

**Town of Auburn  
Board of Selectmen  
Workshop Meeting  
November 1, 2017**

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

**Also Present:** Road Agent Mike Dross, Dan Tatem of Stantec Consulting and Town Administrator William Herman.

Mr. Headd called the meeting to order at 9:05 a.m.

**Dartmouth Drive**

Dan Tatem reported to the Board they have been looking at Dartmouth Drive to try and determine what has caused several sinkholes that have appeared in the road or in the drainage swales during the past year. He noted the most current sinkhole which closed the road has been repaired to gravel grade, but has not been paved. In watching this area, they have found every time there is a significant storm, water bubbles up through this area and then disappears, but is not carrying gravel away with it. As part of the earlier repair, they had capped and sealed a utility pipe that had a tape seal, so they believe that had been the means for water in the past to carry material away. With the action of the water now, they believe it is surface water infiltrating the area, and the needed repair would be to install an undrain system with approximately three interceptor trenches & pipes at approximately 300-feet intervals across the road and connected to drainage swales to carry the water off to an existing drainage basin near the intersection of Rockingham Road and Dartmouth Drive. Mr. Tatem estimated the cost of this work would be \$42,779.00

If this does not eliminate the water and sinkhole problem, then the likelihood is the problem also involves water running through the dry sewer trenches, which would then require more extensive work including the installation of trench dams at certain intervals to capture and re-direct this water as well. These trench ditches are approximately 12-feet below the current road surface, and would involve some extensive reconstruction work. Mr. Tatem estimated the cost for this work would be an additional \$68,775.

He indicated the cost estimates were based on the Road Agent and local contractors doing the work. If the project needed to be laid out, that would add an additional 3 to 4% to the project costs, while construction monitoring would include an additional 5% of cost.

Mr. Eaton and Mr. Dross both indicated they felt the underdrain plan will work and will solve the problem. Mr. Tatem suggested it might make sense to accomplish the improvement work, but leave the road unpaved until spring to enable them to monitor

the repair to ensure it worked. There was agreement this work was not of an emergency nature and the potential project could be held off until spring.

Mr. Tatem indicated there was no reason Dartmouth Drive couldn't be re-opened to traffic at this point. The sink hole has been repaired and there isn't a problem for the motoring public. Mr. Dross agreed, but felt the Jersey barriers in place should be moved to have a barrier on each side (top and bottom) to the area repaired to keep vehicles off of it. To the extent possible, he wanted to keep vehicles off of the area recently repaired for safety concerns. The Board was in agreement with re-opening Dartmouth Drive, and the Road Agent indicated he would have the work done this week.

### **Boxwood Drive**

Mr. Tatem indicated the specifications for the restoration of Boxwood Drive will be ready to go today. He indicated they had been verifying quantities and materials. Due to the current trend in bids, he indicated Stantec will contact six pre-qualified firms and invite them to submit proposals for the project. He felt a big dozer would be required, but that there may be few vendors, if any, willing to take on this small a project this late in the season. If there are, the Town can elect to award a contract. If there isn't, the Town could hold the project until next season. The Board agreed.

Dan Tatem left the meeting at 9:40 a.m.

### **Salt Storage Facility**

The Road Agent reported he had reached out to Iron Horse Structures of North Conway to secure a quote for a new salt storage facility for the highway department. He had done that through Iron Horse Structures as the firm who submitted the most competitive proposal a couple of years ago. He reported they held their price from two years ago at \$74,975 and indicated they could perform the work in late November to early December. Mr. Dross noted this was a block foundation, but he felt that could be better for the Town as the building would be able to be moved in the future if desired. He indicated the Town crew could prepare the site and back-fill the cement block foundation without a problem. Mr. Dross felt the structure was needed in order to build up salt storage capacity for the Town. He said the Town has also accepted more miles of road to maintain, increasing the need for storage capacity.

Mr. Herman noted the project was included in the Capital Improvement Plan the Planning Board adopted, but it was included at \$100,000, so the \$75,000 price was less than anticipated in the planning document the Planning Board prepared earlier this year.

Mike Dross left the meeting at 9:45 AM.

## **Capital Projects**

Mr. Herman provided the Board with a listing of capital projects or items the Board had mentioned or discussed at various times during the year or is included in the Capital Improvement Plan. The list includes:

Rescue Vehicle for Fire Department: \$315,000 with \$100,000 due up front first year

Potential Library Property (Friends of Auburn): \$200,000

Storage Building / Garage: \$250,000 - \$360,000

Griffin Mill Bridge / Temporary Driveway: \$15,000

Salt Storage Building: \$75,000

Dartmouth Drive Improvements:

Multi-Use Path Project / Engineering: \$30,000

Road Reconstruction: \$650,000 - \$800,000

The Board members agreed they would hold off on the Dartmouth Drive project until spring. They began reviewing the remaining list of potential projects and support information they had on each.

Mr. Herman had also estimated potential funding sources for the Board they could consider using towards capital projects if they wished to do so. Those sources included:

FY 2016 Undesignated Fund Balance (\$2,059,976): Could use \$500,000 to \$600,000

FY 2017 Undesignated Fund Balance: \$176,000: Proceeds from two sold lots

One-Time Additional Highway Block Grant Funds (2017): \$137,228.26

Mr. Herman noted the additional Highway Block Grant Funds as passed by the Legislature were done in a manner to enable the governing board to accept them as unanticipated revenues and spend them on local highway purposes that were not already budgeted. With this process, he indicated the Board could determine how the funds would be spent and the Board should hold a public hearing before the end of 2017 to accept the funds and determine how they would be spent.

Through discussions, the Board agreed to dedicate the \$137,228.26 in the following manner:

- Salt Storage Facility - \$75,000
- Griffin Mill Bridge / Temporary Driveway - \$15,000
- Multi-Use Path Plans & Engineering - \$30,000

- Balance to be used for Dartmouth Drive Improvements - \$17,228.26

Mr. Herman reported he would schedule the required public hearing as part of the Board's November 13<sup>th</sup> meeting. Mrs. Phillips asked if the Board was in agreement with allowing the Road Agent to place an order for the salt storage facility based on the potential it could be installed in late November to early December. The Board was in agreement the order could be placed.

The Board felt there was approximately \$675,000 to \$775,000 in funds from the Town's undesignated fund balance that could be used towards capital projects in 2018 and would not require the raising of any funds through additional property taxation.

The Board discussed the potential of the replacement rescue vehicle proposed by the Fire Department. Mr. Eaton felt it may make sense to fully fund the purchase of the vehicle in 2018 and not incur the expense of interest associated with a lease purchase process. Mr. Herman explained the Town would be buying the required cab and chassis upfront with the \$100,000, but then the rest of the vehicle would be built. The Fire Chief had indicated that would take approximately a year to complete. So the Board could consider paying the vehicle off in full at that time, but that would be 2019 and not 2018. The Board was in agreement for the need of the vehicle and that \$100,000 was the financial impact for 2018.

The Board discussed the approximate 1.9-acres of land adjacent to the current half-acre the Town owns on which the Griffin Free Public Library is located. Mrs. Phillips expressed the sense it was important to move forward with this acquisition while it is at hand. She felt the small library building was at capacity between its library function, museum function and the many programs currently being offered such as a quilters club, cooking club, authors' series, reading club, youth programs and more. She indicated the Town's ability to own the property will enable the Library Trustees, Board of Selectmen and other town officials to examine options for the future that would allow for expanded parking and either an expanded library facility or perhaps more of a community center-type facility. The Board was in agreement for the need of the property and that \$200,000 was the financial impact for 2018.

The Board discussed the current status of plans being developed for a potential storage building / garage for use mainly by the police department and parks & recreation. Mr. Eaton noted the designers were still gathering information they needed to refine the plans for a single-story storage building in time for the next planning committee meeting on November 7<sup>th</sup>. He indicated they were seeking some information from the Building Inspector, while he also felt it would be necessary to have Stantec assist in reviewing the current site and provide some final information and determinations for the November 7<sup>th</sup> meeting.

Mr. Eaton indicated he would ask the Board's approval at their November 6<sup>th</sup> meeting to use Mr. Tatem's assistance for a few hours for this purpose. Mr. Herman noted this was a properly posted meeting of the Board, and the Board could make that decision

now instead of waiting until November 6<sup>th</sup>. The Board members were in unanimous agreement to have Mr. Tatem assist in this manner in order to make the November 7<sup>th</sup> meeting as productive as possible.

At this point, Mr. Eaton believed the cost of the storage building project would be \$250,000.

The Board was in agreement to include three separate warrant articles in 2018 for three capital projects, all of which would be proposed to be funded through the undesignated fund balance and not from additional tax dollars. The three projects included:

- Fire Department Rescue Vehicle - \$100,000
- Potential Library Land - \$200,000
- Storage Building / Garage - \$250,000

### **Adjourn**

***Mr. Eaton moved to adjourn; Mrs. Phillips seconded the motion. All were in favor, the motion passed and the meeting adjourned at 10:48 a.m.***