

**Town of Auburn  
Board of Selectmen  
October 7, 2019  
Minutes**

**Selectmen Present:** Richard Eaton, Keith Leclair and Todd Bedard

**Others Present** Christine McLaughlin, Marion Miller, Road Agent Michael Dross, Jeffrey Porter, Michael Rolfe, Finance Assistant Patricia Rousseau, Parks & Recreation Coordinator Amy Lachance, Town Clerk Kathleen Sylvia, Police Chief Ray Pelton, Michael DiPietro, 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 Accounts Payable Manifest for the Week of October 7, 2019 - \$1,136,058.54**

***Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of October 7, 2019 in the amount of \$1,136,058.54. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

**Approval of Consent Agenda for the Week of October 7, 2019**

Mr. Eaton read out loud and offered for inspection a copy of the Consent Agenda for the Week of October 7, 2019 some of which included: Highway Safety Grant Agreement Funding \$4,003.16; NHDES Correspondence in support of conservation easement on Chester Turnpike, and two (2) Pistol/Revolver Licenses.

***Mr. Leclair motioned to approve the Consent Agenda for the Week of October 7, 2019. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

**Appointments with the Board**

**Patricia Rousseau & Amy Lachance – Scheduling of Community Room**

Mrs. Rousseau discussed procedures to keep scheduling of the Community Room running smoothly and the importance of giving everyone equal access and the Room being cleaned after use. Mr. Bedard asked about the existing policy and when it was last updated. Mrs. Rousseau provided a copy of the 2012 policy, and Mr. Herman indicated it has not been changed since its adoption in 2012.

Mrs. Rousseau noted some groups were scheduling use of the Room more frequently than others, and attempt to book a year's worth of dates at one time, which limits a fair opportunity for others to use it. Additional room should be available at the Auburn Village School (AVS), however the after-school program extends from 2:30 PM to 5 or 6 PM some nights. It was suggested some time slots are blocked to allow use by Police & Fire and for the cleaning crew to come in.

Mrs. Rousseau noted it was important for users to notify her if the previous user did not clean up after themselves. There is no one to physically monitor use of the rooms in between, and we hope it can remain that way and be on the honor system. The form indicates if the room is left

messy the user could pay a fee to clean it. Fees would go back to the Community Room maintenance. Cleaning is regularly \$600 per month for the room, Safety Complex front hallway and bathrooms.

Mrs. Rousseau noted doors have been left unlocked and this could present a danger to the staff.

Mr. Leclair recommended Mrs. Rousseau bring back a few solutions in writing in terms of policy amendments. Mr. Bedard indicated notice could be given that effective January 1<sup>st</sup> a fee would be charged.

### **Parks & Recreation – Brush Clearing Project – Skating Rink**

Mr. Herman provided a Memorandum dated October 1, 2019 and copies of photos relative to follow-up to the Board's discussion on September 23, 2019 concerning the Tree and Brush Trimming adjacent to Skating Rinks and Basketball Court.

Parks & Recreation had earlier secured a cost proposal from a local vendor for \$3,000 and the Board recommended they solicit at least a second bid for comparison. The Road Agent provided Mrs. Lachance information about working through Alliance Tree Cutting who handles most of the Town work when needed and had a request from the Cemetery Trustees for similar work within the Auburn Village Cemetery. Mike received a quote of \$1,800 for the cemetery and \$1,000 for the Parks & Recreation area. While the Cemetery Trustees found their project was too costly the Road Agent indicated the Town has other work that can be done when the P&R work is scheduled so the \$1,000 price is good for that work.

Mrs. Lachance indicated Parks & Recreation had the funds in the budget already, and the Board approved the expenditure.

### **FY 2020 Town Budget Presentations**

#### **Elections, Registrations & Vital Records – Kathleen Sylvia**

Mrs. Sylvia presented the proposed FY2020 Election, Registration & Vital Stats budget in the amount of \$44,550 which is a significant increase over last year due to the four elections that will be held. Mrs. Sylvia added she would like to coordinate voting setup with AVS Maintenance and/or the Fire Department.

Mr. Herman indicated there were funds in the budget proposal to allow the Town to rent a transport van for the three bigger elections to help with parking. Mrs. Sylvia stated there would be provided they did not have to replace any of the booths which she did not anticipate.

Mr. Leclair reminded there was a new moderator who will need training.

***Mr. Leclair motioned to approve the FY 2020 Elections, Registrations and Vital Records budget in the amount of \$44,550. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

#### **General Government Buildings – Administration & Finance**

Mr. Herman presented the Buildings & Maintenance budget proposed for FY 2020 in the amount of \$120,452 which reflects a four percent increase over last year. The Board tabled the line item concerning the mowing contract that will be out to bid shortly. Mr. Leclair questioned whether both storage units would be necessary as the Town Clerk will be using a storage area

at the AVS for the voting booths and equipment, which would save \$105 per month for a storage unit. Mr. Leclair also questioned the electric budgets for Highway and Town Hall which reflected a decrease of 21% and an increase of 33%, and the Highway Department Heating line which is propane reflecting an 11% increase. Mr. Herman noted Finance averaged the actual bills for the current year and then multiplied by 12 months.

Mr. Hernan noted things will be added to the mowing specifications by Parks and Recreation, so that will be expected to go up. He also indicated the Fire Chief has requested including cisterns and dry hydrants in the mowing proposal, while Road Agent Dross noted some of those are ready for mowing and others need brush removal which would affect the price if it isn't cleaned up before getting an estimate. The Board did not want to include cisterns and dry hydrants in the request of proposal

***Mr. Leclair motioned to reduce the FY 2020 Administration & Finance line items concerning:***

***Highway Electric to \$3,500; Highway Heat to \$4,500; Safety Complex Heating to \$14,000, and Plant Costs to \$23,740 (removing the 10x15 storage unit at \$105/mo.).***

***And to approve the rest of the proposed budget as originally presented with the exception of the Municipal Mowing account. Mr. Bedard seconded the motion with all in favor, the motion passed unanimously.***

#### **General Government – Administration & Finance**

Mr. Herman presented the proposed General Government FY 2020 budget in the amount of \$111,870 which is a three percent decrease from last year. Mr. Herman reviewed some of the computer support items and their yearly CIP, contracts, assessing, new signature pads for the Town Clerk, Comcast revenues and FCC franchise fees and mileage reimbursement to employees.

***Mr. Leclair motioned to approve the bottom line of the Administration & Finance budget of \$111,870. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

#### **New Business**

##### **Alternate Ex-Officio Member – Budget Committee**

Mr. Leclair noted the Budget Committee will begin meeting on Thursday and he would like an alternate or both alternates available in the event he cannot attend. Mr. Bedard noted he could be the first alternate. Mr. Eaton will be the second in the event Mr. Bedard cannot attend.

***Mr. Leclair motioned to add Mr. Bedard as an alternate ex-officio member first alternate for the Budget Committee and Mr. Eaton as an alternate ex-officio member second alternate for the Budget Committee. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

#### **Old Business**

##### **Application of Municipal Revenue Sharing**

Mr. Herman provided a Memorandum dated October 2, 2019 in follow-up of the Board's discussion at their September 30, 2019 meeting concerning the potential use of the municipal

aid or revenue sharing that Auburn will receive from the State of New Hampshire. Payment of the first year's amount comes toward the end of most municipality's fiscal year and the State has indicated this money may be used to reduce the 2019 municipal property tax rates or considered unanticipated revenue and expended by the municipality under the provisions of RSA 31:95-b.

Part of the Board's initial proposal was to use half of the \$42,588.50 towards completion of the addition to the Auburn Police Department. The other half was considered by the Board to be used as a revenue source to reduce taxes or toward a specific purpose or purposes. The reduction in taxes would result in \$0.02 reduction in the tax rate.

Mr. Eaton indicated he was not in favor of returning the unanticipated revenue to offset the tax rate due to the size of the reduction they would likely ask to have back next year. Mr. Eaton provided several examples of projects which if done this year would save the taxpayers more money than the \$.02 cent reduction in the tax rate would. With the impact of the AVS addition already in the budget, it is unlikely the Town will fund any new capital projects in the coming year. It is the Selectman's responsibility to see that town buildings and property are maintained and taken care of. Several proposals came before the Board this year that the Board had no idea where the funding would come from. "This is pennies from heaven."

Mr. Eaton reviewed how some of the cost saving initiatives of the Selectmen in prior years allowed for land to be sold to purchase fire apparatus with no increase to the tax base. The old fire station was sold and after the realtor was paid the Town got \$141,000. The Board agreed they would provide something for Parks & Recreation to use. The proposed Parks & Recreation building is in the CIP for 2022 at a cost of \$110,000. The recent addition to the Police Station has brought a lot of enthusiasm and volunteers from the community to do a project like these. Painting for the doors was donated.

Mr. Leclair noted he was in favor of using the money wisely. He felt there were plenty of places that could use the funds without looking too hard. He indicated he may disagree on the potential of some possible projects, noting the library could be five years out. Parks & Recreation said they wouldn't use the building yet and has no clear plan ready. Mr. Leclair noted he was in favor of getting the Police Station finished where the Police Department is pitching in for part of the expense. He noted the Fire Department's Station 2 needs to fix a fair amount and the Highway Garage needs a new door.

Mr. Rolfe noted the roof of the Safety Complex should be insulated. Mr. Eaton said the cost was \$12,000 initially, but now was \$18,000 to insulate and remove insulation over ceiling tiles.

Mr. Bedard agreed the funds all come out of the same bucket. Mr. Bedard noted he was still leaning toward split, as he would like to reduce the tax rate as much as possible. But he also acknowledged we have buildings that have not been taken care of for years.

***Mr. Leclair moved to put \$42,588.50 in FY 2019 Municipal Revenue Sharing Funds into buildings and infrastructure. Mr. Eaton seconded the motion. A vote was taken: two were in favor (Mr. Eaton and Mr. Leclair) and one opposed (Mr. Bedard). The motion passed.***

#### **Potential MOU with Griffin Free Public Library Trustees**

Mr. Herman advised the Library Trustees are going over the proposed Memorandum of Understanding (MOU) at their meeting this month. Mr. Herman was seeking input from the

Board as to whether they wanted to see any changes to the draft document that should be addressed. The Board members indicated they were pleased with the MOU as drafted, and would wait to learn of the Trustees' thoughts.

### **Addition to Police Department**

Mr. Eaton reported the concrete floor was done today, doors are being painted, and siding will begin on October 11th (weather permitting). The hall will go into the kitchen and a smaller wall will need to be put up. The project is \$3,000-\$4,000 under budget for the first phase.

Mr. Eaton received a quote from AAA Energy Systems for \$5,125 to demo the exhaust, extend the side wall to bathrooms, two supply/s and one return in the ceiling, split the existing to the two locker rooms, air and existing offices. He indicated they can come next week, and heat is important to have up and running with winter approaching.

Mr. Leclair noted he was okay with it and expressed Mr. Eaton is doing a great job and is under budget.

Mr. Eaton noted insulation of R24 for walls and R48 ceilings was quoted at \$1,580 and \$500 to spray three-inches of foam instead of using the insulation blanket, for a total of \$2,080. Mr. Eaton noted he would secure sheetrock and cabinet pricing, and he is getting a price for the flooring tiles.

***Mr. Leclair motioned to approve increasing the Police Department Addition budget to \$52,425. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

### **Report/Comments of Ex-Officio Board Representatives**

Mr. Leclair reported exterior lighting was discussed for C Squared on Dartmouth Drive. The work done doesn't match what was approved and is brighter, but is not seen from the road. There was a septic system approval. Complaints about the new Auburn Tavern sign but the party was a no-show.

### **Other Business**

Mr. LeClair noted the expected frost was not enough to keep down the mosquitos and questioned whether with several weeks left of sports, another round of spraying should be done at the fields. The cost is approximately \$1,000, but Mrs. LaChance will confirm that tomorrow. Parks & Recreation could cover the cost. Mr. Herman will reach out to the school. The consensus of the Board was unanimously in favor of scheduling the second spraying.

Road Agent Dross reported he could start work at the intersection of Dearborn Road, Coleman Road and Chester Turnpike. He noted traffic would be a challenge, so flaggers will be out. He indicated Dearborn Road, Spruce Lane and Buttonwood Drive traffic will be re-routed. The Road Agent reported he is anticipating three roads will be requested to be accepted by the Town shortly, which means additional miles for winter plowing potentially. The roads include Harvard Drive, Nathaniel Way and Copley Court. Mr. Eaton noted the roads must be done by November 1<sup>st</sup>.

Trees were cut at Wilson's Crossing. Visibility was notably reduced at the intersection by the Pingree Hill Station; trees were cut so the stop sign had more sight distance. Faded stop signs were replaced. Stop Ahead signs were installed.

## **Next Meetings/Events**

Monday, October 21, 2019 – Board of Selectman's Meeting – 7:00 PM

Monday, October 28, 2019 – Board of Selectman's Meeting – 7:00 PM

## **Minutes**

- September 30, 2019 Public Meeting
- September 30, 2019 Non-Public Meeting

***Mr. Bedard motioned to approve the minutes of the September 30, 2019 Public Meeting and to approve the minutes of the September 30, 2019 Non-Public Meeting. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

## **Non-Public Session – RSA 91-A: 3 – II (a), (e) and (l)**

Performance review of a public employee, consideration of negotiations of pending claims against the Town and to receive advice from legal counsel

***Mr. Bedard motioned to go into non-public session at 8:50 PM pursuant to 91-A: 3 – II (a), (e) and (l) for a performance review of a public employee, consideration of pending claims against the Town and to receive advice from legal counsel. Mr. Leclair seconded the motion. A roll call vote was taken Mr. Eaton – yes; Mr. Leclair – yes; Mr. Bedard – yes. All were in favor, the motion passed unanimously.***

The meeting room was closed to the public at 8:50 PM.

***Mr. Leclair motioned to come out of non-public session at 9:00 PM. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

The meeting room was reopened to the public at 9:00 PM.

***Mr. Leclair motioned to seal the minutes of the non-public meeting. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

## **Adjourn**

***Mr. Leclair motioned to adjourn the meeting at 9:00 PM. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary