

**Town of Auburn
Board of Selectmen
February 14, 2017**

Selectmen Present: James Headd & Dale Phillips

Also Present: Paula Marzloff and William Herman, Town Administrator

Mr. Headd called the public meeting to order at 2:00 p.m. and led the audience in the Pledge of Allegiance.

Approval of Payroll for Week of February 6th, 2017

Mrs. Phillips moved to approve the Payroll Manifest in the amount of \$43,404.45 for the week of February 6th, 2017; Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.

Approval of Accounts Payable for Week of February 13th, 2017

Mrs. Phillips moved to approve the Accounts Payable Manifest in the amount of \$795,571.17 for the week of February 13th, 2017; Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.

Consent Agenda – Week of February 13th, 2017

Pistol/Revolver License

Nine (9) License

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

Public Hearing -- Amending Town of Auburn Parking Regulation Ordinance

Mr. Headd opened a public hearing at 2:02 PM for the purpose of receiving public comment concerning amending the Town of Auburn's "Parking Regulation Ordinance" to establish a non parking zone on the north side of Rockingham Road between Champagne Lane and Shea's Drive as recommended by the Fire Chief and the Highway Safety Committee.

The proposed amendment to the ordinance would add a new item "B" to Section 5: No Parking Zones as follows:

"Rockingham Road: In consideration for the specific safety considerations associated with the business area on Rockingham Road and the need for emergency vehicles to have a clear travel path to respond to calls for service throughout this area, there shall be parking allowed only on the south side of Rockingham Road between Champagne Lane and Shea's Drive. It shall be unlawful for any persons, firm or corporation to park a motor vehicle at any time on the north side of Rockingham Road between Champagne Lane and Shea's Drive."

Mr. Headd noted this issue was discussed and agreed to by the Board at their January 30th, 2017 meeting when they authorized the Road Agent to post No Parking signs.

There was no public comment offered. Mr. Headd closed the public hearing at 2:06 pm.

Mrs. Phillips moved to approve the proposed amendment to the Town of Auburn Parking Regulation Ordinance to establish a No Parking Zone on the north side of Rockingham Road between Champagne Lane and Shea's Drive. Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.

New Business

Bid Report – Sale of 2011 Ford Crown Victoria

The Board received a report on the five bids received for the sale of the 2011 Ford Crown Victoria. The bids ranged from a low of \$261 to a high of \$4,300.

Mrs. Phillips moved to accept the bid of \$4,300 offered by Bradford Remillard of Auburn. Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.

Appointment of Duck Race / Auburn Day Committee Volunteers

Mr. Herman provided the Board with the request received for the Town to appoint Daniel J. Carpenter, Susan & David Jenkins. David Rogers and Pat Clement as the Duck Race / Auburn Day Committee for the 2017 event. This follows actions the Board has taken in the past two or three years to enable the event and their volunteers to be officially designated by the Town.

Mrs. Phillips moved to appoint Daniel Carpenter, Susan Jenkins, David Jenkins, David Rogers and Patricia Clement as the Duck Race Committee for 2017. Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.

NHDRA Equalization Assessment for Tax Year 2016

Mr. Herman informed the Board the Town has received notice from the NH Department of Revenue Administration (NHDRA) that the Town's overall equalization assessment – sales ratio for the land, buildings and manufactured housing within the community for Tax Year 2016 to be 90.8%. He indicated this is within the acceptable range of 90% to 110%, but very near to the low threshold. He also indicated the Town was scheduled to perform a statistical update in 2018, which would return the Town to close to a 100% ratio.

Rockingham County Fiscal Issues

Mr. Herman informed the Board a bill (HB 144) was moving through the Legislature that would enable Rockingham County to change from a calendar year budget to a fiscal year budget process. In and of itself, this would not dramatically affect the Town, and could make very good business sense for the County. However, there are questions being asked by municipal managers and administrators throughout the county as to process and what the overall plans of the County are for funding the transition year of an 18-month budget and the potential of semi-annual tax billing from the County to the municipalities. He reported questions have been poised to the County Commissioners and the County Finance Director, and they are promising information in the near future. At this point, this is information for the Board and there would be more information forthcoming. There was no action for the Board to take at this point in time.

Appointment of Parks & Recreation Coordinator

Mr. Herman reported to the Board that following the Board's last meeting, Amy Lachance of Auburn had accepted their offer of employment for the vacant Parks and Recreation Administrative Assistant position.

During discussions after the Board's last meeting, a suggestion was offered to change the job title from "Parks and Recreation Administrative Assistant" to Parks and Recreation Coordinator". The proposed title is more reflective of the totality of the tasks included in the job description, and many be more aligned to positions in other communities. Mr. Herman indicated there would be no changes to the job duties and expectations, just the job title. He recommended the Board approve the proposed change in job title.

Mr. Headd and Mrs. Phillips both expressed their pleasure Amy Lachance would be joining the Town staff and felt this would be a positive step for the Parks and Recreation

Commission and for the Town in general. They had no objection to the proposed change in job title.

Mrs. Phillips moved to approve changing the job title of 'Parks and Recreation Administrative Assistant' to 'Parks and Recreation Coordinator'. Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.

Mrs. Phillips moved to appoint Amy Lachance to the position of Parks and Recreation Coordinator effective February 13, 2017, and to establish a rate of pay as a Labor Grade 4, Step 7. Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.

Minutes

January 30th, 2017 Public and Non-Public Meetings

Mrs. Phillips moved to approve the minutes of the January 30th, 2017 public meeting and the January 30th, 2017 non-public meeting. Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.

Adjourn

Mrs. Phillips moved to adjourn; Mr. Headd seconded the motion; all were in favor, the meeting ended at 2:15 p.m.