

**Town of Auburn  
Board of Selectmen  
January 21, 2019  
7:00 PM**

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

**Others Present:** State Senator Sharon Carson, Representative Jesse Edwards, Representative Chris True, Representative Tony Piemonte, Peter Miles, Kevin Downing, Dan Carpenter, Paula Marzloff and David Wesche, Budget Committee; Todd Bedard, Kathleen Porter, Town Moderator, Mike Williams, Fire Chief, Bob Seling, Deputy Fire Chief, Michael Rolfe, 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.

**Approval of Accounts Payable Item for the Week of January 14, 2019 - \$1,156,921.21**

***Mr. Eaton motioned to approve the Accounts Payable Item for the Week of January 14, 2019 in the amount of \$1,156,921.21. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

**Approval of Consent Agenda for the Week of January 21, 2019**

Mr. Headd read out loud and offered for inspection a copy of the Consent Agenda for the Week of January 21, 2019 some of which included: one (1) Tax Collector's Warrant/Land Use Change Tax; MS-DTB/2019 Default Budget in the amount of \$5,428,759; one application for property tax credit/Veteran's credit; two (2) abatement/refund requests, one Master Lease-Purchase Agreement/Ford Motor Credit Company for two Ford Cruisers; two void check manifest/accounts payable, ;one Notice of Lot Restoration; and four (4) pistol/revolver licenses.

***Mr. Eaton motioned to approve the Consent Agenda for the Week of January 21, 2019. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

**Appointments with the Board**

Discussion of 2019 Legislative Session with Auburn Legislators – Senator Sharon Carson and Representatives Jesse Edwards, Chris True and Tony Piemonte

Mr. Headd noted State Senator Sharon Carson was the only Republican member of the State Senate who has been assigned as a Committee Chair, retaining the chairmanship of the Executive Departments & Administration Committee and also serves as a member of the Senate Judiciary Committee.

Senator Carson stated it has been a slow start for the State Senate with bills still coming out and committee hearings beginning this week and the first session day to be next week. She indicated there were seven bills being heard on Wednesday and three at the Judiciary Committee tomorrow.

House Representative Jesse Edwards serves on the Ways and Means Committee.

Mr. Edwards stated the Ways and Means Committee serves two functions including revenue streams and providing adequate funding for the state budget, which is for two years for the State. One of the tax proposals includes a proposed change in restaurant meals tax division which would place a \$100 cap per month on the portion retained by the retailer which is now 3%. He felt this could hurt many restaurant businesses.

Mr. Headd asked about a news report he saw indicating the Senate President and House Speaker were looking at ways for the State to assist the furloughed federal workers to receive pay while the government is shutdown. He asked whether this was a gift or a loan. Mr. Edwards stated he doesn't know if any furloughed workers would get back pay. Senator Carson stated there is no plan or details at this time.

House Representative Chris True serves on the Transportation Committee.

Mr. True advised the Transportation Committee hears approximately 55 bills per session. Mr. True indicated he had unofficially understood the House Judiciary Committee has voted 11 – 7 to not recommend passage of HB 104, which would establish a state appeals board for decision made by local ZBA and Planning Boards. He said the House would take up the committee recommendation on January 31<sup>st</sup>.

Senator Carson noted she was a co-sponsor of HB 104 and explained HB 104 would allow decisions made by local ZBA and Planning Boards to be reviewed by a state-appointed appeals board in Concord as a cost-effective alternative to appeals in Superior Court which she believes would save Towns and landowners money.

House Representative Tony Piemonte serves on the Municipal & County Government Committee.

Mr. Piemonte advised one of the 1000 or so bills submitted so far, was before his committee and focuses on not allowing sanctuary cities in New Hampshire. He noted there are currently five communities, including Deerfield and Manchester, and Cheshire County who are designated as sanctuary cities. He said it is very controversial before his committee. Mr. Piemonte recommended quarterly meetings jointly with regional Select Boards. Mr. Headd advised joint meetings have occurred on a few occasions, but are not regularly scheduled.

Funding for Design of Safety Complex Addition – APD Advisory Building Committee and Budget Committee

Members of the Budget Committee were present to discuss potential funding for the design of the proposed addition at the Safety Complex. The Selectmen agreed this needed to move forward. Mr. Eaton advised the cost of design, approximately \$30,000, would be the initial step before sending the job out to bid. Mr. Leclair questioned the best approach to raise the design cost. Peter Miles asked about adding \$10,000 from the fund balance to the Town Building Reserve Fund, which has approximately a \$29,000 balance, to cover the potential cost. Mr. Leclair stated he was opposed to exhausting the fund down to zero in case something came up that required attention and recommended instead adding an additional \$30,000 to the reserve fund from the fund balance, which, if the project for some reason did not move forward, would help to replenish the Buildings Fund a little quicker than originally planned..

Mr. Carpenter asked if this would be through a Warrant Article or in the Operating Budget. Mr. Leclair stated he was not in favor of raising taxes for this purpose as the Budget Committee had already worked hard to keep that flat. He noted to take funds from the undesignated fund balance, it has to be done through a warrant article vote. Mrs. Marzloff asked if the deadline for Warrant Articles had passed. Mr. Herman advised the Selectmen have until January 28<sup>th</sup> to post the warrant and can add or amend warrant articles until that date. He noted this meeting was publicly posted and included the Selectmen and the Budget Committee discussing this issue. He felt both boards could take votes to recommend whatever course of action they felt they should take. Mr. Wesche noted potentially increasing this particular item had been discussed by the Budget Committee previously when they first discussed the warrant. Mr. Headd stated he was in favor of increasing the amount for Article #5 to \$60,000 as proposed by Mr. Leclair. Mr. Eaton agreed to proposal as well.

***Mr. Leclair moved to increase Warrant Article 5 from \$30,000 to \$60,000 to be funded through the Undesignated Fund Balance, and for the Board of Selectmen to recommend the article. Mr. Eaton seconded the motion. All were in favor, the motion carried unanimously.***

***Mr. Wesche moved for the Budget Committee to approve increasing the amount in Warrant Article #5 from \$30,000 to \$60,000, and for the Budget Committee to recommend the article. Mrs. Marzloff seconded the motion. Voting in favor were: Mr. Carpenter, Mrs. Marzloff, Mr. Downing, Mr. Wesche, Mr. Miles and Mr. Headd. The motion was unanimously approved by a vote of 6-0.***

Review of Town Meeting/Deliberative Session – Kathleen Porter, Town Moderator

Mrs. Porter proposed coordinating who would speak to each of the proposed Warrant Articles at Town Meeting. Mr. Leclair will speak to #3 and #5, Lt. Pelton was recommended to speak to #4. Mr. Eaton will speak to #6. Road Agent Dross and/or Lt. Pelton were recommended to speak to #7. And Mr. Headd will speak to #8.

Mrs. Porter recommended preparing discussions on any items that might be contentious. Mr. Leclair suggested the new fund, #6 and potentially the discontinuance of Dartmouth Road might attract the most attention.

Monthly Meeting – Fire Chief Michael Williams

Chief Williams presented the monthly report for December 2018 which included 34 responses. Chief Williams presented two new SOPs concerning the SCBAs, #108 relative to cleaning and #109 relative to inspection and maintenance. Chief Williams asked about the policy for disposal of items such as the old SCBAs and radios. He is not sure if another department could use them, the air packs are out of date and the radios are not digital. Mr. Eaton recommended putting together an inventory. Chief Williams will provide the list of any items to be disposed of to the Board.

***Mr. Leclair moved to adopt Auburn Fire Department SOG #108 and SOP #109. Mr. Eaton seconded the motion. All were in favor, the motion carried unanimously.***

Chief Williams reported two new members, Firefighter Colby Campbell and EMT Tyler Stratton and advised that he has added three more, Dan Roberts, Ann Coady and Nick Macras. The new hire policy is working well.

## **New Business**

### **2019 Paving Prices**

Mr. Herman provided a copy of a letter to the Road Agent from Advanced Excavating & Paving reflecting the paving costs for 2019. Mr. Leclair asked about the cost of labor and machines per day. Mr. Herman will pull last year's figures for comparison. Mr. Eaton recommended reviewing last year's numbers prior to voting.

### **E-Waste Collection Event – Saturday, September 28<sup>th</sup>**

Mr. Herman provided a proposal for information purposes for the six containers and box truck to be used for the electronic recycling collection event to be held on Saturday September 28, 2019 from 9 am to 2:00 pm at the Auburn Village School.

### **Recommendation for Conservation Commission**

At the January 7, 2019 meeting the Board accepted the resignation of Alan Villeneuve from the Conservation Commission. Mr. Herman advised at the January 8, 2019 meeting, the Conservation Commission discussed the vacancy and are recommending appointment of current Commission Alternate Member, Richard Burnham, to fill the position held by Mr. Villeneuve. Mr. Burnham has indicated a willingness to serve in this capacity. Mr. Herman indicated Mr. Villeneuve's term ran through March 2019. The Board has the option to make the appointment through March, 2019 or to provide a full three-year appointment through March 2022.

***Mr. Leclair motioned to appoint Richard Burnham as a member of the Conservation Commission with a term to expire in March 2022. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

### **NHDRA Review of 2018 Auburn Revaluation**

Mr. Herman provided a copy of the letter of compliance from the NH Department of Revenue Administration dated January 4, 2019 which stated they have reviewed the USPAP mass appraisal report submitted by Avitar Associates of New England for the Town of Auburn for the 2019 tax year.

### **Board of Selectmen Report for 2018 Town Report**

The Board reviewed the proposed submission for the 2018 Annual Town Report and approved it as presented.

## **Other Business**

### **Minutes**

- January 7, 2019 Public Meeting

***Mr. Leclair motioned to approve the January 7, 2019 Public-Meeting Minutes, as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

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

Consideration of compensation of any public employee and reputation of someone other than a member of the Board.

***Mr. Headd moved to enter 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 7:54 pm.

Mr. Herman provided the Board with a performance review of Captain Saulnier performed by Chief Williams and the Chief's recommendation a step increase be granted. Mr. Herman advised Captain James Saulnier is marking his 10 year anniversary with the Department this month. Mr. Headd stated that he has done a great job and supports the step increase. Mr. Eaton agreed. Mr. Leclair added that his bosses say he is doing a great job.

***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 8:00 pm.

***Mr. Leclair moved to approve a step increase for Captain James Saulnier, from a Labor Grade 11, Step 12 to a Labor Grade 11, Step 13 based on a positive performance evaluation. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

**Adjourn**

***Mr. Headd motioned to adjourn the meeting at 8:01 pm. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary