

**Town of Auburn
Board of Selectmen
September 28, 2015**

Selectmen Present: James Headd, Richard Eaton & Dale Phillips

Also Present: Jarlene Cornett, Animal Control Officer; Mike Dross, Dennis and Pauline Vieira, Michael Rolfe, John Rolfe, Tom Gonyea, Paula Marzloff, Mike DiPietro, Todd Bedard, Residents; Kevin Cashman, Police Officer; William Herman, Town Administrator; Kathryn Lafond, Recording Secretary

Mr. Headd called the meeting to order at 7:00 p.m. and lead the audience in the Pledge of Allegiance.

Approval of Payroll for Week of September 14th, 2015

Mr. Eaton moved to approve the Payroll Manifest in the amount of \$48,215.70 for the week of September 14th, 2015; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Approval of Accounts Payable for Week of September 28th, 2015

Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$182,773.93 for the week of September 28th, 2015; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Consent Agenda – Week of September 14th, 2015

Notice of Intent to Cut Wood or Timber

Green Crow Corporation, Dearborn Road (Tax Map #8, Lot # 38)
Green Crow Corporation, Raymond Road (Tax Map #10, Lot #3)

NH Department of Revenue Administration / MS-1

Summary of Inventory of Valuation – 2015

Pole License

N.H. Electric Cooperative, Inc. – One Pole on Priscilla Lane

Ordinance

No Through Trucking Ordinance – Adopted September 14, 2015

Correspondence

Thank you Acknowledgement to RCS Environmental for sponsorship of Fall fundraising activity for Auburn Skate Park Committee

Thank you Acknowledgement to Stantec Consulting for a Day of Volunteers for Town of Auburn project

Pistol/Revolver License

Twelve (12)

Public Hearing

The Board of Selectmen held a public hearing for the purpose of receiving public comment concerning amending the town's "Parking Regulation Ordinance" pursuant to the provisions in NH RSA 41:11. Mr. Herman informed the Board that as was brought up at the last meeting by Fire Chief Phillips, the proposed amendment would establish a no parking zone on Eaton Hill Road to the right-hand side across from the Auburn Village School. The Board reviewed a letter of recommendation from the Highway Safety Committee from March 2015 in which they support the no parking as proposed. There were no comments from the public.

Mrs. Phillips moved to adopt the amended "Parking Regulation Ordinance" as proposed; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

It was noted that this amended ordinance would be effective October 1st, 2015. Road Agent Dross discuss appropriate signage for the area with the Board.

New Business

FY2016 Budget Presentations

Animal Control

| Account Number | Account Description | Proposed Amount | Approved Amount |
|-----------------|--|-----------------|-----------------|
| 01-4414-2-250-1 | Animal Control Mileage | \$750.00 | \$750.00 |
| 01-4414-3-370-1 | Animal Control Medical | \$200.00 | \$200.00 |
| 01-4414-3-390-1 | Animal Control Veterinarian Charges | \$300.00 | \$300.00 |
| 01-4414-3-390-2 | Animal Control Boarding | \$400.00 | \$400.00 |
| 01-4414-3-395-1 | Animal Control Communications | \$500.00 | \$500.00 |
| 01-4414-6-645-1 | Animal Control Education | \$250.00 | \$250.00 |
| 01-4414-6-645-2 | Animal Control Dues | \$40.00 | \$40.00 |
| 01-4414-6-660-1 | Animal Control Miscellaneous | \$600.00 | \$600.00 |

The proposed budget is level funded from the prior year.

Mrs. Phillips moved to approve the Animal Control budget as presented; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Fire Department

| Account Number | Account Description | Proposed Amount | Approved Amount |
|-----------------|--------------------------------------|-----------------|-----------------|
| 01-4220-3-370-1 | Fire Occupational Health & Safety | \$1,000.00 | \$1,000.00 |
| 01-4220-3-390-2 | Forest Fires | \$1.00 | \$1.00 |
| 01-4220-3-390-3 | Fire Equipment Maintenance | \$4,200.00 | \$4,200.00 |
| 01-4220-3-390-4 | Fire Radio Repair | \$1,000.00 | \$1,000.00 |
| 01-4220-3-390-5 | Derry Dispatch | \$44,824.00 | \$44,824.00 |
| 01-4220-3-390-7 | Fire & Rescue Training | \$17,000.00 | \$17,000.00 |
| 01-4220-3-390-8 | Fire Hazmat | \$6,450.00 | \$6,450.00 |
| 01-4220-5-510-1 | Fire Telephone | \$6,900.00 | \$6,900.00 |
| 01-4220-5-520-1 | Fire Safety Complex Electric | \$6,325.00 | \$6,325.00 |
| 01-4220-5-520-2 | Fire Pingree Hill Electric | \$2,350.00 | \$2,280.00 |
| 01-4220-5-530-1 | Fire Heating Oil – | \$8,700.00 | \$8,700.00 |

| | | | |
|-----------------|---------------------------------------|-------------|-------------|
| | Safety Complex | | |
| 01-4220-5-530-2 | FD Fire Heating Oil – Pingree Hill | \$4,400.00 | \$4,400.00 |
| 01-4220-5-550-1 | Fire Building Maintenance | \$9,000.00 | \$9,000.00 |
| 01-4220-6-610-1 | Fire & Rescue New Equipment | \$15,000.00 | \$15,000.00 |
| 01-4220-6-610-4 | Fire New Radios | \$4,200.00 | \$4,200.00 |
| 01-4220-6-610-6 | Fire SCBA Maintenance | \$5,000.00 | \$5,000.00 |
| 01-4220-6-611-1 | Fire Water Hydrants | \$10,000.00 | \$10,000.00 |
| 01-4220-6-640-0 | Fire Dues, Subscriptions and Software | \$2,500.00 | \$2,500.00 |
| 01-4220-6-660-1 | Fire Rescue Supplies | \$2,000.00 | \$2,000.00 |
| 01-4220-6-660-2 | Fire Protective Clothing | \$10,000.00 | \$10,000.00 |
| 01-4220-6-670-1 | Fire Office & Cleaning Supplies | \$5,000.00 | \$2,500.00 |
| 01-4220-6-690-1 | Fire Misc. Grant | \$7,236.00 | \$7,236.00 |
| 01-4220-6-690-2 | Fire Dry Hydrants | \$500.00 | \$500.00 |
| 01-4220-7-700-1 | Fire Truck Lease/Purchase | \$12,700.00 | \$12,700.00 |
| 01-4220-7-710-1 | Fire Truck Maintenance | \$15,000.00 | \$15,000.00 |
| 01-4220-7-720-1 | Fire Apparatus Fuel | \$16,100.00 | \$16,100.00 |

Mr. Herman informed the Board that the Fire Department electric lines were reassessed and the proposed amount have been decreased as a result of the new supplier and new line has also been created for Dues, Subscriptions and Software thus reducing the proposed budget amount for Fire Office and Cleaning Supplies.

Mr. Eaton moved to approve the Fire Department budget as presented; Mr. Headd seconded the motion; Mrs. Phillips recused herself; the motion passed.

Emergency Management

| Account Number | Account Description | Proposed Amount | Approved Amount |
|-----------------|------------------------|-----------------|-----------------|
| 01-4290-0-550-0 | OEM (FEMA) Expenditure | \$1.00 | \$1.00 |
| 01-4290-3-390-1 | OEM Training | \$200.00 | \$200.00 |

| | | | |
|-----------------|----------------------|------------|------------|
| 01-4290-5-510-1 | OEM Communications | \$1,250.00 | \$1,250.00 |
| 01-4290-6-610-1 | OEM Equipment & Gear | \$500.00 | \$500.00 |

Mr. Eaton moved to approve the Emergency Management budget as presented; Mr. Headd seconded the motion; Mrs. Phillips recused herself; the motion passed.

Machinery, Vehicles & Equipment

| Account Number | Account Description | Proposed Amount | Approved Amount |
|-----------------|-------------------------------|-----------------|-----------------|
| 01-4902-7-700-1 | Fire Apparatus Lease/Purchase | \$72,696.00 | \$72,696.00 |

Mr. Eaton moved to approve the Fire Department budget as presented; Mr. Headd seconded the motion; Mrs. Phillips recused herself; the motion passed.

Ambulance

| Account Number | Account Description | Proposed Amount | Approved Amount |
|-----------------|-------------------------|-----------------|-----------------|
| 01-4215-3-390-1 | Derry Ambulance Service | \$76,269.00 | \$76,269.00 |

Mr. Eaton moved to approve the Fire Department budget as presented; Mr. Headd seconded the motion; Mrs. Phillips recused herself; the motion passed.

Solid Waste

| Account Number | Account Description | Proposed Amount | Approved Amount |
|-----------------|---------------------------|-----------------|-----------------|
| 01-4324-3-390-1 | Solid Waste Hazardous | \$7,175.00 | \$7,175.00 |
| 01-4324-5-390-0 | Landfill Monitoring | \$4,000.00 | \$4,000.00 |
| 01-4324-5-390-1 | Roadside Pickup Container | \$750.00 | \$750.00 |

Mr. Herman informed the Board that the proposed budget for Solid Waste Hazardous is increased by \$475.00 to include an annual shred day event, Landfill Monitoring is decreased by \$4,000.00 as a result of only needing an annual water sampling, testing and reporting and Roadside Pickup Container is decreased by \$250.00.

Mrs. Phillips moved to approve the Solid Waste budget as presented; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Legal Expenditures

| Account Number | Account Description | Proposed Amount | Approved Amount |
|-----------------|---------------------|-----------------|-----------------|
| 01-4153-3-350-1 | Legal Expenditures | \$60,000.00 | \$60,000.00 |
| 01-4153-3-350-2 | Labor Relations | \$5,000.00 | \$5,000.00 |

Mr. Herman informed the Board that the proposed amount for Legal Expenditures is increased by \$5,000.00 and Labor relations is decreased by \$5,000.00.

Mrs. Phillips moved to approve the Legal Expenditures budget as discussed; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Patriotic Purposes

| Account Number | Account Description | Proposed Amount | Approved Amount |
|-----------------|-------------------------------|-----------------|-----------------|
| 01-4583-0-001-1 | Flags | \$1,500.00 | \$1,500.00 |
| 01-4583-0-001-2 | Auburn Historical Association | \$5,000.00 | \$5,000.00 |

Mr. Herman indicated that the proposed budget for Flags is decreased by \$400.00. Auburn Historical Association is proposed as level funding.

Mrs. Phillips moved to approve the Patriotic Purposes budget as discussed; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Town Details

| Account Number | Account Description | Proposed Amount | Approved Amount |
|-----------------|---------------------|-----------------|-----------------|
| 01-4299-0-391-0 | Town Details | \$1,000.00 | \$1,000.00 |

Mr. Herman explained that the Budget Committee cut the Town Detail budget line last year to \$2,000.00, no funds have been expended year to date so the proposed budget is decreased by another \$1,000.00.

Mrs. Phillips moved to approve the Town Details budget as discussed; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Debt Service

| Account Number | Account Description | Proposed Amount | Approved Amount |
|-----------------|---------------------------|-----------------|-----------------|
| 01-4711-4-410-1 | Long Term Bond Principle | \$1.00 | \$1.00 |
| 01-4721-4-420-1 | Long Term Bond Interest | \$1.00 | \$1.00 |
| 01-4723-4-420-1 | Tax Anticipation Interest | \$1.00 | \$1.00 |

It was noted that each of these line items are held open at \$1.00.

Mrs. Phillips moved to approve the Debt Service budget as discussed; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Mountain Road Extension

Mr. Herman explained to the Board that the Mountain Road extension is complete minus the top coat of pavement and the developer is not at the point to be able to seek town acceptance of the extension has asked if the town is willing to provide the winter maintenance of the road which includes an increase of 200 linear feet plus the cul de sac at the end. Mr. Herman continued that Stantec and town counsel have agreed that it is advisable with conditions and if the Board is in favor of providing the winter maintenance town counsel will draft the necessary agreements to move forward; if the Board is not in favor Mr. Dross questions where the snow plowing subcontractors will turn around now that the previous town owned cul de sac has been removed. Mr. Eaton asked if the amount recommended by Stantec that the develop pay the town for the winter maintenance is a flat fee. Mr. Dross indicated that he is not sure how Stantec came to that amount but it is a flat fee and he felt it was an acceptable amount. Mrs. Marzloff asked regarding surety for this project. Ms. Lafond verified that the town is currently holding \$33,470.75 cash in lieu of bond for the Mountain Road subdivision project.

***Mrs. Phillips moved to provide winter maintenance to the Mountain Road extension with the following conditions:
the town and the developer will enter into a hold harmless agreement to protect the town from any liability issues that arise,
the developer will pay to the town \$4,000.00 in advance for the town's plowing, sanding and salting of the private section of road.
and the developer will acknowledge that the town's maintenance efforts do not constitute or indicate any acceptance of the new section of road;
Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.***

Investment Policy, Code of Ethics and Conflict of Interest Policy

The Board was presented for review an Investment Policy drafted by the town Treasurer and a Code of Conduct and Ethical Standards Policy drafted by Mr. Herman and Attorney Jennifer St. Hilaire.

Parks and Recreation Resignation

The Board reviewed an email of resignation from Stacey Shula.

Mr. Eaton moved to accept with regrets Mrs. Stacey Shula's resignation from the Parks and Recreation Commission; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Fire Chief Appointment

Mr. Herman indicated he has been advised that when the Auburn Fire Department become a formal town department there was an understanding between the Board of Selectmen and the Auburn Volunteer Fireman's Association that the Association would provide a recommendation to the Board of Selectmen regarding the appointment/reappointment of the Chief position. Mr. Herman went on that Chief Phillips was appointed to the position August 30th, 1995 and there is no record of any subsequent re-appointment, Chief Phillips believes the term of office to be five years but it was not defined in the 1995 appointment. Mr. Herman stated that so there is no question as to the appointment of the Fire Chief the Auburn Volunteer Fire Association was asked to reconsider the appointment of the position, they would recommend that Mr. Bruce Phillips be reappointed. Mr. Herman recommends the Board also determine a term of office. Mr. Headd and Mr. Eaton agreed they would prefer a 3 year term.

Mr. Eaton moved to reappoint Mr. Bruce Phillips as Auburn Fire Chief, Term to expire in March 2018; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Old Business

Update of Regional Electric Consortium

Mr. Herman updated the Board regarding the consortium savings, at a rate of \$.075/kWh the total consortiums savings is approximately \$287,462.

Update on Social Security Matter

Mr. Herman informed the Board that as of today the Social Security Administration has not yet responded to the matter as was previously discussed with the Board. Mr. Herman indicated a response is expected within a week.

FY 2016/2017 State Budget

Mr. Herman stated that the in general terms Auburn's revenues are kept whole in the first year of the budget, in the second year the town should see a slight increase. Mr. Herman added that the bridge aid is still not in the budget so the Board will need to make a decision regarding how they will proceed with the Griffin Mill Bridge.

Other Business

The Board reviewed a proposed scope of work from Stantec Consulting to investigate a noted petroleum odor and staining on the soil along the edge of the travel way on Raymond Road. The Board agreed it be the prudent thing to do.

Mrs. Phillips moved to authorize Stantec Consulting's proposed scope as discussed, in the amount of \$2,600.00 for the investigation of potential contamination in the Raymond Road Town Right of Way; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Mr. Herman at the request of the Board drafted a timeline regarding Hills Road. The Board asked that the timeline be attached to the minutes.

Mr. Dross provided a status report of current road work to the Board.

Minutes

September 14th, 2015 Public Meeting

Mrs. Phillips moved to approve the minutes of the September 14th, 2015 Public meeting as written; Mr. Eaton 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) Reputation of someone other than a member of the Board at 7:51 p.m.; Mrs. Phillips seconded the motion; A roll call vote was taken; Mr. Headd – yes, Mr. Eaton – yes, Mrs. Phillips – yes. The motion passed.

Meeting in Non-Public Session with the Selectmen was Town Administrator Herman and Secretary Lafond.

Mr. Eaton moved to exit non-public session at 8:11 p.m.; Mrs. Phillips seconded the motion; A roll call vote was taken; Mr. Headd – yes, Mr. Eaton – yes, Mrs. Phillips – yes. The motion passed.

Mr. Eaton moved to seal the minutes of the non-public session; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Mrs. Phillips moved to adjourn; Mr. Eaton seconded the motion; all were in favor, the public meeting ended at 8:13 p.m.