

**Town of Auburn  
Board of Selectmen  
June 9, 2014**

**Selectmen Present:** Russell Sullivan, James Headd & Richard Eaton

**Also Present:** Ed Picard, Mike DiPietro & Audrey Trickett; William Herman, Town Administrator; Denise Royce, Recording Secretary

Mr. Sullivan called the meeting to order at 9:03 a.m.

**Non-Public Session pursuant to provisions of RSA 91-A: 3, II (e)  
Consideration of Pending Claims and/or Litigation**

***Mr. Headd moved to enter into Non-Public regarding the above referenced; Mr. Eaton seconded the motion; all were in favor, and the Board entered into Non-Public Session at 9:04 a.m.***

***Mr. Headd moved to exit Non-Public Session and to return to 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 and the Board exited Non-Public Session at 9:25 a.m.***

***Mr. Headd moved to seal the minutes of the non-public meeting; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously and the Non-Public Session meeting minutes were sealed at 9:26 a.m.***

**New Business**

Informational Meeting with Primex Officials

Jonathan Kipp of Primex introduced himself to everyone present. Mr. Sullivan explained that this portion of the meeting was to introduce us to Primex and to see what they can do for the Town of Auburn. At this time, Mr. Sullivan turned the meeting over to Primex.

Mr. Rickter began by saying that Primex was a public entity risk pool governed by State Statute RSA 5-B which allows for public entities to cool their risk because a lot of their risk that exists within the public sector are similar across all lines such as schools, municipalities, counties and special districts. They operate throughout the State of New Hampshire and only in the State of New Hampshire. They presently have 54 employees which most of them are in the claims area and risk management area. They have a proactive approach by helping members manage their risk with education and training. They are working very hard at preventing them from happening at all. Mr. Rickter further explained the training program. They also spend a lot of time with leaders and managers and department heads and focusing on helping them identify where their risk exposures are and then again to help them manage and prevent claims. Mr. Pelton from the Police Department is currently participating in our emerging leaders program and that program focuses on individuals in organizations that are moving up to the ranks or identified as the next generation leaders.

Mr. Rickter asked the Board members if they had any questions. Mr. Headd asked if they were

governed by New Hampshire Insurance Department or were they independent. Mr. Rickter stated that they were governed by the Secretary of State's Office and the Bureau of Securities Regulation.

Mr. Sullivan asked about safety training or safety policy and do they provide safety manuals and how they deal with that issue. Mr. Rickter said they do both and from time to time they get calls from entities who are visited by the Department of Labor and do regular audits and they'll provide sample safety policies.

Mr. Sullivan asked the Board members if they had any questions. Mr. Eaton asked about working with Department Heads and asked if they had someone at Primex that deals with that and gave an example where departments and people in some of the departments that brought up some of the problems we have and a lot of people in the departments have been long term or been elected for the Town of Auburn. Mr. Eaton believed we could use some help to have someone from Primex come and talk to the Department Heads to be sure they understand and help them through situations that could lead to lawsuits. Mr. Eaton thought they were personality issues and thought that maybe human resources could come down to talk to some of these people. Mr. Eaton asked if there was a cost to something like this. Mr. Rickter said that there was no cost and that they had an in-house human resources consultant that works directly with members on human resources related issues. A brief discussion ensued with regard to human resources and possibly having someone come down and meet with some of the Department Heads.

Discussion ensued with regard to highway, fire, police & parks and recreation adhering to some sort of safety by wearing safety vest and hard hats while working within the Town of Auburn. Mr. Eaton did not believe it was in the Town of Auburn's safety policy. Mr. Rickter stated that they could send someone down to meet with the Department Heads with regard to adhering to safety issues. Mr. Eaton asked if that person could take a look at the safety policy we have now and make recommendations. Mr. Rickter said yes. Mr. Herman stated that he helped develop it and is already aware of it.

The Board members and Mr. Rickter discussed training with regard to Fire, Road Agent and Police. As a member of the pool, they are invited to attend any training that they do whether they bring it here or other places. They do Fire specifically, law enforcement and right now they are doing a leadership forum for Police Chiefs which is a six (6) month program and work with them with regard to leadership and risk. They've done the same for Fire Chiefs. Discussion ensued with regard to what is involved. Mr. Rickter pointed out that it's training in how to deal with a member of the public that is upset or how to supervise your crew. Mr. Eaton asked if they had a list of all those things that they could send them. Mr. Richter said yes that he would get a catalog to them and that they could get the link on-line as well.

Mr. Eaton indicated that he would like to prevent the Town being the front page news and wants people to see how wonderful the Town of Auburn is.

Mr. Sullivan asked Chief Picard if he had any questions. Chief Picard did not have any questions at this time. Mr. Eaton asked Chief Phillips if he had any questions. Chief Phillips did not have any questions.

### Other Business

**Non-Public Session Pursuant to Provisions of RSA 91-A: 3, II (c)**

**Discussions that could affect the reputation of any person other than a member of the Board.**

***Mr. Headd moved to enter into non-public session pursuant to RSA 91-A 3, II (c) Discussions that could affect the reputation of any person 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 and the Board members entered into non-public session at 9:46 a.m.***

***Mr. Eaton moved to exit Non-Public Session; Mr. Sullivan seconded the motion; A roll call vote was taken; Mr. Eaton – yes, Mr. Sullivan – yes. The motion passed and the Board exited Non-Public Session at 11.09 a.m.***

***Mr. Eaton moved to seal the minutes of the non-public meeting; Mr. Sullivan seconded the motion; all were in favor, the motion passed unanimously and the minutes were sealed at 11:10 a.m.***

Mr. Sullivan asked Mike if they had procedures as to how to run meetings. Mike stated that they do not have a formal training product but that he has put something together for his Board. Mike asked Mr. Herman if he was okay with “Rules of Procedure 91-A.” Mr. Sullivan asked if he saw anything during this meeting. Mike stated that the going in and out of non-public is usually the most troublesome for Boards and the Board announced the specific reason about to go in and about to go out and you chose to seal the minutes. A brief discussion ensued with regard to rules of procedure.

***Mr. Eaton moved to adjourn; Mr. Sullivan seconded the motion; all were in favor, the public meeting ended at 11:11 a.m.***