

**Town of Auburn
Board of Selectmen
April 18, 2016**

Selectmen Present: James Headd, Richard Eaton & Dale Phillips

Also Present: Matt Connors and Steve Connors, Property Owners; Edward Gannon, Bob Seling, James Saulnier, Patrick Glennon, David Walters, Jeremy Lavoie, Jim Thompson, Joe Rossino, John Aviza, Rick Dennis, Jay Coulter, Brian Croteau, Brett Savard, Rob Degroot, Mark Proulx, Fire Department; Don Wescott, ASAP Landscaping; Carrie Rouleau-Cote, Building Inspector; Susan Jenkins, Tax Collector, Patty Rousseau, Town Clerk/Tax Collector Assistant; Jayne Gannon, Christine Walters, Aaron Walters, Brenda Seling, John & Mary Ann Rolfe, Mike & Linda Dross, Dennis & Pauline Vieira, Michael Rolfe, Paula Marzloff, Susan Goodhue, Russell Sullivan, Mike DiPietro and Tom Gonyea, Residents; Kathryn Lafond, Recording Secretary

Mr. Headd called the meeting to order at 6:30 p.m.

Non-Public Session

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

Meeting in Non-Public Session with the Selectmen was Matt Connors, Steven Connors Tax Collector Jenkins, Town Administrator Herman and Secretary Lafond.

Mrs. Phillips moved to exit non-public session at 6:53 p.m.; Mr. Eaton seconded the motion; A roll call vote was taken; Mr. Headd – yes, Mrs. Phillips – yes, Mr. Eaton – yes. The motion passed.

Mrs. Phillips moved to seal the minutes of the non-public sessions; Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.

Mr. Headd reconvened the public meeting at 7:00 p.m. and led the audience in the Pledge of Allegiance.

Edward Gannon, Acting Fire Chief – Fire Department Promotions

Chief Gannon introduced Firefighter Jeremy Lavoie to the Board of Selectmen. The Auburn Fire Department formally promotes Mr. Lavoie from Firefighter to the rank of Lieutenant. Chief Gannon stated that Mr. Lavoie is great pump operator and has been a

mentor to new Fire Department personnel. Chief Gannon added that Mr. Lavoie has the ability to get water from a stone and he will be a perfect fit as Lieutenant of Crew 2. Mr. Headd presented Mr. Lavoie with a plaque, a badge and speaking trumpets. Chief Gannon explained to those present that the speaking trumpets are traditionally presented to Firefighters in honor of their service.

Chief Gannon next introduced Lieutenant David Walters to the Board of Selectmen. The Auburn Fire Department formally promotes Mr. Walters from Lieutenant to Captain. Chief Gannon explained that Mr. Walters has many years of services not just with the Auburn Fire Department but previously with East Derry Fire Department as well. Chief Gannon continued that the training work that Mr. Walters has done is great and the Auburn Fire Department will benefit from Mr. Walters succeeding him as Training Captain. Mr. Headd presented Mr. Walters with a plaque, a badge and speaking trumpets.

Mr. Headd read aloud the recommendation of the Auburn Volunteer Firemen's Association to appoint Mr. Edward Gannon a Chief of the Auburn Fire Department. The Board of Selectmen agreed that they support the recommendation of the Auburn Volunteer Firemen's Association and would like to formally appoint Mr. Gannon as Fire Chief for the remainder of the term left vacant by his predecessor Chief Bruce Phillips.

Mrs. Phillips moved to appoint Edward Gannon as Fire Chief of the Auburn Fire Department effective immediately for a term of office to expire in March 2018; Mr. Eaton seconded the motion; all in favor, the motion passed unanimously.

Fire Chief Gannon took his oath of office in front of those present and Mr. Headd formally swore him into office.

Approval of Accounts Payable for Week of March 28th, 2016

Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$171,372.33 for the week of March 28th, 2016; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Approval of Payroll for Week of April 4th, 2016

Mr. Eaton moved to approve the Payroll Manifest in the amount of \$50,591.54 for the week of April 4th, 2016; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Approval of Accounts Payable for Week of April 11th, 2016

Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$731,207.70 for the week of April 11th, 2016; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Approval of Payroll for Week of April 18th, 2016

Mr. Eaton moved to approve the Payroll Manifest in the amount of \$47,009.02 for the week of April 18th, 2016; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Consent Agenda – Week of April 18th, 2016

USEPA Annual Report

Small MS4 General Permit – Stormwater Control

Conservation Easement Deed

Rattlesnake Hill, LLC, off Gold Ledge Avenue (Tax Map # 1, Lot #4)

Warrant/Yield Taxes – Timber

Rattlesnake Hill, LLC (Tax Map #1, Lot #18-1) - \$1,800

Warrant/Yield Taxes – Gravel

Jack, Charles & Paul Garabedian (Tax Map #11, Lot #50) - \$10.40

Correspondence

Eddows Field Parking Lot Project

Michael & Sharon Poirier – Property Tax Deferral

Donation Acknowledgement – Mr. & Mrs. Gerald Demirjian

Notice of Intent to Cut Wood or Timber

Manchester Water Works, Hooksett Road (Tax Map #10, Lot #17 & 23)

Manchester Water Works, Manchester Road (Tax Map #22, Lot #6 & Tax Map #25, Lot #7)

Bob & Sarah Barysaukas, 24 Countryside Circle (Tax Map # 5, Lot #49-5)

Application for Property Tax / Veterans Credit

Peter VanEden, 39 Forest Drive (Tax Map #7, Lot #25-161)

Thomas W. Burns, 297 Wilson Crossing Road (Tax Map #5, Lot #1-2)

Application for Current Use

James & Erica Guinesso, 601 Pingree Hill Road (Tax Map # 2, Lot #38-1) – 84.7 Acres

Robert & Sarah Barysaukas, 24 Country Circle (Tax Map #5, Lot # 49-5) – 23.47 Acres

Joanne Dufresne, 468 Dearborn Road (Tax Map #11, Lot #30) – 59.76 Acres

Cemetery Deed / Auburn Village Cemetery

Michael & Brenda Cavanagh Brunelli – Map #20, Lot #53A

Manifest / Void Check

Two Checks totaling #255.11

Application for Abatement

Kenneth Booth, 547 Chester Road (Tax Map #5, Lot #60) – Granted – Revised Assessment - \$317,400

Jocelyn Scarpetti, Chester Turnpike (Tax Map #13, Lot #40-2 & #40-3) – Granted – Revised Assessments - \$112,000 and \$109,300 respectively

Northern New England Telephone Operations (Fairpoint) – Townwide – Denied

Abatement / Refunds

Dana Anderson & Nicole Rioux – Calef Campground - \$85.00

Dana Anderson & Nicole Rioux – Calef Campground - \$98.93

Michael Mix – Calef Campground - \$44.00

Michael Mix – Calef Campground - \$48.16

Brian Neale & Christine Girouard – Calef Campground - \$114.00

Brian Neale & Christine Girouard – Calef Campground - \$193.15

Gary Striker – Calef Campground - \$35.00

Dawn Young – Calef Campground - \$52.00

Pistol/Revolver License

Fifteen (15)

Mr. Eaton moved to approve the Consent Agenda as presented; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Don Wescott, ASAP Landscaping – Town Mowing and Landscaping

Mr. Wescott indicated that he is here tonight at the request of the Board. Mrs. Phillips stated that things are off to a good start this year and asked if Mr. Wescott has any recommendation of work beyond the bid contract. Mr. Wescott indicated that per his recommendation last year the town has used Highest Quality Lawn Care for some additional aeration and fertilization at the Safety Complex. Mr. Wescott stated that the biggest issue is that there is no irrigation or regular watering of the town properties including the fields. Mr. Wescott wouldn't recommend the town spend a lot more money on fertilization without the necessary water. Mr. Wescott continued that the town may want to have soil testing done, it is an important step in lawn maintenance. The town could also step up the fertilization applications to 4 or 5 times in areas where there is water. Mr. Wescott spoke to the Board about granular versus liquid fertilization applications, liquid soaks immediately into the ground. Mr. Wescott informed the Board that there are several shrubs in the front beds at the Safety Complex that are dead and/or overgrown, he approximated that for a few hundred dollars he could address this area. The Board agreed with the idea and asked Mr. Wescott to provide a quote for them to act on and also asked for a recommendation and quote for the front lawn area of the Town Hall. Mr. Wescott also noted that the large tree in front of the Town Hall is rotting from the top down and would likely need to be removed in the 5 years.

Carrie Rouleau- Cote, Building Inspector – Online Permitting

Mrs. Rouleau-Cote introduced Jeff and Brett from eCitySystems and explained that their company has provided a software proposal for online permitting for the town. Mrs. Rouleau-Cote noted that this software would be integrated into the Fire Department and possibly the Police Department down the line. Mrs. Rouleau-Cote indicated that she has watched two presentations and included Mr. Herman and Denise Royce in the last presentation. Mrs. Rouleau-Cote explained that people could go online to start the permit application process, coming into the Town Hall the hall computer could be set up as a kiosk as well and she and Ms. Royce would also still be available to process applications in person. Mrs. Rouleau-Cote stated that the electronic payment system is similar to the car registrations through E-Reg and she has spoken with Finance Director, Adele Frisella

about it. Mrs. Frisella had no issues with it. Applicants can pay online via credit card but they can also still pay via check or cash on invoice. Mrs. Rouleau-Cote stated that eCity Systems has been very receptive and she feels that the software is user friendly. Mrs. Rouleau-Cote explained that she has had reservations in the past about online permitting but this software has question prompts that are very similar to the dialogue that she usually has with customers. Mrs. Rouleau-Cote continued that the town has not adjusted the fees for permits since 2000, she would propose the charge per transaction from eCitySystems would be passed on to the customer. Mrs. Phillips asked if any other communities had signed on. Jeff indicated six including Greenland, Chester, Allentown and Danville. Mrs. Rouleau-Cote stated that she had reached out to Avitar, they do not have any software like this and there is nothing in the works. Mr. Headd noted that gun permitting is on eCitySystem lists and asked if the company performs the background checks. Jeff stated no. Mrs. Rouleau-Cote asked if she had the Boards permission to look into this further. The Board agreed that they supported Mrs. Rouleau-Cote's efforts. Mr. Eaton confirmed the proposal price of \$1,895. Jeff stated that this is a one-time startup fee, there is no annual fee and a \$5 per permit fee that is passed on to the customer in the total permitting price and the town is invoiced monthly. Mr. Dross asked if an ordinance or code changes does the online permit change. Jeff stated that the form will change at the request of the town. The Board asked where the one-time fee be paid from. Mr. Herman would suggest the fee be paid from the Building Inspector Legal budget line.

Old Business

Former Fire Station Property

The Board of Selectmen were provided with the Building Inspectors zoning determination for the former Police/Fire station property on Raymond Road. Mr. Eaton suggested that this information be attached to any advertising of the sale of the property. Mrs. Rouleau-Cote noted that it is in no way complete and suggested that the information be circulated to the Town Hall employees in case they get any questions.

Other Business

Building Safety Month Proclamation

The Board reviewed a proclamation for "Building Safety Month". The Board of Selectmen proclaimed the month of May as "Building Safety Month".

New Business

Landfill Monitoring Contract

Mr. Herman explained that the town is required to monitor the groundwater at the former landfill property and report the results to the New Hampshire Department of Environmental Services (NHDES). The Board reviewed the proposal from Stantec Consulting in the amount of \$4,100 to conduct the work.

Mrs. Phillips moved to accept the proposed scope of work and cost proposal for 2016 GMP Monitoring Activities for the Auburn Town Landfill property submitted by Stantec Consulting Services, and to authorize the Town Administrator to execute the documents on behalf of the town; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

FY 2015 Encumbered Funds

The Board reviewed a memo from Finance Director, Adele Frisella regarding the amounts for projects that were not made before the end of 2015.

Mr. Eaton moved to encumber the funds as follows:

\$13,555.75 from Account # 01-4191-3-390-2 for the Master Plan Update;

\$139,229.86 from Account # 01-4909-9-930-0 for Griffin Mill Bridge;

\$118,346.16 from Account # 01-4909-9-930-0 for Bunker Hill Road;

\$ 18,180.00 from Account # 01-4909-9-930-0 for Wayne Eddows Fields;

\$98,969.40 from Account # 01-4909-9-930-7 for Old Candia Road & Raymond Road Hazard Mitigation;

Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Hazard Mitigation Plan Update

The town's Hazard Mitigation Plan was adopted in 2012, plans need to be updated every five years in order to remain eligible for funding through the Hazard Mitigation Program. Previously the town has contracted with Southern NH Planning Commission to assist with updating the plan, this was funded by FEMA through the NH Division of Homeland Security & Emergency Management. The town has completed the required contractor commitment to handle the 2017 update in the same way.

Old Business (cont.)

Transfer Station Issues

Mr. Herman relayed to the Board that the email communication from Mr. Alan Villeneuve concerning his recent experience at the transfer station has been forwarded to Bob Magnusson of Waste Management. Mr. Magnusson is working on a proposal for waste oil collection and demolition debris.

Library Parking Lot Project

The Town has received the Shoreland Impact Permit from NHDES to expand the parking lot and relocated one of the sheds at the Library. Mr. Herman commented that the work should be completed this fall with labor and equipment being donated by Mr. Mike Dross and Michael Rolfe.

Cable TV Franchise Agreement

The Board was presented with a cable franchise renewal agreement. Mr. Herman explained that the renewal has no changes and would be for another 10 year term. The Board noted that the agreement and town does not regulate the rates. The Board would read the agreement and revisit the matter in a month or so.

Other Business

Mr. Tom Gonyea informed those present that for the last few years the Postal carriers have been dispatched out of Candia, NH as of May 14th the carriers will be coming back to Auburn. Mr. Gonyea explained that recently the Post Office parking lot was used as an impromptu overflow parking for an event at the school, this may pose a problem when the carriers are actively working on Saturdays after May 14th. The Post Office will be speaking with the School Board and the Police Department and also putting something in the Auburn Village Crier to prevent any issues.

Minutes

March 21st, 2016 Public Meeting

Mrs. Phillips moved to approve the minutes of the March 21st, 2016 Public meeting as written; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Non-Public Session

Mrs. Phillips moved to enter into non-public session pursuant to RSA 91-A 3, II (a) Compensation of Public Employee; Mr. Eaton seconded the motion; A roll call vote was taken; Mr. Headd – yes, Mrs. Phillips – yes, Mr. Eaton – yes. The motion passed.

Meeting in Non-Public Session with the Selectmen was Patricia Rousseau, Town Clerk & Tax Collector Assistant; Sue Jenkins, Tax Collector; Town Administrator Herman and Secretary Lafond.

Mr. Eaton moved to exit non-public session at 8.08 p.m.; Mrs. Phillips seconded the motion; A roll call vote was taken; Mr. Headd – yes, Mrs. Phillips – yes, Mr. Eaton - yes. The motion passed.

Mrs. Phillips moved to seal the minutes of the non-public sessions; Mr. Headd seconded the motion; all were in favor, the motion passed unanimously.

Mrs. Phillips moved to appoint Patricia Rousseau as Deputy Town Clerk and Deputy Tax Collector and to hire her as Editor of the Auburn Village Crier, Labor Grade 4, Step 5; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Mr. Eaton moved to adjourn; Mrs. Phillips seconded the motion; all were in favor, the public meeting ended at 8:09 p.m.