

**Town of Auburn
Board of Selectmen
May 16, 2016
Town Hall
7:00 p.m.**

() Call to Order – Pledge of Allegiance

Approval of Accounts Payable for Week of May 9th, 2016
Approval of Payroll for Week of May 16th, 2016
Consent Agenda – as of May 16th, 2016

() Public Hearings

Prohibition and Regulation of Fireworks Ordinance
Special Events and Fire Watch Ordinance
Acceptance of Wellesley Circle and a portion of Steam Mill Road as a Class V Road
Acceptance of a portion of Tanglewood Drive as a Class V Road

() New Business

Operational Review & Risk Analysis of Auburn Fire Department
Regional Energy Purchasing Consortium – November 2016 – November 2019
Longmeadow Church Request – Waiver of Building Permit Fees
Library Roof Request for Proposals
Seal & Stripe Town Hall Parking Lot

() Old Business

Robie Cemetery Gravestones
Sale of Former Fire Station Property

() Other Business

() Minutes

- April 18, 2016 Public Meeting
- April 18, 2016 Non-Public Meetings (x2)
- May 2, 2016 Public Meeting

() Non-Public Session

Pursuant to the provisions of RSA 91-A: 3, II (a) Compensation of a public employee

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."

PUBLIC NOTICE

PUBLIC HEARING AUBURN, NEW HAMPSHIRE

The Auburn Board of Selectmen will hold a public hearing on Monday, May 16, 2016 beginning at 7:00 P.M. at the Auburn Town Hall for the purpose of receiving public comment concerning the adoption of a proposed "Prohibition and Regulation of Fireworks Ordinance" for the Town of Auburn pursuant to the provisions in NH RSA 160-C: 6.

Immediately following the hearing on the "Fireworks Ordinance", the Board of Selectmen will hold a public hearing for the purpose of receiving public comment concerning the adoption of a proposed "Special Events and Fire Watch Ordinance" pursuant to NH RSA 153:5, V, 154:2, 154:18 and 155-A:3,V.

Immediately following the hearing on the "Special Events and Fire Watch Ordinance", the Board of Selectmen will hold a public hearing for the purpose of receiving public comment concerning the acceptance of Wellesley Circle and a portion of Steam Mill Road as Class V Town-maintained roads pursuant to the provisions of RSA 670:40-a.

Immediately following the hearing on the acceptance of Wellesley Circle and Steam Mill Road, the Board of Selectmen will hold a public hearing for the purpose of receiving public comment concerning the acceptance of a portion of Tanglewood Drive as a Class V Town-maintained road pursuant to the provisions of RSA 670:40-a.

Copies of the proposed ordinances are available for public review and inspection at the Auburn Town Hall, in addition to the Auburn Post Office and on the Town of Auburn web site (www.townofauburnnh.com).

BOARD OF SELECTMEN
AUBURN, NH
April 28, 2016

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
Cc: Ed Gannon, Fire Chief

From: Bill Herman, CPM, Town Administrator
Date: April 26, 2016
Re: Proposed Special Events / Fire Watch Ordinance and Fireworks Regulations Ordinance

As early as January this year, work began on drafting a proposed "Special Events and Fire Watch Ordinance" after a special effort was made to enable the Auburn Tavern to have live entertainment on New Year's Eve and remain in compliance with NFPA and appropriate life safety standards. Aware that this could become more than a one-time event at only one facility, Fire Captain James Salunier and Building Inspector/Code Enforcement Officer Carrie Rouleau-Cote recommended a general ordinance in this area would be an appropriate course of action for the Town.

In addition, former Fire Chief Bruce Phillips had also developed a proposed ordinance that dealt with the regulation of fireworks in the Town of Auburn to ensure the Town would be in compliance with state statute.

Both proposed regulations have been completed, and have been reviewed and approved in their current version by Town Counsel Jennifer St. Hilaire. Fire Chief Ed Gannon would like to advance the ordinances for the Board's consideration for adoption.

A public hearing to formally consider both ordinances has been scheduled for Monday, May 16th. But we wanted to initially provide the draft ordinances to the Board at your meeting on May 2nd so you will have time to review the material. Chief Gannon will be present at both meetings to answer questions and address concerns.

There is no action required of the Board at your meeting on May 2nd. Following the public hearing on May 16th, the Board can choose to adopt the proposed ordinances as presented; they could amend and adopt the proposed ordinances, or they may choose not to adopt the proposed ordinances.

Thank you for your consideration.

Attachments

TOWN OF AUBURN
PROHIBITION AND REGULATION OF FIREWORKS ORDINANCE

Section 1: **PURPOSE**

In accordance with the provisions of NH RSA 160-C:6, it shall be illegal for any person, firm, partnership or corporation to offer for sale, expose for sale, sell at retail, purchase, possess, use, explode or display any permissible fireworks within the Town of Auburn, except as specifically provided for in this ordinance.

Section 2: **AUTHORITY**

The authority for the Auburn Board of Selectmen to regulate the sale, purchasing, handling or exploding of fireworks is contained in RSA 160-C: 6.

Section 3: **DEFINITIONS**

In This Ordinance:

1. "Display" means the use, explosion, activation, ignition, discharge, firing or any other activity which is intended to cause or which causes a firework to do what it was manufactured to do.
2. "Permissible Fireworks" means those consumer firework devices defined as "permissible fireworks" in NH RSA 160-C:1 , as the same currently exists or as, from time to time, hereinafter amended.
3. "Fire Chief" means the Fire Chief of the Town of Auburn or his/her designee.
4. "Police Chief" means the Police Chief of the Town of Auburn or his/her designee.

Section 4: **PERMISSIBLE FIREWORKS**

Subject to, and in accordance with the provisions of RSA 160-C, it shall be lawful to possess and/or display permissible fireworks upon compliance with the following requirements:

1. A person who is 21 years of age or older may display permissible fireworks on private property with the written consent of the owner or in the owner's presence, subject to the provisions of this ordinance and NH RSA 160-C, and any other applicable ordinance or statute.
2. No display of permissible fireworks shall be permitted within the Town of Auburn except between the hours of 6 PM and 11PM on Fridays and Saturdays in the months of June and July and between the hours of 6PM and 10PM on Fridays and Saturdays between the months of August through May. Permissible fireworks shall be permitted on the following

TOWN OF AUBURN
PROHIBITION AND REGULATION OF FIREWORKS ORDINANCE

holidays; Labor Day, The Fourth of July (including the evening of July 3rd, beginning at 6PM until 11PM), and New Year's Eve beginning at 6PM until 1AM on January 1st.

3. The display of permissible fireworks shall be of such a character, and so located and conducted, that it shall not be hazardous to property or endanger any person. In accordance with the provisions of NH RSA 160-C, no permissible fireworks shall be permitted on public property and must be 50 feet from nearby buildings and structures, nearby trees, electrical and telephone lines or other overhead obstructions, and any location of any nearby storage of flammable or combustible liquids or gases.
4. No permissible fireworks may be used, discharged, exploded, or displayed during periods of high or extreme fire danger as determined by the Fire Chief or the New Hampshire Division of Forests and Lands.
5. Permissible fireworks may be used, discharged, exploded, or displayed in a manner such that any and all discharge debris shall remain within the property lines of the lot on which the display originates.
6. Anyone using permissible fireworks shall be responsible for removing any debris accumulated due to the discharge of fireworks that fall onto the public way, public property and any private property within twenty-four hours of discharge. Anyone failing to remove such debris shall be financially responsible for its cleanup.
7. If a fire is caused from the discharge of any fireworks display, the responsible party/parties involved may be subject to reimbursing the Town of Auburn for all suppression costs.

Section 5: **PERMIT REQUIRED**

Any person, group or organization wishing to display, discharge, explode any fireworks other than "Consumer Fireworks", shall be required to apply for a permit to display fireworks and shall include a copy of a certificate of competency as provide in **NH RSA 158:9-f**. Any person wishing to display fireworks other than "Consumer Fireworks" shall meet the provisions of **NH RSA 160-B:7** and by the provisions of **NH Code of Administrative Rules, saf-C2600**.

Permits will be issued by the Fire Chief and or his/her designee after an inspection has been conducted and the application has been approved. **NH RSA 160-B:7**.

TOWN OF AUBURN
PROHIBITION AND REGULATION OF FIREWORKS ORDINANCE

Section 7: **ENFORCEMENT**

A. The Fire Chief or the Police Chief may suspend the use of the permissible fireworks for any of the following reasons:

1. Unfavorable weather conditions, including but limited to, lightning storms or high wind conditions.
2. If any person under the age of 21 possesses, uses, discharges or explodes, used, discharged or exploded any permissible firework device and is a chargeable offense in accordance with **NH RSA 160-C:11**.
3. If any person who is using, discharging, exploding, or displaying the permissible fireworks appears to be under the influence of alcohol or drugs.
4. If in the opinion of the Fire Chief or Police chief, the use, discharge, exploding, or display of permissible fireworks would create a threat to public safety.

B. The Fire Chief and/or Police Chief are authorized to seize, take, remove or cause to be removed, at the expense of the owner, all firework devices that are being discharged in violation of this ordinance.

Section 8: **PENALTIES**

Any organization, office or individual(s) who willfully violates this Ordinance shall be guilty of a violation, punishable by a fine not exceeding Five Hundred (\$500.00) dollars per day for the first offense; Seven Hundred and Fifty (\$750.00) dollars per day for the second offense, and One Thousand (\$1,000.00) dollars per day for the third or greater offense. Violators may be assessed additional fines for each day the violation continues.

Section 9: **NON-COMPETE OR RELIQUISHMENT OF OTHER REQUIREMENTS**

Nothing in the Town of Auburn Special Events and Fire Watch Ordinance shall be interpreted so as to conflict with the provisions of Chapters 160-B and 160-C of the New Hampshire Revised Statutes Annotated, as currently written, or as from time to time hereafter amended.

Section 10: **SEVERABILITY**

If any provision of this Ordinance is declared invalid or unconstitutional, it shall not be held to invalidate, or impair the validity, force or effect of any other provision of this Ordinance, and all provisions not declared invalid or unconstitutional will continue in effect.

TOWN OF AUBURN
PROHIBITION AND REGULATION OF FIREWORKS ORDINANCE

Section 11: **SUPERCESSION**

Upon the vote of the Board of Selectmen, this Ordinance shall take effect thirty (30) days after passage which is _____, 2016, and shall supersede all previous rules, regulations, customs and/or past practices that may have been in use on the effective date.

Section 12: **AMENDMENT PROCEDURE**

This Ordinance may be amended and changed from time to time as conditions require and as deemed appropriate by the Board of Selectmen.

Any proposed amendments shall be presented to the Board of Selectmen for action. However, any amendment(s) must be the subject of at least one public meeting of the Board of Selectmen that shall be noticed at least fourteen (14) days prior to the public meeting.

Adopted on the _____ day of _____, 2016

Edward G. Gannon
Chief, Auburn Fire Department

James F. Headd

Richard W. Eaton

Dale W. Phillips
AUBURN BOARD OF SELECTMEN

Received and recorded this _____ day of _____, 2016

Kathleen A. Sylvia, Town Clerk

TOWN OF AUBURN
SPECIAL EVENTS AND FIRE WATCH ORDINANCE

Section 1: **PURPOSE**

The purpose of this Ordinance is to establish safe and reasonable standards for the protection of life and property in special event situations within the Town of Auburn that compromise the safety of the community.

