

**Town of Auburn
Board of Selectmen
Town Hall
May 9, 2022
Approved Minutes
6:30 PM**

Selectmen Present: Keith Leclair, Michael Rolfe and Tom Carroll

Non-Public Session pursuant to RSA 91-A:3(II)(a)(c)(d) The dismissal, promotion, or compensation of any public employee, reputation of someone other than a member of the 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)(a), (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 6:30 PM.

Mr. Rolfe motioned to come out of non-public session. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

The meeting room was reopened to the public at 6:48 PM.

By Roll Call Mr. Rolfe motioned to seal the minutes of the non-public sessions. Mr. Carroll 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.

7:00 PM

Selectmen Present: Keith Leclair, Michael Rolfe and Tom Carroll

Others Present: Christine Montecalzo, Parks & Recreation Director Amy Lachance, Police Chief Ray Pelton, Tax Collector Susan Jenkins, Road Agent Michael Dross, Michael DiPietro, Fire Chief Michael Williams, Deputy Chief Bob Seling, Town Administrator Dan Goonan, 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. Mr. Leclair welcomed Dan Goonan.

Public Hearing Pursuant to RSA 31:95-b – Revenue from sale of Town-owned property

Mr. Leclair opened the hearing to the public at 7:00 PM relative to the acceptance of revenue from the sale of the Fire Department's old boat for \$4,000. The funds received will be used by the Fire Department to purchase a more portable boat which is easy to transport. The Department also has use of another boat which is docked at the Lake.

Fire Chief Williams explained that Todd Dignard has been looking at a few models in their price range which will be easy to transport, such as being able to drag the boat up to Tower Hill. There will be more discussion at the Officer's meeting next week.

Mr. Leclair asked if there were any comments or questions from the public and being none closed the hearing to the public at 7:30 PM.

Approval of Payroll Manifest for the Week of May 9, 2022 - \$52,637.98

Mr. Rolfe motioned to approve the Payroll Manifest for the Week of May 9, 2022 in the amount of \$52,637.98. 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 May 2, 2022 - \$1,069,090.48

Mr. Rolfe motioned to approve the Accounts Payable Manifest for the Week of May 2, 2022 in the amount of \$1,069,090.48. 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 May 2, 2022 - \$14,320

Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of May 2, 2022 in the amount of \$14,320. Mr. Carroll seconded the motion. A vote was taken. Mr. Leclair voted aye, Mr. Carroll voted aye and Mr. Rolfe abstained. The motion passed 2-0-1.

Approval of Consent Agenda for the Week of May 9, 2022

Mr. Leclair read out loud the Consent Agenda for the Week of May 9, 2022 which consisted of: a 2022 Warrant – Betterment, Manchester Water Works PILOT Agreement, correspondence from Executive Councilor Gatsas, and correspondence from Stantec concerning landfill monitoring, 2023 budget and escrow, letter from Waste Management, a Memorandum of Understanding, Yield Tax, two (2) cemetery deeds, a void check manifest and two (2) pistol permits.

Mr. Leclair motioned to approve the Consent Agenda for the Week of May 9, 2022. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

New Business

- Purchase of Equipment using Police Detail Fund Balance – Police Chief Ray Pelton

Police Chief Pelton presented the Department's request to replace the radar and old computer when the new police cruiser is set up. The cost of the radar is estimated to be \$1,697.50 and the computer \$5,507.83, totaling \$7,205.33. This amount had been cut from the Department's budget by the Commission and they are looking to use the Detail Fund which has an approximate balance of \$166,000. The Detail Fund agreement is to use no more than 10% per year, so this amount would fall within those limits.

Mr. Rolfe motioned to approve purchase of the radar and computer using the Detail Fund in the amount of \$7,205.33. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Chief Pelton noted when the purchase is complete the Board will need to sign the financing documents which would be sometime this month. Mr. Leclair noted the Board would need the amount and will put it on the agenda for the next meeting.

- Juneteenth National Holiday

The Board received a request to make Juneteenth a holiday, however this is in the purview of the Joint Personnel Board. Mr. Goonan will pass the request onto them.

