

**Town of Auburn
Board of Selectmen
November 23, 2015**

Selectmen Present: James Headd, Richard Eaton & Dale Phillips

Also Present: Joanne Linxweiler, Town Clerk; Patricia Rousseau, Assistant Town Clerk/Tax Collector; Helen Hiltz, Alex Eisman, Margie McEvoy, Patrick Kelly & Zack Eaton, Recreation Commission; Paul Raiche, Health Officer; Dee Cleary, Mike & Linda Dross, Dennis Vieira, Michael Rolfe, Audrey Trickett, Sue Jenkins, Francis McFarland and Susan Thiboult, Residents; Ray Pelton, Police Lieutenant; 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 November 16th, 2015

Mr. Eaton moved to approve the Payroll Manifest in the amount of \$43,036.12 for the week of November 16th, 2015; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Approval of Accounts Payable for Week of November 23rd, 2015

Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$877,039.12 for the week of November 23rd, 2015; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Consent Agenda – Week of November 23rd, 2015

Cemetery Deeds

Timothy & Pamela Lenahan – Auburn Village Cemetery

Intent to Cut

Manchester Water Works (Tax Map #9, Lot #1)

Correspondence

Elmer Pease – Determination concerning Raymond Road
Auburn Tavern – Liquor License

Current Use Tax Warrant

Espana Building & Development, 64 Winchester Way (Tax Map #2, Lot #9-9) -
\$12,500

Notice of Property Lien

543 Bunker Hill Road (Tax Map #5, Lot #85-3) - \$811.00

Pistol/Revolver License

Five (5)

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

Appointments with the Board

Joanne Linxweiler – Assistant Town Clerk/Tax Collector Position

Mrs. Linxweiler introduced Patricia Rousseau to the Board who she and Tax Collector Kathleen Sylvia recommend appointing to the position of Assistant Town Clerk/Tax Collector. Mrs. Linxweiler indicated that Mrs. Rousseau has a banking background and has completed a privacy training today and will have further training in January.

Mrs. Phillips moved to appoint Mrs. Patricia Rousseau as Assistant Town Clerk & Tax Collector, Labor Grade 3, Step 2; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Parks & Recreation Commission – Budget Reconsiderations

Mrs. Phillips stated that the Budget Committee addressed the Recreation Family Events line so there was no need to revisit that line tonight.

Mrs. Phillips indicated that she would like to see the Improvements budget line moved out of the Parks and Recreation budget and into Capital Expense budget line, she would like to see a total plan for improvements before moving forward with improvements. Mr. Eaton agreed and noted that Mr. Nye was going to be providing a cost for the Wayne Eddows Fields parking lot. Mrs. Hiltz provided a breakdown of improvements and associated costs that is included in the proposed budget amount. Mrs. Hiltz noted that the Parks and Recreation Commission is always looking for donations to help fund the improvements but Chairman Nye does not have a problem with moving the line out of the Parks and Recreation budget, they only request that improvements continue to be done. Mrs. Phillips stated that the Board's intent is not to inhibit improvements but would like to see a clear plan. Mrs. Hiltz explained that the Parks and Recreation Commission had developed a master plan for the fields approximately 4 years ago which could be forwarded to the Board. Mrs. Phillips suggested that the Parks and Recreation Commission review their plan and make changes as they see fit before providing it to the Board.

Mrs. Phillips informed those present that she has questions about the Auburn Mom's Club, she knows that they are non-profit. Mrs. Phillips commented that she thinks that a little accountability may clarify to the town/taxpayers the connections between the Auburn Mom's Club and the Parks and Recreation Commission. Mrs. Hiltz explained that the Auburn Mom's Club is not part of the Parks and Recreation Commission, however the group through donations did help fund the play structure at the Circle of Fun playground and there are two other donations beyond that which are noted in the Parks and Recreation Commission meeting minutes. Mrs. Hiltz asked if the Board would like to develop a process for donation made to the town through the Parks and Recreation Commission. Mrs. Phillips indicated that the Board will reach out the Auburn Mom's Club as they are a separate entity that the Parks and Recreation Commission and the Board will meet again with the Parks and Recreation Commission regarding other donations if necessary.

