

**Town of Auburn  
Board of Selectmen  
Auburn Highway Garage  
Chester Turnpike 6 PM  
Reconvened at Town Hall  
Stritch Meeting Room 7 PM  
April 1, 2024  
Approved Minutes**

**1. 6 PM Site Walk at Highway Garage**

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

**Others Present:** Mike DiPietro and Town Administrator Chris Sterndale

The Selectman inspected the Highway Garage on Chester Turnpike to review and consider repair and maintenance projects for the coming year.

Major considerations included: overhead door repair; bathroom renovations; well water quality and treatment; septic conditions; and garage insulation. It was agreed that an inventory of town owned tools and equipment would be developed, to distinguish from equipment on site that belongs to vendors. A number of vehicles are on the property, none owned by the town. Heating costs will also be evaluated to determine cost/benefit of replacing insulation.

Members returned to Town Hall at 6:45pm.

**2. 7 PM Meeting at Town Hall**

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

**Others Present:** Road Agent Michael Dross, Ray Racicot, Mike DiPietro, Town Administrator Chris Sterndale, and Nancy Hoijer, Recording Secretary and other persons unknown to the minute taker

**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.

**III. Consent Agenda**

Mr. Leclair read out loud and offered for inspection the Consent Agenda dated 4/1/24 which consisted of a payroll manifest dated 3/25 in the amount of \$81,467.48, an accounts payable

manifests dated 4/1 in the amount of \$1,425,148.11, a police detail fund expenditure in the amount of \$1,408.81 for firearms and holsters, approval of Maria Plante as Deputy Town Clerk effective 4/15 at a pay grade 4, step 2 and resignation of Town Clerk Kathy Sylvia effective 5/1.

***Mr. Rolfe motioned to approve the Consent Agenda dated April 1, 2024. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.***

Mr. Leclair welcomed Maria Plante and expressed on behalf of the Board its thanks to Kathy Sylvia for eight years of service as Town Clerk.

#### **IV. Manifest**

A. Highway \$5,995 dated 4/1/24

***Mr. Carroll motioned to approve the Highway Manifest dated 4/1/24 in the amount of \$5,995. Mr. Leclair seconded the motion. A vote was taken, Mr. Rolfe abstained, the motion passed 2-0-1.***

#### **V. Appointments with the Board**

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

A. Highway Planning

The Board reviewed a job description for the Highway Department provided by Municipal Resources, Inc., in 2013, and discussed posting for the administrative and labor positions. Road Agent Dross indicated he was willing to stay and help but not with winter responsibilities. The Board agreed the two positions should be posted, for a working supervisor and a laborer.

The Board discussed potential equipment purchases and the timing of those purchases. Mr. Dross reviewed the heavy equipment provided by existing snow removal contractors and Mr. Dross and Mr. Racicot provided recommendations on heavy equipment the Town may want to purchase in the coming year. Mr. Racicot noted that one-tons are fine for plowing parking lots but aren't going to keep up with the number of big storms. Mr. Dross noted that many towns will go with one tons because a CDL is not required for operators. The Board considered whether gas or diesel powered would be best, weighing gas mileage and reliability. The Board agreed that a plow truck should be purchased this year before ARPA funds expire. Mr. Carroll and Mr. Rolfe will check lead time and prices. Mr. Sterndale will send the specifications from the work session.

The Board agreed that any equipment at the Highway Garage, not owned by the Town or owned by vendors not continuing their contracts with the Town should be removed.

Mr. Sterndale indicated that drawings are being finalized for Depot Road. Road Agent Dross indicated he would plan to work on Calef Road.

## VII. Old Business

### A. Abatement applications

- |                        |                           |
|------------------------|---------------------------|
| i. Map 5, Lot 25-2     | iv. Map 11, Lot 18-13     |
| ii. Map 9, Lot 2A & 2B | v. Map 11, Lot 42-10iewed |
| iii. Map 3, Lot 6      | vi. Map 4, Lot 28         |

The Selectmen reviewed the applications presented at the last meeting and supplemental information provided by the applicants, tax collector and assessing. Town Administrator Sterndale will follow up with Avitar and indicated that a meeting would be scheduled with the applicants to discuss their applications.

### B. Personnel Policy Revision

Town Administrator Sterndale indicated that a meeting is scheduled with the Joint Personnel Board on Thursday, April 18<sup>th</sup> at 7 PM.

## VIII. Committee Reports

Mr. Rolfe reported that the Planning Board met and reviewed new MS4 regulations, All Purpose Storage and Tanglerock subdivision, which was continued to the April 17<sup>th</sup> meeting. Sylvia Van Alock from SNH Planning will meet with the Board on April 3<sup>rd</sup> to discuss contracting with a town planning advisor going forward.

Mr. Carroll reported Parks and Recreation will meet tomorrow night and the meeting with the School Board was scheduled for tomorrow.

## IX. Minutes

### A. March 18, 2024

Mr. Rolfe recommended edits to page three.

***Mr. Rolfe motioned to approve the March 18, 2024 public 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. July 10, 1995  | iii. July 27, 1995 |
| ii. July 24, 1995 |                    |

***Mr. Rolfe motioned to 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.***

**X. Non-Public Session pursuant to 91-A:3(II)(a) and (d) public employees and sale or lease of real estate, if necessary**

***By Roll Call, Mr. Leclair motioned to go into non-public session pursuant to 91-A:3(a) and (d). Mr. Rolfe seconded the motion. A roll call vote was taken, Mr. Leclair voted aye, Mr. Rolfe voted aye and Mr. Carroll voted aye. The motion passed unanimously 3-0-0.***

The meeting room was closed to the public at 8:45 PM.

***Mr. Leclair motioned to come out of non-public session at 8:56 PM. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.***

The meeting room reopened to the public at 8:56 PM.

***By Roll Call, Mr. Leclair motioned to seal the minutes of the two non-public sessions. Mr. Rolfe seconded the motion. A vote was taken, Mr. Leclair voted aye, Mr. Rolfe voted aye and Mr. Carroll voted aye. The motion passed unanimously 3-0-0.***

**XI. Adjournment**

***Mr. Rolfe motioned to adjourn the meeting at 8:56 PM. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy Hoijer, Recording Secretary