

**Town of Auburn
Board of Selectmen
February 29, 2016**

Selectmen Present: James Headd, Richard Eaton & Dale Phillips

Also Present: Alan Gould, Municipal Resource, Inc., Dan Tatem, Stantec Consulting; John & Mary Ann Rolfe, Mike & Linda Dross, Dennis & Pauline Vieira, Michael Rolfe, Susan Goodhue, Paula Marzloff, Ryan Maher, Dennis McCarthy, Glenn Shaw, Russell Sullivan, Scott Norris, Audrey Trickett and Sue Jenkins, 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 February 8th, 2016

Mr. Eaton moved to approve the Payroll Manifest in the amount of \$41,166.10 for the week of February 8th, 2016; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Approval of Accounts Payable for Week of February 16th, 2016

Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$97,771.53 for the week of February 16th, 2016; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Approval of Payroll for Week of February 22nd, 2016

Mr. Eaton moved to approve the Payroll Manifest in the amount of \$40,193.11 for the week of February 22nd, 2016; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Approval of Accounts Payable for Week of February 29th, 2016

Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$373,345.43 for the week of February 29th, 2016; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Consent Agenda – Week of February 29th, 2016

Highway Safety Grant Agreement

Auburn STEP Patrols – 10/1/15 to 9/30/16 - \$3,465.19

Notice of Intent to Cut Wood or Timber

266 Rockingham Road (Tax Map #25, Lot #44)

Haven Drive (Tax Map #5, Lot #29 & #36)

Application for Veterans Tax Credit

Jennifer Fiore, 62 Bunker Hill Road (Tax Map #7, Lot #16-4)

Abatement Refunds

Jason & Susan Chalogias, (Tax Map #5, Lot #65-RED-17) –Camper moved off lot - \$31.44

Charles Kidd (Tax Map #5, Lot #65-Hil-2) – Camper moved off lot - \$66.00

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.

Alan Gould, Municipal Resource, Inc.

Mr. Herman indicated that Mr. Gould is here this evening at the Board's request to discuss the proposed services of Municipal Resources, Inc. Mr. Gould introduced himself to the Board and explained that the scope of the study of the Police Department would entail assessing the needs of the community, the risks and providing a detailed report to the Board. Mr. Gould informed the Board that MRI has worked in numerous communities in New Hampshire, Massachusetts and beyond New England and he oversees all projects. Mr. Eaton noted that MRI recently conducted a similar study in Allentown and the cost was approximately

\$8,000.00, the proposed agreement amount for Auburn is \$14,000; Mr. Eaton asked what the difference between the two is. Mr. Gould indicated that the scope of work contracted with the Town of Allenstown was a 4,000 foot elevated approach, the scope of work proposed for Auburn is more comprehensive. Mr. Eaton asked how long the proposed study would take. Mr. Gould indicated a couple of months, 6 to 8 weeks; MRI will meet with the Police Commission to help determine what their expectations as the governing body, MRI will meet with Police Department personnel. Mr. Gould indicated that MRI looks at recruitment and retention as well so former department employees may be interviewed as well. Mr. Michael Rolfe asked if employees are met with one on one. Mr. Gould stated yes. Mr. Headd asked if there was any materials or equipment that MRI would need from the town. Mr. Gould stated no, they just need information and statistics. Mr. Vieira asked if the MRI individuals conducting the study were MRI employees or subcontractors. Mr. Gould responded that all are MRI employees and all have been Police Chiefs. Mrs. Phillips indicated that the Board of Selectmen have meet with the Police Commission and are on board, she would like to move forward with the study of the Police Department and then look into the Fire Department and Town Hall. Mr. Eaton commented that he thought the Selectmen had agreed to wait a few weeks to allow time for the Police Commission to review the proposed contract. Mr. Shaw indicated that in general the Police Commission was in favor of the study but he was under the impression that was agreed upon to wait until the next meeting to act on the contract to allow time for the Police Commission to review the contract. Mr. Headd indicated that he will not be in town on the 14th which would be the next scheduled meeting date, he would propose the Board meet next Monday instead. The Board agreed to hold their next meeting on Monday, March 7th.

Dan Tatem, Stantec Consulting, Inc. – Cleanup of 663 Raymond Road

Mr. Francis McFarland was not present. Mr. Tatem summarized that there are two options for cleaning up the area; either the town completes the work and bills the property owner or the town and property owner work together to clean up the area which would result in a lesser cost to the property owner. The Board agreed that they would like the property owner to work with them, they had hoped that he would be here this evening. Mr. Headd suggested that the Board provide another chance for the property owner to respond to them and if no response is given the town would complete the work and lien the property if necessary. The Board agreed to request a meeting for March 28th via letter to be delivered in person by the Police Department to ensure the property owner is in receipt of the request.

Mr. Vieira asked if there would be a police investigation into this contamination of public property. Mr. Dross believed that the police department's investigation of hazardous material at the town's former landfill property has set precedence. Mr. Vieira agreed indicating what'd good for the goose should be good for the gander. The Board was unsure if that was something that could be pursued. Mr. Headd indicated that he would give it some thought.

New Business

WEX – State of NH Fuel Card Program

Mr. Herman informed the Board that the town is applying in the WEX State of New Hampshire fuel card program which would allow the town to purchase vehicle fuel at other fuel stations that have lower prices. Mr. Herman indicated that the State of New Hampshire Fuel depot currently has a much higher price per gallon than market price due to the contract they are party to. Mr. Herman stated that they town is not giving up their account with the State of New Hampshire, having the two accounts will allow the departments to pick and choose where to purchase fuel based on best price.

Authorization Resolution – HealthTrust Membership Agreements

Mr. Herman indicated that in order for the town to maintain in 2016, the current services and coverage through HealthTrust the annual general membership agreement and additional service agreements need to be signed. Mr. Herman continued that HealthTrust is the town's current provider for dental and disability insurance, Flexible Spending Accounts and IRS Section 125 "Pre-Tax" coverage.

Mrs. Phillips moved that the Town of Auburn shall participate as a Member in the HealthTrust pooled risk management program for the provision of group medical and/or other benefit plans in accordance with the "Application and Membership Agreement" and NHRSA 5-B; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Mrs. Phillips moved that William G. Herman, Town Administrator is hereby authorized and directed to execute and deliver to HealthTrust, on behalf of the Town of Auburn, the "Application and Membership Agreement" in substantially the from present to this meeting; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Communication from Fire Chief

Mr. Headd had Mr. Herman read Fire Chief Bruce Phillips letter of resignation as of April 1st, 2016 and his recommendation that the Board of Selectmen appoint Mr. Edward Gannon as acting Fire Chief effective the same date. Mr. Headd indicated that the Board accepted Mr. Phillips resignation with regrets at their last meeting.

Old Business

Highway Garage Roof Proposals

Mrs. Phillips indicated that only two of the four bids received were to replace the roof of the highway garage building, one in the amount of \$19,200 and one for \$15,793. Mrs. Phillips continued that she called around to other companies to get a better understanding of metal roof specifications and warranties. Mr. Phillips indicated that the bid submitted by Rolfe Builders, LLC provided for a warranty on the product as well as a 5 year warranty on the work. Mr. Eaton stated that he hasn't done any research and usually goes with the low bid. Mr. Eaton asked if Score was willing to warranty the work. Mrs. Phillips stated that she did not call either bidder, only other companies so that she could gain insight into the bids as they were submitted.

Mrs. Phillips moved to award the Highway Garage roof replacement project to Rolfe Builders, LLC as bid in the amount of \$19,200; Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.

Other Business

The Auburn Historical Association has requested that the Board of Selectmen consider appointing volunteers to the Duck Race Committee.

Mrs. Phillips moved to appoint Susan Anderson, Daniel Carpenter, Susan Jenkins and Wendy Smith as volunteers to comprise the Duck Race Committee for the term of March 1st through October 1, 2016; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Minutes

February 1, 2016 Non-Public Meeting

Mr. Eaton moved to approve the minutes of the February 1st, 2016 Non-Public meeting as written; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

February 15, 2016 Public Meeting

Mr. Eaton moved to approve the minutes of the February 15th, 2016 Public meeting as written; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

February 15, 2016 Non-Public Meeting

Mr. Eaton moved to approve the minutes of the February 15th, 2016 Non-Public meeting as written; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

February 22, 2016 Public Meeting

Mr. Eaton moved to approve the minutes of the February 22nd, 2016 Public meeting as written; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

February 22, 2016 Non-Public Meeting

Mr. Eaton moved to approve the minutes of the February 22nd, 2016 Non-Public meeting as written; 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 7:49 p.m.

Mr. Headd reconvened the meeting to meet in non-public session to discuss a property tax matter

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; Mrs. Phillips seconded the motion; A roll call vote was taken; Mr. Headd – yes, Mrs. Phillips – yes. The motion passed.

Meeting in Non-Public Session with the Selectmen was Sherry Marquis, Kathleen Sylvia, Sue Jenkins, Town Administrator Herman and Secretary Lafond.

Mrs. Phillips moved to exit non-public session; Mr. Eaton seconded the motion; 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 sessions; Mr. Headd 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 8:00 p.m.