

**Town of Auburn
Board of Selectmen
May 21, 2018
Town Hall
5:00 pm**

Selectmen Present: James Headd, Richard Eaton and Keith Leclair

Also Present: Carrie Rouleau-Cote, Building Inspector; Denise Royce, Land Use Administrator; Bob Gonyea and Jim Doherty of Target New England, Fire Chief Ed Gannon, Budget Committee Members Peter Miles, Dan Carpenter, David Wesche and Alan Villeneuve, Road Agent Mike Dross, Mickey Rolfe, Nancy Mayland, Linda Dross, Pauline and Dennis Vieira, William Herman, Town Administrator and Nancy Hoijer, Recording Secretary

Appointments with the Board: Town Hall Office Space – Town Hall Staff

The Selectmen and Mr. Herman met with Mrs. Rouleau-Cote and Mrs. Royce in their offices to discuss potential changes to the layout of the office to increase privacy and eliminate distractions in order to be more conducive to concentrating on work efforts.

Mrs. Rouleau-Cote and Mrs. Royce stated they were in favor of a movable half-wall petition with a clear top to allow light to pass through which would project half way from the wall to the rear of her desk toward the location of the copier. The proposed petition is about 70" high and 33" per panel and would require no more than two at an estimated \$187 each. Portable rather than permanent walls would promote ventilation, circulation, light and sound while eliminating distractions.

Mrs. Royce stated Mrs. Rouleau-Cote needs more privacy as people often walk in while she is meeting with others.

Mr. Headd suggested moving the copier. Mr. Leclair added the panels were available in all shapes and sizes. Mr. Herman added it would be good to match what existed in the room, and he would locate the vendor information for the original panels. Mr. Eaton asked if having petitions down the length of the room leaving a 33" walkway would make sense.

Mrs. Rouleau-Cote suggested another option would be moving the file cabinets to create a wall and move the copier around the corner. It was decided to move the two file cabinets to the position where the panels were desired to give it a trial run.

Mr. Herman noted if the Board decided to perform work on the front entrance of the Town Hall, for the short-term duration of the work the likely main entrance to the Town Hall would be the rear access door by the Building Inspector's work area.

The Selectmen with Mr. Herman, Mrs. Rouleau-Cote and Mrs. Royce then checked which rear entrance would be more suitable during the construction, the basement access or the side door to the rear of the building. It was determined that the basement was too restrictive and the side door would provide more suitable access for the public with only concerns about access for the public through the adjoining parking lot where currently traffic passes one-way. The lift was right there as well.

Mrs. Rouleau-Cote and Mrs. Royce left the meeting at 5:30 pm

Rob Gonyea and James Doherty of Target New England Historical Restorations

The Selectmen met in the meeting room to review Target New England's bid for the front entrance renovation work at the Town Hall and questioned since the bid was much lower than the others if they had fully planned for the scope of the work.

Mr. Doherty answered while they had not figured for the overhead, they were not going to change the price. He provided copies to each of the Selectmen of a portfolio that showcased some of the work they had done recently for renovations to the Pembroke Town Hall Clock Tower, the Effingham Library cupola and for the Town of Peterborough as well as providing eight references.

Mr. Eaton asked them if they thought it could be accomplished in a timely manner and Mr. Gonyea stated it should take 2-3 days to do the removal of the existing stairs and all the trash would be removed from the site directly after. The restoration work would take six to eight weeks.

Mr. Eaton asked if they would do the work themselves or had other workers. Mr. Doherty stated they have some laborers and carpenters they use in addition to themselves. Mr. Gonyea gave a history of their background which included teaching and working in the industry his whole life.

Mr. Gonyea asked about the walkway pavement whether it would be removed or kept. Mr. Eaton explained they would try to keep it. Mr. Eaton explained the objective is to keep the rain from dripping, hitting the stairs.

Mr. Gonyea asked about the slabs which are to be 12', 4' down and filled.

Mr. Doherty stated there was plenty of wiggle room. Mr. Doherty asked about the handrails. Mr. Gonyea suggested they could either go with a wooden historic look or remove the wrought iron, sandblast it and paint on a black sheen.

Mr. Eaton suggested a wooden painted turn spindle in white and asked if painting was included and Mr. Doherty stated it was. They were additionally willing to power wash the front of the building and were willing to work out a price to paint the rest of the building which hasn't been done for eight years.

The Selectmen and Mr. Herman went outside with Mr. Gonyea and Mr. Doherty to look at the area to be restored. Mr. Herman and Mr. Eaton showed where they believed the leach field and other utilities were located and it was determined the trucks and lift should access the site to its left. Mr. Herman indicated which flood lights were still working and the center alarm which was not connected. The plans were reviewed, and Mr. Doherty indicated the soffits shown on the left of the plan. Colors were discussed for the stair treads which were shown as composite on the plan for the deck and treads. Mr. Gonyea opined white may be too bright and that grey or charcoal might look nice. Mr. Eaton requested samples be brought in before selecting the paint.

Mr. Leclair asked the payment terms. Mr. Doherty stated they would require one third as a deposit, one-third at the half way mark and the remainder when signed off.

Mr. Leclair suggested a change order to include painting the building as well.

Mr. Gonyea and Mr. Doherty departed at 6:00 pm

Non-Public Session pursuant to RSA 91-A: 3, II (c) and (I)

At 6:03 pm, Mr. Eaton motioned to go into non-public session pursuant to RSA 91-A: 3, II (c) and (I). Mr. Leclair seconded the motion. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes; Mr. Leclair – yes. The motion passed unanimously.

Meeting in Non-Public Session with the Selectmen were Fire Chief Ed Gannon, Town Administrator Herman and Recording Secretary Hoijer.

At 7:01 pm, Mr. Eaton motioned to come out of non-public session. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Eaton motioned to seal the minutes of the non-public session. Mr. Leclair seconded his motion, with all in favor, the motion passed unanimously.

Call to Order – Pledge of Allegiance

Mr. Headd resumed the public meeting at 7:03 pm and led the Pledge of Allegiance.

Approval of Payroll for the Week of May 14, 2018 - \$603.04

Mr. Eaton motioned to approve the Payroll for the Week of May 14, 2018 in the amount of \$603.04. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Approval of Accounts Payable for the Week of May 21, 2018 - \$143,027.16

Mr. Eaton motioned to approve the Accounts Payable for the Week of May 21, 2018 in the amount of \$143,027.16. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of May 21, 2018

Mr. Headd read the Consent Agenda items some of which included a Tax Collector's Warrant for property tax, and for betterment assessment, Manchester Water Works payment, a Revenue Administration MS232 form, Notice of Intent to Cut Timber, Three deeds to Cemetery Plots and Application for the 2018 Duck Race with NH DOT.

Mr. Eaton motioned to approve the Consent Agenda for the Week of May 21, 2018. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Appointments with the Board

Discussion with Budget Committee on Potential Town Garage/Storage Building Project

Mr. Headd reported both the Police Department and Parks and Recreation needed storage space, and the Budget Committee expressed concerns about a proposal considered in the last budget cycle. The Board felt it would be beneficial to pick-up its conversations from there with the Budget Committee. Budget Committee Chair Peter Miles stated in the last budget cycle, the Budget Committee wanted to wait to see if the school project passed, which would have the

two portable classrooms available for potential use. Mr. Leclair asked about the ages of the portables which were eight years or so and expressed concerns that they would not move well. Mr. Leclair stated they should know the proposed locations and uses of the portables in order to make a reasoned decision.

Mr. Eaton gave a brief history of their efforts to get storage space since 2011 when Stantec recommended a 48'x28' garage. In 2015 an expanded Sally port was considered. In 2016 the MRI study recommended storage for evidence and a female locker-room. In 2017 there was a Warrant Article to establish a reserve fund for a future project that failed, and available money went into the general fund. Now in 2018 they are looking for storage for both Parks & Recreation and the Police Department.

Mr. Leclair stated they had needed a clear direction for Parks and Recreation in the form of a 5-10-year plan, which is work that is currently in process.

Mr. Vieira stated one building for two separate purposes would provide too much access. The police department has equipment and evidence which has to be handled by them. He felt the needs for the police department and for parks and recreation should be handled separately.

Mr. Dross was asked if the portables were on slabs and Mr. Vieira asked about moving them, since that would be the cheapest way to go.

Mrs. Mayland suggested investigating the pods, they were just for storage and did not take a lot of abuse and wondered why they needed to be heated. Reasons were cited included storage of paint products and having a toilet. Mrs. Mayland stated toilets were too expensive. Mr. Villeneuve suggested establishing what it is that they want to store. Mrs. Mayland suggested establishing what they want and what they need, as there is a difference that can be worked around. Mr. Eaton added putting portables across town they will get broken into.

Mr. Vieira stated we are a town of 5,200-5,500 people and the voters are getting used to the expense of the school and suggested these things should be done incrementally or there will be some pushing back. Mrs. Mayland stated she has heard people say the Parks & Recreation budget is out of control. They have gone from a budget of zero to \$130,000 in a short period of time.

Mrs. Mayland stated for years things were done by volunteers such as the Senior Dinner that used to cost nothing, china dishes were washed by hand and reused instead of buying expensive disposable plates and centerpieces for everyone to take home, everyone pitched in, someone did the cooking and there were volunteers relied upon for the Duck Race. Mr. Leclair and Mr. Villeneuve both agreed finding volunteers was something that was increasingly falling by the wayside because people are too busy. Mr. Vieira stated establishing communication, cooperation and community involvement was key, and he has been very impressed with how Auburn has been working in that direction in recent years.

Mr. Villeneuve asked about the revenues from the property the town sold and the overall financial picture as he expected the revenue to be spent back into infrastructure items. Mr. Eaton stated he would ask Ms. Frisella. They sold the land for approximately \$317,000 and the old fire house for \$141,000. After deducting the \$100,000 for the fire truck and the \$200,000 for the library land, there should be approximately \$158,000 left in town accounts.

Old Business

Mr. Herman asked if there was any direction from the Selectmen for Target New England concerning their bid for the renovation of the front of the building. With questioning, the Board indicated there would be no bond posted and the payment schedule called for 1/3 deposit, 1/3 at the half-way mark and 1/3 at sign-off. Mr. Leclair asked Mr. Herman to follow up on their references and to secure their additional quote for painting the remainder of the Town Hall building.

Mr. Villeneuve suggested that if they were going to spend \$80,000 they should consider the long-term use of the property, perhaps updating to make it ADA accessible, more than with the existing lift. Mr. Headd noted that would require space that would eliminate the kitchen and boiler room and be a dramatic change. Mr. Villeneuve suggested moving it forward and Mr. Headd reminded of the septic. Mr. Leclair stated they were not interested in spending \$80,000. Mr. Eaton advised they were also going to provide a quote for painting the rest of the building which had not been done for eight years.

Minutes

May 14, 2018 – Public Meeting

Mr. Eaton motioned to accept the Public Meeting Minutes of May 14, 2018 as written. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

May 14, 2018 Non-Public Sessions (x3)

Mr. Leclair motioned to accept the Non-Public Meeting Minutes of May 14, 2018 as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Adjournment

Mr. Headd motioned to adjourn the meeting at 7:47 pm. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer
Recording Secretary