Appointments with the Board

- Fire Chief Michael Williams – Monthly Report

Fire Chief Williams presented the Department's report for the month of April and noted there were 43 calls for service. He reported that he and Chief Pelton were involved in the security assessment with AVS and the State and Award's Night. The Fire Department assisted with the AVS relocation drill. Two new officers have been hired, Kevin and Sawyer, who are EMTs, both living in Manchester.

Chief Williams reported that pump testing was done on apparatus, and the boat is now in the Lake for the season.

Old Business

- Replacement of entry door and Lift at Town Hall

Mr. Leclair asked that this item remain on the agenda while Mr. Goonan has Pidcor resubmit their earlier bid which may now be outdated. The Board agreed they would like to keep the current appearance, not vinyl, although Pidcor recommended moving to a single door. Mr. Carroll reported the lift has been ordered and delivery is expected in June.

- Road Agent Michael Dross – Equipment Rate Increase

Road Agent Dross presented the Highway Department's request for increase of summer and winter rates for heavy equipment.

Mr. Rolfe motioned to increase the rate for contract labor and equipment by \$10 per hour for Appendix A excluding the Road Agent's supervisory time and pick up truck (without plow). Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

- Town Safety Inspection Report

Mr. Leclair reported there were 11 violations noted, mostly minor. Chief Williams reported on the mezzanine at Station 2 which the inspector has requested that a 48" railing be installed with a weight limit of 200 lbs. Chief Williams reported the storage area is used quite a bit and he is working on pricing. He noted he has received estimates for the eye wash stations at \$400 each. The Police Department purchased two eyewash stations themselves for slightly less cost, but their department use required less specifications. Chief Williams noted the pricing seems to depend on the length of time the station can be in use.

Road Agent Dross reported the Highway Department was also requested to address their storage mezzanine and options were to put up a sign or move stored items they aren't using. Mr. Dross noted because he is not considered an employee, he would be excluded from being able to go up on the mezzanine storage area. There is an exit sign needed, lights to be installed by an electrician and a switch plate. He will ask J&N Electric to come and do those at the end of the month and will move any items stored on the mezzanine not in use.

- Salt Shed Roof

Mr. Rolfe reported during the high wind of the last few days panels have been blowing off the salt shed roof and it needs to be replaced.

- Negotiations with Manchester Water Works – Severance School

Mr. Leclair reported the Board is wrapping up negotiations with Manchester Water Works regarding the lease of Severance School and detailed some of the proposed uses including groups who previously had use of the Safety Complex prior to COVID, such as the Boys and Girl Scouts.

Mr. Leclair reported the lease will be a ten-year agreement with a 90 day out on either side. This was included in the budget this year and last. MWW will bring the lease to their Board/Commission for final approval but appear to be satisfied with the terms.

Mr. Rolfe motioned to authorize the Town of Auburn to enter into the agreement with Manchester Water Works for the lease of Severance School for use by Parks & Recreation and other groups and meetings contingent upon final wording of the agreement. The Chair will be authorized to sign on behalf of the Board and discuss the negotiations with Town Counsel. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

- Duck Race Committee Update – Recreation Director Amy Lachance

Recreation Director Amy Lachance reported that the 2022 Duck Race Committee has been appointed and is ready to go.

Other Business

- Parking on Priscilla Lane

Road Agent Dross reported there were issues with parked cars at the ballfield by Sullivan Tire. Cars were parked on both sides, on private property and a police officer was on scene. No parking/towing signs may be the solution. A stop sign was put up as someone almost got hit and there was a visibility issue. The sign was put on the private property side and the owner was okay with that. Parks & Recreation Director Lachance noted there is a new tot-soccer program with about 40 kids.

Road Agent Dross reported beavers continue to be an issue on Pingree Hill.

Next Meeting

- Monday, May 23, 2022 – Board of Selectmen's Meeting – 7:00 PM

Approval of Minutes

- April 25, 2022 – Public Meeting

Mr. Rolfe motioned to approve the April 25, 2022 Public Meeting Minutes. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

- April 25, 2022 – Non-Public Meeting

Mr. Rolfe motioned to approve the April 25, 2022 Non-Public Meeting Minutes. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Adjournment

Mr. Leclair asked if there were any comments or questions from the public at 7:35 PM and being none,

Mr. Carroll motioned to adjourn the meeting at 7:35 PM. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy Hoijer
Recording Secretary