

**Town of Auburn
Board of Selectmen
April 24, 2017**

Selectmen Present: James Headd, Richard Eaton & Dale Phillips

Also Present: Carrie Rouleau-Cote, Building Inspector; Amy Lachance & Dave Nye, Parks & Rec. Commission, BK Bazan, Alan Cote, Scott Norris, Paula Marzloff, Mickey Rolfe, and Mike DiPietro, Residents; William Herman, Town Administrator; Kathryn Lafond, Recording Secretary

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 April 17th, 2017

Mr. Eaton moved to approve the Payroll Manifest in the amount of \$40,593.80 for the week of April 17th, 2017; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Approval of Accounts Payable for Week of April 24th, 2017

Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$130,680.42 for the week of April 24th, 2017; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Consent Agenda – Week of April 24th, 2017

NH Department of Revenue Administration

MS-232 – Report of Appropriations Actually Voted - \$5,288,640

US Environmental Protection Agency

NPDES PII Small MS4 General Permit Annual Report (No. 14 – March '16-April '17)

Abatement – Refund Request

Owner Unknown – Off Chester Turnpike (Tax Map #11, Lot #15) - \$536.06

Land Use Change Tax – 288 Bunker Hill Road (Tax Map #8, Lot #25-1) - \$2,240.00

Notice of Property Lien

543 Bunker Hill Road (Tax Map #5, Lot #85-3)

Application for Property Tax Credit

Veterans Credit – Jenny G. Chase, 376 Spoffard Road

Notice of Intent to Cut Wood or Timber

Tower Hill Road (Tax Map #13, Lot #1 and Lot # 6) 46 & 6 acres

Corrective Payroll Manifest

Payroll Run of 4/17/2017 -- \$692.06

Pistol/Revolver License

Three (3) License(s)

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 for the purpose of receiving public comment concerning amending the town's "Building Permit Fee Schedule" pursuant to the provisions of Article 13.01 of the town's Zoning Ordinance and the adoption of a proposed "Building Permit Refund Policy". Mrs. Phillips indicated that she has heard no negative feedback regarding the proposals. There were no comments from the public.

Mrs. Phillips moved to amend the Building Permit Fee Schedule as proposed, effective July 1st, 2017; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Mrs. Phillips moved to adopt the Building Permit Refund Policy as proposed, effective May 1st, 2017; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Appointments with the Board

Amy Lachance, Parks and Recreation Coordinator – Running Club Proposal

Mrs. Lachance informed the Board that she and the Auburn Village School cross country coach have discussed developing a summer running camp for children. They are in the beginning stages of developing a proposal for the program but the goal is to have the program be self-funding. Mrs. Lachance explained that the program would consist of approximately 9 sessions in August, shirts and water bottles would be provided to the kids. In order for the program to be self-funding, 25 kids would need to be enrolled and the cost per child would be \$99. Mrs. Phillips stated that it sounds like a fun program. Mr. Headd asked where the program would be held and would children be running on the road. Mrs. Lachance indicated potentially at the Auburn Village School or the Safety Complex and the child would run on both the road and trails. Mr. Villeneuve questioned the program not being in the current year's budget. Mr. Herman explained that if the program is truly self-funding the Board does have the authority to accept the revenue and expend the funds for the program. Mrs. Lachance noted that if there were not enough children enrolled to fully fund the program it would need to be called off. Mr. Villeneuve suggested that Mrs. Lachance speaks with the Police Department about grant availability for promotional products like water bottles. Mrs. Lachance thanked Mr. Villeneuve for the suggestion. The Board agreed that the program sounds like a good idea and was ok with Mrs. Lachance moving forward with developing it.

Mr. Headd informed those present that Mr. Alan Villeneuve former chair of the school board is here this evening as he has a proposal for naming the Town Hall meeting room. Mr. Villeneuve stated that Mr. Don Stritch did a lot for the town of Auburn and the Auburn Village School, he would like to propose that the Board of Selectmen name this meeting room after Mr. Stritch. Mr. Headd thought it was a good idea and discussed putting a plaque with a picture of Mr. Stritch outside of the meeting room door. Mr. Headd noted that he spoke with Bertha Stritch and she had no objections, she suggested that the town uses the profile picture of Mr. Stritch that was in the 2013 Town Report. Mr. Headd added that Mr. Stritch put in 50 years to the town and state in various roles including the AVS principal, town Moderator, and State Representative. The Board agreed to put together a plaque to be displayed and take up voting at that time.

New Business

Resignation – Alex Eisman, Parks & Recreation Commission

The Board reviewed a letter of resignation from the Parks and Recreation Commission from Alex Eisman.

Mrs. Phillips moved to accept with regrets Mr. Alex Eisman's resignation from the Parks and Recreation Commission; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Mr. Dave Nye informed the Board that the Parks and Recreation Commission would like to move Lisa Canavan to the Vice-Chair position of the Commission. Mr. Nye also introduced Mr. BK Bazan who would like to sit on the Commission. Mr. Bazan informed the Board that he recently moved to Auburn from Denver and would like to contribute to the community. Mr. Bazan praised the town for their maintenance of the town parks and playgrounds. The Board welcomed Mr. Bazan to Auburn and thanked him for his willingness to serve.

Eddows Field Soil Testing Result/Fertilization

The Board reviewed the results of the soil tests from the Wayne Eddows fields that Spectrum Analytic performed. Mr. Eaton asked that the results be provided to Pat Kelly and to the company Mr. Kelly would like to use for fertilization of the fields. Mrs. Lachance indicated that Mr. Herman had given her a copy of the results and she has already forwarded it to Mr. Kelly and Mainly Grass, Inc. Mr. Eaton thanked Mrs. Lachance and the Board thanked Mr. Michael Rolfe for facilitating the soil testing. The Board agreed that the Parks and Recreation Commission should move forward with the fertilization of the fields.

2016 Encumbered Funds

Mr. Herman indicated that the Board previously approved encumbering funds for the Master Plan & CIP updates, Griffin Mill Bridge and Old Candia Road hazard mitigation. There is a new inclusion in the amount of \$3,600.00 for records preservation. This amount was contracted with Kofile Preservation in October of 2016 when they picked up the records to be preserved. The records have just this month been returned and an invoice submitted. Finance Director, Adele Frisella has checked with the auditor and they are ok with the encumbrance of these funds.

Mr. Eaton moved to encumber \$3,600.00 from FY 2016 for Record Preservation as discussed; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Request to Close/Film on Lantern Lane

The Board reviewed an email from a company who would like to film running scenes on Lantern Lane for a film project. The proposed dates are May 22nd through May 25th. Mr. Herman stated that he has sent the request to the Police Department for their review. Mrs. Phillips would like to get a recommendation from the Police Department about whether the road needs to be closed and if there needs to be a traffic detail. Mr. Eaton agreed that the Police Department and Fire Department would work together on this and let the Board know what is needed. Mr. Headd indicated that he would also like more information from the company also, how long the company would be filming, are they insured, etc.

Dartmouth Drive Sink Hole

The Board reviewed an email from Dan Tatem of Stantec Consulting regarding a sink hole that has appeared on Dartmouth Drive. Mr. Rolfe informed the Board that it is further up the road than the last one that occurred a few years ago and barrier have been placed across the road. Stantec's email recommends steps that should be taken to determine the cause of the sinkhole. It was noted that the Road Agent would be working on this repair this summer.

Payment Schedule Agreement for Library Funds

The Board reviewed a proposed agreement for the disbursement of the appropriated library funds. Mr. Herman explained that the current agreement is 25% paid in January, April and July with the balance paid in October. Any balance unexpended is paid back to the town at year end. Mr. Herman continued that the new agreement proposes payouts of 40% in January, 20% in April, 20% in July and the balance in October. This enables the library to better utilize town funds.

Mrs. Phillips moved to approve the proposed Payment Schedule for Library Funds as presented and discussed; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Lawn Mowing Proposals

Mr. Herman informed the Board that 5 bids were received. Blue Sky Landscaping is the lowest bid received. The total amount budgeted is \$28,000.00. ASAP and Parker Landscaping's bids would be within budget. Mr. Eaton verified that the Auburn Village School would be choosing their own vendor and paying directly for their services. Mr.

Herman stated that was correct. Mr. Rolfe noted that it took a little bit but ASAP is now familiar with the town's needs. Mrs. Marzloff brought up the mowing of Longmeadow Cemetery. Mr. Herman noted that the Cemetery Trustees put the cemetery properties out to bid separately. Mr. Norris states that he would bring the matter up with the other Cemetery Trustees. Mrs. Phillips stated that by delaying the decision last time the Board did ASAP landscaping a disservice. Mr. Eaton agreed and believed the Board should not delay in making a decision. Mrs. Phillips indicated that ASAP knows what the town wants. Mr. Eaton agreed that ASAP is doing a good job.

Mr. Eaton moved to award the town lawn mowing and maintenance bid to ASAP Landscaping & Design, LLC in the amount of \$24,500.00; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

The Board reviewed an invitation from the Lions Club. The Auburn Lions Club is trying to recruit new members. The meeting will be held Tuesday, May 9th. 6:00 p.m. to 7:00 p.m. at the Auburn Safety Complex.

Old Business

Hooksett Road Drainage Review

Mr. Herman informed the Board that Road Agent Dross, Stantec and NH DOT did an initial walk of Hooksett Road. NH DOT will secure a camera to scope out the drainage and will report the findings back to the Board in the next several weeks.

Minutes

March 27th, 2017 Public Meeting

Mr. Eaton moved to approve the minutes of the March 27th, 2017 public meeting; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

March 27th, 2017 Non-Public Meeting

Mr. Eaton moved to approve the minutes of the March 27th, 2017 non-public meeting; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

April 10th, 2017 Public Meeting

Mr. Eaton moved to approve the minutes of the April 10th, 2017 public meeting; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

April 10th, 2017 Non-Public Meeting (x4)

Mr. Eaton moved to approve the minutes of the April 10th, 2017 non-public meeting (x4); Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Adjourn

Mr. Headd moved to adjourn; Mrs. Phillips seconded the motion. All were in favor, the meeting was adjourned at 7:46 p.m.