

**Town of Auburn
Board of Selectmen
October 15, 2018
7:00 PM**

Selectmen Present: James Headd, Richard Eaton and Keith Leclair

Others Present: Paula Marzloff, Linda Dross, Library Director Kathy Growney, Michael Rolfe, Mike Dobmeier, Parks & Recreation Maintenance, Cemetery Trustees Don Dollard and Jim Thompson, Parks & Recreation Commission members Marge McEvoy, Pat Kelly, Zach Eaton, David Oliveira and Lisa Canavan; Russell Sullivan, Planning Board Chair Ron Poltak, Dennis Vieira, Parks & Recreation Coordinator Amy Lachance, Conservation Commission Chair Jeff Porter, Christine McLaughlin, Marion Miller, Mary Ann Rolfe and John Rolfe, Deputy Fire Chief Bob Seling, Susan Goodhue, Michael DiPietro, 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 October 8, 2018 - \$77.53

Mr. Eaton motioned to approve the Payroll for the Week of October 8, 2018 in the amount of \$77.53. Mr. Leclair seconded the motion, with all in favor the motion passed unanimously.

Approval of Accounts Payable for the Week of October 8, 2018 - \$1,001,159.88

Mr. Eaton motioned to approve the Accounts Payable for the Week of October 8, 2018 in the amount of \$1,001,159.88. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Approval of Payroll for the Week of October 15, 2018 - \$47,768.02

Mr. Eaton motioned to approve the Payroll for the Week of October 15, 2018 in the amount of \$47,768.02. Mr. Leclair seconded the motion, with all in favor the motion passed unanimously.

Approval of Consent Agenda for the Week of October 15, 2018

Mr. Headd read out loud and offered for inspection a copy of the Consent Agenda for the Week of October 15, 2018 some of which included: two (2) Cemetery Plot Deed/Auburn Village Cemetery; one (1) Annual Report Submission/NHDRA; two (2) Void Check Manifest/Accounts Payable; one (1) Warrant for State General Election – November 6th from 7am-7pm at AVS; one (1) Tax Collector's Warrant/Land Use Change Tax; two (2) applications for Property Tax Credit/Veteran's Credit and two (2) Pistol/Revolver licenses.

Mr. Eaton motioned to approve the Consent Agenda for the Week of October 15, 2018. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

FY 2019 Budget Presentations

Mr. Herman presented an updated table showing Budget Comparison FY 18-19 Running Total as of the October 1, 2018 Board of Selectmen's Meeting.

Griffin Free Public Library Budgeted (tabled) – Supplemental Information - Library Director Kathy Growney

Ms. Growney presented the requested two estimates for replacement of the Library's air conditioning unit, one from Jim Trombly, in the amount of \$3,895 and another from Viking, in the amount of \$4,487.

Mr. Leclair recommended getting an update of the \$2,763.50 estimate for repair of the Library sign provided by TurnOne Graphics.com in April and would like to see at least one more estimate provided for consideration. Mr. Eaton recommended getting this information to the Board of Selectmen within the next four weeks.

Conservation Commission – Jeff Porter

Mr. Porter presented the Conservation Commission budget for 2019, noting it was the same as last year.

Mr. Leclair motioned to approve the 2019 Conservation Commission budget in the amount of \$1,951 as presented. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Planning & Zoning – Ronald Poltak

Mr. Poltak presented the Planning & Zoning budget for 2019.

Mr. Poltak stated the Planning Board has five priority areas to work on in terms of regulations: Senior Housing, Sign Ordinances, Lighting for Commercial & Industrial property, Architectural Standards for Commercial & Industrial property, and a water resources protection overlay.

Mr. Poltak stated they would fund studies and legal costs for the Planning Board to work on these items, noting senior housing was the top priority including in determining where, when and how to move forward with Senior Housing. He felt the Planning Board and the Board of Selectmen will need to partner with others for assistance. He indicated the town needs to get the Sign Ordinance up to date and into compliance with a U.S. Supreme Court decision on this issue. Get consistency in architectural areas in commercial and industrial zones, and facilitate management resources to develop programs to further protect the water supply. Mr. Poltak suggested the Planning Board would work with the Southern New Hampshire Planning Commission on a number of these items, while they could utilize Stantec for some areas, such as lighting.

Mr. Eaton motioned to approve the 2019 Planning & Zoning budget in the amount of \$41,650. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Cemeteries – Cemetery Trustees - Don Dollard, Jim Thompson

Mr. Dollard presented the Cemeteries budget for 2019. Mr. Dollard advised there is a typo on Line 4 which should be \$600.00.

Mr. Dollard included a line item of \$2,000 for initial clean-up of the Robie cemetery area and the brush removal.

Mr. Dollard advised they are having problems with grubs and the grass, and their budget increase is for a fertilizer professional to apply multiple stages of fertilizer.

Mr. Leclair motioned to approve the 2019 Cemetery budget in the amount of \$33,110. Mr. Headd seconded the motion, with all in favor, the motion passed unanimously.

Parks & Recreation Commission – Amy Lachance, Parks & Recreation Coordinator

Ms. Lachance presented Parks & Recreation's 2019 proposed budget.

The Board discussed the line items for Recreation and Family Events, Recreation General Maintenance, the \$13,000 ice rink repair and the \$5,000-line item for hand tools was reduced to \$3,500.00.

Mr. Leclair asked for a breakdown of what were the cost items for the concerts, and was advised it was mostly the cost of the band and some refreshments.

The Board asked if the Commission would still be able to hold the Winter Carnival with both ice rinks in disrepair. Ms. McEvoy advised the rinks leaked unless the weather stayed consistently cold enough and needed repair. The line item for the Winter Carnival was reduced from \$1,800 to \$1,000. Mr. Rolfe asked whether spray asphalt was still being used for recreational rinks. Mr. Eaton recommended looking into that. The \$13,000-line item for the rink was tabled for further investigation.

The Board recommended getting quotes from a professional tree service rather than having staff members perform the work.

Mr. Herman will get some numbers for the paving of the apron area at Circle of Fun. Mr. Eaton believes this should be increased to between \$2,500 to \$2,800.

Mr. Leclair moved to approve the 2019 Parks & Recreation budget in the amount of \$71,525. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Recreational Improvements – Amy Lachance, Parks & Recreation Coordinator (tabled)

Ms. Lachance presented Parks & Recreation's 2019 proposed Recreational Improvement's budget.

With the third of three phases of Eddows Fields expansion unlikely to be developed, it was recommended by Parks & Recreation Commissioners that Auburn withdraw from the proposed Wayne Eddows area LWCF grant which would require the Town to match 50% of the \$157,900 cost. It was recommended to shift focus to priority projects such as lighting at the majors and the soccer fields. Approximately 160 kids are using the soccer fields twice per week. The panel for lights on the Majors Field is overheating or not working well or at all. Changing over to LEDs will allow the Commission to utilize the existing power system without upgrading that. LED fixtures upgrade cost was projected to be \$29,600 for the Majors field. The full project of establishing lights on the soccer field was estimated to be \$55,000 to \$60,000. It was agreed to remove the line item of \$15,000 for the walking path in favor of the lighting.

Developing of fields for rental revenues was discussed briefly and it was decided not to be worth the effort and cost as the fields are too small to be of interest to large tournaments.

The request for the fence was discussed to provide separation from the field and the parking lot at the lacrosse field adjacent to the Safety Complex by extending the existing four- foot fence. Mr. Eaton asked if a guardrail would be suitable and less expensive. It was recommended that quotes be obtained whether or not they went with fencing or a guardrail, and also for the storage shed line item of \$2,000. Mr. Eaton would like to see the shed located near the Safety Complex.

Paving for the small area at Circle of Fun is \$1,900 not \$15,000 (does not change bottom line).

Legal Services – Bill Herman

Mr. Herman presented the Legal Services budget for 2019 of \$36,000 of which he advised \$6,000 is set aside for labor relations.

Mr. Leclair motioned to approve the 2019 Legal Services budget in the amount of \$36,000 as presented. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

New Business

Decline of Re-Appointment to Parks & Recreation Commission

Mr. Herman brought to the Board's attention Mr. Nye, who was appointed earlier has since declined his re-appointment to Parks & Recreation Commission.

Mr. Leclair moved to accept with regret the decision of David Nye to not accept re-appointment to the Parks & Recreation Commission as of October 2, 2018. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Proposed Assessing Agreement – 2019 through 2023

Mr. Herman provided a copy of the proposed renewal of the Assessing Agreement with Avitar Associates. The current term expires on December 31, 2018.

Mr. Leclair noted it was a big increase of 13-14%.

Mr. Herman will schedule a meeting with them to discuss the proposed renewal terms with the Board.