Mr. Eaton discussed improvements from the breakdown provided and believes that the major improvements to land and building should be moved to a capital budget line but the minor improvements and maintenance items could be moved to the Recreation General Maintenance budget line. Mr. Eaton believed that the Parks and Recreation Commission and the Board of Selectmen can work together to accomplish improvements. Mr. Eaton suggested that when the Parks and Recreation Commission meet to review their master plan they include fertilization and irrigation of the Wayne Eddows fields. Mr. Zach Eaton noted that he is waiting for an estimate from Green Acres Irrigation.

Mr. Dennis Vieira commented that the Auburn Mom's Club did a terrific job with the play structure at the Circle of Fun Park and cautioned the Board not to make it too hard for people to donate. Mr. Eaton stated his agreement, noting the Auburn Mom's Club does a great job.

Deirdre Cleary – Lovers Lane Concerns

Ms. Cleary informed the Board that she has reviewed all of the meeting minutes from 2010 to current year regarding Lovers Lane upgrade and subdivisions and is looking for the Board advice, there is a blind hill directly in front of her driveway with more traffic on the road already from the first phase of the subdivision, the second phase is underway and a new house lot going in across from her; she is concerned that there will be an accident. Ms. Cleary stated that the blind hill was never discussed at the meetings but it is a dangerous spot, she has to count to three before turning into her driveway, even in a pickup truck and at night. Ms. Cleary asked how this should be addressed and showed the Board on a plan her driveway, the area of the blind hill and the new lot across from her. Ms. Cleary noted that this new lots rear setback is incorrect but she will take that up with the Planning Board. Mr. Vieira agreed with Ms. Cleary's safety concerns on Lovers Lane and informed the Board he witnesses motorist fly down that road. Mr. Eaton suggested that Ms. Cleary talk to the Planning Board about her concerns. Mr. Herman commented that Lovers Lane and the subdivisions are all approved. Mrs. Phillips asked Road Agent Mike Dross what it would cost to take care of the blind hill. Mr. Dross was not sure he believes there is ledge that would need to be blasted. Mr. Eaton indicated that Dearborn Road and Nutt Road are slated for the Road Reconstruction Budget for next year and if there is enough funds left they planned to finish out Lovers Lane, perhaps the blind hill can be taken care of then. Mr. Dross believed Lovers lane to be more important than Nutt Road as it has more traffic.

New Business

FY2016 Budget Presentations

Health Administration

Account Number	Account Description	Proposed Amount	Approved Amount
01-4411-2-250-1	Health Mileage	\$100.00	\$100.00
01-4411-6-645-1	Health Dues & Memberships	\$350.00	\$350.00

01-4411-7-720-1	Health Fuel/Mileage	\$0.00	\$0.00
-----------------	---------------------	--------	--------

Mr. Raiche presented the proposed Health Administration budget to the Board as level funded from the previous year.

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

Personnel Administration

Account Number	Account Description	Proposed Amount	Approved Amount
01-4155-2-210-1	Health Insurance	\$268,609.00	\$268,609.00
01-4155-2-211-1	Dental Insurance	\$15,620.00	\$15,620.00
01-4155-2-213-1	Disability Insurance	\$8,271.00	\$8,271.00

Mr. Herman explained that the proposed Health Insurance reflects a 2% increase however the actual rate increase is 6% effective in July, Dental and Disability reflect decreases.

Mr. Eaton moved to approve the Personnel Administration - Insurance budget lines as presented; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Account Number	Account Description	Proposed Amount	Approved Amount
01-4155-2-290-0	Longevity Pay	\$10,950.00	\$10,950.00

Mr. Herman informed the Board that Longevity Pay is based on employees' years of service, Auburn has 30 employees with five or more years of service.

Mr. Eaton moved to approve the Personnel Administration – Longevity Pay budget line as presented; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Government Buildings & Maintenance

Account Number	Account Description	Proposed Amount	Approved Amount
01-4194-5-520-1	Electricity	\$8,500.00	\$8,500.00
01-4194-5-530-1	Heating Oil	\$18,000.00	\$18,000.00
01-4194-5-550-1	Repairs &	\$6,000.00	\$6,000.00

	Maintenance		
01-4194-5-550-2	Municipal Property Mowing	\$28,000.00	\$28,000.00
01-4194-5-560-1	Plant Costs	\$1,850.00	\$1,850.00
01-4194-6-660-1	Bottled Water	\$300.00	\$300.00
01-4194-6-660-2	Janitorial Supplies	\$400.0	\$400.00

Mr. Herman noted that these budget lines fund the Town Hall, Highway Garage and the former Fire/Police Station. There is a \$400 increase to the Electricity line. A \$2,000 decrease to the Heating Oil. \$500 increase to Repairs & Maintenance. A \$23 increase to Plant Costs and a \$100 decrease to Janitorial Supplies.

Mrs. Phillips moved to approve the Government Buildings & Maintenance budget lines as presented; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Insurance

Account Number	Account Description	Proposed Amount	Approved Amount
01-4196-6-695-1	Municipal Property Liability	\$63,935.00	\$69,935.00
01-4196-6-695-2	Unemployment Compensation	\$980.00	\$980.00
01-4196-6-695-3	Workers Compensation	\$34,610.00	\$34,610.00
01-4196-6-695-4	Insurance Retention (Claims)	\$3,000.00	\$3,000.00

Mr. Herman pointed out a significant increase of \$10,208 to the Municipal Property Liability and an increase of \$3,146 to Workers Compensation. Mr. Herman explained that these lines are based claims history for the last three years.

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

Advertising & Regional Associations

Account Number	Account Description	Proposed Amount	Approved Amount
01-4197-0-001-1	NH Municipal	\$4,831.00	\$4,831.00

	Association		
01-4197-0-001-2	Southern NH Planning	\$3,290.00	\$3,290.00

Mr. Herman stated that these lines are based on population, NHMA has a 2% rate increase and SNHPC has no rate increase however population is increased.

Mr. Eaton moved to approve the Advertising & Regional Associations budget lines as presented; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Police

Account Number	Account Description	Proposed Amount	Approved Amount
01-4210-1-160-1	Shift Differential	\$1,500.00	\$1,500.00

Mr. Herman noted that this budget line stays in place whether the new contract passes or not.

Mr. Eaton moved to approve the Police – Shift Differential budget line as presented; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Mosquito Control

The board reviewed a proposal to Municipal Pest Management Services, Inc. and Swamp, Inc. Mr. Herman noted that this is the same price as previous years. The Board agreed to move the proposal forward as a Warrant Article.

General Government

Account Number	Account Description	Proposed Amount	Approved Amount
01-4199-2-290-2	General Reimbursement	\$4,200.00	\$4,200.00
01-4199-3-310-2	General Consulting Services	\$13,540.00	\$13,540.00
01-4199-3-340-1	Contracts, Software & Maintenance	\$29,553.00	\$29,553.00
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	\$1,000.00	\$1,000.00

	Services		
01-4199-5-510-1	General Telephone	\$4,500.00	\$4,500.00
01-4199-6-610-1	General Office Equipment	\$5,500.00	\$5,500.00
01-4199-6-611-1	Copy Machine Lease	\$1,200.00	\$1,200.00
01-4199-6-620-3	Newsletter	\$17,050.00	\$17,050.00
01-4199-6-630-1	General Postage	\$9,000.00	\$9,000.00
01-4199-6-645-1	Conferences, Seminars & Dues	\$2,500.00	\$2,500.00
01-4199-6-670-4	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	\$400.00	\$400.00

Mr. Herman presented the proposed General Government budget lines. General Reimbursement is increased \$200 to include daily Post Office trips. General Consulting is decreasing \$3,000. Contracts, Software & Maintenance is increasing \$953. General Internet Services is increasing \$50. General Telephone is decreasing \$240. Copy Machine Lease is decreasing \$800 due to the new machine. Newsletter is increasing \$1050 and General Postage is increasing \$500 due to postage rate increases. Miscellaneous Budget Expenditures is increasing by \$400.

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

Financial Administration

Account Number	Account Description	Proposed Amount	Approved Amount
01-4150-3-310-1	Audit	\$12,000.00	\$12,000.00
01-4150-3-330-2	Annual Assessing Update	\$27,000.00	\$27,000.00

Mr. Herman noted that the proposed budget amount for the annual audit is based on the proposal provided.

FY2015 Audit Proposal

The Board reviewed a 2015 audit proposal from Vachon, Clukay & Company. Ms. Frisella recommends accepting the proposal. Mr. Herman noted that this is

not a reflection of the quality of work from the current auditor Plodzick and Sanderson.

Mrs. Phillips moved to accept the proposal from Vachon, Clukay & Company for the Fiscal Year 2015 Audit in the amount of \$10,995; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

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

Executive Department

Account Number	Account Description	Proposed Amount	Approved Amount
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	Voter's Guide	\$3,700.00	\$3,700.00

Mr. Herman presented the budget lines to the Board the only change from prior year being a decrease of \$400 to Voter Guide.

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

FY2014 Encumbered Funds

The Board reviewed a memo from Finance Director Adele Frisella requesting the Board encumber amounts from the 2014 year end.

Mr. Eaton moved to encumber \$139,229.86 from Road Reconstruction Account # 01-4909-9-930-0 and \$126,176.50 from Old Candia Road & Raymond Road Haz. Mitigation Account # 01-4909-9-930-7; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Bunker Hill Road Paving

Mr. Eaton commented that he does not think that Bunker Hill Road should be shimmed and overlayed unless the cracking is fixed. Mr. Dross indicated that shimming and overlaying will resolve the issues and prevent further damage, there will only be some reflective cracking. Mr. Dross listed several roads where this course of action has worked. Mr. Eaton noted that the Road Reconstruction budget is to improve the roads not just patch them up, in his opinion the areas

should be dug up and the base fixed. Mr. Dross explained that if just select areas are dug up and different materials is put in this will cause more issues with the evenness of the road. Mr. Eaton stated that he is concerned with paving in the current weather. Mr. Dross indicated that he trusts the company he uses to use their best judgement regarding the weather and stands by his suggestion to use remaining funds to shim and overlay the road. Mr. Eaton stated that he doesn't disagree that the road needs to be fixed and suggested encumbering the funds for the work to be completed in the spring. Mrs. Phillips asked if the road condition will get worse waiting until spring. Mr. Dross stated yes, water will get underneath the road.

Mr. Eaton informed Mr. Dross that the cost for the box culvert for the Wayne Eddows field driveway access came in at \$18,180, some of the Road Reconstruction monies will need to be used for this. Mr. Dross agreed that this needs to be done. Mr. Eaton commented that they should try to do as much as they can while they can.

Mr. Herman informed the Board that the final invoices for the Cottage Avenue project have been paid and will be moved out of the Road Reconstruction budget into a receivable account, this will leave approximately \$180,000 left in Road Reconstruction.

Mr. Eaton asked regarding the depth of the shim and overlay proposed. Mr. Dross estimated roughly 2 inches total on average only, shimming only where it is needed. Cost was discussed further based on the figures available tonight. The Board agreed to leave the money in the budget for now and move forward with the Wayne Eddows Field Driveway access culvert and encumber with a signed contract if necessary.

Old Business

Cottage Avenue Water Project

Mr. Herman stated that the final invoice has paid and the accounting will be closed out, they were not able to get this done prior to the December tax billing. It is suggested that the first billing be done with the first tax bill next year. The Board was in agreement with this.

Wayne Eddows Field Driveway Entrance

Mr. Eaton moved to accept the bid of \$18,180 from CSI for a precast concrete box culvert for the Wayne Eddows Memorial Fields driveway; Mrs.

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

Minutes

October 26th, 2015 Non-Public Meeting

Mr. Eaton moved to approve the minutes of the October 26th, 2015 Non-Public meeting as written; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

November 9th, 2015 Public & Non-Public Meeting

Mr. Eaton moved to approve the minutes of the November 9th, 2015 Public and Non-Public meeting as written; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

November 13th, 2015 Public & Non-Public Meeting

Mr. Eaton moved to approve the minutes of the November 13th, 2015 Public and Non-Public meeting as written; Mrs. Phillips 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 any person other than a member of the public body at 8:35 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.

Mrs. Phillips moved to exit non-public session at 8:37 p.m.; Mr. Eaton 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.

Mr. Headd moved to adjourn; Mrs. Phillips seconded the motion; all were in favor, the public meeting ended at 8:38 p.m.