

**Town of Auburn
Board of Selectmen
Stritch Meeting Room
Town Hall
August 22, 2022
Approved Minutes
7:00 PM**

Selectmen Present: Keith Leclair, Michael Rolfe and Tom Carroll

Others Present: Tax Collector Susan Jenkins, Police Chief Ray Pelton, Michael DiPietro, Library Trustees Marilyn Cavanaugh and Elizabeth Michaud, Parks & Recreation Coordinator Amy Lachance, Assistant Finance Director Mimi Friolet, Finance Director Patricia Rousseau, Town Administrator Daniel Goonan, 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.

Public Hearing – Unanticipated Funds

- Highway Block Grant - \$139,101.95
- Bridge Allocation - \$110,650
- ARPA Phase 2 - \$292,188.82

Mr. Leclair opened the Public Hearing at 7:00 PM and being no comment or questions from the public Mr. Leclair closed the meeting to the public at 7:51 PM.

Approval of Payroll Manifest for the Week of August 15, 2022 - \$54,693.95

Mr. Rolfe motioned to approve the Payroll Manifest for the Week of August 15, 2022 in the amount of \$54,693.05 Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of August 8, 2022

Mr. Leclair read out loud and offered for inspection the Consent Agenda for the week of August 22, 2022 which included an intent to cut.

Mr. Leclair motioned to approve the Consent Agenda for the week of August 22, 2022. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of August 22, 2022 - \$63,717.81

Mr. Rolfe motioned to approve the Accounts Payable Manifest for the Week of August 22, 2022 in the amount of \$63,717.81. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

New Business

- Parks & Recreation – Wayne Eddows Parking Lot

Parks & Recreation Coordinator Amy Lachance reported that the Road Agent was able to secure a donation from the Town of Derry of surplus recycled asphalt which could be used to pave the existing lot. There are quite a few volunteers willing to help out. Mr. Rolfe noted the material will compact well over the years with the sun cooking it in but they will compact it also. He recommended against lining it.

Mrs. Lachance noted that patrons are parking in the street and she proposed budgeting \$25,000 in FY2023 to utilize 90' of the field area to the right. She requested that \$5,000 from the \$22,000 Severance School line could be used to make improvements this year. In the future culvert work will be needed.

Mr. Leclair questioned whether the project could be done sooner from the Town Rehabilitation Fund. Mr. Rolfe and Mr. Carroll were in agreement Mrs. Lachance will get pricing, especially for the fence. \$28,000 is committed for the softball field lights leaving about \$20,000.

- Finance – FY 2023 Budget

Finance Director Rousseau presented the Board with the first draft of the Town's proposed FY 2023 Budget. She noted there are three departments looking to change personnel from part-time to full-time: Parks & Recreation, the Coordinator would be 40 hrs./wk., Fire Department will have two and the Library is moving Mary Hrubiec to full-time but not refilling the Library Technician position.

Ms. Rousseau noted the Historic Association is looking to restore the Town Pound on Chester Road at an estimated cost of \$10,000. Furniture expenses of \$2,000 are not included in the proposed budget. The largest increase will be electric, fuel and heating all of which are doubling

Ms. Rousseau noted the Capitol Reserve funds have funds added to them annually and the Town Rehabilitation Fund should have additional funds put in. Mr. Leclair requested that Finance get copies of the current year expenditures for the next meeting. Ms. Rousseau indicated she would get those.

Mr. Leclair asked if the healthcare increase of 9% was included and Ms. Rousseau reported that Finance is getting proposals from two other pools in case the Town would rather change insurers.

Mr. Leclair summarized the Budget is increased \$500,000 without COLA, Health Insurance or 2% Step Increases for employees.

Ms. Rousseau reported that she spoke to the Chair of the Budget Committee, and they are ready to schedule meetings at the end of September.

- Library Trustees – Library Expansion

Ms. Michaud reported the Trustees are getting designs from architects concerning the Library Expansion. There is \$20,000 in the CIP to start the process in the fall. She will work with the Town Administrator to get proposals out to bid.

Mr. Leclair advised the next step should be focus groups to get input from the community and groups that may use the Library and proposed Community Center. He stressed the importance of having information from the community before sending out the RFP. Mr. Leclair noted Primex could provide a couple of advisors and they can coordinate with the Town Administrator.

Mr. Leclair explained what is required to encumber budget funds which will otherwise roll back into the General Fund. Ms. Rousseau noted the Library Trustees will be asking for another \$20,000 next year and should be sure to get numbers to back those up.

Old Business

- Town Hall Door Replacement

Mr. Leclair reported that he has discussed the door replacement with Mr. Villeneuve, and he would like the Board to decide on a locking mechanism. Ms. Rousseau noted trouble with the existing lock reported by the cleaning lady.

- Fire Department – SOP #016 Review

Mr. Goonan provided the Board with three potential versions of SOP #16 which reflects how Fire Department Detail rates would be charged so that charges by the Fire Department mirror those by the Police Department. Mr. Leclair read Version #1 out loud. He noted the only variable would be participation by a full-time firefighter who would be entitled to NH Retirement benefits which the Board agreed rarely if ever happened, most participants were call firefighters.

The Board agreed that charges for apparatus to be on site with a detail were too low for having a valuable piece of apparatus out of service. Mr. Goonan noted Manchester charges \$200/hr. for apparatus. Police Chief Pelton recommended \$100/hr. and the Board agreed.

Mr. Leclair motioned to adopt SOP #16 with the verbiage proposed so that all Firefighter and EMS details will be billed at the same hourly rate as the Auburn Police Union with a minimum of three (3) hours and fire apparatus for details be charged at the rate of \$100/hr. with no minimum required.

Mr. Leclair reviewed the contributions charged with the \$50/hr. rate and asked that the detail rates be written up for the Fire Department for the Board's next meeting.

- Fire Station #2 Siding Quotes

At the previous meeting the Board motioned to unanimously approve the bid from JMR however contingent upon seeing a couple of jobs first or being provided some referrals. Finance Director Assistant Friolet asked the Board which fund the payment would be coming from. The Board agreed funding would come from the Building Rehabilitation Fund.

The Board unanimously agreed to amend their previous motion as follows:

Mr. Leclair motioned to award the siding for Station #2 contract to JMR Siding for a total cost not to exceed \$50,000 from the Town Building Rehabilitation Fund, pending a couple of positive references. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Other Business

Mr. Leclair asked if there were any other business to come before the Board.

Tax Collector Susan Jenkins reported on the job search for the Deputy Collector. She has two potential candidates and has spoken to one through email. The position is 8-12 hours per week. Mr. Goonan requested to have more time to work with the current Deputy over the next two weeks. Mr. Leclair recommended both Mrs. Jenkins and Mr. Goonan interview the two candidates in the meantime and let them know the timetable will be 2-3 weeks until a decision is made. Mr. Rolfe and Mr. Carroll were in agreement.

Mr. Carroll asked how Severance School was coming along. Mr. Leclair reported Mr. Villeneuve will be working with Mrs. Lachance soon and has begun removing the front where the decking will be replaced. Mr. Goonan reported that he has had discussions with the Building Inspector and John O'Neill at Manchester Water Works. Mr. Goonan noted a couple of pine trees will be removed.

Mr. Leclair reported there was a funding change relative to the Griffin Mill Bridge Renovation which is now funded by the State at 100% for spring of next year. However the State provided verbiage as to how the project will be paid at State contracted rates referencing Davis Bacon. Stantec will continue to work with the family and keep them up to date. Stantec discussed rising project costs with the State and indicated it would not be an issue since their last proposal. The

Auburn Historical Society provided the State with a letter concerning the embankments which could not be changed.

Mr. Leclair reported MRI is scheduling interviews for the Town Administrator position on August 29th beginning at 6 PM in non-public session. A panel will be put together with a representative from Town Hall and the Budget Committee however the Board of Selectmen will vote on the potential candidate. MRI may also be in attendance. Mr. Leclair will reach out to the Budget Committee and indicated Building Inspector Cote, who was recommended by Finance and Parks & Recreation, will be the representative for Town Hall. Mr. Leclair will stop in at Town Hall and get feedback from employees and Department Heads.

Next Meeting

- Monday, August 29, 2022 – Board of Selectmen’s Meeting – 6:00 PM
- Monday, September 12, 2022 – Board of Selectmen’s Meeting – 7:00 PM

Approval of Minutes

- August 8, 2022 – Public Meeting

Mr. Rolfe motioned to approve the August 8, 2022 Public Meeting Minutes. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Reports of Ex-Officio Board Members

Mr. Rolfe – Planning Board Liaison

Mr. Rolfe reported the Planning Board granted conditional approval for the Storage Facility and a pit permit for Garabedian.

Adjournment

Mr. Rolfe motioned to adjourn the meeting at 8:17 PM. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,
Nancy Hoijer, Recording Secretary