

**Town of Auburn
Board of Selectmen
November 29, 2021
Town Hall
Minutes**

7:00 PM

Selectmen Present: Keith Leclair and Michael Rolfe

Others Present: Library Director Kathryn Growney, Library Trustees Nancy Mayland, Marilyn Cavanaugh and Alternate Cynthia Berling, Mike DiPietro, Police Chief Ray Pelton, 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 22, 2021 - \$54,961.93

Mr. Leclair motioned to approve the Payroll Manifest for the week of November 22, 2021 in the amount of \$54,961.93. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of November 29, 2021 - \$1,926,979.15

Mr. Leclair motioned to approve the Accounts Payable Manifest for the week of November 29, 2021 in the amount of \$1,926,979.15. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of November 29, 2021 - \$16,900.00

Mr. Leclair motioned to table approval of the Accounts Payable Manifest for the Week of November 29, 2021 in the amount of \$16,900. 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 29, 2021

Mr. Leclair read aloud and provided for inspection a copy of the Consent Agenda for the week of November 29, 2021 which included: an abatement – refund request, correspondence relative to the Town & Library Employees qualifying for longevity pay and four (4) pistol revolver licenses.

Mr. Leclair motioned to approve the Consent Agenda for the week of November 29, 2021. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Public Hearing pursuant to RSA 31:95-b and Article 21 of the 1999 Town Meeting

Accept and expend unanticipated revenues in the amount of \$2,000 in funds from the 2022 Volunteer Fire Assistance Funds Program managed by the NH Division of Forests & Lands

Mr. Leclair opened the public hearing at 7:01 PM and read aloud the Public Hearing Notice.

Mr. Herman indicated the Fire Department was awarded the \$2,000 matching fund grant for Volunteer Fire Assistant Funds Program managed by the NH Division of Forests and Lands as previously reported by Chief Williams. The Department has budgeted for the matching funds. The funds are to be spent on acquiring forestry shirts, hose, nozzles and associated equipment as indicated in the contract provided.

Mr. Leclair closed the public hearing at 7:22 PM.

Mr. Leclair motioned to accept and expend the \$2,000 in funds from the 2022 Volunteer Fire Assistance Funds Program. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

FY 2022 Town Budget

Mr. Herman provided the Board with the Budget Comparison and FY 22 Running Total as of November 18, 2021. Mr. Herman noted the report does not address offsetting revenues.

Library Staffing

Mr. Herman provided the Board with a Memorandum dated November 24, 2021. The Board had requested to revisit the proposed staff budget for the Griffin Free Public Library considered at its October 25, 2021 meeting.

Mr. Herman indicated the current FY 2022 budget includes a total of 107 hours per week for all the employees which is an average of what each position has worked the past year and per Finance Director Rousseau is consistent with hours in 2019 and 2020. The budget approved included the 5.25% COLA and 2% Step increases and related contributions.

Library Director Growney indicated she was looking to add four hours, which she estimated was an additional cost of \$5,000.

Mr. Leclair reviewed the previous attempts to increase hours for the library, which were thwarted by COVID-19. He recommended proceeding with the budget approved as previous years were not expended. Mr. Rolfe agreed.

Funding for Water Resources Study

Mr. Herman provided the Board with a Memorandum dated November 22, 2021 relative to the funding for groundwater hydrogeological study for Planning & Conservation. Mr. Herman noted the project is outlined in three tasks. In FY 2021 the Planning Board carried a budget of \$17,000 for the project and Conservation carried \$3,000. An additional \$5,300 is required to complete the three tasks provided the FY 2021 unspent funds are encumbered.

Mr. Rolfe motioned to amend the draft FY 2022 municipal budget to include \$4,000 in Planning & Zoning Master Plan & Regulatory Updates (01-4191-3-390-2) and to include \$1,500 in Conservation Professional Services (01-4611-3-390-0). Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

New Business

Goal Setting Meeting for 2022

Mr. Leclair reviewed past year's goals and noted all but the development authority was accomplished. Mr. DiPietro had been the only one to volunteer.

Mr. Leclair noted in the past the meeting was held during the day and recommended scheduling the meeting in April or May after the election. Mr. Herman will reach out to Primex for some potential dates and times.

Old Business

Report/Comments of Ex-Officio Board Representatives

Mr. Leclair reported the Budget Committee met with Auburn School Board and the SAU on November 23rd and the Budget Committee should wrap things up with one more meeting this Thursday. The budget was down due to reduction in SPED placement. Pinkerton tuition is down. The 8th Grade Class is small going in, at 53 Auburn students. Tuition is \$14,300 per student.

Mr. Rolfe reported the Planning Board will be hearing the minor site plan for the brewery at the former Smiley Veterinary location. Heritage Plumbing will be adding a minor site plan amended to have storage over an existing foundation. Eric Mitchell will be presenting a two-lot subdivision with lot line adjustment for the Silva who is coming back in two weeks. They propose a common driveway and have some wetland concerns. Mr. Leclair asked about the status of a proposal for six condominiums off 28 By-Pass, near Megaplex, coming back. The property abuts Westford Drive. Mr. DiPietro noted the Zoning Board of Adjustment approved the six condominium units, and it would now be up to the Planning Board to consider the project.

Other Business

Mr. Herman noted for informational purposes the Zoning Board of Adjustment received a request from residents of Knolls Farm Road to reconsider their approvals for the allowance of horses on one property and will need to decide whether to grant a rehearing.

Mr. DiPietro asked about the sale of the school land and whether the revenue would be used to pay down the note. Mr. Leclair indicated that decision would be up to the school. Mr. Leclair noted his understanding was that anything over what was paid will come back to the Town.

Mr. Leclair proposed a workshop meeting on December 13th at 4:00 PM concerning Griffin Mill Bridge when Mr. Bedard can be present. Mr. Herman will schedule and send out an email.

Next Meeting/Events

- Monday, December 6, 2021 – Board of Selectmen's Meeting – 7:00 PM
- Monday, December 20, 2021 – Board of Selectmen's Meeting – 7:00 PM

Minutes

November 15, 2021 Public Meeting

Mr. Rolfe motioned to approve the November 15, 2021 Public Meeting Minutes as amended. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

November 15, 2021 Non-Public Meeting

Mr. Rolfe motioned to approve the November 15, 2021 Non-Public Meeting Minutes. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Adjourn

Mr. Rolfe motioned to adjourn the meeting at 7:26 PM. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy Hoijer
Recording Secretary