

**Town of Auburn
Board of Selectmen
July 11, 2016**

Selectmen Present: James Headd, Richard Eaton & Dale Phillips

Also Present: Melissa Gates, Police Dispatcher; Edward Gannon, Fire Chief; Mike DiPietro, John Rolfe, Mike & Linda Dross, Michael Rolfe, Paula Marzloff, Susan Goodhue, Scott Norris, Russell Sullivan, and Tom Gonyea, Residents; William Herman, Town Administrator; Kathryn Lafond, Recording Secretary

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

Approval of Accounts Payable for Week of July 4th, 2016

Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$1,548,874.59 for the week of July 4th, 2016; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Approval of Payroll for Week of July 11th, 2016

Mr. Eaton moved to approve the Payroll Manifest in the amount of \$41,684.27 for the week of July 11th, 2016; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Consent Agenda – Week of July 11th, 2016

Correspondence

Francis McFarland concerning Clean-up of 663 Raymond Road
NH Liquor Commission Re: Auburn Tavern Outdoor Deck Service
NH Department of Transportation Re: Safety Concerns on Route 121

Adoption Ordinance

Prohibition and Regulation of Fireworks Ordinance

Land Use Change Tax Warrant

Espana Building & Development (Tax map #2, Lot #9-3) - \$12,500.00

Yield Tax Warrant

Manchester Water Works (Tax Map #25, Lot #7) - \$294.07

Manchester Water Works (Tax Map #10, Lot #17) - \$2,187.88

Manchester Water Works (Tax Map #10, Lot #3) - \$1,238.96

Notice of Property Encumbrance Discharge

27 Buttonwood Drive, Tax Map #11, Lot #42-5

Abatement/Refund Request

David Brien, 439 Dearborn Road (Tax Map #11, Lot #17-A) - \$1,442.00

Pistol/Revolver License

Three (3) Licenses

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 of Selectmen held a public hearing pursuant to the provisions of NH RSA 53-C: 3-a for the purpose of receiving public comment concerning the proposed extension of the cable television franchise agreement between the Town of Auburn and Comcast of New Hampshire, Inc. Mr. Herman indicated that the proposed franchise agreement would continue the current agreement for an additional 10 years. Mr. DiPietro asked if the agreement could be renewed for 5 years. The thought that it possibly could. There were no further comments from the public.

Mrs. Phillips moved to renew the television franchise agreement with Comcast of New Hampshire, Inc. from August 17, 2017 through August 16, 2027; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Building Inspector, Carrie Rouleau-Cote – Update on Online Permitting

Mrs. Rouleau-Cote indicated that approximately a month and a half ago the Board authorized her to move forward with eCity Systems to provide an online option for building permits. Mrs. Rouleau-Cote continued that she has spoken with Mr. Herman about proposing a possible change in the fee schedule on the March 2017 ballot. Mrs. Rouleau-Cote would like the Boards authorization to launch the online permits, there will be a \$5.00 processing fee that will be paid to eCity systems and fee similar to the one that is charged through the Town Clerks office for using a card to pay the fee online. The Board asked if there were other towns going online. Mrs. Rouleau-Cote indicated that Allenstown is online. Chester and a few others are moving forward with it as Auburn is. The Board agreed that Mrs. Rouleau-Cote could move forward with launching the online permits.

Melissa Gates – Update on Manchester Water Works Trail Project

Ms. Gates provided an update on the progress of the Manchester Water Works gate identification project, indicating that the gates have been given addresses and vendors are now being looked at to makes signs for each gate listing the identification information. Manchester Water Works will be paying for this expense. Mr. Carpenter indicated that the town has two gates as well and provided the locations to Ms. Gates. Ms. Gates indicated that she could look into them and include them in the project process. The Board were agreeable with paying the fee for signage for those two gates.

Ms. Gates informed the board that the Auburn Safety Complex is a Safe Station. Anyone who struggles with addiction and would like help can come into the station 24-7 and Hope for Recovery will be contacted to provide help to the individual.

Ms. Gates also informed the Board that the Auburn Police Department is running a “Caught You Red Handed” campaign. If kids are “caught” doing something good, like wearing their bike helmet, etc., they will be given a citation for a free “Slushies” at the Auburn Village Store.

Ms. Gates noted that the Police Department has looked into a program called RUOK (Are you OK). Residents can register through this program and set themselves up to receive automated calls at certain times, if these calls go unanswered the Police and Fire will be dispatch to check in on the resident. The Police Department would like to see if there is interest in the community for this service before purchasing the program. Mr. Headd suggested that the Police Department put information in the monthly Auburn Village Crier.

Road Closure Request – Wethersfield Block Party/Road Race

Chief Gannon informed the Board that he was approached by a group of young adults that have formed a non-profit organization that would like to hold a road race in conjunction with the annual block party in the Wethersfield subdivision. Chief Gannon introduced Isabella who is on the youth organization board. Isabella explained to the Board that they hold fundraisers called blessings for backpacks where backpacks are filled with necessary items such as food or school supplies and given to those in need. Isabella indicated that the organization is looking for permission to hold the race and is seeking a donation for port-a-potties. Isabella stated that they are looking at approximately 50 race participants. Mr. Eaton asked which roads would be closed for the race. Isabella introduced Steven who is coordinating the race route. Steven informed the Board of the tentative race route which included Windsor Drive to Winchester Way and possibly Steam Mill Road. Chief Gannon stated that the Fire Department and Police Department are more than willing to help with the race logistics. Mr. Headd asked when the race would occur. Isabella stated September 18th. The Board agreed that they were in favor of the youth group's road race.

New Business

Rockingham Road/No Parking Zone

The Board reviewed a letter indicating the Highway Safety Committees recommendation to post a 450 section of Rockingham Road in the vicinity of the Auburn Pitts for no parking on one side of the road. Road Agent Dross noted that the issues with the road not being passable by emergency vehicles happens when events at the establishment occur, similar problems occur at other areas in Auburn as well, such as the Longmeadow church. Mrs. Dross noted that when she lived on Rockingham Road she experienced that it was very difficult to see pulling out of driveways when vehicle were parked on both side of the road. Mrs. Phillips suggested that perhaps the town could send a letter to the Auburn Pitts to see if they would look into the matter of their patrons parking in the street, perhaps they will self-police themselves.

Landfill Monitoring Report

The Board was presented with the 2016 Groundwater Monitoring Report for their review.

2017-2018 NHMA Legislative Policy Process

The Board was presented with information regarding potential New Hampshire Municipal Association legislative policy recommendations.

Old Business

Library Roof Proposal

Mr. Eaton presented a roofing sample board that he intended to give to the Library Trustees and went on to talk about the specific materials and warranties. Mr. Eaton relayed that he spoke to Score Construction, S & W Roofing and Derry Roofing as well as their references. Mr. Eaton recommends that the Town award the bid for the Library Roof to S & W Roofing, LLC. The other Board members were in agreement.

Mr. Eaton moved to award the bid for the Griffin Free Library roof to S & W Roofing, LLC in the bid amount of \$11,900; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Old Candia Road Culvert Project

The Board was provided with the bid request for the precast concrete culvert of Old Candia Road. Mr. Herman indicated that bids are due by Thursday, July 14th at 2:00 p.m.

Recreation Improvements Over-Expenditure

Mr. Herman noted that the Board has previously requested the Parks and Recreation Commission to look through their budget to see how much money might be able to be used to offset the over-expenditure for the Recreation Improvement account. Mr. Nye had provided area in the budget totaling \$5,000 that could be used. Mr. Herman indicated that this would leave a balance of a little over \$15,000 over-expended. Mr. Herman continued that Stantec is designing and permitting the walk path which will be another \$3,000 to \$4,000. The Board agreed that they would like Stantec to continue to move forward with that. Mr. Herman stated that would bring the over-expenditure in the Recreation Improvements line back up to approximately \$18,000 to \$20,000. The Board agreed to talk to Finance Director, Adele Frisella to see where funds to off-set the over expenditure may be available.

Minutes

June 20th, 2016 Public Meeting

Mr. Eaton moved to approve the minutes of the June 20th, 2016 public meeting; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

June 27th, 2016 Public Meeting

Mr. Eaton moved to approve the minutes of the June 27th, 2016 public meeting; 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) & (d) Consideration of the acquisition, sale or lease of real property; Mrs. Phillips seconded the motion; A roll call vote was taken; Mr. Headd – yes, Mrs. Phillips – yes, Mr. Eaton – yes. The motion passed.

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

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

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

Mr. Eaton moved to approve a step increase for the Building Inspector from a Labor Grade 10, Step 17 to a Labor Grade 10, Step 18 based on a positive performance evaluation; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Mr. Eaton moved to approve a step increase for the Executive Assistant from a Labor Grade 7, Step 10 to a Labor Grade 7, Step 11 based on a positive performance evaluation; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Mr. Eaton moved to approve a 2% step increase to the annual stipend for the Welfare Officer based on a positive performance evaluation; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Mr. Eaton moved to approve a step increase for the Land Use Administrator from a Labor Grade 7, Step 9 to a Labor Grade 7, Step 10 based on a positive performance evaluation; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Mr. Headd moved to adjourn; Mr. Eaton seconded the motion; all were in favor, the public meeting ended at 8:19 p.m.