

**Town of Auburn
Board of Selectmen
October 28, 2019
7:00 PM
Minutes**

Selectmen Present: Richard Eaton, Keith Leclair and Todd Bedard

Others Present Road Agent Michael Dross, Linda Dross, Dan Carpenter, President, Auburn Historical Society; Police Chief Ray Pelton, Parks & Recreation Commissioners Patricia Rousseau, Marge McEvoy, Mary Royer and Zach Eaton, Nancy Mayland, Jim Thompson, Parks & Recreation Coordinator Amy Lachance, Alan Villeneuve, Library Director Kathy Gowney, Town Treasurer Walter Milne, Russell Sullivan, Susan Goodhue, Paula Marzloff, Michael Rolfe, Tom LaCroix, 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 and led the Pledge of Allegiance.

Approval of Payroll Manifest for the Week of October 28, 2019 - \$49,673.80

Mr. Leclair motioned to approve the Payroll Manifest for the Week of October 28, 2019 in the amount of \$49,673.80. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of October 28, 2019 - \$500,000.

Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of October 28, 2019 in the amount of \$500,000. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of October 28, 2019

Mr. Eaton read out loud and offered for inspection a copy of the Consent Agenda for the Week of October 28, 2019 some of which included: one (1) abatement/refund request; and one (1) application for property tax credit/exemption – veteran's credit.

Mr. Leclair motioned to approve the Consent Agenda for the Week of October 28, 2019. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Appointments with the Board

Auburn 175th Anniversary – Dan Carpenter and Auburn Historical Association

Mr. Carpenter indicated there is interest in having a State of New Hampshire Historical Marker established in Auburn during the Town's 175th Anniversary to recognize the Underhill Tool Mill and history. Mr. Carpenter indicated he has done some research into the program and found the State erects 10 historic markers per year, but securing one of those is a very competitive process that takes time. The other option is for the Town to cover the costs of the marker, which would be between \$1,500 and \$2,000.

To mark the 175th Anniversary, the thought is the marker could be erected in the right-of-way near the mill site and be unveiled during the 2020 Duck Race. The Auburn Historical Association has just acquired a collection of more than 250 Underhill tools which could be put on display, in addition to having a blacksmith doing a demonstration to explain how the tools were made and how they were used.

Mr. Carpenter indicated there is an 85 word limitation for the marker, and he has been struggling with the potential wording. Mr. Herman indicated he was aware of the program and thought it was a competitive process that likely would not work for the timing of having the marker in place for September 2020. If it is a project the Board supported, he could certainly work with Auburn Historical Association to develop the application and the potential wording for the marker. He suggested they should determine who the applicant would be – the Town of Auburn or Auburn Historical Association.

Mr. Carpenter indicated they would like to budget \$2,000 for the 175th Anniversary for this purpose. The Selectmen agreed they would see how the remaining budgets presented goes before making a final decision.

FY 2020 Town Budget Presentations

Highways and Streets – Road Agent Mike Dross

Road Agent Mike Dross presented the proposed Highways & Roads budget for FY2020 in the amount of \$1,005,002 which is a 1% increase over last year.

Mr. Dross noted some of the budget lines were combined and should be separated out such as Summer Storms and Summer Subcontractor and catch basins. The contractor who does the roadside mowing is \$17,500 of the \$42,000 tree and brush clearing account. Mr. Leclair advised him to catch the big numbers.

Mr. Leclair questioned the salt/sand line. Mr. Dross explained he has a supply on hand before winter begins and replenishes that in January. Mr. Dross noted winter repairs is up \$1,000 which is for the cutting edge of plows that are \$900 ea.

Mr. Dross noted some private detention ponds are not being maintained by the owners and they should be notified of their responsibility.

Mr. Leclair motioned to approve the FY 2020 Highways & Roads budget in the amount of \$1,005,002. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Road Reconstruction – Road Agent Mike Dross

Mr. Dross reported in 2020 he was looking at working on a section of Pingree Hill Road which includes repairing or replacing eight catch basins, reconstructing Squirrel Drive, and possibly a portion of Calef Road. Mr. Leclair requested Mr. Dross get a list of roads, the length of road, an accurate estimate for the catch basins and an estimated cost for working on those two sections of road, in addition to the top coat paving for the Lakeview Way, Spofford Road and the intersection of Coleman Road, Dearborn Road and Old Candia Road for the budget.

Mr. Dross noted paving will be this week on the base coat for the intersection with Old Candia Road, and he may need a police detail to keep it from being dug up, until midnight, so the fine grading will not be messed up before the hot top is laid.

Parks & Recreation – Amy Lachance & Parks & Recreation Commission

Amy Lachance presented the Parks & Recreation proposed budget for FY2020 in the amount of \$57,986 which is a decrease from the current year.

Mrs. Lachance discussed difficulty in repairing the existing skating rinks which she would like to have done for Winter Carnival. The fixes that were tried last year did not work and NH Blacktop told them not to waste their money. Storage would be an issue with the drop and go rinks and plowing. Liners would need replacing each year. A small rink would cost \$7-8,000 each. Mrs. Lachance indicated the plan is to determine what a permanent fix might be and to work it into the Capital Improvement Plan next year. The Winter Carnival has been in February and when it freezes and warms and thaws and refreezes the rink leaks out the side. They are planning on holding the 2020 Winter Carnival in January when they may have better luck with the rink.

Mrs. Lachance noted the mileage line is up due to the costs associated with the new truck. Mr. Leclair requested Mrs. Lachance have the mileage use of the truck before going to the Budget Committee.

Mr. Leclair recommended removing the \$829 for the pop-up tent and \$450 for the extra six replacement light bulbs for the skating rink and decreasing tools by \$500.

Mr. Leclair motioned to approve the FY2020 Parks & Recreation budget in the amount of \$56,197. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Recreational Improvements – Amy Lachance & Parks & Recreation Commission

Amy Lachance together with Commissioners Margie McEvoy, Zachery Eaton, Patricia Rousseau and Mary Royer presented the Recreation Improvements proposed budget for FY2020 in the amount of \$88,500 which is a decrease from the current year.

Zachery Eaton provided a quote from Londonderry Fence Co., dated August 20, 2019 in the amount of \$33,000 for fence and backstop for the softball field at Wayne R. Eddows Memorial Fields.

Richard Eaton and Mr. Leclair noted it would be nice to get another quote. Zachary Eaton indicated he had contacted four vendors and met three on site, but only one submitted a proposal. He also noted he did research online with several suppliers and determined just the cost of materials was close to the cost proposal received. He noted he can get more quotes, but was not sure when.

Zachery Eaton provided information on upgrading the security cameras at Eddows Fields. There was a theft incident this year and the video was blurry. The proposal is to add eight 16 channel cameras and support system for \$1,200, which could be installed by Parks & Rec. Mr. Leclair questioned how and where the storage of video would be. Mr. Eaton indicated Internet service would be added this year. Right now, the system loops every 30 days.

Mrs. Lachance and Mrs. McEvoy talked about the need for a storage shed. They are currently using one 10x15 self-storage unit in addition to space under the front porch at the Town Hall. Remaining items are stored at various homes. It was suggested the storage unit was not convenient as things need to be pulled out of the shed just to get to whatever needs to be accessed. Mrs. Lachance reported the Commission is requesting to have a 10x15 storage shed either at Severance School if that works out or at the Safety Complex. Richard Eaton felt 10x15 would be too small and they'd be back in a short time for additional space. He recommends a 20x40 garage be built at the Safety Complex, which he estimated to cost \$40,000. He said the extra space could be shared with the fire and police departments, who could also help keep an eye on it. Richard Eaton noted when the old Fire Station was sold, the Selectmen indicated the funds were promised to Parks & Recreation to replace the storage space they had in the old building. Mr. Leclair noted when the issue was presented to the voters in 2017, the warrant article did not pass by a significant margin. The reasons were likely many including the way it was presented, the wording of the warrant article, the amount requested and the fact it was not recommended by the Budget Committee.

Zachery Eaton discussed the proposal for lights at the softball fields. He indicated there were still funds remaining in this year's appropriation to have the poles for the softball lights installed, and he intended to make that happen. Based on the cost of the fixtures installed this year at the soccer field and providing for a slide price increase, the softball lights were estimated to cost \$49,800.

Mrs. McEvoy noted there was a hole in the fence at Circle of Fun to be repaired which could be done when the other fence is installed for \$500.

Mr. Leclair questioned removing the \$4,000 line for the proposed shed or taking it from somewhere else. The light poles for Eddows Field could be done with the funds remaining in this year's Recreation Improvement budget.

Mr. Leclair noted he was struggling with spending \$50,000 for the softball field lights which isn't used that much. Mary Royer asked about revenue from softball tournaments. Mr. Leclair noted he had experience with those, and the revenue would not be enough. Mr. Leclair recommended removing this item, and Zachery Eaton agreed the softball backstop and fence was of a higher priority than the lights if they had to choose between them.

Mr. Leclair motioned to approve the FY2020 Recreational Improvements budget in the amount of \$38,700. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Personnel Administration – Insurances – Bill Herman

Mr. Herman presented the proposed Insurances portion of the Personnel Administration budget for FY2020 in the amount of \$372,138 which overall reflects a 19% increase over the current year. This account covers the cost of health, dental, disability and life insurance benefits. Mr. Herman provided the Board with a copy of the Medical Rate Exhibit from HealthTrust dated October 7, 2019 which reflects a 0.9% rate increase effective July 2020. Mr. Herman explained the bulk of the budget increase is due to having more employees on the plan or employees whose level of coverage has changed from the current year.

Mr. Leclair motioned to approve the FY2020 Health, Dental & Disability Insurance budget in the amount of \$372,138. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Insurance – Bill Herman

Mr. Herman presented the proposed Insurance budget for FY2020 in the amount of \$117,596 which represents an overall eight percent increase over the current year.

Mr. Herman provided the Board with Contribution Summaries from Primex relative to the January 1, 2020 through December 31, 2020 renewal period which compared contributions for FY2019 and a breakdown by departments for Worker's Compensation, Property & Liability, and Unemployment Compensation.

Mr. Herman particularly noted in CY 2019 the member contribution for Worker's Compensation was \$43,373 compared to \$43,602 for CY 2020. However, due to a premium holiday issued at the end of 2017 in the amount of nearly \$18,000, it reflected as a credit against the 2018 costs reducing the actual payment for the 2018 coverage. He noted that large a credit is not available this year, making the increase look much larger than it actually is.

Mr. Leclair motioned to approve the FY2020 Insurances portion of the Personnel Administration budget in the amount of \$117,596. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

New Business

Street Lights LED Conversion

Mr. Herman provided the Board with a memorandum dated October 26, 2019 concerning the potential conversion of street lights to LED Units including a quote from Pine Ridge Technologies, Inc., dated October 21, 2019 which indicates the capital cost of replacing the 82 street lights scattered throughout the community is \$24,880. A rebate of \$8,200 from Eversource towards this effort would reduce the actual capital expense to \$16,680. Eversource has also estimated the Town would realize a 40% reduction in energy costs which is estimated to be an annual savings of \$3,783.60. Based on these numbers, it is estimated the payback to the Town for this investment would be 4.5 years.

Mr. Eaton thought it was a good idea. Mr. Leclair asked where funding would come from, which Mr. Herman indicated the Board would need to determine whether this becomes a budget item or potentially a project done through one of the Town reserve funds.

Mr. Eaton recommended a work session to discuss this project and the other capital projects being discussed.

Mr. Bedard is in support of this effort and recommended securing other quotes before any work is done.

Mr. Villeneuve asked how the funding and rebate would work. Mr. Herman noted the best way is to pay the full cost of the project and then to bring the rebate payment in as a revenue source against the project. But it is possible to have the rebate paid directly to the chosen vendor with the Town paying the balance of the cost.

2019 Landfill Monitoring Report

Mr. Herman provided the Board with a memorandum dated October 24, 2019 relative to Landfill Monitoring Wells Sampling 2019 together with the report received from Stantec Consultants documenting the data from the April 2019 sampling from the four monitoring wells and two surface water sampling locations on the Town's closed landfill property, and Stantec's recommendations.

Mr. Herman indicated the State Legislature has recently changed the acceptable levels for PFCS/PFAS which will need to be addressed in the Town's application for renewal of its Groundwater Management Permit which expires on March 23, 2020. Stantec will be submitting the required renewal on behalf of the Town in December 2019.

Mr. Dross asked if other communities were involved in a lawsuit. Mr. Herman advised that yes, as have a number of private concerns. The suit indicates the Legislature did not follow the required process in adopting the Administrative Rules, in addition to the new levels not being based on science. There is also a question of the new standards establishing an unfunded mandate by the State to municipalities, which is contrary to the provisions of Article 28-a of the New Hampshire Constitution. The lawsuit is in the very early stages.

Resignation of Town Employee

Mr. Herman provided the Board with a copy of a letter or resignation from the Deputy Town Clerk/Tax Collector Lauren Fanning effective immediately.

Mr. Bedard motioned to accept the resignation of Deputy Town Clerk & Tax Collector Lauren Fanning. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Old Business

Motion for Funding of Addition to Police Department

Mr. Herman provided a memorandum dated October 27, 2019 relative to the potential funding for completion of the addition to the Auburn Police Department based on the overall discussions at the Board's October 21st meeting.

Mr. Eaton provided a revised estimate of the breakdown of costs for Phase II to the Police Department at Safety Complex dated October 19, 2019 totaling \$38,388.75. The Board discussed the material cost of the catch basins added to the parking lot area which totaled \$786.83 and agreed the expense should be included in the total project cost for the addition to the Police Department. Mr. Leclair thanked Mr. Dross and Mr. Rolfe for donating their work to install the drainage system.

It was also noted that of the anticipated cost of \$47,200 for Phase I of the project, the actual cost came in at \$42,468.79 realizing a savings of \$4,731.21.

Based on all of this information, it was determined the full cost for Phase I and Phase II of the addition to the Police Department would total \$81,644.37.

Mr. Leclair motioned to approve a total project budget of \$81,644.37 for Phase 1 and Phase II for the addition to the Auburn Police Department. With the initial \$47,200

already authorized from the Town Building Rehabilitation Capital Reserve Fund, the remaining balance will be funded by \$19,500 from the 2019 Municipal Aid from the State of New Hampshire and up to \$15,000 from the Police Detail Revolving Fund with the money from the Police Detail Revolving Fund to be the last source of funds to be used for these two phases of this project. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Potential Capital Projects and Funding

The Board resumed their discussion from their October 21, 2019 meeting of potential capital project costs and funding sources.

Of the potential projects it was noted the completion of the addition to the police department and softball field backstop and fencing at Eddows Field have already been addressed. This would leave the replacement of doors at the highway garage (\$2,500), insulation of the safety complex (which Mr. Eaton reported would be \$18,315), repairs to Pingree Hill Station (total estimate of 56,860), Library property expansion assessment (\$30,500) and a storage garage for Parks & Recreation (\$40,000).

Mr. Leclair noted repairs to the Pingree Hill Station could be reduced by removing the \$23,680 estimate for siding and reducing appliances and cabinets from \$10,000 to \$5,000. This reduces the proposed repairs total to \$28,000. All were in agreement they would like to see quotes obtained by Chief Williams for the repairs proposed at the Pingree Hill Station.

Mr. Leclair noted the Library expansion assessment is going to be coming before the Board in the operating budget and could be handled at that time. The Board also thought the Highway Department doors could be managed through existing accounts.

Overall, that left the insulation of the Safety Complex and the repairs to the Pingree Hill Fire Station as projects to further consider for potential funding from the remaining 2019 Municipal Aid from the State of New Hampshire. With \$19,500 committed to the addition to the Police Department, the remaining Municipal Aid funds totals \$23,830.77. The Board will discuss this at their next meeting.

Addition to Police Department

Mr. Eaton reported the walls have been sprayed, the ceiling will be done Wednesday, drywall on Thursday, cabinets have been ordered, the flooring is in and the completion date is still estimated to be December 15th.

Mr. Eaton attended a Cub Scout meeting on October 24, 2019 at the Safety Complex on behalf of the Board of Selectmen. The Scouts had to discuss a community issue. Mr. Eaton used the police addition as an example, and the Scouts also able to take a tour of the addition.

Report/Comments of Ex-Officio Board Representatives

Mr. Leclair noted Planning Board meets again November 6, 2019.

Other Business

Next Meetings/Events

Monday, November 4, 2019 – Board of Selectman's Meeting – 7:00 PM

Monday, November 18, 2019 – Board of Selectman's Meeting – 7:00 PM

Mr. Eaton noted he will be going on a site walk to inspect Copley Court and Nathaniel Way on October 29th with Road Agent, Building Inspector, Land Use Administrator and Stantec.

Mr. Herman noted the Joint Personnel Board will be meeting on October 30th at 7 PM.

Minutes

- October 21, 2019 Public Meeting

Mr. Leclair recommended an amendment to Page Two to adjust a statement attributed to Mr. Eaton to be attributed to Mr. Leclair.

Mr. Leclair motioned to approve the minutes of the October 21, 2019 Public Meeting as amended. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Adjourn

Mr. Bedard motioned to adjourn the meeting at 9:09 PM. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary