

**Town of Auburn
Board of Selectmen
Stritch Meeting Room
Town Hall
July 25, 2022
Approved Minutes
7:00 PM**

Selectmen Present: Keith Leclair, Michael Rolfe and Tom Carroll

Others Present: Building Inspector Carrie Rouleau-Cote, Fire Chief Michael Williams, Assistant Finance Director Mimi Friolet, Michael DiPietro, Town Administrator Daniel 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.

Approval of Payroll Manifest for the Week of July 18, 2022 - \$53,837.51

Mr. Rolfe motioned to approve the Payroll Manifest for the Week of July 18, 2022 in the amount of \$53,837.51. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Consent Agendas

- **Week of June 20, 2022**

Mr. Leclair read out loud and offered for inspection the Consent Agenda for the week of June 20, 2022 some of which included: an unlicensed dog warrant, two appointments of oath of office for the Deputy Town Clerk and Alternate Library Trustee, NH DES Notice of Acceptance of Permit Application and a Notice of Intent to Excavate.

Mr. Leclair motioned to approve the Consent Agenda for the week of June 20, 2022. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

- **Week of July 25, 2022**

Mr. Leclair read out loud and offered for inspection the Consent Agenda for the week of July 25, 2022 some of which included: a notification from KENO, a rate notification from the NH Retirement System, a Tax Collector's Land Use Change Tax Warrant, a refund request from the Tax Collector for a duplicate payment, a FY2023 Budget Approval Notification from Rockingham County Finance Office, and a Notice of Intent to Cut Wood or Timber.

Mr. Leclair motioned to approve the Consent Agenda for the week of July 25, 2022. 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 July 25, 2022 - \$383,456.24

Mr. Rolfe motioned to approve the Accounts Payable Manifest for the Week of July 25, 2022 in the amount of \$383,456.24. 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 July 25, 2022 - \$34,580

Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of July 25, 2022 in the amount of \$34,580. 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.

Appointments with the Board

- Fire Chief Michael Williams – Monthly Report

Fire Chief Williams presented his report to the Board for the month of June and noted that today there was a microburst on Route 28 which left 11 poles needing to be replaced. Two cars were blocked in when a tree came down on the wires and the poles came down with it. No one was injured.

Chief Williams reported 60 calls for service in June. He indicated that he attended the Department Head's meeting and there is a new representative for NH Homeland Security. There was a grant update concerning funds available for an emergency action plan. The Forestry Grant has a reimbursable 50/50 grant. The new PC was installed in the training room for use by the Fire & Police Departments. The final 15 portable radios have arrived and are ready to go.

Chief Williams reported the pump failed on Tanker 1 during the pump test. The Forestry Tanker will be used while Tanker 1 is being serviced. He will forward the report and repair estimates when they are received from Perkins.

Mr. Leclair asked if the airbags were in, and Chief Williams reported the Department received the airbags and battery-operated Jaws of Life. Options for purchase of the portable boat are being discussed at the officer's meeting. The gear extractor is finished and working well. Gear is now dry in about ten minutes.

- Building Inspector Carrie Rouleau-Cote – Joint Loss Committee Request AEDs

Building Inspector Carrie Rouleau-Cote reported that a request was made at the last Joint Loss Committee meeting to purchase three AEDs or external defibrillators, for the Town Hall, Library and lobby of the Safety Complex. The cost is \$917 per unit, delivered. The units would be registered with the State of New Hampshire and 911 dispatchers will direct users to the location.

Mr. Leclair explained that the Joint Loss Committee is made up of management and employees who inspect and recommend safety items in Town owned facilities. There is one AED at Wayne Eddows Field.

Mr. Leclair asked how long the units would be good for and Chief Williams explained the battery life is five years and pads should be replaced every two years.

Mr. Leclair asked about training and the Board agreed they would like Mr. Goonan to make the video available to new employees as part of on-boarding.

Mr. Carroll recommended an additional unit be installed at the Severance School. Mr. Leclair agreed, and the Board discussed funding options for the four AEDs, where and how to budget reminders for replacement batteries and pads and who would be responsible. Chief Williams noted the cost of the pads would be \$100 every two years and the batteries, \$400 every five years.

Mr. Rolfe motioned to approve the request of the Joint Loss Committee and purchase four AED units for \$3,668 to be installed at the Town Hall, Library, Safety Complex and Severance School, with funding to come from ARPA. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

New Business

- Raffle Permit Applications
 - Auburn Historical Association
 - Griffin Free Public Library

Mr. Goonan explained the permit requests, raffles for the Duck Race and for a woman's bicycle.

Mr. Rolfe motioned to approve the Raffle Permits for Auburn Historical Association and the Griffin Free Public Library. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Old Business

- Town Hall Lift Replacement Update

Mr. Goonan reported that Mr. Jenkins has done the site preparation work, but Brian Lake notified him there is an issue with the parts coming in today.

