

**Town of Auburn  
Board of Selectmen  
October 25, 2021  
Town Hall  
Minutes**

**7:00 PM**

**Selectmen Present:** Keith Leclair, Todd Bedard and Michael Rolfe

**Others Present:** Brian Chasse, Library Director Kathryn Growney, Library Trustees Nancy Mayland, Marilyn Cavanaugh, and Elizabeth Michaud, Finance Director Patricia Rousseau, Finance Assistant Mimi Friolet, 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 Payroll Manifest for the Week of October 25, 2021 - \$50,726.61**

***Mr. Bedard motioned to approve the Payroll Manifest for the week of October 25, 2021 in the amount of \$50,726.61. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

**Approval of Consent Agenda for the Week of October 25, 2021**

Mr. Leclair read out loud and provided for inspection a copy of the Consent Agenda for the week of October 25, 2021 some of which included: one (1) cancelled check manifest and one (1) account payable manifest.

***Mr. Bedard motioned to approve the Consent Agenda for the week of October 25, 2021. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

**FY 2022 Town Budget**

**Information Technology – Patricia Rousseau, Bill Herman & Brian Chasse**

Mr. Herman provided the Board with proposals for Computer Services & Technology budgets for FY 2022 including IT proposals for General Government Line 3-340-1 in the amount of \$13,128 for 14 managed devices, Fire Department 6-690-3 in the amount of \$8,448 for seven managed devices and Police Department Line 3-340-1 in the amount of \$16,008 for 22 managed devices.

Mr. Herman noted we were looking at increased efforts and services for maintaining and strengthening the Town's computer systems and networks moving forward. He indicated they invited Brian Chasse of A.N.S. Networking to tonight's meeting to address the efforts and answer questions.

Brian Chasse reviewed the IT proposals for each of the three budget areas, recommending a universal baseline of cyber security and offering ala carte pricing for additional services. He reviewed the use of EDR or End-Point Detection & Response, for Servers & Workstations and Proofpoint for Email security. He noted that his new hourly rate is \$110.00 plus travel time.

Mr. Herman noted three years ago the Town of Auburn was one of five towns, school districts and counties chosen by Primex to participate in a pilot program to test network operations and security, and Auburn scored better than expected due to the work Mr. Chasse has been doing on their systems. He noted the Town needs to implement more formal written policies for what actions staff should take in certain situations.

Mr. Chasse explained how ransomware can infect servers by encrypting all the files and finding gateways to the server and how important the EDR is to protect that while Proofpoint is used for email security.

Mr. Leclair recommended tabling approval to review the information more thoroughly.

***Mr. Bedard motioned to table the FY 2022 technology, computer services, contract services and maintenance lines for General Government, Police & Fire. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Griffin Free Public Library – Library Trustees & Kathy Growney**

Library Director Kathryn Growney presented the proposed FY 2022 Griffin Free Public Library budget in the amount of \$54,760 which is a two percent increase proposed over last year.

Ms. Growney reported print and electronic lending use is higher than it's ever been. In person programming is rebounding. HEPA filters were installed in all the rooms. They have a camera for hybrid programming which has allowed them to expand the number of attendees a room could hold. A community survey went out in September to see what services borrowers like and where the library could improve. The analysis should be completed soon.

Ms. Growney noted a \$400 increase in Library Utilities Line 5-535-1 as this covers gas, electric and heat. Mrs. Mayland noted heating oil is a big part. Library Maintenance Line 5-550-1 decreased by \$1,180 and includes cleaning, painting, trash pickup. Cleaning is done weekly due to Covid. Library Computer Systems Line 5-590-1 should be \$7,000 as it is level funded from last year. Mr. Leclair questioned whether the proposal for Line 6-610-1 Library Equipment & Furnishing could come out of the library's budget balance to purchase the requested new task chairs for \$510 since the utility line will not likely be spend this year.

Mrs. Growney noted an increase proposed to Line 6-650-1 Programs of 30% or \$350.00. She noted programming is already overextended this year. Ms. Growney asked to increase Line 6-650-2 Lending Materials Print by 18% citing the increase in Hoopla especially of \$4,200 due to increase in digital usage resulting in an increase of \$350/mo. Mr. Bedard asked if the library were charged every time materials were downloaded such as audios. Ms. Growney noted it depended on the service, Libby or Hoopla. Libby is 31-cents per checkout and Hoopla \$1.50-\$2, but a lot of borrowers use Hoopla for homeschooling materials and music they can't otherwise get, and more content means sooner availability. Library supplies Line 6-660-1 increased by \$200 to \$2,700.

***Mr. Leclair motioned to approve the FY 2022 Griffin Free Public Library budget in the amount of \$53,550. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Library Director Kathryn Growney presented the proposed Land Improvements budget for FY 2022 Library Land & Building Review in the amount of \$40,000 for architectural drawings for the library as noted in the CIP. Ms. Growney noted there would be fundraising associated with the project and a community focus group program. The Board agreed the architectural work would go out to bid. Mr. Herman observed nothing would be done prior to April after the budget passes and that some things like the focus group and work being put out to bid would be happen before the architectural work is undertaken which could allow the Town to budget less in 2022 for this effort with the balance to be raised in 2023. The rest could be found from ARPA, or the Building Fund.

Mr. Leclair recommended reducing the amount for FY 2022 to \$20,000 and using two years to raise the full amount of funds that would be needed.

***Mr. Bedard motioned to approve the FY 2022 Land Improvements budget for the Library Land and Building Review in the amount of \$20,000. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mrs. Growney presented a proposal to use current staff to fill hours this year rather than hiring the casual part-time employee initially planned. The library didn't end up hiring for the casual part-time position last year due to COVID.

Mrs. Growney noted in addition, based on the hours of the Library Director's work week, now 44 hours per week, she would propose adding another four hours to the part-time staff to offset some of her responsibilities such as when she is on vacation, at meetings, or conferences. Those additional four hours per week were added to Mary Hrubiec's hours.

Mr. Leclair asked the average rate and Mrs. Growney noted it depended on who was covering but a maximum of \$20/hr., approximately \$4,000 per year.

Library Director Growney and the Trustees left the meeting.

Mr. Leclair noted there were more hours increased in the proposal which were not discussed and perhaps Mrs. Growney could come back to discuss how those were reworked: the rates and annual cost which was not listed on the proposal.

### **General Government Buildings & Grounds – Patricia Rousseau & Bill Herman**

Mr. Herman and Ms. Rousseau presented the proposed FY 2022 General Government Buildings & Grounds budget in the amount of \$121,185 which is a one percent increase proposed over last year.

Finance Director Rousseau indicated the Town Hall Telephone/Internet Line 5-510-1 was out of contract reflecting in increased prices; a 12% increase is proposed. Mr. Leclair recommended reaching out to the carrier to lock back in. She noted prices will likely still go up. Assistant Finance Director Friolet noted internet speeds are slow. Ms. Rousseau has a list she compiled earlier of internet speeds and will share that.

Mr. Leclair recommended increasing the proposal for Line 5-520-5 Parks & Recreation Electric from \$1,500 to \$2,000 as it is already over expended. Mrs. Friolet noted the lights at Wayne Eddows may not be shutting off on the soccer field. Mr. Leclair noted the lights are manually operated in a lock box and not operating in the winter. Mr. Herman mentioned the ice-skating rink also. Mr. Leclair noted the number of lights will double even though they are LED. Electric cost will go up when the softball field lights are added. Electric for the new Storage Building will bill to the Fire Department's budget. Safety Complex Heating Line 5-530-3 was reduced by \$1,000 due to expenditure history. Line 5-550-1 will be titled "Town Hall Repairs & Maintenance" and reduced by \$880 from originally proposed. The line will be proposed now at \$9,830 to combine with the \$4,830 proposed from Line 5-560-1 Plant Costs included. Plant Costs Line 5-560-1 will now be eliminated. Mr. Herman will obtain the list from last year of items covered under these lines. \$1,500 is proposed for Irrigation Repairs in Line 5-550-2 Municipal Property Mowing. Mr. Leclair recommended getting prices for fertilizing at Town Hall as Plaza does not do that. Finance Assistant Friolet noted Highest Quality does the Safety Complex and Cemetery and everyone also seems happy with Mainely Grass.

Finance Director Rousseau requested to combine \$200 from Line 6-660-2 Janitorial Supplies with General Office Supplies.

***Mr. Bedard motioned to approve the FY 2022 Government Buildings & Maintenance budget in the amount of \$119,805. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **General Government – Patricia Rousseau & Bill Herman**

Mr. Herman and Ms. Rousseau presented the proposed FY 2022 budget for General Government in the amount of \$123,021.00 which is a nine percent increase proposed over last year. Line 3-340-1 Contracts Software & Maintenance in the amount of \$47,570 a 14% increase was tabled to get more information at the beginning of the meeting.

Finance Director Rousseau reviewed the General Office Equipment Line 6-610-1 which proposed a 35% increase to purchase two printers at the Town Clerk's office and purchase a credit card machine. Mr. Leclair recommended the departments receiving payments could save time by getting service with the bank to scan checks. Ms. Rousseau noted the wireless credit card machine proposed could be used by multiple users allowing payments to be processed at both windows.

Assistant Finance Director Friolet reviewed Line 6-620-3 Newsletter which has an increase proposed of 15% due to increased postage and printing costs for the Town Crier. Mr. Leclair discussed various options such as online posting, opting in or out, increasing advertising revenues and shopping for better rates with other printers.

Mr. Leclair asked if the 14% increase for General Postage Line 6-630-1 could be reduced as the postage machine rental had gone up. He proposed looking at Stamps.com or another suitable substitute.

Mrs. Friolet noted she will be attending the government accounting course in April which makes up \$1,000 of the \$3,000 Line 6-645-1 Conferences, Dues & Seminars. Mr. Leclair noted due to being under expended in FY 2021 this line could be reduced by \$500.00.

Ms. Rousseau noted the \$200 cost for janitorial supplies is combined in the 17% increase to Line 6-670-1 General Office Supplies.

***Mr. Bedard motioned to approve the remaining General Government budget for FY 2022 in the amount of \$74,951 (tabling approval of the \$47,570 proposed for Line 3-340-1). Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Advertising & Regional Associations – Bill Herman**

Mr. Herman presented the proposed FY 2022 budget for Advertising & Regional Associations in the amount of \$9,929 which is a five percent increase proposed over last year.

Mr. Herman noted Line 0-001-1 NH Municipal Association dues increased by one percent. The dues provide for staff training through seminars, webinars and workshops, generalized legal services and they track legislation among other services provided.

Mr. Herman noted Line 0-001-2 Southern NH Planning saw a 10% increase due to the dues being based on population which increased. They provide regional information to 14 communities often collaborating with the Planning Board, in addition to also conducting annual traffic counts on Town roads..

***Mr. Bedard motioned to approve the FY 2022 Advertising & Regional Associations budget in the amount of \$9,929. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Debt Service – Bill Herman**

Mr. Herman presented the proposed FY 2022 Debt Service budget in the amount of \$3.00 which is level funded. This is a place holder for Long Term Bond Principle, Interest and TAN Interest.

***Mr. Bedard motioned to approve the FY 2022 Debt Service budget in the amount of \$3. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Cemetery Budget/Mowing Update – Bill Herman**

Mr. Herman reported the proposed Cemetery Mowing Line (3-380-0) of the FY 2022 Cemetery budget, had come in at \$14,440 per year with the price held for two years.

***Mr. Bedard motioned to approve the FY 2022 Cemetery budget in the amount of \$38,440. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **New Business**

### **Project Discussions for FY 2021 ARPA Funds**

Mr. Herman presented a copy of the updated 2021 American Rescue Plan Act (ARPA) Funds spreadsheet which detailed the expenditures to date and balance available. He added the \$63,232.50 expenditure for the 15 digital portable radios for the Fire Department and the Improvements and Repairs to Longmeadow Cemetery of \$23,000.

Mr. Herman noted there was a bill for electric work at the Highway Garage for \$3,160 where \$800 was anticipated because a lift needed to be used to do the installation work. The difference could come from ARPA, the Building Fund or the Highway Budget. Mr. Leclair recommended having the difference taken out of the Highway Budget.

### **Report/Comments of Ex-Officio Board Representatives**

Mr. Bedard noted he attended the Parks & Recreation meeting and Highway Safety. Highway Safety discussed the bus stops and number of students utilizing bus service which is down.

Mr. Rolfe reported the Planning Board met and reviewed a conceptual brewing business at the location of the former Smiley Veterinary Clinic.

Mr. Leclair reported that the Budget Committee has met and not made any reductions yet. They will meet again on Thursday.

## **Other Business**

Mr. Leclair and Mr. Rolfe noted they will attend the Michaud Appeal at the ZBA meeting on Tuesday for 145 Appletree Lane.

## **Next Meeting/Events**

- Tuesday, October 26, 2021 – Zoning Board of Adjustment/Michaud Appeal – 7:00 PM
- Monday, November 1, 2021 – Board of Selectmen's Meeting – 7:00 PM
- Monday, November 8, 2021 – Board of Selectmen's Meeting – 7:00 PM

## **Minutes**

October 18, 2021 Public Meeting

***Mr. Bedard motioned to approve the October 18, 2021 Public Meeting Minutes as amended. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Adjourn**

***Mr. Bedard motioned to adjourn the meeting at 9:13 PM. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy Hoijer  
Recording Secretary