

**Town of Auburn
Board of Selectmen
May 11, 2015**

Selectmen Present: James Headd, Richard Eaton & Dale Phillips

Also Present: Rene Labranche, Stantec Consulting; Dave Nye & Helen Hiltz, Parks and Recreation Commission; Adele Frisella, Finance Director; Doug Leppert, Alan Villeneuve, Armand Miclette, David & Sue Jenkins, Paula Marzloff, Susan Goodhue, Mike & Linda Dross, Dennis & Pauline Vieira, Michael Rolfe, Armand Miclette, Audrey Trickett, Mike DiPietro, John & Mary Ann Rolfe, Scott & Karen Norris, Greg Santuccio and Tom Gonyea, Residents; William Herman, Town Administrator; Kathryn Lafond, 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 read a proclamation from Governor Hassan on the subject of Municipal Clerks Week which takes place May 3rd to May 9th, 2015. Mr. Headd thanked Mrs. Joanne Linxweiler and her colleagues for their service to the town.

Approval of Payroll for Week of April 27th, 2015

Mr. Eaton moved to approve the Payroll Manifest in the amount of \$43,705.43 for the week of April 27th, 2015; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Approval of Accounts Payable for Week of May 11th, 2015

Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$679,823.72 for the week of May 11th, 2015; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Consent Agenda – Week of May 11th, 2015

First Issue Property Tax Warrant

\$6,770,147.00

Gravel Tax Warrant

Paul Garabedian, Jr., (Tax Map #11, Lot #50) - \$17.40

Yield Tax Warrant

Manchester Water Works (Tax Map #22, Lot #6, Tax Map #26, Lot #7, Tax Map #28, Lot #7) - \$1,265.00

Manchester Water Works (Tax Map #1, Lot #1) - \$2,783.48

Notice of Intent to Cut Wood or Timber

Green Crow Corporation, Raymond Road (Tax Map #10, Lot #3)

Correspondence

Rep David J. Danielson – Thank you for Sponsorship of HB 130

State Senator Sharon Carson – Thank you for Co-sponsorship of HB 130

Master Lease-Purchase Agreement / Ford Motor Company

2015 Police Patrol Vehicle

Land Use Change Tax Warrant

Espana Building & Development (Tax Map #2, Lot #9-19) - \$12,500.00

Notice of Intent to Excavate

Maine Drilling & Blasting – Bypass 28 (Severino Trucking Co., Inc.)

Proclamation

Building Safety Month – May 2015

Check Manifest / Re-Issue Check to Correct Address

Notting Hill Trust - \$1,722.84

Pistol/Revolver License

Three (3)

Mr. Eaton moved to approve the Consent Agenda for the week of May 11th, 2015; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Stantec Consulting, Inc. – Wayne Eddows Fields Main Entrance, Expanding Parking Lot and Griffin Mill Bridge Update

Mr. Labranche explained that Stantec had previously provided a cost estimate for the Wetlands Permit application for the Wayne Eddows Field Driveway Culvert Upgrade, which was high due to the involved application requirements. Mr. Labranche continued that after discussions with the Board and Road Agent Dross it was agreed that the proposed upgrade met the criteria for a Routine Roadway Maintenance project. Mr. Labranche informed the Board that NH Department of Environmental Services has indicated that the town needs go the route of the Wetlands Permit process due to the presence of endangered Blanding's Turtle and threatened spotted turtles. Mr. Labranche stated that Stantec sharpened their pencils and were able to knock down the cost from \$9,120 to \$8,165. Mr. Labranche spoke with the Board regarding specifics of the permit including performing a required Stream Channel Evaluation Report and the culvert design which they will try for a 48" RCP but DES may require a box culvert.

Mr. Herman indicated that if the Board of Selectmen would like to move forward with this permitting process they will need to determine where to fund it from in the budget. Mr. Herman provides a memo describing where funds are available. Mr. Herman relayed that there is \$7,500 budgeted for general assistance from Stantec in the General Consulting budget line, \$588 has been expended year to date, leaving \$6,912 available. Also \$8,000 was budget for Landfill Monitoring, NHDES has determined that the town can decrease to once per year sampling and testing resulting in Stantec's fee being reduced to \$3,000. Mr. Herman indicated this leaves \$5,000 from Landfill Monitoring that Board could use. Mrs. Phillips suggested using the \$5,000 from the Landfill Monitoring budget line. Mr. Eaton suggested funding the balance of \$3,165 from the General Consulting budget line. Mr. Headd was in agreement.

Mrs. Phillips moved to authorize expending \$5,000 from Landfill Monitoring 01-4324-5-390-0 and \$3,165 from General Consulting Services to fund Stantec Consulting's time and expenses associated with applying for the

Wetlands Permit for the Wayne Eddows Field driveway culvert upgrade as described in the submitted Authorization for Additional Services; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Mr. Eaton moved to authorize Mr. William Herman to sign the Authorization for Additional Services from Stantec Consulting for their time and expenses associated with applying for the Wetlands Permit for the Wayne Eddows Field driveway culvert upgrade. Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Mr. Labranche provided a conceptual layout highlighting the proposed limits of phase 1 of expanding the auxiliary parking area for the Wayne Eddows Fields. Mr. Nye indicated that he has talked to New England Co-op about installing a couple of poles to run 400 feet of utilities overhead and then going underground. Mr. Nye continued that USA Electric has provided an estimate of \$7,000, the Parks and Recreation Commission had already authorized \$6,000 for engineering services and Mr. Nye would propose utilizing the remainder of the funds budgeted for this project to grade and gravel the parking area. Mr. Nye noted that the town is donating the gravel so the costs will be for trucking and machine work. Mr. Nye stated that there are not enough funds to complete all of phase 1. Mr. Labranche relayed erosion control and other temporary measures that will be taken stabilize the area between this effort and completion. Mr. Eaton asked much work the estimated \$7,000 from USA Electric includes. Mr. Nye relayed this includes 3 poles with wire, \$1,250 initial member fee with New England Co-op. Mr. Nye stated that he would put the conduit in and stretch the budget funds as far as they will go.

Mr. Labranche informed the Board that NH Department of Transportation was provided on May 5th with the proposed Professional Services Agreement with Stantec Consulting for the design work for Griffin Mill Bridge replacement. Mr. Labranche indicated that NHDOT provided some input and Stantec has made modifications to the agreement and will send it back to NHDOT for their review. The contract will be back before the Board for their approval once it is approved by NHDOT.

Mr. Herman informed the Board that he confirmed with NHDOT that the Griffin Mill Bridge is enrolled in the State Bridge Aid program and is scheduled for construction funding in the State Fiscal Year 2022 (July 1, 2021-June 30, 2022). Mr. Herman reminded the Board that with the anticipated funding from the gasoline tax increase it was likely that the Griffin Mill Bridge project would be advanced to the State FY 2017 however with Governor's proposed budget the

Griffin Mill Bridge project would be back to the State FY 2022. Mr. Herman stated if that is the case the Board will need to make a decision about how to proceed with funding the bridge replacement.

Mr. Herman suggested that the Board send a letter that he drafted to ensure she is aware of the specific financial impact at stake for the Town of Auburn. The Board was agreeable to signing and sending the drafted letter.

Mrs. Phillips noted that there may be a concern with the current weight limit of 10 tons on the Griffin Mill Bridge. Mr. Labranche explained that the weight limit is ok for now.

Mr. Eaton moved to sign and send the drafted letter regarding funding for the State Bridge Aid Program to Senator Sharon Carson; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

The Board asked Mr. Labranche regarding the Hawthorne Drive boring results. Mr. Labranche replied that the developer of the subdivision hired a company to conduct the borings on locations suggested by Stantec, Stantec reviewed the road design plans and think that a solution is pretty straightforward but they are still waiting for the geotechnical report from the borings.

Mr. Alan Villeneuve asked if expanding the auxiliary parking lot at the Wayne Eddows Fields is subject to site plan review by the Planning Board. Mr. Herman stated that the Board of Selectmen can make the decision to seek input from the Planning Board, the town does not need formal approval though. Mr. Headd commented that is maybe something the Board should do. Mr. Labranche indicated that what is before the Board tonight is conceptual, Stantec has no formal design to show yet but once one is created it will be presented to the Planning Board.

Adele Frisella, Finance Director – FY2015 Financial Reports

Ms. Frisella stated that she is here this evening to answer any questions that the Board may have regarding the first quarter budget reports that were previously provided to the Board. The agreed that they did not have questions.

Old Business

Dartmouth Drive Gate

Mr. Herman informed the Board that a meeting was held on-site last week. Lt. Pelton indicated that as a result of this meeting it was determined that the owner of the last property would put up a gate on the private property to block access to the dirt portion of the road. Mr. Herman followed up that Road Agent Dross will be obtaining a quote for fencing to prevent vehicles from going around the gate and the property owner would post no trespassing signs. Lt. Pelton added that no parking signs may be looked into as well.

Status Report – State Budget

Mr. Herman provided the Board a letter from New Hampshire Municipal Association to the Senate Finance Committee regarding the top concerns that they would like considered in the State budget discussions which include the Highway Block Grant, Bridge Aid, Meals and Rooms Distribution, FEMA Matching, etc. Mr. Herman noted that Auburn could potentially lose approximately \$229,000 in State funds.

New Business

Cemetery Trustee Vacancy

The Board confirmed with Mr. Scott Norris his willingness to fill the vacant Cemetery Trustee position.

