

**Town of Auburn  
Board of Selectmen  
Stritch Meeting Room  
Town Hall  
March 27, 2023  
Approved Minutes  
7:00 PM**

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

**Others Present:** Police Chief Ray Pelton, Finance & Budget Administrator Mimi Friolet, Deputy Fire Chief Bob Seling, 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**

3/22 Accounts Payable - \$141,180.35

***Mr. Rolfe motioned to approve the March 22, 2023 Accounts Payable Manifest in the amount of \$141,180.35. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

3/29 Payroll - \$58,020.09

***Mr. Rolfe motioned to approve the March 29, 2023 Payroll Manifest in the amount of \$58,020.09. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

3/22 Highway Accounts Payable - \$16,840

***Mr. Leclair motioned to approve the March 22, 2023 Highway Accounts Payable Manifest in the amount of \$16,840. 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. New Business

### A. Election of Officers

***Mr. Rolfe motioned to appoint Keith Leclair as Chair. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mr. Carroll motioned to appoint Mr. Rolfe as Vice-Chair. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### B. Committee Appointments

***Mr. Leclair motioned to appoint Mr. Rolfe as exofficio representative of the Planning Board and Mr. Carroll as exofficio representative of Highway Safety and Parks & Recreation. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mr. Rolfe motioned to appoint Keith Leclair as exofficio representative of the Budget Committee. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mr. Rolfe motioned to appoint Jen Strabone as a regular member of the Parks & Recreation Commission. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mr. DiPietro indicated the Zoning Board of Adjustment is meeting tomorrow night and he will recommend appointment of an alternate as a regular member and then will need an alternate.

Mr. Sterndale noted that Mr. Porter is willing to accept reappointment to the Conservation Commission and Southern NH Planning would like another member and Alternate Jeff Porter may be interested in being a regular member.

Mr. Sterndale will look into what happened with the statute concerning the Citizen's Broadband Committee.

### C. Paving Contract 2023

Road Agent Dross indicated that paving prices were held last year and noted that Advanced also helped out with the skating rink/pickleball court repairs.

Mr. Sterndale provided the previous years pricing histories requested by Mr. Leclair at the last meeting.

***Mr. Rolfe motioned to approve the 2023 Advanced Paving contract and authorized Keith Leclair to sign on behalf of the Board. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### D. Road Agent Planning

Road Agent Dross reported that plans for the upcoming year included a top coat on Squirrel Drive and shim and overlay on a section of Wilson Crossing, Pondview and Rattlesnake to Nutt Road.

Mr. Sterndale asked how residents would be kept informed. Road Agent Dross noted there isn't much advance notice. Mr. Leclair recommended putting something in the Town Crier to indicate these are the roads being done this year – t/b/d.

Road Agent Dross noted two of the areas that needs to be looked at when the transition to appointed happens is equipment that the Town does not own and a job description to go on. He recommended Mr. McCarthy to serve on the Committee.

Mr. Leclair recommended coming up with a name for the Committee, choosing a regular meeting date/time and posting information in the Town Crier to see would may be able to provide skilled assistance with the Committee being formed. He recommended Mr. Dross, Mr. McCarthy, Mr. Sterndale, someone from the Board or possibly the entire Board of Selectmen and perhaps Building Inspector Rouleau-Cote. Stantec could send a representative as a guest speaker at one or more of the meetings.

Mr. Sterndale will see if Mrs. Rouleau-Cote is interested and draft a posting for the Town Crier.

#### E. 2023 COLA

Mr. Leclair summarized the March 23 memo concerning the 2023 COLA and step increase for the Parks and Recreation Coordinator & Finance and Budget Administrator.

***Mr. Rolfe motioned that the Board of Selectmen approve contractual COLA wage increases for Auburn Police Union employees, and a 7.95% wage increase for all other Town employees effective March 26, 2023. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mr. Rolfe motioned that the Board of Selectmen approve step increases for the Parks & Recreation Coordinator at a Labor Grade Six, Step 13, and the Finance and Budget Administrator to a Labor Grade 12, Step 5. Further the Board approves status changes from part-time to full-time for the Parks & Recreation Coordinator and the Library Assistant. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Finance & Budget Administrator Friolet will bring a proposal to the next meeting for the COLA for non-employees and elected officials and so that there is a line for stipends and election work. Mr. Sterndale noted that elected officials should not be put on or

confused with the pay scale for employees and noted the voters set the Town Clerk's compensation by state law.

#### F. Duck Race Committee Appointment

Mr. Sterndale provided a memo dated March 21, 2023 concerning this year's Duck Race scheduled for September 9. Chair Mancini recommended appointments.

***Mr. Rolfe motioned to appoint the following volunteers to the 2023 Duck Race Committee: Brenda Beer, Cindy Berling, Dan Carpenter, David Rogers, Deb Mancini, Joe Mancini, Linda Matta, Nancy Mayland, Pat Clement and Sue Anderson. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### VI. Old Business

#### A. BOS Rules of Procedure – ***Tabled***

#### B. Goal Setting

Mr. Leclair asked that the wireless communication issue be put on the agenda in a couple of weeks so that a presentation can be made as to how to improve it in this part of town.

Mr. Rolfe reviewed the 2021 estimate for work on the underpass at Exit 2 to get rid of the islands and rebuild catch basins and questioned whether this may need to be a CIP item.

### VII. Committee Reports

Mr. Rolfe reported that the Planning Board met on March 15<sup>th</sup> and Mr. Peterson did not come for the site plan discussion. James Franklin appeared on behalf of Francis Magdziarz for a Lot Line Adjustment application for Cedar Crest Lane and George Chadwick appeared on behalf of Maine Drilling & Blasting for a Lot Line Adjustment on Gold Ledge Ave and Leppert Way.

Mr. Carroll reported Parks & Recreation continues to attend the conceptual design meetings for the Library/Community Center and parking was an issue brought up by the design team.

Mr. DiPietro reported Highway Safety met last Wednesday and Sgt. Cashman presented the Police Report with accidents increased a little.

### VIII. Upcoming Meetings

#### A. Mon. Apr. 10, 2023

## **IX. Minutes**

A. March 13, 2023

***Mr. Rolfe motioned to approve the March 13, 2023 Public meeting minutes. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.***

## **X. Adjournment**

***Mr. Rolfe motioned to adjourn the meeting at 8:31 PM. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Respectfully submitted,  
Nancy Hoijer, Recording Secretary