

**Town of Auburn
Board of Selectmen
November 17, 2014**

Selectmen Present: Russell Sullivan, James Headd & Richard Eaton

Also Present: Rene Labranche, Stantec Consulting; Bruce Phillips, Fire Chief; Chuck Joy, Conservation Commission; Tim Therrien & Helen Hiltz, Parks & Recreation Commission; Paula Marzloff, Mike DiPietro, Mike & Linda Dross, John Rolfe, Michael Rolfe, Dennis & Pauline Vieira; Karen Norris, Kim & Brad Sargent, Frances McFarland, Audrey Trickett, Greg Santuccio and Tom Gonyea, Residents; Ray Pelton, Police Lieutenant; William Herman, Town Administrator; Kathryn Lafond, Recording Secretary

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

Approval of Payroll for Week of November 17th, 2014

Mr. Eaton moved to approve the Payroll Manifest in the amount of \$43,682.54 for the week of November 17th, 2014; Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.

Consent Agenda – Week of November 17th, 2014

Void Check Manifest

Legal Expenditures - \$307.76

Pistol/Revolver License

Three (3) Licenses

Mr. Headd moved to approve the Consent Agenda for the week of November 17th, 2014; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Rene Labranche – Wayne Eddows Fields Access

Mr. Labranche was before the Board this evening to address the cost estimate provided to the Board for engineering services to upgrade the driveway culvert at the Wayne Eddows Field in the amount of \$16,000.00. Mr. Labranche indicated that NH Department of Environmental services adopted instream rules in 2010 which established tiers, areas over 1 square mile are designated tier 3. The area at the Wayne Eddows Field is 1.1 square miles. Mr. Labranche added that with a tier 3 designation a whole host of regulatory items are thrown at you, it is more involved than it used to be. Mr. Sullivan asked if the area could be less than 1 square mile. Mr. Labranche stated that Stantec used the same United States Geological Survey maps that NHDES will use so there is no debate. Mr. Labranche continued that he included in the estimate an amount for an Archeological evaluation but not historical. Mr. Eaton noted that Stantec's estimate is based on installing a box culvert with an open bottom. Mr. Labranche stated yes, with a tier 3 designation NHDES wants natural bottoms and for culverts to be

designed to handle a 100 year storm event. Mr. Dross asked if there is a way for the town to replace the culvert without having to do all these studies and permitting. Mr. LaBranche indicated not if the culvert is to be upgraded, however if a 3 footer is replaced with a 3 footer then only a routine roadway maintenance notification needs to be done. Mr. Dross discussed replacing the culvert and installing headwalls should be enough to enable widening the driveway to meet the town's needs. Mr. Sullivan question if that would still be considered replacing in kind. Mr. Labranche indicated that headwalls can be installed. Mr. Dross commented that \$16,000 is a lot money, it's just a ball field and we're just trying to improve the driveway. The Board agreed to move forward as discussed with Mr. Dross.

FY 2015 Budget Presentations

Bruce Phillips – Budget Items

Chief Phillips informed the Board that the Town of Auburn Fire Department was awarded a grant in the amount of \$2,000.00 for the department's forestry vehicle; he will forward the information to the Board for their acceptance. Chief Phillips indicated that replacing the current forestry vehicle will be presented to the voters in March 2015; if this fails the department intends to replace the skid unit on the current forestry.

Chief Phillips asked how the Board would like the Fire Department to pursue replacing the Command vehicle; a lease purchase or an outright buyout, put it in the budget as the Police Department does with the cruisers or a separate Warrant Article. Mr. Headd stated that he believes the Board agreed to fund it in the budget when Chief Phillips first proposed it. Chief Phillips verified that proposal was for a 3 year lease. Mr. Eaton asked how much the lease payments would be. Chief Phillips indicated that 2015 pricing is not available yet but using current prices the lease payment would be approximately \$15,000.00. Mr. Sullivan stated that he leans toward the lease purchase; it is how we do it for others. Mr. Headd reiterated that he believes that is what the Board already agreed as part of the budget, he is in favor of a lease purchase. Chief Phillips informed the Board that the current Chevrolet Tahoe would be used as a trade in and added the Fire Department does their own equipment outfitting, except for wiring they do not sub out the work, and the same will be done with the forestry which will be spec'd and bid out. Mr. Eaton asked where the department intends to purchase from. Chief Phillips replied that he is going to see who has the State bid; it depends who has the best price. Chief Phillips said he would have firm numbers for the Board next week. Mr. Vieira informed the Board that the town is getting a significant savings by the department doing their own outfitting.

Executive Department

Account Number	Account Description	Amount Proposed	Amount Approved
01-4130-2-250-1	Selectmen Expenses	\$3,750.00	\$3,750.00
01-4130-6-620-1	Town Report	\$2,250.00	\$2,250.00
01-4130-6-660-2	Voters Guide	\$4,100.00	\$4,100.00

Mr. Herman presented the Executive Department budget. Selectmen's Expenses and Town Report are level funded. Voter's Guide is increased \$180 mainly due to postage.

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

Government Buildings & Maintenance

Account Number	Account Description	Amount Proposed	Amount Approved
01-4194-5-520-1	Electricity	\$8,100.00	\$8,100.00
01-4194-5-530-1	Heating Oil	\$20,000.0	\$20,000.00
01-4194-5-550-1	Repairs & Maintenance	\$5,500.00	\$5,500.00
01-4194-5-550-2	Municipal Property Maintenance	\$28,000.00	\$28,000.00
01-4194-5-560-1	Plant Costs	\$1,827.00	\$1,827.00
01-4194-6-660-1	Bottled Water	\$300.00	\$300.00
01-4194-6-660-2	Janitorial Supplies	\$500.00	\$500.00

Mr. Herman presented the Government, Buildings & Maintenance budget. Electricity is increased by \$300.00. Heating Oil is increase by \$3,000.00. Repairs and Maintenance is decreased by \$420.00. Municipal Property Maintenance is level funded. Plant Cost is increased by \$77. Plant Costs includes Town Hall trash pick up, furnace cleaning, lift inspection and water softener. Bottled Water is decreased by \$450.00 due to changing vendors. Janitorial Supplies is level funded.

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

General Government

Account Number	Account Description	Amount Proposed	Amount Approved
01-4199-2-290-2	General Reimbursement	\$4,000.00	\$4,000.00
01-4199-3-310-2	General Consulting Services	\$16,540.00	\$16,450.00
01-4199-3-340-1	Maintenance Contracts	\$28,600.00	\$28,600.00
01-4199-3-390-1	Tax Map Update	\$5,500.00	\$5,500.00
01-4199-3-390-4	General Recording Fees	\$500.00	\$500.00
01-4199-5-410-1	Bank Charges/Fees	\$150.00	\$150.00
01-4199-5-510-0	General Internet Services	\$950.00	\$950.00
01-4199-5-510-1	General Telephone	\$4,740.00	\$4,740.00
01-4199-6-610-1	General Office Equipment	\$5,500.00	\$5,500.00
01-4199-6-611-1	Copy Machine Lease	\$2,000.00	\$2,000.00
01-4199-6-620-3	Newsletter	\$16,000.00	\$16,000.00
01-4199-6-630-1	General Postage	\$8,500.00	\$8,500.00
01-4199-6-645-1	Conferences, Seminars & Dues	\$2,500.00	\$2,500.00
01-4199-6-670-1	General Office Supplies	\$8,000.00	\$8,000.00
01-4199-6-680-1	General Advertising	\$1,000.00	\$1,000.00
01-4199-6-690-1	Miscellaneous Budget Expenditures	\$100.00	\$100.00

Mr. Herman presented the General Government budget. General Reimbursement is level funded. This line reimburses mileage and tolls for employee's travels to conferences, to and from the bank, etc. General Consulting Services is decreased by \$6,460. This line fund ANS computer services, Stantec Consulting for general items not specifically budgets for and website redesign. Mr. Herman indicated that proposals for the website redesign will be sought. Maintenance Contracts is increased by \$1,638 to fund email and archive back up. Tax Map Update and General Recording Fees is level funded. Bank Charges/Fees is decreased by \$100.00. General Internet Services is increased by \$950 due to Comcast price increase. As

part of the franchise agreement with Comcast the town receives about \$3,000. General Telephone is increased by \$40.00. General Office Equipment is level funded. Copy Machine Lease is increased from \$1 to \$2,000. The Town Hall copy machine is 5 years old. A new machine would be a lease purchase for 2 or 3 years with a \$1 buy out. Newsletter, General Postage, Conferences, Seminars and Dues, General Office Supplies, General Advertising and Miscellaneous Budget Expenditures are all level funded.

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

Public Lighting (Street)

Account Number	Account Description	Amount Proposed	Amount Approved
01-4316-3-390-1	Public Street Lighting	\$13,500.00	\$13,500.00

Mr. Herman indicated that there are roughly 85 lights around town.

Mr. Eaton moved to approve the proposed Public Lighting (Street) budget as presented and discussed; Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.

Solid Waste

Account Number	Account Description	Amount Proposed	Amount Approved
01-4324-3-390-1	Solid Waste Hazardous	\$6,700.00	\$6,700.00
01-4324-5-390-0	Landfill Monitoring	\$8,000.00	\$8,000.00
01-4324-5-390-1	Roadside Pickup Container	\$1,000.00	\$1,000.00

Mr. Herman presented the Solid Waste budget. Solid Waste Hazardous is increase by \$1,200. Landfill Monitoring is decreased by \$500 and Roadside Pick up Container is level funded.

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

Conservation Administration

Account Number	Account Description	Amount Proposed	Amount Approved
01-4611-3-390-0	Conservation Professional Services	\$500.00	\$500.00
01-4611-3-390-2	Conservation Maps & Supplies	\$350.00	\$350.00
01-4611-6-645-1	Conservation Education	\$500.00	\$500.00
01-4611-6-645-2	Conservation Dues & Memberships	\$600.00	\$600.00
01-4611-6-660-1	Conservation Natural Resource Inventory	\$1.00	\$1.00

Mr. Joy presented a level funded budget for Conservation Administration and indicated that most expenses come at year end.

Mr. Eaton moved to approve the proposed Solid Waste budget as presented and

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

Old Business

Recreation Commission – Location for World War I Monument

The Board reviewed a recommendation from the Parks and Recreation Commission to move the World War I Memorial that is currently situated on the front lawn of the Town Hall across the street to the Bicentennial Park. Mr. Ray Racicot will donate his time and service to accomplish this in time for Memorial Day 2015. The Board reviewed a picture of the proposed new location for the large stone. Mr. Sullivan asked if Mr. Racicot was insured. Mr. Therrien indicated he is. Mr. Headd stated he thinks this is a good idea. Mr. Eaton agrees that it will look good to have all the memorials in one park. Mr. Sullivan agreed with his colleagues.

Mrs. Norris reminded the Board that at their first meeting in December a raffle will be held to raise funds for the proposed skate board park.

Minutes

November 10th, 2014 Public Meeting

Mr. Eaton moved to approve the minutes of the November 10th, 2014 public meeting; Mr. Headd seconded the motion; All were in favor, the motion passed unanimously.

Non-Public Session

Mr. Eaton moved to enter into non-public session pursuant to RSA 91-A 3, II (a) and (b) Consideration of personnel matters; 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. 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 meeting; Mr. Headd 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 8:01 p.m.