

**Town of Auburn
Board of Selectmen
February 14, 2022
Town Hall
Minutes**

7:00 PM

Selectmen Present: Keith Leclair and Michael Rolfe

Others Present: Police Chief Ray Pelton, Building Inspector Carrie Rouleau-Cote, Michael DiPietro, 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 February 7, 2022 - \$1,021,646.84

Mr. Rolfe motioned to approve the Payroll Manifest for the week of February 7, 2022 in the amount of \$1,021,646.84. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Payroll Manifest for the Week of February 14, 2022 - \$52,867.20

Mr. Rolfe motioned to approve the Payroll Manifest for the Week of February 14, 2022 in the amount of \$52,867.20. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of February 14, 2022 - \$2,036.80

Mr. Rolfe motioned to approve the Accounts Payable Manifest for the Week of February 14, 2022 in the amount of \$2,036.80. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of February 14, 2022

Mr. Leclair read out loud and provided for inspection a copy of the Consent Agenda for the week of February 14, 2022 which included: three (3) pistol/revolver licenses.

Mr. Rolfe motioned to approve the Consent Agenda for the week of February 14, 2022. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Appointments with the Board

Online Building Permit Program

Building Inspector Carrie Rouleau-Cote provided a proposal dated January 10, 2022 to replace the ECity online permitting software which was no longer offered with one provided by Full Circle Technologies called PermitEyes. Previously the Town contracted with two separate vendors for the building permit data base and online permitting software (Avitar for building permit records and ECity for online permitting). The one-time set up cost and price per year were outlined in the proposal. Mrs. Rouleau-Cote noted the Town of Hooksett began using the program approximately two years ago and the Town of Derry has had an older version for approximately 15 years.

Mr. Leclair asked at the previous meeting what the installation time and rate lock period would be. Mrs. Rouleau-Cote noted the initial contract is for one year and the escalation maximum is 5% and there would not likely be an increase for the first one or two years. The soft launch of the program would take three to six weeks. She has been in touch with the IT manager. The new program will make it easier to send the information right from a tablet in the field and not have to be reentered upon return to the office. As soon as internet service is detected the information would automatically send. The permit holder would also be notified immediately.

Mr. Rolfe motioned to obligate up to a total of \$13,740 from the American Rescue Plan Act funds for the year one set-up and operational costs for the Full Circle Technologies online permitting software as presented by Building Inspector Carrie Rouleau-Cote. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

New Business

Right to Know Law Update – Non-Public Meeting Minutes

Mr. Herman provided an update of the Right to Know Law, for informational purposes, which requires that a log be kept and be available for public inspection for non-public sessions as of January 1, 2022. He indicated the Town of Auburn has done this for four or five years now, but will need to make some adjustments to be in full compliance with the new statutory provisions.

Old Business

Solar Energy Tracking Proposal

Mr. Herman reported the meeting has been scheduled for February 28th and the Town has provided last month's utility bills for a more informative analysis and presentation.

Other Business

Mr. Herman reported the Town was notified this afternoon that Attorney Panciocco filed a motion for reconsideration of the Superior Court's decision relative to 180 Appletree Road. The

Town's attorney will file the appropriate response. He noted this is the type of issue that generally does not get a hearing, but the Court would act upon based on the documents filed.

Mr. DiPietro asked if there was an appeal in Housing Appeals Board and Mr. Herman noted the Michaud property appeal (145 Appletree Road) will be heard on February 15th.

Mr. Leclair reported AVS changed their mask policy to mask optional as of the 14th. Mr. Herman will make the Town Moderator aware.

Next Meeting/Events

- Monday, February 28, 2022 – Board of Selectmen's Meeting – 7:00 PM
- Tuesday, March 8, 2022 – Town & School Elections – AVS – 7 AM to 7:00 PM
- Monday, March 14, 2022 – Board of Selectmen's Meeting – 7:00 PM

Minutes

February 2, 2022 Public Meeting

Mr. Rolfe motioned to approve the February 2, 2022 Public Meeting Minutes. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

February 2, 2022 Non-Public Meeting

Mr. Rolfe motioned to approve the February 2, 2022 Non-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 provisions of RSA 91-A: 3, II (d) -- Consideration of the acquisition or use of real property

Mr. Leclair motioned to go into non-public session pursuant to the provisions of RSA 91-A:3, II (d) consideration of the acquisition or use of real property. Mr. Rolfe seconded the motion. A roll call vote was taken. Mr. Leclair voted aye, and Mr. Rolfe voted aye. With all in favor, the motion passed unanimously.

The meeting room was closed to the public at 7:25 PM.

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 7:57 PM.

Mr. Leclair motioned to seal the minutes of the non-public session under 91-A:3(d). Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Adjourn

Mr. Leclair motioned to adjourn the meeting at 7:57 PM. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy Hoijer
Recording Secretary