Section 2: **AUTHORITY**

The authority for the Auburn Board of Selectmen to regulate Special Events and Fire Watch activity is contained in RSA 153:5, V, RSA 154:2, RSA 154:18, and RSA 155-A:3, V.

Section 3: **AUTHORITY HAVING JURISDICTION (AHJ)**

The NFPA 1 National Fire Code, 2009 edition, Chapter 3 – Definitions, Paragraph 3.2.2 defines Authority Having Jurisdiction (AHJ) as “an organization, office or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation or a procedure.”

Section 4: **FIRE WATCH**

Where required by the Auburn Fire Chief or the Authority Having Jurisdiction (AHJ) for building demolition, and/or when there are situations that compromise the safety of the community, the Auburn Fire Chief or AHJ shall require on-site personnel designated solely for fire watch purposes.

Situations that compromise the safety of the community include but are not limited to:

1. The loss of a required fire alarm or fire sprinkler system;
2. Occupant load increase; and/or
3. The nature of the performance, exhibition, display, contest or activity.

The required on-site personnel shall be qualified fire personnel and shall be appointed by the Fire Chief and/or the AHJ. Any costs associated with providing said Fire Watch shall be the responsibility of the owner, agent or lessee of the property where the Fire Watch will take place.

TOWN OF AUBURN
SPECIAL EVENTS AND FIRE WATCH ORDINANCE

Section 5: **LEVEL OF COVERAGE**

The level of coverage shall be based on the State of New Hampshire Fire Watch Guidelines, however, circumstances may warrant modifications at the discretion of the Fire Chief or AHJ.

The minimum coverage shall be one qualified fire personnel for a minimum of three (3) hours.

Section 6: **PERMIT REQUIRED**

As indicated in Section 4 of this Ordinance, a Special Events Permit shall be required for situations that compromise the safety of the community including, but not limited, to:

1. The loss of a required fire alarm or fire sprinkler system;
2. Occupant load increase; and/or
3. The nature of the performance, exhibition, display, contest or activity.

An application for a Special Events Permit may be obtained at either the Auburn Fire Department (55 Eaton Hill Road), or at the Auburn Town Hall (47 Chester Road).

There shall be no fee charged for a Special Events Permit. However, if a Fire Watch is required by the Auburn Fire Chief or AHJ, the permit applicant shall be required to pay the Town of Auburn for the Fire Watch coverage required by the Auburn Fire Chief or the AHJ.

Section 7: **NON-COMPETE OR RELIQUISHMENT OF OTHER REQUIREMENTS**

Nothing in the Town of Auburn Special Events and Fire Watch Ordinance is intended to alter and/or replace the conditions or requirements of other regulatory agencies or authorities who may also have jurisdiction over a specific function or event. This would include, but not be limited to, a Special Event Liquor License issued by the NH Liquor Commission, or permits issued by the NH State Fire Marshall.

Section 8: **ENFORCEMENT**

The Auburn Fire Chief or the Authority Having Jurisdiction (AHJ), or his or her duly appointed agents, are hereby authorized to cite, summons and prosecute in the District or Superior Court or any other court having jurisdiction thereof, any person, firm or

TOWN OF AUBURN
SPECIAL EVENTS AND FIRE WATCH ORDINANCE

corporation deemed to be in violation of the provisions of the Town of Auburn Special Events and Fire Watch Ordinance.

Section 9: **PENALTIES**

Any organization, office or individual(s) who willfully violates this Ordinance shall be guilty of a violation, punishable by a fine not exceeding Five Hundred (\$500.00) dollars per day for the first offense; Seven Hundred and Fifty (\$750.00) dollars per day for the second offense, and One Thousand (\$1,000.00) dollars per day for the third or greater offense. Violators may be assessed additional fines for each day the violation continues.

Section 10: **APPEAL PROCESS**

Any organization, office or individual(s) aggrieved by an administrative decision of the Auburn Fire Chief or AHJ to require a level of Fire Watch under this Ordinance may appeal such decision to the Board of Selectmen within 15 days of the decision. The appealing party must demonstrate to the Board of Selectmen why the Auburn Fire Chief's or AHJ's determination should not be followed, and how all safety concerns and requirements would be met without the Fire Watch, or with a lower level Fire Watch, in order to ensure the safety of all those who may be involved with the special event.

Section 11: **SEVERABILITY**

If any provision of this Ordinance is declared invalid or unconstitutional, it shall not be held to invalidate, or impair the validity, force or effect of any other provision of this Ordinance, and all provisions not declared invalid or unconstitutional will continue in effect.

Section 12: **SUPERCESSION**

Upon the vote of the Board of Selectmen, this Ordinance shall take effect thirty (30) days after passage which is _____, 2016, and shall supersede all previous rules, regulations, customs and/or past practices that may have been in use on the effective date.

Section 13: **AMENDMENT PROCEDURE**

This Ordinance may be amended and changed from time to time as conditions require and as deemed appropriate by the Board of Selectmen.

TOWN OF AUBURN
SPECIAL EVENTS AND FIRE WATCH ORDINANCE

Any proposed amendments shall be presented to the Board of Selectmen for action. However, any amendment(s) must be the subject of at least one public meeting of the Board of Selectmen that shall be noticed at least fourteen (14) days prior to the public meeting.

Adopted on the _____ day of _____, 2016

Edward G. Gannon
Chief, Auburn Fire Department

James F. Headd

Richard W. Eaton

Dale W. Phillips
AUBURN BOARD OF SELECTMEN

Received and recorded this _____ day of _____, 2016

Kathleen A. Sylvia, Town Clerk

TITLE LXIV PLANNING AND ZONING

CHAPTER 674 LOCAL LAND USE PLANNING AND REGULATORY POWERS

Regulation of Subdivision of Land

Section 674:40-a

674:40-a Delegation of Authority to Accept Dedicated Streets. –

I. Notwithstanding RSA 674:40, a municipality with the town meeting form of government, which has conferred upon a planning board platting jurisdiction in accordance with RSA 674:35, may, by majority vote at an annual or special meeting, under an article in the warrant inserted by the local governing body, or by petition, delegate to the local governing body the authority to accept dedicated streets. Such a delegation may be rescinded by the municipality in the same manner.

II. If such a delegation is made, the local governing body may vote to accept any dedicated street only if the street corresponds in its location and lines with a street shown on a subdivision plat or site plan approved by the planning board, or on the official map, or on a street plat made and adopted by the board. A street which has not received such prior planning board approval shall not be accepted without a vote of the local legislative body pursuant to RSA 674:40, III.

III. The local governing body shall hold a public hearing on the proposed acceptance prior to taking action.

IV. A street accepted under this section shall have the status of a public highway under RSA 229:1. Such street shall be deemed a class V highway, subject to the municipality's duty of regular maintenance as set forth in RSA 231, unless otherwise designated pursuant to statute.

V. In this section, "dedicated street" means a street which has been dedicated to public use under the New Hampshire common law of dedication.

Source. 1993, 80:1, eff. June 22, 1993.



TOWN OF AUBURN

April 27, 2016

Board of Selectmen
Town of Auburn
PO Box 309
Auburn, New Hampshire 03032

Re: Road Acceptance & Surety Recommendation – Wethersfield Subdivision

Dear Board of Selectmen:

The Auburn Planning Board met on December 16, 2015 and discussed the road acceptance and surety recommendation approved by Stantec in a letter dated December 16, 2015 regarding Wethersfield Subdivision, Steam Mill Road and Wellesley Circle, for completion of Steam Mill Road and Wellesley Circle and a portion of Pingree Hill Road, Tax Map 2, Lot 3. Unfortunately, the request was past the date of accepting roads and therefore was held until the Board of Selectmen could formally take up accepting the road effective May 1, 2016.

The Planning Board voted to recommend the Selectmen accept the road as complete and to hold surety, equal to 2% of the original surety estimate, in the amount of \$33,418.95 to be held by the Town of Auburn for the required 2-year period for maintenance surety. The Board further recommended that the Selectmen reduce the current surety as follows:

Remaining Work Surety Recommendation

Considering that the Planning Board was in favor of accepting the roads although the above-noted remaining work items had not been completed, we recommend that, upon acceptance of the subject roads (after May 1, 2016), the existing surety be reduced to \$3,450.00 for the remaining work items noted in Stantec's letter dated January 15, 2016.

Stock Yard Reclamation Surety Recommendation

At the Planning Board meeting on December 16, 2015 the Board voted to require the Developer to provide surety for the reclamation of the stock yard off Steam Mill Road, which is currently being utilized by the Developer. We recommend that the Developer provide an acceptable form of surety in the amount of \$38,956.25 (see attached estimate).

Wethersfield Subdivision
Tax Map 2, Lot 3
April 27, 2016
Page 2

I have attached a copy of the Planning Board Minutes for December 16, 2015 along with a copy of Stantec's recommendation letter dated January 16, 2016 for your reference.

Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in black ink that reads "Denise Royce". The signature is written in a cursive style with a large, looped initial "D".

Denise Royce, Administrator
Auburn Planning Board

Enc.



April 28, 2016
File: 195110837

Attention: Mr. Ron Poltak, Chairman
Office of the Planning Board
P.O. Box 309, 47 Chester Road
Auburn, NH 03032-0309

Dear Mr. Poltak,

**Reference: Auburn, NH
Wethersfield - Phase III
Borrow Pit/Stock Yard Revised Reclamation Surety Recommendation**

We visited the subject site on April 22, 2016 to view the ongoing reclamation of the borrow pit / stock yard located along Steam Mill Road. During this site visit we estimated that slightly more than half of the area had been graded, and 4" of loam and seed applied. In addition, a majority of the stockpile of loam had been screened in preparation of spreading over the remainder of the remaining area to be reclaimed.

Considering this, we recommend that the reclamation amount of \$38,956.25, which was part of our January 15, 2016 recommendation letter, be reduced to \$19,190.63. Please see the attached, recommended surety estimate.

Please call if you have any questions.

Sincerely,

STANTEC CONSULTING SERVICES INC.

A handwritten signature in black ink, appearing to read "J. Daniel Tatem".

J. Daniel Tatem
Project Manager
Phone: (603) 669-8672
Fax: (603) 669-7636
dan.tatem@stantec.com

Attachment: Revised Reclamation Surety Estimate

- c. Mike Dross, Carrie Cote, Jim Headd, Denise Royce, Kate Lafond, Bill Herman Town of Auburn
Rick Eaton, Developer
Rene LaBranche, Stantec

TOWN OF AUBURN, NEW HAMPSHIRE
RECLAMATION SURETY ESTIMATE

Map 2 Lots 3, 9, 11, 13, & 14

Name of Project: Wethersfield Phase III

Steam Mill Road - Sta. 0+00 to 66+32
Wellesley Circle - Sta. 0+00 to 6+33
Pingree Hill Road - Sta. 52+25 to 56+00
Date: 01-15-16
Revised: 04-28-16

ITEM	QUANTITY	MEASURE	UNIT PRICE	TOTAL PRICE
1 Stock Yard Reclamation				
a Slope and Stock Pile Grading	3,375	S.Y.	\$0.50	\$1,687.50
b Spread & Stabilize Loam With Vegetation	3,375	S.Y.	\$4.00	\$13,500.00
c General Erosion Control	1	LS	\$1,500.00	\$1,500.00
			SUBTOTAL:	\$16,687.50
2 Contingencies (15% of Subtotal)				\$2,503.13
			TOTAL:	\$19,190.63

Signature: 
 Title: Project Manager
 Date: 4/28/2016
 Tele. #: 603-669-8672



January 15, 2016
File: 195110837

Attention: Mr. Ron Poltak, Chairman
Office of the Planning Board
P.O. Box 309, 47 Chester Road
Auburn, NH 03032-0309

Dear Mr. Poltak,

**Reference: Auburn, NH
Wethersfield - Phase III
Steam Mill Road, Station 0+00 to Station 66+32
Wellesley Circle, Station 0+00 to Station 6+33
Pingree Hill Road, Station 52+25 to 56+00
Remaining Work Items
Roadway Acceptance and Surety Recommendations**

At the Planning Board's request we visited the subject site to view the remaining work items and to quantify the approximate area of the active stock yard off Steam Mill Road. We used this information to generate the attached surety recommendations. In addition, we have provided a recommendation for road acceptance, for the subject roads.

Remaining work Items

1. The paved apron, into the stock yard must be removed, after the area is reclaimed, and replaced with a typical driveway apron for the house to be located on that lot.
2. The treatment swale, located within the limits of the active stock yard must be constructed and stabilized, per the plan.
3. The northern, rear lot corner granite bound must be set for lot 3-59 after the stock yard is graded and reclaimed.

Reclamation Item

1. The stock yard must be graded and reclaimed with vegetation and all construction equipment and materials removed from the site.

Roadway Acceptance Recommendation

At the Planning Board meeting on December 16, 2015 the Board voted to recommend acceptance of the above referenced roads for approval by the Board of Selectmen (BOS); however, at the following BOS meeting, the BOS voted to deny the acceptance request and instructed the developer to request acceptance after May 1, 2016, per the Town's road acceptance policy. This was discussed with the BOS secretary and we understand that the Planning Board does not need to recommend acceptance to the BOS again. We understand that the Developer shall request a follow-up hearing for this request, after May 1, 2016.



January 15, 2016
Mr. Ron Pollak
Page 2 of 2

Reference: **Auburn, NH**
 Wethersfield - Phase III
 Steam Mill Road, Station 0+00 to Station 66+32
 Wellesley Circle, Station 0+00 to Station 6+33
 Pingree Hill Road, Station 52+25 to 56+00
 Remaining Work Items
 Roadway Acceptance and Surety Recommendations

Remaining Work Surety Recommendation

Considering that the Planning Board was in favor of accepting the roads although the above-noted remaining work items had not been completed, we recommend that, upon acceptance of the subject roads (after May 1, 2016), the existing surety be reduced to \$3,450.00 for the remaining work items noted above.

Stock Yard Reclamation Surety Recommendation

At the Planning Board meeting on December 16, 2015 the Board voted to require the Developer to provide surety for the reclamation of the stock yard off Steam Mill Road, which is currently being utilized by the Developer. We recommend that the Developer provide an acceptable form of surety in the amount of \$38,956.25 (see attached estimate).

Maintenance Surety Recommendation

As part of the roadway acceptance process anticipated to occur shortly after May 1, 2016, we recommend that the Developer provide an acceptable form of surety, for the required 2-year maintenance surety, in the amount of \$33,418.95, which is equal to 2% of the total project surety estimate of \$1,670,947.70 (attached).

Please call if you have any questions.

Sincerely,

STANTEC CONSULTING SERVICES INC.

J. Daniel Tatem
Project Manager
Phone: (603) 669-8672
Fax: (603) 669-7636
dan.tatem@stantec.com

- c. Mike Dross, Carrie Cote, Jim Headd, Denise Royce, Kate Lafond, Bill Herman Town of Auburn
Rick Eaton, Developer
Rene LaBranche, Stantec

TOWN OF AUBURN, NEW HAMPSHIRE
 REMAINING WORK ITEMS SURETY ESTIMATE

Map 2 Lots 3, 9, 11, 13, & 14

Name of Project: Wethersfield Phase III

Steam Mill Road - Sta. 0+00 to 66+32
 Wellesley Circle - Sta. 0+00 to 6+33
 Pingree Hill Road - Sta. 52+25 to 56+00

Date: 01-15-16

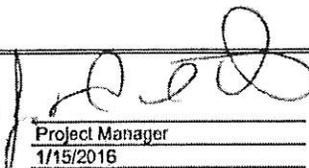
ITEM	QUANTITY	MEASURE	UNIT PRICE	TOTAL PRICE
1 Remaining Work Items				
a Remove Driveway Apron For Stockyard Entrance	1	L.S.	\$1,000.00	\$1,000.00
b Construct Treatment Swale In Stock Yard Area	1	L.S.	\$1,800.00	\$1,800.00
c Set Rear Comer Stone Bound In Stock Yard Area	1	L.S.	\$200.00	\$200.00
			SUBTOTAL:	\$3,000.00
2 Contingencies (15% of Subtotal)				\$450.00
			TOTAL:	\$3,450.00

Signature:

Title:

Date:

Tele. #:


 Project Manager

1/15/2016

603-669-8672

TOWN OF AUBURN, NEW HAMPSHIRE
RECLAMATION SURETY ESTIMATE

Map 2 Lots 3, 9, 11, 13, & 14

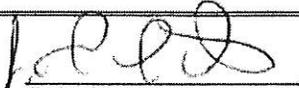
Name of Project: Wethersfield Phase III

Steam Mill Road - Sta. 0+00 to 66+32
Wellesley Circle - Sta. 0+00 to 6+33
Pingree Hill Road - Sta. 52+25 to 56+00

Date: 01-15-16

ITEM	QUANTITY	MEASURE	UNIT PRICE	TOTAL PRICE
1 Stock Yard Reclamation				
a Slope and Stock Pile Grading	6,750	S.Y.	\$0.50	\$3,375.00
b Spread & Stabilize Loam With Vegetation	6,750	S.Y.	\$4.00	\$27,000.00
c General Erosion Control	1	LS	\$3,500.00	\$3,500.00
SUBTOTAL:				\$33,875.00
2 Contingencies (15% of Subtotal)				\$5,081.25
TOTAL:				\$38,956.25

Signature:



Title:

Project Manager

Date:

1/15/2016

Tele. #:

603-669-8672

TOWN OF AUBURN, NEW HAMPSHIRE
 SUBDIVISION IMPROVEMENTS SURETY ESTIMATE

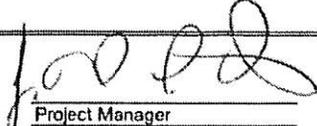
Map 2 Lots 3, 9, 11, 13, & 14

Name of Project: Wethersfield Phase III

Steam Mill Road - Sta. 0+00 to 66+32
 Wellesley Circle - Sta. 0+00 to 6+33
 Pingree Hill Road - Sta. 52+25 to 56+00

Date: 01-15-16

ITEM	QUANTITY	MEASURE	UNIT PRICE	TOTAL PRICE
1 Site Work				
a Clearing & Grubbing	9.6	Acre	\$8,470.00	\$81,312.00
b Excavation - Cuts/Fills	23,360	C.Y.	\$4.00	\$93,440.00
c Grading	24,080	S.Y.	\$0.50	\$12,040.00
d Erosion Control	5,850	L.F.	\$5.00	\$29,250.00
e Stone Check Dams	52	EA.	\$45.00	\$2,340.00
f Construction Entrance	3	L.S.	\$1,500.00	\$4,500.00
2 Paving				
a 12" Bank Run Gravel	8,658	C.Y.	\$10.00	\$86,580.00
b 6" Crushed Gravel	4,078	C.Y.	\$24.00	\$97,872.00
c 2" Binder Course Pavement	2,393	TON	\$85.00	\$203,405.00
d 1" Finish Course Pavement	1,156	TON	\$85.00	\$98,260.00
e Prep Work	7,265	L.F.	\$1.00	\$7,265.00
f Tack Coat	19,373	S.Y.	\$1.00	\$19,373.00
g Cape Cod Berm	3,800	L.F.	\$6.00	\$22,800.00
3 Drainage Work				
a 12" HDPE Drainage Pipe	2,345	L.F.	\$30.00	\$70,350.00
b 15" HDPE Drainage Pipe	604	L.F.	\$40.00	\$24,160.00
c 18" HDPE Drainage Pipe	805	L.F.	\$50.00	\$40,250.00
d 24" HDPE Drainage Pipe	195	L.F.	\$55.00	\$10,725.00
e 6" Underdrain	345	L.F.	\$20.00	\$6,900.00
f Catch Basin / Drain Manhole	35	EA.	\$2,000.00	\$70,000.00
g Retention/Detension Basins	6	EA.	\$3,500.00	\$21,000.00
h Outlet Structures	5	EA.	\$3,000.00	\$15,000.00
i Single Headwalls	5	EA.	\$1,800.00	\$9,000.00
j Double Headwalls	2	EA.	\$2,800.00	\$5,600.00
k Flared End Sections	11	EA.	\$400.00	\$4,400.00
l Treatment Swales	1	EA.	\$2,500.00	\$2,500.00
m Rip Rap/Filter Material	26	C.Y.	\$42.00	\$1,092.00
4 On-site Improvements				
a Signs	5	EA.	\$150.00	\$750.00
b Guardrail	138	L.F.	\$18.00	\$2,484.00
c Terminal Ends	2	EA.	\$1,750.00	\$3,500.00
d Loam and Seed	36,360	S.Y.	\$5.00	\$181,800.00
e Overhead Electric	1,250	LF	\$10.00	\$12,500.00
f Underground Electric	2,450	LF	\$20.00	\$49,000.00
g Fiberglass Fire Cistern	30,000	GAL	\$2.50	\$75,000.00
h Driveway Aprons	27	EA.	\$2,000.00	\$54,000.00
5 Miscellaneous				
a Grante Bounds	121	EA.	\$150.00	\$18,150.00
b Drill Holes / Iron Rods	24	EA.	\$100.00	\$2,400.00
c As-built plans	9	Sheets	\$1,000.00	\$9,000.00
d Deeds or Agreements	2	L.S.	\$2,500.00	\$5,000.00
SUBTOTAL:				\$1,452,998.00
6 Contingencies (15% of Subtotal)				\$217,949.70
TOTAL:				\$1,670,947.70

Signature: 

Title: Project Manager

Date: 1/15/2016

Tele. #: 603-669-8672

The Workshop concluded at 7:18 p.m. and the Public Hearing began.

MINUTES

Mr. Côté moved to accept the minutes of December 2nd, 2015 as written; Mr. Grillo seconded the motion. A vote was taken; all were in favor and the motion passed.

GENERAL BUSINESS

Richard Eaton/Espana Wethersfield Subdivision Discuss Pond Issue

Mr. Eaton talked about a proposed pond that was constructed and that it does not hold any water and is not going to work as it has been there for three (3) years. Discussion ensued with the Board members and they reviewed the plan submitted by Mr. Eaton. Mr. Poltak asked Mr. Eaton what he was asking of the Board. Mr. Eaton indicated that he needed the approval from the Board to remove it from the plan. Mr. Côté did not believe it needed to go for a Public Hearing.

Mr. Côté moved to grant the modification to the original approved site plan to allow for the pond to not be constructed, Tax Map 2, Lot 3, Wethersfield Subdivision; Mr. Grillo seconded the motion. A vote was taken; all were in favor and the motion passed.

Richard Eaton/Espana Wethersfield Subdivision Steam Mill Rd & Wellesley Circle Bond Release & 2 Year Maintenance Bond

Mr. Eaton moved on to talk about the storage area off of Steam Mill Road and the corner of Nutt Road. Lot #59 on Steam Mill Road has not been constructed and every other lot on Steam Mill Road has already been constructed. Mr. Eaton explained that they were just about done down there and have about half of the area reclaimed and ready for topsoil. They have plenty of loam down there. Mr. Eaton talked about a little drainage easement that flows to the wetlands and after talking to Mr. Tatem that he suggested bonding approximately \$1,500 to construct the swale. Mr. Poltak asked if the storage area would be no more. Mr. Eaton said correct. Mr. Tatem stated that Mr. Eaton is looking to get Steam Mill and Wellesley Circle accepted by the town. Mr. Tatem pointed out that they have walked the road yesterday and pointed out that he would recommend that the Board accept the road as long as the Board understands that all the items are not completed yet and would hold a surety amount for two (2) years for maintenance. The Board discussed holding a two (2) year Maintenance Bond

for the storage area. Mrs. Phillips thought surety should be held for a small amount to assure that restoration is completed. Mr. Côté also believed there should be some sort of surety in place. Mr. Tatem commented that he can figure an amount and get it to the Board. Mr. Dandrade asked if there would be anymore material removed from the storage area. Mr. Eaton stated that the sand is used within the development. Ms. Cleary talked about the storage area and stated that it was a pit that was about 20 feet deep. Mr. Tatem stated that all of the slopes have to be 3 to 1 or flatter and need to have 4 inches of loam and seeded. Mr. Tatem believed it would be a beautiful field with a lot of songbirds and have no issues with what Mr. Eaton is doing and believes it is a good thing for the project. Mr. Côté reiterated that he would recommend that a surety be put in place. Mr. Tatem stated that he will be writing a letter stating that the Board accept the road because the road is done and Mr. Eaton meets all the requirements. Mr. Tatem added that he will write a letter with the condition that Mr. Eaton provides the appropriate bonds and that he would get those numbers. Mr. Tatem that the Board could make a motion to recommend to the Selectmen to accept the road with the condition that we provide the surety amounts. The Board believed it sounded reasonable. Mr. Grillo asked Mr. Eaton that when it came before the Board originally if the Board asked for surety to be put in place. Mr. Eaton said no and that it was back in 2002. Mr. Grillo believed it would impact his vote.

Mr. Côté moved to recommend to the BOS to accept Steam Mill Road and Wellesley Circle subject to appropriate surety be put in place to ensure that the storage area be restored and that all outstanding items be completed and the standard 2% maintenance bond be held for 2 years, Tax Map 2, Wethersfield Subdivision; Mrs. Phillips seconded the motion. A vote was taken; The motion passed by a vote of 3 in favor and 2 opposed.

Mr. Eaton explained to the Board members that for the next two (2) years that he would like to keep the delineators that he has placed on Steam Mill Road to keep the plow trucks and the buses on the road. Mr. Eaton further explained that he will remove the delineators once the Bond is released. Mr. Côté indicated that after two (2) years the vegetation should have grown and it will be easier for them to see the road and that he did not have a problem with Mr. Eaton placing delineators on the road. Mr. Eaton stated if after two (2) years he will remove the delineators if the town requests that he remove them.

**JMJ Properties, LLC
Lovers Lane, Tax Map 8, Lot 2
Request One Additional Permit for
30 Saddle Hill Drive**

Mr. Poltak stated that JMJ Properties is requesting one additional permit to complete 30 Saddle Hill Drive. Mr. Poltak indicated that he did not know the numbers and asked Mrs. Rouleau-Côté if they were fine and she stated that it was fine.



TOWN OF AUBURN

April 27, 2016

Board of Selectmen
Town of Auburn
PO Box 309
Auburn, New Hampshire 03032

Re: Road Acceptance & Surety Recommendation – Tanglewood Subdivision

Dear Board of Selectmen:

The Auburn Planning Board met on December 16, 2015 and discussed the road acceptance and surety recommendation approved by Stantec in a letter dated December 16, 2015 regarding Tanglewood Subdivision, for completion of Tanglewood Drive, Tax Map 4, Lot 19. Unfortunately, the request was past the date of accepting roads and therefore was held until the Board of Selectmen could formally take up accepting the road effective May 1, 2016.

The Planning Board voted to recommend the Selectmen accept the road as complete and to hold surety, equal to 2% of the original surety estimate, in the amount of \$13,164.48 to be held by the Town of Auburn for the required 2-year period for maintenance surety. The Board further recommended that the Selectmen reduce the current surety in the amount of \$15,408.25 be decreased by \$2,243.77, reducing the total surety to **\$13,164.48**.

I have attached a copy of the Planning Board Minutes for December 16, 2015 along with a copy of Stantec's recommendation letter dated December 16, 2015 for your reference.

Please feel free to contact me with any questions.

Sincerely,

Denise Royce, Administrator
Auburn Planning Board

Enc.



December 16, 2015
File: 195111260

Mr. Ron Poltak, Chairman
Office of the Planning Board
P.O. Box 309, 47 Chester Rd.
Auburn, NH 03032-0309

Dear Mr. Poltak:

**Reference: Auburn, NH
Matam Subdivision – Tanglewood Drive, Station 0+00 to 17+75
Road Acceptance & Surety Recommendation**

We visited the site on December 15, 2015 with the Developer, Road Agent and Building Inspector to view the completion of the subject roadway. The remaining work has been completed, with the following administrative items remaining:

1. The roadway ROW deed and associated easements must be provided to the Town for legal review and approval.
2. An acceptable form of surety, equal to 2% of the original surety estimate, in the amount of \$13,164.48 must be provided to the Town for the required 2-year maintenance surety.

It should be noted that four of the nine houses have not been constructed at this time. Typically, most or all of the house construction is complete prior to roadway acceptance. In consideration of this, during the on-site meeting it was agreed, by all attendees, including Mr. Tamzarian, that Stantec recommend that the Planning Board recommend roadway acceptance to the Board of Selectmen, with the condition that items #1 and #2 are completed and reserving the right to extend the 2-year maintenance surety for up to an additional two years, or until the house construction is complete.

Please call if you have any questions.

Sincerely,

STANTEC CONSULTING SERVICES INC.

A handwritten signature in black ink, appearing to read 'J. Daniel Tatem', written over a horizontal line.

J. Daniel Tatem
Project Manager
dan.tatem@stantec.com
Tel: (603) 669-8672
Fax: (603) 669-7636

c: Ara Tamzarian, Owner
Mike Dross, Road Agent
Rene LaBranche, Stantec

Mr. Côté moved to grant one more permit for 30 Saddle Hill Drive for JMJ Properties, LLC, Tax Map 8, Lot 2, Lovers Lane Subdivision; Mr. Grillo seconded the motion. A vote was taken; all were in favor and the motion passed.

**Matam/Ara Tamzarian
Tanglewood Drive, Tax Map 4, Lot 19
Discuss Road Acceptance & 2 Year Maintenance Bond**

Mr. Tatem spoke on behalf of Mr. Tamzarian and stated that they walked that road yesterday and that the road was completed last year. Mr. Tatem informed the Board that he struggled to get one item completed and that item was completed this year. There is one hang up with this and that is he still has 4 houses to build out of 9 and typically the Board does not accept the road until there is one or two (2) lots remaining. Mr. Tatem stated that while they were walking the road that he did bring that up and that Mr. Tamzarian agreed with the idea he had that in order to accept the road that the 2% maintenance surety which is already in the letter is established. Mr. Tatem recommends that the Planning Board reserves the right to extend the 2% maintenance surety for another 2 years to protect the roadway if he is slow in building these houses. Mr. Tatem did not think this should be something to stop the Board from accepting the road. Mr. Tatem reiterated that he would recommend to the BOS that they accept the road with the condition that the Planning Board reserves the right to extend that surety for another 2 years or if all the houses are built to release it. Mr. Tatem stated that the surety amount is approximately \$13,000.

Mr. Côté moved to recommend to the BOS to accept Tanglewood Drive with the conditions depicted in Stantec's letter dated December 16, 2015 and with the recommendation that the Planning Board reserves the right to request the Bond be held for an additional 2 years if the subdivision is not completely built out, Tax Map 4, Lot 19, Tanglewood Subdivision; Mrs. Phillips seconded the motion. A vote was taken; The motion passed by a vote of 3 in favor and 2 opposed.

PUBLIC HEARING

**Crown Energy Solutions, LLC
Shawn Thrasher
692 Londonderry Turnpike, Tax Map 1, Lot 11
Zoned Industrial
Minor Site Plan Review (To amend the conditional site plan approval on October 21, 2015, condition #1 – to permit storage of new or reusable empty tanks)**

Mr. Thrasher passed out photos of what the proposed tanks looked like to the Board members. Mr. Mitchell presented on behalf of the applicant and began by saying that they were before the Board about a month in a half ago and are now back before the Board at a Public Hearing to amend one of the conditions of approval of the original



December 16, 2015
File: 195111260

DEC 21 2015

Mr. Ron Poltak, Chairman
Office of the Planning Board
P.O. Box 309, 47 Chester Rd.
Auburn, NH 03032-0309

Dear Mr. Poltak:

**Reference: Auburn, NH
Matam Subdivision – Tanglewood Drive, Station 0+00 to 17+75
Road Acceptance & Surety Recommendation**

We visited the site on December 15, 2015 with the Developer, Road Agent and Building Inspector to view the completion of the subject roadway. The remaining work has been completed, with the following administrative items remaining:

1. The roadway ROW deed and associated easements must be provided to the Town for legal review and approval.
2. An acceptable form of surety, equal to 2% of the original surety estimate, in the amount of \$13,164.48 must be provided to the Town for the required 2-year maintenance surety.

It should be noted that four of the nine houses have not been constructed at this time. Typically, most or all of the house construction is complete prior to roadway acceptance. In consideration of this, during the on-site meeting it was agreed, by all attendees, including Mr. Tamzarian, that Stantec recommend that the Planning Board recommend roadway acceptance to the Board of Selectmen, with the condition that items #1 and #2 are completed and reserving the right to extend the 2-year maintenance surety for up to an additional two years, or until the house construction is complete.

Please call if you have any questions.

Sincerely,

STANTEC CONSULTING SERVICES INC.



J. Daniel Tatem
Project Manager
dan.tatem@stantec.com
Tel: (603) 669-8672
Fax: (603) 669-7636

c: Ara Tamzarian, Owner
Mike Dross, Road Agent
Rene LaBranche, Stantec



December 16, 2015
File: 195111260

Mr. Ron Poltak
Office of the Planning Board
P.O. Box 309, 47 Chester Rd.
Auburn, NH 03032-0309

Dear Mr. Poltak:

**Re: Auburn, NH
Matam – Tanglewood Estates
As-Built Plan Review #3**

We received revised "As-Built" plans, Sheets 1 through 3, for the subject project, prepared by Duval Survey, Inc., dated September 24, 2014 and most recently revised on October 16, 2015. The revised plans addressed the comments from our October 16, 2015 review letter.

Please call if you have any questions.

Sincerely,

STANTEC CONSULTING SERVICES INC.

A handwritten signature in black ink, appearing to read "J. Daniel Tatem".

J. Daniel Tatem
Project Manager
Tel: (603) 669-8672
Fax: (603) 669-7636
dan.tatem@stantec.com

c: Ara Tamzarian, Matam Investments
Carrie Cote, Building Department
Rene LaBranche, Stantec



TOWN OF AUBURN

January 4, 2016

Mr. Ara Tamzarian
Matam Investment Associates
46 West Webster Street
Manchester, NH 03104

Dear Mr. Tamzarian:

At our meeting on December 21, 2015, we received a recommendation from the Auburn Planning Board from their December 16th meeting that the Board of Selectmen accept, on behalf of the Town, Tanglewood Drive as a Town road.

Unfortunately, the request for acceptance came to our Board late in the year and still required a public hearing be held by the Board of Selectmen before an acceptance could take place. This timing is not in conformance with standing Town policy and, therefore, our Board did not accept Tanglewood Drive as a Town road.

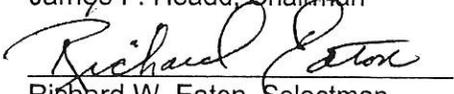
Enclosed for your information is a copy of the Town of Auburn "Policy for Acceptance of Roads", which specifies "the Town of Auburn shall not accept a road as a Town road after November 1st or before May 1st of any given year." This policy has been in effect since April 1, 2013 and is the basis for the Board's decision. As a result, the Board would be in a position to schedule a public hearing on the acceptance of the road and take action after May 1, 2016.

We are aware you began the process seeking acceptance in June 2015, and we know this is not the result you were seeking. But it is consistent with the standards the Town has set for this process due to less than positive experiences the Town has previously experienced.

Thank you in advance for your consideration.

Sincerely,
BOARD OF SELECTMEN


James F. Headd, Chairman


Richard W. Eaton, Selectman


Dale W. Phillips, Selectman

Enclosure
Cc: Auburn Planning Board
Dan Tatem, Stantec Consulting

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: May 9, 2016

Re: Auburn Fire Department – Operational Review & Risk Analysis

In follow-up to previous discussions the Board has had, I am presenting a second proposal from Municipal Resources, Inc., of Meredith for the conducting of an operational review and risk analysis of the Auburn Fire Department.

This project is in keeping with what the Board has indicated would be the process to come, and I fully intend to provide a third proposal for a full operational review and risk analysis of all Town Hall operations as part of next year's operating budget.

I have shared the attached proposal with Fire Chief Gannon, and he has indicated his full support for this undertaking, as former Chief Phillips had previously. I will not pretend to speak for Chief Gannon on this as he will be in attendance at your Board meeting on May 16th and you can get his first-hand reactions and thoughts.

In terms of costs, I would recommend the Board consider utilizing a portion of the recent proceeds from the sale of property that had been taken by Tax Collector's Deed to cover this expense. The Board can determine the \$49,799.12 for the sale of three parcels as unanticipated revenue and direct that \$14,000 of that amount be utilized for this purpose. We would need to schedule a public hearing for that purpose to formally take the action, but it would appear to be the best means for the Board to move forward with this activity.

If this is the direction the Board would want to go, it would be appropriate for the Board to consider acting on the following motion:

Move to accept the proposal for the review of fire and rescue operations in the Town of Auburn as submitted by Municipal Resources, Inc., and to authorize the \$14,000 expenditure for this undertaking.

Thank you for your consideration.

Attachment



May 6, 2016

William Herman, Town Administrator
Auburn Town Offices
47 Chester Road
PO Box 309
Auburn NH 03032

RE: Proposal for Fire/Rescue Study

Dear Mr. Herman:

Municipal Resources, Inc. (MRI) is pleased to submit the following proposal for professional services to review the fire and rescue operations in the Town of Auburn.

I. SCOPE OF WORK

The study will consist of an analysis of the provision of fire and rescue services in the Town of Auburn. Using this review as a basis, MRI will make recommendations for improvements that are to take into consideration the current and future financial ability of the Town, appropriate modifications to the delivery systems to provide optimum response time and service to the entire Town, location or expansion of physical facilities and equipment, and whether the current organization is appropriate or should be modified. We will spend time with the key personnel in the Fire Department and town leaders to gain an understanding of the organizational, operational, and management systems and approaches currently in place, and then compare and contrast the current structures against contemporary "best practice".

The study shall consist of the following components:

1. A comprehensive risk assessment.
2. A standard of cover/response time analysis.
3. Internal operations staff and management resources.
4. Analysis of policies and procedures for the Fire Department.

5. A financial sustainability analysis, which will include current organizational configurations accompanied by the identification of potential efficiencies and service improvements.
6. Analysis of the structure and delivery of fire and rescue services, including training and operational readiness, and benchmarking against established best practices.
7. Capital facilities and the management and condition of vehicles and equipment, including a multi-year capital improvement and asset replacement program.

Specific items to be addressed will include, but not be limited to, the following:

1. Identify service needs based on the characteristics of the community, statutory and regulatory requirements for response and delivery, and comparison with current ability to fulfill the needs and expectations.
2. Identify the public safety risks and prioritize the level of risk that must be covered based on the data and operations of the fire/rescue operations. The type, frequency, distribution, response times, mutual aid and/or contractor provided services, staffing policies, reporting of emergency and routine responses to all services will be included.
3. Assess the current plan for deploying the required number of fire/rescue officers and supervisors, along with vehicles/apparatus used and recommend cost effective alternatives based on the type of incident for each department. Evaluate whether there are recommended changes to improve efficiency and delivery of service.
4. Evaluate the response of personnel, including appropriate operational staffing, supervisors, management, and support staff to respond from the initial call for routine and emergency services through to generating the incident report and findings, and any subsequent proceedings such as court appearances, legal action, or insurance resolution or inspection.
5. Identify the required staffing levels to meet the needs of the community in the most cost effective and complete manner and examine the use of overtime and leave time for each department including operating costs, personnel impacts, and impact on delivery of service and work load.

6. Evaluate current and planned vehicle/apparatus configuration/acquisition/replacement, maintenance, and assignment practices to determine whether the existing operations are the most cost effective implementation.
7. Evaluation of Departmental policies and procedures and collective bargaining provisions that impact the efficient operations of the fire/rescue department. Review education and/or prevention training requirements, and funding allocation, in comparison to other communities and standards. Include possible recommendations that may improve the current policies, procedures, training, and delivery of services in the most cost effective manner.
8. Review of the fire/rescue service provided to the Town and evaluation of feasible options that would enhance revenue and public safety.

INFORMATION TO BE PROVIDED BY THE TOWN OF AUBURN

MRI structures our proposals as a partnership with a community. Although we could develop the data listed below, it would take an excessive amount of time and detract from the overall value of our analysis. As such, we ask the Fire Chief and the Town assign personnel to gather this information. We are looking for a summary overview, not reams of data pertaining to each point listed below. It is our goal that each of our team members becomes familiar with the Department and the community so that we can arrive in your community and “hit the ground running” thus asking more informed questions and providing the community with a better value in terms of product depth and quality.

MRI will require the following documents and information from the community and its emergency service providers during the term of this engagement. Some of this information may be required prior to the start of the engagement.

1. Demographic information regarding the population, employment data, tax base and any similar information available through Town Hall or the Planning Department.
2. Copies of the fire department annual report for the current and previous year.
3. A detailed copy of the operating budget and support detail of the Auburn Fire Department for the current and previous year.
4. A copy of all Operating Rules, Regulations, Standard Operating Procedures/Guidelines, and Organizational Charts for the Department.
5. The current organizational chart of the Auburn Fire Department.



6. The average number of personnel that respond on all calls and the actual number of personnel that have responded to confirmed structure fires in the past 24 months.
7. The number of calls and the average number of responders weekdays 7AM – 6PM.
8. The number of calls and the average number of responders weekdays 6PM – 7AM.
9. The number of calls and the average number of responders to incidents that occur on the weekend.
10. A map of the community, including a map of fire and rescue response areas.
11. A copy of all relevant personnel rules.
12. A detailed narrative relative to each major incident that has occurred in the previous 24 months.
13. A brief narrative that describes current practice relating to mutual aid and automatic aid.
14. An electronic copy of the community's Emergency Response Plan.
15. Two weeks of data from the dispatch system showing calls for service and other activities twenty-four hours a day for seven-day periods to be picked by the Project Team Leader.
16. Such additional information as our investigations may indicate that we will need as the study proceeds.

The results of our assessment will be presented in a written report and may be presented in a work session format designated by Town officials. During this work session, the MRI team will explain, interpret, and expand upon the information in the report and answer questions.

II. FEES AND CHARGES

Our services for the Fire/Rescue Study will be provided on a lump sum fee basis that is intended to cover all professional time and expenses. The process will be completed for a lump sum fee of **\$14,000.00**; payments to be made as follow:

1. **\$5,000.00** to be invoiced upon signing this agreement;



William Herman, Town Administrator
RE: Fire/Rescue Study
May 6, 2016
Page 5

2. **\$5,000.00** to be invoiced upon the presentation of MRI's initial findings in a work session; and
3. **\$4,000.00** to be invoiced upon the submission of the final report to the Town.

Payments will be made within fifteen (15) days of receipt of the invoice unless otherwise agreed. Invoices not paid within fifteen (15) days will accrue interest at the rate of 1.5% per month.

III. MRI PERSONNEL IN CHARGE

Alan S. Gould, President, will serve as Principal-In-Charge of this engagement. Brian Duggan, Senior Public Safety Advisor/Director of Fire, EMS and Emergency Management Services, will serve as Project Manager, interfacing directly with the Client. Other Project Team members will be assigned based upon specific needs.

I look forward to the opportunity to discuss this proposal further.

Sincerely,



Alan S. Gould
President
Office (603) 279-0352 x320
Cell (603) 765-5998
agould@mrigov.com



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: May 9, 2016

Re: Regional Energy Purchasing Consortium – Revised Purchasing Proposal

Since our May 4th meeting of the Southern New Hampshire Energy Purchasing Consortium, the Town has received a modified proposal from the Consortium that would provide for even further reduce electric rates for the ensuing three years of November 2016 through November 2019.

The attached e-mail message from Matthew Rounds of Standard Power of America explains the latest proposal involves utilizing energy from third-party supply contracts in the Spring, Summer and Fall for eight months a year, and to use small hydro supply for four months in the Winter. This approach would yield a significant reduction from the rates we had been looking at for a straight three-year contract with one third-party supplier. The year-by-year comparisons are as follows:

<u>Year</u>	<u>Rate - One Supplier</u> (as of 5/4/2016)	<u>Rate - Multiple Suppliers</u> (as of 5/6/2016)
Year 1	\$ 0.07297	\$ 0.07172
Year 2	\$ 0.08753	\$ 0.07533
Year 3	\$ 0.09125	\$ 0.07811

This new proposal is a direct result of recent legislative action by the New Hampshire Legislature that doubled the available net-metering capacity by Granite State electric suppliers and Standard Power has 15.5 megawatts to distribute as a result. This is being brought to bear for the benefit of the communities and school districts in the SNHPC Energy Purchasing Consortium.

Auburn is a small power user in the grand scheme of things. It is not likely to be able to secure a better price on its own than the combined Consortium purchasing power can provide. It remains my recommendation the Town participate in the three-year contract for November 2016 through November 2019, and to opt for the blended supply of three separate third-party supply contracts and one for the intermittent hydro. This results in a near level funded electric supply rate for the ensuing three years. If this is the direction the Board would want to go, it would be appropriate for the Board to consider acting on the following motion:

Move to accept the electricity rates proposed for the SNHPC Consortium for the period of November 2016 through November 2019 utilizing three separate third-party supply contracts and one intermittent hydro supply; and to authorize the Town Administrator to executive the documents necessary with the selected suppliers.

Thank you for your consideration.

Attachment

Bill Herman

From: Matthew Rounds <m.rounds@standardpowerofamerica.com>
Sent: Friday, May 06, 2016 4:20 PM
To: David Preece; Mike Fowler; Jane Simard; Bill Herman; Naomi Bolton; Adam Steel; David Sullivan; Chester BOS Admin; Jan Foisy; Sue Desruisseaux; Ray Labore; Christine Soucie; Dick Trask; Kathleen Sargent; klessard@sau15.net
Subject: Energy Consortium - new development just helped us a lot

Hey Folks,

I have some great news.

- **7.172** year 1 (nov 2016-nov 2017)
- **7.533** year 2 (nov 2017-nov 2018)
- **7.811** year 3 (nov 2018-nov 2019)

The short answer is this is third-party supply for 8 months in the Spring-Summer-Fall and 4 months on **small hydro supply** in the Winter. It will involve 3 separate third-party supply contracts and 1 for the intermittent hydro but we're going to save significant funds.

The above rates are averaging in the third-party supply and hydro. Third party rates are very low because we carve out the high-capacity Winters. And hydro isn't subject to capacity rules on the ISO!

- $6.757 (8 \text{ months}) + 8.000 (4 \text{ months}) = 7.172 \text{ average}$
- $7.300 (8 \text{ months}) + 8.000 (4 \text{ months}) = 7.533 \text{ average}$
- $7.717 (8 \text{ months}) + 8.000 (4 \text{ months}) = 7.811 \text{ average}$

A little back story for those who are curious...

In addition to conventional third-party supply, Standard Power also administers a large group of small hydro generators in New Hampshire (i.e. dams - think Sugar River over in Newport). The ability for end-users (i.e. you folks) to use this power is determined by the net-metering rules. Without getting technical, net-metering allows a hydro plant in Franklin (Franklin Falls) to provide power to an elementary school in Derry. Governor Hassan signed a new law on Monday that doubled the available net-metering capacity and we picked up 15.5 megawatts to distribute.

I'll reach out to everyone on Monday, explain the logistics, and determine how you want to move forward.

-Matt

--
Matthew Rounds
Standard Power of America
President

(cell) 1-603-321-2585

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: May 5, 2016

Re: Regional Energy Purchasing Consortium – Bid Results for Ensuing Three Years

On May 4th, the Town received information through the Mutual Sharing Consortium of the Southern New Hampshire Planning Commission (SNHPC) on the results of the regional energy purchasing quotes that had been sought for the ensuing three years (November 2016 through November 2019).

The Consortium has Standard Power of America of Windham coordinating these efforts for the collective purchasing of 16,000 mega-watts of power by the SNHPC Consortium. The Town of Auburn represents approximately 172,225 kW of the total. In addition to the SNHPC Consortium, Standard Power was able to bundle several other New Hampshire Consortium groups from the Mondanock region, the Lakes Region and the Seacoast. This collaborative effort put together a total energy load of 55,000 mega-watts for this bid. The bid process resulted in nine different energy suppliers participating and, ultimately, FirstPoint Power being selected as providing the best bid.

We have options in choosing to participate moving forward. The bid process covered a three-year period. We have the right to choose to participate for one-year, two-year or three-years. We also have the right to choose to go with the individually quoted rates for each of those three years or to go with a blended rate for two years or a blended rate for three years. On a separate sheet, we have calculated the potential costs to Auburn for all of those options for the Board's information.

Auburn is a small power user in the grand scheme of things. It is not likely to be able to secure a better price on its own than the combined Consortium purchasing power can provide. It would be my recommendation that the Town participate in the three-year contract as presented, and to opt for the blended rate for 36 months to stabilize Auburn's costs in this area.

If this is a direction the Board would want to go, it would be appropriate for the Board to consider acting on the following motion:

Move to accept the electricity rates proposed for the SNHPC Consortium for the period of November 2016 through November 2019; to determine to use the blended 36 month rate for this time period; and to authorize the Town Administrator to executive the documents necessary with the selected supplier.

Thank you for your consideration.

Attachment

**TOWN OF AUBURN
ELECTRICITY RATES THROUGH SNHPC CONSORTIUM**

Current Contract:	Rate:	kWh	Total Cost
October 15 - November '16	\$0.075	172,224	\$12,916.80

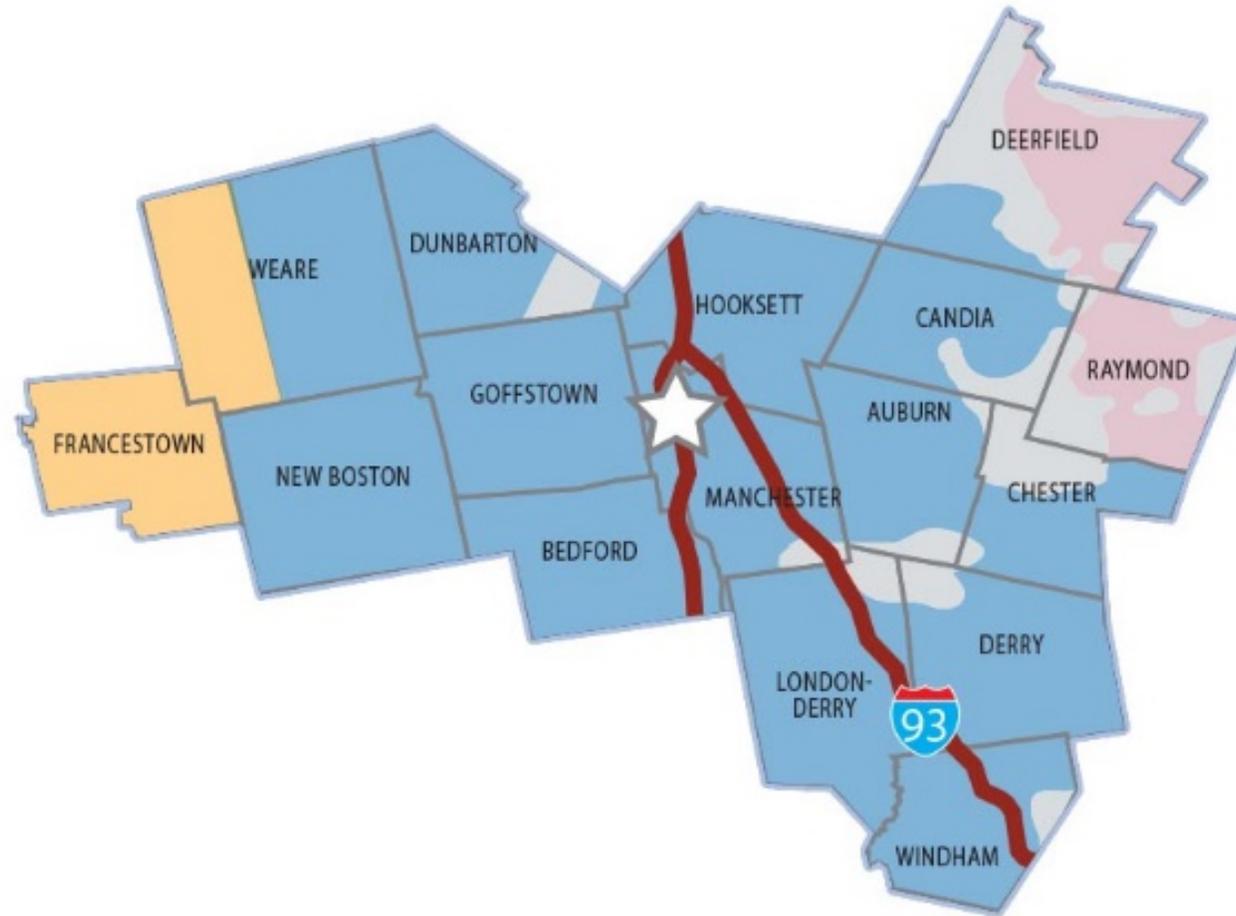
Proposed Contract:

November '16 - November '17	\$0.07297	172,224	\$12,567.19
November '17 - November '18	\$0.08753	172,224	\$15,074.77
November '18 - November '19	\$0.09125	172,224	\$15,715.44

November '16 - November '18	\$0.08030	172,224	\$27,659.17
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November '16 - November '19	\$0.08465	172,224	\$43,736.28
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Southern NH Energy Consortium



STANDARD POWER
OF AMERICA, INC.

Suppliers that Participated in Bid Process

This list represents the vast majority of suppliers representing the New Hampshire market



Electricity Rates for SNHPC Consortium (/kWh)

Supply is at historic lows but Capacity is about to reach historic highs

- Supply is constantly effected by market factors
 - We are currently at cost of extraction (it can't go lower)
- Capacity is a known cost through July 2019 (it won't change)

Historical Utility 3 year average	\$.09732
NOV 2016 to NOV 2017	\$.07297
NOV 2017 to NOV 2018	\$.08753
NOV 2018 to NOV 2019	\$.09125

(smoothed out over terms)

24 month	\$.08030
36 month	\$.08465

Electricity Rate Cost Components

- Supply
- Capacity_(LICAP)
 - Congestion
 - Locational Forward Reserves (LMR)
 - Reliability Must Run (RMR)



SNHPC



STANDARD POWER
OF AMERICA, INC.

Historical LMP Monthly Averages

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2010	5.99	5.15	3.73	3.50	4.20	4.80	6.00	5.29	4.49	3.61	4.35	6.41
2011	7.09	5.48	4.52	4.35	4.22	4.35	5.46	4.35	4.07	4.15	3.60	3.54
2012	4.06	3.09	2.62	2.59	2.59	3.47	4.18	3.95	3.15	3.52	5.48	4.60
2013	8.55	12.01	5.27	4.32	4.04	3.64	5.17	3.48	3.73	3.41	4.54	9.75
2014	16.88	15.49	10.97	4.50	3.67	3.77	3.72	3.04	3.43	3.22	4.75	4.27
2015	7.01	12.05	6.46	2.82	2.49	2.11	2.66	3.48	3.09	3.74	2.98	2.23
2016	3.84	2.96	2.05									

This is what supply costs suppliers and the utilities on the spot market

Capacity Costs

These costs are determined by the ISO-NE (regulatory body for the New England grid)

2016 Capacity Year (JUL 2015-JUN 2016)	\$3.15/KW month + 35% reserve
2017 Capacity Year (JUL 2016-JUN 2017)	\$7.55/KW month + 35% reserve
2018 Capacity Year (JUL 2017-JUN 2018)	\$9.55/KW month + 35% reserve
2019 Capacity Year (JUL 2018-JUN 2019)	\$7.55/KW month + 35% reserve

NOV 2016-NOV 2017 Rate	\$.015 (20% of cost)
NOV 2017-NOV 2018 Rate	\$.035 (40% of cost)
NOV 2018-NOV 2019 Rate	\$.045 (45% of cost)

Current SNHPC Consortium contract is about 9% of total cost

Historical Eversource Utility Rates for Supply

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2010	8.96	8.96	8.96	8.96	8.96	8.96	8.78	8.78	8.78	8.78	8.78	8.78
2011	8.67	8.67	8.67	8.67	8.67	8.67	8.89	8.89	8.89	8.89	8.89	8.89
2012	8.97	8.97	8.97	8.97	8.97	8.97	7.11	7.11	7.11	7.11	7.11	7.11
2013	9.54	9.54	9.54	9.54	9.54	9.54	8.62	8.62	8.62	8.62	8.62	8.62
2014	9.23	9.23	9.23	9.23	9.23	9.23	9.87	9.87	9.87	9.87	9.87	9.87
2015	10.56	10.56	10.56	10.56	10.56	10.56	8.98	8.98	8.98	8.98	8.98	8.98
2016	9.99	9.99	9.99	9.99	9.99	9.99						

This is what the you pay when you are on default service for supply

Renewable Energy Credit Cost per kWh

- 20% = \$0.00030
- 50% = \$0.00075
- 100% = \$0.00150

Longmeadow Congregational Church, UCC

PO Box 356

Auburn, New Hampshire 03032

May 6, 2016

Mr. William Herman, Administrator
Town of Auburn
47 Chester Road
Auburn, NH 03032

Dear Mr. Herman,

The Board of Trustees of the Longmeadow Congregational Church is writing to ask you to bring the following request before the Board of Selectmen.

The Church will undertake a renovation project this summer that entails relocating the existing kitchen within the building. We have met with both the Building Inspector and Fire Inspector on-site to outline the scope of the project. Of course during these discussions we identified the permits that the Town will require for the work to proceed. The purpose of this letter is to request that the Board of Selectman waive the fees for the building permit for alterations and subsequent related permits. This request is based upon our standing as a non-profit, charitable organization.

Enclosed for your information is a copy of the Certificate of Good Standing from the NH Department of State and a copy of the letter from the US Treasury Department confirming 501 (c) (3) status of the UCC.

Thank you for your consideration of our request.

Sincerely,



William Wood, Chair

Longmeadow Trustees



State of New Hampshire
Department of State

CERTIFICATE OF GOOD STANDING

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that LONGMEADOW CONGREGATIONAL CHURCH (formerly THE FIRST CONGREGATIONAL CHURCH OF AUBURN) is a New Hampshire nonprofit corporation formed April 27, 1940. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.

IN TESTIMONY WHEREOF, I hereto
set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 14th day of January, A.D. 1999



William M. Gardner
Secretary of State





U.S. TREASURY DEPARTMENT
INTERNAL REVENUE SERVICE
WASHINGTON, D.C. 20224

JUN 1 1964

IN REPLY REFER TO
T:R:EO:4
CSG

United Church of Christ
Seventh Floor
297 Park Avenue South
New York 10, New York

Gentlemen:

This has further reference to the information submitted for use in issuing a group ruling holding you and your conferences, associations, synods, councils and educational, charitable and religious organizations exempt from Federal income tax as organizations described in section 501(c)(3) of the Internal Revenue Code of 1954.

The information presented shows that you were formed as a merger of the Evangelical and Reformed Church and the General Council of the Congregational and Christian Churches. This merger became effective on July 4, 1961, the date your constitution and bylaws were declared in force.

In a ruling dated January 14, 1953, the Evangelical and Reformed Church was held exempt from Federal income tax under the provisions of section 101(6) of the 1939 Code, which corresponds to section 501(c)(3) of the 1954 Code. In a group ruling dated March 23, 1956, it was held that the affiliated synods and churches listed in the 1956 Evangelical and Reformed Church Yearbook, which are located in the United States, its territories and possessions, are exempt from Federal income tax as organizations described in section 501(c)(3) of the 1954 Code. The latest supplemental group ruling was issued on April 8, 1960. The General Council of the Congregational and Christian Churches was held exempt from Federal income tax under the provisions of section 101(6) of the Revenue Act of 1936, in a ruling dated December 15, 1935.

In a conference held in this office on October 23, 1963, your authorized representative, Mr. Loren T. Wood, asked that the request for a group ruling, both on a national and conference basis, be withdrawn. Inasmuch as we have not received

United Church of Christ

confirmation of the request for withdrawal, we have further considered the matter and we believe that a group ruling covering the Evangelical and Reformed Churches and those Congregational Christian Churches which voted to join you may be issued.

Based upon the information presented, it is held that you and the conferences, associations, synods, councils, and educational, charitable and religious organizations listed in your 1963 Yearbook are exempt from Federal income tax as organizations described in section 501(c)(3) of the Internal Revenue Code of 1954, as it is shown that you and your listed conferences, associations, synods, councils, and educational, charitable and religious organizations are organized and operated exclusively for religious, charitable and educational purposes.

You and your listed conferences, associations, synods, councils, and educational, charitable and religious organizations are not required to file Federal income tax returns so long as you and your listed conferences, associations, synods, councils, and educational, charitable and religious organizations retain a tax exempt status.

It will not be necessary for you and your listed conferences, associations, synods, councils, and educational, charitable and religious organizations to file the annual return of information, Form 990-A, generally required of organizations exempt under section 501(c)(3) of the Code, as you and your listed conferences, associations, synods, councils, and educational, charitable and religious organizations come within the specific exceptions contained in section 6033(a) of the Code.

Contributions made to you and to your listed conferences, associations, synods, councils, and educational, charitable and religious organizations are deductible by donors as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to or for the use of you and your listed conferences, associations, synods, councils, and educational, charitable and religious organizations are deductible for Federal estate and gift tax purposes as provided in sections 2055, 2106 and 2522 of the Code.

United Church of Christ

You and your listed conferences, associations, synods, councils, and educational, charitable and religious organizations are not liable for the taxes imposed under the Federal Insurance Contributions Act (social security taxes) unless waiver of exemption certificates are, or have been, filed as provided by that Act. Inquiries about the waiver of exemption certificates should be addressed to your District Director. You and your listed conferences, associations, synods, councils, and educational, charitable and religious organizations are not liable for the tax imposed under the Federal Unemployment Tax Act.

Please send us the following information annually not later than 45 days after the close of your annual accounting period.

1. Lists showing the names and mailing addresses of your new conferences, associations, synods, councils, and educational, charitable and religious organizations and the names and addresses of any conferences, associations, synods, councils, and educational, charitable and religious organizations which have ceased to exist or have changed their names or addresses. The names should be arranged in alphabetical order. In lieu of the lists referred to above you may furnish us a copy of your published directory. Please send one copy for each district in which your conferences, associations, synods, councils, and educational, charitable and religious organizations are located.
2. A statement signed by one of your principal officers stating whether or not the information upon which your original group ruling was based is applicable in all respects to the new conferences, associations, synods, councils, and educational, charitable and religious organizations.
3. A statement if, at the close of the year, there were no changes in your roster.

-4-

United Church of Christ

4. A statement of any changes in the character, purposes or method of operation of your organization or those of your conferences, associations, synods, councils, and educational, charitable and religious organizations.

5. Duplicate copies of amendments to charters or bylaws of your organizations or those of any of your conferences, associations, synods, councils, and educational, charitable and religious organizations.

This ruling is not applicable to those Congregational Christian Churches listed in your 1963 Yearbook under Schedule I which have not voted or which have abstained from voting on the merger and those under Schedule II which have voted not to be a part of the United Church of Christ.

Your tax exempt status and that of your conferences, associations, synods, councils, and educational, charitable and religious organizations is predicated on the understanding that upon dissolution all of your assets and those of your conferences, associations, synods, councils, and educational, charitable and religious organizations shall be distributed to organizations organized and operated exclusively for educational, charitable or religious purposes.

The ruling of January 14, 1953, holding the Evangelical and Reformed Church exempt under section 101(6) of the 1939 Code, the group ruling of March 23, 1956, and subsequent supplemental group rulings, holding its listed affiliated synods and churches exempt as organizations described in section 501(c)(3) of the 1954 Code, and the ruling of December 16, 1935, holding the General Council of Congregational and Christian Churches exempt under section 101(6) of the Revenue Act of 1936, are terminated as of July 4, 1961, the date the merger between those organizations became effective.

United Church of Christ

The District Directors concerned are being notified.

Very truly yours,

R. J. Stekem

Chief, Exempt Organizations Branch



TOWN OF AUBURN

PUBLIC NOTICE REQUEST FOR PROPOSALS

The Town of Auburn is soliciting proposals for the re-roofing of the Griffin Free Public Library located at 22 Hooksett Road.

Due to the Library being a customer service facility, access to the building has to be maintained throughout the project.

Sealed bids marked "LIBRARY ROOF" will be accepted at the Selectmen's Office until 2:00 PM on Friday, June 10, 2016. All proposals will be provided to the Trustees of the Library and the Board of Selectmen for consideration at the next meeting of the Board of Selectmen, which would likely be held on Monday, June 20, 2016.

Specifications for the project are available at the Town Hall or online at the Town of Auburn web site (www.auburnnh.us) under "Requests for Proposals".

The Board of Selectmen reserves the right to accept or reject any or all proposals in the best interest of the Town of Auburn.

**TOWN OF AUBURN
BOARD OF SELECTMEN**

May 9, 2016

TOWN OF AUBURN **SPECIFICATIONS FOR LIBRARY ROOF**

The Town of Auburn is soliciting bids for the re-roofing of the Griffin Free Public Library, 22 Hooksett Road, Auburn, New Hampshire. The project also includes the installation of a gutter and drainage pipe on the southern side of the west wing of the building.

SCOPE OF WORK

Work that is anticipated to be done as part of this project includes:

- ✓ Strip down the existing shingles to roof boards and replace up to 100 (sf) of boards or plywood.
- ✓ Install an ice and water shield six-foot (6-foot) up on eaves, valleys, walls and around any roof penetrations.
- ✓ Install 30 lb. roofing felt paper on remaining roof areas.
- ✓ Install eight-inch (8") drip edge on outside perimeter of roofs.
- ✓ Install new boots on sanitary pipes.
- ✓ Install flashing on chimneys & walls as needed.
- ✓ Install lifetime ARC shingles (color to be determined).
- ✓ Install Cobra ridge vent on roof cap so roof can breathe properly.
- ✓ Install one section (approx. 25') of seamless aluminum gutter along the southern side of the west wing, closest to the road. The gutter downspout must be located on the southwestern most corner. The downspout shall include an adaptor to allow connection to a vertical 6" SDR-35 underground drain pipe.
- ✓ Clean & clear all debris from roof.
- ✓ Provide five (5) year workmanship warranty.
- ✓ As a separate item for consideration and possible additional cost item – the Library Trustees have historically had to have heat cables installed on the

front areas of the rood to prevent icing on the front steps. The Trustees are seeking guidance from the chosen vendor on solutions to their historic issue and, if heating cables are the answer, whether they should be installed as part of this project or handled separately after the project is completed.

The Town is looking for this work to commence no earlier than August 8, 2016 and to be completed by September 30, 2016.

Due to this facility being a customer service orientated facility, access to the building will need to be maintained during the roofing project. For planning purposes, the hours of operation for the Griffin Free Public Library are as follows:

Monday: Closed
Tuesday: 10:00 am to 6:00 pm
Wednesday: 1:00 pm to 8:00 pm
Thursday: 10:00 am to 6:00 pm
Friday 10:00 am to 5:00 pm
Saturday: 10:00 am to 2:00 pm
Sunday: Closed

The Library is hosting a special outdoor program on Saturday, August 13th, which would have to be a date work on the roof could not take place.

The successful contractor shall clean-up all materials on a daily basis, and will be allowed to maintain a disposal container on site for this purpose.

As part of the proposal, contractors are encouraged to estimate the total time frame that is anticipated to be need for the completion of the project.

Interested contractors wishing to view the job site shall contact the Griffin Free Public Library during business hours, or shall advice Library personnel of their presence on site before commencing their inspection and estimating activity.

If subcontractors or contracted services are anticipated to be used by a contractor for this project, if at all possible, utilization of local Auburn vendors, services or contractors is urged.

PAYMENT

Payment will be made with-in two weeks once all work is satisfactory completed and all surrounding grounds are clear of all debris. There will be no advancement of any funds. Final payment terms will be worked out between the chosen contractor and the Town.

PROFESSIONAL AND GENERAL LIABILITY INSURANCE

Contractor shall file with the Town of Auburn evidence of professional liability and general liability insurance certifying coverage contained therein or, in the alternative, provide documentation of a self-insured program. Such insurance

shall provide protection against professional and personal injury liability. The Certificate of Insurance shall identify the insurer and the Contractor, the type and amount of insurance, the location and operations to which the insurance applies, and the effective and expiration dates of the policies of insurance. Further, the contractor shall advise the Town of Auburn of any changes of insurance company, coverage, limits of liability and notices of cancellation of insurance. Limits of liability shall be not less than: General Liability \$500,000 combined single limit and Worker's Compensation \$100,000 Statutory insurance. Such insurance shall be maintained throughout the term of this contract and may not be canceled without providing at least thirty (30) days advance notice of such cancellation to the Town of Auburn.

INDEMNIFICATION

The Contractor agrees to hold harmless and indemnify the Town of Auburn against any and all claims, suits, damages, costs, or legal expense as a result of bodily injury or property damage resulting from the negligence of the Contractor.

PRE-AWARD CONSIDERATIONS

The Town of Auburn shall consider the capabilities and resources of the potential vendor, and will review references of clients having similar requirements as set forth in this specification. Reference checks shall be an integral part of the final analysis of an award of contract. NOTE: Negative reference feedback may cause the bidder to be judged non-responsible and may result in rejection of the apparent low bid.

AWARD

The Town of Auburn reserves the right to award this contract in the best interests of the Town of Auburn. Proposals will be received by the Selectmen's Office until 2:00 P.M. on June 10, 2016.

Proposals will initially be shared with both the Board of Selectmen and the Trustees of the Library. They will be including on the agenda of the Board of Selectmen meeting at their next regularly scheduled meeting, which is anticipated to be on Monday, June 20, 2016. The awarding of the project contract shall follow a decision by the Board of Selectmen.

Questions may be directed to William G. Herman, Town Administrator, Town of Auburn, P.O. Box 309, Auburn, NH 03032, telephone (603) 483-5052 between the hours of 8:00 A.M. and 4:30 P.M.

The Town reserves the right to reject any or all proposals, or any part thereof; to waive any information in the bidding and to accept the proposal; considered to be in the best interest of the Town.

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: May 6, 2016

Re: Roby Family Gravestones

In follow-up to the discussion at the Board's May 2nd meeting concerning gravestones that had been relocated to the Longmeadow Cemetery decades ago, and the Board's request for further information, we sought the direction of the Director and Assistant Director of the Charitable Trusts Unit of the NH Department of Justice. Thomas Donovan and Terry Knowles were scheduled to meet with the Auburn Cemetery Trustees for a workshop meeting in Auburn on May 5th.

For the Board members benefit, in 1992 the then Trustees of the Longmeadow Cemetery became aware of an old family cemetery that dates back to approximately 1840 in what today is the area of Winters Way. At the time, the area was not developed and was a woodland area that had become a spot for partying activities. During this time, several of the old slate headstones were toppled and broken, and the Trustees sought to preserve the headstones by relocating them to the Longmeadow Cemetery. A plaque on the display of the gravestones at the Longmeadow Cemetery states: "*Roby Family Stone. These memorial stones of the Roby (Robie) Sheldon Families of Auburn were rescued from vandalism and theft. They are safely displayed here for all eternity. September 1992*".

During the May 5th meeting with Director Donovan and Assistant Director Knowles, the Town was advised that although the headstones were removed with very sincere intentions of preserving them, the law requires that they return to the burial ground in the family cemetery. The cemetery itself is the responsibility of the descendants of the Roby family to maintain, unless the Town of Auburn by a Town Meeting vote wanted to formally declare it to be an abandoned cemetery, which it would then become the responsibility to the Town to maintain.

The burial ground itself is within the conservation easement area of the Wethersfield subdivision held by the Town. It has been clearly marked on all of the subdivision plans, with a right-of-way granted from Winters Way to the burial ground. The burial ground is clearly marked within a grove of trees by granite posts.

The Cemetery Trustees indicated during the May 5th meeting they would assume responsibility for the return of the gravestones to the original site. Road Agent Mike Dross also attended the May 5th meeting, and has indicated they would be able to assist in the process. Director Donovan and Assistant Director Knowles encouraged the Town to have the work performed this year.

Attached a copies of photographs of the stones and plaque at their current location in the Longmeadow Cemetery.

Thank you for your consideration.

Attachment



NANCY ROBY
Died
June 20 1861
57-36 7/2

THE NEWBOTE
1874-1900

EWB

ROBY FAMILY STONES

THESE MEMORIAL STONES OF THE ROBY (ROBEY)

SHELDON FAMILIES OF AUBURN WERE REMOVED

FROM VANDALISM AND THEFT. THEY ARE SAFELY

DISPLAYED HERE FOR ALL ETERNITY.

STATEMANTON, N.J.

**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, Aarron 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 Guinness, 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.

**Town of Auburn
Board of Selectmen
May 2, 2016**

Selectmen Present: James Headd, Richard Eaton & Dale Phillips

Also Present: Edward Gannon, Fire Chief; Jack Chapman, Robin Cirnigliario & Richard Eshelman, John Rolfe, Mike & Linda Dross, Dennis & Pauline Vieira, Michael Rolfe, Paula Marzloff, Susan Goodhue, Susan Jenkins, Scott Norris, Russell Sullivan, and Tom Gonyea, Residents; William Herman, Town Administrator; Kathryn Lafond, Recording Secretary

Mr. Headd called the meeting to order at 6:42 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 Robin Cirnigliario and Richard Eshelman, Town Administrator Herman and Secretary Lafond.

Mrs. Phillips moved to exit non-public session at 7:00 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 7:01 p.m. and led the audience in the Pledge of Allegiance.

Approval of Accounts Payable for Week of April 25th, 2016

Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$118,824.85 for the week of April 25th, 2016; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Approval of Payroll for Week of May 2nd, 2016

Mr. Eaton moved to approve the Payroll Manifest in the amount of \$44,513.02 for the week of May 2nd, 2016; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Consent Agenda – Week of May 2nd, 2016

Property Lien Discharge

48 Manchester Road (Tax Map #7, Lot #26)

Application for Property Tax / Veterans Credit

John Danis, 32 Tanglewood Drive (Tax Map #4, Lot #19-8)

NH Department of Revenue Administration / Form MS-232

Report of Appropriations Actually Voted

Warrant/Yield Taxes – Land Use Change Tax

Gaetano & Linda Sammartano, 54 Winchester Way (Tax Map #2, Lot #9-8) - \$12,500

Warrant/Betterment Assessment – First Issue 2016

Six Properties on Cottage Avenue - \$2,290.56

Abatement Refund

Jocelyn Scarpetti (Tax Map #13, Lot #40-2 & Lot # 40-3) - \$24.60

Notice of Property Lien

543 Bunker Hill Road (Tax map #5, Lot #85-3)

Pistol/Revolver License

One (1)

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

Jack Chapman – Sucker Brook Race

Mr. Chapman reported to the Board that the planning of the annual Sucker Brook race is going well. This year's annual duck race is being held the same weekend which will hold up the setup of the Sucker Brook race a bit. Mr. Chapman explained that the set up for the Sucker Brook race is normally done the day before the race, which is the date of the Duck Race this year. Mr. Chapman went on that he and Susan Jenkins have arranged for him to block off and use the rear parking lot of the school to set up in that area, there will be parking available in the front of the school and on the cemetery side of the road.

New Business

Special Events and Fire Watch & Prohibition and Regulation of Fireworks Ordinances

Mr. Herman informed the Board that the proposed Special Events and Fire Watch Ordinance and the Prohibition and Regulation of Fireworks Ordinance have been in the works for some time and a public hearing is now scheduled for May 16th for formal consideration and public comment. Chief Gannon explained to the Board that both ordinances fall in line with State regulations and the National Fire Protection Association codes and standards. Chief Gannon noted that having ordinances in place enable the Fire Department to easily enforce the rules and regulations. Chief Gannon stated that the intent of ordinances are to protect the public. Mr. Eaton asked if a homeowner on July 4th would still be able to shoot fireworks. Chief Gannon stated yes, within the time frame provided in the ordinance. Mr. Eaton asked if the Fire Department would go out on a complaint basis. Chief Gannon responded yes, a complaint would initiate the Fire Department to look into the matter.

Appointment of Emergency Management Director

Mr. Herman relayed to the Board that the Town's Emergency Management Plan indicates that the Fire Chief also serves as Emergency Management Director.

Mrs. Phillips moved to appoint Edward Gannon as Emergency Management Director for the Town of Auburn, term to expire March 2018; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Mr. Headd swore Mr. Gannon in to the position of Emergency Management Director.

Sign Request – Wilson Crossing Road

The Board reviewed a request of a resident of Wilson Crossing Road to have a street sign warning of his deaf child placed. Road Agent Dross indicated that he had no concerns with the request. The Board directed that the sign be ordered and placed.

Ex-Officio Alternate Member – Planning Board

The Board reviewed a suggestion from the Planning Board to have an alternate ex-officio representative should the regular member not be able to attend the meeting. Mrs. Marzloff indicated that Mrs. Phillips was recently unable to attend a Planning Board meeting and while there were alternates present, none could be elevated into the vacancy. Mr. Eaton indicated that he would be willing to sit as alternate.

Mr. Headd moved to appoint Mr. Richard Eaton as alternate ex-officio member of the Auburn Planning Board; Mrs. Phillips seconded the motion; All were in favor, the motion passed unanimously.

Old Business

Settlement of Return of Surplus – LGC & HealthTrust Litigation

Mr. Herman informed the Board that the litigation to address the issue of the return of accumulated surplus funds to municipalities by the LGC/HealthTrust has been settled. Auburn's share provides for half of the maximum amount minus the law firms contingency, so the total amount of the return to Auburn will be \$2,932.56. Mr. Herman noted that the town had paid \$500.00 upfront to be part of the coalition in this matter.

Surety Reductions

The Board reviewed a recommendation from the Planning Board and Stantec Consulting to reduce the surety held by the town for Daniels Equipment to \$2,500.00.

The Board reviewed a recommendation from the Planning Board and Stantec Consulting to reduce the surety held by the town for the Village at Mr. Miner to \$14,410.00.

The Board reviewed a recommendation from the Planning Board and Stantec Consulting to reduce the surety held by the town for the Tanglewood Subdivision to \$13,164.48

The Board reviewed a recommendation from the Planning Board and Stantec Consulting to reduce the surety held by the town for the Wethersfield – Phase III Subdivision to \$3,450.00.

Mrs. Phillips moved to reduce the sureties as discussed and described; Mr. Headd seconded the motion; Mr. Eaton recused himself; the motion passed.

Public Hearing Notice – Road Acceptance Requests

On May 16th the Board of Selectmen will formally consider the request for Road Acceptance for Tanglewood Drive and Steam Mill Road.

Minutes

The Board did not have copies of the April 18th meeting. Mr. Herman noted that they were previously sent to the Board. The Board agreed to table the approval of the minutes until the next meeting.

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 Sue Jenkins, Tax Collector; Town Administrator Herman and Secretary Lafond.

Mrs. Phillips moved to exit non-public session; 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. Eaton moved to adjourn; Mrs. Phillips seconded the motion; all were in favor, the public meeting ended at 7:57 p.m.