

**Town of Auburn  
Board of Selectmen  
October 18, 2021  
Town Hall  
Minutes**

**7:00 PM**

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

**Others Present:** Mike DiPietro, Town Clerk Kathleen Sylvia, Tax Collector Susan Jenkins, Cemetery Trustee Jim Thompson, Fire Chief Michael Williams, Deputy Fire Chief Bob Seling, 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 Payroll Manifest for the Week of October 11, 2021 - \$54,326.21**

*Mr. Bedard motioned to approve the Payroll Manifest for the week of October 11, 2021 in the amount of \$54,326.21. 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 October 18, 2021 - \$35,400.70**

*Mr. Bedard motioned to approve the Accounts Payable Manifest for the Week of October 18, 2021 in the amount of \$35,400.70. 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 October 18, 2021 - \$17,450**

*Mr. Bedard motioned to approve the Accounts Payable Manifest for the Week of October 18, 2021 in the amount of \$17,450. 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 Consent Agenda for the Week of October 18, 2021**

Mr. Leclair read out loud and provided for inspection a copy of the Consent Agenda for the week of October 18, 2021 some of which included: four (4) pistol/revolver licenses.

*Mr. Bedard motioned to approve the Consent Agenda for the week of October 18, 2021. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.*

## **Appointments with the Board**

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

Chief Williams presented the Department's Monthly Report for the month of September 2021 and quarterly statistics broken down for the third quarter of the year. He noted 61 calls for service in September, one annual life safety inspection, one rough residential fire sprinkler inspection completion, one pellet stove inspection and one place of assembly permit.

Chief Williams reported three members graduated from Firefighter 1 and 2 training at the Fire Academy and he attended the ceremony. He interviewed three potential new members and added two of them pending background checks. One lives in Auburn and the other in Manchester. Chief Williams reported the per diem shifts are going well and he hasn't had to go outside of the Department yet. The fulltime day crew coordinated NH fire training SCBA maze training and will come back for recertification in November/December.

Chief Williams reported the driveway was paved at Station 2. The open house was well attended with 300-400 people including the State Fire Marshall who attended. Bags were handed out to the kids.

### **FY 2022 Town Budget**

#### **Supervisors of the Checklist – Susan Jenkins**

Susan Jenkins presented the proposed FY 2022 budget for the Supervisors of the Checklist in the amount of \$3,150.

Mr. Leclair noted there are three elections next year. Mrs. Jenkins reported there is a federal law being proposed to keep polls open for 30 days and to have early voting 15 days before the election with all officials working 10-hour days including weekends. New Hampshire two U.S. Senators are voting in favor. The result would be what normally take three days would become 45 days. Elections results would be reported ten days afterward. Mr. Rolfe recommended bringing this information to the Budget Committee.

***Mr. Bedard motioned to approve the FY 2022 budget for the Supervisors of the Checklist in the amount of 3,150. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Tax Collector – Susan Jenkins**

Tax Collector Susan Jenkins presented the proposed FY 2022 budget for the Tax Collector in the amount of \$4,900.

Mrs. Jenkins proposed a reduction by \$100 in Line 310-2 Deed Research although she reported the price of research has gone up from \$10-15 to \$20-25 depending upon how many parcels go to lien. An increase of \$50 was proposed for Line 620-1 Tax Bill Printing as there are more homes and an increase in postage. Mrs. Jenkins proposed a reduction in Line 645-1 Tax Collector

Education to \$900 as there wasn't as much in-person training to attend this year, but she expects in-person workshops and conferences to ramp up next year.

**Mr. Bedard motioned to approve the FY 2022 Tax Collector Budget in the amount of \$4,900. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

### **Town Clerk – Kathleen Sylvia**

Town Clerk Kathleen Sylvia presented the proposed FY 2022 budget for the Town Clerk – Elections. Mrs. Sylvia noted there are more elections next year and set up costs.

**Mr. Bedard motioned to approve the FY 2022 Town Clerk's Budget for Elections in the amount of \$24,750. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Mrs. Sylvia advised she would be requesting the Deputy Town Clerk's line (120-1) be increased from 12 hours to 15 hours per week, an increase of \$2,622 due to the increased workload volume and for training and certification. Dog tags have also increased, and she has had to reorder more.

Mrs. Sylvia observed there are more people, more cars and car values have increased. The credit card machine which will be proposed in the Town's general budget would allow for registrations to be done quicker. The card machine they are using now requires the payment to be made, then the card removed and re-entered to pay the fees. The machine proposed would do both in one step. The cost is \$600. Mrs. Sylvia added that they will be looking for two new printers also.

### **Cemeteries – Cemetery Trustees**

James Thompson presented the proposed FY 2022 Cemetery Trustees budget in the amount of \$37,000 and the proposed FY 2022 Cemetery Trustees Improvements budget in the amount of \$53,000.

Mr. Thompson reported the mowing expenditures shown on the spreadsheet were not accurate and he is working with the Finance Assistant on that. Mr. Leclair noted he would have the mowing proposal on Friday, and they will hold the mowing line, 380-0 in the amount of \$13,000. Mr. Thompson noted the Trustees were happy with the services provided by Matt Plaza. Mr. Leclair noted there is an increase expected as the rates were held by Plaza for this year and the previous year.

Mr. Thompson noted he increased Line 388-0 Property Maintenance by \$3,500 to do more work at Longmeadow which needs a tree crew at least two or three days and brush hogging. Mr. Leclair asked if this were a permanent increase and Mr. Thompson noted they would need a couple of years to catch-up. Mr. Rolfe asked about mapping and Mr. Thompson noted that Mr. Dollard does that at the end of the year.

Mr. Leclair asked if there was a list of items the Trustees are trying to accomplish. Mr. Thompson noted there were 21 broken gravestones with that kind of work proposed on the improvements budget. The Trustees would like to get water available, and those costs are also on the improvements side.

Mr. Leclair recommended tabling the proposed Cemetery Budget until the mowing numbers have been received.

Mr. Leclair proposed that \$23,000 in proposed improvements could be taken from the ARPA funds to be lower the \$53,000 in proposed improvements proposed for FY 2022. The \$23,000 in ARPA funds could be put toward bringing in water service, \$6,000, erosion control and landscaping \$12,000 and the gravestones \$5,000.

***Mr. Bedard motioned to approve \$23,000 to come from ARPA funds for the cemetery improvements presented. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mr. Bedard motioned to zero out the FY 2022 Land & Land Improvements Cemetery Budget. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Fire Department – Chief Mike Williams**

Fire Chief Mike Williams presented the proposed FY 2022 Fire Department Budget in the amount of \$396,242.04 which is a 76% increase over last year.

Chief Williams reviewed the Fire Occupational Health & Safety Line which covers some Covid items the Department had to purchase like gowns and safety glasses. The line also covers physicals which are more comprehensive for department members due to the need for pulmonary and cardiac physicals and done at Elliot Medical.

***Mr. Bedard motioned to approve Line 01-4220-3-370-1 Fire Occupational Health & Safety for FY 2022 in the amount of \$2,600 which is level funded from last year. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Chief Williams reviewed the Forest Fires line which he noted covers some of the 10.5 Gallon Buckets of Class-A Foam which are stocked in the vehicles and can also be used to fight forest fires and to prevent rekindling on structural fires.

***Mr. Bedard motioned to approve Line 01-4220-3-390-2 Forest Fires for FY 2022 in the amount of \$1,000 which is level funded from last year. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Chief Williams reviewed the Fire Equipment Maintenance Line which he noted covers small tools and equipment, saw blades and batteries, gas meter supplies and power equipment maintenance. The Board of Selectmen recommended an increase to the proposed line by \$1,000 for purchase of a weedwhacker/mower for the Department to use in maintaining the dry hydrants and cisterns. Mr. Leclair asked if this would be a liability issue with the Town's insurer, Primex and Mr. Herman noted the Department is covered for far more dangerous firefighter activities and this would not be an issue.

**Mr. Bedard motioned to approve Line 01-4220-3-390-3 Fire Equipment Maintenance for FY 2022 in the amount of \$5,500. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Chief Williams reviewed the Fire Radio repair line and noted that he hopes to replace the 22-year-old portable radios in the coming years as parts for the existing older radios are difficult to find for repairs.

**Mr. Bedard motioned to approve Line 01-4220-3-390-44 Fire Radio Repair for FY 2022 in the amount of \$1,500.00. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Chief Williams reviewed the Derry Dispatch line which he noted is contractual and a three percent increase over last year.

**Mr. Bedard motioned to approve Line 01-4220-3-390-5 Derry Dispatch for FY 2022 in the amount of \$56,456. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Chief Williams reviewed the Fire & Rescue Training line which is level funded from last year while he noted there will be more training with recruits at school than last year.

**Mr. Bedard motioned to approve Line 01-4220-3-390-7 Fire & Rescue Training for FY 2022 in the amount of \$17,500. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Chief Williams reviewed the Fire Hazmat line which has a two percent increase he noted is associated with annual dues to be part of the Regional Hazardous Material Team.

**Mr. Bedard motioned to approve Line 01-4220-3-390-8 Fire Hazmat for FY 2022 in the amount of \$7540. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Chief Williams reviewed the Fire Building Maintenance line which reflected a proposed 26% increase over last year for multiple maintenance items and alarm monitoring and trash pickup. New outdoor LED lights were proposed at Station 2.

The Board of Selectmen recommended reducing the amount proposed for the septic tank pumping for both stations as Station 2 could be done every couple of years and had just been done this year.

**Mr. Bedard motioned to approve Line 01-4220-5-550-1 Fire Building Maintenance for FY 2022 in the amount of \$18,247. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Chief Williams reviewed the proposed Fire & Rescue New Equipment Line which had a 33% increase proposed over last year. Chief Williams noted in addition to the structure hose adaptors and fittings, new fire house and small tool and equipment replacement the Department would like to purchase an E-Draulic Spreader package for \$13,500. A spreader and cutter would cost

\$27,700 but he would like to start with one next year. Mr. Leclair asked about the air bags budgeted in FY 2021 and Chief Williams reported they are on order and explained the differences in use between the air bags which had more of a lifting purpose than a spreader. The proposed spreader would be battery operated and not tied to hoses, and lighter in weight.

**Mr. Bedard motioned to approve Line 01-4220-6-610-1 Fire & Rescue New Equipment for FY 2022 in the amount of \$21,000. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Chief Williams reviewed the proposed Fire New Radios line in the amount of \$135,465 which is a 400% increase over last year. Chief Williams noted that in addition to the digital radio for Engine 2 and Ladder 1 the Department is looking to purchase 30 new digital portable radios and accessories for \$126,465. The Department has been repeatedly unsuccessful with the grants they have submitted to offset the cost. The radios are assigned to individual seats and stay with the vehicles. A two-year roll out would be acceptable.

Mr. Bedard asked if there was any feedback on why the grants were unsuccessful and whether using a professional grant writer might increase their success. Mr. Leclair noted Chief Williams had equivalent grant writing experience.

Mr. Leclair noted he would like to find a way to have the radios replaced this year since next year they will be funding a piece of equipment with the replacement of the pump truck and the radios will not get cheaper next year. He would also not want to run the risk of purchasing half now and finding out the other half were no longer available next year and then having 15 of one kind and half of another. There are some ARPA funds that could be available, and some could be budgeted. \$9,000 could be left in the budget for the mobile radios.

Mr. Herman reviewed potential revenue increases for FY 2022 with meals and rooms tax and the potential default budget differences with \$6,022,437 for FY 2021 and \$6,210,416.91 next year.

**Mr. Bedard motioned to approve \$63,232.50 for the purchase of new digital fire radios to come out of ARPA funds. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

**Mr. Bedard motioned to approve Line 01-4220-6-610-4 for FY 2022 Fire New Radios in the amount of \$72,232.50. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Chief Williams reviewed the Fire SCBA Equipment/Maintenance line which was level funded from last year and includes five replacement face pieces \$2,500, parts/eyeglass inserts \$1,850 and SCBA breathing air semi-annual testing \$1,130.

**Mr. Bedard motioned to approve Line 01-4220-6-610-6 Fire SCBA Equipment/Maintenance for FY 2022 in the amount of \$5,480. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Chief Williams reviewed the Fire Water Hydrants line which proposes a 17% increase over last year. Chief Williams noted there was an 8% increase in the fees the Town is charged by Manchester Water Works. Mr. Herman noted there are 21 hydrants throughout Town.

**Mr. Bedard motioned to approve Line 01-4220-6-611-1 Fire Water Hydrants for FY 2022 in the amount of \$15,398.04. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Chief Williams reviewed the Fire Dues, Subscriptions and Software line which has a 264% increase over last year. He noted the second payment for the new Red Alert Software in the amount of \$6,938 would be the final payment of two to replace the software that became unavailable this year.

**Mr. Bedard motioned to approve Line 01-4220-6-640-0 Fire Dues, Subscriptions and Software for FY 2022 in the amount of \$9,838. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Chief Williams reviewed the Fire Rescue Supplies line which has a 22% increase proposed over last year. Proposed were gloves, masks and IVs and other durable medical equipment, defibrillator batteries, oxygen cylinders and leased tanks and gas meter supplies.

**Mr. Bedard motioned to approve Line 01-4220-6-660-1 Fire Rescue Supplies for FY 2022 in the amount of \$3,650. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Chief Williams reviewed the Fire Protective Clothing line which is level funded from last year. He noted items are replaced on a ten-year cycle. Boots would be changed from leather to rubber to be less expensive.

**Mr. Bedard motioned to approve Line 01-4220-6-660-2 Fire Protective Clothing for FY 2022 in the amount of \$16,950. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Chief Williams presented the Fire Office & Cleaning Supplies line which is level funded from last year although Chief Williams noted the cost of supplies has increased everywhere.

**Mr. Bedard motioned to approve Line 01-4220-6-670-1 Fire Office & Cleaning Supplies for FY 2022 in the amount of \$2,500. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Chief Williams presented the Fire Prevention line which is level funded from last year and used during fire prevention week at school and public events.

**Mr. Bedard motioned to approve Line 01-4220-6-690-0 Fire Prevention for FY 2022 in the amount of \$1,500. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Chief Williams presented the Fire Misc. Grant line which is a level funded placeholder for any matching grants the Department applies for. Some grants are 50/50 match, and some are 90%. He recently was awarded a forestry grant for the Department which required matching funds.

**Mr. Bedard motioned to approve Line 01-4220-6-690-1 Fire Misc. Grant for FY 2022 in the amount of \$5,000. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Chief Williams presented the Fire Dry Hydrants line which has a 133% increase proposed over last year for repairs, painting, signage, locks and mowing twice a year. Mr. Leclair recommended adding \$1,000 to the Department's Maintenance line so they could purchase a commercial weedwhacker/mower and do the mowing and trimming work themselves and reduce the request for this line by \$2,000.

**Mr. Bedard motioned to approve Line 01-4220-6-690-2 Fire Dry Hydrants for FY 2022 in the amount of \$1,500. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Chief Williams presented the Fire Information Technology line which proposed a 91% increase over last year. He noted IT improvements in security which were also heightened at the Police Department and Town Hall and provided the proposal to the Board for review.

Mr. Leclair recommended tabling approval of the line to review the proposal.

**Mr. Bedard motioned to table approval of Line 01-4220-6-690-3 Fire Information Technology for FY 2022. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Chief Williams presented the Fire Truck Maintenance line which proposed a 16% increase over last year. Mr. Leclair recommended level funding the line to reduce the unforeseen repairs estimate of \$9,600 by half.

**Mr. Bedard motioned to approve Line 01-4220-7-710-1 Fire Truck Maintenance for FY 2022 in the amount of \$36,450. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Chief Williams presented the Fire Apparatus Fuel line for FY 2022 which proposed a 7% increase over last year, \$600. Finance Director Rousseau noted the line is already over this year due to the increased cost in fuel. Mr. Leclair recommended raising the proposed line by \$1,000 as he did not feel it would be adequate.

**Mr. Bedard motioned to approve Line 01-4220-7-720-1 Fire Apparatus Fuel for FY 2022 in the amount of \$10,600. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Mr. Leclair estimated the proposed amended total budget for FY 2022 Fire Department to be \$311,542.

#### **Ambulance – Chief Mike Williams**

Chief Williams presented the proposed Ambulance budget for FY 2022 in the amount of \$93,509 which is a 5% contractual increase over last year.

***Mr. Bedard motioned to approve the FY 2022 Ambulance Budget in the amount of \$93,509. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Fire Apparatus Leases – Chief Mike Williams**

Chief Williams presented the proposed FY 2022 Fire Apparatus Lease/Purchase budget in the amount of \$48,213.46 which is a 60% reduction over last year's budget.

Mr. Leclair asked if this was the last payment on Rescue One and Chief Williams indicated he believed this payment covered the add-on equipment and the Town would be finished with payments on the truck itself.

Mr. Leclair expressed concerns with the purchase of Rescue One under the previous administration and asked to investigate if it made sense to have this. The program it was going to be used for never materialized and the vehicle does not carry water. The Department should have a multi-use vehicle. A committee could be established to figure out how resale or trade in could be applied toward replacement of the tanker. The Rescue vehicle has 3,000 miles on it over three years and has not been used much or for its intended purchase.

Chief Williams noted while he was not involved in the decision making concerning the purchase and he would not have recommended it but recommended keeping the cascade attachment which is helpful and can be bolted onto another piece. This was purchased with a grant and the Department would have to keep it.

***Mr. Bedard motioned to approve the FY 2022 Fire Apparatus Lease/Purchase budget in the amount of \$48,213.46. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Emergency Management – Director Mike Williams**

Chief/EM Director Williams presented the proposed FY 2022 Emergency Management budget in the amount of \$1,004 which is level funded from last year. Chief Williams noted that he found a piece of equipment which could be used for the office and this line could be cut by \$500.

***Mr. Bedard motioned to approve the FY 2022 Emergency Management budget in the amount of \$504. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **HealthTrust & Primex Insurance Renewal Rates**

Mr. Herman provided proposals from HealthTrust for the Town's FY2023 renewal period from July 1, 2022 through June 30, 2023 for health, dental, short and long-term disability coverage lines. A 5.4% increase is proposed for health insurance based on usage. Dental rates saw a reduction of 1.5% and an overall base rate adjustment of .7% for short-term disability and no rate change for long-term disability. Mr. Herman noted the premium return would be approximately the same amount as the rate increase. The \$24,000-\$25,000 estimate return would offset the rate increase that would be effective July 1<sup>st</sup>. AS the insurance year is July to June, only six months are budgeted in FY 2022.

Mr. Herman noted the \$11,000 increase with Primex, the Town's Property & Liability Insurer and includes worker's compensation insurance which saw a \$14,000 credit this year. The HealthTrust proposal would also see a premium holiday unless there were a loss claim. Mr. Herman did not recommend decreasing the budget line. The increase was based largely on payroll being up 14% in 2019-2020 and he will doublecheck this is accurate.

## **COLA**

Finance Director Rousseau reported she has the COLA figures to be considered by the Joint Personnel Board on October 19<sup>th</sup>.

## **New Business**

### **Project Discussions for FY 2021 ARPA Funds**

Mr. Herman presented a copy of the updated 2021 American Rescue Plan Act (ARPA) Funds spreadsheet which detailed the expenditures to date and balance available. Mr. Leclair noted the paving at Station 2 was absorbed by the Road Reconstruction budget while Mr. Herman reported the \$5,738.75 for paving at the Storage Building project had been paid from Road Reconstruction but could be moved to ARPA if the Board felt that was more appropriate.

Mr. Herman noted the \$174,596.88 balance would be reduced by the two items voted on this evening, \$23,000 for cemetery work and the \$63,232.50 for the portable fire radios. Mr. Herman also noted municipalities are now being encouraged to hold public hearings to accept next year's share of ARPA funds in the same manner this year's funds were accepted. He would work to schedule the required public hearing in November.

## **Old Business**

### **Vacancies on the Zoning Board of Adjustment**

Mr. Herman provided a Memorandum dated October 15, 2021 concerning potential vacancies on the Zoning Board of Adjustment. He noted on October 14, 2021 Stephen Carroll submitted his resignation effective immediately due to relocation. This left an open vacancy for a full member with a term to expire in March 2024. All three alternates were interested in stepping up to fill the position however Shawn Matte was the senior alternate with time in service. Should Mr. Matte be appointed to fill the open full member vacancy this would leave an open position for an alternate and the Board has an application from Nick Pappas to serve in that role with a term to expire March 2022.

Mr. Leclair thanked the volunteers and Steve Carroll for their service.

***Mr. Bedard motioned to accept with regret the resignation of Stephen Carroll from the Zoning Board of Adjustment effective October 14, 2021. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mr. Bedard motioned to appoint Shawn Matte as a member of the Zoning Board of Adjustment for an unexpired term to expire in March 2024. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mr. Bedard motioned to appoint Nick Pappas as an alternate member of the Zoning Board of Adjustment for an unexpired term to expire in March 2022. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

**Highway Property at 273 Chester Turnpike** (including the Salt and Sand storage facilities and former incinerator building/garage facility)

Mr. Leclair noted the Board performed at Site Walk last week at the property and noted several physical improvements which were needed. He met with a contractor and got prices on work needed for the garage doors. \$2,975 would replace one of the property's garage doors. He obtained an estimate for \$1,950 to repair the panel on the other with an aftermarket panel and to do the weather sealing.

Mr. Leclair discussed the roof replacement. There is no substrate on the roof, and it would require a lift and need to be done in the spring so that the shed could be emptied. Mr. Gordon will get them some numbers on that.

***Mr. Bedard motioned to expend \$4,925 for the needed repairs at 273 Chester Turnpike for the salt shed and maintenance garage out of the Building Maintenance fund to be done by Fairburn Equipment. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

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

Mr. Leclair reported the Budget Committee began meeting last week and were presented with the Town's proposed FY 2022 for review. The school reported a modest increase and had \$1.4 million in their fund balance to put toward next year's budget. He reported on the proposal to reduce the percentage for current use that goes to the Conservation Commission.

### **Other Business**

### **Citizen's Petition**

Mr. Herman provided the Board with a Petition for consideration received from residents requesting removal of Appletree Park from the recently passed dog ordinance which also affects Wayne Eddows, Circle of Fun and both cemeteries. Mr. Herman noted there have been no complaints about unleashed dogs at Appletree Park.

### **Next Meeting/Events**

- Tuesday, October 19, 2021 – Joint Personnel Board – 7:00 PM
- Monday, October 25, 2021 – Board of Selectmen's Meeting – 7:00 PM
- Monday, November 1, 2021 – Board of Selectmen's Meeting – 7:00 PM

## **Minutes**

### **October 4, 2021 Public Meeting**

***Mr. Bedard motioned to approve the October 4, 2021 Public Meeting Minutes. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Adjourn**

***Mr. Bedard motioned to adjourn the meeting at 9:48 PM. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy Hoijer  
Recording Secretary