

**Town of Auburn
Board of Selectmen
December 19, 2016**

Selectmen Present: James Headd, Richard Eaton & Dale Phillips

Also Present: Mike DiPietro, Mike & Linda Dross, Michael Rolfe, William Herman, Town Administrator; Denise Royce, Recording Secretary

Mr. Headd called the public meeting to order at 7:01 p.m. and led the audience in the Pledge of Allegiance.

Approval of Payroll for Week of December 12th, 2016

Mr. Eaton moved to approve the Payroll Manifest in the amount of \$54,031.90 for the week of December 12th, 2016; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Approval of Accounts Payable for Week of December 19th, 2016

Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$130,819.91 for the week of December 19th, 2016; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Consent Agenda – Week of December 19th, 2016

Correspondence

Mr. Headd indicated that there was one correspondence which was a thank you letter to Mr. Ray Racicot for his efforts in the Veterans Memorial Project across the street.

Updated Town Policy

Town of Auburn Policy for Acceptance of Roads – Revised December 5th, 2016

Mr. Eaton moved to approve the Consent Agenda for the week of December 19th, 2016; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

PUBLIC NOTICE

Withdrawal & Expenditure from Town Building Capital Reserve Fund

At this time, Mr. Headd read the Public Notice to the audience for the record as follows:

Pursuant to RSA 35 and Article 4 of the 2006 Town Meeting, the Auburn Board of Selectmen will hold a public hearing on Monday, December 19, 2016 beginning at 7:00 P.M. at the Auburn Town Hall for the purpose of receiving public comment concerning the withdrawal and expenditure of:

- The amount of \$1,050 from the Town Building Rehabilitation Capital Reserve Fund for the repair and sealing of the stone foundation of the Griffin Free Public Library.

Mr. Headd explained that this was an amount of money that we agreed upon several meetings ago as the work has been accomplished and now it's time to transfer the money to make sure that the bills are paid. Mr. Headd indicated that he would accept a motion in that regard.

Mrs. Phillips moved to approve the withdrawal and expenditure from Town Building Capital Reserve Fund in the amount of \$1,050 for the repair and sealing of the stone foundation of the Griffin Free Public Library that has been completed; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Appointments with the Board

Town Treasurer Christine Soucie – Investment Policy

Ms. Soucie began by saying that it was pretty much the same policy that has been in effect for the last several years. The auditors have reviewed it at least once if not more than that and she did look it over and it seems pretty much in order with the RSA's. Ms. Soucie stated that she was just looking for it to be re-adopted which was an annual process that we go through.

Mr. Eaton asked if this was what they talked about back in April or May. Ms. Soucie said it was in October. Ms. Soucie talked a little bit about the process that had occurred this year where they moved money into the pool which had a

little bit better earnings. A brief discussion ensued with regard to the investment policy and what had occurred throughout the year.

The Board thanked Ms. Soucie and Mr. Herman indicated that the Board would need to take a vote on whether to adopt the policy.

Mr. Eaton moved to adopt the Town of Auburn's Investment Policy for the year 2017; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Ms. Soucie wanted to ask the Board that now that the tax money has come in there is again excess cash if the Board is willing they can move more money into the pool or if they want to keep it at TD Bank that would be fine too. The pool is performing better on interest rates and it is very easy to move the money down as we need it. TD Bank has talked with her about doing a CD with them at the same interest rate as the pool so there was another option but preferred the pool because it's a little bit of having your money in two (2) spots rather than one bank. With a CD the problem would be if you needed that money you would need that money you would bring the CD in and there would be penalties and the pool does not have any of that. Mr. Eaton asked if it would be a good idea if they did that. Ms. Soucie said yes and that they have had a relationship with TD Bank for approximately 4 or 5 years now. A brief discussion ensued with both options. The Board agreed with Ms. Soucie to go for it and move the monies and thanked Ms. Soucie for the information.

Mr. DiPietro asked if it needed a motion to move future money. Mr. Herman did not believe that it needed a motion and believed that the Treasurer is authorized to do that under the policy and the other Board members agreed.

FY 2017 Budget Items

Fertilization Proposal – Eddows Field

Mr. Pat Kelly was present tonight to explain the process of fertilization of Eddows Field and that they did a soil test on the soccer field this past spring and everything look okay and that they only do the soil test every three (3) years or so. Mr. Kelly also indicated that Lime was included in the cost. Mr. Kelly also informed the Board members that if they wanted to get soil testing done on any of the baseball fields that it would be \$20.00 per test. A discussion ensued with regard to testing and fertilization. Mr. Rolfe stated that he had spoken with

Casella Environmental last week and it's too late to do any testing but they will do the soil tests for free. They sell amendments for the soils such as wood ash, limes and fertilizers and believed that fertilizing these fields would cost about \$600 to \$800 with the soil tests for free. Mr. Eaton asked if they would be doing the grub control and stuff. Mr. Rolfe added that if they start applying that stuff then the Board would need to speak with the Conservation Commission because there are no berms around that field. Mr. Eaton also believed that they would need to do something about the irrigation as well. Mr. Rolfe believed the fields truly needed the Lime and that they would only need to apply the fertilizer twice a year. Mr. Rolfe further stated that he had spoken with Mr. McCarthy and that he has used it on his fields in Raymond. Discussion ensued with regard to the different quotes provided by Mr. Kelly. The Board decided to use Mainly Grass at a cost of \$2,800. Mr. Kelly asked the BOS if this was in their budget. Mr. Herman stated that there was no budget but could add it to the BOS budget. Mrs. Phillips believed that we needed to get the irrigation issue under control as well. Mr. Headd talked about the irrigation at Eddows Field and to be able to get it fixed once instead of coming back with band aides. Mr. Kelly explained that Zacks latest proposal was to put the soccer fields on the artesian well and the baseball fields on the dug well and then have the float valve to feed the dug well because we use less water on the baseball fields. Mr. Headd believed they could put the full proposal all together. Mr. Eaton believed that we have to have water and that the well needed to be drilled. Mr. Herman explained that the Budget Committee had the full proposal and they knew what it was and there was no support from a single member of the Budget Committee except for Jim and they do not want to see it back again before the year is over. They took a vote to have the Board come look at it and they feel what is being proposed is a band aide and that it was not going to fix the problem.

Mr. Eaton believed that they would keep working on it. Mrs. Phillips agreed with Mr. Eaton and thanked Mr. Kelly and the rest of the Board Members also thanked Mr. Kelly. Mr. Headd asked for a vote from the Board Members.

Mrs. Phillips moved to approve the \$2,800 for fertilization of the ball field and to be placed in the Selectmen's budget; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Cemetery Maintenance Expendable Trust Fund

Mr. Headd indicated that he had a Warrant Article for maintenance expendable trust fund. Mr. Headd read the Warrant Article as follows:

To see if the Town will vote to raise and appropriate the sum of Four thousand-nine hundred dollars (\$4,900) to be placed into the Cemetery Maintenance Expendable Trust Fund previously established. This sum to come from the unreserved fund balance (surplus) as of December 31, 2016 with no additional amount to be raised by taxation in 2017.

Mr. Herman indicated that it was the dollar amount from the sale of lots for this year. The Board created this fund at the request of the Cemetery Trustees. Their desire then is to put the proceeds of sales into the fund. Mr. Herman pointed out that if the Board wanted to approve it that it would be up to them to decide.

Mrs. Phillips moved to approve the \$4,900 to be placed in the Cemetery Maintenance Expendable Trust Fund; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

New Business

Appointment of Library Trustee and Alternate Trustee

Mr. Herman explained that Mrs. Worster resigned her position as the Board of Trustee's as of December 31st and the Board of Trustee's has requested that Joe Forest to fulfill Mrs. Worster's term until March and at the same time she is willing to fill his term as an Alternate. They are basically changing seats and titles and that the decision is up to the Board.

Mrs. Phillips moved to accept Mrs. Worster's resignation from the Library Board of Trustees and allow her to become an Alternate and appoint Mr. Forest to the Library Board of Trustees until March 2017; Mr. Eaton seconded the motion; All were in favor, the motion passed unanimously.

Nomination of Forest Fire Warden & Deputy Wardens

Mr. Headd explained that the Fire Chief has requested this and Mr. Herman further explained what Chief Gannon was requesting. Mr. Herman began by saying that Chief Gannon has requested the Board of Selectmen to nominate for appointment a number of Auburn individuals to serve as Forest Fire Warden, Deputy Forest Fire Wardens. Mr. Herman indicated that the BOS shall nominate or recommend Edward Gannon to be Forest Fire Warden and to nominate or recommend the following as Deputy Forest Fire Wardens:

- Patrick Glennon
- Alex Phillips
- James R. Saulnier
- Joseph A. Rossino
- Kevin Vail

Mr. Herman further added that the appointment of the Issuing Agent (Fire Permits Only) is up to the Warden and that he has selected Melissa Gates. Mr. Headd thought it was a good group and was in favor of it.

Mrs. Phillips moved to approve the recommendation for appointment of Edward Gannon as Forest Fire Warden; Patrick Glennon, Alex Phillips, James R. Saulnier, Joseph A. Rossino and Kevin Vail as Deputy Fire Wardens; and Melissa Gates as Issuing Agent; Mr. Eaton seconded the motion; All were in favor, the motion passed unanimously.

Parks & Recreation Administrative Assistant Position

Mr. Herman explained that the position has been advertised and would be taking applications at least through January 9th.

Town & School District Training Program – April 18th, 2017

Mr. Headd stated that this was a training program that would have the town and school for a training session. Mr. Herman stated that it was as long as the BOS were in favor of this. Mr. Headd thought it was a good idea, and Mrs. Phillips and Mr. Eaton agreed.

Salt Storage Building Proposals

Mr. Herman pointed out that we received three (3) timely and we received the fourth on a week late. Mr. Herman stated that they run from a low of \$51,600 which does not include a foundation to a high of \$432,650. Mr. Eaton did not believe this was a good year with the school budget and possibly the new school but asked Mr. Dross if he liked any one of the proposals. Mr. Dross talked about the Iron Horse proposal had a bid for a 32 foot by 48 foot building without a foundation for \$38,750. Mr. Eaton reviewed the proposal and stated that the building was \$38,750 and the foundation was \$36,225 for a total of \$74,975. Mr. Herman pointed out that the foundation on that proposal was block. Mr. Dross reiterated that it was block and that he did not want that. Mr. Eaton suggested that if Mr. Dross had any funds left this year that he could have the foundation

put in and let it set and possibly next year do the building but that this was only a suggestion. Mr. Dross did not believe there would be any funds left over if we keep having weather like this because it eats it up pretty quick. Mr. Dross believed that the town needed to do something quick because they needed more storage. A brief discussion ensued with regard to the salt storage facility. Mr. Eaton believed that Mr. Dross could check with Dulac Foundation. Mr. Eaton commented that if everything passes that it would be tough. Mr. Dross understood and said that it would have to be a poured wall because he did not want a block wall but that they could go ahead and do that for now and see what happens with the school.

Mr. Eaton made a motion to reject all the bids for the Town of Auburn's Salt Storage Facility at this time; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Old Business

Safety Complex Garage & Storage Building

Mr. Eaton suggested that they take the \$141,000 and put it into the capital reserve fund and then we would take it out of the unexpended fund. A brief discussion ensued with regard to the safety complex garage & storage building and reviewed the Warrant Article. The Board decided to add the wording "designing and constructing" into the Warrant Article. At this time, Mrs. Phillips made a motion.

Mrs. Phillips made a motion to recommend adoption of the following Warrant Article: to see if the Town will vote to establish a Capital Reserve Fund under the provisions of RSA Chapter 35 for the purpose of designing and constructing a storage garage for Town departments on the property of the Safety Complex; to raise and appropriate the sum of One hundred-forty-one thousand dollars (\$141,000) to be placed in this fund, and to designate the Board of Selectmen as agents to expend. The \$141,000 will be transferred from the unexpended fund balance (surplus) as of December 31, 2016; Mr. Eaton seconded the motion; All were in favor, the motion passed unanimously.

Settlement of Health Trust Return of Surplus Case

Mr. Herman informed the Board that this did settle last week and that Auburn's share was \$5,156.00 at the start and the lawyers received their one-third share of

the settlement for \$1,781.89 and that the Town of Auburn did receive a check today in the amount of \$3,374.11 so basically the money is in-hand.

Other Business

Meeting with State Representatives & Senator Carson – January 9th, 2017

Mr. Headd informed everyone that the next meeting is scheduled for January 9th, 2017 and that the Board has invited our new Representatives from the three (3) towns along with Senator Carson to come and speak to them to fill the Board in on what their goals and objectives are and to see what they have to offer.

Mr. Headd stated that this was all he had and asked if anyone else had anything to add.

Schedule of Deliberative Session 2017

Mr. Herman wanted to inform the Board Members what the potential dates for the Deliberative Session would be. Mr. Herman indicated that the potential dates are February 4th which is a Saturday through February 11th which is a Saturday and what the Board has done in the past was to pick the first Saturday and then use the second Saturday as a snow date and wanted to verify with the Board if they wanted to do that. Mr. Headd agreed that they should use February 4th and February 11th.

Mr. Headd asked if there was anything else that needed to come before the Board. Nothing was noted.

Minutes

December 5th, 2016

Mr. Eaton moved to approve the minutes of the December 5th, 2016; Mrs. Phillips seconded the motion; All were in favor, the motion passed unanimously.

Mr. Headd wished everyone a Merry Christmas and moved to go into Non-Public Session in accordance to RSA 91-A 3. At this time, everyone exited the meeting and the Board entered into non-public session.

Non-Public Session

Mr. Headd moved to enter into non-public session pursuant to RSA 91-A 3, II (c) Reputation of someone other than a member of the Board; Mr. Eaton seconded the motion; A roll call vote was taken; Mr. Headd – yes, Mr. Eaton – yes, Mrs. Phillips – yes. The motion passed and the Board entered into Non-Public Session at 7:50 P.M.

Meeting in Non-Public Session with the Selectmen was Town Administrator Herman and Secretary Royce.

Mrs. Phillips moved to exit Non-Public Session pursuant to RSA 91-A 3; Mr. Headd seconded the motion; A roll call vote was taken; Mr. Headd – yes, Mr. Eaton – yes, Mr. Sullivan – yes. The motion passed and the Board exited out of Non-Public Session at 7:59 P.M.

Mrs. Phillips moved to approve the step increase for Deputy Town Clerk, the Deputy Tax Collector and the Auburn Village Town Crier Editor from a Labor Grade 4, Step 5 to a Labor Grade 4, Step 6 based on a positive performance evaluation; Mr. Eaton seconded the motion; All were in favor, the motion passed unanimously.

The Board Members and Mr. Herman discussed the Town Hall renovations which would be included in the Town Crier and a sketch is visible for anyone to see at Town Hall.

Mr. Headd moved to adjourn; Mr. Eaton seconded the motion; all were in favor, the public meeting ended at 8:00 p.m.

Mr. Herman informed the Board that they would not be meeting for the next three weeks due to the holidays and therefore the next Board of Selectmen meeting is scheduled for Monday, January 9th, 2017.