

**Town of Auburn  
Board of Selectmen  
Town Hall  
Stritch Meeting Room  
January 22, 2024  
Approved Minutes  
7:00 PM**

**Selectmen Present:** Keith Leclair, Michael Rolfe and Tom Carroll

**Others Present:** Fire Chief Michael Williams, Police Chief Ray Pelton, Mike DiPietro, Town Administrator Chris Sterndale, Nancy Hoijer, Recording Secretary

**I. Call to Order**

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

**II. Public Comments**

Mr. Leclair asked if there were any comments from the public at 7:00 PM.

Mr. DiPietro asked the status of the water well inventory project and Mr. Rolfe noted that Stantec hasn't finished yet.

**III. Consent Agenda**

Mr. Leclair read out loud and offered for inspection the Consent Agenda dated January 29, 2024 which consisted of a Payroll Manifest dated January 29, 2024 in the amount of \$78,660.61, appointment of Steven L. Davis as Deputy Forest Fire Warden, and authorization for Chief Williams to enter into contracts with the State of NH Dept of Natural and Cultural Resources.

***Mr. Leclair motioned to approve the Consent Agenda dated January 29, 2024. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.***

**IV. Appointments with the Board**

**V. New Business**

A. Deliberative Session Prep.

Town Administrator Sterndale provided his notes relative to the presentation to be made at the Deliberative Session. Mr. Leclair indicated he will review them and provide feedback.

## B. Personnel Policy Revision

Town Administrator Sterndale provided handouts concerning proposed revisions to the Personnel Policy which he reviewed with the attorney who deals with the Town's labor matters. Mr. Sterndale indicated that he separated out many procedural items, some of which were outdated, and could be noted elsewhere. He noted one of the reasons for this is the benefits that change year to year.

Mr. Sterndale reviewed the schedule of proposed holidays and noted he would like to see that be consistent with Town Hall, Fire & Police non-union, Library, and Police Union employees so that all employees get the same number of holidays. He noted the Library is closed on Mondays and they may want to observe holidays that fall on Monday on another day. He will discuss that with the Library.

Mr. Sterndale recommended observing Columbus Day as a floating holiday which could be plugged into the calendar each year when a holiday falls on a date where employees would want to take the day before or after that holiday off. The flex holiday would be scheduled in advance annually.

Mr. Sterndale reviewed earned leave and the goal matching the language so that new employees will not need to be employed with the Town for two years before qualifying for any earned leave.

Mr. Sterndale reviewed the process for exit interviews which currently calls for another Board member to be present. He would like to see the procedure be less constrained although feels an employee should be able to request to have someone else present. Mr. Leclair recommended that there is a limit as to who can be requested.

Mr. DiPietro asked if there was a process for employees to discuss grievances before termination and Mr. Sterndale indicated there is.

Mr. Sterndale noted the next step would be to review the changes proposed with the Joint Personnel Board and schedule a joint board meeting. Mr. Sterndale will provide a copy of the red lined changes to the Selectmen.

## C. Lighting Upgrade Proposal

Town Administrator Sterndale provided the Board with an estimate for conversion of interior lighting at the Safety Complex and Town Hall to LED. He noted there is a purchase/lease option as well. Mr. Leclair recommended adding Station 2 and the outside lighting in the Town Hall parking lot and getting another quote from an electrician. Chief Pelton noted that the Police Department already had some interior lighting converted to LED. Mr. Sterndale noted a 30-year life span to the LED fixtures. Mr. Carroll noted there is a three-year return on electric costs on average. Mr. Leclair requested that Mr. Sterndale get a print out of the existing costs.

#### D. Town Administrator Reports

- i. Mr. Sterndale noted Annual Reports are being put together.
- ii. Mr. Sterndale noted the proposed retirement of the Town Clerk in April and the potential for the Deputy to move up.
- iii. Mr. Sterndale reported a large right to know request was received.
- iv. Mr. Sterndale reported no update on the Superior Court election case.
- v. Mr. Sterndale noted there was a complaint about snow plowing on Juniper Drive. Mr. Rolfe will follow-up.

#### VI. Old Business

#### VII. Committee Reports

Mr. Rolfe reported that the Planning Board met on January 24<sup>th</sup>. There was a surety reduction for Auburn Self Storage from \$24,000 to \$1,650. There was a conceptual on R&L Trucking which is proposed to be located across from the Mega-X. There was a public hearing on Tangle Rock to discuss drainage, ponds and connecting roads.

Mr. Carroll noted that Parks & Recreation meets next week.

#### VIII. Minutes

##### A. January 22, 2024

***Mr. Rolfe motioned to approve the January 22, 2024 public meeting minutes, Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.***

##### B. Consideration of Unsealing Non-Public Meeting Minutes

###### i. 10/24/94

***Mr. Rolfe motioned to unseal the non-public meeting minutes dated 10/24/94. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.***

###### ii. 11/14/94 (1)

***Mr. Rolfe motioned to not unseal the non-public meeting minutes dated 11/14/94 (1). Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.***

iii. 11/14/94 (2)

***Mr. Rolfe motioned to unseal the non-public meeting minutes dated 11/14/94 (2). Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.***

**IX. Non-public Session 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 91-A:3(II)(a). Mr. Carroll seconded the motion. A roll call vote was taken, Mr. Leclair voted aye, Mr. Carroll voted aye, and Mr. Rolfe voted aye. The motion passed 3-0-0.***

The meeting room was closed to the public at 7:40 PM.

***Mr. Leclair motioned to come out of non-public session at 8:06 PM. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.***

The meeting room was reopened to the public at 8:06 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. Carroll voted aye, Mr. Leclair voted aye, and Mr. Rolfe voted aye. The motion passed 3-0-0.***

## **X. Adjournment**

***Mr. Rolfe motioned to adjourn the meeting at 8:06 PM. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy Hoijer, Recording Secretary