

**Town of Auburn
Board of Selectmen
October 26, 2015**

Selectmen Present: James Headd, Richard Eaton & Dale Phillips

Also Present: Dan Carpenter & Sue Jenkins, Auburn Historical Association; Helen Hiltz, Parks and Recreation Comm.; Nancy Mayland, Jeannie Worster & Lorraine Senechal, Library Trustees; Dave Dion, Edward Picard, Charles Pelton, Lillian Deeb & Kevin Cashman, Police Department; Joanne Linxweiler, Town Clerk; Kathleen Sylvia, Tax Collector; Jack Chapman, Mike & Linda Dross, Dennis and Pauline Vieira, Michael Rolfe, Mike DiPietro, Audrey Trickett, Tom Gonyea, Scott Norris, Dave Jenkins Todd Bedard, William Clunie, Brian & Jennifer Hashem and Connie Schofield, Residents; 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 October 12th, 2015

Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$1,071,515.87 for the week of October 12th, 2015; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Approval of Payroll for Week of October 19th, 2015

Mr. Eaton moved to approve the Payroll Manifest in the amount of \$42,565.04 for the week of October 19th, 2015; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Approval of Accounts Payable for Week of October 28th, 2015

Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$143,021.79 for the week of October 28th, 2015; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Consent Agenda – Week of October 26th, 2015

Policy

Town of Auburn Investment Policy – Adopted October 12, 2015

Current Use Application

First Assembly of God – Map #9, Lots #15-2 and #15-1-1

Correspondence

Skate Park Donation Acknowledgement Letters (3)
Raven's Race 5k Snowshoe Event Permission
William Clunie, Hills Road

Void Check Manifest

Two Checks totaling \$862.65

Authorization

Advance Authorization to accept and record Tax Collector's Deed for property if issued

Pistol/Revolver License

Twelve (12)

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

Public Hearing

The Board held a public hearing for the purpose of receiving public comment concerning amending the Town of Auburn's "Parking Regulations Ordinance" pursuant to the provisions in NH RSA 41:11.

Mr. Pelton informed the Board that the proposed amendments establish enforcement of the ordinance and a payment process for penalties.

There were no comments from the public that was present.

Mrs. Phillips moved to amend the "Parking Regulations Ordinance" as proposed; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Immediately following the Board held a public hearing pursuant to RSA 31:95-e and Article 18 of the 2000 Town Meeting for the purpose of receiving public comment concerning the acceptance of a canine and canine equipment for the re-establishment of a K-9 Unit in the Auburn Police Department.

Mr. Pelton explained that the Auburn Police Department had a K-9 unit from 2003 to 2008 when the canine Roscoe passed away; the Police Department has raised \$7,500 through donations for a canine and equipment to re-institute the unit.

There were no comments from the public that was present.

Mr. Eaton moved to accept a canine and canine equipment valued at approximately \$7,500 to re-establish a K-9 Unit in the Auburn Police Department; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Appointments with the Board

Joseph Forest – Alternate Library Trustee

Mr. Herman indicated that the Library Trustee board is allowed to have three alternates and currently have 2; the Library Trustees would like the Board to appoint Mr. Joseph Forest as Alternate Library Trustee. Mr. Mayland added that the Trustees would like Mr. Forest's term to expire in March 2016 so that all of the Library Trustee Alternates terms expire at the same time.

Mrs. Phillips moved to appoint Mr. Joseph Forest as Alternate Library Trustee; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Auburn Historical Association – Duck Race

Mrs. Jenkins presented to the Board a breakdown of the duck race expenses (see attached) as was requested as a result of the donation of funds from the

Parks and Recreation budget. Mrs. Jenkins informed the Board that the event was successful; all the non-profits were invited to participate in the day and kept all of their own proceeds. The 8th grade students, Griffin Free Library, skate park committee, boy scouts and Lions Club participated and were successful. Mrs. Jenkins explained that the Auburn Historical Association and the Auburn Parks and Recreation Commission had made effort to work together but Mrs. Jenkins felt that each is a different entity with a different operation; the Parks and Receptions having an established budget amount and working to provide the most to Auburn residents with in that budget and the Auburn Historical Association relying on fundraisers in order to continue funding their organization, building, etc. the annual duck race being their major fundraiser. Mr. Eaton asked how much the Auburn Historical Association was able to raise during the event. Mrs. Jenkins stated approximately \$12,000 which will greatly help fund necessary building maintenance repairs such as a wheel chair ramp, replacing doors, etc. Mr. Carpenter added that \$3,000 of funds raised at the event went to the Muscularly Dystrophy Association.

Jack Chapman – Sucker Brook Cycle Race

Mr. Chapman informed the Board that the annual race went well, the weather was excellent which resulted in additional riders and no need for landscaping repairs; the race proceeds in the amount of \$8,000 went to the Dobmeier family who were very much a part of the days event. There was a round of applause from the audience. Mr. Chapman indicated that a lot of Auburn businesses donated and he thanked his wife, Barbara for her bookkeeping efforts.

Rene LaBranche – Raymond Road Testing

Mr. Headd indicated that the Board had just received the results of the testing and have not had a chance to review them. Mr. LaBranche was not in attendance, the Board tabled the matter until the next meeting.

New Business

FY2016 Budget Presentations

Library

Account Number	Account Description	Proposed Amount	Approved Amount
01-4550-3-340-0	Library Operating Expenses	\$37,181.00	\$37,181.00

Mrs. Mayland presented a breakdown of the Library Operating Expenses and noted that the proposed amount budgeted for programs is decreasing by \$200 as a result of generosity in donations; the proposed amount budgeted for Computer Systems is increased by \$381 to replace one computer this year. The total proposed budget increase is \$181.

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

Police Department

Mr. Pelton addressed the Board informing them that along with many other communities Auburn has seen an increase in heroin activity, there have been 19 overdoses, 2 fatalities along with 20 drugs possessions. Mr. Pelton continued that the Department hired another full-time officer so there is now an added officer on duty during the day shift, which has been a big benefit.

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	\$27,436.00	\$27,436.00
01-4210-3-360-1	Police Custodial Services	\$7,120.00	\$7,120.00
01-4210-3-370-1	Police Medical Service	\$1,200.00	\$1,200.00
01-4210-3-390-0	Police Court Prosecutor	\$14,000.00	\$14,000.00
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
01-4210-5-510-1	Police Telephone	\$9,100.00	\$9,100.00
01-4210-5-520-1	PD Electricity	\$6,325.00	\$6,325.00
01-4210-5-530-1	PD Heating Oil	\$8,700.00	\$8,700.00

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	\$6,580.00	\$6,580.00
01-4210-6-630-1	Police Postage	\$600.00	\$600.00
01-4210-6-640-1	Police Subscriptions	\$4,370.00	\$4,370.00
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
01-4210-6-670-4	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	\$57,330.80	\$57,330.80
01-4210-7-700-2	Police Motorcycles	\$4,000.00	\$4,000.00
01-4210-7-710-1	Police Cruiser Maintenance	\$10,500.00	\$10,500.00
01-4210-7-720-1	Police Cruiser Fuel	\$28,000.00	\$28,000.00

Mr. Dion presented the Police Department budget to the Board line by line. Mr. Dion noted that DWI & Sobriety Checkpoint Patrol used to be reimbursed by grants. Mrs. Phillips clarified that the line is no longer going to be offset by grants. Mr. Pelton explained that the State of New Hampshire is changing the way they do things and the grant funding will now likely be awarded to the larger communities. Mr. Pelton continued that the budget line funds a 3rd officer on duty, about 90 extra patrols a year and if the funds are not budgeted for then they can't fund the extra coverage.

Police Computer Services, the proposed budget is increased by \$15,436. Mrs. Deeb explained that the computer hacking incident earlier this year resulted in the loss of many computers and email accounts, etc. In response the Police Department has working with the town's IT vendor, now each employee at the Police Department has an email account that is backed up and monthly monitoring is done by the IT vendor. The vendor has recommended that a new file server as well as a new router. Mrs. Deeb indicated that such safeguards as necessary as law enforcement. Mr. Eaton pointed out that some of this increase is onetime expenses.

Police Radio Maintenance, is decreasing by \$2,420 due to the Police Department finding better pricing. The Police Department only needs to purchase two more to be completely changed over.

Police Telephone is decreased by \$200 due to better pricing received for the aircards and cell phones monthly fees.

Police Electric is increased by \$6,325, this line is half of the total building costs.

Police Office Equipment is increased by \$5,320. The Police Department would like to purchase outright a new copy machine, a new machine will result in a slight increase to the annual maintenance contract.

Police Subscriptions is increased by \$370. Mr. Dion informed the Board that the Police Department had been able to solve crimes as a result of the Leads On-line subscription.

Police Canine Supplies is increased by \$2,999 to fund food, veterinary charges and equipment for the canine. Mrs. Phillips asked the dogs name. Mrs. Deeb answered that the dog arrived named Athos.

Police Cruisers is increased by \$6,279.80. Mr. Dion reminded the Board that last year the Police Department only purchased one cruiser to off-set other budget increases, this year they really need two. The Police Department intends to only get rid of one cruiser this year and use one of the older cruisers as the K-9 unit, in doing this the department will save money in cruiser change over costs.

Police Motorcycle is decreased by \$500.

Police Cruiser Maintenance is increased by \$1,050 due to added patrols with the new officer.

Police Cruiser Fuel is decreased by \$2,000 as a result of the lower cost of fuel.

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

Elections, Registration & Vital Statistics

Account Number	Account Description	Proposed Amount	Approved Amount
01-4141-1-165-1	Assistant E&R Clerk	\$700.00	\$700.00
01-4140-1-165-2	Assistant E&R Moderator	\$600.00	\$600.00
01-4140-1-165-3	Selectmen – E&R	\$1,800.00	\$1,800.00
01-4140-1-165-4	Town Clerk – E&R	\$900.00	\$900.00
01-4140-1-165-6	Ballot Clerks – E&R	\$2,800.00	\$2,800.00
01-4140-1-165-8	Moderator – E&R	\$900.00	\$900.00
01-4140-1-165-9	Booths – Set up	\$1,200.00	\$1,200.00
01-4140-6-610-1	E&R – Equipment/Booths	\$1.00	\$1.00
01-4140-6-620-1	Ballots	\$3,000.00	\$3,000.00

01-4140-6-620-2	Record Preservation	\$4,000.00	\$4,000.00
01-4140-6-645-1	Town Clerk Dues & Conferences	\$1,000.00	\$1,000.00
01-4140-6-650-1	Law Books	\$600.00	\$600.00
01-4140-6-660-1	Dog Tags	\$400.00	\$400.00
01-4140-6-660-2	Voter Cards	\$100.00	\$100.00
01-4140-6-660-3	Meals – E&R	\$1,400.00	\$1,400.00

Mrs. Linxweiler informed the Board that many of the proposed budget lines are increased as a result of four elections to be held next year whereas this year there was one; the proposed amount for Record Preservation is decreased by \$2,000 as a result of all the older records being preserved and bound, there is a few years of minutes that need to be photocopied on acid free paper and then bound; Town Clerk Dues & Conferences is decreased by \$1,000 this will fund the three day Town Clerks Conference and a one day regional workshop; the Dog Tags proposed budget is increased by \$50 as a result of more dogs in town. The total proposed budget is increase is \$4,625.

Mr. Eaton moved to approve the Elections, Registrations & Vital Statistics budget as presented; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Tax Collector

Account Number	Account Description	Proposed Amount	Approved Amount
01-4150-3-310-2	Deed Research	\$600.00	\$600.00
01-4150-6-620-1	Tax Bill Printing	\$4,000.00	\$4,000.00
01-4150-6-645-1	Tax Collector Education	\$2,000.00	\$2,000.00

Mrs. Sylvia presented the proposed Tax Collector budget. Deed Research will be completed this coming year resulting in an increase of \$200 to the budget line and Tax Collector Education is decreased by \$1,000.

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

Town of Newington Communication

The Board reviewed a letter from the Newington, NH Board of Selectmen asking for this Board to address a letter to the New Hampshire Site Evaluation Committee supporting SEA-3, Inc.'s expansion of its Newington facility so that it can accept, store and distribute propane delivered by rail. Mr. Eaton indicated that all of the newer housing subdivisions in Auburn burn propane, SEA, Inc. has not had any accidents and he believes that the northeast needs more local propane supplies. The Selectmen agreed that they were in favor of addressing a letter as requested.

Wethersfield Phase II Bond Release

Mrs. Phillips stated that Stantec and the Planning Board agreed to release the surety.

Mrs. Phillips moved to release the Maintenance Surety in the amount of \$6,189.31 to Espana Building & Development as presented and discussed; Mr. Headd seconded the motion; Mr. Eaton abstained; the motion passed unanimously.

FY2016 Insurance Rates

The Board reviewed a letter from Healthtrust relaying the town's Group employee benefits for 2016. Mr. Herman indicated that the Dental rate is the same, Disability and Unemployment Compensation are slightly lower and Workers Compensation is slightly higher as a result of claims history. Mr. Herman continued that the Health insurance rates won't be set until November and he does expect an increase to the Property and Liability rate.

Mr. Herman informed the Board that the new 2015 tax rate has been set at \$20.71 a reduction of \$.60

Old Business

Performance Evaluation

Mr. Headd noted that at the last Selectmen meeting the Board conducted an annual employee evaluation for Mr. Herman, which was positive.

Mrs. Phillips moved to approve a step increase for Town Administrator, William Herman from a Labor Grade 20, Step 11 to Labor Grade 20, Step 12;

Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Mr. Herman reported to the Board that the replacement of the rear door at the Town Hall is scheduled for tomorrow.

Mr. Bedard asked the Board where they stand in the timeline that was previously drafted for Hills Road with signs, the one-way option, etc. Mr. Herman stated that he has ordered signs. Mr. Dross indicated that he is still waiting for Mr. LaBranche to get him the information regarding where and what signs to install. Mr. Headd indicated that the Selectmen did receive a letter from Mr. Clunie informing the town that the residents have installed a gate on Hills Road and a response from the Board is going out in the mail. Mr. Headd summarized that the Town does not intent to address the matter of the gate until such time as they need to consider at change in the road currently the gate is a matter between the residents and the developer. Mr. Clunie reported to the Board that he has reviewed the Hills Road plans and road profiles and all indicated that the road is constructed for 30 mph, he would like the Board to look into this and place speed limit signs accordingly.

Mrs. Phillips relayed to the Board that she had spoken with a resident would encountered some difficulty at the transfer station when he was trying to dispose of shingles from his roof which he replaced. Mrs. Phillips indicated that she would like a little clarification regarding accepted materials, amounts and fees from Waste Management. Mr. Eaton noted that Waste Management has not gotten back to the Town regarding proposed changes to the contract and suggested that a letter be sent to Waste Management to resume discussions.

Minutes

October 12th, 2015 Public Meeting

Mr. Eaton moved to approve the minutes of the October 12th, 2015 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 public employee(s) & (c) Reputation of any person other than a member of the public body at 8.25 p.m.; 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.

Mr. Eaton moved to exit non-public session at 8:42 p.m.; Mrs. Phillips seconded the motion; A roll call vote was taken; Mr. Headd – yes, Mr. Eaton – yes, Mrs. Phillips – yes. The motion passed.

Mr. Eaton moved to approve an increase for Recreation Maintenance Worker Karl M. Dobmeier from a Labor Grade 5, Step 6 to Labor Grade 5, Step 7; Mrs. Phillips seconded the motion, all were in favor, the motion passed unanimously.

Mrs. Phillips moved to adjourn; Mr. Eaton seconded the motion; all were in favor, the public meeting ended at 8:43 p.m.