

**Town of Auburn  
Board of Selectmen  
November 4, 2019  
7:00 PM  
Minutes**

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

**Others Present** Road Agent Michael Dross, Linda Dross, Police Chief Ray Pelton, Health Officer Paul Raiche, Russell Sullivan, Susan Goodhue, Paula Marzloff, Marion Miller, Cynthia McLaughlin, Conservation Commission Chair Jeffrey Porter, Michael Rolfe, Tom LaCroix, 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 November 4, 2019 - \$682,741.97.**

***Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of November 4, 2019 in the amount of \$682,741.97. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

**Approval of Consent Agenda for the Week of November 4, 2019**

Mr. Eaton read out loud and offered for inspection a copy of the Consent Agenda for the Week of November 4, 2019 some of which included: five (5) abatement/refund requests; one (1) application for property tax credit/exemption – veteran’s credit; and one (1) Deed to Cemetery Lot/Longmeadow Cemetery.

***Mr. Leclair motioned to approve the Consent Agenda for the Week of November 4, 2019. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

**Appointments with the Board**

**FY 2020 Town Budget Presentations**

**Health Officer – Paul Raiche**

Health Officer Paul Raiche presented the proposed Health Administration budget for FY2020 in the amount of \$355 which is level funded from last year.

***Mr. Leclair motioned to approve the FY 2020 Health Administration budget in the amount of \$355. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

Mr. DiPietro recommended putting something in the budget next year for the potential of mosquito spraying if needed. In 2019 the Town spent \$1,600 and the Auburn Soccer Club an additional \$400 for a total of two applications on four Town properties.

## **Conservation Commission – Jeff Porter**

Conservation Commission Chairman Jeffrey Porter presented the Commission's proposed budget for FY2020 in the amount of \$1,951 which is level funded from last year.

Mr. Leclair questioned the maps and supplies line of \$350 noting the entire amount has not been spent since 2016. Mr. Porter noted this is for wetland overlays which are required by the Planning Board.

Mr. Leclair questioned the dues and membership line of \$600 which he noted has not expended more than \$350 since 2016. Mr. Bedard agreed it was not used much. Mr. Porter noted while it is difficult for members to attend seminars during the workday but it is necessary to have the funds in the event a new member can attend.

Mr. Leclair questioned to professional services line of \$500 which had \$0.00 expended since 2016 and Mr. Porter explained it was required for opportunities such as with Southeast Land Trust.

Mr. Leclair recommended reducing the bottom line of the budget to \$1,500.

***Mr. Leclair motioned to approve the FY 2020 Conservation Commission budget in the amount of \$1,500. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

## **Patriotic Purposes – Auburn's 175<sup>th</sup> Anniversary**

Mr. Leclair noted this budget was approved at a previous meeting but, following Mr. Carpenter's presentation concerning the Town's 175<sup>th</sup> Anniversary celebration, Mr. Leclair noted the Budget Committee had approved raising the budget by \$5,000 so that in addition to the historic marker requested by the Auburn Historical Association for Underhill Edge Tools, other observances might be made such as additional flags, bunting or banners, or events to commemorate the milestone.

Mr. Leclair proposed the Board of Selectmen could likewise vote to raise the budget by a one-time amount of \$5,000 to \$6,500.

***Mr. Leclair motioned to approve an increase in the FY2020 Patriotic Purposes budget in the amount of \$5,000 to \$6,500. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

## **Family Promise of Southern NH Funding Request**

Mr. Herman provided the Board with a copy of a letter received from Family Promise of Southern New Hampshire dated October 15, 2019 requesting a \$5,000 donation. Family Promise of Southern New Hampshire is located in Hudson, NH and states their program services families who are temporarily experiencing homelessness with municipalities in Hillsborough County and 13 municipalities in Western Rockingham County, including Auburn.

Mr. Leclair noted the Board has already acted on the Health and Social Services budget and this might be an item that could be considered for the 2021 budget.

## **New Business**

### **Status of FY 2020 Budget**

Mr. Herman provided the Board with a comparative report on the FY 2020 budget work done by both the Board of Selectmen and the Budget Committee as of the end of October 2019 and a 2020 Full Budget breakdown. He noted the Board is nearly done with approximately five or six items to complete, as well as the capital items. Mr. Herman noted the lawn mowing contract is out to bid and is due at the end of this month, and there has been no action taken on a few operating budget items.

### **FY 2018 Audit Report**

Mr. Herman provided the Board with the audit reports for FY 2018 from Vachon Clukay & Company, PC dated October 21, 2019.

Mr. Eaton reviewed the reports and noted overall, they seemed good.

Mr. Leclair noted one of the items outlined in the report concerned the auditor's observations concerning specific lack of supporting documents for credit cards which was a concern raised by Ms. Frisella at the last meeting. The Fire Department recently requested a general credit card. Mr. Eaton compared the credit card request to charge accounts at businesses such as lumber yards, etc. Mr. Leclair asked Road Agent Dross if when those charges are presented if the bill comes with receipts and Mr. Dross responded yes.

Mr. Leclair noted they will discuss this further with Chief Williams when he is present.

### **2019 Household Hazardous Waste Collection Event**

Mr. Herman provided the Board with a Summary dated October 29, 2019 from the Raymond Public Works concerning the HHW Collection for 2019. Three Towns participated and Auburn had 132 participants of 350. The final community cost broken down as raw cost minus corresponding grant share worked out with Auburn \$4,912-\$1,203 in grants, total \$3,708.

Mr. Bedard questioned how the information was collected and Mr. Herman noted residency is checked. Mr. Leclair noted a heavier participation than year's past. Mr. Bedard asked what items they collected and Road Agent Dross noted there were two kinds of antifreeze, one which is hazardous and one that isn't. Mr. Dross has had calls in the past two weeks requesting disposal services. Mr. Herman noted some of the items collected at the event are oil and non-latex paint and he will check on whether antifreeze is one of the items collected and which one.

## **Old Business**

### **Allocation of 2019 Municipal Aid from State of New Hampshire**

Mr. Herman provided a Memorandum dated October 31, 2019 concerning Municipal Aid Funds 2019 as a follow-up on discussions from the past several Board meetings. Mr. Herman noted the Board allocated \$19,500 of the \$43,330.77 to the addition to the police department leaving a balance of \$23,830.77. In addition, Mr. Eaton noted Parks & Recreation may be turning back in the \$4,000 for the skating rink repairs.

Mr. Herman noted a public hearing needs to be held once the Board makes a determination on the use of the remaining funds and to initiate a contract or encumber the funds before

December 31<sup>st</sup>. Some of the items being considered are: Insulation of the Safety Complex, Repairs to the Pingree Hill Fire Station; and Conversion of Street Lights to LED.

Insulation of the Safety Complex - \$18,315

Mr. Leclair noted he was in favor of getting the Safety Complex done. Mr. Eaton noted insulation shouldn't be done in the winter.

Repairs to Pingree Hill Fire Station - \$28,000

Mr. Leclair noted some of the repairs would be put in next year's budget once more estimates are provided. Mr. Bedard felt the repairs would be better suited with the right numbers.

Fencing at Wayne Eddows Fields

Mr. Eaton reported he met with Zachary Eaton and a sales representative from Fence's Unlimited who is going to provide two quotes this week. One quote is to replace the fencing and the other is to utilize the existing top rail which is covered with a yellow topper, rather than replace it. The proposal would be to drive new 8' posts down using a bobcat where the poles are now experiencing frost heaving, which would be done in the Fall when the ground is cold, and could be ready for softball to use in the Spring. Some money could be saved in buying this ahead.

Mr. Bedard asked if the project would be a complete tear down and Mr. Eaton noted only the top rail pieces would be re-used as they are in good shape and not seen.

Mr. Leclair asked about cementing posts and Mr. Eaton responded yes, and noted a drainage swale runs past some of them.

Lights at Softball Fields

Mr. Eaton noted the lights could be revisited with the savings from the poles being installed and this could finish up the softball field. The Board previously approved \$38,700 for the softball field backstop and fence and security camera, in addition to Circle of Fun fence repairs. If this were increased by \$3,700, the lights for the softball field could also be achieved. Mr. Leclair noted lights were not at the top of his list or that of the Parks and Recreation Commission. He also recommended following the CIP in their budget planning.

### **Addition to Police Department**

Mr. Eaton reported the drywall will be done on Wednesday morning and the insulation with an inspection by the Building Inspector on Thursday.

Mr. Eaton thanked the Road Agent and his crew for patching the parking lot before it snows.

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

Mr. Leclair noted Planning Board meets again November 6, 2019.

Mr. Leclair provided some information at the Budget Committee meeting regarding storage, cistern fund maintenance, proposed Fire Equipment Maintenance Trust Fund and re-funding the Building Rehabilitation Fund.

Mr. Bedard reported he visited with some of the Parks & Recreation members and some of the sites where items were being stored. Mr. Bedard noted he observed a significant expense by the Town in purchasing tools and other items which should be stored in a central location where they can be accessed. The storage unit on 28 Bypass could be more effective and efficient with shelving to maximize storage. Mr. Bedard while a 20'x40' shed may be large, it will provide for growth and shared storage with the Police and Fire Departments.

### **Other Business**

Road Agent Dross reported the intersections have been paved and the four driveways will be connected tomorrow.

Mr. Herman reported the fire rescue vehicle has arrived and plates were put on it today. The old rescue vehicle, which is now parked at the Highway Dept., will be for sale and could either just generally advertised or we could wait and sent it to the State auction in May. Road Agent Dross noted he received a call from someone who was interested, and Mr. Herman confirmed that he had also been contacted. Mr. Eaton questioned what the vehicle would be worth? Mr. Leclair noted it would depend on who needs or wants it. Mr. Leclair recommended advertising the sale by closed bid and if a reasonable bid is not received, it could then be sent to the auction. Mr. Bedard asked how it could be advertised and Mr. Herman noted it could be posted on the Town webpage, in various bulletin boards in Town and to other towns through the NHMA website. He would also notify the individual who has reach out directly already.

Mr. Eaton reported Michael Dobmeier is requesting a larger snowblower which is used for Town Hall, the Library and the Safety Complex. The current 7/8 HP 24-25" snowblower is 4-5 years old and was sized by Mr. Dobmeier. Three quotes were provided from Dave's Small Engine, Superior and Turf Depot. Mr. Eaton recommended funding through Parks & Recreation's budget if possible and will follow up on that. Mr. Herman indicated that this was not a Parks & Recreation function, but is funded through the General Government buildings account.

### **Next Meetings/Events**

Monday, November 18, 2019 – Board of Selectman's Meeting – 7:00 PM

\*Quarterly Meeting with Auburn School Board at Town Hall Meeting Room

Monday, November 25, 2019 – Board of Selectman's Meeting – 7:00 PM

### **Minutes**

- October 28, 2019 Public Meeting

***Mr. Bedard motioned to approve the minutes of the October 28, 2019 Public Meeting. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

### **Adjourn**

***Mr. Bedard motioned to adjourn the meeting at 7:44 PM. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary