



Town of Auburn Board of Selectmen

Meeting Agenda
May 8, 2023
Town Hall 7:00 PM

- I. Call to Order – Pledge of Allegiance**
- II. Public Comments**
- III. Appointments with the Board**
- IV. Manifests**
- V. Consent Agenda**
- VI. New Business**
 - A. Parks & Rec – Wayne Eddows ballfield/parking upgrade
- VII. Old Business**
 - A. Compensation of Officials
 - B. BOS Rules of Procedure
 - C. Road Agent Planning
- VIII. Committee Reports**
- IX. Minutes**
 - A. April 10, 2023
- X. Adjourn**

Agenda items are subject to change. Any person with a disability who wishes to attend and needs to be provided with reasonable accommodations in order to participate is asked to contact the town office at 603.483.5052 so that arrangements can be made.

MATT PLAZA
32 HEATHER CIRCLE
AUBURN NH 03032
5 Plazas@Comcast.net
603 370 2123

Number: E1220

Date: 4/11/2023

Bill To:

AUBURN LITTLE LEAGUE
ATTN - ZACH EATON
PRISCILLA LN
AUBURN, NH, 03032

Ship To:

Description	Amount
BABE RUTH FIELD - INFIELD STRIPPED OF GRASS AND RE-USED TO SHORTEN INFIELD/LOAM REMOVED/BASELINES AND INFIELD EDGED	\$5,600.00
-2 LOADS OF SCREENED SAND DELIVERED AND SPREAD	\$1,600.00
-2.5 LOADS OF PREMIUM INFIELD MIX DELIVERED & SPREAD/LEVELED	\$4,000.00
TRENCHES FILLED W/LOAM AREAS SEEDED/FERTILIZED (SOFTBALL FIELD)	\$500.00

SubTotal	\$11,700.00
0.00% on \$0.00	\$0.00
0.00% on \$0.00	\$0.00



Town of Auburn

Chris Sterndale, Town Administrator
PO Box 309, Auburn, NH 03032
(603) 483-5052
townadmin@townofauburnnh.com

To: Board of Selectmen
Date: 4 May 23
Re: Municipal officials compensation

Board Members:

At your March 27 meeting we discussed the compensation of municipal officials, the differences between those elected and appointed, and how we account for and present these in our financials. You asked for specific recommendations to improve or correct items where appropriate. I suggest the following:

For all elected officials:

- All compensation to be consolidated into a single budget line item for each position or office.
- Any adjustments will be proposed through the budget process, and the amount in line item shall be exact total compensation for the year.
- All compensation to be called a "stipend." Elected officials to be separate from personnel policy and from wage classification tables.
- If Town Meeting results in a default budget, all stipends revert to prior year level unless changed by Board of Selectmen
- All compensation paid through payroll as, 'taxable wages,' for stipends over \$XXX/ year.
- Stipends below \$XXX/yr paid as non-taxable
- Apply and present most current year 2023 expenses as budgeted (including COLA), propose revisions with 2024 budget

Board of Selectmen:

1. All stipends to these lines:

01-4130-1-130-1 Selectman Chair Stipend
01-4130-1-130-2 Selectman Seat Two Stipend
01-4130-1-130-3 Selectman Seat Three Stipend

2. Reduce this line by amount of current "mileage expense" in 2024:

01-4130-2-250-1 Selectmen Expenses

3. Cease stipends for election day work effective this year

Town Clerk:

1. Total compensation in this line, renamed "Town Clerk Stipend":

01-4140-1-130-1 Town Clerk Salary

2. Cease stipends for election day work effective this year.

Moderator:

1. Create new line item in Elections, amount TBD:

01-4140-1-XXX Moderator Stipend

2. Continue stipend for election day work this year only.

Supervisors of Checklist:

1. Convert to taxed wages at an hourly rate comparable to Grade 4 Step 1, currently \$17.48/hr, effective immediately.

01-4140-1-165-5 Checklist Supervisors

2. Budget for 2024 based on a wage TBD as other elected officials.

Treasurer:

No changes recommended.

01-4150-1-130-2 Treasurer Stipend

Trustees of Trust Funds:

1. Increase budgeted amount in 2024 to add small compensation to 2nd and 3rd Trustees:

01-4130-1-130-4 Trustee of Trust Funds Stipend

Trustees of Cemeteries:

No changes recommended.

01-4130-1-130-5 Trustee of Cemeteries Stipend

**Town of Auburn
Board of Selectmen
Stritch Meeting Room
Town Hall
April 10, 2023
Draft Minutes
7:00 PM**

Selectmen Present: Keith Leclair, Michael Rolfe and Tom Carroll

Others Present: Police Chief Ray Pelton, Fire Chief Michael Williams, Representative Jess Edwards, Mike DiPietro, Town Administrator Chris Sterndale and Recording Secretary Nancy Hoijer

I. Call to Order

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

II. Public Comments

Mr. Leclair asked if there were any comments from the public at 7:00 PM and there were none.

III. Appointments with the Board

A. Jess Edwards

Mr. Edwards presented his request to have a bench in memory of his wife placed 25' from Nutt Pond located on town property which has a conservation easement with RCCD. Mr. Edwards first came before the Board back in December but wasn't on the agenda and then met with the Conservation Commission and Mr. Porter expressed concerns with the 125' setback from the water in the Cohas Preservation District.

Mr. Edwards described the proposed bench which would be fitted on concrete. There would be no risk to leaching pollutants or environmental impact. Mr. Edwards noted one of the missions of the easement is to create scenic enjoyment for the public. He described the calming effects of sitting there watching the water.

Mr. Leclair stated that he visited the site and took measurements. There were not a lot of places to put the bench which would be visible to the water. A spot was located approximately 15-20.' Mr. Leclair expressed concerns with maintenance but noted if it becomes a nuisance, it could be removed. Chief Pelton stated he thought it was a great idea. Mr. Edwards offered if there was a fund set up to contribute for maintenance, he would.

Mr. Sterndale will speak with RCCD about getting permission for the bench.

Representative Edwards updated the Board on the proposed municipal pension legislation offset which proposes \$50 million against the portion paid by the municipalities, reducing the amount they would have to contribute.

B. Chief Michael Williams

Chief Williams presented the Fire Department's reports for the months of February and March. He noted 49 calls for service in February with one retone and 42 calls for service in March.

Chief Williams noted in February the ISO rating was almost finalized and will stay the same. The Hazard Mitigation Plan and local Emergency Operations Plan will need to be approved. He noted Lakes Regional Community College has a live-in program offering FF1.

Chief Williams reported in March Longmeadow Church brought the Department lunch. The Ride Along program started two months ago and has had five or six young people show interest. The Department had its Award's Night. EMS training was held and there was a big attendance at Derry Fire's Electric Vehicle Class. Chief Williams noted electric vehicle fires are hard to put out because of the batteries and those fires can burn for several hours. Often wreckers won't take them because they are afraid they will reignite.

Chief Williams provided the Deputy Warden appointment for signature.

IV. Manifests

V. Consent Agenda

Mr. Leclair read out loud, and offered for inspection, the Consent Agenda dated April 10, 2023 which consisted of a Payroll Manifest dated 4/10/23 in the amount of \$56,985.32, elderly exemption approvals, veterans' credit approvals and disabled and elderly exemption denials.

Mr. Leclair motioned to approve the Consent Agenda dated April 10, 2023. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.

VI. New Business

A. Safety Complex Plymovent repair

Chief Williams reported the motor burned out on the Plymovent at the Safety Complex. The cost to repair it was \$2,800.

Mr. Leclair recommended making payment from ARPA.

Mr. Rolfe motioned to pay for the new motor for the Plymovent at the Safety Complex for \$2,800 from ARPA funds. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.

B. LEOP Grant

Chief Williams noted that the Local Emergency Operations Plan needs to be updated as it was last updated in 2014. If the plan is not kept up to date the Department could lose State grant funding opportunities.

Mr. Rolfe motioned that the Board of Selectmen hereby accepts the terms of the Local Emergency Performance Grant as presented in the amount of \$9,000. Furthermore, the Board acknowledges the total cost of this project will be \$9,000, in which the Town will be responsible for a 50% match (\$4,500). Emergency Management Director Michael Williams is authorized to sign all documents related to this grant. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.

C. BI/CEO Mutual Aid Agreement

Mr. Sterndale provided the Auburn/Chester Mutual Aid Agreement for Building Inspector and Code Enforcement Officer. The Agreement has been in place for about eight years but lapsed a year ago.

Mr. Rolfe motioned that the Board of Selectmen approve the Mutual Aid and Assistance Agreement for Building Inspection and Code Enforcement Services with the Town of Chester. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.

D. Q1 Budget report

Mr. Sterndale provided a budget report for the first quarter of the calendar year. Mr. Leclair expressed concerns with the Highway line for salt and storm funds which are used up. Mr. Rolfe noted there would be enough salt for quite awhile.

VII. Old Business

A. Fire Department Renovations

Chief Williams provided one estimate for the bunk rooms at the Safety Complex including electric and HVAC for \$21,500 from NorthEast Renovations. He noted he sent out information to two other bidders but has not heard back.

Mr. Leclair asked about the back staircase and Chief Williams noted it only needs an exit sign. The generator will provide emergency lighting.

Mr. Rolfe motioned to accept the bid from NorthEast Renovations for the renovations at the Fire Department, not to exceed \$25,000 to be paid for by ARPA funding. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.

B. Committee Appointments

Mr. DiPietro reviewed the proposed appointments to the Zoning Board of Adjustment. He recommended that alternate Shannon Daoust be appointed to the vacant full member position. Mr. Sterndale provided applications for two alternate positions.

Mr. Rolfe motioned that the Board of Selectmen hereby appoints Shannon Daoust to be a full member of the Zoning Board of Adjustment. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.

Mr. Rolfe motioned that the Board of Selectmen hereby appoints Jeremy Wirths and Alexandra Broom as alternate members of the Zoning Board of Adjustment. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.

Mr. Sterndale reported that Jeff Porter will not be continuing on the Conservation Commission and will be discussing the vacancy with current alternates. Mr. Leclair extended the Board of Selectmen's thanks for his time and dedication.

C. BOS Rules of Procedure – **Tabled**

D. Road Agent Planning

Mr. Sterndale provided organizational documents for the proposed planning committee. Mr. Leclair noted that the first meeting will be organizational and will see if other ideas need to be vetted.

Mr. Sterndale noted the first meeting would be in April or May of 2023 and he will post an advertisement in the Town Crier in May.

VIII. Committee Reports

Mr. Carroll reported that Parks & Recreation met and discussed the level of involvement with the library renovation.

IX. Town Administrator's Items

A. Personnel

Job Description

Mr. Sterndale reported the job description was posted and there has not been a lot of interest.

Parks & Recreation

Mr. Sterndale reported that Mike will be leaving as he is going to be deployed for approximately nine months.

Policy

Mr. Sterndale is working on the personnel policy to include the Fire Department, elected officials and library and hopes to have an update before budget season.

B. Elderly/Disabled Abatement

Mr. Sterndale reported there were two applications denied for being over income and they were not off by much.

X. Upcoming Meetings

A. Mon. May 8, 2023

XI. Minutes

A. March 27, 2023

Mr. Rolfe motioned to approve the March 27, 2023 Public meeting minutes. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.

XII. Non-Public Session pursuant to RSA 91-A:3(II)(d) acquisition of real estate

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

The meeting room was closed to the public at 8:03 PM.

Mr. Leclair motioned to come out of non-public session. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.

The meeting room was reopened to the public at 8:18 PM.

By Roll Call, Mr. Leclair motioned to seal the minutes of the non-public session. Mr. Carroll seconded the motion. A roll call vote was taken, Mr. Leclair voted aye, Mr. Rolfe voted aye and Mr. Carroll voted aye. The motion passed 3-0-0.

XIII. Adjournment

Mr. Rolfe motioned to adjourn the meeting at 8:18 PM. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy Hoijer, Recording Secretary