Mr. Eaton moved to appoint Mr. Scott Norris as Cemetery Trustee, Term to expire March 2016; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Safety Complex HVAC System

The Board reviewed a proposal from AAA Energy Service Co., in the amount of \$1,837.91 for the repair of the HVAC system at the Safety Complex. Mr. Herman indicated that the building has experienced problems for years, normally the Fire and Police Department usually split the building service expenses 50/50% however this was not a planned expense. The Board was asked to consider paying for the proposed repairs from the Town Building Improvement Fund. Mr. Eaton asked if this is a band aid repair. Mr. Herman indicated that his impression is that this is not a band aid repair but a fix. Mr. Eaton noted that in the future he'd like to talk about the Safety Complex ice dams that form in the winter and insulation.

Mr. Eaton moved to accept the proposal with AAA Energy Service Co in the amount of \$1,837.91 for the repairs as described and to fund the cost from the Town Building Improvement fund; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Mr. Eaton expressed his support in funding the replacement of the rear door at the Town Hall from the Town Building Improvement fund as well. The other Board members were in agreement. Mr. Villeneuve described the double doors due to the size would likely be replaced with a single door to meet safety codes, masonry work and a panel to fill the space would be designed to complete the project. Mr. Herman indicated that the Board should have an estimate in the next couple of weeks.

Regional Purchasing of Electric Power

Mr. Herman informed the Board that Southern New Hampshire Planning Commission would like to work with other towns in the region to pursue cheaper energy rates, it is proposed that Windham, NH act as the lead town in a partnership. The Board reviewed a Memorandum of Understanding between the Town of Auburn and Southern New Hampshire Planning Commission. Mr. Herman explained that this MOU does not commit the Town to anything other than the willingness to work together, nor does it cost the town anything. Mr. Herman continued that the consortium consists of 14 towns, Auburn is one of the smaller communities. Mr. Villeneuve asked if this could be extended to the School Administration Unit (SAU). Mr. Herman stated yes and indicated that he would send the information to Mrs. Karen Lessard. Mr. Headd asked if there was a deadline to signing the MOU. Mr. Herman stated yes, May 22nd.

Mr. Vieira asked if the town has ever looked into long-term renewable energy like solar field/bank. Mr. Headd noted that this is a point well taken. Mrs. Phillips added that she doesn't believe anyone had brought it up before. Mr. Herman believed that there are 2 or 3 communities that have done so.

Mr. Eaton moved to authorize Mr. Herman to sign the Memorandum of Understanding between the Town of Auburn and Southern New Hampshire Planning Commission to pursue cheaper energy rates; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Next Meeting Date

It was noted that the Board of Selectmen planned to attend the AVS Master Plan Committee's meeting at 6:30 p.m. on Monday, May 18th. It was asked if this meeting could be put on the Town Hall's electronic message board. The Board agreed that it could.

The Board acknowledged that with their every other week meeting schedule the next meeting date is May 25th which is Memorial Day. The Board agreed to meet another night that week if there was any pressing business and maintain the every other week schedule.

Road Agent Dross informed the Board that the reconstruction of Chester Turnpike would commence Wednesday or Thursday and briefly summarized the work to be completed, including increasing the size of the culverts. Mr. Dross also indicated that a crane is being utilized to take down old pine trees on Hooksett Road, Rockingham Road has been paved and work has been done to the roadside of Wilson Crossing Road.

Mr. Villeneuve noted that the annual roadside clean-up event had the biggest turn out yet and thanked the Auburn Fire Department.

Mr. Eaton asked how the Shred Day event went. Mr. Herman stated that he thinks it went well, approximately 75 residents took advantage of the service and the Town Hall and Police Department were able to dispose of a lot of old files. Mr. Herman noted that the vendor indicated that the turnout was average.

Minutes

April 27th, 2015 Public Meeting

Mr. Eaton moved to approve the minutes of the April 27th, 2015 Public meeting; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Non-Public Session

Mr. Eaton moved to enter into non-public session pursuant to RSA 91-A 3, II (c) Reputation of individuals other than a Board Member; Mrs. Phillips seconded the motion; A roll call vote was taken; Mr. Headd – yes, Mr. Eaton – yes, Mrs. Phillips– yes. The motion passed.

Meeting in Non-Public Session with the Selectmen was Mr. Doug Leppert, Town Administrator Herman and Secretary Lafond.

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Mr. Eaton moved to exit Non-Public Session; Mrs. Phillips seconded the motion; A roll call vote was taken; Mr. Headd – yes, Mr. Eaton – yes, Mrs. Phillips – yes. The motion passed.

Mr. Eaton moved to seal the Non-Public meeting minutes of the meeting; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Mrs. Phillips moved to adjourn; Mr. Eaton seconded the motion; all were in favor, the public meeting ended at 8:43 P.M.