

**Town of Auburn
Board of Selectmen
December 18, 2017**

Selectmen Present: James Headd, Richard Eaton & Dale Phillips

Also Present: Ed Gannon, Fire Chief; Tom Lacroix, Russ Sullivan, Paula Marzloff, Susan Goodhue & 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 December 11th, 2017

Mr. Eaton moved to approve the Payroll Manifest in the amount of \$43,973.68 for the week of December 11th, 2017; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Approval of Accounts Payable for Week of December 18th, 2017

Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$118,870.72 for the week of December 18th, 2017; Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.

Consent Agenda – Week of December 18th, 2017

Tax Collector Warrant / Land Use Change Tax

122 Haven Drive (Tax Map #5, Lot #29-3) – \$12,000.00

Permanent Application for Property Tax Credit / Veteran's Tax Credit

Derek Stulpin, 336 Wilson Crossing Road
Mark R. Jacobson, 17 Spofford Road
Peter C. Pappas, 81 Spruce Lane

Agreement, Notice of Award, Notice to Proceed & Change Order #1 / Rough Hill Reclamation Project

Advanced Excavating and Paving, LLC, Suncook - \$33,000

Notice of Property Lien

52 Haven Drive (Tax Map #5, Lot # 9-8) - \$294.27

Contract for Emergency Ambulance Services

Town of Derry – July 1, 2018 to June 30, 2025

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 pursuant to RSA 31:95-b and Article 14 of the 2000 Town Meeting for the purpose of receiving public comment concerning the acceptance and expenditure of the following unanticipated revenues:

Receipt of \$3,591.00 in revenues from recreation programs held in 2017 and to expend \$2,835.12 for those programs as follows:

Fast Track Running Program - \$2,033.36

Lil' Yogi's Yoga Program - \$236.76

Babysitting and Child Care Safety Course - \$565.00

There were no comments from the public.

Mrs. Phillips moved to accept \$3,591.00 in revenues from recreation programs held in 2017 and to expend \$2,835.12 for those programs as follows:

Fast Track Running Program - \$2,033.36

Lil' Yogi's Yoga Program - \$236.76

Babysitting and Child Care Safety Course - \$565.00

Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

The Board also held a public hearing to receive public comment concerning the acceptance and expenditure of unanticipated donations totaling \$350.00 to provide for the establishment of a memorial bench at an Auburn recreation property honoring Helen Hiltz.

There were no comments from the public.

Mrs. Phillips moved to accept \$350.00 in unanticipated donations for the establishment of a memorial bench at an Auburn recreation property honoring Helen Hiltz; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Appointments with the Board

Fire Chief Ed Gannon – AFD SOP's / SOG's

Chief Gannon indicated that the Board has been provided with revised Standard Operating Policies/Guidelines based on comments from Mr. Herman from October and a recent “no rank” meeting of fire department members. Chief Gannon and the Board reviewed additional comments provided by Mr. Herman. Chief Gannon discussed adding a line to the SOP regarding the department’s complaint procedure describing where a complaint form can be found as opposed to including the complaint form in the SOP. Mr. Eaton stated that he would like to see the form in the SOP. Chief Gannon indicated that it can be included. Mrs. Phillips and Mr. Eaton both indicated that a grievance procedure should be separate from the complaint process. Chief Gannon states that can be done also. Chief Gannon informed the Board that once they approve the SOP/G’s he will provide them to the department members and give them 30 days to read and sign off that they have been read.

Mr. Eaton brought up the condition that the Deputy Chief must be a resident. Chief Gannon indicated that was a condition that was discussed at the “no rank” meeting and the members thought that if the Deputy Chief was not a resident then there would be the possibility that the Board of Selectmen would not take comment from them. Mr. Herman asked if that was the only reason. Chief Gannon stated yes. Mrs. Phillips indicated that she would like a legal opinion on the residency of the deputy chief position. Chief Gannon thought that would be a good idea then he could present that to the members who took the time to meet and discuss the department policies and guidelines.

The Board and Chief Gannon went on to discuss the procedure for appointment of call members to the fire department. Chief Gannon indicated that previously if you were on the association you were on the department and vice versa, now individuals fill out an application and if they meet the residency distance requirements he as the Fire Chief appoints them. If the Board would like he could make recommendations to appoint to the Board and they can appoint the members. Mrs. Phillips and Mr. Eaton noted that they don’t want to create a cumbersome process. Chief Gannon suggested that perhaps the fire department could have a Selectmen representative. Mr. Eaton and Mr. Phillips thought that might be a good idea. The Board would consider that and the appointment to the department process.

Fiscal Year 2018 Budget Presentations

Road Reconstruction & FY 2017 Highway Department Expenditures

Mr. Herman informed the Board that at the last Budget Committee meeting the committee reduced the proposed Road Reconstruction budget line from \$800,000 to \$700,000 and suggested that the Board of Selectmen encumber the remaining balance of the 2017 Road Reconstruction budget to be used in 2018. Mr. Herman further informed the Board that as of today’s accounts payable run there is approximately \$56,000 remaining in the Road Reconstruction budget however the Highway budget is also over-expended by approximately \$23,000. Mr. Herman indicated that there are still two more weeks left in the year and there is snow on the forecast so the Board will need to decide from where in the budget they would like to fund the expenses. The Board agreed that the Highway

budget over expenditure and remaining expenses for the year should be offset by the remaining balance in the Road Reconstruction budget. The Board noted that this would mean that there will be no funds to encumber. Mrs. Marzloff commented that as a Budget Committee member she only supported the reduction to \$700,000 if there was money to be encumbered. Mr. Herman would present this to the Budget Committee for reconsideration at their next scheduled meeting. Mr. Eaton expressed concern with the over expenditure to the Highway Summer Subcontractor and Winter Subcontractor budget lines. Mr. Herman pointed out there were a number of lines that were under expended and noted that as the town takes on more roads the expenses increase. Mr. Eaton thought the budgeted amounts for these lines may need to be revisited in the future. Mr. Headd agreed and remarked that the reconstruction of town roads is almost complete and in a few years that budget line will be greatly reduced and the Highway budget will need to be adjusted accordingly to encompass the road maintenance.

New Business

Eaton Hill Road Extension – Change of One-Way Timeframe

Mr. Herman presented a request from AVS Principal Lori Collins to change the timeframe that Eaton Hill Road Extension is one way. The Board was fine with the time change. Eaton Hill Road will be one way from 7:30 to 9:30 a.m. and 2:00 to 3:30 p.m. Mr. Eaton suggested that the sign and lettering be bigger.

Citizen Petitions – Two Zoning Ordinance Amendments

The Board was presented with two citizen petitions that were received.

One petition is to amend the Auburn Zoning Ordinance to re-zone Tap Map #10, Lots #19 and #20 from current Residential Two District (R-2) to Commercial Two District (C-2) to be consistent with other immediate properties on both sides of Hooksett Road adjacent to Exit 2 off NH Route 101.

The other petition would amend the Auburn Zoning Ordinance Article 2.02 Accessory Dwelling Unit to allow for the dwelling to be detached whereas the current language does not allow for detached assessor dwelling units.

Mr. Herman noted that upon submission to the town the Supervisors of the Checklist have reviewed the citizen petitions for the required number of voters' signatures and the Planning Board will hold public hearings regarding their recommendation and the petitions will appear on the ballot for voters to vote on.

New Hampshire 10 Miler Road Race – Saturday, August 25, 2018

The Board received notification from Millennium Running regarding the annual ten miler road race. The course remains unchanged from the previous year and Millennium Running will again work with the Auburn police and fire department. The Board was fine with the road race as presented.

Old Business

Potential Sale of Tax-Deeded Property

The Board again revisited the potential of selling the 34-acre parcel off Pingree Hill Road known as Tax Map #2, Lot #40. Mrs. Phillips stated this parcel is landlocked by the Fehrenback property and the Derry town line. Mr. Herman confirmed that and noted that the town cannot access the land to do anything with it. Mr. Herman added that if the Board decided to sell the property they could do so by advertised sealed bid or public auction. The Board agreed that if they decided to sell the property they would do so by sealed bid. Mr. Eaton asked if the Board had to accept the highest offer received and could they set a minimum amount that they would sell the land for. Mrs. Marzloff asked if this property is accessible from Overledge Drive in Derry. The Board was not sure. Mr. Eaton suggested that this and his questions be looked into before the Board decides to put the land out for sale.

Reconsideration of Warrant Article on Keno 603

Mr. Herman noted that this was put forward to the Board at their last meeting and Mr. Eaton was not in favor of recommending the Warrant Article while Mr. Headd did not have a strong opinion one way or another. Mr. Headd indicated that he asked that this be included on tonight's agenda to allow Mrs. Phillips consideration since she was absent at the last meeting. Mrs. Phillips felt it was fair to move the warrant article forward to let the voters decide if the town should allow Keno. Mr. Headd agreed with moving the warrant article forward to the voters. Mr. Eaton was not opposed to moving the article forward however he does not think that allowing Keno in town is a good idea.

Other Business

Next Meeting – January 8, 2018

The Board agreed to the next meeting date.

Minutes

December 4th, 2017 Public Meeting

Mr. Eaton moved to approve the minutes of the December 4th, 2017 Public Meeting; Mr. Headd seconded the motion; Mrs. Phillips abstained, the motion passed unanimously.

Adjourn

Mr. Eaton moved to adjourn; Mr. Headd seconded the motion. All were in favor, the meeting was adjourned at 7:49 p.m.