

**Town of Auburn
Board of Selectmen
September 16, 2019
7:00 PM**

Selectmen Present: Richard Eaton, Keith Leclair and Todd Bedard

Others Present Paula Marzloff, Russell Sullivan, Susan Goodhue, Library Trustee Nancy Mayland, Marilyn Cavanaugh, Tom LaCroix, Finance Assistant Patricia Rousseau, Animal Control Officer Jarlene Cornett, Police Sgt. Daniel Goonan, Town Administrator William Herman and Nancy Hoijer, Recording Secretary

Call to Order – Pledge of Allegiance

Mr. Eaton called the meeting to order at 7:00 PM and led the Pledge of Allegiance.

Approval of Payroll Manifest for the Week of September 16, 2019 - \$49,251.22

Mr. Leclair motioned to approve the Payroll Manifest for the Week of September 16, 2019 in the amount of \$49,251.22. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of September 16, 2019

Mr. Eaton read out loud and offered for inspection a copy of the Consent Agenda for the Week of September 16, 2019 which included: one (1) Abatement/Refund Request, one (1) Void Check Manifest and three (3) Pistol/Revolver Licenses.

Mr. Leclair motioned to approve the Consent Agenda for the Week of September 16, 2019. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Appointments with the Board

Library Trustees – Marilyn Cavanaugh

Mr. Herman provided a Memorandum dated September 12, 2019 regarding the recommendation of the Library Trustees to appoint Marilyn Cavanaugh as an Alternate Library Trustee. The Trustees are allowed to have up to three alternates and have two already, all with terms that expire in March 2020. Mrs. Cavanaugh has been a resident of Auburn for 40 years. Mrs. Mayland spoke in support of Ms. Cavanaugh's appointment.

Mr. Bedard motioned to appoint Marilyn Cavanaugh as Alternate Trustee of the Library for a term to expire in March 2020. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

FY 2020 Town Budget Presentations

Animal Control – Jarlene Cornett

The 2020 proposed Animal Control Officer operating budget totaling \$2,390.00, which shows a decrease of 2% from last year in the miscellaneous line. Jarlene Cornett presented the budget and noted the miscellaneous line is for a range of equipment and supplies from signs and

uniforms to leashes and traps (which she often lends out and doesn't get back). Ms. Cornett uses her own vehicle and it is recommended to be detailed at least once per year.

Mr. Leclair motioned to approve the Animal Control Officer's budget for FY 2020 in the amount of \$2,390. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Direct Assistance – Patricia Rousseau

The 2020 proposed Direct Assistance budget in the amount of \$15,500 reflects a 9% decrease from last year. Mrs. Rousseau presented the budget and noted she has only spent \$150 so far as she is able to direct applicants to other programs and sources, but sees an increase when the cold weather comes. Mrs. Rousseau noted assistance comes in the forms of rent, heat, electric and food, and is calculated by an equation that takes into consideration income, assets and necessities.

Mr. Leclair noted \$15,500 is the three-year high. The recent assessments and tax increase could affect the elderly and those with fixed incomes.

Mr. Leclair motioned to approve the Direct Assistance budget for FY 2020 in the amount of \$15,500. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Auburn Village Crier – Patricia Rousseau

The 2020 proposed Auburn Village Crier budget in the amount of \$22,000 reflects a 19% increase from last year. Mrs. Rousseau presented the budget and noted the printing costs of the Town Crier as well as an increase in postage, noting revenue through the end of August of \$7,910. Advertising revenues are projected to increase during election season.

Mr. Leclair motioned to approve the General Government budget for FY 2020 in the amount of \$22,000. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Executive Department – Bill Herman

The 2020 proposed Executive Department budget in the amount of \$9,650 reflects a 4% decrease from last year. Mr. Herman noted the budget includes Selectmen Expenses, the Town Report and Vote Guide which is broken down into Pre-Deliberative Session Mailer \$1,600 (printing and postage) and Voter Guide Mailer \$2,800 (printing and postage). Mr. Herman noted these reports are also available online. Efforts are being made to not print more Town Reports than are needed. There remain about 50 copies on hand from 2018 and Finance is working to reduce that number further.

Mr. Leclair motioned to approve the Executive Department budget for FY 2020 in the amount of \$9,650. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Legal Expenses – Bill Herman

The 2020 proposed Legal Expenditures budget in the amount of \$30,000 reflects a 17% decrease from last year. Mr. Herman presented the budget noting there is currently only one

pending litigation case involving electric utility property assessments, which is heading to mediation before the end of the month and may be resolved by the end of the year.

Mr. Leclair motioned to approve the Legal Expenditures budget for FY 2020 in the amount of \$30,000. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Advertising & Regional Associations – Bill Herman

The 2020 proposed Advertising & Regional Associations budget in the amount of \$9,337.31 which reflects an increase of less than 1% due to a small increase in the NH Municipal Association line and a small decrease in the Southern NH Planning line which is assessed by population and runs from July to June.

Mr. Leclair motioned to approve the Advertising & Regional Expenditures budget for FY 2020 in the amount of \$9,337.31. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Public Street Lighting – Bill Herman

The 2020 proposed Public Lighting (Street) budget in the amount of \$14,000 reflects a 22% decrease from last year. Mr. Herman noted there was a large spike anticipated last year due to a proposed rate increase which did not materialize. The Town has approximately 60 streetlights with 8-10 in the NHEC territory that are very old. Mr. Bedard asked about changing over to LEDs with programs that payback over time, changing out 5-10 fixtures each year. Mr. Herman will look into that and bring information back to the Board.

Mr. Leclair motioned to approve the Public Lighting (Street) budget for FY 2020 in the amount of \$14,000. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Solid Waste – Bill Herman

The 2020 proposed Solid Waste budget in the amount of \$22,051 reflects a 2% decrease from last year. Mr. Herman noted there are four monitoring wells around the closed landfill that require annual testing, in addition to several groundwater sites that now also require samples to be pulled from for PFOA testing. Shred Day, E-Waste Collection Event and Household Hazardous Waste Day are included in this budget. Mr. Leclair noted the turnouts for the past year were quite high and recommended checking in residents with i.d. or dump sticker and charging a reasonable amount for non-residents. Mr. Herman will find out what dump fees are for large items such as washers, dryers, televisions and air-conditioners.

Mr. Leclair motioned to approve the Solid Waste budget for FY 2020 in the amount of \$22,051. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Health Agencies – Bill Herman

The 2020 proposed Health Agencies & Hospitals budget in the amount of \$5,875 which is level funded from last year. Mr. Herman presented the budget noting it includes Visiting Nurse, Child and Family Services, Home Health & Hospice Care, Lamprey Health Care, and Social Services – Meals on Wheels.

Mr. Leclair motioned to approve the Health Agencies & Hospitals budget for FY 2020 in the amount of \$5,875. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Community Action Program – Bill Herman

The 2020 proposed Intergovernmental Welfare Payments budget in the amount of \$4,471 is level funded from last year. Mr. Herman presented the budget referencing the statistic sheet provided by Rockingham Community Action which showed 122 Auburn Households serviced between 10/1/17 to 9/30/18 with a direct value of benefits provided in the amount of \$107,860. Mr. Herman noted Fuel Assistance was the largest portion of the services provided.

Mr. Leclair motioned to approve the Intergovernmental Welfare Payments budget for FY 2020 in the amount of \$4,471. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

New Business

Resignation of Parks & Recreation Commission Chair

Mr. Herman provided a Memorandum dated September 10, 2019 relative to the resignation and potential appointment of a member of the commission. Mrs. Canavan submitted her letter of resignation effective September 10, 2019, copy attached.

Mr. Herman also provided a copy of the application of Patricia Rousseau to fill the unexpired term of Mrs. Canavan which expires March 2020.

Mr. Bedard motioned to accept with regret the resignation of Lisa Canavan as a member of the Auburn Parks & Recreation Commission effective September 10, 2019. Mr. Leclair seconded the motion, with all in favor the motion passed unanimously.

Mr. Bedard motioned to appoint Patricia Rousseau to fill the unexpired term of Lisa Canavan on the Parks and Recreation Commission which expires in March 2020. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Update on Town Cash Flow

Mr. Herman provided a Memorandum dated September 13, 2019 relative to the status of Town Cash Flow as it relates to concerns raised earlier this year in May. Mr. Herman noted it was projected that as the Town neared issuance of the first property tax bills for 2019 the Town may experience a cash flow shortage later in the year which would necessitate the need for the Town to borrow money in anticipation of tax payments to come (Tax Anticipation Note). At this point it appears the Town may be able to make it through to the second issue property tax bill without having to borrow funds – although it will become tight in late October/early November.

