

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

Selectmen Present: James Headd, Richard Eaton & Dale Phillips

Also Present: Fire Chief Ed Gannon and Town Administrator William Herman

Mr. Headd called the meeting to order at 9:05 AM.

The Fire Chief provided the Board with a new Standard Operating Guideline (SOG) 115 “Auburn Fire Department Formal Complaint Procedure” and form for their review and input.

Non-Public Session:

Mrs. Phillips moved to enter into Non-Public Session at 9:06 AM pursuant to the provisions of RSA 91-A: 3, II (a) discussion of the dismissal, promotion or compensation of any public employee and (c) reputation of someone other than a member of the Board. Second by Mr. Eaton. 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 Fire Chief Gannon and Town Administrator Herman.

The Fire Chief left the meeting at 9:40 AM

The Fire Chief will be providing the Board with additional information for their consideration. No action or decisions were made by the Board.

The Town Administrator continued to meet with the Board of Selectmen to complete the annual employment review process.

Mrs. Phillips moved to come out of Non-Public Session at 9:45 AM. Second 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. Second by Mrs. Phillips. A vote was taken, all were in favor, the motion carried unanimously.

Mrs. Phillips moved to approve a step increase for the Town Administrator from a Labor Grade 20, Step 13 to a Labor Grade 20, Step 14 based on a positive performance evaluation. Seconded by Mr. Headd. A vote was taken: In Favor – Mr. Headd and Mrs. Phillips, Abstain – Mr. Eaton. The motion passed.

Mrs. Phillips moved to extend the Employment Agreement of William G. Herman as Town Administrator for an additional three year term through April 18, 2021. Seconded by Mr. Headd. A vote was taken: Yes – Mr. Headd and Mrs. Phillips, No – Mr. Eaton. The motion passed.

Adjourn:

Mrs. Phillips moved to adjourn; Mr. Eaton seconded the motion. All were in favor, the meeting was adjourned at 9:47 AM.