

**Town of Auburn  
Board of Selectmen  
September 8, 2014**

**Selectmen Present:** Russell Sullivan, James Headd & Richard Eaton

**Also Present:** Joanne Linxweiler, Town Clerk; Amy Casparius, Herb Tardiff, Welfare Officer; Michael Dross, Road Agent; Jack Chapman, Paula Marzloff, Linda Dross, John & Mary Ann Rolfe, Michael Rolfe, Dennis & Pauline Vieira, Kim & Brad Sargent, Frances McFarland, Audrey Trickett, Greg Santuccio and Tom Gonyea, Residents; Ray Pelton, Police Lieutenant; William Herman, Town Administrator; Kathryn Skoglund, Recording Secretary

Mr. Headd called the meeting to order at 6:30 p.m.

**Non-Public Session**

***Mr. Eaton moved to enter into non-public session pursuant to RSA 91-A 3, II (b) hiring of any person as a public employee & (e) consideration of pending claims or litigation; Mr. Headd seconded the motion; A roll call vote was taken; Mr. Headd – yes, Mr. Eaton – yes, Mr. Sullivan – yes. The motion passed.***

Meeting in Non-Public Session with the Selectmen was Town Administrator Herman, Secretary Skoglund, Town Clerk Linxweiler and Amy Casparius.

***Mr. Eaton moved to exit Non-Public Session; Mr. Headd seconded the motion; A roll call vote was taken; Mr. Headd – yes, Mr. Eaton – yes, Mr. Sullivan – yes. The motion passed.***

***Mr. Eaton moved to seal the minutes of the non-public meeting; Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.***

***Mr. Headd moved to hire Amy Casparius as Town Clerk/Tax Collector Assistant at Labor Grade 3, Step 3; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously***

**Approval of Accounts Payable for Week of September 1<sup>st</sup>, 2014**

***Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$1,483,842.35 for the week of September 1<sup>st</sup>, 2014; Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.***

**Approval of Payroll for Week of September 8<sup>th</sup>, 2014**

***Mr. Eaton moved to approve the Payroll Manifest in the amount of \$55,160.00 for the week of September 8<sup>th</sup>, 2014; Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.***

**Consent Agenda – Week of September 8<sup>th</sup>, 2014**

## Town of Auburn Welfare Guidelines

Adopted by the Board of Selectmen on August 25, 2014

## Highway Safety Project Grant Agreement/"Operation Safe Commute" Patrols

\$5,054.00 for October 1, 2014 to September 30, 2015

## NH Department of Revenue Administration Submissions

Financial Report of the Town Budget 2014 (Form MS-535)  
Summary of Inventory of Valuation - \$637,372,258 (Form MS-1)

## Designation of Voting Delegate / NHMA Legislative Conference

James Headd as approved by Board of Selectmen on August 25, 2014

## Correspondence/NH Department of Transportation

Follow-up Inquiry for Flashing Traffic Light

## Pistol/Revolver License

- Five (5) Licenses

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***Mr. Headd moved to approve the Consent Agenda for the week of August 25<sup>th</sup>, 2014; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.***

## **New Business**

### Hazard Mitigation Grant Contract Agreement

The Board reviewed the grant agreement between the State of New Hampshire and the Town of Auburn to replace the existing 36' concrete pipe culvert on Old Candia Road, that has overtopped causing flooding in past significant rain events, with a 4.5' by 6' concrete box culvert. Mr. Herman indicated that the total project cost is \$73847.00; \$55,385.00 awarded from the State and \$18,462.00 which represents the 25% cost share that the town is responsible for. Mr. Herman stated that this was approved at Town Meeting in March 2012.

***Mr. Eaton moved to accept and sign the Grant Agreement between the Town of Auburn and the Department of Safety, Division of Homeland Security and Emergency Management to replace a culvert on Old Candia Road as described above; Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.***

### Appointment of Ballot Clerks

The Board reviewed a memo from Moderator, James Tillery recommending the following Ballot Clerks be reappointed:

Dorothy Carpenter

Terry Coll  
Mary An Rolfe  
Feria Hanscomb  
Eve Mongeau  
Dale Phillips  
Carrie Rouleau-Cote  
Judith Minakin  
Denise Royce

Mr. Tillery also recommended Kathleen Sylvia be reappointed as Assistant Clerk.

***Mr. Eaton moved to appoint the Ballots Clerks, terms to expire July 2016 and Assistant Clerk as described above; Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.***

#### Raffle Permits

The Board reviewed a request from the Auburn Skate Park Committee who would like to raffle tickets to a 2015 race at NH Motor Speedway; a Keurig coffeemaker; two hand-made afghan throws; gift certificates for Stubby's Diner, Lakeside Lanes and Turnpike Pizza; and other prizes. Tickets will be on sale from September 8<sup>th</sup> through December 1<sup>st</sup> at a cost of \$1.00 each or six for \$5.00. Drawing will take place at the Board of Selectmen's meeting on December 1<sup>st</sup>, 2014.

***Mr. Headd moved to approve the raffle permit for the Auburn Skate Park Committee as described above; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.***

The Board reviewed a request from the Friends of the Griffin Free Public Library who would like to raffle 50 assorted prizes valued at \$5.00 or more. Individual numbers corresponding with specific prizes will be in balloons. Tickets will be on sale from September 8<sup>th</sup> through September 13<sup>th</sup> at a cost of \$5.00 each for children and \$10.00 for adults. Drawing will take place on September 13, 2014 at the Annual Duck Race.

***Mr. Eaton moved to approve the raffle permit for the Friends of the Griffin Free Public Library as described above; Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.***

The Board reviewed a request from the Auburn Historical Association who would like to raffle a full-sized quilt handmade by Auburn Senior Citizens. Tickets will be on sale from September 8<sup>th</sup> through November 17<sup>th</sup> at a cost of \$2.00 each or three for \$5.00. Drawing will take place on November 17<sup>th</sup>, 2014.

***Mr. Headd moved to approve the raffle permit for the Auburn Historical Association as described above; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.***

#### Transportation Alternatives Program (TAP) Grant

Mr. Herman explained that he attended a mandatory workshop last week on the Transportation Alternatives Program and it is clear that the Town can not just apply for planning funds for a potential bicycle path as previously thought; the minimum project cost to be accepted is \$200,000, which would result in \$160,000 of federal funds if approved. Mr. Herman continued that if the Board would like to try and secure a grant in this cycle, they would need to make an application for the entire project including planning and construction in order to meet or exceed the \$200,000 threshold, and be willing to place a warrant article on the March 2015 ballot for this purpose. Mr. Herman indicated that September 26<sup>th</sup> is the application deadline and asked for the Board's direction as to whether to apply for funds at this time or wait until another grant cycle which is at least two years away. Mr. Eaton commented it's a little too fast and would like more time to talk about this and get the public involved, his recommendation would be to wait the two years. Mr. Sullivan stated that he would like to have Stantec provide a total cost. Mr. Headd agreed and noted that obtaining a cost estimate and applying for the grant does not obligate the town, it would still go before the voters in March. Mr. Herman noted that there has been discussion by the School Board including public input regarding building a paved bicycle path, which would run the west side of Hooksett Road and Chester Road between Eaton Hill Road and Shore Drive. Mrs. Marzloff asked if the Board moves forward with this and recommends a warrant article would it go to the Budget Committee. Mr. Herman stated yes. Mr. Michael Rolfe asked regarding Shoreline Protection. Mr. Sullivan stated that he is curious about that as well. Mr. Herman acknowledged that the path would be within the state's right of way but noted that per the PILOT Agreement Manchester Water Works will support this project. Mr. Dross asked who would be responsible for the maintenance of the path; would it need to be shoveled in the winter. The Board agreed that those specifics would need further discussion.

#### Depreciable Assets Standards / GASB Compliance

- The Board reviewed a memo from Finance Director, Adele Frisella who recommends that the town update its Fixed Asset terms. Mr. Herman suggested the Board may want to have further explanation from Ms. Frisella and this could be scheduled the same night that she comes in to present the quarterly budget update.

#### Request for Public Documents and Records Policy

- The Board was presented with a draft Administrative Policy for Requests for Governmental Documents and Records. Mr. Sullivan asked that a copy of the draft be attached to the minutes. Click [here](#) to view the draft policy.

#### Boxwood Estates Bond and Escrow Release

- Ms. Skoglund informed the Board that the Planning Board is recommending the release of the remaining surety and escrow established by Ross Sargent that was held for the wearing course of the roadway and construction monitoring services.

***Mr. Headd moved to release the remaining surety and escrow for Boxwood Estates; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.***

#### Old Business

#### Update of Tax Deeded Property

Mr. Herman informed the Board with regards to the Hunzeker property, 305 Dearborn Road; the 30 day timeframe for owner/heirs to purchase the property back has passed. Mr. Herman indicated that the heirs all received notification from the town via certified mail and he spoke with two of the heirs and they expressed they had no interest. Mr. Herman continued that sale of the property can be held until after October 25<sup>th</sup>; the Board had previously agreed to sell the property via auction. Mr. Herman informed the Board that St. Jean Auctioneers suggested holding the auction on either a Friday at 4:00 p.m. or a Saturday at 10:00 a.m. in November. The Board agreed to have the auction held Saturday, November 1<sup>st</sup>, 2014 at 10:00 a.m.

Mr. Dross informed the Board that the catch basins will be installed on Margate Drive tomorrow, then only clean up remains before the Road is paved. Mr. Dross again recommends maintaining Margate Drive and paving it at the same time as Lantern Lane. The Board agreed. Mr. Eaton suggested that the Board get a handle on what the actual cost for Margate Drive is before moving on to Lantern Lane. Mr. Eaton stated that he wants to make sure that they have enough funds to complete Lantern, Griffin Mill, etc. Mr. Eaton also noted that residents on Margate had expressed to him that they would like to be notified if the town is going to hold off on paving Margate.

## **Minutes**

### August 25<sup>th</sup>, 2014 Public Meeting

***Mr. Eaton moved to approve the minutes of the August 25<sup>th</sup>, 2014 public meeting as written; Mr. Headd seconded the motion; Mr. Sullivan abstained; the motion passed unanimously.***

### August 25<sup>th</sup>, 2014 Non-Public Meeting

***Mr. Eaton moved to approve the minutes of the August 25<sup>th</sup>, 2014 Non-public meetings as written; Mr. Headd seconded the motion; Mr. Sullivan abstained; the motion passed unanimously.***

### August 26<sup>th</sup>, 2014 Non-Public Meeting

***Mr. Headd moved to approve the minutes of the August 26<sup>th</sup>, 2014 Non-public meetings as written; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.***

## **Jack Chapman – Annual Cycle a Cross Race**

Mr. Chapman informed the Board that the annual race will be held on Sunday, September 21<sup>st</sup>, all the details of the race remain the same. Mr. Chapman stated that they expect a decent turnout and are hoping for decent weather. Mr. Chapman added that this is the 1<sup>st</sup> year they do not have a beneficiary so the intent is to hold the proceeds until some one surfaces. Mr. Chapman stated that the goal is to help people out within the community.

Mr. Herman informed the Board that from his conversations with Mr. Chapman how the location of the proposed skate board park will affect access to the trails is a concern to him and he

would like to be included in conversations.

The Board agreed to not meet on Monday, September 15<sup>th</sup> and to resume weekly meetings thereafter.

### **Non-Public Session**

***Mr. Eaton moved to enter into non-public session pursuant to RSA 91-A 3, II (e) reputation of any person other than a member of the Board; Mr. Headd seconded the motion; A roll call vote was taken; Mr. Headd – yes, Mr. Eaton – yes, Mr. Sullivan – yes. The motion passed.***

Meeting in Non-Public Session with the Selectmen was Town Administrator Herman, Secretary Skoglund and Welfare Officer Tardiff.

***Mr. Eaton moved to exit Non-Public Session; Mr. Headd seconded the motion; A roll call vote was taken; Mr. Headd – yes, Mr. Eaton – yes, Mr. Sullivan – yes. The motion passed.***

***Mr. Eaton moved to seal the minutes of the non-public meeting; Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.***

***Mr. Eaton moved to adjourn; Mr. Headd seconded the motion; all were in favor, the public meeting ended at 7:54 p.m.***