

**Town of Auburn
Board of Selectmen
October 21, 2019
6:30 PM
Minutes**

Selectmen Present: Richard Eaton, Keith Leclair and Todd Bedard

Others Present Dan Carpenter, President, Auburn Historical Society, Police Chief Ray Pelton, Lieutenant Charles Chabot, APD Office Manager Lil Deeb, Fire Chief Michael Williams, Deputy Fire Chief, Bob Selinga, Library Director Kathryn Gowney, Library Trustees: Elizabeth Michaud, Brenda Beer, Marilyn Cavanaugh and Joseph Forest; Keith Martel, Susan Anderson, David Anderson, Paula Marzloff, Michael DiPietro, Michael Rolfe, Tom LaCroix, Town Administrator William Herman and Nancy Hoijer, Recording Secretary

Non-Public Session – RSA 91-A: 3, II (a) - Performance review and compensation of a public employee(s)

Mr. Bedard motioned to go into non-public session at 6:30 PM pursuant to 91-A: 3, II (a) for a performance review and compensation of a public employee(s). Mr. Leclair seconded the motion. A roll call vote was taken Mr. Eaton – yes; Mr. Leclair – yes; Mr. Bedard – yes. All were in favor, the motion passed unanimously.

The meeting room was closed to the public at 6:30 PM.

Chief Williams met with the Board to complete discussion of a three-year extension of his employment contract. The Board of Selectmen proposed an increase to his salary to \$35,000 for the first year, beginning October 1, 2019 and an additional \$2,500 per year for each of the second and third years, totaling \$40,000. Chief Williams countered the offer and agreed to the increase to \$35,000 for the first year, beginning October 1, 2019 and requested an additional \$3,000 per year for each of the second and third years, totaling \$41,000 by 2022.

The Board members indicated they were in agreement with the Chief's request and felt it moved the position closer to equity in comparison with other similar positions in regional communities. Mr. Leclair if Chief Williams was happy working for the Auburn Fire Department, and he stated that he was, it is a great department with good people although a little work is needed.

Chief Williams discussed Pat Glennon's review who is acting as Captain until Captain Saulnier returns, at which time Mr. Glennon will return to Lieutenant. Mr. Glennon has done a good job and is 100% on task, experienced and a hard worker. His assistance with repairs and maintenance keeps the equipment running and saves costs.

The final non-public item for the Board was as a follow-up to their October 7th meeting and performance review discussion with the Town Administrator. The Board reviewed and approved the blended performance evaluation document for the Town Administrator.

Mr. Leclair motioned to come out of non-public session at 6:48 PM. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

The meeting room was reopened to the public at 6:48 PM. The Chair recessed the meeting.

Call to Order – Pledge of Allegiance

Mr. Eaton resumed the meeting at 7:00 PM and led the Pledge of Allegiance.

Approval of Payroll Manifest for the Week of October 14, 2019 - \$55,721.16

Mr. Leclair motioned to approve the Payroll Manifest for the Week of October 14, 2019 in the amount of \$55,721.16. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of October 21, 2019 - \$319,171.87.

Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of October 21, 2019 in the amount of \$319,171.87. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of October 21, 2019

Mr. Eaton read out loud and offered for inspection a copy of the Consent Agenda for the Week of October 21, 2019 some of which included: Property Tax Warrant/Second Issue Property Tax Bills \$8,745,792, Second Issue Manchester Water Works PILOT Bill \$153,300, Second Issue Betterment Assessment Warrant – Cottage Avenue Water Project \$2,290.56, MOU Financial Transactions/Griffin Free Public Library, Notice of Intent to Cut (100 Tons Biomass Chips – 11 Eaton Hill Road), Commendation/Boston Post Cane: Mildred Bovarnick Eisman, MOU Homeland Security Grant 2019 Radio Reprogram/AFD, and one (1) Pistol/Revolver License.

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

Appointments with the Board

Monthly Meeting – Fire Chief Mike Williams

Chief Williams provided his Monthly Report dated September 19, 2019 together with copies of proposed SOP's #015 and #016.

Chief Williams reported there were 37 calls in September. Mutual Automatic Aid has been implemented with Chester Fire and is working well with an equally shared response rate so far. The agreement will be reevaluated in a month. Each Town will cancel each call ASAP if the mutual aid response is not necessary.

Chief Williams noted Rescue vehicle delivery has been delayed until next Wednesday. Annual cistern inspections have been done and all passed, with one strainer having to be replaced. The dry hydrants will have painting finished. Chief Williams detailed the Department's participation in the Manchester Airport Drill and sent the tanker down the runway. The Department would automatically respond to aid in any major aircraft incident.

Chief Williams reported the Department is utilizing EMS training more with Elliot Hospital. The Chief reported the addition of two new members, who are returning former members Stephen Davis and Sage Quimby.

Consideration of SOPs #015 & #016

Chief Williams noted SOP #015 was written to describe the AFR EMS training and responsibilities. Detailed certification requirements are listed for each level of EMS certification including frequency of recertification periods on the back of the SOP. Some training is required by State and some is national. The purpose of the policy is to outline what Auburn requires and who is responsible for what to be licensed by the State and be on Auburn's response list.

Chief Williams noted SOP #016 was written to define the policy of a Fire or EMS detail and responsibilities. Some of the details include road races and details at school. This SOP formalizes how a fire watch is carried out per state regulations, equipment, pay rates and the hiring process.

Mr. Leclair asked about the rates, if they were standard, specifically the \$35/hr. apparatus rate which Mr. Leclair felt was low. Chief Williams noted the FEMA reimbursement rate and that this figure was acquired from the Hooksett Fire Chief.

Mr. Bedard motioned to adopt SOP #015 & #016 for the Auburn Fire Department. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Request for Credit Card for the Fire Department

Chief Williams requested the ability to have a general credit card for the Department which could be held by either the Chief, Deputy, Lieutenant or Captain. It was suggested the card could have a specified limit of between \$1,000-\$3,000 could be utilized to make online purchases, send out for refreshments during a large fire and other items which currently requires one of the members to use a personal card and be reimbursed after the fact. The Department currently has a vendor specific credit card and open accounts at most used vendors. Mr. Herman cautioned both the Finance Director and the Town Auditors do not recommend issuing general credit cards, and it is not allowed under the financials policies adopted by the Board of Selectmen. He also felt such a consideration shouldn't be made for one department if approved. The Board agreed they would look into the request.

FY 2020 Town Budget Presentations

Auburn Historical Association – Dan Carpenter

Mr. Carpenter presented the proposed FY 2020 Historical Association budget in the amount of \$5,000 which is level funded from last year.

Mr. Carpenter provided the Board with a copy of the Historical Association agenda dated October 15, 2019 and Mission Statement with an outline of the history of the Association since 1992, major past projects and donations received since 2013 and current and future goals of the Association. Mr. Carpenter noted the Duck Race fundraiser has become the largest event in Auburn and is a nice community event enjoyed by all, old and young and in 2019 alone raised approximately \$25,000 for multi-Auburn charities and organizations.

Mr. Carpenter noted that with the buildings owned by the Association comes the cost of maintenance for what is now a 20-year old building and two associated smaller buildings. Money has been set aside by the Association for a roof or furnace, while he noted \$2,500 was spent on the furnace last year.

Mr. Leclair motioned to approve the FY 2020 Historical Association budget in the amount of \$5,000. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Mr. Leclair wanted to acknowledge and thank Susie Thiboult for all of her help and support of the Association over the years now that she has retired, and said she will be sorely missed.

Griffin Free Public Library – Library Director & Trustees

Library Director Kathryn Growney presented the proposed Griffin Free Public Library FY 2020 budget in the amount of \$47,613 which is a one percent reduction from last year. Ms. Growney displayed a trophy the Library recently won for the NH State Library Card Challenge, for having 14% new registrations and noted Auburn had more than much larger facilities like Concord or Nashua. Ms. Growney noted library card registrations, now renewing every three years, are important because it tells the State how active the library is and helps them to get grants and funding based on this participation. Ms. Growney noted program attendance has quadrupled.

Mr. Leclair asked how the operating account sits currently. Ms. Growney noted it is on target with spending. The Treasurer's report is available on the website. Mr. Forest, who is currently the Treasurer, noted they are at 75%. Ms. Growney noted major spending typically happens at the beginning of the year after January 1st.

Mr. Eaton indicated a few weeks ago he visited the library and enjoyed the Chamber of Commerce meeting. Coffee with Cops and Parks & Recreation's Cellphone 101 are other great programs to take advantage of. Ms. Growney noted these programs build a sense of community.

Mr. Leclair motioned to approve the Library budget for FY 2020 in the amount of \$47,613 which is one percent less than last year. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Police Department – Chief Pelton & Police Commissioners

Chief Pelton presented the Police Department's proposed budget for FY 2020 in the amount of \$244,672 which is an increase of \$310 from last year.

Chief Pelton noted some staff changes since Chief Picard retired and Officer Aku moved to Londonderry. A new full-time officer, Ryan Goulet, came to Auburn from Chester.

Chief Pelton noted calls for service are up, but not representative of an increase in burglaries. Mostly officers are dealing with people and cars passing through and some of those are DUIs with narcotic influence. The Department received first aid, CPR and Narcan training. A new family court will open in Candia which will deal with the more rigorous follow-ups of juvenile offenses, the prosecutor agreement will save time from officers attending, the prosecutor has to be paid and that is why that line is increased.

Chief Pelton noted vehicles are changing out because changes to the Ford Explorer frames are causing none of the equipment to be transferred. They are 11" wider. This happens every five-10 years. This year they will purchase one vehicle and roll over two equipment packages to next year's budget. The Department usually purchases two vehicles per year. Mr. Leclair clarified the Department purchases the car now and the equipment in January. Chief Pelton noted fuel cost is estimated at \$2.71 for next year and was cut by \$500 to \$24,300. The motorcycle lease was discussed which is for one year and an officer needs to be certified. Mr. Leclair urged the Department to make sure someone is using it. The radar trailer will have a fee in 2021 for saving data of \$1,500/yr. The radar trailer has been very effective.

Chief Pelton noted the Department is always working on community outreach with other departments. The federal government is cutting back on funding safety projects. Mr. Leclair asked about frequencies of DUIs. Chief Pelton noted radar issues are summer related and 20 or so DUIs will be seen between now and the end of the year because of the holidays.

Mr. Leclair recommended discontinuing one of the storage units since the addition will be done in a few weeks. Chief Pelton cautioned the files will still need to be moved over and organized. Mr. Eaton recommended a six-month interval for that.

Mr. Eaton recommended returning the fuel line back to as originally requested, \$25,000 and to take out one of the storage units for six months to give the Department time to organize the files as they are transferred to the new addition.

Mr. Leclair motioned to approve the Plant Cost line of the Police Department budget for FY 2020 in the amount of \$7,380. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Mr. Leclair motioned to approve the Fuel Cost line of the Police Department budget for FY 2020 in the amount of \$25,000. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Mr. Leclair motioned to approve the remainder of the proposed FY 2020 Police Department budget as presented at \$212,372. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

New Business

FY 2019 Tax Rate

Mr. Herman provided the Board with a Memorandum dated October 17, 2019 and copy of NH Department of Revenue Administration (NHDRA) report officially establishing the Town's 2019 tax rate at \$18.81 per thousand valuation. As set, the rate is \$1.75 higher than the 2018 rate of \$17.08 - but is substantially less than the additional \$2.25 anticipated back in March. The Tax Collector anticipates the bills will be printed this week, will be in the mail by October 25th and will be due on December 2nd.

Mr. Herman noted it looks positive that the Town will not have to borrow any anticipation funds with sufficient cash reserves to continue meeting the Town's financial obligations until the December 2nd due date.

Police Department Authorization for Expenditures

Mr. Herman provided a Memorandum dated October 10, 2019 concerning Authorization of Capital Expenditures by Auburn Police Department requesting the following purchases by the Department from the \$30,000 remaining in the FY 2019 budget line for part-time officers' wages through the end of the year together with written estimates from Patrol PC, Dupont Storage Systems, and Jorgenson Industrial Companies.

The purchases would include two (2) mobile computers and related equipment for police cruisers, \$12,000; office shelving system, two additional shelving units and installation for record storage, \$8,960; and six lockers to complete the two lockers rooms for the addition at the police department, \$2,289.

Mr. Leclair motioned to approve the acquisition of two replacement cruiser laptop computers, office shelving systems for record storage, and six lockers for the Auburn Police Department at a combined cost of \$23,249.09 with funds available in the FY 2019 Part-Time Officers Wages account. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Request for Bus Stop – Juniper Circle

Mr. Herman provided a copy of a draft letter to the Superintendent of Schools and excerpt from the minutes of the Highway Safety Committee's October 16, 2019 meeting. The Highway Safety Committee urged the Board of Selectmen to join with them in supporting their request, together with the Police Chief, for the Superintendent to reconsider a bus stop at Juniper Circle and Lover's Lane be provided for the safety of the children who are otherwise walking along Lovers Lane to Seavey Drive. There are no sidewalks along Lovers Lane, which has decreased visibility for both motorists and pedestrians. Documented traffic counts demonstrate a heavy volume with high speeds during the morning commute when school buses would be in the area. The Auburn Police have expressed concern for the walk from Juniper Circle to Seavey Drive given the traffic and documented speeds at that hour. The Board was in agreement, but noted it is only a recommendation to the Superintendent of Schools. The letter was signed by the Selectmen, Chair of the Highway Safety Committee and the Police Chief.

Auburn's 175th Anniversary – 2020

Mr. Eaton noted the Auburn Historical Association has noted 2020 will be the Town's 175th Anniversary. The Board is interested in discussing this with the Association and to learn what plans there may be and what budget funds might be appropriate.

Bond Reduction – Tilton Place

Land Use Administrator Denise Royce provided a letter dated October 18, 2019 together with the relative portion of the meeting minutes of the Planning Board and letter of recommendation of Stantec concerning the Surety Reduction Recommendation (#2) for Tilton Place Subdivision and Ilsley Hill Subdivisions: Map 8, Lot 29 Copley Court and Map 5, Lot 104 Nathaniel Way owned by Keith Martel.

The Planning Board, by motion, approved the surety reduction for Tilton Place Subdivision, Tax Map 5, Lot 104 from \$88,969.75 to \$19,948.40 to be held for 2-year warranty surety.

Stantec noted a site visit on October 14, 2019 and provided a reduction estimate worksheet as a result of that visit, noting \$18,631.50 in estimated unfinished work. Mr. Tatem noted however the remaining surety cannot be reduced lower than the amount of the two-year warranty surety (2% of the total original surety amount) of \$19,948.40.

Mr. Leclair motioned to approve the reduction of the surety to \$19,948.40 for Tilton Place, Map 5, Lot 104 Nathaniel Way to be held for two years for the required two-year warranty surety for the road. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Consideration of Employee Evaluations

Mr. Bedard motioned to approve a three-year extension of the employment agreement of Fire Chief Michael Williams to commence October 1, 2019 and continue through September 30, 2022, and to establish the Chief's salary at \$35,000 per year effective October 1, 2019 based on a positive performance evaluation. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Mr. Bedard motioned to approve a step increase for Acting Captain Glennon from a Labor Grade 11, Step 9 to a Labor Grade 11, Step 10 based on a positive performance evaluation. Should Acting Captain Glennon cease this temporary fill-in-assignment, we also approve a step increase for Lieutenant Glennon from a Labor Grade 9, Step 10 to a Labor Grade 9, Step 11. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Mr. Bedard motioned to approve a step increase for the Town Administrator from a Labor Grade 20, Step 15 to a Labor Grade 20, Step 16 based on a positive performance evaluation. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Old Business

Potential Capital Projects and Funding

Mr. Herman provided a Memorandum dated October 17, 2019 relative to Potential Capital Projects and Funding as a follow-up to the discussion of the October 7, 2019 meeting concerning potential uses of the Municipal Aid Funds from the State of New Hampshire; with a list of other potential revenue sources and capital items. Based upon the information provided, Mr. Eaton proposed the following:

After using the remaining balance of the Town Buildings Capital Reserve Fund and approximately \$3,000 from 2019 Municipal Aid from the State of New Hampshire to complete the addition to the Police Department, Mr. Eaton felt there would be approximately \$183,000 available between this year and 2020 for capital projects. He estimated these funds to include: \$40,000 from 2019 Municipal Aid, \$43,330.77 for 2020 Municipal Aid and \$100,000 for the undesignated fund balance.

With these funds, Mr. Eaton felt the Town should look at funding the replacement of garage doors for the Highway Garage, \$2,500; Insulation at the Safety Complex, \$18,315; a portion of the requested repairs at the Pingree Hill Fire Station, \$33,000; Library Expansion Assessment,

\$30,500; Storage Garage for Parks & Recreation, \$40,000; Softball Field backstop and fencing at Eddows Field, \$33,000, which totals \$157,315.

Mr. Eaton provided a detailed estimate for the completion of Phase I and II of the Auburn Police Department. He noted the \$5,125 HVAC Adjustment added at the October 7th Board of Selectmen's Meeting which resulted in a total approved expenses for the project of \$52,325, of which \$35,817.79 has been spent and \$16,507.21 remains.

Mr. Eaton noted he got a quote for the suspended ceilings for \$2,500. Mr. Eaton noted insulation would be done in the summertime and the Department staff would need to be moved while that was done.

Mr. Bedard thanked Mr. Eaton for doing this work on the Safety Complex, and indicated it was a good idea. Mr. Bedard noted he would like to see community involvement in other projects and stated the Town was lucky Mr. Eaton stepped in to help with the Safety Center or it would have been a lot more expensive. Neither Mr. Bedard or Mr. Leclair were interested in using all of the remaining funds in the Town Buildings Capital Reserve Fund to ensure some funds were available in the event something happened or if the voters did not wish to replenish funds in March. Mr. Leclair noted the original plan, before the revenue of the State Aid to Municipalities was known, was to do the addition and button it up for the winter months, saving the interior improvements for funding next year by some means. He indicated at that time Police Chief Pelton indicating using some funds from the Police Detail Fund was possible for the addition.

Mr. Eaton was not in favor of using any funds from the Police Detail fund as he felt it was now unnecessary due to the funds provided by the State which had been unexpected. Mr. Leclair noted their contribution allows us to get other things done and ultimately, we have to go to the voters for that.

Mr. Eaton noted the sale of the old fire station proceeds went into the undesignated fund balance and it was agreed at the time, storage would be provided with those funds for Parks & Recreation. Mr. Eaton recommends a 20x40 shed to be located near the Safety Complex which will grow with storage needs and could be used by other Departments in conjunction with Parks & Recreation. Mr. Leclair asked if a smaller 10x15 shed were done where it might go.

The Selectmen were in favor of tabling this until next week provided Mr. Eaton did not need the funds to pay workers before then, and to allow Mr. Herman to put together the proper wording of the motion for the completion of the Police Department addition based on the sense of the Board's discussion. Mr. Eaton noted it could wait one week.

Addition to Auburn Police Department

Mr. Eaton reported the petitions were installed today, the electrician is coming tomorrow, the plumber on Wednesday and Mrs. Rouleau-Cote, the Building Inspector on Thursday. Saturday at 7 AM, the insulation for R23 will go into the walls and AAA Heating will be piping the air condition and then the ceiling diffusers will be connected. Then the foam for the ceiling followed by drywall that Tuesday and then the cabinet contractor and flooring will be contacted with a projected completion date of December 15, 2019.

Mr. Eaton noted seven or eight lights are burnt out in the main area of the current police department space, in addition to two fixtures in Lil's area. He indicated they can be replaced at \$135 per tube for LED fixtures, which is \$100 savings per fixture over what the last contractor

charged, so he has included that expense within the costs for the addition. The Board was in agreement with that approach.

Library

Noting the potential need for funding a capital project for the library in the future, Mr. Eaton noted it had been an earlier Board of Selectmen that Mrs. Marzloff had served that recommended the road reconstruction budget years ago which he felt has been a great vision and wonderful idea. Mr. Eaton recommended putting funds aside annually as an Infrastructure funding account to benefit projects like the proposed library renovation and community center. Ms. Growney asked what steps the library could take to make this happen. Mr. Eaton recommended speaking with representatives, Budget Committee and keeping communication and understanding moving forward with the Board of Selectmen. Mrs. Marzloff noted the usual pushback with funding long term projects is the notion of letting people who will be here then pay to fix it, as opposed to having people today save to pay for a project tomorrow. Ms. Growney noted libraries are great meeting places and Auburn has certainly demonstrated a need for more that and could kill two birds with one stone.

Mr. Bedard asked Ms. Growney the vision for the library. Ms. Growney noted current needs are to have adequate space for the physical collection, to get compact shelving to maximize space, to have meeting space capabilities for 40-50 people for programs, to have meetings, study and workspaces and more computer stations, a break area for staff and adequate parking. She noted the Library Trustees are planning a focus group session similar to one used by the School Board, as well as surveys of the public that will begin in 2020.

Report/Comments of Ex-Officio Board Representatives

Mr. Bedard noted he made a brief appearance at the Parks & Recreation meeting and the potential storage shed was being discussed.

Mr. Eaton noted the Highway Safety Committee discussed the Juniper Circle bus stop.

Other Business

Next Meetings/Events

Monday, October 28, 2019 – Board of Selectman's Meeting – 7:00 PM

Monday, November 4, 2019 – Board of Selectman's Meeting – 7:00 PM

Mr. Eaton noted he was scheduled to go to the Cub Scouts meeting October 24th.

Minutes

- October 7, 2019 Public Meeting
- October 7, 2019 Non-Public Meeting

Mr. Leclair motioned to approve the minutes of the October 7, 2019 Public Meeting. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Mr. Bedard motioned to approve the non-public minutes of the October 7, 2019 Meeting. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Adjourn

Mr. Bedard motioned to adjourn the meeting at 9:49 PM. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,
Nancy J. Hoijer,
Recording Secretary