

**Town of Auburn
Board of Selectmen
October 22, 2018
7:00 p.m.**

Selectmen Present: James Headd, Richard Eaton and Keith Leclair

Others Present: Derek Shooster, Southern New Hampshire Planning Commission, Paula Marzloff, Susan Goodhue, Russell Sullivan, Road Agent Mike Dross, Linda Dross, Deputy Fire Chief Bob Seling, Fire Chief, Mike Williams, Michael DiPietro, Police Lieutenant Ray Pelton, 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 Accounts Payable for the Week of October 22, 2018 - \$235,698.34

Mr. Eaton motioned to approve the Accounts Payable for the Week of October 22, 2018 in the amount of \$235,698.34. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Approval of Accounts Payable Item for the Week of October 22, 2018 - \$7,000.00

Mr. Eaton motioned to approve the Accounts Payable Item for the Week of October 22, 2018 in the amount of \$7,000.00. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of October 15, 2018

Mr. Headd read out loud and offered for inspection a copy of the Consent Agenda for the Week of October 15, 2018 some of which included: one (1) Tax Collector Warrant/Second Issue Property Taxes, one (1) Tax Collector Warrant/Betterment Assessment, one (1) Application for Property Tax Credit/Veteran's Credit and one (1) pistol/revolver license.

Mr. Eaton motioned to approve the Consent Agenda for the Week of October 15, 2018. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Public Hearing – Adoption of update to Town of Auburn Hazard Mitigation Plan

Mr. Headd opened the public meeting which was noticed on October 11, 2018 for review of the Town of Auburn Hazard Mitigation Plan update, which can be viewed at <http://www.auburnnh.us>, the Town Hall and the SNH Planning Commission offices.

Mr. Shooster from Southern New Hampshire Planning Commission presented the 2018 update to the 2006 Town of Auburn Hazard Mitigation Plan which was completed in

cooperation with the Auburn officials represented by former Auburn Fire Chief Ed Gannon, Auburn Town Administrator Bill Herman, the Auburn Police Chief, Auburn School Principal, Auburn Building Inspector, Auburn Land Use Administrator, and Auburn Road Agent Mike Dross with assistance of SNH Planning and funded through the NH Bureau of Homeland Security and Emergency Management.

Mr. Shooster indicated the plan, which was last updated in 2011, is also intended to be disaster resistant and proactive dealing with past impacts and their cost, facilities and previous mitigation strategies.

Mr. Herman noted the Town would not be eligible for hazard mitigation funds from FEMA without the plan in place. Mr. Shooster explained in the event of a disaster declaration in Rockingham County, Auburn would be eligible for FEMA grants for anything from lightning strikes to earthquake damages.

The proposed update, reviewed by the NH Emergency Management and Homeland Security, and is good for five years (October 31, 2023). To complete within the FEMA grant window, it needs to be adopted by October 30, 2018.

Mr. Headd closed the hearing to the public at 7:07 pm for deliberations.

Mr. Leclair moved to accept the proposed 2018 update to the Town of Auburn Hazard Mitigation plan. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

FY 2019 Budget Presentations

Mr. Herman presented a table showing Budget Comparison FY 18-19 Running Totals as of October 15, 2018.

Fire Department – Fire Chief Michael Williams

Fire Chief Williams presented the Auburn Fire Department 2019 Budget Proposal together with an operating budget outline. Chief Williams indicated these did include stipends but did not include salary or benefits. Overall the Fire Department budget for 2019 increased by \$25,222 with increases totaling \$27,458 and a decrease of \$2,236 for the line item concerning grant co-pays.

Chief Williams noted increases to line items for immunization and shots, goggles, gloves, maintenance, digital updates to radio equipment, EMS training, repairs and HVAC maintenance, floor upgrades, hydraulic power plant (powers jaws of life), maintenance of new SCBA gear, increases in Water Works rates, dry hydrants, software and IT upgrades, durable medical equipment, protective gear, and \$4,600 for pump repairs on Tanker 2.

Mr. Leclair questioned whether the Fire Department was behind in replacing sets of turn-out gear. Chief Williams explained that Lieutenant Barlow was putting together an inventory. Mr. Leclair would like to see the certified Firefighters issued new gear with

priority over uniform only respondents that were uncertified and could not assist in structure fires. Chief Williams advised he had nine new applicants. Mr. Eaton asked whether there would be a cap to new applications and how to prevent having more than needed respond to a call and be paid to stand around. Deputy Chief Selinga advised the goal is to be at 1% of population, approximately 50, and Chief Williams suggested having a separate meeting to discuss those goals.

Chief Williams briefly addressed the Assistance to Firefighters grant he is completing by this Friday deadline, which has a 95/5% match for the gear extractor and drier (which will become mandatory) and the diesel vent exhaust system for Pingree Hill Station. Awards should be announced in March or April.

Mr. Leclair motioned to approve the 2019 Fire Department budget in the amount of \$221,401.00. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Ambulance Service – Fire Chief Michael Williams

Chief Williams presented the proposed Ambulance Service budget.

Mr. Herman advised this is the first year of eight for the contract with Derry negotiated last Spring.

Mr. Leclair motioned to approve the 2019 Ambulance Service budget in the amount of \$84,735.00. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Fire Vehicles – Fire Chief Michael Williams

Chief Williams presented the proposed Fire Vehicles budget.

Mr. Herman advised in addition to Engine 1, the budget includes the first lease payment for the new rescue vehicle approved in March.

Mr. Leclair motioned to approve the 2019 Fire Vehicles budget in the amount of \$120,910. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Emergency Management – Fire Chief Michael Williams

Chief Williams presented the proposed Emergency Management budget.

Mr. Eaton advised the service with Everbridge needed to be addressed. Mr. Herman added that it was open to residents with a link on the Town's website.

Mr. Leclair motioned to approve the 2019 Emergency Management budget in the amount of \$7,503.00. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

New Business

Proposed Auburn Fire Department SOPs for Call Firefighter Attendance and Call Firefighter Hiring Policy

Chief Williams and Deputy Chief Selinga presented the proposed SOPs, #4, Attendance and #13 Hiring Policy.

Chief Williams advised Line Officers will be responsible for monitoring their crew's attendance. Mr. Eaton asked if there were documents to track attendance. Chief Williams advised there is a sign in sheet and the Firehouse Software tracks training and response. The Fire Department is moving away from the more complicated point system toward a case by case basis.

Chief Williams reviewed the hiring process which includes application, review, driving record check, criminal record check along with the other documents required by the Town. The applicant would then be on probation for a 12-month period and re-evaluated every 90 days. Mr. Leclair asked who paid for the background checks. Chief Williams advised the applicant pays the driving record check of approximately \$15 and the criminal background check of approximately \$20.

Mr. Leclair asked what the role of the BOS should be as relates to hiring and firing. Mr. Herman advised it was decided at Town Meeting the BOS would hire, the Chief would recommend. The Chief, though, has firing authority as the Board of Selectmen serve as an appeals board.

The Board stated they would like to remand the decision on the adoption of SOPs to the Chief. Mr. Herman said he would bring a motion to the next Board meeting for the Board to rescind its policy on how Fire Department SOPs are adopted. The Board members indicated they would like notification when putting new people on including their names and certifications included in the Chief's monthly report.

Proposals for Pingree Hill Fire Station Water Softener System

Deputy Fire Chief Selinga presented three estimates for the water softener system, two of which recommended installation of a mixing valve. Mr. Eaton questioned whether a well pump company might have more experience with installing water softeners than a plumber since they will better analyze the water content and quality. Mr. Leclair noted the mixing valve was included in Trombly's estimate.

Mr. Leclair moved to accept the proposal of Jim Trombly for the Water Softener System and Mixing Valve at a cost of \$5,010.00. Mr. Eaton seconded the motion, with all in favor the motion passed unanimously.

Other Business

Fire Chief Monthly Report – Fire Chief Williams

Chief Williams presented a report for the month of September 2018. There was 1 Fire, 19 Rescue/EMS calls, 5 service calls, 4 good intent calls, and 4 false alarms. Mr. Head asked what good intent calls were. Chief Williams advised when you go to the house, example would be false alarm.

Chief Williams advised they will be doing a burn training on November 4th at Hobbs Crossing and a shuttle drill with Manchester Water Works. The road will close at approximately 6 am and be closed for 2-3 hours.

The policy approval steps were brought to the Officer's meeting and posted. The policy was posted electronically on the web page.

Mr. Leclair asked about the difference in colors for turn-out gear. Chief Williams stated he wasn't sure why a limited supply of black gear were purchased advising they will use tan.

Chief Williams provided a description of Fire Officers and their assignments.

Mr. Leclair raised the issue of plowing the cisterns in the Winter. Chief Williams will meet with Road Agent Dross to work out an arrangement.

Road Reconstruction – Road Agent Mike Dross

Mr. Herman advised the Road Agent indicated work needs to be done on Squirrel Drive, Lakeview Way, Spofford Road, Coleman, Dearborn and Chester Turnpike, Pingree Hill Road, Hunting Road, Rockingham Road, Old Candia Road and the Depot & Hooksett Road Intersection.

Road Agent Dross indicated he would recommend work on Spofford Road, the five corner intersection of Coleman, Dearborn and Chester Turnpike, and Lakeview Way in 2019.

Mr. Leclair asked how many years at the current budget it would take to complete those listed? Road Agent Dross advised two to three years.

Mr. Eaton suggested Spofford be done first as it is the most expensive and Coleman, Dearborn and Chester Turnpike Intersection second as they are the most traveled. Lakeview Way would be third and Squirrel Drive and Pingree the second year and Hunting, Rockingham, Old Candia and Depot/Hooksett Intersection the third year.

Mr. Eaton suggested knowing ahead for closed drainage work, how many catch basins there would be.

Mr. Dross said Hunting Road (drainage improvement) should be all redone. It is a good-sized project in a small stretch of area.

Mr. Leclair motioned to approve the 2019 Road Reconstruction budget in the amount of \$650,000.00 with the recommendation of Mr. Eaton that Spofford Road

be the first completed followed by the Dearborn/Chester Turnpike Intersections. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Road Agent Dross recommended putting any excess funds from 2018 into shim and overlay to stay caught up. Mr. Leclair asked when he would have the final numbers. Mr. Dross stated within the next ten days.

New Business

Appointment of Inspectors of the Election

Mr. Herman advised the Town Moderator and Town Clerk have requested the Board of Selectmen appoint Mary S. Sargent and Walter P. Milne to serve as inspectors of the Election for a term to expire in July 2019. Mr. Herman added that while these appointments would cover the November General Election, they could also cover the March 2019 Town and School District elections.

Mr. Leclair moved to appoint Mary S. Sargent and Walter P. Milne as Inspectors of the Election. Both appointments to be for a term to expire in July 2019. Mr. Eaton seconded the motion, with all in favor the motion passed unanimously.

Old Business

Update of Transportation Alternative Program (TAP) Grant Application

Mr. Herman advised the Town received notification their grant application project had scored fourth out of five with the other towns in the planning region that competed. He noted one of the areas Auburn had scored low was financial feasibility, and suggested if the Board still wanted to support the project and reapply in a couple of year, they may want to consider putting money away towards the project to be in a better financial position the next time.

Mr. Eaton stated he was still in favor of the project and suggested putting funds aside each year in a designated fund. Mr. Herman advised there will be another round, every two years.

Update of LWCF Grant Approval and Pending Action

At the Board's meeting on October 15, 2018 Parks & Recreation Commission indicated they had changed their priorities from advancing the Town's matching funds toward utilization of the proposed LWCF Grant for Eddows Fields parking lot and walkway in favor of having lights improved at the major field and soccer field. Mr. Herman advised it would be appropriate to withdraw the Town's application for the LWCF Grant to free up the matching funds for these uses.

Mr. Eaton asked when the grant would be available again? Mr. Herman advised every two years.

Mr. Leclair moved to authorize the Town Administrator to withdraw the Town of Auburn's project "Eddows Recreation Field – Support Facilities" from further consideration and funding under the Land and Water Conservation Fund – NH Grant Round 29. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Road Agent Report – Road Agent Mike Dross

Road Agent Dross reported they were finishing up on Acorn Acres. Paving is complete and driveways will be done tomorrow morning and should be out of there by the end of the week. Next Spring fertilizer can be applied.

Road Agent Dross asked about plowing on the temporary access road where the school construction is being done. Mr. Leclair will check with Mr. Villeneuve, but believes it should be the contractor's responsibility until the job is done.

Mr. Leclair asked if he knew the reason for Parks & Recreation paving the apron by Circle of Fun playground. Road Agent Dross stated he did not know why they would pave it. Normally it is to prevent edges breaking up but that doesn't appear to be an issue there.

Next Meeting – Monday, November 5th at 7:00 PM

Minutes

- October 15, 2018 Public Meeting
- October 15, 2018 Non-Public Meeting

Mr. Leclair corrected page two under Planning budget where the motion was made by Mr. Leclair and seconded by Mr. Eaton.

Mr. Leclair motioned to approve the October 15, 2018 Public Meeting Minutes, as amended. Mr. Eaton seconded his motion, with all in favor, the motion passed unanimously.

Mr. Leclair motioned to approve the October 15, 2018 Non-Public Meeting Minutes, as written. Mr. Eaton seconded his motion, with all in favor, the motion passed unanimously.

Adjourn

Mr. Headd motioned to adjourn the meeting at 9:04 pm. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary