**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 18th, 2016**

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

**Approval of Payroll for Week of July 25th, 2016**

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

**Consent Agenda – Week of July 25th, 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 incurs 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 5th 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 6th, 2016 Non-Public Meeting

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

July 11th, 2016 Public Meeting

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

July 15th, 2016 Non-Public Meeting

***Mr. Eaton moved to approve the minutes of the July 15th, 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.***