

**Town of Auburn
Board of Selectmen
July 16, 2018
Town Hall
5:00 p.m.**

Selectmen Present: James Headd, Richard Eaton and Keith Leclair

Others Present: Police Lieutenant Ray Pelton, Edward Gannon, Paula Marzloff, Dennis Viera and Pauline Viera, Dale Philips, Mickey Rolfe, Mike Dross, Road Agent, Linda Dross, Susan Goodhue, Marion Miller, Christi McLaughlin, Russell Sullivan, Sean Fichera, Dan Tatem, Stantec Consulting, Larry Marino, David Nye, Parks & Rec. Chair, Acting Fire Chief Robert Seling, Captain James Saulnier and Rick Dennis Auburn Fire Dept. Human Resource Officer, William Herman, Town Administrator and Nancy Hoijer, Recording Secretary

Appointments with the Board – Dan Tatem, Stantec Consulting, Update on Multi-Use Path Project Planning

Dan Tatem of Stantec Consulting was present to update the Board on progress for the proposed Multi-Use Path project. Mr. Tatem provided copies of two plan sheets. The first 11-page plan set specified the proposed project, bridge spans, culverts and crossing areas. The second five-page plan set specified the wetlands impact.

Mr. Tatem advised the Board he had included funds of approximately \$80,000 in the event four signal crossing stations were required but he did not believe the studies would demonstrate a need for that.

Mr. Tatem also advised the Board the specifications included plans for a basic pressure treated pedestrian bridge and recommended the Board visit a location in Hooksett where they could view the constructed designs to choose from and decide whether to upgrade the design. Mr. Tatem advised that he would forward an email to Mr. Herman and include pictures.

Mr. Eaton asked who the contractor was. Mr. Tatem advised it was Mr. Morello and he will bid for the Auburn project if it moves forward.

Mr. Leclair asked how long the bridges were anticipated to last. Mr. Tatem advised that depending on the design selected, the earlier metal designs could be expected to last 30-40 years, while the updated designs rated for 100.

Mr. Tatem discussed the ADA accessible highlights to the trail system and advised the bridge should have upper and lower rails.

Mr. Tatem advised he has met with Manchester Water Works and DOT a couple of times relative to this project. They would like to see the boat launch reduced for parking, widened for boat access and paving.

Mr. Tatem advised the grant being applied for would have an 80/20 split with 20% of the cost to the Town and that having much of the project in place and ready to go would increase their chances of being selected.

Mr. Tatem advised the project proposal reflected all the permits from soup to nuts.

Mr. Leclair asked if it included landscaping. Mr. Tatem advised that disturbed areas would be hydroseeded, but they had no plans to introduce plantings. Mr. Tatem advised there had been some sensitive plant species identified and that Amy Lamb at DES would monitor that. Mr. Tatem advised a drainage culvert made from granite slabs may have potential historical significance had been identified that he was not sure how to extend it.

Mr. Tatem advised the existing Bicentennial Park would be retained, widened and the bricks reused. The trail path would cross the street to the park, curve and contour seven-feet away from the roadway and not be maintained, salted or sanded to eliminate liability in Winter months.

Mr. Tatem advised the Board concerning the specifics of borings, culverts, catch basins, treatment swails and runoff detentions that were planned.

Mr. Eaton stated he will try to visit the Hooksett location to look at the bridge designs this week.

Mr. Herman advised funding would be announced in December 2018, but it would not be available in reality until spring or summer 2019 after contracts and Governor and Council approval has been received. Construction work could not commence prior to the Governor and Council approval of the project funds.

Non-Public Session pursuant to RSA 91-A:3, II, (c) Reputation of a person other than a member of the Board

Mr. Leclair motioned to go into Non-Public session pursuant to RSA 91-A:3, II, (c) reputation of a person other than a Board member. Mr. Eaton seconded the motion. A roll call vote was taken: Mr. Headd – Yes; Mr. Eaton – Yes, Mr. Leclair – yes. The motion passed unanimously.

The meeting room was closed to the public at 5:37 pm.

The meeting room was reopened to the public at 6:34 pm.

Mr. Leclair motioned to seal the minutes of the Non-Public session. Mr. Eaton seconded the motion. All were in favor, the motion passed unanimously.

Call to Order – Pledge of Allegiance

Mr. Headd called the meeting to order at 6:36 pm and led with the Pledge of Allegiance.

Approval of Payroll for the Week of July 9, 2018 - \$43,955.04

Mr. Eaton motioned to approve Payroll for the Week of July 9, 2018 in the amount of \$43,955.04. Mr. Leclair seconded the motion. All were in favor, the motion passed unanimously.

Approval of Accounts Payable for the Week of July 9, 2018 - \$33,502.00

Mr. Eaton motioned to approve the Accounts Payable for the Week of July 9, 2018 in the amount of \$33,502.00. Mr. Leclair seconded the motion. All were in favor, the motion passed unanimously.

Approval of Accounts Payable for the Week of July 16, 2018 - \$1,712,799.05

Mr. Eaton motioned to approve the Accounts Payable for the Week of July 16, 2018 in the amount of \$1,712,799.05. Mr. Leclair seconded the motion. All were in favor, the motion passed unanimously.

Approval of Consent Agenda – Week of July 16, 2018

Mr. Headd read out loud and offered for inspection a copy of the Consent Agenda for the Week of July 16, 2018 some of which included: two (2) raffle permits, one (1) police license, one (1) application for property tax/credit/exemption, one (1) Tax Collector warrant/yard tax, one (1) abatement/refund request, one (1) check register/corrected payroll, two (2) void check manifest and two (2) pistol/revolver licenses.

Mr. Eaton motioned to approve the Consent Agenda for the Week of July 16, 2018. Mr. Leclair seconded the motion. All were in favor, the motion passed unanimously.

Appointments with the Board

Steam Mill Road Traffic Concerns, Larry Marino and Joe Tringale

Mr. Herman presented a copy of an email from Joseph Tringale expressing concerns with traffic on Steam Mill Road. Wethersfield Homeowners Association President Larry Marino requested a resolution to the problem of vehicles exceeding the speed limit during commuter hours posing a safety concern to the neighborhood. Mr. Marino advised that at a minimum speed limit signs facing oncoming traffic where there were none would improve conditions.

Lt. Pelton offered that a series of signs strategically placed as they had done in the Buttonwood neighborhood ROW, would help make the road appear narrower than it was and has the placebo effect of slowing traffic. He suggested the placement of guardrails being installed on NH Route 101 augmented the drivers peripheral perception and had the same affect.

There was discussion about the speed limit, which was 35 mph and how that was determined and whether it could be reduced. Speed bumps, temporary speed bumps, and additional stop signs were all suggested.

Mr. Eaton asked about radar trailers. Mr. Viera recommended “this is your speed” LED signs. Mr. Eaton agreed this was something they could potentially purchase with matching grants or the Revolving fund. Lt. Pelton advised the trailers collect valuable data that could be used to know specifically when violators were passing through, while the permanent sign styles do not. He also indicated the neighbors themselves could collect that information in the meantime and provide it to the PD.

Road Agent Dross advised regular street and traffic signs were often noticed initially and then ignored. He asked if the radar trailer could be set-up to snap a picture of the vehicle and their license plates. Lieutenant Pelton advised that NH did not allow that outside use in their toll plazas.

Mr. Viera agreed the problem of drivers speeding and ignoring stop signs was rampant.

Road Agent Dross advised he may have some speed limit signs and could order radar enforced speed limit signs, as well as children at play signs.

New Business

Pingree Hill Station Water Tank & Rear Exterior Door at Safety Complex

Acting Fire Chief Robert Selinga advised the water pump at Pingree Hill Station had to be replaced and noted it has been recommended to replace the water tank and couplings, in addition to considering adding a water softener to prevent corrosion. Chief Selinga expressed concerns no one is regularly present at the station to monitor the operation of the pump, which could burn out again if the tank were to leak. He reported it would cost \$1,100 to replace it now, and felt it is something that should be considered. Mr. Headd asked how critical it was. Mr. Leclair asked if it could wait until next year. Mr. Gannon suggested moving the location of the water tank away from the furnace as well to avoid other issues in the future. Mr. Herman advised the funds for any of this could come from the Building fund if the Board was in agreement. Mr. Eaton advised the decision should be tabled for two weeks to allow Chief Selinga to get a price on the complete project for the Board's consideration.

Chief Selinga presented a copy of a \$2,125 estimate from David Jenkins to replace the exterior door at the Safety Complex which was rotting due to runoff. It was recommended installing a drip edge or something to prevent the runoff in the future. The Board requested an updated proposal including the added item for consideration at their next meeting..

Disposition of Surplus Cruisers

Mr. Herman advised the two cruisers were on site and that he was awaiting direction from the Board how to proceed with resale through bid or auction.

- 2013 with 84,643 miles (with trailer hitch)
- 2013 with 90,700 miles

Mr. Viera agreed to look up the NADA values and provide them to Mr. Herman.

Mr. Leclair recommended trying to sell the vehicles by advertised sealed bid and, if no acceptable bids are received, then place the vehicles in the State auction in October. The Board was in concurrence with this suggestion.

NHMA Legislative Conference – September 14th

Mr. Herman provided a handout concerning the upcoming NHMA Legislative Conference and Mr. Headd was recommended to attend as the Town's voting delegate.

Rate of Pay for Road Agent Position

Mr. Herman advised that it was brought to the Board's attention at the last meeting the hourly rate for supervisory work paid to the Road Agent had not been increased with COLA incentives since he began in 2005. Mr. Herman provided the Board with COLA cost impact calculations for the past seven years as a basis of information.

Mr. Leclair recommended tabling the discussion to allow Mr. Herman to pull data from last year's invoices to indicate how many hours are involved with this type of work.

Old Business

Rates Charged for Special Police Details

Mr. Herman proposed rate increases for details with and without a police cruiser, adding in administrative and worker's compensation rates, and a cruiser rate consistent with FEMA's schedule. Mr. Leclair advised he would like to be able to track when cruisers are out for details.

Mr. Leclair motioned to adjust the hourly rate for special police details to \$55.25/hr. for an officer and an additional \$15.69 with a police cruiser, effective August 1, 2018. Mr. Eaton seconded the motion. All were in favor, the motion passed unanimously.

Potential Warrant Article for Use of Police Detail Revolving Fund Balance

Mr. Herman presented potential wording for the change to police purposes for the revolving fund with 10% caps on the audited fund balance. Mr. Herman advised no action was required at this meeting and if presented to the voters, it would require 2/3rds affirmative vote to pass.

The Board asked for the proposal be shared with the Police Commission for their input.

Amendment of Town Purchasing Policy

Mr. Herman presented a written revision of the Town's Purchasing Policy consistent with the motion carried at the last meeting to process subcontractor's invoices following a two-week cycle, to be paid two weeks after their submission to allow for review and processing effective July 30, 2018. Mr. Herman suggested it made better sense to capture the direction within the Purchasing Policy in the section concerning invoices than as a stand alone vote within a Board meeting. The Board members felt that made good sense.

Mr. Leclair moved to adjust the policy as proposed. Mr. Eaton seconded.

Road Agent Dross stated this would likely pose a hardship to some of the subcontractors as they would have to wait a month to be paid, especially in the Winter months when fuel costs had to be absorbed and plowing was their only source of revenue.

Mr. Leclair suggested one remedy may be to submit their invoices after a week instead of two weeks.

