

**Town of Auburn
Board of Selectmen
March 19, 2018
Town Hall**

7:00 p.m.

() Call to Order – Pledge of Allegiance

() Election of Board Chair and Vice Chair

Approval of Accounts Payable for the Week of March 12, 2018 -- \$956,405.01

Approval of Payroll for the Week of March 19, 2018

Approval of Consent Agenda – Week of March 19, 2018

() Appointments with the Board

() New Business

Annual Board and Commission Appointments

Community Discussion – Future of Parks & Recreation

Potential of Water to Portion of By-Pass 28

Article 5 – Hooksett Road Property

EMS and Dispatch Contracts with Town of Derry

() Old Business

Update of Finance Assistant Job Posting

() Other Business

Board of Selectmen's Meeting – Monday, April 2nd at 7 PM

() Minutes

- March 5, 2018 Public Meeting
- March 5, 2018 Non-Public Meeting

() Adjourn

Note: "Any person with a disability who wishes to attend this public meeting and needs to be provided reasonable accommodations in order to participate, please contact the Board of Selectmen's Secretary at (603) 483-5052 x100, so that arrangements can be made."

Town of Auburn


Town Hall
47 Chester Road
P.O. Box 309
Auburn, NH 03032



Town Administrator

William G. Herman, CPM
Phone: (603) 483-5052 Ext. 111
Fax: (603) 483-0518
E-Mail:
townadmin@townofauburnnh.com

To: Board of Selectmen


From: Bill Herman, Town Administrator

Date: March 16, 2018

Re: Annual Appointments - 2018

The following is a list of town officer, board and committee appointments, which are due for action for the year 2018.

Selectmen's Representatives (Selectmen or administrative official) to:

Budget Committee	Term to Expire in March, 2019
Planning Board	Term to Expire in March, 2019
Highway Safety Committee	Term to Expire in March, 2019
Parks & Recreation Commission	Term to Expire in March, 2019

Public Official:

Fire Chief	Edward Gannon	Term to Expire in March, 2021
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The list below indicates the board or commission; the incumbent currently in the position and the new term of office for the position:

Conservation Commission	Diana Heaton	Term to Expire in March, 2021
Highway Safety	Daniel Carpenter Michael DiPietro Eva Komaridis	Term to Expire in March, 2019 Term to Expire in March, 2019 Term to Expire in March, 2019
Library Trustee Alternates	Sharon I. Bluhm Jean Worster	Term to Expire in March 2019 Term to Expire in March 2019
Parks & Recreation	David Nye Margie McEvoy	Term to Expire in March, 2021 Term to Expire in March, 2021
Zoning Board of Adjustment Alternate	James Lagana Steven Carroll	Term to Expire in March, 2021 Term to Expire in March, 2021

Regional Economic Development Center CEDS Steering Committee	Elmer Pease, II
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Thank you for your consideration.

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To: Board of Selectmen


From: Bill Herman
Town Administrator

Amy Lachance
Parks & Recreation Coordinator

Date: March 6, 2018

Re: Community Discussion – Future of Parks & Recreation

One of the goals established by the Board of Selectmen for 2018 is to have a community discussion intended to determine whether Parks & Recreation should remain predominately volunteer driven or should it become a formal town department with further oversight from town staffing.

We are writing to propose a multi-step process intended to gain input from as wide a portion of the community as possible so that good information is at hand to assist the Board in reaching decisions in this area.

With some guidance through the Department of Recreation Management and Policy at the University of New Hampshire, we are suggesting the Board authorize a three-step process that we believe should result in the gathering of good information from a cross-section of the community that will provide the basis for the facilitated community discussion meeting the Board included in its 2018 Goals.

The steps we are proposing include:

- A series of small facilitated focus group discussions with various stakeholder groups to gain specific information from these diverse segments of the community. These groups would include: sports leagues and teams (i.e. – Little League, Soccer, Softball); Senior Citizens; School Administration & Athletics; Parents; Town Officials; current Parks & Recreation Commission.
- An online survey that any resident of Auburn would be able to complete and offer their thoughts about programming, structure, level of interest and ideas about how Parks & Recreation should be operated in Auburn.
- Armed with information and data from these two efforts, the Town would then host a larger facilitated discussion meeting facilitated by staff from Primex intended to present the information learned from the earlier efforts and to conduct overall group discussions on that information.

As outlined, we anticipate this process could be accomplished in a two-to-three month time frame between the end of March and the beginning of June.

The Department of Recreation Management and Policy has provided us with samples of similar community surveys they have assisted with in the past that we could build from to establish an online survey for Auburn. With a tool such as "Survey Monkey", we can make the survey process fairly easy for anyone who would want to participate, while the system will tabulate the results for us.

The first step would be to undertake hosting a number of small focus group discussions aimed at soliciting information from specific stakeholder groups that may well have different levels of expectations from the Town and Parks & Recreation. These focus group discussions would be facilitated by Amy Lachance, Julie Glosner of Auburn (who works for UNH in Manchester), and possibly another individual designated to assist with this effort.

The information gained through the focus groups would then shape the questions for the online survey to solicit feedback from the general public. All of the information gathered from both the online survey and the individual focus groups would be compiled and reported out at a larger facilitated meeting of invited participants similar to last year's meeting of "Where Do We Go From Here" on the school addition project.

The end result of this information gathering and community discussion is to provide the Board of Selectmen with good information and community reaction as they work to determine what the future direction of Auburn Parks and Recreation should be.

We believe this process will enable all stakeholders to have direct input into the conversation, as well as members of the general public.

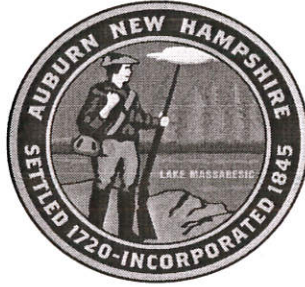
This overall process has been used successfully in other communities, and we have no reason to believe this would not be the case in Auburn.

With the Board's approval, we would take the steps necessary to get the focus group discussions structured by end of March / early April. Then the online survey up and running by early-to-mid April with it being available through the month of April. Ideally, the larger community facilitated meeting would be held in mid-to-the-end of May.

Thank you in advance for your consideration.

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To: Board of Selectmen


From: Bill Herman
Town Administrator

Date: March 16, 2018

Re: Potential of Water to Portion of By-Pass 28

One of the goals the Board established in the 2018 Goal Setting process was to examine the potential of extending the water line that in recent years was brought to the town line with Londonderry in the area of Brook Hollow. The Board was interested in seeing what might be possible for commercial land available for development along a portion of By-Pass 28.

Last week I initiated a conversation with Londonderry Town Manager Kevin Smith to inquiry about this possibility. Kevin indicated the water line is actually owned and operated by Pennichuck Water Works and we would need to have that conversation with them. Pennichuck is one of the larger wholesale water customers of Manchester Water Works, so the water supply for this water system would be MWW water sold to Pennichuck.

On March 16th, I asked Stantec Consulting Services to make contact with appropriate individuals at Pennichuck to determine what the potential is for Auburn to extend this service into the Town of Auburn; what the process is to move in that direction should it be decided that is a direction Auburn wants to move in, and roughly what sort of costs would be involved in such an activity.

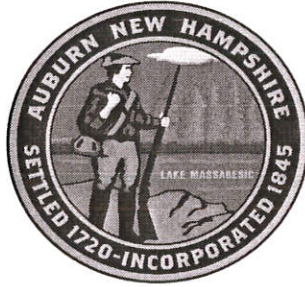
Through the Goal Setting process, the Board established July 1st as a target date to have this type of information from the Town engineers. I have asked Stantec to provide the information by June 1st.

At this point, there is no action for the Board to take. We are providing this as information for the Board.

Thank you for your consideration.

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Auburn, NH 03032



Town Administrator

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To: Board of Selectmen

From: Bill Herman
Town Administrator

Date: March 15, 2018

Re: Article 5 – Hooksett Road Property

With the voters' approval of Article #5 for the purchase of the 1.9-acre parcel of land on Hooksett Road from the Friends of Auburn, we have been provided with the attached warranty deed from the Friends to make this transaction a reality. This deed was prepared through the McLane Law Firm.

I have shared the deed with Town Counsel for their review and requested, if possible, to have their input back in time for the Board's March 19th meeting.

