

**Town of Auburn
Board of Selectmen
Town Hall
Stritch Meeting Room
October 30, 2023
Draft Minutes
7:00 PM**

Selectmen Present: Keith Leclair, Michael Rolfe and Tom Carroll

Others Present: Town Clerk Kathy Sylvia, Deputy Clerk Caitlyn Folia, Police Chief Ray Pelton, Lieutenant Charles Chabot, Office Manager Lillian Deeb, Fire Chief Michael Williams, Deputy Chief Bob Seling, Road Agent Michael Dross, Finance and Budget Administrator Mimi Friolet, Town Administrator Chris Sterndale, and Recording Secretary Nancy Hoijer

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 and there were none.

III. Appointments with the Board

IV. Manifests

Highway - \$19,212.50

Mr. Leclair motioned to approve the Highway Manifest in the amount of \$19,212.50. Mr. Carroll seconded the motion. A vote was taken, Mr. Rolfe abstained, Mr. Leclair voted aye and Mr. Carroll voted aye. The motion passed 2-0-1.

V. Consent Agenda

Mr. Leclair read out loud, and offered for inspection, the Consent Agenda dated October 30, 2023 which consisted of an Accounts Payable Manifest in the amount of \$1,003,450.57 and a release of surety for Tax Map #11-15-2-1.

Mr. Rolfe motioned to approve the Consent Agenda for October 30, 2023. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.

VI. New Business

A. Fire Department Policy Change – Gator Operations SOP #102

Chief Williams presented proposed Standard Operating Policy #102 concerning use of the department's John Deere Gator. He noted it applied to all personnel who are drivers for the Gator on the authorized driver's list. The Gator is used primarily for off-road calls at low speeds of travel and all operators are required to wear DOT approved helmets.

Mr. Rolfe motioned to approve Auburn Fire Department SOP #102. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.

B. 2024 Budget

i. Fire Department/Emergency Management

Fire Chief Williams presented the proposed budget for Ambulance Service in the amount of \$97,759 which is a 1.5% contractual increase with Derry over last year. Chief Williams indicated this would be year four of a five year contract.

Mr. Rolfe motioned to approve the proposed FY 2024 budget for Derry Ambulance Service, line 157, in the amount of \$97,759. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.

Fire Chief Williams reviewed the lines for Wages, Salary, Overtime, and Stipends. He indicated the overtime line was broken out and will not show as 56 weeks. He noted stipends for call firefighters were extracted per the schedule developed by officer's rank two-three years ago. Mr. Carroll indicated he liked the clarity of these lines.

Chief Williams indicated lines 167, 168, 169, 170 and 172 were level funded. Line 171 Derry Dispatch shows a contractual 2.9% increase. He noted Line 173 Hazmat shows a 4.69% decrease because dues dropped.

Mr. Leclair noted the Department has never expended the \$17,500 in Line 172 Fire & Rescue Training and recommended reducing the line by \$3,500 to \$14,000.

Mr. Leclair recommended purchasing the new cameras at the Safety Complex and Station 2 from this year's budget, reducing Line 174 Fire Building Maintenance by \$10,858 to \$16,790. Chief Williams reported obtaining an estimate from ProTechnologies of Hooksett. Mr. Leclair asked if there were any Cloud Storage fees or other maintenance or licensing fees, and the number of

cameras. Chief Williams indicated there would be six cameras at each of the stations.

Mr. Leclair recommended purchasing the new nozzles in Line 175 from this year's budget, reducing Line 175 Equipment by \$12,000 to \$2,500.

Mr. Leclair recommended purchasing the four new fire pagers shown in Line 176 New Fire Radios from this year's budget, reducing Line 176 New Radios from \$2,000 to \$1,999 so that there will be a \$1 placeholder in the line.

Mr. Leclair recommended approving Line 178 Hydrants but checking with John O'Neill at Manchester Water Works to see if the rate of number of hydrants can be negotiated. Chief Williams indicated payments are made quarterly for 20 hydrants and some are used for sprinkler systems in the commercial/industrial areas off King Street, Dartmouth and Rockingham. Dry Hydrants, Line 185 showed a decrease of 33.33%.

Chief Williams noted Line 179 Dues, Subscriptions and Software is decreased by 63.47% now that Red Alert software is paid in full.

Chief Williams noted a 40% increase for office and cleaning supplies, Line 182.

Mr. Leclair recommended purchasing the six replacement compartments for the Forestry Vehicle using another fund, reducing Line 187 Fire Truck Maintenance by \$8,000, from \$45,250 to \$37,250.

Mr. Leclair recommended lowering Line 188 Fire Apparatus Fuel by \$5,000, from \$20,000 to \$15,000.

