

**Town of Auburn
Board of Selectmen
April 14, 2014**

Selectmen Present: Russell Sullivan, James Headd & Richard Eaton

Also Present: Chris Pappas, Executive Councilor; Patricia Conway, Assistant County Attorney; Bill Jones; Lawn Care/Mowing Bidder; Edward Picard, Police Chief; Ray Pelton, Police Lieutenant; Peter Lennon, Police Officer; Michael Dross, Road Agent; Linda Dross, Armand Miclette, Norm Bouley, Brad & Kim Sargent, Scott & Karen Norris, Paula Marzloff, J.H. & Mary Ann Rolfe, Michael Rolfe, Tom Gonyea, Francis McFarland and Mike DiPietro , Residents; William Herman, Town Administrator; Kathryn Skoglund, Recording Secretary

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

Approval of Accounts Payable for Week of April 14th, 2014

Mr. Eaton informed Road Agent Dross that per the rate schedule in the Purchasing Policy it seems that SRW Trucking has an incorrect per hour rate on the submitted invoice and the invoice lists no more detail than "Truck Rental". Mr. Eaton would like Ms. Skoglund to hold the check for SRW Trucking until a new invoice with more detailed description of services is received and the rate per hour is verified. Mr. Sullivan and Mr. Headd agreed. Mr. Dross will contact SRW Trucking regarding this.

Mr. Eaton moved to approve the Accounts Payable Manifest for the week of April 14th, 2014 with the exception of the check for SRW Trucking as discussed; Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.

Consent Agenda – Week of April 14th, 2014

Application for Abatement

- Brian Pouliot, 16 Wellesley Circle (Tax Map #2, Lot #3) – Granted – Assessed value reduced from \$544, 200 to \$519,200.

Abatement / Refund Request

- Ken & Tami Izzett, Calef Lake Campground - \$19.80 – Certified Notice Fee – Tax was timely paid
- Tom & Nancy McNamara, Calef Lake Campground - \$20.53 – Certified Notice Fee – Tax was timely paid
- Gary & Jennifer Striker, Calef Lake Campground - \$19.01 – Certified Notice Fee – Tax was timely paid

Pistol / Revolver License

- Five (5) Licenses

Mr. Headd moved to approve the Consent Agenda for the week of April 14th, 2014; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Chris Pappas, Executive Councilor District 4

Mr. Pappas introduced himself to those present and noted that District 4 encompasses towns in Hillsborough, Rockingham and Strafford Counties. Mr. Pappas went on to explain that the Executive Council advises the Governor and the Governor and Council do a lot of important work, including State contracts, the 10-year Transportation plan, etc. Mr. Pappas shared his contact information with the Board and noted that he would like to open communication. The Board and audience did not have questions for Mr. Pappas.

Mr. Norm Bouley commented that the Town had in past years looked into sidewalks in the village district and asked what ever came of that. Mr. Herman replied that there is really no funding, Federal or State, available to assist the town in moving forward with something like that.

Patricia Conway, Assistant Rockingham County Attorney

Mrs. Conway introduced herself to those present; she is currently a senior Assistant Rockingham County Attorney. Mrs. Conway noted that she is a registered Republican and a New Hampshire resident since the age of 6. Mrs. Conway went on to summarize her career background and her current job tasks. Mrs. Conway concluded that she feels she has the experience and unique perspective for the County Attorney position and she is asking for everyone's support and vote. Mrs. Conway thanked the Board and provided them with her contact information.

New Business

Deputy Tax Collector Appointment

Mr. Herman informed the Board that Tax Collector Sylvia recommends the Board reappoint Susan Jenkins as Deputy Tax Collector for another 3 year term. Mr. Headd stated Mrs. Jenkins has done a credible job.

Mr. Headd moved to appoint Susan Jenkins as Deputy Tax Collector, Term to expire 2017; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

FY2013 Encumbered Funds

The Board was presented with a memo from Finance Director Frisella formally requesting the following amounts be encumbered from the December 31, 2013 year end:

\$9,323.44 – Workers Comp (01-4196-6-695-3)

\$4,260.00 – Tax Map Update (01-4199-3-390-4)

\$128,992.50 – Old Candia Rd & Raymond Rd Haz. Mitigation (01-4909-9-930-7)

Mr. Herman explained that the amount from Workers Compensation is to continue the process of medical evaluations of volunteer Firefighters; the amount for Tax Map Updates is to continue updating the tax maps and the amount for Old Candia Road & Raymond Road Hazard

Mitigation was raised in 2011 represents the towns share to complete the projects.

Mr. Headd moved to encumber the funds as follows:

\$9,323.44 – Workers Comp (01-4196-6-695-3)

\$4,260.00 – Tax Map Update (01-4199-3-390-4)

\$128,992.50 – Old Candia & Raymond Rd Haz Mitigation (01-4909-9-930-7);

Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Document Fee Schedule

The Board was presented with a document fee schedule. Mr. Herman noted that this captures what the town currently charges with the exception of the reduced photocopy charges. Mr. Herman noted that most publications are available online.

Mr. Eaton moved to accept the Document Fee Schedule as presented; Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.

Petition to Reduce Speed Limit – Steam Mill Road

Mr. Eaton recused himself from the discussion. Mr. Herman informed the Board that the town has been notified of 70 different electronic signatures on a petition to reduce the speed limit on Steam Mill Road from 35 mph to 30 mph. Mr. Herman stated that if the Board chooses to move forward with the request he believes there is a public hearing process and possibly a traffic study will need to be done. Mr. Herman noted to the Board that a reduction in the speed limit was requested in 2012; at that point the town requested the Police Department look into it. Mr. Herman provided the Board with the file pertaining to the matter for their review. Mr. Headd asked what the Police Departments input is now, he is not sure a 5 mph reduction will make much of a difference. Mr. DiPietro stated that the Highway Safety Committee has not received any complaints regarding this area. Lt. Pelton noted that there was an incident in the area in the last week; he believes the driver was texting. The Police Department has received a couple other complaints. Lt. Pelton believes there has been an increase of traffic due to Pinkerton students cutting through to the bypass. Mrs. Marzloff noted that Steam Mill Road is not the destination but a cut through so it doesn't make sense to just reduce the speed on Steam Mill Road. Mr. Sullivan suggested the Board could ask Stantec Consulting to look into this but noted that Stantec already did that during the subdivision process. Mr. Headd stated that he was not in favor of incurring the expense of that. Mr. Sullivan verified that Steam Mill Road was not a straight shot to the bypass. Lt. Pelton stated that was correct. The Board of Selectmen deferred the matter to Highway Safety Committee for their consideration and recommendation. Mr. DiPietro noted that the Highway Safety Committee will meet this Wednesday at 7:00 p.m. at the Safety Complex and stated that it would be helpful if the Board of Selectmen could be there. Mr. Headd and Mr. Sullivan relayed that one of them would be there.

Adopt Emergency Operations Plan

The Board stated they had reviewed the document and were comfortable with it as written. Mr. Eaton state it was well written.

Mr. Eaton moved to adopt and sign the Emergency Operation Plan as written; Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.

Mr. Eaton noted that the Highway Budget has \$22,500 funded for Storm Water Maintenance; he would like this budget line to include street sweeping. Mr. Eaton continued that the sand does not wash off the roads with curbing; he specifically noted the road and sidewalk near the Safety Complex, where he has seen joggers, the sand can be dangerous. Mr. Eaton would like Road Agent Dross to come up with a list of streets that should be swept for next week, minus the Wethersfield subdivision; he will continue to maintain those roads. Mr. Dross commented he would also need to come up with a cost to sweep the streets. Mr. Eaton noted that it costs about \$400.00 for the Wethersfield subdivision. Discussion ensued regarding detention pond maintenance. Mr. Herman noted that the \$22,500 budgeted for Storm Water Maintenance is for the maintenance and cleaning of the town's detention basins and treatment swales. Mr. Eaton noted that sweeping the streets reduces the amount of material washing into the basins. Mr. Sullivan commented he would like to see a list of roads to potentially street sweep.

Mr. Eaton noted that per the Purchasing Policy the Department Heads/Committee Chairs are to be signing off on expenditures. Invoices should be reviewed and signed before Accounts Payable is processed. Mr. Eaton suggested this could possibly be done Monday mornings; he would like a memo to go out to department heads reminding them of the policy's requirements.

Mr. Eaton went on to read aloud from the Purchasing Policy what the content of submitted invoices should include. The Board was in agreement that invoices submitted should include what is described in the Purchasing Policy.

A brief discussion regarding Highway Subcontractors wearing safety vests ensued.

The Board was presented a draft Prohibition and Regulation of Fireworks. Mr. Herman informed the Board that this was drafted by the Auburn Fire Chief and he would like the Board to consider adopting it.

Gale Christensen introduced herself to the Board and commented that she is here to talk with the Board regarding the potential prohibition of horses on Manchester Water Works property. Mrs. Christensen stated that this is a political thing, not scientific. Manchester Water Works will be taking away a recreational use. Mr. Herman indicated that Manchester Water Works has not said anything to the Town regarding this matter, the town is only aware of the matter via what's been in the paper and what residents have relayed. Mr. Herman continued that the City of Manchester owns the property and they have the right to regulate it. Mrs. Christensen stated that the town should ask Manchester Water Works to be a good neighbor and good stewards of the land; she would be disappointed in the Board if they did not act as the voice of the residents. Mr. Sullivan suggested the Board could invite Manchester Water Works in to discuss the matter. Mr. Herman noted that can be done. Mr. Gonyea commented that Manchester Water Works potential decision appears like a vengeful act against one user group. Mr. Gonyea noted that snowmobiles and dogs are still allowed on the property and they outnumber the horses. Mr. Sullivan suggested trying to have Manchester Water Works in for next Monday. A woman from the audience suggested the Board ask David Paris of Manchester Water Works what is wrong with the water quality as a result of horses, when Manchester Water Works advertises it accolades of national recognition for their facility and water taste. She continued by noting that as a horse owner and being surrounded by Water Works land this decision will affect her and her property value. Mrs. Christensen agreed that her property value will also be affected and continued that she has been proud to say that she lives in Auburn and gets to utilize Manchester Water Works land, with this decision she will no longer be able to do that. Mrs. Christensen stated that at the public hearing held in Manchester it was clear that

Manchester Water Works already had their minds made up. Another resident reiterated that there is no scientific correlation between what Manchester Water Works says is the issue and horses. The woman from the audience that previously spoke stated that she has heard Mr. Paris say that he wants to disallow boaters as well, this is only the beginning. Mr. Bouley related that previously the town's relationship with Manchester Water Works was more community oriented. Mr. Sullivan stated to those present that he appreciates them coming in and bringing information to the Board as they would otherwise likely not be aware.

Old Business

Town Properties Lawn Care & Mowing

Mr. Herman presented a memo to the Board relaying the results of references for the four vendors who submitted the lowest cost proposals. The Board reviewed the references. Mr. Herman noted that Mr. Bill Jones, one of the bidders was in the audience this evening. Mr. Eaton commented that he would like to award the bid to someone in Auburn; Bill Jones & Sons was his next choice. The other Board members agreed. Mr. DiPietro asked if there was an issue with the previous contractor that resulted in the mowing being bid out. Mr. Herman stated no, everyone was satisfied with Parker Landscape however the mowing and lawn care had not been bid out in a couple of years.

Mr. Eaton moved to award the contract for Town Properties Lawn Care & Mowing to Bill Jones & Sons Lawn Care & Landscaping of Manchester, NH in the amount of \$26,900 commencing tomorrow; Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.

Mr. Santuccio presented the Board with a written Right to Know request. Mr. Sullivan briefed the request aloud for those present. Mr. Santuccio also requested the Board waive the attorney/client privileges with regards to his previous request to obtain emails relating to the paid advertisement in the Auburn Village Crier about the Police Department. Mr. Herman refreshed the Board memory that town counsel did not recommend the Board do that. Mr. Headd stated he was in agreement with that opinion. Mr. Sullivan stated that he would like town counsel to revisit that. Mr. Santuccio also noted that he has reviewed Selectmen's meeting minutes and minutes of the Joint Boards relating to Personal Policy changes and he questioned whether some were missing. Ms. Skoglund asked specifically what Mr. Santuccio was looking for as she may be able to do a more comprehensive search. Mr. Santuccio relayed that he was specifically looking for when the inclusion of health insurance for the Road Agent was discussed. Ms. Skoglund noted that the auditors were in the office this week so she would like not be able to address Mr. Santuccio's request until next week. Mr. Headd stated that Mr. Santuccio's request is another fishing trip and he has previously asked Mr. Santuccio's to be specific in his Right to Know requests, so not to waste Ms. Skoglund's time. Mr. Santuccio stated that the request presented tonight is specific. The Board agreed the request should be sent to town counsel for their recommendation with regards to how to respond. Mr. Michael Rolfe requested a copy of the request.

Mr. DiPietro noted that he attended the last Police Commission meeting and there was a request from one of the Commissioners to conduct a management study of the department. It was noted at that meeting there was not enough money in the budget. Mr. DiPietro commented that the town had budgeted for the study a few years ago. Mr. DiPietro continued that the Commission is in denial, he is not sure what is going on here, why he is named in Mr. Santuccio's request, etc but he thinks the management study would be the best money spent.

Mr. Sullivan acknowledged that the town had budgeted for the management study 3 or 4 years ago but did not end up having it done. Mr. DiPietro stated that looking forward, it may be time. Mr. Sullivan stated that the Board of Selectmen can look into budgeting for a town wide study next year. The Board as a whole agreed to give that some thought. Mrs. Marzloff stated that the Budget Committee would likely not pass the cost of a town wide study; a lot of people feel that if the town starts with one department and then moves forward. Mr. Sullivan commented that discussion about even one department being done this year is moot at this point as there is no money in the budget for it.

Minutes

March 31st, 2014 Non-Public Meeting

Mr. Eaton moved to approve the minutes of the March 31st, 2014 non-public meeting as written; Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.

April 7th, 2014 Public Meeting

Mr. Eaton moved to approve the minutes of the April 7th, 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 Police Chief Picard, Police Lt. Pelton, Town Administrator Herman and Secretary Skoglund.

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

Mr. Headd moved to seal the minutes of the Non-Public Session; 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 9:41 p.m.