

**Town of Auburn
Board of Selectmen
October 12, 2015**

Selectmen Present: James Headd, Richard Eaton & Dale Phillips

Also Present: Christine Soucie, Treasurer; Carrie Rouleau-Cote, Building Inspector; Rene LaBranche, Stantec Consulting; Elmer Pease, PD Associates; David Nye, Helen Hiltz, Margie McEvoy and Patrick Kelly, Parks and Recreation Comm.; Peg Donovan, Massabesic Audubon, Mike & Linda Dross, Dennis and Pauline Vieira, Michael Rolfe, Paula Marzloff, Mike DiPietro, Audrey Trickett, and Connie Schofield, Residents; Charles Pelton, Police Lieutenant; William Herman, Town Administrator; Kathryn Lafond, Recording Secretary

Mr. Headd called the meeting to order at 7:00 p.m. and lead the audience in the Pledge of Allegiance.

Approval of Payroll for Week of October 5th, 2015

Mr. Eaton moved to approve the Payroll Manifest in the amount of \$46,845.74 for the week of October 5th, 2015; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Consent Agenda – Week of October 12th, 2015

Ordinance

Parking Regulations Ordinance – Amended September 28, 2015

Correspondence

Tax Agreement Follow-up – Leppert Development
Property Consideration – Garabedian Property

Appointments with the Board

Christine Soucie, Treasurer – Local Investment Policy

Mrs. Soucie informed the Board that the objectives of the proposed policy is to ensure the preservation of capital and protect the town's investment principal, to maintain sufficient liquidity to meet operating expenses, to satisfy legal requirements and to seek market-average rate of return (interest) on investments. Mr. Eaton asked if the Treasurer was bonded. Mrs. Soucie stated that she believes so. Mr. Herman confirmed that she is bonded as well as the Town Clerk, Tax Collector and their respective deputies. Mr. Eaton confirmed the town has not current investments. Mrs. Soucie stated that is correct, the interest rates haven't really been good. Mrs. Soucie continued that this policy sets the guidelines for investment in the future, the New Hampshire RSA's regarding what and how towns can invest. Mr. Eaton stated that he looked forward to seeing the policy in action.

Mrs. Phillips moved to adopt the Local Investment Policy as proposed; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Elmer Pease, PD Associates – Raymond Road Matter

Mr. Pease was not yet present. The Board agreed to move on with the agenda until Mr. Pease arrives.

Peg Donovan, Massabesic Audubon Center – Raven's Race Snowshoe 5k

Mrs. Donovan explained that the Massabesic Audubon Center would like to host a 5k snowshoe race on February 14th, 2016. Mrs. Donovan continued that the race would cross Manchester Water Works property as well but no roads; approximately 100 participants are hoped with the event being a fundraiser for the Audubon. Mrs. Donovan added that if there is no snow the event will be a running race. The Board agreed that the event sounded like a wonderful idea. Mr. Herman noted that an insurance certificate naming the town as additionally insured will be provided.

Mrs. Phillips moved to authorize access on town property for the Raven's Race snowshoe 5k event hosted by the Massabesic Audubon Center as proposed; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Lt. Ray Pelton, Auburn Police Department – Birch Road Matter

Lt. Pelton informed the Board that over the summer the Police Department has received a lot of complaints from residents regarding the shooting in the sand pits

off of Birch Road. Lt. Pelton suggested that perhaps the owner of the property could be talked to about possibly posting the property. Lt. Pelton added that there is a lot more shooting beyond target shooting or hunting which the property owner may not be aware of, if the property was posted people could still use the property with the owner's permission and would allow the Police Department to address those without permission. The Board agreed to send a letter to the property owner.

New Business

FY2016 Budget Presentations

Building Inspector

Account Number	Account Description	Proposed Amount	Approved Amount
01-4240-3-320-1	Building Inspector Engineering Services	\$1.00	\$1.00
01-4240-3-350-1	Building Inspector Legal Expenditure	\$4,000.00	\$4,000.00
01-4240-5-510-1	Building Inspector Cell Phone Reimbursement	\$420.00	\$420.00
01-4240-6-610-1	Building Inspector Office Equipment	\$500.00	\$500.00
01-4240-6-645-0	BI Dues, Workshop, Seminars	\$3,500.00	\$3,500.00
01-4240-6-650-1	Building Inspector Books	\$500.00	\$500.00
01-4240-6-660-1	Building Inspector Safety Equipment	\$150.00	\$150.00
01-4240-6-670-1	Building Inspector Printing, Forms, Supplies	\$300.00	\$300.00
01-4240-7-710-1	Building Inspector Vehicle, Repairs & Maint.	\$750.00	\$750.00
01-4240-7-720-1	Building Inspector Fuel/Mileage	\$1,000.00	\$1,000.00

Mrs. Rouleau-Cote presented the Building Inspector budget line by line, the proposed budget is level funded from the prior year. Mrs. Rouleau-Cote informed

the Board that at the end of September of last year the town had issued 467 building permits, this year 511 had been issued; to date 27 new home permits have been issued, last year in the whole year there were 35. Mrs. Rouleau-Cote stated that there are several new subdivisions in the works.

Mr. Eaton moved to approve the Building Inspector budget as presented; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Highway & Roads

Account Number	Account Description	Proposed Amount	Approved Amount
01-4312-3-385-1	Highway Shimming	\$120,000.00	\$120,000.00
01-4312-3-385-2	Highway Spr/Summer Storms	\$8,500.00	\$8,500.00
01-4312-3-385-3	Highway Summer Subcontractor	\$93,000.00	\$93,000.00
01-4312-3-385-4	Highway Road Striping	\$20,000.00	\$20,000.00
01-4312-3-385-5	Highway Tree/Brush Cutting	\$32,000.00	\$32,000.00
01-4312-3-385-6	Highway Crack Sealing	\$1.00	\$1.00
01-4312-3-385-7	Highway Cold Patch	\$5,000.00	\$5,000.00
01-4312-3-385-8	Highway Summer Gravel/Bankrun	\$45,000.00	\$45,000.00
01-4312-3-385-9	Highway Summer Misc. Supplies	\$3,000.00	\$3,000.00
01-4312-3-386-3	Highway Winter Subcontractor	\$367,000.00	\$367,000.00
01-4312-3-386-4	Highway Winter Salt	\$170,000.00	\$170,000.00
01-4312-3-386-5	Highway Winter Sand	\$25,000.00	\$25,000.00
01-4312-3-386-6	Highway Winter Repairs	\$8,000.00	\$8,000.00
01-4312-3-387-2	Highway Bridge & Culvert	\$5,000.00	\$5,000.00
01-4312-3-387-4	Highway Guardrails, Gates, Etc.	\$1,000.00	\$1,000.00
01-4312-3-388-1	Highway Signs & Safety Equipment	\$3,500.00	\$3,500.00
01-4312-3-390-0	Highway Catch Basin Maintenance	\$5,000.00	\$5,000.00
01-4312-3-390-2	Highway Storm Water Maintenance	\$22,500.00	\$22,500.00

Mr. Dross presented the Highway and Roads budget line by line, the proposed budget is level funded from the prior year.

Mr. Eaton moved to approve the Highway & Roads budget as presented; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Parks & Recreation

Account Number	Account Description	Proposed Amount	Approved Amount
01-4520-0-001-1	Recreation Senior Trip	\$12,500.00	\$12,500.00
01-4520-0-001-2	Recreation Family Events	\$18,500.00	\$18,500.00
01-4520-0-001-3	Recreation Basketball Program	\$600.00	\$600.00
01-4520-0-001-4	Recreation Ski Program	\$2,800.00	\$2,800.00
01-4520-0-001-6	Recreation Community Service Award	\$400.00	\$400.00
01-4520-0-001-7	Recreation Soccer Program	\$600.00	\$600.00
01-4520-0-001-8	Recreation Senior Dinner	\$1,000.00	\$1,000.00
01-4520-2-250-1	Recreation Mileage Reimbursement	\$750.00	\$750.00
01-4520-3-360-1	Recreation Playground & Parks	\$2,000.00	\$2,000.00
01-4520-5-520-1	Recreation Electricity	\$2,400.00	\$2,400.00
01-4520-5-550-0	Recreation General Maintenance	\$2,800.00	\$2,800.00
01-4520-5-550-4	Recreation Ice Rink	\$1,000.00	\$1,000.00
01-4520-5-560-1	Recreation Trash Removal	\$600.00	\$600.00
01-4520-5-560-2	Recreation Chemical Toilets	\$5,400.00	\$5,400.00
01-4520-6-670-0	Recreation Phone & Office Supplies	\$500.00	\$500.00
01-4520-9-940-1	Recreation Improvements	\$57,200.00	\$57,200.00

Mr. Nye presented the Parks and Recreation budget line by line, many budget lines are proposed as level funded from the prior year.

