

**Town of Auburn  
Board of Selectmen  
September 10, 2018  
7:00 p.m.**

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

**Others Present:** Paula Marzloff, Dale Phillips, Michael Rolfe, Mary Ann Rolfe, John Rolfe, Road Agent Mike Dross, Linda Dross, Mike DiPietro, Dennis Vieira and Pauline Vieira, Mort Ailing, Marion Miller, Kendall Vachon, Fire Chief Michael Williams, Deputy Fire Chief Bob Seling, Fire Captain James Saulnier, Fire Lieutenant Pat Glennon, Fire Lieutenant Alex Phillips, Fire Lieutenant Todd Dignard, Philip LaValley, Keith Martel, Attorney Patricia Panciocco, Tom Lacroix, William Herman, Town Administrator and Nancy Hoijer, Recording Secretary

**Call to Order – Pledge of Allegiance**

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

**Approval of Payroll for the Week of September 3, 2018 - \$46,732.39**

*Mr. Eaton motioned to approve the Payroll for the Week of September 3, 2018 in the amount of \$46,732.39. Mr. Leclair seconded the motion, with all in favor the motion passed unanimously.*

**Approval of Accounts Payable for the Week of September 10, 2018 - \$1,642,679.10**

*Mr. Eaton motioned to approve the Accounts Payable for the Week of September 10, 2018 in the amount of \$1,642,679.10. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.*

**Approval of Consent Agenda for the Week of September 10, 2018**

Mr. Headd read out loud and offered for inspection a copy of the Consent Agenda for the Week of September 10, 2018 some of which included: two (2) NH DRA/Annual Reports, two (2) void check manifests, one (1) Tax Collector Warrant/Land Use Change Tax, one (1) Notice of Intent to Cut Timber and two (2) correspondence.

*Mr. Eaton motioned to approve the Consent Agenda for the Week of September 10, 2018. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.*

**Appointments with the Board**

**Appointment and Swearing-In of the Fire Chief**

Mr. Headd announced that after a long search that began in June with the help of two review boards, Mike Williams of Hooksett had been offered and accepted the position of Fire Chief.

*Mr. Leclair motioned to appoint Michael O. Williams of Hooksett as the Town of Auburn Fire Chief and Emergency Management Director for a term of office to expire in March of 2020 and to approve an initial annual salary of \$27,000.00. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.*

Mr. Williams stood and was administered his oath by Mr. Headd and after receiving a warm welcome from the public and members of the Fire Department who were present, thanked everyone for the opportunity to serve.

Keith Martel – Request for Additional Time Extension for Reclamation Surety for Liberty Hill Subdivision

Mr. Martel appeared together with his attorney, Patricia Panciocco to request an extension until October 10, 2018 for the Liberty Woods Reclamation Surety.

Mr. Herman presented copies of a report of Stantec dated September 7, 2018 and a Letter of Credit renewal from Mary Jane Ricker of Provident Bank.

Mr. Eaton stated he was familiar with the process and was willing to extend until that date.

Mr. Headd stated he concurred, but would not be in favor of another extension past October 10, 2018.

Mr. Leclair was opposed and stated he was in favor of deadlines being met and not in favor of the extra work and legal expenses these extensions cost the Town.

***Mr. Eaton motioned to grant Mr. Martel an extension for their Reclamation Surety for Liberty Woods until October 10, 2018. Mr. Leclair seconded the motion. Voting were: Mr. Eaton – aye, Mr. Headd – aye, Mr. Leclair – nay. By a vote of two-to-one in favor, the motion passed.***

FY 2019 Town Budget Presentation - \$6,023,007.00

Mr. Herman presented a copy of the first complete budget package dated September 7, 2018. He advised the budget package was inclusive of everything submitted by all the Town departments, boards and officials. However, some of the items they did not have information for included any wage increases due to COLA and Step increases, and the Police Union Contract to be negotiated that would appear as a warrant article in March. Mr. Herman advised the Finance Director had included a 10% rate increase for health insurance for the last six months of the budget year as the coverage year ran from July 1<sup>st</sup> to June 30<sup>th</sup>. There was also a 5% rate increase for dental.

The Fire Chief's salary was identified as a line item, where it had previously been included in the general stipend account. The 20% local match of \$180,832 for the TAP project proposal has been included, but can be removed if the grant proposal is not awarded in December.

Mr. Herman advised some other items included in the budget were an operational review of the Library, replacement of the Town Hall file server, Parks & Recreation's capital items request totaling \$350,690, Master Plan and Regulatory Updates with the Planning Board, computer services with the Police Department., shimming and overlay in the Highway Department, \$180,000, highway salt \$180,000 and repair of the recreation ice rink \$13,000.

He indicated the next step will be for the Board to meet with individual departments as usual, beginning with the next Board meeting. Mr. Herman asked the Board if they had any particular order in mind. Mr. Leclair stated he would like to have some advanced notice of who would be presenting before the meetings. Mr. Herman advised he would have that information well ahead of the meeting for the Board.

## **New Business**

### **Appointment of Inspectors of the Election**

Mr. Herman advised the Town Moderator and Town Clerk have requested the Board of Selectmen appoint Auburn registered voters to serve as Inspectors of the Election. These appointments would commence with the September 11, 2018 State Primary Election and would also cover the November 6, 2018 General Election and the March 2019 Town and School District elections.

***Mr. Leclair moved to appoint Barbara Chapman, Terry Coll, Cecella Eaton, Karen Garon, Amy LaChance, Judith Minakin, Patricia Rousseau and Denise Royce as Inspectors of the Election with all terms to expire in July 2019. Mr. Eaton seconded his motion, with all in favor, the motion passed unanimously.***

### **Resignation of Zoning Board Adjustment Member**

Mr. Headd read out loud the Letter of Resignation received from Robert Beaurivage from the Zoning Board of Adjustment dated August 29, 2018 and asked Mr. Herman to send him a letter of appreciation for his five years of service.

***Mr. Leclair motioned to accept the resignation of Bob Beaurivage with regret. Mr. Eaton seconded his motion, with all in favor, the motion passed unanimously.***

### **Safety Complex Building Issues**

Mr. Herman advised that damage believed to be caused by a lightning strike on August 14, 2018 was caused to the Police Department security camera and ceiling light fixtures. The security camera was repaired by the contractor and the ballasts in the ceiling lights were replaced at a cost of \$560.00.

Mr. Headd asked if the insurance company had been notified. Mr. Herman advised the deductible was more than the replacement cost.

Mr. Herman advised the Police Department was interested in working with Eversource to replace its 60 fluorescent lights with LEDs. Mr. Leclair noted the School Board looked at this and Eversource would likely put together a presentation with cost savings analysis. Mr. Herman reported that was in process as the Town has provided all of the information Eversource had requested.

Mr. Herman advised the air conditioning compressor for the Fire Department HVAC had failed and it will cost \$2,000 to replace that. The Department does not have the funds allocated for this and asked if the Board would consider using the Town Building Rehabilitation Reserve Fund for this purpose. It was agreed that other sources to fund the repair within the Fire Department budget should be first looked into.

### **Estimate of FY 2018 Tax Rate**

Mr. Herman presented a breakdown of the 2018 estimated tax rate and comparison to 2017. He advised the 2018 estimate included a \$150,000 overlay due to the re-evaluation process.

Mr. Herman advised \$18.79/thousand was the estimated rate for 2018 compared to \$21.15/thousand in 2017. The Town tax rate at \$3.28 from \$4.09 in 2017, the local School tax rate at \$12.47 from \$13.59 in 2017, State Education Rate \$2.17 from \$2.38 in 2017 and County Apportionment of \$0.87 from \$1.09 in 2017.

He stressed this is an estimate that was developed internally. The NHDRA will formally establish the tax rate in late October to early November.

Re-Appointment of Health Officer and Deputy Health Officer

***Mr. Leclair motioned to recommend Paul M. Raiche be re-appointed as Auburn Health Officer and James R. Saulnier be re-appointed as Deputy Health Officer for a three-year term. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

## **Old Business**

Reclamation Potential – Acorn Avenue, Joanne Drive and Walnut Drive

The Board discussed with the Road Agent options for the improvement of the three roads and Mr. Dross advised it would cost \$18,870 for their crew to do the grinding and fine grade work themselves rather than contract it out for \$19,800, which did not include finished work. Neither price included the paving cost of approximately \$85,400. Mr. Dross advised there would be sufficient funds to finish the projects and recommended the Town should continue regular maintenance on all the Town roads once the reconstruction is completed so as not to fall behind as they had in the past.

Road Agent Dross advised the driveways will have to be brought out to meet the road as they will be narrowing them up from a 31-foot travel surface to a normal 24-foot travel surface. And there will be some culverts both in the road and to driveways that will need replacing, but he did not have those figures at this time.

There was some question whether the right figure was being used for Dartmouth, which was priced at \$30,000 and expected to go over. The salt shed was priced at \$75,000.

Update on Transportation Alternatives Program Grant Process

Mr. Herman advised the Town's grant application package to the NH DOT was hand delivered on September 7<sup>th</sup> and all that was left to do now was wait for the review process to take place and awards to be announced in late December or early January. The Town has included their share of the matching funds in the budget, which can be removed should the town not be successful.

## **Other Business**

Workshop Meeting for Parks & Recreation Operations – Thursday, September 13, 2018 at 4:00 PM at Town Hall

## **Minutes**

- August 27, 2018 Site Walk Meeting
- August 27, 2018 Public Meeting
- August 27, 2018 Non-Public Session

***Mr. Leclair motioned to approve the August 27, 2018 Site Walk Meeting Minutes, as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

***Mr. Leclair motioned to approve the August 27, 2018 Public Meeting Minutes, as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

***Mr. Leclair motioned to approve the August 27, 2018 Non-Public Meeting Minutes, as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

**Non-Public Session --** Consideration of legal advice provided by legal counsel

***Mr. Headd motioned to go into Non-Public Session pursuant to the provisions of RSA 91-A: 3, II, (I) - consideration of legal advice provided by legal counsel. 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 7:57 PM.

***Mr. Headd motioned to come out of Non-Public Session at 8:04 pm, seconded by Mr. Eaton. A vote was taken, all were in favor, the motion passed unanimously.***

The meeting room was reopened to the public at 8:04 PM.

***Mr. Leclair motioned to enter into an agreement with George E. Sansoucy, P.E, LLC for de novo valuation and appraisal services, including expert testimony, for the outstanding appeals by PSNH for electric utility property assessment for tax year 2014 at a total cost of \$12,000. Mr. Eaton seconded his motion, with all in favor, the motion passed unanimously.***

## **Adjourn**

***Mr. Leclair motioned to adjourn the meeting at 8:11 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  
September 10, 2018  
7:00 p.m.  
Non-Public Minutes  
RSA 91-A: 3, II, (I)  
(Not Sealed)**

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

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

**Non-Public Session --** Consideration of legal advice provided by legal counsel

***Mr. Headd motioned to go into Non-Public Session pursuant to the provisions of RSA 91-A: 3, II, (I) - consideration of legal advice provided by legal counsel. 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 7:57 PM.

Mr. Herman presented a Memo dated September 7, 2018 concerning contracting of expert witness for the Eversource Property Tax Appeal.

Mr. Herman advised Gary Roberge of Avitar, who represents Auburn, has stepped aside from being an expert witness in this matter. The Mitchell Municipal Group has recommended Auburn, as well as other communities, use George E. Sansoucy, P.E., LLC for this purpose.

Mr. Herman advised not doing so would mean Auburn going on their own as opposed to being part of approximately 75 communities dealing with this suit together.

Mr. Leclair asked what the risk was.

Mr. Herman advised Eversource (PSNH at the time) is the largest single taxpayer in Auburn and in most communities. He noted currently with the 2018 revaluation, they have \$18 million in assessed value in Auburn. The risk of the case would be a loss of millions of dollars in assessed value, which would negatively affect all other property owners in the community.

Mr. Herman advised there would be benefit to having the same uniform assessment among communities, but there would naturally be fluctuations due to size of poles and locations.

***Mr. Headd motioned to come out of Non-Public Session at 8:04 pm, seconded by Mr. Eaton. A vote was taken, all were in favor, the motion passed unanimously.***

The meeting room was reopened to the public at 8:04 PM.

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary