

**Town of Auburn  
Board of Selectmen  
September 25, 2017**

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

**Also Present:** Ed & Jayne Gannon, Alex Phillips, Helen Phillips, Shawna Kalantzis, Kendall Vachon, Mr. & Mrs. Vachon, Aimee Hanson, Sage Quimby, Mike Mozer, Patrick Glennon, Ryan Boudreau, Chris Szatynski, Jeremy Lavoie, Chris Ziemba, Fire Department Members and family; Sue Jenkins, Tax Collector, Scott Norris, Mike & Linda Dross, Russ Sullivan, Paula Marzloff, Susan Goodhue and Mike DiPietro, Residents; William Herman, Town Administrator; Kathryn Lafond, Executive Assistant

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 September 18<sup>th</sup>, 2017**

***Mr. Eaton moved to approve the Payroll Manifest in the amount of \$50,227.38 for the week of September 18<sup>th</sup>, 2017; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

**Approval of Payroll for Week of September 18<sup>th</sup>, 2017**

***Mr. Eaton moved to approve the Payroll Manifest in the amount of \$1,375.00 for the week of September 18<sup>th</sup>, 2017; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

**Approval of Accounts Payable for Week of September 25<sup>th</sup>, 2017**

***Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$138,066.04 for the week of September 25<sup>th</sup>, 2017; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

**Consent Agenda – Week of September 25, 2017**

Correspondence

Hooksett Road Transmittal to NHDOT District 5

Land Use Change Tax Warrant

125 Haven Drive (Tax Map #5, Lot # 29-24) - \$12,000

Raffle Permit

## Longmeadow Church Trustee / Raffle for Cash Prizes

### Quitclaim Deed

Property with Frontage on Appletree Road & Oaktree (Tax Map #17, Lot #18)

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

### **Appointments with the Board**

#### Ed Gannon, Fire Chief – Fire Department Promotions

Chief Gannon informed the Board that he has two Fire Department members who he has promoted to Lieutenant positions. One was unable to be here this evening as he was recently hired as a full-time firefighter in Londonderry and is on shift this evening. Chief Gannon introduced Alex Phillips to the Board and indicated that Mr. Phillips has been involved with the department since childhood. Chief Gannon indicated that in determining who should be promoted into the Lieutenant positions commitment to calls and standby time are calculated twice a year. Chief Gannon indicated that Mr. Phillips is well deserving of the promotion.

#### Patrick Kelly - Irrigation of Soccer Field at Wayne Eddows Fields

Mr. Kelly was not present but the Board reviewed the request to reimburse the little league for improvements to the irrigation system at the soccer field in November 2016. Mr. Herman indicated that in December 2016 the Budget Committee voted not to include the funds for this in the 2017 operating budget. Mr. Eaton asked if this is something that could be budgeted for in the 2018 budget. Mr. Herman explained that was an inappropriate account practice. Mr. Headd stated that he was not willing to override the Budget Committees decision to not fund this work. Mrs. Phillips commented that the Board has had a number of mandatory expenses incurred this year that was not budgeted for that the Board has to fund within the budget, she did not think that the Board should add to it.

### **Fiscal Year 2018 Budget Presentations**

#### ***Election, Registration & Vital Stats***

Account Number	Account Description	Proposed Amount	Approved Amount
01-4140-1-165-5	Checklist Supervisors	\$3,200.00	\$3,200.00

Mrs. Sue Jenkins informed the Board that this budget line reflects an increase to the budget due to the increased number of elections in the coming year. Mrs. Jenkins also informed the Board that the State has instituted additional procedures to prevent the

possibility of voter fraud which requires more time and training for the Supervisors of the Checklist.

***Mrs. Phillips moved to approve the Election, Registration and Vital Stats budget as presented; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.***

### ***Financial Administration***

Account Number	Account Description	Proposed Amount	Approved Amount
01-4150-3-310-2	Deed Research	\$500.00	\$500.00
01-4150-6-620-1	Tax Bill Printing	\$3,000.00	\$3,000.00
01-4150-6-645-1	Tax Collector Education	\$1,100.00	\$1,100.00

Mrs. Jenkins informed the Board that the proposed budget for the coming year is level funded with the current budget. Mrs. Jenkins added that there may be more tax bills printed due to new houses but she did not feel that there would be enough to warrant an increase in the budget.

***Mr. Eaton moved to approve the Financial Administration budget as presented; Mrs. Phillips 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 proposed budget is level funded with the current budget. Selectmen expense payments are made quarterly. The Voter Guide budget line included one mailer for the deliberative session and another for the March election.

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

### ***Legal Expenditures***

Account Number	Account Description	Proposed Amount	Approved Amount
01-4153-3-350-1	Legal Expenditures	\$35,000.00	\$35,000.00
01-4153-3-350-2	Labor Relations	\$7,000.00	\$7,000.00

Mr. Herman noted that the proposed budget for Legal Expenditures reflects a \$15,000.00 decrease and negotiations with the Police Union will likely commence in 2018 resulting in the proposed amount for Labor Relations being level funded.

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

### ***Government Buildings and Maintenance***

<b>Account Number</b>	<b>Account Description</b>	<b>Proposed Amount</b>	<b>Approved Amount</b>
01-4194-5-510-1	Town Hall Telephone/Internet	\$5,100.00	\$5,100.00
01-4194-5-510-2	Highway Telephone/Internet	\$1,200.00	\$1,200.00
01-4194-5-510-3	PD/ACO Telephone/Internet	\$10,250.00	\$10,250.00
01-4194-5-510-4	FD/OEM Telephone/Internet	\$6,900.00	\$6,900.00
01-4194-5-510-5	P & R Telephone/Internet	\$600.00	\$600.00
01-4194-5-520-1	Town Hall Electric	\$4,000.00	\$4,000.00
01-4194-5-520-2	Highway Electric	\$2,800.00	\$2,800.00
01-4194-5-520-3	Safety Complex Electric	\$13,500.00	\$13,500.00
01-4194-5-520-4	Pingree Hill Electric	\$2,200.00	\$2,200.00
01-4194-5-520-5	P & R Electric	\$2,000.00	\$2,000.00
01-4194-5-530-1	Town Hall Heating	\$4,500.00	\$4,500.00
01-4194-5-530-2	Highway Heating	\$8,000.00	\$8,000.00
01-4194-5-530-3	Safety Complex Heating	\$12,000.00	\$12,000.00
01-4194-5-530-4	Pingree Hill Heating	\$3,000.00	\$3,000.00
01-4194-5-550-1	Repairs & Maintenance	\$5,900.00	\$5,900.00
01-4194-5-550-2	Municipal Property Mowing	\$28,000.00	\$28,000.00
01-4194-5-560-1	Plant Costs	\$4,810.00	\$4,810.00
01-4194-6-660-1	Bottled Water	\$300.00	\$300.00
01-4194-6-660-2	Janitorial Supplies	\$500.00	\$500.00

Mr. Herman presented the Government Buildings and Maintenance to the Board. There were some fluctuations in the budget amounts for the utility costs. Overall there was a \$600.00 proposed reduction.

***Mr. Eaton moved to approve the Governmental Buildings and Maintenance budget as presented; Mr. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

#### **Advertising & Regional Associations**

Account Number	Account Description	Proposed Amount	Approved Amount
01-4197-0-001-1	NH Municipal Association	\$5,269.00	\$5,269.00
01-4197-0-001-2	Southern NH Planning	\$3,560.00	\$3,560.00

Mr. Herman explained that there was a slight increase to both of these proposed budget lines, both are based on per capita which has increased.

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

#### **Solid Waste**

Account Number	Account Description	Proposed Amount	Approved Amount
01-4324-3-390-1	Solid Waste Hazardous	\$6,500.00	\$6,500.00
01-4324-5-390-0	Landfill Monitoring	\$10,000.00	\$10,000.00
01-4324-5-390-1	Roadside Pickup Container	\$300.00	\$300.00

Mr. Herman informed the Board that the proposed increase to Landfill Monitoring is due to the increase in samplings required by NH Department of Environmental Services (NHDES). There is a proposed \$200.00 reduction to Roadside Pickup Container

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

#### **New Business**

##### **MOU to Adjust Shift Differentials in the Collective Bargaining Agreement**

Mr. Herman explained that the Auburn Police Department has changed from 8-hour shifts to 12-hour shifts which affect the implementation of the shift differentials spelled out in the union contract. A memorandum of understanding was developed administration and the union, instead of four eight-hour shifts there will be three eight-hour time blocks and any hours worked in the time blocks will be paid the corresponding shift differential. Ms. Lafond informed the Board that this memorandum also makes processing payroll more clear and straightforward.

***Mr. Eaton moved to ratify and approved the proposed Memorandum of Understanding between the Town of Auburn and the Auburn Police Union that amends Article 13.8 of the Collective Bargaining Agreement concerning Shift Differentials; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

#### Proposal for November PFA's Sampling Requested by NHDES

The Board reviewed a proposal from Stantec Consulting in the amount of \$6,900.00 to complete the required testing at the former landfill property and abutting residences in November.

***Mr. Headd moved to authorize Town Administrator William Herman to sign the presented proposal; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.***

#### **Old Business**

##### Sale of Tax-Deeded Property

Mr. Herman noted that the sale of one of the lots closed Thursday and the deed was delivered to the registry on Friday to be recorded. The other two lots are set to close on October 9<sup>th</sup>.

##### Update on Griffin Mill Bridge

Mr. Headd indicated that the Board met with the Fusco's, Road Agent and Stantec regarding the Griffin Mill Bridge. The Town will close the bridge to all traffic next Monday. There are two possible options that the Board is considering to address the bridge matter, one is a temporary repair to the bridge which could cost \$30,000. The Board is unsure how long this band-aid approach will last. The second option is to have access to the property from Route 121. Mrs. Marzloff asked if this would be a driveway or a road. Mr. Eaton indicated a gravel driveway. Mr. DiPietro asked what the weight limit for the bridge would be with the temporary repair. Mr. Eaton stated 10,000 lbs. Mr. DiPietro noted that the bridge would still be unable to hold emergency vehicles. Chief Gannon commented that the Fire Department could measure from the stonewall on the Route 121 side and from the bridge to the houses to see if the fire hoses could reach in the event of a fire.

#### **Other Business**

The Board agreed to meet again October 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup> and 30<sup>th</sup> to address budgets and other business.

#### **Minutes**

September 11<sup>th</sup>, 2017 Public Meeting

***Mr. Eaton moved to approve the minutes of the September 11<sup>th</sup>, 2017 public meeting; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

September 20<sup>th</sup>, 2017 Public Meeting

***Mr. Eaton moved to approve the minutes of the September 20<sup>th</sup>, 2017 public meeting; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

**Non-Public Session**

***Mr. Headd moved to enter into Non-Public Session pursuant to the provisions of RSA 91-A: 3, II (a) & (c) Job performance review of a public employee and Reputation of someone other than a member of the Board; seconded by Mr. Headd. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes; Mrs. Phillips – yes. The motion passed.***

Meeting in Non-Public Session with the Selectmen were Town Administrator Herman.

***Mr. Eaton moved to come out of Non-Public Session; seconded by Mr. Headd. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes; Mrs. Phillips – yes. The motion passed.***

***Mr. Eaton moved to seal the minutes of the non-public session; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

**Adjourn**

***Mr. Eaton moved to adjourn; Mrs. Phillips seconded the motion. All were in favor, the meeting was adjourned.***