

**Town of Auburn
Board of Selectmen
Public Safety Complex
Training Room
June 19, 2023
Approved Minutes
7:00 PM**

Selectmen Present: Keith Leclair, Michael Rolfe and Tom Carroll

Others Present: Town Clerk Kathleen Sylvia, Tax Collector Susan Jenkins, Police Chief Ray Pelton, Fire Chief Michael Williams, Library Director Daniel Szczesny, Library Trustees Nancy Mayland, Marilyn Cavanaugh, Elizabeth Michaud, 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

A. Library Trustees

Library Director Daniel Szczesny provided the Board with an update on the proposed library expansion project. He indicated they were 7-10 days from hiring a construction manager to work with the architect and finalize plans in early October and obtain a cost estimate. There was a building needs assessment done in April which is on the website. He indicated the modest size of the library has become too small. In October MRI conducted a community forum and surveyed residents concerning their space needs for a community room, meeting rooms, collection space and small events. S&P of Concord was hired. A building committee was created and has met several times. Bids were narrowed to three which are being interviewed in 7-10 days. They are working with a consultant to create a non-profit and for fund raising, grants and donations and hope to go to town warrant by January 2024. There was an open house last month.

Mr. Leclair asked if there were any major revisions and Mrs. Mayland indicated the community room would hold about 100 people and would be able to be entered when the rest of the library is closed. There would be smaller rooms for six to eight people.

Mr. Leclair asked if there would be renovations to the existing building and Mr. Szczesny indicated the foundation. The building will be lifted and set down. The back of the

current library will be removed. The septic will be replaced. Mr. Rolfe noted the parcel was in the high-water table.

Mr. Leclair asked about the makeup of the building committee and Mr. Szczesny indicated there is the Board, half a dozen citizen members and the architect. Mrs. Mayland noted they plan to contact all local non-profits and get their involvement. A dry well can be utilized, they are doing some studies. Mr. Rolfe noted he would like to see the topography. Mrs. Mayland indicated they would like to get some of the Selectmen involved. Mr. Carroll indicated he was still interested in staying involved.

Mr. Sterndale asked the motivation to keep the existing building and Mrs. Mayland indicated there were covenants in the deed from the Griffin family and that it was what most people wanted.

Mr. Leclair asked if there would be additional costs, such as staffing, and Mrs. Mayland indicated they talked about staffing and if the property were designed right they would not need much more. Mr. Szczesny indicated a few more hours.

Mr. Leclair asked about the proposed technology area and Mr. Szczesny indicated there were going to be eight computer areas, two in the children's room.

Mr. Leclair asked about accessibility and Mrs. Mayland indicated there would be an online calendar where people can sign up, which would then be confirmed by the library staff.

Mr. Leclair recommended they touch base again in August.

B. Fire Chief Michael Williams

i. Monthly Report

Chief Williams presented the Department's report for the month of May. There were 49-50 calls for service and a lot of training. Pump testing was completed, and all passed with minor repairs. The forestry truck is being setup. The National Guard in Hookset spent about four hours going through it this Thursday.

Mr. Leclair asked if the pumper would be put on the warrant for replacement next year and Chief Williams indicated that if it passed this inspection, he would carry it forward another year.

Chief Williams reported the blood drive was held but with appointments needed he didn't feel there were as many participants.

Chief Williams reported two new hires, Greg Gelinis and John Kreas are new call firefighters. He has had two internal interviews, and another scheduled for tomorrow.

Chief Williams reported a lot of activity with sprinkler inspections at the Cliffs which is getting busy.

ii. SOP/SOG Updates

Chief Williams presented the updated SOPs #17, #19, #20 and #21 and SOGs #202 and #203.

SOP #17 concerns part time per diem firefighters;
SOP #19 concerns earned time;
SOP #20 concerns shift exchanges with no increased cost to the town;
SOP #21 concerns shifts start and end, day and night unit;
SOG #202 concerns rules and responsibilities; and
SOG #203 concerns the "I am responding" software program. Call members will have the ability to go right out for medical calls with equipment and be on the road and formalizes the seat-belt policy.

Mr. Rolfe motioned to approve SOP #17, #19, #20, #21, SOG #202 and SOG #203. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.

iii. Tour of newly renovated quarters and forestry truck

At 8:13 PM the Board left the training room to tour the newly renovated quarters and forestry truck and returned at 8:30 PM.

IV. Manifests

Highway Payables – 6/12 \$18,620

Mr. Carroll motioned to approve the Highway Payable Manifest dated June 12, 2023 in the amount of \$18,620. Mr. Leclair 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 dated June 19, 2023 which consisted of an accounts payable manifest in the amount of \$87,365.10, a payroll manifest in the amount of \$77,289.01, appointment of Town Administrator Sterndale as representative to SE NH Haz Mat Mutual Aid, a reduced surety and authorization of \$25,000 to be applied to offset the cost of the re-evaluation.

Mr. Rolfe motioned to approve the Consent Agenda for June 19, 2023. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.

VI. New Business

a. Highway Safety Grant – Police Chief Pelton

Chief Pelton presented the Highway Safety Grant for acceptance. He indicated the grants allow the Department to set up checkpoints for dui, radar and distracted driving.

Mr. Rolfe motioned that the Board of Selectman accept the Auburn Police Department Highway Safety Grant in the amount of \$8,200 and authorize Chief Ray Pelton to sign all documents related to the grant. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.

b. Town Clerk Staffing – Kathleen Sylvia

Mrs. Sylvia indicated the Department was down a deputy who resigned recently. Mrs. Sylvia indicated that she plans to retire between January and April of next year.

Mr. Sterndale questioned what the position should look like. Two people are needed and the Town Clerk's position must be elected and filled by someone from town.

Mrs. Sylvia described the job responsibilities of the deputy and Town Clerk. In addition to motor vehicles, there are elections, vital records, dog licensing and official town records keeping of meeting minutes, etc. Motor vehicles is the only portion that could be pulled away and takes up 90-95% of the time spent, however there has to be window hours and if there is a storm there can be a lot of absentee ballots which is very time consuming.

Mr. Leclair questioned whether the Board would need to go to the voters to ask that motor vehicles be separated. Mrs. Sylvia indicated the town would have to write to the state to pull that part away.

Mr. Leclair asked the number of window hours and Mrs. Sylvia indicated there were 25 per week. She recommended the clerk not be in the building alone on nights when the BOS is not meeting.

Mr. Carroll asked about potential overlap. Mrs. Jenkins noted her deputy was willing to learn the car registration process.

Mr. Leclair was in favor of cross training and Mr. Sterndale agreed this would allow two windows to be open. Mrs. Sylvia explained that sometimes people are in line for up to 45 minutes especially if there is a need to call the state with a problem because there is no way to suspend the transaction and move on.

Mr. Leclair recommended advertising for both the deputy and Town Clerk.

c. Capital Improvement Plan Draft

Mr. Sterndale provided preliminary draft CIP plans and discussed the rating system and prioritization, the Master Plan and how impact fees work – which he noted Auburn does not have impact fees. The CIP is useful for planning equipment replacement and road construction. Mr. Sterndale listed some of the Fire Department's assets and major equipment such as vehicles, radios and SCBA.

Mr. Sterndale noted that he ran bond numbers for a six-month period at 4% for 20 years

Mr. Leclair asked about the tax impact and town assessment. Mr. Sterndale indicated he would get updated revaluation numbers.

d. Personnel Policy

Mr. Sterndale noted the policy contains out of date processes which are excessive and benefits that change which could be listed on an appendix to be provided to new employees. He recommended cutting out languages that doesn't apply.

Mr. Sterndale discussed holidays, bereavement time, library and police union differences, the policy for divulgence of complaints and exit interviews.

Mr. Leclair recommended reviewing the policy in sections.

VII. Old Business

a. Griffin Mill Bridge

Mr. Sterndale reported that he hasn't had an update from Mr. LaBranche yet.

b. Goals

Mr. Leclair reviewed the status of the goals set at the beginning of the term. The Road Agent position is underway with the committee now organized and meeting. Mr. Sterndale noted that he has an RFP out for HVAC as part of the goal to have building maintenance needs identified. Mr. Leclair noted he will get contact information for the tower. The CIP and audit items are underway. Mr. Sterndale is working on refreshing the website with staff training. The goal for paperless finance is being worked on and has had a big impact on the vault.

Mr. Leclair requested that Mr. Sterndale provide a column showing the completion percentage of each item.

VIII. Committee Reports

Mr. Rolfe reported the Planning Board met and discussed the Auburn Self Storage facility, and a surety reduction that was lowered by \$103,000. He reported that Mr. Villeneuve had a hearing

concerning his site plan for 346 Hooksett Road and that Dunkin Donuts was proposing a solar array which did not have support from residential condominium neighbors in the commercial zone.

IX. Minutes

A. June 5, 2023 Public Meeting Minutes

Mr. Rolfe motioned to approve the June 5, 2023 public meeting minutes. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.

X. Non-Public Session pursuant to 91-A:3(II)(e)

By Roll Call Mr. Leclair motioned to go into non-public session pursuant to 91-A:3(ii)(e). Mr. Rolfe seconded the motion. A roll call vote was taken, Mr. Leclair voted aye, Mr. Rolfe voted aye and Mr. Carroll voted aye. The motion passed 3-0-0.

The meeting room was closed to the public at 9:17 PM.

Mr. Rolfe motioned to come out of non-public session. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.

The meeting room was reopened to the public at 9:35 PM.

By Roll Call Mr. Leclair motioned to seal the minutes of the non-public session. Mr. Rolfe seconded the motion. A roll call vote was taken, Mr. Leclair voted aye, Mr. Rolfe voted aye and Mr. Carroll voted aye. The motion passed 3-0-0.

XI. Adjournment

Mr. Leclair motioned to adjourn the meeting at 9:35 PM. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy Hoijer, Recording Secretary

QUORUM NOTICE: A quorum of the Board of Selectman may be participating in the Highway Management Committee meeting on June 19, 2023 at the Safety Complex immediately prior to this meeting.