

**Town of Auburn
Board of Selectmen
October 31, 2016**

Selectmen Present: James Headd, Richard Eaton & Dale Phillips

Also Present: Road Agent Mike Dross, Fire Chief Ed Gannon, Checklist Supervisor Susan Jenkins, Mike DiPietro, Jean Gagnon, John Bacheller, Paula Marzloff, Susan Goodhue, Mikey Rolfe, Linda Dross, Russell Sullivan, Scott Norris, Norman Bouley, Dennis & Pauline Vieira, and Town Administrator William Herman

Mr. Headd called the public meeting to order at 7:00 p.m. and led the audience in the Pledge of Allegiance.

Approval of Payroll for Week of October 31st, 2016:

Mr. Eaton moved to approve the Payroll Manifest in the amount of \$45,421.86 for the week of October 31st, 2016; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Consent Agenda – Week of October 31st, 2016

2016 Property Tax Rate:

- ❖ Acceptance of 2016 Tax Rate of \$20.25
- ❖ RSA 75:7 Oath in Attesting to Property Valuation Inventory

Land Use Change Tax Warrant:

- ❖ 18 Sunrise Circle (Tax Map #9, Lot #28-1), 4.780 acres - \$4,000

Boston Post Cane Certificate:

- ❖ George Frederick Dodd

Pistol/Revolver License:

- ❖ Seven (7) Licenses

Mr. Eaton moved to approve the Consent Agenda as presented; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Public Hearing

Mr. Headd convened a public hearing for the purpose of receiving public comment concerning the withdrawal and expenditure of:

- The amount of \$11,900 from the Town Building Rehabilitation Capital Reserve Fund for the replacement of the roof and addition of a gutter at the Griffin Free Public Library.
- The amount of \$7,300 from the Town Building Rehabilitation Capital Reserve Fund for the repair of the roof at the Highway Department garage, including replacing steel roof purlins and insulation.

Mr. Headd noted these two projects had been approved earlier in the year by the Board of Selectmen, and the public hearing was the formal process to transfer the approved costs from the Town Building Rehabilitation Capital Reserve Fund. There were no questions or comments from the public.

Mrs. Phillips moved to authorize the withdrawal and expenditure of \$11,900 for the replacement of the roof and addition of a gutter at the Griffin Free Public Library and the amount of \$7,300 for the repair of the roof at the Highway Department garage, including replacing steel roof purlins and insulation. These funds to be withdrawn from the Town Building Rehabilitation Capital Reserve Fund. Mr. Eaton seconded the motion. All were in favor, the motion passed unanimously.

Road Acceptance – Mountain Road Extension

Mrs. Phillips reported this item was carried forward from the last meeting. She indicated the site walk for the road had been conducted earlier in the day and Stantec Consulting has provided a written report indicating the required road work has been completed, the roadway deed and associated easements have been provided to the Town, and has recommended a maintenance surety of \$6,528.98 be held for this project. She further indicated the only action not taken at this point is a vote by the Planning Board to recommend acceptance of the road, which is scheduled for the Board's November 2nd meeting. Mr. Eaton indicated the Board of Selectmen should delay acting on the road until their next meeting on November 7th. Mr. Herman noted if the Board is comfortable with the status and conditions of the road, they could vote to conditionally accept the road based subject to a vote to recommend acceptance by the Planning Board. That is the process the Board used for the road acceptance in Longmeadow Preserve in 2013.

Road Acceptance – Ledgewood Drive, Saddle Hill Drive and Seavey Drive

Jean Gagnon was seeking the acceptance of Ledgewood Drive, Saddle Hill Drive and Seavey Drive. Road Agent Dross reported the site walk on these roads was conducted earlier in the day and the roads are complete and ready for acceptance. He felt the developer had done a good job with the roads, including providing an additional one-half inch of pavement, and he had no concerns about accepting the roads. Stantec Consulting has provided a written report indicating the required road work has been completed, the roadway deed, associated easements as-built plans and monumentation

plans have been provided to the Planning Board, and has recommended a maintenance surety of \$22,877.30 be held for this project.

Mr. Dross mentioned Stantec would be providing some recommendations for addressing the November 1st deadline for road acceptance in the Town policy moving forward. He felt there needed to be some flexibility depending on the given year's weather conditions, and that would be what Stantec would be addressing. Mr. Eaton felt it would be important and noted he suggested similar sentiments at the December 21, 2015 Board meeting when his subdivision roads were discussed. He felt there had to be some leeway and the Town would get a better job if folks were not rushing to meet an absolute deadline.

Mr. Eaton moved to conditionally accept Mountain Road Extension, Ledgewood Drive, Saddle Hill Drive and Seavey Drive contingent upon the Planning Board's recommendation at their November 2, 2016 meeting. Seconded by Mrs. Phillips. A vote was taken, all were in favor, the motion carried unanimously.

Supervisors of the Checklist

Account Number	Account Description	Proposed Amount	Approved Amount
01-4140-1-165-5	Checklist Supervisors	\$1,400	\$1,400

Susan Jenkins advised the Selectmen the budget proposal is significantly reduced from 2016 because there will be only the Town and School District election in March, as opposed to four elections held in 2016. Mrs. Jenkins noted the high turnover other communities were having with Supervisors of the Checklist due to the big changes in process and procedures that have been established statewide for voter registration and elections. She noted there is significant training now involved, in addition to increased reporting both before, during and after elections. She would like the Board to consider increasing the rate of pay for the Supervisors to be more reflective of the work load now associated with the positions, and to also be reflective of the Town's over all wage scale. She felt the wages could be adjusted within the budget amount of \$1,400. The Board agreed to deal with the rate of pay at a later meeting.

Mrs. Phillips moved to approve the Checklist Supervisors budget of \$1,400 as presented; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Fire Department

Account Number	Account Description	Proposed Amount	Approved Amount
01-4220-3-370-1	Occupational Health	\$500	\$500
01-4220-3-390-2	Forest Fires	\$1	\$1
01-4220-3-390-3	Equip. Maintenance	\$4,200	\$4,200
01-4220-3-390-4	Radio Repair	\$1,000	\$1,000
01-4220-3-390-5	Derry Dispatch	\$44,824	\$44,824
01-4220-3-390-7	Fire & Rescue Training	\$17,000	\$17,000
01-4220-3-390-8	Haz Mat	\$6,553.52	\$6,553.52
01-4220-5-550-1	Building Maintenance	\$9,000	\$9,000
01-4220-6-610-1	New Equipment	\$15,000	\$15,000
01-4220-6-610-4	New Radios	\$4,200	\$4,200
01-4220-6-610-6	SCBA Maintenance	\$5,000	\$5,000
01-4220-6-611-1	Water Hydrants	\$10,000	\$10,000
01-4220-6-640-0	Dues, Subs. & Software	\$2,500	\$2,500
01-4220-6-660-1	Rescue Supplies	\$2,000	\$2,000
01-4220-6-660-2	Protective Clothing	\$10,000	\$10,000
01-4220-6-670-1	Office & Cleaning Supplies	\$2,500	\$2,500
01-4220-6-690-1	Misc Grants	\$7,236	\$7,236
01-4220-6-690-2	Dry Hydrants	\$500	\$500
01-4220-7-700-1	Truck Lease/Purchase	\$13,025	\$13,025
01-4220-7-710-1	Truck Maintenance	\$15,000	\$15,000
01-4220-7-720-1	Apparatus Fuel	\$11,000	\$11,000
Total		\$181,039.52	\$181,039.52

Fire Chief Gannon reviewed the Fire Department's proposed operating budget with the Selectmen, noting the budget proposal is approximately \$5,000 less than the approved budget for 2016. He outlined for the Board the plans to improve a small section of Town with dead spots for their portable radios by purchasing a mobile repeater for Car 1, which will enable portable radios to in essence broadcast over that device and cover the area. It will also improve mobile communications with Derry and Chester. The Chief noted the slight increase in the Haz Mat cost is a proportional increase for all communities in the regional haz mat district based on population counts, while the fire truck lease/purchase is for the payment due on the Command vehicle secured last year. The Chief also noted the Department is participating in the Town's addition of the WEX gas card system, which enables the Town to purchase fuel at nearly any gas station as opposed to dealing exclusively with the State of NH fuel facilities. This enables the Town to take advantage of low prices when they exist at commercial pumps, or the State pumps should they have the lower costs.

Mrs. Phillips moved to approve the Fire Department budget of \$181,040 as presented; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

New Business:

Fire Department ATV

Chief Gannon reported the Department has been working to make their off-road Gator vehicle safe for operations on public roads. He noted the vehicle is capable of traveling upwards of 47 MPH, and they have included a horn, brake lights and turn indicators to enable the vehicle to be considered "street legal". He asked the Board to consider voting to acknowledge the vehicle as an emergency vehicle that could be used on the streets in the Town of Auburn. If the Board did this, the Chief would secure license plates for the vehicle and formally have it available for use on the roads of Auburn as may be needed. Should the vehicle be needed in another community, the Department would still trailer it to the other community.

Mr. Eaton moved to recognize the Auburn Fire Department ATV "Gator" is now 'street legal' and, as such, may be used on public roads within the Town of Auburn. For use in any other community, the "Gator" will be trailed to the community before being put into use. Mrs. Phillips seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Fire Watch Rate of Pay

Chief Gannon asked the Board to consider establishing the rate of pay for Fire Watch details as identified under the Town of Auburn Special Events and Fire Watch Ordinance to be similar to the rate paid for police details. The Chief indicated he has implanted a department policy that only Certified Firefighter 1's or higher can be assigned to a Fire Watch detail to ensure adequate knowledge and experience for the assignment. He indicated he would like to pay the assigned firefighter \$40 per hour for a Fire Watch detail, the same rate earned through a police detail. He felt it should be billed out at a higher rate to cover the payroll-related expenses. Mr. Eaton asked what the police detail rates are and the Town Administrator indicated the officer received \$40 per hour, while the Town bills the police detail out at \$57 per hour.

Mr. Herman noted the Town should probably not use the \$57 per hour rate for Fire Watch details, as the police rate includes an amount for the use of a cruiser that goes with the officer, which will not be the case for a Fire Watch detail. He also noted the actual cost will depend on whether the Fire Watch detail is done by one of the full-time firefighters or the call firefighters. He understood they all would have the ability to do a Fire Watch, so the billable rate should be something in a middle range that would average to cover the Town's expenses. He indicated the associated payroll expenses for a full-time firefighter would be approximately \$13 per hour, while for a call firefighter they would be approximately \$4. Through the Board's discussions, there was a consensus to use \$12 as the addition to the \$40 hourly rate for a total of \$52 per hour cost for the Fire Watch detail.

Mrs. Phillips moved to set the rate to be charged for Fire Watch details at \$52.00 per hour, \$40.00 of which would be paid to the firefighter performing the detail. Mr. Eaton seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Highways and Roads

Account Number	Account Description	Proposed Amount	Approved Amount
01-4312-3-385-1	Shimming	\$130,000	\$130,000
01-4312-3-385-2	Spring/Summer Storms	\$8,500	\$8,500
01-4312-3-385-3	Summer Subcontractor	\$138,000	\$138,000
01-4312-3-385-4	Striping	\$20,000	\$20,000
01-4312-3-385-5	Tree/Brush Cutting	\$42,000	\$42,000
01-4312-3-385-6	Crack Sealing	\$1	\$1
01-4312-3-385-9	Summer Misc. Supplies	\$3,000	\$3,000
01-4312-3-386-3	Winter Subcontractor	\$382,000	\$382,000
01-4312-3-386-4	Winter Salt	\$170,000	\$170,000
01-4312-3-386-5	Winter Sand	\$5,000	\$5,000
01-4312-3-386-6	Winter Repairs	\$8,000	\$8,000
01-4312-3-387-2	Bridge & Culvert	\$5,000	\$5,000
01-4312-3-387-4	Guardrails, Gates, Etc.	\$1,000	\$1,000
01-4312-3-388-1	Signs & Safety Equip.	\$3,500	\$3,500
01-4312-3-390-0	Catch Basin Maintenance	\$5,000	\$5,000
01-4312-3-390-2	Storm Water Maintenance	\$22,500	\$15,000
Total		\$948,501	\$941,001

The Road Agent indicated he was able to reduce funding requests for winter sand and summer bank run gravel, but he increased requests for shimming, summer subcontractor and tree/brush cutting to address specific work ahead. The Road Agent also noted an increase in winter subcontractors as he is seeking to provide a \$5 across the board rate adjustment for plow operators and equipment. He noted the last time a rate adjustment was made was in 2010.

Mr. Dross also felt the Board could reduce the Storm Water Maintenance line from \$22,500 to \$15,000. He felt they did the bulk of the work needed this year and that, moving forward, they were looking at mowing the facilities annually and to have Stantec monitor the sites for needed ongoing maintenance. He felt the more aggressive work of cleaning the storm water infrastructure out would be required every two or three years.

Mrs. Phillips moved to approve the Highway Department budget of \$941,001 as presented; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Salt Storage Facility:

The Road Agent asked if the Board would consider placing a warrant article for the establishment of a larger salt & sand storage facility. He felt it would be in the Town's best interest to have a facility that could store between 3,000 and 5,000 tons of salt. With such a facility, the Town could stockpile most of the material it needed at the beginning of the winter season, and not have to fight for delivery of material after each storm. He felt such a facility should have a cement foundation with 8-to-10 foot cement walls, and either wood construction or a fabric top.

In general the Board members agreed looking at such a facility made good sense for the Town. They felt the Town should secure prices for such a structure with the Town saving money by handling the site work and paving through its own sources. They felt the Town should look at both styles of building fairly quickly in order to develop a budget number.

Mr. Eaton also felt the Board should look at the potential of a garage and storage capacity for the Town, noting the Police Department, Town Hall and Parks & Recreation all have identified needs. He felt the Board should look at potentially dedicating the proceeds from the sale of the former fire station towards this effort. He also thought using a firm such as Alternative Design, Inc., could enable to the Board to capture the potential needs, establish a design and secure a construction price.

The Board agreed to hold a workshop meeting on this potential project, and to involve representatives of the Police Department so the Board could better understand what space and needs the department has identified. The Town Administrator will schedule the meeting for an agreeable date and time during the first full week in November.

New Business:

Mutual Aid Agreement – Town of Chester

Mr. Herman provided the Board with an updated version of the Mutual Aid Agreement Auburn had with the Town of Chester for building inspection and code enforcement services. He indicated the Town of Chester has initiated the renewal process, where the first agreement was for the time period of May 20, 2013 through May 19, 2015. In general terms, the agreement allows the Towns to have their respective building inspectors cover for each other on short term basis for vacations, illnesses, etc. If approved, this would be another two year agreement commencing from the date of approval.

Mrs. Phillips indicated the original agreement had been in place when she worked at the Town Hall, and it had been helpful to both communities.

Mr. Eaton moved to approve the proposed “Mutual Aid and Assistance Agreement” between the Towns of Auburn and Chester to provide mutual aid to one another in the area of building inspection and code enforcement services at appropriate times. The Agreement will be in effect from November 1, 2016 through October 31, 2018. Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Old Business:

Conceptual Designs – Town Hall Front Steps

Mr. Herman provided the Board with two conceptual designs from Alternative Design, Inc., for the potential changes to the front steps and roof of the Auburn Town Hall. He was looking for some general direction as to how the Board might want to proceed from here.

The Board agreed the conceptual designs should be posted on the Town's web site to encourage any public input. And the item should be listed on the Board's agenda for the next meeting.

Dearborn Road

The Road Agent reported that all of Dearborn Road has been paved. Within the coming week or two, they would be finishing the ditch lines, tying in driveways and handling the finish work of the road project.

Skating Rink

The Road Agent reported the two skating rinks have been measured and it will take approximately 94 tons of material to put a one-inch paved surface over both skating rinks. He reported that the contractor believes the problem is the original berm was not a constant pour of the paved surface, but was added after the initial paving. Even though it was tacked on, the belief is the water is seeping out through the area of the berm. A one-inch overall over the surface and the berm, which could then be sealed, would curtail the current issues.

Non-Public Session:

Mrs. Phillips moved to enter into Non-Public Session at 8:00 PM pursuant to the provisions of RSA 91-A: 3, II (a) compensation of a public employee and (c) reputation of someone other than a member of the Board. Second by Mr. Eaton. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes; Mrs. Phillips – yes. The motion passed.

Meeting in Non-Public Session with the Selectmen was Town Administrator Herman.

Mrs. Phillips moved to come out of Non-Public Session at 8:42 PM. Seconded by Mr. Eaton. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes; Mrs. Phillips – yes. The motion passed.

Mrs. Phillips moved to seal the minutes of the Non-Public Session. Seconded by Mr. Eaton. A vote was taken, all were in favor, the motion carried unanimously.

Mrs. Phillips moved to authorize a step increase for Firefighter Patrick Glennon from a Labor Grade 6, Step 15 to a Labor 6, Step 16, based on a positive performance evaluation. Seconded by Mr. Eaton. A vote was taken, all were in favor, the motion carried unanimously.

Adjourn:

Mr. Headd moved to adjourn; Mr. Eaton seconded the motion. All were in favor, the meeting was adjourned at 8:44 PM.