

**Town of Auburn  
Board of Selectmen  
November 8, 2021  
Town Hall  
Minutes**

**7:00 PM**

**Selectmen Present:** Keith Leclair, Todd Bedard and Michael Rolfe

**Others Present:** Sharon LeBlanc, Mike DiPietro, David Lavallee, Assistant Finance Director Mimi Friolet, Finance Director Patricia Rousseau, Parks & Recreation Director Amy Lachance, Parks & Recreation Commissioners Zachary Eaton, Pat Kelly and Jennifer Strabone, Road Agent Mike Dross, Town Administrator William Herman and Nancy Hoijer, Recording Secretary

**Call to Order – Pledge of Allegiance**

Mr. Leclair called the meeting to order at 7:00 PM and led the Pledge of Allegiance.

**Approval of Payroll Manifest for the Week of November 8, 2021 - \$52,573.62**

*Mr. Bedard motioned to approve the Payroll Manifest for the week of November 8, 2021 in the amount of \$52,573.62. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.*

**Approval of Consent Agenda for the Week of November 8, 2021**

Mr. Leclair read out loud and provided for inspection a copy of the Consent Agenda for the week of November 8, 2021 some of which included: six (6) Abatement-Refund Requests and one (1) pistol revolver license.

*Mr. Bedard motioned to approve the Consent Agenda for the week of November 8, 2021. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.*

**Public Hearing**

**Acceptance and expenditure of \$292,188.81 in additional funds from the American Rescue Plan Act (ARPA) of 2021 to be received in August 2022**

Mr. Leclair opened the Public Hearing at 7:01 PM and read out loud the Public Hearing Notice for the purpose of receiving public comment concerning the acceptance and expenditure of unanticipated revenues in the amount of \$584,362 from the American Rescue Plan Act (ARPA) of 2021 to be spent consistent with the federal ARPA and US Treasury Interim Fund rule concerning Coronavirus State and Local Recovery Funds. Funds will be received in two equal payments of \$292,181 with the first payment received August 3, 2021 and the second payment expected to be received August 2022.

Mr. Herman noted Margaret Byrnes, Executive Director of NHMA recommended municipalities who only accepted the first tranche of funds rather than the entire amount hold a new hearing and amend the vote to accept the total grant amount for both provisions as the funds are one grant, even though they are received in two payments.

Mr. Herman provided an updated spreadsheet of expended ARPA funds to include the expenditures approved by the Board on October 18<sup>th</sup> leaving a balance under the first payment of \$88,364.38 unexpended. Mr. Herman did not recommend that the Board expend any funds under the second payment until such time as it is received.

***Mr. Bedard motioned for the Board of Selectmen to amend its vote taken on June 21, 2021 to accept and expend up to \$292,561.39 in American Rescue Plan Act (ARPA) grant funds in FY 2021 and instead vote to accept and expend up to a total of \$584,776.62 to be received during FY 2021 and FY 2022 by acting under the provisions of RSA 31:95-b and subject to the terms and standards in the ARPA regulations and the U.S. Treasury Award Terms and Conditions Agreement. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Appointments with the Board**

#### **Sharon LeBlanc – Roadside mowing and repairing intersection of Tanglewood Drive and Rattlesnake Hill Road for right-hand turns**

Mr. Herman provided the Board with a copy of an email received from Sharon LeBlanc dated November 2, 2021 asking to be put on the Selectmen's agenda November 8<sup>th</sup> at 7 PM to discuss Tanglewood Drive: cistern, painting, 2x do not parking signs, cutting debris from guard rails/side of road, paving/fixing the end of the street from Tanglewood onto Rattlesnake. Mr. Herman provided a copy of his response dated November 2, 2021 to schedule the appointment and recommendation to first discuss the items with the Road Agent.

Ms. LeBlanc provided the Chair with pictures and requested 15 SF of asphalt be added for the right-hand turn so that motorists including buses will not cut the corner; and that overlooked mowing be addressed.

Mr. Leclair shared the pictures with Mr. Bedard and Mr. Rolfe. Road Agent Dross noted the equipment used for roadside mowing does not go over the guardrail and he did not know if the contractor went in to cut back there. Mr. Dross noted if the radius of the road were wider motorists and buses would still cut the corner, and a third party had put in 3/4" stone which is now being kicked into the road. Ms. LeBlanc noted when she fills it with five gallons of dirt it ruts out again. There are 1" diameter trees growing out. She opined the area is not being kept to standards. She noted she maintains the cul-de-sac and cistern.

Mr. Rolfe noted he visited the site and the roadway, which is 24' wide, was built to plan. Mr. Rolfe noted motorists need to stop at the stop sign and if the road is widened, they still wouldn't stop. Rockwood Terrace was built wider, 34.' Mr. Dross noted it was shrunk down to 22' but the apron was left alone, and the old pavement was not dug up.

Mr. Leclair agreed widening the section requested could create other issues such as people cutting the corner and not stopping at the stop sign. Mr. Leclair noted the Fire Department is getting

equipment next year to mow the cisterns themselves and had recently painted most of them. She noted they came across a hornet's nest.

Mr. Leclair noted he will look at the area and address the concerns at the next meeting.

## **FY 2022 Town Budget**

Mr. Herman provided the Board with the Budget Comparison and FY 22 Running Total as of November 4, 2021.

## **Parks & Recreation**

Mrs. Lachance presented the proposed FY 2022 Parks & Recreation budget in the amount of \$147,851 which is a 12% increase proposed over last year.

Mrs. Lachance noted Line 0-001-1 Senior Trips is level funded from last year. Mr. Leclair recommended raising the fees from \$15 to \$20 per event as the price has not been increased for a while.

***Mr. Bedard motioned to approve the FY 2022 budget for Line 0-001-1 Senior Trips in the amount of \$7,000. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mrs. Lachance reviewed Line 0-001-2 Family Events which proposes an increase of \$3,537. Mrs. Lachance noted the year before the fireworks had been paid out of 2019 so the line was lowered and will now have to be put back up. Fireworks cleanup went well this year and the School was happy with it. There is an additional \$400 charge for music licensing for the three Concerts in the Park. Mr. Leclair asked if the food trucks paid to be at the event and Mrs. Lachance noted not this year because it is difficult to get vendors to commit to a new event that isn't established. Food trucks did well, had long lines and will hopefully be back next year and get the word out.

***Mr. Bedard motioned to approve the FY 2022 budget for Line 0-001-2 Family Events in the amount of \$13,000. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mrs. Lachance reviewed Line 01-001-4 Recreation Ski Program which proposes an increase of \$5,599 to provide for two buses. However she noted that the program has been unable to get buses, but coach buses for the senior trips seem to be running fine. Mr. Leclair recommended reducing the line back to \$1.00 as parents will need to drop off and pick up.

***Mr. Bedard motioned to approve the FY 2022 budget for Line 0-00-4 Ski Program in the amount of \$1.00. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mrs. Lachance noted Line 0-001-6 Community Service Award is level funded to allow two-three people to be recognized.

**Mr. Bedard motioned to approve the FY 2022 budget for Line 0-001-6 Community Service Award in the amount of \$150. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Mrs. Lachance noted Line 0-001-7 Soccer Program is level funded from last year. The expenditures show \$838 to date but there are \$900 in invoices presented.

**Mr. Bedard motioned to approve the FY 2022 budget for Line 0-001-7 Soccer Program in the amount of \$1,900. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Mrs. Lachance noted Line 0-001-8 Senior Diners is level funded from last year. Only \$839 were expended this year because they did a drive-through with soup and cookies instead but would like to bring back the in-person January dinner and have the August barbeque.

**Mr. Bedard motioned to approve the FY 2022 budget for Line 0-001-8 Senior Dinners in the amount of \$1,800. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Mrs. Lachance noted Line 2-250-1 Fuel and Maintenance is level funded from last year. The used police SUV is working well and will need a horn installed and trailering connections.

**Mr. Bedard motioned to approve the FY 2022 budget for Line 2-250-1 Fuel and Maintenance in the amount of \$4,200. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Mrs. Lachance noted Line 3-360-1 Playground & Parks is level funded from last year and they will have the button for the lights at the rink repaired.

**Mr. Bedard motioned to approve the FY 2022 budget for Line 3-360-1 Playground & Parks in the amount of \$3,000. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Mrs. Lachance reviewed Line 5-550-0 General Maintenance which has a proposed reduction of 18% from last year. She proposed purchase of 2-3 metal picnic tables, sprinkler head repairs and winterizing, fertilizer treatments, mosquito and tick spraying, regrading the Wayne Eddows parking lot & Safety Complex field and playground chips at Wayne Eddows and Appletree. Mr. Leclair asked if there were any quotes obtained for the fertilizer treatments. Mr. Eaton noted they are using Mainly Grass but have not gotten quotes.

**Mr. Bedard motioned to approve the FY 2022 budget for Line 5-550-0 General Maintenance in the amount of \$13,800. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Mrs. Lachance reviewed Line 5-550-4 Recreation Ice Rink which proposes a 90% decrease from last year or \$4,750. She noted the new rink was ordered and she is uncertain what repairs may be for the first year so has budgeted \$500. The rink will have a plastic bottom.

***Mr. Bedard motioned to approve the FY 2022 budget for Line 5-550-4 Ice Rink in the amount of \$500. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mrs. Lachance reviewed Line 5-560-1 Trash Removal which was proposed to be level funded from last year at \$300. Mr. Leclair recommended reducing the line to \$1.00 as they were not planning on buying any new containers this year. Mr. Leclair asked about dumping trash at Wayne Eddows being supported because one unpaid volunteer is doing it all himself and could be part of the staff's salary line.

***Mr. Bedard motioned to approve the FY 2022 budget for Line 5-560-1 Trash Removal in the amount of \$1.00. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mrs. Lachance noted Line 5-560-2 Chemical Toilets was level funded. Even with an increase they would still have enough.

***Mr. Bedard motioned to approve the FY 2022 budget for Line 5-560-2 Chemical Toilets in the amount of \$6,520. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mrs. Lachance noted Line 5-610-0 Recreation Tools is level funded from last year. Mr. Leclair asked if the tools and supplies stored all over Town had been retrieved and stored in the new storage building and she noted they had gathered everything up and the building is shelved.

***Mr. Bedard motioned to approve the FY 2022 budget for Line 5-610-0 Tools in the amount of \$500. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mrs. Lachance reviewed Line 6-670-0 Recreation Office Supplies which proposes an increase of \$4,750. Mrs. Lachance noted Recreation would like to purchase online event registration software which would be \$4,750 for the first year and \$2,850 per year after. Service fees are approximately \$5 per user, would bill to the user and would allow for registrations and payments for some programs to be done online. Use of the online system would also save time for the Finance Department to do registrations and accept payments when Mrs. Lachance is not in the office. Mr. Leclair requested that Recreation charge \$5 more per activity to pay for the ongoing costs of the software. Mr. Herman asked when the year would run from/to and Mrs. Lachance noted it would run 12 months from time of signature. Mr. Leclair recommended enrolling in the spring when the program would be used as it would not see much use during the next few months of winter.

***Mr. Bedard motioned to approve the FY 2022 budget for Line 6-670-0 Office Supplies in the amount of \$4,950. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mrs. Lachance reviewed Line 9-940-1 Improvements at Severance School which proposes \$31,700 which were itemized as rent, electricity, propane heat, internet and cleaning. Mr. Leclair recommended reducing the amount for propane heat as \$5,000 seemed high for the size of the space which would be insulated. He noted it was unlikely Recreation would be in during the winter

as months of renovations need to be done first leaving about 9 months instead of the full 12. Mr. Leclair recommended reducing the line from \$31,700 to \$22,000.

***Mr. Bedard motioned to approve the FY 2022 budget for Line 9-940- Severance School in the amount of \$22,000. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Recreation Improvements**

Mrs. Lachance presented the proposed Land & Land Improvements budget for FY 2022 in the amount of \$58,500. Mrs. Lachance noted benches will be purchased for the soccer field, the frog spring toy at Circle of Fun will be replaced and the remaining \$55,000 is for the proposed softball field lights in the CIP for FY 2022. Mr. Eaton noted soccer field lights have gone up. He has a proposal from USA for four poles and to install 24 units and support brackets. Mr. Leclair noted this will allow tournaments that are currently hosting only four teams to be able to add two-three more games.

Mr. Leclair discussed possible funding solutions that would have less impact on taxpayers. Mr. Herman noted there is \$88,000 left in current ARPA funds. He noted the Property Improvement Fund has a balance of approximately \$100,000, or the Board could dedicate some of the Undesignated Fund balance towards the purchase. Mr. Leclair proposed budgeting \$35,720 for this line with the balance to come from the Property Improvement Fund. The budgeted portion to carry an off-setting revenue amount to come from the Undesignated Fund balance. Mr. Leclair asked if there were room in the storage building to store the lights and Mrs. Lachance noted there is, it would require two 8'x4' pallets.

***Mr. Bedard motioned to approve the FY 2022 Land & Land Improvements budget in the amount of \$35,720 with the balance to come from the Property & Building Fund. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Highway Department**

Road Agent Mike Dross presented the proposed FY 2022 budget for the Highway Department in the amount of \$1,101,100. Mr. Dross noted Line 3-385-1 should be \$180,000. He increased Line 3-385-4 Road Striping by \$4,000 due to the increase in the price of paint. Line 3-385-7 was cut in half due to a significant amount of roads being paved in 2021. Line 3-386-4 Winter Salt increased significantly by 29% due to the price per ton being raised from \$49 to \$72.

Finance Director Rousseau will check on the Town Property Rehab-Highway and Street line which had an expenditure of \$17,410 this year.

***Mr. Bedard motioned to approve the FY 2022 Highways & Roads budget in the amount of \$1,101,100. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Road Reconstruction**

Road Agent Dross presented the proposed FY 2022 Road Reconstruction budget in the amount of \$600,000 which is level funded from last year. Mr. Dross noted Squirrel Drive didn't get done this

year so he will do that in 2022 and if there is enough left the other end of Depot Road, a short stretch from Old Candia Road where drainage ditches are needed.

Mr. Leclair asked about the potential of improving the intersection of Hooksett Road and Depot Road. Mr. Dross felt that would be a priority project and should be done in 2022 if possible.

Mr. Leclair recommended the expenditures for Highway Shimming contained in Line 9-930-0 be put into the correct line. Mrs. Friolet will verify the last bills for Hooksett Road, King Street and Old Candia Road.

***Mr. Bedard motioned to approve the FY 2022 Road Reconstruction budget in the amount of \$600,000. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Executive Department**

Mrs. Rousseau and Mr. Herman presented the proposed FY 2022 budget for the Executive Department in the amount of \$9,850 which is a three percent decrease from last year. Mr. Leclair questioned whether so many Town Reports needed to be printed when they are available online. Mr. Herman cautioned that reducing the quantity ordered may drive the project to a higher cost per unit. Ms. Rousseau will follow up on that. She noted she has allotted for the printing and postage increases and additional homes.

***Mr. Bedard motioned to approve the FY 2022 Executive Department budget in the amount of \$9,850. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Legal Expenses**

Mr. Herman presented the proposed FY 2022 budget for Legal Expenditures which reflected an eight percent decrease from last year.

***Mr. Bedard motioned to approve the FY 2022 Legal Expenditures budget in the amount of \$28,000. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Town Details**

Mr. Herman presented the proposed FY 2022 Public Safety Town Details budget in the amount of \$500 which is level funded from last year. He noted there has been \$1,245.70 expended this year, a couple of those may have been due to fires. The Police Department absorbed the cost of the details for the Spooky Walk, E-Waste and Shred Day.

***Mr. Bedard motioned to approve the FY 2022 Town Details budget in the amount of \$500. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Old Business**

Mr. Leclair reported he has not heard anything about the garage door and will follow-up. The roof is in good shape but pulled apart and lifted. The proposal is to use 30' lengths so there are no vertical beams.

## **Report/Comments of Ex-Officio Board Representatives**

Mr. Leclair reported the Budget Committee is meeting on schedule and the budgets are going ok. Mr. Bedard agreed to attend the meeting at the Auburn Village School on the 23<sup>rd</sup>.

Mr. Rolfe noted the owner of the Boxwood property is coming back in to the Planning Board about developing the two lots in back.

## **Other Business**

### **Next Meeting/Events**

- Monday, November 16, 2021 – Board of Selectmen's Meeting – 7:00 PM
- Monday, November 29, 2021 – Board of Selectmen's Meeting – 7:00 PM

## **Minutes**

### **November 1, 2021 Public Meeting**

***Mr. Bedard motioned to approve the November 1, 2021 Public Meeting Minutes. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Adjourn**

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

Respectfully submitted,

Nancy Hoijer  
Recording Secretary