

**Town of Auburn  
Board of Selectmen  
Stritch Meeting Room  
Town Hall  
January 9, 2023  
Minutes  
7:00 PM**

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

**Others Present:** Police Chief Ray Pelton, Town Moderator Tom Lacroix, Fire Chief Michael Williams, Town Clerk Kathleen Sylvia, AVS Board Vice-Chair Janice Baker and Board Member Adrian Newton, Mike DiPietro, Finance & Budget Administrator Mimi Friolet, 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 8:07 PM and there were none.

### **III. Appointments with the Board**

#### **A. Moderator, Town Clerk & School Board – Town Meeting Preparations**

Mr. Sterndale indicated the petitioned warrant article deadline ends tomorrow and so far; none have been filed. If any are filed, he will notify the Board and Moderator. The Budget Committee's public hearing is this Thursday at 7:00 PM at Town Hall. Mrs. Sylvia will order the minimum number of ballots.

Mrs. Baker indicated the Town goes first this year, which was confirmed by Mrs. Sylvia. The proposed budget does not include the teacher contract negotiations, which is the only article to present to the public.

Mr. Leclair reviewed who will speak to which articles:

Zoning Amendments - The Planning Board  
Police Contract – Mr. Leclair  
Revaluation Fund – Mr. Rolfe  
Accrued Benefit Fund – Mr. Carroll  
Fleet Maintenance Account – Mr. Rolfe  
Dissolution of the Social Fund – Mr. Carroll  
Veteran's/Elderly Tax Credit – Mr. Leclair  
MWW Land Swap – Mr. Leclair

## Operating Budget – Mr. Rolfe

Mr. Sterndale will make sure \$25,000 for the revaluation fund cost will come from the fund balance, in addition to what was in the fund already, and in future years through taxation. The revaluation is done every five years.

Chief Williams indicated the tanker passed its pump test this year and if the tanker passed its pump test next year it could be deferred a year. The vehicle is reliable and passes inspection.

Mr. Sterndale advised the Board that if they title an article a special warrant article they can recommend or not recommend although it has no monetary assignment. He will send drafts of the final warrant articles proposed to the Budget Committee this week.

The Board reviewed the proposed Town Warrant Articles for Town Meeting.

***Mr. Rolfe motioned that the Select Board recommend Articles Third to Eleven with Article Eighth, Ninth and Tenth to be recommended as Special Warrant Articles. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mrs. Baker presented the proposed draft of the AVS Warrant. She explained the CBA with the School Board and the Auburn Education Association with increased salaries and benefits for Years 2023-2024, 2024-2025 and 2025-2026. She noted the first year is lower than the following two years and that health insurance for employees was changed.

## B. Fire Chief Michael Williams – Monthly Report

Chief Williams presented the Department's monthly report for the month of December 2022 with 74 calls for service. He noted calls for service are up 10%. There was a big storm with 24 calls resulting from that. He reported a new call firefighter was hired, Cole Lodi who is an EMT working to become a firefighter. He attended the awards ceremony at the Elliot Hospital and a crew member and Derry Fire were recognized for their actions at a medical incident. ISO paperwork is being updated. He is seeing a lot of pellet and wood stove inspections. Chief Williams provided quarterly and annual statistics.

## IV. Consent Agenda

Mr. Leclair read out loud and offered for inspection the Consent Agenda for the week of January 9, 2023 which included: a Payroll Manifest in the amount of \$1,180,451.99 and \$2,773.40, an appointment of Paul Blais as a Deputy Fire Warden, and an employee step increase from Grade 6, Step 9 to Grade 6, Step 10.

***Mr. Rolfe motioned to approve the Consent Agent for the week of January 9, 2023. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **V. Highway Manifest Approval (\$8,375)**

***Mr. Carroll motioned to approve the Highway Manifest in the amount of \$8,375. Mr. Leclair 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. Fire Department Renovations**

Fire Chief Michael Williams – Safety Complex Room Construction bids

Chief Williams provided the Board with bidding quotes for the construction of two dormitory rooms. Mr. Leclair requested that one more quote be obtained. Chief Williams provided the Board with bidding quotes for the kitchen hood fire suppression system and electrical quotes. He noted United Refrigeration was the only distributor of the Denlar hood system. Chief Williams indicated the department could do the installation and there is a five-year hydro-cylinder warranty. The drop ceiling would need to be taken down.

The Board agreed to hold off on the electrical bid to see if they could cover it from the budget and provide some contractor names.

Mr. Leclair recommended approving the quote from United Refrigeration for the kitchen hood fire suppression system.

