

**Town of Auburn  
Board of Selectmen  
July 1, 2019  
7:00 PM**

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

**Others Present** Paula Marzloff, Michael Rolfe, Mike DiPietro, Parks & Recreation Coordinator Amy Lachance, Police Chief Ray Pelton, 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 24, 2019 - \$52,674.18**

***Mr. Leclair motioned to approve the Payroll Manifest for the Week of June 24, 2019 in the amount of \$52,674.18. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

**Approval of Accounts Payable Manifest for the Week of July 1, 2019 - \$1,653,609.95**

***Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of July 1, 2019 in the amount of \$1,653,609.95. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

**Approval of Consent Agenda for the Week of July 1, 2019**

Mr. Eaton read out loud and offered for inspection a copy of the Consent Agenda for the Week of July 1, 2019 some of which included: one (1) Tax Collector's Warrant/Land Use Change Tax, one (1) Raffle Permit/Griffin Free Public Library, two (2) Pole Licenses – PSNH dba Eversource Energy, one (1) Access and Maintenance Easement, Agreement and Mutual Release – 5 Pleasant Court, one (1) Abatement – Refund Request, one (1) Void Check Manifest, and five (5) Pistol/Revolver licenses.

***Mr. Leclair motioned to approve the Consent Agenda for the Week of July 1, 2019. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

**Appointments with the Board**

Amy Lachance, Parks & Recreation – “No Parking” Request

On behalf of the Parks & Recreation Commission, Mrs. Lachance requested “No Parking” signs be placed along one side of the road across from the Circle of Fun Playground on Bunker Hill Road. Mrs. Lachance noted temporary signs were put up when they have concerts, but it was difficult to pass when cars were parked on both sides. Mrs. Lachance spoke with Chief Pelton who felt it was a good idea. Road Agent Mike Dross would be willing to put up the signs which he has already. Mrs. Lachance indicated the issue is mostly at the corner when various events are held or there is a large crowd at the park.

***Mr. Leclair motioned to approve the request of Parks & Recreation for “No Parking” signs to be placed on Bunker Hill Road. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

## **New Business**

### **Maintenance Surety Release – Ambulatory Surgery Center**

Mr. Eaton read out loud a letter from the Land Use Administrator dated June 25, 2019 to the Selectmen requesting a release of the final surety held by the Town for Ambulatory Surgery Center at 45 Dartmouth Drive in the amount of \$7,500. Mr. Tatem submitted a recommendation letter dated June 14, 2019 which was attached, indicating the required work has been completed and the surety is ready to be released. A copy of a portion of the Planning Board's Meeting Minutes dated June 19, 2019 indicating their motion to recommend release, were also attached.

***Mr. Leclair motioned to approve the release of the final surety currently held by the Town of Auburn in the amount of \$7,500 for the Ambulatory Surgery Center, 45 Dartmouth Drive. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

### **Road Acceptance & Surety Recommendation – Hills Road Extension**

Mr. Herman provided a Memorandum dated June 25, 2019 concerning the Planning Board's recommendation for Hills Road Extension. Mr. Herman indicated the Planning Board recommends acceptance of this portion of road as a Class V Town road, in addition to reducing the amount of surety being held to provide a two-year maintenance surety.

Mr. Herman provided a letter dated June 25, 2019 from the Land Use Administrator indicating the Planning Board's vote to recommend approval of reduction of the surety together with a letter from Stantec dated May 17, 2019 recommending acceptance of the road from the beginning of the cul-de-sac to the Hooksett Town line, as well as reduction of the surety to \$6,738.38 for the remainder of the two-year maintenance surety period which will be completed on November 17, 2020.

Ms. Royce also attached in her letter, a copy of the Subdivisions Improvement Estimate Worksheet updated June 8, 2015 for Hills Road Extension – On Site Improvements and a copy of a letter from Kathy Lawrence, Administrative Assistant to the Town of Hooksett Community Development Department dated May 14, 2019 to SJB Development which indicated a motion was made to accept Hills Road Extension at the Hooksett Town Council's April 10, 2019 meeting.

***Mr. Leclair motioned to approve the recommendation of the Planning Board and Stantec Consulting to accept Hills Road Extension from the beginning of the former cul-de-sac that was removed to the Hooksett town line (Station 27+00 to 28+87) as a Class V town-maintained road. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

***Mr. Leclair motioned to approve the recommendation of the Planning Board to reduce the surety of \$67,383.75 for Hills Road Extension to \$6,738.38 to serve as a two-year***

***maintenance surety for a period to be completed on November 17, 2000. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

#### Town Hall Chimney Repair Report

Mr. Herman provided a Memorandum dated June 27, 2019 concerning the Town Hall chimney repair. Mr. Herman noted the chimney was inspected on June 21<sup>st</sup> as a follow-up to the recent painting of the building where rust stains had been noted relative to the existing chimney cap.

Mr. Herman provided a copy of the estimate and inspection report. Ceasar Chimney Sweeping & Masonry recommended replacement of the current chase cover with a stainless-steel cap; cementing and sealing of the crown area and extension of the chimney height with a three-foot extension pipe to meet code and improve efficiency of the draft of the furnace through the chimney. The total cost was estimated at \$700 or replacement of the cover and crown could be done for \$450.

Mr. Leclair questioned the proposed payment. Mr. Herman noted while the repairs were not budgeted, they could be covered by existing budget account lines unless the Board preferred to use the Building Rehabilitation Reserve Fund.

Mr. Bedard questioned how the chimney had not met code before. Mr. Herman believed it was grandfathered when it was last renovated. Mr. Bedard asked if it affected the furnace. Mr. Eaton drew a diagram which showed how a chimney should be 10' above the roof line for adequate drafting and opined that \$250 was a reasonable expense to improve the furnace's efficiency.

***Mr. Bedard motioned to approve the recommendation of Ceasar Chimney Sweeping and Masonry to replace the current crown cover on the Town Hall chimney, to seal the entire crown with ChimneySaver Crown Coat and to install a three-foot extension pipe to extend the height of the chimney for a cost of \$700. Second by Mr. Leclair. A vote was taken, all were in favor, the motion carried unanimously.***

#### Cottage Avenue Water Line

Mr. Herman advised in 2015 the Town worked with Cottage Avenue residents and Manchester Water Works to upgrade a failing private water line to a compliant public line to be maintained by Manchester Water Works. Seven property owners agreed to be assessed a betterment assessment of \$7,647 each to cover the total project cost of \$53,500.

An additional homeowner has now requested to be connected to the water line and has approached Water Works about getting connected. MWW has reached out to the Town who was the customer for the installation of the water system. If this property were to be added, the project cost would be divided between eight property owners at \$6,691 each. If this moves forward, there would be a proration to the other homeowners in the amounts paid by them.

#### Old Business

##### Update on Status of State Budget

Mr. Herman provided a Memorandum dated June 27, 2019 concerning the status of the State of NH Budget which he indicated was vetoed by the Governor as expected. The Governor's veto

was largely due to the Legislature's freezing of business tax rates in the approved budget instead of reducing the tax rates.

Mr. Herman provided copies of the Municipal Aid Distribution spreadsheet dated June 5, 2019 used by the Budget Conference Committee which indicated Auburn's anticipated FY 2020-2021 mutual aid amount over two years was \$85,177. He also provided a copy of the Education Funding Analysis Preliminary Estimates dated June 19, 2019 which reflects increased revenue for the Auburn School District of \$11,073 for FY 2020 and \$109,521 for FY 2021.

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

Mr. Herman provided a Memorandum dated June 26, 2019 concerning the proposed Community Forum at the Auburn Village School open house in September. AVS plans two events, one on September 5<sup>th</sup> and the other on September 12<sup>th</sup>. Principal Lori Collins indicated the second open house on September 12<sup>th</sup> is not was widely attended. The Board should discuss with the School Board whether AVS is open to discussing the possibility of tagging on to one of those meetings.

Mr. Bedard indicated he spoke with Principal Collins and recommends as the open house begins at 6 PM on September 12<sup>th</sup>, which is less busy of the two, the Community Forum could begin at 5:15 PM and parents could move on to the open house from there.

Mr. Eaton and Mr. Leclair were in agreement with this proposal. Mr. Bedard will contact Principal Collins.

#### Addition to the Police Department

Mr. Herman provided copies to the Board and Chief Pelton of the proposed plans drawn by Alternate Designs, Inc. dated June 2019 for the Building Addition for the Auburn Safety Complex at 55 Eaton Hill Road.

Mr. Eaton questioned the location of the door in the men's locker room and whether it would interfere with the lockers on both sides. Chief Pelton noted this could be an issue, but did not feel that many lockers were needed at this time. Mr. Leclair noted it made sense to install them all at the same time and have them match and be done. Mr. Leclair asked if the shower was used? Chief Pelton noted it will be. Mr. Eaton explained the replacement of the shower made more sense economically than to try to salvage and relocate the existing shower.

Mr. Eaton noted the kitchen cabinets would be salvaged and replaced and asked about the dishwasher area. Chief Pelton indicated the dishwasher was not used.

Mr. Leclair questioned the stove/range and noted having a range could raise a whole sort of issues, such as fire suppression, etc.

Mr. Eaton noted it could be done in phases with help of volunteers or contracted out and done all at once.

Chief Pelton noted the accessible portion of the Police Detail Fund, 10% would give them about \$15,000 to work with on some of the interior items.

Mr. Herman noted the State Budget should be resolved by October which may free up \$40-\$42,000 of undesignated funds for Auburn that the Board could use for this project if it chose to do so.

Mr. Leclair recommended getting rough estimates for the excavation, drainage, putting the shell up and buttoning it up. Mr. Rolfe noted a catch basin and pipe would need to be installed.

Mr. Eaton recommended doing it in two phases, with the framing, roof and siding and not break into the existing wall until ready, then demo from inside. Estimates could be obtained now for the trusses, roof, siding, digging, moving the a/c unit, drainage, foundation backfill and framing.

Mr. Rolfe recommended having all the "dirt work" done. Mr. Eaton noted a hole would need to be cut for drilling rebar in to connect the addition's foundation to the existing foundation. The hole could be cut after the framing is done.

Mr. Eaton will get prices for framing, lumber, roof and siding; and labor. He thought a couple of laborers would be needed for grading.

Mr. Rolfe noted the air conditioning unit could be cut out and moved to the other side with heavy equipment.

Mrs. Marzloff asked about insulation which was already identified as an issue. Mr. Leclair indicated that was an item the Board was looking to secure a cost estimate for inclusion in the FY 2020 budget.

Chief Pelton noted one of the two storage pods would be moved off site.

Mr. Bedard asked what sort of items would be stored in the added storage area? Chief Pelton indicated the four-wheeler, the radar trailer, cruiser tires and car parts that are all currently in one of the storage pods. .

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

Mr. Leclair -- Planning Board

Mr. Leclair was unable to attend the last Planning Board meeting on June 19th. Mr. Rolfe and Mrs. Marzloff, who were present, updated the discussions at the last meeting which included the surety release for Ambulatory Surgery and Hills Road Extension's acceptance which were discussed earlier.

Mrs. Marzloff noted the developers who were to be present to discuss the proposed senior housing ordinances, were not able to attend and rescheduled to the August 7<sup>th</sup> meeting as the Planning Board does not meet in July. Mrs. Marzloff noted it was important to view the perspective of the applicants and have the regulations written tight, but at the same time to remember Towns like Litchfield had difficulty selling units that were overly restricted. Private Covenants were discussed and there is notable difficulty enforcing those.

Mr. Eaton asked what age range was being considered? Mrs. Marzloff noted the Board was discussing 62 and older.

Mr. Rolfe added an Off-Road Fuel station was being considered adjacent Route 101 with an 8-10' fence. 28 Dartmouth Drive is proposing a 34,920-sf. warehouse across from Stantec with a different tenant and less square footage than prior proposals.

Mr. Leclair questioned if Crown Energy had been reviewed. Their location next to the dump was to be paved in the spring. Mr. Herman will check with the Building Inspector.

Mr. Eaton -- Highway Safety Committee

Mr. Eaton noted Highway Safety met on June 19<sup>th</sup>. The road work on Spofford Road was discussed, culverts on Maple Farm Road and tree work. Mr. Rolfe noted work will begin on Lakeview Way after Spofford. Mr. DiPietro advised the Police Department representative was unable to be there because there was a call but filed a report later than night. Mr. Vieira attended his first meeting as a new member. Eaton Hill Road Extension was discussed, the sign is working out well. Mr. Herman noted Lt. Chabot spoke with NHDOT concerning the Do Not Turn signs on Hooksett Road and has ordered two larger arrow signs that meet NHDOT standards.

### **Other Business**

Mr. Bedard provided information from Simple Recycling concerning potential recycling of textiles which would yield payment to the Town of \$100 per ton. The program overview indicated a drop box could be placed at the Town's Transfer Station and the company notified when the box needs to be emptied. They would then collect the material, weigh it and pay the Town for the material it receives. Some of the items collected would be clothing, shoes, jewelry, purses, hats, toys, pictures, blankets, pillows, sleeping bags, drapes, curtains, tools, silverware, dishes, pots and pans and backpacks.

Mr. Bedard noted the company would be offering this service provided other communities in the area are on board. Manchester has indicated an interest. Mr. Bedard will follow-up on this and report back to the Board.

### **Next Meetings/Events**

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

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

### **Minutes**

- June 17, 2019 Public Meeting

***Mr. Bedard motioned to approve the June 17, 2019 Public Meeting Minutes, as written.***

***Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

- June 17, 2019 Non-Public Meeting

***Mr. Bedard motioned to approve the June 17, 2019 Non-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)**

***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. All were in favor, the motion passed unanimously.***

The meeting room was closed to the public at 8:03 PM.

***Mr. Leclair motioned to come out of non-public session, seconded by Mr. Bedard. A vote was taken, all were in favor, the motion carried unanimously.***

The meeting room was reopened to the public at 8:07 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.***

***Mr. Bedard motioned to approve a step increase for the Land Use Administrator from a Labor Grade 7, Step 12 to a Labor Grade 7, Step 13 based on a positive performance evaluation. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

## **Adjourn**

***Mr. Bedard motioned to adjourn the meeting at 8:08 pm. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary