

**Town of Auburn  
Board of Selectmen  
May 20, 2019**

**Selectmen Present:** Richard Eaton, Keith Leclair and Todd Bedard

**Others Present** John Kenyon, Shawn Matte, Michael Rolfe, Road Agent Mike Dross, Linda Dross, Paula Marzloff, Dale Phillips, Mike DiPietro, Russell Sullivan, Marion Miller, Christine McLaughlin, Todd Dignard, Lt. Charles Chabot, Audrey Trickett, Fire Chief Mike Williams, Police Chief Ray Pelton, Town Administrator William Herman and Nancy Hoijer, Recording Secretary

**Non-Public Session – RSA 91-A: 3, II, (c)** Consideration of the reputation of someone other than a member of the Board

***Mr. Leclair moved to go into Non-Public Session pursuant to RSA 91-A: 3, II, (c) consideration of the reputation of someone other than a member of the Board. Mr. Bedard seconded the motion. A roll call vote was taken: Mr. Eaton – yes; Mr. Leclair – yes; Mr. Bedard, yes. All were in favor, the motion passed unanimously.***

The meeting room was closed to the public at 6:00 pm.

***Mr. Leclair moved to come out of non-public session at 6:32 pm. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

The meeting room was re-opened to the public at 6:32 pm.

***Mr. Leclair moved to seal the minutes of the non-public session. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

**Call to Order – Pledge of Allegiance**

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

**Approval of Payroll Manifest for the Week of May 13, 2019 - \$49,121.72**

***Mr. Leclair motioned to approve the Payroll Manifest for the Week of May 13, 2019 in the amount of \$49,121.72. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

**Approval of Accounts Payable Manifest for the Week of May 20, 2019 - \$91,738.44**

***Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of May 20, 2019 in the amount of \$91,738.44. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

**Approval of Consent Agenda for the Week of May 20, 2019**

Mr. Eaton read out loud and offered for inspection a copy of the Consent Agenda for the Week of May 20, 2019 some of which included: one (1) Raffle Permit/Auburn Soccer Club, one (1) Notice of Intent to Cut Wood or Timber/By-Pass 28, one (1) Property Tax Warrant to Tax Collector/First Issue Property Taxes, one (1) Betterment Assessment Warrant to Tax Collector/First Issue, one (1) Payment in Lieu of Taxes/Manchester Water Works, and four (4) pistol/revolver licenses.

***Mr. Leclair motioned to approve the Consent Agenda for the Week of May 20, 2019. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

**Public Hearing** (Previously Advertised) – Gift of boat, motor and trailer for Auburn Fire Department from Auburn Volunteer Firemen's Association

Mr. Eaton opened the Public Hearing at 7:02 PM.

Mr. Herman advised the donation of the boat, motor and trailer by the Auburn Volunteer Firemen's Association needed to be voted on by the Board of Selectmen to formally accept on behalf of the Town. The package has a total MSRP value of \$22,795.

Mr. Leclair asked where the new boat and old boat would be stored. Chief Williams advised the new boat would be stored at the Safety Complex and the older boat at Station 2.

Chief Williams noted there will be some additional equipment to come for the new boat including other accessories such as depth reporter, and PFDs.

***Mr. Leclair moved to accept from the Auburn Volunteer Firemen's Association on behalf of the Town of Auburn the gift of a 2019 Tracker 2072 CC boat, Mercury Marine outboard motor and a Trailstar trailer with a MSRP of \$22,795.00 for use by the Auburn Fire Department. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

The Board thanked the Auburn Volunteer Fireman's Association for their generous gift.

### **Appointments with the Board**

John Kenyon – Robotic Lawn Mowing for Town Hall

Mr. Kenyon presented a proposal for landscaping at Town Hall which included removing dead shrubs and trees, planting arborvitaes, mulching, irrigation, a new lawn, a mulch bed along the sign and flagpole, replacing the walkway with pavers and the option to either hydroseed or install sod. \$53,000 would include everything and Mr. Kenyon would like to conduct a site walk.

Mr. Eaton requested a landscape drawing. Mrs. Phillips indicated she was in favor of removing the dead tree out front before the leach field and septic were damaged, and further suggested the items could be done in phases. Mr. Kenyon will put together a proposal which prioritizes the items in phases and submit it to the Town Administrator. Mr. Eaton explained if accepted, it would have to go into next year's budget and that season begins in October/November.

Mr. Kenyon explained with the remote operated robotic mowing system, the mowing can be done at any time or the day or night regardless of weather and would not be impacted by labor issues. Mr. Eaton asked if Mr. Kenyon would be mowing the cemetery and Town properties prior to the Memorial Day holiday as the grass at the cemetery is over 6" now due to fertilizing and rain. Mr. Kenyon advised he is not in charge of scheduling, but was certain they plan to be out there this week.

Mr. DiPietro noted there is water running off the roof of the Town Hall porch splattering up on the newly painted building and this will cause maintenance issues over time.

Shawn Matte – Applicant for ZBA Alternate Position

Mr. Herman provided a copy of Mr. Matte's application and advised there were two openings with different terms, a one-year and a three-year term.

Mr. Leclair asked why Mr. Matte was interested in the position. Mr. Matte indicated he would like to become more involved in the Town.

***Mr. Leclair moved to appoint Mr. Matte as an Alternate member to the Zoning Board of Adjustment with a term to expire in March 2022. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

John Farnum – Permission to trench conduit on Grey Point Road

Mr. Herman advised the request for a trench within the road right-of-way to install conduit is to provide services for Waste Management's operation facility. A copy of the proposal was provided. The proposal was shared with Dan Tatem at Stantec who recommended the \$2,500 surety bond and license agreement.

***Mr. Bedard moved to approve the proposed project of trenching along Grey Point Road to install approximately 520-feet of conduit by Comcast, and further to approve the proposed license agreement for this project and to authorize Selectmen Chair Richard Eaton to sign the agreement on behalf of the Town. And, to set \$2,500 as the amount for a surety bond to be posted for this project. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

Fire Chief Michael Williams – Monthly Meeting

Chief Williams provided his monthly report for April 2019. There were 52 incidents, which was a busy month.

The Department hosted a first responder awareness class on Fentanyl and drug emergencies with was well attended.

The Department attended the Town and school training retreat at the Safety Complex. Members assisted with the Seabrook Nuclear Power Plant drill which is an evacuation drill done annually in three parts, the last part will take place here next week.

Chief Williams reported the repairs to Engine 1, Forestry 1, Tanker 1 and the ladder testing issues have been completed and everything was in good running order.

June 9<sup>th</sup> will be a burn training on Manchester Road, which will be closed from 7 a.m. to 10 a.m.

The personal protective gear budgeted for 2019 has been ordered and will be gold, not black.

This weekend was cleanup at Station 2 and some trees were cut back. Mr. Leclair asked if they had removed the stage yet – no. Mr. Bedard asked about the LED sign which was not working. Chief Williams reported the sign has stopped working altogether and he had an estimate of \$3,500 to repair it so they removed it instead. He felt it could be replaced in the future, and they would focus on the one at the Safety Complex.

## **New Business**

### **Pingree Hill Fire Station – Woodpecker Control & Repair**

Chief Williams provided an estimate from Critter Control to keep the woodpeckers from damaging Station 2. The estimate was for \$1,153 including repainting which Chief Williams indicated could be done by the Department saving \$180.00. Since pest control issues were not budgeted for, Mr. Leclair asked if the Department could find the \$967.00 somewhere to get going on this and possibly be reimbursed from unexpended funds at the end of the year. Chief Williams agreed to that approach.

Mr. Leclair asked if the vendor indicated the bees were attracting the woodpeckers. Chief Williams advised the vendor noted the proximity of the wetlands was likely the cause.

### **Citizen Request – Haven Drive**

Mr. Herman provided the Board with a copy of an email dated May 6, 2019 from Carol Cloutier a resident of Haven Drive, which is privately owned, requesting a temporary sign at the top of Haven/Rattlesnake Road that says, "Not a Thru Way" and potentially the reduction of the speed limit from 35 mph to 25 mph. As reason for the request Mrs. Cloutier noted cars and delivery trucks believing it to be a throughway are directed by their GPS devices because "Google directions" does not know the road is not open yet. Mrs. Cloutier indicated many of these drivers speed through then slam on their brakes in frustration, with children playing nearby and some stop at her home to ask for directions.

Mr. Eaton and Mr. Leclair indicated changing the speed limit on the road wasn't on the table.

Road Agent Dross indicated he may have some signs at the shop and the Board left it to his discretion which sign would be suitable. Mr. Herman will notify Mrs. Cloutier of the Board's decision.

### **NH Department of Revenue Administration – Cyclical Revaluation Report**

Mr. Herman provided the Board with a letter dated May 8, 2019 from the State of New Hampshire Department of Revenue Administration regarding Auburn's cyclical revaluation done in 2018. The DRA is responsible to monitor and ensure compliance with the revaluation contracts. The letter indicates receipt of required reporting in compliance with deadlines. The next revaluation will be in 2023.

Mr. Eaton noted in accordance with the DRA letter, the median assessment level in the 2017 DRA Equalization Study was 85.70, the 2018 Study resulted in a median ratio of 99.70 and represent an improvement over the prior indicators of assessment level and equity.

### **US EPA – MS4 General Permit for Stormwater Discharges**

Mr. Herman provided the Board with a copy of an email letter from the United States Environmental Protection Agency dated May 14, 2019 concerning National Pollutant Discharge Elimination System (NPDES) Permit identified for the Town of Auburn. Mr. Herman explained this concerned stormwater discharge. The US EPA indicated review and completion of the

Notice of Intent (NOI) for coverage (MS4). The Town's first annual report is due by September 30, 2019 for the reporting period ending June 30, 2019.

Mr. Herman recommended putting best management practices to follow on the Town's website and in the Auburn Village Crier as part of the Town's compliance with the MS4 requirements.

#### Appoint Duck Race Committee 2019

Mr. Herman provided the Board with a list of volunteers for the 2019 Duck Race Committee noting that Mr. Carpenter has requested the named volunteers be appointed for a term of April 1, 2019 through October 1, 2019.

Mr. Eaton noted this was to ensure the volunteers would be covered by the Town's liability insurance for the event.

***Mr. Bedard moved to appoint Susan Anderson, Daniel Carpenter, David Rogers, Wendy Smith, Pat Clement and Lynn Bouchard as volunteers to comprise the Duck Race Committee for the term of April 1 through October 1, 2019. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

#### Potential of Need for Tax Anticipation Note (TAN) in 2019

Mr. Herman provided the Board with a copy of a Memo dated May 10, 2019 concerning the potential need for a Tax Anticipation Note (TAN) in 2019. The Town may experience a cash flow shortage later in the year that could necessitate the need to borrow money in anticipation of tax payments to come. Mr. Herman indicated this is the result of increased operating budgets for both the Town and the School which included the first full year's payment of principal and interest on the bond for the Auburn Village School renovation. The concern is that the first issue property tax bill will be sent at one-half of the prior year's tax rate. The funds to cover the additional appropriations approved by the voters will not be addressed until the 2019 tax rate is set and the second issue tax bills go out in October/November. But expenses at the higher rate begin in July.

Mr. Herman noted the Town is responsible to pay its bills, including the school district and the county, whether the taxes have been collected or not. He indicated if a TAN was needed, it would go out to bid and could be processed within 10 days. It would be paid by the end of the fiscal year.

Mr. Herman provided a copy of the publication to go into the Town Crier and also be posted on the Town website, at the Tax Collector's recommendation, to remind taxpayers of the anticipated tax rate increase in the second bill and how they can prepay small amounts prior to the end of the year to lessen the impact at year's end. Any funds that come in early like these would help the cash flow concerns outlined above.

#### Old Business

##### Proposal for Addition to Police Department

Mr. Herman provided the Board with a Memo dated May 17, 2019 concerning the Design and Construction Drawings Proposal for the Auburn Police Station addition and renovation. Alternative Designs, Inc. of Manchester provided an estimate for the design work and construction drawings.

Chief Pelton noted Alternative Designs were giving the Town a considerable break on the design work at \$3,200, which normally would cost more. The structural engineer would determine if the trusses could support the roof which would overlay the existing roof. The plans would require an engineering stamp. Mr. Bedard asked if there were an expiration date to the quote. Mr. Eaton indicated it would be good for a while. Mr. Leclair asked if there were any lead time for the drawings to be done – no but believes a couple of weeks.

***Mr. Bedard moved to approve and accept the proposal for design and construction drawings for the Auburn Police Department addition and renovation submitted by Alternative Designs, Inc., of Manchester totaling \$3,200, to authorize the Town Administrator to execute the agreement, and further to authorize the withdrawal of \$3,200 from the Town Buildings Restoration Capital Reserve Fund for this purpose. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

#### NH DES – Groundwater Management Permit

Mr. Herman provided the Board with a copy of the NH DES email letter dated May 15, 2019 concerning the Auburn Landfill on Chester Turnpike. NH DES acknowledged reviewing the Data Transmittal for the former Town landfill and found the results to be consistent with historic and overall trends.

Mr. Eaton asked about the notation in the last paragraph of Page 2 which indicated the Groundwater Data Submittal was not submitted until April 2, 2019; permit condition #7 requires monitoring results submitted no later than 45 days after sampling. Mr. Herman will check on this.

#### Citizen Petition for Warrant Article – Solar Energy Systems Property Tax Exemption

Mr. Herman provided a copy of the Petition for Warrant Article submitted to the Town by 25 citizens *“To see if the Town will vote to adopt the provisions of RSA 72:61 through RSA 72:72 inclusively, which provide for an optional property tax exemption from the property’s assessed value, for property tax purposes, for persons owning real property, which is equipped with solar energy systems, wind-powered energy systems or woodheating energy systems intended for use at the immediate site. Such property tax exemption shall be in the amount equal to 100% of the assessed value of qualifying equipment under these statutes.”*

Mr. Herman noted the Supervisors of the Checklist have verified 24 of the 25 names are registered voters and residents as required, with the last name potentially a nickname, in the process of being verified. Currently there are 44 properties in Town with solar at an estimated valuation of \$945,000 (.02 cents).

Mr. Eaton expressed concerns if the exemption were used by a commercial owner to put in a large solar field. Mr. Bedard agreed there should be discussion. The petition includes woodstoves and boilers and is not just solar panels. Mr. Herman expressed concerns the article should be three separate articles, one each for solar, wind and wood.

#### Property Tax Exemptions and Tax Credits – 2018

Mr. Herman provided a breakdown of the current property tax exemptions and credits offered by the Town during FY 2018 and their tax impacts which combined resulted in a 27-cent impact on the tax rate.

Mr. Herman noted one (1) Improvements to Assist the Deaf (Tax Exemption) \$174,000; five (5) Discretionary Preservation Easements (Tax Exemption) \$35,000; one (1) Blind Exemption \$50,000; twenty-three (23) Elderly Exemptions \$4,156,000 (.08 cents); ten (10) Disabled Exemptions \$500,000 (.01 cents); 270 Veteran's Tax Credits, \$135,000 (.16 cents); and twenty (20) Service Connected Total Disability Credits \$40,000 (<.01 cents).

Mr. Leclair noted the credit figures may be off as the disability credit is one-fourth of the veteran's credit. Mr. Herman will check the figures.

Mr. Herman explained an exemption impacts the overall assessed value of the property whereas a credit is a specified amount of money that is directly off the property tax bill.

### **Report/Comments of Ex-Officio Board Representatives**

Mr. Bedard / Parks & Recreation Committee

Mr. Bedard noted dedication of Circle of Fun, concerts and Old Home Days were discussed as well as the lights at Wayne Eddows fields. Mr. Bedard reached out and may be able to get the poles and installation donated. The Millennium Running event is looking for town wide involvement.

Mr. Leclair / Planning Board

Mr. Leclair noted the Planning Board met and discussed senior housing. Dan Tatem would like to invite builders to provide input on the ordinance that is viable. The development off Dearborn Road is crushing stone close to the property line and the Board would like to contact the builder to see if they could move it.

Mr. Eaton / Highway Safety Committee

Mr. Eaton noted Highway Safety met and discussed Dartmouth Drive, Spofford Road, the Police report and new grants would be available Memorial to Labor Day. The sign at the school is being brought in and out by the janitor to keep cars from entering during school drop off and pick up times.

### **Other Business**

Road Agent Dross indicated work had be done on Neal Avenue, Orchid Drive and Allen Avenue by Manchester Water Works. He indicated he would look to overlay those roads and other side streets next year. He also reported the drain was put in on Dartmouth and the items that were dumped were removed. Police & Fire will have keys to the gate that will be installed on Dartmouth Drive.

### **Next Meetings/Events**

Monday, June 3, 2019 – Board of Selectmen's Meeting – 7 PM

Tuesday, June 11, 2019 - Joint Meeting with School Board – at Auburn Village School – 6 PM

### **Minutes**

- May 6, 2019 – Site Walk Meeting at Pingree Fire Station

**Mr. Bedard motioned to approve the May 6, 2019 Site Walk Meeting Minutes, as written. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.**

- May 6, 2019 Public Meeting

**Mr. Bedard motioned to approve the May 6, 2019 Public Meeting Minutes, as written. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.**

**Non-Public Session – RSA 91-A: 3, II (a)** Consideration of the compensation of a public employee

**Mr. Leclair moved to go into Non-Public Session pursuant to RSA 91-A: 3 II (a) consideration of the compensation of a public employee. Mr. Bedard seconded the motion. A roll call vote was taken: Mr. Eaton – yes; Mr. Leclair – yes; Mr. Bedard – yes. All were in favor, the motion passed unanimously.**

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

Mr. Herman provided a Memo dated May 20, 2019 concerning the employment anniversary of the Town Clerk, Kathleen Sylvia who will be marking the beginning of her 19<sup>th</sup> year of employment with the Town of Auburn on May 31<sup>st</sup>.

As both positions of Town Clerk and Tax Collector are elected positions without a direct supervisor, for the purpose of annual step increases, the employment anniversary is utilized by the Board of Selectmen for consideration of a step increase if one is included in the operating budget.

Mr. Herman noted Mrs. Sylvia is currently at Labor Grade 12, Step 8 earning \$57,683.08 per year. If a step increase is approved, it would advance Mrs. Sylvia to a Labor Grade 12, Step 9 with an annual wage of \$58,829.94.

The Board noted Mrs. Sylvia ran things smoothly, was well liked and does a good job.

**Mr. Leclair moved to come out of non-public session at 8:22 pm. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.**

The meeting room was re-opened to the public at 8:22 pm.

**Mr. Bedard moved to approve a step increase for the Town Clerk from a Labor Grade 12, Step 8 to a Labor Grade 12, Step 9 upon the individual's May 31, 2019 anniversary date. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.**

**Adjourn**

**Mr. Leclair motioned to adjourn the meeting at 8:23 pm. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.**

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary