

**Town of Auburn
Board of Selectmen
November 14, 2016**

Selectmen Present: James Headd, Richard Eaton & Dale Phillips

Also Present: Jeff Porter, Conservation Commission; Kathleen Sylvia, Town Clerk; Dave Dion, Ed Picard, Ray Pelton, Chip Chabot and Lil Deeb, Police Department; Dave Nye, Pat Kelly & Zach Eaton, Recreation Commission, Michael Rolfe, Paula Marzloff, Dennis Vieira, and Scott Norris, 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 Payroll for Week of November 14th, 2016

Mr. Eaton moved to approve the Payroll Manifest in the amount of \$44,804.15 for the week of November 14th, 2016; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Consent Agenda – Week of November 14th, 2016

Notice of Property Lien Discharge

663 Raymond Rd. (Tax Map #11, Lot #16)

Void Checks Manifest

Two Checks totaling \$51,436.00

Land Use Change Tax Warrant

36 Winchester Way (Tax Map #2, Lot #9-6), 1.880 acres - \$12,500

Pistol/Revolver License

Six (6) License

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

FY 2017 Budget Presentations

Conservation Commission

Account Number	Account Description	Proposed Amount	Approved Amount
01-4611-3-399-0	Conservation Professional Services	\$500.00	\$500.00
01-4611-3-390-2	Conservation Maps & Supplies	\$350.00	\$350.00
01-4611-6-645-1	Conservation Education	\$500.00	\$500.00
01-4611-6-645-2	Conservation Dues & Memberships	\$600.00	\$600.00
01-4611-6-660-1	Conservation Natural Resource Inventory	\$1.00	\$1.00

Mr. Porter presented the proposed 2017 Conservation Commission budget as level funded from the prior year. Mr. Head noted that the Commission has only spend \$353.00 of the current budget. Mr. Porter indicated that the Commission would like to utilize the education budget line more next year. Mrs. Phillips asked if the conservation map work could work in with the property tax maps. Mr. Porter stated that the Commission would like to work on the overlays. Mr. Herman commented that the overlays could work into the towns system.

Mr. Eaton moved to approve the Conservation Commission budget as presented and discussed; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Town Clerk

Account Number	Account Description	Proposed Amount	Approved Amount
01-4140-1-165-0	Election Personnel	\$2,225.00	\$2,225.00
01-4140-6-620-2	Record Preservation	\$4,000.00	\$4,000.00
01-4140-6-645-1	TC Dues & Conferences	\$1,725.00	\$1,725.00
01-4140-6-650-1	Law Books	\$650.00	\$650.00
01-4140-6-660-0	Election Costs	\$3,650.00	\$3,650.00
01-4140-6-660-1	Dog Tags	\$500.00	\$500.00

Mrs. Sylvia presented the proposed 2017 Town Clerk budget. Mrs. Sylvia explained that she would like to combine the various election budget lines into two lines; one for election personnel stipends and one for other election costs including ballots, meals, booth supplies, etc. The Board was agreeable to this change. Mrs. Sylvia explained that there is a proposed decrease for the election lines as there is only one election next year, whereas there was four this year. Mrs. Sylvia noted that she has also included an \$18 per day increase for the ballot clerks who work the afternoon/evening shift, these workers a couple of more hours than the morning shift. Mrs. Sylvia informed the Board that she is proposing an increase to the Dues and Conferences line, this includes membership dues and various training and conference attendance for both her and her deputy. There is a slight increase to the Law Books line. Mrs. Sylvia noted that it is more cost effective to continue to purchase the bound RSA books plus opposed to online versions there is more ease of access for all in the office. The proposed budget for dog tags is increasing, more residents equates to more dogs.

Mrs. Phillips moved to approve the Town Clerk budget as presented and discussed; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Police Department

Lt. Pelton provided the Board with a year in review presentation. The Police department concentrated on community service and involvement, one full-time officer was hired and the Captain retired. With the new officer the department was able to add an additional patrol during the day, doing so has increased the department's total mileage. Lt. Pelton summarized the calls per officer and explained that the prosecution hours have increased, arrests are down but tickets given are up. Lt. Pelton described the statistics regarding opioid call, as of the end of October there were 14 overdoses, 3 deaths, 4 arrests and 4 safe station assists. Lt. Pelton noted that the MRI study resulted in several recommendations, 10 of which were highlighted. The department has completed 6 of the recommendations already, 2 are planned for 2017, and 2 the department will need the Board of Selectmen's assistance to complete. The department is proposing that another full-time officer be added to the roster in July of next year, and reduce the part-time staff to 8 through attrition. The ultimate staffing goal for 2018-2019 would include the following positions: Chief, Lieutenant, Detective Sergeant, 2 Patrol Sergeants, 6 full-time officers and 6 part-time officers. Lt. Pelton indicated that maintain a part-time staff is need to fill shifts when full-time officers are sick, injured or on vacation. The Police department will be asking the Board a little later this evening to consider recommending a warrant article for a speed trailer. The current one that the department has lasted 15 years, the computer no longer works and the batteries need constant replacing. The town is eligible to receive

a 50/50 matching grant for a new speed trailer. Lt. Pelton noted that the trailer also has a message board feature.

Account Number	Account Description	Proposed Amount	Approved Amount
01-4210-1-150-1	DWI & Sobriety Checkpoint Patrol	\$5,000.00	\$5,000.00
01-4210-1-150-2	Selective Traffic Control	\$4,000.00	\$4,000.00
01-4210-1-150-3	Police Witness Fees	\$2,000.00	\$2,000.00
01-4210-1-150-4	PD OHRV	\$1.00	\$1.00
01-4210-2-290-1	Police Uniforms	\$8,450.00	\$8,450.00
01-4210-3-340-1	Police Computer Services	\$23,500.00	\$23,500.00
01-4210-3-360-1	Police Custodial Services	\$7,120.00	\$7,120.00
01-4210-3-370-1	Police Medical Services	\$1,200.00	\$1,200.00
01-4210-3-390-1	Police Court Prosecutor	\$19,100.00	\$19,100.00
01-4210-3-390-1	Police Radar	\$1,145.00	\$1,145.00
01-4210-3-390-2	Police Radio Maintenance	\$6,300.00	\$6,300.00
01-4210-3-390-3	Police Training	\$4,200.00	\$4,200.00
01-4210-3-390-4	Police Photography	\$300.00	\$300.00
01-4210-3-391-0	Police Public Relations	\$3,500.00	\$3,500.00
01-4210-5-560-1	Police Plant Costs	\$8,000.00	\$8,000.00
01-4210-6-610-1	Police Equipment	\$5,050.00	\$5,050.00
01-4210-6-610-2	Police Office Equipment	\$2,000.00	\$2,000.00
01-4210-6-630-1	Police Postage	\$600.00	\$600.00
01-4210-6-640-1	Police Subscriptions	\$4,000.00	\$4,000.00
01-4210-6-660-1	Police Firearms	\$5,800.00	\$5,800.00
01-4210-6-660-2	Police Supplies	\$2,250.00	\$2,250.00
01-4210-6-660-3	Police Canine Supplies	\$3,000.00	\$3,000.00
01-4210-6-660-4	Police Commission Expenses	\$100.00	\$100.00
01-4210-6-670-1	Police Office Supplies	\$2,250.00	\$2,250.00
01-4210-6-680-1	Police Advertising	\$200.00	\$200.00
01-4210-6-690-1	Police Other Contingencies	\$200.00	\$200.00
01-4210-7-700-1	Police Cruisers	\$69,520.00	\$69,520.00

01-4210-7-700-2	Police Motorcycle	\$4,000.00	\$4,000.00
01-4210-7-710-1	Police Cruiser Maintenance	\$10,550.00	\$10,550.00
01-4210-7-720-1	Police Cruiser Fuel	\$25,000.00	\$25,000.00

Mr. Dion presented the proposed 2017 Police department budget. Computer Services reflected a reduction, Prosecution reflects an increase, an increase to Radar is proposed, Office Equipment is being reduced, as well as Subscriptions and Dues, Police Cruisers reflects and increase, and there is a reduction to Cruiser Fuel. The total change reflects a 3% increase to the budget.

Mr. Lonnie McCaffrey introduced himself to the Board and provided the statistics from January 1 to October 18th from 2013, 2014, 2015, and 2016 for comparison purposes. Arrests, citations and scheduled court hearings have all increased in the 4 years that he has been contracted as the Prosecutor for the Auburn Police Department. Mr. McCaffrey explained the courts reduced hours combined with recent legislation has contributed to the increase in court appearances. Mr. McCaffrey has been hired on as a full-time Prosecutor in Raymond, NH but intended to continue to work Wednesday's in Auburn but the hours will increase form 8 a.m. to 5 p.m. instead of 8 a.m. to 2 p.m.

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

Additional Full-Time Officer

Mr. Herman asked if the Board would like the Finance Director to include the proposed full-time officer salary as discussed in the proposed 2017 salary budgets. Lt. Pelton informed the Board that the position would not be filled until July of next year. The proposed salary amount will be offset by the savings the department is seeing from not replacing the Captain and losing another part-time as of December. The Board agreed that they did want to include the proposed position into the 2017 budget.

Warrant Article – Mobile Radar Trailer

The Board reviewed the following warrant article:

To see if the Town will vote to raise and appropriate the sum of Fifteen thousand five hundred dollars (\$15,500) to purchase a Radar Message Sign for the Auburn Police Department; and to authorize the Board of Selectmen to accept Seven thousand, seven hundred and fifty dollars (\$7,750) received through New Hampshire Department of Safety, Office of Highway Safety grant, with the balance of \$7,750 to be raised by taxes.

Mr. Eaton moved to recommend the warrant article as presented; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Mr. Dion explained that the department is likely to have funds remaining at the end of the year as a result of staffing changes and the cost of cruiser fuel, they would like to use approximately \$15,000 for a backup server and an IMC upgrade to line with Rockingham County. The Police Commission had approved the use of funds at their last meeting.

Mrs. Phillips moved to authorize the use of up to \$15,000 of the 2016 Police budget to by proposed for a backup server and IMC upgrade; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Executive Department

Account Number	Account Description	Proposed Amount	Approved Amount
01-4130-2-250-1	Selectmen Expenses	\$3,750.00	\$3,750.00
01-4130-6-620-1	Town Report	\$2,000.00	\$2,000.00
01-4130-6-660-2	Voter Guide	\$3,700.00	\$3,700.00

Mr. Herman noted that the only change is a decrease to the Town Report budget line.

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

Personnel Administration

Account Number	Account Description	Proposed Amount	Approved Amount
01-4155-2-290-0	Longevity Pay	\$10,350.00	\$10,350.00

Mr. Herman informed the Board that 29 employees will be eligible for Longevity pay next year.

Mrs. Phillips moved to approve the Personnel Administration – Longevity Pay budget as presented; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Personnel Administration

Account Number	Account Description	Proposed Amount	Approved Amount
01-4155-2-210-1	Health Insurance	\$282,066.00	\$282,066.00
01-4155-2-211-1	Dental Insurance	\$14,395.00	\$14,395.00
01-4155-2-213-1	Disability Insurance	\$7,586.00	\$7,586.00

01-4155-2-214-1	Life Insurance	\$3,000.00	\$3,000.00
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Mr. Herman explained to the Board that the health insurance reflects a 5.9% rate increase beginning in July. Dental & disability reflect a decrease due to recent employee retirements. The life Insurance line reflects a full year's premium.

Mr. Eaton moved to approve the Personnel Administration - Insurances budget as presented; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Emergency Management

Account Number	Account Description	Proposed Amount	Approved Amount
01-4290-0-550-0	OEM (FEMA) Expenditure	\$1.00	\$1.00
01-4290-3-390-1	OEM Training	\$200.00	\$200.00
01-4290-6-610-1	OEM Equipment & Gear	\$500.00	\$500.00

Mr. Herman noted that Fire Chief, Ed Gannon is the town's Director of emergency management.

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

Warrant Article – Mosquito Control Program

The Board reviewed the following warrant article:

To see if the Town will vote to raise and appropriate the sum of Thirty-four thousand six hundred and seventy-five dollars (\$34,675) to implement a mosquito control program to include the integration of various methods of reducing mosquito vector species of West Nile Virus and Eastern Equine Encephalitis.

Mr. Eaton moved to recommend the warrant article as presented; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Recreation Improvements

Account Number	Account Description	Proposed Amount	Approved Amount
01-4520-9-940-1	Recreation Improvements	\$91,378.00	\$40,400.00

The Board was presented with the following list of proposed improvements to include in the Recreation Improvement budget line:

Wayne Eddows – Gate Widening	\$ 2,800
Wayne Eddows – Ext. Field Finish Gravel	\$ 6,200
Wayne Eddows – Back Stop Repair	\$ 7,200
Wayne Eddows – Connector Path	\$60,178
Wayne Eddows – Dugouts	\$15,000

Mr. Nye informed the Board that he had intended to include the lighting for the auxiliary Wayne Eddows parking lot and priced out the cost for the poles (\$500 each) and fixtures (\$300 each) but he has been unsuccessful in getting call backs for quotes for the cost to have the lights wired. Mr. Eaton asked what the total cost for the poles and fixtures would be. Mr. Nye stated \$8,000, there are 10 light bases.

Mrs. Phillips stated that she would like to see more quotes/estimates for the connector path.

Mr. Zach Eaton noted that the 6 dugouts don't have to be done all in one year. Mr. Zach Eaton went over the quotes that he had received for the dug outs, that total \$20,200. \$5,400 for the two dugouts at the junior field for materials and construction plus \$3,400 for concrete pads and walls. The other fields have concrete slabs already so only wooden dugouts need to be constructed, the Majors field would cost \$5,600 and the T-ball field would cost \$5,800.

Mr. Zach Eaton explained that the back stop repair includes 6 gauge chain link, new pipes, and would raise the height from 8 feet to 10 feet so that balls don't go into the dugout. Mrs. Phillips stated that is this a replacement not repair. Mr. Eaton stated that was correct. Mr. Eaton asked who the quote was from. Mr. Zach Eaton stated Centerline fence.

Mr. Eaton commented that he believes that the connector path needs to be done but these other repairs needs to be done as well. He suggests that they wait another year for the path and get the necessary smaller repairs done.

Mr. Zach Eaton again noted that the dugouts could be completed over two years in order to budget money for irrigation. The dugout at the junior field could be postponed for another year. Mr. Zach Eaton explained that after much troubleshooting the best bet to address the irrigation is to move the soccer field sprinkler system to the building which utilizes the drilled well so that watering can be alternated. Mr. Zach Eaton went on to describe the quote that he had received

Mr. Kelly spoke with the Board about fertilization of the fields and provided the Board with a breakdown of what was spent this year. Mr. Porter noted that the area surrounding the fields is a level one wetland. Adding irrigation and fertilization will allow run off into the wetlands. Mr. Zach Eaton commented that the proposal is to fix the existing irrigation not add new. Mr. Nye stated that there is a safety berm. The Board agreed to look into the berm and revisit the matter. The Board asked that more quote be obtained for fertilization. The Board agreed to budget in the Recreation Improvement line \$40,400:

\$2,800 for the gate widening,
\$6,200 for the finish gravel at the auxiliary parking lot
\$7,200 for the backstop replacement
\$20,200 for the 6 dugouts
\$4,000 for irrigation

Mr. Eaton noted that the lighting at the auxiliary parking lot and the connector path will be slated for the following year. The Board was in agreement.

Mrs. Phillips moved to approve the Recreation Improvement budget line as discussed; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

New Business

Raffle Permit – Friends of Griffin Free Public Library

The Board reviewed a raffle request from the Friends of the Griffin Free Public Library.

Mrs. Phillips moved to authorize the Friends of the Griffin Free Public Library to sell tickets for a raffle of two gift baskets, tickets will be sold for \$1 each or 6 for \$5.00 now through the drawing date of December 10th at the Annual Breakfast with Santa; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Proposal – Siting of Future PD Garage/Storage Building

Mr. Eaton noted that he had meet with Rene Labranche of Stantec and viewed the area. Mr. Eaton depicted a potential location for the building and described potential building specs that would include enough room for the Police department's needs as well as storage for the Recreation and election booths, etc. Mr. Vieira noted that it is a good idea and was pleased that the proceeds from the sale of the former police/fire station will be used towards the proposed building.

Mr. Eaton moved to approve the authorization for additional services in the amount of \$1,650 for Stantec Consulting to evaluate the proposed Police and storage building site impacts at the Safety Complex property and for Mr. Herman to sign the authorization; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Federal Highway Administration – I-93 Exit 4A Project

The Board reviewed an invitation to become a participating agency in the I-93 Exit 4A project. The Board agreed that the project does not affect or benefit the town of Auburn.

Proposal – Relocation of Depot Road & Hooksett Road Intersection

Mr. Herman indicated that he requested that Stantec provide a proposal for the potential realignment of the Depot and Hooksett Road intersection. The Board agreed to take time to review the proposal and revisit it another time.

Old Business

Revised Conceptual Designs - Town Hall Front Stairs

The Board reviewed a revised design of the Town Hall front stairs which reduced the columns from 6 to 4, with square columns opposed to round. The Board liked the design and requested that a color design be created and put on the town's website for public view and comment.

PELRB Hearing – January 24, 2017

Mr. Headd informed the public that the hearing in the police union case has been scheduled.

Minutes

November 7, 2016 Public Meeting

Mrs. Phillips moved to approve the minutes of the November 7th, 2016 public meeting; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

November 9, 2016 Public Meeting

Mr. Eaton moved to approve the minutes of the November 9th, 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 9:30 p.m.