

**Town of Auburn  
Board of Selectmen  
August 8, 2016  
Town Hall  
6:30 p.m.**

**( ) Non-Public Session pursuant to provisions of RSA 91-A: 3, II (d)**

- Consideration of the acquisition, sale or lease of real property

**7:00 p.m.**

**( ) Call to Order – Pledge of Allegiance**

Approval of Accounts Payable for Week of August 1<sup>st</sup>, 2016

Approval of Payroll for Week of August 8<sup>th</sup>, 2016

Consent Agenda – as of August 8<sup>th</sup>, 2016

**( ) Public Hearings**

- ❖ Receipt & Expenditure of funds for the expanded parking lot and design & permitting of a connecting walkway at Eddows Recreational Fields
- ❖ Withdrawal and Expenditure of \$12,899.90 from the Accrued Benefits Expendable Trust

**( ) Appointments with the Board**

**( ) New Business**

Appointment of Auburn Representatives to Southern NH Planning Commission

Joint Selectmen & Police Commission Meeting – August 16<sup>th</sup>, 2016

**( ) Old Business**

Dartmouth Drive Gate

**( ) Other Business**

**( ) Minutes**

- July 25<sup>th</sup>, 2016 Public Meeting

**( ) Non-Public Session**

Pursuant to the provisions of RSA 91-A:3, II (c) Reputation of any person other than a Board member -- Review of previously sealed Non-Public Meeting Minutes

*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."*

## **PUBLIC NOTICE**

Pursuant to RSA 31:95-b and Article 14 of the 2000 Town Meeting, the Auburn Board of Selectmen will hold a public hearing on Monday, August 8, 2016 beginning at 7:00 P.M. at the Auburn Town Hall for the purpose of receiving public comment concerning the acceptance and expenditure of the following unanticipated revenues:

- Receipt of \$49,799.12 from the unanticipated sale of three properties taken by Tax Collector Deeds in 2015, and to authorize the expenditure of \$23,500 from these funds for the expanded parking lot and design & permitting of a connecting walkway at Eddows Recreational Fields.

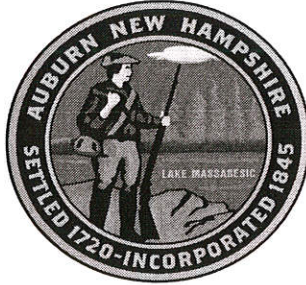
Immediately following the public hearing on the above item, the Auburn Board of Selectmen will hold a public hearing pursuant to RSA 31:19-a and Article 7 of the 2016 Town Meeting for the purpose of receiving public comment concerning the withdrawal and expenditure of:

- \$12,899.90 from the Accrued Benefits Expendable Trust for the total cost of accrued benefits paid out to two Town employees who retired in 2016.

Board of Selectmen  
Town of Auburn  
July 26, 2016

## 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, CPM, Town Administrator

**Date:** August 4, 2016

**Re:** Public Hearings on Unanticipated Revenue & Expendable Trust Withdrawal

As part of your August 8<sup>th</sup> meeting, there are two public hearings scheduled. One is to implement your choice from your July 25<sup>th</sup> meeting to use unanticipated revenues to cover costs associated with the expanded parking lot and the design & permitting of a connecting walkway at Eddows Recreational Fields.

The second hearing is concerning the recommended withdrawal of funds from the Accrued Benefits Expendable Trust to reimburse the general fund for the costs of the accrued benefits paid out to two Town employees who retired in 2016.

Attached is back-up information on both items.

If the Board decides to approve these actions, the following motions would be appropriate to act on following any input received at the public hearings:

### Unanticipated Revenues / Eddows Field Project Costs

*Move to accept the amount of \$49,799.12 from the unanticipated sale of three properties taken by Tax Collector Deeds in 2015, and to authorize the expenditure of up to \$20,000 from these funds for the costs associated with the expanded parking lot and the design & permitting of a connecting walkway at Eddows Recreational Fields.*

### Expenditure from Accrued Benefits Expendable Trust

*Moved to approve the withdrawal and expenditure of \$12,899.90 from the Accrued Benefits Expendable Trust for the total cost of accrued benefits paid out to two Town employees who retired in 2016.*

Thank you for your consideration.

# RECREATION IMPROVEMENTS BALANCING OF OVER EXPENDITURE

<b><u>Budget Account</u></b>	<b><u>Item</u></b>	<b><u>Amount</u></b>
01-4901-3-910-3	Recreation Improvements	(\$20,820.07)
01-4901-3-910-3	Wetlands Permit Anticipated Costs	(\$3,000)
	<i>Total Budget Over Expenditure</i>	(\$23,820.07)

## **Reductions Offered by P&R Chairman**

01-4520-0-001-1	Recreation Senior Trips	\$2,000.00
01-4520-0-001-4	Recreation Community Service Award	\$400.00
01-4520-0-001-7	Recreation Soccer Program	\$400.00
01-4520-0-001-8	Recreation Senior Dinners	\$200.00
01-4520-3-360-1	Recreation Playground & Parks	\$500.00
01-4520-5-550-0	Recreation General Maintenance	\$1,500.00
	<i>Sub-Total</i>	(\$18,820.07)

## **Unanticipated Revenues for Balance**

01-3501-0-000-0	Sale of Town Owned Property	18,820.07
		\$0.00

## Recreation Improvements

Date	Vendor	Inv #	Amt	
1/27/2016	David Nye	DN012716	1,320.00	Stack Brush & Burn
2/26/2016	David Nye	DN022616	320.00	CutTrees Powerline
2/26/2016	Stantec	1022131	732.00	
3/10/2016	David Nye	DN031016	1,000.00	Move Loam Stake Lot
3/15/2016	Phoenix Precast	63992	5,676.00	Light Pole Base
3/16/2016	David Nye	DN031616	4,300.00	Move Loam
3/22/2016	David Nye	DN032216	2,745.00	Loam,Gravel, Ditch
3/21/2016	SRW Trucking	SRW032116	640.00	Trucking Material
3/25/2016	Stantec	1033300	762.50	
3/28/2016	David Nye	DN032816	1,375.00	Gravel
4/18/2016	David Nye	DN041816	11,150.00	Loam, Crush, Gravel
4/29/2016	CWS Fence	160040	3,420.00	Guard Rail / Fence
4/30/2016	Stantec	1048337	1,250.00	
5/4/2016	ATS Equipment	590542	60.00	
5/9/2016	David Nye	DN050116	6,250.00	Lighting & Gravel
5/9/2016	SRW Trucking	SRW050916	640.00	Trucking Material
5/13/2016	ATS Equipment	590508	3,700.00	Excavator Rental
5/16/2016	David Nye	DN051616	7,780.00	Loam Electrical Cleanup
5/23/2016	Dan Carpenter	7748	560.00	Debris Removal
5/23/2016	Gemini Electric	1053479	8,131.57	Lighting
6/24/2016	Stantec	1073820	1,008.67	
6/30/2016	Trs to Rec Budget	Adjustment	(5,000.00)	

<b>Total</b>	<b>57,820.74</b>
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ATS	3,760.00
CWS Fence	3,420.00
Dan Carpenter	560.00
David Nye	36,240.00
Gemini Electric	8,131.57
Phoenix Precast	5,676.00
SRW	1,280.00
Stantec	3,753.17
Trs to Rec Budget	(5,000.00)
	<u>57,820.74</u>

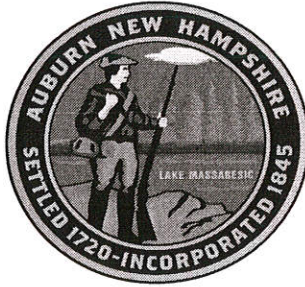
TO: Board of Selectmen  
From: Adele A. Frisella  
Subject: Accrued Benefits Expendable Trust  
Date: July 15, 2016

The Town of Auburn recently had two employees retire and at their retirement date had accrued benefits paid out to them. The total cost of the benefits paid out; \$12,899.90. At this time, would like to request a transfer from the Accrued Benefits Expendable Trust in the same amount to cover these costs.

Attached is back-up paperwork for your review.

## 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, CPM, Town Administrator

**Date:** August 5, 2016

**Re:** Appointment of Auburn Representatives to the Southern NH Planning Commission

In June, the Executive Director of the Southern New Hampshire Planning Commission advised the Chairman of the Planning Board that the terms of office for Auburn's two representatives and one alternate representative were due to expire on June 30, 2016.

At their meeting on August 3, 2016, the Auburn Planning Board voted to recommend the re-appointment of Charles "Stoney" Worster and William Herman as SNHPC Representatives and Ronald Poltak as an Alternate Representative from Auburn. The terms of office for appointments to a Regional Planning Commission are four-years, so these appointments would be until June 30, 2020.

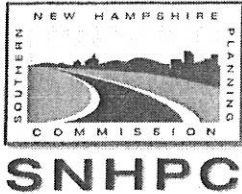
RSA 36:46 requires that the Planning Board nominate individuals for appointment to the Board of Selectmen, and for the Selectmen to confirm those appointments. So action is required by both Boards for the appointments to be effective.

If the Board decides to approve the nominations of the Planning Board, the following motion would be appropriate:

*Move to approve the nominations of the Auburn Planning Board of Charles Worster and William Herman as Auburn Representatives to the Southern New Hampshire Planning Commission, and Ronald Poltak as an Alternate Auburn Representative to the Southern New Hampshire Planning Commission; with all terms of office to be until June 30, 2020.*

Thank you for your consideration.





## Southern New Hampshire Planning Commission

438 Dubuque Street, Manchester, NH 03102-3546, Telephone (603) 669-4664 Fax (603) 669-4350  
www.snhpc.org

June 17, 2016

Mr. Ronald Poltak, Chairman  
Auburn Planning Board  
P.O. Box 309  
Auburn NH 03032

Re: SNHPC Representative from Auburn

Dear Mr. Poltak:

Please be advised that the term of service for the Auburn representatives to the Southern New Hampshire Planning Commission, including yours, will expire on June 30, 2016.

- Charles "Stoney" Worster, June 30, 2016
- William Herman, June 30, 2016
- Ronald Poltak, June 30, 2016

I encourage you to ask these individuals if they would like to continue his service. If not, please nominate new individuals to the Auburn Selectman's office for approval.

Thank you for your attention to this matter. If you have any questions, or if I can be of assistance, please feel free to contact me.

Sincerely,

SOUTHERN NEW HAMPSHIRE  
PLANNING COMMISSION

David J. Preece, AICP  
Executive Director

DJP/lm



**Town of Auburn  
Board of Selectmen and Police Commission  
August 16, 2016  
Town Hall**

**7:00 PM**

**( ) Call to Order**

**( ) Municipal Resources, Inc., Project Team**

- Presentation & Discussion of Organizational and Risk Assessment of Auburn Police Department

**( ) Other Business**

Note: "Any person with a disability who wishes to attend this public meeting and needs to be provided a reasonable accommodation in order to participate, please call the Town Hall (603) 483-5052, or contact the Committee Secretary so that arrangements can be made."

**Town of Auburn  
Board of Selectmen  
July 25, 2016**

**Selectmen Present:** James Headd, Richard Eaton & Dale Phillips

**Also Present:** Christine Soucie, Treasurer; Adele Frisella, Finance Director; Francis McFarland. Sue Jenkins, Mike DiPietro, John Rolfe, Mike Dross, Michael Rolfe, Paula Marzloff, Dennis Vieira, and Tom Gonyea, Residents; William Herman, Town Administrator; Kathryn Lafond, Recording Secretary

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

**Approval of Accounts Payable for Week of July 18<sup>th</sup>, 2016**

***Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$147,508.53 for the week of July 18<sup>th</sup>, 2016; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

**Approval of Payroll for Week of July 25<sup>th</sup>, 2016**

***Mr. Eaton moved to approve the Payroll Manifest in the amount of \$45,262.24 for the week of July 25<sup>th</sup>, 2016; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

**Consent Agenda – Week of July 25<sup>th</sup>, 2016**

Abatement/Refund Request

Dusty's Transport, Inc., 7 Priscilla Lane (Tax Map #1, Lot #36-24) - \$2,713.74 (Tax Year 2014)

Dusty's Transport, Inc., 7 Priscilla Lane (Tax Map #1, Lot #36-24) - \$2,482.55 (Tax Year 2015)

Calef Lake Camping Area, LLC, 593 Chester Road (Tax Map #5-65-Ora-04) - \$64.00 (Camper Removed)

Calef Lake Camping Area, LLC, 593 Chester Road (Tax Map #5-65-Ki/02) - \$69.00 (Camper Registered)

Cable TV Franchise Agreement / 2017-2027

Comcast of New Hampshire

Corrective Check Register / Abatement Settlement

Dusty's Transport, Inc., - \$2,482.55

Pistol/Revolver License

Eight (8) Licenses

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

**Christine Soucie, Treasurer**

Ms. Soucie noted that the Board of Selectmen revised the Investment Policy last year. The interest rates are on the rise so she would like the Board to authorize her to invest town funds in the New Hampshire Investment Pool. Ms. Soucie indicated that the interest rate is currently .55% which is pretty good compared to TD Bank which is giving the town .146%. Ms. Soucie informed the Board that the NH Pool allows the flexibility to move funds in and out next day. Mr. Headd asked who administers the New Hampshire Investment Pool. Ms. Soucie explained that there is a Board and the pool uses a company called PFM to manage the investments. Mr. Herman informed the Board that the pool is backed by the full faith and credit of the State of NH. Mrs. Frisella asked if the town would need collateralization. Ms. Soucie stated not with the pool and added that the one drawback is that when the funds are moved out of the town's account and into the pool the town will incur fees from TD Bank, she anticipates that the fees will be offset by the amount of interest earned. Mrs. Phillips asked if there were any other fees associated with this investment proposal. Ms. Soucie indicated that there are no fees or minimum amounts or balances. Mr. Eaton asked if Ms. Soucie could report back to the Board quarterly. Ms. Soucie indicated that she could provide the Board with the information. Mrs. Phillips asked how much Ms. Soucie would like to invest. Ms. Soucie stated that the town has approximately \$4 to 4.5 million in excess funds.

***Mrs. Phillips moved to authorize the town Treasurer to move funds from TD Bank to NH Public Deposit Investment Pool as discussed; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.***

## **Jack McFarland – Contaminated Soil Clean-up**

Mr. McFarland asked the Board to go into non-public session for the discussion. Mr. Headd asked for what reason Mr. McFarland would like to meet in non-public session. Mr. McFarland stated that he would like Mrs. Phillips to recuse herself from the discussion because she is bias and doesn't like Mr. McFarland. Mrs. Phillips responded that Mr. McFarland made an agreement with the town to clean-up the property and she would like him to honor that agreement. Mr. McFarland indicated that he admitted to the oil spill and was prepared to do the work with Stantec monitoring but Mr. Tatem with Stantec informed him that he had to pay the town first. Mr. McFarland stated that he has put in an insurance claim in order to pay the town and he would like to get the cleanup work done sooner than later. Mr. Herman questioned Mr. McFarland about the insurance claim and his insurance carrier. Mr. McFarland relayed his insurance information. Mr. McFarland questioned total amount due, he feels Stantec's fees for visiting the site two times is excessive, and he also disputes ongoing monitoring fees. Mr. Eaton indicated that there are no ongoing monitoring costs in the breakdown. Mr. McFarland requested a full breakdown of the costs paid by the town that is requested be repaid to the town by him. Mrs. Phillips stated that she is ok with Mr. McFarland doing the cleanup work prior to paying the town but she wanted him to understand that he is liable for payment and if he does not pay there will be repercussions. The other Board members were in agreement with this. Mr. Eaton suggested that the town place a lien on the property in the amount of what is owed to the town, which will be released upon payment. He would also be comfortable authorizing the deadline date for the clean-up be extended by one week. Mr. McFarland was agreeable to this and again requested an itemization of the costs that he is to repay the town for.

***Mr. Eaton moved to extend the deadline date for the clean-up of 663 Raymond Road by one week to August 5<sup>th</sup> and to place a lien on the property for the amount of \$9,510 owed by the property owner to the town of Auburn for the clean-up efforts; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

## **Adele Frisella and Bill Herman – Recreation Improvement Over-expenditure**

Mr. Herman indicated that the Board had received recommendations from the Parks and Recreation Commission regarding moving \$5,000 from their budget to help offset the overage of the Recreation Improvements budget line. The Board had asked that the Finance Director look for other areas to cover the remaining over expenditure. Ms. Frisella indicated that she would recommend that the Board use excess or unanticipated revenues to offset the expenses instead of pulling from other budget lines. Ms. Frisella noted that the department budgeted money for certain things and it is not really fair to use

those funds to offset this expenditure and potentially leave them short. Also, moving funds around in such a manner does not provide a good representation of should be budgeted for in the coming year. Mr. Eaton indicated his support of using the funds in the Sale of Town Owned Property line so that all of the expense comes from one line. Mr. Herman asked if the Board would still like to use the \$5,000 from the Recreation budget lines. The Board agreed that they did and the balance should come from the Sale of Town Owned Property line. Mr. Herman state that he would schedule a Public Hearing for the next Board meeting for the purpose of authorizing this. Mr. Gonyea questioned why there was such an overage. Mr. Eaton explained that the work happened very quickly and unexpected challenges resulted in added costs, the Board will be working more closely with departments come budget season to get a better handle on things like this.

### **Adele Frisella and Bill Herman – FY2017 Budget Direction**

Mrs. Phillips stated that with the anticipated school Warrant Article on the ballot again in the coming year department heads should keep that in mind when preparing their proposed budget. Mr. Eaton agreed that instead of proposing level funding, departments should really be looking at what they need and asking for it. Mrs. Frisella indicated that she believes that everyone should stick to their budgets, unexpected things come up sometimes that need to be funded but if can wait until the next budget year it should. Mrs. Frisella pointed out that the Master Plan funding is a good example. It was not budgeted for in 2015, funding from other budget lines was requested and authorized but then the work was not completed and was carried over into 2016 but the work has still not be completed. Mr. Eaton added that he wants to eliminate the mentality that if a budget is not spend that they budget will be cut then following year, he feels that this leads to unnecessary spending. Mrs. Frisella agrees.

### **New Business**

#### **Damage to Dartmouth Drive Fence**

Mr. Herman informed the Board that the fence and gate on Dartmouth Drive were run down by a vehicle, a quote to replace the gate and repair the fence was provided by AQ Fence who originally install them. Mr. Herman noted that the Board may want to have the Road Agent but jersey barriers in from of the fence. Mr. Dross thought that the gate should be fortified. The Board asked that Mr. Herman get another price quote from AQ Fence. Mr. Herman agreed he would and suggested the Mr. Dross meet AQ on site to determine what is suitable for the town's needs. Mr. Dross was agreeable to meeting onsite with the company.

### Appointment of Ballot Clerks

The Board was presented with a request from Moderator, James Tillery to appoint Ballot Clerks and Assistant Clerk.

***Mrs. Phillip moved to appoint as Ballot Clerks, terms to expire, July 2018:***

***Dorothy J. Carpenter,***

***Karen J Garon,***

***Mary Ann Rolfe,***

***Dense A. Royce,***

***Mary S. Sargent,***

***Judith Minakin,***

***Feria Hanscomb,***

***Eve Mongeau,***

***Terry Coll,***

***Susan Tillery***

***And Patricia Rousseau as Assistant Clerk***

***Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.***

### **Old Business**

Mr. Rolfe asked about the study and the investigation of the Police Department. Mr. Headd indicated that MRI has conducted the study of the Police Department and the reports are just being distributed. A public hearing will be held and the report will be published. Mr. Rolfe asked about the investigation into Mr. Dross's complaint. Mr. Herman indicated that the Police Commission not the Board of Selectmen are dealing with that.

Mr. Dross asked if the town would be asking the Police Department to conduct an investigation of 663 Raymond Road contamination of town property, noting that a precedence has been set with the Police investigation at the former landfill. Mr. Headd stated that the Board of Selectmen was not involved in any complaint with the former landfill property. Mr. Dross indicated that he intends to ask the Police Commission at their next meeting if they will conducting an investigation.

Mr. Herman informed the Board that two quotes were received for the Old Candia Road Precast Concrete Culvert and Stantec Consulting recommends the town award the contract to CSI who bid the amount of \$31,140.

***Mr. Eaton moved to award the Old Candia Road Precast Concrete Culvert contract to CSI in the amount of \$31,140; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

Mr. Herman informed the Board that he had relayed the Boards concerns to Millennium Running organizer John Mortimer about the closure of Audubon Way however the route that has been provided to the Police Department still reflects no change in the race route.

The Board agreed that they do not want Audubon Way closed and another route should be determined.

Mr. Dross informed the Board that a tree on Dearborn Road and a transformer was damaged, there are barrels of oil on the side of the road that have not been removed yet.

## **Minutes**

### July 6<sup>th</sup>, 2016 Non-Public Meeting

***Mr. Eaton moved to approve the minutes of the July 6<sup>th</sup>, 2016 Non-public meeting; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

### July 11<sup>th</sup>, 2016 Public Meeting

***Mr. Eaton moved to approve the minutes of the July 11<sup>th</sup>, 2016 public meeting; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

### July 15<sup>th</sup>, 2016 Non-Public Meeting

***Mr. Eaton moved to approve the minutes of the July 15<sup>th</sup>, 2016 public meeting; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

***Mr. Headd moved to adjourn; Mr. Eaton seconded the motion; all were in favor, the public meeting ended at 8:10 p.m.***