

**Town of Auburn
Board of Selectmen
November 18, 2019
7:00 PM
Minutes**

Selectmen Present: Richard Eaton, Keith Leclair and Todd Bedard

Others Present Kevin Dandrade, Kevin C. Scott, Enzo C. Scott (Scout Citizenship Badge), Road Agent Michael Dross, Linda Dross, Health Officer Paul Raiche, Russell Sullivan, Susan Goodhue, Paula Marzloff, Marion Miller, Christine McLaughlin, Michael Rolfe, Tom LaCroix, School Board members Alan Villeneuve, Janice Baker and Samantha Belcourt, Michael DiPietro, Library Director Kathryn Gowney, Library Trustees Elizabeth Michaud and Brenda Beer, 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 Accounts Payable Manifest for the Week of November 11, 2019 - \$77,537.57

Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of November 11, 2019 in the amount of \$77,537.57. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Payroll Manifest for the Week of November 11, 2019 - \$49,781.98

Mr. Leclair motioned to approve the Payroll Manifest for the week of November 11, 2019 in the amount of \$49,781.98. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of November 18, 2019 - \$148,865.48

Mr. Leclair motioned to approve the Accounts Payable Manifest for the week of November 18, 2019 in the amount of \$148,865.48. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of November 18, 2019

Mr. Eaton read out loud and offered for inspection a copy of the Consent Agenda for the Week of November 18, 2019 some of which included: NH DRA 2019 Equalization, two (2) abatement/refund requests; one (1) Tax Collector's Warrant/Land Use Change Tax; one (1) Notice of Intent to Cut Wood or Timber; two (2) applications for property tax credit/exemption – veteran's credit; one (1) Property Lien Discharge and six (6) pistol/revolver licenses.

Mr. Leclair motioned to approve the Consent Agenda for the Week of November 18, 2019. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Appointments with the Board

Potential Street Light Conversion – William Craig & George Samaras, Eversource

Mr. Herman provided a Memorandum dated October 26, 2019 concerning Street Lights and Potential Conversion to LED Units. Mr. Herman reached out to Eversource and determined the Town has 82 lights throughout the community. Selectman Bedard provided the inventory to a recognized vendor to secure a proposal dated October 21, 2019 for replacement totaling \$24,880.

Mr. Herman provided a copy of Eversource's calculation of the energy cost savings to the Town should it convert to LED for the streetlights. At an estimated reduction in costs of \$315.30 per month, there would be a 40% reduction or a yearly estimated savings of \$3,783.60. Additionally, Eversource offers a rebate program toward cost of conversion which is \$100 per unit replaced, or \$8,200 toward the capital costs. The payback time would be approximately 4.5 years.

Mr. Craig and Mr. Samaras appeared before the Board on behalf of Eversource. Mr. Craig is in account management and Mr. Samaras in community relations.

Mr. Leclair asked if the rebate would go away anytime soon and Mr. Craig indicated it would not be.

Mr. Eaton asked if the LEDs were any brighter and cause complaints from residents and Mr. Samaras indicated you could choose the color/temp and brightness. Manchester is a good example of how bright they can be on Main Street. The contractor that the Town chooses should be informed of the Town's choices and whether they wish to add or subtract any lights. Mr. Leclair noted if the Town chose to decommission some of them the contractor would remove them and that would help with the bill too. LEDs last three times longer.

Mr. Bedard asked how long it would take for a project this size and Mr. Samaras indicated a month or less. Mr. Eaton asked if they changed the whole fixture – yes. Mr. Eaton asked how many contractors were available, and Mr. Samaras indicated he has dealt with seven or eight through municipalities. Mr. Eaton if Eversource replaced lights once they were installed, and Mr. Samaras said the Town would work that out with their chosen vendor.

Mr. Leclair indicated he would like to get five or six quotes and take a ride out to see why some of these fixtures are located where they are.

Mr. Herman suggested the first step would be to finalize a list of the lights for conversion so all vendors to work off the same information.

