

**Town of Auburn  
Board of Selectmen  
Stritch Meeting Room  
Town Hall  
October 24, 2022  
Draft Minutes  
7:00 PM**

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

**Others Present:** John O'Neill, Fire Chief Michael Williams, Deputy Fire Chief Bob Seling, Police Chief Ray Pelton, Ron Poltac, Jim Thompson, Jeff Porter, Finance Director Patricia Rousseau, Assistant Finance Director Mimi Friolet, Town Administrator Chris Sterndale, and Nancy Hoijer, Recording Secretary

**Call to Order – Pledge of Allegiance**

Mr. Leclair called the meeting to order at 7:00 PM, led the Pledge of Allegiance and welcomed new Town Administrator Chris Sterndale.

**Public Comment**

**Appointments with the Board**

- Fire Department - Monthly Report – Chief Williams

Chief Williams presented the Fire Department's month report for the month of September 2022. He reported 49 calls for service and six retones.

Chief Williams reported that pump work on Tanker One is complete and all vehicles passed their state inspections.

Chief Williams reported the new boiler has been installed at the Safety Complex and the siding is complete on Station Two. He thanked the Selectmen for their support and announced that there will be an Open House this Saturday at Station Two from 10 AM to 1 PM and invited the Selectmen and members of the public to see the work that has been completed this year at the station.

- New Hires

Chief Williams reported three new hires, Mitchell Young, Tim LaFortune and Tim Dalton. One has fire/EMS training, one has EMS and the other has no training yet.

## **Approval of Payroll Manifest for the Week of October 24, 2022 - \$54,476.51**

***Mr. Rolfe motioned to approve the Payroll Manifest for the Week of October 24, 2022 in the amount of \$54,476.51. 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 24, 2022 - \$675**

***Mr. Rolfe motioned to approve the Accounts Payable Manifest for the Week of October 24, 2022 in the amount of \$675. 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 24, 2022**

Mr. Leclair read out loud and offered for inspection the Consent Agenda for the week of October 24, 2022 some of which included: one Department of Labor review, a monitoring contract with Stantec and Access Lift Permit #22-358.

***Mr. Leclair motioned to approve the Consent Agenda for the week of October 24, 2022. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **New Business**

- Manchester Water Works – John O'Neill

John O'Neill with Manchester Water Works presented a proposal to relocate the private road owned by Manchester Water Works on Shore Road. The road would be moved up hill to be higher, have ample sight distance, and the higher location will help with runoff and erosion, while the old road would be discontinued. Mr. O'Neill provided two maps entitled Mountain Grove Project Proposed Stormwater Treatment and Mountain Grove Project. He noted there would be a stormwater treatment swale to help with runoff. He indicated there are three homes on the road and the road gets pretty beat up in the winter. He met with one of the residents, Nancy Sanford today and she seems pleased by the proposal. He has reached out to Herb Tardiff who owns the other two homes and has not had a response yet. Mr. O'Neill noted he has also met with the Road Agent on site and an engineer with the DOT.

Mr. O'Neill indicated an RFP would go out for the design and he is pursuing a grant from NHDES under water quality improvement to do the design. He indicated that he wanted the Selectmen to be aware in the event there were any concerns, questions or comments while the project is in its initial stages.

Mr. Leclair asked the public if they had any comments or questions at 7:06 PM.

Mr. Leclair asked the timeframe and Mr. O'Neill indicated the design would be due April 30<sup>th</sup>.

Mr. Rolfe asked if the road would be paved, and Mr. O'Neill indicated it would not be.

- Cemetery Trustee Vacancy

Cemetery Trustee Jim Thompson requested to advertise the vacancy on the Board of Cemetery Trustees in the Town Crier.

Mr. Thompson indicated there has been a vacancy to fill since spring and he has no one in mind. In March there will be a one-year vacancy and a three-year vacancy to fill.

- Rangeways – Ron Poltak

Ron Poltak of the Planning Board gave a brief history of the legislative efforts concerning the Town's rangeways and asked the Board to consider whether they would take each request individually or put together a blanket policy for any that come up, at Town Meeting by Warrant Article. He indicated the deadline for Warrant Articles is approaching.

Mr. Thompson noted that 90% of rangeways are on private property. They were reserved for laying out highways since Chester proprietors laid out the Town of Chester. The rangeways got absorbed over the years .

Mr. Poltak will speak with town counsel. The Board will take it into consideration.

- CIP Update

Ron Poltak referenced an email from Mr. Rolfe concerning the CIP update. He noted the state requires an update every five years. The CIP was last updated five years ago. Stantec estimated the cost for them to do the update at \$9,750 which is not in the FY 2023 budget.

Mr. Leclair noted that the Board reviewed the CIP Schedule at the last meeting and many of the items have been completed. He questioned whether the CIP update could be done In house with collaboration of the Department Heads.

Mr. Rolfe asked why the CIP is a Planning Board issue and Mr. Poltak explained that it is because it ties into the Master Plan to be supported by a commitment by the community financially.

Town Administrator Sterndale indicated that in many towns the CIP is tied into Impact Fees and that it is a good idea to have in place when the Planning Board needs to make concessions with developers. Mr. Poltak noted setting priorities is the toughest part.

Finance Director Rousseau noted there was \$1,500 in the administrative budget for the CIP and the Board agreed not to change it.

## FY 2023 Town Budget

Finance Director Rousseau provided updates of the budgets being reviewed, account balances and ARPA expenditures and balance.

- Cemetery – Jim Thompson

Mr. Thompson presented the proposed FY 2023 budget for Cemetery in the amount of \$35,500 which is an eight percent decrease over last year. He noted a decrease in the line for Cemetery Maintenance as a lot of projects were done this year such as bringing water to Long Meadow and doing erosion control.

Mr. Leclair asked if he had reviewed mowing contracts and he indicated he has.

***Mr. Rolfe motioned to approve the FY 2023 Cemetery budget in the amount of \$35,500. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.***

- Planning & Zoning – Ron Poltak

Mr. Poltak presented the proposed FY 2023 budget for Planning and Zoning in the amount of \$31,650 which is a ten percent decrease from last year. He indicated there is a 44% decrease to the Master Plan and Regulatory Updates line as there are no new initiatives or regulations planned for next year.

Mr. Poltak reported Phase Three of the Groundwater Study is being done now and will be presented to the Planning Board this month and will show an inventory of wells and ownership and their yields from 1980 forward.

Mr. Poltak reported there were many legislative changes this year that will require assistance from legal dealing with religious property exemptions from some zoning and site plan requirements and workforce housing and 55 and over. He has an outline and is waiting to see what other towns enact.

***Mr. Rolfe motioned to approve the FY 2023 budget for Planning and Zoning in the amount of \$31,650. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.***

- Conservation – Jeff Porter

Mr. Porter presented the proposed FY 2023 budget for Conservation in the amount of \$3,851 which is a four percent decrease from last year. He indicated two decreases, the line for maps and supplies by four percent and education by 33%.

***Mr. Rolfe motioned to approve the FY 2023 budget for Conservation in the amount of \$3,851. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.***

- Finance Administration/Updates – Finance Director Patricia Rousseau
  - General Government (Bank Charges & Fees/Software)/Update

Finance Director Rousseau presented the proposed amended FY 2023 budget for General Government Bank Charges & Fees/Software in the amount of \$250. She indicated the reason for the increase was that there was a \$150 charge for an annual fee for the credit card.

***Mr. Rolfe motioned to approve the amended FY 2023 budget for General Government Bank Charges/Fees in the amount of \$250. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.***

- General Government (Contracts, Software & Maintenance)/Update

Finance Director Rousseau presented the proposed amended FY 2023 budget for General Government Contracts, Software & Maintenance in the amount of \$48,000. She indicated the reason for the decrease was that she had spoken to Avitar, and the annual contract would be \$7,504 (rather than \$8,000 estimated) less the cost of the software not being used by the Building Inspector of \$1,599.

***Mr. Rolfe motioned to approve the amended FY 2023 budget for General Government Contracts, Software & Maintenance in the amount of \$48,000. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.***

## Old Business

## Other Business/ Public Comment

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

## Committee Reports

Mr. Leclair reported that the Budget Committee met Thursday and he provided the updated COLA numbers and Ms. Rousseau, and Mrs. Friolet are working on alternative health plans.

Mr. Carroll reported that Highway Safety met Wednesday, and Road Agent Dross reviewed ongoing projects.

Mr. Rolfe reported that the Planning Board reviewed and granted a waiver concerning the requirement for an elevator on the second floor of a 55 and over residential home and will be looking at amending the regulation.

## **Next Meeting**

- Monday, November 7, 2022 – Board of Selectmen's Meeting – 7:00 PM
- Monday, November 14, 2022 – Board of Selectmen's Meeting – 7:00 PM
- Monday, November 28, 2022 – Board of Selectmen's Meeting – 7:00 PM

## **Approval of Minutes**

- Board of Selectmen's Minutes – October 17, 2022

***Mr. Rolfe motioned to approve the October 17, 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 8:13 PM. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Respectfully submitted,  
Nancy Hoijer, Recording Secretary