

**Town of Auburn  
Board of Selectmen  
April 30, 2018  
Town Hall  
7:00 p.m.**

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

**Also Present:** Mike DiPietro, Paula Marzloff, Carrie Rouleau-Cote, Building Inspector, Tom Lacroix, Michael Rolfe, Dale Phillips, Linda Dross, Russell Sullivan, Pauline Vieira, Dennis Vieira, Susan Goodhue, Marion Miller, Bill Herman, Town Administrator and Nancy J. Hoijer, Recording Secretary

**Call to Order – Pledge of Allegiance**

At 6:59 pm Mr. Headd called the meeting to order and led the Pledge of Allegiance.

**Approval of Accounts Payable for the Week of April 23, 2018 - \$121,756.93**

***Mr. Eaton motioned to approve the Accounts Payable for the week of April 23, 2018 in the amount of \$121,756.93. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

**Approval of Payroll for the Week of April 30, 2018 - \$42,347.35**

***Mr. Eaton motioned to approve the Payroll for the week of April 30, 2018 in the amount of \$42,347.35. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

**Approval of Consent Agenda – Week of April 30, 2018**

Mr. Headd read the Consent Agenda items some of which included two raffles, an application for property tax/veteran's credit, a Commendation for Eagle Scout Court of Honor and one pistol/revolver permit.

***Mr. Eaton motioned to approve the Consent Agenda for the week of April 30, 2018 as written. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

**Appointments with the Board**

Carrie Rouleau-Cote, the Building Inspector and Code Enforcement Officer appeared before the Board to present a Proclamation declaring May, 2018 - Building Safety Month which she requested the Board sign into effect.

Mrs. Rouleau-Cote explained the themes which would be set for each of the five weeks in May and can be found on the Auburn Community Facebook site and Town webpages.

Mrs. Rouleau-Cote explained the purpose was to promote awareness, education and public safety issues recommended by the International Code Council.

Mrs. Rouleau-Cote stated in addition to involving the children's classrooms with reading a children's book: *The Three Little Pigs*, the month would be kicked off with a meeting with Governor Sununu who would be signing the Proclamation on Tuesday for the State. She has developed five themes for the weeks of May, some of which include Planning with Code Officials, Tech and New Products which can be incorporated into homes and businesses, Protecting the Community from Disasters (flood, wind, Winter etc.), Safeguarding the Water (quality, quantity and safety in swimming pools), and Education to encourage participation in the trade professions.

Mrs. Rouleau-Cote closed by pointing out that the goal is to raise the profile that we are the "First Preventers."

***Mr. Leclair motioned to authorize May, 2018 as Building Safety Month in accordance with the Proclamation. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

## **New Business**

### **Appointment of Finance Assistant**

Mr. Herman summarized the details of his April 25, 2018 memo to the Board that after narrowing down the candidates for the Finance Assistant position to two candidates, and having a vote of the Board of Selectmen to offer the position to Patricia Rousseau of Auburn, an offer of employment was made and accepted. Mr. Herman requested the Board formally vote to appoint Ms. Rousseau to the position of Finance Assistant with the labor grade and step recommended on the Town of Auburn Wage Schedule. Ms. Rousseau's position would be supervised by the Finance Director.

***Mr. Leclair motioned to appoint Patricia Rousseau of Auburn as the full-time Finance Assistant effective April 23, 2018 and to initially set the position as a Labor Grade 7, Step 6 on the Town of Auburn Wage Schedule. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

### **Potential Sale of Hooksett Road Property**

Mr. Herman presented a proposal dated April 24, 2018 (together with map and list of abutting owners and their addresses) which detailed that in recent weeks Tax Collector Susan Jenkins had received an inquiry from an abutting property owner who lives in Hooksett, concerning a 0.4-acre parcel of land and potentially acquiring that property which the Town had taken in 2011 by Tax Collector's deed (Map/Lot #9-39).

The parcel's limited size would make it of little to no value to anyone besides either of the two abutters. Mr. Eaton advised the lot was mostly wet. Mrs. Phillips added that it lacked the required frontage to be buildable. Mr. Headd inquired as to merging the lots, what process was involved and whether it would be fair to divide the parcel equally amongst the two abutters. Mr. Herman advised that to merge a lot, one of the owners would have to first acquire the parcel and then perform a lot line adjustment. He indicated the lot was too small for the Planning Board to approve a subdivision of the property.

Mr. Herman advised in his proposal that by statute (RSA 80:80) the Town may only sell property taken in Tax Collector's Deed by either advertised sealed bid or public auction and recommended an advertised sealed bid with notice being sent directly to the two abutters.

Mr. Leclair asked if they were to proceed in that manner, would they be able to decline bids? Mr. Herman advised that if they noticed it that way, they would need to notice the minimum amount.

***Mr. Eaton moved to approve offering the .4 acre parcel on Hooksett Road identified as Tax Map #9, Lot #39 for sale by advertised sealed bid with no minimum, and that notice of the sale shall be provided to the two immediate property abutters. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

### **Parks & Recreation Focus Groups, Community Survey & Facilitated Meeting**

Mr. Herman provided an update dated April 26, 2018 concerning the Community Input & Discussion – Parks & Recreation in which Parks & Recreation Director, Amy Lachance wanted to update the Board on the efforts under way as part of focus goal #2 the Board set for 2018: *Study and examine the future of the Parks and Recreation Department.*

Mr. Herman advised they have held small focus group meetings and asked whether the Board of Selectmen wanted to participate as a focus group at some point in the future. He further noted the online survey has, to date, had 95 responses, which is even before the upcoming promotion through the Auburn Village School. The data gathered by these two processed will be presented as part of the facilitated community discussion meeting which Rick Alpers of Primex will lead. That meeting has been scheduled to be held at the Auburn Village School, Tuesday, June 12<sup>th</sup> in the early evening.

Mr. Headd stated that the Board would like to see what the rest of the group has to say and would not participate as a separate focus group, but will participate in the June 12<sup>th</sup> meeting, at the AVS.

## **May Meeting with Auburn School Board**

Mr. Herman advised the next quarterly meeting with the Auburn School Board would be held on Monday, May 14<sup>th</sup> as part of the Selectmen's next regular meeting.

Mr. Herman suggested the Revaluation of Property Assessments would be the biggest item, also Parks & Recreation, Updating of the Capital Improvement Plan (CIP) and the Multi-Use Path Plan.

## **Capital Improvement Plan – Storage Building Proposal**

Mr. Herman advised the storage garage was not in the current plan and asked how the Board wanted to proceed with that effort. Mr. Headd suggested with heavy objection from the Budget Committee last year they could not reach common ground. He suggested the Board of Selectmen meet with the Budget Committee to discuss the project and see what direction might come from that. The Board members were in agreement with that approach. Mr. Herman inquired as to how soon they would want to meet and whether that could be part of the next Board meeting. Mr. Headd stated that it should be a separate meeting and held sooner than later. The other Board members agreed.

## **Old Business**

### **Town Hall Entrance Renovation**

Mr. Herman presented a Scope of Work and copy of the Public Notice Request for Proposals dated April 25, 2018 soliciting proposals for the building renovation of the Auburn Town Hall located at 47 Chester Road (NH Route 121) which includes: removal of the existing front porch and associated stairs, structure and foundation. Access during the renovation would be shifted to the rear of the building. The contractor will provide appropriate barricades during the construction process to provide public safety. [www.auburnnh.us](http://www.auburnnh.us) "Requests for Proposals" under BOS link.

Sealed bids marked "TOWN HALL RENOVATION" will be accepted at the BOS office until 2:00 pm on Thursday, May 10, 2018 for consideration at the next BOS meeting on Monday, May 14, 2018.

## **MRI Recommendations for Town Hall Operations**

Mr. Herman advised he has divided up the MRI recommendations as requested during the last meeting. For this meeting he was bringing mostly the Personnel Policy items forward for consideration. These included:

- Payroll Processing and the supervisor's signing for time sheets
- Designating the Town Administrator as the Town's HR Director
- Various and specific Personnel Policy recommendations

- Designated the Parks & Recreation Coordinator as the supervising department head for other part-time Parks & Recreation positions.
- Designation of the Town Administrator as Supervising Department Head for the Town Hall

Mr. Herman advised the auditors had raised the issue of employees signing off on their own time sheets, but with no direct supervisor there was no one willing to sign off. Mr. Headd clarified that it was done on the honor system.

Mr. Leclair stated Ms. Rousseau would be reporting to the Finance Director, the Deputy Town Clerk reports to the Town Clerk and of course, the Board of Selectmen would still be responsible for hiring and firing. Mr. Herman reminded that both the Town Clerk and the Tax Collector were elected officials and not employees, which left the Building Inspector, Finance Director, Parks & Recreation Coordinator and Land Use Administrator as the Town Hall position the Town Administrator would assume responsibility. Mr. Leclair agreed that it made sense for those four to report to Mr. Herman and that Mr. Herman should be indicated as the HR Director for the Town since he has already been.

The Board members agreed to wait on Item #21 concerning Parks & Recreation until the community facilitated process wraps up in June/July.

The Board agreed Mr. Herman should provide a written proposal for updates to the Personnel Policy for consideration, noting the specific recommendations included: Family Medical Leave, Anti-Harassment Policy, Workplace Violence Policy, Code of Conduct, Social Media Policy, Dress Code, Administrative Agent, Personnel Files, HR and Recruitment Section 3.1 and 3.2 Selection.

Mr. Eaton asked about the potential of re-arranging people in the Town Hall office. Mr. Herman asked if he meant the potential of developing private office space, and Mr. Eaton indicated he was. Mr. Herman indicated that would be brought forward at a later date. Mr. Eaton stated that he would like the Board to have discussions with some of those who that might affect, and Mr. Leclair suggested inviting them to the next meeting.

## **Other Business**

### **School Board & Selectmen Meeting on School Board – May 3, 2018 at 4:30 pm Auburn Village School.**

Mr. Herman advised that there would be discussion about the bond and the School Board needed to make a decision by their next meeting on Monday, May 7<sup>th</sup>.

Mr. Leclair explained there was a decision to be made about whether to have a fixed annual rather than a variable, which is cheaper in the long run.

## **Minutes**

### **April 16, 2018 Public Meeting**

***Mr. Leclair motioned to accept the April 16, 2018 Minutes of the Public Meeting as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

### **April 16, 2018 Non-Public Meeting (x2)**

***Mr. Leclair motioned to accept the two April 16, 2018 Non-Public Minutes as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

## **Adjournment**

***Mr. Headd motioned to adjourn the meeting at 7:28 pm. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

**Respectfully submitted,**

**Nancy J. Hoijer**

**Recording Secretary**