

**Town of Auburn
Board of Selectmen
Stritch Meeting Room
Town Hall
September 26, 2022
Approved Minutes
6:30 PM**

Selectmen Present: Keith Leclair, Michael Rolfe and Tom Carroll (@ 7 PM)

Others Present: Fire Chief Michael Williams, Deputy Chief Bob Seling, Police Chief Ray Pelton, Tax Collector Susan Jenkins, Deputy Collector Patricia Loranger, Town Clerk Kathy Sylvia, Finance Director Patricia Rousseau, Assistant Finance Director Mimi Friolet, Parks & Recreation Coordinator Amy Lachance, Chris Sterndale, Town Administrator Daniel Goonan, and Nancy Hoijer, Recording Secretary

Non-Public Session pursuant to RSA 91-A:3(II)(a), (b) the dismissal, promotion or compensation of any public employee, and the hiring of any person as a public employee

Mr. Leclair called the meeting to order at 6:33 PM.

By Roll Call Mr. Leclair motioned to go into non-public session pursuant to 91-A:3(II)(a) and (b). Mr. Rolfe seconded the motion. A roll call vote was taken, Mr. Leclair voted aye, and Mr. Rolfe voted aye. The motion passed 2-0-0.

The meeting room was closed to the public at 6:33 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 2-0-0.

The meeting room was reopened to the public at 6:49 PM.

Mr. Leclair briefly adjourned the meeting at 6:49 PM.

Call to Order – Pledge of Allegiance

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

- **Merit Step Increase for Tax Collector**

Mr. Leclair motioned to approve a merit step increase for the Tax Collector Susan Jenkins from a Labor Grade 8, Step 13 to a Labor Grade 8, Step 14 based on a positive performance evaluation. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.

- **Hiring of Deputy Tax Collector**

Tax Collector Susan Jenkins presented Patricia Loranger to the Board for consideration as Deputy Tax Collector. Mrs. Jenkins noted her experience as a real estate agent, accounting and auditing background and organizational skills.

Mr. Leclair motioned to hire Patricia Loranger as Deputy Tax Collector starting at a Labor Grade 4, Step 3. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.

- **Software and Services for BS&A Cloud – Finance Director Patricia Rousseau**

Finance Director Rousseau presented the Board with a proposal dated September 26, 2022 quoted by Keegan Nixon for BS&A Software with a cost summary.

Ms. Rousseau proposed the new cloud-based software to replace the existing finance software sold to Harris Computer which she noted has a lot of manual entry work and charges for technical support. She noted that the Tax Collector's program would not change and auditors prefer Excel spreadsheets over fixed assets. Entries could be imported with Interware and shared.

Ms. Rousseau noted the start-up cost is \$68,000. Mr. Leclair asked if the software had been demonstrated yet and whether other companies have been looked at. He recommended getting more information such as ongoing cost, escalation, length of contract, hardware needs, impacts to others, and taking the time to schedule a demo. He would like to see a comprehensive list of what systems are out there and the pros and cons of each.

- **Severance School Utilities – Finance Director Patricia Rousseau**

Ms. Rousseau stated that she discussed the renting of Severance School with the auditors and recommended separating the rent from utilities and expenses.

Mr. Leclair noted he would like to see them separate but contained within the Severance School portion of Parks & Recreation's budget to review each year. Mr. Carroll agreed. Assistant Finance Director Friolet noted electric expenses are anticipated to rise by 102%. Mr. Carroll noted it may be worthy as a one-time exercise to pull out and look at Fire & Police.

Approval of Payroll Manifest for the Week of September 26, 2022 - \$54,693.95

Mr. Rolfe motioned to approve the Payroll Manifest for the Week of September 26, 2022 in the amount of \$54,693.95. 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 September 26, 2022

Mr. Leclair read out loud and offered for inspection the Consent Agenda for the week of September 26, 2022 which included: a Notice of Intent to Cut for Overlook Circle.

Mr. Leclair motioned to approve the Consent Agenda for the week of September 26, 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 September 19, 2022 - \$47,582.50

Mr. Rolfe motioned to approve the Accounts Payable Manifest for the Week of September 19, 2022 in the amount of \$47,582.50. 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 September 19, 2022 - \$45,654.09

Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of September 19, 2022 in the amount of \$46,654.09. Mr. Carroll seconded the motion. A vote was taken, Mr. Rolfe abstained, Mr. Leclair voted aye and Mr. Carroll voted all. The motion passed 2-0-1.

FY 2023 Town Budget

Finance Director Rousseau provided the Board with updated Budget Appropriation Reports to show the updated year to date expenditures.

- Tax Collector Susan Jenkins
 - Tax Bill Printing & Education

Tax Collector Susan Jenkins presented the proposed FY 2023 budget for the Tax Collector for Tax Bill Printing, Line 01-4150-6-620-1 and Education Line 6-645-1 in the amount of \$4,200 which is a two percent increase over last year.

She noted increased postage and need for the new Deputy Collector to attend education.

Mr. Rolfe motioned to approve the FY 2023 budget for the Tax Collector, Tax Bill Printing and Education, in the amount of \$4,200. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

- Deed Research

Tax Collector Susan Jenkins presented the proposed FY 2023 budget for Deed Research, Line 3-310-2, in the amount of \$700.00 which is a 13% decrease from last year. She noted property liens require title searches and she does some research herself but are driven by timeliness of payments.

Mr. Rolfe motioned to approve the FY 2023 budget for the Tax Collector, Deed Research, in the amount of \$700. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

- Checklist Supervisors

Tax Collector Susan Jenkins presented the proposed FY 2023 budget for Checklist Supervisors, Line 1-165-5, in the amount of \$1,900 which is a 40% decrease from last year. Mrs. Jenkins noted that the amount is based on one election but if the Primary should be moved up from January 2024 to December 2023 there would be a significant impact.

Mr. Rolfe motioned to approve the FY 2023 budget for the Tax Collector, Checklist Supervisors, in the amount of \$1,900. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

- Town Clerk Kathleen Sylvia

- Election, Registration & Vital Statistics

Town Clerk Kathleen Sylvia presented the proposed FY 2023 budget for Election, Registration and Vital Statistics in the amount of \$16,300. She noted that the Deputy will be attending conferences and dues will be expended. She noted dog tags were ordered in September but came in February.

Mr. Leclair asked about Line 6-650-1 Law Books and she noted there have been no new updates this year.

Mr. Rolfe motioned to approve the FY 2023 budget for the Town Clerk, Election, Registration & Vital Statistics in the amount of \$16,300. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mrs. Sylvia noted she would like to increase the hours of the Deputy from 15 to 20.

- Fire Department – Chief Williams - ***Tabled***

Fire Chief Williams presented the proposed FY 2023 budget for the Fire Department in the amount of \$261,536 which is a 20% decrease from last year. Chief Williams proposed replacing the appliances at the Safety Complex next year as they are aging out.

Mr. Leclair proposed purchasing half of the nozzles proposed in the Fire & Rescue New Equipment line (6-610-1) which would reduce this line by \$6,000.

Mr. Leclair questioned if the expenditures should be higher for Line 6-611-1 Fire Water Hydrants which are contracted quarterly with Manchester Water Works.

Chief Williams reported that the \$6,938 payment in Line 6-640-0 Fire Dues, Subscription and Software will be the final payment of three for the new Red Alert Software.

Mr. Leclair questioned the 56% increase proposed to Line 6-660-1 Fire Rescue Supplies and Chief Williams indicated that a maintenance contract was signed with Zoll for \$1,404.

Mr. Leclair questioned the unexpended amount for Fire Prevention and Chief Williams noted the Department just purchased supplies for Fire Prevention Week at the School.

Chief Williams reported an \$1,800 Forestry Grant was received and another has been applied for. Mr. Leclair explained that the Grant Line, 6 690-1 is maintained for grants with matching fund requirements.

Mr. Leclair proposed reducing Line 7-710-1, Fire Truck Maintenance, by \$4,600 leaving \$5,000 of the \$9,600 proposed for unforeseen repairs which can be covered by the equipment maintenance fund.

Chief Williams discussed concerns with the fuel line and proposed 89% increase. The Department is saving money purchasing diesel through DOT but the new contract prices for diesel will be out in October or November. Ms. Rousseau will contact DOT to see if the new contract pricing is available yet.

Chief Williams reported the new radios are working well and antenna sites are recommended to be added in the future at a potential cost of \$100,000.

Mr. Leclair motioned to approve the FY 2023 Fire Department budget in the amount of \$259,936. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously. Amended 10/2/22.

- OEM – Chief Williams

Fire Chief Williams presented the proposed FY 2023 Emergency Management budget in the amount of \$504.

Chief Williams explained the timetable of the update to the local emergency plan which is recommended for every 5 years. It would impact the ability to receive future grants if not updated. There is usually a state grant of 50% to match the federal grant.

Mr. Rolfe motioned to approve the FY 2023 OEM budget in the amount of \$504. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

- Ambulance – Chief Williams

Fire Chief Williams presented the proposed FY 2023 budget for Ambulance Service with Derry, NH in the amount of \$96,314 which is a three (3%) increase over last year and contractual. Mr. Leclair noted the term is through June of 2025.

Mr. Rolfe motioned to approve the FY 2023 budget for Derry Ambulance Service in the amount of \$96,314. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

- Fire Apparatus Lease/Purchase - Chief Williams

Fire Chief Williams presented the proposed FY 2023 budget for Fire Apparatus Lease/Purchase in the amount of \$48,214.

Ms. Rousseau noted this is the last payment for the attachment body.

Mr. Leclair asked what the replacement plan is for the following year and Chief Williams noted that Tanker 2 will be \$500,000-\$600,000 in FY 2024-FY 2029.

Mr. Leclair motioned to approve the FY 2023 Fire Apparatus Lease/Purchase budget in the amount of \$48,214. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

- Proposal to hire two (2) Full-Time Firefighters – Chief Williams

Fire Chief Williams presented a proposal to add two (2) full-time firefighter/EMS providers. He noted staffing has not changed since 2005 but population and demands for service have increased by 24-25% since 2005.

Mr. Leclair polled the Board to see if the request should be handled through the budget process or go to the voters to decide by Warrant Article. He noted when the Police Department added staff it did not go to Warrant Article.

The Board agreed they would like more time to review the overall yearly cost to the Town budget for payroll, retirement contributions and other benefits. Mr. Leclair noted that most likely the budget would be impacted by half a year the first year as the positions would start in June or July.

New Business

Old Business

- Town Hall Door Replacement - Tabled

Mr. Leclair noted he is waiting to get pricing on the hardware but the doors have been ordered.

Other Business/ Public Comment

Mr. Leclair asked if there was any other business or public comment to come before the Board.

Committee Reports

Mr. Rolfe reported that the campground applicant did not attend the Planning Board meeting. The new state changes to Planning Board procedures were discussed.

Mr. Carroll reported that Highway Safety met on Wednesday briefly. Parks & Recreation will be occupying Severance School in November and Mrs. Lachance is beginning to advertise activities for January.

Mr. Leclair reported that the Budget Committee will meet on Thursday.

Next Meeting

- Monday, October 3, 2022 – Board of Selectmen's Meeting – 7:00 PM
- Monday, October 17, 2022 – Board of Selectmen's Meeting – 7:00 PM

Approval of Minutes

- September 12, 2022 – Public Meeting

Mr. Rolfe motioned to approve the September 12, 2022 Public Meeting Minutes. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Adjournment

Mr. Rolfe motioned to adjourn the meeting at 8:36 PM. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,
Nancy Hoijer, Recording Secretary