For the months of October through December the Town owes the Auburn School District \$1 million per month. With \$3 million currently in the Town accounts that would be adequate to cover the school district with other revenue sources covering Town expenses.

Mr. Herman noted the State Budget is likely to be acted on at the end of this week or another continuing resolution will be approved. The only impact for municipalities is the various state

revenue programs which may be affected depending on what action happens on the budget. Mr. Herman indicated he will monitor the situation closely and keep the Board informed.

2019 Road Salt Pricing

Mr. Herman provided a Memorandum dated September 16, 2019 relative to Bulk Road Salt Cost for the 2019-2020 Season together with a letter from Eastern Minerals dated September 10, 2019 and the NH Bureau of Purchase & Property dated September 4, 2018 for the contract period 8/13/2018 through 8/31/2019. Road Agent Dross received the per ton cost for the delivery of bulk road salt last week at \$49.50 per ton.

Old Business

Request for Mosquito Spraying – Town Parks & Property

Mr. Herman provided a Memorandum dated September 16, 2019 relative to potential spraying for mosquito control which was raised at the last meeting. Based on the Board's request Mr. Herman reached out to both the Auburn School District and the Manchester Water Works (MWW) to determine their sentiments concerning spraying on their property as well.

Superintendent Rearick brought the question of spraying to the Auburn School Board at their meeting on September 10th. The School Board approved the spraying of the school property provided the vendor is mindful of the AVS proximity to the watershed. The School District agreed to notify parents of the spraying a few days beforehand.

Unfortunately John O'Neil of MWW is away and was not able to be contacted. MWW owns the property where the Circle of Fun Playground is situated and previously indicated they prefer there to be no activity of this type on their watershed property. Previously however when EEE was tested positive MWW did allow spraying for mosquitos at Circle of Fun and Mr. Herman had no reason to believe that wouldn't be the case again once the Town has made contact with them.

At the September 9, 2019 meeting the Board expressed interest in spraying at the Circle of Fun Playground, Appletree Park and the playing fields adjacent to the Safety Complex. The Town's cost for those three properties would be \$1,200 and is recommended to be taken from the Town's legal services account.

Mr. Bedard motioned to approve the mosquito control spraying at the Circle of Fun Playground, Appletree Park and the playing field adjacent to the Safety Complex, in addition to coordinating spraying of the Auburn School District property and to engage Dragon Mosquito Control, Inc. of Stratham for this purpose at a cost of \$1,200 for the three properties. Spraying at the Circle of Fun Playground will be contingent upon approval of the Manchester Water Works. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Addition to Police Department

Mr. Eaton reported the trusses will be in on September 23rd; the lumber has been ordered today and the framer will be out on Saturday-Sunday to commence work. The roofer will be out the first week of October and the sider is ready to go when we are.

Report/Comments of Ex-Officio Board Representatives

Mr. Eaton noted Highway Safety meets this Wednesday.

Mr. Leclair noted Planning Board meets next Wednesday.

Other Business

Mr. Herman received a message from Road Agent Mike Dross noting the first coat of pavement was applied to Lakeview Way and the top coat to Lover's Lane today. Spofford Road will have shim and overlay tomorrow.

Mr. Leclair asked about Wildwood. Mr. Herman will find out.

Mr. Eaton recommended getting an accounting of what's left to see if there are funds to do some other roads.

Mr. Eaton reported Dan Tatem of Stantec had advised him the Martel property paving would begin next month on October 21st, and should be completed this year.

Next Meetings/Events

Tuesday, September 17, 2019 – Chamber of Commerce "Meet & Greet" – 7:30 AM

Monday, September 23, 2019 – Board of Selectmen's Meeting – 7:00 PM

Saturday, September 28, 2019 – E-Waste Collection Event – 9 AM to 2 PM

Minutes

- September 9, 2019 Public Meeting
- September 9, 2019 Non-Public Workshop Meeting

Mr. Bedard motioned to approve the minutes of the September 9, 2019 Public Meeting. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Mr. Bedard motioned to approve the three Non-Public Meeting Minutes of September 9, 2019. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Adjourn

Mr. Bedard 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