

**Town of Auburn  
Board of Selectmen  
October 23, 2017  
Town Hall  
7:00 p.m.**

**() Call to Order – Pledge of Allegiance**

Approval of Accounts Payable for Week of October 23, 2017  
Consent Agenda – as of October 23, 2017

**() Appointments with the Board**

**() FY 2018 Budget Presentations**

Planning & Zoning – Ron Poltak  
Elections & Registrations – Kathy Sylvia  
Parks & Recreation – P&R Commission  
Recreation Improvements – P&R Commission

**() New Business**

Auburn Representative – Robert Frost / Old Stage Coach Scenic Byway Council

**() Old Business**

**() Other Business**

**() Minutes**

- October 16<sup>th</sup>, 2017 Public Meeting
- October 17<sup>th</sup>, 2017 Public Meeting
- October 17<sup>th</sup>, 2017 Non-Public Meeting

**() Non-Public Session --** Pursuant to provisions of RSA 91-A: 3, II (a) and (d) – Employee Job Performance Review and Consideration of the acquisition, sale or rental of property

**() 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

From: Bill Herman, CPM, Town Administrator

Date: October 23, 2017

Re: Consent Agenda – Week of October 23, 2017

### **NH Office of Highway Safety Traffic Enforcement Grants Agreement:**

- ❖ STEP Patrols, Operation Safe Commute and Join the NH Clique Traffic Patrols – November 2017 through September 2018 -- \$6,211.96

### **Notice of Lot Restoration:**

- ❖ 16 Sun Valley Road (Tax Map #18, Lot #24)

2016 PROPOSED ELECTION. REGISTRATION VITAL STATS  
TOWN OF AUBURN

		Expended 2014	Expended 2015	Expended 2016	Budgeted 2017	Expended YTD 2017	Dept/Comm Request 2018	% Chg 17/18	BOS Approved 2018	Budget Comm Approved 2018
Election, Regis & Vital Stats										
1	01-4140-1-165-0	Election Personnal	5,437.50	2,075.00	9,029.70	2,225.00	4,975.00	8,000	260%	
3	01-4140-6-620-2	Record Preservation	4,028.64	5,640.00	-	4,000.00	3,600.00	4,000	0%	
4	01-4140-6-645-1	Town Clerk Dues & Conferences	1,142.00	1,534.32	1,037.53	1,725.00	962.13	2,000	16%	
5	01-4140-6-650-1	Law Books	709.21	611.25	779.13	650.00	168.90	700	8%	
6	01-4140-6-660-0	Election Expenses	9,805.13	2,130.46	6,646.15	3,650.00	4,462.85	8,000	119%	
7	01-4140-6-660-1	Dog Tags	-	446.33	411.54	500.00	-	500	0%	
Election, Regis & Vital Stats Total			21,122.48	12,437.36	17,904.05	12,750.00	14,168.88	23,200.00	82%	



# 2018 PROPOSED PARKS & RECREATION TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2014	2015	2016	2017	2017	Request	17/18	Approved	Approved
		As of December	As of December	As of December	As of December	As of October	2018		2018	2018
14 01-4520-5-560-1	Recreation Trash Removal	0.00	0.00	0.00	300.00	0.00	600.00	100%		
Narrative for Column # 6										
Dumpsters and New Containers.										
15 01-4520-5-560-2	Recreation Chemical Toilets	4,533.65	5,188.58	6,223.85	5,400.00	4,424.66	5,400.00			
16 01-4520-5-610-0	Recreation Tools	0.00	0.00	0.00	0.00	0.00	9,430.00	100%		
17 01-4520-6-670-0	Recreation Office Supplies	0.00	455.19	751.12	200.00	108.32	200.00			
Parks & Recreation Total		<del>71,918.88</del>	<del>73,022.98</del>	<del>93,964.79</del>	<del>89,438.27</del>	<del>66,543.09</del>	<del>82,985.00</del>	-7%	0.00	0.00
Grand Total:		<del>71,918.88</del>	<del>73,022.98</del>	<del>93,964.79</del>	<del>89,438.27</del>	<del>66,543.09</del>	<del>82,985.00</del>	-7%	0.00	0.00
		4615105	4424413	6453495	4635000	3960464				

# Parks & Recreation

## 2018 Budget

October 2017  
Revised 10/19/2017

01-4520-0-001-1  
Recreation Senior Trips

**\$7,000**

\$1620 paid back to General Fund

Spring Senior Trip

Fall Senior Trip

01-4520-0-001-2  
Recreation Family Events

**\$16,150**

- Old Home Day \$10,750
- 2 Concerts in the Park \$2,800
- Coffee House Concert \$800
- Winter Carnival \$1,800



01-4520-0-001-3  
Recreation Basketball Program

**\$1,280**

- New nets \$80
- Backboard Repair \$600
- Striping \$600

01-4520-0-001-4  
Recreation Ski Program

**\$2,800**

- Busing

01-4520-0-001-6  
Recreation Community Service Award

**\$750**

- Award and Gift \$250
- Memorial Bench for Helen Hiltz \$500

01-4520-0-001-7  
Recreation Soccer Program

**\$1900**

- Goal Anchors/Sandbags \$200
- Field Striping Paint \$1,200
- Wheels Kit for Big Goals \$300
- Nets for Medium Goals \$200

01-4520-0-001-8  
Recreation Senior Dinners

**\$1,800**

- January Dinner \$1,000
- August BBQ \$800

01-4520-2-250-1  
Recreation Mileage Reimbursement

**\$1,200**

- Check parks for needles every day

01-4520-3-360-1  
Recreation Playground and Parks

**\$3,000**

- Bug Spray
- Swing Hardware
- Nuts and Bolts
- Pressure Wash Playground Equipment
- Paint Electrical Panel Backboard
- Install Stairs Per Inspector

01-4520-5-550-0  
Recreation General Maintenance

**\$20,175**

- Kid Cushion- Wayne Eddows \$1,000
- Kid Cusion- Apple Tree Park \$800
- Fix Bricks- Bicentennial Park \$800
- Electric Line- Bicentennial Park \$2,000
- Cut Tree Overhang- Circle of Fun  
and Apple Tree Park \$5,900
- Clean Monuments \$550
- Restripe Handicap parking spot \$200
- Replace Large Yellow Slide \$1,500

(Continued...)



(Recreation General Maintenance Continued)

• No Parking/No Overnight Parking Signs for Events	\$300
• Picnic Tables	\$600
• New Hand Cups for Lion Structure	\$50
• Shed Doors at Wayne Eddows	\$300
• Sprinkler Head Repairs & Winterizing	\$650
• Fertilizer Treatments at at Wayne Eddows Fields*	\$3,300
• Fertilizer Treatments at Safety Complex Field*	\$1,225
• Aeration and Overseeding at Wayne Eddows	\$1,000

01-4520-5-550-4  
Recreation Ice Rink

**\$11,300**

- Paint Asphalt Light Green \$3000
- Replace Curbing \$6500
- 25' x 20' apron at parking lot \$1800

01-4520-5-560-1  
Recreation Trash Removal

**\$600**

- Dumpsters
- New Containers

01-4520-5-560-2  
Recreation Chemical Toilet

**\$5,400**

01-4520-5-610-0

Recreation Tools

\$???

01-4520-6-670-0  
Recreation Office Supplies

**\$200**

# 2018 LAND & LAND IMPROVEMENTS

## TOWN OF AUBURN

	1 Expended 2014  As of December	2 Expended 2015  As of December	3 Expended 2016  As of December	4 Budgeted 2017  As of December	5 Expended YTD 2017  As of October	6 Dept/Comm Request 2018	7 % Chg 17/18	8 BOS Approved 2018	9 Budget Comm Approved 2018
<b>General Fund</b>									
<b>Land &amp; Improvements</b>									
1 01-4901-3-910-3 Recreation Improvements	0.00	0.00	59,189.36	23,000.00	13,826.60	93,861.00	308%		
Narrative for Column # 6									
Walking Path at Wayne Eddows (Phase 2) \$61,978; Two Gates at Wayne Eddows \$3,000; Lights at the New Parking Lot at Wayne Eddows (Phase 1)\$12,000; Replace Softball Field Fence \$7,600; Yellow Toppers for Softball and TBall Field Fence \$1,183; Dugouts at T-ball Field \$5,500; Two 12' Benches at Safety Complex Field \$1,000; Two "Walls" for Wallball at Wayne Eddows and Circle of Fun \$1,600.									
<b>Grand Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>59,189.36</b>	<b>23,000.00</b>	<b>13,826.60</b>	<b>93,861.00</b>	<b>308%</b>	<b>0.00</b>	<b>0.00</b>

01-4901-3-910-3  
Recreation Improvements

**\$93,861**

- Walking Path at Wayne Eddows (Phase 2)\* \$61,978
- Two Gates at Wayne Eddows \$3,000
- Lights at the New Parking Lot at Wayne Eddows (Phase 1) \$12,000
- Replace Softball Field Fence\* \$7,600
- Yellow Toppers for Softball and TBall Field Fence\* \$1,183
- Dugouts at T-ball Field \$5,500
- Two 12' Benches at Safety Complex Field \$1,000
- Two "Walls" for Wallball at Wayne Eddows and Circle of Fun \$1,600



## Bill Herman

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**From:** Elizabeth Robidoux <elizabethrobidoux@derrynh.org>  
**Sent:** Friday, October 13, 2017 2:42 PM  
**To:** Bill Herman  
**Subject:** FW: Frost/Stagecoach Byway happenings  
**Attachments:** 17-0814 Draft Minutes.pdf

Hi Bill

Hope all is well in your world. I wanted to reach out on a few items regarding the Byway.

The first is I am not sure how much longer I can continue as one of the Auburn reps. My life is getting crazy again. Can we send a call out to the residents to see if anyone wants to step up? It would be great to have someone from the Historic Commission on board. I did reach out via their contact form on their website to see if I could set up some time to bring them up to date on the Byway, but have yet to receive a response. Stoney does attend the meetings when he can, but we have not seen Paula in a very long time. She has conflict with the BOS meetings.

The second issue is signs – as soon as I hear the DOT has approved the locations, I will forward that info to you and maybe we can get them re-installed before the frost gets too thick (pun intended)

The third is – do you think the Selectmen would approve adding a line in the annual budget to provide funds to the Byway for marketing? This is a good economic development tool for the town – or it will be once the website is up and running. Once we have an active website, it can be linked to the State site and RPC sites which broadens our scope of reach. Per the attached minutes, I think the Council is looking for \$200. If we could spare \$300.00 a year, that would be better.

Thank you so much for all of your support of this effort!

Elizabeth Robidoux  
Planning & Economic Development Assistant  
Town of Derry  
14 Manning Street  
Derry, NH 03038  
603-845-5478  
[elizabethrobidoux@derrynh.org](mailto:elizabethrobidoux@derrynh.org)

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**From:** Adam Hlasny [mailto:AHlasny@snhpc.org]  
**Sent:** Monday, October 02, 2017 2:04 PM  
**To:** ivangweng@aol.com; ljetta@myfairpoint.net; miketorris@yahoo.com; stakeandstone@gmail.com; tina.harrington@comcast.net; richard.hartung@comcast.net; jgmethot@comcast.net; weba@gsinet.net; gary@vangeyte.com; Elizabeth Robidoux; stoney.worster@gmail.com; marzloff@comcast.net; Town Historian; mives@grolen.com; George Sioras; revwar1-nh@comcast.net; aloftylady@comcast.net; pikejjep@yahoo.com; esterofl@earthlink.net; sbogle@rpc-nh.org  
**Cc:** sjpearsall@earthlink.net; David Caron; kath.woodstock@gmail.com; adminassist@townofauburnnh.com  
**Subject:** Frost/Stagecoach Byway happenings

Good afternoon,

This is a friendly reminder that our next meeting will be held two weeks from tonight, **October 16, 7pm** at Stevens Memorial Hall in Chester. Does anyone have agenda items they'd like to discuss in addition to our usual marketing/website updates?

At our last meeting (draft minutes attached), we had given the end of September as a deadline to get photos in to Scott. Any updates on this? Please feel free to use this email to start a thread regarding website matters.

I have confirmed with SNHPC's financial guru that there are currently no funds in the byway's account. When the SNHPC Foundation receives funds from the towns, we are glad to purchase the domain and manage the website. Please let me know if there are any questions on this...

Hope everyone's enjoying fall so far!  
Adam

**Adam Hlasny**  
Transportation Planner  
Southern NH Planning Commission  
438 Dubuque Street  
Manchester, NH 03102  
603-669-4664  
[ahlasny@snhpc.org](mailto:ahlasny@snhpc.org)

# ROBERT FROST / OLD STAGE COACH SCENIC BYWAY

Atkinson Community Center

August 14, 2017, 7:00 PM

## DRAFT MINUTES

### 1. Welcome/Introductions

Chair Jean Methot opened the meeting at 7:03 pm. Those in attendance included:

Jean Methot (Chester)

Linda Jette (Atkinson)

Elizabeth Robidoux (Auburn)

Stoney Worster (Auburn)

George Sioras (Derry)

Rob Morris (Hampstead)

Marilyn Sullivan (Molly Reid DAR)

Scott Bogle (RPC)

Adam Hlasny (SNHPC)

### 2. Review of Minutes – May 15, 2017

**Motion by Scott to approve May minutes, seconded by Stoney. Motion carried unanimously.**

### 3. Status Updates

#### **Signage**

- Scott said that he'd recently talked to William Rose of NH DOT; everything seems OK with the signage application, and it has been forwarded to NH DOT's Traffic Bureau; approval is likely to come in the next couple of weeks.
- Linda reported that Atkinson has ordered larger signs, as the current ones are too small. Scott added that 18x18" is the size of the state byways sign, and any size up to 24x24" should be acceptable.
- Stoney and Elizabeth noted that Auburn's signs will go up as soon as DOT approval is received.

#### **Website**

- Rob reported that web designer Steve Pearsall has the website in good shape, with the exception of some photos and other material still needed from the byway council. Steve has been experiencing health issues, and was unable to attend the meeting to provide further updates.
- The domain name issue was again raised. It was decided that Steve should not have control over the domain name/renewal, but rather the byway council should. The SNHPC Foundation was suggested as the repository for funds to purchase and renew the [www.frost-stagecoach-byway.org](http://www.frost-stagecoach-byway.org) domain. Adam said he would check with SNHPC's financial administrator about the availability of funds in the byway's account, as well as the potential for SNHPC to purchase the domain name with byway funds.

- For domain name purchase and ongoing website maintenance, it was suggested that \$200 per year be solicited from each town. The towns' collective \$1,000 per year will allow the website to stay up-to-date and serve as a valuable marketing tool for the byway and local businesses in Atkinson, Hampstead, Derry, Chester, and Auburn.
- In terms of timeline, Marilyn said that it would be nice to have the site up and running by the next meeting. Rob added that tweaks can always be made afterwards, but that publishing the site soon is important.

4. Other Business

- George noted that Rick Holmes has retired as Derry's Town Historian. While he has not stepped down from the byway council, he has taken a sabbatical for health issues and travel.
- The group brainstormed which photos from each town might be worthy of inclusion on the website. Scott suggested taking photos between 7-8am and 7-8pm. The group agreed that in order to have a working website by mid-October, photos should be sent to Scott (with a CC to Rob) no later than September 30.

5. Next Meeting

The next meeting will be held at Stevens Memorial Hall in Chester on **Monday, October 16, 2017.**

Meeting stood adjourned at 7:55 pm

*Respectfully submitted by Adam Hlasny, SNHPC*

**Town of Auburn  
Board of Selectmen  
October 17, 2017**

**Selectmen Present:** James Headd, Richard Eaton & Dale Phillips

**Also Present:** Mark Proulx and Town Administrator William Herman

Mr. Headd called the meeting to order at 3:00 PM.

**Non-Public Session:**

*Mrs. Phillips moved to enter into Non-Public Session at 3:00 PM pursuant to the provisions of RSA 91-A: 3, II (a) discussion of the dismissal, promotion or compensation of any public employee and (c) reputation of someone other than a member of the Board. Second by Mr. Eaton. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes; Mrs. Phillips – yes. The motion passed.*

Meeting in Non-Public Session with the Selectmen were Mr. Proulx and Town Administrator Herman.

Mr. Proulx left the meeting at 3:30 PM

*Mrs. Phillips moved to come out of Non-Public Session at 3:30 PM. Second by Mr. Headd. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes; Mrs. Phillips – yes. The motion passed.*

*Mr. Headd moved to seal the minutes of the Non-Public Session. Second by Mr. Eaton. A vote was taken, all were in favor, the motion carried unanimously.*

**Other Business:**

The Board agreed to schedule a follow-up meeting on October 25, 2017 at 9:00 AM.

**Adjourn:**

*Mrs. Phillips moved to adjourn; Mr. Eaton seconded the motion. All were in favor, the meeting was adjourned at 3:33 PM.*