

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

Selectmen Present: James Headd, Richard Eaton and Keith Leclair

Others Present: Paula Marzloff, Dale Phillips, Mickey Rolfe, Mike Dross, Road Agent, Linda Dross, Russell Sullivan, Sergeant Kevin Cashman, Mike DiPietro, Susan Goodhue, Melissa Gates, William Herman, Town Administrator and Nancy Hoijer, Recording Secretary

Call to Order – Pledge of Allegiance

Mr. Headd called the meeting to order at 7:00 pm and led with the Pledge of Allegiance.

Approval of Payroll for the Week of July 23, 2018 - \$45,264.13

Mr. Eaton motioned to approve the Payroll for the Week of July 23, 2018 in the amount of \$45,264.13. Mr. Leclair seconded the motion, with all in favor the motion passed unanimously.

Approval of Accounts Payable for the Week of July 30, 2018

Mr. Eaton motioned to approve the Accounts Payable for the Week of July 30, 2018 in the amount of \$1,160,214.94. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of July 30, 2018

Mr. Headd read out loud and offered for inspection a copy of the Consent Agenda for the Week of July 30, 2018 some of which included: one (1) Cemetery Deed/Auburn Village Cemetery, two (2) Abatement/Refund Requests, two (2) Application of Property Tax Credit Exemptions – Veteran's Credit, one (1) NH Retirement System/Group II Position Certification Form, and (1) Void Check Manifest.

Mr. Eaton motioned to approve the Consent Agenda for the Week of July 30, 2018. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Appointments with the Board

Melissa Gates – Town's Health Insurance

Ms. Gates appeared before the Board to present a letter dated July 29, 2018 in which she requested that town employees be notified of upcoming changes that affect town employees and that if the other employees were in agreement, to consider changing the insurance carrier back to CIGNA, citing that she was very pleased with the benefit, out of pocket costs and "top notch" customer service and ease of use, she had experienced with them.

Mr. Herman advised the policy was reviewed in December or January for the period effective July 1 – June 30th. Mr. Herman advised employees in the Police Department had been provided all the information the Board had at the same time the Board was provided it, and they

were invited to the meeting when the insurance coverage would be discussed. No one attended. The Board members indicated whenever another policy review is considered, departmental notifications would be provided.

New Business

Parking Concerns on Rockingham Road

Mr. Headd advised the Board had received complaints about parking during the hours of operation for the *Auburn Pitts* from the immediate abutter at 175 Rockingham Road, and asked Road Agent Dross and Sergeant Cashman if they had any suggestions as driveways were being boxed in and it was difficult for residents to enter and exit their driveways safely as they could not see past all of the parked cars.

Mr. Dross advised he could get some signs, but expressed concern about how to choose which driveways got the signs and which didn't, as they couldn't post them in front of every driveway. Sergeant Cashman agreed signs do work and the cars could be ticketed for the violations. Mr. Sullivan added that the off-site parking and number of patrons inside and outside of the business was likely a violation of their Site Plan approval which was for a smaller venue and on-site parking. He suggested Planning and the Fire Department should both be notified for a review. Ms. Marzloff agreed if they were brought in before the Planning Board they would need to be noticed.

Mr. Leclair advised the Planning Board meets on Wednesday. Mr. Herman will notify them.

Mr. Leclair added he had seen a sign posted offering the use of a shuttle bus but wasn't sure what that was all about. Mr. Leclair was uncertain whether it was sponsored by the business or some individual wanting to make some extra money.

Mr. DiPietro agreed it was a safety concern and he would and he would put it on the agenda for the next Highway Safety Committee meeting.

Compliance with GASB #75

Mr. Herman provided copies of a report from Finance Director Frisella concerning two proposals she had received to comply with Governmental Accounting Standards Rule #75 which is to report on post-employment benefits (other than pensions) effective January 1, 2018.

Mr. Herman advised post-employment benefits are basically insurance benefits that are connected to the Town through its retired employees. For Auburn, that would be full-time employees who retire from the fire and police department.

Ms. Frisella advised the lowest cost was \$3,500 with KMS of Manchester, while only \$2,000 had been budgeted. Mr. Eaton noted this would be an ongoing expense to remain in compliance.

Mr. Headd asked what the penalty would be for not contracting these outside services. Mr. Herman advised the penalty to the Town would be the Town would not receive a "clean" opinion from the auditors as to the state of the Town's financial affairs in the annual audit.

Mr. Herman advised the number of retired employees connected to the Town's insurance were relatively low at this time, but will increase in years to come as employees retire from service.

Mr. Herman added the school district has likely already done this as teacher positions would also be affected by this standard.

Mr. Headd suggested the reporting could wait then until the Town needed to borrow money. Mr. Eaton and Mr. Leclair agreed the ongoing cost to report on benefits for two participating employees did not justify the expense at this time and to have Ms. Frisella keep them posted.

Quarterly Meeting with School Board & Possible Special Meeting

Mr. Herman reported the next quarterly meeting of the Selectmen and School Board should be held in August at the School Board meeting. Unfortunately, that schedule is already full and the September meeting conflicts with the September State Primary Election the Selectmen are already committed to. As many of the proposed dates conflicted with the Board of Selectmen's schedule, Mr. Herman suggested a potential site-walk at the access roadway area for the Town & School District at 5:30 PM prior to the August 27th regular meeting, and the School Board can meet with the Selectmen at Town Hall after the site-walk.

Federal Firefighters Grant for SCBA Equipment

Mr. Herman advised the Towns of Auburn, Chester and Sandown had been approved for the federal Assistance to Firefighters grant to acquire new SCBA breathing apparatus. Auburn's share of the total grant is approximately \$200,000 with the Town needing \$9,500 as its match. The Fire Department budget currently has \$6,400 already in the budget, after paying Auburn's share of the grant writer used for this effort. The Department is looking within its budget to secure the needed balance. Mr. Herman advised Chester will do most of the administrative work required for the grant.

Old Business

Update on Transportation Alternatives Program Grant Process

Mr. Herman presented an update on the proposed Multi-Use Path Project funding through the TAP grant process. Mr. Herman did not foresee any difficulties in submitting the application by the September 7th deadline.

Mr. Herman advised 45 Letters of Intent had been submitted compared to 54 in 2016. One project would be selected per Regional Planning Commission territory, so Auburn's real competition is with Bedford, Hooksett, Londonderry and Manchester who are also submitting project applications. In 2016 Auburn was deemed the second-best project of six in the Southern NH Planning Commission region and 18th overall statewide, with the first 12 being funded.

Mr. Herman advised Dan Tatem was waiting for the Board to select the style of the bridge. Mr. Eaton preferred the Brazilian hardwood. Mr. Headd agreed. Mr. Leclair agreed the bridge would be front and center visible and that they would be saving \$130,000 from the lights which would offset that increase. Mr. Eaton added that they could downgrade to the basic pressure treated model later on, if costs became a concern.

Mr. Eaton will try to get out to Hooksett and look at that model bridge next week.

Update on FEMA Snow Emergency Declaration

Mr. Herman advised the Town expects to recover 75% of approximately \$40,000 identified as eligible expenses from the March 13th winter snowstorm. This would result in a reimbursement of approximately \$30,000 sometime after the close-out of the application, which is expected by the end of August.

Rate of Pay for Road Agent Position/Purchase Policy Review

Mr. Herman provided the detail of hours worked which was requested at the last meeting to consider the request of the Road Agent for an hourly rate increase for his supervisory time which has not increased since 2006.

Mr. Eaton asked about the Town's Purchase Policy. Mr. Herman advised the rate set forth in that policy was specific to the labor rate of the Road Agent.

Mr. Leclair asked Mr. Herman to retrieve a copy of the Policy to see what the agreed labor rate was for other personnel. Mr. Herman departed the meeting at 7:25 pm and returned at 7:27 pm with the Policy which Mr. Leclair reviewed.

Road Agent Dross explained the Town did not have separate laborers as most of the heavy equipment operators were willing to get out of their trucks and work if something was required. It did not make sense to have to pay two people if the time for the trucks was already being incurred and the operators were willing.

Mr. Leclair as an example, supplied invoices from one contractor who had outsourced two additional laborers for four hours each in addition to the tri-axel and excavator used for storm damage on Rattlesnake Rd. Mr. Dross and Mr. Rolfe agreed most operators were willing to jump out of the truck and do what needed to be done while they couldn't expect that all of them to. The drivers do the labor, the Town has no laborers and if they did hire them they would have to pay them for their time to stand around when they weren't needed, and they don't need them every day.

Mr. Eaton suggested the rate of pay for other laborers should be specified in the Town's Purchasing Policy. Mr. Headd and Mr. Leclair agreed but felt time should be taken to consider and establish what that rate should be.

Mr. Rolfe explained about flaggers and the extra costs for separate laborers due to worker's compensation and unemployment insurance contributions factoring in.

Mr. Headd advised that could be discussed at a future meeting, but they could vote whether to approve Mr. Dross' request today with the figures Mr. Herman provided.

Mr. Leclair motioned to approve the Road Agent's hourly fee increase from \$25.00 to \$27.38 effective August 1, 2018. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Other Business

Road Agent Dross advised that Lover's Lane was going well and road reconstruction funds could be used to pave Walnut Drive and Acorn Avenue. Mr. Eaton requested the Road Agent contact Advance Paving to obtain a price for paving those two roads.

Minutes

- July 16, 2018 Public Meeting

Mr. Leclair motioned to approve the July 16, 2018 Public Meeting Minutes, as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

- July 16, 2018 Non-Public Sessions (x2)

Mr. Leclair motioned to approve the two (2) July 16, 2018 Non-Public Meeting Minutes, as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Non-Public Session pursuant to RSA 91-A: 3, II, (a) Compensation of three public employees

Mr. Headd motioned to go into Non-Public Session pursuant to RSA 91-A: 3, II (a) - compensation of three public employees. Mr. Eaton seconded the motion. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes; Mr. Leclair – yes. All were in favor, the motion passed unanimously.

The meeting room was closed to the public at 7:41 pm.

Mr. Eaton motioned to come out of Non-Public Session, seconded by Mr. Leclair. A vote was taken, all were in favor, the motion carried unanimously.

The meeting room was reopened to the public at 7:58 pm.

Mr. Leclair motioned to approve a step increase for the Parks & Recreation Coordinator from a Labor Grade 4, Step 7 to a Labor Grade 8, Step 8 based on a positive performance evaluation. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Mr. Leclair motioned to approve a step increase for the Parks & Recreation Maintenance Manager from a Labor Grade 9, Step 3 to a Labor Grade 9, Step 4 based on a positive performance evaluation. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Mr. Leclair motioned to approve a step increase for the Parks & Recreation Maintenance Worker from a Labor Grade 5, Step 7 to a Labor Grade 5, Step 8 based on a positive performance evaluation. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Mr. Leclair advised the Board needed to meet to review the surveys and recommendations to see where Parks & Recreation is headed. Mr. Herman agreed to schedule that for a Board discussion. Mr. Headd advised the Parks & Recreation budget would be presented in a couple of weeks.

Adjourn

Mr. Eaton motioned to adjourn the meeting at 7:59 pm. Mr. Headd seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary