

**Town of Auburn
Board of Selectmen
April 2, 2018**

Selectmen Present: James Headd, Richard Eaton and Keith Leclair

Also Present: Town Administrator William Herman, Tax Collector Susan Jenkins, Mary Ann Rolfe, John Rolfe, Michael Rolfe, Road Agent Mike Dross, Linda Dross, Tom Gonyea, Paula Marzloff, Dennis Vieira, Pauline Vieira, Christine McLaughlin, Mike DiPietro, Tom Lacroix, Russell Sullivan, Susan Goodhue and Recording Secretary Nancy Hoijer

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

At 6:00 pm Mr. Eaton motioned to go into non-public session under RSA 91-A: 3 II (a) (c) reputation of individuals other than a member of the Board and (I) advice of counsel. Mr. Headd seconded his motion, with all in favor, the motion passed unanimously.

The meeting room was reopened to the public at 6:35 pm.

Mr. Headd motioned to seal the minutes of the prior three non-public sessions, seconded by Mr. Leclair, with all in favor, the motion passed unanimously.

Mr. Headd called for a brief ten-minute recess and at 6:58 pm all of the Board members returned to the meeting room.

Call to Order – Pledge of Allegiance

At 6:58 pm, Mr. Headd called the meeting to order and led the Pledge of Allegiance.

Approval of Accounts Payable for the Week of March 19, 2018 - \$333,856.08

Approval of Payroll for the Week of April 2, 2018 - \$41,733.58

Approval of Accounts Payable for the Week of April 2, 2018 - \$16,350.00

Approval of Consent Agenda – Week of April 2, 2018

Mr. Eaton motioned to approve the Accounts Payable for the week of March 19, 2018 in the amount of \$333,856.08. Mr. Leclair seconded his motion, with all in favor, the motion passed unanimously.

Mr. Eaton motioned to approve the Payroll for the Week of April 2, 2018 in the amount of \$41,733.58. Mr. Leclair seconded his motion, with all in favor, the motion passed unanimously.

Mr. Eaton motioned to approve the Accounts Payable for the Week of April 2, 2018 in the amount of \$16,350.00. Mr. Leclair seconded his motion, with all in favor, the motion passed unanimously.

Mr. Headd read the Consent Agenda items for the Week of April 2, 2018 which included: a Notice of Intent to Cut Wood & Timber at By-Pass 28, Tax Map #3, Lot #3 – 30 acres of 123 acres; one Discretionary Preservation Easement Application/Historic Agricultural Structure for 57 Pingree Hill Road, Tax Map #5, Lot #18; and one pistol/revolver license.

Mr. Eaton motioned to approve the Consent Agenda for the Week of April 2, 2018. Mr. Leclair seconded his motion, with all in favor, the motion passed unanimously.

Appointments with the Board

None.

New Business

Appointments to the Zoning Board of Adjustment

Mr. Herman presented a Letter of Recommendation dated March 28, 2018 from Mark A. Wright, Chairman of the Zoning Board of Adjustment recommending Steve Carroll for appointment as a full member to the Auburn Zoning Board of Adjustment to fill the vacancy of Jim Laguna's position. Mr. Herman noted the Board had previously discussed the potential of Dale Philips to serve as an alternate.

Mr. Leclair motioned to appoint Steve Carroll as a full member of the Auburn Zoning Board of Adjustment. Mr. Eaton seconded his motion, with all in favor, the motion passed unanimously.

Mr. Leclair motioned to appoint Dale W. Phillips as an alternate member of the Auburn Zoning Board of Adjustment. Mr. Eaton seconded his motion, with all in favor, the motion passed unanimously.

Appointments to the 2018 Duck Race Committee

Mr. Herman presented a proposal of Dan Carpenter, President of the Auburn Historical Society to appoint volunteers to the 2018 Duck Race Committee and indicated that as a Town-appointed committee, they would be covered through the Town's blanket property and liability coverage.

Mr. Eaton motioned to appoint Susan Anderson, Daniel Carpenter, David Rogers, Wendy Smith, Pat Clement and Pamela Weeks as volunteers to comprise the Duck Race Committee for the term of April 1 through October 1, 2018. Mr. Leclair seconded his motion, with all in favor, the motion passed unanimously.

Resolution to Complete Health Trust Membership Agreement

Mr. Herman presented a copy of the Membership Agreement of HealthTrust, Inc. Cobra Administrative Services Agreement between Town of Auburn and HealthTrust, Inc. dated July 1, 2018 (effective date). Mr. Herman advised that HealthTrust has requested the Board sign the attached Certificate of Resolution allowing participation and authorizing William Herman, the Town Administrator, to execute and deliver the application to HealthTrust on behalf of the

town.

Mr. Herman advised HealthTrust representatives would be conducting meetings with the town employees in May ahead of the July 1st transition date for the new health insurance coverage.

Mr. Leclair motioned to authorize participation in the HealthTrust agreement effective July 1, 2018 and to authorize Town Administrator William Herman to execute and deliver the application with HealthTrust. Mr. Eaton seconded his motion, with all in favor, the motion passed unanimously.

Acceptance of Purchase Contract for Fire Department Rescue Vehicle

Mr. Herman presented a Warrant Article, #4, which was approved at Town Meeting on March 13, 2018 for the purpose of acquiring a new Rosenbauer Smartcab FX Medium Rescue Vehicle for the Auburn Fire Department; together with accompanying Agreement entitled Rosenbauer Apparatus Body Manufactured by Rosenbauer South Dakota LLC and Specified Equipment Mounted on a Kenworth T370 Chassis dated 3/26/2018, Total \$313,059.00; together with terms of financing and credit application.

Mr. Herman advised that in order to move forward, the Board would need to approve the proposal so that the order could be placed and the authorization for the Finance Director to complete the credit application with Tax Exempt Leasing Corp. to secure the actual financing for the five-year lease.

Mr. Eaton advised that paying in advance could gain a \$2,000 savings. Mr. Herman advised that while that was true, the advance payment would have to be made upon the signing of the finance documents which would be from this year's budget and that the funds were not included in his year's budget.

Mr. Leclair motioned to approve and execute the proposal from Rosenbauer South Dakota, LLC for a Rosenbauer Apparatus Body to be mounted on a Kenworth T370 Chassis for the total cost of \$313,059.00 as a Rescue Vehicle for the Auburn Fire Department. Mr. Eaton seconded his motion, with all in favor, the motion passed unanimously.

Mr. Leclair motioned to authorize the Finance Director to complete and submit the necessary credit application with Tax-Exempt Leasing Corporation to secure the five-year lease purchase financing plan for the acquisition of the new Rescue Vehicle for the Auburn Fire Department. Mr. Eaton seconded his motion, with all in favor, the motion passed unanimously.

Mr. Leclair advised that there was a multi-town grant applied for, which Mr. Herman indicated it was for a Cascade Air System equipment. It could help reduce the overall expense of this vehicle, which could be addressed at the time of financing the cost of the project.

Lease Purchase Application for Ford Motor Credit – Police Cruisers

Mr. Herman presented a proposal from Ford Credit Company, LLC dated March 27, 2018 concerning the lease-purchase agreement for two (2) 2018 Ford Interceptor Utility Vehicles,

\$59,114.00 which requests the first payment, underwriting fees and signed original documents be returned to them before April 4, 2018. Mr. Herman advised that they could be ready to be picked up tomorrow. Mr. Herman advised that the letter asks for the Chairman to sign the documents on behalf of the town.

Mr. Eaton motioned to authorize the Chair, James Headd, to sign the lease agreement with Ford Motor Company, LLC for the two (2) Interceptor Utility vehicles. Mr. Leclair seconded his motion, with Mr. Headd in agreement, but abstaining from the vote, the motion was passed.

State of New Hampshire Surplus Property Auction

Mr. Herman presented a Memo dated April 2018 from James R. St Jean Auctioneers which details the guidelines for participation of cities and towns in auctions, for the sale of motor vehicles.

Mr. Herman proposed that the old 2014 model might get a better price at this auction rather than the sealed bid process they have used in the past. Mr. Herman estimated that they may get \$2,000 for the vehicle in sealed bid, but possibly \$4-5,000.00 at auction, which will take place in May. All the Town would be required to get the vehicle to the auction. Mr. Eaton asked if the Fire Department had interest in using and Mr. Herman said no, they have taken the other 2014 model retired last year. The Board was in agreement that it was worth giving it a shot.

Town & School District Joint Training Retreat – May, 2018

Mr. Herman presented a proposal dated April 2, 2018 concerning a proposed May 2018 Town & School District Training Retreat. This year, they would like to have two presenters, Margaret Byrnes with NHMA concerning all of the new updates to the Right to Know Law and John Clayton with the Manchester Historic Association. The cost would be \$550 for the Right to Know Training program and food for the participants, which would be approximately 20 employees from the Fire Department, Library, Police Department, School District and Town hall and 14 elected officials from the BOS, Library Trustees, Police Commissioners and School Board, total 35. Mr. Herman stated that this would likely take place on a Tuesday in May, but a date had not been finalized. Mr. Headd agreed that this would be beneficially with so many changes to the Right to Know Law this year. Mr. Eaton and Mr. Leclair agreed and approved the proposal.

New Business

Update of Finance Assistant Job Posting

Mr. Herman advised the town had received 14 applications for the Finance Director position and have six being interviewed tomorrow. Mr. Herman was hopeful that by the end of the day the interview panel would have the candidates narrowed down to 2-3 names for the Board of Selectmen to conduct interviews one night next week. Mr. Leclair said he was available any day but Tuesday.

Update on Sale of Pinetree Road property

Mr. Herman presented an update regarding the Pinetree Road property sold at public auction last fall which had a clouded title. Town Counsel has advised that the former owner of the property had passed away with no heir coming forward to make a claim against the property. The Guardian Ad Litem appointed by the Superior Court has reported the same information to the Court as well. All the documents have been filed and would expect the Court to sign the Decree to Quiet Title within the next one-two weeks, which will enable to Town to complete the sale to the successful bidder, Strategic Contracting of Manchester for \$86,000.00.

Update on LWCF Grant Application

Mr. Herman presented a letter from the Commissioner of the NH Department of Natural and Cultural Resources dated March 22, 2018 concerning the Land & Water Conservation Fund Grant round 29 project selections. Mr. Herman advised that their project proposal had scored high enough to be considered for possible funding. Mr. Herman explained that how much they could receive and when depended on the 2018 federal year program apportionment. Mr. Herman stated that they could expect to know more by September.

Other Business

Road Agent Mike Dross raised concerns about the perambulation of the town bounds with the Town of Derry. He indicated a boundary marker has come down, and he would like to secure the coordinates from the perambulation in order to get Seth Potter to re-set the boundary marker.

Road Agent Dross stated that there could potentially be a problem with a washout of Audubon Way if the beaver dam encouraged by the Audubon Society is not dealt with soon. Mr. Leclair wondered if they had the authority to take any action and where exactly and who owned the property or was it in the right of way. Mr. Herman will contact the Audubon Society and/or the property owner to put them on notice, and recommends trapping of the animals by a professional.

Minutes – March 5, 2018

Mr. Leclair motioned to accept the March 5, 2018 minutes, as written. Mr. Eaton seconded his motion, with all in favor, the motion passed unanimously.

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 7:24 pm.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary