

**Town of Auburn
Board of Selectmen
May 14, 2018
Town Hall
6:00 pm**

Selectmen Present: James Headd, Richard Eaton and Keith Leclair

Also Present: Susan Jenkins, Tax Collector, Joseph Rossino, Mike Dross, Road Agent, Michael Rolfe, Michael DiPietro, Mary Anne Rolfe and John Rolfe, Samantha Belcourt, School Board, Dale Phillips, Linda Dross, Pauline Vieira, Marion Miller, Jill Dross, Tom Lacroix, Amy Lachance, Parks & Recreation, Russell Sullivan, Barbara Carpenter, School Board, Kayla Beliveau, Paula Marzloff, Scott Norris, Cemetery Trustee, Alan Villeneuve, School Board, Susan Goodhue, Joe Savvy, William Herman, Town Administrator and Nancy Hoijer, Recording Secretary

Non-Public Sessions pursuant to NH RSA 91-A: 3, II (c) (reputation of persons other than a board member)

At 6:00 pm Mr. Leclair motioned to go into non-public session under NH RSA 91-A: 3, II (c) reputation. Mr. Eaton seconded the motion. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes; Mr. Leclair – yes.

Mr. Eaton moved to come out of Non-Public Session at 6:45 pm, seconded by Mr. Leclair. A vote was taken, all were in favor, the motion carried unanimously.

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

At 6:45 pm Mr. Headd called for a brief recess of the meeting.

Call to Order - Pledge of Allegiance

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

Approval of Accounts Payable for the Week of May 7, 2018 - \$871,135.90

Mr. Eaton motioned to approve the Accounts Payable for the Week of May 7, 2018 in the amount of \$871,135.90. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Approval of Payroll for the Week of May 14, 2018 - \$45,487.25

Mr. Eaton motioned to approve the Payroll for the Week of May 14, 2018 in the amount of \$45,487.25. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of May 14, 2018

Mr. Headd read the Consent Agenda items, some of which included: a Tax Collector's Warrant/Excavation Yield Tax for m/l #11-50, \$10.70; a Tax Collector's Warrant/Timber Yield

Tax for m/l #31-19 \$41.38; a Notice of Property Lien/Public Assistance \$466.70; a Payroll Transfer #11, \$50,000 and one Pistol/Revolver permit.

Appointments with the Board

Kayla Beliveau – Conservation Alternate Applicant

Mr. Herman advised Ms. Beliveau has met with Conservation Commission and she is recommended to be appointed as an alternate member. Ms. Beliveau is employed with a veterinary clinic and is a current student at UNH. Her application indicates she is studying wildlife and conservation biology.

Mr. Leclair motioned to appoint Kayla Beliveau as an alternate member to the Conservation Commission with a term to expire in March 2021. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Quarterly Meeting with the Auburn School Board

Mr. Headd asked Mr. Villeneuve for an update concerning the school construction. Mr. Villeneuve advised the surveyor has been out, and construction is scheduled to commence on July 1st. Mr. Eaton requested the minutes be posted on the school website. Mr. Villeneuve advised the school improvement committee has had working sessions which are open to the public, meeting every other Thursday at 10.

Mr. Eaton asked if the bond rate was locked in. Mr. Villeneuve advised the rate was currently estimated at 2.88%, but would not be set until the bond sale is held on June 11th. Mr. Headd added that it may go up a quarter of a point.

Mr. Headd inquired about snow days. Mr. Villeneuve advised they had missed about 6-7 days and are allowed 5, which ultimately changed graduation from Thursday to Friday. Mr. Villeneuve added after June is not the best atmosphere for teaching and commended the Auburn Village School staff for increasing their teaching hours over the course of the year to achieve this limited snow days delay.

Mr. Leclair and Mr. Herman summarized the re-evaluation process of property tax assessments. Mr. Herman stated individual property assessment numbers would be available mid-to end June. Owners would then receive notices and be able to meet with the assessors in July. In August the complete revaluation numbers should be provided to the town and ultimately reflected in the November 1 tax bill. While the market has risen, which will reflect a 20% higher assessment, the resulting tax rate will lower by 20% so that owners are only taxed on the budget that was approved. Mr. Eaton stated the first bond payment will cycle a month before any property tax payments are received, so the Town will need to float that first payment from the general fund or possibly do a short term borrowing of a Tax Anticipation Note.

The Board asked Ms. Lachance to report on the current effort underway to gather information on the potential future of Parks & Recreation. She reported the online survey for Parks & Recreation has had 120-125 responses so far and small focus group meetings have been held as well. All data will be presented at a larger facilitated meeting scheduled for June 12th at 6:30 at the school. Mr. Villeneuve asked if Parks & Rec could assist with what he referred to as "extra sports," activities that are not generally offered but still maintain an interest level. Mr. Villeneuve added that Camp Mi Te Na was especially popular and wondered if that could run during April vacation in conjunction with the student trip to Washington D.C. Mr. Villeneuve also reported the school project would result in the redoing of at least the soccer and softball field at

on the school property, which would relieve some of the use pressure at the Eddows Recreational Fields. Mr. Villeneuve indicated the school district learned they had more land to their property that was not in use than they thought, and it was possible an additional baseball field might be possible.

Mr. Villeneuve asked about the bike path project and was advised Stantec Consulting has developed a base plan based on a full survey of the proposed area. They are currently in contact with NHDOT & Water Works concerning the plans and rights-of-way required for their properties. All are working together towards the development of this potential project. It is expected Stantec Consulting will be filing for the wetlands permits soon. There may need to be a bridge of causeway. Mr. Herman stated that they should know next month about the September grants. They will need permission from DOT and Water Works for catch basins and DOT may want to upgrade some of their culverts along Chester Road at the same time of this project. Mr. Eaton explained the project would likely include treatment swails which travel for some feet prior to collecting the water in catch basins.

Mr. Villeneuve advised the School District received a \$100,000 grant from the State of New Hampshire for safety and security improvements to be made at the Auburn Village School as part of the construction project.

Amy Lachance – June Old Home Day Event

Ms. Lachance presented that Old Home Day will be on June 9th starting at 4 pm and ending with fireworks. There will be safety vehicles for the kids to see on Eaton Hill Road Extension around the Safety Complex. Ms. Lachance showed the map from last year's event and indicated the same area is planned to be used this year. They are requesting permission from the Board of Selectmen to close Eaton Hill Road Extension to traffic from 2 pm to 11 pm. This would afford time for the event, plus set-up and clean-up time.

Mr. Leclair motioned to approve the closure of Eaton Hill Road Extension from 2-11 pm on June 9th. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

New Business

Scheduling of Town and School District Deliberative Session Meetings

Mr. Herman advised SAU Business Administrator Karen Lessard had contacted him to discuss potentially scheduling the School District Deliberative Session for the same day as the Town Deliberative Session in 2019.

Mr. Headd stated he agreed it would save time to have both meetings the same day and indicated one solution for the question of which meeting would go first was to alternate years with the School going first one year, then the Town the next. The consensus of the Board of Selectmen was they agreed with this approach.

Mr. Herman advised what other communities who hold their meetings in this manner do is that both meetings are posited for the same date, time and place. The morning of the meetings, if the School District goes first, the Town Moderator would first open the Town Deliberative Session for the purposes of accepting a motion to recess the meeting until the conclusion of the School District Meeting. Once that vote is taken, the Town Session is recessed and the School District Meeting is held. Once the School District meeting is completed, the Town Meeting would resume to its conclusion.

Mr. Eaton asked Mr. Villeneuve how much time the School would need for its meeting, and he stated the January 2018 meeting took about 13 minutes. With 2019 being a year there was no teacher contract to be reviewed, he didn't think that meeting would be much different from 2018.

Mr. Villeneuve asked if correspondence could be sent to the SAU concerning this conversation and the Board of Selectmen's sentiments.

FEMA/Homeland Security Firefighters Grants Program Review

Mr. Herman advised former Fire Chief, Bruce Phillips, has been named to the federal review panel to evaluate grant applications for funding under the federal Assistance to Firefighters Program. This will be Chief Phillips sixth year of service. The panel is meeting this month in Atlanta, GA. Mrs. Phillips stated that he left today. Mr. Headd offered his congratulations to Chief Phillips.

Consideration of Drug & Alcohol Testing Program

Mr. Herman advised the Auburn Police Commission at their April and May meetings have been discussing implementation of a drug and alcohol testing program for the sworn personnel of the department in accordance with the Collective Bargaining Agreement with the Police Union since it was first adopted in 2013.

The Commission felt that the program should potentially be applied to all town departments and employees. Mr. Herman indicated applying the process to any other Town department would be a decision for the Board of Selectmen to make, and he advised that if that was the decision made, it would only make sense for the Police Commission and the Board of Selectmen to work together to develop on policy, one program, one set of protocols that covered everyone and not have a "police program" and a separate "fire program". Mr. Headd agreed it made sense not to require it of one group and not the other. He felt it should be universally applied with no discriminatory practices. Mr. Herman advised it is his understanding that there is a long-standing US Supreme Court decision that would only allow public employers to require random testing of employees required to have a CDL license as part of their job, and for what are described as "safety sensitive" positions which would include police officers, dispatchers, firefighters and EMS personnel. Russell Sullivan stated in his industry everyone was tested. Mr. Villeneuve asked why the policy was being implemented now, had something happened to bring this up. Mr. Rolfe stated that it was part of the personnel and union policy for years and needed to be addressed. Anyone driving commercial vehicles, carrying firearms and responding to an emergency. These vehicles are commercially registered. Mr. Herman advised that town counsel would need to weigh in and work with the Town if it goes in this direction. The consensus of the Board of Selectmen was to include all Town personnel as appropriate in this process.

State applies for Federal Disaster Aid for March 13th Blizzard

Mr. Herman presented a copy of a Union Leader article concerning federal disaster aid for the mid-March blizzard that the Governor has requested. Mr. Herman indicated should the application be approved, Auburn would be eligible for reimbursement of 75% of the storm's cost.

No Parking Signs for Cemetery Entrance

Mr. Eaton raised concerns about the entrance to the Auburn Village Cemetery being blocked off by the commuter line at the school and requested the Road Agent post signs at the entrance this week. Road Agent Mike Dross stated he would order the signs and use plain "no parking" signs until they come in. Mr. Dross thinks he may have some and if not he will contact. Mr.

Eaton to arrange to get some from him. Mr. Leclair advised the school newsletter was done for this year so they could send an email to the school. Mr. Villeneuve suggested the AVS Administration be contacted to help communicate this concern to the parents who drop-off and pick-up their children.

Old Business

Lamp Post Banners Project

Mr. Herman presented an update on the Lamp Post Banner Project. This past week they received the proofs, copies of which were attached, of the three 2'x4' color banners to be created. The \$1,676 cost was offset completely by donations and delivery is expected in a week or so. Mr. Herman advised that the Board would meet on Monday, June 4th to formally accept and expend the donations for the project.

Town Hall Front Entrance Renovation Project

Mr. Herman presented the three bids received for the Town Hall Front Entrance Renovation Project. Target New England's bid of \$32,460 was the lowest and concerns were expressed that as they were off more than \$40,000 from the other bids that perhaps they did not understand the scope of the work. Mr. Leclair advised, however, that as they were the low bid, their proposal would need investigating before a decision was reached, but the figures would not be subject to renegotiating as the bids had already been publicly displayed.

Schedule Meeting for Town Office Space Considerations

Mr. Herman suggested the Board meet next Monday (May 21st) at 5 pm to do a walk-thru of the office space. The Board was in agreement with this suggestion.

Other Business

Workshop Meeting with Budget Committee – May 21st at 7:00 PM

Mr. Herman advised there will be a workshop meeting on May 21st at 7:00 pm. Mr. Headd stated that he was disappointed Ms. Marzloff could not be there to discuss her idea.

Minutes – April 30, 2018 Public Meeting

Mr. Leclair motioned to accept the April 30, 2018 minutes as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Reconvene Non-Public Session under RSA 91-A: 3, II (c) reputation of an individual other than a board member

At 7:48 pm Mr. Headd motioned to reconvene the non-public session under RSA 91-A: 3, II (c) reputation. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes; Mr. Leclair – yes.

Mr. Eaton moved to come out of Non-Public Session at 8:20 pm, seconded by Mr. Leclair. A vote was taken, all were in favor, the motion carried unanimously.

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

Adjourn

Mr. Eaton motioned to adjourn the meeting at 8:20 pm. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary