

**Town of Auburn  
Board of Selectmen  
Stritch Meeting Room  
Town Hall  
February 27, 2023  
Approved Minutes  
7:00 PM**

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

**Others Present:** Mike DiPietro, Finance Director Mimi Friolet, Fire Chief Michael Williams, Police Chief Ray Pelton, Parks & Recreation Coordinator, Amy Lachance, 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**

#### **A. Fire Chief Mike Williams**

Chief Williams presented the Fire Department's report for the month of January 2023. There were 53 calls for service. Chief Williams reported work continues on the ISO rating paperwork for the local emergency operating plan. The oil burner at Station Two was cleaned. There were a lot of safety inspections and Chief Williams indicated a lot of new construction underway. The Department underwent ice training off Depot Road.

Mr. Leclair asked how this January compared to last January and Chief Williams indicated they were comparable storms wise.

Chief Williams reported annual EMT certifications were done in Auburn this year, as part of the ambulance contract. Auburn and Chester swap. The Forestry Vehicle was painted by ARC at no charge to the Town and is waiting on the pump to be ready for spring.

Chief Williams noted he met with a contractor who, while he was not interested in taking on the project himself, walked the building and emailed a list. He noted separate electric, HVAC and insulation and recommended matching doors which is not a big price change. The HVAC system has one return with two feeds and two more returns would be added, one in each room. Mr. Leclair recommended hiring a contractor that could coordinate the entire project.

i. SOP #309 – Mutual Aid

Chief Williams provided SOP #309 relative to mutual aid noting that it covers who can go out on an out of town call.

***Mr. Rolfe motioned to approve SOP #309 relative to mutual aid response. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously 3-0-0.***

ii. SOP #009 – Internal Department Promotions

Chief Williams provided SOP #009 relative to internal department promotions for Fire Officer vacancies. He noted the previous policy didn't provide much opportunity for promotion, so the new policy is tailored to the size of the department now.

***Mr. Rolfe motioned to approve SOP #009 relative to internal department promotions. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously 3-0-0.***

B. Police Chief Ray Pelton

Chief Pelton reported that the Department's service dog was retired last year and the Department would like to organize a fundraiser to pay for the new dog and accessories as well as to involve the community. He estimated the cost of the dog and outfitting the vehicle cage to be approximately \$15,000. There will be a post on the Facebook page. In the past people donated to the Police Association, which is a non-profit, who in turn donated the dog. He noted that Melissa could coordinate a presentation at the Auburn Village School. One idea was to contribute proceeds from the sales of dog ice cream.

Mr. Leclair asked if there was a handler in mind who would be with the Department for at least five years since the police dog would imprint on its handler. Chief Pelton indicated the handler would be there.

C. Parks & Rec. Director Amy Lachance

Parks & Recreation Coordinator Amy Lachance provided a flyer relative to promoting sponsorship of the annual Town Fireworks Show. There are three levels of sponsorship: Rocket Sponsor - \$1,000 donation; Firecracker - \$500 donation and Sparkler - \$300 donation. All provide different levels of marketing awareness for sponsor's business. Ms. Lachance provided a report on revenue and expense activity at Severance School for the first two months of the year for programs and reported three rentals and a lot of inquiries. Mr. Leclair noted knowing the revenue will help offset the cost.

Ms. Lachance noted the fireworks budget was for \$6,000 and the expense of the show keeps going up, therefore the display gets shorter and shorter. For an additional \$1,500

the program would last as long as last year or be better. Mr. Rolfe noted it was a good idea to get the community involved.

#### **IV. Manifests**

#### **V. Consent Agenda**

Mr. Leclair read out loud and offered for inspection the Consent Agenda for the week of February 27, 2023 which included one payroll manifest, two accounts payable manifests and release of sureties for 269 Rockingham Road, Juniper Circle, Haven Drive, Auburn Heights and Auburn Woods.

***Mr. Rolfe motioned to approve the Consent Agent for the week of February 27, 2023. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **VI. New Business**

##### **A. Investment Policy**

Mr. Sterndale provided the Board with a copy of the Town's Investment Policy and noted that while there are no new changes since the last review in 2021, Treasurer, Christine Tewksbury has requested that the Town re-adopt the policy, recently reviewed by the auditor.

Mr. Leclair asked Ms. Friolet to look into getting a better interest rate with the Town's bank account.

***Mr. Rolfe motioned to re-adopt the Town Investment Policy. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

##### **B. Goal Setting**

Mr. Leclair noted that at the last meeting the Selectmen were tasked to come up with goal setting ideas for the next couple of years. Town Administrator Sterndale was asked to organize ideas from administration and other department heads.

Mr. Leclair read the list out loud and added in the Selectmen's upcoming goals. Mr. Leclair then asked the Board to prioritize the goals which were:

- New office employee – Mr. Sterndale is working on the job description
- Road Agent retirement next March – Committee will be formed
- Capital Improvement Plan – Department Heads began
- Revaluation Process – Education and Informing Residents
- Audit Internal Controls – Mr. Sterndale will complete
- Refresh Website – Mr. Sterndale
- Paperless Finance Office – Mr. Sterndale is working with Ms. Friolet

- Other retirements – monitoring

Mr. Leclair noted some of his goals included:

- Building Maintenance – tracking when things are done and need to be done
- Improving Cell Service in Town. There are bad spots by the school, Town Hall, Longmeadow, Eaton to Knowles Farm, and the end of Bunker Hill. Mapping can be done as to the service areas and where a tower could go. The tower would need a 100'x100' area. Mr. Rolfe noted that there are regulations that state where the tower can and can't be located with ZBA approval. Chief Williams noted there would be spots on the tower for antennas. Mr. Sterndale noted there would be a Warrant Article needed.

Mr. Rolfe noted his goal is:

- Exit 2 – Improvement of underpass. Cleaning the area under the bridge up which is a small section owned by the Town. Catch basins need replacement. Mr. Sterndale recommended looking into trade with the State for maintenance or conversations with MWW. Mr. Leclair asked about utilizing the bridge funding and Mr. Sterndale noted the bridge unfortunately is owned by the State. Mr. Rolfe noted that paving will be done for the nearby 55+ development and this area also needs to be milled and paved. Mr. Rolfe considered this project a high priority.

Mr. Leclair recommended developing a Road Agent Committee to consider what the position might look like when Mr. Rolfe's term ends next year. Mr. Leclair recommended having Mr. Rolfe on the Committee as well as Mr. McCarthy, the Town Administrator, representatives from Highway Safety and the BOS.

Mr. Leclair recommended developing a list of properties and when subcategories of maintenance were last done.

Mr. DiPietro asked what came of the research the Committee did a few years ago on fiber optics and improving broadband coverage. Mr. Leclair reported the legislation on funding changed and Comcast reported the Town did not qualify as far as having unserved or underserved areas. Consolidated has begun their own work on laying a network.

Mr. Leclair requested that Mr. Sterndale follow up with Stantec on Griffin Mill Bridge since the Davis Bacon funding changed.

## VII. Old Business

- Records Retention

Mr. Sterndale noted the Records Retention Committee convenes once a year. There are records retention regulations which state which documents must be saved and for how long.

***Mr. Leclair motioned to convene the records retention group. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## VIII. Committee Reports

Mr. Carroll reported

## IX. Upcoming Meetings

A. Mon. Mar. 13, 2023

## X. Minutes

A. February 13, 2023

Mr. Rolfe recommended edits.

***Mr. Rolfe motioned to approve the February 13, 2023 Public meeting minutes. 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 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