

**Town of Auburn
Board of Selectmen
December 1, 2014**

Selectmen Present: Russell Sullivan, James Headd & Richard Eaton

Also Present: Bruce Phillips, Fire Chief; Paula Marzloff, Mike DiPietro, Mike & Linda Dross, John & Mary Ann Rolfe, Michael Rolfe, Dennis & Pauline Vieira; Frances McFarland, Audrey Trickett, Kim & Brad Sargent, Karen Norris, 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 December 1st, 2014

Mr. Eaton moved to approve two Payroll Manifest in the amount of \$42,124.35 and 7,543.45 for the week of December 1st, 2014; Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.

Consent Agenda – Week of December 1st, 2014

Correspondence

Selectmen's Letter to Longevity Pay Recipients

Adopted Administrative Policy

Requests for Governmental Documents & Records – Adopted November 24, 2014

Accounts Payable Check Manifest

Police Custodial Services - \$520.00

Mr. Headd moved to approve the Consent Agenda for the week of December 1st, 2014; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Bruce Phillips, Fire Chief – Thanksgiving Winter Storm Report

Chief Phillips informed the Board that last weeks winter storm over the Thanksgiving holiday was the 4th largest power outage in the State but it does not appear at this time that there will be a disaster declaration; despite this there is clean up that needs to be done and man hours and pay should be documented in case it is declared. Chief Phillips went on to relay to the Board that from the evening of Wednesday, November 26th to Friday, November 28th the Auburn Fire Department responded to 60 calls which included emergency medical calls and fire alarm activation calls to trees down and on utility wires; on Thanksgiving alone there were 38 emergency incident calls and the Fire Department had three 4 person crews out cutting trees

and branches and moving them off to the side of the road. On Friday the Fire Department had a 2 person crew conducting checks on the elderly and opening up driveways as necessary. Chief Phillips indicated that the Fire Department worked with the Road Agent and the Police Department and all did a great job. Chief Phillips noted that from Wednesday to this morning Auburn's emergency shelters were open at both the Safety Complex and Pingree Hill Fire Stations; one individual spent the weekend, others utilized them mostly Friday and Saturday for showers. The Board of Selectmen thanked Chief Phillips and members of the Auburn Fire Department for their services and asked that Chief Phillips track the Fire Departments time in case the storm is declared a disaster event.

Road Agent Dross followed up Chief Phillips discussing by informing the Board that there is a lot of tree debris down, much that was down in the roadways has been pulled off to the sides of the road and he would like direction from the Board regarding what they would like to do with the debris. Mr. Dross continued that there are also trees and branches hanging that should be taken down as well. Mr. Dross indicated that the Highway budget has approximately \$80,000 left for general winter operations (i.e. plowing). Mr. Sullivan asked if Mr. Dross could give a cost estimate to get the worst of the debris out of the way. Mr. Dross stated yes he could provide a rough estimate, if a tree truck is needed it will be unknown when and how much it will cost. The Board thanked Mr. Dross for his and his subcontractor's efforts, it is appreciated.

Auburn Skate Park Committee – Raffle Drawing

The Board along with Mr. Herman and Ms. Lafond each drew two names out a bucket provided by Mrs. Karen Norris. Mrs. Norris then relayed to the audience the winners of the raffle as follows:

1. NHMA Tickets – Robert Sturtevant
2. Keurig Coffee Maker – Walt Groce
3. 50 x 60 Crochet Throw – Marianne Guimond
4. 50 x 60 Crochet Throw – Deb Carley
5. \$20 Gift Certificate to Stubby's Diner, Candia NH – Heather Berlied
6. \$20 Gift Certificate to Stubby's Diner, Candia NH – Michele Dennett
7. \$40 Gift Card for Glow Bowling at Lakeside Lanes – Bob Banalos
8. \$40 Gift Card for Glow Bowling at Lakeside Lanes – Brenda Keith
9. \$20 Gift Card to Turnpike Pizza – Dave Clemeno
10. Ride with a Friend, Rye Airfield Skate Park – Sue Keith

Mrs. Norris relayed to the Board this raffle netted approximately \$490.

FY 2015 Budget Presentations

Health, Dental & Disability

Account Number	Account Description	Amount Proposed	Amount Approved
01-4155-2-210-1	Health Insurance	\$257,634.00	\$257,634.00
01-4155-2-211-1	Dental Insurance	\$17,022.00	\$17,022.00
01-4155-2-213-1	Disability Insurance	\$9,661.00	\$9,661.00

Mr. Herman presented the Health, Dental & Disability budget to the Board. Health Insurance reflects an increase of \$4,334. Mr. Herman noted that the budget amount also reflects an addition of benefits for 6 months for a new full-time police officer. Dental Insurance is decreased by \$340.00 and Disability is decreased by \$1,436.

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

Financial Administration

Account Number	Account Description	Amount Proposed	Amount Approved
01-4150-3-310-1	Audit	\$14,000.00	\$14,000.00
01-4150-3-310-2	Deed Research	\$400.00	\$400.00
01-4150-3-330-2	Annual Assessing Update	\$27,000.00	\$27,000.00

Mr. Herman informed the Board that proposed Financial Administration budget lines are level funded from this year.

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

Old Business

Mr. DiPietro asked regarding the sale of the old fire house. Mr. Herman indicated that the deed from the Auburn Volunteer Fire Department to the Town has been signed by both parties and recorded. Wadleigh, Starr and Peters is still working to settle with the heirs of the other small portion of land.

New Business

Administrative Policy for Invoicing of Police Details

Mr. Herman informed the Board that town counsel has reviewed that policy and offered no changes. Mr. Herman indicated there is currently \$60,000 in outstanding invoices, mainly due to the way PSNH is handling their Accounts Payable for tree cutting details. Lt. Pelton relayed that the Police Department has reviewed the policy and works closely with the vendors, he called other departments and no others have a policy like this and Bedford PD is the only department who charges interest and they do so after 60 days. Auburn is the only town that he is aware of that the Police Department does not do their own billing. The Board agreed that payment due within 30 days and interest thereafter is a business standard.

Mr. Headd moved to adopt the Administrative Policy for Invoicing of Police Details as presented; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Minutes

November 24th, 2014 Public Meeting

Mr. Headd moved to approve the minutes of the November 24th, 2014 public meeting; Mr. Eaton seconded the motion; All were in favor, the motion passed unanimously.

November 24th, 2014 Non Public Meeting (x2)

Mr. Eaton moved to approve the minutes of the November 24th, 2014 Non- public meeting (x2); Mr. Headd seconded the motion; All were in favor, the motion passed unanimously.

November 17th, 2014 Non Public Meeting (x2)

Mr. Eaton moved to approve the minutes of the November 17th, 2014 Non- public meeting (x2); Mr. Headd seconded the motion; All were in favor, the motion passed unanimously.

November 10th, 2014 Non Public Meeting (x4)

Mr. Eaton moved to approve the minutes of the November 10th, 2014 Non- public meeting (x4); 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 (c) to review previously sealed non-public meeting minutes; 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 unseal the minutes of the January 7th, 2002 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 7:58 p.m.