

**Town of Auburn
Board of Selectmen
Town Hall
April 11, 2022**

6:30 PM

() Call to Order – Pledge of Allegiance

() Non-Public Session pursuant to RSA 91-A: 3, II (b)

- ❖ Hiring of an individual as a public employee

() Approval: Accounts Payable Manifest for week of April 4, 2022 - \$ 1,073,784.63

Approval: Accounts Payable Manifest for week of April 4, 2022 - \$ 5,540.00

Approval: Payroll Manifest for week of April 11, 2022 - \$

Approval: Consent Agenda – Week of April 11, 2022

() New Business

- ❖ **Police detail rate increase**
- ❖ **COLA increase for all employees** – Beginning April 1, 2022
- ❖ **Fire Department** – Discussion to include COLA for Per Diem employees, Other business
- ❖ **Sale of Town Owned Property** (Sue Jenkins, Carrie Cote)

() Old Business

- ❖ **Raffle Permit:** The Loving Lifeline non-profit
- ❖ **Duck Race:** Appointment of 2022 Duck Race Committee (Dan Carpenter, Nancy Mayland)

() Other Business

() Next Meeting

- ❖ Monday April 25, 2022 – Board of Selectmen Meeting – 7 PM

() Minutes

- ❖ March 28, 2022 Public Meeting
- ❖ February 28, 2022 Non-Public Meeting

() Non-Public Session pursuant to RSA 91-A; II (d)

- ❖ Acquisition of real property

() Adjourn

Note: "Any person with a disability who wishes to attend this public meeting and needs to be provided reasonable accommodations in order to participate, please contact the Board of Selectmen's Secretary at (603) 483-5052 x 103, so that arrangements can be made."

POLICY CONCERNING INVOICING AND PAYMENT FOR POLICE DETAILS PROVIDED BY THE TOWN OF AUBURN

In 2008, the Town of Auburn established a "Police Special Details Revolving Fund" pursuant to RSA 31:95-h, for the purpose of covering the costs associated with the provision of police special details. As a result, all revenues received from police special details is to be deposited into the fund, and the money in the fund shall be allowed to accumulate from year to year, and shall not be considered part of the Town's general fund unreserved fund balance.

The Town Treasurer shall have custody of all moneys in the fund, and shall pay out the same only upon order of the governing body (Board of Selectmen) with no further approval being required by the legislative body (Town Meeting) to expend.

The intention of the "Police Special Details Revolving Fund" is to dedicate the revenue from the performance of police special details to covering the cost of providing the service referred to as police special details so that this activity will have no impact on the Town's general fund or tax rate.

Fees and Costs to be Covered:

Police Special Details will be scheduled and assigned through the Auburn Police Department, under the direction of the Chief of Police.

The Police Department will provide to the Selectmen's Office timely information concerning the provision of police special details in order for the Selectmen's Office to ensure the officer(s) providing police special details are timely paid the wages they are due for this activity, and to invoice the public or private concern that scheduled and contracted for the service.

The Board of Selectmen shall determine the hourly rate to be charged to public or private concerns for the provision of police special details. The rate shall be based on the individual's hourly rate of pay determined by the Collective Bargaining Agreement with the Auburn Police Union, and related benefits and administrative overhead costs determined by the Board of Selectmen. The hourly rate to be charged for shall be reviewed at least annually by the Board of Selectmen.

The Town of Auburn expects payment of invoices for police special details within thirty (30) days of the date of the invoice for this service. This is to ensure the intention of not impacting the Town's general fund or tax rate is achieved.

Interest to Be Charged for Late Payments:

If an invoice is not paid within thirty (30) days of being issued to public or private concerns that scheduled and contracted for the service, the Town of Auburn will charge interest at the rate of 1.5% per month on unpaid balances.

The following statement shall appear on the bottom of all invoices issued by the Town of Auburn for police special details: *"Balances over 30 days are subject to 1.5% monthly interest."*

**POLICY CONCERNING INVOICING AND PAYMENT FOR POLICE
DETAILS PROVIDED BY THE TOWN OF AUBURN**

Sustained Unpaid Invoices:

In the event invoices for police special details continues to be unpaid after ninety (90) days of being issued, the Town of Auburn will cease to provide future police special details to that public or private concern until such time as all outstanding invoices have been paid in full.

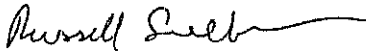
Lack of Timely Notification of Cancellation:

Any public or private concern that schedules the Auburn Police Department to provide a police special detail and cancels that detail with less than two hours notice to the Auburn Police Department; or fails to notify the Auburn Police Department at all of the cancellation, shall be invoiced for the minimum four (4) hour duration of the police special detail.

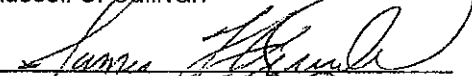
Effective Date:

This policy shall take effect on December 15, 2014.

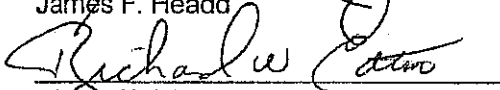
Adopted by the Board of Selectmen the 1st day of December, 2014.



Russell C. Sullivan




James F. Headd



Richard W. Eaton

AUBURN BOARD OF SELECTMEN

Received and recorded this 3 day of December, 2014


Joanne T. Linxweiler, Town Clerk

Mimi Friolet

From: Keith Leclair
Sent: Tuesday, March 29, 2022 2:39 PM
To: Bill Herman
Cc: Mimi Friolet
Subject: RE: Detail Invoices

Don't we have a physical policy for this? I know we adjusted it a few years ago.

From: Bill Herman <townadmin@townofauburnnh.com>
Sent: Tuesday, March 29, 2022 2:38 PM
To: Keith Leclair <kleclair@townofauburnnh.com>
Cc: Mimi Friolet <budgetfinance@townofauburnnh.com>
Subject: Re: Detail Invoices

I don't Keith.

I believe Adele in the past just made the calculations and shared them with the Board for consideration.

Bill

Bill Herman, CPM
Town Administrator
Town of Auburn
P.O. Box 309
Auburn, NH. 03032
(603) 483-5052, ext. 111

On Mar 29, 2022, at 2:35 PM, Keith Leclair <kleclair@townofauburnnh.com> wrote:

Does either of you have out policy for this handy?

From: Bill Herman <townadmin@townofauburnnh.com>
Sent: Tuesday, March 29, 2022 2:29 PM
To: Keith Leclair <kleclair@townofauburnnh.com>
Cc: Mimi Friolet <budgetfinance@townofauburnnh.com>
Subject: Re: Detail Invoices

Actually, I believe the rate became effective April 1st based on the voters approval of the contract and it was one of the terms of the contract. I am certain Adele used to send out some sort of an advance notice to vendors in the past about rate increases. I don't know if they are separate notifies or verbiage at the bottom if invoices that may go out now.

What I think the Board would need a new number on is what is the admin costs associated with that new hourly rate to cover all of our costs (ie - SS, NHRS, VALIC, Medicare, etc.). Adele would calculate that total cost out for the Board and then the Board would decide what the admin cost should be above and beyond the hourly rate for the officer.

Bill

Bill Herman, CPM
Town Administrator
Town of Auburn
P.O. Box 309
Auburn, NH. 03032
(603) 483-5052, ext. 111

On Mar 29, 2022, at 1:16 PM, Keith Leclair <kleclair@townofauburnnh.com> wrote:

Hello,

Our intent was to pass at least that increase along, but think it's been lost in the shuffle. We will be updating our rate, but it will need to go on the agenda for next meeting unless Bill can advise otherwise. I'll see what I can find for comps in surrounding towns. Whatever comes up between 4/1 and our meeting on 4/11 we will probably just have to absorb the difference again unless Bill has a suggestion.

Keith

From: Mimi Friolet <budgetfinance@townofauburnnh.com>
Sent: Tuesday, March 29, 2022 1:13 PM
To: Keith Leclair <kleclair@townofauburnnh.com>; Bill Herman <townadmin@townofauburnnh.com>
Cc: Patricia Rousseau <prousseau@townofauburnnh.com>
Subject: FW: Detail Invoices

Hi Keith,

I spoke to Lil this morning and she brought up a good question that may have already been discussed and/or decided on so I wanted to check.

As of April 1, 2022 the detail rate per hour will increase from \$45 to \$50 and Lil was wondering if anyway has decided if we were going to increase the rate we charge vendors for police details to reflect the \$5/hr increase?

This doesn't take place until NEXT pay cycle but Lil wanted to reach out to the vendors to give them a heads up in case there were any questions.

Let me know if this is something that has already been discussed and/or approved.

Thanks,
Mimi

From: Lil Deeb <ldeeb@townofauburnnh.com>
Sent: Tuesday, March 29, 2022 8:56 AM
To: Mimi Friolet <budgetfinance@townofauburnnh.com>
Subject: Detail Invoices

Morning,

Forgot to send these over yesterday. Do you know if a decision was made about increasing the admin fees on details. If so and you need help sending notices out let me know.

Thanks,

Lil

Lillian Deeb, Office Manager
Auburn Police Department
55 Eaton Hill Rd, PO Box 339
Auburn, New Hampshire 03032



TOWN OF AUBURN

To: Mimi Friolet, Finance Assistant

Cc: Board of Selectmen Patricia Rousseau, Finance Director

From: William G. Herman, Town Administrator

Date: March 25, 2022

Re: 2022 cost of Living Adjustment

The FY 2022 budget approved by voters on March 8, 2022, includes a Cost of Living (COLA) increase of 5.25% for all employees effective April 1, 2022. The Board of Selectmen should approve the issuance of the COLA on April 1, 2022, at their meeting on March 28, 2022. Below are the new rates for salaries or wages that have been budgeted for all our part-time and full-time employees:

FULL/PART-TIME EMPLOYEES

<u>Employee Name</u>	<u>March 31, 2022 Rate</u>	<u>Pay Frequency</u>	<u>April 1, 2022 Rate</u>
Chabot Jr, Charles A	\$3,521.60	pay period	\$3,706.48
Chickering, Christine	\$18.60	hour	\$19.58
Cornett, Jarlene M	\$777.72	pay period	\$818.55
Deeb, Lillian T	\$25.73	hour	\$27.08
Friolet, Amanda J	\$22.03	hour	\$23.19
Garner, Hope S	\$20.54	hour	\$21.62
Gates, Melissa R	\$22.23	hour	\$23.40
Herman, William G	\$3,767.28	pay period	\$3,965.06
Hrubiec, Mary E	\$21.37	hour	\$22.49
Hurley, Barbara J	\$15.69	hour	\$16.51
Jenkins, Susan N	\$1,822.00	pay period	\$1,917.66
Lachance, Amy D	\$21.53	hour	\$22.66
Lappas, Cody J	\$20.29	hour	\$21.36
Laprade, Michael S	\$20.69	hour	\$21.78
L'Italien, Jamie L	\$17.53	hour	\$18.45
O'Callaghan, Michael O	\$18.60	hour	\$19.58
Pelton, Charles R	\$3,710.40	pay period	\$3,905.20
Rouleau-Cote, Carrie A	\$32.38	hour	\$34.08
Rousseau, Patricia A	\$2,083.69	pay period	\$2,193.08
Royce, Denise A	\$24.81	hour	\$26.11
Sylvia, Kathleen A	\$2,389.23	pay period	\$2,514.66
Szczesny, Daniel J	\$18.60	hour	\$19.58

PO Box 309 • Auburn, NH 03032-0309

SELECTMEN: (603) 483-5052 • TOWN CLERK/TAX COLLECTOR: (603) 483-2281
BUILDING/ZONING: (603) 483-0516 • PLANNING: (603) 483-0799 • FAX: (603) 483-0518

STIPEND EMPLOYEES

<u>Employee Name</u>	<u>March 31, 2022 Rate</u>	<u>Pay Frequency</u>	<u>April 1, 2022 Rate</u>
Carpenter, Barbara E	\$319.00	year	\$335.75
Carroll, Thomas F.	\$845.44	quarter	\$889.83
Dross, Linda L	\$360.00	year	\$378.90
Dross, Michael W	\$188.63	month	\$198.53
Leclair, Keith N	\$925.58	quarter	\$974.17
Milne, Walter	\$0.00	year	\$238.21
Mongeau, Real	\$226.33	year	\$238.21
Rolfe, Michael J	\$845.44	quarter	\$889.83
Rouleau-Cote, Carrie A	\$594.75	semi-annual	\$625.97
Tewksbury, Christine S	\$237.00	month	\$249.44
Thompson, Jim	\$226.33	year	\$238.21
Williams, Michael	\$594.75	semi-annual	\$625.97

Fire Department

Per Diem

Old Rate	Cola Rate	New Rate
\$16.00	5.25%	\$16.84

32 HOURS X \$16.84 X 52 WEEKS = \$28,021.76

This is a difference of \$1,397.76 more than what was budgeted for 2022 (\$26,624)