Kevin Dandrade – Pulling Water at corner of Pingree Hill & Steam Mill Roads

Mr. Dandrade noted he was before the Board to discuss concerns raised in his August 2017 letter concerning water withdrawals at Pingree Hill and Steam Mill Roads but added he has additional concerns about the all way stop at Wethersfield.

Mr. Dandrade indicated contractors start pulling up to withdraw water at 5:30 AM, the pumps are noisy, cleaning pumps, especially fertilizer is not allowed, and the road is dangerous with limited site lines. The Town's pumper truck uses this area. Mr. Dandrade is a transportation engineer

and feels the Town has been dismissive and ill-informed. There have almost been accidents, and this puts people at risk. He has asked the area be posted “no water withdrawals.”

Mr. Dandrade indicated he has experienced unprofessional rude behavior from one of the Town’s contractors and had to call police. Road Agent Dross noted there have been no accidents at this location caused by the drawing water.

Mr. Dandrade added trucks have been lined up to withdraw water in early morning hours and do three-point turns. Mr. Leclair noted the area has not changed.

Mr. Eaton noted the area was ideal spot for contractors to get water. Contractors need to get water somewhere. They cannot just throw a hose in the Lake because Manchester Water Works would not allow it. There are a limited number of areas where you can pump water from. Mr. Eaton indicated there are safe places where contractors can turn around that are not dangerous. Mr. Eaton indicated when people see a hydroseeding truck they mistakenly believe they are pumping in to the brook, not pulling water out from it. He felt the Town could not prevent the pumping of water they do not control or regulate. He also noted there is no noise ordinance in Auburn, but he felt between 7 AM and 4:30 PM are congenial hours, not beginning at 5:30 or 6 AM.

Mr. Dandrade opined the contractors should pay for the water or take it from private sources rather than taking it from the public. He also indicated operators should not be letting pumps run unattended.

Mr. Leclair noted he should visit with Highway Safety who meets this Wednesday evening and talk with police and hear from professionals.

Mr. Dandrade would like the Town to reach out to have the Town’s engineering firm inspect the site lines when they are next out.

Mr. Dandrade noted his second complaint was concerning the all-way stop at Steam Mill Road and Wellesley Circle and that he is shocked and disappointed the Town is not adhering to recognized standards which indicate all way stops should not be used to control speed. He realizes this is a trial and thinks it sets a dangerous precedent. The roadway design is open with no curbing or sidewalks. There are better ways to control speed. Mr. DiPietro, the Chair of the Highway Safety Committee noted the Committee is interested in other things. Mr. Eaton requested Mr. Dandrade email some recommendations if he is unable to attend that meeting. The Town is trying to slow traffic down in that area where there are young families and children. Road Agent Dross noted the Town has taken action by narrowing larger 30’ roads to 22’ and the narrower roads slow people down.

Auburn School Board – Quarterly Meeting of the Boards

Mr. Villeneuve, Mrs. Baker and Mrs. Belcourt presented their quarterly report to the Board for the Auburn School Board. Mr. Villeneuve discussed budget updates with three outstanding lines left and some of the budget drivers which were a fourth grade teacher, guidance, custodians and SPED transport as well as private high school tuition and services. Mr. Villeneuve reported the School Board has cut \$100,000 from the initial proposal already. . There were cuts to the administrative office and the budget is up 2.5% which is a \$350,000 increase for the \$15.7 million dollar budget.

Mowing is still out to bid. Mr. Villeneuve noted there is a lot more grass due to the softball and soccer fields, and they anticipate the mowing cost will be similar to what the Town pays.

Tuition is estimated for Pinkerton to have a four percent increase, but it went from 3% to 6% last year. Auburn enrollment is up by 20 students. The teacher contract is being negotiated and Warrant Articles are being discussed. A labor contract would be a separate warrant article. Mr. Bedard noted they have two of five custodians and wondered if that was a budget issue.

There will be a tour of the school for the Budget Committee at 5:30 on Thursday, and Mr. Villeneuve indicated anyone else interested may attend. Mr. Villeneuve noted he liked the overall look of the addition which maintained a small town, country look and feel to it. There were some unexpected abatement/structural issues. Mr. Villeneuve indicated the Fire Department is working with them on the water capacity in some areas such as the kitchen which required different sort of protection.

Mrs. Baker reported on construction and indicated their focus was on other areas of renovation from restrooms to classrooms, administration and nursing which is expected to be done by the end of December, with functions being moved back into those areas during the Christmas holiday break. She noted there has been work on four more classrooms, hallways, new windows, the rear bathrooms, locker rooms and the baseball field that were not in the original plans, but have been achieved due to tight financial management.

Baseball field construction will be finished for use in spring of 2021 in the area near the old Griffin/Calef homestead. The softball and soccer fields are done. They have irrigation, a pump house, garden boxes, drip lines and most importantly home games.

Mr. Villeneuve noted Manchester Water Works will be putting in gates and graveling the stone border along the forest road at the front portion of the Auburn school property. Mr. Eaton noted the left side of Water Works property looked ragged and asked if they could mention keeping that up a bit more. Mr. Villeneuve felt Manchester Water Works has been very accommodating.

Mr. Villeneuve asked about the potential of having a ribbon cutting at the deliberative session in February with a tour afterward. The Board of Selectmen agreed that would be a good time while the public was present. Road Agent Dross noted the people who have contributed to the overall management of this project should be recognized at that time.

Mr. Leclair suggested the School Board and the Town consider holding the deliberative sessions of Town and School District meetings in the cafeteria due to the space it provides and to help save wear on the gymnasium floor.

Mrs. Belcourt spoke to the transportation issue at Lovers Lane and Juniper Circle as she chairs the School District's Transportation Committee. There was a miscommunication last month with an angry parent about an unsafe bus stop and recommended calling the Superintendent with issues rather than using mail which is slower. Mr. Eaton recommended they should seek input from the Town's Highway Safety Committee before making any decisions.

FY 2020 Town Budget Presentations

Per Diem Firefighters – Fire Department

The Fire Chief is scheduled to attend the Board's November 25th meeting, so the Board tabled this item until that meeting.

Mosquito Spraying Allocation - Health Officer, Paul Raiche

At the last Selectmen's meeting Mr. DiPietro recommended putting something in the Health Officer budget next year for mosquito spraying. In 2019 the Town spent \$1,200 for each of two applications with a portion paid by Soccer Club. Health Officer Paul Raiche requested the Board add \$2,000 to the Health Office budget for this purpose.

Mr. Raiche noted it was likely the Town would have to spray this coming year and the Town should be prepared when the emergency happens.

Mr. Leclair indicated the funds were easily found in the Town's budget and a property improvements fund was created and costs could come out of that. Mr. Leclair indicated he would commit to doing so if needed and the \$355 original budget will stand approved with no increase at this time.

Road Reconstruction

Mr. Herman provided a Memorandum dated November 8, 2019 concerning Road Construction for FY2020. Mr. Dross has requested the Board maintain a \$650,000 appropriation for Road Reconstruction anticipated in 2020 for work on Pingree Hill Road and Squirrel Drive. Cost estimates totaling \$659,500 were discussed for Pingree Hill and Squirrel Drive, as well as topcoats for Lakeview Way, Spofford Road, and the intersection of Coleman, Dearborn Roads and Chester Turnpike which were reconstructed in 2019.

Mr. Eaton asked if the work could be spread out over two or three years and Road Agent Dross indicated Pingree Hill should not be, but Squirrel Drive could. However, he does not recommend. Mr. Rolfe agreed that the Town would lose money by delaying the work. Road Agent Dross noted if the Town cuts back the funding to \$500,000 only one project would get done. Mr. Leclair indicated he would like to stick to the CIP, but questioned where those figures came from, who provided them. Road Agent Dross noted he did not provide the estimates for the CIP. Mr. Herman noted they have been on the table for a couple of years and did not know where the figures originated. Road Agent Dross noted Pingree Hill has problems with catch basins which alone will cost \$312,000.

Mr. Eaton noted he was uncertain whether the CIP document should be supported in light of the question concerning the adequacy of the estimates used. Mr. Sullivan agreed that if the estimates were provided by Stantec they could be supported, however if a figure was just pulled from the air, it is just a number to use as a guideline and how much work could be done for that number. Mr. Herman noted the Road Reconstruction budget has always been "just a number" that the Board has felt to be an appropriate amount. He indicated it has ranged from \$400,000 up to \$800,000.

Mr. Leclair indicated the real costs won't be known until Pingree Hill Road is finished and Mr. Bedard agreed the Town could work within the money or give the Department what it needs to work with. Mr. Leclair recommended updating the CIP next year with more accurate numbers. Road Agent Dross expressed concerns that once reduced the amount will never go back up. Mr. Sullivan opined the road reconstruction is the best thing Auburn ever did.

Road Agent Dross noted Griffin Mill Bridge is not in the list provided. Mr. Herman indicated it was because it does not come out of Road Reconstruction and the Town is holding encumbered for Bridge Aid funds.

Mr. Leclair motioned to approve the Road Reconstruction budget for FY2020 in the amount of \$500,000. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Evaluation of Library Land & Building for Expansion

Mr. Herman provided a proposal by Stantec dated August 3, 2018 concerning the proposed Library Expansion. The Expansion Assessment cost of \$30,500 is included in the FY2020 CIP for evaluation of the full two and a half acre lot and building that houses the Griffin Free Public Library to gather information for a multi-year process that could lead to a community center/expansion of the library facility on the Hooksett Road property.

Ms. Growney addressed the expansion evaluation and the growth of the library. Patrons rose by 25%, from 2015 to 2018 circulation went up 40% with the programs quadrupled. In September active patrons increased 14%. The Library is ranked 209 in size out of 220 as one of the smallest in the state and is comparatively the same as in 1893 with a small addition added approximately 20 years ago.

Mr. Eaton spoke to the benefits of having a community center considering the growth of the Town. Mr. Villeneuve recommended seeking assistance from SNHPC. Mr. Eaton recommended using Stantec for civil/environmental and permitting and reaching out to an architect who will be on board and is familiar with local municipal buildings.

The 2018 warrant article demonstrated overwhelming support for the purchase of land for the Library. Mr. Eaton recommended putting in the budget since it was overwhelmingly supported and commented he enjoyed the Chamber of Commerce presentation he attended there.

Mr. Eaton stressed to Ms. Growney the importance of presenting the expansion to include a community center.

Mr. Leclair motioned to approve the FY2020 Library Expansion Assessment line of \$28,850 contingent upon obtaining other estimates besides Stantec. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

New Business

Reduction of Surety – Illsely Hill Subdivision

Mr. Herman provided the Board with a letter dated November 15, 2019 from Planning & Zoning Administrator Denise Royce relative to the reduction of surety at Illsely Hill Subdivision (Map 8, Lot 29).

Mrs. Royce indicated the Planning Board recommended reduction of surety at its November 6, 2019 meeting by \$34,251.25 to a balance of \$11,873.75 to be held by the Town to address outstanding items. A copy of the Planning Board's November 16, 2019 meeting minutes and recommendation of Stantec dated October 15, 2019 were attached.

Mr. Leclair motioned to approve the request to reduce the reduction of surety for Map 8, Lot 29, Illsely Hill Subdivision to \$11,873.75. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Release of Reclamation Surety – 29 King Street

Mr. Herman provided the Board with a letter dated November 15, 2019 from Planning & Zoning Administrator Denise Royce relative to the release of the reclamation surety for 29 King Street (Map 25, Lot 47).

Mrs. Royce indicated the Planning Board recommended release of the \$6,820 reclamation surety at its November 6, 2019 meeting. A copy of the Planning Board's 11/6/19 meeting minutes and recommendation of Stantec dated October 11, 2019 were attached.

Mr. Leclair motioned to approve the request to release the remaining surety for Map 25, Lot 47, 29 King Street. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Old Business

Allocation of 2019 Municipal Aid from State of New Hampshire

Mr. Herman provided a Memorandum dated November 14, 2019 as a follow up to discussions at the November 4th Selectmen's meeting regarding \$43,330.77 in Municipal Aid Funds received from the State in 2019.

