



# Town of Auburn Board of Selectmen

## Meeting Agenda

July 10, 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. **Police weapons purchase**
  - B. **Q2 Budget recap**
- VII. **Old Business**
- VIII. **Committee Reports**
- IX. **Minutes**
  - A. **June 19, 2023 public and non-public**
- X. **Adjourn**

**QUORUM NOTICE :** A quorum of the Board of Selectmen may be participating in the Highway Management Committee meeting on July 10, 2023, at 5pm at the Town Hall.

*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.*

<b>NAME</b>	<b>GUN/SIGHT</b>	<b>HOLSTER</b>	<b>2023</b>	<b>2024</b>
PELTON	\$974.72	\$180.00		
CHABOT	\$974.72	\$180.00		
CASHMAN	\$974.72	\$180.00		
HUARD	\$974.72	\$180.00		
KAPOS	\$974.72	\$180.00		
HANSON	\$974.72	\$180.00		
GOULET	\$974.72	\$180.00		
SPINNEY	\$974.72	\$180.00		
GARDNER	\$974.72	\$180.00		
BLURTON	\$974.72	\$180.00		
TRAINING SPARE	\$974.72	\$180.00		
<b>SUBTOTAL</b>	<b>\$10,721.92</b>	<b>\$1,980.00</b>	<b>\$12,701.92</b>	

***Proposed Motion:***

*"The Board authorizes the use of up to \$13,000 in Police Special Detail funds for the purchase of replacement firearms."*



## **Town of Auburn**

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

To: Board of Selectmen  
Date: 6 Jul 23  
Re: Q2 Budget recap

### Board Members:

An expense vs budget report through Q2 is attached. We remain in good position for the year, with all large departments but highway spending at a pace to finish under budget.

- Health Insurance is paid a month in advance and premiums for the second half of the year are lower, so the 57% spent to date is misleading. Full year will be below budget due to vacancies.
- Police Department still has one FT officer on military deployment, and senior officers are covering some patrol hours, so payroll will finish well under budget.
- Fire Department hopes to begin new staffing schedule at the end of July. Having been budgeted to start in June, this will create some savings. Building and truck maintenance are both running high, but are erratic.
- We were cautious (fearful) in budgeting fuel costs based on market prices last winter, which have cooled and created savings.
- Severance School utilities were a budget guess, which will be close to accurate in total. Electrical bills were late in moving over to the town, internet costs are higher than expected, etc.
- As noted at the end of Q1, highway operations have used the full storm response budget. Current salt inventory may be sufficient to finish the calendar year, but we will need to identify in advance how to cover any significant storm response costs in Nov-Dec. Given the overall budget condition at this point I'm not too concerned.

### Two related, informal notes:

- 1- The School Board Chair projected a smaller return of fund to offset taxes than in prior years, around \$400,000. Last year was over \$900,000 and the year before that was \$1,400,000.
- 2- Property tax collections through this week's deadline were strong, with about \$500,000 outstanding. A bit higher than last year but nothing to worry about.

Please let me know of any questions.

Account Number	Account Description	Net Budget	Year to Date Actual	Balance Available	Percent Used
01-4130-1-110-1	Finance Director	\$61,915	\$31,057	\$30,858	50.16%
01-4130-1-110-2	Finance Assistant	\$54,897	\$7,247	\$47,650	13.20%
01-4130-1-110-3	Town Administrator	\$111,786	\$50,000	\$61,786	44.73%
01-4130-1-110-4	Land Use Coordinator	\$62,531	\$29,130	\$33,401	46.58%
01-4130-1-120-0	Board of Selectmen Secretary	\$2,000	\$348	\$1,652	17.39%
01-4130-1-120-1	Highway Safety Secretary	\$236	\$60	\$176	25.32%
01-4130-1-130-1	Selectman Chair Stipend	\$4,249	\$2,066	\$2,183	48.62%
01-4130-1-130-2	Selectman Seat Two Stipend	\$3,881	\$1,887	\$1,994	48.62%
01-4130-1-130-3	Selectman Seat Three Stipend	\$3,881	\$1,887	\$1,994	48.62%
01-4130-1-130-4	Trustee of Trust Funds Stipend	\$368	\$0	\$368	0.00%
01-4130-1-130-5	Trustee of Cemeteries Stipend	\$783	\$0	\$783	0.00%
01-4130-2-250-1	Selectmen Expenses	\$3,750	\$1,875	\$1,875	50.00%
01-4130-6-620-1	Town Report	\$1,700	\$1,585	\$115	93.23%
01-4130-6-660-2	Voter Guide	\$5,050	\$5,461	(\$411)	108.13%
01-4140-1-120-1	Deputy Town Clerk	\$20,917	\$6,063	\$14,854	28.99%
01-4140-1-120-2	Town Clerk/Tax Collector Assistant	\$1	\$0	\$1	0.00%
01-4140-1-130-1	Town Clerk Salary	\$71,550	\$34,622	\$36,928	48.39%
01-4140-1-165-0	Election Personnel	\$3,000	\$2,030	\$970	67.67%
01-4140-1-165-5	Checklist Supervisors	\$1,900	\$0	\$1,900	0.00%
01-4140-6-620-2	Record Preservation	\$4,000	\$0	\$4,000	0.00%
01-4140-6-645-1	Town Clerk Dues & Conferences	\$4,000	\$230	\$3,770	5.75%
01-4140-6-650-1	Law Books	\$1,500	\$969	\$531	64.59%
01-4140-6-660-0	Election Expenses	\$3,000	\$1,694	\$1,306	56.46%
01-4140-6-660-1	Dog Tags	\$800	\$0	\$800	0.00%
01-4150-1-120-1	Deputy Tax Collector	\$12,099	\$4,137	\$7,962	34.19%
01-4150-1-120-2	Deputy Treasurer Stipend	\$414	\$0	\$414	0.00%
01-4150-1-120-3	Budget Committee Secretary	\$1,061	\$15	\$1,046	1.41%
01-4150-1-130-1	Tax Collector Salary	\$54,303	\$26,356	\$27,947	48.54%
01-4150-1-130-2	Treasurer Stipend	\$3,264	\$1,587	\$1,677	48.62%
01-4150-3-310-1	Audit	\$13,500	\$10,459	\$3,041	77.47%
01-4150-3-310-2	Deed Research	\$700	\$0	\$700	0.00%
01-4150-3-330-2	Annual Assessing Update	\$87,000	\$45,400	\$41,600	52.18%
01-4150-6-620-1	Tax Bill Printing	\$3,300	\$1,758	\$1,542	53.26%

Account Number	Account Description	Net Budget	Year to Date Actual	Balance Available	Percent Used
01-4150-6-645-1	Tax Collector Education	\$900	\$510	\$390	56.67%
01-4153-3-350-1	Legal Expenditures	\$23,000	\$8,432	\$14,568	36.66%
01-4153-3-350-2	Labor Relations	\$5,000	\$0	\$5,000	0.00%
01-4155-2-210-1	Health Insurance (All Departments)	\$419,307	\$239,581	\$179,726	57.14%
01-4155-2-211-1	Dental Insurance (All Departments)	\$22,172	\$11,052	\$11,120	49.85%
01-4155-2-213-1	Disability Insurance (All Departments)	\$11,114	\$4,270	\$6,844	38.42%
01-4155-2-214-1	Life Insurance (All Departments)	\$2,774	\$1,359	\$1,416	48.97%
01-4155-2-220-1	General SS	\$38,366	\$14,512	\$23,854	37.83%
01-4155-2-221-1	Medicare	\$8,964	\$3,404	\$5,560	37.97%
01-4155-2-230-1	Retirement Group I	\$66,753	\$27,563	\$39,190	41.29%
01-4155-2-290-0	Longevity Pay	\$11,050	\$0	\$11,050	0.00%
01-4191-1-120-1	Planning & Zoning Secretary	\$1	\$0	\$1	0.00%
01-4191-2-250-1	P/Z Mileage	\$500	\$0	\$500	0.00%
01-4191-3-320-1	P/Z Engineering Services	\$4,000	\$0	\$4,000	0.00%
01-4191-3-350-1	P/Z Legal Expenditures	\$16,000	\$870	\$15,131	5.43%
01-4191-3-390-1	P/Z Maps	\$650	\$0	\$650	0.00%
01-4191-3-390-2	Master Plan & Regulatory Updates	\$4,500	\$4,186	\$314	93.02%
01-4191-3-390-3	P/Z Recording Fees	\$250	\$0	\$250	0.00%
01-4191-6-620-1	P/Z Printing	\$1,000	\$0	\$1,000	0.00%
01-4191-6-645-0	P/Z Dues, Workshops, Seminars	\$1,200	\$50	\$1,150	4.17%
01-4191-6-650-1	P/Z Books	\$500	\$211	\$289	42.12%
01-4191-6-670-1	P/Z Printed Forms & Supplies	\$50	\$0	\$50	0.00%
01-4191-6-680-1	P/Z Legal Ads	\$3,000	\$871	\$2,129	29.03%
01-4194-1-120-1	Janitorial Salary	\$4,032	\$1,359	\$2,673	33.71%
01-4194-5-510-1	Town Hall Telephone/Internet	\$6,200	\$3,154	\$3,047	50.86%
01-4194-5-510-2	Highway Telephone/Internet	\$1,070	\$434	\$636	40.54%
01-4194-5-510-3	PD/ACO Telephone/Internet	\$10,370	\$4,726	\$5,644	45.57%
01-4194-5-510-4	FD/OEM Telephone/Internet	\$8,300	\$3,372	\$4,928	40.62%
01-4194-5-510-5	P & R Telephone/Internet	\$500	\$193	\$307	38.63%
01-4194-5-520-1	Town Hall Electric	\$7,700	\$3,432	\$4,268	44.57%
01-4194-5-520-2	Highway Electric	\$6,400	\$2,117	\$4,283	33.08%
01-4194-5-520-3	Safety Complex Electric	\$23,000	\$9,450	\$13,550	41.09%
01-4194-5-520-4	Pingree Hill Electric	\$3,800	\$1,094	\$2,706	28.79%

Account Number	Account Description	Net Budget	Year to Date Actual	Balance Available	Percent Used
01-4194-5-520-5	P & R Electric	\$4,200	\$958	\$3,242	22.82%
01-4194-5-530-1	Town Hall Heating	\$5,100	\$2,463	\$2,637	48.30%
01-4194-5-530-2	Highway Heating	\$7,700	\$2,932	\$4,768	38.07%
01-4194-5-530-3	Safety Complex Heating	\$22,800	\$10,439	\$12,361	45.79%
01-4194-5-530-4	Pingree Hill Heating	\$7,400	\$2,638	\$4,762	35.65%
01-4194-5-550-1	Repairs & Maintenance	\$9,000	\$2,599	\$6,401	28.87%
01-4194-5-550-2	Municipal Property Mowing	\$35,405	\$9,645	\$25,760	27.24%
01-4194-6-550-3	Janitorial / Cleaning	\$8,400	\$4,125	\$4,275	49.11%
01-4195-1-120-0	Cemetery Secretary/Administration	\$297	\$0	\$297	0.00%
01-4195-1-120-1	Cemetery Salary/Wage	\$710	\$0	\$710	0.00%
01-4195-3-380-0	Cemetery Mowing	\$15,500	\$4,160	\$11,340	26.84%
01-4195-3-380-1	Cemetery Fertilization	\$11,000	\$4,043	\$6,957	36.75%
01-4195-3-388-0	Cemetery Property Maintenance	\$6,000	\$2,240	\$3,760	37.33%
01-4195-3-390-0	Cemetery Mapping	\$1,200	\$0	\$1,200	0.00%
01-4195-5-660-0	Cemetery Supplies	\$800	\$296	\$504	36.96%
01-4195-5-690-0	Cemetery Miscellaneous	\$300	\$50	\$250	16.67%
01-4195-5-720-0	Cemetery Mileage	\$500	\$0	\$500	0.00%
01-4195-6-645-0	Cemetery Dues & Membership	\$200	\$120	\$80	60.00%
01-4196-6-695-1	Municipal Property Liability	\$100,849	\$0	\$100,849	0.00%
01-4196-6-695-2	Unemployment Compensation	\$1,077	\$1,077	\$0	99.99%
01-4196-6-695-3	Workers' Compensation	\$52,672	\$52,672	\$0	100.00%
01-4196-6-695-4	Insurance Retention (Claims)	\$3,000	\$400	\$2,600	13.34%
01-4197-0-001-1	NH Municipal Association	\$5,870	\$6,076	(\$206)	103.51%
01-4197-0-001-2	Southern NH Planning	\$4,301	\$2,210	\$2,091	51.38%
01-4199-2-290-2	General Reimbursement	\$3,000	\$532	\$2,468	17.74%
01-4199-3-310-2	General Consulting Services	\$13,500	\$322	\$13,178	2.39%
01-4199-3-340-1	Contracts Software & Maintenance	\$48,000	\$37,971	\$10,029	79.11%
01-4199-3-390-1	Tax Map Update	\$5,000	\$7,250	(\$2,250)	145.00%
01-4199-3-390-4	General Recording Fees	\$300	\$42	\$258	14.00%
01-4199-5-410-1	Bank Charges/Fees	\$250	\$0	\$250	0.00%
01-4199-6-610-1	General Office Equipment	\$8,000	\$1,245	\$6,755	15.56%
01-4199-6-611-1	Copy Machine Lease	\$350	\$133	\$217	38.13%
01-4199-6-620-3	Newsletter	\$30,000	\$14,488	\$15,512	48.29%

Account Number	Account Description	Net Budget	Year to Date Actual	Balance Available	Percent Used
01-4199-6-630-1	General Postage	\$8,700	\$4,421	\$4,280	50.81%
01-4199-6-645-1	Conferences, Seminars & Dues	\$2,500	\$400	\$2,100	16.00%
01-4199-6-670-1	General Office Supplies	\$9,000	\$2,323	\$6,677	25.81%
01-4199-6-680-1	General Advertising	\$450	\$0	\$450	0.00%
01-4199-6-690-1	Miscellaneous Budget Expenditures	\$1,250	\$0	\$1,250	0.00%
01-4210-1-110-1	Police Chief Salary	\$111,832	\$53,706	\$58,126	48.02%
01-4210-1-110-2	Full Time Officers Wages (5)	\$422,132	\$168,133	\$253,999	39.83%
01-4210-1-110-3	Records Manager	\$57,046	\$25,779	\$31,267	45.19%
01-4210-1-110-4	Office Manager Wage	\$65,912	\$30,601	\$35,311	46.43%
01-4210-1-110-5	Police Lieutenant Wage	\$104,602	\$49,960	\$54,642	47.76%
01-4210-1-110-6	Police Sergeants Wages (2)	\$189,246	\$90,168	\$99,078	47.65%
01-4210-1-120-1	Part Time Officers Wages (8)	\$102,242	\$38,789	\$63,453	37.94%
01-4210-1-150-1	DWI & Sobriety Checkpoint Patrol	\$5,000	\$1,054	\$3,946	21.09%
01-4210-1-150-2	Selective Traffic Control	\$4,000	\$2,595	\$1,405	64.88%
01-4210-1-150-3	Police Witness Fees	\$2,000	\$1,599	\$401	79.94%
01-4210-1-150-4	PD OHRV	\$1	\$716	(\$715)	71552.00%
01-4210-1-160-1	Shift Differential	\$13,874	\$5,111	\$8,763	36.84%
01-4210-1-160-3	FTO Shift Differential	\$2,599	\$1,290	\$1,309	49.63%
01-4210-2-220-1	Police SS (PT/Office Staff)	\$13,568	\$5,264	\$8,304	38.80%
01-4210-2-221-1	Police Medicare (Full/Part Time)	\$15,839	\$6,040	\$9,799	38.14%
01-4210-2-235-1	Police Retirement	\$293,170	\$133,111	\$160,059	45.40%
01-4210-2-290-1	Police Uniforms	\$9,400	\$2,863	\$6,537	30.46%
01-4210-3-340-1	Police Computer Services	\$27,800	\$15,828	\$11,972	56.94%
01-4210-3-360-1	Police Custodial Services	\$8,569	\$5,256	\$3,313	61.34%
01-4210-3-370-1	Police Medical Services	\$1,200	\$850	\$350	70.83%
01-4210-3-390-0	Police Court Prosecutor	\$20,000	\$8,333	\$11,667	41.67%
01-4210-3-390-1	Police Radar	\$2,350	\$689	\$1,662	29.30%
01-4210-3-390-2	Police Radio Maintenance	\$5,400	\$1,020	\$4,380	18.89%
01-4210-3-390-3	Police Training	\$4,550	\$3,823	\$727	84.02%
01-4210-3-390-4	Police Photography	\$500	\$204	\$296	40.78%
01-4210-3-390-5	PD Education Reimbursement	\$4,000	\$1,881	\$2,119	47.03%
01-4210-3-391-0	Police Public Relations	\$3,500	\$1,868	\$1,632	53.37%
01-4210-5-560-1	Police Plant Costs	\$7,000	\$4,122	\$2,878	58.88%

