

**Town of Auburn  
Board of Selectmen  
February 1, 2016**

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

**Also Present:** David Nye & Helen Hiltz, Parks and Recreation Commission; John & Mary Ann Rolfe, Mike & Linda Dross, Dennis Vieira, Michael Rolfe, Residents; Ray Pelton, Police Lieutenant; William Herman, Town Administrator; Kathryn Lafond, Recording Secretary

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

**Approval of Accounts Payable for Week of January 18<sup>th</sup>, 2016**

*Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$82,202.49 for the week of January 18<sup>th</sup>, 2016; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.*

**Approval of Payroll for Week of January 25<sup>th</sup>, 2016**

*Mr. Eaton moved to approve the Payroll Manifest in the amount of \$41,285.40 for the week of January 25<sup>th</sup>, 2016; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.*

**Approval of Accounts Payable for Week of February 1<sup>st</sup>, 2016**

*Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$786,704.43 for the week of February 1<sup>st</sup>, 2016; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.*

**Consent Agenda – Week of February 1<sup>st</sup>, 2016**

Replacement Accounts Payable Warrant

McCaffrey Law Office - \$1,166.67

Abatement Applications

Vissarion & Christine Tsourvakas, 12 Raymond Road (Tax Map #26, Lot 19-1) –  
Granted – Assessment of \$336,000 revised to \$330,000

Alan & Gina Beaudry, 143 Spruce Lane (Tax Map #11, Lot #45) – Granted –  
Assessment of \$228,300 revised to \$281,700

Edward & Donna Quinn, 148 Buttonwood Drive (Tax Map #11, Lot #37) –  
Granted – Assessment of \$253,300 revised to \$252,800

#### Permanent Application for Property Tax/Veterans Credit

Arthur J. Nadeau, 114 Chester Turnpike

#### Escrow Agreement for Site Plan – Subdivision/Anderson Way

Strategic Contracting Company, LLC - \$86,271.85

#### Notice of Intent to Cut Wood or Timber

Bypass 28 (Tax Map #3, Lot #3 and Tax Map #4, Lot #11-1)

#### Pistol/Revolver License

Eight (8)

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

#### **Parks & Recreation Commission – Fundraising**

Mrs. Hiltz indicated that the Parks and Recreation Commission would like to undertake a fundraising effort to fund a firework display at this year's June 4<sup>th</sup> event. Mrs. Hiltz explained that the Budget Committee did not approve funding the fireworks through the budget, they didn't want taxpayers footing the whole bill so the Commission intends to reach out to local business for donations. Mrs. Phillips asked how much money the Parks and Recreation Commission needs for this. Mrs. Hiltz stated \$5,000 to \$7,000. Mr. Nye noted that the Parks and Recreation Commission are looking for donations for a clubhouse too. Mrs. Phillips suggest that the Parks and Recreation Commission put their requests in writing so what they would like to do is spelled out. Mr. Eaton and Mr. Headd

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agreed with this suggestion. Mr. Headd asked how the donations are handled for the proposed skateboard park. Mr. Herman explained and suggested that the Parks and Recreation Commissions proposed efforts be handled the same project by project.

## **New Business**

### Approval of Emergency Operation Plan

Ms. Lafond explained that at the direction of Fire Chief Phillips she has updated the town's Emergency Operation Plan, not much needed to be changed but formatting, dates and minor amendments to department or individuals duties.

***Mrs. Phillips moved to adopt the updated Emergency Operation Plan; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.***

The Board signed the document.

### Approval of Auditors Engagement Letter

Mr. Headd explained that the Board had previously approved of changing auditing firms for the town's annual audit and the funds have been budgeted for.

***Mr. Eaton moved to accept the engagement letter for services provided by Vachon, Clukay & Company, PC and authorize Chairman Headd to sign the on behalf of the town; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

### Highway Garage Rood Proposals

Mr. Herman stated that 4 bids were received. The Board reviewed and discussed the bids. Mr. Eaton noted that E. Guimond Construction was not replacing the roof per their bid. Mr. Headd noted that Score Construction would be taking off the existing roof. Mr. Eaton asked if the insulation needs to be replaced then. Mr. Dross and Mr. Michael Rolfe did not believe so. Mr. John Rolfe did not believe that the insulation was attached to the roof and believed that the insulation was installed after the current roof was put on. Mr. Rolfe asked what type of warranty the vendors were proposing. The Board compared the bids warranties and the steel gauges. The Board determined that they would like the roof replaced. Mr.

Eaton stated he would support awarding the bid to Score Construction but he would like to know that the warranty is. Mr. Headd and Mrs. Phillips agreed

## **Other Business**

Mr. Herman noted that the Board is in receipt of a letter from the NH Department of Revenue Administration who has determined that the town's overall equalization assessment-sales ratio for the land, buildings and manufactured housing in the town for Tax Year 2015 to be 94.6%

Mr. Vieira noted that the actions of the Police Department and the Dross trial was brought up last week. Mr. Headd indicated that the Board has a meeting with Town Counsel tomorrow morning to discuss matters. Mr. Vieira stated that he would like the town to pay for the transcripts from the trial so that the details can be set straight. Mr. Vieira commented that he has spoken with his own lawyer and the court proceedings were and are public information.

## **Minutes**

### January 18<sup>th</sup>, 2016 Public Meeting

***Mr. Eaton moved to approve the minutes of the January 18<sup>th</sup>, 2016 Public meeting as written; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

## **Non- Public Session**

***Mr. Eaton moved to enter into non-public session pursuant to RSA 91-A 3, II (a) Compensation of a public employee and (c) Reputation of any person other than a member of the public body; Mrs. Phillips seconded the motion; 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 was Town Administrator Herman and Secretary Lafond.

***Mrs. Phillips moved to exit non-public session; Mr. Eaton seconded the motion; A roll call vote was taken; Mr. Headd – yes, Mr. Eaton – yes, Mrs. Phillips – yes. The motion passed.***

***Mrs. Phillips moved to award a Step increase to the Fire Captain/Inspector from a Labor Grade 11, Step 9 to Labor Grade 11, Step 10 effective April 1<sup>st</sup> but retroactive to the employees anniversary date; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.***

Mr. Eaton exited the meeting.

### **Non- Public Session**

***Mrs. Phillips moved to enter into non-public session pursuant to RSA 91-A 3, II (c) Reputation of any person other than a member of the public body; Mr. Headd seconded the motion; A roll call vote was taken; Mr. Headd – yes, Mrs. Phillips – yes. The motion passed.***

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

***Mrs. Phillips moved to exit non-public session; Mr. Headd seconded the motion; A roll call vote was taken; Mr. Headd – yes, Mrs. Phillips – yes. The motion passed.***

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

***Mr. Headd moved to adjourn; Mrs. Phillips seconded the motion; all were in favor, the public meeting ended at 7:45 p.m.***