

**Town of Auburn
Board of Selectmen
Stritch Meeting Room
Town Hall
February 13, 2023
Approved Minutes
7:00 PM**

Selectmen Present: Keith Leclair, Michael Rolfe and Tom Carroll

Others Present: Mike DiPietro, Finance Director Mimi Friolet, Sergeant Kevin Cashman, Town Administrator Chris Sterndale

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. Consent Agenda

Mr. Leclair read out loud and offered for inspection the Consent Agenda for the week of February 13, 2023 which included two payroll manifests dated 1/30/23 in the amount of \$57,447.30, and dated 2/13/23 in the amount of \$62,821.73 and two accounts payable manifests dated 1/30/23 in the amount of \$4,845 and dated 2/6/23 in the amount of \$1,174,014.

Mr. Rolfe motioned to approve the Consent Agent for the week of February 13, 2023. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

V. Highway Manifest Approval

Mr. Leclair motioned to approve the Highway Manifest dated 2/6/23 in the amount of \$24,037.15. 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.

VI. New Business

A. Town Hall Parking lot lights

Mr. Leclair reported that there are two lights at Town Hall that have not been working right. They are 15 years old and this has been an ongoing problem, with moisture getting inside, etc. Mr. Carroll recommended upgrading to LED. Mr. DiPietro recommended retrofitting the old fixtures. Mr. Leclair recommended getting an opinion from an electrician. The Board agreed Mr. Sterndale will reach out to the electrician that did the lift.

VII. Old Business

A. Audit Recap

Mr. Sterndale reviewed the Independent Auditor's Report from Vachon Clukay & Company, P.C.

Mr. Sterndale noted the first page of the report encourages the Board to consider compliance with Gasby Rule 75's expectations concerning pension liabilities. While the State is responsible for those pensions they recommend showing the liability on the balance sheet in the unlikely event the State is unable to honor its obligations. Mr. Sterndale noted the Town could have an outside firm do the reporting. There is no cost impact to have it the way it is and there was no issue with borrowing in 2018/19.

Mr. Sterndale reviewed the comments concerning the Recreation Fund which are solely recorded within a General Fund balance sheet account. Ms. Friolet indicated she spoke with the auditors and while Finance is tracking them she understands the finance software could do more than they have been using it for and would like to see the software tracking the Revolving Fund.

Mr. Sterndale noted the Grant Accounting observation has already been corrected concerning ARPA to report within the General Ledger.

Mr. Sterndale reviewed comments concerning Payroll Documentation and recommended updating personnel files.

B. Garage Repairs

Mr. Rolfe reported the garage door was damaged and would not initially close. The door is secure now but the repair estimate is approximately \$3,400 plus parts. The Board agreed that repairs could come from the Town Buildings Restoration and New Construction Fund which has an available balance of \$49,961.82.

Mr. Rolfe motioned to expend up to \$4,000 for repairs to the garage door to come from the Town Buildings Restoration and New Construction Fund. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

VIII. Committee Reports

Mr. Carroll reported that Parks & Recreation met and the outdoor lighting at the Severance School Community Center is not working. Mr. Sterndale will mention it to Manchester Water Works. Mr. Carroll noted the light has not worked since the building was occupied and should have been mentioned earlier.

Mr. Carroll reported that Parks & Recreation held its Hiltz Community Service Award presentation and recognized this year's recipients, Pat Clement and Mark Comeau.

IX. Upcoming Meetings

A. Board of Selectmen's Meeting: February 27, 2023

Mr. Leclair noted the February 27, 2023 would be a good date to plan planning their Upcoming Goal Setting agenda or the next 12 months and involve Department Heads. Mr. Sterndale will reach out to Departments for recommendations.

Mr. Sterndale will review the Board's Rules of Procedure.

The Board will review upcoming Board/Committee appointments. Mr. DiPietro will poll ZBA members to see who is interested in being reappointed.

X. Minutes

A. January 23, 2023

Mr. Rolfe recommended edits.

Mr. Rolfe motioned to approve the January 23, 2023 Public meeting minutes, as amended. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.

XI. Adjournment

Mr. Rolfe motioned to adjourn the meeting at 7:41 PM. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,
Nancy Hoijer, Recording Secretary