

**Town of Auburn  
Board of Selectmen  
August 28, 2017**

**Selectmen Present:** James Headd, Richard Eaton & Dale Phillips

**Also Present:** Ed Gannon, Fire Chief; Paula Marzloff, Scott Norris, Mike & Linda Dross, Mickey Rolfe, Christine McLaughlin, Russ Sullivan, Tom LaCroix and Mike DiPietro, Residents; William Herman, Town Administrator; Kathryn Lafond, Executive Assistant

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

**Approval of Accounts Payable for Week of August 14<sup>th</sup>, 2017**

***Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$113,559.62 for the week of August 14<sup>th</sup>, 2017; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

**Approval of Payroll for Week of August 21<sup>st</sup>, 2017**

***Mr. Eaton moved to approve the Payroll Manifest in the amount of \$45,391.87 for the week of August 21<sup>st</sup>, 2017; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

**Approval of Accounts Payable for Week of August 21<sup>st</sup>, 2017**

***Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$1,583.33 for the week of August 21<sup>st</sup>, 2017; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

**Approval of Accounts Payable for Week of August 28<sup>th</sup>, 2017**

***Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$111,984.57 for the week of August 28<sup>th</sup>, 2017; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

**Consent Agenda – Week of July 31<sup>st</sup>, 2017**

Office of Highway Safety / 2017 STEP Grant

Grant Agreement No Cost Modifications

NH Department of Revenue Administration / 2017 MS-535 Form

Financial Report of the Town Budget for period ending December 31, 2016

Supplemental Accounts Payable Manifest / August 28, 2017

\$6,210.00

BOS Payroll Transfer – Payroll #19

\$54,000.00

Warrant to Collect Taxes / Land Use Change Tax

113 Harvard Avenue (Tax Map #9, Lot #28-1-26) - \$15,000.00

134 Haven Drive (Tax Map #5, Lot #29-1) - \$12,000.00

Request for Abatement / Refund

Calef Lake Camping Area (Tax Map #5, Lot # 65-ORA-17) - \$26.00

Pistol/Revolver License

Six (6) 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.***

**Public Hearing**

The board held a public hearing for the purpose of receiving public comment concerning the acceptance of Winchester Way as a Class V road pursuant to the provisions NH RSA 674:40-a and the Town of Auburn "Policy for the Acceptance of Town Roads". Mr. Eaton recused himself. There were no comments from the public.

***Mrs. Phillips moved to accept Winchester Way as a Class V town road; Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.***

**Appointments with the Board**

Ed Gannon, Fire Chief – Review MRI Recommendations for Fire Department

Chief Gannon presented the Board with binders and explained that the recent MRI study resulted in 71 recommendations for the Fire Department, he has classified those recommendations in the provided binders as "doing", "to do" and "done". Chief Gannon indicated that to date he and the department have completed 52 and are currently working on 8. Additionally he had set forth 21 goals for the department, these were established from input from the MRI study and his own vision. To date, the department

has completed 13 and are actively working on 4 at this time. Part of MRI's recommendations and his own goals he has tasked a committee to update the departments SOG's, approximately 80% are done. 60% of them have been reformatted in the format suggested by MRI. Chief Gannon explained the process he has established for the updating of the SOG's and noted that the policy to be presented later this evening incorporates this process and adds a review and input from the Board of Selectmen. Chief Gannon indicated that he would like the Fire Department to finish their part of the process on all of the SOG's and present them all to the Board at once so that they don't have to have 26+ meetings to adopt SOG's. The Board did not object to this. Chief Gannon added that each member of the department will have a card in their file on which they will sign off that they have received, read and understand each of the departments SOG's. Chief Gannon continued to brief the Board on his provided report and noted that he has left sections for the Selectmen to jot down comments, input and questions. Chief Gannon noted that some of the MRI recommendations and department goals have monetary consequences so the Board input and direction is necessary in order to complete those items. Chief Gannon discussed response times with the Board as well as vehicle maintenance, information regarding both is in each binder provided to the Selectmen. Chief Gannon went on to explain the promotional program that the department has implemented and explained that this provided clear direction for the volunteer fire department and provided them the opportunity to set and achieve goals. Finally, a formal complaint form and process has been established with the help of Fire Department member Rick Dennis who works in Human Resources. Chief Gannon encouraged the Board to read through the binders and let him know if they have any questions, concerns or input. Mr. Headd stated that the report provided was nice. The Board thanked Chief Gannon for his time.

## **New Business**

### Draft Policy for Adoption of Fire Department Regulations

Chief Gannon again gave an overview of the process for updating and adopting the Fire Department Regulations. Chief Gannon indicated that the policy reflects this process. The Board and Chief Gannon agreed to the process set forth by the policy.

***Mrs. Phillips moved to adopt the "Adoption of Fire Department Policy" Policy as presented; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.***

### Resignation of Cemetery Trustee

The Board reviewed a letter of resignation from Mr. Paul Therrien from the Cemetery Trustee board.

***Mrs. Phillips moved to accept with regrets the resignation of Mr. Paul Therrien as Cemetery Trustee; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.***

### LWCF Grant Program – Wayne Eddows Memorial Fields

Mr. Herman informed the Board that the “Intent to Apply” has been filed and acknowledged by the State. The town is now waiting for an invitation to apply for funding. Mr. Herman noted that the entire application process could take approximately one year.

### 2017-2018 Road Salt Quotations

The Board reviewed quotes from Eastern Minerals, Inc. and Morton Salt, Inc. Eastern Mineral quoted \$54.00 per ton, Morton Salt is higher. Mr. Herman also noted that the town had been using Eastern Minerals. The Board was agreeable with the Road Agent locking in the proposed price from Eastern Minerals.

### Surety Reduction – Mt. Miner Subdivision, Phase 1 & Phase II

The Board reviewed the recommendation from the Planning Board to reduce the Letter of Credit held for the Mt. Miner Subdivision to \$68,162.60.

***Mrs. Phillips moved to approve the reduction of the Mt. Miner Subdivision to \$68,162.60 for the remaining roadway work; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.***

### Proposals for Town Hall Front Porch

One bid was received in the amount of \$86,373.33. Mr. Herman noted that there is no money in this year’s budget to fund that amount. The Board discussed perhaps having a cost estimate done for the work and putting the project out to bid again in the spring.

***Mr. Eaton moved to reject the proposals received without prejudice, and to re-advertise the project in the late winter / early spring of 2018; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

### Plan Development for Town Building Proposal

The Board reviewed a proposal to prepare a design for the proposed Police department and Parks and Recreation department storage building. The Board agreed that they need to have a design drawing done if they want to put something forward to the voters in March.

***Mr. Eaton moved to accept the proposal received from Alternative Designs, Inc. in the amount of \$8,800.00; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

### Request for Opposition to Longer/Heavier Trucks

The Board reviewed an email from the Coalition Against Bigger Trucks seeking their support. The Board agreed that they were not interested in acting on this item.

## **Old Business**

### Joint Meetings with Auburn School Board

The Board reviewed a proposed meeting schedule for joint meetings with the School Board. Mr. Herman noted that the four meetings would alternate venue, two would be held at a Selectmen's meeting and two would be held at a School Board meeting. The Board was in agreement with the proposed schedule.

### Report on Auction of Tax Deeded Properties

Mr. Herman indicated that the auction was held August 26<sup>th</sup> at 10:00 a.m. There were 22 bidders and all three lots sold at approximately their assessed value. Mr. Herman noted that the buyers have 45 days to close and if the sale falls through for any reason the property would go back out to the second highest bidder.

### Draft Policy – Restoring Involuntarily Merged lots.

The Board indicated that they had reviewed the policy and it gives clear direction to residents who wish to restore their merged lots, the town employees, and the Selectmen.

### NHDES Update on PFA's Sampling – Former Landfill Property

Mr. Herman summarized that DES is asking the town to take another sampling in November and then they will let the town know how to proceed in the future. Mr. Herman noted that Stantec would provide a cost estimate to complete the sampling.

## **Other Business**

A letter with pictures was received from Kevin Dandrade of Pingree Hill Road regarding the use of ATV's on the Nutt Road trail and water withdrawal from the Cohas Brook. Mr. Herman informed the Board that he forwarded the letter over to the Police Department. The Board was provided an environmental fact sheet prepared by NHDES regarding Intermittent Water Withdrawals from Surface Waters which indicates that the water withdrawal that Mr. Dandrade describes may be permissible. Mr. Eaton suggested that the Conservation Commission look into the use of the Nutt Road walking trail. The Board agreed with this.

Road Agent Dross informed the Board that Nutt Road will be paved Wednesday, there will be driveway tie-ins and clean up to do but they will be moving on to Rockwood Terrace.

Mrs. Phillips noted that the Special Election to fill the vacant State Representative positions will be September 26<sup>th</sup>.

## **Minutes**

### August 7<sup>th</sup>, 2017 Public Meeting

***Mr. Eaton moved to approve the minutes of the August 7<sup>th</sup>, 2017 public meeting; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

## **Non-Public Session**

***Mr. Eaton moved to enter into Non-Public Session pursuant to the provisions of RSA 91-A: 3, II (c) Reputation of someone other than a member of the Board; seconded by Mr. Headd. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes; Mrs. Phillips – yes. The motion passed at 7:44 p.m.***

Meeting in Non-Public Session with the Selectmen were Town Administrator Herman and Executive Assistant Lafond.

***Mr. Eaton moved to come out of Non-Public Session; seconded by Mr. Headd. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes; Mrs. Phillips – yes. The motion passed at 8:01 p.m.***

***Mr. Eaton moved to seal the minutes of the non-public session; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

## **Adjourn**

***Mr. Headd moved to adjourn; Mrs. Phillips seconded the motion. All were in favor, the meeting was adjourned at 8:03 p.m.***