Senior trips is increased by \$800 due to an increase in bussing costs.

Family Events is increased by \$4,000 to include expanding one event and adding an adding barbeque for the seniors, this line also includes the winter carnival, summer concerts, etc. Mr. Nye explained that the annual Bizarre will be held Saturday June 4th, not Memorial Day and fireworks now need to be budgeted for as they will no longer be donated.

Parks and Playgrounds is increased by \$700. Mrs. Hiltz stated that this line funds gravel for the parking lots, kid cushion, etc.

Ice Rink is increased by \$999. Mr. Nye indicated that the town owns a zambini and a 4-wheeler with a plow to maintain the ice rinks and those need to be maintained as well.

Trash Removal is increased by \$599. Mr. Nye stated that this has not been budgeted for previously but is necessary.

Phone and Office Supplies is increased by \$500.00. Mr. Nye explained that it is necessary for Mrs. Hiltz to use her cell phone for business use, the town has taken over the telephone account as it has for other town officials. Mrs. Hiltz has also paid out of pocket for office supplies necessary for Parks and Recreation business and she should be reimbursed for those supplies.

Improvements is increased by \$18,000. Mr. Nye explained that this increase is mainly to address safety issues at the Wayne Eddows Fields, such as finishing Phase I and II of the parking lot improvements and \$15,000 for adding 6 dugouts which will shelter the kids in inclement weather. Mr. Eaton asked if the dug outs were above ground. Mr. Nye stated yes. The Board and Mr. Nye discussed Phase I and II of the parking lot improvements. Mr. Nye explained that this year the engineering was done, poles are in, gravel was donated but trucking needed to be paid for, wire are being run, trees stripped, etc. Next year underground power, conduit, light bases, guardrails and grading is proposed.

Mrs. Phillips asked regarding the Appletree Park and stated that she would be curious is the Police Department gets a lot of calls to the area. Mr. Nye stated that he doesn't believe there is a lot of mischief and the town does not spend a lot of money to maintain the park; to his knowledge it does see a lot of use. Mrs. Hiltz noted that the Parks and Recreation only maintain what is existing there and there is no plans to expand. Mr. Nye indicated that the Park and Recreation Commission would be willing to pose the question of closing the park to the town residents is the Board would like.

Mrs. Phillips asked if there are any other events to be held this year. Mrs. Hiltz indicated that the Hippy Dippy Coffee House is scheduled for November.

Mrs. Phillips moved to approve the Parks & Recreation budget as presented; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Elmer Pease, PD Associates – Raymond Road Matter

Mr. Pease indicated that he met with the Planning Board last Wednesday regarding a small four lot subdivision on Raymond Road, one of the requirements will be upgrade and pave a portion of the road. Mr. Pease continued that the Planning Board would support upgrading from Chester Turnpike to the last driveway on the property which would be approximately 1,600 feet. Mr. Pease stated that his client, the property owner, would like the town to determine a cost for the upgrade and the client would like to pay the monies to the town for the town to complete the upgrade. Mr. Pease added that Mr. Dross has suggested that test pits should be done to help determine a cost. Mrs. Phillips stated that she would like to see the results of test pits before any other decisions are made regarding the road. Mr. Eaton indicated that he would like the Planning Board to determine or make a recommendation on the road size, he understands that Mr. Dross is comfortable with a 22 foot road. Mr. Eaton added that 24 feet may be more appropriate due to the upgrade potential for the other sections of Raymond Road. Mr. Dross noted that if 24 feet is required trees will need to be cut and utility poles moved. Mr. Eaton indicated that all other developers in town have to adhere to the 24 foot regulations when creating a road. Mr. Pease stated that his client would like to move forward with the subdivision and is willing to pay for the road upgrade but if the cost is prohibitive then his client can not. Mrs. Phillips stated that she would like to see a plan or proposal before making any decisions. Mr. Pease asked the Board if they could move forward with the test pits and come back before the Board with a plan before moving on to the Planning Board. Mrs. Marzloff asked what the current width of the road is and is it a 4 rod road. The Board was not sure.

Old Business

Update on Social Security Matter

Mr. Herman updated the Board that the Social Security Administration has answered the town's questions with regards to Social Security withholdings from retired Group II employees working part-time positions that would be in Group II if they were full-time positions. Mr. Herman continued that these employees are not subject to Social Security withholdings so the town has ceased to take it out of

payroll checks for these individuals; the town will issue refunds for the past three years, three months and 15 days to the 9 employees affected. Mr. Herman added that it appears that the total refund to the 9 employees is approximately \$30,000, the town will be seeking a refund from the IRS for the employee and employer amount which is approximately \$60,000.

Winter Maintenance – Mountain Road & Hills Road

The Board was presented a draft Notice of Limits of Municipal Responsibility and Liability and Maintenance Agreement for the winter maintenance of Mountain Road. Mr. Herman stated that the developer has no issue with the agreement however felt the cost of \$4,000 was steep. Mr. Herman relayed to the Board that Mr. Dan Tatem of Stantec felt that \$3,000 would be more appropriate. Mr. Dross stated that it approximately 742 feet of road and the estimated cost to maintain in the winter is a gamble. The Board agreed to offer a reduction to \$3,500.

Mrs. Phillips moved to amend the amount the developer will pay to the town, from \$4,000.00 to \$3,500.00 in advance for the town's plowing, sanding and salting of the private section of Mountain Road; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Mr. Dross indicated that he is not sure where his plow sub-contractors trucks can turn around on Hills Road once the through road occurs and the cul de sac is gone. Mr. Herman suggested that for this winter an agreement with Mr. Scott Bussiere similar to the one the Board has just approved on Mountain Road is an option, in following years the Board may need to look into an agreement with the town of Hooksett. Mr. Dross suggested that a temporary hammerhead could be create at the town line. A residents noted that the cul de sac has not been removed but has been gravel in the middle. Mr. Eaton suggested that the cul de sac stay in place until the road is opened. Mr. Labranche indicated that Stantec can take a look to see if the cul de sac can be used as a turnaround for the plow trucks. Mr. Dross indicated that he would prefer a hammerhead and he would prefer if Hooksett plow trucks did not come into Auburn to turn around once the road is open. The Board asked Mr. Labranche and Mr. Dross to take a look at and discuss the area and report back to the Board as soon as possible. The resident asked what class road is Hills Road going into Hooksett. The Board stated Class 5. The resident asked the Board when the discussed signs such as no trucking, etc. would be put up. Mr. Dross stated that he just needs to know what the Board would like put up and he can do it. Mr. Labranche stated that he can get a list to Mr. Dross.

Minutes

September 28th, 2015 Public Meeting

Mr. Eaton moved to approve the minutes of the September 28th, 2015 Public meeting as written; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

September 28th, 2015 Non-Public Meeting

Mr. Eaton moved to approve the minutes of the September 28th, 2015 Non-Public meeting as written; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

September 14th, 2015 Non-Public Meeting

Mr. Eaton moved to approve the minutes of the September 14th, 2015 Non-Public meeting as written; 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 pursuant to RSA 91-A 3, II (a) Compensation of public employee(s) at 8.16 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.

Meeting in Non-Public Session with the Selectmen was Town Administrator Herman and Secretary Lafond. The Board reviewed an annual evaluation for Firefighter Patrick Glennon. Mr. Herman noted it was a positive review. Mrs. Phillips stated that Mr. Glennon is very professional and always willing to lend a hand. Mr. Headd agreed that Mr. Glennon does a great job.

Ms. Lafond exited the meeting and the Board conducted Town Administrator, William Herman's annual review.

Mr. Eaton moved to exit non-public session at 8:33 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 approve an increase for Firefighter Patrick Glennon from a Labor Grade 6, Step 14 to Labor Grade 6, Step 15; Mrs. Phillips seconded the motion, all were in favor, the motion passed unanimously.

Mrs. Phillips moved to adjourn; Mr. Eaton seconded the motion; all were in favor, the public meeting ended at 8:35 p.m.