

**Town of Auburn
Board of Selectmen
February 10, 2020
Minutes**

7:00 PM

Selectmen Present: Richard Eaton, Keith Leclair and Todd Bedard

Others Present Rene LaBranche, Paula Marzloff, Michael Rolfe, Michael DiPietro, Russell Sullivan, Mildred Miller, Christine McLaughlin, Road Agent Mike Dross, Linda Dross, Police Chief Ray Pelton, Police Lieutenant Charles Chabot, 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 February 3, 2020 - \$48,445.92

Mr. Leclair motioned to approve the Payroll Manifest for the week of February 3, 2020 in the amount of \$48,445.92. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Election Payroll Manifest for the Week of February 3, 2020 - \$2,050.00

Mr. Leclair motioned to approve the Election Payroll Manifest for the week of February 3, 2020 in the amount of \$2,050. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of February 10, 2020 - \$1,151,641.09

Mr. Leclair motioned to approve the Accounts Payable Manifest for the week of February 10, 2020 in the amount of \$1,151,641.09. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Second Accounts Payable Manifest for the Week of February 10, 2020 - \$420.57

Mr. Leclair motioned to approve the Second Accounts Payable Manifest for the week of February 10, 2020 in the amount of \$420.57. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of February 10, 2020

Mr. Eaton read out loud and offered for inspection a copy of the Consent Agenda for the Week of February 10, 2020 some of which included: one (1) Tax Collector's Warrant/Land Use Change Tax, one (1) Correspondence – Retirement Congratulations – Firefighter Jim Thompson, one (1) Raffle Permit/Griffin Free Public Library, and eleven (11) Pistol/Revolver Licenses.

Mr. Leclair motioned to approve the Consent Agenda for the Week of February 10, 2020. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Appointments with the Board

Griffin Mill Bridge – Rene LaBranche

Mr. LaBranche of Stantec Consulting Services presented a status report on the repair or replacement of the Griffin Mill Bridge.

Mr. LaBranche explained a deficiency letter from NH Department of Transportation (NHDOT) was received in September 2017 recommending closing the bridge. For the construction process, there are two access points off Route 121, one on the right on Manchester Water Works land, but the Fuscus will not allow the Town to cross over their property at that point. And the driveway access owned by the Fuscus, who have indicated the Town cannot access the site through their property. The remaining option is to access with a crane from the opposite side across the stream from the Town property adjacent to Route 121, but this would contribute at least 15% in additional costs if the other access points are not able to be utilized during replacement. In response to a question, Mr. LaBranche said it is unknown what portion of that additional cost the state would cover.

Mr. LaBranche explained the availability of 80/20 Municipal Bridge Aid funding for the project is available as of July 2021. The current project cost estimate is approximately \$537,333 with the State responsible for \$429,866 and the Town's portion being \$107,467. The Town currently has \$113,000 set aside for the project. The engineering is included in the total cost but has not been finished. Mr. Herman noted the Town has already spent nearly \$70,000 in engineering work to date, and that 80% of the total engineering cost would be reimbursed once design plans are approved by the NHDOT.

Mr. LaBranche described three potential methods to the project: rehab - which is more costly and more maintenance, replacing the steel with Core 10 which was considered unsuitable due to the moisture from water below the bridge, and a precast concrete structure which was the method previously chosen by the Selectmen.

The concrete structure would be installed behind the existing abutments and the concrete would be colored a darker gray. A choice of guardrails is available.

Mr. LaBranche explained the timetable of the project starting with access considerations and whether they will be available from two sides or one access point, before March 1st. In December 2020 it would go out to bid for early 2021 and start in July of 2021 with completion in September of 2021. Mr. Herman indicated the project construction could not start before July 2021 when funding becomes available.

Mr. Eaton indicated the bridge is used for many things and it is important not to miss the funding schedule.

New Business

Resignation and Appointment/Town Treasurer

Mr. Bedard motioned to accept with regret the resignation of Walter Milne as Town Treasurer as of the close of business on January 31, 2020. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Bedard motioned to appoint Christine Soucie as Town Treasurer to fill the remainder of Mr. Milne's term as Town Treasurer, term to expire in March 2020. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Resignation and Appointment/Library Trustee

Mr. Bedard motioned to accept with regret the resignation of Joseph Forest as a Trustee of the Griffin Free Public Library effective January 20, 2020. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Bedard motioned to appoint Marilyn Cavanaugh to fill the remainder of the term of office of Joseph Forest as a member of the Board of Library Trustees, term to expire March 2020. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Appointment of 2020 Duck Race Committee

Mr. Herman provided a Memorandum dated February 10, 2020 concerning volunteer appointments to the 2020 Duck Race Committee for a term of February 10, 2020 to October 1, 2020: Susan Anderson, Daniel Carpenter, Nancy Mayland, Brenda Beer, Pat Clement and Deb Mancini.

Mr. Bedard motioned to appoint Susan Anderson, Daniel Carpenter, Nancy Mayland, Brenda Beer, Pat Clement and Deb Mancini as volunteers to comprise the Duck Race Committee for the term of February 10 through October 1, 2020. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Withdrawal Request/Police Detail Revolving Fund

Mr. Herman provided a copy of a Memorandum dated January 28, 2020 concerning withdrawal from the Police Detail Revolving Fund at the request of Chief Pelton to cover the cost of the purchase of seven (7) rifle sights at \$495 each, totaling \$3,465 and the difference of the repair costs for the garage door in the sally port covered by Primex and the cost of replacing the door which is not covered by Primex, \$1,475.

Mr. Leclair asked the approximate balance in the revolving fund and Chief Pelton indicated it was approximately \$115,000-\$120,000.

Mr. Bedard motioned to authorize the withdrawal of a total of \$4,940 from the Police Detail Revolving Fund to cover the expenses associated with the purchase of seven (7) rifle sights and the replacement of the sally port garage door. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

2019 Encumbered Funds

Mr. Herman provided a Memorandum dated January 31, 2020 concerning 2019 encumbered funds. The report was developed by Finance Director Adele Frisella for the year end as of December 31, 2019 to be encumbered for expenditure during the coming year of 2020.

Ms. Frisella indicated Griffin Mill Bridge construction is not anticipated to begin until July 2021 with \$113,759 encumbered from 2019.

Ms. Frisella noted the encumber amount from 2018 Longmeadow Trust of \$2,208.50 remains the same as there were no expenditures in 2019. Should there be no expenditures in 2020 the money would be returned back to the Trust Fund.

Ms. Frisella indicated the Police Department requested to encumber \$16,899.92 for a cruiser that had been ordered earlier in 2019 and will not be received until February 2020. Three computers and monitors were ordered December 11th but only the monitors have arrived before the end of 2019. The invoices/order with Dell EMC were provided.

Ms. Frisella noted the Wayne Eddows project fence balance and the repair of the Highway Garage overhead doors, \$11,171.83 remain outstanding at year end. These amounts were coming from the State of NH Municipal Aid Grant.

Mr. Bedard motioned to authorize the encumbering of a total of \$145,759.00 in funds from the past year end of December 31, 2019 as detailed by the Finance Director in a report dated January 30, 2020. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Surety Reduction Recommendation – Crown Energy Solutions, LLC

Mr. Eaton read out loud a copy of a letter from Denise Royce, Land Use Administrator concerning the request for reduction of surety currently held by the Town of Auburn in the amount of \$85,382 by \$82,882 leaving a balance of \$2,500. The remaining for completion of as-built plan and monumentation certificate listed in Stantec's letter dated January 17, 2020. A copy of Stantec's letter was provided as well as a copy of the portion of the Planning Board's minutes dated January 22, 2020 recommending reduction of the surety.

Mr. Leclair motioned to reduce the surety being held for Crown Energy Solutions, LLC – 692 Londonderry Turnpike, Tax Map 1, Lot 11 by \$82,882 from \$85,382 to \$2,500 for the completion of the As-Built Plan and monumentation certificate. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Surety Reduction Recommendation – 254 Realty Holdings, LLC

Mr. Eaton read out loud a copy of a letter from Denise Royce, Land Use Administrator concerning the request for reduction of surety currently held by the Town of Auburn in the amount of \$18,414 by \$7,975 to \$10,439. The remaining for the completion of work detailed in Stantec's letter, copy provided, dated December 20, 2019. A copy of a portion of the Planning Board's minutes dated January 22, 2020 recommending reduction of the surety were attached.

Mr. Leclair motioned to reduce the surety being held for 254 Real Estate Holdings, LLC – 254 Rockingham Road, Tax Map 25, Lot 45 by \$7,975 from \$18,414 to \$10,439 for the completion of the remaining work itemized in Stantec's letter dated December 20, 2019.

Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Auburn 175th Anniversary

Mr. Herman provided a Memorandum dated February 3, 2020 for consideration regarding the potential entities to be included in a committee comprised of representatives of a number of community stakeholders such as the Auburn Historical Society, Friends of the Griffin Public Library, Auburn Parks & Recreation (Amy LaChance has expressed interest), Auburn Village School, Massabesic Seniors, Auburn Police & Fire, Longmeadow Church, St. Peters, Tower Hill Church and a member of the Board of Selectmen.

Mr. Leclair mentioned the inclusion of St. Peters Church. He asked that this remain on future meeting agendas for the Board to discuss.

Request to Improve Gardner Road

Mr. Herman provided a Memorandum dated February 10, 2020 concerning Gardner Road Improvement. Road Agent Dross identified some of the work to be done by Manchester Water Works in Auburn and a portion of Chester such as cutting trees in order to support logging near Pond View Drive and Lilac Drive through to Bunker Hill Road. He recommended a bond should be established for any damages to the Class V portion of the road once a Notice of Intent to Cut is filed. Mr. Eaton noted Stantec should be working with the Town of Auburn and be reimbursed for the cost and Stantec should be contacted to do a site visit and take pictures before and after the work commences.

Mr. Bedard moved to approve the recommendation of Manchester Water Works and authorize their improvement of approximately 2,500 feet of Class VI road known as Gardner Road under the general approval of the Road Agent. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

2019 Equalization Assessment

Mr. Herman provided a copy of the NH DRA letter dated February 6, 2020 setting an overall equalization assessment – sales ratio for the land, buildings and manufactured housing in Auburn for Tax Year 2019 at 92.2%.

2020 Goal Setting Report

Mr. Eaton reviewed the Goal Setting Summary prepared by Primex dated January 16, 2020 which included five goals for 2020 including: completion of the storage garage for Parks & Recreation; Library Expansion/Community Center; Building Maintenance plan and consideration of potential position in addition to renovations to Pingree Hill Fire Station and insulation of Safety Complex to be funded out of the Building Maintenance Fund; discussions with Manchester Water Works concerning Severance School, Intersection of Depot/Hooksett Roads, Cemetery land negotiations, Safety Complex easement and clean-up easements throughout the Town; and Working with developers to promote 55+ housing complex.

Old Business

Painting of Safety Complex Training Room/Funding for Project

The Board of Selectmen approved the painting contract with Costello Painting and Home Repair of Auburn in the amount of \$1,025 at their January 27, 2020 meeting to be performed on February 5th and 6th. Mr. Herman requested verification of the source of funding for payment of the project from the Town Buildings Reserve Fund.

Mr. Leclair motioned to approve the withdrawal of \$1,025 from the Town Building Rehabilitation Capital Reserve Fund to cover the expense of painting the training room at the Safety Complex. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Eaton indicated Mr. Leclair helped with ceiling tile replacement and the Community Room and Police Department look good.

Lawn Mowing Contract for 2020

Mr. Leclair indicated the Auburn Village School has met with both Plazascapes and Parker Landscapes, LLC, and are considering the proposals submitted by them at this point in time. Mr. Leclair recommended tabling the discussion until the Boards March 10th meeting.

Update on Cyber Security Pilot

Mr. Herman indicated the verbal report on the security audit was provided and the Town scored higher than expected. The formal report will be available in a few weeks. The main items for Auburn to focus on for improvement are policies and training which will be developed during the coming year.

Report/Comments of Ex-Officio Board Representatives

Mr. Bedard reported Parks & Recreation met and discussed the ice rink, the Winter Carnival didn't happen due to warm weather. The job descriptions of the employees in the summertime were discussed. Mr. DiPietro indicated the skating rink has been holding water.

Mr. Leclair reported the Planning Board met and discussed the first draft of the lighting ordinance and subdivision regulations.

Other Business

Road Agent Dross reported some down trees in the ice storm last Friday on Rattlesnake Hill Road and Wilson Crossing Road which were hit the worst and a pole snapped on Pingree Hill Road which has been replaced.

Mr. Eaton reminded Town staff and officials should park in the front to leave plenty of parking space available for voters and the Selectmen should be prepared to arrive at 6:30 AM.

Next Meetings/Events

Tuesday, February 11, 2020 – Presidential Primary Election, Auburn Village School – 7:00 AM
Monday, February 24, 2020 – Board of Selectmen's Meeting – 7:00 PM
Monday, March 9, 2020 – Board of Selectmen's Meeting – 7:00 PM

Minutes

- January 27, 2020 Public Meeting

Mr. Bedard motioned to approve the minutes of the January 27, 2020 Public Meeting. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

- January 27, 2020 Non-Public Meeting (x2)

Mr. Bedard motioned to approve the minutes of the January 27, 2020 Non-Public Meeting (x2). Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Adjourn

Mr. Bedard motioned to adjourn the meeting at 8:01 PM. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary