

**Town of Auburn
Board of Selectmen
April 11, 2022
Town Hall
Draft Minutes**

6:30 PM

Selectmen Present: Keith Leclair, Michael Rolfe and Tom Carroll

Others Present: Mike DiPietro, Parks & Recreation Coordinator Amy Lachance, Assistant Finance Director Mimi Friolet, Tax Collector Susan Jenkins, Building Inspector Carrie Rouleau-Cote, Police Chief Ray Pelton, 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.

Non-Public Session pursuant to RSA 91-A:3(II)(b) hiring of an individual as a public employee - Tabled

Approval of Accounts Payable Manifest for the Week of April 4, 2022 - \$1,073,784.63

Mr. Rolfe motioned to approve the Accounts Payable Manifest for the Week of April 4, 2022 in the amount of \$1,073,784.63. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of April 4, 2022 - \$5,540.00

Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of April 4, 2022 in the amount of \$5,540. Mr. Carroll seconded the motion. A vote was taken Mr. Rolfe abstained, Mr. Carroll voted aye and Mr. Leclair voted aye. The motion passed 2-0-1.

Approval of Payroll Manifest for the Week of April 11, 2022 - \$50,589.01

Mr. Rolfe motioned to approve the Payroll Manifest for the Week of April 11, 2022 in the amount of \$50,589.01. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of April 11, 2022

Mr. Leclair read out loud the Consent Agenda for the Week of April 11, 2022 which consisted of: two (2) Notices of Intent to Cut, three (3) Cemetery Deeds, one (1) Current Use Warrant and one (1) correction to encumbered amount for Griffin Mill Bridge.

Mr. Leclair motioned to approve the Consent Agenda for the Week of April 11, 2022. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

New Business

- Police detail rate increases

Mr. Leclair reviewed the prior years' history of contract rates for special police details with the Board and the need to update the billable hourly rates to coincide with the increased costs of the officers per hour, related benefits and administrative costs. Mr. Leclair also reviewed the history of prior contract rates per hour for a police cruiser used as part of the detail.

Mr. Leclair noted he researched rates charged by other towns and the State and 2021 FEMA rates.

Mr. Leclair estimated the adjusted hourly rate for a police detail would need to be \$71.15 to cover costs and the price per hour for a police cruiser would need to be increased to \$16.27 per hour. The effective date of the increases would be April 1st. Notices would be sent to vendors by Ms. Friolet.

Mr. Rolfe moved to adjust the hourly rate for Special Police Details to \$71.15 per hour for an officer and the related payroll benefits and administrative costs and an additional \$16.27 per hour for a police cruiser used as part of the Special Police Detail effective April 1, 2022. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

- Fire Department COLA for per diem employees

The Board reviewed a list of full and part-time employees as well as stipend employees, and their current and proposed rates effective April 1, 2022, as provided by Mr. Herman. Mr. Leclair noted that the voters approved the FY 2022 budget on March 8, 2022 which included a Cost of Living (COLA) increase of 5.25% for all employees effective April 1, 2022.

Mr. Rolfe moved to approve the COLA approved by the voters effective April 1, 2022 of 5.25% for full and part-time employees as well as stipend employees. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

The Board reviewed the calculations provided by Chief Williams for per-diem rates for the Fire Department. The old rate was \$16/hr. and with the 5.25% COLA the new rate would be \$16.84. Calculated at 32 hours x 52 weeks Chief Williams estimated a difference of \$1,397.76 more than was budgeted for FY 2022.

The Board agreed the adjustment was the right thing to do and that the funds could be found in the budget.

Mr. Rolfe moved to approve the 5.25% COLA for the Fire Department per diem rate effective April 1, 2022. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Ms. Friolet asked the Board to consider increasing the full-time hourly rate for covering a full-time shift for someone who was out. Two firefighters for example need to be on full-time Monday through Friday. The rate for covering such a shift is currently \$19.23/hr.

The Board noted they would take it under advisement.

- Sale of Town Owned Property (Tax Collector Susan Jenkins & Building Inspector Carrie Rouleau-Cote)

Tax Collector Susan Jenkins presented a request by abutting property owners who had been denied a variance for insufficient acreage for a subdivision of one new lot, to purchase a town-owned parcel taken for taxes in 1996 which parcel could be combined with other property the abutters own and give them the necessary two acres required.

Mrs. Jenkins noted the town-owned property has a limited size and is considered a non-buildable lot and would be of value only to an abutting property owner. Ms. Jenkins explained that per statute (RSA 80:80) the Town may only sell property obtained by Tax Collector's Deed by either advertised sealed bid or public auction. Ms. Jenkins noted due to limited interest the best means would be an advertised sealed bid with notices sent directly to the abutters. The property has an assessed value of \$72,100 per the tax card. Mr. Rolfe noted that while being held by the Town this property is not generating any further tax revenue.

Mrs. Rouleau-Cote explained the process for sealed bid explained by Attorney Tierney. The Board is allowed to have a minimum bid or reject bids if they chose to. Mrs. Jenkins noted the unpaid tax in 1996 was \$563 and interest accrued at 18% until recently when the rate dropped to 12% the past few years. Mrs. Rouleau Cote added the Town has incurred some legal fees, eight or so hours at approximately \$200 per hour. The party making the request if they are the successful bidders would be responsible to consolidate or merge the lot with their existing parcel. The lot is wet and just needs acreage. The building envelope would not be changed.

Mrs. Rouleau-Cote indicated the party making the request was still on the appeals clock by approximately two more weeks if they chose to appeal the ZBA's decision and if

appealed the ZBA would then have the statutory time to consider the rehearing request before appealing to a higher venue.

The Board noted they would discuss in non-public session if there should be a minimum disclosed bid and give authorization for one of them to talk to Attorney Tierney so that it could be noticed. Mr. Carroll asked what the notice period would be and Mrs. Jenkins noted it would be 2 PM the date of the next Selectmen's meeting.

- Raffle Permit request by *Loving Lifeline*

Ms. Friolet noted she was contacted by a representative of the *Loving Lifeline* to request a raffle permit for a 2014 Mercedes-Benz M-Class with a price of \$50 per ticket with proceeds to benefit donated products to Ukraine.

Mr. Leclair noted he did some research and could not vouch for the legitimacy of the organization or the raffle but their website seemed legitimate and WMUR took on the story. It is his understanding that this group will be using *Food for Children*, based in Manchester's, 501c3 status for the charitable raffle.

Mr. Carroll motioned to approve the Raffle Permit as presented. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Old Business

- Appointment to 2022 Duck Race Committee

Ms. Friolet noted that Dan Carpenter and Nancy Mayland had not yet been appointed to the 2022 Duck Race Committee.

Mr. Rolfe moved to appoint Dan Carpenter, and Nancy Mayland to the 2022 Duck Race Committee. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Other Business

- Mrs. Rouleau-Cote updated the Board concerning the findings of the ZBA appeal at the Housing Appeals Board to unmerge the Michaud lots on Appletree Lane. Mr. Leclair noted this was the first time that the Housing Appeals Board has upheld a decision in favor of a municipality and Attorney Tierney did a good job preserving the record.
- Mr. Leclair noted that the garage door at the salt shed and the panels on the other door have been completed.
- Mr. Leclair reported that Chief Williams indicated the work on the Safety Complex boiler would not begin until early August.

- Mr. Carroll noted that there was an area at the Safety Complex front door that had some rot which needs to be looked at.
- Mr. Leclair inquired as to the status of the items identified during the electrical inspection. Ms. Friolet noted that Ms. Rousseau spoke to the inspector today and when the report is provided they will have a list of items to work with.
- Mr. Leclair asked if there were any questions or comments from the public at 7:50 PM.
- Ms. Friolet will contact Superintendent Rearick to find out how the approximately \$150,000 in revenue due to the Town from the sale of the school property, which has closed, will come back to the general fund.

Report/Comments of Ex-Officio Board Representatives

Mr. Rolfe reported that there were two applications scheduled to be heard by the Planning Board, but one withdrew. Tanglerock Holdings LLC will be coming back with another plan, starting from scratch. A minor Site Plan was approved for George Chadwick for NH Signs.

Mr. Carroll reported that he attended his first Parks & Recreation meeting, and a Community Service Award was presented to Paul & Lynn Therrien for 2021. A free library is being installed at Circle of Fun and will be maintained by the donors. Placement of the bench was approved. The bench will be similar in design to the picnic table. Mrs. Lachance noted the bench will be placed on the parent's side of the field.

Next Meeting

- Monday, April 24, 2022 – Board of Selectmen's Meeting – 7:00 PM

Approval of Minutes

- March 28, 2022 – Public Meeting

Mr. Rolfe motioned to approve the March 28, 2022 Public Meeting Minutes. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

- March 28, 2022 – Non-Public Meeting

Mr. Rolfe motioned to approve the March 28, 2022 Non-Public Meeting Minutes. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Non-Public Session pursuant to RSA 91-A:3(II)(c) and (d) matters which discussed in public, would likely affect adversely the reputation of any person other than a member of this board; and consideration of the acquisition, sale or lease of real or personal property

By Roll Call, Mr. Leclair motioned to go into non-public session pursuant to RSA 91-A:3(II)(c) and (d). Mr. Rolfe seconded the motion. A roll call vote was taken, Mr. Leclair voted aye, Mr. Rolfe voted aye and Mr. Carroll voted aye. With all in favor, the motion passed unanimously.

The meeting room was closed to the public at 8:00 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 8:50 PM.

By Roll Call Mr. Leclair motioned to seal the minutes of the non-public sessions. Mr. Rolfe seconded the motion. A roll call vote was taken Mr. Leclair voted aye, Mr. Rolfe voted aye and Mr. Carroll voted aye. With all in favor, the motion passed unanimously.

Mr. Rolfe motioned to authorize Selectman Chair Keith Leclair to speak to Attorney Tierney concerning the sale of the town-owned property identified as Tax Map #13 Lot #24 by sealed bid and to notice said sale under such terms as recommended. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Adjournment

Mr. Rolfe motioned to adjourn the meeting at 8:50 PM. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy Hoijer
Recording Secretary