Mr. Sullivan pointed out that only the initial run would pose a significant delay.

Mrs. Phillips questioned the reason for the change. Mr. Eaton advised they needed more time to review invoices to make sure there are no mistakes. A recent review had found some overages paid out that were questionable. Mr. Viera opined the Road crew worked especially hard for the Town.

Mr. Eaton stated that they would see how it works out. Mr. Herman suggested they would work on tweaking the language to perhaps have weekly submissions during the non-winter months, but to pay more quickly in the winter months where there is a heavier reliance on timely payments for cash flow purposes. He will bring something further back to the Board.

Committee for PD Garage/Storage Facility

Mr. Herman presented a memo in follow-up to the Board's previous discussion concerning the formation of a Committee to plan for a Police Department Garage/Storage facility. He

suggested the Board might consider a Committee comprised of a Selectman, a representative of the Police Department, a Police Commissioner, the Building Inspector, a member of the Planning Board, a member of the Budget Committee and a representative of the Fire Department.

Mrs. Phillips recommended having three Selectmen present, as she felt they had accomplished a lot more with three present.

Mr. Leclair questioned whether the Committee would have enough time to move this along for March or whether they should aim for the next budget cycle. It was felt it depended on what type of project the Committee felt would be the best approach.

Mrs. Philips advised the Police Department's proposal was well presented last year, and all of their needs were set forth and specified. She did not believe it should require more time.

The Board advised Mr. Herman to go with the group with three Selectmen and schedule a meeting of the Committee. Mr. Herman asked if the Board wanted to appoint individuals based on the respective positions or have the committees or departments name their representatives. The Board preferred the members be named by the respective committees or departments.

Report on June 19th Community Facilitation Meeting

Mr. Herman presented a copy of a report from Primex concerning the June 19, 2018 assessment of Parks & Recreation Program future goals and needs. Mr. Herman advised that this would be bundled with the small focus group information and online survey data, and thought the Board may want to discuss the way forward at a future workshop meeting. Mr. Leclair asked if the report was on the town website. Mr. Herman stated that he would put the information on the website on July 19th.

Other Business

Mr. Herman presented a copy of a letter from New Hampshire DOT concerning the proposed I-93, Exit 4A interchange informational meeting on July 25, 2018 at West Running Brook Middle School Gymnasium at 6:30 pm.

Road Agent Dross stated work on Lover's Lane was progressing well, with blasters out in two weeks and to start draining.

Minutes

- **July 2, 2018 – Public Meeting**

Mr. Leclair motioned to approve the Public Minutes of July 2, 2018, as written. Mr. Eaton seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

- **July 2, 2018 – Non-Public Session**

Mr. Leclair motioned to approve the Non-Public Minutes of July 2, 2018, as written. Mr. Eaton seconded the motion. A vote was taken, all were in favor, the motion passed unanimously

Non-Public Session pursuant to RSA 91-A:3, II, (a) Compensation of any public employee

Mr. Headd motioned to go into Non-Public Session pursuant to RSA 91-A:3, II, (a) compensation of any public employee. Mr. Leclair seconded his motion, with all in favor, the motion passed unanimously.

The meeting room was closed to the public at 7:55 pm.

The meeting room was reopened to the public at 8:00 pm.

Mr. Leclair motioned to seal the Non-Public Meeting minutes. Mr. Eaton seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Leclair motioned to approve a step increase for the Building Inspector from a Labor Grade 10, Step 19 to a Labor Grade 10, Step 20 based on a positive performance evaluation. Mr. Eaton seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Leclair motioned to approve a step increase for the Land Use Administrator from a Labor Grade 7, Step 11, to a Labor Grade 7, Step 12 based on a positive performance evaluation. Mr. Eaton seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Adjourn

Mr. Leclair motioned to adjourn the meeting at 8:01 pm. Mr. Eaton seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary