

**Town of Auburn  
Board of Selectmen  
Stritch Meeting Room  
Town Hall  
October 3, 2022  
Approved Minutes  
7:00 PM**

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

**Others Present:** Mike DiPietro, Steve Kimball, Joanne Linxweiller, Brenda Beer, Finance Director Patricia Rousseau, Assistant Finance Director Mimi Friolet, Library Director Daniel Szczesny, Library Trustees Nancy Mayland, Marilyn Cavanaugh, and Elizabeth Michaud, Town Administrator Daniel Goonan, Nancy Hoijer, Recording Secretary and persons unknown to the minute taker

**Call to Order – Pledge of Allegiance**

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

**Public Comment**

**Appointments with the Board**

**Approval of Consent Agendas for the Week of September 26, 2022 and October 3, 2022**

Mr. Leclair read out loud and offered for inspection the Consent Agenda for the weeks of September 26, 2022 and October 3, 2022.

***Mr. Rolfe motioned to approve the Consent Agendas for the Weeks of September 26, 2022 and October 3, 2022. 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 October 3, 2022 - \$25,895**

***Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of October 3, 2022 in the amount of \$25,895. Mr. Carroll seconded the motion. A vote was taken, Mr. Rolfe abstained, Mr. Leclair voted aye and Mr. Carroll voted aye. The motion passed 2-0-1.***

## **Approval of Accounts Payable Manifest for the Week of September 19, 2022 - \$1,251,927.88**

***Mr. Rolfe motioned to approve the Accounts Payable Manifest for the Week of September 19, 2022 in the amount of \$1,251,927.88. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **New Business**

- Police Union MOU

Mr. Leclair indicated that the schedule change has been fully ratified.

***Mr. Rolfe motioned to approve the MOU with the Police Union for Section 12.6 Overtime. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **FY 2023 Town Budget**

Finance Director Rousseau provided the Board with updated year to date expenditures and budget proposals.

- Library – Daniel Szczesny, Library Director

Library Director Daniel Szczesny presented the proposed FY 2023 budget for the Griffin Free Public Library in the amount of \$64,151 which is a 20% increase from last year.

Mr. Szczesny proposed a 100% increase in utilities due to the rates for oil and electricity rising significantly and hopes the library can have a energy audit done by the state. He noted he did his best to make cuts elsewhere to offset it. They have pointed foundation cracks and cleaned heating ducts in an effort to keep this expense down. Nancy Mayland noted the library would like to take advantage of pre-buy opportunities next year. She noted the library has an outside tank and uses kerosene.

Mr. Szczesny noted the Library Maintenance line has been over expended this year, but level funded with no anticipation that the line will be over expended next year. This year they have done work on septic, electric, sumps, lock and keys and four a/c units which had the compressor damaged by bees. Mr. Szczesny indicated the library would like to upgrade the children's door. There is rot underneath the stoop, but a carpenter hasn't looked under the building yet. He obtained an estimate for just door frame and siding and a crash door was recommended with the cost \$4,300. The Selectmen agreed the door replacement was something they would like to keep out of the budget and could find other options for funding it when the time came.

Mr. Szczesny noted that the line for training was decreased 13% as two will be attending the NE Conference this year but are not expected to next year.

Mr. Szczesny reported that this August was the single highest circulation rate the library has had. Demand for programs is growing but the library has had a lot of help from the Library Friends group. Lending materials have seen a 24% increase in circulation or in-house materials, NH Downloadables has an eight percent increase, and digital materials are exceeding monthly caps so he would like to extend those. Mr. Leclair asked the price per unit and Mr. Szczesny indicated most are about \$2, some are \$1.

***Mr. Rolfe motioned to approve the FY 2023 budget for the Griffin Free Public Library in the amount of \$64,151. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Library Trustee Nancy Mayland presented the proposed FY 2023 budget for Library Land & Land Improvements in the amount of \$20,000 which is level funded from last year.

Mrs. Mayland indicated the Trustees would like to get more information concerning the direction for the proposed Library Expansion. She reported that MRI is coming to do a Listening Session on October 11, 2022 at 6:30 PM at the Auburn Village School Café and anyone can attend who is interested. They have created a flyer and questionnaire asking patrons their issues and importance and will present the results and use assessment needs to the Board. The form can be downloaded from their website. Mr. Leclair recommended having Laurie at AVS send it out on Bloom.

Mrs. Mayland reported committees are being formed. Town Administrator Goonan will be working on the RFP over the next couple of weeks. The library will be doing fundraising and grants. The goal is to sign a contract by the end of the year. Next year they would seek CIP funding to continue.

Mr. Carroll asked how much they were looking to encumber this year and she noted \$20,000 was in the CIP. They are behind one year due to COVID. Mr. Leclair asked the target date for the Warrant Article and Mrs. Mayland indicated 2025.

Mr. Leclair asked how much public interest there has been, and Mr. Szczesny indicated there is quite an interest, especially with the children's room which is small space. They have reached out to community groups, Garden Club, Audubon, and Parks & Recreation. Mr. Leclair recommended reaching out to some of the groups who will be using Severance School such as the Scouts, sporting groups and AVS.

***Mr. Rolfe motioned to approve the FY 2023 budget for Library Land and Land Improvements in the amount of \$20,000. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Library Director Szczesny presented a request to change the staffing in the children's library to full-time. The hours worked would remain the same as the technical position will be eliminated and shifted to Mary. Health Insurance would be the increased expense of changing to full-time. Mr. Szczesny provided a Draft Outline for Bringing Mary on Board Full Time.

Mr. Leclair noted the Board will be reviewing payroll budgets at the end of November. Finance Director Rousseau provided estimates for NH Retirement rates which increased one percent and noted she estimated the Town's portion of benefits for Mary as a single individual would be \$11,285. Mr. Szczesny noted Mary has worked there for 13 years and is dedicated to the children's program. Recently she did an open house at AVS and signed up 100 new students for library cards. He noted that Chester, Raymond and Barrington have full-time Library Asst/children's position.

- Advertising/Executive/Administration/Buildings/Legal/Solid Waste – Finance Director Patricia Rousseau

Finance Director Patricia Rousseau presented the proposed FY 2023 budget for Advertising & Regional Associations in the amount of \$10,120 which is a two percent increase from last year.

Mr. Leclair asked about the line for Robert Frost Byway for \$200 which is included in the Southern NH Planning Commission line. Ms. Rousseau indicated she believed it was for signs. Mr. Leclair questioned whether more signs would be being put up and recommended reducing the Southern NH Planning line by \$200 from \$4,250 to \$4,050.

***Mr. Leclair motioned to approve the NH Municipal Association budget for FY 2023 in the amount of \$5,870. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mr. Rolfe motioned to approve the Southern NH Planning budget for FY 2023 in the amount of \$4,050. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Finance Director Rousseau presented the proposed FY 2023 budget for Executive Department in the amount of \$10,500 which is a seven percent increase from last year. The Board discussed the Town Report which is a 13% increase, and whether the number printed could be reduced, printed in house or provided digitally on the Town's website.

Joanne Linxweiller noted that two copies are required to be sent to the state library and another copy provided somewhere else. Mr. Rolfe noted older residents prefer the printed version and Mrs. Linxweiller agreed. Mr. Carroll questioned whether printing could be done at Town Hall for the small few that want it. Mrs. Rousseau noted they could look at other options in the future.

***Mr. Leclair motioned to approve the FY 2023 budget for Executive Department in the amount of \$10,500. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## Financial Administration - ***Tabled***

Finance Director Rousseau presented the proposed FY 2023 budget for Financial Administration in the amount of \$42,500.

Ms. Rousseau noted that there would be a revaluation next year and the last revaluation in 2018 cost \$88,459.25 and the 2023 revaluation would likely cost significantly more. She will reach out to Avitar.

Mr. Leclair noted there is a \$25,000 revaluation fund which was established in 2004. He recommended putting forth a Warrant Article to abolish the \$15,931.18 Social Health Fund which could then be put toward the revaluation cost reducing the amount from taxpayers.

***Mr. Leclair motioned to table approval of the FY 2023 budget for Financial Administration to get an estimate for the cost of the Assessing Update from Avitar. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Ms. Rousseau presented the proposed FY 2023 budget for General Government in the amount of \$131,351. In addition Ms. Rousseau requested to add a line for office furniture in the amount of \$2,000 to purchase a new desk and chair for the Finance Office. Mr. Leclair recommended having a line in the budget for office furniture and potentially for the Severance School budget, but the Board was unanimous in recommending purchasing the desk and chair from ARPA funding rather than putting it in next year's budget.

Mr. Leclair recommended eliminating the line for Village Crier Editor which is a \$1.00 placeholder.

Mr. Leclair recommended the Planning Board discuss the CIP annually.

Mr. Leclair questioned whether the line for bank charges and fees was needed, and Ms. Rousseau noted it was in case of expenses for stop payments, which they had just had.

Mr. Carroll noted that the computer line allowed for replacement of all computers approximately every six years.

The Board discussed whether the Newsletter could be delivered digitally to eliminate printing and postage costs. Earlier in the year the fees were increased by 20% and the line has increased by 24%. Patrons could pick up printed copies at the library. Ms. Rousseau will send out a survey November 1<sup>st</sup>. Mr. Carroll noted reducing the number of printed and mailed copies would result in an increased unit price and loss of bulk mailing rates.

Mr. Leclair indicated the line for Conferences, Seminars and Dues was too low and should be level funded from last year given the expenditures for this year have already

been higher than proposed for next year. Mr. Leclair recommended increasing the line from \$1,700 to \$2,500.

Ms. Rousseau noted the Copy Machine Lease line was for maintenance and toner.

After reducing the Village Crier Editor line by \$1.00 and increasing the Conferences, Seminars & Dues line by \$800:

***Mr. Rolfe motioned to approve the FY 2023 budget for General Government in the amount of \$132,150. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Ms. Rousseau presented the proposed FY 2023 budget for Government Buildings & Maintenance in the amount of \$158,945 which is a 33% increase from last year.

Ms. Rousseau noted increases of 62% for Town Hall electric, 97% for Highway Department electric, 84% for Safety Complex electric, 65% for Pingree Hill electric and 110% for Parks & Recreation electric which includes the lights at Wayne Eddows fields. The lights are on a timer which may be experiencing issues. Ms. Rousseau noted increases in heating for the Town Hall of 46%, Highway Dept. of 71%, Safety Complex of 75%, and Pingree Hill of 147%. She noted usage was tracked with invoices. The Highway Dept. uses propane, and the increase is projected by the NH Dept. of Energy.

Mr. Leclair noted Plaza Landscaping is holding its prices this year.

***Mr. Rolfe motioned to approve the FY 2023 Government Buildings & Maintenance budget in the amount of \$158,945. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Town Administrator Daniel Goonan presented the proposed FY 2023 budget for Legal Expenditures in the amount of \$37,000 which is a 32% increase from last year. Mr. Goonan indicated the budget includes Labor Relations.

Mr. Leclair recommended reducing the line for Legal Expenditures from \$30,000 to \$23,000 and for Labor Relations from \$7,000 to \$5,000 both of which would be level funded from last year.

***Mr. Rolfe motioned to approve the FY 2023 Legal Expenditures budget in the amount of \$28,000. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Ms. Rousseau presented the proposed FY 2023 budget for Solid Waste in the amount of \$21,001 which is a six percent decrease from last year.

Mr. Leclair asked if Stantec was contacted concerning the Landfill Monitoring rates for next year. Ms. Rousseau noted she did not get a response.

Mr. Leclair recommended removing the \$1.00 placeholder for Roadside Pickup Container.

***Mr. Rolfe motioned to approve the FY 2023 budget for Solid Waste in the amount of \$21,000. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

- Welfare/Agencies/Governmental – Assistant Finance Director Mimi Friolet

Assistant Finance Director Mimi Friolet presented the proposed FY 2023 budget for Health Agencies & Hospitals in the amount of \$5,875 which is level funded from last year. She noted this includes Visiting Nurse, CASA, Home Health & Hospice, and Social Services-Meals on Wheels.

***Mr. Rolfe motioned to approve the FY 2023 budget for Health Agencies & Hospitals in the amount of \$5,875. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mrs. Friolet presented the proposed FY 2023 budget for Direct Assistance in the amount of \$15,500 which is level funded from last year.

Ms. Rousseau noted the Town often consults with an applicant and is directed to other services like Rockingham Community Action.

Mr. Leclair noted the previous year's expenditures have not exceeded \$10,000 and recommended reducing the line to \$10,000.

***Mr. Rolfe motioned to approve the FY 2023 budget for Direct Assistance in the amount of \$10,000. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mrs. Friolet presented the proposed FY 2023 budget for Intergovernmental Welfare Payments in the amount of \$4,471 which is level funded from last year. Mrs. Friolet noted this is for Rockingham Community Action.

***Mr. Rolfe motioned to approve the FY 2023 budget for Intergovernmental Welfare Payments in the amount of \$4,471. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Old Business**

- Town Hall Door Replacement - Tabled

Mr. Leclair noted he has obtained an updated quote for \$8,525 for a single door and the Board will need to vote on how to fund it.

- Fire Department – Chief Williams – ***Tabled from 9/26/22***

***Mr. Leclair motioned to amend the 9/26/22 motion to approve the FY 2023 Fire Department budget in the amount of \$250,936. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

- Lift Repair

Mr. Leclair reported that the Lift Repair has cost more than was previously approved. There are invoices from Mr. Jenkins who has put in 89 hours in carpentry, sheetrock, and waiting for inspections. The cost for the electrician is \$815 and \$1,800 for painting (including casings and shaft) totaling \$9,995. The remaining 10% is due after the final inspection, which has not happened yet and the Lift cannot be used until it is inspected. Mr. Goonan will reach out to the contractor to see if he can get the inspections going.

***Mr. Rolfe motioned to approve the Lift Repair expenses totaling \$9,995 to be paid from the Town Building Restoration Fund. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Other Business/ Public Comment**

Mr. Leclair asked if there was any other business or public comment to come before the Board.

## **Committee Reports**

Mr. Leclair reported that the Budget Committee met on Thursday. The Budget Committee has asked the Fire Department for call reports in support of the request for two full-time firefighter/EMS personnel. The Committee was in agreement that this should be budgeted rather than go to Warrant Article.

Mr. DiPietro reported that the ZBA granted a variance to the storage place to expand their non-conforming use in the R-1. He noted they also wanted contractor bays and that did not meet the spirit and intent of the ordinance.

## **Next Meeting**

- Monday, October 17, 2022 – Board of Selectmen's Meeting – 7:00 PM

## **Approval of Minutes**

- September 26, 2022 – Public Meeting

***Mr. Rolfe motioned to approve the September 26, 2022 Public Meeting Minutes. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***



- September 26, 2022 – Non-Public Meeting

***Mr. Rolfe motioned to approve the September 26, 2022 Non-Public Meeting Minutes. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Adjournment**

***Mr. Carroll motioned to adjourn the meeting at 9:27 PM. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Respectfully submitted,  
Nancy Hoijer, Recording Secretary