

**Town of Auburn
Board of Selectmen
September 27, 2021
Minutes
6:00 PM**

Selectmen Present: Keith Leclair, Todd Bedard and Michael Rolfe

Others Present: Dan Carpenter, Rene Labranche of Stantec, Road Agent Mike Dross, Town Administrator William Herman and Nancy Hoijer, Recording Secretary

Non-Public Session – Pursuant to the provisions of RSA 91-A: 3 II (d)
Consideration of the acquisition, sale or lease of real property

Mr. Leclair motioned to go into non-public session pursuant to RSA 91-A: 3 II (d) consideration of the acquisition, sale or lease of real property. Mr. Rolfe seconded the motion. A roll call vote was taken: Mr. Leclair voted – aye, Mr. Rolfe voted – aye and Mr. Bedard voted – aye. The motion passed 3-0-0.

The meeting room was closed to the public at 5:57 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 3-0-0.

The meeting room was reopened to the public at 6:13 PM.

Mr. Bedard 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.

The meeting recessed as 6:15 PM.

7:00 PM

Selectmen Present: Keith Leclair, Todd Bedard and Michael Rolfe

Others Present: Brittany Evans-Chardonnet, Joe Evans, Auburn Police Lieutenant Chip Chabot, Fire Chief Mike Williams, Deputy Fire Chief Bob Selinga, Amy Lachance, Parks & Recreation Coordinator, Finance Director Patricia Rousseau, 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 September 20, 2021 - \$106,463.09

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of September 20, 2021 in the amount of \$106,463.09. 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 September 20, 2021 - \$8,610.00

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of September 20, 2021 in the amount of \$8,610. 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 September 27, 2021 - \$53,850.52

Mr. Bedard motioned to approve the Payroll Manifest for the week of September 27, 2021 in the amount of \$53,850.52. 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 September 27, 2021

Mr. Leclair read out loud and provided for inspection a copy of the Consent Agenda for the week of September 27, 2021 some of which included: a void check manifest, a Permanent Application for Property Tax Credit – Veteran’s Credit and one (1) Pistol/Revolver license.

Mr. Bedard motioned to approve the Consent Agenda for the week of September 27, 2021. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Appointments with the Board

Brittany Evans-Chardonnet, 12 Cottage Avenue – Parking Issues

Brittany Evans and Joe Evans appeared before the Board to request assistance with motor vehicles which are parking in front of their home at 12 Cottage Avenue to visit the Rockingham Rail Trail which is close by. Mr. Evans reported cars are being parked on his lawn, in the middle of the road, turning around in their driveway, accidents almost being caused while motorists try to go around them and resulting confrontations. Complaints in the neighborhood are similar to those at Tower Hill. Vehicles are parking in front of their neighbor’s home also. Mr. Rolfe reported the 16’ wide road is skinny and narrow.

Mr. Leclair asked if the Police Department had fielded complaints and Lieutenant Chabot indicated the Police Department has responded to complaints before. Mr. Rolfe reported cones had been placed in front of one side of the street. Mr. Leclair asked how many homes were on Cottage Avenue and how much frontage they owned. Mr. Evans answered 12.homes are on the street and the Evan’s frontage is 250.’

Lieutenant Chabot recommended installing signs that say "no parking between signs". Mr. Rolfe recommended on both sides of the street to help the police with enforcement and the fire trucks to be able to navigate the narrow road.

Mr. Bedard motioned to place "no parking between signs" signs on both sides of Cottage Avenue at the discretion of the Road Agent. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Leclair notified the Evans if the signs were in stock, they could be in tomorrow but if they needed to be ordered to plan for about two weeks.

Fire Chief Mike Williams – Monthly Meeting

Fire Chief Williams presented the Auburn Fire Department report for the month of August 2021. There were 52 calls for service. Chief Williams reported that Firefighter Cody Lappas started full-time employment after being a call firefighter for almost two years. Chaplain Rick Dennis completed his Chaplain training. The Department assisted with the Senior Barbeque. Annual Fire Hose testing was completed and a small amount failed and is being replaced. All vehicles passed State inspections. The driveshaft went in the Gator and has been sent to Rosencrantz to be fixed. The gear washer and dryer were ordered. Scanning was done to mark the radiant heat system in the floor so that the extractor could be installed without damaging the heat system. The \$900 cost for the scanning was taken off the cost of the units. Eight life safety inspections were completed. The Steam Mill cover was replaced and cisterns were painted. Deputy Selinga worked on the Department's new software SOP being presented tonight. There is an Open House at the Fire Station on October 9th which has been posted in the Town Crier and on the Facebook Page. The Open House falls at the end of Fire Prevention Week.

