

**Town of Auburn
Board of Selectmen
Stritch Meeting Room
Town Hall
March 13, 2023
Approved Minutes
7:00 PM**

Selectmen Present: Keith Leclair, Michael Rolfe and Tom Carroll

Others Present: Mike DiPietro, Town Administrator Chris Sterndale and Recording Secretary Nancy Hoijer

I. Call to Order

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

II. Public Comments

Mr. Leclair asked if there were any comments from the public at 7:00 PM and there were none.

III. Appointments with the Board

IV. Manifests

3/8 Highway Payables - \$19,115

Mr. Leclair motioned to approve the March 8, 2023 Highway Payable Manifest in the amount of \$19,115. 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.

V. Consent Agenda

Mr. Leclair read out loud and offered for inspection the Consent Agenda for the week of March 13, 2023 which included an Accounts Payable Manifest dated 3/8 in the amount of \$1,056,710.18 and a Payroll Manifest dated 3/15 in the amount of \$57,172.26.

Mr. Leclair motioned to approve the Consent Agent for the week of March 13, 2023. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

VI. New Business

A. Safety Complex Backup Power

Chief Williams submitted quotes for two options for transfer switch on the generator at the Safety Complex. One option was to repair the switch and another was to replace the transfer switch. Being that there was no generator backup for the entire building, Chief Williams requested the quotes be expedited and that the Board move forward quicker than normal with their decision. The quote for replacing the switch, in the amount of \$6,972.35, included the system being temped out during repairs to cover down time. The quote for replacing the transfer switch control, in the amount of \$8,007.75, would require updating to a newer version as the model is obsolete. The time for repair would be one to two weeks and replacement could happen right away, as early as next week.

Mr. Rolfe motioned to approve expenditure of an amount not to exceed \$8,200 for Chief Williams to fix the switch, to come from the Town Buildings Restoration and New Construction Fund. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

B. Transfer Station Update

Mr. Sterndale provided the Board with an updated green sheet showing what items the Transfer Station would accept.

Mr. Sterndale noted he met with the manager and district manager of Waste Management. There is no clear oil policy, just a list of places to take it and no location to dispose of batteries.

Mr. Sterndale made recommendations for scheduling the E-Waste and Shredding Day events on September 30th. The Board recommended they not occur at the same place on the same day. Mr. Sterndale will shift the time/location around.

C. BOS Rules of Procedure

Mr. Sterndale provided the Board with an update to their Rules of Procedure simplifying the items required by statute. The Board will review the Rules of Procedure after the election. Mr. Sterndale will provide a sheet showing the edits.

D. Paving Prices

Mr. Sterndale provided the Board with a list of 2023 paving prices from Advanced Paving dated February 28, 2023. The Board will compare last year's prices with Road Agent Dross at the next meeting. Mr. Leclair will get prices from another paving company to compare with.

VII. Old Business

A. Goal Setting

The Board reviewed the status of the goals established at the last meeting with Town Administrator Sterndale.

Mr. Sterndale provided the proposed posting for the Finance & Communications Assistant. The Board agreed the assistant should be able to process payables and payroll when Ms. Friolet isn't here.

The Board will further discuss the possibility of hiring a home inspector to consult on the proposed Building Maintenance Inventory/Plan.

The Board will start to discuss the process with the Road Agent's retirement plan when he comes to the next meeting.

Mr. Sterndale will facilitate communications with staff to establish a timeline for preparing for other retirements in the next few years.

Mr. Rolfe will look at estimates for the proposed renovations at Exit 2.

Mr. Leclair added that as the year progresses Mr. Sterndale should prepare notes so that a Statement of the Town presentation can be done at budget season.

VIII. Committee Reports

Mr. Carroll reported Parks & Recreation attended the design meetings for the Community Center.

Mr. DiPietro noted that there is one regular Zoning Board of Adjustment member stepping down and an alternate can step up.

IX. Upcoming Meetings

A. Mon. Mar. 27, 2023

X. Minutes

A. February 27, 2023

Mr. Rolfe motioned to approve the February 27, 2023 Public meeting minutes. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.

XI. Adjournment

Mr. Carroll motioned to adjourn the meeting at 7:33 PM. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,
Nancy Hoijer, Recording Secretary