***Mr. Rolfe motioned to approve the cost of the kitchen hood fire suppression system for the Safety Complex, not to exceed \$3,000 out of ARPA funding. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **B. Police Cruiser**

Mr. Sterndale reported there is a used police cruiser up for auction on the online site. Mr. Rolfe recommended parking the vehicle in the front corner of the lot so that snow could be plowed.

### **C. Eversource**

Mr. Sterndale reported that a bill was received from Eversource claiming underground damage on Hills Road months ago. Initially it was to be a \$500 fine or *Digsafe*. Mr. Sterndale will send the bill onto Primex.

#### D. Goal Setting

Mr. Leclair indicated the Board had done Goal Setting in previous years and one topic for next year could be cell service. Mr. Rolfe agreed that towers appear to have signals bumping into each other. Mr. Leclair recommended a daytime workshop on Goal Setting ideas to accomplish or finish improvements, update the CIP and discuss changes to the Road Agent position.

#### E. Additions and Deletions

##### i. Hazard Mitigation Plan Grant

Mr. Sterndale reported the plan was last updated by Chief Phillips and is 100% grant funded, federally and the Town's \$3,000 match reimbursed by the State. The Town has eight months to a year to do the plan. Mr. Leclair will vouch for the Town Administrator to sign.

***Mr. Rolfe motioned that the Select Board accept the terms of the Building Resilient Infrastructure and Communities grant as presented in the amount of \$9,000 for updating the local hazard mitigation plan. Furthermore, the Board acknowledges the total cost of the project will be \$12,000, in which the Town will be responsible for a 25% match (\$3,000). Fire Chief/Emergency Management Director Michael Williams will be authorized to sign all documents relative to the grant. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

##### ii. Update of road records

Mr. Sterndale provided the Board with a confirmation and reaffirmation of the roads or portions thereof, classified as Class VI roads maintained by the Town of Auburn to update NH DOT's database. The Board was granted authority at Town Meeting to accept dedication of roads in 1993 pursuant to RSA 674:40-a. The Town typically provides updates to DOT. Mr. Sterndale indicated it is important to notify them as road mileage is used in the Highway Block Grant formula. Road Agent Dross reviewed the roads listed on the report.

### VII. Old Business

#### A. MWW – Purchase & Sales Agreement

Mr. Sterndale provided the Board with a Memorandum dated Jan 4, 2023 concerning the P&S with Manchester Water Works. The Agreement is being worked on with the Mayor/Alderman process and is contingent upon approval at Town Meeting. The proposal will be signed and ready for voters prior to Deliberative Session.

***Mr. Rolfe motioned that the Select Board authorize the Chair to sign the Purchase & Sales Agreement with the City of Manchester regarding the sale of parcel Map 4, Lot 5-3, and acquisition of two other parcels in Auburn. The sale is contingent upon Town Meeting approval. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mr. DiPietro asked for a brief overview. Mr. Leclair reviewed the proposed sand and gravel agreement for the parcel adjacent to Mr. Carpenter; the easement language for the parcel at the AVS parking lot. He reported the 84-acre parcel behind the Audubon property and cemetery expansion proposed as well as the ability to move Depot Road and make it safer. The properties were assessed and of equal value.

Mr. Leclair indicated the Community Center/Severance School has come out good and there was an opening with good public turnout. Mr. Sterndale agreed the center will get a lot of use. Mr. Carroll reported there is a drama class going on tonight.

#### B. Town Administrator Reports

Mr. Sterndale noted the MOU for the Police Department may need scheduling.

### **VIII. Committee Reports**

Mr. Carroll reported that Highway Safety Committee met, and a resident requested a crosswalk on Manchester Road near St. Peter's. She approached NH DOT, and the Board of Selectmen could support the request and it could be considered.

The Board indicated they were comfortable recommending to the State. Mr. Carroll indicated the patrons of St. Peter's do not appear to be using the parking lot and park on both sides of the street. Mr. Leclair agreed patrons would probably not walk all the way down to use a crosswalk.

### **IX. Upcoming Meetings**

- A. Mon. Jan 23, 2023 and/or
- B. Mon. Jan 30, 2023

Mr. Sterndale indicated Jan 30 was the last day to review warrant articles proposed. Mr. Leclair indicated the Board would meet on January 23<sup>rd</sup>.

### **X. Minutes**

- A. December 19, 2022

Mr. Rolfe recommended edits.

***Mr. Rolfe motioned to approve the December 19, 2022 Public meeting minutes. Mr. Carroll seconded the motion. A vote was taken, Mr. Leclair abstained, Mr. Carroll voted aye and Mr. Rolfe voted aye. The motion passed 2-0-1.***

## **XI. Adjournment**

***Mr. Rolfe motioned to adjourn the meeting at 8:07 PM. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Respectfully submitted,  
Nancy Hoijer, Recording Secretary