

**Town of Auburn
Board of Selectmen
November 13, 2017**

Selectmen Present: James Headd, Richard Eaton & Dale Phillips

Also Present: Jeff Porter, Conservation Commission; Ed Picard, Ray Pelton, Dave Dion, Lil Deeb, Melissa Gates, Police Department; Ed Gannon, Fire Chief; Jess Edwards, Matt Paquin, Mike & Linda Dross, Mickey Rolfe, Mike Dobmeier, 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 November 13th, 2017

Mr. Eaton moved to approve the Payroll Manifest in the amount of \$45,517.96 for the week of November 13th, 2017; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Consent Agenda – Week of November 13th, 2017

Certificate of Assessing Officials / NH Department of Revenue Administration

2017 Equalization Municipal Assessment Data

Notice of Intent to Cut Wood or Timber

Rockingham Road (Tax Map #8, Lot #19) – 1.48 acres

Land Use Change Tax Warrant

65 Juniper Circle (Tax Map #8, Lot #25-23) - \$13,500

Notice of Property Lien

543 Bunker Hill Road (Tax Map #5, Lot #85-3) - \$534.60

Contract for Statistical Update

Avitar Associates of New England – Revaluation/Update Agreement
NH Department of Revenue Administration – 2017 Equalization Municipal Assessment Data Certificate

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

Pursuant to RSA 31:95-b and Article 14 of the 2000 town meeting the Board of Selectmen held a public hearing for the purpose of receiving public comment concerning the acceptance and expenditure of the following unanticipated revenue:

Receipt of \$137,228.26 from the State of New Hampshire as additional funding for local highway aid that is not already locally budgeted.

Mr. Headd relayed that the Board would like to authorize the expenditure of this revenue for the following projects:

Salt storage facility - \$75,000

Temporary driveway access for properties affected by closure of Griffin Mill Bridge - \$15,000

Engineered plans for multi-use path along Route 121 from Eaton Hill Road to Shore Drive - \$30,000

Drainage system improvements for Dartmouth Drive - \$17,228.26

Mr. Edwards asked regarding the salt storage facility. Mr. Eaton explained that the proposal for the facility includes an installed foundation and a 32' x 48' Calhoun Super Structure. Mr. Eaton added that the current wooden structure is not big enough for the town's needs. Mr. Edwards asked if this new facility would replace the existing structure. Mr. Dross indicated it would not and went on to explain that during winter storms that last a few days the town runs out of material to put on the roads. Mr. Eaton asked Mr. Dross who was doing the paving work. Mr. Dross stated, "we are". Mr. Eaton pointed out that the proposal from Iron Horse for the salt storage facility isn't clear on that and asked Mr. Dross to have the company clarify in their proposal that paving is not included.

Mr. Eaton noted that the town was very close to being awarded the grant for the multi-use path and the Board hopes that with engineered plans the town will be more likely to receive the grant. Mr. Herman noted that the town can reapply for the grant toward the end of next year.

Mr. Eaton moved to accept \$137,228.26 from the State of New Hampshire as additional funding for local highway aid and to authorize the expenditure of these funds for the following projects: Salt storage facility - \$75,000, Temporary driveway access for properties affected by closure of Griffin Mill Bridge - \$15,000, Engineered plans for multi-use path along Route 121 from Eaton Hill Road to Shore Drive - \$30,000, Drainage system improvements for Dartmouth Drive - \$17,228.26; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Mrs. Phillips moved to accept the proposal from Iron House Structures of North Conway for a 32' x 48' salt storage facility at a cost of \$74,975 and to authorize the Town Administrator to sign the proposal on behalf of the Town of Auburn; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Mr. Eaton asked again that the proposal from Iron Horse be amended to clarify that the paving work is not included.

Mr. DiPietro asked if these expenditures used up the entire grant. The Board indicated that it did.

Appointments with the Board

Melissa Gates – Fundraising Concept for Radar Trailer

Ms. Gates informed the Board that the Police Department had been awarded a grant that would pay for 50% of the cost of a radar trailer, however, the warrant article that would have authorized this funding and purchase of the trailer was not passed by the voters in March. Ms. Gates indicated that she would like to fundraise for half the cost of the trailer and then reapply for the grant.

Mrs. Karen Norris informed the Board that she has not been able to be more active in fundraising for the skate park which she had proposed some time ago and she has found no one else to take it on. Mrs. Norris indicated that she would like to take the donations collected for the skate park and use them for this purpose instead. Mr. Herman explained to the Board that the town has accepted the monies from the raffles so it is at the Boards direction how those funds are expended. Mr. Herman continued that as for the direct donations that the town has received, the town can send letters asking the donors if they approve of this change of use and if not their donation can be refunded to them. The Board was agreeable with sending the letters and using the funds from the raffles for the radar trailer.

Mrs. Phillips moved to authorize fundraising efforts as presented for the purpose of raising 50% of the cost of a new radar trailer to be used by the Auburn Police Department; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Fiscal Year 2018 Budget Presentations

Conservation

Account Number	Account Description	Proposed Amount	Approved Amount
01-4611-3-390-0	Conservation Professional Services	\$500.00	\$500.00
01-4611-3-390-2	Conservation Maps & Supplies	\$350.00	\$350.00

01-4611-6-645-1	Conservation Education	\$500.00	\$500.00
01-4611-6-645-2	Conservation Dues & Memberships	\$600.00	\$600.00
01-4611-6-660-1	Conservation Natural Resource Inventory	\$1.00	\$1.00

Mr. Porter presented the proposed Conservation budget as level funded from the current year.

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

Police

Lieutenant Pelton presented a PowerPoint presentation of the Police department's year in review that included accolades, accomplishments, call statistics and other highlights. Lt. Pelton relayed that the department conducted a number of patrols that were funded through the "hands-free" grants, overdoses and deaths are down, Anita Lombardo was hired as a full-time officer, and the department reestablished bicycle patrols. Lt. Pelton also informed the Board that the department will be proposing to hire another full-time officer in July of next year. This would bring the department to 10 full-time officers which would allow for 2 officers to be on the road doing patrols each shift. Lt. Pelton added that the part-time hours proposed for next year have been decreased with the shift to more full-time officers.

Account Number	Account Description	Proposed Amount	Approved Amount
01-4210-1-150-1	DWI & Sobriety Checkpoint Patrols	\$5,000.00	\$5,000.00
01-4210-1-150-2	Selective Traffic Control	\$4,000.00	\$4,000.00
01-4210-1-150-3	Police Witness Fees	\$2,000.00	\$2,000.00
01-4210-1-150-4	PD OHRV	\$1.00	\$1.00

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

Police cont.

Account Number	Account Description	Proposed Amount	Approved Amount
01-4210-2-290-1	Police Uniforms	\$7,900.00	\$7,900.00
01-4210-3-340-1	Police Computer Services	\$23,500.00	\$23,500.00

01-4210-3-360-1	Police Custodial Services	\$7,120.00	\$7,120.00
01-4210-3-370-1	Police Medical Services	\$1,200.00	\$1,200.00
01-4210-3-390-1	Police Court Prosecutor	\$19,100.00	\$19,100.00
01-4210-3-390-1	Police Radar	\$1,145.00	\$1,145.00
01-4210-3-390-2	Police Radio Maintenance	\$6,200.00	\$6,200.00
01-4210-3-390-3	Police Training	\$5,000.00	\$5,000.00
01-4210-3-390-4	Police Photography	\$300.00	\$300.00
01-4210-3-391-0	Police Public Relations	\$3,500.00	\$3,500.00
01-4210-5-560-1	Police Plant Costs	\$8,000.00	\$8,000.00
01-4210-6-610-1	Police Equipment	\$5,000.00	\$5,000.00
01-4210-6-610-2	Police Office Equipment	\$2,000.00	\$2,000.00
01-4210-6-630-1	Police Postage	\$600.00	\$600.00
01-4210-6-640-1	Police Subscriptions	\$4,000.00	\$4,000.00
01-4210-6-660-1	Police Firearms	\$5,800.00	\$5,800.00
01-4210-6-660-2	Police Supplies	\$2,250.00	\$2,250.00
01-4210-6-660-3	Police Canine Supplies	\$3,000.00	\$3,000.00
01-4210-6-660-4	Police Commission Expenses	\$100.00	\$100.00
01-4210-6-670-1	Police Office Supplies	\$2,250.00	\$2,250.00
01-4210-6-680-1	Police Advertising	\$200.00	\$200.00
01-4210-6-690-1	Police Other Contingencies	\$200.00	\$200.00
01-4210-7-700-1	Police Cruisers	\$71,520.00	\$71,520.00
01-4210-7-700-2	Police Motorcycle	\$3,500.00	\$3,500.00
01-4210-7-710-1	Police Cruiser Maintenance	\$10,550.00	\$10,550.00
01-4210-7-720-1	Police Cruiser Fuel	\$25,000.00	\$25,000.00

Lt. Pelton presented the proposed Police budget, the majority of the budget lines were presented as level funded or reflecting a decrease from the current year. The only lines reflecting an increase are Police Training and Police Cruiser.

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

Welfare

Account Number	Account Description	Proposed Amount	Approved Amount
01-4442-0-002-1	General Welfare Assistance	\$17,500.00	\$17,500.00

Ms. Lafond presented the proposed General Welfare Assistance which is increased by \$2,500.00. Ms. Lafond informed the Board that the number of applicants and qualifying recipients doubled from last year to this year and though the weather this fall has been mild there is still the potential of going over budget should any other residents apply and qualify this year. Ms. Lafond projected that with the cost of living increasing and the potential for increases to property tax the town may see more applicants in the coming year. Mrs. Phillips asked if there was an influx of requests for assistance in the winter. Ms. Lafond answered no, typically an influx is seen towards the spring when fuel and electric assistance provided by other entities has run out.

Mr. Eaton moved to approve the Welfare 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.

General Government

Account Number	Account Description	Proposed Amount	Approved Amount
01-4199-2-290-2	General Reimbursement	\$4,200.00	\$4,200.00
01-4199-3-310-2	General Consulting Services	\$21,490.00	\$21,490.00
01-4199-3-340-1	Contracts, Software & Maintenance	\$35,844.42	\$35,844.42

01-4199-3-390-1	Tax Map Update	\$6,100.00	\$6,100.00
01-4199-3-390-4	General Recording Fees	\$600.00	\$600.00
01-4199-5-410-1	Bank Charges/Fees	\$300.00	\$300.00
01-4199-6-610-1	General Office Equipment	\$5,500.00	\$5,500.00
01-4199-6-611-1	Copy Machine Lease	\$1,200.00	\$1,200.00
01-4199-6-620-3	Newsletter	\$18,500.00	\$18,500.00
01-4199-6-630-1	General Postage	\$7,500.00	\$7,500.00
01-4199-6-645-1	Conferences, Seminars & Dues	\$3,300.00	\$3,300.00
01-4199-6-670-1	General Office Supplies	\$7,500.00	\$7,500.00
01-4199-6-680-1	General Advertising	\$1,000.00	\$1,000.00
01-4199-6-690-1	Miscellaneous Budget Expenditures	\$750.00	\$750.00

Mr. Herman explained that there are proposed increases to Contracts, Software & Maintenance, Bank Charges/Fees, Newsletter, Conferences, Seminars & Dues and Miscellaneous Budget Expenditures. Mr. Herman noted that overall there is a decrease in the budget which is due to a reduction in the General Consulting Services.

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

Health

Account Number	Account Description	Proposed Amount	Approved Amount
01-4411-250-1	Health Mileage	\$100.00	\$100.00
01-4411-6-645-1	Health Dues & Memberships	\$255.00	\$2550.00

Mr. Herman explained that the proposed Health budget reflects a decrease.

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

New Business

Appointment to fill vacancy on Zoning Board of Adjustment

The Board reviewed a recommendation from the Zoning Board of Adjustment to appoint Peggy Neveu who is currently an alternate on the ZBA to the member positions left vacant by Jeffrey Benson.

Mr. Eaton moved to appoint Mrs. Peggy Neveu to a member of the Zoning Board of Adjustments, term to expire March 2019; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Other Business

Mr. Matt Paquin introduced himself to the Board and indicated that he is a resident of Saddle Hill Drive which is a newer development in Auburn. Mr. Paquin presented a sample of the water from the faucet from his residence and one from the town hall's kitchen for comparison and noted that the water quality out of his tap is poor even after a \$5,000 water treatment system. Mr. Paquin informed the Board that NH Department of Environmental Services is looking into the water quality of the 40 home subdivision and also indicated that the residents may seek legal action against the developer. Mr. Headd asked if the residents have representation at this point. Mr. Paquin stated not yet. Mrs. Phillips asked if the Building Inspector was aware of the situation. Mr. Paquin stated that he is not sure but he has provided a copy of a letter from NH DES which cc'd the Selectmen and he hopes that the Board will make the Building Inspector aware. The Board thanked Mr. Paquin for keeping them informed and wished him luck in his efforts.

Minutes

November 6th, 2017 Public Meeting

November 6th, 2017 Non-Public Meeting

November 8th, 2017 Workshop Meeting

Mr. Eaton moved to approve the minutes of the November 6th, 2017 Public Meeting, November 6th, 2017 Non-Public Meeting, and November 8th, 2017 Workshop Meeting; Mrs. Phillips 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 the provisions of RSA 91-A: 3, II (a) and (c) Job Performance evaluation of a public employee and matters which could affect the reputation of someone other than a member of the Board; Mr. Eaton seconded the motion. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes; Mrs. Phillips – yes. The motion passed at 8:07 p.m.

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

Chief Gannon exited the meeting.

Mr. Headd moved to come out of Non-Public Session at 8:57 PM. Mr. Eaton seconded the motion. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes; Mrs. Phillips – yes. The motion passed.

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

Mr. Eaton moved to approve a step increase for Firefighter Patrick Glennon from a Labor Grade 6, Step 16 to a Labor Grade 6, Step 17 based on a positive performance evaluation; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Mr. Eaton moved to promote Firefighter Patrick Glennon to the position of Lieutenant/EMT, Labor Grade 9, Step 9, effective on the pay period beginning December 24, 2017; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Adjourn

Mr. Eaton moved to adjourn; Mr. Headd seconded the motion. All were in favor, the meeting was adjourned at 8:59 p.m.