

**Town of Auburn
Board of Selectmen
June 17, 2019
Town Hall**

7:00 p.m.

() Call to Order – Pledge of Allegiance

Approval of Payroll Manifest for the Week of June 10, 2019 - \$49,309.53
Approval of Accounts Payable Manifest for the Week of June 10, 2019 - \$40,000.00
Approval of Accounts Payable Manifest for the Week of June 17, 2019
Approval of Consent Agenda – Week of June 17, 2019

() Appointments with the Board

- Amy Lachance – Severance School Recommendation

() New Business

Projects or Issues to Cover with Manchester Water Works
May Report from Fire Chief
Summer Equipment Storage Request / Manchester Rowing Alliance
Volunteer – Highway Safety Committee Vacancy
Street Signs – Eaton Hill Road Extension
FY 2018 Audit

() Old Business

Community Forum / Meeting – September / October

() Report / Comments of Ex-officio Board Representatives

() Other Business

() Next Meetings / Events

Monday, July 1, 2019 – Board of Selectmen's Meeting – 7:00 PM
Monday, July 15, 2019 – Board of Selectmen's Meeting – 7:00 PM

() Minutes

- June 3, 2019 Public Meeting
- June 11, 2019 Workshop Meeting

() Non-Public Session – RSA 91-A: 3, II (a)

Consideration of the compensation of a public employee

() 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."

“Severance School” Community Center

We are providing the following proposal for the Town of Auburn to secure an indoor community center facility to serve as the base for a number of programs to be managed by the Parks and Recreation Commission, in addition to meeting the needs of various youth and senior groups such as Brownies, Boy Scouts, Girl Scouts, Destination Imagination, the Massabessic Seniors and others.

The proposal is to partner with the Manchester Water Works for a five-year trial period of using the former Severance School building on Manchester Road as a community center.

History:

Over the past decade or more, there have been numerous conversations and suggestions that the Town of Auburn should have a community center. In general terms, the thought has been to have a dedicated space where young and mature residents alike could come for organized events and activities.

Until now, limited space at the Auburn Village School, Town Hall, Safety Complex and the Longmeadow Church has been used for various activities. But that space is limited either due to the demand for use or the cost associated with using a facility.

For nearly seven years, there have been formal and informal discussions between the Town and the Manchester Water Works about the potential of collaborating on a potential community center for Auburn. When the Town entered into a formal Payment In Lieu of Taxes (PILOT) agreement in 2014, one of the provisions of the agreement was the identification of three to five acres of land on a larger plot on Hooksett Road near Exit 2 (Tax Map #10, Lot #20) where the Town could “*construct and operate a community center, associated recreational space and athletic fields*” and “*construct and operate a playground*” on the property.

In 2018, under the encouragement of the Board of Selectmen, a community facilitation meeting was held following an online survey and several smaller focus group meetings concerning the future of parks & recreation in Auburn. One of the main messages to come out of that meeting was the interest in having a Community Center which would accommodate all ages in Town.

A few years after the PILOT was established, the MWW had informal discussions with the Town about the potential of the former Severance School building at 515 Manchester Road (also formerly the Massabessic Fish & Game Club and more recently the Fairhaven Baptist Church) possibly being an easier option for initially establishing a Community Center. These discussions have included at least two meetings and a

couple of site visits between Manchester Water Works officials and the Auburn Board of Selectmen, and several other site visits involving other Auburn officials.

Although work is required to bring the Severance School building into shape for use as a Community Center, the attraction to this facility is that there is a far smaller need for investment to open and operate a community center in a building that already exists than to clear a virgin parcel of land, develop the site and build a facility.

Use and Need:

In 2018, Parks and Recreation, along with Primex, completed a Needs Assessment of the Recreation needs in town. We met with residents of all ages and stages of life. The one wish that was consistent among all groups was the need for a community center. The programs may be different but all agreed that a place to meet, learn and socialize in town is top of the list.

Currently Parks and Rec holds programs at various locations throughout town. Finding a location that is not conflicting with other groups has been a challenge. With a little creativity, we do our best to find the time to fit in our programs. We have scheduled Lil' Yogis, babysitting certification class and Teen Council in the Safety Complex room. That room has also served as the starting and ending location for our Fast Track Running Program and Camp Adventure. Before the event got too big, the Senior BBQ was also held in the Community Room. Many of our programs are held at the Longmeadow Church such as the new location for the Senior BBQ, Coffee House Concert, Junior Chefs program and the Senior Dinner. New this year, we will be holding a summer Basketball camp at the Tower Hill Church. There is fee for the use of the space at both Longmeadow and Tower Hill Churches. We have used the school for programs such as the Coffee House Concert. The school is the ideal location for larger events so we can use the gym. It is more challenging for Parks and Rec to use the school for the smaller programs since we have to work around their schedule. The churches and the school have been very accommodating when they can and we are grateful for allowing us to use their space.

The location of the Severance School is ideal for a variety of recreational activities. Being so close to the lake, the boat launch and the walking trails, it creates a fun spot to create new programs. For example, we have been asked to offer a mountain biking club. The Severance School would provide a perfect spot for the kids to meet up before heading out, use the trails that are just steps away from the building and a safe place to return. With access to the trails and lake, we could also offer a Senior Walking Club, fishing lessons for the kids, snowshoeing in the winter and maybe even team up with the Yacht Club to offer sailing lessons. There possibilities are endless with this historical building in the woods.

As Auburn Parks and Recreation continues to grow and offer more programs, the size of the Severance School is ideal for a first Community Center in our Town. Inside the building, there is a large open room, a smaller meeting room, a storage room and a "kitchen". The larger room is a perfect location for fitness classes, toddler playgroups, teen socials or senior luncheons. Meanwhile, the second smaller "meeting room" can accommodate scout meetings, babysitting classes or painting lessons. With the two rooms, both events can take place at the same time and nobody has to miss out. And finally, the additional room on the side would be a wonderful location for Parks and Rec storage which has always been an issue for our department. With storage in Town, it would save a lot of time for the staff to not drive back and forth to the storage unit. Although this building appears small, there is so much that can be done with it.

Below are some of the classes that we could offer at the Severance School:

Past Programs to offer again:

- Babysitting Class – 10 students @\$59/ session, instructor & supplies \$394-\$195.75
- Junior Chefs- 14 students @ \$22/class, instructor & supplies \$252- \$56
- Lil' Yogis- 6 students @ \$40/ session, instructor- \$48
- Paint Night- Teens and/or adults- 7 students @ \$31, instructor & supplies \$175-\$42
- Teen Council- \$0

Programs to offer as soon as space is available:

- Tai Chi
- Ukulele classes
- Smartphone 101 (with the library)
- Toddler/Parent Playgroup
- Senior Luncheon (catered with a fee or free if potluck)
- Senior Walking Club

Other program ideas to plan as space is available:

- CPR/First Aid for children or adults
- Adult & Senior Fitness Classes
- Teen Council events (trivia night, movie night)
- February and April Vacation camps for grades 1-4
- Karate/ taekwondo/Martial Arts
- Mountain Biking Club (grades 5-8)
- FIRST Robotics team

In addition to the Parks and Rec programs, a community center at the Severance School could accommodate other groups that currently use the community room at the safety complex. Currently there are multiple Girl Scout, Boy Scout and Cub Scout Troops that meeting weekly at the Safety Complex. Every week throughout the school year, there is anywhere from 3-5 groups using the building. The Destination

Imagination team also use the room multiple times in the winter as they prep for their competitions. In addition to the Parks and Recreation Commission, many town committees meet at the Safety Complex such as the School Building Committee and the Library. The Massabesic Seniors meet at Longmeadow Church now but in the past, they have met at different locations including the Safety Complex.

The Severance School Community Center could offer so many programs that we currently can't without a place to meet. Auburn has many wonderful opportunities for the young athlete, however, a parent once told me that Auburn can be a lonely place if your child doesn't play sports. With the Severance School, Parks and Rec can provide a wide variety of programs not only for the "non sporty" kids, but for everyone from toddlers to seniors.

Auburn and MWW Partnership

Lease of Building:

The MWW reached out to the Town of Auburn concerning developing a partnership for the utilization of this building as a community center type of facility for Auburn. This effort is not unlike long-standing past relationships where the Town of Auburn leased property from MWW for the building of an ice skating rink / basketball court on property off Manchester Road or the development of the Circle of Fun Playground at the corner of Bunker Hill Road and Chester Road.

In 1969, the Town entered into a lease agreement with MWW for property at Manchester Road for the establishment of an ice skating rink and basketball court. In 2008, in exchange for the use of the property, the Town agreed to waive the payment in lieu of taxes on five (5) percent of the assessed value of this parcel by MWW. This arrangement remained in place until 2012, when the Town removed that rink due to building new rinks on Town property adjacent to the Safety Complex.

In 1996, the Town and MWW entered into a different lease agreement with MWW for the use of approximately 1.8-acres of a larger tract of land at the corner of Bunker Hill Road and Chester Road for the establishment of the Circle of Fun Playground. In exchange for the use of the property, the Town agreed to waive the payment in lieu of taxes on a different specified parcel of land owned by MWW. This arrangement remained in place until 2014, when the Circle of Fun playground lease was rolled into the formal Payment in Lieu of Taxes Agreement negotiated between the Town and MWW.

In 2014, the Town and MWW negotiated a Payment in Lieu of Taxes (PILOT) Agreement which addressed a number of issues between the two parties. The lease of land for the Circle of Fun Playground continued as a part of this agreement. In addition, the Town and MWW also agreed in the PILOT Agreement to:

- ❖ the Town's potential use of MWW land for a multi-use path through the Village District area of the community;
- ❖ the potential development of a Community Center and recreational facilities on property on Hooksett Road,
- ❖ the temporary use of property adjacent to Griffin Mill Bridge to assist as needed with the bridge rehabilitation project, and
- ❖ the potential excavation of up to 100,000 cubic feet of gravel for the Town's use from a property off Dearborn Road.

Based on the Town's historic practices with MWW, the initial verbal proposal from MWW with respect to the potential use of the Severance School was to negotiate a lease or rental amount for the use of the building and to reduce the MWW PILOT payment to Auburn by that amount of money. A specific amount would need to be agreed to, but initial discussions suggested an amount of \$1,000 per month or \$12,000 per year.

Under the PILOT Agreement, the MWW paid the Town \$300,000 in 2018. Beginning in 2019, the PILOT payment would annually increase by an amount equal to the Consumer Price Index (CPI) for the Northeast Region capped at a maximum of 3% in any one year. For 2019, the CPI-U for the Northeast for the Year 2018 was 2.2%. As a result, the 2019 PILOT payment by MWW to the Town would increase from \$300,000 to \$306,600.

Should the Town utilize the historic method of managing these leases for property use, the Town would instead realize a PILOT payment of \$294,600 in 2019 (i.e. -- \$306,600 less \$12,000 for lease of the Severance School).

Operation of Building:

The other financial consideration for this effort is the cost of operating the Severance School building as a community center. Discussions to date between the Town and MWW have indicated a shared effort between the two parties for the operating costs of the facility.

To initially repair and upgrade the building to make it usable for this type of activity, the MWW will undertake making improvements to the flooring, bathrooms, doors and painting, in addition to likely opening two adjoining rooms into one large room that would be more conducive for meetings and events. The MWW estimates they will spend a minimum of \$25,000 for building renovations.

The initial discussions between the two parties would break down the following areas of responsibilities in the operation of the facility:

Furniture, Equipment and Furnishings:	Auburn
Electricity:	Auburn
Propane Heat:	Auburn
Septic Pumping:	MWW
Septic Repairs:	MWW
Water:	MWW
Phone Service:	Auburn
Fire Protection Alarm:	MWW
Snow Plowing:	Auburn
Building Maintenance / Repairs:	MWW
Cleaning:	Auburn
Trash Pickup / Disposal:	Auburn
Site Maintenance:	MWW
Building Additions:	Undetermined

General Proposal:

In looking at the potential of the Severance School property, we acknowledge right up front that it will not address all potential desires from a Community Center. But it will go a long way to meeting current needs, as well as ability for P&R to offer more opportunities to Auburn residents of all ages in addition to concentrating the space needs of community organizations such as the Boy Scouts, Cub Scouts and Girl Scouts.

A five-year trial program will allow the Town to determine how such a facility can operate; what longer term interests and needs might be, and whether they can continue to be met at this location or a different location.

Charge Auburn Parks & Recreation with the general management and operation of the Severance School Community Center.

Recommendation:

For the Town of Auburn to negotiate and enter into a five-year agreement with Manchester Water Works for the use of the Severance School as a community center for Auburn.

The Auburn Parks and Recreation Commission have had several general discussions on this potential and, more formally, considered this proposal at their meeting on June 10, 2019 and unanimously voted to support this recommendation for the Board of Selectmen's consideration.

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

From: Bill Herman, CPM,
Town Administrator

Amy Lachance
Parks & Recreation Coordinator

Date: June 13, 2019

Re: Potential Projects & Issues between Town of Auburn and Manchester Water Works

As the Board is aware, there are several long-term items of interest to the Town of Auburn and/or the Auburn School District and the Manchester Water Works that have had various discussions over the past year or so. For a quick recap, the items include:

- Access Road, Parking Lots & Drainage System -- AVS Property
- Temporary / Permanent Access Road – Safety Complex and MWW
- Use of Severance School as an Auburn Community Center
- Realign Intersection of Depot Road and Hooksett Road
- Expansion of Auburn Village Cemetery

There have been fragmented discussions with various representatives between all three parties that has resulted in at least temporary agreements on some items (like the school property and temporary access road) than the other items.

Looking at this from a macro level instead of an individual micro level, there is advantage to all parties to attempt to deal with these items collectively as opposed to as individual stand-alone items. There are clearly different benefits to different parties with each item, but at the end of the day, potentially addressing the frame work for all of them collectively would be an overall benefit to all parties.

As the Board is aware, there has been a general interest in having whatever agreement(s) reached become part of the PILOT Agreement between MWW and the Town. Sensing some reluctance to this approach, I have had conversations with MWW representatives, and they would be agreeable to having a separate agreement from the PILOT for these items should there be a real aversion to amending the PILOT Agreement. But an interest in having the separate agreement co-terminus with the five-year time frame of the PILOT Agreement.

In order to move forward, we would encourage the Board to schedule a workshop meeting for the sole purpose of discussing negotiations points on these items, and to then designate a team to represent the Town to negotiate the terms for as many of these projects as possible with MWW.

Thank you for your consideration.

ITEMS / PROJECTS FOR DISCUSSION BETWEEN MANCHESTER WATER WORKS AND TOWN OF AUBURN

1) Access Road , Parking Lot & Drainage System – Auburn Village School

There is interest on the part of MWW, Auburn School District and Town of Auburn to clarify property lines and bounds between MWW, Auburn School District and Town of Auburn and, to the extent necessary, adjust property line bounds to ensure all Town and School District use and functions are on School District property (i.e. – parking, access and road drainage) and MWW property in unencumbered by these uses.

Also open access road / path across back portion of Auburn School District property and MWW property to provide emergency access to school district property.

Auburn School District will be responsible for the development of plans that memorialize the agreed to lot line adjustments that may be necessary, with the Town of Auburn assisting in the planning process required to implement such changes.

All three entities would be granted R-O-W access over the property in question to ensure all parties have access to the property as envisioned moving forward.

2) Temporary Access Road / Safety Complex, MWW & School District

The MWW, Auburn School District and Town of Auburn worked together to enable a temporary construction road access for the Auburn Village School project through Town of Auburn and MWW property to access the school district property. The intent of this access was to separate construction traffic from school traffic and students.

The Auburn School District covered the cost and work to construct the temporary access road to the satisfaction of the MWW as the main land owner. It is intended the temporary access road would be removed by the Auburn School District at the conclusion of the school construction project.

The MWW has mentioned over time that they had not reserved to themselves a right-of-way access to their property behind the Auburn Safety Complex at 55 Eaton Hill Road when the MWW sold property to the Town of Auburn for the Complex. The Town should be willing to discuss with MWW the potential of the Town providing a permanent right-of-way access / easement to their property through the access point that has been established on Auburn property for this temporary access road.

3) Use of Severance School as an Auburn Community Center

The MWW has acquired the building located on their property at 515 Manchester Road that most recently served as the home of the Fairhaven Baptist Church. The building was originally built as the Severance School.

MWW has approached the Town of Auburn to offer the use of this building for a community center for meetings and activities of the Town of Auburn and non-profit organizations in the community.

The 32' x 60' building has one large room and four smaller rooms that could be used for various programs and activities hosted by the Auburn Parks & Recreation Commission, in addition to other entities such as Cub Scouts, Girls Scouts, Boy Scouts, Massabessic Seniors, spill over activities of the Griffin Free Public Library or Auburn Historical Association; off-site training programs for the Auburn Police Department and Auburn Fire Department, and other related activities.

MWW has offered to enter into an arrangement with the Town of Auburn that would enable the Town to utilize this facility as if it were a town facility for these community purposes, in addition to expanded programming the Parks & Recreation Commission would be able to develop and offer due to the availability of this space.

Discussions have begun concerning the divided responsibility for the costs of building improvements and the ongoing building operations. These financial items will need to be negotiated and agreed to between the MWW and the Town. An approach being considered on the Town side is to approach this prospect as a five-year pilot or trial effort.

4) Realign Intersection of Depot Road and Hooksett Road

The Town of Auburn is interested in re-aligning the intersection of Depot Road and Hooksett Road to transform the current "Y" intersection near the crest in Hooksett Road to a "T" intersection several hundred feet away from the crest of the road.

The Town is interested in making the change to this intersection to address long-standing safety concerns with the current location and layout of the intersection.

The Town had the potential change in layout of Depot Road surveyed in 2017 with the approval of MWW. In order to affect this change, the Town would need to swap land with the MWW to move Depot Road across what is now MWW property, while transferring to MWW the existing land associated with the current portion of Depot Road that would be discontinued with such a re-alignment.

The Town should cover the costs for all surveying, design and plan work associated with the road layout, and would also be responsible to prepare the appropriate plans

for the lot line adjustment between MWW and Town of Auburn to address the required swapping of land.

5) Expansion of Auburn Village Cemetery

The Auburn Cemetery Trustees are interested in securing approximately 2.5 acres of land from MWW that abuts the backside of the Auburn Village Cemetery for a future expansion of the cemetery.

The Trustees have estimated the current capacity of the Auburn Village Cemetery will be adequate for the next 20 years. But the Town is interested in identifying the potential land for expansion to be able to secure it and preserve the ability of the cemetery to expand when the time was appropriate.

In proposing this project, the Town should cover the upfront costs associated with surveying and plan design, in addition to the lot line adjustment plan and process that would be required to formally transfer the property.

MWW and Town will need to negotiate the cost of land acquisition between the parties.



TOWN OF AUBURN, NEW HAMPSHIRE

Fire Department
6 Pingree Hill Road
Auburn, NH 03032
(603) 483-8141



Auburn Fire-Rescue Department Monthly Report May 2019

The Auburn Fire Department responded to 54 Incidents in the month of May, Incident responses are broken down as follows:

Building Fire:	0
Vehicle Fires:	0
Brush:	2
Fires, all other:	0
Alarm Call:	2
Hazardous conditions:	2
Rescue/EMS:	22
Service calls:	17
Good intent calls:	9
Total:	54

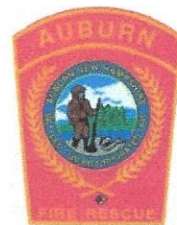
Chief Michael Williams Report

- Ongoing Work updating Operational Policies and Procedures.
- Hosted monthly Fire officers meeting.
- Hosted monthly Department meeting.
- Attended the Vulnerability analysis with SNHPC meeting @ Town hall
- Attended the Area Fire Chiefs Meeting in Derry
- Auburn Fire Department hosted a CPR/AED awareness class for the residents @ the Safety Complex
- I Attended and assisted with ongoing Fire Apparatus pump and driver training.
- I attended the AVS Memorial Day ceremonies
- I attended the AVS invention convention program and assisted as a judge in the contest.
- I will be attending the NFPA conference.
- Members assisted with a work detail cleanup @ Station 2
- Critter control has started the work @ Station 2
- Memorial Day flags and markers were placed on past members grave sites.
- Members assisted with the Seabrook drill preparedness in Manchester at Engine 8
- Attended a selectmen's meeting to go over my monthly report and to give any necessary updates.
- Exported Mays Firehouse reports to the State of N.H.
- Responded to emergencies and meetings as needed and required



TOWN OF AUBURN, NEW HAMPSHIRE

Fire Department
6 Pingree Hill Road
Auburn, NH 03032
(603) 483-8141



Deputy Fire Chief Bob Selinga's Report

- Continually Assists with Policy and procedure updates
- Working with Manchester Fire Department on Coordinating Auburn Fire Department involvement the Seabrook drill.
- Responds to emergencies as needed
- Assists the Fire Chief with many department related issues

Safety Complex Captain Jim Saulnier's Report

- Capt. Saulnier is currently out on medical leave.

Station 2 Captain Dave Walter's Report

- Coordinates monthly EMS training
- Assists with the administration of the lamresponding program
- Assists with QC of all EMS reports
- Hosted CPR/AED awareness class for residents.
- Completed monthly Station Captain responsibilities @ Station 2

Lieutenant Alex Phillips Report

- Inventorying all small tools and equipment.
- Crew detail to complete vehicle checks
- Working with new firefighter assigned to his crew on probationary requirements
- Worked with his assigned crew on monthly training/crew activities, vehicle checks, etc.

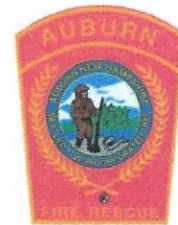
Lieutenant Matt Barsaleau Report

- Currently working on completing the inventory all personal protective equipment and will start inspecting all PPE soon.
- Crew detail to complete vehicle checks
- Issued PPE as needed and requested
- Working with new firefighter assigned to his crew on probationary requirements
- Worked with his assigned crew on monthly training/crew activities, vehicle checks, etc.



TOWN OF AUBURN, NEW HAMPSHIRE

Fire Department
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Auburn, NH 03032
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Lieutenant Chris Szatynski Report

- Lt. Szatynski chairs the Safety committee, they are discussing cancer prevention awareness guidelines.
- Working with many new members on completing probationary manual requirement
- Lt. Szatynski oversee mobile and portable radios
- Acquiring new mobile radio quotes for vehicles.
- Lt. Szatynski is the AFD safety Officer

Lieutenant Pat Glennon Report

- Responded to emergencies while on duty as required
- Filling in for Captain Saulnier with Fire prevention inspections and drills.
- Repaired the hose bed cover on E2
- Repaired the pump panel lights on T2
- Worked with 2-way communications on station alerting system
- Assisted with the CPAT testing in Laconia
- Worked with the State of NH on fire station water testing
- Worked with the electrician on getting 2 outlets repaired @ Station 2
- Worked with Kent septic getting Station 2 septic alarm repaired.
- Weekly vehicle checks
- Daily assigned station duties

Michael Williams

Chief of Department



Auburn Fire May 2019 Statistics

Calls by Day of the Week	May 2019
Monday	6
Tuesday	5
Wednesday	13
Thursday	11
Friday	7
Saturday	5
Sunday	7
Total	54

Fire / EMS Calls for May 2019

EMS Calls for Service	23
Fire Calls for Service	31
Total Calls For Service	54

Calls by Response Area	May 2019
Grid AFD1	10
Grid AFD2	7
Grid AFD3	14
Grid AFD4	12
Grid AFD5	5
Grid AFD6	3
Mutual Aid Given	3
Total	54

Fire and Rescue Responses by Type	
May 2019	
Building Fire	0
Vehicle/ Heavy Equipment Fire	0
Brush	2
Fires, other types	0
Alarm call no fire	2
Hazardous Condition	2
Good Intent	9
Service Call	17
Emergency Medical Services	22
Total Responses	54

Simultaneous Incidents	Occurrences	Total	Simultaneous Incidents
Single Call	50	50	N/A
Two Calls Simultaneously	2	4	4
Three Calls Simultaneously	0	0	0
Four Calls Simultaneously	0	0	0
Five or More Calls Simultaneously	0	0	0
Totals		54	4
May 2019			1%

Mutual Aid/Auto Aid Given	May 2019
Bedford	0
Candia	1
Chester	0
Deerfield	0
Derry	0
Hampstead	0
Hooksett	0
Hudson	0
Litchfield	0
Londonderry	1
Manchester	0
Pelham	0
Raymond	0
Salem	0
Sandown	1
Windham	0
Total	3

Mutual Aid Received	Time of Day	Count
Candia	00:00 - 00:59	3
Chester	01:00 - 01:59	1
Deerfield	02:00 - 02:59	0
Derry	03:00 - 03:59	0
Hampstead	04:00 - 04:59	0
Hooksett	05:00 - 05:59	0
Hudson	06:00 - 06:59	1
Litchfield	07:00 - 07:59	1
Londonderry	08:00 - 08:59	2
Londonderry	09:00 - 09:59	6
Manchester	10:00 - 10:59	1
Manchester	11:00 - 11:59	5
Raymond	12:00 - 12:59	5
Total	13:00 - 13:59	5
	14:00 - 14:59	4
	15:00 - 15:59	1
	16:00 - 16:59	1
	17:00 - 17:59	5
	18:00 - 18:59	4
	19:00 - 19:59	2
	20:00 - 20:59	1
	21:00 - 21:59	0
	22:00 - 22:59	4
	23:00 - 23:59	2
	Total Alarms	54

EMD Call Code	May 2019
ALPHA	8
BRAVO	4
CHARLIE	4
DELTA	2
ECHO	1
NONE	4
OMEGA	0
Grand Total	23

To: Board of Selectmen, Auburn, NH
From: Nick Brunet, President of Manchester Rowing Alliance
Date: June 12, 2019

Subject: Summer Equipment Storage

Manchester Rowing Alliance ("MRA") is a registered 501(3)(c) non-profit entity. Our mission is to provide opportunities for young people from the greater Manchester, NH area to participate in the sport of crew. Our website is: www.rowmanchester.org.

Since the fall of 2014 we have been competing against the other rowing clubs in the area including Bedford, Concord, Central, Upper Valley, Souhegan, Hollis-Brookline, etc. We draw athletes primarily from Auburn, Derry, Chester, Candia and Londonderry. We have had as many as 110 rowers, but 40-50 kids is the optimal enrollment. We have raced boats at the Head of the Charles Regatta in each of the past three years and several of our alumni have gone on to compete in college (including my son).

Our long term goal is to acquire property on the Merrimack River between Manchester and Hooksett for a permanent community boathouse. When we have a permanent location we intend to expand our programming to more than just high school aged kids. In the meantime, we will continue to row from the boat launch off Route 121 on Lake Massabesic in Auburn. The Manchester Water Works has been good to work with.

We need to move our equipment from the parking area at lake for the summer months. Our most urgent need is to find a place to park our 60+ foot crew trailer (photo included). If space is available, we also have a second smaller crew trailer, and one or two safety launches (motor boats). The largest trailer currently is carrying 14 racing shells.

I am familiar with the town owned parking lot off Priscilla Lane and I think it would be perfect for our needs. I understand that we would be using the property at our own risk.



A handwritten signature in black ink, reading "Nick Brunet". The signature is fluid and cursive, with a long horizontal line extending from the end of the name.



Bill Herman

From: Nick Brunet <nbrunet@comcast.net>
Sent: Thursday, June 13, 2019 8:03 AM
To: Bill Herman
Subject: Fwd: Auburn Crew Storage 06-12-19
Attachments: image1.jpeg; ATT00003.txt; Auburn Crew Storage 06-12-19.pdf; ATT00004.txt

>
> Tom -
> Rick Eaton asked me to send this to you (2 attachments) so that it could be included on the agenda for Monday night.
> Unfortunately, I am unable to attend the meeting because we also have a board meeting scheduled for Monday night.
> Thanks,
> Nick Brunet
>

Bill Herman

From: DENNIS VIEIRA <vieiramotors@comcast.net>
Sent: Tuesday, June 04, 2019 11:52 AM
To: Bill Herman
Subject: Highway Safety Committee

Hi Bill,

I see there is an opening for a committee member on the Highway Safety Committee. I would be interested in filling that position if it is still available. Thanks.

Take care,

Dennis

APPOINTMENT OATH OF OFFICE

To Dennis M. Vieira of Auburn in the County of Rockingham

WHEREAS, there is a vacancy on the Highway Safety Committee 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, **Dennis M. Vieira as a member of the Highway Safety Committee** 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 2020, or upon the selection of your successor.

Given under our hands this 17th day of June 2019

Selectmen of the Town of Auburn

"I, Dennis M. Vieira, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a member of the Highway Safety Committee 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 Dennis M. Vieira took and subscribed the foregoing oath.

State of New Hampshire, Rockingham County

On the ____ day of _____ of 2019

.....
Selectman, Moderator,
Town Clerk or Deputy Town Clerk

Received and Recorded

.....
Kathleen A. Sylvia, Town Clerk

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: ALL TOWN DEPARTMENT HEADS, OFFICERS and BOARD & COMMISSION CHAIRS
Cc: Board of Selectmen

From: Bill Herman
Town Administrator

Adele Frisella
Finance Director

Date: June 13, 2019

Re: Planning for FY 2020 Budget Process and Schedule

Hard to believe that we are not yet half-way through the current budget and we are already looking at next year's process.

As was begun last year, we are continuing the revised budget process that enables both the Board of Selectmen and the Budget Committee to have a view of the entire potential Town budget at the beginning of the process before they begin to meet with the individual departments and boards.

You all were very helpful with this new schedule for the current budget, and it was appreciated by both the Board of Selectmen and the Budget Committee. We would working to continue that effort for the FY 2020 budget. We don't anticipate anything else changing about the process.

For the coming year, we have adopted the following timeline for developing the FY 2020 Town budget:

- August 23rd – All department and board budget proposals are to be submitted to the Finance Director.
- By September 9th – The first Selectmen's budget meeting will be an overall presentation of the full budget outline from the Town Administrator and Finance Director.
- From September 23rd through November – Selectmen's budget meetings with individual boards and departments.
- First Week of October – Budget Committee's first meeting to receive full budget outline from the Town Administrator and Finance Director.
- Mid-October through December – Budget Committee's budget meetings with individual departments and boards.
- January 14, 2020 – Deadline for final action and public hearing on proposed Town budget and warrant articles to be held by the Budget Committee.

As we did last year, all of your requests and submissions will be compiled and provided to the Board of Selectmen and Budget Committee as you have submitted them. Neither the Town Administrator nor the Finance Director will be editing or changing your proposals. And you will still be meeting with both boards to present your request as you are used to doing.

If we can answer any questions in advance – or if you have any suggestions to assist in this process, please don't hesitate to contact either one of us. Thank you in advance for your assistance.

**Town of Auburn
Board of Selectmen
June 3, 2019
7:00 PM**

Selectmen Present: Richard Eaton, Keith Leclair and Todd Bedard

Others Present Michael Rolfe, Paula Marzloff, Mike DiPietro, Police Chief Ray Pelton, Parks & Recreation Coordinator Amy Lachance, Patrick Kelley, Parks & Recreation Commission; Tom Lacroix, Town Administrator William Herman and Nancy Hoijer, Recording Secretary

Call to Order – Pledge of Allegiance

Mr. Eaton called the meeting to order at 7:00 pm.

Approval of Payroll Manifest for the Week of May 27, 2019 - \$49,163.90

Mr. Leclair motioned to approve the Payroll Manifest for the Week of May 27, 2019 in the amount of \$49,163.90. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of May 27, 2019 - \$1,000.00

Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of May 27, 2019 in the amount of \$1,000.00. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of June 3, 2019 - \$719,590.26

Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of June 3, 2019 in the amount of \$719,590.26. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of June 3, 2019

Mr. Eaton read out loud and offered for inspection a copy of the Consent Agenda for the Week of June 3, 2019 some of which included: one (1) Application for Property Tax Credits/Exemptions/Veterans Tax Credit, one (1) Void Check Manifest, one (1) Raffle Permit/Auburn Historical Association, and one (1) Abatement/Refund Request.

Mr. Leclair motioned to approve the Consent Agenda for the Week of June 3, 2019. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Appointments with the Board

Parks & Recreation – Lights for Eddows Field

Mr. Kelley of the Parks & Recreation Commission presented a proposal for upgrade of lights at the baseball and soccer fields at Eddows Recreational Fields. Mr. Kelley reported a change to the cross-arm configurations which resulted in a \$3,200 difference in budget for the baseball fields and a \$300 difference for soccer. The 350 watt lighting originally specified will be upgraded to 440 watts at the same price. Mr. Kelley recommended holding off on the parking lot lights until the full baseball and soccer field lighting cost is determined. Mr. Bedard is

working on having the poles and installation donated which would result in a significant savings to the Town on the anticipated project costs. He further noted the field lights are custom made and have a six to eight week lead time, while the parking lot lights are a stock item requiring little lead time.

Mr. Leclair moved to accept and approve Quote #932987 totaling \$62,072 for outdoor lighting for the baseball and soccer fields at Eddows Recreational Fields and to authorize the ordering of this equipment for the Town of Auburn. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

New Business

Replacement of Mini Split System at Griffin Free Public Library

Mr. Herman noted Jim Trombly Plumbing & Heating indicated they would hold the original quote for the library despite increase in the cost of equipment. Mr. Herman noted the order was placed last week, while he is unsure of Trombly's schedule.

Mr. Leclair thanked Mr. Herman for providing a breakdown of the status of the Town Buildings Capital Reserve Fund as of May 28, 2019 which showed an anticipated balance for the remainder of 2019 of \$78,660.55.

Mr. Leclair moved to approve the removal of an existing air conditioning system and installation of a new single zone two-ton multi-split system at the Griffin Free Public Library for a cost of \$3,895.00 and to further authorize the withdrawal of this amount from the Town Building Rehabilitation Capital Reserve Fund for this purpose. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Community Forum/Meeting Potential

Mr. Bedard advised he had become aware of Community Forum Meetings while visiting some of the Seacoast communities who had posted notices. Mr. Herman reached out to several other NH Towns who held these types of meetings and shared information ranging from "coffee and conversation" meetings to Summer Town Meeting forums.

Mr. Bedard recommended hosting such a forum during the opening weeks of the Auburn Village School in the fall so that the public could view the work being done on the addition and at the same time be updated on other community projects and issues. Department Heads could present an update on what's happening in their areas such as the Police Department has been doing. Mr. Leclair added the community could be updated what is planned with the budget and timeline of the Master Plan.

Mr. Leclair recommended discussing this with the School Board at the joint meeting and having each department put something together.

Mr. Eaton noted that attendance wise it is important to link the forum to a community activity which has moderately good attendance already.

HB 616 – Employer Share of NHRS Costs to Increase

Mr. Herman provided an update concerning the Senate vote of HB 616 last week which provided a 1.5% cost of living adjustment (COLA) to all New Hampshire Retirement System (NHRS) retirees who have been retired at least five years on the first \$50,000 of their pension.

Mr. Herman noted overall this will raise employer costs by nearly \$150 million with the cost to local governments estimated at \$116 million. The local share will be paid by property taxpayers through increased NHRS employer contribution rates over the next 20 years.

Mr. Herman noted Senator Carson and all five of the Auburn State Representatives voted against the adoption of HB 616 with Senator Carson proposing an alternative which while not adopted, would have made a one-time payment to retirees of \$500 which is what historically has been adopted in the past.

Household Hazardous Waste Collection – September 14th from 9 AM to Noon.

Mr. Eaton announced Household Hazardous Waste Collection will be on September 14, 2019 from 8 AM to Noon for the communities of Auburn, Nottingham and Raymond only, at the end of Industrial Drive across from the Safety Complex in Raymond.

Potential Unanticipated Revenues from NH State Budget

Mr. Herman provided an update on potential new municipal aid revenues proposed in the State Senate's version of the NH State Budget. Auburn's share is estimated at \$42,588.57 for both 2019 and 2020 provided the budget passes the Committee of Conference and is not vetoed by the Governor.

Old Business

Sale of Surplus Police Vehicle

Mr. Herman advised the proceeds of the sale of the surplus police cruiser at auction have been received. After the \$100 expense of towing the vehicle to auction and the 10% auctioneer fee, the Town received a net payment of \$4,850 of the \$5,500 sale price.

Update on Property Tax Exemptions and Tax Credits – 2018

Mr. Herman provided a correction of the tax impact amounts originally presented at the last Board meeting. He noted Mr. Leclair correctly questioned the impact of the two veterans' credits at the last meeting and a review showed one was calculated as an exemption instead of a credit. As a result, the previous figure of \$.01 for Service-Connected Total Disability Tax Credit was not correct. The total \$40,000 in value for the credit results in a \$.05 tax impact. That changes the overall tax impact of all exemptions and credits from \$.27 to \$.32 of the 2018 \$17.06 tax rate.

Haven Drive – Request to Reconsider Reducing Speed Limit to 30 MPH

Mr. Herman provided an email from Mrs. Cloutier expressing thanks for Mr. Dross's prompt attention to her request for assistance with travelers of Haven Drive who did not realize the road

was temporarily closed. Mrs. Cloutier noted speeding was still an issue, and requested the Board reduce the speed limit on Haven Drive from 35 MPH to 30 MPH.

The Board discussed how to address requests for reduction of speed limits in some areas of Town below 35 mph. Mr. Leclair questioned how the Town would distinguish the density of one neighborhood over another.

Mr. Eaton recommended consistency throughout Town and noted he had driven down Haven Drive at 35 mph and noted little difference reducing the limit would have as an impact. Chief Pelton agreed that posted speed limits have been studied and 85% of the time exceeded by 5 to 10 miles per hour. Mr. Bedard noted one instance on Hills Road where posting the speed limit was believed to have increased speeds and the residents requested to have the sign removed. Chief Pelton noted some street finder apps used by motorists contribute to using roads as a cut through as they display the shortest route by the foot. Chief Pelton indicated the police department can increase some patrols in the immediate area and place the radar trailer in the area to give a stronger presence. He also indicated he will speak with Mrs. Cloutier. Mr. Herman will notify Mrs. Cloutier of the Board's discussion and the assistance to be provided by the Police Department.

Joint Meeting with School Board – Tuesday, June 11th

Mr. Herman presented some topics for consideration to discuss at the joint meeting with the School Board. Mr. Herman noted the School Board will conduct their business portion of the meeting at 6 PM with the Selectmen attending at 7 PM.

Some of the topics include: Police Department addition plans; lights at Eddows Fields, Senior Housing ordinances, the Community Forum and potential Tax Anticipation Note for the fall.

Proposal for Addition to Police Department

Chief Pelton noted the base design has been prepared and looks good. The next step is for the designers to develop a full set of plans and, then decide how to proceed. Mr. Eaton felt the air conditioning unit had to be relocated and the drainage improvements and area for the footings and foundation slab could be dug. Mr. Eaton would like to have volunteers from Town assist with the project to keep costs down. Mr. Leclair and Mr. Bedard said before construction work begins, the Board needs to know the full project cost, and agree on how much they could achieve this year with the funds available.

Other Business

Mr. Rolfe noted the recent drainage work was checked on Dartmouth Drive and no problems were noted after last weekend's heavy rain storm. He said in the next couple of days underdrains and culvert work on Spofford Road will begin. Gravel, staking and paving will follow.

Mr. Eaton asked about flaggers and addressing the number of flaggers at details as there should often be more than one present.

Next Meetings/Events

Tuesday, June 11, 2019 - Joint Meeting with School Board – at Auburn Village School – 7 PM

Monday, June 17, 2019 – Board of Selectmen's Meeting – 7 PM

Minutes

- May 20, 2019 Public Meeting

Mr. Bedard motioned to approve the May 20, 2019 Public Meeting Minutes, as written. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

- May 20, 2019 Non-Public Meeting

Mr. Bedard motioned to approve the May 20, 2019 Non-Public Meeting Minutes, as written. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Adjourn

Mr. Leclair motioned to adjourn the meeting at 7:57 pm. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary

**Town of Auburn
Board of Selectmen
Workshop Meeting
June 11, 2019**

Selectmen Present: Richard Eaton, Keith Leclair and Todd Bedard

School Board Members Present: Alan Villeneuve, Janice Baker, Samantha Belcourt, Barbara Carpenter and Jason Tyburski

Also Present: Town Administrator William Herman

The Board of Selectmen joined the School Board at the Auburn Village School Media Center for a joint meeting to discuss current activities.

The meeting convened at 7:33 PM.

AVS Renovation and Addition Project

On behalf of the School Board, Mr. Villeneuve reported the main activity and interest of the School Board has been the renovation and addition to the Auburn Village School. He indicated the project is approximately 40% complete and appears to be on target to have the addition open in time for the next school year in late August. Mr. Villeneuve indicated the project is a very exciting undertaking and the School Board has worked to get as much savings as possible through the process in order to address as many needs and items as possible.

He noted there have been a couple of code issues that were not anticipated, but are being worked through. He also reported the portable classrooms are scheduled to be removed on June 24th. Mr. Villeneuve noted the School District property shares a large border with Manchester Water Works property and is working through a number of crossover issues to address long standing concerns.

Beyond the school project, Mr. Villeneuve indicated the School Board is beginning its budget work for the ensuing year, and noted there will be collective bargaining negotiations commencing in the fall. He also noted that at this year's graduation at Pinkerton Academy, the salutatorian and valedictorian both were Auburn students.

Mr. Eaton inquired about the fire suppression system and his understanding that it needs to be expanded. Mr. Villeneuve noted that is a design element being worked on. He said the current system was undersized for the school at the time it was installed, but was approved by Fire Chief Marty Sullivan and the NH Fire Marshal. For the new project and building expansion, the Auburn Fire Department and the NH Fire Marshal want the school to meet current standards. As a result, the system is being re-designed to address what needs to happen. He believed the school district will be allowed two

summer construction seasons to address the issue, because it was not work that was originally anticipated for the project.

Mr. Eaton asked about his understanding the School Board needs to address drainage on the property and is looking to use the detention pond that had previously been developed. Mr. Villeneuve indicated drainage is an issue and they are in the process of design and implementation for using or improving the current detention pond as part of that effort. They have requested information from Rene LaBranche of Stantec on this item based on their prior involvement with the road plans and drainage from Eaton Hill Road in 2000.

Mr. Leclair asked about plans for athletic fields. Mr. Villeneuve reported there will be a full-size soccer field as part of this project, inclusive of sod and an irrigation system. He indicated there may be a baseball field as well, but that has not been formally determined yet. Mr. Leclair urged the School Board to find the means to include a baseball field on the property, noting soccer, softball and lacrosse will all be played on the AVS property, while baseball would be forced to travel elsewhere without a field.

Mr. Villeneuve noted there remains some issues with two-way traffic on Eaton Hill Road during time frames when it is supposed to be one-way. He asked the Selectmen to consider replacing the current signs on Hooksett Road that indicates the times when it is supposed to be one-way traffic with signs that say in large letters "Do Not Enter" and in small letter the times of day. He felt this would better educate the traveling public. Mr. Eaton expressed his support for this suggestion.

Town Projects

On behalf of the Board of Selectmen, Mr. Leclair noted there were a few projects the Town was focusing on this year.

- *Renovation of Auburn Police Department*

Mr. Leclair reported the Town is in the process of designing a small addition and renovation to the police department facility to address key deficiencies that were identified in the operational review of the department conducted in 2016. He indicated the plans are expected shortly, which will allow the Town to calculate costs and determine a way forward.

- *Eddows Field Lighting*

Mr. Leclair noted within the next few months, the Town will be installing lights on the baseball and soccer fields at the Eddows Recreational Fields on Priscilla Lane. He indicated the equipment has been ordered with work expected to commence in six to eight weeks.

- *Senior Housing*

Mr. Leclair indicated the Planning Board is reviewing issues and potential ordinance proposals that would address the provision of senior housing in Auburn. He said the Planning Board's proposal would result in proposed amendments to the Town's zoning ordinance, which would be presented to the voters.

- *Potential Tax Anticipation Note Borrowing*

Mr. Leclair noted with increased payments that are obligated in the second half of the year, largely due to the payment for the school construction bond, the Town will be watching its cash flow carefully. It is anticipated the Town will need to do a short term borrowing of funds known as a Tax Anticipation Note (TAN) in October or November to cover costs until property tax bills are due in December. Mr. Eaton indicated this would likely be a one-time issue as the tax rate then catches up to the new level of expenses. He said the Town would have to act quickly if needed, and Mr. Herman estimated a TAN could be achieved in a seven to 10-day period.

Mr. Villeneuve reported at this point, the School Board is anticipating turning back approximately \$400,000 from the current budget.

- *Community Meeting / Forum*

Mr. Leclair noted the Board of Selectmen was discussing the possibility of hosting a community meeting or forum at some point in September or October to provide sort of a 'State of the Town' presentation that is outside of the regular Board meeting or formal Town Meeting settings. The Board was looking at having short presentations from most Town departments as to the highlights of the year, and to be able to have conversation with residents. They thought perhaps tying it to the opening of the new AVS renovations in this time frame and offering tours to the public as part of the meeting might be a positive approach to this effort in 2019.

The School Board noted they would be planning an open house for the Auburn Village School, but they were supportive of the Selectmen's idea and were willing to work cooperatively in hosting such a meeting at the AVS. Mr. Villeneuve indicated the School Board would welcome the opportunity to participate with the Selectmen in such a meeting.

Adjournment

The meeting adjourned at 8:00 PM, and the participants went on a tour of the AVS addition and renovation project.