

**Town of Auburn
Board of Selectmen
February 26, 2018**

Selectmen Present: James Headd, Richard Eaton & Dale Phillips

Also Present: Finance Director Adele Frisella, Road Agent Michael Dross, Tax Collector Susan Jenkins, Linda Dross, Mike DiPietro, Russell Sullivan, Susan Goodhue, Paula Marzloff, Michael Rolfe, Town Administrator William Herman and Nancy J. Hoijer, Recording Secretary

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 the Week of February 19, 2018 - \$49,496.44
Approval of Accounts Payable for Week of February 26, 2018**

Mr. Eaton moved to approve the Payroll in the amount of \$49,496.44 for the week of February 26, 2018; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$181,655.13 for the week of February 26, 2018; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Consent Agenda – Week of February 26, 2018

Mr. Herman presented the Consent Agenda for the Week of February 26, 2018:

Pole License/Eversource Energy:

One Pole – Appletree Road (near intersection with Pinetree Road)

Land Use Change Tax Warrant

73 Juniper Circle (Tax Map #8, Lot #25-22) - \$13,500

Payroll Check Register

Payroll Period 2/4 – 2/17, 2018 - \$485.34

Master Services Agreement

Stantec Consulting Services, Inc.

Correspondence

Letter to Skate Park “Scare Crow” Donors (Six)

Acknowledgment of Kathryn Laford Resignation

Pistol/Revolver License

Two (2) Permits

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

New Business

Appointment of Alternate Library Trustee

Mr. Herman reported that he received a letter of recommendation from the Library Trustees concerning Mary Beth Lufkin for the position of Alternate Library Trustee for a term to expire in March 2019.

Mrs. Phillips motioned to appoint Mary Beth Lufkin as an alternate library trustee for a term to expire in March, 2019. Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Acceptance of Escrow Agreements – Crown Energy Solutions Site Plan 2017/Subdivision and Town of Auburn

Mr. Herman advised that the construction surety bond of \$5,382 needed to be accepted by the Board of Selectmen.

Mr. Headd motioned to approve the Acceptance of Escrow Agreements, as presented; Mr. Eaton seconded the motion, the motion passed unanimously.

2017 Town Report

Mr. Headd presented the 2017 Town Report prepared by the committee; the cover was prepared by Ben Wilson. Mr. Herman advised that it was on the town website.

Ms. Frisella advised that there was a typo on page 37, \$2,079,945.

House Bill 1381 – Relative to the Taxable Value of Utility Property

Mr. Herman reported that it would dramatically reduce the value of utility property around the state, 50% net book for value, which would over 30 years bring value of the property to zero, tying in wires, conduits, poles, land holdings and rights, not assessed fair market value of land with DRA assessment of \$2,000,000 less than what we assess last year. The bill was received by the House Ways & Means Committee, the utility lobbyists came in last minute.

Mr. Eaton motioned to send a letter to all representatives for the Town of Auburn express its opposition to the adoption of House Bill 1381 relative to taxable value, as amended. Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Minutes

February 12, 2018 Public Meeting

Mrs. Phillips motioned to approve the February 12, 2018 minutes, as written. Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

February 12, 2018 Non-Public Meeting

Mrs. Phillips motioned to approve the February 12, 2018 Non-Public minutes, as written. Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Non-Public Session pursuant to 91-A:3, II (a) & (c)

Consideration of the compensation of a public employee and consideration of matters which could affect the reputation of someone other than a member of the Board.

Mr. Eaton motioned to go into Non-Public Session pursuant to 91-A:3, II (a) & (c) consideration of the compensation of a public employee and matters which could affect the reputation of someone other than a member of the Board. Mrs. Phillips seconded the motion. Mr. Headd – yes, Mr. Eaton – yes, Mrs. Phillips – yes. The motion was passed and the Board entered into Non-Public Session at 8:03 p.m.

The meeting room was closed to the Public at 8:03 p.m., Ms. Frisella remained.

The meeting room was reopened at 7:44 pm.

Mr. Eaton motioned to not seal the minutes. Mrs. Phillips seconded the motion, all were in favor, the motion passed unanimously.

Mrs. Phillips motioned to approve a Step increase of L10 S18 to L10 S19. Mr. Eaton seconded the motion, all were in favor, the motion passed unanimously.

Adjourn

Mr. Headd motioned to adjourn the meeting. Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary

**Town of Auburn
Board of Selectmen
February 26, 2018
Non-Public Session #1 of 3
(not sealed)**

Selectmen Present: James Headd, Richard Eaton & Dale Phillips

Also Present: Finance Director Adele Frisella, Town Administrator William Herman

Fusco Property

Mr. Herman reviewed a proposed letter of town counsel, Attorney Stephen M. Bennett dated February 22, 2018 to James R. Fusco and Janice A. Fusco concerning Temporary Access from Manchester Road (State Route 121)

An illegal driveway is being used by Mr. and Mrs. Fusco to access their property by entering from Manchester Road, a state highway without permits and within the protected shoreline of Sucker Brook without permits of NH DES and the Town in accordance with RSA 483-B:5-b,1(a); and the Auburn Zoning Ordinance, Article 5.08(1)(a).

Mr. Herman advised that there has been a lot of material brought in (muck and mire). Mrs. Phillips opined that all they had to do was call and sign papers and this was not done.

Mr. Headd motioned to send Attorney Bennett's letter together with another department letter. Mrs. Phillips seconded the motion; all were in favor , the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer
Recording Secretary

**Town of Auburn
Board of Selectmen
February 26, 2018
Non-Public Session #2
(not sealed)**

Selectmen Present: James Headd, Richard Eaton & Dale Phillips

Also Present: Finance Director Adele Frisella and Town Administrator William Herman

Mr. Herman presented a letter of recommendation dated February 23, 2018 concerning the performance review which was completed earlier, for a step increase accordingly for Ms. Frisella.

The letter supports a step increase to Labor Grade 10, Step 19 with an annual salary, retroactive to her anniversary date of December 4, 2017, with an annual salary of \$62,275.00.

This recommendation was approved by motion made in public session (see minutes).

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary

**Town of Auburn
Board of Selectmen
February 26, 2018
Non-Public Session #3
(not sealed)**

Selectmen Present: James Headd, Richard Eaton & Dale Phillips

Also Present: Finance Director Adele Frisella and Town Administrator William Herman

Restructuring of the Executive Assistant's Position

Mr. Herman presented the proposed job descriptions to make the Executive Assistant's position more inclusive of finance, with an added supervisory piece by the Finance Director with an emphasis on finance. Minute taking would be contracted out and not be part of the position. The preparation of the Town Report would be supervised by but not prepared by the Finance Director. The Assistant would also serve as welfare officer, (another employee indicated an interest in that if it remains separate) and would support Land Use & Data base with the same labor grade as before.

Mrs. Phillips advised that more notaries would be helpful, and they need to get Amy appointed as a notary as well.

Minimum qualifications were discussed with the advice of Ms. Frisella who suggested some accounting background (municipal tax), not necessarily degreed, taking courses to cement the position. Mr. Herman added that the candidate would be molded and trained to take over for Ms. Frisella when she retired in three years so should have the mindset to want to do that. Ms. Frisella recommended a work day from 8 am to 4 pm, 40 hours/wk with paid lunch as lunch is usually at your desk.

Mr. Eaton added knowledge of payroll and a couple of years in municipal bookkeeping.

Mrs. Phillips suggested advertisement in the Union Leader and advised that there were like positions at the school with a salary of \$50,000/yr.

Mrs. Phillips stated that as the Board didn't hire Patty so her qualifications were not known. Advertising the position will let you see who's out there. Mr. Herman added Patty is welcome to apply and should be interviewed for the position.

When the interview process for finding Amy was discussed, with 3 candidates, one priced out of the job.

Mr. Herman recommended to pay as with experience, @ approximately \$40,000/yr.

Mr. Herman will advertise on the town website, NHMA & Primex's sites, the post office, the town sign, and start an ad in the Union Leader on Sunday, March 4th which will run until approximately the 18th, "open until filled." "With the Board meeting on the 19th, that would be the deadline, followed by a review of resumes to select candidates to be invited in to interview.

Mr. Herman advised that the addition of supervising is worth some money, and we'll need to look at a further modification of the Finance Director's position. Ms. Frisella is at the end of that labor scale.

Respectfully submitted,

Nancy J. Hoijer
Recording Secretary