- Town Hall Door Replacement

Mr. Leclair reported that Mr. Villeneuve has not provided an updated estimate yet.

- Fire Station #2 Siding Quotes

The Board discussed the siding quotes for Station #2 with Chief Williams. Chief Williams reported that all prices were good for 30-45 days. JMR did not provide a date on their proposal, so he emailed them and attached that (dated June 28), noting an additional \$700-\$800. Timelines for Hanover Hill were late fall/early winter. A1 Siding indicated the end of October or November. Chief Williams will find out the timeline for JMR and bring back a color chart. Payment terms are 1/3 down with balance due within seven days of completion. JMR quoted \$48,750 and Hanover Hill \$56,000. The Board discussed funding options from either ARPA or the Building Rehabilitation Fund. Ms. Friolet will provide the balances at the next meeting.

- Town Crier Pricing

Assistant Finance Director Mimi Friolet provided the Board with the updated advertising price list for the Town Crier discussed at the last meeting. She reported there will be a 13% increase for printing as well as an increase in postage.

Mr. Carroll motioned to increase the advertising rates for the Town Crier by 20% effective October 1st.

The Board instructed Ms. Friolet to leave the prepaid accounts that overlap the effective date, as is.

Mr. Leclair amended the motion to increase the advertising rates for the Town Crier as proposed effective October 1, 2022. Mr. Carroll accepted the amendment. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

The Board instructed the recording secretary to attach the new rate schedule to the minutes.

Proposed Auburn Village Crier Advertising Prices

One month:

Business Card	\$55
3.5" x 3"	\$80
7.5" x 3"	\$105
Half Page 5" x 7.5"	\$165
Full Page 10" x 7.5"	\$265

20% increase rounded up to nearest \$5

MULTI-MONTH DISCOUNT PRICING:

<u>Old Model</u>	<u>Business Card</u>	<u>3.5" x 3"</u>	<u>7.5" x 3"</u>
3 issues	\$115	\$165	\$245
6 issues	\$200	\$295	\$455
11 issues	\$300	\$480	\$770

<u>Percentage Model</u>	<u>Business Card</u>	<u>3.5" x 3"</u>	<u>7.5" x 3"</u>
3 issues- 10% discount	\$149	\$216	\$284
6 issues- 20% discount	\$264	\$384	\$504
11 issues- 30% discount	\$424	\$616	\$809

<u>Months Free Model</u>	<u>Business Card</u>	<u>3.5" x 3"</u>	<u>7.5" x 3"</u>
3 issues 1-month free	\$110	\$160	\$210
6 issues 2-month free	\$220	\$320	\$420
11 issues 3-month free	\$440	\$640	\$840

PRINTING COSTS INCREASES

<u># of Pages</u>	<u>2022</u>	<u>2023</u>	<u>Increase</u>
20	\$1,703.75	\$1,912.00	12.22%
24	\$2,070.00	\$2,396.80	15.79%
28	\$2,647.50	\$2,920.00	10.29%

POSTAGE COSTS INCREASE

\$401.80	\$437.89	8.98%
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MONTHLY REVENUE FROM ADS

<u>Old Price</u>	<u>Percentage Model</u>	<u>Months Free Model</u>
\$1,397.80	\$1,723.15	\$1,686.36
Increase	23.28%	20.64%

MONTHLY EXPENSE FROM PRINTING & POSTAGE

20 Pages	\$2,349.89	INCLUDES \$437.89/ ISSUE FOR POSTAGE
24 Pages	\$2,834.69	
28 Pages	\$3,357.89	

Other Business

- Fire Department Detail Rates – Tabled
- Public Comment

Mr. Leclair asked if there were any further business to come before the Board and being none closed the meeting to public comment at 7:44 PM.

Next Meeting

- Monday, August 8, 2022 – Board of Selectmen's Meeting – 7:00 PM

Approval of Minutes

- July 11, 2022 – Public Meeting

Mr. Rolfe motioned to approve the July 11, 2022 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) Compensation, Dismissal or Promotion of Public Employees**

By Roll Call, Mr. Leclair motioned to go into non-public session pursuant to 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. The motion passed unanimously 3-0-0.

The meeting room was closed to the public at 7:44 PM.

Mr. Leclair 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 8:27 PM.

By Roll Call, Mr. Rolfe motioned to seal the minutes of the non-public session. Mr. Carroll seconded the motion. A roll call vote was taken: Mr. Leclair voted aye, Mr. Rolfe voted aye and Mr. Carroll voted aye. The motion passed unanimously 3-0-0.

Mr. Rolfe motioned to approve a merit award for the Building Inspector in the amount of \$500 based on a positive performance review. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Rolfe motioned to approve a Step Increase for the Land Use Administrator From Labor Grade 7, Step 15 to a Labor Grade 7, Step 16 based on a positive performance evaluation. 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 8:28 PM. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,
Nancy Hoijer, Recording Secretary