

**Town of Auburn  
Board of Selectmen  
April 16, 2018  
Town Hall  
7:00 p.m.**

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

**Also Present:** Ed Gannon, Fire Chief, Loren Martin of Avitar, Keith Gagnon, NHDRA, Dale Phillips, Mike DiPietro, Mickey Rolfe, Shawn Wheeler, Russell Sullivan, Jill Dross, Dennis Vieira, Christine McLaughlin, Paul Marzloff, Charles Worster, Bill Herman, Town Administrator and Nancy J. Hoijer, Recording Secretary

**Non-Public Sessions pursuant to RSA 91-A: 3, II (b) and II (c):** consideration of the hiring of a public employee and reputation of individuals other than a member of the board.

***At 6:01 pm, Mr. Eaton motioned to go into non-public session under 91A II (b) and (c). Mr. Leclair seconded the motion. A roll call vote was taken: Mr. Headd – Yes; Mr. Eaton – Yes, Mr. Leclair – Yes. The motion passed unanimously.***

Meeting in Non-Public Session with the Selectmen were Fire Chief Edward Gannon, Town Administrator Herman and Recording Secretary Hoijer.

Chief Gannon left the meeting at 6:30 PM.

The Selectmen continued to meet to discuss an employment matter.

***At 6:48 pm, Mr. Eaton motioned to come out non-public session. Mr. Leclair seconded the motion. A roll call vote was taken: Mr. Headd – Yes; Mr. Eaton – Yes, Mr. Leclair – Yes. The motion passed unanimously.***

***Mr. Headd motioned to seal the non-public minutes. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

The Chairman called for a 10 minute recess in the meeting.

**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 April 9, 2018, \$853,003.45**

***Mr. Eaton motioned to approve the Accounts Payable for the week of April 9, 2018 in the amount of \$853,003.45. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

### **Approval of Payroll for the Week of April 16, 2018, \$42,801.09**

***Mr. Eaton motioned to approve the Payroll for the Week of April 16, 2018 in the amount of \$42,801.09. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

### **Approval of Consent Agenda for the Week of April 16, 2018**

Mr. Headd read out loud the Consent Agenda items which included: a Tax Collector Warrant, two Notices of Intent to Excavate on Birch Road, an application for Veteran's Property Tax Credit, an abatement of real estate tax, one assistance for persons with disabilities, and three pistol permits.

***Mr. Eaton motioned to approve the Consent Agenda for the Week of April 16, 2018. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

### **Appointments with the Board**

#### **Loren Martin of Avitar Associates and Keith Gagnon of NH DRA**

Ms. Martin reported based on the markets sales since the last readjustment five years ago, she is anticipating there will be an increase in property values of 20-25% as a result of the revaluation. The rules allows us to look back two years at sales, but there were enough sales from October 1, 2017 through April 1, 2018 to adequately analyze the market. Ms. Martin explained property owners shouldn't panic because the municipality cannot collect more than the approved budgets allow, so that while property values go up, the rate would come down in order to balance that out. They are not raising assessed values to make more money for the town.

Ms. Martin explained Avitar evaluates the sales for accuracy, they are bonded and copies of insurance information has been provided to the Department of Revenue Administration. Notices of revised values will go out to property owners at the end of June and, after giving owners a week or so to research the information, they will hold appointments in the meeting room in July with plans of turning over the completed values and database to the town in August.

Ms. Martin explained some of the services Avitar provides such as a full set of record cards, which are updated, reporting on sales to base values, and web links to DRA and what the town's responsibilities are with making sure that their records are up to date, such as current use.

Mr. Gagnon explained the assessment review process administered by the NH Department of Revenue Administration during this process and provided a copy of an

Assessment Review Standards table as well as a postcard which would be mailed to owners two weeks prior to any field inspections the State might do so that they could chose to opt out if they preferred not to. Mr. Gagnon explained he would test the accuracy of 20 or so prior sales to make sure that the information was reliable.

Ms. Martin and Mr. Gagnon departed the meeting at 7:11 pm.

## **New Business**

### **Volunteers for Appointment as Alternate Members of the Zoning Board of Adjustment**

Mr. Herman presented a letter dated April 12, 2018 which indicated former Planning Board member and Chair Charles "Stoney" Worster and Dennis Vieira had volunteered to serve as alternates on the Zoning Board of Adjustment. A copy of Mr. Vieira's application was included. ZBA Chair Mark Wright has asked to secure several alternate members to ensure a quorum for each hearing. Their terms would be staggered to establish three-year rotating terms as required by the statute.

***Mr. Leclair motioned to appoint Dennis M. Vieira as an alternate member of the Zoning Board of Adjustment with a term to expire in March 2019. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

***Mr. Leclair motioned to appoint Charles M. Worster as an alternate member of the Zoning Board of Adjustment with a term to expire in March 2000. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

### **Authorization for FY2017 Audit of Town Financial Records**

Mr. Herman presented an April 13, 2018 letter concerning Finance Director Adele Frisella's contact with the Town's auditing firm, Vachon Clukay & Co to schedule the audit of the Town's FY 2017 accounts, cost \$11,950. Mr. Herman advised that \$12,000 was budgeted. A copy was attached of a confirmation and authorization they are seeking to have signed by the Chair.

***Mr. Eaton motioned to authorize Selectman Chair James Headd to sign the confirmation and authorization letter for the Town's FY 2017 audit with Vachon Clukay & Company PC of Manchester at a cost of \$11,950. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

Chairman Headd signed the agreement.

### **April 2018 Testing of Groundwater Samples at Former Landfill Property**

Mr. Herman presented a copy of the signed Authorization of Stantec Consulting Services dated April 5, 2018 and advised that they should see results in about a month's time.

## **2018 Update of Auburn Capital Improvement Plan**

Mr. Herman presented a letter dated April 10, 2018 concerning the notification of the Planning Board of funds included in the budget to update the recently adopted Town of Auburn Capital Improvement Plan (CIP). The funds are included in the Financial Administration account of the Selectmen's budget for the CIP to be updated to cover 2019-2024.

Mr. Herman advised the Auburn School District had recently developed their own CIP which reflects the school renovation & addition project approved in March. He anticipated receiving their information by May, which could be fully included in the overall Town CIP moving forward. Mickey Rolfe indicated the school district information would be very important in updating the CIP.

With the approval of the Planning Board, Mr. Herman will work with Mr. Tatem of Stantec to reach out to various departments for input to be brought before the Planning Board for consideration in time to complete the update by the end of August 2018.

## **Potential Follow-up to MRI Recommendations for Auburn Police Department**

Mr. Herman presented a letter dated April 9, 2018 concerning a telephone conversation with Police Commission Chair David Dion of a suggestion made at the April 3<sup>rd</sup> Police Commission meeting that a review of the work done on the MRI recommendations be undertaken. A copy of the minutes of the April 3, 2018 meeting of the Police Commission. Mr. Herman was not in attendance at that meeting but indicated Mr. Dion felt the original review was funded through the Selectmen's budget and he felt any follow-up review should also be funded through the Selectmen's budget. He had agreed to bring Mr. Dion's sentiments to the Board.

Mr. Eaton advised that he trusted the department heads and don't think that they need to bring MRI back in for this. Mr. Headd and Mr. Leclair were in agreement, with all Board members indicating they would not fund the secondary review.

Mr. Rolfe indicated it was something Dennis McCarthy had brought up at the Commission meeting and he was likely to support him on the request.

## **MRI Town Hall Operational Study Recommendations**

Mr. Herman presented a letter dated April 11, 2018 concerning the 22 recommendations MRI made in its 2017 operational study of Town Hall operations, of which, #10, #12, #14, #15 and #16 have been addressed.

Mr. Herman stated he will take care of preparing the various recommended adjustments to the Personnel Policy so they could be brought before the Joint Personnel Board for consideration.

Mr. Herman advised items #20 and #21 designating the Town Administrator as supervising department head for town hall and the designation of the Parks & Rec Coordinator as supervising head for Parks & Rec would require discussion with the Board's and approval of the Joint Personnel Board.

Mr. Herman advised # 2 – Periodic updating of the Town's Classification and Compensation System; #5 providing remote access of the fund accounting system, and #18 – establishing "private" office areas for the Building Inspector and Land Use Administrator are all items that would require future budgeting by the Board.

Mr. Herman advised that #17 concerning electronic storage of records is something he would solicit a proposal for that could be considered for a future budget.

Mr. Herman advised that #7 asks to consider appointing versus electing the positions of Tax Collector, Treasurer, and Road Agent are items the Board would have to bring before the voters if they were inclined to move in any of those directions.

Mr. Leclair felt that there should be some further discussion in another meeting concerning review of this list.

Mr. Headd added and to define who is in charge and delegate responsibilities.

Mr. Eaton suggested taking the 17 remaining items, prioritizing them and dividing them into three items that could be addressed at each of the upcoming BOS meetings. The Board was in agreement to do that in the next coming meetings.

### **Potential Lamp Post Banners for Auburn**

Mr. Herman presented a letter dated April 13, 2018 concerning the potential lamp post banners AVS Principal Lori Collins proposed would provide welcoming messages to residents and others passing through town. A contest was hosted with the students at the Auburn Village School for the artwork for the cover of the annual Town Report. AVS Principal Collins thought to take three of the best pieces of art and have them made into lamp post banners that could be displayed at town properties, such as the Town Hall, the Safety Complex and the Griffin Free Public Library. Three sample copies were provided.

Mr. Herman advised the cost was approximately \$1,650 to be secured from commitments from private donations and would include the banners and hardware to attach and hang the banners.

Mr. Herman advised the Board would need to approve the banners being hung and displayed on Town property, as well as being willing to accept and expend the donated funds for this project in order for it to move forward.

Mr. Leclair asked how long the banners would typically last. Mr. Herman advised the banners have a three year warranty, although he thought they may last longer if the

Town only keeps them up from May to November like the American flags in the center of town. Mr. Eaton added that especially if they are taken in and stored in the winter.

Mr. Headd stated that he was in favor of supporting the kids. Mr. Leclair added that it connects the community to the school. All of the Board members were in favor of it.

## **Old Business**

### **Voluntary Merger of Hooksett Road Properties**

Mr. Herman advised he had received the recorded deed for the recent purchase of the 1.9-acre parcel of land (Tax Map #26, Lot #9) on Hooksett Road. He noted the Board had previously indicated they would voluntarily merge the property with the abutting half-acre parcel that housed the Griffin Free Public Library (Tax Map #26, Lot #10). As a result, he had prepared the Voluntary Merger document for the Board's consideration that would go to the Planning Board for approval.

Mr. Leclair asked if there was any down side to this and Mr. Herman said no. When the 1.9-acre lot was originally subdivided from its parent lot, it was with the intention of being merged to the library lot. As approved, the only access to the new lot is through the existing library property.

***Mr. Leclair motioned to approve the merge of tax Lot #26-9 and #26-10. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

### **Appletree Property**

Mr. Herman advised he had received notification of the Superior Court decree clearing the title to the Appletree property the Town offered at auction last fall, which clears the way for closing on the property in the next few weeks.

## **Other Business**

Mr. Rolfe asked if the Board had hired anyone for the Finance Assistant position. Mr. Headd advised that they have prepared an offer.

Shawn Wheeler of Bunker Hill asked about the appointment of the Fire Chief and when his appointment expires and for how long it will be renewed.

Mr. Headd advised the appointment expired March 31, 2018 and the Board was waiting to know what changes the Legislature is going to make in the statutes concerning retirees returning to part-time work. In the interim, Mr. Headd said the Fire Chief continues to serve in full service until re-appointment or a successor is chosen.

Mr. DiPietro asked about the Town Hall front porch project and Mr. Herman advised that it had gone out to bid last fall with only one bid received which the Board deemed to be too expensive. Mr. Headd suggested they do it again and Mr. Eaton added that bidding season would be good now, put it in.

Mrs. Phillips asked about the tree out front of the Town Hall and expressed concerns with branches coming down and it getting into the leach field. Mr. Leclair asked about the cost for removing it and Mr. Herman advised that it would be about \$2-3,000.00. He said the Road Agent had gotten an estimate last year for the Board.

Mr. DiPietro came before the Board and was sworn in as a member of the Highway Safety Committee.

## **Minutes**

### **April 2, 2018 Public Meeting**

***Mr. Leclair motioned to accept the minutes of April 2, 2018 as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

### **April 2, 2018 Non-Public Sessions (3)**

***Mr. Eaton motioned to accept the minutes of April 2, 2018 non-public sessions. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

### **April 9, 2018 Non-Public Meeting**

***Mr. Leclair motioned to accept the minutes of April 9, 2018 non-public session. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

## **Adjournment**

***Mr. Leclair motioned to adjourn the meeting at 7:38 pm. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary