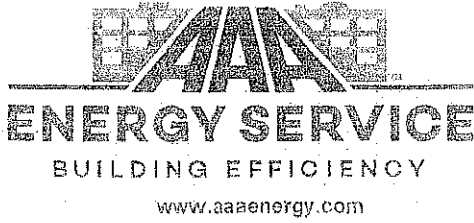


Town of Auburn Board of Selectmen

Meeting Agenda
May 22, 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. Safety Complex HVAC repair
 - B. Safety Complex Amazon drop box
- VII. Old Business**
 - A. Griffin Mill Bridge
 - B. BOS Rules of Procedure
- VIII. Committee Reports**
- IX. Minutes**
 - A. May 8, 2023, Public and Non-Public
 - B. May 18, 2023, Public and Non-Public
- 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.



Heating
 Ventilation
 Air Conditioning
 Refrigeration
 Energy Controls
 Maintenance Agreements

INVOICE

Service Location: AUBURN SAFETY COMPLEX - FD/PD
 55 EATON HILL ROAD
 AUBURN, NH 03032

Billing Address: TOWN OF AUBURN - SAFETY COMPLEX
 PO BOX 339
 AUBURN, NH 03032

Invoice #: 183126
 Invoice Date: 4/28/2023
 Amount Due: \$ 1,545.00
 Customer ID: TOWNOFAUBU
 Work Order #: 139459
 Customer PO:
 Office Use: A-Extra
 AAA Branch: Auburn, NH
 (603) 626-4884
 Remit To: AAA Energy Service Co.
 PO Box 908
 Scarborough, ME 04070
 Terms: NET 30 Days
 Page: 1 of 1

Work Performed: FOUND NOISE FROM THE #1 POLICE HEAT CIRCULATOR WAS DUE TO BAD BEARINGS.
 LOCATED NEW CIRCULATOR, PICKED UP, RETURNED AND REPLACED.

ITEM	DATE	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Labor					
	4/26/23	LABOR	4.00	127.00	508.00
Labor Subtotal					508.00
Parts/Misc					
	4/26/23	CIRCULATORPUMP CIRCULATOR PUMP	1.00	945.00	945.00
	4/26/23	MILEAGE	92.00	1.00	92.00
Parts/Misc Subtotal					1,037.00

Subtotal: 1,545.00
 Sales Tax: 0.00
 Total Due: \$1,545.00

60

**Town of Auburn
Board of Selectmen
Stritch Meeting Room
Town Hall
May 8, 2023
Draft Minutes
7:00 PM**

Selectmen Present: Keith Leclair, Michael Rolfe and Tom Carroll

Others Present: Finance & Budget Administrator Mimi Friolet, Parks & Recreation Coordinator Amy Lachance, Mike DiPietro, Tax Collector Susan Jenkins @7:04 PM, 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

Payables HWY 4/19 - \$8,810

Mr. Leclair motioned to approve the Highway Payable Manifest dated April 19, 2023 in the amount of \$8,810. Mr. Carroll 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.

Payables HWY 5/3 - \$15,030

Mr. Leclair motioned to approve the Highway Payable Manifest dated May 3, 2023 in the amount of \$15,030. Mr. Carroll 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 5/8 which consisted of three accounts payable manifests dated 4/12 in the amount of \$1,100, 4/19 in the

amount of \$152,241.11 and 5/3 in the amount of \$934,498.68 and two payroll manifests dated 4/26 in the amount of \$64,798.65 and 5/10 in the amount of \$67,075.24.

Mr. Leclair announced that May has been proclaimed Building Safety Month.

Mr. Leclair motioned to approve the Consent Agenda dated May 8, 2023. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0,

VI. New Business

A. Parks & Recreation – Wayne Eddows ballfield/parking upgrade

Parks & Recreation Coordinator Amy Lachance reported that more work was done on the expansion but some people are still parking on the street because they don't know. Zach put up pink ribbon to help navigate vehicles. At some point additional parking signs will be needed.

An estimate was provided by Matt Plaza for \$11,700 for the work on the infield. \$25,000 was approved and \$7,920 remains. There will also be another invoice for the grading done by Mr. Rolfe.

Mr. Rolfe motioned to approve an amount not to exceed \$12,000 for the renovations out of ARPA funding. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.

Mrs. Lachance reported that volunteers from SNHU would be helping to take down the ice-skating rink and it would be lined to be ready for Pickleball season.

VII. Old Business

A. Compensation of Officials

Mr. Sterndale and Finance and Budget Administrator Mimi Friolet presented the proposal relative to compensation of elected officials.

Mr. Sterndale noted the goal is to be clear and deliberate about exactly how we're compensating elected officials and when looking at COLA to align with policy and practices. Mr. Sterndale noted he would like to separate out elected officials from employees as there is a whole body of employment laws that doesn't apply to them. One difference will be that all stipends will go through payroll and have taxes withheld. Mr. Sterndale indicated Selectmen are required to work at the election and perhaps should not be separate and more obvious to the voters. Line items in the budget will look different and will be explained as they go through the process.

Tax Collector Susan Jenkins noted that Supervisors of the Checklist fall into that category. In 2017 they were paid \$11/hr. and bill their time on an hourly basis. The job has changed over the years. It is difficult finding replacements at \$11/hr. In 2011 the

Selectmen voted to place the position on the wage scale as a grade 3, step 1. In 2017 the rate increased to \$13.96/hr. and will now be paid as a grade 4, step 1 at \$17.48/hr. Mr. Sterndale agreed that the time and responsibilities of the position have changed and there is a lot of work outside of the elections. Mrs. Friolet noted that in order to get a step increase there must be a positive performance evaluation. Mr. Leclair agreed that step increase and COLA don't make sense.

Mrs. Jenkins noted that she has been doing the job for 40 years and soon they will need to train three new people. An advertisement will be placed in the Town Crier and she is putting together a manual. Once deputized they can start work on the system.

Mr. Sterndale advised that moving forward, from today, the Supervisors of the Checklist would be filling out timesheets.

Mr. Leclair polled the public and Mr. DiPietro noted that he did not see an alternative. Mr. Leclair noted that these workers got forgotten during the COLA process. Mr. Leclair wanted to be sure their intent was clear and will clarify that during the budget season. The Board agreed that was their consensus.

B. BOS Rules of Procedure - ***Tabled***

Mr. Leclair asked Mr. Sterndale if he could have a packet ready for the meeting in two weeks, to send it electronically and provide a printed copy to review at that meeting.

C. Road Agent Planning

Mr. Leclair announced there was little response to the advertisement concerning the Committee to plan for the retirement of the Road Agent. There were responses from two residents as well as Dennis McCarthy. The Selectmen will all attend the first few meetings together and then rotate out. The first meeting will be a meet and greet and the goal will be to establish the scope of work and finalize that charge. The public works overview may come up in this Committee. The Board proposed some meeting times on alternate Mondays until budget season begins.

Mr. Leclair noted the Committee will consist of the three Selectman, Mr. Sterndale, Mr. Dross, Dennis McCarthy, Alan Cote and Steve Hodgdon. Mr. Sterndale will make sure that invitations go to everyone.

D. Tax Deeding and Revaluation

Mr. Sterndale reported there are no properties scheduled for tax deeding this year.

Mr. Sterndale reported the field work for the revaluation process will begin on May 22nd and be reflected in the December tax bills.

E. Griffin Mill Bridge

Mr. Sterndale reported that he met with Rene from Stantec, and the bridge will be on the agenda for the May 23rd meeting. He visited with abutters on Friday and noted Water Works is on board. The project is expected to go out to bid in July and commence work in the fall. There may be an impact to the Duck Race.

VIII. Committee Reports

Mr. Rolfe reported that the Planning Board met and reviewed the self-storage facility in Hooksett, a surety release; the expansion of the storage facility on Depot Road and had a public hearing with Hidden Valley for a minor site plan amendment at 346 Hooksett Road and a subdivision amendment for the common driveway at 770 Chester Road.

Mr. Carroll reported that Highway Safety met, and Sgt. Huard recommended turn ahead signs/chevrons, for the area where the motorcycle accident happened recently on Rockingham Road. The Board agreed that signs would not have prevented the accident or future accidents from occurring. The Committee noted work would be starting on Dearborn Road soon. Mr. Rolfe indicated the work would begin in a few weeks.

Mr. Carroll reported that Parks & Recreation met and discussed the library renovation and Wayne Eddows field/parking lot. Mr. Sterndale noted that the Trustees will be invited to the Selectman's June 19th meeting.

IX. Town Administrator's Items

A. Personnel

Mr. Sterndale reported he has had two interviews for the finance position.

Mr. Sterndale reported that Mike will be leaving as he is going to be deployed for approximately nine months and the position has been advertised with little response.

X. Upcoming Meetings

- A. Mon. May 15, 2023
- Mon. May 23, 2023

XI. Minutes

- A. April 10, 2023

Mr. Rolfe motioned to approve the April 10, 2023 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 8:10 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 8:59 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. Carroll motioned to adjourn the meeting at 8:59 PM. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy Hojjer, Recording Secretary

**Town of Auburn
Board of Selectmen
Stritch Meeting Room
Town Hall
May 18, 2023
Draft Minutes
6:00 PM**

Selectmen Present: Keith Leclair, Michael Rolfe and Tom Carroll

I. Call to Order

Mr. Leclair called the meeting to order at 6:00 PM.

Mr. Leclair moved that the Board enter non-public session pursuant to RSA 91-A:3(II)(d) regarding the consideration of the acquisition, sale, or lease of real or personal property. Seconded by Mr. Carroll.

Roll Call Vote: Leclair – aye; Rolfe – aye; Carroll – aye. Motion carried 3-0.

The room was closed to the public at 6:02pm.

The room was re-opened to the public at 6:20pm.

Mr. Leclair moved to seal the minutes of the non-public session. Seconded by Mr. Carroll.

Roll Call Vote: Leclair – aye; Rolfe – aye; Carroll – aye. Motion carried 3-0.

Mr. Leclair moved to adjourn the meeting, seconded by Mr. Carroll. Motion carried and the meeting adjourned at 6:20pm.

Respectfully submitted,

Chris Sterndale