

**Town of Auburn
Board of Selectmen
August 30, 2021
Minutes
7:00 PM**

Selectmen Present: Keith Leclair, Todd Bedard and Michael Rolfe

Others Present: Parks & Recreation Director Amy Lachance, Tax Collector Susan Jenkins, Steve Kimball, Sergeant James Huard, 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 Accounts Payable Manifest for the Week of August 23, 2021 - \$142,881.20

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of August 23, 2021 in the amount of \$142,881.20. 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 August 23, 2021 - \$9,075.00

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of August 23, 2021 in the amount of \$9,075. 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 August 30, 2021 - \$54,526.14

Mr. Bedard motioned to approve the Payroll Manifest for the week of August 30, 2021 in the amount of \$54,526.14. 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 August 30, 2021 - \$51,970.00

Mr. Bedard motioned to approve the Accounts Payable Manifest for the Week of August 30, 2021 in the amount of \$51,970. 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 August 30, 2021

Mr. Leclair read out loud and provided for inspection a copy of the Consent Agenda for the week of August 30, 2021 some of which included: Annual Financial Filings/NHDRA MS-535 and MS-1, one (1) Raffle Permit, one (1) Forest Protection Federal Excess Property Program/Equipment

Request for Stewart & Stevenson Five (5) Ton Vehicle, three (3) Applications for Property Tax Credits or Exemption and two (2) Void Check Manifests.

Mr. Bedard motioned to approve the Consent Agenda for the week of August 30, 2021. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Public Hearing – Dog Registration on Town Property (Previously Advertised)

Regulation recommended by the Parks & Recreation Commission to assist in the management of dogs at Town parks and ballfields. (RSA 41:11-a). Mr. Leclair read out loud the Public Hearing Notice and opened the hearing to the public at 7:03 PM.

Mr. Bedard noted Wayne Eddows Field experiences the most frequent violation in this area, despite signs requesting there be no dogs on the field. Having an ordinance would give more enforcement ability.

Mr. Leclair asked Sergeant Huard if he thought the Department would have any difficulty enforcing the ordinance and he indicated there would be no issues enforcing the ordinance. The ordinance would be for any time of day or night as dogs are not allowed on Town fields and any Town-owned Park or Cemetery.

Mr. Leclair reviewed the section concerning Procedures for Payment on Page Two of the ordinance. A fine of \$50 is imposed after the first offense and \$100 for each additional offense. The Board discussed the amount of the unpaid fine after seven days for the first offense and after seven days for each additional offense and the Board agreed each period would be an additional \$10 imposed upon the existing fine.

Mr. Leclair asked Parks & Recreation Director Amy Lachance if she was okay with it, and she indicated yes.

Mr. Leclair closed the public hearing at 7:10 PM.

Mr. Bedard motioned to approve the adoption of the Dog Regulation on Town Properties Ordinance as presented with the addition of the \$10 charge per seven-day period after the first offense and additional offenses. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

New Business

Project Discussions for FY 2021 ARPA Funds

Mr. Herman provided the Board with a spreadsheet outlining the projects which the Board has already agreed to fund using the 2021 American Rescue Act (ARPA) Funds, disbursement dates and the total cost and balance available. To date, a total of \$117,591.93 has been allocated of the \$292,188.81 in ARPA Funds received with \$174,596.88 remaining available. A total of \$59,088.61 has been disbursed.

Mr. Herman noted Chief Williams is working on the Gear Extractor and Dryer. He indicated \$4,406.93 had been allocated to the purchase and installation of an Air Compressor at the Highway Department and \$3,605.63 has been spent to purchase the unit with work still to take place by an electrician to install the unit.

Mr. Herman noted the Building Inspector Carrie Rouleau-Cote had received notice the Building Department's online permit software would be out of service by the end of August. The Town received less than 30 days' notice from the vendor. She is working on finding a replacement program. The previous program was at no cost to the Town as the provider received a portion for each permit. It is not likely the replacement program will be at no cost to the Town but would more likely have an initial set-up expense and then an annual licensing fee, which he indicated could be an expense from the ARPA funds.

Mr. Herman also reported the Cemetery Trustees are working with Calef Campground to bring water service to the Longmeadow Cemetery. He indicated this would be a project included in the Trustee's FY 2022 budget that would involve picking up the water line to be brought to the cemetery property line and extending the line into the cemetery with the placement of some spickets. His understanding is there would be no charge to the Town for the water usage which is seasonal from April to November. He thought the Trustees would secure an estimate from Mr. Plaza.

Mr. Herman noted the ceiling was insulated in the PD Office Area on July 14th for \$7,000 of the \$13,695 set aside for insulation updates. He noted only a portion of the project work has been done to date, so only a portion of the project cost has been paid.

Request for Ladder 1 Repairs from Fleet Maintenance Expendable Trust Fund

At the Board's August 16, 2021 meeting Fire Chief Williams reported on the repair of Ladder One after being sent to Greenwood Fire Apparatus. Since that meeting the Chief has received and provided the invoice for the repairs which totals \$13,098.49. Mr. Herman estimated the balance of the Fleet Maintenance Expendable Trust Fund was between \$50,000-\$75,000. Repairs to Ladder One were not in the Department's Operating Budget.

Mr. Bedard motioned to authorize the expense of repairing Ladder 1 totaling \$13,098.49 to come from the Fleet Maintenance Expendable Trust Fund. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Old Business

Determination of Decision for Involuntary Merger Application for 145 Appletree Road (Tax Map #17, Lot #45)

Mr. Leclair asked if the applicant who were not present, were aware of the agenda this evening and Mr. Herman indicated their representative has been notified.

Mr. Leclair noted that on April 8th the Town received an Application for Restoration of Involuntary Merged Lots at 145 Appletree Road. Eric Mitchell presented the application on behalf of the owners on May 10th. The Board concluded the meeting and indicated they would take the matter under consideration and consult with Town Counsel.

Mr. Leclair found that a previous owner had applied for a variance with the Zoning Board of Adjustment in 1976 and described the lot as one acre. The lot size cannot be used in its totality for one benefit and not be applied for another. The lot was merged by conduct of that former owner and not the Town. Mr. Rolfe and Mr. Bedard agreed.

Mr. Bedard motioned to deny the application of Gary Michaud, Trustee for restoration of involuntarily merged lots pursuant to RSA 674:39-aa filed on April 8, 2021 for 145 Appletree Road, Auburn, NH (Tax Map #17, Lot #45). Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Vacancies on the Zoning Board of Adjustment

Mr. Herman provided applications to the Zoning Board of Adjustment from Nick Pappas and Steven F. Kimball. Mr. Herman noted Mark Wright, who is a full member, has resigned his position as of September 1st. Patrick Bergeron had recently been appointed to move up from alternate to full member leaving a vacancy for one alternate position. As a result, the ZBA currently has four full members and two alternates and can continue meeting.

The Board agreed to see if the two existing alternates wished to remain alternates or be moved up to full members first and then the Board will determine what position(s) may need to be filled.

Insulation of Remainder of Safety Complex Ceiling

Mr. Herman provided a quote from Quality Insulation dated 8-17-21 for \$19,717 to complete the insulation of the Safety Complex training room on the Fire Department side of the building. Funding could come from ARPA or the Building Rehabilitation Capital Reserve Fund. Mr. Leclair noted ceiling tiles have been damaged in the past, repainted and shown additional staining. The Department's weight training room is directly above the training room.

Mr. Bedard noted the extent of the issue does not seem clear and possibly a plumber should look at the pipes. They may need to be wrapped to prevent condensation. Mr. Herman will see if this is something that could be done by Mike O'Callaghan. The Board agreed to hold off.

Report/Comments of Ex-Officio Board Representative

Mr. Leclair noted the Budget Committee has not met yet.

Mr. Bedard indicated Parks & Recreation discussed the dog ordinance presented tonight

Next Meeting/Events

Monday, September 13, 2021 – Board of Selectmen's Meeting – 7:00 PM
Saturday, September 25, 2021 – E-Waste Collection Day – 9 AM – 2 PM
Monday, September 27, 2021 – Board of Selectmen's Meeting – 7:00 PM

Minutes

August 16, 2021 Public Meeting

Mr. Bedard motioned to approve the August 16, 2021 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 the provisions of RSA 91-A:3, II (I) and (c)

Consideration of legal advice provided by Town Counsel and to discuss matter if discussed in public could adversely affect the reputation of someone other than a member of the Board.

Mr. Leclair motioned to go into Non-Public Session pursuant to 91-A:3, II (I) and (c). Mr. Rolfe seconded the motion. A vote was taken: Mr. Leclair voted aye, Mr. Bedard voted aye and Mr. Rolfe voted aye. The motion passed unanimously.

The meeting room was closed to the public at 7:32 PM.

Mr. Bedard motioned to come out of Non-Public Session. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

The meeting room was reopened to the public at 8:24 PM.

Mr. Leclair motioned to seal the minutes of the Non-Public Session. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Other Business

Mr. Leclair noted the budget for the storage building was under by approximately \$4,000 and the Board would like to pay Mr. Rolfe for his time spent on the site work for this project. Mr. Leclair noted Mr. Villeneuve could pay him as part of his contract, but he noted as this is already part of the budget approved, the Town could make payment directly to the contractor.

Mr. Bedard motioned to pay Rolfe Construction the sum of \$3,500 for the work at the storage building. Mr. Leclair seconded the motion. A vote was taken. Mr. Rolfe abstained. Mr. Leclair voted aye, Mr. Bedard voted aye. The motion passed 2-0-1.

Adjourn

Mr. Bedard motioned to adjourn at 8:27 PM. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy Hoijer
Recording Secretary