

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

7:00 p.m.

() Call to Order – Pledge of Allegiance

Approval of Payroll Manifest for the Week of November 8, 2021

Approval of Consent Agenda – Week of November 8, 2021

() 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

() Appointments with the Board

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

() FY 2022 Town Budget

- Parks & Recreation – Amy Lachance
- Highway Department – Mike Dross
- Road Reconstruction – Mike Dross
- Executive Department – Patricia Rousseau & Bill Herman
- Legal Expenses – Bill Herman
- Town Details – Bill Herman

() New Business

() Old Business

() Report / Comments of Ex-officio Board Representatives

() Other Business

() Next Meetings / Events

- Monday, November 15, 2021 – Board of Selectmen's Meeting – 7:00 PM
- Monday, November 22, 2021 – Board of Selectmen's Meeting – 7:00 PM

() Minutes

- November 1, 2021 Public Meeting

() Adjourn

Note: "Any person with a disability who wishes to attend this public meeting and needs to be provided reasonable accommodations in order to participate, please contact the Board of Selectmen's Secretary at (603) 483-5052 x100, so that arrangements can be made."

PUBLIC NOTICE

PUBLIC HEARING

Pursuant to RSA 31:95-b and Article 21 of the 1999 Town Meeting, the Auburn Board of Selectmen will hold a public hearing on Monday, November 8, 2021 beginning at 7:00 P.M. at the Auburn Town Hall for the purpose of receiving public comment concerning the acceptance and expenditure of unanticipated revenues in the total amount of \$584,362 in funds from the American Rescue Plan Act (ARPA) of 2021 assistance for local government.

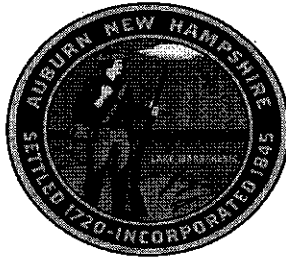
These funds are to be spent by the Town of Auburn for purposes consistent with the federal ARPA and the U.S. Treasury's Interim Final rule concerning Coronavirus State and Local Fiscal Recovery Funds.

These funds will be received in two equal payments of \$292,181 with the first payment received on August 3, 2021 and the second payment expected to be received in August 2022.

Board of Selectmen
Town of Auburn
October 22, 2021

Town of Auburn

Town Hall
47 Chester Road
P.O. Box 309
Auburn, NH 03032



Town Administrator

William G. Herman, CPM
Phone: (603) 483-5052 Ext. 111
Fax: (603) 483-0518
E-Mail:
townadmin@townofauburnnh.com

To: Board of Selectmen


From: Bill Herman, CPM, Town Administrator
Date: November 4, 2021
Re: Federal American Rescue Plan Act (ARPA) Funds

As the Board is fully aware, the federal American Rescue Plan Act (ARPA) included approximately \$19.5 billion allocated for smaller units of government nationwide including the Town of Auburn. Auburn's total share of these funds is \$584,776.62, which will be received in two payments of equal amounts in our FY 2021 and FY 2022 budget years.

In August of this year, the Town received its first payment of \$292,188.81 and is scheduled to receive its second payment of an equal amount in August 2022.

In June 2021, the Board acted by way of a public hearing process to accept and expend the first payment of funds under the provisions of RSA 31:95-b. We have recently been advised the Board should hold a public hearing to amend its original vote and instead vote to accept the full amount of ARPA funds totaling \$584,776.62. Attached is a copy of that advice from NHMA Executive Director Margaret Byrnes.

Assuming the Board desires to move forward in this direction, the following motion would be appropriate:

Motion 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.

Thank you for your consideration.

Attachment

Bill Herman

From: mmanh@googlegroups.com on behalf of Margaret Byrnes
<mbyrnes@nhmunicipal.org>
Sent: Monday, October 18, 2021 5:18 PM
To: MMANH
Cc: Katherine Heck
Subject: [MMANH] ARPA: Unanticipated Revenue v. Budget

Hi, all:

We've been receiving a lot of questions about how to deal with ARPA LFRF funds in the context of municipal budgets.

HB 2 created a provision to allow municipalities to accept ARPA funds as unanticipated revenue under RSA 31:95-b. HB 2 allows political subdivisions to treat funds received pursuant to the American Rescue Plan Act of 2021 as unanticipated revenue under RSA 31:95-b.

In doing so, HB 2 makes it clear that these funds are "off book" and unanticipated for the life of the grant. Therefore, we recommend that any municipality that only accepted the first tranche of funds under RSA 31:95-b (rather than the entire amount) hold a new hearing and amend the vote of the governing body to accept the total grant amount for both tranches. We think this also makes sense since the funds are one grant, not two separate grants, even though they are received in two payments.

I know this may be different from what some towns are doing, but I wanted to share our advice on this.

Margaret



Margaret M.L. Byrnes, Executive Director

New Hampshire Municipal Association

25 Triangle Park Drive

Concord, NH 03301

603.224.7447

mbyrnes@nhmunicipal.org

www.nhmunicipal.org

Register here: <https://www.nhmunicipal.org/nhmas-80th-annual-conference-and-exhibition>

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You received this message because you are subscribed to the Google Groups "Municipal Management Association of New Hampshire." To reduce the number of e-mails sent to MMANH members, please reply only to the original sender of the message unless you believe your response will benefit the majority of readers or you are adding to a group discussion. Please refrain from sending personal messages or well wishes to the entire MMANH group.

TOWN OF AUBURN
2021 AMERICA RESCUE PLAN ACT (ARPA) FUNDS

Date	BOS Obligation	Amount	Notes	Date	Vendor Expenditure	Amount
6/21/2021	Gear Extractor and Dryer - FD	\$45,000.00	NTE*			
6/21/2021	Two toilet/lav combos - PD	\$11,000.00	NTE*	6/30/2021	Legacy Mechanical Services	\$4,950.00
				7/28/2021	Legacy Mechanical Services	\$4,950.00
6/21/2021	Completion of storage building	\$25,840.00		9/1/2021	Pidcor, Inc.	\$21,490.00
				9/8/2021	J.H. Rolfe Construction	\$3,500.00
				9/22/2021	Alarm Systems Plus	\$645.00
6/21/2021	Telephone system - Fire Department	\$8,500.00	NTE*	6/14/2021	Vision Communications	\$3,550.00
	Telephone System - Police Department			8/11/2021	Vision Communications	\$4,475.00
6/21/2021	Eddows Field Clubhouse Repairs	\$3,000.00	NTE*	8/11/2021	NH CORE Properties, LLC	\$3,003.00
6/21/2021	BOS Office Desk & Chair	\$1,200.00	NTE*	6/23/2021	W.B. Mason	\$1,114.98
7/12/2021	Ceiling insulation of PD Office Area	\$13,695.00		7/14/2021	Quality Insulation	\$7,000.00
7/12/2021	Telephone System - Town Hall	\$4,950.00		7/20/2021	Vision Communications	\$4,950.00
8/2/2021	Air Compressor with Tool Attachment and Installation - Highway	\$4,406.93	NTE*	8/25/2021	Grainger	\$3,605.63
				10/20/2021	JN Electric, Inc.	\$801.30
10/18/2021	15 Digital Portable Radios w/ Accessories - Fire Department	\$63,232.50	NTE*			
10/18/2021	Provide water with two spiket outlets to Longmeadow Cemetery	\$6,000	NTE*			

**TOWN OF AUBURN
2021 AMERICA RESCUE PLAN ACT (ARPA) FUNDS**

Date	BOS Obligation	Amount	Notes	Date	Vendor Expenditure	Amount
10/18/2021	Erosion Control & Landscaping - Longmeadow Cemetery	\$12,000				
10/18/2021	Repair 21 Broken Headstones - Longmeadow Cemetery	\$5,000				
TOTAL		\$203,824.43				\$64,034.91
8/3/2021	ARPA Funds Received	\$292,188.81				\$292,188.81
	Balance Available:	\$88,364.38				\$228,153.90

Bill Herman

From: Bill Herman
Sent: Tuesday, November 2, 2021 3:27 PM
To: sharonannleblanc@gmail.com
Subject: Re: [Auburn NH] Next Board of Selectman Meeting (Sent by Sharon LeBlanc, sharonannleblanc@gmail.com)

Ms. Leblanc —

The Board is reserving their November 8th meeting to deal with the FY 2022 budget. So their next meeting where they are scheduling public appointments is November 15th. The Board already has at least one and possibly a second appointment that evening, so yours would be after that.

I am certain the first thing the Selectmen will ask is whether you have discussed any of these items recently with the Road Agent. If you haven't, I would recommend that he be your first point of contact for these items as he is the individual the Board would most likely refer you to if you are to meet with them.

Bill

Bill Herman, CPM
Town Administrator
Town of Auburn
P.O. Box 309
Auburn, NH. 03032
(603) 483-5052, ext. 111

> On Nov 2, 2021, at 10:41 AM, Contact form at Auburn NH <cmsmailer@civicplus.com> wrote:

>

> Hello wherman,

>

> Sharon LeBlanc (sharonannleblanc@gmail.com) has sent you a message via your contact form (<https://www.auburnnh.us/users/wherman/contact>) at Auburn NH.

>

> If you don't want to receive such e-mails, you can change your settings at <https://www.auburnnh.us/user/136/edit>.

>

> Message:

>

> Hi Bill:

>

> Would you please add me to the next Selectman Mtg on Mon, Nov 8th @ 7:00pm at Town Hall re: the following items:

>

> Tanglewood Drive:

>

> - Cistern: finish painting, affixing the 2x do not parking signs

>

> - Road Agent: cutting the debris from guard rails/side of road

>

> - Road Agent: paving/fixing the end of the street from Tanglewood onto
> Rattlesnake Thanks!
> -Sharon LeBlanc
> 617.840.3225
>
>
> <tanglewood1.jpg>
> <tanglewood1.jpg>
> <tanglewood_rattlesnake2_text.jpg.png>

BUDGET COMPARISON -- FY '21 and FY '22 RUNNING TOTAL

Department	2021 Budget	2022 BOS Proposed	2022 Bud Com	Difference
Executive	288,556	280,637		
Election & Registration	89,088	105,761	27,900	
Financial Administration	105,971	69,518	4,900	
Legal Expense	30,000			
Personnel Administration	486,721	98,839		
Planning & Zoning	44,151	35,151	35,150	(9,001)
General Government Buildings	132,009	131,939	119,805	
Cemeteries	34,186	39,374	38,440	4,254
Insurance	128,261			
Regional Associations	9,473	9,929	9,929	456
Other General Government	113,271	123,303	123,303	10,032
Police	1,339,121	1,423,773	224,523	
Ambulance	89,463	93,509	93,509	4,046
Fire	505,667	627,135	326,710	
Building Inspection	73,254	79,152	12,150	
Emergency Management	1,004	504	504	(500)
Other Public Safety (Details)	500			
Highways & Streets	1,106,387	2,411		
Street Lighting	7,000	6,000	6,000	(1,000)
Solid Waste	20,151	22,251	22,251	2,100
Health Officer	2,628	2,758	250	
Animal Control	22,412	25,999	2,390	
Health Agencies	5,875			
Public Assistance	15,500	15,500	15,500	0
Intergovernmental Welfare	4,471			
Parks & Recreation	131,870	59,335		
Library	215,309	214,811		
Patriotic Purposes	6,500	6,500	6,500	0
Conservation Commission	6,149	6,184	5,500	0
Debt Service	3	3	3	0
<u>Capital Outlay</u>				
Fire Truck	120,908	48,213	48,213	(72,695)
Road Reconstruction	600,000			
Fire Station #2 Repairs	13,000			
TOTAL	\$5,748,859	\$3,528,489	\$1,123,430	(\$62,308)
Special Warrant Articles				
Collective Bargaining Agreement	6,939	53,022		
Library / Community Center Project	0.00	20,000	20,000	20,000
Recreation Storage Building	81,800	0.00	0.00	(81,800)
Building Rehabilitation CRF	25,000			
Fleet Maintenance ETF	25,000			
Property Rehabilitation ETF	25,000			
Accrued Benefitis Liability Fund:	10,000			
Roads Emergency Repair ETF	100,000			
GRAND TOTAL	\$6,022,598	\$3,601,511	\$1,143,430	(\$124,108)

As of November 4, 2021 Budget Committee Meeting

As of October 19, 2021 Joint Personnel Board Meeting
As of November 1, 2021 Board of Selectmen Meeting

		1 Expended 2018 As of December	2 Expended 2019 As of December	3 Expended 2020 As of December	4 Budgeted 2021 As of December	5 Expended YTD 2021 As of December	6 Dept/Comm Request 2022	7 % Chg 21/22	8 BOS Approved 2022	9 Budget Comm Approved 2022
General Fund										
Parks & Recreation										
1	01-4520-0-001-1	Recreation Senior Trips	6,124.12	6,224.28	0.00	7,000.00	3,664.42	7,000.00		
	Narrative for Column # 6 \$1650 PAID BACK TO GENERAL FUND SPRING SENIOR TRIP \$3500 FALL SENIOR TRIP \$3500									
2	01-4520-0-001-2	Recreation Family Events	15,158.28	15,091.34	10,710.33	9,463.00	8,335.59	13,000.00	37%	
	Narrative for Column # 6 DUCK RACE & PRE DUCK RACE EVENT FIREWORKS \$10,000 3 CONCERTS IN THE PARK \$2,500 (ADDITIONAL \$400 FOR MUSIC LICENSING) TRUNK OR TREAT \$500.00									
3	01-4520-0-001-3	Recreation Basketball Program	828.55	0.00	0.00	0.00	0.00	0.00		
4	01-4520-0-001-4	Recreation Ski Program	2,658.55	2,757.31	2,694.55	1.00	0.00	5,600.00	559,900%	
	Narrative for Column # 6 DOUBLE FOR 2 BUSES PER TRIP									
5	01-4520-0-001-6	Recreation Community Service Award	207.30	232.80	232.50	150.00	0.00	150.00		
	Narrative for Column # 6 AWARDS & GIFTS									
6	01-4520-0-001-7	Recreation Soccer Program	1,899.29	1,760.83	1,927.39	1,900.00	838.47	1,900.00		
	Narrative for Column # 6 GOAL ANCHORS/SANDBAGS \$300 FIELD STRIPING PAINT \$1,300 NETS FOR LARGE GOALS \$300									
7	01-4520-0-001-8	Recreation Senior Dinners	1,651.77	1,242.47	1,552.59	1,800.00	839.07	1,800.00		
	Narrative for Column # 6 JANUARY DINNER \$1,000 AUGUST BBQ \$800									
8	01-4520-1-120-1	Recreation Coordinator Salary	16,951.09	21,001.48	26,789.95	33,492.00	25,592.04	33,587.00		
9	01-4520-1-120-2	Recreation Maintenance Worker	24,746.33	30,352.30	11,954.13	26,294.00	11,930.64	19,344.00	-26%	
10	01-4520-2-250-1	Recreational Fuel and Maintenance	2,607.71	2,222.59	3,625.63	4,200.00	2,407.93	4,200.00		
	Narrative for Column # 6 FUEL FOR P&R VEHICLE \$2,000 VEHICLE MAINT \$2,000 COORDINATOR MILEAGE \$200									
11	01-4520-3-360-1	Recreation Playground & Parks	1,628.28	2,217.12	2,840.76	3,000.00	1,933.96	3,000.00		
	Narrative for Column # 6 EVERYDAY REPAIRS \$3,000									
12	01-4520-6-550-0	Recreation General Maintenance	20,327.48	25,779.11	12,766.53	16,800.00	15,010.08	13,800.00	-18%	
	Narrative for Column # 6									

2022 PROPOSED PARKS & RECREATION

TOWN OF AUBURN

	1 Expended 2018 As of December	2 Expended 2019 As of December	3 Expended 2020 As of December	4 Budgeted 2021 As of December	5 Expended YTD 2021 As of December	6 Dept/Comm Request 2022	7 % Chg 21/22	8 BOS Approved 2022	9 Budget Comm Approved 2022
2-3 METAL PICNIC TABLES \$2,000 SPRINKLER HEAD REPAIRS & WINTERIZING \$900 FERTILIZER TREATMENTS AT WAYNE EDDOWS & SAFETY COMPLEX FIELDS \$6,000 MOSQUITO & TICK SPRAYING AT WE \$1,400 REGRAIDING PARKING LOT AT WAYNE EDDOWS & SAFETY COMPLEX FIELD \$1,500 PLAYGROUND CHIPS AT WAYNE EDDOWS & APPLE TREE \$2,000									
13 01-4520-5-550-4 Recreation Ice Rink Narrative for Column # 6 MISC REPAIRS OF RINK, LIGHTS, AND SKATING HUTS \$500	2,210.78	0.00	150.00	5,250.00	5,652.75	500.00	-90%		
14 01-4520-5-560-1 Recreation Trash Removal Narrative for Column # 6 DUMPSTERS & NEW CONTAINERS \$300	681.74	102.31	0.00	300.00	0.00	300.00			
15 01-4520-5-560-2 Recreation Chemical Toilets Narrative for Column # 6 RECREATIONAL TOILETS \$6,520	6,224.55	6,116.31	2,277.00	6,520.00	3,915.00	6,520.00			
16 01-4520-5-610-0 Recreation Tools Narrative for Column # 6 RECREATION TOOLS \$500	5,415.90	3,177.45	295.70	500.00	585.89	500.00			
17 01-4520-6-670-0 Recreation Office Supplies Narrative for Column # 6 ONLINE EVENT REGISTRATION SOFTWARE/WEBSITE \$4,750 (FIRST YEAR. FOLLOWING YEARS \$2850) MISC SUPPLIES \$200	92.07	73.94	216.51	200.00	0.00	4,950.00	2,375%		
18 01-4520-9-940-1 Recreation Improvements Severance School Narrative for Column # 6 RENT \$19,200 ELECTRICITY \$3,000 PROPANE HEAT \$5,000 INTERNET/WIFI \$900 CLEANING \$3,600	0.00	0.00	0.00	15,000.00	2,900.00	31,700.00	111%		
Grand Total:	109,413.79	118,351.64	78,033.57	131,870.00	83,605.84	147,851.00	12%	0.00	0.00

Run: 11/04/21
5:06PM

2022 PROPOSED HIGHWAYS & ROADS

TOWN OF AUBURN

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Bill
ReportBudgetSF

		1 Expended 2018 As of December	2 Expended 2019 As of December	3 Expended 2020 As of December	4 Budgeted 2021 As of December	5 Expended YTD 2021 As of December	6 Dept/Comm Request 2022	7 % Chg 21/22	8 BOS Approved 2022	9 Budget Comm Approved 2022
Highways & Streets										
1	01-4312-3-385-1 Highway Shimming Narrative for Column # 6 UP \$20,000	131,410.72	97,827.64	179,998.81	230,000.00	230,421.30	250,000.00	9%		
2	01-4312-3-385-2 Highway Spr/Summer Storms Narrative for Column # 6 NO CHANGE	7,475.00	7,192.50	8,342.50	8,500.00	3,845.00	8,500.00			
3	01-4312-3-385-3 Highways Summer Subcontractor Narrative for Column # 6 NO CHANGE	172,832.35	224,240.93	205,282.97	200,000.00	138,767.81	200,000.00			
4	01-4312-3-385-4 Highway Road Striping Narrative for Column # 6 COST OF SUPPLIES HAS GONE UP	20,678.50	22,040.01	0.00	21,000.00	27,694.90	25,000.00	19%		
5	01-4312-3-385-5 Highway Tree/Brush Cutting Narrative for Column # 6 NO CHANGE	32,332.50	34,291.25	34,345.00	42,000.00	41,225.00	42,000.00			
6	01-4312-3-385-7 Highway Cold Patch Narrative for Column # 6 NO CHANGE	9,267.95	21,399.05	13,993.93	10,000.00	13,656.52	10,000.00			
7	01-4312-3-385-8 Highway Summer Gravel/Bankrun Narrative for Column # 6 NO CHANGE	1,145.55	1,767.78	0.00	1,500.00	425.00	1,500.00			
8	01-4312-3-385-9 Highway Summer Misc Supplies Narrative for Column # 6 NO CHANGE	120.44	11,427.22	1,559.62	1,600.00	1,965.48	1,600.00			
9	01-4312-3-385-3 Highway Winter Subcontractor Narrative for Column # 6 NO CHANGE	389,852.14	434,368.71	303,941.29	382,000.00	278,020.00	382,000.00			
10	01-4312-3-385-4 Highway Winter Salt Narrative for Column # 6 NO CHANGE	203,178.80	174,744.16	145,233.69	170,000.00	93,482.34	170,000.00			
11	01-4312-3-385-5 Highway Winter Sand Narrative for Column # 6 NO CHANGE	1,694.17	4,114.32	3,262.19	5,000.00	0.00	5,000.00			
12	01-4312-3-385-6 Highway Winter Repairs Narrative for Column # 6 DOWN \$2,000	13,102.62	7,687.68	4,474.83	9,000.00	60.87	7,000.00	-22%		
13	01-4312-3-387-2 Highway Bridge & Culvert	6,601.53	0.00	39,474.43	5,000.00	0.00	5,000.00			

Run: 11/04/21
5:06PM

2022 PROPOSED HIGHWAYS & ROADS

TOWN OF AUBURN

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Bill
ReportBudgetSF

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2018	2019	2020	2021	2021	Request	21/22	Approved	Approved
							2022		2022	2022
		As of December	As of December	As of December	As of December	As of December				
Narrative for Column # 6										
NO CHANGE										
14 01-4312-3-387-4	Highway Guardrails, Gates, Etc.	0.00	0.00	67.98	1,000.00	945.00	1,000.00			
Narrative for Column # 6										
NO CHANGE										
15 01-4312-3-388-1	Highway Signs & Safety Equipment	1,637.45	3,499.26	3,068.19	2,500.00	2,009.88	2,500.00			
Narrative for Column # 6										
NO CHANGE										
16 01-4312-3-388-3	Highway Special Hwy Grant	4,568.75	0.00	0.00	0.00	0.00	0.00			
17 01-4312-3-390-0	Highway Catch Basin Maintenance	5,040.00	4,907.10	4,042.72	5,000.00	1,535.90	5,000.00			
Narrative for Column # 6										
NO CHANGE										
18 01-4312-3-390-2	Highway Storm Water Maintenance	2,237.50	5,960.00	10,000.00	10,000.00	330.00	10,000.00			
Narrative for Column # 6										
NO CHANGE										
19 13-4312-0-000-0	Town Property Rehab-Highway and Street Ex	0.00	0.00	0.00	0.00	17,410.00				
Highways & Streets Total		1,003,175.97	1,055,467.61	957,088.15	1,104,100.00	851,796.00	1,126,100.00	2%	0.00	0.00
Grand Total:		1,003,175.97	1,055,467.61	957,088.15	1,104,100.00	851,796.00	1,126,100.00	2%	0.00	0.00

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2018	2019	2020	2021	2021	Request	21/22	Approved	Approved
							2022		2022	2022
		As of December	As of December	As of December	As of December	As of December				
General Fund										
Improvements Other Than Bldgs										
1 01-4909-9-930-0	Road Reconstruction	659,033.64	676,249.57	484,749.45	600,000.00	595,992.34	600,000.00			
Narrative for Column # 6										
NO CHANGE										
Improvements Other Than Bldgs Total		659,033.64	676,249.57	484,749.45	600,000.00	595,992.34	600,000.00	0%	0.00	0.00
Grand Total:		659,033.64	676,249.57	484,749.45	600,000.00	595,992.34	600,000.00	0%	0.00	0.00

2022 PROPOSED EXECUTIVE DEPARTMENT

TOWN OF AUBURN

	1 Expended 2018 As of December	2 Expended 2019 As of December	3 Expended 2020 As of December	4 Budgeted 2021 As of December	5 Expended YTD 2021 As of December	6 Dept/Comm Request 2022	7 % Chg 21/22	8 BOS Budget Approved 2022	9 Budget/Comm Approved 2022
General Fund									
Executive Department									
1 01-4130-2-250-1 Selectmen Expenses	3,750.00	3,750.00	3,750.00	3,750.00	2,812.50	3,750.00			
Narrative for Column # 6									
NO CHANGE									
2 01-4130-6-620-1 Town Report	1,451.27	2,000.00	1,419.76	1,500.00	1,335.77	1,500.00			
Narrative for Column # 6									
NO CHANGE									
3 01-4130-6-660-2 Voter Guide	3,902.60	4,275.00	4,497.49	4,900.00	4,116.90	4,600.00	-6%		
Narrative for Column # 6									
DELIBERATIVE SESSION MAILER (PRINTING & POSTAGE) \$1,700									
VOTER GUIDE FOR MARCH BALLOTING (PRINTING & POSTAGE) \$2,900									
Executive Department Total	9,103.87	10,025.00	9,667.25	10,150.00	8,265.17	9,850.00	-3%	0.00	0.00
Grand Total:	9,103.87	10,025.00	9,667.25	10,150.00	8,265.17	9,850.00	-3%	0.00	0.00

		1 Expended 2018 As of December	2 Expended 2019 As of December	3 Expended 2020 As of December	4 Budgeted 2021 As of December	5 Expended YTD 2021 As of December	6 Dept/Comm Request 2022	7 % Chg 21/22	8 BOS Approved 2022	9 Budget Comm Approved 2022
General Fund										
Legal Expenditures										
1 01-4153-3-350-1	Legal Expenditures	22,269.16	28,994.14	18,942.68	25,000.00	10,532.00	23,000.00	-8%		
Narrative for Column # 6 DOWN \$2,000										
2 01-4153-3-350-2	Labor Relations	8,001.72	1,866.25	2,054.05	5,000.00	8,059.20	5,000.00			
Narrative for Column # 6 NO CHANGE										
Legal Expenditures Total		30,270.88	30,860.39	20,996.73	30,000.00	18,591.20	28,000.00	-7%	0.00	0.00
Grand Total:		30,270.88	30,860.39	20,996.73	30,000.00	18,591.20	28,000.00	-7%	0.00	0.00

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2018	2019	2020	2021	2021	Requested	21/22	Approved	Approved
							2022		2022	2022
		As of December	As of December	As of December	As of December	As of December				
General Fund										
Other Public Safety										
01-4299-0-391-0	Town Details	244.54	500.00	693.12	500.00	1,245.70	500.00			
Narrative for Column # 6										
NO CHANGE										
Other Public Safety Total		244.54	500.00	693.12	500.00	1,245.70	500.00	0%	0.00	0.00
Grand Total:		244.54	500.00	693.12	500.00	1,245.70	500.00	0%	0.00	0.00

**Town of Auburn
Board of Selectmen
November 1, 2021
Town Hall
Minutes**

7:00 PM

Selectmen Present: Keith Leclair, Todd Bedard and Michael Rolfe

Others Present: Police Chief Ray Pelton, Lieutenant Charles Chabot, APD Office Manager Lillian Deeb, Mike DiPietro, Finance Director Patricia Rousseau, 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 Accounts Payable Manifest for the Week of November 1, 2021 - \$1,433,230.67

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of November 1, 2021 in the amount of \$1,433,230.67. 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 1, 2021 - \$11,755.00

Mr. Bedard motioned to approve the Accounts Payable Manifest for the Week of November 1, 2021 in the amount of \$11,775. Mr. Leclair seconded the motion. A vote was taken, Mr. Rolfe abstained, Mr. Leclair voted aye and Mr. Bedard voted aye. The motion passed 2-0-1.

Approval of Consent Agenda for the Week of November 1, 2021

Mr. Leclair read out loud and provided for inspection a copy of the Consent Agenda for the week of November 1, 2021 some of which included: a second issue property tax warrant, a second issue betterment assessment warrant, a second issue PILOT, NH DRA Certification, one void check manifest and three pistol revolver licenses.

Mr. Bedard motioned to approve the Consent Agenda for the week of November 1, 2021. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Appointments with the Board

Involuntary Merger Application – 109 Appletree Road

Attorney Eli Leino presented the application on behalf of John Lorden for an Involuntary Lot Merger for lots at 109 Appletree Road. Attorney Leino indicated per his review of the zoning enforcement officer's research and record of the property, the lots were merged in the 80s by the previous landowner by building permit and septic system permit application which listed the area of the four original lots as one lot. Attorney Leino stated he believed there to be nothing, apart from that, in the records to suggest a voluntary merger had taken place. He noted Lot 61 is still woods and not built. Attorney Leino stated that per Article 307, Section D no new use of a non-conforming lot shall be permitted. Attorney Leino stated he believed zoning suggests lots must be merged or they can no longer be used which is under duress. Lot 61 has never been used with the other three lots. That lot could absolutely be unmerged in his opinion with the statute, as written.

Mr. Herman asked for clarification due to the fact the application requested two lots be unmerged, and he just stated there was one lot. Attorney Leino clarified there were three lots used together. Mr. Leclair asked if a new application was necessary, and Mr. Herman stated he did not think that was necessary. Attorney Leino agreed that the Board could grant in part or deny in part under their charter.

Mr. Leclair noted it was like previous applications the Board has received within the last six to 12 months. Mr. Leclair noted there were applications and variances for a period of time since 1986 referencing all four lots. Mr. Herman noted the original deed referenced six lots. Mr. Leclair noted the 1986 septic design used the combined acreage of all four lots. Mr. Leclair noted the deadline for the statute has changed twice and there is some gray area. He would like to do more research to be consistent. Mr. Bedard agreed he would like more time also.

Mr. Bedard motioned to table the application for 109 Appletree Road to the Board of Selectmen's November 15, 2021 meeting at 7:00 PM. 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 October 28, 2021.

Police Department

Police Chief Pelton presented the proposed FY 2022 Police budget in the amount of \$215,730 which is a one percent increase proposed over last year and the proposed FY 2022 Grant Lines budget 1-150-1, 1-150-2, 1-150-3 and 1-150-4 for DWI & Sobriety Checkpoint Patrol, Selective Traffic Control, Police Witness Fees and OHRV in the amount of \$11,001 which is level funded from last year.

Police Chief Pelton presented a Power Point presentation detailing the Department's activities through 2021 leading up to development of the upcoming budget for FY 2022.

Chief Pelton noted the Department added one officer in 2021, Officer Barsaleau who is a full-time member of the Londonderry Fire Department and a volunteer member of the Auburn Fire Department. Calls for service in 2021 were 8,592 up from 2020 which had 7,735 calls for service. There were more suicide and mental health calls in 2021. There were 81 total arrests as of the beginning of this week. DWI is up to 14 with the holiday season coming, which he noted sees the most DWI arrests. There were seven overdose calls with two deaths from overdose. Narcan was administered four times not including the number of times administered by the Fire Department/EMS or by private citizens. Chief Pelton reviewed training and Awards Night with the Fire Department. He noted there was an Auburn Police Citizen's group with 10-11 residents signed up and the Department has participated in more community service this year than last year.

Chief Pelton noted there were a total of 652 COVID cases in 2021 with eight active. Four officers were confirmed to have COVID and quarantined in 2021.

Chief Pelton reviewed the proposed vehicle purchase plan for FY 2022. He noted they rotate the number of vehicles purchased every three years with two one year, two the next and then one, so a vehicle is replaced after its third year of service. Next year there will be four sets of payments including maintenance costs which have skyrocketed. Generic parts are not available. Next year he would like to get two more hybrids. This year 300-400 gallons of gas was saved using the hybrid cruiser. He compared rising fuel prices per gallon from August to September. Mr. Leclair asked about vehicle equipment and Chief Pelton noted he would shift one.

Chief Pelton reviewed Line 3-340-1 Computer Services which is a 37% increase proposed over last year. Chief Pelton noted the need for major upgrades with IT at the Town Hall, Police & Fire Departments. He noted the \$1,174 approved by the Police Commission could be lowered somewhat because there were some security already provided on the routers. This would be lowered to \$990. He noted Line 3-340-1 could be lowered by \$6,405 for FY 2022 to \$29,505, leaving a 27% increase proposed.

Chief Pelton reviewed Line 3-390-4 Police Photography which has a 67% increase proposed over last year due to the Drop Box requirement to send file to public defenders and the County Attorney, an increase proposed of \$200.

Chief Pelton noted the Police Motorcycle Line 7-700-2 could be reduced by 57%, a \$2,000 decrease.

Chief Pelton noted Line 3-360-1 Custodial Services has a proposed increase of \$1,449 or 19% this year due to more areas being cleaned and increased costs of cleaning supplies.

Chief Pelton noted the Police Cruisers Line 7-700-1 can be reduced by 17% however Maintenance Line 7-710-1 has a proposed increase of \$2,750 or 26% and fuel is up 11% or \$2,500. Equipment Line 6-610-1 is decreased by 13%. This year's line has not been fully

expended as they are waiting for vests to come in. Tasers are on a replacement cycle of five years with two purchased each year.

Chief Pelton noted Plant Costs Line 5-560-1 is level funded however the furnace had to be repaired again this week.

Chief Pelton noted Office Equipment Line 6-610-2 is increased by 15% due to the copier maintenance contract increase. Postage Line 6-630-1 also saw an increase of 17% due to the increased cost of the Post Office box rental fees.

Chief Pelton noted the Police Canine Supplies Line 6-660-4 is level funded however this may be the last year for the Police Canine and they will wait a year to apply for a grant for another.

Mr. Bedard motioned to approve the FY 2022 Police budget in the amount of \$11,001 for grant lines 1-150-1, 1-150-2, 1-150-3 and 1-150-4. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Bedard motioned to approve the FY 2022 Police budget with the adjusted bottom line at \$209,325. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Health Officer

Ms. Rousseau presented the proposed FY 2022 Health Administration budget in the amount of \$250 which is level funded from last year. Mr. Herman noted Chief Williams and Building Inspector Rouleau-Cote are co-deputies.

Mr. Bedard motioned to approve the FY 2022 Health Administration budget in the amount of \$250. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Patriotic Purposes

Mr. Herman presented the proposed FY 2022 Patriotic Purposes budget in the amount of \$6,500 which is level funded from last year.

Mr. Bedard motioned to approve the FY 2022 Patriotic Purposes budget in the amount of \$6,500. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Street Lights

Ms. Rousseau and Mr. Herman presented the proposed FY 2022 Street Lights budget in the amount of \$6,000 which is a 14% decrease over last year. This was cut last year due to the installation of LED lights. Mr. Rolfe noted it was a good drop. The lights pay for themselves in two-three years.

Mr. Bedard motioned to approve the FY 2022 Street Lights budget in the amount of \$6,000. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Solid Waste

Mr. Herman presented the proposed FY 2022 Solid Waste budget in the amount of \$22,251 which is a ten percent increase proposed over last year. He noted the Landfill Monitoring Line 5-390-0 was increased by 20% due to costs of monitoring and the State's new PFA standards for testing.

Mr. Bedard motioned to approve the FY 2022 Solid Waste budget in the amount of \$22,251. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Information Technology

Mr. Leclair reviewed the FY 2022 IT proposal and would like to see email phishing addressed and will ask the provider that question. Mr. Leclair proposed a training campaign for the staff. Mr. Herman noted Primex did not offer discounts for training.

Mr. Bedard motioned to approve the FY 2022 budget for Fire Information Technology in the amount of \$14,268. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Bedard motioned to approve the FY 2022 budget for Contracts, Software & Maintenance for General Government in the amount of \$47,570. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

New Business

Fire Department Portable Radios

Mr. Herman provided a Memorandum dated October 28, 2021 to update the status of the Fire Department's proposed purchase of Portable Radios. The first 15 were approved by the Board utilizing ARPA funds with the second set of 15 to be budgeted for FY 2022. Since that time the Fire Department learned they could purchase radios through Motorola within approved limits and get a small return with their buyback program. Motorola agreed to extend the buyback offer through Town Meeting on March 8th.

Mr. Bedard motioned to authorize the Fire Chief to order a second set of 15 portable radios through Motorola and its Portable Buyback Program before the close of December 31, 2021 with the expense to be borne upon the approval of the Town's FY 2022 operating budget on March 8, 2022. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

2022 Volunteer Fire Assistance Grant Funds

Mr. Herman noted the Fire Department was approved for its \$2,000 Division of Forest Land Grant with a 50/50 match. They have \$2,000 in the budget to cover the matching funds. The grant can be used for forestry, shirts, forestry hose, nozzles and associated equipment. Mr. Herman recommended the Board table acceptance of the grant to its next meeting.

2021 Tax Rate

Mr. Leclair provided the NH DRA 2021 Tax Rate for the Town of Auburn which was set at \$18.14/thousand reduced by 34-cents from last year's rate of \$18.48. Mr. Herman noted tax bills have gone to print and will be mailed this week with a due date of December 8, 2021.

Old Business

Ratification of Proposed Auburn Police Union CBA 2022-2027

Mr. Herman provided the FY 2022-2026 Cost Breakdown of Collective Bargaining Proposal with New Wage Scale and annual steps of 3% and COLA at 1.5% for the Auburn Police Union. Mr. Leclair noted this was a five-year contract.

Mr. Bedard motioned to ratify the FY 2022-2026 Collective Bargaining Proposal between the Town of Auburn and the Auburn Police Union. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Report/Comments of Ex-Officio Board Representatives

Mr. Rolfe noted the Planning Board is meeting on Wednesday and the brewery is coming back in for review of its proposal.

Mr. Bedard noted Parks & Recreation met and discussed the memorial park bench, the budget and the upcoming ski program. There are two buses budgeted for the ski program but finding drivers is difficult.

Mr. Leclair noted the ZBA met and upheld the decision for 145 Appletree Lane.

Other Business

David Lavalley of 974 Londonderry Turnpike introduced himself as a new resident and asked how the property tax bills were broken down and when the bills were issued as he has moved here from Massachusetts. Mr. Leclair explained how the bills were broken down and offset by revenue and issued twice a year due in July and December.

Mr. Herman will reach out to Manchester Water Works to re-schedule a previously cancelled meeting.

Next Meeting/Events

- Monday, November 8, 2021 – Board of Selectmen's Meeting – 7:00 PM
- Monday, November 16, 2021 – Board of Selectmen's Meeting – 7:00 PM

Minutes

October 25, 2021 Public Meeting

Mr. Bedard motioned to approve the October 25, 2021 Public Meeting Minutes. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Adjourn

Mr. Rolfe motioned to adjourn the meeting at 8:12 PM. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy Hoijer
Recording Secretary