

**Town of Auburn  
Board of Selectmen  
March 19, 2018**

**Selectmen Present:** James Headd, Richard Eaton & Keith Leclair

**Also Present:** Town Administrator William Herman, Road Agent Michael Dross, Linda Dross, Library Trustee Nancy Mayland, Recreation Coordinator Amy Lachance, Planning Board Member Tom Lacroix, Joanne Linxweiler, Maryanne and John Rolfe, Shawn Wheeler, Paula Marzloff, Mike DiPietro, Dale Phillips, Alan Villeneuve, School Board; Christine McLaughlin, Marion Miller, and Nancy J. Hoijer, Recording Secretary.

Mr. Headd called the public meeting to order at 6:57 pm and led the audience in the Pledge of Allegiance.

Mr. Headd introduced and welcomed Keith Leclair, the newly elected Selectmen who replaced Dale Phillips, whose term had expired this year.

**Election of Board Chair and Vice Chair**

***Mr. Eaton motioned to nominate James Headd as Chairman of the Board of Selectmen for this year. Mr. Leclair seconded his motion, with all in favor and Mr. Headd accepting the nomination, the motion passed unanimously.***

***Mr. Headd motioned to nominate Richard Eaton as Vice Chairman of the Board of Selectmen for this year. Mr. Leclair seconded his motion, with all in favor and Mr. Eaton accepting the nomination, the motion passed unanimously.***

**Approval of Accounts Payable for the week of March 12, 2018 in the amount of \$956,405.01.**

***Mr. Eaton motioned to approve the Accounts Payable for the week of March 12, 2018 in the amount of \$956,405.01. Mr. Leclair seconded his motion, with all in favor, the motion passed unanimously.***

**Approval of Payroll for the week of March 19, 2018 in the amount of \$41,693.51.**

***Mr. Eaton moved to approve the Payroll in the amount of \$41,693.51 for the week of March 19, 2018. Mr. Leclair seconded his motion, with all in favor, the motion passed unanimously.***

**Approval of Accounts Payable for the week of March 19, 2018 in the amount of \$360.00.**

***Mr. Eaton moved to approve the Accounts Payable for the week of March 19, 2018 in the amount of \$360.00. Mr. Leclair seconded his motion, with all in favor, the motion passed unanimously.***

## **Approval of Consent Agenda – Week of March 19, 2018**

Mr. Herman left the meeting room briefly at 6:58 pm and returned to the meeting room at 7:00 pm.

Mr. Herman presented the Consent Agenda which included, but not limited to, a request of Dale Phillips for renewal of her historic structure application. Mr. Headd read the Consent Agenda out loud for the benefit of those present.

***Mr. Eaton motioned to accept the Consent Agenda for the week of March 19, 2018. Mr. Leclair seconded his motion, with all in favor, the motion passed unanimously.***

## **New Business**

### **Annual Board and Commission Appointments**

Mr. Herman presented the list of town officer, board and committee appointments, which are due for action, for the year 2018.

Selectmen's Representatives to:

Budget Committee	Term to expire in March, 2019
Planning Board	Term to expire in March, 2019
Highway Safety Committee	Term to expire in March, 2019
Parks & Recreation Commission	Term to expire in March, 2019

Mr. Headd agreed to serve as the representative to the Budget Committee. Mr. Leclair agreed to serve as the representative to the Planning Board. Mr. Eaton agreed to serve as representative to the Highway Safety Committee and Mr. Headd agreed to serve as representative to Parks & Recreation.

Mr. Herman presented the list of boards or commissions, the incumbent currently in the position and the new term of office for the position:

Conservation Commission	Diana Heaton	Term to expire in March, 2021
Highway Safety	Daniel Carpenter	Term to expire in March, 2019
	Michael DiPietro	Term to expire in March, 2019
	Eva Komaridis	Term to expire in March, 2019
Library Trustee Alternates	Sharon I. Bluhm	Term to expire in March, 2019
	Jean Worster	Term to expire in March, 2019
Parks & Recreation	David Nye	Term to expire in March, 2021
	Margie McEvoy	Term to expire in March, 2021

Zoning Board of Adjustment	James Lagana	Term to expire in March, 2021
Alternate	Steven Carroll	Term to expire in March, 2021
Regional Economic Development Center CEDS Steering Committee	Elmer Pease, II	

Mr. Villeneuve stated that he thought Diane Heaton would be ok with the appointment.

***Mr. Eaton motioned to appoint Diana Heaton to the Conservation Commission for the term to expire in March, 2021. Mr. Leclair seconded his motion, with all in favor, the motion passed unanimously.***

***Mr. Leclair motioned to appoint Dan Carpenter, Michael DiPietro and Eva Komaridis to Highway Safety for the terms to expire in March, 2019. Mr. Eaton seconded his motion, with all in favor, the motion passed unanimously.***

***Mr. Leclair motioned to appoint Sharon I. Bluhm and Jean Worster as Library Trustee Alternates for the terms to expire in March, 2019. Mr. Eaton seconded his motion, with all in favor, the motion passed unanimously.***

Mr. Herman requested to hold off on the appointments of David Nye and Margie McEvoy to Parks & Recreation citing a letter from Adele Frisella dated March 19, 2018 which raised concern with appointed members who have worked for the department causing a conflict of interest, similar to the Cemetery Trustee situation. Ms. Frisella stated in the letter that while these individuals have been a real asset to the town and work tirelessly there needs to be some separation. Mr. Herman added that they would serve until a successor is appointed.

Mr. Herman advised Mr. Lagana requested not to be reappointed to the Zoning Board of Adjustment due to business considerations.

Mr. Herman suggested waiting until the next meeting as Bob Beaurivage is in Florida on vacation and hasn't been contacted about a possible appointment on the ZBA.

Mr. Herman advised Elmer Pease who has served on the Regional Economic Development CEDS Steering Committee for 5-7 years now is unable to continue to serve and recommends this position be filled by someone with good qualifications.

### **Community Discussion – Future of Parks & Recreation**

Mr. Herman presented an outline dated March 6, 2018 concerning the goals established by the Board of Selectmen for 2018 to have a community discussion to determine whether Parks & Recreation should continue to be predominantly volunteer driven or become a formal town department with further oversight from town staffing.

The outline proposes that the Board consider implementation of the proposed focus group discussions, online survey and overall community facilitated meeting to meet the Board of Selectmen's 2018 goal of having a community discussion concerning the structure of Parks & Recreation moving forward.

Mr. Headd advised that Amy Lachance has a strong background and suggests following her lead and authorizing her to go forward.

***Mr. Leclair motioned to authorize the implementation of the proposed focus group discussions, online survey and community discussions to achieve the 2018 goal of the Board of Selectmen to restructure Parks & Recreation. Mr. Eaton seconded his motion, with all in favor, the motion passed unanimously.***

### **Potential of Water to Portion of By-Pass 28**

Mr. Herman presented a proposal dated March 16, 2018 regarding the potential of water to a portion of By-Pass 28, which is one of the goals the Board established in the 2018 Goal Setting process.

Hr. Herman advised that in his discussions with the Londonderry Town Manager, he was told that the water line is owned and operated by the Pennichuck Water Works and we would need to have that conversation with them. Mr. Herman requested that Stantec make contact with the appropriate individuals at Pennichuck.

Hr. Herman believed that the town had the proposed line and would extend it through the Leppert Way area. Mr. Eaton corrected that it was brought across the road. Mr. Eaton added that when the 4A Exit project comes in the industrial needs for the water, more so than the septic which is small, for fire protection and the like will need to be done quickly. The tax revenue resulting from the industrial growth would aide in the school. There are For Sale signs abundant in that area. Mr. Dross added there is also 40 acres of town owned land off Rattlesnake.

### **Article 5 – Hooksett Road Property**

Mr. Herman presented a report concerning the purchase of the 1.9 acre parcel of land on Hooksett Road from the Friends of Auburn together with proposed warranty deed from the McLane Law Firm, which has been reviewed by town counsel. Once the property is transferred to the town, the proposal is to complete a Voluntary Merger of the existing one-half acre library property to establish one 2.4 acre lot owned by the Town of Auburn.

Mr. Eaton suggested the property should be appraised. He asked Mr. Herman if he felt that was necessary, and Mr. Herman stated he felt it was not necessary as the price will not change and the Town is not mortgaging the property, but the decision was the Board's to make. Mrs. Phillips advised that Avatar will be doing an assessment at a later date which will include the two pieces.

Mr. Villeneuve inquired as to whether the Board had or needed to vote on this and Mr. Headd advised him that this was already approved by the town as a warrant article.

### **EMS and Dispatch Contracts with Town of Derry**

Mr. Herman presented a proposal dated March 15, 2018 concerning the renewal of the EMS Contract with Derry last year for a five-year term from July 1, 2015 to June 30, 2020. Mr. Herman advised that due to the recent negotiation for EMS services between the Town of Chester and Derry that as a result Derry was willing to offer similar contracts for similar terms as were just approved with Chester.

Mr. Eaton advised that he called the fire chief and dispatch services should be put to bid. Mr. DiPietro added that ambulance service and dispatch together might provide some advantage.

### **COLA Adjustment for Town Payroll**

Mr. Herman presented a proposal dated March 19, 2018 concerning the COLA adjustment for the Town Payroll which includes a 1.95% Cost of Living Adjustment (COLA) for all Town positions which per the Personnel Policy and budget will take effect as of April 1<sup>st</sup>.

***Mr. Eaton motioned to authorize the issuance of the Cost of Living Adjustment for all town positions as included in the 2018 budget approved by the voters on March 13, 2018. Mr. Leclair seconded his motion, with all in favor, the motion passed unanimously.***

### **Potential Snow Emergency Declaration**

Mr. Herman advised that FEMA will be making a snow declaration for the storms experienced over the past two weeks. Mr. Leclair asked if there were any documents. Mr. Herman advised that he will be submitting the application and that up to 75% of the costs can be recovered.

### **Old Business**

#### **Update of Finance Assistant Job Posting**

Mr. Herman advised that he has received 2 more applications, bringing the total received to 12 but that one of those candidates has already accepted a position somewhere else. Mr. Herman suggested that he, together with Ms. Frisella and Mrs. Phillips could interview 5-6 candidates initially and narrow it down to 2 or 3 for the Board to decide on within the next couple weeks.

Mr. Headd recommended that they move forward with that plan and the Board will consider among the 2-3 candidates.

## **Other Business**

### **Board of Selectmen's Meeting Schedule – April through June, 2018**

Mr. Headd advised that the Board of Selectmen will be meeting:

April 2, 16 and 30

May 14

June 4 and 18

Mr. Herman added that there was to be only one meeting in May due to the Memorial Day holiday two weeks following and that the May meeting can coincide with the School Board.

### **Minutes – March 5, 2018 Public and March 5, 2018 Non-Public**

***Mr. Eaton motioned to approve the March 5, 2018 Public meeting minutes, as written. Mr. Leclair seconded his motion. With Mr. Leclair abstaining due to absence from that meeting, the vote was 2 in favor and 1 abstention, the motion was carried.***

***Mr. Eaton motioned to approve the March 5, 2018 Non-Public meeting minutes, as written. Mr. Leclair seconded his motion. With Mr. Leclair abstaining due to absence from that meeting, the vote was 2 in favor and 1 abstention, the motion was carried.***

### **Adjourn**

***Mr. Headd motioned to adjourn the meeting. Mr. Eaton seconded his motion, with all in favor, the motion passed unanimously. The meeting was adjourned at 7:27 pm.***

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary