

**Town of Auburn
Board of Selectmen
August 27, 2018
5:30 PM**

Selectmen Present: James Headd, Richard Eaton and Keith Leclair

Others Present: Paula Marzloff, Dale Phillips, Mickey Rolfe, Road Agent Mike Dross, Mike DiPietro, School Board Chair Alan Villeneuve, School Board Vice Chair Janice Baker, Todd Bedard, Cemetery Trustee Scott Norris, Police Lieutenant Ray Pelton, Fire Chief Bob Seling, Christine McLaughlin, Heather Algozine, Ian Algozine, William Herman, Town Administrator and Nancy Hoijer, Recording Secretary

Site Walk – Proposed Emergency Access Road

From 5:30 PM until 6:30 PM Mr. Headd, Mr. Eaton, Mr. Leclair and Mr. Herman performed a Site Walk inspection with members of the Auburn School Board, and Cemetery Trustees at the trail off Eaton Hill Road between the Safety Complex and Auburn Village School.

Non-Public Session pursuant to RSA 91-A: 3, II (b) Consideration of hiring an individual as a public employee

Mr. Headd motioned to go into Non-Public Session pursuant to RSA 91-A: 3, II (b) Consideration of hiring an individual as a public employee. Mr. Eaton seconded the motion. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes; Mr. Leclair – yes. With all in favor, the motion passed unanimously.

The room was closed to the public at 6:30 pm.

The room was reopened to the public at 6:52 pm.

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 August 20, 2018 - \$46,416.35

Mr. Eaton motioned to approve the Payroll for the Week of August 20, 2018 in the amount of \$46,416.35. Mr. Leclair seconded the motion, with all in favor the motion passed unanimously.

Approval of Accounts Payable for the Week of August 27, 2018

Mr. Eaton motioned to approve the Accounts Payable for the Week of August 27, 2018 in the amount of \$179,724.01. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of August 27, 2018

Mr. Headd read out loud and offered for inspection a copy of the Consent Agenda for the Week of August 27, 2018 some of which included: one (1) Application of Property Tax Credit Exemptions – Veteran's Credit, one (1) NHMA Legislative Policy Conference Voting Delegate Authorization for James Headd, one (1) support letter for TAP funding, one (1) 50-50 Raffle Permit for the Annual Duck Race on September 8, 2018 and one (1) Tax Collector Warrant/Land Use Change Tax.

Mr. Eaton motioned to approve the Consent Agenda for the Week of August 27, 2018. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

New Business

Pingree Hill Fire Station Drainage Project

Mr. Herman presented a Memo dated August 21, 2018 together with a sketch drawn by Seth Potter which called for installation of a trench filled with 3/4" stone and a catch basin, and removal of some of the pavement, regrading and repaving. Road Agent Dross advised he and Mr. Rolfe are willing to donate their time and equipment and the cost of materials would be approximately \$2,000 to come from the Road Reconstruction account. Work would commence once work on Lovers Lane is completed.

Mr. Eaton advised it was best to leave the existing gutters, but avoid adding additional new gutters due to the resulting ice dams they would create with inadequate insulation.

Liberty Woods Reclamation Bond

Mr. Herman advised an extension of two weeks had been requested by the financial institution. The Board agreed to grant the request.

Mr. Eaton motioned to grant Liberty Woods, LLC a two-week extension until September 10, 2018 to renew the letter of credit for the \$176,572 Reclamation Bond. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Old Business

Parks and Recreation Commission Appointments

Mr. Herman advised Margie McEvoy and David Nye had both been contacted and expressed that they were still interested in serving on Parks and Recreation.

Mr. Leclair motioned to re-appoint Margie McEvoy to Parks and Recreation for a three-year term expiring in March 2021. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Mr. Leclair motioned to re-appoint David Nye to Parks and Recreation for a three-year term expiring in March 2021. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Workshop Meeting for Parks and Recreation Operations

Mr. Herman presented a Memo dated August 20, 2018 relative to the proposed Parks & Recreation Workshop Meeting and the goals of that meeting which include: establishing composition of the Commission, supervision of the Coordinator as Dept. Head, designation of Budget Administrator, Event revenues, and Pay as You Go fees.

The Board agreed that a Wednesday at 4:00 PM would work well and Mr. Herman will schedule the Workshop Meeting.

Police Special Details Revolving Fund – Warrant Article

Mr. Herman presented a Memo dated August 22, 2018 regarding the proposed language for the Draft Warrant Article required for administration of the Special Details Revolving Fund which will change the purpose from exclusively payroll and overhead to also include “police related purposes allowed under RSA 31:95-h” (copy of RSA provided) and to limit the expenditure from the account annually to 10%.

Lieutenant Pelton advised the annual percentage should be able to be amended by the Board administratively and not be formally set in the warrant article language. Mr. Herman agreed the statute would allow the Board of Selectmen that authority. Mr. Leclair noted the fund was not expected to sustain the growth rate it has the last couple of years and did not want to exhaust the fund.

The Board was in general concurrence with the proposed language for the warrant article.

Update on March 2018 Severe Winter Storm Declaration

Mr. Herman presented an update dated August 24, 2018 concerning the expected timeline of receipt and expected reimbursement from FEMA for the March 13, winter snowstorm.

Ms. Frisella met with FEMA official on August 23, 2018 and it appears the Town will be able to claim \$52,000 in eligible costs and an additional 5% for administrative costs. Assuming 75% reimbursement the Town would expect to receive \$39,000 plus \$2,600 for those administrative costs sometime in the next 60 days.

Parking Issue - Rockingham Road

Mr. Herman advised that during the July 30th Board meeting, concerns for overflow parking at the Auburn Pitts on Rockingham Road had been discussed and it was recommended the Planning Board review the conditions of the Site Plan Review. Mr. Herman attached a copy of the Planning Board’s draft meeting minutes for August 15, 2018. While it was determined a survey was provided in 2008 depicting the property,

there was no approved Site Plan and thus, no enforcement mechanism for the Planning Board to act upon.

Mr. DiPietro advised there were not that many driveways and the area was pretty flat. These concerns are on the agenda for the Highway Safety Committee to review at their September meeting. The Fire Department will consider the facility's capacity criteria.

Other Business

Paving – Road Agent

Road Agent Mike Dross stated Lovers Lane was scheduled to be paved on August 29th. He said once Lovers Lane is complete, he will do what he can to expedite getting the bills submitted so the Board can know the status of the road reconstruction account. Mr. Dross reported the next work project planned was Acorn Avenue, Joan Drive and Walnut Drive. Mr. Eaton asked the Road Agent to find out reclamation costs for those roads.

School Renovation/Addition & Bus Stop (Juniper Circle) – Chair Alan Villeneuve

Mr. Villeneuve reported school starts Wednesday. On the construction project, roof fronts have been done. Portables have been made ready for occupancy. The locker rooms are almost done. They are currently working on additional drawings and bids. Work on the addition itself will not commence until after the September 11th Primary election.

Mr. Villeneuve advised he had been on the site walk earlier with the Board and the Cemetery Trustees for the proposed construction access road. Permits for the work have been applied for and, as part of that process, the State's Historic Commission required an archaeologic site visit of the road section and ballfield. It is expected work on the road can be started 30 days after the report is issued. Appropriate wetlands and alteration of terrain permits have been applied for with the NH Department of Environmental Services.

Mr. Villeneuve stated overall they are not on schedule, but within their schedule.

Mr. Eaton asked about the bus stop off Juniper Circle which was still an unaccepted road. Mr. Eaton suggested allowing residents to voice their concerns about the safety of these or other stops at the Highway Safety meeting. Mr. Villeneuve advised the SAU controls the bus contract, and the bus company determines the actual bus stops. Mr. Herman indicated residents of Juniper Circle are scheduled for the September meeting of the Highway Safety Committee. Mr. DiPietro recommended inviting a representative of the bus company to the meeting.

Minutes

- August 13, 2018 Public Meeting

Mr. Leclair motioned to approve the August 13, 2018 Public Meeting Minutes, as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

- August 13, 2018 Non-Public Session

Mr. Leclair motioned to approve the August 13, 2018 Non-Public Meeting Minutes, as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Adjourn

Mr. Headd motioned to adjourn the meeting at 7:24 pm. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary

**Town of Auburn
Board of Selectmen
August 27, 2018
Non-Public Meeting Minutes
(Not Sealed)
6:30 PM**

Selectmen Present: James Headd, Richard Eaton and Keith Leclair

Others Present: Michael Williams, William Herman, Town Administrator and Nancy Hoijer, Recording Secretary

Non-Public Session

Mr. Headd motioned to go into Non-Public Session pursuant to RSA 91-A: 3, II (b) Consideration of hiring an individual as a public employee. Mr. Eaton seconded his motion. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes; Mr. Leclair – yes. With all in favor, the motion passed unanimously.

The room was closed to the public at 6:30 pm.

Michael Williams met with the Board concerning the proposed hiring of Mr. Williams as the Town's new Fire Chief.

Mr. Headd advised the Board was awaiting the results of the background checks before they could finalize the process and formally make the appointment.

Mr. Eaton asked about Mr. Williams proposed schedule. Mr. Williams, who lives nearby in Hooksett, advised he has another full-time job and requires a flexible schedule which may not be the same every week. But he plans to be working days, nights and weekends every week in order to meet Auburn's needs.

Mr. Leclair expressed the Town was used to the Fire Chief having a flexible schedule, and he just wanted to be sure there was time available for all department members with the Chief's schedule.

Mr. Leclair questioned Mr. Williams on an earlier comment he had made he wanted to have clarification on where he expected members to "tow the line." Mr. Williams expressed that when going to a fire call, as an example, he expected call firefighters to pitch in with the full-timers in cleaning up and packing up so they would be ready for the next event, and not leave it with the expectation the full-timers would do everything. Likewise he would expect equal treatment for call firefighters. He further advised if a call firefighter were not making his or her call quota of calls, then he expected the officers to chat with the member and see if there is something that can be done to help. "Sometimes, for example, a wife might be having a baby. Or there has been a job change, or something else that may affect a member's ability to make calls." Each

individual may be different, and he felt the Department needs to be in tune with its members and be supportive as they can be.

Pending SOPS and policies were discussed.

Mr. Leclair summarized some of the concerns he heard when he met with the other officers of the department and wanted to make sure everyone was involved and interested moving forward.

Mr. Eaton asked the Board of Selectmen be kept informed in general terms, and Mr. Williams suggested a monthly meeting update with the Board. Mr. Herman advised Derry Dispatch could generate a one page report of call history for any time period Mr. Williams might want.

Mr. Eaton advised he had the feeling something had been going on at the station that he wasn't aware of. He felt there needs to be a chain of command utilized before there are complaints brought before the Selectmen. He also felt it was important for the firefighters to understand fire equipment belongs to the Town which makes the Board of Selectmen ultimately responsible. He asked Mr. Williams whether he would require the Command Vehicle go home with him or be left at the station. Mr. Eaton cited an incident several years ago in which the Command Vehicle was needed, but not available to the responding firefighters. Mr. Herman noted when the new radios are installed, each truck will have the same and this may no longer be an issue. Mr. Williams did reflect he keeps his gear stored in the Command Vehicle, but would be amiable to whichever was preferred.

Mr. Williams advised he preferred to use his own cell phone, and not carry a separate Town phone.

Mr. Leclair asked about a start date. Mr. Williams advised he was available immediately. Mr. Leclair suggested September 4th is the Tuesday after Labor Day. Mr. Williams could be introduced to the public at the next Board meeting which would be September 10th.

Mr. Herman advised the letter of conditional offer of employment Mr. Williams had previously accepted was transformed into a contract and he provided a copy to Mr. Williams for review.

Mr. Leclair advised the interim Chief, Mr. Selinga, had expressed that he would like to finish his responsibilities within the next three months, so Mr. Williams would need to find himself another Deputy.

The room was reopened to the public at 6:52 pm.

Respectfully submitted,

Nancy J. Hoijer
Recording Secretary