

**Town of Auburn  
Board of Selectmen  
June 17, 2015**

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

**Also Present:** Don Westcott of ASAP Landscaping; Helen Hiltz, Armand Miclette, Patrick Kelley, Fire Chief Bruce Phillips and Town Administrator William Herman

Mr. Headd called the meeting to order at 9:00 am.

**Appointments**

Discussion of Town Lawn Maintenance needs and service: Mr. Westcott advised the Board his firm is generally mowing the Town properties on Friday and Saturday every week, focusing first on the Eddows Recreational Fields due to games scheduled for the weekends. He was interested in knowing how his firm's performance has been and how they might serve Auburn better.

Mr. Miclette expressed concerns for what he felt was a lack of weed whacking / trimming in general, although he specially mentioned the edges of various parking lots the Appletree Park, Circle of Fun Playground, the area of the skating rinks & basketball court adjacent to the Safety Complex, and the chain link fence along the lacrosse field on Raymond Road. Mr. Westcott acknowledged that is likely an area they may not have paid attention to, and he would see that was corrected.

Mr. Miclette also mentioned fertilizing was required for the properties and he didn't think any had been done to date. Mr. Westcott noted Eddows Recreational Fields are schedule to be done on Monday (June 22<sup>nd</sup>). He was looking at handling the other properties in July and August, and that he would try to work around predicted rain to gain the most effect for the applications. He indicated in the future, fertilizing should probably be done five or six times a year for the maximum effect, but the properties really need to be irrigated for the fertilizer to be truly effective. When asked for an estimate what it might cost to irrigate the front lawn of the Town Hall, Mr. Westcott said between \$3,000 and \$5,000.

Mr. Miclette reiterated his desire to have a schedule of when the ASAP crews will be performing the mowing work so he could keep in contact with them. Mr. Westcott indicated they will generally be here on Fridays and Saturdays.

Mrs. Hiltz indicated she needs to have advance notice of the fertilization activity at the Eddows Recreational Fields to enable the re-scheduling of various team schedules on

the property. Mr. Westcott indicated it is recommended the property be closed to activity for a minimum of 48-hours after fertilizing to make certain it is effective. He also noted the required insect treatments are occurring at the same time, resulting in the 48-hours' time frame. He committed to coordinating with Mrs. Hiltz in the future for the July and August treatments.

A brief conversation occurred on mulching work needed at the Circle of Fun Playground and at the Safety Complex. Mr. Westcott noted a number of areas have clearly been overgrown and not taken care of for a number of years. To do things right, the area to be maintained should be defined and edged in order to establish the features clearly.

Mr. Westcott indicated the Town was late in awarding the contract in late April. By the time he was notified, there were only a couple days left to the month and he got out here in early May. He indicated in the future, it would be beneficial to award the contract in early April.

Mr. Miclette summarized that the key to success moving forward is communications.

Mrs. Phillips asked if everyone has had a chance to have their say. She felt that the past is behind and she was hopeful that everything would be off to a better flow moving forward. It was noted that Mrs. Hiltz and Mr. Miclette were the main points of contact for Mr. Westcott.

Mr. Herman suggested perhaps some attention could be provided to the front lawn of the Town Hall over the leach field area installed the previous year. Mr. Westcott indicated the area should probably have some additional loam and be hydro-seeded. He indicated that shouldn't occur until fall or perhaps even early next spring. Both Mr. Herman and Mrs. Phillips advised Mr. Westcott that some bigger work efforts, like the repair of the Town Hall lawn, would not be expected to be absorbed into the base contract for lawn mowing. But the Town would appreciate receiving a cost estimate for additional charges before they are incurred.

Chief Phillips indicated some focus was needed on the Safety Complex property. Despite a number of efforts, it was extremely difficult to get a good lawn growing at that location. Mr. Westcott suggested having the soils tested to know what the condition of the current soil is, and what should be done to make an improvement. Mr. Eaton indicated he would have Matt Scott contact Chief Phillips to arrange for the soils testing at the Safety Complex.

## **Hills Road Extension**

Mr. Herman provided the Board with a report from Dan Tatem of Stantec and supporting materials concerning the establishment of off-site improvements for Hills Road Extension as requested at the Board's June 8<sup>th</sup> meeting. The material included a letter from Dufresne-Henry dated December 31, 2001 and minutes from the January 7, 2002

Board of Selectmen's meeting when it had been agreed the developer was responsible for one-third of the estimated costs of the Hills Road off-site improvements.

Stantec has calculated the current cost of the Hills Road improvement would be \$124,550. One-third of that amount would be \$41,516.67, and the developer has indicated to Mr. Tatem that he would be willing to pay the Town that amount of money for the off-site improvement contribution.

***Mr. Eaton moved to accept the amount of \$41,516.67 from All State Builders for one-third of the estimated total cost of \$124,550 for off-site improvements to Hills Road. Seconded by Mrs. Phillips. A vote was taken, all were in favor, the motion carried unanimously.***

### **Non-Public Session**

***Mrs. Phillips moved to enter into Non-Public Session at 9:45 am pursuant to the provisions of RSA 91-A: 3, II (e) to discuss pending litigation. Second by Mr. Eaton. 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 Town Administrator Herman.

***Mr. Eaton moved to come out of Non-Public Session at 9:52 am. Seconded by Mrs. Phillips. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes; Mrs. Phillips – yes. The motion passed.***

***Mr. Eaton moved to seal the minutes of the non-public session. Seconded by Mrs. Phillips. A vote was taken, all were in favor, the motion carried.***

### **Adjourn**

***Mr. Eaton moved to adjourn; Mrs. Phillips seconded the motion. All were in favor, the motion passed and the meeting adjourned at 9:53 a.m.***