

**Town of Auburn  
Board of Selectmen  
Town Hall  
Stritch Meeting Room  
February 26, 2024  
Approved Minutes  
6:00 PM**

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

**Others Present:** Library Trustees Nancy Mayland, Elizabeth Michaud, and Alternate Cindy Berling, Library Director Daniel Szczesny, Parks & Recreation Coordinator Amy Lachance, Mike DiPietro, Town Administrator Chris Sterndale, and Nancy Hoijer, Recording Secretary and other persons unknown to the minute taker

The Board of Selectmen together with Parks & Recreation Coordinator Amy Lachance, Library Director Szczesny and the Library Trustees had a workshop meeting from 6:00 PM until 6:51 PM to discuss the proposed library expansion and community center.

Mr. Leclair reviewed the goals for the meeting, to coordinate the design of the community center, and maintain transparency. He asked Mrs. Lachance and Mrs. Mayland to clarify the wants and needs of Parks & Recreation and the Library. The initial and most recent architectural plans were reviewed. The size of the shared meeting room was discussed and whether there was need for an additional activity room, location of kitchenette and storage. Ms. Lachance reviewed the programs she conducts at the rented Severance School and other activities that take place such as Pickleball. She identified the size of the two pickleball courts as 20'x44'. Mr. Leclair estimated 3,600 SF for that space. Sound was a concern. Mrs. Mayland identified storage needs for the book sale, and both parties identified need to store tables and chairs and have a clean-up area. Mr. Leclair asked if the library intended to keep their three existing sheds and they indicated they had not intended to do so but Mr. Rolfe recommended using one to store snowblowers. The parties indicated it was not economical to rent out the kitchen or rent space for birthday parties and baby showers due to the clean-up cost. Both parties identified groups that rent space, Garden Club, Seniors and possibly the new Lion's Club, D.I. and soccer and baseball meetings.

Mr. Leclair asked the dimensions of the community room depicted in purple on the most recent plan. Mr. Szczesny will get the dimensions. Mrs. Lachance noted the large room at the Severance School is approximately 800 SF. Mr. Sterndale will get a list of square feet by function and have S&P come to the next meeting.

Town Administrator Sterndale asked about cost analysis and whether the architect provided space needs specifics. Mrs. Mayland noted the library has a fund and any funds the library takes in goes to a special account for library use. Parks & Recreation has a revolving fund.

The next workshop meeting will be held after the elections. Mr. Sterndale will communicate with the parties to confirm.

Mr. Leclair noted the goal of the next meeting would be to structure who will do what and communicating with S&P.

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

**Others Present:** Mike DiPietro, Town Administrator Chris Sterndale, and Nancy Hoijer

## **I. Call to Order**

Mr. Leclair called the meeting to order at 7:03 PM and led the Pledge of Allegiance.

## **II. Public Comments**

Mr. Leclair asked if there were any comments from the public at 7:03 PM.

## **III. Consent Agenda**

Mr. Leclair read out loud and offered for inspection the Consent Agenda dated February 26, 2024 which consisted of two Payroll Manifests dated 2/26/24, in the amount of \$61,942.02 and \$1,012.29, and revision of Health Trust Insurance billing group to add elected officials to dental insurance at no cost to the Town.

***Mr. Leclair motioned to approve the Consent Agenda dated February 26, 2024. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.***

## **IV. Manifest**

A. Highway \$24,170 dated 2/21//24

***Mr. Carroll motioned to approve the Highway Manifest dated 2/21/24 in the amount of \$24,170. Mr. Leclair seconded the motion. A vote was taken, Mr. Rolfe abstained, the motion passed 2-0-1.***

## **V. Appointments with the Board**

## **VI. New Business**

A. Petty Cash Policy

Town Administrator Sterndale provided a draft of the proposed Petty Cash Policy which the Selectmen reviewed.

***Mr. Rolfe motioned to adopt the Town of Auburn Petty Cash Policy. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.***

The Selectmen each signed the Petty Cash Policy as adopted.

## **VII. Old Business**

### **A. Personnel Policy Revision**

Town Administrator Sterndale indicated the Selectmen will meet with the Personnel Board soon to review the revisions. He will visit with the Police Commission next week and also talk to the Library Trustees. He noted he has reviewed the matter with the police and fire chiefs, library director and labor attorney. The Board agreed Mr. Sterndale will make a draft available to the Town employees to provide additional feedback after review by the Personnel Board and Police Commission.

### **B. Town Administrator Report**

- i. Town Administrator Sterndale provided a proposed calendar for 2024.
- ii. Town Administrator Sterndale provided the Board with an article by Paul Feely of the Union Leader concerning the proposal by state officials to fund a study to look at the feasibility of raising the water level of Lake Massabesic by a foot by making modifications at Mill Pond Dam.
- iii. Town Administrator Sterndale proposed a field trip to the Highway Garage at an upcoming meeting to discuss potential repairs and improvements.
- iv. Town Administrator Sterndale recommended finalizing a draft job description to have in place when Road Agent Dross retires this year.
- v. Town Administrator Sterndale discussed other potential employment opportunities and staffing needs.

## **VIII. Committee Reports**

Mr. Rolfe reported the Planning Board held two public hearings, one on Tanglerock for updates, septic approvals and test pits. The second hearing was for the storage facility addition on Old Candia Road which was not ready to be heard.

Mr. Carroll reported that Highway Safety met and discussed the Union Leader article about the feasibility study to potentially raise the level of Lake Massabesic by one foot. Mr. Carroll reported that Highway Safety also discussed the walking trail request for a crosswalk and that the police chief is having discussions with Manchester Water Works.

## **IX. Minutes**

### **A. February 12, 2024**

***Mr. Rolfe motioned to approve the February 12, 2024 public meeting minutes, Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.***

B. Consideration of Unsealing Non-Public Meeting Minutes

- i. March 27, 1995
- ii. April 3, 1995
- iii. April 10, 1995

***Mr. Rolfe motioned to unseal the non-public meeting minutes as presented. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.***

**X. Non-public Session 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. Carroll voted aye, and Mr. Rolfe voted aye. The motion passed 3-0-0.***

The meeting room was closed to the public at 7:24 PM.

***Mr. Carroll motioned to come out of non-public session at 7:38 PM. 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 7:38 PM.

***By Roll Call, Mr. Carroll motioned to seal the minutes of the non-public session. Mr. Rolfe seconded the motion. A roll call vote was taken, Mr. Carroll voted aye, Mr. Leclair voted aye, and Mr. Rolfe voted aye. The motion passed 3-0-0.***

**XI. Adjournment**

***Mr. Rolfe motioned to adjourn the meeting at 7:39 PM. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy Hoijer, Recording Secretary