

**Town of Auburn
Board of Selectmen
November 28, 2016**

Selectmen Present: James Headd, Richard Eaton & Dale Phillips

Also Present: Don Dollard, and Scott Norris, Cemetery Trustees; Mike & Linda Dross, Michael Rolfe, Paula Marzloff, Russ Sullivan, Sue 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 Payroll for Week of November 28th, 2016

Mr. Eaton moved to approve the Payroll Manifest in the amount of \$52,720.30 for the week of November 28th, 2016; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Consent Agenda – Week of November 28th, 2016

Correspondence

David Jenkins / Acknowledgement of Resignation as Cemetery Trustee
Town Employees / Acknowledgement of Longevity Pay

NHDRA / 2016 Equalization Municipal Data Certificate

Preliminary Sales to Assessment Ratio

Void Check Manifest

Mortgage search - \$210.00

Pistol/Revolver License

Six (6) License

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

FY 2017 Budget Presentations

Cemetery

Account Number	Account Description	Proposed Amount	Approved Amount
01-4195-5-550-2	Longmeadow Cemetery	\$10,000.00	\$10,000.00

Mr. Dollard indicated that the Cemetery Trustees would like the ability to utilize some of the perpetual care funds to make improvements to the Longmeadow Cemetery. Mr. Herman noted that gross budgeting needs to be followed, \$10,000 from the perpetual care fund will be added to a revenue account to offset this proposed expenditure.

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

Financial Administration

Account Number	Account Description	Proposed Amount	Approved Amount
01-4150-3-310-1	Audit	\$13,500.00	\$13,500.00

Mr. Herman stated that this proposed amount included the cost of the annual audit and the compliance with GASB 45 which Finance Director Frisella and the Auditors previously discussed with the Board.

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

Police

New Account Number	Account Description	Proposed Amount	Approved Amount
01-4210-1-160-1	Shift Differential	\$7,589.00	\$7,589.00

Mr. Herman noted that Shift Differential is within the collective bargaining agreement, the town is contractually obligated to pay.

Mrs. Phillips moved to approve the Police – Shift Differential lines as presented & discussed; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Improvements other than Buildings

Account Number	Account Description	Proposed Amount	Approved Amount
01-4909-9-930-0	Road Reconstruction	\$800,000.00	\$800,000.00

The Board was provided with a memo with the Road Agents recommendation of road left to be improved. Mr. Dross discussed addressing Nutt Road, Lovers Lane and Rockwood Terrace with the Board. Mr. Eaton suggested also reclaiming and paving Walnut Drive, Acorn Avenue and Joan Drive in the coming year. Mr. Dross noted that those roads are currently 30 foot roads and thought the gravel underneath those three roads is likely good, he would propose that the asphalt be torn up and crushed and the road could be repaved to 22 foot wide roads. Mr. Eaton agreed and approximated some costs to complete the roads mentioned. Mr. Dross thought that the actual cost should be close provided they do not run into something unforeseen during the process. Mr. Dross noted that he believes there is probably loam under Nutt Road. The order in which the roads would be completed was discussed. Mr. Dross indicated that Nutt Road would be done first in the spring and he would like to complete Lovers Lane over the summer when school is out of session as he will need to close the road to through traffic. Rockwood Terrace, Walnut Drive, Acorn Avenue and Joan Drive would be completed after Lovers Lane.

Mr. Eaton moved to approve the Improvements other than Buildings – Road Reconstruction budget as presented & discussed; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Warrant Article – Town Buildings Rehabilitation CRF

The Board reviewed the following warrant article:

To see if the Town will vote to raise and appropriate the sum of Forty-two thousand dollars (\$42,000) to be placed into the Town Building Rehabilitation Capital Reserve Fund previously established. This sum to come from the unreserved fund balance (surplus) as of December 31, 2016 with no amount to be raised by taxation in 2017.

Mr. Herman informed the Board that \$54,000 was spend this year, the proposed Warrant Article amount would bring the balance of the fund back up to \$100,000.

Mrs. Phillips moved to recommend the warrant article as presented; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Warrant Article – Accrued Benefits Expendable Trust Fund

The Board reviewed the following warrant article:

To see if the Town will vote to raise and appropriate the sum of Thirteen thousand dollars (\$13,000) to be placed into the Accrued Benefits Expendable Trust Fund previously established. This sum to come from the unreserved fund balance (surplus) as of December 31, 2016 with no amount to be raised by taxation in 2017.

Mr. Herman stated that when the fund was established the goal was to maintain \$50,000 in the fund. The proposed amount would replenish what was expended this year with two employee retirements.

Mrs. Phillips moved to recommend the warrant article as presented; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

New Business

Proposed Revision to Policy for Acceptance of Roads

The Board reviewed the proposed revision to Policy for Acceptance of Roads. Mr. Eaton believed that there still needs to be a deadline date. The other Board members and Road Agent agreed.

Proposed Revision to Purchasing Policy – Rates for Contract Labor / Equipment

The Board reviewed the proposed revision to the Purchasing Policy. The revisions include a \$5.00 per hour rate increased for winter labor & equipment.

Mr. Eaton moved to approve the revision to the Purchasing Policy as written; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Request for Proposal – Salt & Sand Storage Facility

Mr. Herman informed the Board that a Request for Proposal was issued on November 21st for a salt & sand storage facility. Mr. Herman noted that two companies have inquired already.

Other Business

Board of Selectmen Meeting Schedule

Mr. Headd informed the public that the Board would resume meeting every other week beginning with their meeting next Monday, December 5th.

Minutes

November 21st, 2016 Public Meeting

Mrs. Phillips moved to approve the minutes of the November 21st, 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 7:41 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 and Ms. Lafond. The Board conducted a continuation of an annual employee evaluation.

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

Mr. Headd moved to approve a Step Increase to the Town Administrator's salary from a Labor Grade 20, Step 12 to a Labor Grade 20, Step 13 based on a positive job performance evaluation; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Mr. Eaton moved to adjourn; Mrs. Phillips seconded the motion; all were in favor, the public meeting ended at 7:45 p.m.