

**Town of Auburn
Board of Selectmen
September 30, 2019
Minutes**

Selectmen Present: Richard Eaton, Keith Leclair and Todd Bedard

Others Present Carrie-Rouleau-Cote, Building Inspector, Planning Board Chair Ron Poltak, Paula Marzloff, Police Chief Ray Pelton, Michael DiPietro, Town Administrator William Herman and Nancy Hoijer, Recording Secretary

Call to Order – Pledge of Allegiance

Mr. Eaton called the meeting to order at 6:58 PM and led the Pledge of Allegiance.

Approval of Payroll Manifest for the Week of September 30, 2019 - \$48,516.66

Mr. Leclair motioned to approve the Payroll Manifest for the Week of September 30, 2019 in the amount of \$48,516.66. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of September 30, 2019

Mr. Eaton read out loud and offered for inspection a copy of the Consent Agenda for the Week of September 30, 2019 some of which included: one (1) Property Lien Discharge, one (1) Portal Authorized Users Certification for HealthTrust NH and two (2) Pistol/Revolver Licenses.

Mr. Leclair motioned to approve the Consent Agenda for the Week of September 30, 2019. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Appointments with the Board

FY 2020 Town Budget Presentations

Building Inspector/Code Enforcement – Carrie Rouleau-Cote

The proposed Building Inspector budget in the amount of \$12,300 is level funded from last year.

Mr. Leclair questioned Legal Expenditures which reflected a negative amount of \$863 expended toward that \$5,000 line item. Mrs. Rouleau-Cote explained the Town was awarded legal fees, one was paid up front and another is on a payment plan, and the Finance Director was applying the revenue against the expenditure line.

Mr. Leclair motioned to approve the FY 2020 Building Inspector/Code Enforcement budget of \$12,300. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Planning and Zoning – Ron Poltak

The proposed Planning & Zoning Budget in the amount of \$49,150 is level funded from last year.

Other than the usual expenses for office support and mileage, Mr. Poltak discussed the larger line items which were \$20,000 for each of legal expenses and Master Plan & Regulatory Updates and \$3,000 for engineering services. Mr. Poltak explained no funds were needed to be expended for engineering services last year which would typically be paid to Stantec when consulting is needed. Mr. Poltak explained only \$2,800 were expended in legal fees last year due to the competency of the ZBA and Planning Board Chairs. Mr. Poltak focused on costs for Master Plan and Regulatory Updates which he noted will increase somewhat with the majority going to development of an age 55 and over housing ordinance, and the remainder due to legislative changes that require more recent updates to the Town ordinances and regulations. Responding to a questions, Mr. Poltak advised the Master Plan must by statute be updated every 7-10 years. If it wasn't done, the consequences are the teeth of the Town land use ordinances is placed in jeopardy.

Mr. Poltak reviewed some of the legislative changes affecting the Planning Board and Zoning Board of Adjustment including the purging of past variances which were not perfected within two years of approval. Another change is the establishment of a new state land appeals board that will begin next year. The three-person panel will be appointed by the Governor and is expected to handle housing development issues that would normally go to the Superior Court.

Mr. Poltak noted there will be updates needed to Town ordinances for the lighting provisions of commercial and industrial areas, many of whom are switching to LED fixtures; finding a way to monitor and police multi-housing impacts after the cluster development ordinances have been thrown out; reaction to the 78-page Supreme Court decision regarding signs and first amendment provisions and banner signs; the provisions for protecting public gatherings with temporary tenting structures meeting Fire and Building Code; there will be changes to regulations on kennels and boarding with two local veterinarians looking to expand; water resource protection ordinances will be developed to protect against large commercial draws from the ground water by limiting the amounts that can be drawn per day; pre-construction meeting locations and notification.

Mr. Poltak has continued to receive complaints about fireworks disturbances from citizens. Mr. Poltak recommended the Board consider notifying the Townspeople in advance by posting on the Town webpage five days prior to a presentation. Mr. Eaton noted this could create more problems and restated the Board's previous position on both the noise and firework's ordinance.

Mr. Poltak discussed the need to update subdivision and site plan review regulations to address construction staging areas which can be left unsightly for years while a project is ongoing. Mr. Eaton offered to spend some time consulting with the Planning Board on this. Mr. Eaton noted success with utilizing an open space for staging and then reclaiming and reseeding the space after removal. Mr. Leclair added so there will not be a visual or audible problem to abutters.

Mr. Leclair motioned to approve the FY 2020 Planning & Zoning Budget of \$49,150. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Audit – Bill Herman

The proposed Financial Administration budget line for the annual Town audit is \$13,000, which is level funded from last year. Mr. Herman noted this is a contracted service with Vachon Clukay of Manchester.

Mr. Leclair motioned to approve the FY 2020 Financial Administration “Audit” line item of \$13,000. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Assessing – Bill Herman

The proposed line item for Assessing is \$28,000, which represented an 18% decrease from last year. Mr. Herman noted the Town entered into a five-year contract with Avitar Associates of New England for its assessing services. The reduction from 2019 is due to the defending of utility assessments that were under appeal. There may be a further consideration of this item before the budget process is completed.

Mr. Leclair motioned to approve the FY 2020 Financial Administration “Assessing” line item of \$28,000. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Longevity Pay – Bill Herman

The proposed Personnel Administration line item for “Longevity Pay” totals \$9,600, which is a 12% decrease from last year. Mr. Herman noted this item takes into consideration provisions in both the collective bargaining agreement with the police union and the Town Personnel Policy, with fewer employees qualifying next year. Of the 26 employees qualifying for the benefit, 10 are at 5-9 years of employment; 6 are at 10-14 years; 6 are at 15-19 years; 1 is at 20-24 years and 3 are at 25+ years.

Mr. Leclair motioned to approve the FY 2020 Personnel Administration line item for “Longevity Pay” in the amount of \$9,600. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Town Details – Bill Herman

The proposed Public Safety budget line item for Police Details of \$1,000 is level from last year. This is for the Town utilization of a police officer at any Town sponsored event.

Mr. Leclair motioned to approve the FY 2020 Public Safety budget line item for Police Details in the amount of \$1,000. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Patriotic Purposes/Flags – Bill Herman

The proposed Patriotic Purposes budget in the amount of \$1,500 is level from last year. Mr. Herman noted this is for flags at different locations on Town properties, approximately 40 on telephone poles which are taken down and replaced in late October/November and for flags for veterans gravesites in both Town cemeteries.

Mr. Leclair motioned to approve the FY 2020 Patriotic Purposes budget in the amount of \$1,500. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Long Term Bonds and Tax Anticipation Note – Bill Herman

The proposed Debt Service budget of \$3.00 is level from last year. This is for three lines which hold a \$1.00 place holder in the event the Town were to borrow money and payments would be toward Long-Term Bond Principle, Long Term Bond Interest and Tax Anticipation Note Interest.

Mr. Leclair motioned to approve the FY 2020 Debt Service Budget of \$3.00. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Mr. Herman provided a Memorandum dated September 25, 2019 relative to updates to the Fire Department Budget items which were questioned at the last meeting.

Mr. Herman clarified the question concerning how many hydrants the Town has that are through Manchester Water Works and how they are billed. Mr. Herman noted there are 21 hydrants. The Town is billed four times per year, not twice. The rate is \$160 per hydrant, per year. Two quarters had been paid, \$6,720 for the first two, with the third due shortly and one remaining payment at the end of the year. The budget account line item will be fully expended.

Fire Protective Clothing – Bill Herman

Mr. Herman clarified the Board wanted to establish the same standard for uniform allowance for full-time firefighters and the negotiated amount for full-time police officers. At the September 23rd Board meeting it was thought that amount to be \$650 per person, per year. In looking at the current collective bargaining agreement for the Auburn Police Union the amount is actually \$600 per person, per year.

Mr. Leclair motioned to amend the Board's approval of the FY 2020 Fire Protective Clothing at a total of \$17,050 to a revised total of \$16,950. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Fire Apparatus Lease/Purchase – Bill Herman

Mr. Herman clarified the question concerning how many more years the Town has on its lease/purchase agreement for Engine 1. The Finance Director reports the lease/purchase agreement runs through 2021, so the Town has two more years of payments on this vehicle in 2020 and 2021. Upon reviewing this item, the Finance Director noted an error in the amount requested. The proposal presented at the last meeting was for \$114,004 which included \$72,695.61 for Engine 1 and only \$41,308.31 for the new rescue vehicle which was only principal due that year and did not include interest which would bring the total for the new rescue vehicle expense budget to \$48,200 increasing this account line to \$120,910.

Mr. Leclair motioned to amend the Board's approval of the Fire Apparatus/Lease Purchase at a total of \$114,004 for FY 2020 to a revised total of \$120,910. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Court Appointed Special Advocates for Children Request

Mr. Herman provided a copy of the request by CASA for Children dated September 16, 2019 for \$1,000. Mr. Leclair noted while the letter stated the Town had budgeted for this in past years, the Town has not funded this organization in the past. Chief Pelton noted this is not the same as CAC which is funded through the police department budget.

Old Business

Parks & Recreation – Brush Clearing Project – Skating Rink

Mr. Herman noted Parks & Recreation had received another cost proposal for this project which had been tied to another similar project at the abutting Auburn Village Cemetery, but the Cemetery Trustee Chair declined the vendor's proposal. So Parks & Recreation needs to verify their cost estimate is still valid and will bring it back to the Board at its next meeting.

State Budget Update

Mr. Herman provided a Memorandum dated September 27, 2019 concerning the municipal sharing portion of the two-year State Budget together with a one-page sheet with 12 bullet items of some of the state budget highlights. The State Budget was approved on September 25th. \$40 million in municipal revenue sharing is a new source of funding for municipalities that has not been had in recent years. The Town of Auburn will receive \$42,588.50 both years of the two-year budget. The Town of Auburn can expect to receive the first year's payment on or before October 15, 2019. The Fiscal 2021 municipal aid is not anticipated revenue under RSA 31-95-b and may also be used to reduce the 2020 property tax rate or appropriated in the municipal budget next year. The Board may reduce the 2019 property tax rate or allocate the funds for a specific project or purchase such as the interior work needed for the Police Department addition.

Mr. Leclair and Mr. Bedard were in favor of using half of the first year's payment to reduce taxes and the other half to be used toward the interior work at the Police Addition. Mr. Herman advised the tax rate will be set shortly and he would need to know if there is to be an offset by then.

Mr. Eaton was not in favor of using half to reduce taxes. Mr. Eaton opined the amount would be so small an individual household would barely take notice. It would be cents individually and could be used cumulatively toward a project such as the proposed shed for Parks & Recreation. Parks & Recreation has been requesting a storage shed for a long time which could be shared with other Departments. If done at the same time as the Police Addition would save the taxpayers even more money than a tax rate reduction would. Mr. Eaton contacted Alternative Designs for an estimate of the design for a 20x40 building and the design work which would help budget for next year would be \$1,200 just for the design work. Mr. Leclair agreed it would be cheaper now but struggles with not offsetting the tax rate somewhat. Ms. Marzloff recommended reaching out to Pinkerton's building trade department to see if they had a project lined up this year. Mr. DiPietro added the Jesse Remington School does work with timber framing.

Mr. DiPietro recommended leaving it in the building fund. Ms. Marzloff noted the Planning Board uses the CIP to prioritize projects that Departments want to have done, and when. Chief

Pelton noted getting the plans is not a bad idea and would save taxpayer's money. The Board agreed to finalize this item at their next meeting.

Addition to Police Department

Mr. Eaton noted the second phase would be the plumber and insulation and wall this week. The electrician and heat will be next, and then drywall. Mr. Eaton reported the roof is done, the trim, the concrete floor will be poured in 5-7 days, the double door for the storage area will be here Thursday or Friday and then the siding.

Other Business

Mr. Eaton noted there was an incident at Wilsons Crossing and Spofford with a propane truck blew thru the stop sign and some other complaints and asked Chief Pelton if the Department could position a cruiser at this intersection now and then. Mr. Eaton also suggested the potential of having white stop lines painted at this intersection. Mrs. Marzloff recommended having the SNHPC do a traffic count.

Mr. Herman reported Road Agent Dross indicates they will be cleaning up and seeding Lakeview Way this week and believes there is an estimated \$130,000 remaining in the road reconstruction account to do the work at the five corners as previously discussed. Line striping was done today. Mr. Eaton noted it would be good to do the five corners.

Mr. Leclair reported the secondary stop signs were installed at Wethersfield and he sat out and watched several cars roll through them. Mr. DiPietro opined that Wethersfield development has the newest roads and the newer roads are engineered to be the best in Town.

Next Meetings/Events

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

Monday, October 21, 2019 – Board of Selectman's Meeting – 7:00 PM

Minutes

- September 23, 2019 Public Meeting
- September 23, 2019 Non-Public Meeting

Mr. Bedard motioned to approve the minutes of the September 23, 2019 Public Meeting and to approve the minutes of the September 23, 2019 Non-Public Meeting. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Non-Public Session – RSA 91-A: 3, II (a)

Performance review of a public employee

Mr. Eaton motioned to go into non-public session at 8:30 PM pursuant to RSA 91-A: 3, II (a) for a performance review 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 8:30 PM.

Mr. Leclair motioned to come out of non-public session at 8:49 PM. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

The meeting room was reopened to the public at 8:49 PM.

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

Adjourn

Mr. Bedard motioned to adjourn the meeting at 8:49 PM. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary