



# Town of Auburn Board of Selectmen

## Meeting Agenda

June 5, 2023

Town Hall 7:00 PM

**I. Call to Order – Pledge of Allegiance**

**II. Public Comments**

**III. Appointments with the Board**

A. Allan Villeneuve

**IV. Manifests**

**V. Consent Agenda**

**VI. New Business**

**VII. Old Business**

A. Highway Management Committee

**VIII. Committee Reports**

**IX. Minutes**

A. May 22, 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.*

## **Ad Hoc Committee on Highway Management**

### **Purpose:**

Make recommendations to the Board of Selectmen regarding the personnel, management structure, and other resources necessary to manage Auburn's municipal highways. The term of the last elected Road Agent ends in 2024.

- How should the town structure the employment of the next 'Road Agent'?
- What responsibilities should that employee cover?
- What resources will this employee need? How will they be compensated?
- What challenges must the town prepare for without a municipal highway department?

**Membership and Chair:** Appointed by the Board of Selectmen

**Timeline:** First meeting in April/May of 2023. General recommendations needed by Board of Selectmen by November for budget preparation. Committee expected to sunset by March, 2024.

**Meetings:** Schedule to be determined by the Chair depending upon member availability.

This is a public body, all meetings will be open to the public, with posted notice and minutes.

**Town of Auburn  
Board of Selectmen  
Stritch Meeting Room  
Town Hall  
May 22, 2023  
Draft Minutes  
7:00 PM**

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

**Others Present:** Police Chief Ray Pelton, Mike DiPietro, Rene LaBranche of Stantec, Dennis McCarthy, 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**

**IV. Manifests**

Highway Payables 5/17/23 - \$11,115

***Mr. Carroll motioned to approve the Highway Payable Manifest dated May 17, 2023 in the amount of \$11,115. Mr. Leclair 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.***

**V. Consent Agenda**

Mr. Leclair read out loud, and offered for inspection, the Consent Agenda dated 5/22/23 which consisted of an accounts payable manifest dated 5/17/23 in the amount of \$78,833.97 and a payroll manifest dated 5/22/23 in the amount of \$62,165.37; Step Increase for Deputy Town Clerk from Labor Grade 4, Step 5 to Labor Grade 4, Step 6; approval for LDS Church Trek; appointment to the Duck Race Committee of Brett Rickenbach and appointment of Sandra Guide as Finance and Communications Asst. at Labor Grade 5, Step 1.

***Mr. Rolfe motioned to approve the Consent Agenda dated May 22, 2023. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.***

## VI. New Business

### A. HVAC Repair – Safety Complex

The Board reviewed the invoice provided by AAA Energy Service dated April 28, 2023 in the amount of \$1,545 to repair the circulator pump at the Safety Complex.

***Mr. Rolfe motioned to pay the invoice from AAA Energy Service in the amount of \$1,545 from ARPA funding. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.***

Mr. Sterndale reported that he is drafting an RFP for a single HVAC vendor to service town facilities and keep up with preventative maintenance.

Chief Pelton noted that the furnace was replaced recently but not the surrounding components. Mr. Leclair recommended reaching out to the Auburn Village School. Mr. Sterndale noted the library and Station 2 have both had positive feedback with their vendor. Mr. Leclair noted that facilities assessment is one of the Board's goals for this year.

Mr. Sterndale will pick a time when the vendors can come by and take stock. He will have the draft RFP for the next meeting and results expected for June. Mr. Leclair recommended taking the building inspector around to the buildings.

### B. Amazon Drop Box – Safety Complex

Chief Pelton presented the request for a drop box at the Safety Complex where residents could retrieve their orders and submit returns safely and prevent thefts. The 7'x8' structure will be comprised of individual lockers and have a concrete pad and be located to the left of the entrance. Installation should be completed in July. The pad will be wide enough for wheel chair access. Mr. Rolfe worked on excavation. Matt Scott is donating the concrete. An outlet will be needed which can also be used at events. Maintenance and repairs are the responsibility of Amazon.

Mr. Leclair recommended letting residents know on the community page.

## VII. Old Business

### A. Griffin Mill Bridge

Mr. LaBranche provided the Board with a handout. He noted that he met with the Fuscus and Manchester Water Works to discuss easements and they were receptive. There could be additional grassed parking. A couple of trees could be planted to replace those being cut down.

Mr. LaBranche discussed the timber design, temporary access and compensation. He explained that because there is a federal grant the ROW process calculates the value of the easement which they have a form for.

Mr. LaBranche provided a draft letter to the Wetlands Bureau concerning the 1.2x bank Full width plus 2 feet requirement and the Fluvial Geomorphological Study requirement.

Mr. Leclair asked what a realistic timeframe would be and Mr. LaBranche indicated he planned for later this year but it will be when the bridge company can show up. Start to completion would take a couple of months for the abutment work and approximately 45 days for the bridge construction.

Mr. LaBranche explained there would be an agreement between the Town and DOT which he will send over and Fuscus and MWW concerning the NIPA process.

#### B. BOS Rules of Procedure

Mr. Sterndale provided the revised draft of the Rules of Procedure. Mr. Carroll noted that it was cleaned up nicely.

Mr. Sterndale noted the primary goal was to eliminate procedures that aren't necessary or don't fit with how the Board operates and to simplify the procedures. There is no need to restate the law in the ROP and the law then changes and the procedures often don't change with it causing other problems.

Mr. Leclair indicated he approved.

***Mr. Carroll motioned to approve the Rules of Procedure for the Board of Selectmen, as amended. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.***

### VIII. Committee Reports

Mr. Carroll reported that Highway Safety met but the representative from the police department was out on a call and the committee met briefly in the parking lot. Mr. Sterndale will provide Mr. Carroll with a key.

### IX. Minutes

#### A. May 8, 2023 Public and Non-Public

***Mr. Rolfe motioned to approve the May 8, 2023 public and non-public meeting minutes. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.***

B. May 18, 2023 Public and Non-Public

***Mr. Rolfe motioned to approve the May 18, 2023 public and non-public meeting minutes. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.***

**X. Adjournment**

***Mr. Rolfe motioned to adjourn the meeting at 7:54 PM. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy Hoijer, Recording Secretary