

**Town of Auburn
Board of Selectmen
February 15, 2016**

Selectmen Present: James Headd & Dale Phillips

Also Present: Road Agent Mike Dross, Residents Dennis & Pauline Vieira, Michael Rolfe, Linda Dross, Mary Anne & John Rolfe, Sue Thiboult, and Mike DiPietro; Lieutenant Ray Pelton and Town Administrator William Herman

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

Approval of Payroll for Week of February 8th, 2015:

Mr. Headd reported the Board would table action on this item until the next meeting.

Consent Agenda -- Week of February 15th, 2016:

Yield Tax Warrants

- ❖ Manchester Water Works – Dearborn Road (Tax Map #8, Lot #38) - \$8,392.75
- ❖ Manchester Water Works – Dearborn Road (Tax Map #8, Lot #39) - \$1,033.72
- ❖ Manchester Water Works – Manchester Road (Tax Map #9, Lot #1) - \$1,462.73

Pistol/Revolver License

- ❖ Ten (10) Licenses

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

New Business:

Update on Regional Electric Cooperative

Mr. Herman reported to the Board the regional electric purchasing cooperative that has been formed through the Southern NH Planning Commission met last week and is going to make efforts to go back out to bid for successive three-year contracts for the purchase of electric power. With some pending regulatory and legislative changes ahead, in addition to there being more school districts and municipalities interested in becoming part of the process, the timing appeared good to go back out to bid within the next few months for successor contracts to the current contract in place through November. He indicated there is no cost to the Town of Auburn to be part of the bid

process, and the Board would have an option to continue or not when future rate numbers are known. He indicated the Auburn School District, SAU #15 and the Town of Hooksett may all join the cooperative purchasing broadening the group's buying power.

Mr. Herman also indicated the cooperative is going to look at potentially going out to bid for heating fuel – heating oil, propane and natural gas. He indicated this will be a different process as there is no one fuel source for all entities such as electricity, but there potentially can still be group buying power. He will keep the Selectmen informed of any progress on these items.

Griffin Mill Road Bridge Inspection

Mr. Herman provided the Board with a copy of the most recent bridge inspection report received from NH Department of Transportation on the Griffin Mill Road Bridge. The inspection was conducted in November 2015 and received on February 11, 2016. The report indicates the conditions noted have not changed since the 2012 inspection report. The Board noted there was no action required of the Town at this time.

Computer System – Insurance Claim

Mr. Herman advised the Board the Town has verbally been advised that the insurance claim for the Police Department and Town Hall computer system issues has been determined to be an \$11,000 payment to the Town. He indicated no paperwork has yet been received, so he could not provide the Board with anything beyond that information. He noted the funds would go to the general fund as a reimbursement against past expenses, but the Board may be asked later in the year to appropriate approximately \$3,000 of this amount to cover increased expenses for the file server replacement at the Police Department.

Dennis Vieira asked if this fully covered the Town's costs for replacement or had upgrades and improvements been made to systems. Mr. Herman indicated he had not seen any specific paperwork to know with certainty the cost breakdown. He also noted the Town has a \$1,000 deductible obligation, so the \$11,000 amount would mean that \$12,000 in damages was determined. He thought the cost to address the issues in the police department last year had been approximately \$12,000 (with some upgrades) and the cost to the Town Hall was about \$2,500. So the insurance amount would come near to keeping the Town whole.

Mickey Rolfe asked if this was from the hacking incident and, if so, had anyone been charged in the case. Lt. Pelton reported the FBI had taken over the case and it did result in the arrest of an individual with charges brought forward. The case was still pending, so he did not know a final resolution at this point.

“Shred Day” Proposal – May 14th

Mr. Herman provided the Board with a proposal from Northeast Record Retention of Hooksett to hold a mobile “Shred Day” event in Auburn on Saturday, May 14th from 9 am to Noon. The cost of the event would be \$450. Mr. Herman noted this is the same as the Town had done in 2015, and it seemed to be well-received last year. He also noted funding for the event was included in the Town budget.

Mrs. Phillips moved to accept the proposal of Northeast Record Retention and host a “Shred Day” event on May 14th. Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.

2016 Voter Guide

Mr. Herman provided the Board with a copy of the 2016 Voter Guide that was currently at the printer for production. He reported it had been developed in concert with the School District, and had been proofed by several individuals at the Town Hall in addition to Town Counsel reviewing for accuracy. He anticipated the guide to be in the mail by the following week -- roughly two weeks prior to voting day.

Mrs. Phillips noted at the Presidential Primary election, there were quite a number of voters who came through the polls who thought that they would be voting on the proposed school construction project that day and were surprised they were not.

Mike Dross thought the presentation of the construction project as you came in the door for the election would have given many individuals that impression. He asked why the school board was allowed there for a Presidential Primary election, and the Board members indicated the Town Moderator would have given the permission.

Old Business:

Highway Garage Roof Proposals

Mr. Herman noted at the Board’s last meeting, they had requested warranty information from one of the contractors, which has been received. He indicated the lower priced submission included a 30 year warranty on material, while the higher priced submission included a 40 year warranty on material and a five year warranty on work.

Mrs. Phillips indicated she has been reviewing the information from the proposals with several vendors who did not submit bids in order to gain information on the subject. She still had one additional vendor she wanted to talk to. The Board agreed to table the item until the next Board meeting.

Other Business:

Cable TV Franchise Agreement

Mr. Herman noted after the agenda for this meeting was posted, the Town received a draft of a proposed 10-year franchise renewal for cable TV service in Auburn from Comcast. He indicated the Board may recall Comcast put the Town on notice months ago that the current franchise agreement would expire August 16, 2017, and it was interested in renewing the franchise with the Town. At that time, both Comcast and the Town expressed the interest in working informally through the renewal process and not a more complicated process. Mr. Herman noted the draft agreement is generally the Town's current agreement modified to reflect a new 10 year period of August 17, 2017 through August 16, 2027. He noted he was providing this to the Board for information and review, and that there was plenty of time for the Board to take action in the future.

663 Raymond Road

Dennis Vieira asked whether there was an investigation underway to hold the landowner at 663 Raymond Road liable for the cost of the clean-up of that property. The Board indicated that it had already been agreed that the landowner would be responsible for the clean-up costs. Stantec has developed a couple of different scenarios and cost estimates for the clean-up, depending on whether the landowner wanted to truck the contaminated material off the site himself or have someone else do it. The Board will be meeting with the landowner and Stantec to finalize the project in the near future.

Minutes:

February 1, 2016 Public Meeting

Mrs. Phillips moved to approve the minutes of the February 1st, 2016 public meeting as written; Mr. Headd seconded the motion. All were in favor, the motion passed unanimously.

Non-Public Session:

Mrs. Phillips moved to enter into Non-Public Session at 7:15 PM pursuant to the provisions of RSA 91-A: 3, II (a) compensation of a public employee(s) and (c) reputation of someone other than a member of the Board. Second by Mr. Headd. A roll call vote was taken: Mr. Headd – yes; Mrs. Phillips – yes. The motion passed.

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

Mr. Herman provided the Board with annual performance reviews for two employees – Parks & Recreation Program Manager Helen Hiltz and Facilities Manager Armand Miclette. The Board reviewed and commented on the evaluations. Mr. Herman noted if the Board were of the opinion to provide step increases based on the performance reviews, they would need to take a vote in public session.

The Board went on to two other discussions that involved the reputation of someone other than a member of the Board.

Mr. Headd moved to come out of Non-Public Session at 7:39 PM. Second by Mrs. Phillips. A roll call vote was taken: Mr. Headd – yes; Mrs. Phillips – yes. The motion passed.

Mrs. Phillips moved to seal the minutes of the Non-Public Session. Second by Mr. Headd. A vote was taken, all were in favor, the motion carried unanimously.

Mrs. Phillips moved to approve a step increase for Parks & Recreation Facilities Manager Armand Miclette from a Labor Grade 6, Step 6 to a Labor Grade 6, Step 7 based on a positive performance evaluation. Second by Mr. Headd. A vote was taken, all were in favor, the motion carried unanimously.

Mr. Headd moved to approve a step increase for Parks & Recreation Program Manager Helen Hiltz from a Labor Grade 9, Step 5 to a Labor Grade 9, Step 6 based on a positive performance evaluation. Second by Mrs. Phillips. A vote was taken, all were in favor, the motion carried unanimously.

Other Business:

Mr. Herman asked the Board whether there would be any objection or concern in posting the Board's meeting packet of information on the Town web site with the agenda of the Board meetings. He noted he has found a number of communities provide this level of information, and it may be helpful to the public to more fully know the business the Board is conducting. He indicated he has been doing this for the past year with the Department Heads, ensuing that no non-public or confidential information is included that shouldn't be. He indicated it would not be difficult to add it to the public's information on the Town website, and he would volunteer to take responsibility for it. Mr. Headd and Mrs. Phillips had no objection, and agreed it could be a helpful communication to the general public. Mr. Herman indicated they would plan to begin with the Board's first meeting in March.

Adjourn:

Mrs. Phillips moved to adjourn; Mr. Headd seconded the motion. All were in favor, the meeting was adjourned at 7:41 PM.