

**Town of Auburn
Board of Selectmen
November 6, 2017**

Selectmen Present: James Headd, Richard Eaton & Dale Phillips

Also Present: Don Dollard, Cemetery Trustee, Amy Lachance, David Nye, Margie McEvoy, Pat Kelly, Lisa Canavan, Zach Eaton & Mike Dobmeier, Recreation Commission; Ed Gannon, Fire Chief, Nancy Mayland & Kathy Growney, Griffin Free Public Library; Paula Marzloff, Scott & Karen Norris, & 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 Payroll for Week of October 30th, 2017

Mr. Eaton moved to approve the Payroll Manifest in the amount of \$44,903.78 for the week of October 30th, 2017; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Approval of Accounts Payable for Week of November 6th, 2017

Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$926,375.85 for the week of November 6th, 2017; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Consent Agenda – Week of November 6th, 2017

Warrant/Yield Tax

Camp Carpenter – Rattlesnake Hill Rd (Tax Map #1, Lot #2) - \$1,118.01

Escrow Agreement/Construction Monitoring

Wayne Kenney Builders, LLC – Severance Brook Condominium (Tax Map #31, Lot #19)
- \$5,420.00

Escrow Agreement/Reclamation of Subdivision Improvements

Wayne Kenney Builders, LLC – Severance Brook Condominium (Tax Map #31, Lot #19)
- \$41,761.50

Abatement/Refund Request

Paul Lally – Vacated Campsite, 593 Chester Road (Tax Map #5, Lot #65-Org-05) - \$89.00

Jennifer Courtemanche – Vacated Campsite, 593 Chester Road (Tax Map #5, Lot #65-Org-17) - \$145.00

Permanent Application for Property Tax Credit/Veteran's Credit

Stephen Powers – 357 Rattlesnake Hill Road

Steven P. Mynczywor – 30 Sherlock Trail

Gary Desruisseaux – 108 Spruce Lane

Robert & Suzanne Schanck – 494 Pingree Hill Road

Manifest/Void Check

Performance Bond Refund – Boxwood Estates - \$37,133.50

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

Appointments with the Board

Melissa Gates – Fundraising Concept for Radar Trailer

Mr. Herman informed the Board that Ms. Gates had a medical issue to address and would like to postpone meeting with the Board until next week.

Fiscal Year 2018 Budget Presentations

Cemetery

Account Number	Account Description	Proposed Amount	Approved Amount
01-4195-3-380-0	Cemetery Mowing	\$11,500.00	\$11,500.00
01-4195-3-380-1	Cemetery Fertilization	\$1,130.00	\$1,130.00
01-4195-3-388-0	Cemetery Property Maintenance	\$7,000.00	\$7,000.00
01-4195-3-390-0	Cemetery Mapping	\$1,500.00	\$1,500.00
01-4195-5-550-2	Longmeadow Cemetery	\$2,000.00	\$2,000.00
01-4195-5-660-0	Cemetery Supplies	\$600.00	\$600.00
01-4195-5-690-0	Cemetery Miscellaneous	\$300.00	\$300.00
01-4195-5-720-0	Cemetery Mileage	\$300.00	\$300.00
01-4195-6-645-0	Cemetery Dues & Mileage	\$100.00	\$100.00

Mr. Dollard informed the Board that the proposed budget reflects a reduction. Mr. Dollard also informed the Board that he would like to encumber \$5,545.00 of the funds taken out of the Longmeadow Cemetery trust funds to contract with Shadetree Landscaping.

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

Parks & Recreation

Account Number	Account Description	Proposed Amount	Approved Amount
01-4520-0-001-1	Recreation Senior Trip	\$7,000.00	\$7,000.00
01-4520-0-001-2	Recreation Family Events	\$16,150.00	\$16,150.00
01-4520-0-001-3	Recreation Basketball Program	\$1,280.00	\$1,200.00
01-4520-0-001-4	Recreation Ski Program	\$2,800.00	\$2,800.00
01-4520-0-001-6	Recreation Community Service Award	\$750.00	\$750.00
01-4520-0-001-7	Recreation Soccer Program	\$1,900.00	\$1,900.00
01-4520-0-001-8	Recreation Senior Dinners	\$1,800.00	\$1,800.00
01-4520-2-250-1	Recreation Mileage Reimbursement	\$1,200.00	\$1,200.00
01-4520-3-360-1	Recreation Playground & Parks	\$3,000.00	\$3,000.00
01-4520-5-550-0	Recreation General Maintenance	\$20,175.00	20,175.00
01-4520-5-550-4	Recreation Ice Rink	\$11,300.00	\$1,800.00
01-4520-5-560-1	Recreation Trash Removal	\$600.00	\$600.00
01-4520-5-560-2	Recreation Chemical Toilets	\$5,400.00	\$5,400.00
01-4520-6-670-0	Recreation Office Supplies	\$200.00	\$200.00
01-4520-5-610-0	Recreation Tools	\$9,430.00	\$5,000.00

Mrs. Lachance noted that the fertilization quotes and the dugout expenditures were the two outstanding items relating to the proposed budget from the previous meeting with the board. Mr. Rick Eaton indicated that he had talked to Mrs. Lachance about the fertilization needs and with both companies, Mainly Grass and Highest Quality Lawn Care. Mr. Eaton

continued that Highest Quality will offer a prepayment discount which put the bid cost lower than Mainly Grass.

Mr. Zach Eaton informed the Board of the dugout progress and explained that there has been some unexpected dirt work that has cost extra so he does not anticipate having funds left over to encumber. Mr. Eaton noted that he estimates that the project will be over-expended by \$419.00 to complete 4 of the 6 dugouts but the requested \$5,500 should be enough to complete the two remaining dugouts plus the fencing next year. The Board was agreeable to the proposed plan and would deal with the over-expenditure of \$419.00.

The Board reviewed the Recreation General Maintenance budget line and Mr. Eaton noted the proposed cost for tree cutting. Mr. Nye indicated that tree maintenance has not been done in the past two years as a result of budget cuts and it really needs to be done. Mr. Nye noted that the cost would be reduced to fund just maintenance in the following years.

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

Land Improvements

Account Number	Account Description	Proposed Amount	Approved Amount
01-4901-3-910-3	Recreation Improvements	\$93,861.00	\$20,000.00

Mr. Herman informed the Board and Recreation Commission that last week the town was invited to apply for the grant that could potentially help fund the remaining work to the auxiliary parking lot at the Wayne Eddows fields and the proposed walking path. Mr. Nye indicated that he would like to sit down with Mr. Herman to go over the project costs prior to submitting the grant. The Board agreed to remove the walking path and lighting from the Recreation Improvements budget line and budget \$20,000 for the remaining work items proposed.

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

Emergency Management

Account Number	Account Description	Proposed Amount	Approved Amount
01-4290-0-550-0	OEM (FEMA) Expenditure	\$1.00	\$1.00
01-4290-3-390-1	OEM Training	\$200.00	\$200.00
01-4290-3-395-1	OEM Public Media	\$8,100.00	\$8,100.00

01-4290-6-610-1	OEM Equipment & Gear	\$125.54	\$125.54
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Chief Gannon informed the Board that based on a recommendation from MRI he has included \$8,100 to fund a notification system called Everbridge. Chief Gannon indicated that the fire and police could utilize this system to notify the community and those passing through the community of emergency situations via text message, Facebook, twitter, etc. Chief Gannon continued that this system could be utilized out in the field from a smartphone or tablet to instantly notify subscribers of emergencies. Chief Gannon and Melissa Gates would be joint administrators and they are more than willing to work with Lori Collins at the school and town officials to get other alerts out. For instance, if the school needs to be closed unexpectedly or for non-emergent situations such as a reminder about a town event like the annual duck race. Chief Gannon stated that the initial setup costs \$8,100 and there is an annual fee for maintenance and updates in the amount of \$7,100. Mrs. Phillips stated that it is a good idea but the annual fee is high. Mr. Eaton agreed but would like to give it a try to see if word is able to get out to the public more efficiently and effectively. Mrs. Phillips wondered if the towns ISO rating would be affected. Chief Gannon commented that it may reduce as a result of a mass alert system.

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

Ambulance

Account Number	Account Description	Proposed Amount	Approved Amount
01-4215-3-390-1	Derry Ambulance Service	\$83,896.00	\$83,896.00

Mr. Herman noted that the town of Derry fiscal year is different from Auburn's but this proposed amount reflects in part contracted amount. Mr. Herman continued that the town is in the process of renewing the contract and Derry is willing to level fund the first year of the new contract. Mr. Herman informed the Board that a new contract should be presented to the Board in a week or two.

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

Machinery, Vehicles & Equipment

Account Number	Account Description	Proposed Amount	Approved Amount
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01-4902-7-700-1	Fire Apparatus Lease/Purchase	\$72,696	\$72,696
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Chief Gannon indicated that this budget line funds the annual payment for Engine 1 the ladder truck.

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

Fire

Account Number	Account Description	Proposed Amount	Approved Amount
01-4220-3-370-1	Fire Occupational Health & Safety	\$500.00	\$500.00
01-4220-3-390-2	Forest Fires	\$1.00	\$1.00
01-4220-3-390-3	Fire Equipment Maintenance	\$4,200.00	\$4,200.00
01-4220-3-390-4	Fire Radio Repair	\$1,000.00	\$1,000.00
01-4220-3-390-5	Derry Dispatch	\$48,241.50	\$48,241.50
01-4220-3-390-7	Fire & Rescue Training	\$17,000.00	\$17,000.00
01-4220-3-390-8	Fire Hazmat	\$6,700.00	\$6,700.00
01-4220-5-550-1	Fire Building Maintenance	\$9,000.00	\$9,000.00
01-4220-6—610-1	Fire & Rescue New Equipment	\$15,000.00	\$15,000.00
01-4220-6-610-4	Fire New Radios	\$4,200.00	\$4,200.00
01-4220-6-610-6	Fire SCBA Maintenance	\$5,000.00	\$5,000.00
01-4220-6-611-1	Fire Water Hydrants	\$10,000.00	\$10,000.00
01-4220-6-640-0	Fire Dues, Subscriptions and Software	\$4,000.00	\$4,000.00
01-4220-6-660-1	Fire Rescue Supplies	\$2,000.00	\$2,000.00
01-4220-6-660-2	Fire Protective Clothing	\$14,000.00	\$14,000.00
01-4220-6-670-1	Fire Office & Cleaning Supplies	\$2,500.00	\$2,500.00
01-4220-6-690-1	Fire Misc Grant	\$7,236.00	\$7,236.00
01-4220-6-690-2	Fire Dry Hydrants	\$500.00	\$500.00
01-4220-6-690-3	Information Technology	\$2,000.00	\$2,000.00
01-4220-7-700-1	Fire Truck Lease/Purchase	\$0.00	\$0.00

01-4220-7-710-1	Fire Truck Maintenance	\$34,000.00	\$34,000.00
01-4220-7-720-1	Fire Apparatus Fuel	\$9,000.00	\$9,000.00

Chief Gannon briefly summarized for the Board some accomplishments the fire department has made this year including a large ceiling fan in the bays at the safety complex, sealing doors and windows and mitigating mold behind the sheetrock in the bays. Chief Gannon indicated that Gemini electric will be addressing outlets in the bays that are having issues. Chief Gannon informed the Board that the proposed budget has some increases such as an increase to protective clothing for the replacement of outdated gear, truck maintenance now includes a preventative maintenance program, and information technology will now be budgeted for. Chief Gannon indicated to offset the proposed increase to the fire department operating budget the Fire Personnel Stipend line is being reduced by \$18,000, the difference results in an overall decrease of \$4,000. Chief Gannon noted that the reduced to the stipend line is appropriate, the department previously was increasing this line to eventually fund a third person but the recent MRI study saw no need for a third full-time person.

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

Chief Gannon briefly discussed the fire departments proposal to replace the rescue truck. The Board informed Chief Gannon that they support the warrant article to include \$100,000 from the fund balance.

Library

Account Number	Account Description	Proposed Amount	Approved Amount
01-4550-3-340-0	Library Operating Expenses	\$44,081.00	\$44,081.00

Library Director Kathy Growney and Trustee Nancy Mayland presented the proposed budget. Ms. Growney indicated that they are requesting an increase to lending materials to include more diverse materials that are in demand such as health and science. The proposed budget reflects an increase in the computer systems to install a firewall. Mrs. Growney stated that this is important since they have computers for the public to use. Equipment is increased to fund bookshelves for the children's books which are large thin books and don't fit well on the current shelves. Mrs. Mayland informed the Board that the current shelving was donated to the library from the state some time ago. Mrs. Mayland commented that the building is aging so the maintenance budget needs to be increased

Ms. Growney indicated that this year they experienced a power surge that flooded the basement. Mrs. Mayland added that every year rotted boards need to be replaced and painting needs to be done. Ms. Growney informed the Board that they are proposing an increase to supplies, as the library gets used more often more supplies are needed such as toilet paper, copy/printer paper, etc. Ms. Growney presented graphs that show year to year comparisons of circulation, Facebook likes and patron count. (GRAPHS ATTACHED). Ms. Growney added that the programs and summer reading program has been very well attended, with the solar eclipse event being the biggest to date with 150+ people. Mrs. Phillips stated that the little building provides a lot of programs. Ms. Growney agreed and noted that the community is becoming aware. The final proposed increase was to fund higher speed internet. Mrs. Mayland informed the Board that with some many draws from patrons and staff the internet speed was too slow. Ms. Growney agreed that at times the slow speed was resulting in it taking 20 minutes to print something from the internet.

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

New Business

Mosquito Control

Mr. Herman asked if the Board wanted to receive a quote for services. The Board agreed no, the voters eliminated this from the budget last year.

Town Wide Assessing Update in 2018

Mr. Herman indicated that the Board previously approved the update, would they like Avitar to secure a bond for the work. The Board agreed that they did.

Mr. Eaton moved to require a bond for the work performed by Avitar Associates per the Revaluation/Update agreement and authorize the additional cost of \$2,985.00 for the bond; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Request for Street Lights – Winters Way & Bypass 28

The Board reviewed a request from a resident for a street light. Mrs. Phillips indicated that Route 28 is a state maintained road and suggested that the request is forwarded to the state. The other Board members agreed.

Report on Drainage Issue – 40 Murray Hill Road / Dearborn Road

The Board reviewed a memo from Stantec Consulting regarding a drainage concern from a resident of Candia. Mr. Herman indicated that the resident believed a drainage issue was created as a result of roadwork on Dearborn Road, Stantec reviewed the area and it appears that the drainage pattern has not changed. The Board agreed that a letter and a copy of Stantec's memo should be addressed to the Candia resident.

Old Business

Update of Land and Water Conservation Fund Grant Program

Mr. Herman noted that as mentioned earlier the town is in receipt of the invitation to apply for the grant. The application deadline is January 12th. Mr. Herman added that Stantec cost estimate is approximately \$100,000 and this grant would fund 50/50%.

Other Business

Mr. Herman suggested that the Board budget funds for training conferences for the Parks and Recreation Coordinator like they do for other positions. The Board was agreeable with this and directed that the funds be budgeted for in the Conferences, Seminars, and Dues budget line.

Minutes

October 23rd, 2017 Public Meeting

Mr. Eaton moved to approve the minutes of the October 23rd, 2017 public meeting; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

October 23rd, 2017 Non-Public Meeting (x2)

Mr. Eaton moved to approve the minutes of the October 23rd, 2017 Non-public meetings; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

October 25th, 2017 Public & Non-Public Meeting

Mr. Eaton moved to approve the minutes of the October 25th, 2017 public and non-public meeting; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

November 1st, 2017 Workshop Meeting

Mr. Eaton moved to approve the minutes of the November 1st, 2017 Workshop 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 (a) Job Performance evaluation of a public employee; seconded by Mr. Headd. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes; Mrs. Phillips – yes. The motion passed at 8:20 p.m.

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

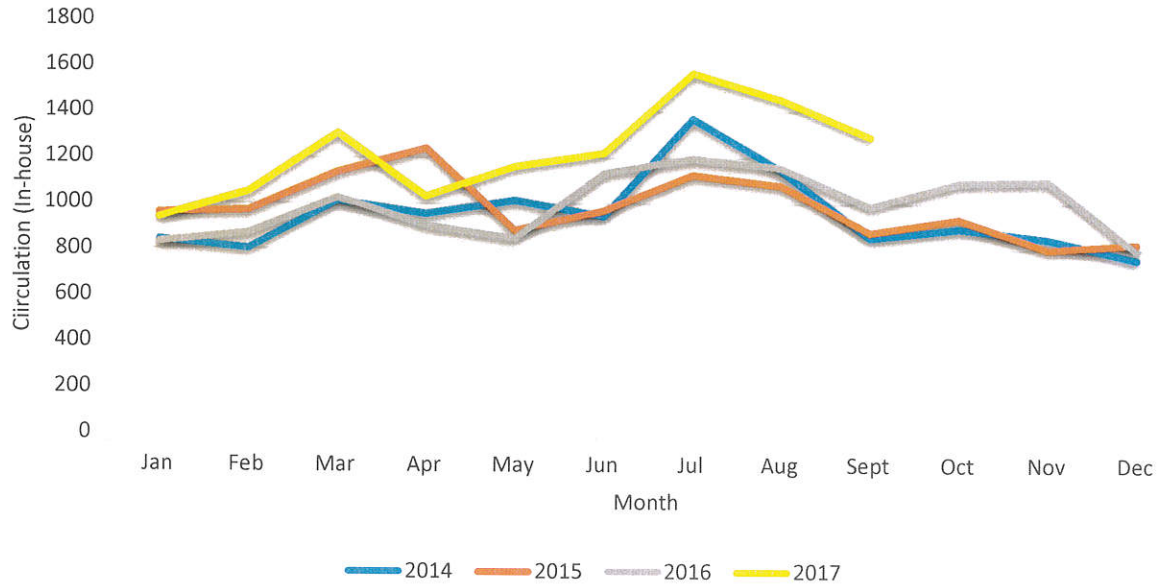
Mr. Eaton moved to come out of Non-Public Session at 8:42 PM. Second by Mrs. Phillips. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes; Mrs. Phillips – yes. The motion passed.

Mr. Headd moved to seal the minutes of the Non-Public Sessions. Second by Mr. Eaton. A vote was taken, all were in favor, the motion carried unanimously.

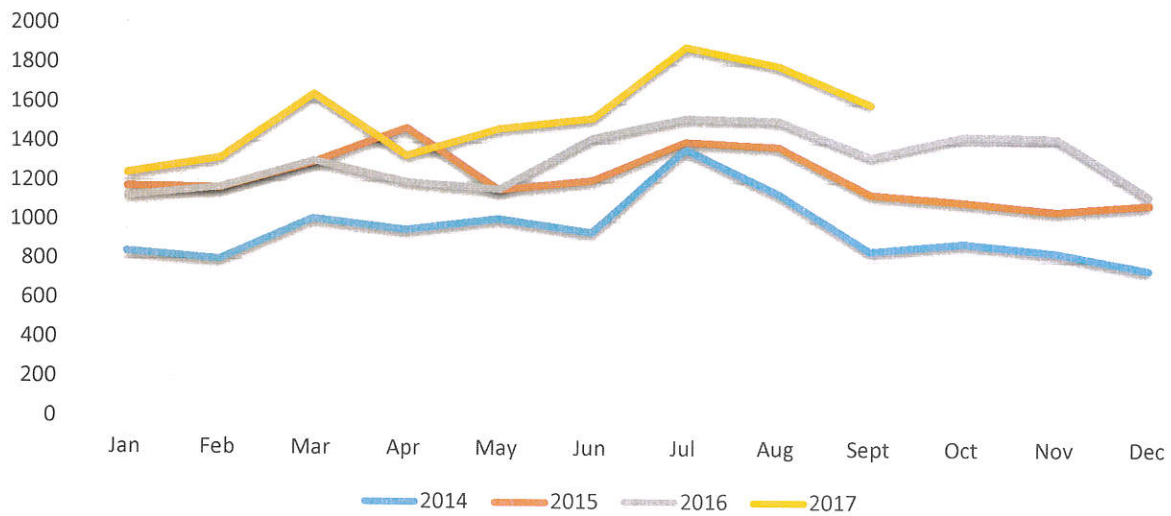
Adjourn

Mr. Headd moved to adjourn; Mr. Eaton seconded the motion. All were in favor, the meeting was adjourned at 8:43 p.m.

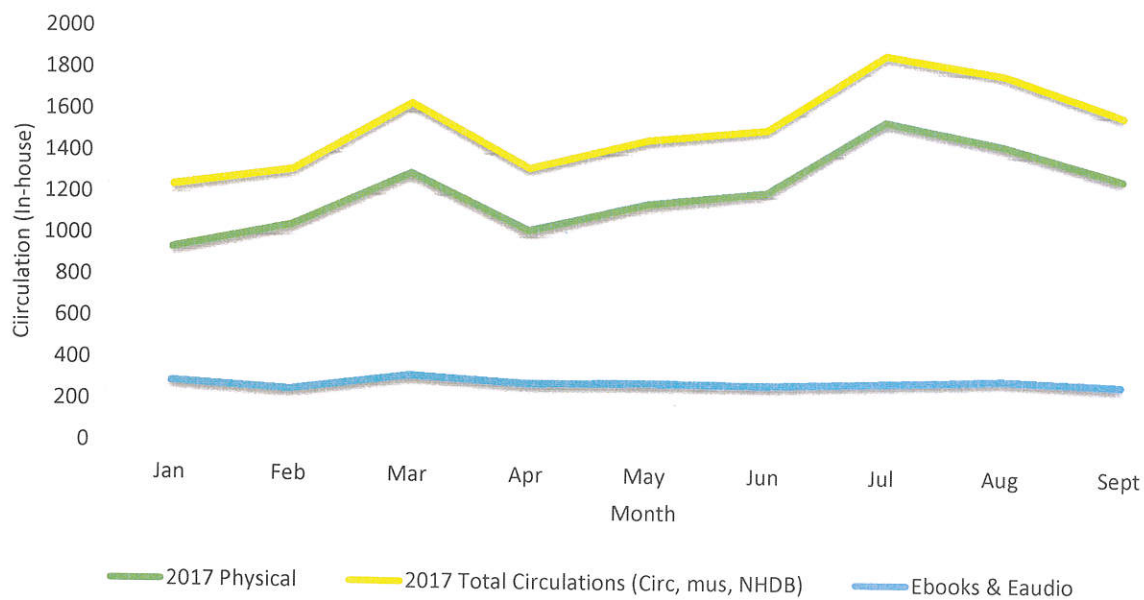
Physical Items Circulation



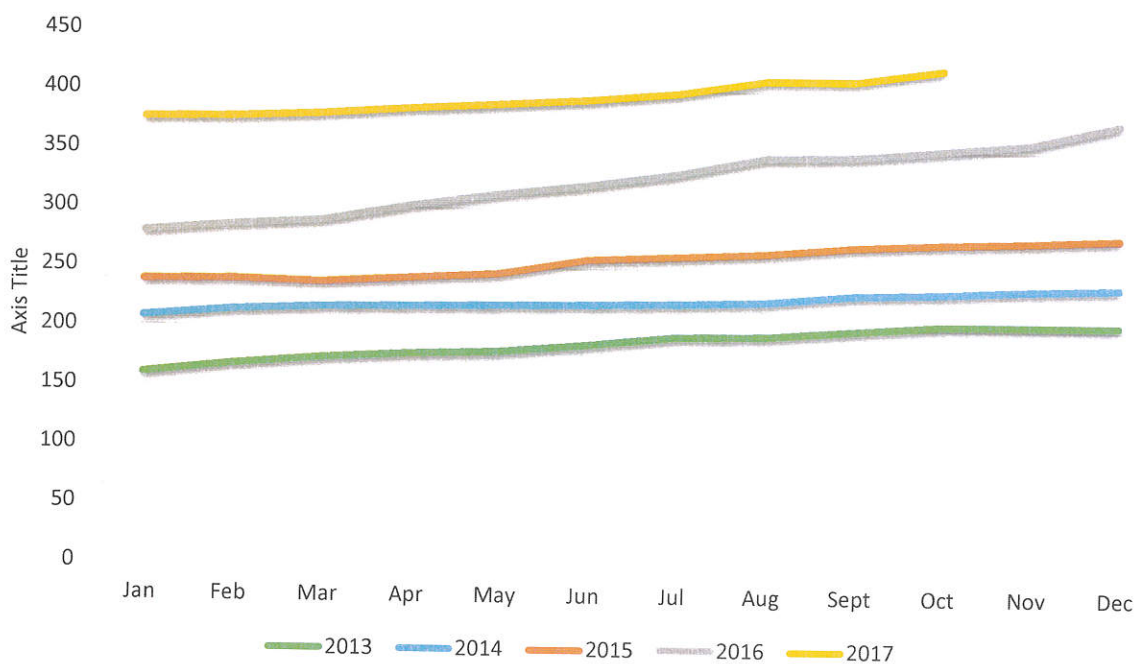
Total Circulations (Physical & Electronic Excluding Databases)



2017 Circulation To Date



Facebook Likes



Patron Count