At the October 28, 2019 meeting the Board allocated \$19,500 to the addition to the police department. Mr. Herman indicated some of the projects the Board is still considering were replacement of the backstop and fencing for the softball field at Wayne Eddows Recreational Fields \$19,500, Replacement of Highway Garage Door Panels \$2,500 and Snowblower Replacement, \$1,500, or addressing some of the requested repairs to the Pingree Hill Fire Station.

Mr. Herman noted there would need to be a public hearing to accept and expend unanticipated revenues pursuant to RSA 31:95-b and procurement of a contract to encumber the funds before December 31st. At this evenings meeting, he was seeking direction from the Board as to how they wanted to allocate the remaining funds.

Mr. Eaton provided an estimate from Fence's Unlimited which he reviewed. One quote is to replace the fencing and the other is to utilize the existing top rail which is covered with a yellow topper, rather than replace it. Mr. Eaton recommended working with Halco to get the smaller fence repaired at the Circle of Fun playground. Mr. Eaton asked Mr. Herman to speak with Patty at Fences Unlimited and have Amy Lachance stay in touch with her to do the work next August.

After discussion, the Board was in agreement to fund the replacement of the backstop and fencing for the softball field at Wayne Eddows Recreational Fields \$19,500, Replacement of Highway Garage Door Panels \$2,500 and Snowblower Replacement, \$1,500

Pingree Hill Station Repairs

Mr. Leclair noted the repairs proposed for Pingree Hill Station were already cut for the kitchen costs from \$10,000 to \$5,000, resulting in a total project allocation of \$28,000.

Mr. Leclair motioned to approve the Fire Department's FY2020 budget line for repairs at Pingree Hill Station in the amount of \$28,000. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Recreation Improvements

Mr. Leclair noted the Recreation Improvements budget account previously approved included \$33,000 for the softball field backstop and fence at Eddows field. With the Board choosing to fund that project through the Municipal Aid revenues from the State of New Hampshire, he recommended the Board adjust the Recreation Improvement account.

Mr. Leclair motioned to reduce the previously approved Recreation Improvements account by \$33,000 leaving a revised budget of \$4,700 in the FY2020 budget. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Addition to Police Department

Mr. Eaton reported the sheetrock is being taped and sanded tomorrow, the three doors are being installed, painting is being done and the kitchen floor is in. Monday the cabinets will be in. The electric and LEDs and smoke and heat sensor for the extra wiring are scheduled for December 2nd and the plumber on December 9th. The ceiling contractor will be in this weekend to frame the ceiling for the contractors to put the lights and diffusers in.

Mr. Leclair asked how the budget looks to finish the project and Mr. Eaton noted it is on track.

Report/Comments of Ex-Officio Board Representatives

Mr. Leclair noted Planning Board in addition to releasing/reducing the two bonds worked on revisions to the first draft of 55 and over housing which is not referred to as elderly anymore.

Mr. Leclair noted this week the Budget Committee cut \$500 from a Fire Department line item that wasn't being used.

Other Business

Next Meetings/Events

Monday, November 25, 2019 – Board of Selectman's Meeting – 7:00 PM

Monday, December 2, 2019 – Board of Selectman's Meeting – 7:00 PM

Mr. Leclair asked which budgets were left and Mr. Herman noted the Fire Department per diem wages, lawn mowing that is out to bids, warrant articles and Capital Improvements.

Minutes

- November 4, 2019 Public Meeting

Mr. Bedard motioned to approve the minutes of the November 4, 2019 Public Meeting. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Non-Public Session pursuant to 91-A: 3, II (c)

Mr. Eaton motioned to go into non-public session pursuant to RSA 91-A: 3 II (c) to discuss an item that could affect the reputation of someone other than a Board member. Mr. Leclair seconded the motion. A roll call vote was taken: Mr. Eaton – Yes, Mr. Leclair – Yes, Mr. Bedard – Yes. The motion was approved.

The meeting room was closed to the public at 9:13 PM.

The meeting room was reopened to the public at 9:44 PM.

Mr. Bedard moved to come out of Non-Public Session at 9:44 PM. Seconded by Mr. Leclair. A vote was taken, all were in favor, the motion carried unanimously.

Mr. Eaton 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 9:44 PM. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary