

**Town of Auburn
Board of Selectmen
November 19, 2018
7:00 p.m.**

Selectmen Present: James Headd, Richard Eaton and Keith Leclair

Others Present: Michael Rolfe, Dale Phillips, Paula Marzloff, Susan Goodhue, Russell Sullivan, Michael DiPietro, Susan Jenkins, Tax Collector; Mike Williams, Fire Chief; Bob Seling, Deputy Fire Chief; Nancy Mayland, Library Trustee; Brenda Beer, 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 the Pledge of Allegiance.

Approval of Payroll for the Week of November 12, 2018 - \$44,743.57

Mr. Eaton motioned to approve the Payroll for the Week of November 12, 2018 in the amount of \$44,743.57. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Approval of Accounts Payable for the Week of November 19, 2018 - \$111,847.86

Mr. Eaton motioned to approve the Accounts Payable for the Week of November 19, 2018 in the amount of \$111,847.86. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of November 19, 2018

Mr. Headd read out loud and offered for inspection a copy of the Consent Agenda for the Week of November 19, 2018 some of which included: four (4) abatement/refund requests; one correspondence – Target New England; one application for property tax credit/veteran's credit; one void check manifest and three (3) pistol/revolver licenses.

Mr. Eaton motioned to approve the Consent Agenda for the Week of November 19, 2018. Mr. Leclair 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 November 5, 2018.

Tax Collector – Susan Jenkins

Ms. Jenkins presented the Tax Collector's budget for FY 2019 in the amount of \$4,550, which is for deed research, tax bill printing and Tax Collector education. Ms. Jenkins felt it was not likely the expenditures would exceed last year's.

Mr. Leclair motioned to approve the Tax Collector's budget for FY 2019 in the amount of \$4,550. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Supervisors of the Checklist – Susan Jenkins

Ms. Jenkins presented the Supervisors of the Checklist budget for FY 2019 in the amount of \$950.00 which is decreased from FY 2018 due to there being only one election.

Mr. Leclair motioned to approve the Supervisors of the Checklist budget for FY 2019 in the amount of \$950.00. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Appointments with the Board

Brenda Beer – Appointment as Alternate Library Trustee

Mr. Herman advised the Board of Library Trustees is requesting a third alternate member be appointed to the board as is allowed by state statute. The Trustees met with Mrs. Beer at their November 12, 2018 meeting and recommend her appointment by the Board of Selectmen. Mrs. Mayland advised this is for a one-year term, but the initial appointment would expire in March to have this position in cycle with the other two positions.

Mr. Leclair moved to appoint Brenda Beer as an Alternate Trustee of the Library for a term to expire in March 2019. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Mr. Headd administered Mrs. Beer's oath, which was followed by a round of applause and Mrs. Beer signed and submitted her Appointment of Oath of Office.

Fire Chief Michael Williams

Monthly Meeting

Chief Williams presented his monthly report to the Board of Selectmen. There were 37 incidents in the month of October. Rescue/EMS made up the majority of those calls.

Chief Williams talked about Fire Prevention Week, October 7-14th. As well as many fire prevention activities with Auburn Village School, there was an Open House at the Safety Complex and the annual Fire Truck parade and semi-annual Firefighter's challenge.

Chief Williams and Deputy Chief Selinga prepared and presented the budget to the BOS in October.

Mr. Headd inquired about personnel. Chief Williams reported there were nine pending applications, and he interviewed two candidates a few weeks ago, one who is a Firefighter/EMT and another who is in EMT class. Chief Williams advised the Department would then secure two more and could use more.

Chief Williams announced the Department was caught up in compliance with the submission of the rosters for the state, and received a letter of compliance.

Chief Williams completed the grant application for the PPE clothing extractor, gear dryer and Plymovent for Station 2 which was due the first week of October.

Training with Chester and Sandown commenced for the gear obtained through the SCBA grant recently.

Mr. Eaton asked how the additional SUV was working out. Chief Williams reported it worked well for those who couldn't drive the larger vehicles, although it can't carry the larger equipment.

Consideration & Ratification of Proposed Fire Department SOPs

Chief Williams presented: SOP #010 relative to scene support personnel which applies to all non-certified firefighting or EMS personnel; SOP #004 which establishes a policy for call member attendance; SOP #013 which concerns hiring practices; SOP #014 which outlines the Department's organizational structure; and SOP #012 which concerns pay rates.

Chief Williams advised cleaned up job descriptions had been prepared with assistance from the Town Administrator to support the positions listed in the SOP. A list of pay rates effective November 2018 was included, along with rates for stipends for Deputy Chief, Lieutenant and Captain.

Chief Williams reported some Deputy Wardens will have the responsibility of issuing burn permits which can now also be obtained on-line.

Mr. Leclair recommended correction of verbiage to Line 1 and 3 on SOP #010.

Mr. Leclair moved to ratify Auburn Fire Department SOP #004, #013, #010, #012 and #014. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Per Diem Firefighter/EMT

Chief Williams reported the Department is seeking per diem Firefighter/EMTs to have a larger group to call when full-time positions need to be covered for vacations or to fill shifts. A notice has been drafted and will be posted.

Mr. Leclair asked what happens when the position is not filled. Chief Williams offered as an example, a day last week when the shift had to be covered by himself and Lieutenant Glennon.

New Business

Resignation – Highway Safety Committee

Mr. Herman advised the Town has received the resignation of Eva Komaridis as a member of the Highway Safety Committee by note dated November 8, 2018. Mrs. Komaridis served as a member of the Highway Safety Committee for approximately 15 years. Mr. Headd indicated a letter had been sent to her by the Board of Selectmen.

Mr. Leclair moved to accept with regret the resignation of Eva Komaridis as a member of the Auburn Highway Safety Committee. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Health, Dental and Disability Insurance Rates – 7/1/2019 – 6/30/2020

Mr. Herman provided a letter from HealthTrust dated October 15, 2018 detailing the Guaranteed Maximum Rates (GMR) for renewal of medical coverage for the period of July 1, 2019 through June 30, 2020 for the current benefit plans. Also included are renewal rates for dental, life, short-term and long-term disability coverage.

Mr. Leclair asked if the GMR for health insurance rates was not going to exceed a 4.9% change. Mr. Herman indicated 4.9% for health, 2.3% for dental, 6.6% reduction for disability and no change for life insurance.

Mr. Herman advised Ms. Fishella would incorporate those figures into the insurance budget.

Surety Reduction – Mountain Road Extension

Mr. Herman provided a letter dated November 16, 2018 from Auburn Land Use Administrator Denise Royce, concerning Mountain Road Extension Subdivision, Tax Map 9, Lot 4, Warranty Surety Reduction indicating on November 14, 2018 the Planning Board voted to recommend the BOS approve of a reduction of the surety currently held by the Town of Auburn of \$6,618.48 by \$5,618.48 leaving a balance of \$1,000 for the small unstabilized area within the detention basin. Stantec will revisit the site in the Spring of 2019 to inspect the area for full stabilization of vegetation, upon which they will release the remaining surety.

Mr. Leclair moved to reduce the surety for Mountain Road Extension, Tax Map 9, Lot 4 from \$6,618.48 to \$1,000.00. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Surety Reduction – Lovers Lane

Mr. Herman provided a letter dated November 16, 2018 from Auburn Land Use Administrator Denise Royce, concerning Lover's Lane Subdivision, Road Surety Recommendation indicating that on November 14, 2018 the Planning Board voted to recommend the BOS approve the release of the current Letter of Credit for \$22,877.30 held by the Town of Auburn with the condition that the Developer provide cash surety in the amount of \$2,500 to complete the outstanding items stated in Stantec's letter dated October 25, 2018. Stantec noted the treatment swale at the end of Seavey Drive is only partially stabilized with vegetation.

Mr. Leclair moved to release the \$22,877.30 Letter of Credit with the condition that the Developer provide cash surety in the amount of \$2,500.00 for the remaining work to be completed by July 19, 2019. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Update Auburn CIP Plan – 2019-2024

Mr. Herman presented a copy of the 2019-2024 Auburn CIP which was adopted by the Planning Board at their last meeting. Mr. Leclair asked if the CIP reflected updated numbers from Parks and Recreation, and Mr. Herman advised it did not as the Parks & Recreation is waiting on final estimates for field lights from vendors. Parks & Recreation will be at the Selectmen's December 3rd meeting to complete their budget process.

Alternate Selectman Budget Committee Representative – November 29th Meeting, 6:30 pm.

Mr. Headd advised he is unable to attend the November 29th Budget Committee meeting. Mr. Leclair agreed to attend in his place.

Goal Setting Meeting for 2019 – Thursday, December 13th at 9 AM

The Board was in agreement to schedule the Board's 2019 Goal Setting Meeting on Thursday, December 13, 2018 at 9 am.

Old Business

Other Business

Next Meeting – Monday, December 3, 2018 at 7:00 PM

Minutes

- November 5, 2018 Public Meeting

Mr. Leclair motioned to approve the November 5, 2018 Public Meeting Minutes, as amended. Mr. Eaton seconded his motion, with all in favor, the motion passed unanimously.

Non-Public Session pursuant to provision of RSA 91-A:3, II (a) and (c)

Mr. Headd, by roll call, motioned to go into non-public session pursuant to RSA 91-A: 3, II (a) and (c). Mr. Leclair seconded the motion. A roll call vote was taken: Mr. Headd – Yes, Mr. Eaton – Yes, Mr. Leclair – Yes; the motion passed unanimously.

The meeting room was closed to the public at 7:31 pm.

Mr. Herman advised the Town Administrator's annual performance review is past due. He provided the review forms to the Board members and indicated that previously, the Board members had individually completed forms and then the Board met as a group to compile and blend then into one performance review. He indicated he would likely schedule that effort for the Board's December 17th meeting.

Mr. Leclair asked how the format was developed. Mr. Herman advised the format was compiled from several forms used by other Towns. Auburn has one for supervisors and one for non-supervisors.

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

The meeting room was opened to the public at 7:33 pm.

Adjourn

Mr. Leclair motioned to adjourn the meeting at 7:33 pm. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary