

**Town of Auburn
Board of Selectmen
December 9, 2019
Minutes**

Selectmen Present: Richard Eaton, Keith Leclair and Todd Bedard

Others Present Michael DiPietro, Michael Rolfe, Paula Marzloff, Russell Sullivan, Susan Goodhue, Police Chief Ray Pelton, Cemetery Trustees Donald Dollard and Michael Mozer and Town Administrator William Herman

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 Manifest for the Week of December 2, 2019 - \$1,978,309.69

Mr. Leclair motioned to approve the Accounts Payable Manifest for the week of December 2, 2019 in the amount of \$1,978,309.69. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Payroll and Longevity Pay Manifest for the Week of December 9, 2019 - \$59,994.06

Mr. Leclair motioned to approve the Payroll and Longevity Pay Manifest for the week of December 9, 2019 in the amount of \$59,994.06. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of December 9, 2019

Mr. Eaton read out loud and offered for inspection a copy of the Consent Agenda for the Week of December 9, 2019 some of which included: Certificate of Extension of Due Date for Second Issue Property Tax Bills, a Raffle Permit for the Friends of the Griffin Free Public Library, an abatement/Refund Request for overpayment of property taxes, Longevity letter to 27 Town employees, one (1) Void Check Manifest in the amount of \$1,106.00, two (2) Tax Collector's Warrant/Land Use Change Tax and six (6) pistol/revolver license.

Mr. Leclair motioned to approve the Consent Agenda for the Week of December 9, 2019. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Public Hearing – Acceptance & Expenditure of Unanticipated Revenue

Pursuant to RSA 31:95-b and Article 21 of the 1999 Town Meeting, the Chairman convened a public hearing at 7:01 pm for the purpose of receiving public comment concerning the acceptance and expenditure of unanticipated revenues in the amount of \$43,330.77 in Municipal Aid from the State of New Hampshire.. The funds are proposed to be allocated for expenses associated with the following projects or purchases:

- Addition to Auburn Police Department - \$19,801.81
- Replacement of softball field fence at Eddows Recreational Fields - \$19,319.00

- Replacement of Highway Garage Door Panels - \$2,500.00
- Purchase of Snowblower for Town properties - \$1,709.96

Mr. Herman noted that since the public hearing was posted, the snowblower has come in at a cost of \$1,529.96, a savings of \$180. So the funds allocated to the addition to the Auburn Police Department was increased by \$180 to a total of \$19,981.81, which would mean less funds would be required from the Special Detail Revolving Fund for this project, as the Board had indicated a desire to achieve at the beginning of the addition project.

There was no public comment or input on the proposals. Mr. Eaton closed the public hearing at 7:04 pm.

Mr. Bedard moved to accept the unanticipated revenue totaling \$43,330.77 in Municipal Aid from the State of New Hampshire and to approve the expenditure of these funds as follows: Addition to Auburn Police Department - \$19,801.81; Replacement of softball field fence at Eddows Recreational Fields - \$19,319.00; Replacement of Highway Garage Door Panels - \$2,500.00, and Purchase of Snowblower for Town properties - \$1,709.96. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

New Business

Road Acceptance – Copley Court & Nathaniel Way

Mr. Eaton reported the Board has received recommendations from the Planning Board for the acceptance of Copley Court (Illsely Hill subdivision) and Nathaniel Way (Tilton Place subdivision) as Town roads. The Selectmen are required to hold a public hearing on road acceptance and the hearing has been posted for Monday, December 16th at 7:00 pm.

Surety Release – Mountain Road Extension

The Planning Board has recommended the Board of Selectmen approve the release of the remaining surety currently being held by the Town of Auburn in the amount of \$1,000 for Mountain Road Extension. The project has been closed for several years without problems, so therefore the Planning Board is recommending the release of the remaining surety to the developer.

The Selectmen review the documentation for the road and the surety, and were in agreement with the Planning Board's recommendation.

Mr. Bedard moved to accept the recommendation of the Planning Board and release the remaining surety being held by the Town of Auburn in the amount of \$1,000.00 for Mountain Road Extension. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Offer for Storage Trailer

Mr. Herman noted the Town had received an inquiry or offer several weeks ago of potentially acquiring a 40' storage trailer from the contractor working on the Auburn Village School construction project. The trailer has doors at both ends of the unit and it was believed the cost

would be \$1,500. He indicated the Board had not had a chance to discuss the potential yet, so it was on the agenda for that purpose.

Mr. Eaton stated he was not interested in acquiring the unit. Mr. Leclair indicated he was not certain if it was still available, and the only reason he would consider it was due to the low cost and for possible use at the Highway Department property.

Mr. Rolfe and Mr. Herman indicated there may be some use for it for the waste oil collection process at the highway property. The current structure was in poor shape, and Waste Management had cancelled their December collection day scheduled for December 7th due to the unsafe condition of the current structure.

After a brief discussion, the Board agreed they were not interested in acquiring the unit.

Lawn Mowing Proposals

Mr. Herman provided the Board with a summary report on the recent proposals received for the 2020 mowing contract for the Town, cemeteries and school district. Four proposals were received by the submission date, while a fifth was received after the deadline. The lump sum proposals included:

- ASAP Landscape & Design, LLC, Bow - \$49,500
- Kenyon Lawn and Property Maintenance, Manchester - \$63,770 (not including Auburn Village School)
- Plazascapes, Auburn - \$49,160
- Parker Landscapes, LLC, Bedford - \$42,500
- NH Core Properties, LLC - \$55,650

Mr. Eaton indicated he had reviewed the detail of the proposals submitted and he would initially not consider NH Core Properties as it was submitted after deadline. He also indicated he would not consider the low bid of Parker Landscapes due to the lack of specifics and details that others had provided in their proposals. Mr. Herman noted the request for proposal did not require a detailed breakdown and that Parker was not the only vendor not to provide that level of detail.

Mr. Leclair indicated a decision on a specific vendor did not have to be made at this meeting, and suggested the Town needed to do due diligence on several of the proposals to ensure they accomplish the work the Town and School District want to accomplish. He noted, for example, on the face of it the Parker bid was very competitive on the Town properties and the school district property, but the number for the cemeteries seemed to be low.

Mr. Bedard was also interested in learning more about several of the proposals, and was not interested in acting on the proposals at this meeting.

Mr. Herman indicated what was important to come out of tonight's meeting would be a budget number for this effort to be included in the 2020 Town budget. The Town property mowing line item is the last budget line yet to be acted on by the Board as there was an interest in waiting for the bids to be received. He noted the cemetery budget which has been approved by both the

Selectmen and the Budget Committee, includes \$12,200 for mowing, which would allow the Trustees to consider at least two of the proposals received.

Mr. Leclair indicated with the proposals in hand, he would recommend the Board approve the original budget proposed for municipal property mowing which was a total of \$34,900 inclusive of mowing contract for \$32,500, fertilizer for \$2,000 and Safety Complex irrigation system for \$400. He felt this would enable the Board to deal with at least three of the vendors who submitted proposals without yet making a decision on awarding the contract. There was agreement to this approach.

Mr. Leclair moved to approve the FY 2020 municipal property mowing line item in the Government Building & Maintenance budget for \$34,900. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Old Business

Adoption of Policy for Use of Training Room at Safety Complex

Mr. Herman provided the Board with a final copy of the revised policy for use of the Training Room at the Safety Complex. He noted the policy incorporates all of the items discussed by the Board at their November 25th meeting and is written to take effect as of January 1, 2020.

Mr. Leclair noted the Board had committed to give the proposal a try, and it would always be possible to make further adjustments at a future date. He asked if there had been negative reaction to the proposed changes, and Mr. Herman noted two individuals had not been pleased, with one indicating they would find another facility to hold their meetings. But all others the Town Hall staff have dealt with have been understanding of the changes.

Mr. Leclair moved to accept and adopt the amended “Policy for the Use of the Training Room at the Auburn Safety Complex” to be effective January 1, 2020. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Auburn Groundwater Management Permit Renewal - NHDES

Mr. Herman provided the Board with a copy of the application for renewal of its Groundwater Management Permit that was filed timely by Stantec Consulting with the NH Department of Environmental Services. He noted there was no action for the Board to take at this time, and the renewal application was inclusive of information the Board had previously received from both Stantec and NHDES in recent correspondence. Mr. Herman also noted the Superior Court had recently ruled the new standards for PFOAs that NHDES had adopted was not done appropriately and has suspended the implementation of the new standards.

Status of FY 2020 Budget and Town Meeting Warrant

Mr. Herman noted with the Board's action earlier in the meeting to approve a budget amount for municipal mowing completes the action the Board needs to take on the FY 2020 budget and warrant articles. He noted the Budget Committee would be meeting on Thursday, December 12th and would likely finish their work on the budget and warrant articles as well.

Mr. Herman provided the Board with a draft of the warrant for the 2020 Town Meeting for their review. He noted the warrant will also be submitted to both Town Counsel and the NH

Department of Revenue Administration for their review. He indicated there is still time to make adjustments, particularly in the order of the warrant articles if the Board wanted to rearrange them. He said Article One had to be the election article and Article 2 had to be any zoning ordinance amendment, but the order of all other warrant articles was up to the Board's determination. Mr. Herman noted he has placed the article for the acceptance of the Marion Heald Scholarship Fund for a placeholder, but the Board would still need final word from David Rogers on this item. He also has included two place holders for potential petition warrant articles to come.

Mr. Eaton indicated he had read the draft warrant and thought all was in appropriate order. Mr. Leclair noted he was satisfied with the draft, and said the Budget Committee recommendations would be forthcoming from the Committee's next meeting.

Addition to Police Department

Mr. Eaton reported the project will be completed on December 10th when the plumber is in to connect the sink and toilets. He indicated the suspended ceiling was completed on December 8th. Chief Pelton also noted the lockers were moved and installed by the Auburn Police today, so the only remaining work would be the installation of the records storage system which is not expected until January. Mr. Eaton indicated he will be working the numbers through the end of the week with the intention of being able to provide a final report at the Board's December 16th meeting. He did report he had a higher than anticipated expense from R. B. Lewis for the fire protection system, with the total cost of \$1,875. He indicated the project may be slightly over budget as a result, but will not know until all of the invoices and numbers are in.

Mr. Eaton noted during his time at the Safety Complex he has seen a number of instances of problems with the heating system. Most recently a motor for the system was down in the sally port that will result in an unexpected expense, while a different repair several weeks earlier was going to cost in the range of \$800 to \$900 dollars. He questioned if these expenses were expected to come from the Police Department's operating budget. Mr. Leclair suggested we wait and see what the final numbers are and then take a look at the balance remaining in the overall Town operating budget for 2019 before making any decisions. He felt unexpected expenses can be handled in this manner or through reserve funds.

Report/Comments of Ex-Officio Board Representatives

Mr. Bedard noted the Parks & Recreation Commission had met earlier tonight with discussions largely around the recent tree lighting program, upcoming Senior trips and a discussion of who has responsibility for trash pick-up at the Eddows Recreational Fields.

Mr. Eaton reported he has had conversations with Dan Therrien of Therrien Roofing in Manchester concerning the skating rinks and the leaking of water. He is suggesting they have a urethane product that he thought if applied would seal the Cape Cod berm lip to the base of the skating rink and prevent the leaking. The material comes in five-gallon buckets and an initial estimate to apply the material was \$700. Mr. Eaton wanted to do some more research, but this may be a solution for next year. Mr. Bedard indicated the Parks and Recreation Commission has discussed this and has a number of questions about the potential as well.

Mr. Leclair reported the Planning Board met last week and worked on the second draft of a “55 and Over Housing” section for the zoning ordinance. He noted density and acreage numbers were the main areas of concern and the consensus of the Board was to require a minimum of 10 acres, with five of them needing to be usable land. The Planning Board has scheduled a public hearing on the proposed ordinance on December 18th.

Next Meetings/Events

Monday, December 16, 2019 – Board of Selectman's Meeting – 7:00 PM

Monday, January 6, 2020 – Board of Selectman's Meeting – 7:00 PM

Minutes

- November 25, 2019 Public Meeting

Mr. Bedard motioned to approve the minutes of the November 25, 2019 Public Meeting, as amended. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Adjourn

Mr. Bedard motioned to adjourn the meeting at 7:44 PM. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,

William G. Herman
Town Administrator