

**Town of Auburn
Board of Selectmen
March 24, 2014**

Selectmen Present: Russell Sullivan, James Headd & Richard Eaton

Also Present: Dave Dion and Ken Robinson, Police Commissioners; Ray Pelton, Police Lieutenant; Michael Dross, Road Agent; Brad & Kim Sargent, Scott Norris, Paula Marzloff, Linda Dross, Mary Ann Rolfe, Dennis and Pauline Vieira, Tom Gonyea, Jim Boisvert, Frances McFarland, Audrey Trickett, Ryan Maher, Mike DiPietro, and Armand Miclette, Residents; William Herman, Town Administrator; Kathryn Skoglund, Recording Secretary

Mr. Sullivan called the meeting to order at 7:00 p.m.

Approval of Payroll for Week of March 24th, 2014

Mr. Eaton moved to approve the Payroll Manifest in the amount of \$40,226.38 for the week of March 24th, 2014; Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.

Consent Agenda – Week of March 24th, 2014

Permanent Application for Property Tax Credit/Exemptions – Veteran's Credit

- Jesse C. Edwards, Jr., 33 Rattlesnake Hill Road (Tax Map #5, Block #10, Lot #6)
- Allen E. Remillard, 200 Old Candia Road (Tax Map #15, Lot #27)

Property Tax Abatement Applications

- Gary & Pamela Gramatikis, 20 Appletree Road (Tax Map #18, Lot #52) - \$219,900 – Granted

Transmittal Correspondence / Public Integrity Unit, Office of the Attorney General

- Personnel Investigation Report prepared by Attorney Craig Staples

Accounts Payable Manifest

- Lonnie McCaffrey Law - \$1,000.00

Pistol / Revolver License

- Two (2) Licenses

Mr. Headd moved to approve the Consent Agenda for the week of March 24th, 2014; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

New Business

Lawn Maintenance & Fire Extinguisher Request for Proposals

Mr. Herman informed the Board that a proposal for 2014 lawn care maintenance on town properties was put out for bid and will be accepted until 2:00 p.m. on Friday, April 4th. The awarded contract may be renewed for 2015 and 2016 based on agreement between the Town and the contractor.

Mr. Herman also informed the Board that he is working with the Auburn Village School to jointly put out a bid for the annual service and inspection of fire extinguishers and the annual inspection, testing and cleaning of the alarms systems. Mr. Herman anticipates the bid to go out this week.

Contract for FY2013 Audit

The Board was presented with the agreement for FY2013 audit services. Mr. Sullivan asked if the agreement reflected a price change. Mr. Herman stated no, the amount of the agreement is what was budgeted for. Mr. Herman continued that the auditors are set to come in next month. Mr. Herman informed the Board that the Finance Director has suggested possibly bidding out the audit services next year not because there are any issues with Plodzik & Sanderson but simply because it has not been done in quite a number of years.

Mr. Headd moved to accept and authorize Chairman, Russell Sullivan and Town Administrator, William Herman to sign the agreement for audit services for year end 2013 with Plodzik & Sanderson; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Contract for 2014 Groundwater Monitoring and Permit Renewal

The Board reviewed a proposal for 2014 ground water sampling and permit renewal of the former landfill property from Stantec Consulting. Mr. Herman stated the proposal reflects a cost increase due to the need to renew the Groundwater Management Permit. Mr. Herman added that the permit will then be good for another 5 years. Mr. Sullivan asked if the town had a choice. Mr. Herman verified that the town has no choice but to test the groundwater, the town does not have to utilize Stantec for these services but he is not sure that other company's costs will differ.

Mr. Eaton moved to accept and authorize Chairman, Russell Sullivan to sign the Work Scope and Cost Proposal in the amount of \$8,500.00 for the 2014 Groundwater Management Permit Monitoring Activities for the former town landfill site on Chester Turnpike ; Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.

Policy for Handling Roadside Solid Waste Pick-up and Disposal - Draft

The Board was provided a draft policy for handling roadside solid waste. Mr. Herman stated that Road Agent, Mike Dross has reviewed the draft. Mr. Herman explained that he is not comfortable with the section regarding hazardous waste and suggested that the Board may want to have Stantec make recommendations regarding how to handle hazardous waste. The Board of Selectmen agreed. Mr. Dross agreed as well and noted that if oil is picked up off the roadside, Waste Management will not take it from their pick up area at the town garage. Mr. Herman informed the Board that the policy is suggesting having a waste container or two at the highway garage site and Dan Carpenter was consulted regarding the cost. Mr. Carpenter charges per container haul away. Mr. Vieira stated that the trouble with roadside waste is that it is almost always contaminated. The Board acknowledged that. Mr. Herman informed the Board that the town is still working towards moving the oil drop off site off the town's property, but that is still likely 5 or 6 months out. Mr. Eaton asked if doing that would resolve the towns issue with picking oil up off the roadside. Mr. Herman explained that Waste Management would still probably only host oil collection every or every other Saturday and there may still be the issue of contaminates and Waste Management not accepting that. The Board agreed to have Stantec review the draft policy and to work on refining it.

Proposed FY2014 Budget Transfers and Adjustments

The Board reviewed the [attached budget adjustments](#). Mr. Herman briefed his memo to the Board, explaining that the first section totaling \$29,252.85 describes the items in need of being funded as they were not budgeted for. This includes the mold investigation at the Safety Complex, reprinting of the election ballot due to an error, the additional cost for the former landfill groundwater monitoring and permitting, the added cost for the voter guide due the petition warrant article and the cost for the proposed containers at the town garage for roadside waste along with the personnel investigation report. Mr. Herman noted that the biggest budget shortfall was the personnel investigation report. The second section to the memo reflects how much each budget line could to be increased due to these unbudgeted costs. The third section and back-side of the memo depicts the proposed reductions to various budget lines to increase the lines from section two. Mr. Herman referenced to the Board that also provided for their review is comments via email from Police Chief, Edward Picard. The Board acknowledged that they had received and read the email previously. Mr. Headd commented that the proposed adjustments seem to be a pretty fair way to spread the paint around. Mr. Eaton stated that he thinks the Board of Selectmen should take the funds out of the general budget until closer to the end of the year to see where extra funds may be available. Mr. Eaton noted that the biggest part is the investigation report and that was a whole community issue. Mr. Herman explained that the Board of Selectmen does not have opportunity at the end of the year to adjust the budget as proposed, which needs to be completed up front, once the budget is set it is set. Mr. Herman stated that his advice is to do this now so that departments are aware for their own planning purposes. Mr. Eaton reiterated that his opinion is not to transfer funds out of just one department budget. Mr. Sullivan stated that he thought the Board has made adjustments towards the end of the year in the past. Mr. Herman stated that in those instances the Board was approving payments being made out of other budget lines not establishing budget changes. Mr. Dion commented that we are only three months into the year and agrees with Mr. Eaton, it would be preferable to wait until later in the year to see where the Police Department budget stands before cutting funds. Mr. Sullivan confirmed that the Board does not have to make a decision tonight. Mr. Herman verified that but noted that the budget needs to be reported to the State next week. Mr. DiPietro asked that the proposed adjustments be posted with the minutes. The Board agreed to this request. Mr. Sullivan expressed that he would like to

see some other options. The other Board members were agreeable to this.

Regional Roundtable: Strategic Planning for Regional Growth – April 11th

The Board reviewed an email invitation to a regional roundtable discussion regarding regional growth and statewide economic development. The event will be held Friday, April 11th at the Derry Municipal Center from 7:30 to 9:30 a.m. All three Board members expressed that they should be able to attend.

Timber Cut – Ball Field Property

Mr. Sullivan asked which ball field. Mr. Dross explained wooded property behind the Wayne Eddows Fields. Mr. Dross continued that Mr. Herman has contacted Chuck Joy of the Conservation Commission regarding the cutting. The Board asked who would do the cutting. Mr. Dross stated John Stout, who has cut other property for the town. Mr. Sullivan asked if the town would receive revenue. Mr. Dross stated yes and explained that it is a select cut. Mr. Eaton asked if a proposal would be provided to the town. Mr. Dross stated he can have Mr. Stout come in and meet with the Board. The Board agreed that would be good.

FY2014 COLA and Part-Time Employee Earned Time Adjustment

Mr. Herman explained that the budget was passed with a 1.3% Cost of Living Adjustment for all employees. The updated Personnel Policy also does away with vacation time for part-time employees. These employees vacation time would be paid out in one lump sum and their hourly rates will increase 3 steps to compensate for no longer accruing vacation time. Mr. Herman gave the history of doing similar for the part-time union employees for Mr. Eaton's information. The Board agreed to move forward with these matters.

Mr. Dross presented a written Right to Know request asking for copies of timesheets for Officer William Barry and Greg Santuccio from May 2013 to present.

Discussion ensued regarding parking on the road during snowstorms. Mr. Dross noted that there are some repeat offenders. Police Officers can ask the individuals to move the vehicles but there is no ordinance authorizing them to issue parking tickets. Mr. Herman noted that an ordinance was previously drafted, he will dig it out. Officer Pelton didn't believe that the Police Department has any qualms with issuing tickets for violations as such but thought the Chief only had reservations regarding ticketing detracting from other police work. Officer Pelton and Mr. Dion expressed they will bring the matter forth to the Police Department.

Officer Pelton stated that there has been discussion with the Police Chief to have a staff Officer attend the Board of Selectmen's meetings to try to improve communications.

Tax Collector – Tax Deeds

Tax Collector, Kathleen Sylvia presented the Board with a list of properties eligible to be taken

by Tax Collector deed. Mrs. Sylvia did not believe any of the properties presented any environmental hazards. Mrs. Sylvia explained the deeding process for Mr. Eaton's information. Mr. Eaton verified that the waivers are signed if the Board agreed that the town will not take by tax deed. Mrs. Sylvia stated that was correct. The Board agreed they would like more time to review the files before making a decision.

Minutes

March 17th, 2014 Public Meeting

Mr. Eaton moved to approve the minutes of the March 17th, 2014 public meeting as written; Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.

Non-Public Session

Mr. Headd moved to enter into non-public session pursuant to RSA 91-A 3, II (c) Reputation of individual (s) other than a member of the Board; Mr. Eaton seconded the motion; A roll call vote was taken; Mr. Headd – yes, Mr. Eaton – yes, Mr. Sullivan – yes. The motion passed.

Meeting in Non-Public Session with the Selectmen were Town Administrator Herman and Secretary Skoglund.

Mr. Eaton moved to exit Non-Public Session; Mr. Headd seconded the motion; A roll call vote was taken; Mr. Headd – yes, Mr. Eaton – yes, Mr. Sullivan – yes. The motion passed.

Mr. Eaton moved to seal the minutes of the Non-Public Session; Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.

Mr. Headd moved to sign the tax deed waiver for 43 Leppert Way (Tax Map #1, Lot #17); Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Mr. Headd moved to adjourn; Mr. Eaton seconded the motion; all were in favor, the public meeting ended at 8:09 p.m.