Mr. Leclair asked if the Gator was still under warranty and Chief Williams reported it was not.

Consideration of SOP #011 – Red Alert NFIRS/TEMSIS Reports

Chief Williams presented SOP #011 for use with the new Red Alert software for reports required. NFIRS is required whenever personnel and/or equipment are used. TEMSIS is required on EMS calls including non-transports.

Mr. Bedard motioned to approve and adopt SOP #011. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

FY 2022 Town Budget

Presentation of Proposed FY 2022 Town Budget & Capital Expenditures

Finance Director Rousseau presented the Board with their FY 2022 Proposed budget notebooks with their schedules and the Budget Committee schedules. Mr. Herman noted the Selectmen would review the budgets weekly with each department, board and commission individually starting October 4th through the end of November and the Budget Committee

should be done by the end of December. He indicated the budget requests total \$6.2 million, which is a 3.12% increase over the current year's approved budget.

Mr. Herman reviewed some of the budget items which the Town does not have yet such as insurance rates (set in mid-to late October): for property and liability, unemployment, worker's compensation, disability, health, and dental rate increases. The health and dental insurance period runs from July to June so the rate increase would only reflect in the last six months. The wage and salary lines throughout are at the current rate of pay and do not reflect any potential step-increases or COLA adjustment for 2022.

Finance Director Rousseau added that capital transfers are not included. Mr. Herman noted those would be put forth in warrant articles for transfer to reserve funds and are not an operating budget item.

Mr. Herman noted the Cemetery Trustees have some Trust Fund expenses. Longmeadow Cemetery has the Trust Fund, while ARPA funds could cover another project.

Chief Williams reviewed the request for portable radios. Mr. Leclair asked if they had to be done in one year and Chief Williams indicated it would be beneficial for them all not to age out at the same time so perhaps half one year and half the next. Mr. Leclair asked how many portable radios would be purchased and Chief Williams indicated 30; the total for each seated position in the department.

Ms. Lachance noted Parks & Recreation were working to secure a firm number for the softball field lights and will be meeting with more people to get more quotes.

Mr. Rolfe asked how long the ARPA allocations would be for and Mr. Herman noted the Board had under December 31, 2025 to allocate the funds and through December 31, 2026 to actually spend the funds.

Mr. Leclair asked about revenues and Mr. Herman reported the forecast was good. The tax rate should be set in two-to-three weeks and believe the revenues will be up from last year. The State Rooms & Meals Tax has been funded higher than in the past, but there are no final numbers available for that yet. Registrations for motor vehicles etc., seem to be ahead of estimates. The assessed valuation of the Town has increased by approximately \$12 million which would help reduce the tax rate. Mr. Herman noted he did not see a different picture for next year unless the housing market were to drop. Building Inspector Rouleau Cote had reported issuing approximately 30 new home permits and the 55-and older development should begin next year.

Mr. Herman also noted the auditors calculated \$200,000 was added to the undesignated fund balance last year.

Mr. Leclair asked about siding for Station 2 within the next here to five years. Mr. Rolfe added that paving needed to be done and will check on that. Chief Williams had estimated \$30,000 for siding and \$20,000 for paving in his FY 2022 budget. Mr. Leclair noted paving could be done possibly this year.

Balances of Town Reserve Funds

Mr. Herman reported on the balance of the four main reserve funds that deal with Town Government operations as of July 31, 2021 (minus expenditures approved from three of the funds during the past year).

Town Buildings Rehabilitation Fund	\$152,014.55
Town Properties Rehabilitation Fund	\$100,605.30
Equipment & Fleet Maintenance Fund	\$ 36,954.00
Accrued Benefits Liability Fund	\$ 31,023.35

Mr. Leclair noted he felt the Equipment & Fleet Maintenance Fund should never fall below \$50,000 and recommended putting \$25,000 in.

Mr. Herman noted the Accrued Benefits Liability Fund would likely see the previous Finance Director's benefits paid of approximately \$18,000-\$19,000 and Mr. Leclair suggested it would have a lot of activity with retired personnel over the next five years. Mr. Leclair recommended adding \$30,000-\$40,000 to that account.

New Business

Project Discussions for FY 2021 ARPA Funds

Mr. Herman noted the gear extractor for the Fire Department was the only outstanding item. The approximately balance is \$160,000-170,000.

Purchase of Current Motorcycle for the APD

Lieutenant Chabot presented the Police Department's proposal to purchase the 2020 Harley Davidson motorcycle being leased by the Department. Mr. Leclair indicated he would like to be certain the department is getting use out of it. Lieutenant Chabot reported Officer Spinney is attending class now. This would allow the department to move away from the \$3,400 lease for this type of vehicle. The purchase price is \$12,726 and it would have a life span of approximately ten years. The department would still budget annually for maintenance expenses of \$1,000. The purchase would be funding through the Police Detail Revolving Fund. There is approximately \$144,000 in the Special Detail Fund.

Mr. Bedard motioned to approve the purchase of the Police Department's current Harley-Davidson motorcycle at a cost of \$12,726 and to authorize withdrawal of this amount from the Police Detail Revolving Fund for this purpose. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Carnegie Hero Fund Commission Medals

Mr. Herman provided a copy of a letter dated September 17, 2021 from the Carnegie Hero Fund Commission indicating that the Commission awarded the Carnegie Medal to Alan R. Cote and

Stephen P. Carkhoff who helped save Cohen Bergeron and Fallon Andrews from a car fire on October 23, 2019. The letter asked if the Selectmen would be interested in presenting the medals, however when Mr. Herman reached out he learned that Congressman Pappas had already made arrangements but felt the Selectmen may like to participate.

Old Business

Vacancies on the Zoning Board of Adjustment

Mr. Herman reported two members of the Planning Board have been contacted to consider serving as a member of the Zoning Board of Adjustment, but only has replied. Mr. Herman will follow-up for the Board's next meeting.

Other Business

Replacement of Front Door at Town Hall

Mr. Herman discussed replacement of the front door at Town Hall with Mr. Villeneuve who estimated it would cost approximately \$7,500 to replace it and recommended one single but wider door with two sidelight windows on either side. The front door replacement is not in the budget. Mr. Rolfe noted it should match the building and Mr. Leclair agreed he would like to get the final cost and a picture of what it would look like.

Safety Complex

Mr. Leclair indicated he and Mr. Rolfe had received some complaints about the doors being locked at the Safety Complex during open hours. Lieutenant Chabot indicated Chief Pelton's position against the doors being open due to potential issues. Mr. Rolfe noted the building is a public building for fire and police. Mr. Leclair noted Auburn is a small town and there haven't been any issues. Mr. Leclair recommended having Chief Pelton come in to discuss it.

Landscaping

Mr. Leclair discussed the quote for a 16' maple tree to be installed in front of the Town Hall and was quoted \$850.00. Mr. Rolfe requested fertilizer for the lawn at Town Hall. Mr. Leclair noted some areas should be loamed and reseeded. The mowing contract will likely have a 2-3% increase. There have been no issues with renewing the mowing contract.

Highway Garage Property

Mr. Leclair noted there will be a site walk at the Highway Garage property next Monday at 6 PM. Mr. Herman will notice the meeting and Mr. Leclair will take notes.

Next Meeting/Events

- Monday, October 4, 2021 – Board of Selectmen's Meeting – 7:00 PM
- Monday, October 18, 2021 – Board of Selectmen's Meeting – 7:00 PM

Minutes

- September 13, 2021 Public Meeting

Mr. Bedard motioned to approve the September 13, 2021 Public Meeting Minutes. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

- September 13, 2021 Non-Public Sessions (x3)

Mr. Bedard motioned to approve the September 13, 2021 Non-Public Meeting Minutes (x3). Mr. Rolfe 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 (a)

The dismissal, promotion or compensation of a public employee

Mr. Leclair motioned to go into Non-Public Session pursuant to 91-A: 3 II (a). Mr. Rolfe seconded the motion. A roll call 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 8:12 PM.

The Board discussed the timing and process of conducting the annual performance evaluation of the Town Administrator.

Mr. Leclair 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 8:16 PM.

Adjourn

Mr. Rolfe motioned to adjourn at 8:16 PM. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy Hoijer
Recording Secretary