OFFICE OF THE TAX COLLECTOR

To: Board of Selectmen

From: Susan Jenkins – Tax Collector

Date: April 6, 2022

Re: Proposed Offer for Sale - 0.75 acre parcel, Old Candia/Depot Road

Kara Carrier and John McGrath owners of 218 Old Candia Road (Map 13 Lot 25) applied for a Variance from the Zoning Board of Adjustment at a hearing held on March 29, 2022. The hearing was to allow the subdivision of one new lot which would create a non-conforming lot that would have 1.7 acres where 2 acres is required in a Residential One Zone. The variance was denied.

The owners wish to acquire the abutting parcel (Map 13 Lot 24) owned by the Town of Auburn to create adequate acreage for the proposed subdivision.

The Auburn property was taken by Tax Collector's Deed in 1996 and has cleared timeframes where it would have to be offered to the prior owner for repurchase.

By its limited size and considering it is a non-buildable lot it would only be of value to an abutting property. The location of the property results in there being only one abutter to the small lot who has expressed an interest in acquiring the property. This property is bounded by town roads and one abutter.

By statute (RSA 80:80), Towns may only sell property obtained by Tax Collector's Deed by either advertised sealed bid or public auction. Due to limited interest and value in this parcel, if the Board were of the mind to offer the parcel for sale, it seems the best means to accomplish that is an advertised sealed bid with notices being sent directly to the abutter.

The Town would likely not realize a significant amount from this sale, but it would enable to clear one additional small property holding from its assets.

If the Board is in agreement with this potential, we would propose the following motion for the Board's consideration:

Move to approve offering a parcel of land approximately 0.75 acres on Old Candia/Depot Road identified as Tax Map #13 Lot #24 for sale by advertised sealed bid with no minimums, and that notice of the sale shall be provided to the immediate property abutter.

Thank you for your consideration.

Attachments

AUBURN, TOWN OF
 P.O. BOX 309
 AUBURN, NH 03032

06/10/20 DMVL
 01/01/20 INSP MARKED FOR INSPECTION
 09/09/14 DMVL
 07/16/14 INSP MARKED FOR INSPECTION
 11/13/02 TMRL

VACANT; WOODED; AT JUNCTION OF OLD CANDIA & DEPOT ROADS; WET
 FF SLOPES DOWN FROM OLD CANDIA ROAD; FF LVL W/ DEPOT ROAD;
 SLOPING TOPO; 6/20 N/C;

AUBURN ASSESSING OFFICE

Feature Type	Units	Length	x	Width	Size	Adj	Rate	Cond	Market Value	Notes

Year	Building	Features	Land
2020	\$ 0	\$ 0	\$ 72,100
		Parcel Total:	\$ 72,100
2021	\$ 0	\$ 0	\$ 72,100
		Parcel Total:	\$ 72,100
2022	\$ 0	\$ 0	\$ 72,100
		Parcel Total:	\$ 72,100

Zone: RESIDENTIAL 1 & 2 Minimum Acreage: 2.00 Minimum Frontage: 200
 Land Type EXEMPT-MUNIC Units 0.750 ac Base Rate 132,250 E 100 85 100 90 95 -- MILD Cond 75 Ad Valorem 72,100 0 N 72,100 WET Tax Value 72,100 WET

Site: UNDEV/WOODED Driveway: UND Road: PAVED

3-12
21

PROPERTY RECORD

MAP NO. 13 LOT NO. 24 LOCATION Old Candia Road SIZE 4401-1.5Ac.

NAME OF OWNER	ADDRESS	DATE	BOOK	PAGE
Manville, Albert R.	R. F. D. #1 Manchester, N. H.			
Manville, Rachel, Heirs	204 Prospect St. Man. N. H.			
Robert Albert Manville	204 Prospect St. Man. N. H. 204 Prospect St., Man., N.H.	03/09 10/24/84	1299	362
Town of Auburn	116 1/2 Ridgeway Dr Morgan City, LA 70380-1546 41 231 Chester Rd, P.O. Box 309, Auburn		3156	2108

ASSESSMENT RECORD

ITEMS	19	19	19	19	19	19
LAND						
BLDGS						
TOTAL						

Tax Collector's Deed

B3156 P2108

Know all Men by these Presents

That I, Eva L. Lunnie Tax Collector for the City/Town of Auburn, N.H.
in the County of Rockingham and State of New Hampshire, for the year 19 93, by the authority in me vested by
the laws of the State, and in consideration of Five Hundred Twenty-Six and 49/100 -----

in me paid by the Town of Auburn, N.H., 334 Chester Road, Auburn, N.H.
Do hereby sell and convey to the said Town of Auburn, N.H. successors/heirs and
assigns, a certain tract or parcel of land situated in the City/Town of Auburn, N.H. N.H.
aforesaid, Taxed by the Selectmen/Assessors in 1993 to Robert Albert Manville
and described in the Invoice Books as 1.50 acres Land, Candia/Depot Roads, Auburn, N.H.
Map 13, Lot 24.

00223393

Deed recorded in the Rockingham County Registry of Deeds, Exeter, N.H. in
Book 1299, Page 362.

May 23 2 10 PM '96

ROCKINGHAM COUNTY
REGISTRY OF DEEDS

This deed is the result of the ~~tax~~ tax lien execution held at Tax Collector's Office
in the City/Town of Auburn New Hampshire, on the
17th day of May 1996
To have and to hold the said Premises, with the appurtenances, to the said Auburn, N.H.
successors/ heirs and assigns forever. And I hereby covenant with the said Auburn, N.H.
that in making this conveyance I have
in all things complied with the law, and that I have good right, so far as that right may depend upon the regularity of
my own proceedings, to sell and convey the same in the manner aforesaid.

In Witness Whereof, I have hereunto set my hand and seal, the Twenty-second
day of May in the year of our Lord one thousand nine hundred and Ninety-Six
Signed, Sealed, and Delivered in the presence of:

Columbina S. Cleaves
Columbina S. Cleaves
Pamela S. Henley
Pamela S. Henley
Allison M. DiPietro
Allison M. DiPietro

Eva L. Lunnie
Collector
ss. May 22, 19 96
State of New Hampshire
Personally appearing Eva L. Lunnie, Tax Collector
and acknowledged the foregoing instrument to be his voluntary act and deed. Before me
Mary H. [Signature]
Notary Public
My Commission Expires April 6, 1999



1299 362
Rockingham, New Hampshire

October 23, 1953

For value received the Portsmouth Savings Bank of Portsmouth, New Hampshire, hereby releases the property described in the within conveyance from the lien of a mortgage from Edna K. White to said Bank dated October 10, 1953, and recorded in Rockingham County records, Book 1297, Page 442.

THE PORTSMOUTH SAVINGS BANK

J. J. [Signature]
Treasurer.



Received and recorded Nov. 3, 3:30 P.M., 1953

Know all Men by these Presents

THAT I, William N. Gillespie, of Auburn, in the County of Rockingham, and State of New Hampshire, unmarried,

*Of
Gillespie*

in consideration of One Dollar and other valuable considerations to me paid by Albert R. Manville and Rachel I. Manville, both of Auburn, in the County of Rockingham, and State of New Hampshire, as joint tenants with the right of survivorship and not as tenants in common,

the receipt whereof I do hereby acknowledge, have given, granted, bargained, sold and conveyed and do for my self and my heirs, by these presents, give, grant, bargain, sell and convey unto the said Albert R. Manville and Rachel I. Manville, the survivor of them, their heirs and assigns, forever.

*108
80 50*

A certain tract or parcel of land, situate in the Town of Auburn, County of Rockingham, and State of New Hampshire, on the Southerly side of the highway leading from Candia to Manchester and known as Route No. 101, and bounded and described as follows, to wit: Beginning at the Northwesterly corner of said lot at a stone wall by the said highway; thence Easterly along the said highway to the junction of the said highway with Auburn Depot Road (so called), three hundred fifty (350) feet; thence Southerly along Auburn Depot Road three hundred forty-five (345) feet to a corner; thence Northerly two hundred thirty (230) feet to a stone wall; thence along said stone wall to the point begun at.

This being part of the Frank Goode Estate.

Being the same premises conveyed to this grantor by deed of Robert A. Gagnon, dated December 16, 1947, and recorded with Rockingham County Registry of Deeds, Book 1084, Page 327.


