

**Town of Auburn  
Board of Selectmen  
Town Hall  
Stritch Meeting Room  
February 12, 2024  
Approved Minutes  
7:00 PM**

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

**Others Present:** Mike DiPietro, Town Administrator Chris Sterndale, and 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 noted the Zoning Board of Adjustment could use more members or alternates. He indicated they have a full board but less than five were present at the last few meetings. Mr. Rolfe indicated the Planning Board could also use more members and alternates. Mr. Sterndale will put an advertisement in the Town Crier this week directing interested volunteers to apply to the Board of Selectmen. Mr. Sterndale noted members of the Board of Selectmen could serve on those Boards but explained recusal or abstaining where there may be a conflict.

### **III. Consent Agenda**

Mr. Leclair read out loud and offered for inspection the Consent Agenda dated February 12, 2024 which consisted of an Accounts Payable Manifest dated February 5, 2024 in the amount of \$1,228,855.02, a Payroll Manifest dated February 12, 2024 in the amount of \$76,748.71, promotion of Firefighter/EMT Robert Evans from part-time to full-time status, revised detail rate for firefighters to match police union rate, appointment of Town Administrator Sterndale as a representative of the Southern NH Planning Commission, and Step Increases for the Police Department (to take effect after budget/warrant approval).

***Mr. Leclair motioned to approve the Consent Agenda dated February 12, 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. Voter Guide Prep

Town Administrator Sterndale provided a draft of the Voter Guide proposed for Town Meeting 2024 which the Board reviewed. Mr. Leclair requested that the tax impact be shown for all articles except the budget. Mr. Sterndale noted the Town Crier will recap the Deliberative Session and reference the website and voter guide.

### B. Annual Report Prep

Town Administrator Sterndale provided a draft report from the previous year to update, which the Board reviewed and made recommendations to including adding general retirements, summarizing the work of the Road Agent Committee and formation of the Library Committee and changes in the full-time staff of the Fire Department.

## VI. Old Business

### A. Personnel Policy Revision – ***Tabled***

### B. Town Administrator Report

#### i. Staffing

Town Administrator Sterndale reviewed the Deputy Town Clerk position and pending retirement of the Town Clerk in April. The Board reviewed work hours, benefits and window time.

#### ii. Retirement Recognitions

Town Administrator Sterndale reviewed upcoming retirements.

## VII. Committee Reports

Mr. Carroll noted that Parks & Recreation met and discussed the MOU for Little League which is similar to Soccer, three annual senior trips by lottery system, and increasing revenue for senior trips by \$10. Mr. Sterndale will put something in the Town Crier to explain the new lottery system for senior trips once it is finalized by the Commission.

## VIII. Minutes

### A. January 29, 2024

***Mr. Rolfe motioned to approve the January 29, 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. 1/4/94
- ii. 1/10/94
- iii. 7/11/94
- iv. 8/1/94
- v. 9/12/94
- vi. 9/26/94

***Mr. Rolfe motioned to not unseal the non-public meeting minutes as presented. 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)(d)** 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 91-A:3(II)(d). Mr. Rolfe 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 7:38 PM.

***Mr. Rolfe motioned to come out of non-public session at 8:00 PM. Mr. Carroll 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 8:00 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. Leclair motioned to adjourn the meeting at 8:00 PM. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy Hoijer, Recording Secretary