

**Town of Auburn  
Board of Selectmen  
September 24, 2018  
7:00 p.m.**

**Selectmen Present:** James Headd, Richard Eaton and Keith Leclair

**Others Present:** Paula Marzloff, Dale Phillips, Mickey Rolfe, Mike DiPietro, Carrie Rouleau-Cote, Building Inspector, Kathy Sylvia, Town Clerk, Jarlene Cornett, Animal Control Officer, Tom Lacroix, Dennis Vieira, Lieutenant Ray Pelton, Ted Gatsas, William Herman, Town Administrator and Nancy Hoijer, Recording Secretary

**Call to Order – Pledge of Allegiance**

Mr. Headd called the meeting to order at 6:59 pm and led with the Pledge of Allegiance.

**Approval of Payroll for the Week of September 17, 2018 - \$50,521.88**

***Mr. Eaton motioned to approve the Payroll for the Week of September 17, 2018 in the amount of \$50,521.88. Mr. Leclair seconded the motion, with all in favor the motion passed unanimously.***

**Approval of Accounts Payable for the Week of September 24, 2018 - \$187,518.30**

***Mr. Eaton motioned to approve the Accounts Payable for the Week of July 30, 2018 in the amount of \$1,160,214.94. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

**Approval of Consent Agenda for the Week of September 24, 2018**

Mr. Headd read out loud and offered for inspection a copy of the Consent Agenda for the Week of September 24, 2018 some of which included: one (1) Tax Collector Warrant/Land Use Change Tax; three (3) Abatement-Refund Requests; one (1) Police License; one (1) application for current use; two (2) void check manifests; and six (6) pistol/revolver licenses.

***Mr. Eaton motioned to approve the Consent Agenda for the Week of September 24, 2018. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

**Appointments with the Board**

Ted Gatsas

Mr. Gatsas stated he stopped in to see how things were going and to let the Town know he was running for Executive Council and would be available to be reached by cell phone if anything came up, as he wants to represents Auburn's interests in Concord. Mr. Headd thanked him for coming in.

**FY 2019 Budget Presentations**

Building Inspector – Carrie Rouleau-Cote - \$12,300

Mr. Leclair asked about the unused line item for conferences. Mrs. Rouleau Cote advised she will be attending the annual International Code Council (ICC) Conference in Virginia shortly, as well as the other Building Inspector monthly meetings but had not attended last year.

Mrs. Rouleau-Cote advised the line item for legal may receive some reimbursements on a case by case basis.

***Mr. Leclair motioned to approve the 2019 proposed Building Inspector's budget. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

Mrs. Rouleau-Cote advised the Building Department had issued 28 new home permits down from 35 last year, with 35 typical. Last year 507 building permits were issued for electric, plumbing, sheds, pools and decks, with 557 having been issued this year. Went up a little on permit fees but still a bargain compared to other towns. She noted the Town has seen a lot of online permitting which is beneficial, easier to pull up and no running to get files and refile them after.

Mr. Leclair asked about new developments. Mrs. Rouleau-Cote explained there have been no new subdivisions since the cluster language went away.

Election, Registration & Vital Statistics – Kathleen Sylvia - \$14,000

Mrs. Sylvia advised costs are down for 2019 largely due to there being one election instead of three in 2018. She noted the records preservation are for Board minutes that have to be bound, law hasn't changed to support electronic/digital.

Mr. Leclair asked about dues and conferences. Mrs. Sylvia advised there was no deputy last year, but the current deputy may want to attend. She also noted the Finance Director indicated the mileage costs to conference should be budgeted in the conference account where it hasn't been in the past. Mr. Leclair asked about mileage to conferences. Mrs. Sylvia explained they were moved to the conference line item. Mr. Leclair advised he will expect to see the cost removed from the mileage line to offset that.

***Mr. Leclair motioned to approve the 2019 proposed Election, Registration and Vital Statistics budget. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

Mr. Leclair asked Mr. Herman if the Board would be receiving a rolling tally report on budget totals following each meeting, and he indicated he would prepare one.

Animal Control Officer – Jarlene Cornett - \$2,440

Mr. Cornett presented that the budget is the same as last year.

***Mr. Leclair motioned to approve the 2019 proposed Animal Control Officer's budget. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

Executive Department – Bill Herman - \$10,025

Mr. Herman advised some expenses included the mailing of two publications including the warrant articles and budget in advance of the Deliberative Session of Town Meeting and the full voter guide prior to March voting. The local vendor who had done the printing for years is no longer in business and the increase represents a new vendor and a slight increase for postage.

***Mr. Leclair motioned to approve the 2019 proposed Executive Department's budget. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

Regional Associations – Bill Herman - \$9,313

Mr. Herman advised there is a 1.7% rate adjustment with SNHPC dues this year, and a 2% rate increase for dues with the NH Municipal Association (NHMA). Mr. Leclair asked if this item was something they used often and Mr. Eaton asked how many other towns subscribe. Mr. Herman advised the main efforts of the NHMA are in the areas of training for all levels of local government; general legal advice and counsel, and legislative monitoring and advocacy on behalf of municipal interests in the NH Legislature. He also noted the annual law lecture series used by the Land Use Boards and Planning are sponsored by NHMA. Mr. Herman advised 232 of 234 towns are currently members of NHMA. Mr. Herman also noted the Town's share of the Robert Frost Scenic By-Way contribution of \$200 is included in the SNHPC line item as the SNHPC manages the byways activities.

***Mr. Leclair motioned to approve the 2019 proposed Regional Association's budget. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

Street Lights – Bill Herman - \$18,000

Mr. Herman advised there are 47 street lights. \$9,300 has been paid through August, and he understood there is a 19% rate increase forecasted with Eversource.

***Mr. Leclair motioned to approve the 2019 proposed Street Light's budget. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

Other Public Safety – Town Details – Bill Herman - \$1,000

Mr. Herman advised there are more details than normal years potentially with the school construction ongoing during the elections.

***Mr. Leclair motioned to approve the 2019 proposed Public Safety-Town Detail's budget. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

Debt Service – Bill Herman - \$3.00

The three lines for Long Term Bond Principle, Long Term Bond Interest and Tax Anticipation Interest, Mr. Herman stated, each show \$1.00 as a place-holder.

***Mr. Leclair motioned to approve the 2019 proposed Debt Service's budget. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

#### **New Business**

##### **Bond Release – Tanglewood Drive**

Mr. Herman presented a copy of a letter dated September 20, 2018 from Denise Royce, Land Use Administrator advising the Planning Board voted on September 19, 2018 to recommend the Board of Selectmen release the two-year maintenance surety provided to the Town in December 2015 in the amount of \$13,164.48 for Tanglewood Drive/Tanglewood Estates to the homeowner, Mr. Tamzarian, together with a copy of those meeting minutes, and a recommendation letter of Mr. Tatem of Stantec dated September 12, 2018.

***Mr. Leclair motioned to approve the release of the \$13,164.48 maintenance surety for Tanglewood Drive Station 0+00 to 17+80 (end). Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

##### **Acceptance of Escrow Agreements – H.Q. Properties Realty, LLC**

Mr. Herman presented the Board with copies of two signed Escrow Agreements of HQ Properties Realty Trust dated September 20, 2018 in the amounts of \$6,820 and \$2,125 for the property at King Street, Map 25, Lot 47.

Mr. Herman advised the first escrow of \$6,820 is a reclamation surety and the second of \$2,125 is a construction monitoring escrow. Estimates provided by Dan Tatem of Stantec dated September 7, 2018 accompanied those agreements. Mr. Herman advised these are cash sureties rather than bank notes with figures set by the Planning Board following Site Plan approval.

Mr. Eaton advised he knew Matthew Scott and had spoken to him recently and urged him to get these in.

***Mr. Leclair motioned to accept the escrow agreements for HQ Properties Realty Trust dated September 20, 2018 in the amounts of \$6,820 and \$2,125 for Map 25, Lot 47 King Street. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

##### **Public Health Threat Declaration**

Mr. Herman provided a copy of the Press Release issued on September 13, 2018 by the NH Department of Health and Human Services (HHS) which announced a public health threat declaration for West Nile Virus and Eastern Equine Encephalitis (EEE) for 30 municipalities which included Auburn and surrounding Towns. Both are transmitted by mosquitos. HHS are recommending residents take precautions with appropriate clothing and repellent containing DEET. Symptoms can include flu-like illness, fever, muscle aches, headache and fatigue and may develop into more serious issues.

Mr. Herman advised the Board that it was found in Manchester area which included Auburn and this Declaration would serve to speed up the approval process for spraying if requests of any kind are made.

#### Robie Burial Grounds

Mr. Herman advised the Wethersfield Homeowners Association had brought forward a request to the Cemetery Trustees to potentially provide the maintenance for an old abandoned family cemetery located at Winters Way.

Mr. Herman advised the first step would be to attempt to locate any descendants who may have an interest in maintaining the cemetery. Mr. Herman provided some historical research notes which indicated the Robie Family Burial Ground in the wooded area off Hemlock Spring Road (now Winters Way) appeared to be the burial site for at least six members of the Robie family: Emeline d Dec 18, 1860; Mary d May 28, 1843, Nancy (Roby) d June 20, 1864, Lucinda Sheldon (Roby) wife of Jacob d June 13, 1858, Mary J. d Jan 28, 1849 and Sidney B. Welch d July 9, 1858.

Mr. Herman provided a copy of the RSA 289:19-21:21 which deals with abandoned burial grounds and advised the process would require them to post for a minimum of 60 days, at which time if no one comes forward, it could be declared abandoned so the Trustees could take over the minimal maintenance required for the site.

The headstones had been removed and relocated decades ago to the Longmeadow Cemetery when the site became a party area for kids from outside Auburn. But they were put back approximately two years ago. Mr. Leclair stated they were tucked back in the woods. Mr. Eaton suggested the Trustees might want to build a walkway. Mr. Herman advised this area was appropriately shown in the Wethersfield subdivision plan with a right-of-way to it laid out.

#### Appointment of Assistant Clerk of the Elections

Mr. Herman advised the Town Clerk requested the appointment of an Assistant Clerk for the elections. There are no extra duties and it is for the elections only with a term to expire in March 2020.

***Mr. Leclair moved to appoint Lauren Elise Fanning of Auburn as Assistant Clerk of the Elections of the Town of Auburn with a term to expire in March 2020. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

#### Appointment of Forest Fire Warden

Mr. Herman presented an appointment form for Chief Williams together with a copy of RSA 227-L:7,9 and 11 which outlines the appointment, term of office and duties for the Forest Fire Warden who is recommended by the Board of Selectmen and appointed by the Director of the NH Division of Forest and Lands. Mr. Herman advised this role is typically held by the Fire

Chief. The term is for three (3) years and does not overlap with the appointment term of the Fire Chief so that in the event of vacancy it would need to naturally be readjusted.

Mr. Herman advised Chief Williams stated he does not intend to make any changes to those other members who currently serve as Deputy Forest Fire Wardens: Patrick Glennon, Kevin McArthur, Alex Phillips, Joseph Rossino, James Saulnier, and Kevin Vail with Melissa Gates an issuing agent for burn permits during business hours.

***Mr. Leclair moved to recommend the Director of the NH Division of Forests and Lands appoint Michael O. Williams as Forest Fire Warden for the Town of Auburn. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

#### 2017 Independent Audit Report – Tabled

Mr. Herman advised they had received a good, clean audit from Vachon Clukay dated September 17, 2018. Mr. Herman advised since it just came in and there is a lot to review, he thought the Board should take some time to read it through and the auditors could be scheduled to come in and meet with the Board at a future meeting. Mr. Herman advised the undesignated fund balance was \$1.8 million.

#### Proposed Revision Auburn Fire Department SOP A#004 and New SOP A#013 – Tabled

Mr. Herman presented the Board with two drafts of the Fire Dept. SOPs received today. The first is a revised SOP concerning the Call Firefighters. The second SOP is new and concerns Hiring. The Board agreed to review the drafts and discuss them with Chief Williams when he meets with the Board in October.

#### Proposed Meeting Schedule for October through December

Mr. Headd read out loud the list of upcoming meetings:

- October 1st, 15<sup>th</sup>, 22<sup>nd</sup>
- November 5, 19<sup>th</sup>
- December 3<sup>rd</sup> and 17<sup>th</sup>

#### **Old Business**

##### Potential Lighting Conversion at Safety Complex

Mr. Herman had earlier advised the Safety Complex sustained damage to the lighting fixtures from a lightning strike and is considering a change to LED units to save on electric costs.

He provided the Board with a cost analysis from Eversource and an outline of the various light fixtures identified from Lil Deeb dated September 21, 2018. The total cost to replace lobby, meeting room and bathrooms (22 units) including labor is \$5,480. The total cost for the APD building would be \$11,000, total \$16,480. Eversource offered \$2,280 in incentives for all of the work.

Mr. Herman advised this was not budgeted. Mr. Eaton asked if this was something that could be put out to bid. Mr. Leclair asked about the usage cost per fixture replaced if they were to consider replacing the units damaged first. Mr. Leclair estimated that it would take 8-10 years to get a payback.

Lt. Pelton advised there were only three fixtures in the Safety Complex meeting room which the Board did not feel was a correct and asked for confirmation. Lt. Pelton advised it was pretty dark, and this should be taken care of. Mr. Leclair advised they are meeting next week. Mr. Herman will reach out to Eversource to recalculate the incentive based only on the main lobby and community meeting room. Mr. Leclair advised Lt. Pelton to hang onto the ballasts, so they could be reused if needed in another area.

## **Other Business**

Workshop Meeting for Parks & Recreation Operations – Wednesday, September 26, 2018 at 4:00 PM

Mr. Herman presented a copy of the proposed Agenda provided for the meeting together with an outline which contained a list provided by Mike Dobmeier and Marge McEvoy of ongoing work, Larger projects list and work efforts outside Parks & Rec submitted by Mike Dobmeier, and Basic Duties submitted by Pat Kelly.

## **Highway Safety Meeting – Mike DiPietro**

Mr. DiPietro reported at the last Highway Safety Meeting residents of Juniper Drive brought forth safety concerns about the bus route. Mr. DiPietro stated he only sees the situation worsening when snow falls, and it gets dark early. Mr. Eaton advised a letter from the Town was written and received with good results the last time a bus stop issue was addressed, and would recommend doing so again. It was noted the Town does not have jurisdiction over the bus company. Mr. Leclair indicated he would contact School Board Chair Alan Villeneuve to advise him of the item.

Mr. DiPietro advised the parking concerns on Rockingham Road was also discussed at the last Highway Safety Meeting and the Police Department advised they have not received any complaints.

Mr. DiPietro also advised they received a letter from the Southern NH Planning Commission asking to identify areas of high traffic or safety concerns. The Highway Safety Committee identified the Rail Trail Crossing at Manchester Road as one where there have been some close calls, and recommended NHDOT be asked to review this area for a potential crosswalk.

## **Minutes**

- September 10, 2018 Public Meeting
- September 10, 2018 Non-Public Session
- September 13, 2018 Workshop Meeting

***Mr. Leclair motioned to approve the September 10, 2018 Public Meeting Minutes, as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

***Mr. Leclair motioned to approve the September 10, 2018 Non-Public Meeting Minutes, as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

***Mr. Leclair motioned to approve the September 13, 2018 Workshop Meeting Minutes, as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

#### **Adjourn**

***Mr. Headd motioned to adjourn the meeting at 7:54 pm. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary