

**Town of Auburn  
Board of Selectmen  
Stritch Meeting Room  
Town Hall  
October 17, 2022  
Draft Minutes  
7:00 PM**

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

**Others Present:** Mike DiPietro, Building Inspector Carrie Rouleau-Cote, Police Chief Ray Pelton, Police Lieutenant Charles Chabot, Animal Control Officer Jarlene Cornet, Daniel Carpenter, Finance Director Patricia Rousseau, Assistant Finance Director Mimi Friolet, 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 Comment**

**Appointments with the Board**

- Fire Department - Monthly Report – Chief Williams – Tabled

The Board was provided with Fire Chief Williams written report for the month of September 2022.

- New Hire

The Board was provided with a copy of a letter dated October 7, 2022 to Timothy Dalton hiring him as a probationary member of the Auburn Fire Rescue Department as of October 7, 2022 as an EMT until receiving certification in fire service.

- Pump Repair Invoice Approval

The Board was provided with an invoice from W.D. Perkins dated October 7, 2022 in the amount of \$11,185.39 for repairs to Tanker One.

***Mr. Leclair motioned to approve the invoice for repairs to Tanker One from W.D. Perkins in the amount of \$11,185.39 to be paid from the Fleet Maintenance and Repair Fund. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Approval of Payroll Manifest for the Week of October 10, 2022 - \$55,399.61**

***Mr. Rolfe motioned to approve the Payroll Manifest for the Week of October 10, 2022 in the amount of \$55,399.61. 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 October 17, 2022**

Mr. Leclair read out loud and offered for inspection the Consent Agenda for the week of October 17, 2022 some of which included: a void check manifest, a property tax credit, a NH DOR Revaluation Notification, a notice to fill cemetery trustee vacancy, and an escrow agreement for 266 Rockingham Road.

***Mr. Leclair motioned to approve the Consent Agenda for the week of October 17, 2022. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Approval of Accounts Payable Manifest for the Week of October 17, 2022 - \$74,544.23**

***Mr. Rolfe motioned to approve the Accounts Payable Manifest for the Week of October 17, 2022 in the amount of \$74,544.23. 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 October 17, 2022 - \$37,400**

***Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of October 17, 2022 in the amount of \$37,400. 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.***

### **New Business**

- Police Department – School Safety Discussion

The Board was provided with a written narrative entitled “ASSIGNMENT: School Resource Officer” together with a cost analysis for the position. Chief Pelton indicated the position was recommended by the School Superintendent and Principal to have a full-time officer beginning July 2023. AVS would split the cost based on their 180-day school year and propose to factor the cost into their budget.

- Town Crier Survey Approval – Finance Assistant Mimi Friolet

Finance Assistant Friolet provided the Board with copies of the proposed Town Crier Survey. She noted a QR code could be used. The Board was in agreement with the survey form presented for sending out to residents to see if they would like to continue to receive copies in print or electronically going forward.

## **FY 2023 Town Budget**

- Building Inspector/Health Officer – Building Inspector Carrie Rouleau-Cote

Building Inspector Carrie Rouleau-Cote presented the proposed FY 2023 budget for Building Inspector in the amount of \$12,800 which is a five percent increase from last year.

The Board was provided with a written 2023 Budget Proposal for Building Inspection/Code Enforcement.

Mrs. Rouleau-Cote indicated code books will be purchased, some electronically and some in hard copy for taking exams when a computer can't be used. The electronic copy can be shared with Chief Williams.

Finance Director Rousseau asked about software and Mrs. Rouleau-Cote noted Avitar will be dropped and then she will be using Full Circle.

Mrs. Rouleau-Cote noted fuel and mileage are up 186% but legal expenses are code enforcement mostly so there should be a cushion.

Mrs. Rouleau-Cote noted she is keeping the same vehicle another year since repairs were made this year and last. She averages 5500 miles per year.

Mrs. Rouleau-Cote reported that this time last year 600 permits had been issued and the same time this year has had 550 issued. There were 14 new homes last year with 3 ADUs and this year there are 12 new homes with 2 ADUs. There are two permits on her desk already for the 55 and over community who plan five houses with foundations scheduled this fall and homes by early summer. The foundation was poured for their clubhouse which will supply water to the subdivision during construction. There has been a lot of commercial activity this year.

***Mr. Rolfe motioned to approve the FY 2023 Building Inspector budget in the amount of \$12,800. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Health Administration

Building Inspector Rouleau-Cote presented the proposed FY 2023 budget for Health Administration in the amount of \$201.00 which is a 20% decrease from last year.

Mrs. Rouleau-Cote noted there is a requirement for an annual report to the BOS and reviewed some of the activities and responsibilities shared with Chief Williams such as receiving information from the Dept. of Health concerning outbreaks, inspecting schools, daycare, foster care and homes but not food service as that is the State. They respond to nuisances and tenant conditions and failed septic. They work with tenants and landlords to make sure rentals meet the minimum State requirements. They have done walk throughs with most of the rentals in town and found no issues. There were two hits for West Nile Virus this year as it was a dry summer. Training is about three hours each year with the NH Health Officers Assoc. paid for with dues.

***Mr. Rolfe motioned to approve the FY 2023 budget for Health Administration in the amount of \$201.00. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

- Animal Control – Jarlene Cornet

Jarlene Cornet presented the proposed FY 2023 budget for Animal Control Officer in the amount of \$2,240 which is a six percent decrease from last year. Ms. Cornet reported that there is a new kennel at the police department which is heated and secure. There were expenses for veterinary care for two cats that were brought to a veterinarian by concerned citizens without first contacting the Town as required.

***Mr. Rolfe motioned to approve the FY 2023 Animal Control Officer budget in the amount of \$2,240. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

- Historical – Dan Carpenter

Dan Carpenter presented the proposed FY 2023 budget for Auburn Historical Society Patriotic Purposes in the amount of \$5,000 which is level funded from last year.

The Board was provided with a copy of an email from Dan Carpenter to Patricia Rousseau, Finance Director, dated July 29, 2022 concerning the \$5,000 stipend from the Town to the AHA and a copy of an email from Dan Carpenter to Patricia Rousseau Finance Director dated August 5, 2022 concerning clean-up of the historical Auburn Town Pound and deed research by Jim Thompson estimating \$10,000 for renovation, tree removal and stone work with 3-4 days of machine work.

Mr. Carpenter reviewed some of the community events run by the Historical Society such as scarecrows, and the Duck Race which raises money for Auburn non-profits. He noted the Fifth Grade will be doing a tour of the museum and they have started the speaker program again.

***Mr. Rolfe motioned to approve the FY 2023 Patriotic Purposes budget in the amount of \$5,000. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mr. Carpenter discussed the work proposed for the Town Pound which he estimates would cost \$10,000 to restore, remove overgrown trees and vegetation and do stone work. Mr. Thompson has been doing research concerning the title to the property and has found no single deed. He believes the Pound may be on private property and that an easement with the property owners would be good for both parties so the owners would have conforming frontage and the Town could have space to maintain it. The Pound is roughly 35-50' wide and the parcel has 255' of frontage. There would need to be room to get a machine in there to work on either side.

- Finance Administration/Updates – Finance Director Patricia Rousseau

#### 2023 Town Wide Valuation/Financial Administration Budget

Finance Director Rousseau provided the Board with a letter dated October 4, 2022 from Avitar Associates concerning the town-wide valuation update for 2023 with updated contract and cost of \$82,020 (add \$3,280 if bond required). Mr. Leclair noted there was an account established with approximately \$25,580.44 which could be put toward the expense. With the estimated cost of the town-wide revaluation less the funds available in this account, plus the cost of a typical year, the proposed FY 2023 Financial Administration budget was recommended to be \$87,000.

The Board discussed ways to offset the impact on taxation such as using ARPA funding for a portion of the expense. Mr. Rolfe recommended using \$50,000 in ARPA funds. The Board reviewed the two ARPA payments from 2021 and 2022 each for \$292,000 and the funds spent or encumbered of approximately \$230,000, leaving \$353,000 in ARPA funds available for the specified time period allowed in the guidelines.

Mr. Leclair reviewed the current CIP schedule and recommended the Planning Board update it annually.

***Mr. Rolfe motioned to table approval of the FY 2023 Financial Administration budget. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### Rate Increases

Finance Director Rousseau reported the 2023 increase for Social Security is 8.7% and the CPI is 7.2% meaning 7.95% for COLA and potentially a 2% step increase. Last year the pay increase for employees was 5.25%. The estimated cost of the first year is \$149,954 effective April 1<sup>st</sup> and encompassing two-thirds of the first year. The second year's increase would be \$231,875. She added that AVS will be in negotiation with their contracts. She reported that existing health insurance premium increase would be 17.9% with other providers being looked at. Dental Insurance increase is 1.5%. Disability Insurance increase is .01 cent and Life Insurance premiums are the same. She discussed single and family insurance plans and deductibles as well as health savings accounts to offset the premium increases.

## Advertising & Regional Association

Finance Director Rousseau presented an amended proposed budget for Advertising & Regional Associations for FY 2023 in the amount of \$4,301. She indicated that the Southern NH Planning dues were increased by \$251.

***Mr. Rolfe motioned to approve the amended FY 2023 Advertising & Regional Association budget in the amount of \$4,301 due to the increase in SNH Planning dues. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## Old Business

- Town Hall Door Replacement

Mr. Leclair reported the front door has arrived and will be scheduled for installation at the end of November. The estimate is \$9,000 to come from the Building Restoration Fund.

## Other Business/ Public Comment

Mr. Leclair asked about the sale of the property where the 55 and over development is going and where the approximately \$155,000 in revenue ended up. Finance Director Rousseau noted that unless there is a Warrant Article unanticipated revenue would be used to offset taxes.

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

Mr. Leclair indicated this was Town Administrator Goonan's last meeting and the Board expressed its sincere appreciation and gratitude for all of his help.

## Committee Reports

Mr. Leclair reported that the Budget Committee met on Thursday and reviews are going smoothly.

Mr. Carroll reported that Highway Safety meets on Wednesday at the Safety Complex.

Mr. Rolfe reported that the Planning Board had an informal review for a property on Rockingham Road; a daycare is interested in moving to a home on Wilson's Crossing and will have to go to the ZBA. Mr. DiPietro reported that the ZBA is hearing the in-home daycare/ADU matter at its next meeting.

## Next Meeting

- Monday, October 24, 2022 – Board of Selectmen's Meeting – 7:00 PM
- Monday, November 7, 2022 – Board of Selectmen's Meeting – 7:00 PM

## **Approval of Minutes**

- October 3, 2022 – Public Meeting

***Mr. Rolfe motioned to approve the October 3, 2022 Public Meeting Minutes. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Adjournment**

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

Respectfully submitted,  
Nancy Hoijer, Recording Secretary