

**Town of Auburn  
Board of Selectmen  
April 27, 2015**

**Selectmen Present:** James Headd, Richard Eaton & Dale Phillips

**Also Present:** David & Sue Jenkins, Paula Marzloff, Mike & Linda Dross, Dennis & Pauline Vieira, Michael Rolfe, Audrey Trickett, Mike DiPietro, John & Mary Ann Rolfe, Susan Thibault, Greg Santuccio and Tom Gonyea, Residents; Denise Royce Recording Secretary

Mr. Headd called the meeting to order at 7:00 p.m. and asked everyone to stand for the Pledge of Allegiance.

Mr. Headd welcomed Mr. Herman back as Town Administrator and hoped that everyone could put an end to the contentious distractions that occupied our time for the last year and get down to business

**Approval of Payroll for Week of April 20<sup>th</sup>, 2015**

***Mr. Eaton moved to approve the Payroll in the amount of \$40,263.85 for the week of April 27<sup>th</sup>, 2015; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

**Approval of Accounts Payable for Week of April 27<sup>th</sup>, 2015**

***Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$177,617.47 for the week of April 27<sup>th</sup>, 2015; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

**Consent Agenda – Week of April 27<sup>th</sup>, 2015**

Notice of Intent to Cut Wood or Timber

Richard Eaton, 202 Eaton Hill Road (Tax Map #8, Lot #14-1)

Richard Eaton, 202 Eaton Hill Road (Tax Map #8, Lot #14-4)

Application for Municipal Financing/For Motor Company

2015 Police Patrol Vehicle

Contractual Agreement/Highway Safety Project Grant

Auburn Route 101 East Corridor Enforcement Patrols - \$6,292.00

Notice of Property Lien

24 Mountain Road (Tax Map #9, Lot #3-5)

Void Check Manifest

Preston Way Escrow & Bond Release - \$9,226.96

Notting Hill Trust - \$1,722.84

Check Manifest/Re-Issue Check to Correct Address

Notting Hill Trust - \$1,722.84

Pistol/Revolver License

One (1)

***Mr. Eaton moved to approve the Consent Agenda for the week of April 27<sup>th</sup>, 2015; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

**Appointments with the Board**

Bob Magnusson, Waste Management & Andrew Balch, ABI, Inc. – ABI Requests

Mr. Magnusson began his presentation with the Board by saying that he was approached by Mr. Balch about taking recyclables from subscription services that he has in Auburn into the transfer station. Under the host community agreement which currently has provisions for waste that is collected in the town to go into the transfer station at no charge which includes waste and other recyclables. Mr. Magnusson believed that they should work at amending that host agreement with regards to this. Mr. Magnusson talked a little more about recycling. Mr. Magnusson hoped to bring

some draft language tonight but was unable to do so. Mr. Magnusson stated that at the request of the Board that he would like the Board to request the hauler to prepare a list of customers and number of stops. They can calculate the number of stops what the amount of waste would be generated. With that in mind, he would like the Board to consider that and to obtain confirmation from the Board that it's acceptable as it is acceptable by Waste Management.

Mr. Headd stated that he has been dealing with Mr. Magnusson and Mr. Balch and is in agreement with what he is proposing and would like to see a written draft of his changes so that the Board could review it. Both Mrs. Phillips and Mr. Eaton agreed with Mr. Headd. Mr. Magnusson stated that they would be able to replace a number of small vehicles with one truck.

Mr. Headd asked Mr. Magnusson to talk about the waste oil project. Mr. Magnusson began by saying that they would like to move the monthly waste oil collection from its existing location down to the transfer station. The purpose of the meeting at DES which Manchester Water Works attended was regarding what would be required. Mr. Magnusson further talked about the Declaration of Covenants & Restrictions. DES is receptive to the new location as it would be protecting the water supply. Mr. Magnusson also pointed out that they would have to prepare a minor site plan. The concept would be to have the town apply for a grant because the state has grant money for this type of equipment. They concept would be putting it in the area where the leaf and yard waste is located now and they would like the town take over the leaf and yard waste at some other location. Mr. Magnusson asked the Board members if that concept was agreeable that they would then move it forward with putting an amendment to the host agreement and do an amendment with the Manchester Water Works and then put a simple site plan together and then work with the town with regard to the grant. Mr. Magnusson asked the Board if they would like to move forward. Mr. Eaton had a question with regard to the leaf and yard waste and asked the Board members what they would be doing with it. Mr. Headd did not know at this time. Mrs. Rouleau-Cote asked if the brush and leaf would only pertain to Auburn residents. Mr. Magnusson said yes it should be only Auburn residents with regard to yard waste. Mr. Dross believed they could make room at the highway garage for the yard waste. Mr. Headd had a concern with someone sneaking in and believed it would have to be monitored. Mr. Dross agreed. Mr. Headd believed that the waste oil is more of an issue than yard waste. Mr. Herman agreed and stated that the waste oil would be better managed at their facility than at the highway garage. A brief discussion ensued with regard to waste oil and yard waste. Mrs. Phillips believed that something could be placed in the Crier to get the word out. Mr. Magnusson stated that if the Board wanted to move forward with this then they would just need some input from the town with regard to the grant which

would be an important aspect. Mr. Headd informed Mr. Magnusson to move forward and put a proposal together to see where they could go.

Mr. Magnusson moved on to a few things in the host agreement that we need to talk about and one thing is that they think it's time to reissue stickers. There is a number of people that bring the correct amount and he did not believe that the stickers have been renewed in over five (5) years and believes there are a number of people that have moved stickers around. By reissuing new stickers would be one way to help to make sure that the right people are using the facility. The other item is a list of materials that are taken at the facility which includes light residential demolish in and construction debris. There are a lot of regulars coming in and there is nothing currently with regard to the quantity which is something that we'd like to change to tighten it up a little bit. Mr. Magnusson wanted to make sure that it wasn't being abused by people bringing materials from somewhere else. A brief discussion ensued with regard to people doing work within the Town of Auburn and where do they take it.

Mr. Magnusson thanked the Board for their time. Mr. Headd informed Mr. Magnusson to draft something up and send it to Kate and the Board would review it.

#### Keith Leclair, School Board Master Plan Comm. – AVS Master Plan Update

Mr. Leclair informed the Board that he recently took over as Chair of the Master Plan committee after the last vote. They are trying to find a solution with either a renovation or addition or some sort of upgrade modification to the school. Mr. Leclair talked about renovations needed to the school and that the school is approximately 80 years old and the newest addition is about 30 years old. They will be having a meeting on May 18<sup>th</sup> and would like the Board of Selectmen to be present. Mr. Leclair stated that he has spoken with Mr. Eaton about this. Mr. Leclair pointed out that they have major renovations coming up where the roofs are in poor shape and a lot of the classrooms are in pretty poor shape. Mr. Leclair asked if the Board would be able to attend the meeting on May 18<sup>th</sup> at 6:30pm. Mr. Herman stated that the Board of Selectmen meet every other week and that would be a week that they were not meeting. A brief discussion ensued with regard to the Board of Selectmen meeting with the School Board on May 18<sup>th</sup>. Mr. Headd thought it would be a good idea. Mr. DiPietro asked where the meeting would be held. Mr. Leclair stated that it would be held at the cafeteria at the school.

Mr. Leclair indicated that their main focus was removing the modular and the portables and bringing all the kids into the main building.

Mr. Leclair thanked the Board for their time and the discussion ended.

#### Leslie De Grandmaison – Buttonwood Drive Caution Sign Request & Speeding Concern

Ms. De Grandmaison wanted to find out what the process was for obtaining a caution sign regarding horseback riding on the Buttonwood Drive to slow the traffic in the area. Mr. Headd stated to speak with the road agent. Mr. Dross, the Road Agent stated that she would need permission from the Board of Selectmen to do it. Discussion ensued with regard to the type of sign which would warn drivers about horses.

Mrs. Phillips asked Ms. De Grandmaison if she spoke with the Police Department regarding the vehicles driving too fast. Ms. De Grandmaison said yes. Officer Pelton stated that he would look into it.

Mr. Dross stated that he would order the signs and put one in at each end of Buttonwood Drive but it would take a few weeks to order them. Ms. De Grandmaison thanked the Board and Mr. Dross for their time and the discussion ended.

#### Stantec Consulting, Inc. & Parks and Rec. Comm. – Wayne Eddows Driveway Access

Mr. Herman stated that Stantec was not going to be here tonight but would be at the next meeting. Mr. Herman informed the Board members that the Board has had a conversation's with them regarding the current driveway entrance to Wayne Eddows Field and the need to replace the culvert. At the last meeting with them they submitted maintenance activities notification to replace and DES has sent it back saying that they have to go through a full wetlands permit process. They're estimating alone for the wetlands permit was \$9,120 and wasn't going to sign off on it. Mr. Herman's concern was that he would not just go fix it because DES is aware of the issue at this point. They're going to be at the next meeting for the expanded parking lot on the other side of the property and if the Board wants to take both issues up at the same time but at least it makes the Board aware that we're unable to do the simple process that they had hoped to do. Mrs. Phillips noted that they would need to find the money for the \$9,120 as well.

Mr. Eaton asked Mr. Nye about the entrance and further asked if 20 feet was wide enough and believed that if they were going to go for a permit and spend that kind of money that it should be 24 feet. Mr. Nye said that it has guardrails and it should be at least 24 feet. Discussion ensued with the possibility of going 24 feet. Mr. Nye agreed and said it needs to be replaced before the culvert collapses. Mr. Eaton talked about a 48 inch culvert and if there was enough depth there to go to a 48 inch. Mr. Dross said

yes. Discussion ensued with regard to concrete as opposed to plastic and the need for it to be concrete. Mr. Eaton commented on where the money would come from. Mr. Herman stated that they needed to find the money someplace because the \$9,120 was just for the wetlands permit. Mr. Headd ended the discussion by saying that they would take it up with Stantec at the next meeting.

Mr. Dross informed the Board that Stantec would be doing some test borings out on Hawthorne Drive tomorrow and then they would come in to speak with the Board of Selectmen with a report of findings.

At this time, Mr. Headd moved onto the mowing bids.

## **Old Business**

### Town Mowing Bids

Mrs. Phillips began by saying that, after going through the mowing bids that she was prepared to make a motion.

***Mrs. Phillips made a motion to award the mowing bid to Parker Brothers.***

Mr. Headd asked Mr. Eaton if he had any concerns. Mr. Eaton said yes, that he had concerns on why they were not giving it to the lowest bidder, ASAP Landscape and Design of Londonderry for \$25,000 and that we're going to give it to someone for \$31,300. Mrs. Phillips explained her reason for choosing Parker Landscapes, LLC was because they were highly recommended by Parks and Recreation as well as the Safety Complex. Mrs. Phillips asked what Mr. Eaton and Mr. Headd thought. Mr. Headd stated that he was a member of the Parks and Recreation committee and the committee overwhelming support Parker Landscapes because if something needs to be done they go and do it even if it's not in the contract. They've given us a lot more than what we paid for. Mr. Eaton pointed out that they still had a low bid of \$25,000 and did not think that they should throw \$6,000 of the taxpayer's money at this. Mr. Eaton asked if anyone called any of the references. Mr. Eaton did call a few references and received high recommendations. Discussion ensued with regard to the mowing bid.

Mr. Worster asked about the minutes of the last meeting and the specification about ants. Mrs. Phillips stated that it was at the ball field and asked Mr. Nye to explain. Mr. Nye stated that there was a problem with ant infestation over at the ball field where kids were playing soccer and they were covered with ants and they had to treat the field

which came out of their budget last year and it wasn't included in the landscape bid. They also had some problems with some of the parks with no bark mulch because they claimed that it wasn't part of their bid. Mr. Nye pointed out that whoever did it last year that there was a lot of stuff that they had to do themselves that wasn't in the bid. Mr. Nye suggested that they bid apples for apples. Mr. Eaton stated that that is exactly what the bid was for. Mr. Nye also stated other problems they had with regard to dethatching and fertilizing and Parker included that in it. Bill Jones who did the landscaping last year and agreed with Mr. Nye that some of those things were not in the bid last year and he included those things in the bid this year and went up from \$26,900 to \$29,350 which included the ants and the mulch. Mr. Jones stated that he had spoken with Mr. Herman earlier this year and was under the impression that there were no complaints and that Mr. Herman explained to him that he should be ready to be geared up for April and did not see a problem of me getting it this year and it wasn't until he called town hall that he was informed that it had gone out to bid.

Mrs. Mayland asked the Board if what they asked for came back the same. Mr. Eaton stated that they did ask for the same and they should all come back the same. A brief discussion ensued with regard to the bids being the same. Mr. Santuccio asked what the policy was and if it was to go with the lowest bidder. Mr. Eaton said yes.

***Mr. Eaton made a motion to award the bid to the lowest bidder, ASAP Landscape & Design Londonderry, NH with a bid submitted for \$25,000; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

#### Numbering & Recording Manchester Water Works Gate Locations

Lt. Pelton began by saying that a few weeks ago that Mrs. Phillips came to the Police Commission meeting and came up with an idea of looking at the water works gate numbering system here in town for emergency response. They met with Mike Howell of Manchester Water Works, Police Department and Melissa. Lt. Pelton stated that there were 70 gates of which 44 were in Auburn which are numbered already (Gate A1 to A44). Lt. Pelton stated that they did check with the 911 system in Concord which was not very cooperative with regard to entering gate locations within Auburn but what they do do is give you a grid location so that if someone calls 911 they can give a grid location of where they're at. Rockingham County as well as Derry Fire Alarm were very cooperative and willing to enter the gate locations into their computer systems. Manchester Water Works has agreed to voluntarily put the gate numbers on the gate and do a GPS on the gate location. Mrs. Phillips asked if they gave 911 a copy of the map. Lt. Pelton said yes. A brief discussion ensued with regard to 911 and the map.

Mrs. Phillips asked Lt. Pelton if he needed anything else from the Board of Selectmen. Lt. Pelton said no.

The Board of Selectmen thanked Lt. Pelton for his presentation and the discussion ended.

### File Storage Room Project

Mrs. Rouleau-Cote began by saying that this pertained to both Ms. Royce and her file room which was located directly behind the audience that was present tonight. Mrs. Rouleau-Cote explained that last fall there was some discussion with the same company that did the file storage for the Town Clerk upstairs so we had asked them to come in to see what we could do with our file storage down here. We were given three (3) options and Ms. Royce and her went through what are needs were and what our anticipated needs would be because as each subdivision works its way through Planning Board and then eventually to the Building Department it quickly fills up file cabinets. We have three (3) different options and Mrs. Rouleau-Cote showed the Board members a drawing of what would occur with each option to better give the Board a better idea of what would better suit the needs of the Building Department and Planning Department. Mrs. Rouleau-Cote went through each of the options and began with option #1 which was the cheapest at \$7,675.00, option #2 which was the most expensive was in the amount of \$15,345.00, and option #3 was in the amount of \$11,855.00. Mrs. Rouleau-Cote explained that we currently have approximately 18 file cabinets of which quite a few of them are broken. Mr. Herman pointed out to the Board members that the money was available in the building fund and if the Board was in agreement that the fund has approximately \$100,000 so we could afford any one of the options. Mr. Herman indicated that it wasn't going to happen overnight and moving the cabinets out would be a big project and would take the vendor a day to a day in a half and what we're looking at is moving the file cabinets into this room and that all meetings would have to take place at the Safety Complex for a few weeks. A brief discussion ensued with regard to the three (3) options. After reviewing the three (3) options, Mr. Eaton and Mr. Headd believed that Option #2 would be the best option and that we should go with option #3. All the Board members agreed and chose option #3.

Mrs. Rouleau-Cote began to discuss something that was not on the agenda but wanted to put it by the Board members while she was before them tonight. Mrs. Rouleau-Cote talked to the Board members about the month of May being Building Safety Month at the International Code Council which provides her with her certification and her training has asked that each community consider adopting a proclamation as May 2015 as



Building Safety Month. Basically it's a way of getting input out there that the New Hampshire Building Officials will be having different things at the Lowes and Home Depot that safety starts at home. Mrs. Rouleau-Cote went through the different themes each week and that the first week deals with fire protection in the home, the second week is titled "Bounce back faster from disaster" which deals with building homes that can withstand hurricanes and snow loads and wind storms, the third week is basic water safety regarding pools and spas as well as conserving water, and the fourth week is energy conservation by building homes that are more energy efficient. At this time, Mrs. Rouleau-Cote presented the Chairman with a Proclamation to be signed by the Selectmen. Mr. Headd stated that it was too much for them to read at this time but is in support of the process and that they would make copies for each of the Board members to review. Mr. Eaton asked Mrs. Rouleau-Cote when they would need to sign it by. Mrs. Rouleau-Cote indicated before May. Mrs. Rouleau-Cote thanked the Board for their time and the discussion ended.

## **New Business**

### Dartmouth Drive Gate Request

Lt. Pelton began by talking about the issues that they want to put in because they have been having some issues with criminal activity and criminal mischief and damage up there and has talked to Mr. Dross, the Road Agent and he is not against putting a gate up at the end of the street. Lt. Pelton also stated that he has talked to Bruce Phillips, Fire Chief as well because they have had a number of responses to put out camp fires and one car fire and he said the same thing that he would not be opposed to putting a gate up there. Lt. Pelton explained that since January 2014 they have had 94 incidences where police had to take action just on that dead end road. They have not had any fatalities up there but they have had some drug overdoses up there so they are trying to discourage this type of activity up there. They are not trying to prohibit people from walking their dogs or go hiking but limit motor vehicle traffic to go up to private property located at the top of the hill. Lt. Pelton pointed out that Mr. Dross had some concerns about turning a snowplow around up there and had a pretty good idea of where to place the gate. Mr. Dross stated that the best place to put the gate was down by Fischer Ski and they tried to block it off last time and Mr. Mesiti complained because he couldn't get up there to show the property because there were jersey barriers so they removed them so now everyone goes up there. Mr. Dross believed that they would have to gate it on town property and give Mr. Mesiti a key and to him they should gate it down below. Mr. Dross stated that right now they maintain the road all the way up to the top and that there's nothing up there. Lt. Pelton had photos that he showed the

Board of what it looks like up there and that it was used basically as a dumping ground. Lt. Pelton talked about the gates that are located on private property that Mr. Mesiti is using for each lot. Lt. Pelton stated that Bruce Phillips, Fire Chief had a good idea by chaining a knox box to it and we don't want to limit the property owner from going up there but something needs to be done because eventually someone will be seriously injured or killed so the thought is to eliminate the liability to the town. Lt. Pelton pointed out that it was up to the Board of Selectmen to take some action on it and that is what they're looking for.

Mr. Herman believed that they ought to schedule a meeting with Mr. Mesiti as well as the police because these are all very legitimate concerns. Mr. Gonyea asked if someone could be fined for leaving the gate open. Lt. Pelton answered by saying that we can close it but if the property owner leaves it open that it would be a civil liability for him if someone gets injured up there and he was the one that left it open.

Lt. Pelton asked if there were any further questions. None were noted. Mr. Headd thanked Lt. Pelton and stated that they would schedule a meeting with Mr. Mesiti and the Police Department.

#### Selectmen Representation at the Police Commission Meetings

Mr. Headd asked if Mrs. Trickett was present tonight. Mrs. Trickett was present. Mr. Headd began by saying that she sent an e-mail concerned with this and that they have never had a Selectmen's Representative appointed to the Police Commission meetings. Mr. Headd stated that the Police Commission works independently and apparently Mr. Sullivan chose on his own to attend the Police Commission meetings but we have never had in the past made that appointment and have not heard from Dave Dion requesting that we send anybody. Mrs. Trickett stated that he had asked that question at the last meeting. Mr. Headd stated that he interpreted it as a question if Mrs. Phillips would be appointed. A brief discussion ensued and Mr. Headd stated that he saw no point in doing so, so the answer would be no.

#### FY2015 Financial Reports

Mr. Headd stated that he has spoken with Ms. Frisella which he believed that everyone had a copy and informed the Board that she would be attending the next BOS meeting to go over it at the next meeting.

## **Other Business**

Mr. Herman stated that the Board members should have an e-mail from Ms. Frisella that was sent from Ms. Royce regarding the Online GIS mapping which explains that the \$2,400 difference was their error and that they would like to do the mapping and are willing to do it up to a three (3) year period. Mr. Herman stated that Ms. Frisella informed him that we have half of the money and recommends that they pay it over two (2) years. Mrs. Phillips pointed out that it would put our maps online. Mr. Herman said it would be helping the Planning Board by having it online which would be available for the Fire Department as well as the Police Department. Mr. Headd added that Ms. Frisella had told him that once it was established that our yearly maintenance cost would be reduced from what we are paying today which would be a savings to the Town. Mrs. Phillips also stated that it could be adjusted so that the Road Agent could add culverts and Planning Board and Zoning Board could add things as well. Mr. Headd asked if they needed a motion. Mr. Herman believed it would be a good idea to have a motion.

***Mrs. Phillips moved to authorize the payment of \$2,400 over a two (2) year timeframe; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.***

Mr. Dross pointed out that if we are going to be doing gates that the Board should consider doing something out on Leppert Way because it has become a dumping area again. Mr. Dross believed that Mr. Leppert was supposed to do something where Severino removed gravel. Mr. Headd stated that Mr. Leppert will be meeting with the BOS in two (2) weeks and that they would put that on the agenda and bring it up with him at that time. Mr. Dross thanked the Board members.

## **Minutes**

April 13<sup>th</sup>, 2015 Public Meeting

***Mr. Eaton moved to approve the minutes of the April 13<sup>th</sup>, 2015; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

## **Adjourn**

***Mr. Eaton moved to adjourn; Mrs. Phillips seconded the motion; all were in favor, the public meeting ended at 8:14 P.M.***