

**Town of Auburn
Board of Selectmen
October 17, 2016**

Selectmen Present: James Headd, Richard Eaton & Dale Phillips

Also Present: Dan Tatem, Stantec Consulting; Jarlene Cornett, Animal Control Officer; David Nye & Alex Eisman, Parks and Recreation Commission; Mike DiPietro, Mike & Linda Dross, Michael Rolfe, Paula Marzloff, Susan Goodhue, Russell Sullivan and Tom Gonyea Residents; William Herman, Town Administrator; Kathryn Lafond, Recording Secretary

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

Approval of Payroll for Week of October 3rd, 2016

Mr. Eaton moved to approve the Payroll Manifest in the amount of \$42,943.24 for the week of October 3rd, 2016; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Approval of Accounts Payable for Week of October 10th, 2016

Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$872,608.59 for the week of October 10th, 2016; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Approval of Payroll for Week of October 17th, 2016

Mr. Eaton moved to approve the Payroll Manifest in the amount of \$50,500.17 for the week of October 17th, 2016; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Consent Agenda – Week of October 17th, 2016

Warrant/State General Election

State General Election – November 8, 2016 – 7 AM to 7 PM at Auburn Village School

Warranty Deed

Former Fire Station Property, 50 Raymond Road

Void Check Manifest

Two Accounts Payable Checks Totaling \$1,599.99

Pistol/Revolver License

Twelve (12) Licenses

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

Presentation of Wayne Eddows Field Potential Development – Dan Tatem & David Nye

Mr. Tatem presented the Board with the previously proposed design for a possible build out of the Wayne Eddows field property. Mr. Tatem pointed out on the plan where the existing fields, parking lot and box culvert are and explained that they had the property surveyed and this plan that Stantec has proposed maximized use of the property will minimizing environmental impacts. Mr. Tatem noted that it is the Board decision how much or little of the plan they choose to complete. Mr. Tatem explained to the point that the proposed plan has been completed with the recent upgrade to the auxiliary parking lot and the Boards authorization for Stantec to apply for a wetland permit for the proposed crossing from the auxiliary parking lot to the existing Wayne Eddows fields. Mr. Nye stated that light bases were installed in the upgrade to the auxiliary lot but the poles have not yet been put in. Mrs. Phillips asked about the crossing. Mr. Tatem indicated that the proposed path is 530 feet, 10 feet wide with 8 feet paved and gravel shoulders. The path is not meant for vehicle traffic. Mrs. Phillips asked if the only work proposed from this plan at this time is the walkway. Mr. Nye stated yes, the proposed fields etc. are for future discussion and determination by the Board. Mr. Tatem estimated that the construction of the walkway would occur next summer. Mr. Eaton reviewed the estimated cost of \$60,178 and asked if the town would have to use precast headwalls. Mr. Tatem indicated that due to the wetlands there is certain criteria that DES will require. Mr. Eaton asked if poured concrete with mortar rubble could be used. Mr. Tatem stated yes, it may or may not be cheaper. Mr. Eaton asked if Mr. Nye agreed with Stantec's estimate. Mr. Nye stated yes he was close, if he can save money anywhere he will. Mr. Eaton verified that there are no lights in the auxiliary parking lot. Mr. Nye confirmed that there are 10 light bases and it will cost approximately \$6,000 for the light poles. Mr. Tatem stated that there is a lighting

plan. Mr. Eaton asked who the quote was from and could Mr. Nye get the quote in writing. Mr. Nye stated Gemini Electric and yes. Mrs. Phillips asked if more than one quote could be obtained. Mr. Nye indicated yes. Mr. Eaton stated that he thinks that the walkway should be completed, it will close out this phase of the plan. Mr. Tatem and the Board spoke about plan specifics for the walkway that includes the area be ADA compliant, with paved handicap parking spaces.

Maintenance of Hooksett Road Investigation – Dan Tatem

Mr. Tatem discussed with the Board the research completed by and subsequent opinion of S & H Land Services regarding the ownership of Hooksett Road. S & H found no clear documentation stating ownership. The presented summary of findings does reference documentation that indicate that the State of New Hampshire should continue maintaining the area versus the town. Mr. Eaton stated that after reading through the summary of findings he believes that the State of New Hampshire is responsible for the maintenance of this area of Hooksett Road that was in question. The Board was in agreement to send NH DOT a letter and to provide the summary of findings from professional Land Surveyor Tom Hout of S & H Land Services.

Travel of Heavy Trucks on Hooksett Road – Anita Nickulas

Mrs. Nickulas of 580 Hooksett Road, along with several other residents were present to discuss with the Board their concern about heavy trucks traveling Hooksett Road. Mrs. Nickulas stated that the trucks use Hooksett Road as a cut through from Hooksett to the highway and she would like the town to install “No Through Trucking” signs. Mr. Eaton noted that there are signs in Hooksett on Hooksett Road, if they are being disregarded now they likely will continue. Mrs. Jenny Pelletier explained that the vehicles on Hooksett Road speed and it has gotten to the point where walking down the road is unsafe, she walks in the ditch to Maple Farm Road to get to a safer area to walk. Biking on Hooksett Road is also unsafe. The Board agreed that they would defer the matter to the Police Department for their input. Mrs. Nickulas offered a clear area of her property to the Police Department if they would like to use it to observe the traffic on the road. Mr. Eaton questioned if this portion of road was town or State maintained and if the town could even post a sign in the area. Mr. Herman indicated that Stantec could look into that and suggested that the Board have the Highway Safety Committee look into the matter as well. The Board were in agreement with that.

FY 2017 Budget Presentations

Animal Control

Account Number	Account Description	Proposed Amount	Approved Amount
01-4414-2-250-1	Animal Control Mileage	\$600.00	\$600.00
01-4414-3-370-1	Animal Control Medical	\$200.00	\$200.00
01-4414-3-390-1	Animal Control Veterinarian Charges	\$300.00	\$300.00
01-4414-3-390-2	Animal Control Boarding	\$300.00	\$300.00
01-4414-3-395-1	Animal Control Communications	\$550.00	\$550.00
01-4414-6-645-1	Animal Control Education	\$250.00	\$250.00
01-4414-6-645-2	Animal Control Dues	\$40.00	\$40.00
01-4414-6-660-1	Animal Control Miscellaneous	\$750.00	\$750.00

Ms. Cornett presented the Animal Control budget, the proposed budget reflects a decrease from the prior year. Ms. Cornett indicated that some lines reflect a slight increase or decrease based on current expenditures, she often has to replace traps because the ones she lends out don't get returned but mileage is down because she can find animals/owners quickly now with the help of the databases that she uses.

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

Health Agencies & Hospitals

Account Number	Account Description	Proposed Amount	Approved Amount
01-4415-3-370-1	Visiting Nurse	\$2,500.00	\$2,500.00
01-4415-3-370-2	CASA	\$500.00	\$0.00
01-4415-3-370-3	Red Cross	\$500.00	\$0.00
01-4415-3-370-4	Child and Family Services	\$500.00	\$500.00
01-4415-3-370-5	Home health & Hospice Care	\$1,000.00	\$1,000.00
01-4415-3-370-6	Lamprey Health Care	\$500.00	\$500.00
01-4415-3-370-7	Big Brother & Big Sister	\$0.00	\$0.00
01-4415-3-390-1	Social Services-Meals on Wheels	\$1,300.00	\$1,300.00

The Board reviewed the Health Agencies & Hospitals budget requests. Tina Andrade, Director of Development of Home Health & Hospice was present and informed them that the organization serves 25 cities and towns in New Hampshire including Auburn. 516 visits were made to Auburn residents and 3 residents spent their last day at the community hospice center in Merrimack NH. The organization relies on the generosity of towns and other entities to continue their work. Mary Ann Miller indicated that her husband has a stroke and Home Health and Hospice were wonderful and she doesn't know what they would have done without them. Mr. Eaton stated that he appreciates Mrs. Andrade taking time to meet with the Board. Mrs. Phillips proposed not funding the Red Cross and CASA both of which have not been funded in the past and fund Home Health and Hospice in the amount of \$1,000.

Mrs. Phillips moved to approve the Health Agencies & Hospitals budget as discussed; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Intergovernmental Welfare Payments

Account Number	Account Description	Proposed Amount	Approved Amount
01-4444-3-390-1	RCCAP	\$4,471.00	\$4,471.00

Mr. Herman indicated that the request is level funded from the previous year. Ms. Lafond indicated that as Welfare Officer she defers many applicants to Rockingham County Community Action for additional assistance.

Mr. Eaton moved to approve the Intergovernmental Welfare Payments budget as discussed; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Parks & Recreation

Account Number	Account Description	Proposed Amount	Approved Amount
01-4520-0-001-1	Recreation Senior Trip	\$10,800.00	\$700.00
01-4520-0-001-2	Recreation Family Events	\$13,600.00	\$13,600.00
01-4520-0-001-3	Recreation Basketball Program	\$800.00	\$800.00
01-4520-0-001-4	Recreation Ski Program	\$2,800.00	\$2,800.00
01-4520-0-001-6	Recreation Community Service Award	\$250.00	\$250.00

01-4520-0-001-7	Recreation Soccer Program	\$800.00	\$800.00
01-4520-0-001-8	Recreation Senior Dinner	\$1,500.00	\$1,500.00
01-4520-2-250-1	Recreation Mileage Reimbursement	\$800.00	\$800.00
01-4520-3-360-1	Recreation Playground & Parks	\$2,000.00	\$2,000.00
01-4520-5-520-1	Recreation Electricity	\$2,500.00	\$2,500.00
01-4520-5-550-0	Recreation General Maintenance	\$7,900.00	\$7,900.00
01-4520-5-550-4	Recreation Ice Rink	\$3,000.00	\$3,000.00
01-4520-5-560-1	Recreation Trash Removal	\$300.00	\$300.00
01-4520-5-560-2	Recreation Chemical Toilets	\$5,400.00	\$5,400.00
01-4520-6-670-0	Recreation Phone & Office Supplies	\$800.00	\$800.00

Mr. Eisman presented the Parks and Recreation budget line by line, the proposed budget reflects a decrease from the prior meeting with the Board and an even great decrease from the prior year.

Mr. Eisman stated that the Parks and Recreation Commission have sharpened their pencils and there is no real wiggle room now. Mrs. Phillips asked if they have worked with the sub-committees like soccer regarding their needs. Mr. Nye stated that that Parks and Recreation Commission provided opportunity for the sub-committees to do provide their needs and wants, response was limited. Mr. Eaton asked regarding the fertilization and water at the fields. Mr. Nye indicated that fertilization was not included in the recreation budget the irrigation was addressed this year.

Mr. Eaton asked what was included in the general maintenance line. Mr. Nye stated that this line includes all that they discussed at the last meeting minus the underground utilities at the bi-centennial park and the tree removal at Appletree park and Circle of Fun playground.

Mrs. Phillips suggested again that the Parks and Recreation Commission may want to look into increasing the cost for the seniors for the senior trips. Mr. Eisman again noted that many of the seniors are on a fixed income. Discussion ensued regarding eliminating a trip or bus trip. It was noted that the Senior Dinner budget line included the annual dinner in the winter and the new annual summer barbeque. Mrs. Miller stated that the trips are wonderful but thought that the dinner and bbq plus four trips was getting to be a lot. Mr. Eaton suggested that the trips be cut back to two trips, one in the spring and one in the fall. Mrs. Phillips stated that was what was previously done. All were in agreement to reduce the Senior Trip line to \$7,000 to hold two trips per year.

Recreation Mileage reimbursement was discussed. Mr. Nye stated that Mr. Dobmeier is using his truck to do the necessary maintenance work but his truck is on his way out and he may not purchase another truck, if he does not they are not sure what will be done. The Parks and Recreation would like to start the conversation with the Board about a vehicle for use. The Board agreed that they could discuss that at another time.

Mr. Eaton commented that Mr. Dobmeier and Ms. McEvoy worked very hard at the former fire/police station, they cleaned out 6 dumpsters worth of material plus took trips to the dump with their personal vehicles, and much of this was not Parks and Recreation things. Mr. Eaton doesn't think their time should be spending doing this should be taken from the Parks and Rec. budget. Discussion ensued regarding the salary lines. Mr. Nye indicated that Mr. Dobmeier is doing the Maintenance Worker duties with the help of Ms. McEvoy plus he is doing the Program Manager work in Mrs. Hiltz absence. Mr. Nye estimated that they are averaging 18 to 20 hours per week together, he would propose 20 hours per week for each worker. Mr. Eaton suggested that the Parks and Recreation Commission look at what needs to be done so that this may be discussed more. Ms. Lafond indicated that there are job descriptions on file that they could work with.

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

New Business

FY 2015 Audit

The Board was presented with the annual audit plus the audit of the tax records from January through March. Mr. Herman suggested that an appointment with the auditors be scheduled in a month.

Bond Reduction – Wethersfield Phase III

Mrs. Phillips moved to approve the reduction of \$22,655.00 from the current Winchester Way bond of \$68,712.50; Mr. Headd seconded the motion; Mr. Eaton recused himself. The motion passed unanimously.

Unfair Labor Practice Complaint – Public Employee Labor Relations Board

Mr. Headd informed those present that an Unfair Labor Practice Complaint has been filed by the Auburn Police Union. The town will respond to the complaint as necessary. Mr. Herman indicated that a hearing is scheduled for November 22nd.

Old Business

Sale of Former Fire Station

The Board announced that the former fire/police station property sold for \$141,000 after the realtor's commission. The new owner is Mill City Energy for use as a small warehouse.

LGC Return of Surplus Update

Mr. Herman reported to the Board that the State's hearing officer has determined that HealthTrust is required to pay the Town of Auburn \$4,614.06. After attorney fees the amount would be \$3,077.58. The Coalitions attorney anticipates HealthTrust will appeal the decision to the Supreme Court.

Other Business

Mrs. Marzloff informed the Board that she attended the recent meeting regarding the proposed school, they have not changed the proposal except to increase the cost. Mrs. Marzloff continued that they are claiming that the town will realize more revenue through taxes. Mr. Eaton commented that the town cannot project an increase in revenue due to the new homes. Mrs. Marzloff stated that the other departments proposed budgets are pretty lean, they should not have to shoulder the cost of the school.

A resident from the audience asked the Board about having the meetings recorded and posted online. The Board indicated that the town doesn't have the equipment or staffing to do that. Mr. Herman states that the town had previously voted down the option to televise the meetings due to cost. Mr. Headd noted that residents are welcome to record the meetings on their own.

Minutes

September 26th, 2016 Public Meeting

Mrs. Phillips moved to approve the minutes of the September 26th, 2016 public meeting; Mr. Headd seconded the motion; Mr. Eaton abstained, the motion passed unanimously.

Non-Public Session

Mr. Eaton moved to enter into non-public session pursuant to RSA 91-A 3, II (e) Consideration of pending claims or litigation at 8:37 p.m.; Mrs. Phillips seconded the motion; A roll call vote was taken; Mr. Headd – yes, Mrs. Phillips – yes, Mr. Eaton – yes. The motion passed.

Meeting in Non-Public Session with the Selectmen was Town Administrator Herman and Secretary Lafond.

Mrs. Phillips moved to exit non-public session; Mr. Eaton seconded the motion; A roll call vote was taken; Mr. Headd – yes, Mrs. Phillips – yes, Mr. Eaton - yes. The motion passed.

Mr. Headd moved to seal the minutes of the non-public session; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Mr. Headd moved to adjourn; Mr. Eaton seconded the motion; all were in favor, the public meeting ended at 9:26 p.m.