

**Town of Auburn  
Board of Selectmen  
November 20, 2017**

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

**Also Present:** Alan Villeneuve, Keith Leclair, Maureen Murgio & Janice Baker, School Board; Kari Lerner, State Rep. Linda Dross, Mickey Rolfe, Tom Lacroix, Paula Marzloff, Tom Gonyea & 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 November 20<sup>th</sup>, 2017**

***Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$109,579.64 for the week of November 20<sup>th</sup>, 2017; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

**Consent Agenda – Week of November 20<sup>th</sup>, 2017**

Appointment / Oath of Office

Margaret Neveu – Zoning Board of Adjustment

Application for Veteran's Tax Credit

Jamie Kiklis, 93 Steam Mill Road – Veteran War Credit (\$500) and Veteran Service-Connected Total and Permanent Disability Credit (\$2,000)  
David Sarette, 69 Hills Road – Veteran War Credit (\$500)

Notice of Property Lien

8 Sun Valley Road (Tax Map #18, Lot #24)

Pistol/Revolver License

Two (2) 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**

Pursuant to NH RSA 3674:40-a and the Town of Auburn Policy for the Acceptance of Town Roads the Board of Selectmen held a public hearing for the purpose of receiving public comment concerning the acceptance of Anderson Way as a Class V road.

Mr. Herman informed the Board that the acceptance has been recommended by the Planning Board. The Planning Board along with the Building Inspector, Stantec Consulting, and the Road Agent conducted a site walk of the road. Mr. Herman further indicated that everything required for the acceptance has been received.

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

## **Appointments with the Board**

### Quarterly Meeting with the School Board

Mr. Villeneuve commented that the warrant article for the proposed school renovations failed the last two years so the School Board went back to the drawing table and with a committee taking into consideration feedback from the community they reworked the proposed plan for renovations. The School Board presented a plan for the proposed renovation which reflected scaled back additions to the building and renovations to the cafeteria, it does not include a new gymnasium or changes to parking. Mr. DiPietro indicated that he sat on the committee that Mr. Villeneuve mentioned and the committee's goal was to meet the needs of the school but keep costs down. Mr. Villeneuve noted that this proposal gets all of the students under one roof and addresses the issues with the cafeteria so that the lunch timeframe will be reduced and the students will be eating closer to noon time rather than 10 a.m. or 1:00 p.m. Mr. Villeneuve also noted that this plan expands the nurse's area which now only allows for one bed for the entire school population. As the Board reviewed the presented plan Mr. Villeneuve explained that the blue and green areas on the plan are new areas not existing, however, there are a lot of interior changes proposed to the existing areas. Mr. Villeneuve added that the exterior façade will remain the same as people liked the old school house look and the majority of the middle of the school will remain unchanged. Mrs. Phillips stated that it looks like a good plan.

The Board was presented with debt schedule estimates with estimated tax impacts for a 10 year, 15 years and a 20-year bond. Mr. Herman pointed out that the assessed valuation that is depicted in the estimates is the 2016 valuation, the new 2017 valuation is higher which would lower the tax impact. Mr. Eaton asked if the proposed plan allows for future renovations. Mr. Villeneuve stated that this plan does not preclude future boards from future improvements. Mr. LeClair informed the Board that along with getting all of the students under one roof this plan will accommodate a change to full-day kindergarten as well as allows for a 2<sup>nd</sup> science lab where there is currently only one science lab. Mrs. Phillips asked if this plan accommodates the school's special education needs. Mr. Villeneuve stated that it does and added that the School Board is very excited about this proposed plan and commends the committee that took the time

to work with the school board. Mr. Eaton asked once approved how long construction would take. Mr. Leclair approximated 18 months.

Mrs. Lerner introduced herself and asked if the School Board was still pursuing state funding options. Mr. LeClair stated yes. Mr. Eaton commented that everyone involved in the plan has done a good job and the presented plan is a good compromise. Mr. LeClair agreed that what is being proposed is a huge compromise but it reflects what the School Board believe is the most important improvements. Mr. Villeneuve added that other maintenance and improvements are being addressed through the operating budget which will reflect a proposed increase. Mrs. Phillips stated that now comes the time to market the plan to the residents. The Board reviewed the debt schedule estimates and suggested that the School Board move forward with a 15-year bond which based on a 14.5 million dollar bond, a 3% interest rate, and 2016's assessed values equates to a \$1.82 tax rate increase. Mr. Villeneuve noted that the town's property values will be reevaluated next year which could impact the tax rate also so in marketing the school renovations he would prefer to talk to voters about tax impacts rather than the tax rate. Mr. LeClair agreed that this enables better understanding among residents. Mr. Herman presented a projected increase of 1.89% to the town operating budget inclusive of warrant articles, which could result in a level town tax rate however it is just an estimate of the Boards information.

Mr. Villeneuve added that the School Board would like to have a conversation with the town and Manchester Water Works about how best construction vehicles could access the school property as the school will still be in session during construction. The Board was agreeable to having conversations regarding the matter with the three entities.

## **Fiscal Year 2018 Budget Presentations**

### ***Police***

<b>Account Number</b>	<b>Account Description</b>	<b>Proposed Amount</b>	<b>Approved Amount</b>
01-4210-1-160-1	Shift Differential	\$7,589.00	\$7,589.00

Mr. Herman indicated that the proposed amount is level funded with the current year.

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

### ***Insurance***

<b>Account Number</b>	<b>Account Description</b>	<b>Proposed Amount</b>	<b>Approved Amount</b>
01-4196-6-695-1	Municipal Property Liability	\$70,714.00	\$70,714.00
01-4196-6-695-2	Unemployment Compensation	\$1,191.00	\$1,191.00
01-4196-6-695-3	Workers Compensation	\$40,160.00	\$40,160.00

01-4196-6-695-4	Insurance Retention (Claims)	\$3,000.00	\$3,000.00
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Mr. Herman noted that Primex is the town's insurance carrier, under the contract with Primex the rate increase is not to exceed 8% and the rate increase has not approached that percentage. Mr. Herman noted that the Insurance Retention budget line funds the town's deductible which is \$1,000.

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

### ***Financial Administration***

Account Number	Account Description	Proposed Amount	Approved Amount
01-4150-3-310-1	Audit	\$14,000.00	\$14,000.00

Mr. Herman indicated that Finance Director, Adele Frisella anticipates staying with Vachon, Clukay & Company for another year.

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

### ***Personnel Administration***

Account Number	Account Description	Proposed Amount	Approved Amount
01-4155-2-290-0	Longevity Pay	\$10,600.00	\$10,600.00

Mr. Herman informed the Board that there are 28 employees eligible for longevity pay this year with 4 of those employees over 25 years of service to the town.

***Mrs. Phillips moved to approve the Longevity Pay budget line as presented; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

### ***Health, Dental & Disability***

Account Number	Account Description	Proposed Amount	Approved Amount
01-4155-2-210-1	Health Insurance	\$313,046.00	\$313,046.00
01-4155-2-211-1	Dental Insurance	\$14,335.74	\$14,335.74
01-4155-2-213-1	Disability Insurance	\$7,938.00	\$7,938.00
01-4155-2-214-1	Life Insurance	\$2,772.00	\$2,772.00

Mr. Herman noted that the proposed increase is due to the anticipated addition of another full-time officer for next year.

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

## **New Business**

### Receipt of FY 2016 Audit of Town Finances

The Board was presented the annual audit report conducted by Vachon, Clukay & Company. Mr. Herman informed the Board that overall it is a clean audit. The Board agreed to review the audit and determine if they would like a representative from the audit company to come in to present the audit report. Mr. Eaton noted that there were a couple of recommendations from the auditors to strengthen internal controls, in particular, that invoices should be reviewed and approved by department heads prior to submission to the finance office for payment. Ms. Lafond explained that many invoices come on Monday morning and into the afternoon while she is processing accounts payable, which presents a challenge to getting them signed off on and processed simultaneously. Ms. Lafond explained the accounts payable checks and balance system and indicated that she also works with many of the department heads to ensure that they are aware of their respective budget expenditures and amounts remaining. Ms. Lafond believed that there was little room error but the auditor's comments highlight that there is always room for improvement. The Board agreed that they could remind the department heads of the importance of reviewing and approving the invoices prior to processing.

### Proposed Surety Reduction – Anderson Way

Mr. Herman informed the Board that with the acceptance of Anderson Way the Planning Board also recommends a reduction to the held surety to \$11,497.10. This amount will be held as a maintenance surety for a two year period.

***Mr. Eaton moved to approve the reduction of the Anderson Way Surety to \$11,497.10; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

### Renewal of Ambulance Services Contract with Town of Derry

Mr. Herman presented the draft contract for services that he and Chief Gannon have discussed with representatives from the Town of Derry. The Board will review the proposed contract and take action on it in December.

## **Old Business**

### Household Hazardous Waste Collection Update

Mr. Herman informed the Board that there was a very high turn out to this year's event which put the amount owed to the town of Raymond over budget. Mr. Herman suggested that the proposed budget amount may need to be revisited.

## **Minutes**

### November 28<sup>th</sup>, 2016 Public Meeting

Mr. Herman informed the Board that the minutes from the November 28<sup>th</sup>, 2016 public meeting identifies the "perpetual care funds" as the source of revenue for work budgeted in the 2017 cemetery budget however it was the intent for the funds to come from the maintenance fund that was established by Helen Eaton not the perpetual care funds.

***Mr. Eaton moved to amend the minutes of the November 28<sup>th</sup>, 2016 Board of Selectmen meeting to change the sentence:***

***"Mr. Dollard indicated that the Cemetery Trustees would like the ability to utilize some of the perpetual care funds to make improvements to the Longmeadow Cemetery"***

***To the following:***

***"Mr. Dollard indicated that the Cemetery Trustees would like the ability to utilize some of the funds from the Helen Eaton Maintenance Trust Fund to make improvements to the Longmeadow Cemetery";***

***Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

### November 13<sup>th</sup>, 2017 Public Meeting

***Mr. Eaton moved to approve the minutes of the November 13<sup>th</sup>, 2017 Public Meeting; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

### November 13<sup>th</sup>, 2017 Non- Public Meeting (x4)

***Mr. Eaton moved to approve the minutes of the November 13<sup>th</sup>, 2017 Non-Public Meetings; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

## **Adjourn**

***Mr. Headd moved to adjourn; Mr. Eaton seconded the motion. All were in favor, the meeting was adjourned at 8:09 p.m.***