

**Town of Auburn  
Board of Selectmen  
June 17, 2019  
7:00 PM**

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

**Others Present** Michael Rolfe, Mike DiPietro, Parks & Recreation Coordinator Amy Lachance, Patrick Kelly, Parks & Recreation Commissioner; Road Agent Michael Dross, Linda Dross, Dale Phillips, Lt. Charles Chabot, 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 June 10, 2019 - \$49,309.53**

*Mr. Leclair motioned to approve the Payroll Manifest for the Week of June 10, 2019 in the amount of \$49,309.53. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.*

**Approval of Accounts Payable Manifest for the Week of June 10, 2019 - \$40,000.00**

*Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of June 10, 2019 in the amount of \$40,000.00. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.*

**Approval of Accounts Payable Manifest for the Week of June 17, 2019 - \$105,829.31**

*Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of June 17, 2019 in the amount of \$105,829.31. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.*

**Approval of Consent Agenda for the Week of June 17, 2019**

Mr. Eaton read out loud and offered for inspection a copy of the Consent Agenda for the Week of June 17, 2019 some of which included: three (3) Application for Property Tax Credits/Exemptions/Veterans Tax Credit, one (1) Discharge of Tax Deferral Lien, Unlicensed Dog Warrant/RSA 466:14 for 177 unlicensed dogs, one (1) Elderly and Disabled Tax Deferral Notice, two (2) items relative to the FY 2018 Audit, Health Trust Secure Member Portal Authorized User Access Form, two (2) Abatement/Refund Requests and two (2) pistol/revolver licenses.

*Mr. Leclair motioned to approve the Consent Agenda for the Week of June 17, 2019. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.*

**Appointments with the Board**

Amy Lachance, Parks & Recreation – Severance School Recommendation

Ms. Lachance reported Manchester Water Works has offered the use of the former Severance School building to the Town for a community center. After touring the building and compiling a list of ideas for use of the building, Ms. Lachance indicated she and Mr. Herman had prepared a framework of the history and written outline of ideas for use, proposed lease details, building operations, and general proposal for a possible partnership in this area. She reported the Parks & Recreation Commission has had several discussions and reviewed the proposal before unanimously voting to support this recommendation for a pilot effort at their June 10, 2019 meeting. The next step would be to for the Board of Selectmen to vote to move forward.

Mr. Eaton indicated the proposal would be to enter a five-year agreement with MWW for use of the Severance School as a community center for Auburn.

Mr. Herman noted more work needs to be done to develop better specific numbers, but discussions should first be held with Manchester Water Works before that could reasonable be accomplished. He also noted there were a number of potential projects that have been proposed between the Town and MWW, and suggested it may be beneficial to attempt to address them all together if possible. In addition to the proposed community center, Mr. Herman noted several long-term items of interest to the Town, School District and MWW:

- Access Road, Parking Lots & Drainage System – AVS Property

Mr. Leclair noted the access road on the side of the school is gated and the Fire Department would like it reopened to provide access to the back of the school prior to issuance of Certificate of Occupancy. Mr. Leclair also noted the parking lot has no documentation to show that half is on MWW property.

- Temporary/Permanent Access Road – Safety Complex and MWW
- Realignment of Intersection of Depot Road and Hooksett Road

Mr. Herman indicated the Town performed a survey for this potential approximately two years ago with the approval of MWW.

- Expansion of Auburn Village Cemetery

Mr. Herman indicated the Cemetery Trustees would want to expand the Auburn Village Cemetery.

Mr. Herman proposed the Board schedule a workshop meeting for this overall discussion, and the Board agreed to meet on Monday, July 8, 2019 at 7:00 PM.

#### Update on Eddows Fields Lighting Project

Mr. Kelly updated the Board concerning the lights at Eddows Recreational Fields. Mr. Kelly reported meeting with Mr. Skeffington concerning the installation of poles and he is willing to donate labor and equipment to install the poles and hang the fixtures, and the Town would pay for the poles. Mr. Kelly reported the cost of the poles for the soccer fields are between \$700 and \$800 per pole, with four required. But that was half of the original project estimate. He also noted poles for the parking lot would be between \$350 and \$400, with two required. Based on the pricing, Mr. Kelly proposed also adding poles at the softball fields while the ground work is

being done. He indicated these would also cost \$700-\$800 each, and four would be needed. Mr. Skeffington had advised that he had installed the existing cross arms himself and noted while they look rusty, they are made of good gauge steel and would be good for another 50 years, a savings of \$2,500. Mr. Kelly reported Parks & Recreation will be meeting with Glen Shaw of Auburn Electric and Gemini Electric concerning the wiring and trenching. Conduits could be run now to prepare for the softball lights in the future. The consensus of the Board was they agreed with the proposed work for the soccer and softball fields as outlined, and authorized the Town Administrator to follow through with the appropriate purchases.

## **New Business**

### **May Report from Fire Chief**

Chief Williams, who will be present at a July Board meeting, provided a written copy of his May 2019 report.

### **Summer Equipment Storage Request/Manchester Rowing Alliance**

The Manchester Rowing Alliance, a registered non-profit, by letter dated June 12, 2019, requested use of the town-owned parking lot off Priscilla Lane for storage of equipment for the summer months. A photo of the equipment to be stored was provided and includes their 60+ foot crew trailer, second smaller crew trailer and one or two safety launches. The largest trailer carries 14 racing shells. The Board agreed the Rowing Alliance would have a key to the gate in order to have access to their property while it was there.

Mr. Leclair was in agreement with working with the Rowing Alliance, but noted he was reluctant to set a precedent of having private parties store items there with no benefit to the Town. He felt community involvement would be a determining factor, and Mr. Eaton noted 12 kids from Auburn belong to the rowing club. Mr. Herman noted the Rowing Alliance is willing to sign a hold harmless agreement and will provide a certificate of insurance naming the Town as a co-insured.

***Mr. Leclair motioned to allow the Manchester Rowing Alliance to store up to four (4) trailers with equipment on the spare lot off Priscilla Lane for the summer months. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

### **Volunteer – Highway Safety Committee Vacancy**

Mr. Herman provided an email dated June 4, 2019 from Dennis Vieira indicating his willingness to serve on the Highway Safety Committee.

***Mr. Bedard motioned to appoint Dennis Vieira to the Highway Safety Committee for a term to expire in March 2020. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

### **Street Signs – Eaton Hill Road Extension**

Mr. Herman noted the School Board suggested at the joint meeting on June 11<sup>th</sup> current traffic signs limiting access to Eaton Hill Road Extension by the Auburn Village School potentially be changed to a sign with “Do Not Enter” in big letters with information below concerning times in smaller letters. Lt. Chabot will check with NHDOT to determine what the size regulations may be for signs on Hooksett Road as approval would be needed if the sign were on the Hooksett

Road. Lt. Chabot recommends making the road a one-way for consistency and safety during Kindergarten pick up and drop off as Kindergarten gets out at noon. Mr. Dross noted this would increase traffic in other locations. The Board agreed to wait for Lt. Chabot's report from NHDOT.

#### FY 2018 Audit

Mr. Herman noted the auditors were here for four days last week completing the field work portion of the audit, and things appear to have gone well. The formal audit report is not expected for several months.

#### Planning for FY 2020 Budget Process and Schedule

Mr. Herman provided a Memo dated June 13, 2019 outlining the timeline for the upcoming FY 2020 budget which begins with the first Selectmen's budget meeting on September 9, 2019. All department and board budget proposals are due to be submitted to Finance Office by August 23, 2019. Mr. Leclair noted the larger or discretionary items should meet with the Selectmen last. Mr. Herman noted he also anticipated initiating the CIP update process this week so the Planning Board would be able to process the update by the end of August in time for the information to be available for the FY 2020 budget process.

#### **Old Business**

##### Community Forum/Meeting – September/October

The Board discussed the best way to engage the community in a forum with the Selectmen and proposed the Auburn Village School Open House and/or Town Meeting. Mr. Bedard proposed a 15-minute presentation followed by individual question and answer availability with each of the Selectmen taking a half hour shift at the Open House. Mr. Leclair indicated he is still in favor of doing some sort of presentation at Town Meeting. The Board agreed to discuss this further at their next meeting.

##### Proposal for Addition to the Police Department

Mr. Eaton reported a meeting is scheduled with the structural engineer at the Police Department tomorrow morning at 10 AM.

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

##### Mr. Bedard - Parks & Recreation Committee

Mr. Bedard reported Parks & Recreation Committee discussed issues at the field with Kenyon Lawn Maintenance, where to go with Severance School and the lights at Eddows Field.

##### Mr. Leclair - Planning Board

Mr. Leclair noted Planning Board meets again this week, but will not meet in July. At its last meeting they discussed some of the properties previously discussed. Mr. Rolfe added Longmeadow Church were only able to subdivide three lots due to the wetlands.

#### **Other Business**

Road Agent Dross updated the Board concerning work on Spofford Road. The ledge will be removed, 2,300' underdrains, then gravel. Mr. Dross has not heard back about overlays for

Lovers Lane, Acorn Avenue, Joan Drive and Walnut Drive. A section of Hooksett Road will be have shim and overlay, then Eaton Hill Road, Spofford Road, Wildwood Road, and Raymond Road to 182 Eaton Hill. Mr. Dross reported a recurring sink hole in front of 58 Windsor Drive. Work on two culverts is also needed on Maple Farm Road and Morgen Drive.

Mr. Eaton clarified the work on Chester five corners was moved to last so that when Spofford Road is done, Lakeview Way, which needs six catch basins, will begin next.

### **Next Meetings/Events**

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

Monday, July 8, 2019 – Workshop Meeting – 7:00 PM

Monday, July 22, 2019 – Board of Selectmen’s Meeting – 7:00 PM

### **Minutes**

- June 3, 2019 Public Meeting

***Mr. Bedard motioned to approve the June 2, 2019 Public Meeting Minutes, as written. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

- June 11, 2019 Workshop Meeting

***Mr. Bedard motioned to approve the June 11, 2019 Workshop 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)**

***Mr. Eaton motioned to go into non-public session pursuant to RSA 91-A: 3, II (a) consideration of the compensation of a public employee. Mr. Leclair seconded the motion. A roll call vote was taken: Mr. Eaton – yes; Mr. Leclair – yes; Mr. Bedard – yes. With all in favor, the motion passed unanimously.***

The meeting room was closed to the public at 7:50 PM.

The meeting room was reopened to the public at 8:02 PM.

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

### **Adjourn**

***Mr. Eaton motioned to adjourn the meeting at 8:03 pm. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary