



# Town of Auburn Board of Selectmen

**Meeting Agenda**  
October 16, 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. 2024 Budget
    - i. Conservation
    - ii. Planning
    - iii. Building Inspection / Code Enforcement
    - iv. Cemeteries
    - v. COLA / Step / Longevity
  - B. Utility appeal lawsuit
- VII. Old Business**
- VIII. Committee Reports**
- IX. Minutes**
  - A. September 25, 2023 Public and Non-Public
- X. Non-public Session – RSA 91-A:3 II(d)**
- XI. 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.*

10/13/2023	2022	2023	2024					
Budget Summary	Actual	Budget	Actual YTD	Dept Request	Budget Change	BOS Approved	Budget Comm Approved	
Executive Department Total	\$275,334	\$317,027	\$210,576	\$286,204	-10%	\$0	\$0	\$0
Election, Regis & Vital Stats Total	\$99,179	\$110,668	\$70,679	\$171,682	55%	\$0	\$0	\$0
Financial Administration Total	\$110,410	\$176,541	\$145,544	\$125,824	-29%	\$0	\$0	\$0
Legal Expenditures Total	\$38,332	\$28,000	\$12,642	\$23,000	-18%	\$0	\$0	\$0
Personnel Administration Total	\$486,279	\$580,500	\$424,358	\$681,182	17%	\$0	\$0	\$0
Planning & Zoning Total	\$14,620	\$31,651	\$9,337	\$31,651	0%	\$0	\$0	\$0
Government Buildings & Mainten Total	\$134,788	\$171,377	\$97,466	\$151,216	-12%	\$0	\$0	\$0
Cemeteries Total	\$30,052	\$36,507	\$24,581	\$38,577	6%	\$0	\$0	\$0
Insurance Total	\$106,980	\$157,598	\$154,698	\$166,974	6%	\$0	\$0	\$0
Advertising & Regional Assoc Total	\$11,474	\$10,171	\$10,339	\$10,605	4%	\$0	\$0	\$0
General Government Total	\$249,781	\$130,300	\$87,038	\$140,325	8%	\$0	\$0	\$0
Police Department Total	\$1,381,741	\$1,623,757	\$1,185,992	\$1,653,001	2%	\$0	\$0	\$0
Ambulance Total	\$92,147	\$96,314	\$94,912	\$97,759	2%	\$0	\$0	\$0
Fire Department Total	\$674,919	\$707,759	\$488,642	\$785,287	11%	\$0	\$0	\$0
Building Inspection Total	\$69,338	\$82,238	\$57,324	\$83,612	2%	\$0	\$0	\$0
Emergency Management Total	\$660	\$504	\$66	\$504	0%	\$0	\$0	\$0
Other Public Safety Total	\$1,585	\$1,000	\$493	\$5,000	400%	\$0	\$0	\$0
Highways & Streets Total	\$1,182,344	\$1,146,199	\$1,071,901	\$1,243,836	9%	\$0	\$0	\$0
Street Lighting Total	\$6,601	\$8,100	\$4,650	\$7,500	-7%	\$0	\$0	\$0
Solid Waste Disposal Total	\$17,599	\$21,000	\$9,581	\$21,100	0%	\$0	\$0	\$0
Health Administration Total	\$2,629	\$2,905	\$1,571	\$2,989	3%	\$0	\$0	\$0
Animal & Pest Control Total	\$22,883	\$25,110	\$19,347	\$26,587	6%	\$0	\$0	\$0
Health Agencies & Hospitals Total	\$5,875	\$5,875	\$5,875	\$6,000	2%	\$0	\$0	\$0
Direct Assistance Total	\$3,852	\$10,000	\$8,725	\$15,001	50%	\$0	\$0	\$0
Intergovernmental Welfare Pmts Total	\$4,471	\$4,471	\$4,471	\$4,471	0%	\$0	\$0	\$0
Parks & Rec Total	\$121,928	\$164,796	\$117,974	\$180,363	9%	\$0	\$0	\$0
Library Total	\$188,193	\$237,480	\$162,984	\$246,662	4%	\$0	\$0	\$0
Patriotic Purposes Total	\$6,671	\$6,800	\$7,032	\$7,200	6%	\$0	\$0	\$0
Conservation Administration Total	\$923	\$4,588	\$632	\$4,639	1%	\$0	\$0	\$0
Principle on LT Bonds & Notes Total	\$0	\$1	\$0	\$0	-100%	\$0	\$0	\$0
Interest on LT Bonds & Notes Total	\$0	\$1	\$0	\$0	-100%	\$0	\$0	\$0
Interest on Tax Anticipation Total	\$0	\$1	\$0	\$1	0%	\$0	\$0	\$0
Land & Improvements Total	\$35,272	\$20,000	\$29,405	\$24,000	20%	\$0	\$0	\$0
Machinery, Vehicles & Equipment Total	\$48,213	\$48,214	\$48,213	\$0	-100%	\$0	\$0	\$0
Buildings Total	\$0	\$0	\$0	\$0	0%	\$0	\$0	\$0
Improvements Other Than Bldgs Total	\$499,985	\$460,000	\$319,609	\$600,000	30%	\$0	\$0	\$0

Line #	Description	2021		2022		2023		YTD	Dept Request	Budget Change	Notes	BOS Approved	Budget Comm Approved
		Actual	Budget	Actual	Budget	Actual	Budget						

**PLANNING & ZONING**

46	Planning & Zoning Secretary	\$0	\$0	\$1	\$0	\$1	\$0	\$1	0.00%				
47	P/Z Mileage	\$170	\$613	\$500	\$156	\$500	\$500	\$500	0.00%				
48	P/Z Engineering Services	\$933	\$0	\$4,000	\$1,523	\$4,000	\$4,000	\$4,000	0.00%				
49	P/Z Legal Expenditures	\$12,935	\$7,568	\$16,000	\$1,346	\$16,000	\$16,000	\$16,000	0.00%				
50	P/Z Maps	\$0	\$0	\$650	\$0	\$650	\$650	\$650	0.00%				
51	Master Plan & Regulatory Updates	\$8,455	\$3,644	\$4,500	\$4,186	\$4,500	\$4,500	\$4,500	0.00%				
52	P/Z Recording Fees	\$0	\$0	\$250	\$0	\$250	\$250	\$250	0.00%				
53	P/Z Printing	\$0	\$0	\$1,000	\$0	\$1,000	\$1,000	\$1,000	0.00%				
54	P/Z Dues, Workshops, Seminars	\$50	\$50	\$1,200	\$50	\$1,200	\$1,200	\$1,200	0.00%				
55	P/Z Books	\$195	\$195	\$500	\$211	\$500	\$500	\$500	0.00%				
56	P/Z Printed Forms & Supplies	\$0	\$0	\$50	\$0	\$50	\$50	\$50	0.00%				
57	P/Z Legal Ads	\$3,421	\$2,550	\$3,000	\$1,866	\$3,000	\$3,000	\$3,000	0.00%				
<b>Planning &amp; Zoning Total</b>		<b>\$26,159</b>	<b>\$14,620</b>	<b>\$31,651</b>	<b>\$9,337</b>	<b>\$31,651</b>	<b>\$31,651</b>	<b>\$31,651</b>	<b>0.00%</b>				<b>\$0</b>

**CEMETERY**

78	Cemetery Secretary/Administration	\$0	\$0	\$297	\$0	\$1	\$0	\$1	-99.66%				
79	Cemetery Salary/Wage	\$0	\$0	\$710	\$0	\$1	\$0	\$1	-99.86%				
80	Cemetery Mowing	\$11,245	\$10,765	\$15,500	\$7,500	\$15,500	\$15,500	\$15,500	0.00%				
81	Cemetery Fertilization	\$10,385	\$11,215	\$11,000	\$10,146	\$12,000	\$12,000	\$12,000	9.09%				
82	Cemetery Property Maintenance	\$6,350	\$5,975	\$6,000	\$6,290	\$8,000	\$8,000	\$8,000	33.33%				
83	Cemetery Mapping	\$685	\$1,166	\$1,200	\$0	\$1,200	\$1,200	\$1,200	0.00%				
84	Robbie Cemetery	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
85	Longmeadow Cemetery	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
86	Cemetery Supplies	\$481	\$350	\$800	\$445	\$800	\$800	\$800	0.00%				
87	Cemetery Miscellaneous	\$117	\$135	\$300	\$50	\$300	\$300	\$300	0.00%				
88	Cemetery Mileage	\$121	\$297	\$500	\$0	\$525	\$525	\$525	5.00%				
89	Cemetery Dues & Membership	\$0	\$150	\$200	\$150	\$250	\$250	\$250	25.00%				
<b>Cemeteries Total</b>		<b>\$29,384</b>	<b>\$30,052</b>	<b>\$36,507</b>	<b>\$24,581</b>	<b>\$38,577</b>	<b>\$38,577</b>	<b>\$38,577</b>	<b>5.67%</b>				<b>\$0</b>

Line #	Description	2021		2022		2023		YTD	Dept Request	Budget Change	Notes	BOS Approved	Budget Comm Approved
		Actual	Budget	Actual	Budget	Actual	Budget						

**BUILDING INSPECTION**

189	BI Wages	\$59,464	\$61,900	\$69,438	\$54,144	\$71,912	3.56%						
190	BI Engineering Services	\$0	\$0	\$500	\$0	\$500	0.00%	Available for plan review/enforcement					
191	BI Legal Expenditure	-\$3,325	\$420	\$5,000	\$0	-\$5,500	-30.00%	contingency purposes for enforcement assist					
192	BI Cell Phone Reimbursement	\$600	\$600	\$600	\$300	\$600	0.00%						
193	BI Office Equipment	\$0	\$0	\$500	\$32	\$500	0.00%	maintain for replacement of inspection equip					
194	BI Dues, Workshop, Seminars	\$3,225	\$3,310	\$3,500	\$675	\$3,500	0.00%						
195	BI Books	\$0	\$255	\$500	\$0	\$500	0.00%	books and certification renewals					
196	BI Safety Equipment	\$90	\$155	\$150	\$0	\$200	33.33%						
197	BI Printing, Forms & Supplies	\$506	\$282	\$300	\$0	\$200	-33.33%	on line permitting system = less paper permits					
198	BI Vehicle Repairs & Maintenance	\$964	\$1,330	\$750	\$1,387	\$1,200	60.00%	realized car repairs are expensive					
199	BI Fuel/Mileage	\$752	\$1,087	\$1,000	\$785	\$1,000	0.00%						
	<b>Building Inspection Total</b>	<b>\$62,276</b>	<b>\$69,338</b>	<b>\$82,238</b>	<b>\$57,324</b>	<b>\$83,612</b>	<b>1.67%</b>						<b>\$0</b>

**HEALTH ADMINISTRATION**

227	Health Officer	\$1,335	\$1,894	\$2,046	\$694	\$2,109	3.10%						
228	Deputy Health Officer	\$0	\$610	\$658	\$658	\$678	3.10%						
229	Health Mileage	\$0	\$0	\$1	\$29	\$1	0.00%						
230	Health Dues & Memberships	\$45	\$125	\$200	\$190	\$200	0.00%	(2) workshops @ \$50 x 2 persons					
	<b>Health Administration Total</b>	<b>\$1,380</b>	<b>\$2,629</b>	<b>\$2,905</b>	<b>\$1,571</b>	<b>\$2,989</b>	<b>2.89%</b>						<b>\$0</b>

**CONSERVATION ADMINISTRATION**

286	Conservation Secretary	\$768	\$315	\$737	\$246	\$788	6.87%						
287	Conservation Professional Services	\$1,875	\$0	\$1,950	\$0	\$1,950	0.00%						
288	Conservation Maps & Supplies	\$0	\$0	\$1,300	\$0	\$1,300	0.00%						
289	Conservation Education	\$0	\$203	\$200	\$386	\$200	0.00%						
290	Conservation Dues & Memberships	\$375	\$405	\$400	\$0	\$400	0.00%						
291	Conservation Natural Resource Inventory	\$0	\$0	\$1	\$0	\$1	0.00%						
	<b>Conservation Administration Total</b>	<b>\$2,517</b>	<b>\$923</b>	<b>\$4,588</b>	<b>\$632</b>	<b>\$4,639</b>	<b>1.10%</b>						<b>\$0</b>

**Town of Auburn  
Board of Selectmen  
Town Hall  
Stritch Meeting Room  
September 25, 2023  
Draft Minutes  
7:00 PM**

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

**Others Present:** Police Chief Ray Pelton, David Gugger, Library Director Daniel Szczesny, Library Trustees Marilyn Cavanaugh & Elizabeth Michaud, Cindy Berling (Alt), Consultant Sarah Andrews, Amanda Martinelli, Allison Rickenbach and Peggy Neveau (Fund Raising), Architect Jason LaCombe of SMP, Construction Manager Barry \_\_\_\_\_, Mike DiPietro, Town Administrator Chris Sterndale and Recording Secretary Nancy Hoijer

**I. Call to Order**

Mr. Leclair called the meeting to order at 7:02 PM and led the Pledge of Allegiance.

**II. Public Comments**

Mr. Leclair asked if there were any comments from the public at 7:02 PM and there were none.

**III. Appointments with the Board**

**A. Library Trustees**

Library Director Szczesny introduced the Library Trustees, Building Committee, Fund Raising Team, Architect, Construction Manager and Consultant. He thanked the supporters who attended the meeting.

Architect Jason LaCombe of SMP presented a PowerPoint presentation showing the proposed library grounds, building and interior design. He explained that the existing building will be moved back and renovated. The proposed expansion will be approximately 8,000 SF.

Mr. LaCombe explained the Trustee's vision for the community center and meeting room which proposes to seat 100 attendees and be able to be accessed when the library is closed. He showed a conceptual design of the large children's area, front desk, study areas, adult circulation and outdoor seating and noted the library access will be ADA compliant.

Mr. Szczesny discussed the goals for expanding the existing collection. Mr. Leclair asked about the increased costs that will become part of the library's budget moving forward, such as additional staff and utilities. Mr. Szczesny noted there will be at least one part-time staff member added and hopes the library will be open on Monday. Mr. LaCombe noted they haven't looked at mechanical components yet but are contemplating a solar array.

Mr. Rolfe asked about septic and stormwater design and cost, and snow and trash removal. Mr. LaCombe indicated stormwater is proposed to be stored under the parking lot. Mr. Rolfe advised that may not be practical given the groundwater level and grading.

Mr. Szczesny talked about fundraising efforts to take place between now and breaking ground in winter 2024 or spring 2025. He reported the Trustees will seek grants, donor gifts and naming opportunities.

Mr. Leclair asked about the guaranteed maximum price, project budget and bonding expectations for the town. Mr. LaCombe reviewed the \$5,946,294 project budget, ancillary expenses and contingency percentages. Mr. Sterndale projected the rates and cost of a \$5 million dollar bond with the NH Municipal Bond Bank @ 3.65% for 20 years with a tax impact of approximately \$0.25/thousand. Mr. Leclair asked about fire suppression and recommended having a discussion with the Building Inspector as this could add \$350,000-\$400,000 to building costs.

#### **IV. Manifests**

Highway Accounts Payable dated 9/20/23 \$15,555

***Mr. Carroll motioned to approve the Highway Accounts Payable manifest dated September 20, 2023 in the amount of \$15,555. 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 September 11, 2023 which consisted of a Payroll Manifest for 9/25/23 in the amount of \$60,907.06 and an Accounts Payable Manifest for 9/18/23 in the amount of \$57,898.95.

***Mr. Leclair motioned to approve the Consent Agenda for September 11, 2023. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.***

#### **VI. New Business**

##### **A. Silver Hill Road – Building Permit on Class VI Road – David Gugger**

Mr. Sterndale presented the request by David Gugger for a building permit on a Class VI portion of Silver Hill Road. He noted recommendation for approval by the Planning Board and provided a copy of the map and Agreement and Release which will be recorded with the Registry of Deeds upon acceptance, protecting the town from liability for the owner to maintain/use the Class VI Road. He noted the Road Agent and Building Inspector approved. A turnaround easement will be in place with the neighbor.

Mr. Leclair asked what would happen if the owner did not maintain the road and Mr. Sterndale indicated they would be in breach of the agreement which runs with the land, and fall into enforcement.

***Mr. Rolfe motioned that the Board of Selectmen authorize the issuance of building permit for Map 2, Lot 19 on Class VI Silver Hill Road as recommended by the Planning Board and pursuant to RSA 674:41 with said approval contingent upon related waiver and turnaround easement being signed and recorded (by owner(s) and Selectmen). Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

The Selectmen signed the Agreement and returned it to Mr. Sterndale.

B. Gift Acceptance Public Hearing – Police K-9 “Milo” from Auburn Police Association

Mr. Leclair opened the public hearing at 7:08 PM and asked if there were any comments from the public.

Chief Pelton presented the donation, valued at \$8,500, from the Auburn Police Association, on behalf of the Department.

***Mr. Rolfe motioned that the Board of Selectmen accept the gift of K-9 Milo and related equipment, valued at \$8,500, from the Auburn Police Association. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mr. Leclair closed the public hearing at 7:10 PM.

C. E-Waste & Shred Day

Town Administrator Sterndale reported that E-Waste and Shred Day will both take place on Saturday, from 9 AM to 2 PM, Shred Day will be here at Town Hall. Mr. Leclair requested that there be a head count of attendees to quantify the expense.

## **VI. Old Business**

## **VII. Committee Reports**

Mr. Rolfe reported that the Planning Board met on September 20<sup>th</sup> and had informal proposals with: Jeff Wenzel for 81 Priscilla Lane to discuss potential site plan amendment and Steve Munroe to discuss potential tenant for one of the contractor bays at 22 Dartmouth Drive. The Board held public hearings to approve a lot line adjustment for Tanglerock Drive and a one lot subdivision for Fieldstone Land Consultants on Eaton Hill Road and began hearing the site plan review for an office and warehouse with Matthew Peterson for 88 Gold Ledge Avenue (continued to 10/18).

Mr. Carroll reported that Highway Safety met last Wednesday and discussed speeding complaints over the summer and deterrent efforts by the Auburn PD resolutions on Lover's Lane and reviewed plans for relocation of Depot Road.

## **VIII. Minutes**

### **A. September 11, 2023 Public Meeting Minutes**

Mr. Rolfe recommended edits.

***Mr. Rolfe motioned to approve the September 11, 2023 public meeting minutes as amended. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.***

## **IX. Non-Public Session pursuant to 91-A:3(II)(d) consideration of the acquisition, sale or lease of real or personal property**

***By Roll Call, Mr. Leclair motioned to go into non-public session pursuant to 91-A:3(II)(d). 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 unanimously.***

The meeting room was closed to the public at 8:12 PM.

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

The meeting room was reopened to the public at 8:24 PM.

***By Roll Call, Mr. Carroll motioned to seal the minutes of the non-public session. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **X. Adjournment**

***Mr. Leclair motioned to adjourn the meeting at 8:24 PM. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy Hoijer, Recording Secretary