

**Town of Auburn  
Board of Selectmen  
Stritch Meeting Room  
Town Hall  
November 7, 2022  
7:00 PM**

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

**Others Present:** Police Chief Ray Pelton, Lieutenant Charles Chabot, Lil Deeb, Parks & Recreation Coordinator Amy Lachance, Parks & Recreation Chair Zach Eaton, Parks & Recreation Vice Chair Margie McEvoy, Pat Kelly, Dave Oliviera, Mary Royer, Patricia Rousseau, Assistant Finance Director Mimi Friolet, Mike DiPietro, Rene LaBranche, 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**

**III. Public Hearing**

A. RSA 31-95-b Unanticipated Revenue - \$185,000 from Auburn School District – land sale

Mr. Leclair opened the public hearing at 7:00 PM and noted the unanticipated revenue is from the Auburn School District for sale of the town-owned portion of land across from the tavern.

Mr. Leclair closed the public hearing at 8:46 PM.

***Mr. Rolfe motioned for the Board of Selectmen to accept \$185,000 of unanticipated revenue from the Auburn School District pursuant to RSA 31-95-b. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

B. RSA 31-95-b Unanticipated Revenue - \$50,000 from State of NH – fire radios

Mr. Leclair opened the public hearing at 7:00 PM and noted the unanticipated revenue is from the State of New Hampshire from the GOFERR fund for fire radios.

Mr. Leclair closed the public hearing at 8:46 PM.

***Mr. Rolfe motioned for the Board of Selectmen to accept \$50,000 from the State of New Hampshire pursuant to RSA 31-95-b and approves the expenditure of funds for***

***replacement of radios for the Fire Department. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **IV. Appointments with the Board**

#### **V. Manifests**

**A. Payroll Manifest – Week of 11/7/22**

***Mr. Leclair motioned to approve the Payroll Manifest for the Week of November 7, 2022 in the amount of \$54,789.56. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

**B. Payables Manifest – Week of 10/31/22**

***Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of October 31, 2022 in the amount of \$25,904.26. 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.***

**C. Payables Manifest – Week of 11/7/22**

***Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of November 7, 2022 in the amount of \$1,121,088.09. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

**D. Payables Manifest - Week of 11/7/22**

***Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of November 7, 2022 in the amount of \$795. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **VI. Consent Agenda**

Mr. Leclair read out loud the Consent Agenda for the Week of November 7, 2022 which consisted of: a payment from change tax, a salary increase for the Fire Chief, a default agreement, equalization DRA sales report with a ratio of 66% and two (2) release of surety.

***Mr. Rolfe motioned to approve the Consent Agenda for the Week of November 7, 2022. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **VII. New Business**

**A. MS-4 Update and Monitoring – Rene LaBranche, Stantec**

Mr. LaBranche provided the Board with a handout and indicated the Town had managed their MS-4 program in the past with Stantec doing the annual report. Mr. LaBranche indicated a need to map the outfall locations and screening with pipe and report discharge to the state or federal regulator. There should be a plan. An order of compliance was received from the EPA asking for a plan within 30 days and documentation showing that the Town has one. Mr. LaBranche wrote a response letter to the EPA. In addition dry weather samplings will be documented and submitted and recorded. Seth Potter will find and mark the approximately 50 outfalls and Stantec has someone to do the testing.

Mr. LaBranche noted the 2021 tax maps showed data of the outfall locations, but the new maps did not. Mr. Sterndale was able to get a list with data showing latitude and longitude.

Mr. LaBranche indicated the cost is approximately \$17,495 and there will be other work to be done down the road such as Storm Water Maintenance reporting, mapping detention ponds, infiltration basins and scheduling maintenance. Stantec will assist the Town so they can do what they can do. Mr. LaBranche will draft a plan and bring it back to the Board.

The Board was of the consensus to move forward and will figure out funding.

***Mr. Leclair motioned to enter into the Agreement with Stantec for outfall screening and to authorize Town Administrator Sterndale to execute the agreement. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **VIII. FY 2023 Town Budget**

### **A. Police – Chief Pelton**

Chief Pelton presented the proposed FY 2023 budget for Police in the amount of \$231,695.

Chief Pelton indicated the budget proposed is a one percent increase from last year, up \$3,172. He noted there would be no cruisers planned for purchase next year but payments will be for the second half of the cruisers purchased this year. Maintenance is up \$1,330 due to parts. Fuel is up by approximately \$11,000.

***Mr. Rolfe motioned to approve the FY 2023 budget for Police in the amount of \$231,695. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Chef Pelton noted there would be one or two cruisers purchased in 2024 and a \$22,000 initial fee for the new law enforcement software change made by the county, however if implemented by the end of the year the county will pay for the initial fee. The School Resource Officer proposed may have the salary offset by one officer who is on military deployment.

Mr. Rolfe asked about the motorcycle and Chief Pelton indicated it is paid for and not used much while the officer needs to attend school.

Chief Pelton noted the hybrids have cut 1,000 gallons of gas over the years. Mr. Leclair asked how much the cost offset and Chief Pelton noted it was a wash at approximately \$3,000. Mr. Leclair asked about the retired canine and Chief Pelton noted he was in service for about five years. A new dog will attend school in 2021 with a fundraiser to pay for the dog and there will be cost for outlay of equipment.

B. Debt, Safety, Street Lighting and Patriotic Purposes – Patricia Rousseau

- Finance Director Rousseau presented the proposed FY 2023 budget for Debt Services in the amount of \$2.

***Mr. Rolfe motioned to approve the FY 2023 budget for Debt Services in the amount of \$2. 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 Public Safety in the amount of \$1,000.

Ms. Rousseau indicated the budget was originally \$500 and \$998.12 was expended for police details which included Shred Day and E-Waste. Mr. Sterndale noted this is hourly overtime not a detail rate.

***Mr. Rolfe motioned to approve the FY 2023 Public Safety budget in the amount of \$1,000. 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 Street Lighting in the amount of \$8,100. Mr. Rolfe noted the Town changed to LEDs recently.

***Mr. Rolfe motioned to approve the FY 2023 budget for Street Lighting in the amount of \$8,100. 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 Patriotic Purposes in the amount of \$1,800. Mr. Leclair noted this is for flags.

***Mr. Rolfe motioned to approve the FY 2023 budget for Patriotic Purposes in the amount of \$1,800. M. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### C. Parks & Recreation – Amy Lachance

Parks & Recreation Coordinator Amy Lachance presented the proposed budget for Parks & Recreation in the amount of \$99,976. Senior trips are up due to the cost of buses. The ski program was removed. The Pat's Peak trip could be done with a motor coach at a cost of approximately \$1,300 which could be offset by charging \$25 per person/per week for the five weeks.

Mr. Leclair asked about fireworks and Mrs. Lachance explained the display this year was done within budget, but the costs went up so the display itself may be less than previous years but was enjoyable and there were over 400 people estimated.

Mrs. Lachance noted she removed \$200 from the mileage line and the vehicle is operating well. She noted \$15,050 for special projects including replacing picnic tables and doing fertilizer treatments which have no firm estimate this year but an expected 30% increase, so the company was switched. Mosquito and tick treatments were not necessary this year because it was so dry. Usually there are two-three treatments so \$1,400 is budgeted. Regrading is done once or twice a year.

Mrs. Lachance noted the ice rink got a new ramp built by Dave Jenkins and the small rink was paved to prevent puddling in the middle, however there is some water retaining on the sides. Trash removal is now being billed for seven months at \$210/mo. Little League will be contributing back in. Mr. Eaton noted he would like to move the dumpster and have a security camera on it to stop illegal dumping. Mr. Sterndale noted it is considered theft of services.

Mrs. Lachance noted the annual fee for software is less.

Mrs. Lachance reported on the budget for Severance School which includes rent, utilities, Wi-Fi and janitorial services.

Mr. Leclair noted after removing \$3,500 for the ski program the budget can be lowered to \$96,476 and recommended having financial breakdowns for Soccer and Little League when appearing before the Budget Committee and a balance for the revolving fund. Mr. Leclair indicated the progress for Severance School should be tracked as far as annual revenues and what is being used.

***Mr. Rolfe motioned to approve the FY 2023 budget for Parks & Recreation in the amount of \$96,476. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mrs. Lachance presented the \$25,000 request for Recreation Improvements concerning the expansion of Wayne Eddows for additional parking, culverts, grading and a new fence.

Mr. Oliviera was in favor of using the recycled asphalt but after meeting with Road Agent Dross the members could not agree whether it would pack down. Brush will be cut back on the right side. Mr. Eaton noted the goal is to have 32 spots off the road. Moving the dumpster would free up room for 3-4 more vehicles to park.

Mr. Eaton noted the estimate for the fence is \$15,940 and mimics the existing fence. He will try to get quotes from two more companies.

Mr. Leclair recommended removing the project from the operating budget and funding with the Town Property Rehabilitation Fund or ARPA. He recommended placing \$10-\$20,000 back into the Rehabilitation Fund via Warrant Article. Mr. Eaton asked if he could start the project this year since the fence company will do installations in the winter and Mr. Leclair indicated that if approved by the Board he could start right away.

***Mr. Rolfe motioned to remove the \$25,000 Land & Recreation Improvements line of \$25,000 from the FY 2023 budget. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mr. Rolfe motioned to expend up to \$25,000 from the Town Property Rehabilitation Fund for improvements to Wayne Eddows Parking lot. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mr. Eaton asked if the funds had to be expended this year and Mr. Leclair informed him that they did not because it is not a budgetary item.

Mr. Eaton noted the invoices were received for the lights that were finished today.

## **IX. Old Business**

### **A. Town Hall Door**

Mr. Leclair indicated the door will be installed on Tuesday.

### **B. Meeting Room Window**

Mr. Leclair indicated the window in the meeting room was replaced.

## **X. Committee Reports**

Mr. Rolfe reported the Planning Board reviewed the shed application for Rockingham Road and could not go any further because they need engineering for the retaining wall. Sureties were released for Copley Court and Nathaniel Way. The public hearing for Wilson's Crossing also needed engineering and had brought an architect's plan. There are three zoning amendments.

Mr. Leclair noted the Budget Committee meetings are going along fine. Mr. Leclair reviewed the upcoming budget work for the Selectmen to schedule on 12/5 including how to pay for the revaluation, the tabled items which include the fuel line for the Fire Department. Ms. Rousseau is reaching out to DOT. Warrant Articles will be reviewed on 12/5. Funds should be added to the Fleet Maintenance Fund and Accrued Benefit Fund. The Social Health Fund can be abolished. Elderly exemptions are being worked on with Avitar and Denise Royce. The date for

the deliberative session will be requested when the Selectmen meet with AVS on the 17<sup>th</sup>. Ms. Rousseau noted funds will be encumbered for Griffin Mill Bridge.

## **XI. Upcoming Meetings**

- A. Mon. Nov. 14, 2022 – Highway & Road Reconstruction budget
- B. Mon. Nov. 28, 2022 – Personnel budget and Capital Reserve transfers

## **XII. Minutes**

- A. October 24, 2022

***Mr. Rolfe motioned to approve the October 24, 2022 Public Meeting Minutes. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **XIII. Adjournment**

***Mr. Rolfe motioned to adjourn the meeting at 8:49 PM. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Respectfully submitted,  
Nancy Hoijer, Recording Secretary