

**Town of Auburn
Board of Selectmen
November 9, 2015**

Selectmen Present: James Headd, Richard Eaton & Dale Phillips

Also Present: Dan Tatem, Stantec Consulting; Ron Poltak, Planning Board Chairman; Don Dollard, Dave Jenkins and Scott Norris, Cemetery Trustees; Patrick Kelly, Auburn Soccer Club; Mike & Linda Dross, Dennis and Pauline Vieira, Michael Rolfe, Mike DiPietro, Audrey Trickett, Tom Gonyea, Paula Marzloff, Susan Marzloff, Todd Bedard, William & Brenda Clunie, Brian & Jennifer Hashem and Connie Schofield, Residents; James Huard, Police Officer; William Herman, Town Administrator; Kathryn Lafond, Recording Secretary

Mr. Headd called the meeting to order at 7:01 p.m. and lead the audience in the Pledge of Allegiance.

Approval of Payroll for Week of November 2nd, 2015

Mr. Eaton moved to approve the Payroll Manifest in the amount of \$43,469.02 for the week of November 2nd, 2015; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Approval of Accounts Payable for Week of November 9th, 2015

Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$940,637.63 for the week of November 9th, 2015; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Consent Agenda – Week of November 9th, 2015

Oath/ RSA 75:7

Town of Auburn Inventory of Taxable Property Appraised in accordance with State Standards

Second Issue / PILOT Payment

Manchester Water Works - \$217,500

Veteran's Credit Application

Gaetano Sammartano, 54 Winchester Way
Michael P. Moran, 13 Hawthorne Drive

Correspondence

Skate Park Donation Acknowledgement Letters (3)
NH Site Evaluation Committee – Support for SEA-3, Inc. Application

Timber Tax Warrant

Harland Eaton, 213 Eaton Hill Road (Tax Map #8, Lot #15) - \$6,536.82

Equalization Certificate

NH Department of Revenue Administration / Municipal Assessment Data

Intent to Cut

Manchester Water Works (Tax Map #8, Lot #39)

Pistol/Revolver License

Fifteen (15)

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

Appointments with the Board

Stantec Consulting, Inc – Raymond Road Testing Results

Mr. Tatem reviewed the results of the three soil samples that were taken along the frontage of 663 Raymond Road. Mr. Tatem indicated that the contaminants identified are below the State's threshold that would require remediation however if the road is to be reconstructed the contaminated soil would need to be removed and disposed of in accordance with the State and Federal requirements. Mr. Headd asked Road Agent Dross when upgrading Raymond

Road was planned. Mr. Dross relayed that depends on the decisions made by the Board of Selectmen and Mr. Elmer Pease, he had no plan to upgrade the road. Mr. Eaton noted that NH Department of Environmental Services addressed a letter to the property owner providing information on how to avoid further contamination. Mr. Eaton suggested that the Board of Selectmen meet with the property owner. Mrs. Phillips was not opposed to meeting with the owner and expressed that if the area needed to be cleaned up that it should not be at the town's expense. Mr. Eaton agreed with that. Mr. Tatem noted that Mr. Eaton's suggestion to meet with the property owner to try to prevent further contamination is valid. Mr. Dross suggested that the town should define the right of way so that the town can truly know the extent of the contamination. Mrs. Marzloff believed the road to be a 4 rod road and would look into it. The Board agreed to determine the road and right of way and schedule a meeting with the property owner. Mr. Dross asked if the town would conduct additional testing. The Board agreed that they would like to determine what is town property first. Mr. Tatem indicated that the existing gravel road may not be centered. Mr. Dennis Vieira reminded the Board of what the Road Agent went through with the allegations at the former landfill and Eaton Hill Road and he hopes the town will hold this property owner to the same scrutiny. Mrs. Phillips assured Mr. Vieira that the Board will meet face to face with the property owner and something will be done.

Stantec Consulting, Inc. – Raymond Road Test Pit/Sieve Testing

Mr. Tatem informed the Board that at their request Stantec facilitated 12 test pits and relayed the results and Stantec's recommendations. Mr. Eaton expressed that he believes that the developer of the proposed subdivision off Raymond Road should go through the normal Planning Board process and meet the standards set forth in the town's regulations. Mr. Eaton indicated that as he was required to upgrade Steam Mill Road and Jemco Builders was required to upgrade Lovers Lane this developer should be responsible for Raymond Road, he does not think that the town should reconstruct Raymond Road just so that the developer can create a subdivision. Mr. Eaton also believed that Raymond Road should be built to 24 feet wide as all new roads are per the town's regulations. Mr. Herman noted that Raymond Road is already a town road so the decisions regarding the road are that of the Board of Selectmen not the Planning Board. Mrs. Phillips commented that the Board of Selectmen has not seen what the developer is proposing yet, she is aware through conversation only that there are two options. Mr. Tatem indicated that the developer is looking for the Board to determine the road width and who should construct the road before drafting a subdivision design, if the cost to construct Raymond Road is too much the developer may design a cul de sac off of Raymond Road instead. Mrs. Phillips

stated that the road is currently 22 feet and in her opinion can remain 22 feet. Mr. Headd agreed.

Mrs. Phillips moved to authorize that Raymond Road be constructed to 22 feet wide; Mrs. Headd seconded the motion; Mr. Eaton stood opposed, the motion passed.

Mr. Tatem asked the Board if the developer would be responsible for constructing the road or would the town accept funds from the developer and complete the work themselves. The Board agreed that the developer should construct the road. It was agreed that the town would address a letter to the developer relaying as such.

New Business

FY2016 Budget Presentations

Planning & Zoning

Account Number	Account Description	Proposed Amount	Approved Amount
01-4191-2-250-1	P/Z Mileage	\$500.00	\$500.00
01-4191-3-320-1	P/Z Engineering Services	\$3,000.00	\$3,000.00
01-4191-3-350-1	P/Z Expenditure	\$29,000.00	\$29,000.00
01-4191-3-390-1	P/Z Maps	\$250.00	\$250.00
01-4191-3-390-2	Master Plan & Regulatory Updates	\$31,950.00	\$31,950.00
01-4191-3-390-3	P/Z Recording Fees	\$250.00	\$250.00
01-4191-6-620-1	P/Z Printing	\$1,000.00	\$1,000.00
01-4191-6-645-0	P/Z Dues, Workshops, Seminars	\$600.00	\$600.00
01-4191-6-650-1	P/Z Books	\$500.00	\$500.00
01-4191-6-660-1	P/Z Safety Equipment	\$1.00	\$1.00
01-4191-6-670-1	P/Z Printed Forms & Supplies	\$50.00	\$50.00
01-4191-6-680-1	P/Z Legal Ads	\$3,000.00	\$3,000.00

Mr. Poltak presented the Planning and Zoning budget to the Board, relaying that the only proposed change to the budget is a proposed increase of \$27,950.00 to Master Plan & Regulatory Updates. Mr. Headd verified that updating the Master Plan is statutory. Mr. Poltak confirmed that and indicated that this year the

Planning Board began the update process of the Master Plan, Capital Improvements Plan and Cluster Subdivision Ordinance and will complete them along with other miscellaneous updates to the town's regulations next year.

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

Cemetery

Account Number	Account Description	Proposed Amount	Approved Amount
01-4195-1-120-2	Cemetery Secretary/Administration	\$500.00	\$500.00
01-4195-1-120-1	Cemetery Salary/Wage	\$600.00	\$600.00
01-4195-3-380-0	Cemetery Mowing	\$11,000.00	\$11,000.00
01-4195-3-380-1	Cemetery Fertilization	\$1,150.00	\$1,150.00
01-4195-3-388-0	Cemetery Property Maintenance	\$9,000.00	\$9,000.00
01-4195-3-390-0	Cemetery Mapping	\$7,000.00	\$7,000.00
01-4195-5-660-0	Cemetery Supplies	\$500.00	\$500.00
01-4195-5-690-0	Cemetery Miscellaneous	\$500.00	\$500.00
01-4195-6-645-0	Cemetery Dues & Membership	\$200.00	\$200.00

Mr. Jenkins presented the Cemetery budget to the Board and highlighted that Cemetery Mapping was a bigger than anticipated expenditure this year. Mr. Dollard explained to the Board why the cost for mapping was high this year and believed in the next year all the mapping should be straightened out and then the maps can go every two years or so before begin updated. Mr. Dollard noted that in the past mainly mowing was done and there are maintenance and improvement items that are necessary. Mr. Jenkins stated that one improvement is the roof needs to be replaced at the Longmeadow Cemetery, the Trustees would also like to buy chains and signs to block the entrances in the winter.

Mr. Jenkins informed the Board that separate from the budget the Cemetery Trustees have talked about the potential of purchasing 2.8 acres of land from the Manchester Water Works to in the future expand the Auburn Village Cemetery. Mr. Eaton asked if the Trustees have talked to Manchester Water Works. Mr. Dollard stated that Mr. Herman was going to put Mr. John O'Neil in contact with him.

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

Public Lighting (Street)

Account Number	Account Description	Proposed Amount	Approved Amount
01-4316-3-390-1	Public Street Lighting	\$13,500.00	\$13,500.00

Mr. Herman indicated that this budget item is level funded and funds 101 lights throughout town.

Mr. Eaton moved to approve the Public Lighting (Street) budget as presented; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Checklist Supervisors

Account Number	Account Description	Proposed Amount	Approved Amount
01-4140-1-165-5	Checklist Supervisors	\$5,500.00	\$5,500.00

Mrs. Jenkins informed the Board that there is a proposed increase to the Checklist Supervisor budget line as a result of 3 elections in the coming year.

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

Raffle Permit – Friends of the Library

The Board reviewed a request to hold a raffle of a lard hand-made stuffed snowman, tickets will be \$.50 each or 3 for \$1.00 and the drawing will be held on Saturday, December 12th at the annual Breakfast with Santa.

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

Wayne Eddows Field Soccer Field

Mr. Kelly addressed the Board and described the soccer field is in pretty poor condition due to the difficult season this year, problems with the sprinkler system and no fertilization. Mr. Kelly obtained a quote from Alliance Landscaping however there are no funds available in the Parks and Recreation budget. Mrs. Phillips stated that she would like to see a few more quotes for comparison. Mr. Eaton agreed and noted the Highest Quality has been used by the town this year for additional lawn treatments at the Safety Complex, he would be willing to reach out to them for advice and a quote. Mr. Eaton suggested that the Parks and Recreation Commission look into a plan for the fields if the fields are getting progressively worse. Mrs. Phillips agreed, she would like to see the Auburn Little League and Auburn Soccer Clubs needs along with Parks and Recreation. Mr. Eaton suggested that the Parks and Recreation Commission may want to get a quote from Green Acres Irrigation, who maintain the system at the Safety Complex, regarding the system at the fields as well.

Town Property Mowing Services

Mr. Herman informed the Board that the terms of the Town Property Mowing Services contract allow for the contract to be renewed for up to two more years if the town would like, ASAP Landscaping & Design, LLC of Londonderry will hold the price for one or both years. Mr. Herman indicated that the other option would be to re-bid the services. The Board agreed to extend the contract for one more year and then re-assess the matter.

Surety Releases

The Board reviewed letters from Stantec Consulting and the Planning Board minutes of November 4th recommending the release of three Letter of Credit sureties.

Mr. Eaton moved to approve the release of the \$16,587.15 surety for the Lovers Lane off-site improvements; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Mr. Eaton moved to approve the release of the \$9,373.00 surety for the Calef Road off-site improvements; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Mr. Eaton moved to approve the release of the \$36,915.00 surety for the Calef Road Subdivision Lot 7 reclamation; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Old Business

Waste Management Update

The Board reviewed a letter from Mr. Herman regarding his recent communications with Bob Magnusson at Waste Management. Mr. Herman indicated that Mr. Magnusson hopes to have a proposal to the town in a month or two.

Other Business

Mrs. Phillips stated that after additional review and thought she would like the Board to revisit some items with the Parks and Recreation Commission. Mrs. Phillips would propose a reduction to the proposed Recreation Family Events budget line and she would like to see a complete overview of the improvements that the Parks and Recreation Commission would like to do and potentially fund the improvements separate from the operating budget through a capital expense budget line. Mrs. Phillips also noted that it is not very clear how the donations between the Auburn Moms Club and the Parks and Recreation Commission are handled so she would like to see the accounting of such. Mrs. Phillips also noted that donations made to the Parks and Recreation Commission should be formally accepted by the Board of Selectmen. Mrs. Phillips indicated that in short she would just like to see better accountability. Mr. Eaton agreed and suggest that it is not a bad idea to remove the improvements from the operating budget, similar to the Road Reconstruction budget being separate from the Highway operating budget. The Selectmen agreed to invite the Parks and Recreation Commission back in for consideration.

The Board reviewed a request from Auburn Cub Scout Pack 127 to have information for their "Scouting for Food" pick up day, which is Saturday, November 14th at 8:30 a.m. displayed on the Town Hall electronic sign. The request states that the date relayed in the Auburn Village Crier was incorrect. The Board permitted the information to be put on the electronic sign as requested.

Mr. Bedard addressed the Board indicating that he and other Hills Road residents have been attending the Boards meeting and having conversations with the Board since August 3rd and in his opinion a lot has been discussed but not much has been done. Mr. Headd stated that the town received a letter from

an attorney representing the Hills Road residents, he is hesitant to entertain discussion with the residents this evening without their representation. Mrs. Phillips stated that there is nothing else for the Board to do until the road is open to the public and then the town will look in to things as they had previously discussed. Mr. Eaton agreed that the town is waiting for the developer to finish his required work and request the section of road be accepted by the town and the Board will then authorize the traffic studies as discussed and take things from there. Mr. Headd noted that in September the Board provided an estimated timeline and the residents then put up a gate, the town sent a letter in response that the matter of the gate was between the residents of Hills Road and the developer of the extension until such time as the town was asked to accept the extension as a town road. The posting of road signs was discussed, some signage has been posted and the town is waiting for receipt of the "No Through Trucking" signs. A few residents present expressed their discontent with the sign posting not happening quicker. Discussion regarding the cul de sac and where a plow truck may turn around ensued. One resident indicated that she was approached by Stantec Consulting regarding a potential easement on to her property for construction of a hammerhead so that the plow trucks could turn around and she was ok with this if the road remained gated but she sees the through road as no benefit to Auburn and would not allow an easement if the road is open. Mr. Eaton noted that the developer has an approved plan and the plan requires that the road be put in and paved and the cul de sac removed. The residents asked if the land reverts back to them once the cul de sac is removed. Mr. Tatem stated that was how it usually works but when it occurs is dependent on the deed language. Mr. Bedard asked if there was any conversations with the town of Hooksett. Mr. Tatem relayed that Hooksett has no intentions to place any additional signage on their roads and they do not want a one way road. The process for road acceptance was discussed and Mr. Tatem relayed that the town's regulations require that the road go one winter before being accepted by the town. Road class was brought up and Mr. Tatem clarified that the piece that the developer is upgrading per prior Planning Board approval is private property of the developers, it is dedicated by subdivision approval but it is not yet a road.

Minutes

October 26th, 2015 Public Meeting

Mr. Eaton moved to approve the minutes of the October 26th, 2015 Public meeting as written; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Mr. Eaton noted that the Board had discussed previously in 2014 the potential of applying for a grant for sidewalks, he believed that the next grant application cycle was 2016. Mr. Herman was unsure if the Federal Government was funding such grants but he would look into it.

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) & (c) Reputation of any person other than a member of the public body at 9:12 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.

Mr. Eaton moved to exit non-public session at 9:24 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.

Mrs. Phillips moved to adjourn; Mr. Eaton seconded the motion; all were in favor, the public meeting ended at 9:25 p.m.