

**Town of Auburn
Board of Selectmen
Stritch Meeting Room
Town Hall
May 23, 2022
Draft Minutes
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, Michael DiPietro, Dan Carpenter, Town Administrator Dan Goonan, and Nancy Hoijer, Recording Secretary and other persons unknown to the minute taker

Call to Order – Pledge of Allegiance

Mr. Leclair called the meeting to order at 7:00 PM and led the Pledge of Allegiance.

Appointments with the Board

- Dan Carpenter – Post Restoration

Dan Carpenter presented the request on behalf of the Historical Society that the circa 1793 sign post by Dearborn and Raymond Roads which is 225 years old be freshened up. He stated that the post is some 225 years old and was probably hit with a plow at some point. The granite post originally stood 5' tall and 20 years ago it was 3' or less sunk into the ground and then pulled up to 4.' The existing installation is not deep enough with frost conditions, the post is tipping over and needs to be taken out, have the granite base squared off and then be placed in the corner of the ROW far enough that it will not be damaged.

Mr. Rolfe asked if the post is on private property and Mr. Leclair asked if there would be any problems with the neighbor in getting the post moved closer to the road. Mr. Carpenter advised the neighbor is Jeff Davis. Mr. Carroll asked if there would be any concerns with plow damage where the post is proposed to be installed and Mr. Rolfe noted there is plenty of room and described how there had been a road back there at one time. Mr. Rolfe asked about prices and Mr. Carpenter stated that he spoke to someone in Goffstown with a wire saw but the post would have to be hauled all the way to Goffstown. He then spoke to someone who has a concrete saw and offered to do the work on site. Mr. Carpenter noted the engraved portion of the post is not deep and appears to have been painted and may need to be painted again.

Mr. Leclair recommended bringing the post to the Town garage to have the post power washed and the work could be done there. He asked Mr. Carpenter if the Historical Society had the funds in their budget to complete the work and Mr. Carpenter proposed a joint venture with the Historical Society coming up with some money, thinking the

project won't cost much; the base cutting would probably cost the most. Mr. Rolfe noted he could pick it up.

Mr. Carroll noted it was agreeable to that and Mr. Leclair agreed that the post was old and unique and it was best to preserve it.

Mr. Leclair asked that this item remain on the agenda for the next meeting under Old Business.

Approval of Payroll Manifest for the Week of May 23, 2022 - \$54,818.42

Mr. Rolfe motioned to approve the Payroll Manifest for the Week of May 23, 2022 in the amount of \$54,818.42. 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 May 23, 2022

Mr. Leclair read out loud and offered for inspection the Consent Agenda for the Week of May 23, 2022 some of which included the decision to uphold the Busa appeal at NHAB, the Library Director appointment of Daniel Szczesny, one (1) pistol permit and correspondence from the Rockingham Board of Commissioners and a notice of increase from Xfinity.

Mr. Rolfe motioned to approve the Consent Agenda for the Week of May 23, 2022. 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 9, 2022 - \$1,069,090.48

Mr. Rolfe motioned to approve the Accounts Payable Manifest for the Week of May 9, 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 9, 2022 - \$14,320

Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of May 9, 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.

New Business

- Quarterly Meetings with the School Board

Mr. Leclair reported that he had spoken to Alan Villeneuve with the Auburn School Board and the Board of Selectmen used to attend the quarterly meetings and would like

someone to attend those again. The Selectmen could rotate with the Board so that they would come to our meetings and the Selectmen would go to theirs. The next meeting is at the Auburn Village School Media Center on June 14th at 6 PM. He asked Mr. Goonan to confirm the date. Mr. Leclair noted AVS is finishing easements with Manchester Water Works, parking lot extension and potential to connect with the future library expansion proposed. Four to five years ago there were discussions about having a joint maintenance person who would also help with field maintenance.

Mr. Leclair will message Mr. Villeneuve to have the Selectmen put on their agenda.

- Town Administrator Position

Mr. Leclair noted the Town Administrator Position is looking to be filled permanently and the Town will need to decide where it wants to go and what they are looking for. He noted a committee could be put together and include one or all of the Selectmen to identify the needs. Mr. Rolfe recommended including some department heads such as Police, Library and Fire. He noted Mr. Herman sat on other Town Committees. Mr. Goonan has been serving as interim Town Administrator for the last three weeks and Mr. Leclair noted how quickly the six months he has agreed to assist will pass. Mr. DiPietro recommended asking Primex or MRI about focus groups. Mr. Carroll will reach out to NHMA. Mr. Leclair noted the Committee would review candidates and bring the top two or three back to the Selectmen for consideration.