Account Number	Account Description	Net Budget	Year to Date Actual	Balance Available	Percent Used
01-4210-6-610-1	Police Equipment	\$5,450	\$4,859	\$591	89.15%
01-4210-6-610-2	Police Office Equipment	\$2,500	\$1,492	\$1,008	59.67%
01-4210-6-630-1	Police Postage	\$700	\$354	\$346	50.57%
01-4210-6-640-1	Police Subscriptions	\$4,258	\$3,215	\$1,043	75.50%
01-4210-6-660-1	Police Firearms	\$5,800	\$855	\$4,945	14.74%
01-4210-6-660-2	Police Supplies	\$2,250	\$402	\$1,848	17.87%
01-4210-6-660-3	Police Canine Supplies	\$3,000	\$4,000	(\$1,000)	133.33%
01-4210-6-660-4	Police Commission Expenses	\$100	\$1,800	(\$1,700)	1800.00%
01-4210-6-670-1	Police Office Supplies	\$2,250	\$1,584	\$666	70.39%
01-4210-6-680-1	Police Advertising	\$200	\$0	\$200	0.00%
01-4210-6-690-1	Police Other Contingencies	\$200	\$97	\$103	48.43%
01-4210-7-700-1	Police Cruisers	\$47,587	\$43,263	\$4,324	90.91%
01-4210-7-700-2	Police Motorcycle	\$1,500	\$0	\$1,500	0.00%
01-4210-7-710-1	Police Cruiser Maintenance	\$14,630	\$4,318	\$10,312	29.52%
01-4210-7-720-1	Police Cruiser Fuel	\$36,000	\$10,601	\$25,399	29.45%
01-4215-3-390-1	Derry Ambulance Service	\$96,314	\$46,755	\$49,560	48.54%
01-4220-1-110-0	Fire Full Time Salaries	\$213,758	\$58,764	\$154,994	27.49%
01-4220-1-120-0	Fire Chief Salary	\$68,213	\$33,500	\$34,713	49.11%
01-4220-1-160-1	Fire Personnel Stipend	\$65,061	\$19,085	\$45,976	29.33%
01-4220-1-160-2	Fire Per Diem Personnel	\$29,693	\$16,445	\$13,248	55.38%
01-4220-2-220-1	Fire SS	\$6,042	\$2,275	\$3,767	37.65%
01-4220-2-221-0	Fire Medicare	\$5,502	\$1,737	\$3,765	31.57%
01-4220-2-235-0	Fire Retirement (Group II)	\$68,554	\$18,415	\$50,139	26.86%
01-4220-3-370-1	Fire Occupational Health & Safety	\$2,600	\$2,722	(\$122)	104.68%
01-4220-3-390-2	Forest Fires	\$1,000	\$0	\$1,000	0.00%
01-4220-3-390-3	Fire Equipment Maintenance	\$4,500	\$1,333	\$3,167	29.63%
01-4220-3-390-4	Fire Radio Repair	\$1,000	\$697	\$303	69.72%
01-4220-3-390-5	Derry Dispatch	\$58,091	\$27,257	\$30,834	46.92%
01-4220-3-390-7	Fire & Rescue Training	\$17,500	\$7,454	\$10,046	42.60%
01-4220-3-390-8	Fire Hazmat	\$7,800	\$0	\$7,800	0.00%
01-4220-5-550-1	Fire Building Maintenance	\$17,122	\$14,286	\$2,836	83.44%
01-4220-6-610-1	Fire & Rescue New Equipment	\$8,500	\$3,763	\$4,737	44.27%
01-4220-6-610-4	Fire New Radios	\$1	\$0	\$1	0.00%



Account Number	Account Description	Net Budget	Year to Date Actual	Balance Available	Percent Used
01-4220-6-610-6	Fire SCBA Equipment/Maintenance	\$4,630	\$1,577	\$3,053	34.06%
01-4220-6-611-1	Fire Water Hydrants	\$16,477	\$4,119	\$12,358	25.00%
01-4220-6-640-0	Fire Dues, Subscription and Software	\$10,932	\$7,213	\$3,720	65.98%
01-4220-6-660-1	Fire Rescue Supplies	\$6,054	\$2,804	\$3,250	46.32%
01-4220-6-660-2	Fire Protective Clothing	\$16,950	\$6,619	\$10,331	39.05%
01-4220-6-670-1	Fire Office & Cleaning Supplies	\$2,500	\$1,866	\$634	74.63%
01-4220-6-690-0	Fire Prevention	\$1,500	\$0	\$1,500	0.00%
01-4220-6-690-1	Fire Misc Grant	\$5,000	\$0	\$5,000	0.00%
01-4220-6-690-2	Fire Dry Hydrants	\$1,500	\$0	\$1,500	0.00%
01-4220-6-690-3	Fire Information Technology	\$14,629	\$10,167	\$4,462	69.50%
01-4220-7-710-1	Fire Truck Maintenance	\$32,650	\$24,012	\$8,638	73.54%
01-4220-7-720-1	Fire Apparatus Fuel	\$20,000	\$4,727	\$15,273	23.64%
01-4240-1-110-1	Building Inspector Salary	\$69,438	\$32,197	\$37,241	46.37%
01-4240-3-320-1	Building Inspector Engineering Service:	\$500	\$0	\$500	0.00%
01-4240-3-350-1	Building Inspector Legal Expenditure	\$5,000	\$0	\$5,000	0.00%
01-4240-5-510-1	Building Inspector Cell Phone Reimbur:	\$600	\$300	\$300	50.00%
01-4240-6-610-1	Building Inspector Office Equipment	\$500	\$0	\$500	0.00%
01-4240-6-645-0	BI Dues, Workshop, Seminars	\$3,500	\$675	\$2,825	19.29%
01-4240-6-650-1	Building Inspector Books	\$500	\$0	\$500	0.00%
01-4240-6-660-1	Building Inspector Safety Equipment	\$150	\$0	\$150	0.00%
01-4240-6-670-1	Building Inspector Printing, Forms & Su	\$300	\$0	\$300	0.00%
01-4240-7-710-1	Building Inspector Vehicle Repairs & M	\$750	\$588	\$162	78.42%
01-4240-7-720-1	Building Inspector Fuel/Mileage	\$1,000	\$414	\$586	41.37%
01-4290-0-550-0	OEM (FEMA) Expenditure	\$1	\$0	\$1	0.00%
01-4290-3-390-1	OEM Training	\$1	\$0	\$1	0.00%
01-4290-3-395-1	OEM Public Media	\$1	\$0	\$1	0.00%
01-4290-5-510-1	OEM Communications	\$1	\$0	\$1	0.00%
01-4290-6-610-1	OEM Equipment & Gear	\$500	\$66	\$434	13.20%
01-4299-0-391-0	Town Details	\$1,000	\$535	\$465	53.49%
01-4312-1-130-1	Highway Road Agent Stipend	\$2,599	\$1,263	\$1,336	48.61%
01-4312-3-385-1	Highway Shimming	\$200,000	\$0	\$200,000	0.00%
01-4312-3-385-2	Highway Spr/Summer Storms	\$8,500	\$275	\$8,225	3.24%
01-4312-3-385-3	Highways Summer Subcontractor	\$200,000	\$107,137	\$92,863	53.57%

Account Number	Account Description	Net Budget	Year to Date Actual	Balance Available	Percent Used
01-4312-3-385-4	Highway Road Striping	\$38,000	\$42,300	(\$4,300)	111.32%
01-4312-3-385-5	Highway Tree/Brush Cutting	\$42,000	\$18,760	\$23,240	44.67%
01-4312-3-385-7	Highway Cold Patch	\$5,000	\$9,298	(\$4,298)	185.95%
01-4312-3-385-8	Highway Summer Gravel/Bankrun	\$1,500	\$0	\$1,500	0.00%
01-4312-3-385-9	Highway Summer Misc Supplies	\$1,600	\$495	\$1,105	30.96%
01-4312-3-386-3	Highway Winter Subcontractor	\$395,000	\$387,063	\$7,938	97.99%
01-4312-3-386-4	Highway Winter Salt	\$220,000	\$218,996	\$1,004	99.54%
01-4312-3-386-5	Highway Winter Sand	\$5,000	\$0	\$5,000	0.00%
01-4312-3-386-6	Highway Winter Repairs	\$5,000	\$5,367	(\$367)	107.33%
01-4312-3-387-2	Highway Bridge & Culvert	\$3,000	\$1,520	\$1,480	50.67%
01-4312-3-387-4	Highway Guardrails, Gates, Etc.	\$1,000	\$0	\$1,000	0.00%
01-4312-3-388-1	Highway Signs & Safety Equipment	\$3,000	\$2,242	\$758	74.72%
01-4312-3-390-0	Highway Catch Basin Maintenance	\$5,000	\$220	\$4,780	4.40%
01-4312-3-390-2	Highway Storm Water Maintenance	\$10,000	\$0	\$10,000	0.00%
01-4316-3-390-1	Public Street Lighting	\$8,100	\$2,996	\$5,104	36.99%
01-4324-3-390-1	Solid Waste Hazardous	\$9,000	\$0	\$9,000	0.00%
01-4324-5-390-0	Landfill Monirtoring	\$12,000	\$0	\$12,000	0.00%
01-4411-1-120-1	Health Officer Stipend	\$2,046	\$694	\$1,352	33.92%
01-4411-1-120-2	Deputy Health Officer Stipend	\$658	\$658	\$0	100.00%
01-4411-2-250-1	Health Mileage	\$1	\$29	(\$28)	2882.00%
01-4411-6-645-1	Health Dues & Memberships	\$200	\$140	\$60	70.00%
01-4414-1-120-1	Animal Control Salary	\$22,870	\$11,252	\$11,618	49.20%
01-4414-2-250-1	Animal Control Mileage	\$600	\$245	\$355	40.88%
01-4414-3-370-1	Animal Control Medical	\$200	\$0	\$200	0.00%
01-4414-3-390-1	Animal Control Veterinarian Charges	\$300	\$0	\$300	0.00%
01-4414-3-390-2	Animal Control Boarding	\$150	\$15	\$135	10.00%
01-4414-6-645-1	Animal Control Education	\$250	\$0	\$250	0.00%
01-4414-6-645-2	Animal Control Dues	\$40	\$0	\$40	0.00%
01-4414-6-660-1	Animal Control Miscellaneous	\$700	\$0	\$700	0.00%
01-4415-3-370-1	Visiting Nurse	\$2,500	\$2,500	\$0	100.00%
01-4415-3-370-2	CASA	\$500	\$500	\$0	100.00%
01-4415-3-370-5	Home Health & Hospice Care	\$1,000	\$0	\$1,000	0.00%
01-4415-3-390-1	Social Services-Meals on Wheels	\$1,875	\$0	\$1,875	0.00%

Account Number	Account Description	Net Budget	Year to Date Actual	Balance Available	Percent Used
01-4442-0-002-1	General Welfare Assistance	\$10,000	\$8,725	\$1,275	87.25%
01-4444-3-390-1	RCCAP	\$4,471	\$0	\$4,471	0.00%
01-4520-0-001-1	Recreation Senior Trips	\$8,000	\$4,443	\$3,557	55.54%
01-4520-0-001-2	Recreation Family Events	\$13,000	\$5,346	\$7,654	41.12%
01-4520-0-001-6	Recreation Community Service Award	\$150	\$0	\$150	0.00%
01-4520-0-001-7	Recreation Soccer Program	\$2,200	\$0	\$2,200	0.00%
01-4520-0-001-8	Recreation Senior Dinners	\$1,800	\$836	\$964	46.45%
01-4520-1-120-1	Recreation Coordinator Salary	\$51,776	\$22,601	\$29,175	43.65%
01-4520-1-120-2	Recreation Maintenance Worker	\$16,544	\$3,722	\$12,822	22.50%
01-4520-2-250-1	Recreational Fuel and Maintenance	\$4,000	\$1,511	\$2,489	37.76%
01-4520-3-360-1	Recreation Playground & Parks	\$3,000	\$225	\$2,775	7.49%
01-4520-5-550-0	Recreation General Maintenance	\$15,050	\$7,779	\$7,271	51.69%
01-4520-5-550-4	Recreation Ice Rink	\$500	\$0	\$500	0.00%
01-4520-5-560-1	Recreation Trash Removal	\$1,800	\$582	\$1,218	32.36%
01-4520-5-560-2	Recreation Chemical Toilets	\$8,425	\$2,400	\$6,025	28.49%
01-4520-5-610-0	Recreation Tools	\$500	\$30	\$470	5.99%
01-4520-6-670-0	Recreation Office Supplies	\$3,050	\$3,080	(\$30)	100.98%
01-4520-9-940-1	Recreation Improvements Severance S	\$1	\$0	\$1	0.00%
01-4520-9-940-3	Recreation Severance School Rent	\$20,400	\$10,200	\$10,200	50.00%
01-4520-9-940-4	Recreation Severance School Utilities	\$9,900	\$1,037	\$8,863	10.48%
01-4520-9-940-5	Recreation Severance School Internet-	\$1,700	\$1,119	\$581	65.84%
01-4520-9-940-6	Recreation Severance School Janitorial	\$3,000	\$1,080	\$1,920	36.00%
01-4550-1-110-1	Librarian Salaries	\$68,405	\$34,056	\$34,349	49.79%
01-4550-1-120-1	Library Assistant Salaries	\$78,182	\$32,426	\$45,756	41.47%
01-4550-2-220-1	Library SS	\$9,088	\$3,759	\$5,329	41.37%
01-4550-2-221-1	Library Medicare	\$2,126	\$879	\$1,247	41.35%
01-4550-2-230-1	Library Retirement	\$15,528	\$6,236	\$9,292	40.16%
01-4550-5-535-1	Library Utilities	\$21,000	\$4,557	\$16,443	21.70%
01-4550-5-550-1	Library Maintenance	\$7,000	\$3,285	\$3,716	46.92%
01-4550-5-690-1	Library Computer Systems	\$7,000	\$4,903	\$2,097	70.04%
01-4550-6-610-1	Library Equip & Furnishing	\$1	\$0	\$1	0.00%
01-4550-6-645-1	Library Training, Prof. Journals	\$2,000	\$240	\$1,760	12.00%
01-4550-6-650-1	Library Programs	\$1,150	\$617	\$533	53.66%

Account Number	Account Description	Net Budget	Year to Date Actual	Balance Available	Percent Used
01-4550-6-650-2	Library Lending Materials/Print	\$11,450	\$4,641	\$6,809	40.53%
01-4550-6-650-3	Library Lending Materials/Electronic	\$11,850	\$3,137	\$8,713	26.47%
01-4550-6-660-1	Library Supplies	\$2,700	\$1,594	\$1,106	59.03%
01-4583-0-001-1	Flags	\$1,800	\$2,032	(\$232)	112.86%
01-4583-0-001-2	Auburn Historical Association	\$5,000	\$0	\$5,000	0.00%
01-4611-1-120-1	Conservation Secretary Salary	\$737	\$246	\$491	33.38%
01-4611-3-390-0	Conservation Professional Services	\$1,950	\$0	\$1,950	0.00%
01-4611-3-390-2	Conservation Maps & Supplies	\$1,300	\$0	\$1,300	0.00%
01-4611-6-645-1	Conservation Education	\$200	\$386	(\$186)	193.20%
01-4611-6-645-2	Conservation Dues & Memberships	\$400	\$0	\$400	0.00%
01-4611-6-660-1	Conservation Natural Resource Invent	\$1	\$0	\$1	0.00%
01-4711-4-410-1	Long Term Bond Principle	\$1	\$0	\$1	0.00%
01-4721-4-420-1	Long Term Bond Interest	\$1	\$0	\$1	0.00%
01-4723-4-420-1	Tax Anticipation Interest	\$1	\$0	\$1	0.00%
01-4901-9-910-0	Library Land & Bldg Review	\$20,000	\$13,138	\$6,862	65.69%
01-4902-7-700-1	Fire Apparatus Lease/Purchase	\$48,214	\$48,213	\$1	100.00%
01-4909-9-930-0	Road Reconstruction	\$460,000	\$21,625	\$438,375	4.70%
		\$6,427,453	\$2,956,896	\$3,470,557	46.00%

**Town of Auburn  
Board of Selectmen  
Public Safety Complex  
Training Room  
June 19, 2023  
Draft Minutes  
7:00 PM**

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

**Others Present:** Town Clerk Kathleen Sylvia, Tax Collector Susan Jenkins, Police Chief Ray Pelton, Fire Chief Michael Williams, Library Director Daniel Szczesny, Library Trustees Nancy Mayland, Marilyn Cavanaugh, Elizabeth Michaud, 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. Library Trustees**

Library Director Daniel Szczesny provided the Board with an update on the proposed library expansion project. He indicated they were 7-10 days from hiring a construction manager to work with the architect and finalize plans in early October and obtain a cost estimate. There was a building needs assessment done in April which is on the website. He indicated the modest size of the library has become too small. In October MRI conducted a community forum and surveyed residents concerning their space needs for a community room, meeting rooms, collection space and small events. S&P of Concord was hired. A building committee was created and has met several times. Bids were narrowed to three which are being interviewed in 7-10 days. They are working with a consultant to create a non-profit and for fund raising, grants and donations and hope to go to town warrant by January 2024. There was an open house last month.

Mr. Leclair asked if there were any major revisions and Mrs. Mayland indicated the community room would hold about 100 people and would be able to be entered when the rest of the library is closed. There would be smaller rooms for six to eight people.

Mr. Leclair asked if there would be renovations to the existing building and Mr. Szczesny indicated the foundation. The building will be lifted and set down. The back of the

current library will be removed. The septic will be replaced. Mr. Rolfe noted the parcel was in the high-water table.

Mr. Leclair asked about the makeup of the building committee and Mr. Szczesny indicated there is the Board, half a dozen citizen members and the architect. Mrs. Mayland noted they plan to contact all local non-profits and get their involvement. A dry well can be utilized, they are doing some studies. Mr. Rolfe noted he would like to see the topography. Mrs. Mayland indicated they would like to get some of the Selectmen involved. Mr. Carroll indicated he was still interested in staying involved.

Mr. Sterndale asked the motivation to keep the existing building and Mrs. Mayland indicated there were covenants in the deed from the Griffin family and that it was what most people wanted.

Mr. Leclair asked if there would be additional costs, such as staffing, and Mrs. Mayland indicated they talked about staffing and if the property were designed right they would not need much more. Mr. Szczesny indicated a few more hours.

Mr. Leclair asked about the proposed technology area and Mr. Szczesny indicated there were going to be eight computer areas, two in the children's room.

Mr. Leclair asked about accessibility and Mrs. Mayland indicated there would be an online calendar where people can sign up, which would then be confirmed by the library staff.

Mr. Leclair recommended they touch base again in August.

## B. Fire Chief Michael Williams

### i. Monthly Report

Chief Williams presented the Department's report for the month of May. There were 49-50 calls for service and a lot of training. Pump testing was completed, and all passed with minor repairs. The forestry truck is being setup. The National Guard in Hookset spent about four hours going through it this Thursday.

Mr. Leclair asked if the pumper would be put on the warrant for replacement next year and Chief Williams indicated that if it passed this inspection, he would carry it forward another year.

Chief Williams reported the blood drive was held but with appointments needed he didn't feel there were as many participants.

Chief Williams reported two new hires, Greg Gelinis and John Kreas are new call firefighters. He has had two internal interviews, and another scheduled for tomorrow.

Chief Williams reported a lot of activity with sprinkler inspections at the Cliffs which is getting busy.

ii. SOP/SOG Updates

Chief Williams presented the updated SOPs #17, #19, #20 and #21 and SOGs #202 and #203.

SOP #17 concerns part time per diem firefighters;  
SOP #19 concerns earned time;  
SOP #20 concerns shift exchanges with no increased cost to the town;  
SOP #21 concerns shifts start and end, day and night unit;  
SOG #202 concerns rules and responsibilities; and  
SOG #203 concerns the "I am responding" software program. Call members will have the ability to go right out for medical calls with equipment and be on the road and formalizes the seat-belt policy.

***Mr. Rolfe motioned to approve SOP #17, #19, #20, #21, SOG #202 and SOG #203. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.***

iii. Tour of newly renovated quarters and forestry truck

At 8:13 PM the Board left the training room to tour the newly renovated quarters and forestry truck and returned at 8:30 PM.

#### IV. Manifests

Highway Payables – 6/12 \$18,620

***Mr. Carroll motioned to approve the Highway Payable Manifest dated June 12, 2023 in the amount of \$18,620. 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 June 19, 2023 which consisted of an accounts payable manifest in the amount of \$87,365.10, a payroll manifest in the amount of \$77,289.01, appointment of Town Administrator Sterndale as representative to SE NH Haz Mat Mutual Aid, a reduced surety and authorization of \$25,000 to be applied to offset the cost of the re-evaluation.

***Mr. Rolfe motioned to approve the Consent Agenda for June 19, 2023. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.***

## VI. New Business

### a. Highway Safety Grant – Police Chief Pelton

Chief Pelton presented the Highway Safety Grant for acceptance. He indicated the grants allow the Department to set up checkpoints for dui, radar and distracted driving.

***Mr. Rolfe motioned that the Board of Selectman accept the Auburn Police Department Highway Safety Grant in the amount of \$8,200 and authorize Chief Ray Pelton to sign all documents related to the grant. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.***

### b. Town Clerk Staffing – Kathleen Sylvia

Mrs. Sylvia indicated the Department was down a deputy who resigned recently. Mrs. Sylvia indicated that she plans to retire between January and April of next year.

Mr. Sterndale questioned what the position should look like. Two people are needed and the Town Clerk's position must be elected and filled by someone from town.

Mrs. Sylvia described the job responsibilities of the deputy and Town Clerk. In addition to motor vehicles, there are elections, vital records, dog licensing and official town records keeping of meeting minutes, etc. Motor vehicles is the only portion that could be pulled away and takes up 90-95% of the time spent, however there has to be window hours and if there is a storm there can be a lot of absentee ballots which is very time consuming.

Mr. Leclair questioned whether the Board would need to go to the voters to ask that motor vehicles be separated. Mrs. Sylvia indicated the town would have to write to the state to pull that part away.

Mr. Leclair asked the number of window hours and Mrs. Sylvia indicated there were 25 per week. She recommended the clerk not be in the building alone on nights when the BOS is not meeting.

Mr. Carroll asked about potential overlap. Mrs. Jenkins noted her deputy was willing to learn the car registration process.

Mr. Leclair was in favor of cross training and Mr. Sterndale agreed this would allow two windows to be open. Mrs. Sylvia explained that sometimes people are in line for up to 45 minutes especially if there is a need to call the state with a problem because there is no way to suspend the transaction and move on.

Mr. Leclair recommended advertising for both the deputy and Town Clerk.



c. Capital Improvement Plan Draft

Mr. Sterndale provided preliminary draft CIP plans and discussed the rating system and prioritization, the Master Plan and how impact fees work – which he noted Auburn does not have impact fees. The CIP is useful for planning equipment replacement and road construction. Mr. Sterndale listed some of the Fire Department’s assets and major equipment such as vehicles, radios and SCBA.

Mr. Sterndale noted that he ran bond numbers for a six-month period at 4% for 20 years

Mr. Leclair asked about the tax impact and town assessment. Mr. Sterndale indicated he would get updated revaluation numbers.

d. Personnel Policy

Mr. Sterndale noted the policy contains out of date processes which are excessive and benefits that change which could be listed on an appendix to be provided to new employees. He recommended cutting out languages that doesn’t apply.

Mr. Sterndale discussed holidays, bereavement time, library and police union differences, the policy for divulgence of complaints and exit interviews.

Mr. Leclair recommended reviewing the policy in sections.

**VII. Old Business**

a. Griffin Mill Bridge

Mr. Sterndale reported that he hasn’t had an update from Mr. LaBranche yet.

b. Goals

Mr. Leclair reviewed the status of the goals set at the beginning of the term. The Road Agent position is underway with the committee now organized and meeting. Mr. Sterndale noted that he has an RFP out for HVAC as part of the goal to have building maintenance needs identified. Mr. Leclair noted he will get contact information for the tower. The CIP and audit items are underway. Mr. Sterndale is working on refreshing the website with staff training. The goal for paperless finance is being worked on and has had a big impact on the vault.

Mr. Leclair requested that Mr. Sterndale provide a column showing the completion percentage of each item.

**VIII. Committee Reports**

Mr. Rolfe reported the Planning Board met and discussed the Auburn Self Storage facility, and a surety reduction that was lowered by \$103,000. He reported that Mr. Villeneuve had a hearing

concerning his site plan for 346 Hooksett Road and that Dunkin Donuts was proposing a solar array which did not have support from residential condominium neighbors in the commercial zone.

## **IX. Minutes**

### **A. June 5, 2023 Public Meeting Minutes**

***Mr. Rolfe motioned to approve the June 5, 2023 public meeting minutes. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.***

## **X. Non-Public Session pursuant to 91-A:3(II)(e)**

***By Roll Call Mr. Leclair motioned to go into non-public session pursuant to 91-A:3(ii)(e). Mr. Rolfe 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 9:17 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 3-0-0.***

The meeting room was reopened to the public at 9:35 PM.

***By Roll Call Mr. Leclair motioned to seal the minutes of the non-public session. Mr. Rolfe 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.***

## **XI. Adjournment**

***Mr. Leclair motioned to adjourn the meeting at 9:35 PM. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy Hoijer, Recording Secretary

**QUORUM NOTICE:** A quorum of the Board of Selectman may be participating in the Highway Management Committee meeting on June 19, 2023 at the Safety Complex immediately prior to this meeting.