

**Town of Auburn
Board of Selectmen
March 27, 2017**

Selectmen Present: James Headd, Richard Eaton & Dale Phillips

Also Present: Dan Carpenter, Tom Gonyea, Paula Marzloff, Mike & Linda Dross, Russ Sullivan & 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.

Mr. Headd congratulated Mr. Eaton on his re-election.

Election of Board Chair and Vice Chair

Mrs. Phillips moved to appoint Mr. James Headd as Chairman of the Board of Selectmen; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Mr. Eaton moved to appoint Mr. Richard Eaton as Vice Chairman of the Board of Selectmen; Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.

Approval of Payroll for Week of March 20th, 2017

Mr. Eaton moved to approve the Payroll Manifest in the amount of \$44,730.50 for the week of March 20th, 2017; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Approval of Accounts Payable for Week of March 27th, 2017

Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$140,170.04 for the week of March 27th, 2017; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Consent Agenda – Week of March 27th, 2017

Notice of Intent to Cut Wood or Timber

Pingree Hill Road (Tax Map #2, Lot #39) 39.52 acres
Pingree Hill Road (Tax Map #2, Lot #43) 59.50 acres

Application for Property Tax Credit

Veterans Credit – Joseph Bourgeois, 227 Hooksett Road
Veterans Credit – Brian C. Charest, 29 Highwood Drive
Veterans Service-Connected Total and Permanent Disability Credit – Michael Tucker, 9 Jennifer Lane

Land Use Change Tax

Robert & Mary Royer, 228 Bunker Hill Road - \$2,240

Pistol/Revolver License

One (1) License(s)

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

New Business

Annual Appointments for 2017

The Board agreed that the ex-officio appointments will remain the same with Mr. Headd sitting as Board of Selectmen representative on the Budget Committee and Parks & Recreation Commission. Mrs. Phillips will remain on the Planning Board and Mr. Eaton will continue to sit on the Highway Safety Committee.

Mr. Headd moved to appoint the Board of Selectmen's ex-officio members as discussed. Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

The Board reviewed a list of incumbents holding public office and positions on the various town Boards and Committees. All incumbents were willing to continue to serve in their respective positions.

Mr. Eaton moved to reappoint:

***Jeffrey Porter and Edward Fehrenbach as members of the Conservation Commission terms to expire March 2020,
Stephanie Hanson as alternate member of the Conservation Commission terms to expire March 2020,
Dan Carpenter, Michael DiPietro, and Eva Komaridis as members of the Highway Safety Committee, terms to expire March 2018,
Sharon Bluhm and Jean Worster as alternate Library Trustees, terms to expire March 2018,
Lisa Canavan and Patrick Kelly as members of the Parks and Recreation Commission, term to expire March 2020,
Michael DiPietro and Kevin Stuart as members of the Zoning Board of Adjustments, terms to expire March 2020,
Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

Approval of Deputy Tax Collector, Town Clerk, and Treasurer Appointments

Town Clerk, Kathy Sylvia and Tax Collector, Susan Jenkins have recommended that Patricia Ann Mary Rousseau is reappointed to the position of Deputy Town Clerk and Deputy Tax Collector, term to expire in March 2020.

Treasurer, Walter Milne has recommended that Linda Dross be reappointed as Deputy Treasurer, term to expire in March 2020.

Mr. Eaton moved to reappoint:

***Patricia Ann Mary Rousseau as Deputy Town Clerk and Tax Collector terms to expire March 2020,
Linda Dross as Deputy Treasurer, term to expire March 2020,
Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

Delegation of Deposit Authority

The Board reviewed the Delegation of Deposit Authority in which the town Treasurer gives the Town Clerk, Tax Collector, and their Deputy the authority to deposit town funds. Mr. Herman noted that there is a delegation in place, with the newly elected Treasurer it would be prudent if a new delegation is approved.

Mr. Eaton moved to approve the Delegation of Deposit Authority as discussed. Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Mr. Eaton asked if the Treasurer could come in and provide an update on the funds that the town has invested in the New Hampshire Public Deposit Investment Pool.

MRI Operational Review of Town Hall Operations

The Board reviewed the Professional Services Agreement from Municipal Resources, Inc. Mr. Headd stated that similar operational reviews were conducted for the Police and Fire Departments last year. Mrs. Phillips commented that it is time to do the town and the money is in the budget for this expense.

Mrs. Phillips moved to enter into the presented agreement with Municipal Resources, Inc. for a fee of \$15,000.00; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Design Plans for Town Hall Front Stairs

The Board reviewed the proposal from Alternative Designs, Inc. for the town hall entrance renovation. Mr. Herman indicated that should the Board want to put this project out for bid the step would be to have construction drawings done. Mr. Eaton noted that the Board can decide if the drawings have an architect stamp or not, he would suggest that they do require the architect's stamp. Mr. Eaton commented that an architect's stamp ensures a safe design.

Mrs. Phillips moved to authorize Alternative Designs, Inc. to prepare construction drawings for the Town Hall entrance design; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Consideration of Issuance of 2017 COLA

Mr. Herman indicated that a .8% Cost of Living Adjustment was budgeted for should the Board choose to issue the COLA to employees.

Mr. Eaton moved to approve the issuance of a .8% COLA to town employees; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Potential Highway Project Funds

Mr. Herman explained that Senate Bill 38 is moving through the legislature, it would provide \$36.8 million in state aid to municipalities for road and bridge improvements. Additionally, the House Finance Committee has included in the state budget \$50 million

to be set aside for projects such as roads, bridges, and schools. Mr. Herman explained that should these proposals be adopted this could mean an additional one-time Highway Block Grant payment in the amount of approximately \$160,000. Any additional funding for the Municipal Bridge Aid Program would likely move the Griffin Mill Bridge project up from the anticipated 2022 funding. Mr. Herman recommended that building a larger salt storage facility and the necessary work on Hooksett Road adjacent to Exit 2. Would be good projects to considering applying these additional funds towards. Mr. Herman noted that the town will likely not know the final details of the funding until approximately mid-June. Mrs. Phillips stated that she would be in favor of using funds to build a salt shed, she hopes the State will ultimately pay for Exit 2. Mr. Eaton didn't believe that the state will, he would support using the additional funds to try to do both. Mr. Eaton suggested that the additional funding is used for the work at Exit 2 and any remain funds be put towards a salt storage facility. Mr. Eaton asked Road Agent Dross if he could develop a plan for what he needs/wants for a salt shed. Mr. Dross stated that Stantec had previously provided designs to the town. Mrs. Phillips suggested that the Board take another look at those. Mr. Eaton recalled that Mr. Dross was not fully in agreement with the presented design. Mr. Dross felt that it could be worked with to meet the town's needs. Mr. Eaton again reiterated that he would like to complete both projects and thought that the Board would seek cost estimates for both so that they can move them forward if and when the money becomes available. The Board agreed to look into the costs for both proposed projects between now and June.

Lawn Mowing Request for Proposal

Mr. Herman noted that the Lawn Care and Grounds Maintenance Specifications has been updated to include the Auburn Village School property and the request for proposals will be put out for solicitation this week. Mr. Eaton asked if Highest Quality Lawn Care was still fertilizing the Safety Complex. Ms. Lafond indicated the company did last year. Mr. Eaton asked that the fertilization of the Safety Complex is removed from the lawn care RFP and that Highest Quality continue on with the established fertilization program. The other Board members were ok with this.

Old Business

Fiscal Issues for Rockingham County

Mr. Herman indicated that since his last report to the Board there have been ongoing conversations with the County Finance Director and testimony has been submitted to the Senate committee who agreed not to act on the House Bill 144 for at least three weeks in order to provide time for further discussion with the municipalities. Mr. Herman

continued that a group of about 10 municipal representatives is scheduled to meet again this week with the Rockingham County Finance Director to discuss how the County's fiscal year change will be financed as the initial transition year results in an 18-month budget to fund opposed to 12 months.

Repair to AFD Engine One

The Board reviewed potential areas in the budget that could fund the repairs to Engine One. Mr. Eaton indicated that he requested a copy of the approved town budget from the Finance Director this morning, he would support the areas proposed by Mr. Herman with some exceptions. Mr. Eaton would prefer not to use funds from the Fire Department Building Maintenance line as that line has been over expended annually since 2014 and he spoke to Fire Chief Gannon who indicated that the FD Misc. Grants line is also needed to fund unanticipated repairs to Tanker I. Mr. Eaton also stated that he would personally prefer not to take any funds out of the Parks and Recreation budget since they were cut quite a bit during budget time. Mr. Herman noted that the Parks and Recreation have the additional funds in the budget due to an event that they did not end up holding. Mr. Eaton proposed that he would instead prefer to use the town's General Legal line to fund the remaining balance due after utilizing the funds as Mr. Herman had suggested which is as follows:

01-4130-6-660-2 Voter Guide - \$223.96

01-4150-1-120-3 Budget Committee Secretary - \$1,000.00

01-4191-3-350-1 P/Z Legal Expenditure - \$2,000.00

01-4194-5-560-1 Plant Costs - \$120.00

01-4442-0-002-1 General Welfare Assistance - \$1,000.00

01-4909-9-930-0 Road Reconstruction - \$9,634.50.

Mr. Dross commented that is a lot of money coming from the Road Reconstruction line. Ms. Lafond noted that the Mr. Herman has suggested utilizing any remaining balance from the Town Report Budget line, the invoice for the town reports was paid today and was approximate \$1,200.00 which would leave a balance of approximately \$800.00 in the budget line.

The Board agreed to use the remaining balance of 01-4130-6-620-1 Town Report and fund the balance of the repairs from the General Legal budget line.

Mr. Phillips indicated that the town can't leave the truck unrepaired. The other Board members agreed.

Mr. Eaton moved to authorize the repairs to Engine One to be funded from the budget lines as discussed; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Mr. Herman believed that there would be a balance remaining in the Election Expense budget line that could be utilized to offset the amount to come from the Road Reconstruction line. The Board was fine with this.

Other Business

Mr. Carpenter commented that last election the cluster subdivisions were voted out of the town's regulations, this will eventually result in a loss of revenue to the town. Mr. Carpenter believes that the town needs a new revenue stream and suggested that the town could improve the land near exit 2 that the school owns in order to sell it. Mr. Eaton agreed with Mr. Carpenter's assessment of the cluster subdivision elimination and agreed at his suggestion for the school's property could generate revenue. It was noted that the zoning in the area would need to change. Mrs. Marzloff noted that the Planning Board just needs to be caution of spot zoning. Mrs. Phillips agreed that this is a good example of why the town should reorganize the Auburn Development Authority.

Mr. Carpenter continued that the Fire Command Car was voted down in a previous year, this year the Police trailer which would only have needed 50% funding from the town and the school renovations were voted down, this shows a trend from the taxpayers. Mr. Carpenter stated he doesn't know what the solution is but the town should try to get ahead of the curve in order to start getting things done. Mr. Headd agreed that there is very little interest from the public during budgeting and deliberative session time, he is unsure how to get people involved. Mr. Eaton thought that people may be more interested in attending if they realized that they have a say. Mr. Gonyea noted that there were approximately 1600 voters to turn out in a blizzard, traditional town meeting always saw far less than that.

Minutes

March 13th, 2017 Morning Public Meeting

Mr. Eaton moved to approve the minutes of the March 13th, 2017 morning public meeting; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

March 13th, 2017 Evening Public Meeting

Mrs. Phillips moved to approve the minutes of the March 13th, 2017 evening 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 at 7:59 PM pursuant to the provisions of RSA 91-A: 3, II (a) and (c) to discuss compensation of a public employee and consideration of the reputation of someone other than a member of the Board. Seconded by Mrs. Phillips. 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.

Mr. Eaton moved to come out of Non-Public Session at 8:15 PM. Seconded by Mrs. Phillips. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes; Mrs. Phillips – yes. The motion passed.

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

Mr. Eaton moved to approve a step increase for Fire Captain James Saulnier from a Labor Grade 11, Step 10 to a Labor Grade 11, Step 11 based on a positive performance evaluation. Seconded by Mrs. Phillips. 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 8:17 PM.