155

That I and my heirs do hold the aforesaid premises, with all the privileges and appurtenances thereto belonging, to the said grantee s, the survivor of them, ^{their} heirs and assigns, to their use and behoof forever. And I do covenant with the said grantee s/ ^{the survivor of them, their} heirs and assigns; that I am lawfully seized in fee of the afore-described premises; that they are free of all incumbrances;

that I have good right to sell and convey the same to the said grantee s in manner aforesaid; and that I and my heirs will warrant and defend the same premises to the said grantee s, ^{survivor of them, their} heirs and assigns, forever, against the lawful claims and demands of all persons whomsoever.

And ~~XXXXXX~~ I hereby release ^{my} ~~XXXXXX~~ several rights of Homestead in said premises, under and by virtue of any law of this State.

In Witness Whereof I have hereunto set my hand and seal this third day of November in the year of our Lord, one thousand nine hundred and fifty-three.

Signed, sealed and delivered in presence of us: Henry [Signature] William N. Gillespie 

State of New Hampshire

ROCKINGHAM, ss. November 3, 19 53. Then the above named William N. Gillespie personally appearing, acknowledged the above instrument to be his free act and deed, before me: Henry [Signature] Justice of the Peace.

Received and recorded Nov. 3, 3:40 P.M., 1953

17 110
151

, NH



www.cai-tech.com

75 Feet

550 825



ies are not responsible for any use for other purposes or misuse or misrepresentation of this map.



TOWN OF AUBURN

April 1, 2022

RAFFLE PERMIT

Issued to: The Loving Lifeline
32 Manchester Road
Auburn, NH 03032

Raffle Authorized: 2014 Mercedes-Benz M-Class
Ticket Price: \$50.00 per ticket
Sale Date: Starting March 25, 2022
Drawing Date: May 16, 2022 8pm
Expiration: May 16, 2022 7pm

This permit is issued pursuant to the provisions of RSA 287-A. The Charitable Organization is responsible to ensure there are printed tickets that are distributed in compliance with the provisions of RSA 287-A.

Keith Leclair, Chairman

Michael Rolfe, Vice Chairman

Tom Carroll, Selectman

AUBURN BOARD OF SELECTMEN

Mimi Friolet

From: Kenneth A. Tassej Jr. <kenneth.tassej@thelovinglifeline.com>
Sent: Friday, April 1, 2022 3:35 PM
To: Mimi Friolet
Cc: Keith Leclair; Bill Herman; Patricia Rousseau; Andrey Ilyuk; Samuil Palchevskiy; Jeffrey Comeau; Stanislav Tryfonov
Subject: Re: The Loving Lifeline charity raffle permit and 3pm event in Auburn

Thanks Mimi and Keith,

Please see our response to your request, below.

Dear Auburn, NH Board of Selectmen,

Thank you for your consideration in the matter of approval of our non-profit charity raffle. The Loving Lifeline is a NH non-profit corp, operating under the fiscal sponsorship of 501c(3) Food for Children, a Manchester-based charity. We would appreciate your vote of approval on the raffle permit so that we may conduct our fundraising through this raffle as described below. We will have at least one representative present at your meeting on April 11. Please visit our website at thelovinglifeline.com for more information.

Address of Non-Profit:
32 Manchester Road, Auburn

Raffle Prize:
2014 MERCEDES-BENZ M-CLASS

Ticket Price(s):
\$50

Sale Date:
Started March 25, 2022

Drawing Date:
May 16, 2022 8pm

Expiration Date:
May 16, 2022 7pm

Kind regards,

Ken Tassej
The Loving Lifeline
Director
978-886-0421

On Fri, Apr 1, 2022 at 1:41 PM Mimi Friolet <budgetfinance@townofauburnnh.com> wrote:

Hi Ken,

Thank you for reaching out!

Could you please create an email/letter with the information below requesting a raffle and I will create the Raffle Permit that will be signed by the selectmen at their meeting on April, 11 2022.

I do not believe it is a requirement for you to attend the meeting as your request is made in writing, however it may help if you have a representative there to answer questions the Selectmen may have.

Address of Non-Profit:

Raffle Prize:

Ticket Price(s):

Sale Date:

Drawing Date:

Expiration Date:

Thank you again!

Mimi

From: Keith Leclair <kleclair@townofauburnnh.com>

Sent: Friday, April 1, 2022 1:06 PM

To: Kenneth A. Tassej Jr. <kenneth.tassej@thelovinglifeline.com>; Bill Herman

<townadmin@townofauburnnh.com>; Mimi Friolet <budgetfinance@townofauburnnh.com>; Patricia Rousseau

<prousseau@townofauburnnh.com>

Cc: Andrey Ilyuk <andrey.ilyuk@thelovinglifeline.com>; Samuil Palchevskiy <admin@thelovinglifeline.com>; Jeffrey

Comeau <jeffrey.comeau@thelovinglifeline.com>; Stanislav Tryfonov <stanislav.tryfonov@thelovinglifeline.com>

Subject: RE: The Loving Lifeline charity raffle permit and 3pm event in Auburn

Hello,

Let me see if I can get someone to send you the correct form to fill out.

@Patricia Rousseau@Bill Herman@Mimi Friolet

Thank you,

Keith

From: Kenneth A. Tassej Jr. <kenneth.tassej@thelovinglifeline.com>

Sent: Thursday, March 31, 2022 10:26 PM

To: Keith Leclair <kleclair@townofauburnnh.com>

Cc: Andrey Ilyuk <andrey.ilyuk@thelovinglifeline.com>; Samuil Palchevskiy <admin@thelovinglifeline.com>; Jeffrey Comeau <jeffrey.comeau@thelovinglifeline.com>; Stanislav Tryfonov <stanislav.tryfonov@thelovinglifeline.com>

Subject: Re: The Loving Lifeline charity raffle permit and 3pm event in Auburn

That's great Keith. Please let me know if you need us to write something up to get town approval for the raffle and if one of us need to be at the town Selectboard meeting on April 11. We want to be sure that we are conducting our fundraising within the state and town requirements.

I have cc'd all board members.

All the best,

Ken Tassej

978-886-0421

On Wed, Mar 30, 2022 at 10:51 PM Keith Leclair <kleclair@townofauburnnh.com> wrote:

Hi Ken,

Sorry but just seeing this now. Sounds like a great mission. Only the board can act on a raffle request and we don't meet again until 4/11. I'm sure it won't be a problem, but a single board member can't approve.

When are you looking to hold the raffle?

Keith

Sent from my iPhone

On Mar 30, 2022, at 1:07 PM, Kenneth A. Tassej Jr. <kenneth.tassejir@thelovinglifeline.com> wrote:

Hi Keith,

I received your contact info from someone at Town Hall.

I am working with two brothers who own a business in Auburn, both immigrants from Ukraine. We have established a NH non-profit corp and are working through a Manchester-based 501c3 named Food for Children via a fiscal sponsorship. The name of the non-profit is The Loving Lifeline. We have already shipped two 40' containers of supplies to Ukraine and are raising money and more donations through two fundraisers.

I am reaching out for two reasons:

1. One of the two fundraisers is through a raffle, so we need approval from the town Select Board as soon as possible.
2. At 3pm this afternoon, volunteers will be showing up to pack boxes of donated goods to be shipped to Ukraine. A truck will arrive around 4 pm from MA with 14 pallets of additional donated medical supplies.

WMUR may show up to televise this activity and we would like to invite you and any other town officials who may be available to join us for photos or even to help load supplies.

Address: 32 Manchester Road (ODA Auto Precision)

Please call me at your earliest convenience.

Kind regards,

Ken Tasse

978-886-0421

**Town of Auburn
Board of Selectmen
March 28, 2022
Town Hall
Draft Minutes**

6:45 PM

Selectmen Present: Keith Leclair, Michael Rolfe and Tom Carroll

Others Present: Mike DiPietro, Parks & Recreation Coordinator Amy Lachance, Assistant Finance Director Mimi Friolet, Alyssa Carrol, Tax Collector Susan Jenkins, and Nancy Hoijer, Recording Secretary

Call to Order – Pledge of Allegiance

Mr. Leclair called the meeting to order at 6:45 PM and led the Pledge of Allegiance.

Non-Public Session pursuant to 91-A:3(II)(d) tax deeding

By Roll Call Mr. Leclair motioned to go into non-public session pursuant to 91-A:3(II)(d) tax deeding. Mr. Rolfe seconded the motion. A roll call vote was taken Leclair – aye, Rolfe – aye and Carroll – aye. With all in favor, the motion passed unanimously.

The meeting room was closed to the public at 6:45 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 6:52 PM.

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

**Approval of Accounts Payable Manifest for the Week of March 21, 2022 -
\$1,079,312.97**

Mr. Rolfe motioned to approve the Accounts Payable Manifest for the Week of March 21, 2022 in the amount of \$1,079,312.97. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of March 21, 2022 - \$12,810

Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of March 21, 2022 in the amount of \$12,810. Mr. Carroll seconded the motion. A vote was taken Mr. Rolfe abstained, Mr. Carroll voted aye and Mr. Leclair voted aye. The motion passed 2-0-1.

Approval of Payroll Manifest for the Week of March 28, 2022 - \$51,340.88

Mr. Rolfe motioned to approve the Payroll Manifest for the Week of March 28, 2022 in the amount of \$51,340.88. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Two Pistol/Revolver Licenses and Four Abatement/Refund Requests

Mr. Leclair motioned to approve two pistol/revolver licenses and four abatement/refund requests. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Appointments with the Board

- Finance Director, Patricia Rousseau – Joint Loss Management Inspection

Assistant Finance Director Friolet and Parks & Recreation Coordinator Amy Lachance presented the inspection results, performed by Mr. Perry. Noted were a couple of emergency lights, small electrical items and signs needed to identify places where there should be no employees. The Lift was cited and is now operating and passed inspection. The main concern was updating the safety policy to use the RSA wording. A draft was provided to the Selectmen for signature and will be sent tomorrow morning.

Mrs. Lachance noted the Joint Loss Committee hasn't met since 2016 and the inspector would like to see quarterly meeting minutes. She indicated the members of the Committee will include herself and members of the Police & Fire Departments.

Mr. Leclair will assist Ms. Rousseau with the electric items on Friday. Ms. Friolet will touch base with Deputy Fire Chief Selinga who was present for the inspection to see about signs being made.

New Business

- Appointment of Tax Collector

Mr. Leclair noted that the Town voted to change election of the Tax Collector to appointment and will take effect on April 1st of this year.

Mr. Rolfe motioned to appoint Susan Jenkins as Tax Collector. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

- Appointment of 2022 Duck Race Committee

Mrs. Lachance provided a list of potential members to be appointed to the 2022 Duck Race Committee.

Mr. Leclair motioned to appoint Deb Mancini, Joe Mancini, Cindy Berling, Sue Anderson, Dave Rogers, Brenda Beer and Pat Clement to the 2022 Duck Race Committee. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Old Business

- Town Hall Platform Lift proposal reviews

The Board reviewed three proposals for repair/replacement of the Town Hall Platform Lift. One lowest estimate was from ACC N.E. in the amount of \$34,216. The estimate provided by N.E. Lift was for from the current provider for \$38,400 and a third for \$37,000.

Mr. Carroll discussed some of the options available and construction prep work for the rough opening which would need to be 46" and is now at 44." Mr. Carroll noted the lead time which would be at least six weeks but more likely two to three months. The system would be down for three days during installation.

Mr. Leclair noted the repair could be paid for through ARPA funding or the Town Building Rehabilitation Fund which has a balance of approximately \$140,000.

Mr. Rolfe motioned to accept the proposal of ACC N.E. in the amount of \$34,216 to be expended from the Town Building Rehabilitation Fund. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Carroll will call ACC N.E.

Report/Comments of Ex-Officio Board Representatives

Mr. Rolfe reported on recent Planning Board activity which included an application with Mr. Chadwick for 266 Rockingham Road, final approval of Mr. Falzone's 55+ community, a conceptual review for 218 Old Candia Road, a continuance until April for the Tristan Smiley Brewery and the two triplexes proposed by David Haddad.

Other Business

Mr. Leclair reported an email was received from Fire Chief Williams concerning updating the keys and locks at the Fire Station. He provided two quotes and is working on prices for electronic keypads or fobs for the four doors.

Mr. Leclair asked if there were any other business or public comment to come before the Board and being none closed the meeting to public comment at 7:15 PM.

Next Meeting/Events

- Monday, April 11, 2022 – Board of Selectmen’s Meeting – 7:00 PM

Minutes

- March 14, 2022 Public Meeting

Mr. Rolfe motioned to approve the March 14, 2022 Public Meeting Minutes. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

- March 14, 2022 Non-Public Meeting

Mr. Rolfe motioned to approve the March 14, 2022 Non-Public Meeting Minutes. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Adjourn

Mr. Carroll motioned to adjourn the meeting at 7:22 PM. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy Hoijer
Recording Secretary