

**Town of Auburn
Board of Selectmen
August 5, 2019
7:00 PM**

Selectmen Present: Richard Eaton, Keith Leclair and Todd Bedard

Others Present Michael Rolfe, Mike DiPietro, Dale Phillips, Christine McLaughlin, Alan Villeneuve, Pat Kelly and David Oliveria, Parks and Recreation Commissioners, Tom LaCroix, 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 Accounts Payable Manifest for the Week of July 29, 2019 - \$232,379.41

Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of July 29, 2019 in the amount of \$232,379.41. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Payroll Manifest for the Week of August 5, 2019 - \$47,772.45

Mr. Leclair motioned to approve the Payroll Manifest for the Week of August 5, 2019 in the amount of \$47,772.45. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of August 5, 2019

Mr. Eaton read out loud and offered for inspection a copy of the Consent Agenda for the Week of August 5, 2019 some of which included: two (2) Escrow Agreement/Construction Monitoring; one (1) Correspondence – Resignation of Town Moderator, Kathleen Porter, one (1) Pole License/Permit and five (5) Pistol/Revolver Licenses.

Mr. Leclair motioned to approve the Consent Agenda for the Week of August 5, 2019. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Public Hearing – Acceptance and expenditure of unanticipated revenues from private donations

Mr. Eaton opened the hearing to the public for comments and questions at 7:02 PM.

Mr. Eaton indicated the Public Hearing was for the purpose of the acceptance and expenditure of \$2,904.00 from multiple donations from individuals, businesses and the Auburn Police Benevolent Association to be used for the purchase of a new radar message sign and trailer for the Auburn Police Department, to be combined with grant funds received from the NH Department of Safety and other funds previously accepted and donated.

Mr. Herman noted within the list of donors was \$1,300 which was the combined donations of Dairy Queen and ProMariner. There were other individual donors and the Auburn Police Benevolent Association raised \$810.

The public hearing was closed at 7:04 PM.

Mr. Bedard motioned to accept \$2,904 in donations from multiple sources in 2018 and 2019 to secure the new radar message sign and trailer for the Auburn Police Department and to authorize the expenditure of these funds for this purpose. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Appointments with the Board

Representative Jesse Edwards – State Budget

Representative Edward noted he was on the House Ways and Means Committee. He reported there has been no resolution to the State budget, but he wanted to be able to represent Auburn's interests in this process. Mr. Eaton indicated that any funds intended for the Town of Auburn and the Auburn School District not be cut short. Mr. Edwards noted those are routinely fully funded as with past budgets. The funds received on a one-time basis are questionable for spending on ongoing programs. Mr. Eaton noted it was not a good idea, it would be like taking the Town's unreserved fund balance and waiving taxes for the year, doesn't do us any good in the long run.

Patrick Kelly – Eddows Field Lighting Project

Mr. Kelly provided the Board with an itemized estimate from Levasseur Electrical Contractors, Inc. dated July 31, 2019 for \$1,900 for the Baseball Field and \$15,970 for the Soccer Field. Mr. Kelly noted Levasseur recommends new disconnects on the baseball field lights.

Mr. Leclair asked if Levasseur went up the poles or inspected from the ground. Mr. Kelly noted they provided the recommendation based on the issues reported. Gemini and Auburn Electric were unresponsive, Levasseur is available. Trenching is \$4,800 and will take up to three days with equipment rental and labor, depending on the ground conditions.

Mr. Kelly provided an updated spreadsheet for the budget for the soccer field which he noted is right on budget and, if necessary, funds from grass and asphalt could come from the Soccer Club. Baseball is \$676 over and Soccer is over by \$6, but overall they remain safely within budget with \$7,500 remaining.

Mr. Leclair asked about irrigation repairs. Mr. Kelly noted there would need to be some lines spliced and the Soccer Club could cover that as well.

Mr. Kelly reported the Parking lot wiring could be continued overhead from the clubhouse to the new poles, rather than trenching. Mr. Kelly noted the fixtures were shown on Sheet 3. Mr. Skeffington could begin the week of the 19th to set poles and Levasseur would be available this month in a couple of weeks.

Mr. Leclair motioned to accept the quote of Levasseur Electrical Contractors, Inc. and to authorize the expenditure of up to \$17,870 for the lights at Wayne Eddows Fields and to authorize Pat Kelly to contract with Levasseur Electrical Contractors, Inc. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Mr. Leclair motioned to accept the quote of Light Poles Plus and to authorize the expenditure of up to \$3,352 for the lighting in the parking lot and walkways at Wayne

Eddows Fields and to authorize Pat Kelly to contract with Light Poles Plus. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Alan Villeneuve – Rockingham Road Property Discussion

Mr. Villeneuve provided the Board with a map of an area of Dartmouth Drive and Rockingham Road situated along Route 101 dated July 31, 2019.

Mr. Villeneuve advised he has gone to the State to ask them to designate a small one-third acre parcel abutting his property as surplus. Mr. Villeneuve explained the process wherein the State would first offer it to other state agencies and then to the municipality in which it lies, and if they had no use for it, would entertain bids from individuals. Mr. Herman reported the lot is not a subdivided lot, but is part of the right of way for Route 101. However, it could be conveyed to an abutter by a lot line adjustment process.

New Business

Easement & Maintenance Agreement for the Auburn School District/Town Property

Mr. Herman provided the Board with a Memorandum dated July 29, 2019 and copy of the proposed Easement and Maintenance Agreement with the Auburn School District and Memorandum of Understanding – Conditions of Agreement to accommodate the underground propane tanks in the eastern corner of the School property between the parking lot and the fence of the Auburn Village Cemetery in the general area where heating fuel tanks have historically been located. These tanks support the HVAC system for the Auburn Village School. The AVS is responsible for the underground tanks, their operation, maintenance and support for the duration the storage tanks remain in this location and will provide the Town with a Certificate of Liability Insurance with the Town named as a coinsured party

Mr. Villeneuve noted the School did not want to lose any of their parking area. Mr. Leclair noted it was a good idea to memorialize the agreement to have a paper trail for the future without involving lot line changes.

Mr. Bedard moved to approve the proposed “Access and Maintenance Easement” and the “Memorandum of Understanding – Conditions of Agreement” between the Town of Auburn and the Auburn School District for an easement on Town property. This approval is contingent upon the mutual approval of the Auburn School District. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Total Image Running – Auburn Road Race – September 19th

Mr. Herman provided the Board with a copy of an email received from Chief Pelton dated July 31, 2019 informing the Board of a road race to be held by Total Image Running on September 19, 2019 to support the NH Food Bank. Traffic on Rockingham Road heading east will be diverted for about 30 minutes, with the race beginning at 6:20 PM. Detail officers and signage will be on hand to assist residents. The Fire Chief will be notified by Chief Pelton.

Chief Pelton clarified the road had not been closed during their last race event and details were provided. The traffic was diverted on one lane for 20 minutes, but the road remained open.

Mr. Bedard asked about the parking complaints. Chief Pelton noted there was no one parked illegally. In addition there will be a shuttle from the new office on Dartmouth Street.

Mr. Leclair indicated one issue is the Selectmen were not informed last time. Chief Pelton noted that was because there was no road closure. Mr. Eaton asked if they could come in before the race. Mr. Leclair noted as long as the Selectmen are informed in some way and the road isn't being closed, he felt there wasn't a need for them to meet with the Selectmen. It was a traffic concern for the police department to handle. The Board was in concurrence.

Resignation of Town Moderator

Mr. Herman advised the Town Moderator has resigned effective August 15, 2019.

Mr. Leclair asked when her replacement was needed by. Mr. Herman noted the Supervisors of the Checklist have begun the process, and would be needed by the January Presidential Primary.

Mr. Leclair motioned to accept the resignation of Kathleen Porter as Town Moderator, with regret, effective August 15, 2019. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Possible Amendment to Fireworks Ordinance

Mr. Herman provided the Board with a Memorandum dated July 30, 2019 and copy of the Town Fireworks Ordinance dated June 30, 2016 concerning potential amendments to the Town Firework's Ordinance. Complaints have been received for activity on Anderson Way and the area of Pasture Road. Some additions for consideration include further limiting the overall days/hours; requiring a free permit and/or requiring notification of neighbors and property owners within a specific radius.

Mrs. Phillips noted the Anderson Way display was within the time limits provided in the existing ordinance, although the fireworks were loud.

Mr. Eaton noted the existing ordinance was sufficient; it indicates when you can and can't. He felt notifying people in a radius around your home is unnecessary, and permits were discussed before and felt were not necessary. He did not see any need to amend the current ordinance.

Chief Pelton noted homeowners cooperate when complaints are generated concerning livestock and the police have asked to curtail activity.

Mr. Bedard noted he was aware of some local fireworks that are aimed over someone else's house and makes a mess in their yard. He said if he read the ordinance correctly, it is the responsibility of the party shooting off the fireworks for the clean-up. Chief Pelton indicated that was accurate, and said anyone with issues like that should contact the police department for assistance.

Old Business

Addition to the Police Department

Mr. Eaton provided the Board with an itemized estimate totaling \$47,200 relative to the Addition to the Police Department at the Safety Complex. Mr. Herman provided the Board with a report as of July 31, 2019 relative to the Town Buildings Capital Reserve Fund showing an anticipated balance for the remainder of 2019 of \$78,660.55.

Mr. Eaton noted the roof would be re-shingled at the back of the Police Department. Mrs. Phillips asked in which direction, and Mr. Leclair noted off the back 10-12' before the bays, straight back.

Mr. Eaton noted the estimate was for the exterior work and not for any interior work. The estimate for the plumber is \$6,060 and a pipe would need to be run from the sink to the sally port clean out and from the bathroom. The current sink is cracked would be replaced, and also includes a new toilet and shimming of another.

Mr. Villeneuve asked about running conduits for future use.

Mr. Rolfe asked about moving the air conditioning condenser. Mr. Eaton read out loud the \$2,915 quote for that which includes electrical. Mr. Villeneuve asked where the unit was that it served. Mr. Eaton noted the attic unit serves the kitchen area in the fire department. Mr. Villeneuve recommended moving the air handler to a heated space. Mr. Eaton reported there were three air handlers in the attic, and Mr. Leclair noted next year they anticipate doing spray foam insulation to address that concern.

Mr. Leclair motioned to move forward with the addition to the Police Department at the Safety Complex and to expend \$47,200 from the Town Building Capital Reserve Fund. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Mr. Leclair motioned to authorize Richard Eaton to act on behalf of the Town as Construction Manager of this project. Mr. Bedard seconded the motion. A vote was taken; two were in favor (Leclair and Bedard) and one (Eaton) abstained. The motion was approved.

Report/Comments of Ex-Officio Board Representatives

Mr. Leclair indicated the Planning Board meets this Wednesday. He has not seen the proposed agenda yet.

Mr. Leclair and Mr. Eaton met with Mr. Kenyon concerning the concerns with mowing at Eddows Fields. Some of the items were not contracted and some need some tightening up. Mr. Kenyon provided some detail as to how other Towns move their soccer nets.

Other Business

Mr. Villeneuve discussed the workshop meeting on August 26th. Mr. Leclair indicated some issues should be memorialized in a living document or appendix to the PILOT agreement.

Mr. Eaton asked whether a dredge and fill permit will be necessary for the possible irrigation system the School District was considering for the athletic field. Mr. Villeneuve indicated Manchester Water Works has special rules that differ from what an individual property owner can and can't do, and a permit is likely not necessary.

Mr. Villeneuve discussed the Calef Homestead and the potential baseball field indicating they were working with archeological studies and advised the foundation could be marked out and buried.

Next Meetings/Events

Tuesday, August 6, 2019 – Auburn Night Out (AVS v. Auburn Safety Complex) Softball at Eddows Field – 6:00 PM

Monday, August 19, 2019 – Board of Selectmen's Meeting – 7:00 PM

Monday, August 26, 2019 – Board of Selectmen's Workshop Meeting – 7:00 PM

Minutes

- July 22, 2019 Public Meeting

Mr. Bedard motioned to approve the July 22, 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, (I) and (a) Consideration of legal advice provided by legal counsel and consideration of the compensation of a public employee

Mr. Eaton motioned to go into non-public session under RSA 91-A: 3 II, (I) - consideration of legal advice provided by legal counsel, and (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 8:16 PM.

The Tax Collector will be marking her 11th year of employment with the Town on August 6, 2019. Mr. Herman noted as this is an elected position, for the purpose of step increases, the Town has generally noted the employment anniversary. Mr. Leclair noted she did a good job and cleaned up a lot of pending items. Mr. Eaton noted she remained on top of things.

The meeting room was reopened to the public at 8:25 PM.

Mr. Leclair motioned to seal the minutes of the first 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 Tax Collector from a Labor Grade 8, Step 10 to a Labor Grade 8, Step 11 upon the individual's August 6, 2019 anniversary date. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Adjourn

Mr. Bedard motioned to adjourn the meeting at 8:26 PM. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary