

**Town of Auburn
Board of Selectmen
Stritch Meeting Room
Town Hall
September 12, 2022
Draft Minutes
7:00 PM**

Selectmen Present: Keith Leclair, Michael Rolfe and Tom Carroll

Others Present: Police Chief Ray Pelton, Michael DiPietro, Assistant Finance Director Mimi Friolet, Town Administrator Daniel Goonan, 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 August 29, 2022 - \$56,404.96

Mr. Rolfe motioned to approve the Payroll Manifest for the Week of August 29, 2022 in the amount of \$56,404.96 Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of September 5, 2022 - \$1,209,581.75

Mr. Rolfe motioned to approve the Accounts Payable Manifest for the Week of September 5, 2022 in the amount of \$1,209,581.75. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of September 5, 2022 - \$26,352.50

Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of September 5, 2022 in the amount of \$26,352.50. Mr. Carroll seconded the motion. A vote was taken, Mr. Rolfe abstained, Mr. Leclair voted aye and Mr. Carroll voted all. The motion passed 2-0-1.

Approval of Payroll Manifest for the Week of September 12, 2022 - \$54,980.43

Mr. Rolfe motioned to approve the Payroll Manifest for the Week of September 12, 2022 in the amount of \$54,980.43 Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of September 12, 2022

Mr. Leclair read out loud and offered for inspection the Consent Agenda for the week of September 12, 2022 which included: a Notice of Hearing from the NH Department of Labor and a Notice of Tax Yield Warrant.

Mr. Leclair motioned to approve the Consent Agenda for the week of September 12, 2022. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

New Business

- Police Department – Memorandum of Understanding

Chief Pelton briefly summarized the purpose of the proposed Memorandum of Understanding to change the schedules of uniform patrol officers. He reviewed the current policy for time and a half after 80 hours in a 14-day period and the proposed change to time and a half following excess of a regularly scheduled shift. He noted work weeks could change to three long and one short with officers averaging 40 hours per week and the potential to change scheduling every 12 weeks or stay the same. An excess, estimated to be 12 hours at the end of the year, would be made up with training.

Chief Pelton indicated the MOU will be reviewed and worded by Town Counsel and brought back to the Board, the Commission and Salary Committee for sign off.

Mr. Leclair asked the effect on the budget and Chief Pelton indicated if anything there may be a savings.

- Fire Department Report for the Month of August, 2022

The Board reviewed the written report provided by Chief Williams for the month of August. Mr. Leclair highlighted that the Department got the replacement boat and has hired Mike Monty.

- Approval of Little Library Location at Town Hall

The Board reconsidered the location of the Little Library approved at their last meeting. Concerns were raised about irrigation and sprinklers and other underground structures, powerlines and septic. Mr. Rolfe recommended staying closer to the parking lot than the building.

- Town Hall – Scanning Proposal

Town Administrator Goonan and Assistant Finance Director Friolet presented the request to set up an electronic document scanning system and purchase two scanners to be used by Finance at a cost of \$1,900-\$2,500 including setup and training. Mr.

Leclair would like a breakdown of the 10-15 hours estimated by the vendor for setup and training at \$110/hr. as it seems to be more hours than needed.

Mr. Leclair asked how much time this would add to the job and Mrs. Friolet indicated about an hour every other week however it would cut down on the time spent for paper filing.

Mr. Leclair and Mr. Carroll indicated they were familiar with electronic storage file management systems, offered their assistance with file layout, recommended a push for vendors to email invoices and to set up a separate mailbox so not to flood Finance's inbox.

Mrs. Friolet indicated records retention laws and auditor requirements would have to be adhered to. A purge is typically done every ten years but there are some documents retained indefinitely. Mr. Carroll noted third party servers charge to keep the data on their servers. The Board recommended having a start date to begin the process going forward and moving toward a portal for timesheets.

Mr. Rolfe motioned to approve the expenditure not to exceed \$2,500 for purchasing and installation of scanning equipment to come from ARPA funds. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Old Business

- **Town Hall Door Replacement**

Mr. Leclair reported an estimate from Pidcore for \$11,332 for two 30" replacement doors noting the biggest expense is for the hardware and floor to ceiling rods for double doors. A single 36" door with sidelights could be installed less expensively as there would only need to be one set of hardware instead of two, saving approximately \$2,000. Key fobs would be installed at a later date by the security company.

Mr. Carroll offered that the Board could get one more quote but both he and Mr. Rolfe approved of a single door with two (2) 12" sidelights.

Mrs. Friolet asked about installation time and Mr. Leclair recommended having the work done over a weekend.

- **Fire Station #2 Siding Quotes**

At the previous meeting the Board motioned to unanimously approve the bid from JMR Siding for Station #2 for a total not to exceed \$50,000 from the Town Building Rehabilitation Fund. However, it has come to the Board's attention that there would be an additional \$2,000 in work recommended and Mr. Leclair raised concerns about leaving the balance of the Town Building Rehabilitation Fund low after payment of the Lyft repair invoices.

The Board unanimously agreed to amend their previous motion by increasing the approved amount and approve the cost coming from ARPA funding rather than the Building Rehabilitation Fund.

Mr. Rolfe motioned to award the siding for Pingree Hill Station contract to JMR Siding for a total cost not to exceed \$55,000 from ARPA Funding, pending a couple of positive references. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Leclair requested that Finance bring fund balances to the next meeting. Mrs. Friolet noted she would put together a cover page.

Other Business

Mr. Leclair asked if there were any other business to come before the Board. Mr. DiPietro asked the status of the Town Administrator position. Mr. Leclair announced that an offer was made to Chris Sterndale who has eight years' experience with Nottingham. The offer was accepted, and the start date will be at the end of October.

Mr. Leclair reported speaking with Nancy Mayland about the Library Expansion RFP and focus groups. She has reached out to MRI. Primex indicated they would not do a public presentation and Mr. Leclair would like to reach out to Mr. Alpers to get further explanation.

Next Meeting

- Monday, September 26, 2022 – Board of Selectmen's Meeting – 7:00 PM

Approval of Minutes

- August 22, 2022 – Public Meeting

Mr. Rolfe motioned to approve the August 22, 2022 Public Meeting Minutes. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Reports of Ex-Officio Board Members

Mr. Carroll reported that Parks & Recreation has been busy working on estimates for the parking lot and fence.

Mr. Leclair reported that the Budget Committee will begin meeting soon.

Adjournment

Mr. Rolfe motioned to adjourn the meeting at 7:56 PM. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,
Nancy Hoijer, Recording Secretary