

**Town of Auburn  
Board of Selectmen  
May 24, 2021  
Minutes  
7:00 PM**

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

**Others Present:** Police Chief Ray Pelton, Michael DiPietro, Fire Chief Michael Williams, Deputy Fire Chief Bob Seling, 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 May 17, 2021 - \$109,397.90**

*Mr. Bedard motioned to approve the Payroll Manifest for the week of May 17, 2021 in the amount of \$109,397.90. 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 17, 2021 - \$5,795.00**

*Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of May 17, 2021 in the amount of \$5,795. 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 24, 2021 - \$60,814.51**

*Mr. Bedard motioned to approve the Payroll Manifest for the week of May 24, 2021 in the amount of \$60,814.51. 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 24, 2021**

Mr. Leclair read out loud and provided for inspection a copy of the Consent Agenda for the week of May 24, 2021 some of which included, Notice of Intent to Cut Wood or Timber, seven (7) Abatement/Refund Requests, a Tax Collector's Warrant/Yield Taxes – Timber, Tax Collector's Warrant/Betterment Assessment, Tax Collector's Warrant/PILOT Manchester Water Works, Tax Collector's Warrant/Land Use Change Tax, and four (4) pistol/revolver licenses.

***Mr. Bedard motioned to approve the Consent Agenda for the week of May 24, 2021. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Appointments with the Board**

**Gary B. Michaud, 145 Appletree Road (Tax Map #17, Lot 45) – Application for Restoration of Involuntarily Merged Lots pursuant to RSA 674:39-aa (*continued from May 10, 2021 Meeting*)**

Mr. Herman indicated the applicant requested an extension until the Board's second meeting in June.

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

Chief Williams presented his monthly report for April 2021 noting 48 calls for service. Chief Williams reported on apparatus maintenance including that Tanker 2 had passed its annual pump testing. Building maintenance work includes painting Station 2's bay area, removal of old duct work and getting more quotes for work at Station 2. Training continues with the new Red Alert system. I.D.s are being worked on for new members. The Big Water class is being scheduled with Auburn, Candia and Deerfield. The online training portal (FireRescue1) is being set up. Members will acknowledge receipt of new policies. The new repeater frequency should be up and running on Tuesday and is being tested. The Department has a new EMT, Levi Richards.

Chief Williams reported five life safety inspections, two oil burner inspections, one residential fire sprinkler inspection and one oil tank removal inspection.

### **Police Chief Ray Pelton – APD Facility Repairs**

Chief Pelton reported receiving two quotes for the bathroom facility fixture repairs in the holding area. One of the fixtures has no water to it and the other is leaking. Flushing would be remote from outside the cell by an officer. The pipes need replacing. One quote was for \$6,850 without the remote flush and the other is \$10,000 with. Because it is a special order, delivery would take a couple of months.

Mr. Leclair asked the purpose of the remote flushing and Chief Pelton noted in the event an item is missed evidence might get flushed, such as a syringe, and cause expensive damage. Flushing by officers would also prevent multiple flush flooding.

Mr. Leclair asked if the Police Department had a water softener and Chief Pelton indicated they did not.

Chief Williams noted insulation at the Safety Complex is only being replaced on one side and there were leaks in the ceiling of the training room last year. At an earlier meeting Chief Williams put forth a proposal for an extractor.

Mr. Herman reported the Board has a public hearing scheduled for June 7<sup>th</sup> to accept the federal ARPA funds. Mr. Leclair requested Mr. Herman compile a list of the various requests the Board has received together with a copy of the Capital Improvement Plan (CIP) items for the Board's consideration. It was noted more specific guidance as to how funds may be expended is expected to be issued by the U.S. Treasury within the next few weeks.

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

Chief Pelton reported the number of positive COVID cases are down to one-to-four cases. The weekly calls with the State were cancelled. The number of soldiers at vaccination sites are being cut.

Mr. Leclair noted vaccine appointments are available at some drug stores now.

Mr. Bedard asked if 70% of vaccinated residents is defined as eligible residents or overall and Chief Pelton noted those eligible.

Mr. Leclair asked if responders were still wearing PPE and Chief Pelton noted only to medical calls.

### **New Business**

#### **Water Conservation Plan – Auburn Heights 55+ Project**

Mr. Herman provided a letter from Lewis Engineering dated May 18, 2021 detailing the water conservation plan for Auburn Heights Senior Housing asking the Selectmen to review and comment on the plan with NHDES. Mr. Herman noted NHDES rules require the governing board to review the plan for consistency.

#### **Lawrence Gould – Stop Signs at Steam Mill Road and Wellesley Circle**

Mr. Leclair reviewed a letter from resident Lawrence Gould of Steam Mill Road who has requested the stop sign at the intersection of Steam Mill Road and Wellesley Circle be removed. The Board noted the signs were put up on a trial basis in late 2019. The Board also agreed it would invite the homeowners who had requested the stop sign back in to meet with the Board before deciding.

#### **State Auction – GMC Pick-up Truck**

Mr. Herman reported the former Parks & Recreation vehicle will be going to auction on June 25<sup>th</sup>. He noted APD Office Manager Lil Deeb was assisting with scheduling a tow of the vehicle to the auction site on either June 2<sup>nd</sup> or 3<sup>rd</sup>.

#### **Designee for Collective Bargaining Team**

The Board agreed Mr. Leclair would be the designee to represent the Selectmen at the Collective Bargaining negotiations. Mr. Herman noted the contract ends in March of next year. He also indicated he would likely try to arrange a meeting of the Town team and legal counsel in advance to ensure everyone is together in their approach to negotiations.

## **Old Business**

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

Mr. Leclair noted the Committee will meet again in June after the Requests for Information from the Internet Service Providers have been received.

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

Mr. Bedard reported Highway Safety met and Sergeant Cashman reported on the data from the radar trailer on Anderson Way. Eight vehicles were observed over a two-day period and all were 100% in compliance.

Mr. Rolfe reported the Planning Board met and discussed the extension of a three-lot subdivision on Raymond Road which had expired, the conditional approval of King Street and the 55+ Senior Housing proposed by Mr. Falzone.

Mr. Leclair asked about the number of building permits that might be issued for one year and Mr. Herman explained they could see potentially 21 permits issued in a calendar year if extra permits remain in September and November that could be assigned.

### **Other Business**

Mr. Bedard asked about the repairs being funded by Manchester Water Works at the Severance School building proposed to be rented by the Town, expressing concerns with the rise of construction materials and delays with contractors since the onset of Covid and how that would affect renovation costs and thus the rent being paid by the Town. Mr. Herman will reach out tomorrow to see if the estimates are still a valid number. Mr. Leclair noted it was doubtful contractors would get in this year.

Steve Davis of Cohas Drive asked about placing no parking signs at the intersection of Rockingham Road and Sheas Drive. Patrons of the Pitts are parking on both sides of the street on Thursday and Friday evenings. Some trees have been taken down and so people are now parking in the travel lane instead. Mr. DiPietro noted the issue is migrating parking but could be put on the agenda of the next Highway Safety meeting if it is still an issue. The issue appears to be making the turn safely when vehicles are parked on those corners. Chief Pelton recommended having signs installed to remind that by law there is no parking 12' from the intersection. Mr. Leclair agreed there could be one or two signs installed at each corner. Mr. Herman will notify the Road Agent.

### **Next Meeting/Events**

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

Monday, June 21, 2021 – Board of Selectmen's Meeting – 7:00 PM

## **Minutes**

May 10, 2021 Public Meeting

***Mr. Rolfe motioned to approve the May 21, 2021 Public Meeting Minutes as written. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Non-Public Session per RSA 91-A:3, II (a) & (I)**

Compensation of any public employee & consideration of legal advice provided by Town Counsel.

***Mr. Leclair motioned to go into non-public session pursuant to RSA 91-A:3, II (a) & (I) compensation of any public employee & consideration of legal advice provided by Town Counsel. Mr. Bedard seconded the motion. A roll call vote was taken Leclair – aye, Bedard – aye and Rolfe – aye. The motion passed unanimously.***

The meeting room was closed to the public at 8:04 PM.

***Mr. Rolfe motioned to come out of non-public session. 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 8:35 PM.

***Mr. Rolfe motioned to seal the minutes of the non-public sessions. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mr. Bedard motioned to approve a step increase for the Town Clerk from a Labor Grade 12, Step 10 to a Labor Grade 12, Step 11 upon the individual's May 31, 2021 anniversary date. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Adjourn**

***Mr. Rolfe motioned to adjourn at 8:35 PM. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy Hoijer  
Recording Secretary