

**Town of Auburn
Board of Selectmen
November 21, 2016**

Selectmen Present: James Headd, Richard Eaton & Dale Phillips

Also Present: Greg Colby, Vachon, Clukay & Co.; Adele Frisella, Finance Director; Dave Jenkins, Don Dollard, and Scott Norris, Cemetery Trustees; Michael Rolfe, Paula Marzloff, and Mike DiPietro, Residents; William Herman, Town Administrator; Kathryn Lafond, Recording Secretary

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

Approval of Account Payable for Week of November 21st, 2016

Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$316,619.95 for the week of November 21st, 2016; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Consent Agenda – Week of November 21st, 2016

Correspondence

Federal Highway Administration / I-93 Exit 4A Project

Cemetery Deed / Auburn Village Cemetery

John and Barbara Chapman – Map #17, Lot # 143C

Terrence C. Hiltz – Map #17, Lot #61B

Pistol/Revolver License

Four (4) License

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

Greg Colby, Vachon, Clukay & Co. – FY2015 Audit Presentation

Mr. Colby introduced himself and indicated that he was the lead auditor who oversaw the audit of the Town of Auburn's financials. Mr. Colby referenced the Opinion letter which is the reason that the town hires auditors. The town has once again received an adverse opinion, like other towns, for the lack of determining other post-employment benefits (OPEB) which is required by general accepted account principles (GAAP). Mr. Colby noted that Mrs. Frisella has indicated that is something that she intends to address in the coming year. Mr. Colby stated that other than that the town received a clean, unmodified opinion of the financial statements. Mr. Colby went on to summarize various sections of the presented financial report and thanked the Board and the town staff for allowing the firm to serve as their auditors and the assistance received during the audit. Discussion ensued regarding recommendations by the auditors to strengthen internal controls and operating efficiency, such as department head approval of invoices, invoice supporting documentation and formal documentation of pay rates as well as ways to implement the recommendations.

FY 2017 Budget Presentations

Cemetery

Account Number	Account Description	Proposed Amount	Approved Amount
01-4195-1-120-0	Cemetery Secretary/Administration	\$400.00	\$400.00
01-4195-1-120-1	Cemetery Salary/Wage	\$600.00	\$600.00
01-4195-3-380-0	Cemetery Mowing	\$11,000.00	\$11,000.00
01-4195-3-380-1	Cemetery Fertilization	\$1,200.00	\$1,200.00
01-4195-3-388-0	Cemetery Property Maintenance	\$9,000.00	\$9,000.00
01-4195-3-390-0	Cemetery Mapping	\$2,500.00	\$2,500.00
01-4195-5-660-0	Cemetery Supplies	\$900.00	\$900.00
01-4195-5-690-0	Cemetery Miscellaneous	\$500.00	\$500.00
01-4195-6-645-0	Cemetery Dues & Membership	\$100.00	\$100.00

Mr. Jenkins presented the proposed 2017 Cemetery budget. Mr. Jenkins noted that some of the projects planned this year did not get done. A vault roof need replacing, the materials were purchased but the work was not completed this year, the Trustees would like to have it done in the coming year. There is a significant reduction to the Mapping line, the bulk of the updating has been completed. Mr. Headd asked regarding the proposed increase to the Cemetery Supplies budget line. Mr. Jenkins indicated that pins for the layout of lots need to be purchased.

Mrs. Phillips moved to approve the Cemetery budget as presented and discussed; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Mr. Jenkins presented his resignation from the Cemetery Trustees to the Board of Selectmen and indicated that perhaps Mr. Dollard or Mr. Norris could recommend someone to be appointed until his term ends in March 2017. The Board thanked Mr. Jenkins for this service to the town.

Financial Administration

Account Number	Account Description	Proposed Amount	Approved Amount
01-4150-3-330-2	Annual Assessing Update	\$27,000.00	\$27,000.00

Mr. Herman commented that the proposed budget amount is level funded from prior year as part of the 5 year agreement that the Town entered into with Avitar Associates of New England. Mr. Herman added that the town is in year 4 of the agreement, the next year the town will need to have a statistical revaluation completed and the cost will increase from \$27,000 to \$85,000. Mr. Herman noted that a reserve fund for revaluation was established years ago, he will look into how much is in the fund that could be used to offset the cost when the time comes.

Mr. Eaton moved to approve the Financial Administration – Annual Assessing Update budget as presented and discussed; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Government Buildings & Maintenance

New Account Number	Account Description	Proposed Amount	Approved Amount
01-4194-5-510-1	TH Telephone/Internet	\$5,000.00	\$5,000.00
01-4194-5-510-2	Highway Telephone/Internet	\$1,200.00	\$1,200.00
01-4194-5-510-3	PD Telephone/Internet	\$9,500.00	\$9,500.00
01-4194-5-510-3	ACO Communications	\$550.00	\$550.00
01-4194-5-510-4	FD/OEM Telephone/Internet	\$6,800.00	\$6,800.00
01-4194-5-510-5	Recreation Telephone/Internet	\$600.00	\$600.00
01-4194-5-520-1	TH Electricity	\$4,000.00	\$4,000.00
01-4194-5-520-2	Highway Electricity	\$2,300.00	\$2,300.00

01-4194-5-520-3	SC Electricity	\$12,000.00	\$12,000.00
01-4194-5-520-4	PH Electricity	\$2,300.00	\$2,300.00
01-4194-5-520-5	Recreation Electricity	\$2,500.00	\$2,500.00
01-4194-5-530-1	TH Heating	\$5,500.00	\$5,500
01-4194-5-530-2	Highway Heating	\$8,500.00	\$8,500.00
01-4194-5-520-3	SC Heating	\$13,000.00	\$13,000.00
01-4194-5-520-4	PH Heating	\$3,000.00	\$3,000.00

Mr. Herman explained that these are new proposed budget lines at the Boards request to remove the heat, telephone, internet and electricity from the separate department's budgets and incorporate them into the general budget by building.

Mr. Eaton moved to approve the Government Buildings & Maintenance – Heat, telephone, internet and electric budget lines as presented & discussed; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Government Buildings & Maintenance

Account Number	Account Description	Proposed Amount	Approved Amount
01-4194-5-550-1	Repairs & Maintenance	\$5,900.00	\$5,900.00
01-4194-5-550-2	Municipal Property Mowing	\$28,000.00	\$28,000.00
01-4194-5-560-1	Plant Costs	\$4,810.00	\$4,810.00
01-4194-6-660-1	Bottled Water	\$300.00	\$300.00
01-4194-6-660-2	Janitorial Supplies	\$400.00	\$400.00

Mr. Herman indicated that the rebidding the lawn mowing with the school has been discussed, it is likely to result in added savings for both entities. Mr. Herman noted that while the two may bid together they would be billed separately. The proposed Plant Cost budget has been increased to include the costs for the two storage units at Castle Rock.

Mrs. Phillips moved to approve the Government Buildings & Maintenance budget as presented & discussed; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

General Government

Account Number	Account Description	Proposed Amount	Approved Amount
01-4199-2-290-2	General Reimbursement	\$4,200.00	\$4,200.00
01-4199-3-310-2	General Consulting Services	\$30,990.00	\$30,990.00

01-4199-3-340-1	Contracts, Software & Maintenance	\$33,449.00	\$33,449.00
01-4199-3-390-1	Tax Map Update	\$6,100.00	\$6,100.00
01-4199-3-390-4	General Recording Fees	\$600.00	\$600.00
01-4199-5-410-1	Bank Charges/Fees	\$150.00	\$150.00
01-4199-6-610-1	General Office Equipment	\$5,500.00	\$5,500.00
01-4199-6-611-1	Copy Machine Lease	\$1,200.00	\$1,200.00
01-4199-6-620-3	Newsletter	\$17,000.00	\$17,000.00
01-4199-6-630-1	General Postage	\$8,000.00	\$8,000.00
01-4199-6-645-1	Conferences, Seminars & Dues	\$2,500.00	\$2,500.00
01-4199-6-670-1	General Office Supplies	\$7,500.00	\$7,500.00
01-4199-6-680-1	General Advertising	\$1,000.00	\$1,000.00
01-4199-6-690-1	Miscellaneous Budget Expenditures	\$400.00	\$400.00

Mr. Herman explained that the proposed increase to General Consulting Services is to include for the MRI study of the Town Hall. Contracts, Software & Maintenance will now include the cost of online building permitting \$2,100. Tax Map Update as includes and increase due to the Web GIS.

Mrs. Phillips moved to approve the General Government budget as presented & discussed; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Insurance

Account Number	Account Description	Proposed Amount	Approved Amount
01-4196-6-695-1	Municipal Property Liability	\$66,877.00	\$66,877.00
01-4196-6-695-2	Unemployment Compensation	\$1,623.00	\$1,623.00
01-4196-6-695-3	Workers Compensation	\$38,071.00	\$38,071.00
01-4196-6-695-4	Insurance Retention (Claims)	\$3,000.00	\$3,000.00

Mr. Herman noted that some of lines reflect increases due to claims over the last few years.

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

Public Safety

Account Number	Account Description	Proposed Amount	Approved Amount
01-4299-0-391-0	Town Details	\$1,000.00	\$1,000.00

Mr. Herman informed the Board that this line is proposed as level funded from the prior year.

Mrs. Phillips moved to approve the Public Safety – Town Detail budget as presented; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

New Business

Repair of Foundation of Griffin Free Public Library

The Board reviewed quote for the repair of the foundation of the Griffin Free Public Library. Mr. Herman indicated that the Library Trustees have asked that this be paid out of the town building rehab/repair fund as it is an unanticipated and therefore unbudgeted expense. Mrs. Phillips commented that it is an appropriate use of the funds. Mr. Herman indicated that there is sufficient monies in the fund for the expense.

Mr. Eaton moved to authorize the expenditure of \$1,050 from the town building repair fund to be paid to Philip Boni Masonry for the repair of the foundation at the Griffin Free Public Library; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Mountain Road Extension and Daniel Equipment Surety Reductions

The Board reviewed the recommendation for surety reductions.

Mrs. Phillips moved to approve the reduction of the surety held for Mountain Road Extension from \$33,470.75 to \$6,528.98 and the release of the \$2,500.00 surety held for Daniels Equipment; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Old Business

Town Hall Entry Renovation – Final Revision

The Board reviewed a revised design of the Town Hall front stairs. It was noted that the drawing indicates brick sidewalks, this should be changed to asphalt. The Board agreed that they liked the design and it can be moved forward for colorized drawings.

Survey – Hooksett & Depot Road Intersection

Mr. Herman asked the Board if they had a chance to review the proposal from Stantec. Mr. Herman informed the Board that Rene Labranche of Stantec called and can have a surveyor out the first week December if the Board would like to move forward. A potential land swap with Manchester Water Works was briefly discussed. It was also noted that other work wouldn't be done until next year. The Board agreed to move forward with just the survey portion of the proposal for now.

Mr., Eaton moved to authorize Stantec Consulting to facilitate a survey of the Hooksett & Depot Road intersection in the amount of \$4,872; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Minutes

November 14, 2016 Public Meeting

Mrs. Phillips moved to approve the minutes of the November 14th, 2016 public meeting; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Non-Public Session

Mr. Headd moved to enter into non-public session pursuant to RSA 91-A 3, II (c) Reputation of someone other than a member of the Board at 7:58 p.m.; Mr. Eaton seconded the motion; A roll call vote was taken; Mr. Headd – yes, Mrs. Phillips – yes, Mr. Eaton – yes. The motion passed.

Meeting in Non-Public Session with the Selectmen was Town Administrator Herman. The Board conducted an annual employee evaluation.

Mr. Eaton moved to exit non-public session; Mr. Headd seconded the motion; A roll call vote was taken; Mr. Headd – yes, Mrs. Phillips – yes, Mr. Eaton - yes. The motion passed.

Mr. Eaton moved to adjourn; Mrs. Phillips seconded the motion; all were in favor, the public meeting ended at 8:08 p.m.