

**Town of Auburn
Board of Selectmen
December 17, 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, Fire Chief Mike Williams, Executive Councilor Ted Gatsas, Parks & Recreation Commissioners Pat Kelley, David Oliviera, and Lisa Canavan, Todd Bedard, Cemetery Trustees Don Dollard and Jim Thompson, Parks & Recreation Coordinator Amy Lachance, Rep. Tony Piemonte, 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 7:00 pm and led the Pledge of Allegiance.

Approval of Payroll for the Week of December 10, 2018 - \$53,948.51

Mr. Eaton motioned to approve the Payroll for the Week of December 10, 2018 in the amount of \$53,948.51. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Approval of Accounts Payable Item for the Week of December 10, 2018 - \$17,367.24

Mr. Eaton motioned to approve the Accounts Payable Item for the Week of December 10, 2018 in the amount of \$17,367.24. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Approval of Accounts Payable Item for the Week of December 17, 2018 - \$80,539.23

Mr. Eaton motioned to approve the Accounts Payable Item for the Week of December 17, 2018 in the amount of \$80,539.23. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of December 17, 2018

Mr. Headd read out loud and offered for inspection a copy of the Consent Agenda for the Week of December 17, 2018 some of which included: one (1) Tax Collector's Warrant/Land Use Change Tax, one (1) Abatement Application to Municipality, two (2) Abatement/Refund Requests, one (1) Five-Year Assessor's Proposal/2019-2023, one (1) Settlement Agreement/Tax Year 2016 & 2017 and two (2) pistol/revolver licenses.

Mr. Eaton motioned to approve the Consent Agenda for the Week of December 17, 2018. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Public Hearings

Robie Family Burial Ground

Mr. Herman advised at the Board's September 24, 2018 meeting, a request was received by the Cemetery Trustees from the Wethersfield Homeowner's Association for the Town to consider accepting maintenance of the Robie Family Burial Ground and the Board agreed to commence the statutory process of determining if any descendants of the Robie Family had interest in maintaining the cemetery.

The Town, as required by statute, ran a notice in the Union Leader on October 1st as well as placing notices around the community, the town webpage and the December edition of the Auburn Village Crier. A Public Notice was posted for this December 17, 2018 meeting on September 27, 2018. Mr. Herman advised no one has come forward.

The Cemetery Trustees included a \$2,000 line item in their FY2019 budget in anticipation of this action.

Mr. Leclair moved to formally determine the Robie Family Burial Ground has been neglected for a period of 20 or more years and, as a result, declare the burial ground to be abandoned. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Withdrawals & Expenditures from Town Buildings Capital Reserve Fund

Mr. Herman advised the building improvements approved by the Board earlier for the Safety Complex, the Pingree Hill Fire Station and the Town Hall needed to have formal withdrawal authorization to expend following a public hearing. There was no public comment.

Mr. Eaton moved to withdraw and expend the following amounts from the Town Building Rehabilitation Capital Reserve Fund as follows:

- ❖ ***\$2,125 for the removal and replacement of a steel door, frame, closer, threshold, weather-stripping and hinges at the Auburn Fire Department;***
- ❖ ***\$5,010 for the replacement of the water softening system at the Pingree Hill Fire Station;***
- ❖ ***\$5,425 for the removal of the 13x2x2 light panels and nine 2x4 light panels in the main front entry hall at the Community Room of the Safety Complex, and to replace those units with LED panels;***
- ❖ ***\$900 for the replacement of three surface-wrapped light fixtures with LED units in the Sally Port of the Auburn Police Department; and***
- ❖ ***\$3,200 for the repair, cleaning and caulking of eight parking lot light fixtures and replacement with LED lamps at the Town Hall.***

Appointments with the Board

Executive Councilor Ted Gatsas

Ted Gatsas who recently won his bid to be elected to Executive Council appeared before the Board. Mr. Gatsas stated he promised to return if elected and be available to help with any problems or answer any questions. Mr. Headd thanked him for attending.

Mike Williams – Monthly Report, Policy Proposals and Tower License Agreement

Chief Williams presented his monthly report to the Board of Selectmen. There were 35 incidents in the month of November 2018. Rescue/EMS made up the majority of those calls.

Chief Williams reported that computer issues and policies were being worked on. Two new on-call firefighters were brought on, Tala Stratton and Colby Campbell. Mr. Campbell does not have EMS yet, while Mr. Stratton has EMS but needs to secure firefighter certification.

Chief Williams thanked Parks & Recreation for putting together the cookout at the Safety Complex.

Chief Williams reported meetings with Derry and Chester for mutual aid went well.

Burn training on Manchester Road took place with Candia, Hooksett and Chester and gave them an opportunity to work on water shuttling exercises recommended in the MRI report. They did 500/gal per minute for an hour to sustain the benchmark.

Chief Williams summarized a proposed Tower contract with Chester and Derry. Auburn would contribute one-third of the rent and Derry has provided upgrades to digital equipment. Mr. Eaton asked if that was in the proposed 2019 budget – no. Mr. Leclair asked when the first payment would be – July.

Mr. Eaton moved to approve payment of one-third of the Tower License Fees, Costs and Maintenance Agreement with the Towns of Chester and Derry in the amount of \$1,942 which amount shall be included as an additional appropriation in the Auburn Fire Department FY 2019 budget. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Chief Williams requested the Fire Department be included in the Town's Credit Card Policy to allow the Fire Department to have credit cards for Home Depot and Staples. He indicated Officers are having to purchase items out of pocket now and be reimbursed. Some of the work is done on evenings and weekends. This would allow purchases to be made from Home Depot or Staples and the bill would then be paid. Finance was not in favor of this change because it opens up the potential for misuse to a broad number of individuals and can make things harder to track and account.

Mr. Eaton stated he was in favor. Mr. Leclair stated he was in favor and to make sure receipts are turned in timely and Mr. Headd thought it was prudent.

Rep. Tony Piemonte – Veteran’s Property Tax Credit

Mr. Piemonte presented Senate Bill 503 that took effect April 1, 2018, which allows for an increase of the maximum amount of optional veteran’s tax credits. The bill allows towns and cities to adopt an increase of the option credit against property taxes up to \$750. Mr. Piemonte advised a Warrant Article would be required to go before the ballot at Town Meeting.

Mr. Piemonte stated he believes there are two types of credits, for combat veterans and non-combat type veterans. Mr. Herman advised this distinction was removed by the Legislature a number of years ago to allow for veteran’s service regardless of when they served. He believed the Disabled Veterans Credit is different.

FY 2019 Budget Presentations

Mr. Herman presented a table showing Budget Comparison FY 18-19 Running Totals updated as of December 7, 2018.

Griffin Free Public Library – Bill Herman

Mr. Herman noted the Trustees of the Griffin Free Public Library had been before the Board previously. The Board questioned whether the repair of the Library’s sign could be funded from unexpended funds from FY 2018. Mr. Herman advised he spoke with the Library Director who determined those funds were encumbered by shelving that was already ordered.

Mr. Leclair asked if it was typical for the Library to expend 100% of its budget. Mr. Herman advised they get closer to 100% than most.

Mr. Leclair noted the Trustees worked to get a second reduced estimate for the repair of the sign.

Mr. Leclair moved to approve the Library budget proposal of \$47,687 for FY 2019 which includes funding for the second sign repair proposal of \$1,172. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Police Department – Bill Herman

Mr. Herman noted at the Board’s November 5, 2018 meeting the Police Department presented its full proposal for the Auburn Police Department for FY 2019. There was a question concerning the replacement cycle of computers. At the Board’s December 3, 2018 meeting the Police Department secured the Board’s approval to purchase the office PCs and cruiser laptops from remaining funds in the FY 2018 budget appropriation. The Board also approved an FY 2019 appropriation of \$23,100 for computer services. In reviewing the minutes Mr. Herman noted the Board never voted on the remainder of the Police Department’s proposed budget for FY 2019.

Mr. Leclair moved to approve the Auburn Police Department budget proposal for FY 2019 in the amount of \$232,261 which includes \$23,100 for computer services

previously approved at the December 3, 2018 meeting. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Parks and Recreation – Amy Lachance & P&R Commission

Amy LaChance presented the Parks and Recreation budget earlier and was asked to get more information on the ice rink repairs and lighting for the softball, baseball and soccer fields.

Mr. Herman noted Parks & Recreation were asked to track down NH Bituminous to see if they would spray liquid asphalt and get an estimate. NH Bituminous was bought out by Granite State Asphalt were willing to supply materials. Mr. Eaton advised he spoke with Allstate Asphalt who had concerns and that the procedure for sealing cracks would not work with sprayed asphalt. Mr. Eaton looked at the site today and the top asphalt was porous. Mr. Leclair asked about alternative options which included plastic sheets this year. Mrs. Lachance would like to see something more permanent that doesn't have to be stored. Mr. Leclair was not opposed to doing one of the two rinks to see if the process held up. Mr. Eaton stated he was not ruling out roof tar.

Mr. Eaton moved to approve the Parks & Recreation budget for FY 2019 in the amount of \$4,000 to repair one or two of the ice rinks to stop the leaking. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Mr. Eaton stated, "to be clear, we want to be involved in that process."

Mr. Kelley presented proposals for vendors to do the poles, trenches and wiring. With the low wattage of the LEDs he was able to drop the cost substantially and only bury the PVC 18" using 10 gauge wire. There would be 20 fixtures for soccer and baseball and 24 for softball. Softball could be put off until next year. Board members suggested there could be some savings to do all three at once. Mr. Kelley advised the vendor was not biting on that. Mr. Leclair was not in favor of doing softball this year with the costs of the school budget and wanting to protect the tax rate.

The Board was asked if it could be revisited or has to be done now. Mr. Leclair advised Parks & Recreation had been before the Board to revisit this a few times already.

Mr. Eaton moved to approve the Land & Land Improvements budget for FY 2019 in the amount of \$136,000. Mr. Leclair seconded the motion. A vote was taken with two in favor (Mr. Headd and Mr. Eaton) and one opposed (Mr. Leclair). The motion carried.

Financial Administration – Bill Herman

Mr. Herman advised the \$13,000 line item, decreased \$1,000 from FY 2018, and is for the annual audit.

Mr. Leclair moved to approve the Financial Administration budget for FY 2019 in the amount of \$13,000. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

General Government Buildings – Bill Herman

Mr. Herman reviewed the proposed line items, some of which included telephone, internet, electric, heat, repairs and maintenance, mowing of municipal property, plant costs, water and janitorial supplies. Mr. Herman advised proposed mowing is out to bid. Mr. Eaton asked if the school and cemetery would pay their mowing costs – yes. Mr. Leclair asked about propane costs and whether these used pre-buy numbers. Mr. Herman advised they were forecast from the current expenses, but the propane is down due to the Town piggy-backing on the school district contract.

Mr. Leclair moved to approve the Government Buildings & Maintenance budget in the amount of \$116,260 for FY 2019. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Other General Government – Bill Herman

Mr. Herman reviewed the proposed line items, some of which included reimbursement for mileage, consulting services, contracts, software and maintenance, tax map updates, recording fees, equipment, postage and other expenditures.

Mr. Herman noted the CIP yearly update amount could be reduced from \$3,500 to \$1,500. Mr. Eaton proposed reducing the amount budgeted for Stantec with the walking trail not being done this year. Mr. Herman indicated the walking trail costs would not have come from this account and the \$15,000 amount is the average the Board spends in this area noting a Stop Sign / traffic review on one road was \$2,500, the initial investigation of bring water service to areas on the by-pass was approximately \$3,000, the history of Town & State maintenance on Hooksett Road was around \$4,000 as examples of work the Board has requested and would come from this account. Mr. Leclair noted if not budgeted, it will have to come from elsewhere.

Mr. Eaton recommended eliminating the budgeted amount for an MRI review of the Library because the Town doesn't need to spend \$8,000 to be told it will need a bigger building in the future. Mr. Leclair agreed that is a lot of money.

The Board agreed to lower the Consulting Services line as follows:

Stantec from \$15,000 to \$12,500; CIP Yearly update from \$3,500 to \$1,500 and remove the line item in its entirety for MRI Review of Griffin Library \$8,000.

Mr. Leclair moved to approve the General Government budget in the amount of \$115,439 for FY 2019. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Health Officer – Bill Herman

Mr. Herman advised the budget included two line items, one for mileage reimbursement and the other for dues and memberships, both level funded from 2018.

Mr. Leclair moved to approve the Health Officer budget in the amount of \$355 for FY 2019. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

New Business

Surety Reduction – Haven Drive Subdivision

Mr. Herman advised the Planning Board met on December 5, 2018 to vote to recommend approval of the reduction of the Letter of Credit for Phase I and Phase II of the Haven Drive Subdivision. A letter of recommendation with estimates from Stantec dated December 5, 2018 was provided together with draft minutes of the Planning Board meeting.

Mr. Leclair moved to approve the surety reduction recommendation of the Planning Board for Phase I and Phase II of Haven Drive Subdivision, Map 5, Lot 29 to have one Letter of Credit in the amount of \$100,329.45 with the condition that the Letter of Credit references the two estimates, for each phase if allowed by the Bank (otherwise two separate Letters of Credit renewed with the revised amounts indicated above will be acceptable). Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Potential Use of Severance School Building

Mr. Herman advised the Manchester Water Works, who acquired the Fair Haven Baptist Church building at 515 Manchester Road within the last few months, has offered to allow the Town of Auburn use of the building.

The building was formerly a two-room school house known as the Severance School which ceased operation in 1956. Amy LaChance from Parks & Recreation and Mr. Herman have had a couple of site visits to the property and conversations with MWW officials.

Mr. Leclair asked if MWW is willing to maintain it and allow use to use. Mr. Herman advised MWW would use it infrequently for meetings and for their patrol officers with Auburn to handle scheduling and have priority consideration. MWW will work with the Town to make improvements to the building at their expense including modernizing the bathrooms, replacing carpeting, painting, light fixtures, windows, etc. Mr. Eaton recommended repair of the entrance. Maintenance by MWW would include heat, electricity, alarm system, snowplowing in Winter and lawn mowing in Summer. They are not looking for any formal rent from the Town but potentially a delay in the increase of the CPI escalator on the PILOT payment to the Town as a tradeoff for this effort.

Amy LaChance stated the building has one large function room and four smaller rooms, two of which could be opened up to one classroom or meeting room. She said the remaining rooms could be a kitchen / work room and a storage room. Mr. Herman noted it could eliminate the self-storage space the Town pays rent for at a minimum.

Mr. Leclair recommended discussing issues such as storage of gasoline or oil on the premises. Mr. DiPietro added discussing hazardous materials, third parties and programs in proximity to the Lake.

Mr. Leclair recommended scheduling a site visit on Wednesday morning. Mr. Herman will email the Board to schedule the site visit.

Old Business

March 2018 Severe Storm and Flooding Declaration

Mr. Herman advised the \$40,286.10 reimbursement for the March 2018 storm declaration came in.

Town Hall Porch and Painting Project

Mr. Leclair asked for an update as to how much the Town owes the contractor. Mr. Herman provided a breakdown which included \$570 plus the remaining painting if they return to repair the lights.

Mr. Leclair moved to expend the additional cost of \$1,800 for Change Order #2 from the Building Maintenance fund for the handrails and repair of the clapboards at the rear corner of the building which were not part of the original plan. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Other Business

Mr. Leclair extended the Board's thanks and appreciation to the Rolfe family who donated the use of their tractor and helped to restore the Wallball court and Gemini who donated the poles and set them in the ground.

Next Meeting – Monday, January 7, 2019 at 7:00 PM

Minutes

- December 3, 2018 Public Meeting

Mr. Leclair motioned to approve the December 3, 2018 Public Meeting Minutes, as written. 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, motioned to go into non-public session pursuant to RSA 91-A: 3, II (a) (c). Mr. Leclair seconded the motion. A roll call was taken: Mr. Headd – yes; Mr. Eaton – yes, Mr. Leclair – yes. The motion passed unanimously.

The meeting room was closed to the public at 8:14 pm.

Mr. Herman advised he had completed the Finance Director's annual performance review for the Board to consider and the Board could continue with Mr. Herman's review if they chose to.

Mr. Herman indicated Ms. Frisella, the Finance Director, has continued to be a first-rate employee, and has been working very well with Patty Rousseau in the new Finance Assistant role. Mr. Eaton asked if Patty had started classes yet, and Mr. Herman indicated she had not, but she and Ms. Frisella have been discussing what would be best suited for the position. At this point, the focus has been on learning the financial systems and internal processes of the job. He indicated he strongly recommends a step increases be granted to the Finance Director.

Mr. Headd asked the Board their sentiments concerning the Town Administrator's performance evaluation. Generally, the Board members expressed their views that Mr. Herman meets or exceeds expectations. Mr. Leclair stated he has been invaluable to him since he came on last year, and he has always been available. He noted he had one area of concern which he addressed directly with Mr. Herman and is satisfied with the results. Mr. Headd stated he also felt Mr. Herman is always available to the Board, to the Town Hall staff, to Town departments and to the public. He felt his leadership skills exceed expectations. Mr. Eaton indicated his satisfaction overall with general meets expectations ratings. Mr. Herman will blend the three independent reviews into one for the Board's review. Mr. Leclair will email his to Mr. Herman.

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 8:20 pm.

Mr. Eaton moved to approve a step increase for the Finance Director, Adele Frisella, from a Labor Grade 10, Step 19 to a Labor Grade 10, Step 20 based on a positive performance evaluation.

Other Business

Mr. Herman asked the Board if they wanted to have a warrant article prepared to propose increasing the Veterans Tax Credit. The Board considered the request of Rep. Piemonte to increase the Veteran's Tax Credit from \$500 to \$750. Mr. Herman noted it would have an impact on the Town's tax rate as currently there is approximately \$165,000 in Veterans Credits, so an increase of \$250 would add approximately \$80,000 to that amount. Mr. Headd, who is himself a veteran, felt \$500 was generous. He noted

the Town not that long ago doubled the amount from \$250. Mr. Eaton, who is himself a combat veteran, felt \$500 was good. Mr. Leclair agreed with their assessment.

Adjourn

Mr. Headd motioned to adjourn the meeting at 8:21 pm. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary