

**Town of Auburn
Board of Selectmen
June 22, 2015**

Selectmen Present: James Headd, Richard Eaton & Dale Phillips

Also Present: Ron Poltak, Planning Board Chairman; Dennis & Pauline Vieira, Mike & Linda Dross, Michael Rolfe, Audrey Trickett, Mike DiPietro, John Rolfe, Greg Santuccio, Residents; Ray Pelton, Police Lieutenant; William Herman, Town Administrator; Kathryn Lafond, Recording Secretary

Mr. Headd called the meeting to order at 7:00 p.m. and asked everyone to stand for the Pledge of Allegiance.

Approval of Payroll for Week of June 15th, 2015

Mr. Eaton moved to approve the Payroll Manifest in the amount of \$49,209.51 for the week of June 15th, 2015; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Approval of Accounts Payable for Week of June 22nd, 2015

Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$69,618.25 for the week of June 22nd, 2015; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Consent Agenda – Week of June 22nd, 2015

Correspondence

NHDRA – Use of Inventory of Taxable Property Form for 2016

Intent to Cut Wood or Timber

Village at Mt. Miner, LLC, Harvard Avenue (Tax Map #9, Lot #28-1)

Abatement / Property Tax

Wellington Bros., Ltd. Partnership, 251 Rockingham Road (Tax Map #25, Lot #39)

Tax Collector's Yield Tax Warrant

Jessica & Timothy Felix, 93 Coleman Road (Tax Map #8, Lot #14) - \$859.56

Appointment / Oath of Office

Richard Burnham, Conservation Commission Alternate
Margie McEvoy, Parks & Recreation Commission
Stacey Shula, Parks & Recreation Commission Alternate
Zachary Eaton, Parks & Recreation Commission Alternate

Pistol / Revolver License

Five (5) Licenses

Mr. Eaton moved to approve the Consent Agenda for the week of June 22nd, 2015; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Public Hearing

Pursuant to RSA 35 and Article 4 of the 2006 Town Meeting, the Auburn Board of Selectmen held a public hearing for the purpose of receiving public comment concerning the withdrawal and expenditure of the following:

The amount of \$1,837.91 from the Town Building Rehabilitation Capital Reserve Fund for the repair of the HVAC System at the Auburn Safety Complex.
No comments were made from the public.

The amount of \$2,475.00 from the Town Building Rehabilitation Capital Reserve Fund for the repair of the fence at the Auburn Town Hall.
No comments were made from the public.

The amount of \$3,828.00 from the Town Building Rehabilitation Capital Reserve Fund for the replacement of the rear doors at the Auburn Town Hall.
No comments were made from the public.

The amount of \$15,345.00 for the purchase and installation of an a record storage shelving system for the land use file room at the Town Hall to safely maximize storage space for the Town's permanent records.

No comments were made from the public.

Mr. Eaton moved to approve the withdrawal and expenditures from the Town Building Rehabilitation Capital Reserve Fund in the amounts and for the purposes described above; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Ron Poltak, Planning Board Chairman – Master Plan Update

Mr. Poltak informed the Board that per state statute the town is required to update the Master Plan every 7 years. Mr. Poltak went on to explain that the town is at the 7 year mark and the Planning Board was remiss and it was not budgeted for, funds had been budgeted for many years and the funds were not used so the fund were rescinded for the budget. Mr. Poltak stated that he has had lengthy discussion with Stantec and some minimal discussion with Southern New Hampshire Planning Commission and he is prepared to move forward with updating the Master Plan. Mr. Poltak continued that there are some necessities to pursue, including requests to update the Capital Improvements Plan coinciding with the Master Plan update. Mr. Poltak added that many people are upset about the cluster ordinance; people who were required to build on 2 acres and people who purchased smaller lots in cluster subdivision who now need waivers to do anything on their lot. Mr. Poltak relayed his believe that the cluster subdivisions should have one acre lots at a minimum and employ a yield analysis. Mr. Poltak stated that the whole host needs to be addressed, he would like to see reasonable absolutes as currently the Planning Board and Zoning Board give too many waivers and variances. Mr. Poltak indicated that he would also like to see uses to the open space within cluster subdivisions. Mr. Poltak informed the Board that he intends to employee Stantec to assist with the updates to the Master Plan, CIP, updating the road standards, cluster subdivision and 16 to 18 other issues; the approximate total cost for all being \$43,000. Mr. Poltak asked the Board if they could fund some of the cost this year to get started. Mr. Headd noted that the town currently has a drafted Master Plan and asked why it is going to cost \$35,000 to update it. Mr. Poltak explained that there has been a lot of technical development over the past 7 years, tremendous changes to transportation regulations, wetland regulations, etc. Mr. Eaton indicated his agreement with Mr. Poltak that the cluster developments are a little out of control, there needs to be a balance and the ability to use common sense. Mr. Poltak

agreed that the ordinances need to be changed to allow the Planning Board to maintain the Master Plan adding that Auburn has wonderful ideas in the Master Plan but right now the Planning Board can't protect it. Mrs. Phillips stated that coming from the Planning Board meetings she sees the challenges and asked if some of the updates can be put in place at the next town meeting. Mr. Poltak answered that he has spoken to town counsel and in short, no. Mr. Poltak stated that it all kind of needs to be at once, as one change is made to the Master Plan a tweak needs to be made to another ordinance. Mr. Poltak added that he has had dialog and collaboration with the town's attorney, Stantec, SNHPC, all parties are ready to go the Planning Board just needs to make a formal vote and funding is needed. Mr. Poltak indicated that the Planning Board will likely not spend all of their legal budget this year so that is an option to tap into. Mrs. Phillips asked what the bottom line figures is that Mr. Poltak is looking for from the town. Mr. Poltak approximated \$22,000 to be ready for the March vote. Mr. Eaton stated that the Board will look under the mattress. The other Board members agreed.

Old Business

Dartmouth Drive Gate Update

The Board reviewed a proposal for a single industrial gate instead of the double gate that was initially proposed. Mr. Herman noted that the total cost is \$4,560, which is slightly more than the original proposal. Mr. Herman continued that in order to cover the costs for the gate as it was not specifically budgeted for it is recommended that the Board consider funding the gate from the following budget accounts:

Town Report \$930.32

Voters Guide \$1,237.86

Police Training \$500.00

Police Public Relations \$500.00

Police Motorcycle \$500.00

General Welfare Assistance \$891.82

Mr. Herman indicated that not all of the budgeted funds for the Town Report and Voters Guide was expended and the Police Department is ok with the proposed expenditure from their respective proposed budget lines with the balance coming from the Welfare Assistance line. Mr. Dross commented that the Police had another incident up in the area.

Mrs. Phillips moved to approve the total expenditure of \$4,560.00, in the amount and from the accounts as described above; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Cottage Ave Update

Mr. Herman informed the Board that he, Mike Dross, Michael Rolfe and Rene Labranche met with Guy Chabot of Manchester Water Works who provided specifications for the water main in order for Manchester Water Works to take ownership of the pipe once upgraded. The Board was provided preliminary costs from Stantec to design, bid, and build and for the town to perform the work. Mr. Herman noted that Mr. Labranche thinks he over-estimated and will refine the estimated costs tomorrow.

Mr. Herman explained to the Board that the state is paving Manchester Road/Route 121 and will pave the top coat in approximately the next two weeks. Road Agent Dross has suggested that the town complete a portion of the water main replacement near the road now to avoid tearing up pavement and repaving later.

Mr. Eaton asked if Mr. Labranche consulted with Mr. Dross when preparing the cost estimate for the town to do that work. Mr. Dross stated no, he thinks that Mr. Labranche just called vendors and he is not sure who he contacted. The Board agreed that the estimates needed to be refined.

Mr. Eaton moved to commence the necessary construction of the Cottage Ave water main replacement near Route 121/Manchester Road only, in order to avoid the digging up and repaving of Route 121/Manchester Road; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Hills Road Extension Update

Mr. Herman informed the Board that a preconstruction meeting was held on Thursday, Mr. Bussiere posted most of the construction monitoring funds, an insurance bond and a check for approximately \$40,000 which is the 1/3rd amount that was previously agreed to. Mr. Eaton asked if the check was a bank check. Mr. Herman indicated it was a company check. Mr. Herman explained that the bond provided does not meet town standards as it does not provide self-calling language, so construction will occur until the bonding issues is worked out. Mr. Michael Rolfe asked how this got approved. The Board indicated it was approved many, many years ago. Mr. Rolfe made comment to the added traffic from

Hooksett onto Auburn roads. Mr. Herman informed the Board that Southern New Hampshire Planning Commission is getting a traffic counter out there this week and will again a year after construction.

State Budget Update

Mr. Herman informed the Board that a conference committee of the NH House and Senate have come to agreement on a proposed operating budget, with this budget Auburn will basically be kept whole to current revenue amounts. Mr. Herman continued that an additional increase in the Rooms and Meals Tax and a once time payment of the state's share of approximately 6 declared disasters are not included in the proposed budget. Mr. Herman reiterated the loss of half of the bridge aid puts the construction of Griffin Mill Bridge in line for 2022 rather than 2017. Mr. Herman stated that the Governor has already indicated that she will veto this budget, until an agreement is reached the state will be working on the current budget.

New Business

Town Hall Photocopier Proposals

The Board was presented with two quotes for replacement copy machines. Mr. Herman indicated that Adele Frisella's recommendation is to go with the machine from Northern Business Machine as it is a little less expensive and the town has been satisfied with their service. Mr. Herman explained that this will be a lease buy-out for \$1,200 for 3 years. Mr. Herman noted that this purchase was budgeted for.

Mrs. Phillips moved to authorize the purchase of a new copy machine from Northern Business Machine as recommended by Finance Direction, Adele Frisella; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Other Business

Hawthorne Drive Surety Reduction

Ms. Lafond explained that late this afternoon the town received a recommendation from Stantec Consulting to reduce to 2% of the amount of

surety held for Hawthorne Drive. Ms. Lafond indicated that this 2% amount (\$21,682.80) should then be held for one year.

Mr. Eaton moved to approve the reduction of the surety amount for Hawthorne Drive from \$\$108,092.90 to \$21,682.80; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Minutes

June 8th, 2015 Public Meeting

Mr. Herman pointed out that two of the step increase approved were not reflected in the minutes. Ms. Lafond would amend the minutes accordingly.

Mr. Eaton moved to approve the minutes of the June 8th, 2015 Public meeting as amended; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

June 8th, 2015 Non-Public Meeting

Mr. Eaton moved to approve the minutes of the June 8th, 2015 Non-Public meetings; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

June 17th Public Meeting

Mr. Eaton moved to approve the minutes of the June 17th, 2015 Public meetings; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

June 17th, 2015 Non-Public Meeting

Mr. Eaton moved to approve the minutes of the June 17th, 2015 Non-Public meeting; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Non-Public Session

Mr. Eaton moved to enter into non-public session at 7:58 p.m. pursuant to RSA 91-A 3, II (e) Consideration of pending claims, (j) Consideration of confidential information which is exempt from public disclosure and (c) Reputation of any person other than a Board member; Mrs. Phillips seconded the motion; A roll call vote was taken; Mr. Headd – yes, Mr. Eaton – yes, Mrs. Phillips– yes. The motion passed.

Meeting in Non-Public Session with the Selectmen was Town Administrator Herman and Secretary Lafond.

Mr. Eaton moved to exit non-public session at 8:21 p.m.; Mrs. Phillips seconded the motion; A roll call vote was taken; Mr. Headd – yes, Mr. Eaton – yes, Mrs. Phillips – yes. The motion passed.

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

Mr. Eaton moved to adjourn; Mrs. Phillips seconded the motion; all were in favor, the public meeting ended at 8:21 p.m.