Mr. Rolfe motioned to approve the proposed FY 2024 budget for Fire Department in the amount of \$743,930. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.

Fire Chief Williams presented the proposed budget for OEM in the amount of \$504 which is level funded.

Mr. Rolfe motioned to approve the proposed FY 2024 budget for OEM, lines 200 to 204, in the amount of \$504. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.

Chief Williams reported that the pump test passed again this year and the Department had no request under 297 Fire Apparatus Lease/Purchase.

ii. Police Department

Police Chief Pelton presented the proposed FY 2024 budget for the Police Department in the amount of \$1,647,937 which is a 1.49% increase from last year. Chief Pelton reviewed Lines 112-120 Salary, Wages, and Overtime. He

indicated the COLA and Step Increases are reflected and Overtime has been separated out in Line 120.

Chief Pelton indicated the Department would purchase two cruisers and replace two older cruisers that have 70,000 and 80,000 miles on them. He noted if funds are available, they would like to buy one vehicle ahead. The hybrid would take 12 months for delivery. Mr. Leclair requested that he bring detailed mileage information to the Budget Committee meeting. The Board agreed to table approval of Line 153 (\$69,670).

Chief Pelton reviewed the lines for DWI/Sobriety Checkpoint, and Distracted Driving which are funded through grants.

Chief Pelton reported the retirement line is down by 2.27%.

Chief Pelton reported a new contract for dispatch which is required by the county and is a five-year contract with no escalation.

Chief Pelton reported an increase to Line 133 Police Medical Services for a Peer Counselor which is on-call psychiatric services for the critical incident team.

Chief Pelton reported an increase to Line 134 Court Prosecutor who has not had an increase since 2019.

Chief Pelton reported an increase to Line 137 Training for staff training cost increases.

Mr. Leclair motioned to approve the proposed Police Department budget for FY 2024 lines 112-156 excluding line 153 which is tabled. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.

VI. Old Business

A. Plow Rates

At the last meeting, to obtain additional information, the Board tabled the request of Road Agent Dross to increase hourly rates for specified plow vehicles, by \$10 per hour, under the Purchasing Policy Appendix A:

Ten Wheel Truck w//Plow Wing & Sander: \$115.00/hr.
Six Wheel Truck w/Plow, Wing & Sander: \$105.00/hr.
Six Wheel Truck w/Plow & Sander: \$100.00/hr.
One-Ton Truck w/Plow & Sander: \$95.00/hr.
Pickup Truck w/Plow: \$75.00/hr.

Mr. Carroll motioned to approve the amendment to Appendix A of the Purchasing Policy to increase the plow rates for the specified vehicles by \$10/hr. with the new rates as presented. Mr. Leclair 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.

B. Town Clerk – Line 24 Election Expenses

Mrs. Sylvia, at the last meeting, proposed purchasing poll pads for voter registration check-ins at the elections at an initial cost of \$7,500. The Board agreed to table line 24 of election expenses, (proposed at \$32,650) to get more information and estimates on purchasing spare poll pads. Mr. Leclair had recommended this purchase be considered from funds left in the budget if there are funds available at the end of this year, if the Board was inclined to approve the request.

Mrs. Sylvia provided a handout concerning the poll pads, programming costs (\$300 each) and annual warranty. She reported that she visited Derry to see how their poll pads were set up and noted they were daisy chained through power strips. Mrs. Folia reported the life span of the poll pads were estimated to be eight to ten years. Mrs. Sylvia reported the cost, including a router, would be \$11,400 for the first year, \$1,500 the second year, \$2,100 the third year and \$2,400 in year four when there are four elections again.

Mr. Carroll indicated he liked the technology but not the cost right now. Mr. Leclair indicated the Town could purchase them this year but he is worried about the technology and recommended tabling the line to the end of the year.

VII. Committee Reports

Mr. Leclair reported the Budget Committee met last Thursday and Mr. Villeneuve reported the school would like to add an SRO/teacher and that the revaluation raised the SAU fees by \$200,000.

VIII. Minutes

A. October 23, 2023

Mr. Leclair recommended edits.

Mr. Leclair motioned to approve the October 23, 2023 meeting minutes, as amended. 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. 9/25/2006
- ii. 11/6/2006

- iii. 1/8/2007
- iv. 1/5/2012
- v. 11/16/2012
- vi. 12/28/2012 (x2)
- vii. 3/12/2013

The Board indicated they had reviewed the meeting minutes and found no reason to keep them sealed.

Mr. Rolfe motioned to unseal the minutes of the non-public minutes as presented. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.

IX. Adjournment

Mr. Rolfe motioned to adjourn the meeting at 8:51 PM. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy Hoijer, Recording Secretary