2018 Tax Rate

Mr. Herman advised on October 11th the Town received the 2018 property tax rate from the NH Department of Revenue Administration which totals \$17.06/thousand. Mr. Leclair noted this included a \$350-\$370,000 interest only payment for the construction bond on the school side, while a \$175,000 overlay fund was on the Town side.

Website Platform Change Pending January 1, 2019

Mr. Herman notified the Board the Town has received notice from Virtual Towns & Schools/Civic Plus the current website platform will end on January 31, 2019. The Town will need to either move to a "Responsive Design" platform or face closure of its current web site. The cost to

move the Town's website to the desired new platform is \$1,800 as a single payment or spread out over three fiscal years.

Mr. Leclair recommended paying for it all at once out of the legal budget. Mr. Headd and Mr. Eaton agreed.

Highway Safety Grant Agreement

The Auburn Police Department applied for funding through the NH Office of Highway Safety for several different preventative patrol programs which were bundled into one master Office of Highway Safety Grant Agreement with the Town totaling \$23,460 which includes: Sustained Traffic Enforcement Patrols (STEP) \$2,076.00; Operation Safe Commute \$699.00; Join the NH Clique \$310.00; Distracted Driver, \$1704.00; DWI Patrols & Mobilizations \$3,141.00; and Speed Enforced Data Collection Equipment \$15,500.00 (of which \$7,500 is matched with local funds which were raised for the radar trailer). Grant provisions were provided in accompanying Exhibits A.1 through A.7.

Mr. Leclair moved to accept and expend funding in the amount of \$15,680.00 through an Office of Highway Safety Grant Agreement for specific patrol and equipment purchase allocations to be conducted between October 1, 2018 and September 30, 2019. And to authorize Jim Headd and Keith Leclair to sign the agreement on behalf of the Town of Auburn, and to further authorize Town Administrator William Herman to sign as the Authorized Contract Signatory. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Old Business

Revised Job Description – Parks & Recreation Coordinator

Mr. Herman provided an update to the Job Description of the Parks & Recreation Coordinator in accordance with what was discussed at the earlier workshop meetings. Ms. Lachance has reviewed the modified description and understands the modifications.

Mr. Herman recommends a Step Increase for Ms. Lachance from Labor Grade 4, Step 8 to Labor Grade 6, Step 8 moving forward.

Mr. Leclair moved to approve the proposed modifications to the job description of the Parks & Recreation Coordinator dated October 9, 2018 including the change in labor grade to be effective October 15, 2018. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Reclamation Surety for Liberty Hill Subdivision

Mr. Herman provided copies of the Irrevocable Standby Letter of Credit from the Provident Bank dated October 12, 2018, good through October 12, 2019 relative to Liberty Woods, LLC.

Mr. Leclair asked if there is a better system for tracking there items, and Mr. Herman noted these are usually flagged for renewal notices 60-90 days prior to expiration, and they are routinely handled and renewed timely. This particularly one has been difficult. Mr. Leclair stated he is not in favor of granting another extension after this one.

Mr. Leclair moved to accept the Standby Letter of Credit from Provident Bank dated October 12, 2018 extended to October 12, 2019 issued to Liberty Woods, LLC. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Other Business

Pingree Hill Fire Station – donated time

Mrs. Dross noted at the last Board meeting it was stated Mr. Dross and Mr. Rolfe had been paid for drainage improvement work done at the Pingree Hill Fire Station when they had not. She felt the record should be corrected. Mr. Rolfe stated he did not charge for his time for any of the work done there and the bill showed no charge. Mr. Eaton stated the bill came in and was misallocated to the wrong account. Mr. Leclair and Deputy Fire Chief Selinga thanked him and Mr. Dross for volunteering his time.

Other Business:

Next Meeting - Monday, October 22nd at 7:00 PM

AHA Carriage Shed Open House & Dedication – Saturday, October 20th from 1 to 4 PM

Minutes

- October 1, 2018 Public Meeting

Mr. Leclair motioned to approve the October 1, 2018 Public Meeting Minutes, as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Non-Public Session pursuant to RSA 91-A: 3, II (I) Consideration or negotiation of pending claims.

Mr. Headd motioned to go into non-public session pursuant to RSA 91-A: 3 II (I). 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 9:02 PM.

The meeting room was reopened to the public at 9:10 PM.

Mr. Leclair motioned to come out of non-public session at 9:10 PM. Mr. Eaton seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Leclair motioned to seal the minutes indefinitely. Mr. Eaton seconded the motion. All were in favor, the motion passed unanimously.

Adjourn

Mr. Headd motioned to adjourn the meeting at 9:10 pm. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary