

**Town of Auburn
Board of Selectmen
May 8, 2017**

Selectmen Present: James Headd, Richard Eaton & Dale Phillips

Also Present: Carrie Rouleau-Cote, Building Inspector; Sue Jenkins, Tax Collector; Ray Pelton, Police Lieutenant; Scott Norris, Mike & Linda Dross, Mickey Rolfe, and Mike DiPietro, Residents; William Herman, Town Administrator; Kathryn Lafond, Executive Assistant

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 May 1st, 2017

Mr. Eaton moved to approve the Payroll Manifest in the amount of \$41,891.50 for the week of May 1st, 2017; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Approval of Accounts Payable for Week of May 8th, 2017

Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$785,873.88 for the week of May 8th, 2017; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Consent Agenda – Week of May 8th, 2017

Excavation Yield Tax Warrants

Garabedian Property, Birch Road (Tax Map #1, Lot # 5) - \$9.00

Rattlesnake Hill, LLC, 88 Gold Ledge Avenue (Tax Map #1, Lot # 18-1) - \$1,214.00

Land Use Change Tax Warrants

6 Anderson Way (Tax Map #5, Lot #19-8) - \$14,500

25 Anderson Way (Tax Map #5, Lot #19-2) - \$14,500

35 Anderson Way (Tax Map #5, Lot #19-3) - \$14,500

53 Anderson Way (Tax Map #5, Lot #19-4) - \$14,500

54 Anderson Way (Tax Map #5, Lot #19-5) - \$14,500

Agreement per RSA 202-A: 11, III

Payment Schedule for Library Funds

Notice of Property Lien Discharge

528 Manchester Road fka 2464 Candia Road (Tax Map #25, Lot #11)

Commendation

Jonathan J. L'Abbe – Attaining Rank of Eagle Scout

Engagement Letter / FY2016 Audit

Vachon Clukay & Company PC - \$11,500

Adopted Policy

Building Permit Refund Policy

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

New Business

Building Safety Month – May 2017

Mrs. Rouleau-Cote informed the Board that the International Code Council (ICC) each year recognized May as Building Safety Month. Mrs. Rouleau-Cote continued that the Governor has signed a proclamation recognizing the month as Building Safety Month as well and she has prepared a proclamation for the town of Auburn to do so also. Mrs. Rouleau-Cote indicated that each week of the month has a theme, the first week which was last week recognized mentoring the next generation or code officials. This week highlights building design for all ages. Next week will focus on managing damage and preparing for natural disasters. The fourth and final week's topic is investing in building safety and efficiency. This topic highlights the importance of the permitting process. Mrs. Rouleau-Cote informed the Board that throughout the month she will be posting about each weeks theme on the building department web page and Facebook page. The Board thanked Mrs. Rouleau-Cote for her presentation. Mr. Headd stated that it is a worthwhile

endeavor. The Board signed the proclamation and Mrs. Rouleau-cote indicated that she would forward a copy to the ICC.

Mrs. Phillips moved to proclaim the monthly of May 2017 as Building Safety Month; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

E- Waste Collection Event – October 14th

Mr. Herman stated that a date of Saturday, October 14th has set for the annual E-Waste Collection event. The event will be held from 9:00 a.m. to 2:00 p.m. at the Auburn Village School. Mr. Herman informed the Board that the company is holding the price at \$3,900.00 and that amount is included in the approved budget.

Mrs. Phillips moved to approve East Coast Electronic Recycling proposal to hold an E-Waste Collection event in Auburn on October 14th from 9:00 a.m. to 2:00 p.m. at a total cost of \$3,900, and to further authorize the Town Administrator to execute the agreement for this purpose; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Mr. Herman informed the Board that the annual shred day is this Saturday from 9:00 a.m. to 12:00 noon.

Building Committee / Garage Project

Mr. Herman noted that the Board had previously indicated that they would like to designate a committee to help develop what would be included in the potential facility in order to secure cost estimates that could be used for budgeting purposes. Mr. Eaton indicated that there is not money available for this project but the town can still talk and plan for its potential. Mrs. Phillips indicate that she would like a person on the committee that represents that Auburn Village School and from each town department. Mr. Herman informed the Board that Mr. Alan Villeneuve is interested in participating on the committee. Mr. Eaton heard that Bob Defosses may be interested as well. Mr. Eaton also noted that he was at Alternative Designs for another purpose but has talked to them about preparing preliminary plans that the committee could use to work from for approximately \$1,500.00. Mrs. Phillips stated that she thinks that there was a lot of wants proposed previously as opposed to needs. Mr. Headd asked how the Board would like to establish the committee. The Board discuss other individuals such as David Nye and Tom Lacroix and a designee from the Police and Fire departments who may be interested. Mrs. Rouleau-cote expressed her willingness to participate. Mr. Herman would reach out to departments and individuals. Mr. Eaton asked his colleagues about having Alternative

Designs creating a plan to work from, noting that the company is working three weeks out right now. Mr. DiPietro suggested that the committee look at the needs and wants before the pencil hits the paper. Mr. Herman stated that there is an original drawing from Stantec that was used during this past budgeting proves. Mrs. Phillips and Mr. Headd agreed that they would rather use that as a starting point rather than finding more money within the current budget to have new designs drawn.

Auburn Development Authority

Mr. Herman followed up with the Board regarding re-establishing the Auburn Development Authority. The Board reviewed a memo in which listed names of individuals who have been mentioned through various conversations to potentially participate on the committee. The Board and those in the audience discussed the challenges that the town and the Auburn Planning Board have relating to commercial subdivisions and bringing water and sewer into the town. The Board agreed that in general they are in favor of restarting this committee.

Prepayment of Taxes Policy

Mr. Herman informed the Board that the town currently accepts property tax prepayments. RSA 80:52-a allows towns to accept prepayments by a town meeting vote or a vote of the Selectmen. Mr. Herman indicated that the Tax Collector could find no record of such an approval so it is requested that the Board approve the policy tonight in order to continue accepting prepayments.

Mrs. Phillips moved to adopt the Prepayment of Taxes Policy effective immediately; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Review of Town Property / Potential Sale

Mr. Herman explained that one of the goals that the Board previously established was the consideration of sale of town owned properties. A list of town owned properties were presented to the Board. Mr. Herman noted that seven of the properties are green or open space and should not be sold but the town could have the properties forested in order to prompt the betterment of the properties as well as generate revenue. The Board agreed that they would review the other properties for potential sale. Mr. Dross suggested that a parcel off of Rattlesnake Hill Road may be able to be used as a bargaining chip with Manchester Water Works or excavated for materials.

Old Home Day Invitation

The Board reviewed an invitation from Melissa Gates from the Police Department inviting the Selectmen to participate in the dunk tank at the June 3rd Old Home Day event that the Parks and Recreation Commission is planning with the Police and Fire Departments.

Old Business

Request to film on Lantern Lane

Lt. Pelton explained that a sneaker company has requested the closure of Lantern Lane and use of Manchester Water Works trails to film a commercial. Lt. Pelton continued that the Police Department has been working with the company on the details of the filming and the company has been very receptive to the Police Department and Manchester Water Works requirements in order to minimize traffic disruptions and disruptions to the community. The schedule as proposed is to close Lantern Lane between Margate and Wilson Crossing from 8:00 a.m. to 8:00 p.m. One Police officer and one Manchester Water Works officer would be secured for the entire time as the film crew may want to access the trails at any point after filming on Lantern Lane. On May 25th the schedule is from 8:00 a.m. to 8:00 a.m. on the 26th as the company would like to film at night as well. Lt. Pelton expects there to be approximately 50 people involved in the filming, it is quite the production. Mr. Herman stated that the town has been provided proof of insurance with the town and Manchester Water Works listed as additionally insured. The Board thanked Lt. Pelton. Mr. Headd indicated that the Police Department has it under control.

The Board also received information from Millennium Running regarding the annual 10 mile race around Lake Massabesic. Lt. Pelton stated that Millennium Running altered their course so not to utilize Audubon Way as that had been an issue last year. The Police Department has provided traffic control for this race every year since 2011. Lt. Pelton stated that Millennium Running has always been very receptive too.

Appointment of BK Bazan – Parks & Recreation Commission

At the last meeting the Board heard the recommendation of the Parks and Recreation Commission to appoint BK Bazan however no formal motion was made.

Mrs. Phillips moved to appoint Mr. BK Bazan to the Parks and Recreation Commission, term to expire March, 2019; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Minutes

April 24th, 2017 Public Meeting

Mr. Eaton moved to approve the minutes of the April 24th, 2017 public meeting; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Non-Public Session

Mr. Headd moved to enter into Non-Public Session at 7:48 PM pursuant to the provisions of RSA 91-A: 3, II (c) to discuss items in consideration of the reputation of someone other than a member of the Board, Seconded by Mrs. Phillips. 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 Tax Collector Susan Jenkins, Town Administrator Herman and Executive Assistant Lafond.

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

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

Adjourn

Mr. Headd moved to adjourn; Mrs. Phillips seconded the motion. All were in favor, the meeting was adjourned at 7:59 p.m.