

**Town of Auburn  
Board of Selectmen  
Stritch Meeting Room  
Town Hall  
November 14, 2022  
Approved Minutes  
7:00 PM**

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

**Others Present:** Road Agent Michael Dross, Patricia Rousseau, Assistant Finance Director Mimi Friolet, Mike DiPietro, 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. Appointments with the Board**

**IV. Consent Agenda – November 14, 2022**

A. Payables Manifest - \$156,351.99

B. Grant #23-010 from NH Department of Safety to Auburn Police Department \$7,715.24

***Mr. Carroll motioned to approve the Consent Agenda for the Week of November 14, 2022. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

**V. New Business**

A. Highway Garage Heaters

An estimate from Jim Trombly was provided in the amount of \$6,850 to replace the two garage heaters at the Highway Department. The improved BTU will give a longer heat throw. A specification sheet was provided for the two replacement heaters proposed which are Modine HD100, 100,000 BTU LP Gas Power Vented Garage Heaters with associated materials, fittings, wiring and vent materials as needed.

Road Agent Dross estimated the existing heaters were 14-15 years old.

Mr. Carroll noted he would like to see more than one bid. Mr. Leclair agreed.

Mr. Leclair questioned how the replacement heaters would be funded. Road Agent Dross proposed the operating budget's Summer Maintenance line. Mr. Leclair indicated he would like to see expenditures being tracked by being put in the right spot, even if the line runs over. Road Agent Dross noted there is no line for maintenance of the Highway Department building in his operating budget. Mr. Leclair agreed and recommended funding from the Building Rehabilitation Fund.

***Mr. Rolfe motioned to approve the replacement of the two heaters at the Highway Garage out of the Town Rehabilitation Fund. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mr. Leclair recommended having a way to track which roads were done and when, as far as shim and overlay. Ms. Friolet indicated the same company, Advanced, was used and she could pull the invoices for the last several years.

Mr. Sterndale noted the upcoming MS-4 work should have a line item also. He noted the outfalls are stormwater management infrastructure. Mr. Leclair questioned whether it could be in with other monitoring. Finance Director Rousseau noted Planning and Zoning have a line for their water studies.

## **VI. FY 2023 Town Budget**

### **A. Highway & Roads – Road Agent Michael Dross**

Road Agent Dross presented the proposed FY 2023 Highways & Roads budget in the amount of \$1,143,600 which is an increase of four percent from last year. He noted road striping was up 52% and signs were up by 20%.

Road Agent Dross noted the Road Striping line included about \$3,000 for striping the Town Hall parking lot so that the expenditures for this year for road striping were actually closer to \$38,500.

***Mr. Rolfe motioned to approve the FY 2023 Highways & Roads budget in the amount of \$1,143,600. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **B. Highway Improvements Other than Buildings – Road Reconstruction**

Road Agent Dross presented the proposed FY 2023 budget for Road Reconstruction in the amount of \$600,000 which is level from last year.

Road Agent Dross reviewed some of the completed road work done this year, such as Squirrel Drive which will need a top coat next year. The estimated cost for the remaining work is \$60-\$80,000. There will be ditch work on Hunting Road and a lot of trees to cut.

Road Agent Dross proposed work on Dearborn next year from Copley to Bunker Hill. There is a lot of ledge which makes it more expensive. It will be a long, slow project, with blasting.

Road Agent Dross proposed Depot Road should be considered next due to the safety issues and while he would like to start right away, engineering has to be finished first. Mr. Dross estimated \$50,000-\$100,000 for engineering in the fall and hopes work would start the following spring or summer.

Mr. Sterndale reported \$110,000 in bridge funding committed from State surplus and another Highway Block Grant received (in addition to the annual) in the amount of \$140,000 from the State. Mr. Leclair noted Griffin Mill Bridge has 100% funding now from the State and must follow Davis Bacon. Road Agent Dross questioned whether culverts are eligible repairs under the bridge funding and the Board agreed they would likely qualify. Road Agent Dross indicated he would like to do the culvert on Raymond Road in 2024.

Mr. Leclair recommended removing \$140,000 from the budget due to the additional Block Grant funding but not the \$110,000 in Bridge Funding since that is committed, probably for this December, and therefore not part of the proposed FY 2023 budget. Mr. Dross noted the Road Reconstruction would be brought back at \$600,000 in FY 2024.

***Mr. Rolfe motioned to approve the FY 2023 Road Reconstruction budget in the amount of \$460,000. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

The Board discussed the Warrant Article which passed to allow Mr. Dross' position to be appointed and his anticipated retirement. Mr. Leclair recommended putting a committee together in February and discussing what the position should look like in the future. Mr. Leclair asked if there was anyone that should be on that Committee and agreed Dennis McCarthy and Town Administrator Sterndale should be asked.

Mr. Sterndale will doublecheck with Town counsel, but Mr. Leclair noted he believed nothing had to be done to appoint the position until Road Agent Dross' term is up in 2024 and until the Selectmen decide to change the position to appointed it can remain the way it is. Finance Director Rousseau noted the stipend and benefits remain the same.

Road Agent Dross pointed out the biggest issue the Town faces with the Department is finding people to plow without having its own trucks.

C. Property, Liability, Unemployment, Worker's Compensation Insurance – Patricia Rousseau

Finance Director Rousseau provided the Board with letters dated October 15, 2022 from Primex concerning insurance renewals for Property & Liability, Unemployment Compensation, and Worker's Compensation.

- Finance Director Rousseau presented the proposed FY 2023 budget for Insurance in the amount of \$160,723 which is a nine percent increase from last year. She adjusted the Worker's Compensation line to \$52,672 from \$55,659 and noted the Worker's Compensation line includes a premium holiday credit of \$1,077.

***Mr. Rolfe motioned to approve the FY 2023 budget for Insurance in the amount of \$157,598. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **VII. Old Business**

### **A. Town Hall Door & Elevator Shaft Painting**

Mr. Leclair indicated the door was installed and the invoice was received today for \$7,025 which is less than expected. Mr. Villeneuve will be back to finish the trim. Pelmac will be billing separately for about \$500. The elevator shaft was painted and needed sanding, which was done. The cost was \$300 less, about \$1,500.

## **VIII. Committee Reports**

Mr. Leclair noted the Budget Committee meetings are moving along with the meeting at Auburn Village School coming up on Thursday.

Mr. Sterndale noted the next joint meeting with the School Board could be on December 19<sup>th</sup>.

## **IX. Upcoming Meetings**

- A. Mon. Nov. 28, 2022 – Personnel budget and Capital Reserve transfers
- B. Mon. Dec 5, 2022 – Warrant Articles and tabled Operating Budget items

## **X. Minutes**

### **A. November 7, 2022**

***Mr. Rolfe motioned to approve the November 7, 2022 Public Meeting Minutes. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **XI. Adjournment**

***Mr. Rolfe motioned to adjourn the meeting at 8:16 PM. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Respectfully submitted,  
Nancy Hoijer, Recording Secretary