

**Town of Auburn  
Board of Selectmen  
November 7, 2016**

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

**Also Present:** Brian Duggan, Municipal Resource, Inc.; Ed Gannon, Bob Seling, Pat Glennon, Dave Walters, Joe Rossino, Sage Quimby, Doug Brown, Alex Phillips, Rick Dennis, Jay Coulter, Felix Aguilera, Mike Mozer and Matt Barsileau, Auburn Fire Department; Nancy Mayland, Jean Worster, Mike DiPietro, Michael Rolfe, Paula Marzloff, Susan Goodhue and Russell Sullivan, Residents; William Herman, Town Administrator; Kathryn Lafond, Recording Secretary

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

**Approval of Accounts Payable for Week of November 7<sup>th</sup>, 2016**

***Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$946,720.47 for the week of November 7<sup>th</sup>, 2016; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

**Consent Agenda – Week of November 7<sup>th</sup>, 2016**

Appointment / Inspector of the Election

Linda Ann Hood  
Carrie A. Rouleau-Cote

Land Use Change Tax Warrant

94 Winchester Way (Tax Map #2, Lot #9-13), 3.000 acres- \$12,500  
59 Winchester Way (Tax Map #2, Lot #9-16), 3.000 acres- \$12,500

Pistol/Revolver License

Three (3) License

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

## **Brian Duggan – Presentation of Operational & Risk Analysis of Auburn Fire Dept.**

Mr. Duggan presented the Operational & Risk Analysis of the Auburn Fire Department to the Board of Selectmen. Mr. Duggan indicated that over the last several months he and his colleague, Robert Craig conducted the study by reviewing the various town and department budgets, policies and reports as well as interviewing community members, officials and department personnel. Mr. Duggan stated that the Fire Departments showing at tonight's meeting represents the health and vitality of the department. Mr. Duggan went on to describe some positive highlights of the department that are detailed in the provided report as well as some of the recommendations that were made to improve the department. Mr. Duggan stated that overall the town has an excellent view of the Fire Department, the Fire Department and Police Department have a great relationship and he would be remiss not to acknowledge Chief Gannon's energy and enthusiasm. Mr. Duggan noted that if 70 to 80% of the recommendations provided are implemented overtime they feel like it is a success. Mr. Herman commented that the Board of Selectmen just approved the proposed 2017 budget for the refurbishing of the tanker, which was a recommended item in MRI's report. Chief Gannon followed up that the department has reviewed the report, some things have already been addressed, others have been placed on a time line and some, like the updating of the SOP's will take time to complete. Mr. Headd stated that he is impressed with the report and the Fire Department. The other Board members agreed.

## **FY 2017 Budget Presentations**

### **Griffin Free Public Library**

<b>Account Number</b>	<b>Account Description</b>	<b>Proposed Amount</b>	<b>Approved Amount</b>
01-4550-3-340-0	Library Operating Expenses	\$38,403.85	\$38,403.85

Mrs. Mayland presented the proposed 2017 Library budget. The Board had reviewed a breakdown of the Library's operating expenses. Mrs. Mayland indicated that they had sought a quote to replace the railing at the library and asked the Board if it should be budgeted for in the library budget or if the Board would take the funds from the town's building improvement line. The Board agreed that the expenditure for the railing should come from the building improvement line.

***Mr. Eaton moved to approve the Griffin Free Public Library budget as presented; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

## Planning & Zoning

Account Number	Account Description	Proposed Amount	Approved Amount
01-4191-3-320-1	P/Z Engineering Services	\$3,000.00	\$3,000.00
01-4191-3-350-1	P/Z Legal Expenditure	\$21,500.00	\$21,500.00
01-4191-6-390-1	P/Z Maps	\$250.00	\$250.00
014191-3-390-2	Master Plan & Regulatory Updates	\$3,000.00	\$3,000.00
01-4191-3-390-3	P/Z Recording Fees	\$250.00	\$250.00
01-4191-6-620-1	P/Z Printing	\$1,000.00	\$1,000.00
01-4191-6-645-0	P/Z Dues, Workshops, Seminars	\$1,200.00	\$1,200.00
01-4191-6-650-1	P/Z Books	\$500.00	\$500.00
01-4191-6-670-1	P/Z Printed Forms & Supplies	\$50.00	\$50.00
01-4191-6-680-1	P/Z Legal Ads	\$3,000.00	\$3,000.00

Mr. Ron Poltak presented the proposed 2017 Planning and Zoning budget. Mr. Poltak indicated that the proposed budget is primarily level funded with the exception of the Legal Expenditure line which he would propose a decrease to. The Planning Board would like to encumber the funds not expended this year for the Master Plan and Regulatory updates, thus decreasing the proposed Master Plan & Regulatory Updates budget line. The Board was in agreement to encumber the unexpended funds from 2016 into 2017 for the Master Plan and other regulation updates. Mr. Poltak indicated that the Planning Board would like to increase the Dues, Workshops and Seminars line as legislations relating to sign ordinances and in-law dwellings has changed and the Board will need to be educated about the changes.

***Mr. Eaton moved to approve the Planning & Zoning budget as discussed; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

## Ambulance

Account Number	Account Description	Proposed Amount	Approved Amount
01-4215-3-390-1	Derry Ambulance Service	\$80,083.00	\$80,083.00

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

## Fire Apparatus Lease/Purchase

Account Number	Account Description	Proposed Amount	Approved Amount
014902-7-700-1	Fire Apparatus Lease/Purchase	\$72,696.00	\$72,696.00

Mr. Herman noted that this is for Engine 2.

***Mrs. Phillips moved to approve the Fire Apparatus Lease/Purchase budget as presented; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.***

## Derry Dispatch

Account Number	Account Description	Proposed Amount	Approved Amount
01-4220-3-390-5	Derry Dispatch	\$45,945.00	\$45,945.00

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

## Regional Associations

Account Number	Account Description	Proposed Amount	Approved Amount
01-4197-0-001-1	NH Municipal Association	\$5,049.00	\$5,049.00
01-4197-0-001-2	Southern NH Planning	\$3,534.48	\$3,534.48

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

## Public Street Lights

Account Number	Account Description	Proposed Amount	Approved Amount
01-4316-3-390-1	Public Street Lighting	\$13,500.00	\$13,500.00

***Mrs. Phillips moved to approve the Public Street Lights budget as presented; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.***

## Debt Services

Account Number	Account Description	Proposed Amount	Approved Amount
01-4711-4-410-1	Long Term Bond Principle	\$1.00	\$1.00

01-4721-4-420-4	Long Term Bond Interest	\$1.00	\$1.00
01-4723-4-420-1	Tax Anticipation Interest	\$1.00	\$1.00

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

## **New Business**

### Optional Veteran's Tax Credit (RSA 72:28-b)

Mr. Herman informed the Board that legislation has passed to allow municipalities to provide for a Veterans Tax Credit for all veterans who have a minimum of 90 days on active services in the armed forces and were honorably discharged. Currently the town offers the Veterans Tax Credit to those who served during particular designated declared conflicts as was previously allowable by law. The Board agreed to put the question forward to the voters via a warrant article in March.

### Raffle Permit – Auburn Volunteer Firemen's Association

The Board reviewed a raffle request from the Auburn Volunteer Firemen's Association.

***Mr. Eaton moved to authorize the Auburn Volunteer Firemen's Association to sell tickets for a raffle of two \$1,000 cash prizes, tickets will be sold for \$10 each now through the drawing date of December 17th; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

## **Old Business**

### Conceptual Designs for Town Hall Front Stairs

Mr. Herman indicated that two individuals provided comment about the conceptual designs via the website posting. The Board reviewed the comments. The Board discussed minor changes to the design and requested that a color design be sought.

### TAP Grant Program Process Update

Mr. Herman informed the Board that as part of the application process Southern New Hampshire Planning Commission ranked the projects within the region by priority. Auburn ranked #3. Mr. Herman reminded the Board that Auburn is only one of 54 applications submitted throughout the state but Auburn's project is competitive within the region. Mr. Herman noted that a final decision should be announced early to mid-December.

### PELRB Grievance Hearing

Mr. Headd informed the public that the Police union has requested that the Pre-hearing Conference be rescheduled to a date in January.

#### Fire Watch Rates – Establish Effective Date

Mr. Herman noted that the Board established rates of pay and rates to charge vendors for fire watch details last week but no effective date was determined. The Board agreed that the effective date of December 1<sup>st</sup> is appropriate.

#### Contaminated Soil Clean-up – 663 Raymond Rd

Mr. Headd stated that the town is in receipt of a check to reimburse the cleanup cost associated with the contaminated soils at 663 Raymond Road. Mr. Herman indicated that a lien release will be prepared for the Board to sign next Monday.

### **Minutes**

#### October 31<sup>st</sup>, 2016 Public Meeting

***Mr. Eaton moved to approve the minutes of the October 31<sup>st</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 8:01 p.m.***