

**Town of Auburn
Board of Selectmen
August 27, 2018**

5:30 p.m.

() Site Walk – Proposed Emergency Access Road

Auburn School Board, Cemetery Trustees and Board of Selectmen – Trail off Eaton Hill Road between Safety Complex and Auburn Village School

**Town Hall
6:30 p.m.**

() Non-Public Session pursuant to RSA 91-A: 3, II (b)

Consideration of hiring an individual as a public employee

7:00 p.m.

() Call to Order – Pledge of Allegiance

Approval of Payroll for the Week of August 20, 2018 -- \$46,416.35

Approval of Accounts Payable for the Week of August 27, 2018

Approval of Consent Agenda – Week of August 27, 2018

() Appointments with the Board

() New Business

Pingree Hill Fire Station Drainage Project

() Old Business

Parks and Recreation Commission Appointments

Workshop Meeting for Parks & Recreation Operations

Police Special Details Revolving Fund – Warrant Article

Update on March 2018 Severe Winter Storm Declaration

Parking Issue – Rockingham Road

() Other Business

Police Department Building Committee – August 29th at 7:00 PM

() Minutes

- August 13, 2018 Public Meeting
- August 13, 2018 Non-Public Session

() Adjourn

Note: “Any person with a disability who wishes to attend this public meeting and needs to be provided reasonable accommodations in order to participate, please contact the Board of Selectmen’s Secretary at (603) 483-5052 x100, so that arrangements can be made.”

Town of Auburn

Town Hall
47 Chester Road
P.O. Box 309
Auburn, NH 03032



Town Administrator

William G. Herman, CPM
Phone: (603) 483-5052 Ext. 111
Fax: (603) 483-0518
E-Mail:
townadmin@townofauburnnh.com

To: Board of Selectmen

Bill Herman

From: Bill Herman, CPM, Town Administrator

Date: August 21, 2018

Re: Pingree Hill Fire Station Drainage Project

A week or two ago, Bob Selinga advised me of a water / drainage issue at the Pingree Hill Fire Station that appears to have been in existence for years, but was beginning to cause damage to the building that was raising a real concern.

I agreed to ask Dan Tatem to meet on site with Bob to review the problem and recommend a solution. Shortly after that, Seth Potter met with Mike Dross on site, and Seth prepared the attached diagram that generally calls for the installation of a trench filled with $\frac{3}{4}$ " stone and a catch basin to capture the water, and the removal of some of the current pavement in order to regrade and then repave the area.

Mike has indicated he feels the work would be a day or two, and he and Mickey are willing to donate their time and equipment. He estimated the cost of materials would be approximately \$2,000, which he proposes come from the Road Reconstruction account.

His thought process is that they would move to this project once their work on Lovers Lane is completed. I did not ask a specific time frame.

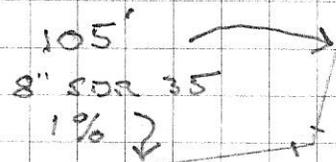
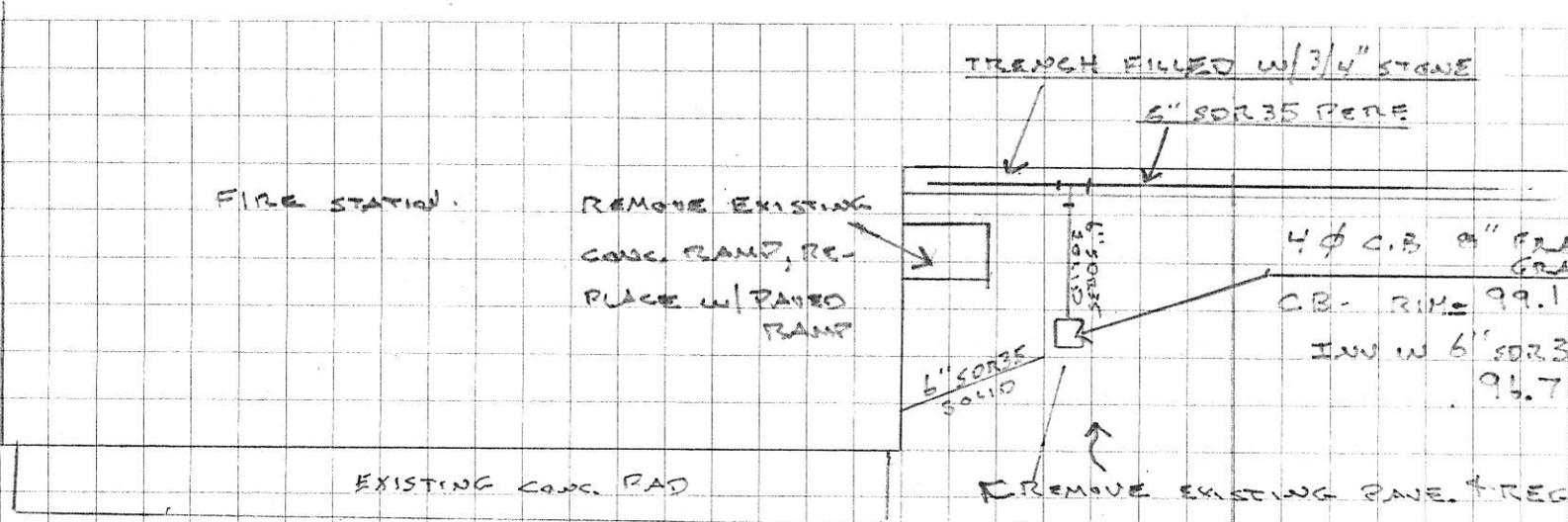
Unless the Board has objections, Mike will plan to proceed accordingly.

Thank you for your consideration.

Attachments



Stantec



AUBURN FIRE DEPT.
8/15/19

Designed by:

Checked by:

APPOINTMENT OATH OF OFFICE

To Margie McEvoy of Auburn in the County of Rockingham

WHEREAS, there is a vacancy for a member on the Parks and Recreation Commission in said town and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you the said, **Margie McEvoy a member of the Parks and Recreation Commission** of the Town of Auburn and upon your taking the oath of office, and having this appointment and the certificate of said oath of office recorded by the Town Clerk, you shall have the powers, perform the duties, and be subject to the liabilities of such office. Term to expire March 2021, or upon the selection of your successor.

Given under our hands this 27th day of August 2018

Selectmen of the Town of Auburn

“I, Margie McEvoy, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a member of the Parks and Recreation Commission for the Town of Auburn to the best of my abilities, agreeably to the rules and regulations of the Constitution and Laws of the State of New Hampshire; So help me God.”

Signature

Address

Phone

E-Mail

Personally appeared the above named, Margie McEvoy, took and subscribed the foregoing oath.

State of New Hampshire, Rockingham County

On the ___ day of _____ of 2018

Selectman, Moderator,
Town Clerk or Deputy Town Clerk

Received and Recorded

Kathleen A. Sylvia, Town Clerk

APPOINTMENT OATH OF OFFICE

To David Nye of Auburn in the County of Rockingham

WHEREAS, there is a vacancy for a member on the Parks and Recreation Commission in said town and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you the said, **David Nye a member of the Parks and Recreation Commission** of the Town of Auburn and upon your taking the oath of office, and having this appointment and the certificate of said oath of office recorded by the Town Clerk, you shall have the powers, perform the duties, and be subject to the liabilities of such office. Term to expire March 2021, or upon the selection of your successor.

Given under our hands this 27th day of August 2018

Selectmen of the Town of Auburn

“I, David Nye, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a member of the Parks and Recreation Commission for the Town of Auburn to the best of my abilities, agreeably to the rules and regulations of the Constitution and Laws of the State of New Hampshire; So help me God.”

Signature

Address

Phone

E-Mail

Personally appeared the above named, David Nye, took and subscribed the foregoing oath.

State of New Hampshire, Rockingham County

On the ___ day of _____ of 2018

Selectman, Moderator,
Town Clerk or Deputy Town Clerk

Received and Recorded

Kathleen A. Sylvia, Town Clerk

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To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: August 20, 2018

Re: Parks & Recreation – Workshop Meeting

At the Board's August 13th meeting, the Board had a discussion and appeared to be in general agreement concerning changes the Board desired to affect in the operations and structure of Parks & Recreation as we move forward.

Other than indicating you were agreeable to re-appointing current Commissioners, no specific vote was taken. The items that had been before the Board included:

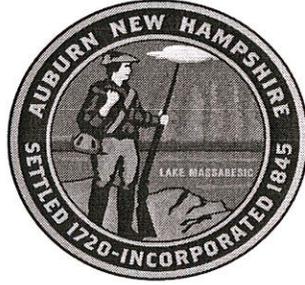
- Composition of the Parks & Recreation Commission and whether Commissioners should also be able to be vendors or employees engaged by the Commission. The Board refrained from acting on Commission appointments in March due to this concern.
- Designating the Parks & Recreation Coordinator as the supervising department head for other part-time Parks & Recreation positions.
- Formally designating the Parks & Recreation Coordinator as the administrative individual responsible for management of the Parks & Recreation budget and coordinator of projects & purchases.
- The overall financial standing of events sponsored through the Parks & Recreation Commission, such as the Old Home Day program. I believe there was a sense that all income and expenses should go through the P&R Commission and not have the Town pay the expenses of the event with all revenue going to other entities.
- What should the Parks & Recreation budget cover with taxpayer funds versus a pay-as-you-go fees for events or programs managed through the Recreation Revolving Fund.

It was suggested a workshop meeting be scheduled to complete this process and discussion. I am seeking direction from the Board as to when they would want to hold this workshop meeting and who do you want to be part of the meeting?

Thank you for your consideration.

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To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: August 22, 2018

Re: Police Special Details Revolving Fund – Draft Warrant Article

At the Board's July 16th meeting, you had reviewed draft language for potential changes in the purpose of the Police Detail Revolving Fund established in 2008 from being just for special police details to being for "police related purposes.

The draft warrant article the Board seemed to be in support of at the July 16th meeting is as follows:

To see if the Town will vote to change the purpose of the existing Police Detail Revolving Fund, previously established in 2008, from being expended for Police detail payroll and overhead, to being expended for police related purposes as allowed in RSA 31:95-h. And further to limit the expenditure from the undesignated fund balance in any given year to 10% of the prior year's balance after covering Police detail payroll and overhead. This account is funded by Police detail revenue and there will be no funds raised from general taxation. (Recommended by the Board of Selectmen) (Two-Thirds vote required)

The Board asked this proposed article be shared with the Police Commissioners and the Police Department for input, which was done. Attached is a slightly revised version of the proposed warrant article with the input as to thought process provided by Lieutenant Pelton.

I have also attached a copy of the underlining statute concerning these revolving funds for the Board's information. I believe the statute supports the thought process that the Board of Selectmen would have the authority to establish a spending limit from the fund balance on their own without formally placing the limitation in the proposed warrant article.

There is no need for immediate action by the Board as you have ample time before needing to assemble the warrant in December and January.

Thank you for your consideration.

Attachments

Bill Herman

From: Ray Pelton
Sent: Tuesday, August 21, 2018 9:16 AM
To: Bill Herman; Dave Dion; Dennis McCarthy; Michael Rolfe
Cc: Edward Picard; Lil Deeb
Subject: RE: Potential Warrant Article - Police Special Details Revolving Fund
Attachments: Warrant Article Language.docx

Bill , After discussing this with the Chief and reviewing RSA 31:95-h we came up with a suggested change to the proposed warrant article. In an effort to keep it short and simple we shortened the article. We found that RSA 31:95-h, which is mentioned in the original 2008 Warrant Article, already gives the Selectmen the authority to set a limit on the expenditure of funds from the account and allows them to change these limitations at any time. We like the idea of having a limit on the funds expenditure per year but not including the language in the warrant makes it simpler to understand and is not needed as the Selectmen can already set limitations at any time. Please check out the attached article language and let us know what you and the Selectmen think . Thanks Ray

From: Bill Herman
Sent: Friday, July 20, 2018 7:13 PM
To: Dave Dion; Dennis McCarthy; Michael Rolfe
Cc: Edward Picard; Ray Pelton; Lil Deeb
Subject: Potential Warrant Article - Police Special Details Revolving Fund

For the past several meetings, the Board of Selectmen have discussed the potential of placing a warrant article on the 2019 Town Meeting Warrant to broaden the purpose of the Police Special Details Revolving Fund to allow the growing balance in the fund to be spent for "police related purposes" after all expenses for police details have been paid.

They asked that we share this proposal with the Police Commission for their input and comments. Ray Pelton has been present and participated in most of the conversation the Selectmen have had with this, and Mickey Rolfe has been present as well.

The general idea from the Selectmen's perspective is the fund is building up a substantial reserve that will likely never be spent as the fund is created today – so they would like to provide a broader purpose for the funds to enable it to assist with other expenses the police department may have over time such as the replacement of the radar trailer, replacement of laptop computers in the cruisers when needed, etc.. For some perspective, the audited unused balance as of 12/31/16 was \$131,000 and we anticipate it will likely be \$150,000 as of 12/31/17.

We are not in any rush on this item, but the Board would appreciate any input the Police Commission may have on this proposal.

Thank you for your consideration.

Bill

Bill Herman, CPM
Town Administrator
Town of Auburn

To see if the Town will vote to change the purpose of the existing Police Detail Revolving Fund, previously established in 2008, from only being expended for Police detail payroll and related overhead to being expended for police detail payroll and related overhead and other police service related purposes as allowed in RSA 31:95-h. This account is funded by Police detail revenue and this will be no funds raised from general taxation.

TITLE III

TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 31

POWERS AND DUTIES OF TOWNS

Miscellaneous

Section 31:95-h

31:95-h Revolving Funds. –

I. A town may, by vote of the legislative body, establish a revolving fund. Each revolving fund shall be limited to one of the following purposes:

- (a) Facilitating, maintaining, or encouraging recycling as defined in RSA 149-M:4;
- (b) Providing ambulance services;
- (c) Providing public safety services by municipal employees or volunteers outside of the ordinary detail of such persons, including but not limited to public safety services in connection with special events, highway construction, and other construction projects, or for any other public safety purpose deemed appropriate by the municipality;
- (d) Creating affordable housing and facilitating transactions relative thereto;
- (e) Providing cable access for public, educational, or governmental use; or
- (f) Financing of energy conservation and efficiency and clean energy improvements by participating property owners in an energy efficiency and clean energy district established pursuant to RSA 53-F.

II. If a town establishes a revolving fund for any of the purposes listed in paragraph I, it may deposit into the fund all or any part of the revenues from fees, charges, or other income derived from the activities or services supported by the fund, and any other revenues approved by the legislative body for deposit into the fund. The money in the fund shall be allowed to accumulate from year to year, and shall not be considered part of the town's general surplus. The town treasurer shall have custody of all moneys in the fund, and shall pay out the same only upon order of the governing body, or other board or body designated by the local legislative body at the time the fund is created; provided, that no further approval of the legislative body, if different from the governing body, shall be required. Such funds may be expended only for the purposes for which the fund was created.

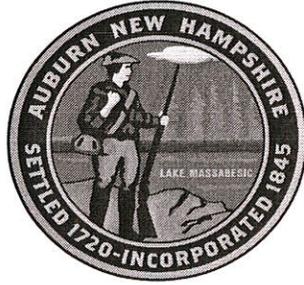
III. The legislative body may, at the time it establishes a revolving fund or at any time thereafter, place limitations on expenditures from the fund including, but not limited to, restrictions on the types of items or services that may be purchased from the fund, limitations on the amount of any single expenditure, and limitations on the total amount of expenditures to be made in a year. No amount may be expended from a revolving fund established hereunder for any item or service for which an appropriation has been specifically rejected by the legislative body during the same year.

IV. The provisions of this section shall not preclude the establishment of a revolving fund for any other purpose authorized by law.

Source. 2005, 79:1, eff. Aug. 6, 2005. 2008, 68:1, eff. July 20, 2008; 391:1, eff. Sept. 15, 2008. 2010, 215:3, eff. Aug. 27, 2010. 2013, 9:1, eff. July 6, 2013. 2017, 95:1, eff. Aug. 7, 2017.

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To: Board of Selectmen

From: Bill Herman, Town Administrator

Date: August 24, 2018

Re: Update - March 2018 Severe Winter Storm Declaration

To update the Board, the Town submitted the Request for Public Assistance to be covered under the Presidential Declaration for reimbursement on costs associated with the March 13th winter snowstorm on June 25th.

Auburn's required Recovery Scoping Meeting with FEMA and state officials was held on July 30th.

Initial submissions for all contractor and equipment expenses were completed with all required invoices and supporting documents submitted at the scoping meeting in July. Calculations and documentation for the sand and salt used for this storm was left to be documented. FEMA officials indicated they would return in mid-August for that information.

Adele Frisella met with FEMA officials on August 23rd to provide the information they were seeking. At this point, it appears the Town will be able to claim a total of approximately \$52,000 in eligible costs. The Town will also be provided an additional five (5) percent of approved costs to cover direct administrative costs for handling the disaster declaration.

Assuming the \$52,000 amount is sustained by FEMA, the Town would realize a reimbursement of \$39,000 (75%) from FEMA for this weather event, in addition to approximately \$2,600 for administrative costs.

Thank you for your consideration.

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Auburn, NH 03032



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To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: August 22, 2018

Re: Parking Issue – Rockingham Road

During the Board's July 30th meeting, a concern for the over flow parking on Rockingham Road from The Auburn Pitts had been discussed. During the Board's meeting, it had been recommended the matter be referred to the Planning Board for enforcement of the Site Plan review and conditions imposed on the property.

For the Board's benefit, the concern was referred to the Planning Board who discussed in at their meeting on August 15th. As the minutes of the Planning Board meeting document, when the file for The Auburn Pitts property was reviewed, it was determined there no approved site plan. There is a survey that was prepared by Joseph Wichert in 2008 which depicts the property as it sits today.

As a result, there is no enforcement mechanism for the Planning Board in this area.

The concern will be on the agenda of the September meeting of the Highway Safety Committee, as Mike DiPietro suggested at your July 30th meeting. It was also referred to the Fire Department for capacity criteria for the facility itself. You may end up receiving some recommendation(s) from one group or the other.

Thank you for your consideration.

Attachment

**UNAPPROVED MINUTES
Town of Auburn
Planning Board
PUBLIC HEARING
August 15, 2018**

Present: Ron Poltak, Chairman. Steve Grillo, Vice-Chairman. Michael Rolfe & Jeff Porter, Members. Tom LaCroix, Paula Marzloff & Jess Edwards, Alternates. Keith Leclair, Selectmen's Representative. Minutes recorded by Denise Royce.

Absent: No one.

Mr. Poltak called the meeting to order at 7:00 p.m. and asked the Board members to introduce themselves to everyone present tonight. Mr. Poltak informed everyone that there were 3 or 4 items on the agenda and that there were a few other items that he wanted to take up with the Board after that. With that said, Mr. Poltak moved right into the discussion with the Auburn Village School renovations.

GENERAL BUSINESS

***Alan Villeneuve
Auburn Village School
11 Eaton Hill Road, Tax Map 10, Lot 3-1
Zoned Residential Two
Discuss School Renovations***

Mr. Villeneuve began by saying that they were asked to come back with more information to update the Board and introduced both Bill Hickey from the Turner Group along with Bob Carter from the Turner Group who are doing the site work for the school project. Mr. Villeneuve turned the meeting over to Bill Hickey to talk about the update.

At this time, Mr. Hickey began by saying that, what they thought they would do is give everyone a brief overview and believed that everyone was familiar with the project. Mr. Hickey went over the existing conditions of the building. Mr. Edwards asked if they would be talking about the phasing dates. Mr. Villeneuve said that they could certainly go over that. Mr. Hickey began going through the existing conditions where it shows the existing building. Mr. Hickey pointed out the soccer field as well as the possibility of a baseball field some time in the future as he did not know of a date when that would start. Mr. Hickey moved on to talk about the access road which would be mainly used as a construction access way which is intended to be an unplowed gravel roadway for future access to the backside of the building.

Mr. Hickey talked about phasing and that the real intent of the project was so the portables and modular could be moved. Mr. Hickey talked about the first phase which would be to allow the portables and modular could be moved over to allow for the addition. They would

left side, it's not in compliance with what we requested which is the 12, 10 or 12 footers. Mr. Poltak went on to say that, Mr. Kenney was on vacation last week as well as Mr. Tatem. Mr. Poltak stated that, he went by there as well as a few other Board members and he recognizes that it's not what they wanted. With that said, Mr. Poltak informed the Board that, Mr. Kenney would like to come meet with the Board at the next meeting and talk with them. Mr. Poltak gave his opinion by saying that, he liked what they have done but that it was not adequate so they have to work it through with Mr. Kenney. Mr. Poltak stated that, Mr. Kenney was receptive to improving the area in question where the arborvitae got torched. So, they will just have to wait and see what they come up with respectful of what the Board will accept when he comes before the Board. Mr. Poltak said that, Mr. Kenney was aware that the Board's position is that they must be replaced. Mr. Poltak added that, Mr. Kenney did not react negatively to that and basically that is where we are with that.

Secondly, Mr. Poltak brought up the Auburn Pitts and said that it was brought to the Board's attention by the BOS and that we have researched the file and found that there was no approved site plan for the Auburn Pitts. There is a survey that was done in the file that was done by Joseph Wichert in 2008 of which depicts the Pitts as it sits today. Mr. Poltak did not believe that there was anything that the Board could do about the parking at the Pitts and believed it would be a police matter if someone was blocking an abutters driveway. Mr. Poltak explained that, if someone came in for a permit and it was going to be constructed today that they would have to allocate parking spaces based on the number of seats that the restaurant was going to provide. Mr. Poltak commented that, we have an existing facility in town without any formal approvals per se that has been there for a number of years. Mr. Grillo stated that, even with a site plan that the resolution would be the same. Mr. Rolfe did not believe there were any other complaints other than parking. Mr. Poltak informed Mr. Leclair that basically that was where the Planning Board was at and that he could report back to the BOS that the Planning Board can't help you because we don't have a site plan for that. A brief discussion ensued with regard to putting signs up and the fact that signs have been placed on one side of the road. Mr. Leclair indicated that Ray Pelton was present at the meeting and stated that once the signs went up that they ended up ticketing a few people and then they stopped parking on that side. Mr. Rolfe commented that, the problem with putting up signs on both sides of the street that if people have company that they won't be able to park in front of their own house.

Next, Mr. Poltak asked if anyone had any recommendations to changes to be made to the Master Plan. A few Board members had comments and changes. With that said, Mr. Poltak stated that, what he would like to do is that Ms. Royce, Mrs. Rouleau-Cote and himself have talked about a number of changes that are ready to go to Mr. Tatem and would like Ms. Royce to put the list together and get the list to Mr. Tatem and Mr. Grillo so that we can finalize it.

Mr. Poltak asked Mr. Grillo what he had and Mr. Grillo began by saying that there was a link to the 2010 housing plan for SNHPC on page 20 and wanted to recommend that, instead of the link to a report that was 8 years old to go to link to the actual web page that

**Town of Auburn
Board of Selectmen
August 13, 2018
7:00 p.m.**

Selectmen Present: James Headd, Richard Eaton and Keith Leclair

Others Present: Dennis Vieira, Pauline Vieira, Tom Lacroix, Paula Marzloff, Dale Phillips, Mickey Rolfe, Mary Anne Rolfe, John Rolfe, Mike Dross, Road Agent, Linda Dross, Russell Sullivan, Mike DiPietro, Susan Goodhue, Interim Fire Chief Bob Selinga, Amy LaChance, Dave Oliveira, Rene LaBranche, Stantec, William Herman, Town Administrator and Nancy Hoijer, Recording Secretary

Call to Order – Pledge of Allegiance

Mr. Headd called the meeting to order at 7:00 pm and led with the Pledge of Allegiance.

Approval of Payroll for the Week of August 6, 2018 - \$43,483.34

Mr. Eaton motioned to approve the Payroll for the Week of August 6, 2018 in the amount of \$43,483.34. Mr. Leclair seconded the motion, with all in favor the motion passed unanimously.

Approval of Accounts Payable for the Week of August 13, 2018 - \$130,773.34

Mr. Eaton motioned to approve the Accounts Payable for the Week of August 13, 2018 in the amount of \$130,773.34. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of August 13, 2018

Mr. Headd read out loud and offered for inspection a copy of the Consent Agenda for the Week of August 13, 2018, some of which included: (8) Tax Collector Warrant/Land Use Change Tax; (2) Raffle Permits; (1) Abatement/Refund Request; (1) Annual Report – Small MS4 General Permit; (1) Void Check Manifest; and Correspondence, some of which included a Thank You Letter to the Professional Panel and Citizen Panel members who assisted with the Assessment Center for Fire Chief Recruitment

Mr. Eaton motioned to approve the Consent Agenda for the Week of August 13, 2018. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Appointments with the Board

Rene LaBranche, Stantec – Municipal Water Main Extension to Southern End Rte. 28 Bypass

Mr. LaBranche handed out copies of his report on two possible alternate routes to extend water service to the southern end of By-Pass 28 together with color map entitled “Town of Auburn Watermain Extension” dated August 8, 2018, showing areas of Auburn Road, Beaver Brook Road to Bypass 28, Leppert Way, and Hunter Mill Way/Cross County/Gold Ledge Ave.

Mr. LaBranche explained he was asked by the Board through the Town Administrator to explore extension of municipal water to the southern end of the Bypass to as far as Leppert Way.

Mr. LaBranche explained the franchise operations of Pennichuck and Manchester Water Works. Mr. LaBranche stated he spoke to Dave Boisvert at Pennichuck who stated the area is not in their franchise but is in Manchester Water Works (MWW). Mr. LaBranche then spoke to John St. Pierre at MWW who advised the water main ends at Auburn Road at 70 psi.

Option 1 is to run 16" water main to Bypass 28, then 4000' to Leppert Way. There are elevation concerns that would lose 10-12 psi and put you in the mid 50s which is fine for domestic, but not great for fire suppression, which is recommended to be 55-60 psi minimum. He noted this could be boosted with an internal pump.

Option 2 is to run from the area of Hunter Mill Way using 8" main 7200' where Gold Edge has elevation 350 at 38 psi which is okay for a transmission line with no feed off of it. However, fire suppression would create negative pressure and not provide the kind of suppression.

Mr. Eaton suggested speaking with Lamontagne Builders, owner of Brook Hollow, and Mr. Simard who owns Whispering Pines as possibly going through their properties as a possible third option. Mr. LaBranche noted there are some wetlands and some commercial owners and builders could be contributors.

Mr. LaBranche agreed it made sense to make some calls to possibly draw in large business to participate. Mr. Eaton summarized "See what the interest is."

Road Agent Dross added Priscilla Way has a high iron content.

New Business

Resignation and Appointments, Parks & Recreation Commission

Mr. Herman presented a copy of a Letter of Resignation from BK Bazan of the Auburn Parks and Recreation Commission dated July 20, 2018.

Mr. Eaton motioned to accept the resignation of BK Bazan. Mr. Leclair seconded his motion, with all in favor, the motion passed unanimously.

Mr. Herman presented two new applications for consideration for appointment to the Parks & Recreation Commission from David Oliveira and Kate LaFond, both of Auburn.

Mr. Leclair asked how many members were on Parks & Recreation and how many vacancies.

Mr. Herman advised the voters had established a seven-member board, one of which is to include a representative from the Board of Selectmen. Mr. Herman advised there were two members still serving, pending reappointment or replacement, whose terms expired in 2018, Co-Chairman, David Nye and Margie McEvoy. Also serving were: Lisa Canavan (2020), Patrick Kelly (2020), Zachery Eaton (2019) and Mr. Headd as Selectman. And the vacancy created by Mr. Bazan's resignation (2019).

Mr. Leclair expressed some concerns about separation between members who are responsible for putting together the budget doing work for the commission.

Mr. Eaton and Mr. Headd expressed what a great job Ms. McEvoy and Mr. Nye had done for Parks & Rec. "They have been the backbone" stated Mr. Headd.

Mr. Eaton suggested separating the budget responsibilities rather than the workers and as one suggestion, Stantec could put together the budget for their projects.

Dale Phillips suggested Amy Lachance should be the point person to watch the budget.

Mr. Headd advised that assuming Mr. Nye and Ms. McEvoy still want to serve on the commission, there would be one vacancy to fill right now and Mr. Oliveira had been the first to apply and was here tonight.

Mr. Leclair motioned to appoint David Oliveira of Auburn to the Parks & Recreation Commission to fill the unexpired term that expires in March 2019. Mr. Eaton seconded his motion, with all in favor, the motion passed unanimously.

Mr. Leclair recommended finding out if Ms. McEvoy and Mr. Nye wished to continue prior to accepting additional appointments.

Offering of Surplus Police Vehicles for Sale

Mr. Herman presented copies of the sealed bids for the public sale of two Ford Explorer Interceptor used police vehicles. The 2013 Explorer has 84,000 miles on it and the 2014 has 90,000.

Mr. Herman advised the \$6,000 minimum bid had been exceeded by Chicago Motors, Inc. who offered \$6,510 for each of the vehicles.

Mr. Eaton motioned to accept the bid of Chicago Motors, Inc. for sale of the 2013 Ford Explorer Interceptor for \$6,510 and 2014 Ford Explorer Interceptor for \$6,510. Mr. Leclair seconded his motion, with all in favor, the motion passed unanimously.

November 2018 and March 2019 Election Considerations

Mr. Herman presented a memo dated August 10, 2018 concerning his meeting with Kathy Sylvia and Lori Collins concerning the school property renovation & addition project and how it will affect the September State Primary election and the November State General election.

While the School District will delay commencement of major construction activity at the rear entrance of the building until September 12th, there are still concerns for the November election as well as the March 2019 Town & School District elections.

By November, the rear entrance to the school property will not be available as well as a significant portion of the rear parking lot. While access could be diverted through a different back door and a couple of handicapped spaces could be secured, it would not be a code compliant handicapped access entrance or exit. There are also Parent Teacher conferences scheduled on that date and history has shown parents park longer so that they can attend both the parent-teacher conference and to vote, making parking more difficult in general for voters.

Mr. Herman advised it is the responsibility of the Selectmen to provide arrangements for the polling place and recommended looking at potentially moving the location for the November election to ensure compliance with State election requirements. One facility that might be suitable is the First Assembly of God facility which has plenty of parking, including handicapped access, and a gymnasium about the same size as the Auburn Village School.

Mr. Leclair advised they should see what it looks like. Mr. Eaton agreed that if it looked good, he was in favor of getting the gym.

Old Business

Superior Court Decision/Motion to Reconsider – Telephone Poles Valuation

Mr. Herman presented an update of the FairPoint Assessing – Initial Superior Court Decision dated July 20, 2018 concerning the valuations for telephone poles, conduits and use of the public's right of way for property tax purposes which was favorable to the utility and not to local municipalities. Auburn has engaged the Mitchell Group in Laconia who is representing 45 other communities. A Motion to Reconsider is the first part of the appeal process. The 30-Day appeal period will start to run when the Court issues an order on the motion for reconsideration. Once the overall valuation standardization phase is complete each individual community will work to defend its specific valuations and resulting property tax bills.

Fire Department Building Improvements – Interim Chief Selinga

Interim Fire Chief Bob Selinga presented a quote for the estimated labor and material to replace the existing exterior back door at the safety complex, for \$2,125 with Fine Building & Remodeling dated July 2018 and \$80.00 proposal for a water diverter, totaling \$2,205.

Mr. Leclair asked if that included painting. Interim Chief Selinga responded that they would take care of that.

Mr. Leclair motioned to approve the proposal of Fine Building & Remodeling dated July 2018 in the amount of \$2,125 for the labor and materials to replace the existing rear door at the safety complex.

Mr. Leclair amended his motion to include the \$80.00 proposal for the water diverter.

Mr. Eaton seconded the amended motion. A vote was taken, all were in favor, the motion passed unanimously.

Interim Fire Chief Selinga advised the water softener system would be \$3,200 and \$500 to install which includes the tank and everything. The nitrates tested high and a reverse osmosis system is expensive but a less expensive under the sink unit could be installed. They have a plumber at the department.

Interim Chief Selinga spoke with the station Captain who is trying to get a government grant for an extractor which would get the excessive water out. The dirty water, after treatment would have to be removed.

Mr. Leclair asked if they had an extractor now and Interim Chief Selinga responded that it wasn't working the way that it should and provided a quote.

Mr. Leclair stated they talked about moving the tank, is that included? Interim Chief Selinga advised it was and the piping as well. There is a tool cage now that could be downsized.

Mr. Leclair stated the quote seemed high and asked if he could try to secure a couple more, there were plenty of contractors in the area who did this kind of work.

Parks & Recreation Operations and Structure

Mr. Herman presented a memo dated August 8, 2018 concerning the Parks & Recreation Structure and Operation.

In addition to the separation of Commission members who perform work from the budget responsibilities for those projects, the Board has been reviewing what the composition of the Commission will be; designating the coordinator as the supervisory department head for part-time positions; having the current coordinator responsible for management of the budget and coordinator of projects and purchases; the financial standing of events paid for through the Parks & Rec. budget v town expenses; and pay as you go events managed through the Revolving Fund, etc.

Mr. Eaton cited as one example that if funds were set aside for a dugout and weren't used, the responsible person could make sure that they were returned to the town or recommend reallocation of those funds.

Mr. Leclair asked what the current bid process was and the spending limits. Mr. Herman advised if Mrs. Lachance was designated responsible for the Parks & Rec budget, she would have spending authority up to \$1,500. Between \$1,500 and up to \$5,000, the Town Administrator has the authority and above \$5,000, it goes to the Board of Selectmen.

Mr. Eaton advised the Board needs to continue to meet to update the future goals of Parks & Rec. at a workshop session.

Other Business

Minutes

- July 30, 2018 Public Meeting

Mr. Eaton motioned to approve the July 30, 2018 Public Meeting Minutes, as written. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

- July 30, 2018 Non-Public Sessions (x2)

Mr. Eaton motioned to approve the two (2) July 30, 2018 Non-Public Meeting Minutes, as written. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

August 6, 2018 Public Meeting

Mr. Eaton motioned to approve the August 6, 2018 Public Meeting Minutes, as written. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

August 6, 2018 Non-Public Session

Mr. Eaton motioned to approve the August 6, 2018 Non-Public Meeting Minutes, as written. Mr. Leclair seconded his motion, with all in favor, the motion passed unanimously.

Non-Public Session pursuant to 91-A: 3, II, (b) and (c)

Mr. Headd motioned to go into Non-Public Session pursuant to RSA 91-A: 3, II (b) hiring of public employees and (c) reputation of someone other than a member of the Board.

Mr. Leclair seconded the motion. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes; Mr. Leclair – yes. All were in favor, the motion passed unanimously.

The meeting room was closed to the public at 7:53 pm.

The meeting room was reopened to the public at 8:17 pm.

Mr. Eaton moved to come out of Non-Public Session at 8:17 PM. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Mr. Headd motioned to seal the minutes. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Adjourn

Mr. Headd motioned to adjourn the meeting at 8:17 pm. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary