carroll from NH Core

Properties, LLC were present to answer questions concerning their bid proposals. After determining that one bid contained pricing for electronic garage door openers and the other did not, it was noted the bids were within a few dollars of each other with Pidcor at \$107,640 with an allowance of \$3,200 for electric doors and NH Core Properties, LLC at \$104,469, without funds for electric door openers.

Mr. Leclair questioned the timelines. Pidcor was able to begin, depending on timing of excavation work to be done by Mr. Rolfe who hoped to begin next weekend. If the excavation is complete Pidcor could begin June 15, 2021, while NH Core Properties, LLC offered a more conservative timeline of fall 2021 citing that most subcontractors were scheduling out weeks or months in advance. Pidcor offered a \$5,000 allowance for earthwork which Mr. Villeneuve noted the Town could put toward paving. Mr. Villeneuve recommended a whole concrete slab end to end rather than segments to keep from being lifted by frost. Mr. Villeneuve noted the excavation work being donated by Mr. Rolfe had a value of \$8,000 to the Town.

Mr. Leclair read out loud the comments contained in Stantec's May 10, 2021 letter concerning removal of the project completion liquidated damages clause by Pidcor and the change of the Town's bid acceptance time frame from 60 days to 30 days. Mr. Villeneuve explained why he could not be responsible for unpredictable delays with materials and supplies in the present market which are beyond his control and to keep pricing from changing would need the Town to accept the bid sooner. Stantec also noted a substantial difference in pricing for metal roofing in lieu of asphalt with Pidcor at \$5,500 and NHCP at \$24,912.

Mr. Rolfe noted Mr. Carroll had not completed the section on significant recent contracts. Mr. Carroll noted his company does both demolition and construction.

Mr. Bedard stated the pricing from when the Town first began this project has risen to over a hundred thousand dollars but the building is much needed. Mr. Herman noted funds can be added to the Warrant Article amount approved earlier provided they are not from taxation. Mr. Leclair noted Mr. Herman has not had time to digest the guidance provided concerning the federal Rescue Act funding. The Town expects to receive the first installment of \$275,000 in a month. The other option for funding is the Building Fund.

Mr. Leclair asked both if they were subcontracting the project and both indicated the garage doors and concrete would be and that they would absorb any increase. Mr. Villeneuve indicated the framing may be subcontracted also.

Mr. Rolfe questioned both bidders on the strength of the concrete foundation and footings. Mr. Villeneuve explained he would use a 5" stem wall and recommended testing with GSI.

Mr. Leclair indicated the timeline was an important factor. Mr. Rolfe noted he would have liked to have seen more submitted by New Hampshire Core Properties in terms of previous projects. Mr. Leclair noted both did an excellent job with their presentations. The Selectmen agreed they would like the garage doors to be electric and get that done now rather than going back later.

***Mr. Leclair motioned to award the Storage Facility Project to Pidcor with a total cost of \$107,640 with the project to begin on or around June 15, 2021. The liquidated damages clause to be stricken from the contract and the acceptance time changed from 60 days to 30 days. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mr. Villeneuve noted he would send out a contract for signature and once received would order the trusses. He indicated his proposed payment schedule is 50% of payment due when the roof is on and the balance when the project is complete. Mr. Villeneuve asked the Board to consider keys, especially for the evidence door and recommended pouring thicker concrete with wire mesh rather than using fiber mesh.

### **Maintenance Surety Release – 11 Rockingham Road**

Mr. Herman provided a copy of a letter from Land Use Administrator Denise Royce concerning the release of surety for 11 Rockingham Road, Tax Map 31, Lot 19.

Mrs. Royce noted the Planning Board voted at its April 21, 2021 meeting to recommend the Selectmen approve the release of the remaining \$3,500 surety. A copy of the minutes and recommendations of Stantec were provided. \$491 is owed to Stantec and \$3,009 can be released to Mr. Kenney.

***Mr. Rolfe motioned to release the surety for Tax Map 31, Lot 19 with \$3,009 to go to Mr. Kenney and \$491 to go to Stantec. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **NHDES Approval of Permit Modification for Waste Management Facility**

Mr. Herman provided the Board with a copy of a letter from NHDES to Waste Management of New Hampshire, Inc. dated April 26, 2021 concerning the change in above-ground compactor at the solid waste and drop off facility at 24 Grey Pond Avenue. NHDES noted it had completed review and granted the requested modification.

### **2020 Total Equalized Valuations for Auburn**

Mr. Herman provided the Board with a copy of the April 21, 2021 Equalized Valuation Letter from the State of NH, Department of Revenue Administration. The letter noted value with utilities of \$968,503,008 and without of \$971,767,791.

Mr. Leclair noted the warrant for the first issue property tax bills was just signed so property tax bills totaling approximately \$8 million can go out.

### **Old Business**

#### **Insulation Project – Safety Complex**

Mr. Herman provided the Board with a Memorandum dated May 7, 2021 concerning the project to install insulation at the Safety Complex. Quality Insulation emailed to notify there was a price increase for the project now estimated at \$13,695. The Town had voted to expend \$11,767 at its April 5, 2021 meeting.

***Mr. Bedard motioned to rescind the April 5, 2021 vote of the Board of Selectmen concerning the awarding of an insulation project at the Safety Complex to Quality Insulation for \$11,767 and instead accept the work agreement dated May 6, 2021 from Quality Insulation totaling \$13,695. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Citizen's Advisory Broadband Committee**

Mr. Herman provided the Board with a copy of an email dated April 26, 2021 from a resident offering to join the Citizen's Advisory Broadband Committee. Mr. Leclair noted the Committee was formed and began last meeting with a full Committee and is not looking for additional members at this time. Mr. Oliveira expressed that he cannot serve as Chair of the Committee and Mr. Leclair indicated he is willing to serve as Chair to facilitate meetings.

***Mr. Bedard motioned to appoint Mr. Leclair as an ex-officio member of the Citizen's Advisory Broadband Committee and to be Chair of said Committee. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mr. Herman noted the next meeting of the Citizen's Advisory Broadband Committee will be on Monday, May 17, 2021 at 7:00 PM at Town Hall. A representative from Consolidated Communications will be at this meeting and the Request for Information has gone out to Comcast, Consolidated Communications and Granite State Communications, who have 60 days to respond.

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

Mr. Herman reported the trailer purchased by Parks & Recreation had an original purchase price of \$2,500. Parks & Recreation are still looking for a smaller trailer which is not in the budget, but Mrs. Lachance indicated she will try to find the money. There is no place to store the old one, so the Board felt it should be sold if another trailer is purchased.

## **Other Business**

Mr. Herman reported Shred Day is scheduled for Saturday, May 15, 2021 from 9 AM to Noon in the parking lot at Town Hall.

## **Next Meeting/Events**

Monday, May 24, 2021 – Board of Selectmen's Meeting – 7:00 PM

Monday, June 7, 2021 – Board of Selectmen's Meeting – 7:00 PM

## **Minutes**

April 19, 2021 Pre-Bid On-Site Meeting

***Mr. Bedard motioned to approve the April 19, 2021 Pre-Bid On-Site Meeting Minutes as written. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

April 19, 2021 – Public Meeting

***Mr. Bedard motioned to approve the April 19, 2021 Public Meeting Minutes as written. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

May 3, 2021 – Public Meeting

***Mr. Bedard motioned to approve the May 3, 2021 Public Meeting Minutes as written. Mr. Rolfe seconded the motion. A vote was taken, Mr. Leclair abstained, Mr. Bedard voted aye and Mr. Rolfe voted aye. The motion passed 2-0-1.***

### **Adjourn**

***Mr. Rolfe motioned to adjourn at 8:50 PM. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy Hoijer  
Recording Secretary