- Conditional Offer of Employment – Fire Department

Mr. Leclair reported the Department has made a conditional offer of employment to Andre Flores so they can complete background checks and physical.

- Town Credit Cards

Mr. Goonan presented the request to the Board for credit cards for use by Department Heads. Some have *Home Depot* cards and others are using their own credit cards and waiting to be reimbursed. He discussed the matter with TD Bank, and they will be easy to get but must be reconciled with Finance by the end of the month. Department Heads must be responsible to turn in receipts. The cost of the cards would be free the first year and \$150 after (regardless of the number of cards issued). He noted an instance where Deputy Selinga had used his own credit card to purchase something for the Department over the internet and been scammed which is a good argument not to have employees using their own resources to make the purchases.

Mr. Leclair noted the previous Finance Director was against the idea and he would like to hear from the new Finance Director. Turning in the receipts is a concern. Mr. Carroll recommended having a policy so that employees are responsible to turn in the receipts in a timely manner. Mr. Leclair recommended cancelling the Home Depot cards if the Departments were going to use a general credit card so there wouldn't be multiple cards to track. Mr. Goonan noted limits could be set and be synched with the purchase policy.

- Internet Signal Strength

Mr. Goonan reported the internet speed is lagging at Town Hall and the Safety Complex because of a weak signal. He was told this is due to the location of the router. Zoom calls are being dropped and training videos lag. Mr. Leclair noted the speed is 330 with 300 down and 30 up (upload speed). Mr. Leclair recommended having a GGB. Chief Pelton noted the routers were installed long ago and increasing to a GGB may solve the problem as a new router would have to be provided. Mr. Leclair recommended having a separate guest WIFI for streaming music as it can hog the bandwidth.

The Board agreed to have Ms. Rousseau take the lead on increasing the service to Town Hall and the Safety Complex to a GGB and then if there is no improvement, they will consider the proposed router extension.

- Repairs at the Safety Complex – Police Chief Pelton

Chief Pelton indicated repairs are needed to the door frame of the Training Room which is rotted and falling off on the side facing the rink. He obtained an estimate for \$383 for materials and labor to replace it and it was noted that there is water splashing during weather events and runoff and the gutter should be replaced on top. Mr. Rolfe noted the bark mulch should be cut back as it has built up to the level of the foundation and recommended putting in 2-3" rock.

Mr. Goonan noted the balance of the Building Rehabilitation Fund is approximately \$149,888.

Mr. Rolfe motioned to spend \$1,358 from the Building Rehabilitation Fund for the repairs noted at the Safety Complex. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Chief Pelton noted he will ask the contractor to come over and talk to Mr. Goonan about the adjustments for the doors at Town Hall so the lift could be replaced.

Old Business

- Replacement of entry door and Lift at Town Hall

Mr. Carroll updated the Board concerning the status of the repair of the Lift at Town Hall. The installation date is expected to be June 29th. Mr. Carroll will doublecheck that the electric is fine, but advised that the Town needs to hire someone to change the door width to have that ready. Mr. Carroll noted it would be removing the door trim and slightly adjusting the width. There are shop drawings available and the work would need to be done the day before the lift repair is scheduled.

Mr. Carroll noted the public would need to be notified that the Lift will be out of service and recommended placing notice on the sign out front as the deadline for the Crier was May 15th for both the June and July edition.

- **Town Safety Inspection Report**

Mr. Goonan updated the Board with regard to completion of the punch list of items brought to their attention in the Safety Inspection Report. The Highway Garage items are complete but for one sign. The Fire Department has purchased their eye wash station and are waiting for the railings at Station 2 to be complete. Parks & Recreation have ordered the racks for the storage facility. Mr. Goonan spoke to Mr. Perry who informed him that having estimates is enough for now. He knows there is a labor shortage. Mr. Leclair asked how the improvements would be paid for and the Board agreed they would like to utilize ARPA funds and have an update provided to them at the next meeting by Mr. Goonan.

- **Salt Shed Roof**

The Board discussed the quote for a new metal roof for the Salt Shed. The 29-gauge steel painted metal roof would have a 40-year warranty on material and five years on labor, for \$29,600 and be in two panels. The Board previously received a quote for aluminum for \$30,000. Mr. Rolfe noted the Salt Shed was built the same year as Griffin Bridge. There is some shifting of the building itself due to the moving and storage of these heavy materials.

Ms. Montecalzo asked if the building was supposed to last 30 years. Mr. Rolfe explained the construction which was post and beam with 3" hemlock siding. The Board explained more expensive solutions used by other Towns which use a "bubble" to cover the salt instead of a roof and cost between \$70,000 and \$100,000 but are subject to being vandalized.

Mr. Carroll will get one more bid for the roof before a decision is made noting the Board would like the work to be completed this summer.

Mr. Rolfe noted the garage door has not been fixed yet.

Other Business

- **Parking on Priscilla Lane**

The Board discussed the parking issue on Priscilla Lane by Sullivan Tire which is a private road. Vehicles were parking on both sides and the business owners could not get in or out with their vehicles. The owners gave permission to allow a no parking here to corner sign to be installed on one side so that vehicles could park on the other.

The Board discussed whether there was a need to provide more parking and discussed options such as a portion that is rarely used of the Wayne Eddows field, the lot where the boats are parked which is a long walk or having a path.

Mrs. Lachance will post to social media so parents will know where they should not park. Mr. Leclair recommended having Lori send a blast to Bloom so parents will know.

- Revenue from the sale of AVS Property.

Mr. Leclair reported a check has been received from AVS for the sale of the Hooksett Road property per the agreement with AVS and the Board will need to accept the unanticipated revenue and decide whether to reassign the funds or use to offset taxes. He noted the offset in taxes would result in .15 to .18 cents per thousand.

Mr. Rolfe motioned to accept \$185,000 from the sale of the Auburn Village School District for the Hooksett Road property as unanticipated fund revenue. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

- Extension of Raffle Permit

The Board received a request to extend the raffle permit for the used Mercedes to fund Ukraine relief as the group did not sell enough tickets. The raffle was originally to happen on May 16th and the group would like to extend until July 31, 2022.

The Board agreed that they would need more information prior to making a decision to approve the extension of the permit such as how much the group has already brought in, what their target is. Chief Pelton noted they are affiliated with a group in Manchester. Mr. Goonan will reach out to get the information.

- Highway Safety Concerns with new MWW access location on By Pass 28

At the Highway Safety Meeting last Wednesday Sergeant Cashman expressed concerns about the change of access proposed by MWW on the By Pass. Currently that exit/entrance is in Manchester, but the change would make that access be located in Auburn. This road is a State road. A gazebo is also proposed on the Auburn end. He asked that Mr. Leclair communicate with John O'Neill so that the Town could have some input on their traffic safety concerns as there is a history of accidents with the current configuration which could be passed onto Auburn. Mr. Leclair messaged Mr. O'Neill to discuss the proposed access location, tomorrow.

Next Meeting

- Monday, June 6, 2022 – Board of Selectmen's Meeting – 7:00 PM

Approval of Minutes

- May 9, 2022 – Public Meeting

Mr. Rolfe motioned to approve the May 9, 2022 Public Meeting Minutes. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

- May 9, 2022 – Non-Public Meeting

Mr. Rolfe motioned to approve the May 9, 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)(a) The dismissal, promotion, or compensation of any public employee

By Roll Call, Mr. Leclair motioned to go into non-public session pursuant to RSA 91-A:3(II)(a). 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.

The meeting room was closed to the public at 8:20 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 8:37 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.

Mr. Carroll motioned after a satisfactory performance review to approve a step increase for Town Clerk, Kathy Sylvia, from a Labor Grade 12, Step 11 to a Labor Grade 12, Step 12 effective as of the anniversary date of her election/appointment date. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Rolfe motioned after review of a satisfactory performance evaluation to approve a step increase for Parks & Recreation Director Amy Lachance from a Labor Grade 6, Step 11 to a Labor Grade 6, Step 12 effective as of the anniversary date of her employment. 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 8:39 PM and being none,

Mr. Rolfe motioned to adjourn the meeting at 8:39 PM. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy Hoijer
Recording Secretary