As you will see, the deed is identical to the warranty deed the Friends of Auburn received in October 2017 from the original owners of the property (also attached), at which time a full title search and all appropriate legal reviews were conducted.

Unless the Board has any objections, it would be our intention to move the deeding forward based on input from Town Counsel, and to complete the transaction in as timely a manner as possible

Once the property is formally transferred and recorded in the name of the Town, we would propose the Board then complete a Voluntary Merger of the existing library property (approximately one-half acre) with this lot of 1.9-acres to establish one lot of 2.4-acres owned by the Town of Auburn.

Thank you for your consideration.

Attachments

After Recording, Return to:
Town Manager, William Herman
Town of Auburn, NH
47 Chester Road
Auburn, NH 03032

WARRANTY DEED

The Friends of Auburn, LLC, having an address of 441 Chester Turnpike, Auburn, County of Rockingham, State of New Hampshire, 03032, for consideration paid, grant to **the Town of Auburn**, having an address of 47 Chester Road, Auburn, County of Rockingham, State of New Hampshire, 03032, with Warranty Covenants, the following:

A certain tract or parcel of land situate in Auburn, County of Rockingham, State of New Hampshire, being shown as Tax Lot 26/10 on a Plan of Land entitled, "LOT LINE ADJUSTMENT PLAN for Tax Lot 26/10 Ronald & Debra Desrosiers, Trustees Ronald & Debra Desrosiers Rev. Trust 16 Hooksett Road and Tax Map 26/10-2 Ronald and Debra Desrosiers, Trustees Ronald & Debra Desrosiers Rev. Trust, 14 Hooksett Road, Auburn, NH Rockingham County", prepared by Arthur F. Siciliano, Jr., Land Surveyor, last revised September 11, 2017, approved by the Town of Auburn Planning Board on September 6, 2017 and recorded at the Rockingham County Registry of Deeds at Plan No. D- 40387 and being more particularly bounded and described as follows:

Beginning at a stone bound mentioned on a previous plan (referred to on this plan key as "Stone Bound Plan" or "SBP") at the southwest corner of Tax Lot 26/09, land now or formerly of the Town of Auburn being known as the "Griffin Free Library", said point being on the eastern side of Hooksett Road; thence

South 80° 09' 07" East, 150.00 feet by and along the southerly side of Tax Lot 26/09 to a point marked by an SBP; thence

North 11° 44' 59" East, 137.53 feet by and along the eastern side of Tax Lot 26/09 to a granite bound found on the southern side of Tax Lot 26/10-1, land now or formerly of Ann L. Owen; thence

North 83° 51' 08" East, 295.10 feet by and along the southern side of Tax Lot 26/10-1 to a drill hole found; thence

Turning and running by and along a stone wall, along the western side of Tax Lot 26/03-1, land now or formerly of Samowitz & Klein-Auburn, LLC, the following courses and distances:

South 18 ° 54' 41" East, 9.62 feet to a drill hole found; thence

South 15 ° 05' 39" East, 66.48 feet to a drill hole found; thence

South 16 ° 29' 47" East, 163.45 feet to a drill hole found at the intersection of stone walls ; thence

South 67 ° 27' 19" West, 242.19 feet, by and along a stone wall along the northern side of Tax Lot 26/03, land now or formerly of Auburn Village Real Estate HOL, to an iron rod set at the southwest corner of Parcel B as shown on said plan; thence

North 00° 24' 38" East, 121.78 feet by and along the eastern side of Tax Lot 26/10-2 after Lot Line Adjustment to an iron rod set; thence

North 84° 11' 53" West, 275.78 feet by and along the northern side of Tax Lot 26/10-2 after Lot Line Adjustment to an iron rod set; thence

South 29° 21' 30" West, 77.59 feet to an iron rod set on the easterly side of Hooksett Road; thence

North 10° 39' 14" East, 100.00 feet to a stone bound mentioned at the point of beginning.

Said premises are conveyed together with the benefit of an easement shown on said plan and designated as the "easement area", which easement area shall be to benefit Tax Lot 26/10 should it need this easement area to utilize solely for the purposes of a setback area should the owners of Tax Lot 26/10 construct a driveway on said Tax Lot 26/10 for which purpose they solely need the easement area for utilization as a setback area but not for the purpose of construction or location of the actual driveway. Said actual driveway to be fully situated on the benefited Tax Lot 26/10 as described herein.

Said easement area on Tax Lot 26/10-2 being more particularly bounded and described as follows:

Beginning at an iron rod set on the southern boundary of Tax Lot 26/10; thence

South 84° 11' 53" East, 174.87 feet to a point; thence

South 68° 23' 48" West, 45.00 feet to a point; thence

North 80° 09' 07" West, 140.00 feet to a point; thence

North 29° 21' 30" East, 11.82 feet to the point of beginning.

Meaning and intending to describe and convey Tax Lot 26/10 as shown on the above referenced plan, containing 1.90 acres.

Said premises are conveyed subject to a well radius protection easement as shown on the above referenced Plan.

Meaning and intending to describe and convey the same premises conveyed to The Friends of Auburn, LLC by Warranty Deed of Ronald F. Desrosiers and Debra L. Desrosiers, Trustees of The Ronald F. Desrosiers and Debra L. Desrosiers Revocable

Trust, dated October 25, 2017 and recorded with said Registry of Deeds at Book 5865, Page 2432.

Dated this _____ day of March, 2018.

FRIENDS OF AUBURN, LLC

By: _____
Daniel J. Carpenter, Manager

STATE OF NEW HAMPSHIRE
COUNTY OF HILLSBOROUGH

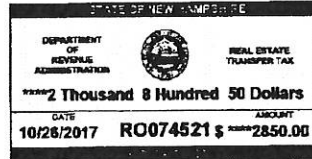
This instrument was acknowledged before me on this _____ day of March, 2018, by Daniel J. Carpenter, in his capacity as Manager of Friends of Auburn, LLC.

Notary Public/Justice of the Peace

BK 5865 PG 2432

MAIL TO

Once recorded, return to:
McLane Middleton
900 Elm Street
Manchester, NH 03101



047481

WARRANTY DEED

KNOW ALL PERSONS BY THESE PRESENTS that, We, **Ronald F. Desrosiers and Debra L. Desrosiers, Trustees of The Ronald F. Desrosiers and Debra L. Desrosiers Revocable Trust**, a trust created under Trust Agreement dated September 2, 2009, having an address of 23 Depot Road, Auburn, County of Rockingham, State of New Hampshire, 03032, for consideration paid, grant to **Friends of Auburn, LLC**, a New Hampshire limited liability company, having an address of 441 Chester Turnpike, Auburn, County of Rockingham, State of New Hampshire, 03032, with Warranty Covenants, the following:

A certain tract or parcel of land situate in Auburn, County of Rockingham, State of New Hampshire, being shown as Tax Lot 26/10 on a Plan of Land entitled, "LOT LINE ADJUSTMENT PLAN for Tax Lot 26/10 Ronald & Debra Desrosiers, Trustees Ronald & Debra Desrosiers Rev. Trust 16 Hooksett Road and Tax Map 26/10-2 Ronald and Debra Desrosiers, Trustees Ronald & Debra Desrosiers Rev. Trust 14 Hooksett Road, Auburn, NH Rockingham County", prepared by Arthur F. Siciliano, Jr., Land Surveyor, last revised September 11, 2017, approved by the Town of Auburn Planning Board on September 6, 2017 and recorded at the Rockingham County Registry of Deeds at Plan No. D- 40387 and being more particularly bounded and described as follows:

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South 80° 09' 07" East, 150.00 feet by and along the southerly side of Tax Lot 26/09 to a point marked by an SBP; thence

2017 OCT 26 AM 10:56

ROCKINGHAM COUNTY
REGISTRY OF DEEDS

North 11° 44' 59" East, 137.53 feet by and along the eastern side of Tax Lot 26/09 to a granite bound found on the southern side of Tax Lot 26/10-1, land now or formerly of Ann L. Owen; thence

North 83° 51' 08" East, 295.10 feet by and along the southern side of Tax Lot 26/10-1 to a drill hole found; thence

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South 16° 29' 47" East, 163.45 feet to a drill hole found at the intersection of stone walls ; thence

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Said premises are conveyed together with the benefit of an easement shown on said plan and designated as the "easement area", which easement area shall be to benefit Tax Lot 26/10 should it need this easement area to utilize solely for the purposes of a setback area should the owners of Tax Lot 26/10 construct a driveway on said Tax Lot 26/10 for which purpose they solely need the easement area for utilization as a setback area but not for the purpose of construction or location of the actual driveway. Said actual driveway to be fully situated on the benefitted Tax Lot 26/10 as described herein.

Said easement area on Tax Lot 26/10-2 being more particularly bounded and described as follows:

Beginning at an iron rod set on the southern boundary of Tax Lot 26/10; thence

South 84° 11' 53" East, 174.87 feet to a point; thence

South 68° 23' 48" West, 45.00 feet to a point; thence

North 80° 09' 07" West, 140.00 feet to a point; thence

BK 5865 P6 2434

North 29° 21' 30" East, 11.82 feet to the point of beginning.

Meaning and intending to describe and convey Tax Lot 26/10 as shown on the above referenced plan, containing 1.90 acres.

Said premises are conveyed subject to a well radius protection easement as shown on the above referenced Plan.

Meaning and intending to describe and convey a portion of the premises conveyed to Ronald F. Desrosiers and Debra L. Desrosiers, Trustees of The Ronald F. Desrosiers and Debra L. Desrosiers Revocable Trust by Warranty Deed of Ronald Desrosiers and Debra L. Desrosiers, dated September 30, 2011 and recorded with said Registry of Deeds at Book 5251, Page 51.

The undersigned, Ronald F. Desrosiers and Debra L. Desrosiers, are the Trustees of The Ronald F. Desrosiers and Debra L. Desrosiers Revocable Trust, a Trust created under Trust Agreement dated September 2, 2009, and therefore have full and absolute power in said Trust Agreement to convey any interest in real estate and improvements thereon held in said trust and no purchaser or third party shall be bound to inquire whether the Trustees have said power, or are properly exercising said power or to see to the application of any trust asset paid to the Trustees for a conveyance thereof.

The above described premises is not homestead property.

IN WITNESS WHEREOF, the undersigned have executed this instrument this 25 day of October, 2017.

**The Ronald F. Desrosiers and Debra L.
Desrosiers Revocable Trust**

Ronald F. Desrosiers Trustee

Ronald F. Desrosiers, Trustee

Debra L. Desrosiers Trustee

Debra L. Desrosiers, Trustee

STATE OF NEW HAMPSHIRE
COUNTY OF HILLSBOROUGH

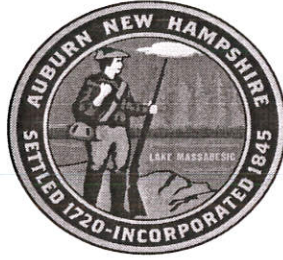
This instrument was subscribed, sworn to, and acknowledged before me on this 25th day of October, 2017, by Ronald F. Desrosiers and Debra L. Desrosiers, in their capacities as Trustees of The Ronald F. Desrosiers and Debra L. Desrosiers Revocable Trust.

Cheryl LePine Beliveau
Notary Public/Justice of the Peace



Town of Auburn

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Town Administrator

William G. Herman, CPM
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townadmin@townofauburnnh.com

To: Board of Selectmen


From: Bill Herman, CPM, Town Administrator

Date: March 15, 2018

Re: EMS and Dispatch Contracts with Town of Derry

Late last year, the Town of Auburn renewed its EMS Contract with the Town of Derry for the provision of ambulance services for the time period of July 1, 2018 through June 30, 2025. Auburn's current contract for fire dispatch service is a five year agreement with runs from July 1, 2015 through June 30, 2020.

You may have recently seen the attached news article that the Town of Chester recently re-negotiated their contracts from EMS and Dispatch Services with the Town of Derry for 10 year periods at slightly different terms than Auburn's current EMS contract but the same annual adjustment as the Auburn EMS contract.

The Town of Derry did not want Auburn to feel they were being differently than the Town of Chester as a result, and are willing to offer similar contracts for similar terms as just approved for the Town of Chester.

In terms of finances, the annual adjustments from FY18 base contracts which Chester and Derry agreed to are as follows:

Year	EMS	Dispatch
1	0%	0%
2	2%	2%
3	2.5%	3%
4	2.75%	3%
5-10	3%	3%

I am not asking the Board for any decision at this point, but wanted to provide you with this potential opportunity for your consideration. We can discuss it at a future meeting or provide any additional information you may request to assist in your decision making.

Thank you for your consideration.

Attachment



Derry updates contract for ambulance transport, dispatch services

By CHRIS GAROFOLO

Union Leader Correspondent

DERRY — The Derry Town Council voted last week to sign an updated intermunicipal agreement with Chester to continue offering ambulance transport and fire/emergency medical dispatch services for the next decade.

Fire Chief Michael J. Gagnon said Derry receives revenue from the approved annual subsidy as a result of the ongoing partnership between the two communities without costing taxpayers.

"The subsidies cover our expenses for providing the service, and we also, in the ambulance contracts, are able to receive third-party billing invoices for patients we transport, so there is additional revenue to this contract," Gagnon said.

The council supported the measure 5-0.

This new contract supersedes any remaining time on the existing deals and extends it through June 2028. In the first year of the ambulance transport services, Derry will receive \$83,896 and it will receive \$33,434 for the fire/EMS dispatch services agreement.

With the negotiated annual subsidy, Derry will see a 2 to 3 percent increase for the life of the contract. The ambulance and dispatch contracts by the final year will jump to \$107,614 and \$43,200 respectively.

The fire department has worked to renegotiate contracts with neighboring Auburn and Chester for several weeks, having recently completed one and now finalizing ambulance and dispatch services with the other. Chester requested the possibility of bundling the two into a long-term agreement before the current ambulance service transport deal expired in June.

"They will still stay two separate contracts, but they are going to have the same term," the chief said.

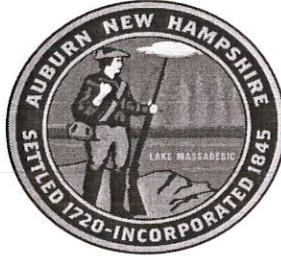
Derry has provided fire and ambulance services since 1972. During the term of this contract, the two communities will celebrate 50 years of service.



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Town Administrator

William G. Herman, CPM
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Fax: (603) 483-0518
E-Mail:
townadmin@townofauburnnh.com

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: March 16, 2018

Re: Update of Search for Finance Assistant Position

In follow-up to our last report to the Board concerning the posting of the position of Finance Assistant, we wanted to provide the following update.

As of this writing, we have received a total of 10 applications for the position. Although one individual has been back in contact with us to report they have accepted another position since applying, so we have a total of nine applications in hand at the present time.

We have set the week of March 19th as the time frame to begin reviewing resumes and determining how many individuals should be invited in for interviews. The position as advertised is listed as being "open until filled" to provide the Town with some flexibility in moving forward.

I would recommend the Board consider allowing the Finance Director and the Town Administrator to initially review the resumes and recommend between three and five candidates to be invited in for interviews.

The Board should give consideration for who should serve on an interview panel. An initial thought had been perhaps the Finance Director, the Town Administrator and Dale Phillips serve as an initial interview panel, with their top two candidates then being afforded a final interview with the Board of Selectmen.

Thank you for your consideration.

**Town of Auburn
Board of Selectmen
March 5, 2018**

Selectmen Present: James Headd, Richard Eaton & Dale Phillips

Also Present: Town Administrator William Herman, Road Agent Michael Dross, Linda Dross, Mike DiPietro, Paula Marzloff, Michael Rolfe, Keith LeClair School Board Chair, Alan Villeneuve, School Board, Tom Lacroix, Ed Gannon Fire Chief, Christine McLaughlin, Marion Miller and Nancy J. Hoijer Recording Secretary.

Mr. Headd called the public meeting to order at 7:00 pm and led the audience in the Pledge of Allegiance.

Approval of Payroll for the Week of March 5, 2018 - \$42,319.21

Mr. Eaton moved to approve the Payroll in the amount of \$42,319.21 for the week of March 5, 2018; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Appointments with the Board

Fire Chief Gannon and Road Agent Dross – Pingree Hill Road Closure

Fire Chief Gannon spoke to the matter of the temporary road closure on Pingree Hill Road caused by a live power line that came down in the storm. While Eversource reported the closure was for several hours the road was closed for 49 minutes. The Road Agent found out about the closure second hand and needed to be added to the notification system. The Selectmen can also be added to the system. Mr. Eaton agreed and will provide their phone numbers. Fire Chief Gannon added that the only complaint about the notification system had been the voice which was hard to understand. He has changed that so that you will hear his voice or Melissa's at the police station.

Alan Villeneuve – Potential Access for School Construction Project

Mr. Villeneuve presented a proposal for an access road during the school construction which will be purely an entrance for construction, using the ball fields as a staging area. This will also allow emergency response to access the fields and will be permanent.

New Business

Codification of Town Ordinances

Mr. Herman will be working with Melissa on a project to have the town ordinances and policies accessible in one place.

EMS Fast Response Vehicle

Fire Chief Gannon would like to use the former Ford Explorer police cruiser which is being used

as a command vehicle while the new one is in service, as an EMS Fast Response Vehicle. Fire Chief Gannon suggested that it could be used by the inspector during the day and at night be a primary EMS vehicle kept in service when the new command vehicle comes in. Mrs. Phillips asked if it could be used for transports. Chief Gannon advised that only a licensed registered ambulance could do transports. Chief Gannon offered that its already paid for and the mechanical service costs are less. Mr. Eaton agreed that it made sense and could get into a lot of places. Chief Gannon will have the vehicle marked. Mr. Eaton asked if it were insured. Chief Gannon advised that Mrs. Frisella had already taken care of that.

Maple Farm Road – Hazardous Mitigation Grant Program

Road Agent Michael Dross spoke to the condition of Maple Farm Road which will require the road to be raised 6" to a foot and 3-4 culverts installed. Mr. Herman presented the accompanying application for Hazard Mitigation Grant Program funding. Mr. Eaton asked about the other end. Mr. Dross advised that the road was heaving, unless you redo the whole road its going to be a problem.

Old Business

Update of Finance Assistant Job Posting

Mr. Herman reported that the advertisement for the Finance Assistant job had been posted in the paper and the Municipal Association web page, the town web page, Town Hall and Post Office and he has received six applicants as of today. The position will run "open until filled." March 19th is the target date to begin interviews.

Update on Multi-Use Trail Project

Mr. Herman advised that he did not hear from Dan, he has the data and will be meeting with all parties within the next two weeks.

Other Business

Town & School District Voting Day – Tuesday, March 13th from 7 AM to 7 PM

Board of Selectmen's Meeting – Monday, March 19th at 7 PM

Mr. Eaton reminded everyone that Tuesday, March 13th is voting day from 7 AM to 7 PM and there will be no Selectmen's meeting next week.

Mr. Eaton advised that today was Mrs. Phillips last meeting as her term is up and thanked her for her service. Mrs. Phillips received applause from the audience for her service.

Minutes

February 26, 2018 Public Meeting

Mrs. Phillips motioned to accept the February 26, 2018 Public Meeting Minutes, as written. Mr. Eaton seconded the motion, all were in favor, the motion passed unanimously.

February 26, 2018 Non-Public Meeting (x3)

Mrs. Phillips motioned to accept the February 26, 2018 Non-Public Meeting Minutes, as written. Mr. Eaton seconded the motion, all were in favor, the motion passed unanimously.

Non-Public Session pursuant to 91-A:3, II (c)

Review of correspondence on a pending legal issue and Review of previously sealed Non-Public Meeting Minutes.

Mr. Eaton motioned to go into Non-Public Session pursuant to 91-A:3, II (c) matters which could affect the reputation of someone other than a member of the Board. Mrs. Phillips seconded the motion. Mr. Headd – yes, Mr. Eaton – yes, Mrs. Phillips – yes. The motion was passed and the Board entered into Non-Public Session at 7:27 pm

The meeting room was closed to the Public at 7:27 p.m.,

The meeting room was reopened at 7:42 pm

Mrs. Phillips motioned to seal the non-public meeting minutes. Mr. Eaton seconded the motion, all were in favor, the motion passed unanimously.

Mr. Eaton motioned to unseal the Non-Public Meeting Minutes of December 28, 2012 and October 23, 2017. Mr. Headd seconded the motion, all were in favor, the motion passed unanimously.

Adjourn

Mr. Headd motioned to adjourn the meeting. Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

The meeting was adjourned at 7:46 p.m.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary