

**Town of Auburn
Board of Selectmen
September 22, 2014**

Selectmen Present: Russell Sullivan, James Headd & Richard Eaton

Also Present: Carrie Rouleau-Cote, Building Inspector/Health Officer, Joanne Linxweiler, Town Clerk; Paula Marzloff, Linda Dross, John & Mary Ann Rolfe, Michael Rolfe, Dennis & Pauline Vieira, Scott & Karen Norris, Frances McFarland, Audrey Trickett, Greg Santuccio, Mike DiPietro and Norm Bouley, Residents; Ray Pelton, Police Lieutenant; 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 September 15th, 2014

Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$77,047.25 for the week of September 15th, 2014; Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.

Approval of Payroll for Week of September 22nd 2014

Mr. Eaton moved to approve the Payroll Manifest in the amount of \$45,955.93 for the week of September 22nd, 2014; Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.

Consent Agenda – Week of September 22nd, 2014

Notice of Intent to Cut Wood or Timber

266 Rockingham Road (Tax Map #25, Lot #44)

Payroll Check Register / Payroll Manifest of September 10th, 2014

Correction in Individual Direct Deposit Information

Donation Acknowledgement Letters / Skate Park Project

Wholesalers Unlimited, LLC - \$100.00

Dulac Concrete Foundations - \$500.00

Pelmac Industries, Inc. - \$50.00

Correspondence/NH Department of Transportation

Potential of use of NHDOT Property for Town sand/salt storage

Mr. Headd moved to approve the Consent Agenda for the week of September 22nd, 2014;

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

FY 2015 Budget Presentations

Building Inspector

Account Number	Account Description	Amount Proposed	Amount Approved
01-4240-3-320-1	Building Inspector Engineering Services	\$1.00	\$1.00
01-4240-3-350-1	Building Inspector Legal Expenditure	\$4,000.00	\$4,000.00
01-4240-5-510-1	Building Inspector Cell Phone Reimbursement	\$420.00	\$420.00
01-4240-6-610-1	Building Inspector Office Equipment	\$500.00	\$500.00
01-4240-6-645-0	BI Dues, Workshop, Seminars	\$3,500.00	\$3,500.00
01-4240-6-650-1	Building Inspector Books	\$500.00	\$500.00
01-4240-6-660-1	Building Inspector Safety Equipment	\$150.00	\$150.00
01-4240-6-670-1	Building Inspector Printing, Forms & Supplies	\$300.00	\$300.00
01-4240-7-710-1	Building Inspector Vehicle Repairs & Maint	\$750.00	\$750.00
01-4240-7-720-1	Building Inspector Fuel/Mileage	\$1,000.00	\$1,000.00

Mrs. Rouleau-Cote presented the Building Inspector budget to the Board. Engineering services is level funded and left open at \$1.00 should the need for clarifications or challenges arise, if reimbursement could be sought it would be. Legal Expenditures is decreased by \$500.00, this would be to defend any building inspection or code enforcement matters much of the legal matters seen in the last few years tend to be relating to zoning so get charged to that budget but a building matter may arise at any point. Cell Phone Reimbursement remains level funded; \$35 per month for the use of her personal cell phone. Office Equipment is level funded; last year the iPad with software was purchased, there are no planned purchases for the coming year but if something (i.e. camera, iPad, etc.) needs to be replaced the \$500.00 will only get so far. Dues, Workshop, Seminars is also level funded; Mrs. Rouleau-Cote is attending a conference next week and noted that it is good for the town to have representation at the national level. Mrs. Rouleau-Cote stated that she applies for scholarships when she can. Books is level funded; much is electronic versions that she has downloaded on the iPad for use out in the field, a good library is also kept in house. Mrs. Rouleau-Cote explained to the Board that in 2015 there is a very good possibility that they will see some changes in codes, the 2009 codes that New Hampshire has been working with will be phased out at the national level even if NH doesn't adopt the 2015. Safety Equipment is also level funded; this funds items such as steel-toed boots, safety glasses, and even hard hats have an expiration. Print, Forms & Supplies is level funded; Mrs. Rouleau-Cote stated that she uses the same local printer the town uses for its other printings, she also prints and laminates the building permits which saves cost. Vehicle Repairs & Maint. is level funded; Mrs. Rouleau-Cote stated that she is still using the former Police vehicle a 2008 Crown Victoria; this is probably the last year the vehicle will be kept. The air conditioning is not working and parts were taken of the other former cruisers that the town just sold. Mr. Herman noted that a Ford Taurus may be cycled out from the Police Department for the Building Inspector next year. Fuel/Mileage is increased by \$100; Mrs. Rouleau-Cote noted that for the most part she utilizes the town's vehicle on occasions in inclement weather or really hot days she will use her personal 4-wheel drive vehicle.

Mr. Headd moved to approve the proposed Building Inspector budget as presented and discussed; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Mrs. Rouleau-Cote informed the Board that the total revenue for permits in 2013 was \$60,241.27 and year to date is \$40, 520.81. Mrs. Rouleau-Cote also informed the Board that there are 31 new homes to date and 32 last year and went on to describe the other subdivisions active subdivision in town and their levels of completion. Mrs. Rouleau-Cote stated that commercial development is pretty stagnant.

Health Administration

Account Number	Account Description	Amount Proposed	Amount Approved
01-4411-2-250-1	Health Mileage	\$100.00	\$100.00
01-4411-4-645-1	Health Dues & Memberships	\$350.00	\$350.00

Mrs. Rouleau-Cote informed the Board that despite the small but the town deals with quite a few things throughout the year relating to public health, from EEE to bed bugs to septic issues. Mrs. Rouleau-Cote stated that the town receives a lot of resources from the State and City of Manchester, such as test kits which are available at the Town Hall for residents who can draw a water sample from their home and the samples will be collected on October 6th from 8:00 a.m. to 7:00 p.m. Mrs. Rouleau-Cote presented the Health Administration budget as level funded.

Mr. Headd moved to approve the proposed Health Administration budget as presented and discussed; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Election, Registration & Vital Stats

Account Number	Account Description	Amount Proposed	Amount Approved
01-4140-1-165-1	Assistant E&R Clerk	\$175.00	\$175.00
01-4140-1-165-2	Assistant E&R Moderator	\$150.00	\$150.00
01-4140-1-165-3	Selectmen – E&R	\$450.00	\$450.00
01-4140-1-165-4	Town Clerk – E&R	\$300.00	\$300.00
01-4140-1-165-6	Ballot Clerks	\$700.00	\$700.00
01-4140-1-165-8	Moderator – E&R	\$300.00	\$300.00
01-4140-1-165-9	Booths –Set Up	\$300.00	\$300.00
01-4140-6-610-1	E&R – Equipment/Booths	\$0.00	\$1.00
01-4140-6-620-1	Ballots	\$3,000.00	\$3,000.00
01-4140-6-620-2	Record Preservation	\$6,000.00	\$6,000.00
01-4140-6-645-1	Town Clerk Dues & Conferences	\$2,000.00	\$2,000.00
01-4140-6-650-1	Law Books	\$600.00	\$600.00
01-4140-6-660-1	Dog Tags	\$350.00	\$350.00
01-4140-6-660-2	Voter Cards	\$100.00	\$100.00
01-4140-6-660-3	Meals – E&R	\$350.00	\$350.00

Mrs. Linxweiler presented the Elections, Registration & Vital Stats budget and informed the Board that Assistant E&R Clerk, Assistant E&R Moderator, Selectmen E&R, Town Clerk E&R, Ballot Clerks, Moderator E&R, Booths – Set Up, Ballots and Meals – E&R all reflect a decrease as a result of only one election next year as opposed to three this year. Mrs. Linxweiler noted

that Peter Barbuto has taken a position with another town and the new gentlemen who set up the last election did a very good job; she may get him a little help next year as it is a lot of work. E&R – Equipment/Booths is being zeroed out as over the last few years the booths have been replaced. The Board agreed that the line should be kept open at \$1.00 for future purposes. Mrs. Linxweiler informed the Board that she proposes to level fund the Record Preservation line in few more years the town should see this line reduced to maybe \$1,000.00 to \$2,000.00 for just binding of minutes, much of the preservation of older records has been and is being completed. Town Clerk Dues & Conference is increase by \$500.00 so that the Deputy Town Clerk can attend the annual Town Clerks Conference with her. Law Books, Dog Tags and Voter Cards are all level funded.

Mr. Headd moved to approve the proposed Election, Registration & Vital Stats budget as presented and discussed; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Legal Expenditures

Account Number	Account Description	Amount Proposed	Amount Approved
01-4153-3-350-1	Legal Expenditures	\$55,000.00	\$55,000.00
01-4153-3-350-2	Labor Relations	\$10,000.00	\$10,000.00

Mr. Herman informed the Board that the Legal Expenditure line is proposed at a decrease of \$14,637.00, it is anticipated for general representation, Town Meeting preparation, and the potential sale of the former Fire/Police station, one pending tax case in NH Supreme Court and a multi-year telephone tax case in Superior Court. Labor Relations reflects a decrease of \$15,000.00 to fund potential grievances or unfair labor practice claims or to potentially re-open the contract to address any impact of the Affordable Care Act. Mr. Sullivan questioned the decrease to Legal Expenditures when the last two years the town has exceeded the budgeted amount. Mr. Herman noted that he has not knowledge of pending or potential suits or matters beyond those described that would warrant more than what is proposes. Mr. Headd thinks the decrease is appropriate. Mr. Eaton stated it should be the goal to decrease legal expenditures.

Mr. Headd moved to approve the proposed Legal Expenditures budget as presented and discussed; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Personnel Administration

Account Number	Account Description	Amount Proposed	Amount Approved
01-4155-2-290-0	Longevity Pay	\$9,850.00	\$9,850.00
01-4155-2-290-1	Merit Increase	\$1,000.00	\$1,000.00

Mr. Herman informed the Board that these two budget lines are pursuant to the terms of the Personnel Policy and Collective Bargaining Agreement and are presented as level funded. There are 12 employees with 5 to 9 years of service, 8 employees with 10 to 14 years of service, 5 employees with 15 to 19 years of service, 4 employees with 20 to 24 years of service and 1 employee with 25 or more. Mr. Herman indicated that this year the Board of Selectmen awarded 3 merit increases.

Mr. Headd moved to approve the proposed Personnel Administration budget as presented and discussed; Mr. Eaton seconded the motion; all were in favor, the motion

passed unanimously.

Advertising & Regional Associations

Account Number	Account Description	Amount Proposed	Amount Approved
01-4197-0-001-2	Southern NHPlanning	\$3,247.02	\$3,247.02

Mr. Herman informed the Board that the membership fee for Southern New Hampshire Planning Commission reflects an increase of \$63.00; this is based up a rate of \$.63 per capita.

Mr. Headd moved to approve the proposed Advertising & Regional Associations budget as presented and discussed; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Health Agencies & Hospitals

Account Number	Account Description	Amount Proposed	Amount Approved
01-4415-3-370-1	Visiting Nurse	\$2,500.00	\$2500.00
01-4415-3-370-2	CASA	\$500.00	\$1.00
01-4415-3-370-3	Red Cross	\$2,237.00	\$1.00
01-4415-3-370-4	Child and Family Services	\$1,500.00	\$1,000.00
01-4415-3-370-4	Home Health & Hospice Care	\$2,500.00	\$1,000.00
01-4415-3-370-6	Lamprey Health Care	\$500.00	\$500.00
01-4415-3-370-7	Big Brother & Big Sister		\$500.00
01-4415-3-390-1	Social Services – Meals on Wheels	\$1,114.00	\$1,114.00

The Board reviewed the various agency requests and the past and present budget amounts. Mr. Eaton commented that he would be comfortable level funding each. Mr. Headd questioned why CASA was not funded. Mr. Herman explained they are funded through the Police Department budget. It was also noted that the Budget Committee removed the budget amount for Red Cross.

Mr. Headd moved to approve the proposed Health Agencies & Hospitals budget as presented and discussed; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Intergovernmental Welfare Payments

Account Number	Account Description	Amount Proposed	Amount Approved
01-4444-2-390-1	RCCAP	\$4,471.00	\$4,471.00

The Board reviewed the request for Rockingham County Community Action Program. Mr. Sullivan noted that this program serves 186 Auburn households with a direct value of \$128,639.

Mr. Headd moved to approve the proposed Intergovernmental Welfare Payments budget as presented and discussed; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Old Business

Depreciable Assets Standards / GASB Compliance

The Board tabled this matter until Finance Director, Adele Frisella is present.

Town of Salem / LGC Refund Case

Mr. Herman informed the Board that the suit that the town contributed \$500.00 towards a few years ago that was spearheaded by the Towns of Salem, Durham and Peterborough against the Local Government Center as a result of excess premiums paid has been decided and the court upheld the Local Government Centers assertion that it has returned surplus funds collected by it in accord with the NH Secretary of States order.

NHDOT Transportation Alternatives Program (TAP) Grant

The Board reviewed an opinion of probable construction costs in the amount of \$495,247.00 provided by Stantec Consulting for a pedestrian/bike path from Eaton Hill Road to Shore Road. The Board agreed to not apply for a grant at this time but would like to have some public discussions and perhaps apply in two years if the grant is again funded. Mr. Eaton suggested that Stantec create a conceptual drawing for the basis of these public discussions. The other Board members were in agreement with that.

Update on Route 101 Naming

Mr. Headd informed those present that a ceremony commemorating the naming of a section of Route 101 after the 101st Airborne Division will be held on Saturday, October 18th at 10:00 a.m. at the Bicentennial Park across the street from the Town Hall. Mr. Headd added that he and Mr. Herman met with NH Department of Transportation on Route 101 and signage is proposed by Exit 1 near the NHDOT garage and also at the Auburn/Candia town line.

Mr. Michael Rolfe noted that at the last Selectmen's meeting Mr. Eaton had estimated the cost of Margate Drive reconstruction at \$400,000 and asked how he is coming up with that number. Mr. Eaton stated that he started from the spreadsheet that he was provided by Mr. Herman and added the outstanding invoices to be paid and the estimated cost for paving. Mr. Rolfe also asked if the other Board member were aware of the work being done on Lantern Lane. Mr. Sullivan and Mr. Headd stated they are keeping up with it.

New Business

Policy Concerning Electioneering for Voting

The Board stated that they had read the proposed policy. Mr. Herman stated that this is at the request of the Town Moderator and relates to conduct at the polls. Mrs. Linxweiler noted that there were questions regarding setting up tables, etc at this past election and it would be helpful to have a formal written policy. Mr. Herman stated that the drafted policy protects the voters as well as the campaigners. Mr. Headd stated in the past the town has prohibited seating outside for safety reasons. Mrs. Linxweiler noted that the policy will now allow for seating but it will be in a roped off section.

Mr. Headd moved to adopt the Policy Concerning Electioneering for Voting as drafted and discussed; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Survey Results – Town Report Printing

Mr. Herman informed the Board that a survey was put on the Towns website and in the Auburn Village Crier; 26 votes were received, 25 online, 1 via mail. Approximately 60% to 40% prefer to not expend the additional funds and have the document provided online. Mr. Herman indicated that this was also presented to residents in 2009 with similar results. The Board discussed how many reports to print. Mr. Herman noted that last year 400 were printed and there are approximately 200 left. Mr. Headd noted that the reports are handed out at the elections and most decline it. The Board agreed to print 300 copies and provide the annual report online as well.

Mr. Headd moved to print 300 copies of the Annual Town Report to be available for residents at the Auburn Town Hall and to provide a digital copy on the towns website; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Request for Proposal – Heating Fuel

Mr. Herman informed the Board that the town has released a request for proposal for heating oil and propane for the town buildings, it was direct mailed to 10 companies and put on the website and bids are due in by October 8th at 2:30 p.m. The Board will be presented the result at their following meeting.

Appointment of Welfare Officer

Mr. Headd stated that Mr. Herb Tardiff will be stepping down as of October 1st.

Mr. Headd moved to appoint Ms. Kathryn R. Skoglund as Welfare Officer effective October 1st, 2014, Term to Expire March 2015; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Illsley Hill Subdivision Bond Reduction

Ms. Skoglund informed the Board that Stantec Consulting and the Planning Board recommend the surety amount for the Illsley Hill Subdivision be reduced by \$133,460.18.

Mr. Headd moved to approve the reduction of the Illsley Hill Subdivision Surety amount from \$179,585.18 to \$46,125.00; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Escrow Releases

Ms. Skoglund explained that after much research she would recommend the following escrow accounts be released:

05-2027-0-011-0 Bradford Oil
05-2027-0-014-0 Ryan V, Phs II
05-2027-0-014-1 Ryan Offsite
05-2027-0-017-0 Shea's Purchase
05-2027-0-018-4 RWEMCE (Convenient Concrete)
05-2027-0-020-1 Lapiere, Tilton Park

05-2027-0-027-0 Stormy Weathers
05-2027-0-033-0 Verres (Hooks Landing)
05-2027-0-031-0 Gagnon (WW, lot 1)
05-2027-0-031-1 Kelly (WW, lot 4)
05-2027-0-031-2 Gagnon (WW, lot 5)
05-2027-0-031-6 Gagnon (WW, lot 9)
05-2027-0-036-0 Pelletier (Peachtree)
05-2027-0-038-0 Renaissance Homes
05-2027-0-040-0 First Assembly (Site)
05-2027-0-040-1 First Assembly (Road)
05-2027-0-041-1 Maine Drilling & Blasting
05-2027-0-042-0 Sean O'Brien
05-2027-0-058-0 Wood Family Trust
05-2027-0-065-0 Brodsky
05-2027-0-065-0 Kristen Degroot (Top Hat Stables)
05-2027-0-068-0 Lantaigne
05-2027-0-077-0 Auburn Family Medical Center
05-2027-0-078-0 Dunkin Donuts

Ms. Skoglund added that the Board has been provided with a memo relaying her research, Stantec Consulting has confirmed that all of these projects are closed out on their end and there are no outstanding invoices and the Planning Board recommends the release as well.

Mr. Headd moved to approve the release of the escrows as presented and described; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Road Acceptance – Peachtree Road Extension & Palomino Drive

Ms. Skoglund explained that as a result of her research regarding the escrows it was found that the Town has over the years been maintaining both Peachtree Road and Palomino Drive, however there is no record of the town accepting these as town roads.

Mr. Eaton moved to accept Peach Tree Extension & Palomino Drive as town Road; Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.

Other Business

Ms. Skoglund informed the Board that Auburn Recreation Basketball has established a website and would like the town to add it to the Community Links page on the town's website. Ms. Skoglund noted that she did forward the link to the Board members and reviewed the website herself and did not find any inappropriate content.

Mr. Headd moved to approve the link request as presented and described; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Mr. Rolfe asked if anyone monitors the links after they get added. Ms. Skoglund noted she only monitors if the links active, she does not continue to monitor content.

Minutes

September 8th, 2014 Public Meeting

Mr. Eaton moved to approve the minutes of the September 8th, 2014 public meeting as written; Mr. Headd seconded the motion; Mr. Sullivan abstained; the motion passed unanimously.

September 8th, 2014 Non-Public Meeting (x3)

Mr. Eaton moved to approve the minutes of the September 8th, 2014 Non-public meetings as written; Mr. Headd seconded the motion; Mr. Sullivan abstained; the motion passed unanimously.

Non-Public Session

Mr. Eaton moved to enter into non-public session pursuant to RSA 91-A 3, II (c) reputation of any person other than a member of the Board; Mr. Headd 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 was Town Administrator Herman and Secretary Skoglund

Mr. Herman asked the Board how they would like to proceed with the results of the various meetings the Board and the 8 department heads had with MKS Performance Solutions and noted that a few participants have asked what the next step will be. Mr. Headd stated that he is in favor of having an open discussion with the department heads. Mr. Headd noted that the Board of Selectmen is a part-time Board and can not and should not micromanage; he would like to know what people want from the Board. Mr. Sullivan asked if the department heads from the Town Hall or the other town buildings want more Selectmen involvement. Mr. Herman was not sure but it would have had to been mentioned to MKS multiple times for they would not have relayed it to the Board. Mr. Sullivan asked if the department heads will speak freely to the Board if an open meeting is had. Mr. Herman believed a facilitator is needed at least initially and noted that the departments head have not talked collectively about the results either. MKS Performance Solutions proposes to meet with the Board in advance to discuss the process and hopes and then facilitate a meeting with the other 8 individuals. Mr. Sullivan suggested that the Board proceed as proposed. Mr. Headd agreed and stated that he would like to know if the employees feel comfortable going to their immediate supervisors. Mr. Sullivan stated that he did not hear that as an issue relayed by MKS. Mr. Eaton stated that he would like to see a roundtable discussion. Mr. Eaton stated that he would also like matters to be discussed within before people talk to the newspapers and just open the lines of communications between departments in general. Mr. Eaton stated that we are all working for the common good.

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 adjourn; Mr. Eaton seconded the motion; all were in favor, the public meeting ended at 8:39 p.m.