

**Town of Auburn
Board of Selectmen
November 5, 2018
Town Hall**

6:30 p.m.

- () Non-Public Session pursuant to provision of RSA 91- A: 3, II (c)**
Consideration of the acquisition, sale, or lease of real or personal property

7:00 p.m.

- () Call to Order – Pledge of Allegiance**
Approval of Payroll for the Week of October 29, 2018 -- \$46,500.86
Approval of Accounts Payable for Week of November 5, 2018
Approval of Consent Agenda – Week of November 5, 2018

- () FY 2019 Budget Presentations**
- Public Assistance – Patricia Rousseau
 - Patriotic Purposes – Bill Herman
 - Police Department – Chief Picard

- () New Business**
NHDOT Biennial Inspection Report – Municipally Owned Bridges
2018 Second Issue Property Tax Bills

- () Old Business**
Rescind 'Adoption of Fire Department Policy' Policy

- () Other Business**

Reminder – State General Election – Tuesday, November 6th from 7 AM to 7 PM

Next Meeting – Monday, November 19th at 7:00 PM

- () Minutes**
- October 22, 2018 Public Meeting

- () Adjourn**

Note: "Any person with a disability who wishes to attend this public meeting and needs to be provided reasonable accommodations in order to participate, please contact the Board of Selectmen's Secretary at (603) 483-5052 x100, so that arrangements can be made."

BUDGET COMPARISON -- FY '18 and FY '19 RUNNING TOTAL

<u>Department</u>	<u>2018 Appropriations</u>	<u>2019 BOS Approved</u>	<u>Difference</u>
Executive	268,768	10,025	0
Election & Registration	95,810	14,600	0
Financial Administration	160,833	0	0
Legal Expense	42,000	36,000	(6,000)
Personnel Administration	433,853	0	0
Planning & Zoning	37,651	41,650	3,999
General Government Buildings	127,443	0	0
Cemeteries	25,280	33,110	0
Insurance	115,065	0	0
Regional Associations	8,829	9,313	484
Other General Government	113,213	0	0
Police	1,209,875	0	0
Ambulance	83,896	84,735	839
Fire	416,943	221,301	0
Building Inspection	69,864	12,300	0
Emergency Management	8,427	7,503	(924)
Other Public Safety (Details)	1,000	1,000	0
Highways & Streets	942,865	995,802	52,937
Bridges	0	0	0
Street Lighting	13,500	18,000	4,500
Solid Waste	18,800	22,401	3,601
Health Officer	2,564	0	0
Animal Control	20,471	2,440	0
Health Agencies	5,875	5,875	0
Public Assistance	19,521	0	0
Intergovernmental Welfare	4,471	4,471	0
Parks & Recreation	111,171	71,525	0
Library	169,272	0	0
Patriotic Purposes	6,650	0	0
Conservation Commission	2,351	2,351	0
Debt Service	3	3	0
<u>Capital Outlay</u>			
Fire Truck	72,696	120,910	48,214
Road Reconstruction	700,000	650,000	(50,000)
Recreation Improvement	20,200	0	0
TOTAL	\$5,329,160	\$2,365,315	\$57,650
Special Warrant Articles			
Collective Bargaining Agreement	13,865	0	0
AFD Rescue Vehicle	100,000	0	(100,000)
Land Acquisition / Library	200,000	0	0
GRAND TOTAL	\$5,643,025	\$2,365,315	(\$42,350)

2019 PROPOSED DIRECT ASSISTANCE
TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2015	2016	2017	2018	2018	Request	18/19	Approved	Approved
							2019		2019	2019
		As of December	As of December	As of December	As of December	As of October				
General Fund										
Direct Assistance										
1 01-4442-0-002-1	General Welfare Assistance	12,036.35	6,891.55	15,430.83	17,500.00	7,346.62	17,000.00	97%		
Narrative for Column # 6										
I am reducing my budget by \$500 and asking for \$17000. The budget hasn't been usde since July. As of today just slightly over \$7300 has been used. I feel that I ask more qualifying questions to identify the needs of our residence who are looking for assistance. I have also found ways to help them manage money better and utilize available programs that the state offers.										
Grand Total:		12,036.35	6,891.55	15,430.83	17,500.00	7,346.62	17,000.00	97%	0.00	0.00

2019 PROPOSED PATRIOTIC PURPOSES

TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expended	Budgeted	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2015	2016	2017	2018	2018	Request	18/19	Approved	Approved
							2019		2019	2019
		As of December	As of December	As of December	As of December	As of October				
General Fund										
Patriotic Purposes										
1 01-4583-0-001-1	Flags	1,641.84	1,899.00	1,482.50	1,850.00	402.42	1,500.00	81%		
2 01-4583-0-001-2	Auburn Historical Association	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	100%		
Patriotic Purposes Total		6,641.84	6,899.00	6,482.50	6,850.00	5,402.42	6,500.00	95%	0.00	0.00
Grand Total:		6,641.84	6,899.00	6,482.50	6,850.00	5,402.42	6,500.00	95%	0.00	0.00

2019 PROPOSED POLICE TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2015	2016	2017	2018	2018	Request	18/19	Approved	Approved
							2019		2019	2019
		As of December	As of December	As of December	As of December	As of October				
General Fund										
Police Department										
1 01-4210-2-290-1	Police Uniforms	7,384.87	7,290.58	8,004.96	7,900.00	3,032.68	8,050.00	102%		
2 01-4210-3-340-1	Police Computer Services	23,945.50	48,146.12	22,385.90	23,500.00	21,513.91	30,000.00	128%		
3 01-4210-3-360-1	Police Custodial Services	6,400.00	6,749.66	7,018.55	7,120.00	6,008.00	7,120.00	100%		
4 01-4210-3-370-1	Police Medical Services	1,284.76	2,675.59	1,350.00	1,200.00	419.98	1,200.00	100%		
5 01-4210-3-390-0	Police Court Prosecutor	14,000.24	15,166.71	18,999.96	19,100.00	14,249.97	19,100.00	100%		
6 01-4210-3-390-1	Police Radar	885.00	970.00	990.62	1,145.00	1,334.16	950.00	83%		
7 01-4210-3-390-2	Police Radio Maintenance	6,908.98	6,469.73	8,299.28	6,200.00	6,151.05	5,050.00	81%		
8 01-4210-3-390-3	Police Training	4,553.85	2,885.94	5,580.92	5,000.00	4,695.97	5,000.00	100%		
9 01-4210-3-390-4	Police Photography	0.00	31.92	346.55	300.00	281.93	300.00	100%		
10 01-4210-3-391-0	Police Public Relations	4,043.96	3,566.52	3,143.19	3,500.00	3,527.35	3,500.00	100%		
11 01-4210-5-560-1	Police Plant Costs	7,411.40	8,037.78	8,233.46	8,000.00	7,018.26	7,800.00	98%		
12 01-4210-6-610-1	Police Equipment	5,416.56	7,494.95	5,144.07	5,000.00	6,973.80	6,000.00	120%		
13 01-4210-6-610-2	Police Office Equipment	1,446.56	6,883.15	1,740.55	2,000.00	1,702.13	2,000.00	100%		
14 01-4210-6-630-1	Police Postage	589.00	279.30	559.32	600.00	428.69	600.00	100%		
15 01-4210-6-640-1	Police Subscriptions	3,116.87	3,719.78	3,981.65	4,000.00	3,881.65	4,000.00	100%		
16 01-4210-6-660-1	Police Firearms	5,457.14	5,518.19	6,658.18	5,800.00	5,130.22	5,800.00	100%		
17 01-4210-6-660-2	Police Supplies	2,202.64	2,219.74	587.43	2,250.00	1,508.45	2,250.00	100%		
18 01-4210-6-660-3	Police Canine Supplies	0.00	2,822.02	2,481.32	3,000.00	2,920.16	3,000.00	100%		
19 01-4210-6-660-4	Police Commission Expenses	134.65	8,860.70	0.00	100.00	0.00	100.00	100%		
20 01-4210-6-670-1	Police Office Supplies	1,861.74	2,094.27	1,609.34	2,250.00	1,954.52	2,250.00	100%		
21 01-4210-6-680-1	Police Advertising	200.00	124.05	80.00	200.00	200.06	200.00	100%		
22 01-4210-6-690-1	Police Other Contingencies	187.07	317.05	55.50	200.00	177.00	200.00	100%		
23 01-4210-7-700-1	Police Cruisers	52,357.64	57,617.25	69,092.36	71,520.00	73,492.51	74,640.00	104%		
24 01-4210-7-700-2	Police Motorcycle	4,146.55	3,851.95	3,885.00	3,500.00	3,094.90	3,500.00	100%		
25 01-4210-7-710-1	Police Cruiser Maintenance	11,465.09	13,966.46	10,570.28	10,550.00	8,292.62	10,550.00	100%		
26 01-4210-7-720-1	Police Cruiser Fuel	25,343.64	18,684.68	19,464.25	25,000.00	17,401.43	20,000.00	80%		
Police Department Total		190,743.71	236,444.09	210,262.64	218,935.00	195,391.40	223,160.00	102%	0.00	0.00
Grand Total:		190,743.71	236,444.09	210,262.64	218,935.00	195,391.40	223,160.00	102%	0.00	0.00

2019 PROPOSED POLICE TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2015	2016	2017	2018	2018	Request	18/19	Approved	Approved
							2019		2019	2019
		As of December	As of December	As of December	As of December	As of October				
General Fund										
Police Department										
1 01-4210-1-150-1	DWI & Sobriety Checkpoint Patrol	4,280.42	3,630.72	2,832.29	5,000.00	2,140.75	5,000.00	100%		
2 01-4210-1-150-2	Selective Traffic Control	5,113.85	3,280.65	5,741.05	4,000.00	4,081.79	4,000.00	100%		
3 01-4210-1-150-3	Police Witness Fees	1,913.65	1,991.73	1,944.11	2,000.00	1,195.45	2,000.00	100%		
4 01-4210-1-150-4	PD OHRV	0.00	0.00	0.00	1.00	0.00	1.00	100%		
Police Department Total		11,307.92	8,903.10	10,517.45	11,001.00	7,417.99	11,001.00	100%	0.00	0.00
Grand Total:		11,307.92	8,903.10	10,517.45	11,001.00	7,417.99	11,001.00	100%	0.00	0.00



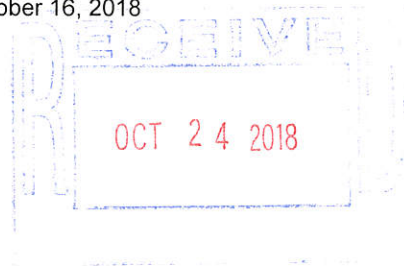
THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

October 16, 2018

William Cass, P.E.
Assistant Commissioner



William Herman CPM
Auburn Town Administrator
PO Box 309
Auburn NH 03032

RE: COPY OF BIENNIAL INSPECTION REPORT OF MUNICIPALLY OWNED BRIDGES AND NHDOT'S
RECOMMENDED BRIDGE POSTINGS FOR WEIGHT, HEIGHT, WIDTH, AND/OR CLOSURE
TOWN OF AUBURN

Dear Mr. Herman:

Enclosed are copies of biennial bridge inspection reports for eight municipally owned bridges in the Town of Auburn which have been made to update our annual submission to the Federal Government.

In addition, NHDOT'S recommended bridge postings for weight, height, width, and/or closure are noted below. Please note that **Red List bridges** are in **bold type**.

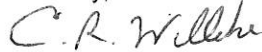
<u>Bridge #</u>	<u>Location</u>	<u>NHDOT Recommended Posting</u>
088/159	Old Candia Road over Maple Falls Brook	No Posting Required
095/127	Griffin Mill Road over Maple Falls Brook	"Bridge Closed" and Barricaded
095/145	Depot Road over Clark Pond Outlet	No Posting Required
107/058	Windsor Drive over Cohas Brook	No Posting Required
119/061	Pingree Hill Road over Cohas Brook	No Posting Required
120/149	Chester Turnpike over Murray Brook	No Posting Required
132/125	Coleman Road over Preston Brook	No Posting Required
136/116	Dearborn Road over Preston Brook	No Posting Required

Please note if there are any changes in the recommended weight postings, width postings, height postings, closure postings, or lack of postings for your bridge. Even though a bridge may be recommended for a weight, height, width or closure posting by the State, the decision to properly post or close the structure is the responsibility of the municipal officials. It is in the best interest of the municipality to post or sign your bridges in accordance with these recommendations. A failure to warn motorists of potential bridge hazards could result in tort liability claims. Also, if your bridges are not posted properly, it will result in forfeiture of any possible Federal highway funds for projects in your municipality.

William Herman CPM, Auburn Town Administrator
October 16, 2017
Page 2 of 2

Our bridge inspectors have indicated that the bridges listed on page one of this letter are in compliance with DOT's closure posting recommendation; therefore no posting or closure action needs to be taken by the Town. Please call if there are any questions.

Sincerely,



C. R. Willeke, P.E.
Municipal Highways Engineer
Bureau of Planning and Community Assistance
Tel.: (603) 271-6472 / Fax: (603) 271-8093

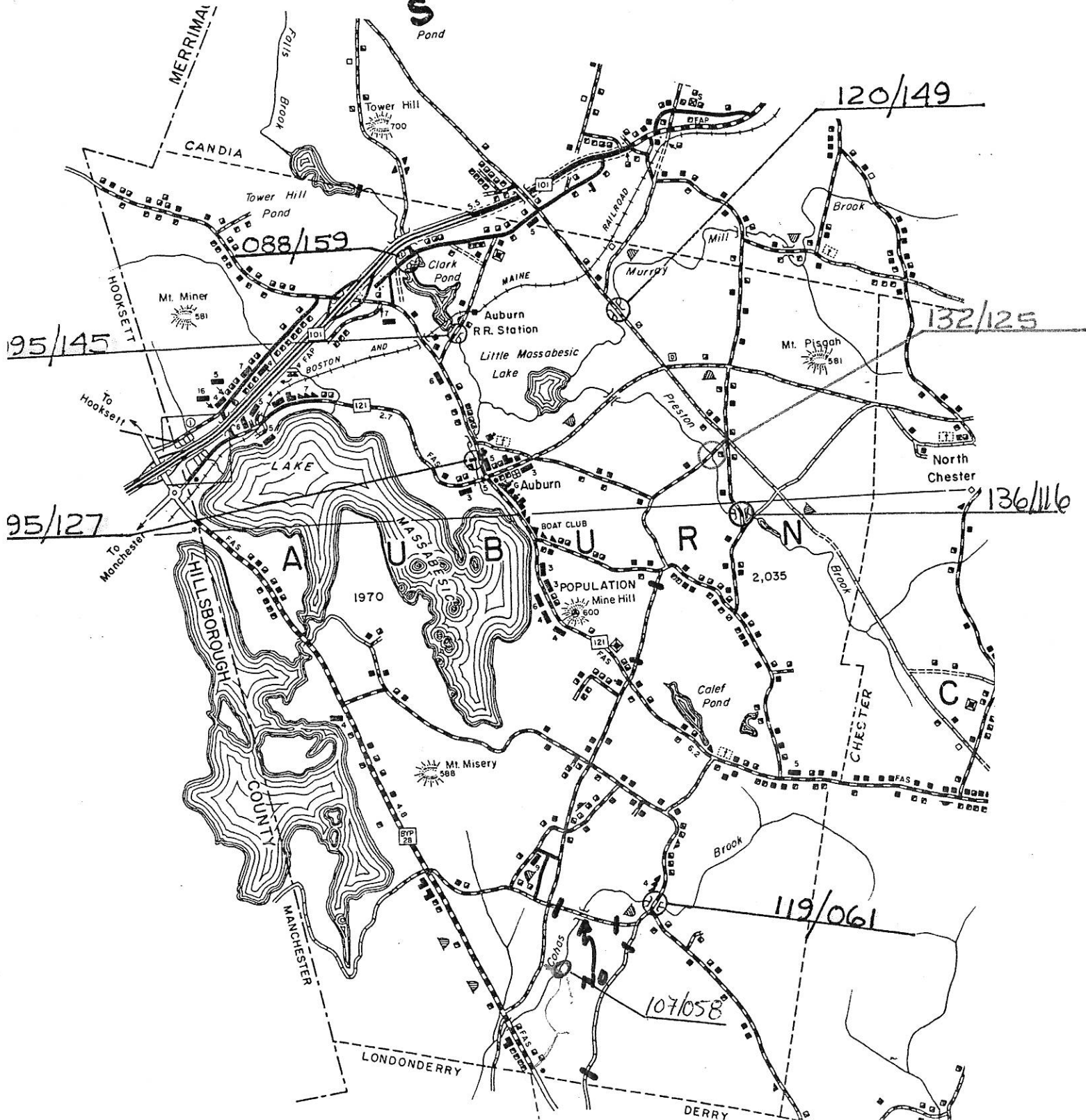
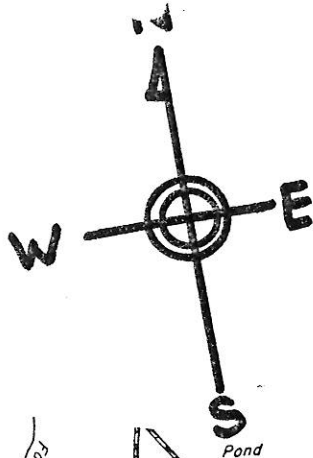
CRW
Enclosures
cc: Auburn Road Agent
Commissioner, Department of Education
S:\Planning\Community Assistance\1-Municipalities\Auburn\Br Inspections\Biennial 10-16-18.doc

AUBURN MUNICIPAL BRIDGES

BRIDGE NUMBER	TYPE	NO. SPANS	ROAD INV.NO.	ROAD NAME	OVER	LENGTH (O-T-O)	RECOMMENDED POSTING
088/159	CB	1	104	OLD CANDIA ROAD	MAPLE FALLS BROOK	13'-0"	NO POSTING REQUIRED
095/127	IB-W	1	135	GRIFFIN MILL ROAD	MAPLE FALLS BROOK	29'-0"	RECOMMENDED CLOSED AND BARRICADED
095/145	CRF-P	1	61	DEPOT ROAD	CLARK POND OUTLET	17'-0"	NO POSTING REQUIRED
107/058	CACUL	1		WINDSOR DRIVE	COHAS BROOK	48'-7"	NO POSTING REQUIRED
119/061	CB	1	70	PINGREE HILL ROAD	COHAS BROOK	13'-6"	NO POSTING REQUIRED
120/149	CS	1	52	CHESTER TURNPIKE	MURRAY BROOK	16'-11"	NO POSTING REQUIRED
132/125	CB-P	1	120	COLEMAN ROAD	PRESTON BROOK	12'-6"	NO POSTING REQUIRED
136/116	CB-P	1	62	DEARBORN ROAD	PRESTON BROOK	12'-0"	NO POSTING REQUIRED
REMARKS:	095/127	CRITICAL DEFICIENCY SENT 9/5/2017. RECOMMENDED CLOSED AND BARRICADED.					
	107/058	ADDED TO INVENTORY IN 2014.					
	069/135	C.S. IS LESS THAN 10'-0"					
	088/159	REHABILITATED 2012.					
	095/127	CRITICAL DEFICIENCY SENT 3/8/2012.					
	117/059	C.S. IS LESS THAN 10'-0"					
	118/136	C.S. IS LESS THAN 10'-0"					
	120/149	REHABILITATED 2010.					

REVIEWED/REVISED: 10/18

AUBURN Dist 5



**** CORRECTED BILL ****

The previous tax bill you received may have contained a missing or wrong "OTHER VALUE" under the Assessed Valuation section. The Net Value and Total Amount Due were NOT affected.

**TOWN OF AUBURN, NH
TAX COLLECTOR
PO Box 146
Auburn, NH 03032
PROPERTY TAX BILL**

Tax Collector Hours
Monday 10:00 AM-7:00 PM
Tuesday Closed
Wed-Thur 8:00 AM-2:00 PM
Friday 8:00 AM-12:00 noon
Phone # (603)-483-2281

REVISED SECOND BILL

TAX YEAR	BILL NUMBER	BILLING DATE	INTEREST RATE	DUE DATE
2018	79849	10/23/2018	12 %	12/10/2018
MAP/PARCEL	LOCATION OF PROPERTY	AREA		
000008-		2.34		
OWNER OF RECORD		TAX CALCULATION		
10		Total Property Tax	2,474.00	
		Credits	0.00	
		First Bill Amount	1.00	
		2nd Bill Amount	2,473.00	
		Payments	5,216.98	
TAX RATES / \$1,000		ASSESSED VALUATION		
Municipal	3.360	Building Value	0	
Local Ed	10.860	Land Value	145,000	
State Ed	1.930	Other Value	0	
County	0.910	Exemptions	0	
		Current Use	0	
TOTAL	17.060	NET VALUE	145,000	
		AMOUNT DUE	\$ -2,742.98	
INFORMATION TO TAXPAYERS		PAYMENT POLICIES		
<p>Taxpayers have the right to apply in writing, before March 1st of the year following the mailing of the second-issue (December) tax bill, for an abatement of the assessed tax as provided under RSA 76:16.</p> <p>If you are elderly, disabled, blind, a veteran or veteran's spouse, or are unable to pay taxes due to poverty or other good cause, you may be eligible for a tax exemption, credit, abatement or deferral. For details and application, contact the assessing office at (603) 483-5052. APPLICATIONS FOR EXEMPTIONS AND/OR CREDITS MUST BE FILED ON OR BEFORE APRIL 15TH EACH YEAR.</p> <p>Payment of this bill does not prevent collection of previous unpaid taxes, nor does an error in name of person taxed prevent collection.</p> <p>When payment is by check or money order, the bill is not considered paid until check or money order is cleared at bank.</p> <p>Any bill not paid by the due date is considered delinquent. Interest is calculated at the designated APR on any delinquent bill.</p>		<p>When paying in person, please bring the entire bill.</p> <p>For payments received by mail: Receipts will be provided to taxpayers returning BOTH portions of the bill WITH a self-addressed, stamped envelope.</p> <p>The Town does not accept post-dated checks.</p> <p>If your bank or mortgage company pays your taxes, please review and forward your bill to them.</p> <p>A \$25.00 fee plus all additional delinquency penalties and collection costs will be charged for any check returned by the bank for any reason.</p>		

PLEASE RETURN ENTIRE BOTTOM PORTION OF BILL

Mail **TOWN OF AUBURN**
To: **TAX COLLECTOR**
PO BOX 146
AUBURN NH 03032-0146

**TOWN OF AUBURN, NH
PROPERTY TAX BILL**

SECOND BILL

2018



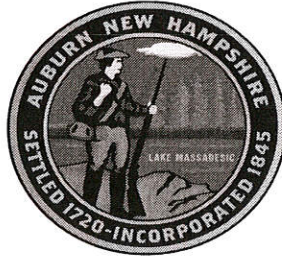
MAP/PARCEL	LOCATION OF PROPERTY	BILL NUMBER	DUE DATE
000008		79849	12/10/2018

12% APR Interest Charged After 07/2/2018 on First Bill.
12% APR Interest Charged After 12/10/2018 on Second Bill.

AMOUNT DUE \$ -2,742.98

Town of Auburn

Town Hall
47 Chester Road
P.O. Box 309
Auburn, NH 03032



Town Administrator

William G. Herman, CPM
Phone: (603) 483-5052 Ext. 111
Fax: (603) 483-0518
E-Mail:
townadmin@townofauburnnh.com

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: November 2, 2018

Re: Town of Auburn 'Adoption of Fire Department Policy' Policy

In August 2017, the Board of Selectmen adopted a policy to establish a formal process and procedure for how Standard Operating Guidelines (SOGs) and Standard Operating Procedures (SOPs) for the Auburn Fire Department were to be developed and put into effect.

The policy, following the provisions of RSA 154:5 II, made the Board of Selectmen as the last step in the process for adopting these operating policies. The prior Board adopted this policy to address concerns that were at hand at that point in time.

During discussions at the Board's October 22, 2018 meeting with Fire Chief Williams and Deputy Chief Seling, it was indicated by members of the Board they would prefer not to be involved in the adoption of operational policy for the fire department. That is clearly a decision the Board can make and, absent the adoption of any formal written policies by the governing board, the responsibility would fall to the Fire Chief.

If the Board is of the opinion they would want to have the Fire Chief be responsible for promulgation of all policies for the Fire Department, an appropriate motion would be as follows:

Move to rescind the "Town of Auburn Adoption of Fire Department Policy" policy that was previously adopted on August 28, 2017.

Thank you for your consideration.

Attachments

TOWN OF AUBURN

ADOPTION OF FIRE DEPARTMENT POLICY

This policy is intended to provide a formal public record of the process to be utilized in the development, adoption and implementation of written formal policies or operating guidelines for the Town of Auburn Fire Department.

SCOPE

Pursuant to the provisions of R.S.A. 154:5, II, the appointed Fire Chief of the Auburn Fire Department, operating under such written formal policies as may be adopted by the Board of Selectmen as the appointing authority, shall have the authority to direct and control all employees of his or her department in their normal course of duty and shall be responsible for the efficient and economical use of all department equipment.

POLICIES

The Auburn Fire Department has historically operated under formal Standard Operating Guidelines (SOGs) in similar fashion to what would normally be referred to as Standard Operating Procedures (SOPs).

These SOGs or SOPs are the written formal policies for the operation of the Auburn Fire Department.

PROMULGATION OF POLICIES

The SOGs or SOPs of the Auburn Fire Department shall generally be developed through a process that involves the administration and membership of the Department, and the Board of Selectmen as the appointing authority.

The process for promulgating SOGs or SOPs shall, in general, involve the following:

- 1) The Fire Chief or an officer or committee of members of the Department designated by the Fire Chief, shall draft any proposed SOG or SOP or amendments to existing SOGs or SOPs. The proposal shall be tentatively approved by the Fire Chief, before being posted internally for a minimum period of 30 days for an amendment to an existing SOG or SOP or a minimum period of 60 days for a new SOG or SOP in order to allow the members of the Fire Department to review and offer comments on the proposed SOG or SOP or amendments thereto.
- 2) Based on the input received from the members of the Department, the Fire Chief or designated officer or committee of members of the Department, may make adjustments to the proposed SOG or SOP or amendment before providing it to

TOWN OF AUBURN ADOPTION OF FIRE DEPARTMENT POLICY

the Fire Chief for his or her review and signature of recommendation for adoption. The Fire Chief's recommendation shall also certify that the proposal has gone through the internal development process outlined above.

- 3) The proposed SOG or SOP or amendment thereto as recommended by the Fire Chief shall be presented to the Board of Selectmen for consideration of adoption. The Board of Selectmen may consider the adoption of any proposed SOG or SOP or amendment as a posted agenda item at any properly noticed meeting of the Board. The Board's consideration of and vote on the proposed SOG or SOP or amendment shall be held in public session.

The Board of Selectmen may solicit input and review of the proposed SOG or SOP or amendment from legal counsel, risk management representatives or other professionals if the Board determines it is required as part of their consideration of the proposal(s).

- 4) The proposed SOG or SOP or amendment may be adopted by a majority vote of the Board of Selectmen and will then be considered part of the written formal policies adopted by the appointing authority pursuant to RSA 154:5, II.

UNUSUAL OR EMERGENCY CIRCUMSTANCES

In the event either the Fire Chief or the Board of Selectmen determines there are unusual or emergency circumstances requiring the immediate adoption or amendment of an SOG or SOP to avoid potential harm, injury or loss to the Town, its employees or the public, the Board of Selectmen, upon a specific finding that such unusual or emergency circumstances exist, may place a proposed SOG or SOP or amendment on the agenda of a properly noticed Board meeting for immediate action.

The provision for unusual or emergency circumstances is intended to allow for the handling of items needing immediate attention. This is not intended to be used on a regular basis and is not to be the normal course of business.

APPROVAL OF EXISTING POLICES

Upon the adoption of this policy, the Fire Chief will present the existing SOGs or SOPs of the Auburn Fire Department to the Board of Selectmen for their review and information. The Fire Chief shall include his recommendations regarding the adoption of the current SOGs and SOPs. The Board will consider the adoption of the current SOGs or SOPs as an immediate first order of business.

TOWN OF AUBURN
ADOPTION OF FIRE DEPARTMENT POLICY


COMPLIANCE WITH STATUE

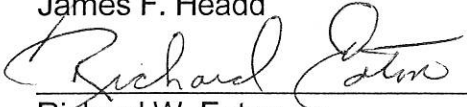
This policy shall require the Fire Chief and the Board of Selectmen as the appointing authority to remain in compliance with the provisions of RSA 154:5 and other related statutes, rules and regulations as they may from time to time be amended by the Legislature.

EFFECTIVE DATE

This policy shall take effect upon approval. This policy shall remain in effect until specifically rescinded by the Board.

Adopted by the Board of Selectmen the 28th day of Aug., 2017.


James F. Headd


Richard W. Eaton


Dale W. Phillips

AUBURN BOARD OF SELECTMEN

Received and recorded this 30th day of August, 2017


Kathleen A. Sylvia, Town Clerk

TITLE XII

PUBLIC SAFETY AND WELFARE

CHAPTER 154

FIREWARDS, FIREFIGHTERS, AND FIRE HAZARDS

Firewards, Fire Chiefs and Fire Departments; Organization, Powers and Duties

Section 154:5

154:5 Chief Fireward, Engineer, or Fire Chief. –

I. The chief fireward, engineer or fire chief who is appointed, rather than elected in any town, village district, precinct, city or area shall be appointed for an indefinite period of time or for a definite term, as determined by the legislative body, and the tenure of office shall depend upon good conduct and efficiency. The chief fireward, engineer or fire chief shall be technically qualified by training or experience and shall have ability to command firefighters and hold their respect and confidence.

II. **Subject to such written formal policies as may be adopted by the appointing authority,** each chief fireward, engineer, or fire chief of any city or town who is appointed rather than elected, shall have authority to direct and control all employees of his or her department in their normal course of duty and shall be responsible for the efficient and economical use of all department equipment. Such chief fireward, engineer, or fire chief shall be subject to suspension without pay or dismissal only for cause, and after he or she has been presented with a written specification of the reasons. Upon such suspension or dismissal, the chief fireward, engineer, or fire chief shall be entitled to a hearing, on the merits and reasonableness of the action, in superior court in the county in which the municipality is located, provided that the chief fireward, engineer, or fire chief petitions the clerk of the superior court for such a hearing within 45 days of suspension or dismissal. The court shall have the power to affirm, modify or negate such suspension or dismissal, based upon its findings.

Source. 1945, 110:1. RSA 154:5. 1975, 443:4. 1993, 28:6. 1998, 130:1. 2007, 163:1, eff. June 18, 2007.

**Town of Auburn
Board of Selectmen
October 22, 2018
7:00 p.m.**

Selectmen Present: James Headd, Richard Eaton and Keith Leclair

Others Present: Derek Shooster, Southern New Hampshire Planning Commission, Paula Marzloff, Susan Goodhue, Russell Sullivan, Road Agent Mike Dross, Linda Dross, Deputy Fire Chief Bob Seling, Fire Chief, Mike Williams, Michael DiPietro, Police Lieutenant Ray Pelton, William Herman, Town Administrator and Nancy Hoijer, Recording Secretary

Call to Order – Pledge of Allegiance

Mr. Headd called the meeting to order at 7:00 pm and led with the Pledge of Allegiance.

Approval of Accounts Payable for the Week of October 22, 2018 - \$235,698.34

Mr. Eaton motioned to approve the Accounts Payable for the Week of October 22, 2018 in the amount of \$235,698.34. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Approval of Accounts Payable Item for the Week of October 22, 2018 - \$7,000.00

Mr. Eaton motioned to approve the Accounts Payable Item for the Week of October 22, 2018 in the amount of \$7,000.00. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of October 15, 2018

Mr. Headd read out loud and offered for inspection a copy of the Consent Agenda for the Week of October 15, 2018 some of which included: one (1) Tax Collector Warrant/Second Issue Property Taxes, one (1) Tax Collector Warrant/Betterment Assessment, one (1) Application for Property Tax Credit/Veteran's Credit and one (1) pistol/revolver license.

Mr. Eaton motioned to approve the Consent Agenda for the Week of October 15, 2018. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Public Hearing – Adoption of update to Town of Auburn Hazard Mitigation Plan

Mr. Headd opened the public meeting which was noticed on October 11, 2018 for review of the Town of Auburn Hazard Mitigation Plan update, which can be viewed at <http://www.auburnnh.us>, the Town Hall and the SNH Planning Commission offices.

Mr. Shooster from Southern New Hampshire Planning Commission presented the 2018 update to the 2006 Town of Auburn Hazard Mitigation Plan which was completed in

cooperation with the Auburn officials represented by former Auburn Fire Chief Ed Gannon, Auburn Town Administrator Bill Herman, the Auburn Police Chief, Auburn School Principal, Auburn Building Inspector, Auburn Land Use Administrator, and Auburn Road Agent Mike Dross with assistance of SNH Planning and funded through the NH Bureau of Homeland Security and Emergency Management.

Mr. Shooster indicated the plan, which was last updated in 2011, is also intended to be disaster resistant and proactive dealing with past impacts and their cost, facilities and previous mitigation strategies.

Mr. Herman noted the Town would not be eligible for hazard mitigation funds from FEMA without the plan in place. Mr. Shooster explained in the event of a disaster declaration in Rockingham County, Auburn would be eligible for FEMA grants for anything from lightning strikes to earthquake damages.

The proposed update, reviewed by the NH Emergency Management and Homeland Security, and is good for five years (October 31, 2023). To complete within the FEMA grant window, it needs to be adopted by October 30, 2018.

Mr. Headd closed the hearing to the public at 7:07 pm for deliberations.

Mr. Leclair moved to accept the proposed 2018 update to the Town of Auburn Hazard Mitigation plan. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

FY 2019 Budget Presentations

Mr. Herman presented a table showing Budget Comparison FY 18-19 Running Totals as of October 15, 2018.

Fire Department – Fire Chief Michael Williams

Fire Chief Williams presented the Auburn Fire Department 2019 Budget Proposal together with an operating budget outline. Chief Williams indicated these did include stipends but did not include salary or benefits. Overall the Fire Department budget for 2019 increased by \$25,222 with increases totaling \$27,458 and a decrease of \$2,236 for the line item concerning grant co-pays.

Chief Williams noted increases to line items for immunization and shots, goggles, gloves, maintenance, digital updates to radio equipment, EMS training, repairs and HVAC maintenance, floor upgrades, hydraulic power plant (powers jaws of life), maintenance of new SCBA gear, increases in Water Works rates, dry hydrants, software and IT upgrades, durable medical equipment, protective gear, and \$4,600 for pump repairs on Tanker 2.

Mr. Leclair questioned whether the Fire Department was behind in replacing sets of turn-out gear. Chief Williams explained that Lieutenant Barlow was putting together an inventory. Mr. Leclair would like to see the certified Firefighters issued new gear with

priority over uniform only respondents that were uncertified and could not assist in structure fires. Chief Williams advised he had nine new applicants. Mr. Eaton asked whether there would be a cap to new applications and how to prevent having more than needed respond to a call and be paid to stand around. Deputy Chief Selinga advised the goal is to be at 1% of population, approximately 50, and Chief Williams suggested having a separate meeting to discuss those goals.

Chief Williams briefly addressed the Assistance to Firefighters grant he is completing by this Friday deadline, which has a 95/5% match for the gear extractor and drier (which will become mandatory) and the diesel vent exhaust system for Pingree Hill Station. Awards should be announced in March or April.

Mr. Leclair motioned to approve the 2019 Fire Department budget in the amount of \$221,401.00. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Ambulance Service – Fire Chief Michael Williams

Chief Williams presented the proposed Ambulance Service budget.

Mr. Herman advised this is the first year of eight for the contract with Derry negotiated last Spring.

Mr. Leclair motioned to approve the 2019 Ambulance Service budget in the amount of \$84,735.00. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Fire Vehicles – Fire Chief Michael Williams

Chief Williams presented the proposed Fire Vehicles budget.

Mr. Herman advised in addition to Engine 1, the budget includes the first lease payment for the new rescue vehicle approved in March.

Mr. Leclair motioned to approve the 2019 Fire Vehicles budget in the amount of \$120,910. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Emergency Management – Fire Chief Michael Williams

Chief Williams presented the proposed Emergency Management budget.

Mr. Eaton advised the service with Everbridge needed to be addressed. Mr. Herman added that it was open to residents with a link on the Town's website.

Mr. Leclair motioned to approve the 2019 Emergency Management budget in the amount of \$7,503.00. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

New Business

Proposed Auburn Fire Department SOPs for Call Firefighter Attendance and Call Firefighter Hiring Policy

Chief Williams and Deputy Chief Selinga presented the proposed SOPs, #4, Attendance and #13 Hiring Policy.

Chief Williams advised Line Officers will be responsible for monitoring their crew's attendance. Mr. Eaton asked if there were documents to track attendance. Chief Williams advised there is a sign in sheet and the Firehouse Software tracks training and response. The Fire Department is moving away from the more complicated point system toward a case by case basis.

Chief Williams reviewed the hiring process which includes application, review, driving record check, criminal record check along with the other documents required by the Town. The applicant would then be on probation for a 12-month period and re-evaluated every 90 days. Mr. Leclair asked who paid for the background checks. Chief Williams advised the applicant pays the driving record check of approximately \$15 and the criminal background check of approximately \$20.

Mr. Leclair asked what the role of the BOS should be as relates to hiring and firing. Mr. Herman advised it was decided at Town Meeting the BOS would hire, the Chief would recommend. The Chief, though, has firing authority as the Board of Selectmen serve as an appeals board.

The Board stated they would like to remand the decision on the adoption of SOPs to the Chief. Mr. Herman said he would bring a motion to the next Board meeting for the Board to rescind its policy on how Fire Department SOPs are adopted. The Board members indicated they would like notification when putting new people on including their names and certifications included in the Chief's monthly report.

Proposals for Pingree Hill Fire Station Water Softener System

Deputy Fire Chief Selinga presented three estimates for the water softener system, two of which recommended installation of a mixing valve. Mr. Eaton questioned whether a well pump company might have more experience with installing water softeners than a plumber since they will better analyze the water content and quality. Mr. Leclair noted the mixing valve was included in Trombly's estimate.

Mr. Leclair moved to accept the proposal of Jim Trombly for the Water Softener System and Mixing Valve at a cost of \$5,010.00. Mr. Eaton seconded the motion, with all in favor the motion passed unanimously.

Other Business

Fire Chief Monthly Report – Fire Chief Williams

Chief Williams presented a report for the month of September 2018. There was 1 Fire, 19 Rescue/EMS calls, 5 service calls, 4 good intent calls, and 4 false alarms. Mr. Head asked what good intent calls were. Chief Williams advised when you go to the house, example would be false alarm.

Chief Williams advised they will be doing a burn training on November 4th at Hobbs Crossing and a shuttle drill with Manchester Water Works. The road will close at approximately 6 am and be closed for 2-3 hours.

The policy approval steps were brought to the Officer's meeting and posted. The policy was posted electronically on the web page.

Mr. Leclair asked about the difference in colors for turn-out gear. Chief Williams stated he wasn't sure why a limited supply of black gear were purchased advising they will use tan.

Chief Williams provided a description of Fire Officers and their assignments.

Mr. Leclair raised the issue of plowing the cisterns in the Winter. Chief Williams will meet with Road Agent Dross to work out an arrangement.

Road Reconstruction – Road Agent Mike Dross

Mr. Herman advised the Road Agent indicated work needs to be done on Squirrel Drive, Lakeview Way, Spofford Road, Coleman, Dearborn and Chester Turnpike, Pingree Hill Road, Hunting Road, Rockingham Road, Old Candia Road and the Depot & Hooksett Road Intersection.

Road Agent Dross indicated he would recommend work on Spofford Road, the five corner intersection of Coleman, Dearborn and Chester Turnpike, and Lakeview Way in 2019.

Mr. Leclair asked how many years at the current budget it would take to complete those listed? Road Agent Dross advised two to three years.

Mr. Eaton suggested Spofford be done first as it is the most expensive and Coleman, Dearborn and Chester Turnpike Intersection second as they are the most traveled. Lakeview Way would be third and Squirrel Drive and Pingree the second year and Hunting, Rockingham, Old Candia and Depot/Hooksett Intersection the third year.

Mr. Eaton suggested knowing ahead for closed drainage work, how many catch basins there would be.

Mr. Dross said Hunting Road (drainage improvement) should be all redone. It is a good-sized project in a small stretch of area.

Mr. Leclair motioned to approve the 2019 Road Reconstruction budget in the amount of \$650,000.00 with the recommendation of Mr. Eaton that Spofford Road

be the first completed followed by the Dearborn/Chester Turnpike Intersections. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Road Agent Dross recommended putting any excess funds from 2018 into shim and overlay to stay caught up. Mr. Leclair asked when he would have the final numbers. Mr. Dross stated within the next ten days.

New Business

Appointment of Inspectors of the Election

Mr. Herman advised the Town Moderator and Town Clerk have requested the Board of Selectmen appoint Mary S. Sargent and Walter P. Milne to serve as inspectors of the Election for a term to expire in July 2019. Mr. Herman added that while these appointments would cover the November General Election, they could also cover the March 2019 Town and School District elections.

Mr. Leclair moved to appoint Mary S. Sargent and Walter P. Milne as Inspectors of the Election. Both appointments to be for a term to expire in July 2019. Mr. Eaton seconded the motion, with all in favor the motion passed unanimously.

Old Business

Update of Transportation Alternative Program (TAP) Grant Application

Mr. Herman advised the Town received notification their grant application project had scored fourth out of five with the other towns in the planning region that competed. He noted one of the areas Auburn had scored low was financial feasibility, and suggested if the Board still wanted to support the project and reapply in a couple of year, they may want to consider putting money away towards the project to be in a better financial position the next time.

Mr. Eaton stated he was still in favor of the project and suggested putting funds aside each year in a designated fund. Mr. Herman advised there will be another round, every two years.

Update of LWCF Grant Approval and Pending Action

At the Board's meeting on October 15, 2018 Parks & Recreation Commission indicated they had changed their priorities from advancing the Town's matching funds toward utilization of the proposed LWCF Grant for Eddows Fields parking lot and walkway in favor of having lights improved at the major field and soccer field. Mr. Herman advised it would be appropriate to withdraw the Town's application for the LWCF Grant to free up the matching funds for these uses.

Mr. Eaton asked when the grant would be available again? Mr. Herman advised every two years.

Mr. Leclair moved to authorize the Town Administrator to withdraw the Town of Auburn's project "Eddows Recreation Field – Support Facilities" from further consideration and funding under the Land and Water Conservation Fund – NH Grant Round 29. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Road Agent Report – Road Agent Mike Dross

Road Agent Dross reported they were finishing up on Acorn Acres. Paving is complete and driveways will be done tomorrow morning and should be out of there by the end of the week. Next Spring fertilizer can be applied.

Road Agent Dross asked about plowing on the temporary access road where the school construction is being done. Mr. Leclair will check with Mr. Villeneuve, but believes it should be the contractor's responsibility until the job is done.

Mr. Leclair asked if he knew the reason for Parks & Recreation paving the apron by Circle of Fun playground. Road Agent Dross stated he did not know why they would pave it. Normally it is to prevent edges breaking up but that doesn't appear to be an issue there.

Next Meeting – Monday, November 5th at 7:00 PM

Minutes

- October 15, 2018 Public Meeting
- October 15, 2018 Non-Public Meeting

Mr. Leclair corrected page two under Planning budget where the motion was made by Mr. Leclair and seconded by Mr. Eaton.

Mr. Leclair motioned to approve the October 15, 2018 Public Meeting Minutes, as amended. Mr. Eaton seconded his motion, with all in favor, the motion passed unanimously.

Mr. Leclair motioned to approve the October 15, 2018 Non-Public Meeting Minutes, as written. Mr. Eaton seconded his motion, with all in favor, the motion passed unanimously.

Adjourn

Mr. Headd motioned to adjourn the meeting at 9:04 pm. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary