

**Town of Auburn
Board of Selectmen
October 23, 2017**

Selectmen Present: James Headd, Richard Eaton & Dale Phillips

Also Present: Kathy Sylvia, Town Clerk; Ron Poltak, Tom Lacroix, & Michael Rolfe, Planning Board; Amy Lachance, David Nye, Margie McEvoy, Pat Kelly, & Mike Dobmeier, Recreation Commission; Mike & Linda Dross, Nancy Mayland, Dan Carpenter, Paula Marzloff, Christine McLaughlin, and Mike DiPietro, Residents; William Herman, Town Administrator; Kathryn Lafond, Executive Assistant

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

Approval of Accounts Payable for Week of October 23rd, 2017

Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$152,903.16 for the week of October 23rd, 2017; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Consent Agenda – Week of October 23rd, 2017

NH Office of Highway Safety Traffic Enforcement Grants Agreement

STEP Patrols, Operation Safe Commute and Join the NH Clique Traffic Patrols – November 2017 through September 2018 - \$6,211.96

Warrant / Payment in Lieu of Taxes (PILOT)

Manchester Water Works - \$175,000

Warrant / 2017 Second Issue Betterment Assessment

Cottage Avenue Properties - \$2,290.56

Notice of Lot Restoration

16 Sun Valley Road (Tax Map #18, Lot #24)

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

Fiscal Year 2018 Budget Presentations

Election, Registration & Vital Stats

Account Number	Account Description	Proposed Amount	Approved Amount
01-4140-1-165-0	Election Personnel	\$8,000.00	\$8,000.00
01-4140-6-620-2	Record Preservation	\$4,000.00	\$4,000.00
01-4140-6-645-1	Town Clerk Dues & Conferences	\$2,000.00	\$2,000.00
01-4140-6-650-1	Law Books	\$700.00	\$700.00
01-4140-6-660-0	Election Expenses	\$8,000.00	\$8,000.00
01-4140-6-660-1	Dog Tags	\$500.00	\$500.00

The Board reviewed the proposed budget. Mrs. Sylvia informed the Board that the elections lines reflect increases because there are three elections to be held next year and these elections require ballot coding.

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

Planning & Zoning

Account Number	Account Description	Proposed Amount	Approved Amount
01-4191-2-250-1	P/Z Mileage	\$500.00	\$500.00
01-4191-3-320-1	P/Z Engineering Services	\$3,000.00	\$3,000.00
01-4191-3-350-1	P/Z Legal Expenditures	\$21,000.00	\$21,000.00
01-4191-3-390-1	P/Z Maps	\$250.00	\$250.00
01-4191-3-390-2	Master Plan & Regulatory Updates	\$6,900.00	\$6,900.00
01-4191-3-390-3	P/Z Recording Fees	\$250.00	\$250.00
01-4191-6-620-1	P/Z Printing	\$1,000.00	\$1,000.00
01-4191-6-645-0	P/Z Dues, Workshops, Seminars	\$1,200.00	\$1,200.00
01-4191-6-650-1	P/Z Books	\$500.00	\$500.00
01-4191-6-670-1	P/Z Printed Forms & Supplies	\$50.00	\$50.00
01-4191-6-680-1	P/Z Legal Ads	\$3,000.00	\$3,000.00

Mr. Poltak informed the Board that the proposed budget is level funded except for the Master Plan & Regulatory Updates line which he would like to increase to \$6,900.00 to finish the Master Plan and draft an ordinance to address condominiums since the current regulations do not. Mr. Poltak and the Board discussed encumbering again any remaining encumbered funds. Mr. Poltak indicated that these funds were needed to

finish the Master Plan update. The Board agreed to encumber the remaining funds for this purpose.

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

Parks & Recreation

Account Number	Account Description	Proposed Amount	Approved Amount
01-4520-0-001-1	Recreation Senior Trip	\$7,000.00	\$7,000.00
01-4520-0-001-2	Recreation Family Events	\$16,150.00	\$16,150.00
01-4520-0-001-3	Recreation Basketball Program	\$1,280.00	\$1,200.00
01-4520-0-001-4	Recreation Ski Program	\$2,800.00	\$2,800.00
01-4520-0-001-6	Recreation Community Service Award	\$750.00	\$750.00
01-4520-0-001-7	Recreation Soccer Program	\$1,900.00	\$1,900.00
01-4520-0-001-8	Recreation Senior Dinners	\$1,800.00	\$1,800.00
01-4520-2-250-1	Recreation Mileage Reimbursement	\$1,200.00	\$1,200.00
01-4520-3-360-1	Recreation Playground & Parks	\$3,000.00	\$3,000.00
01-4520-5-550-0	Recreation General Maintenance	\$20,175.00	
01-4520-5-550-4	Recreation Ice Rink	\$11,300.00	\$1,800.00
01-4520-5-560-1	Recreation Trash Removal	\$600.00	\$600.00
01-4520-5-560-2	Recreation Chemical Toilets	\$5,400.00	\$5,400.00
01-4520-6-670-0	Recreation Office Supplies	\$200.00	\$200.00
01-4520-5-610-0	Recreation Tools	\$9,430.00	\$5,000.00

The Recreation Commission presented the proposed budget which they amended based on the discussions from the October 2nd Selectmen's meeting. Mrs. Lachance indicated that they cut back senior trips to two trips and eliminated the egg hunt and boot camp. Mr. Kelly noted that the Recreation Soccer Program line reflects a reduction from what was originally proposed as proposed work was moved to Recreation General Maintenance.

The Board reviewed the proposed Recreation General Maintenance budget line. Mr. Eaton felt that \$5,900 for tree cutting was a large amount. Mr. Nye indicated that the recreation workers perform this work themselves and it is something that has been cut from the budget in the past so there is a lot of work to do at each park. Mr. Eaton indicated that he would like to revisit this amount but moved along to review other items in the proposed line. The Board compared quotes from Mainly Grass and Highest Quality. Mr. Eaton noted that the quote that Highest Quality does not reflect what the company had verbally discussed with him, he would like to follow up with both companies for clarification on their quotes.

The Board discussed the ice rink with the Commission. Mr. Nye indicated that they won't know if the most recent work that they performed to the rinks worked until this winter. The Board decided to eliminate the curb replacing and the asphalt paint. Mr. Eaton commented if the rinks do not hold water again this winter the Board will need to look into a permanent solution. The Board was agreeable to installing a 25' x 20' apron to prevent gravel from being tracked onto the rinks.

The Board reviewed the proposed Recreation Tools line. Mr. Nye informed the Board that everything that they have included and priced out is things of their own personal property that they use for town work. Mr. Eaton was not in favor of purchasing a plate compactor at this time, he would prefer the town rent one when needed. Mr. Eaton also believed that the Recreation Commission could find a trailer for less money than proposed. The Board agreed with approving \$5,000 for Recreation Tools and suggested that the Commission prioritize and purchase accordingly.

Land Improvements

Account Number	Account Description	Proposed Amount	Approved Amount
01-4901-3-910-3	Recreation Improvements	\$93,861.00	

The Board reviewed the proposed work included in the Recreation Improvements line. Mr. Herman noted that the Board had previously expressed interest in applying for a grant to help fund the Wayne Eddows Fields walking path which would include lighting. He asked if the Board would like to continue to pursue this grant, the work could not be done prior to the grant being awarded which would likely not occur until fall of 2018 if at all. The Board agreed that they would like to pursue the grant application and eliminate the walking path and lighting work from the 2018 proposed budget. Mr. Eaton suggested that the Board approve the remaining work items proposed. It was noted that the dugouts were still being completed and the Board would need to know how much the Recreation Commission would be encumbering in order to determine the appropriate amount to fund in the 2018 budget to complete the dugouts.

New Business

Auburn Representative – Robert Frost / Old Stage Coach Scenic Byway Council

The Board reviewed an email from Elizabeth Robidoux who indicates that she may not be able to continue to serve as Auburn representative on the Robert Frost / Old Stage Coach Scenic Byway Council. The Board indicated that they would look for a volunteer to serve as a representative.

Minutes

October 16th, 2017 Public Meeting

Mrs. Phillips moved to approve the minutes of the October 16th, 2017 public meetings; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

October 17th, 2017 Public Meeting

Mrs. Phillips moved to approve the minutes of the October 17th, 2017 public meetings; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

October 17th, 2017 Non-Public Meeting

Mrs. Phillips moved to approve the minutes of the October 17th, 2017 public meetings; Mr. Eaton 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 the provisions of RSA 91-A: 3, II (c) Reputation of someone other than a member of the Board; seconded by Mr. Headd. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes; Mrs. Phillips – yes. The motion passed at 8:27 p.m.

Meeting in Non-Public Session with the Selectmen were Dan Carpenter, Nancy Mayland, Town Administrator Herman, and Executive Assistant Lafond.

Mr. Carpenter, Mrs. Mayland, and Ms. Lafond left the meeting.

Continuing to meet in Non-Public Session with the Selectmen was Town Administrator Herman for the purposes of an annual performance evaluation.

Mr. Eaton moved to come out of Non-Public Session at 9:02 PM. Second by Mrs. Phillips. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes; Mrs. Phillips – yes. The motion passed.

Mr. Headd moved to seal the minutes of the Non-Public Sessions. Second by Mr. Eaton. A vote was taken, all were in favor, the motion carried unanimously.

Mrs. Phillips moved to approve the granting of an easement to the Friends of Auburn, LLC for access purposes from Town of Auburn property located at 22 Hooksett Road (Tax Map #26, Lot #9) to abutting property located at 16 Hooksett Road (Tax Map #26, Lot #10). This easement will remain in place until such time as the property located at 16 Hooksett Road is merged with the Town property located at 22 Hooksett Road and the two properties become one. Seconded by Mr. Eaton. A vote was taken, all were in favor, the motion carried unanimously.

Other Business

The Board agreed to complete the employee performance review at a follow-up meeting on October 25, 2017, at 9:00 a.m.

Adjourn

Mrs. Phillips moved to adjourn; Mr. Eaton seconded the motion. All were in favor, the meeting was adjourned at 9:04 p.m.