



Town of Auburn Board of Selectmen

Meeting Agenda
October 30, 2023
Town Hall 7:00 PM

- I. Call to Order – Pledge of Allegiance**
- II. Public Comments**
- III. Appointments with the Board**
- IV. Manifests**
- V. Consent Agenda**
- VI. New Business**
 - A. Fire Dept policy change – Gator operations
 - B. 2024 Budget
 - i. Fire Department / Emergency Mgmt
 - ii. Police Department
- VII. Old Business**
 - A. Plow Rates
- VIII. Committee Reports**
- IX. Minutes**
 - A. October 23, 2023
 - B. Consideration of unsealing non-public minutes
 - i. 9/25/2006
 - ii. 11/6/2006
 - iii. 1/8/2007
 - iv. 11/5/2012
 - v. 11/16/2012
 - vi. 12/28/2012 (2 instances)
 - vii. 3/12/2013
- X. Non-public Session 91-A:3, II**
- XI. Adjourn**

Agenda items are subject to change. Any person with a disability who wishes to attend and needs to be provided with reasonable accommodations in order to participate is asked to contact the town office at 603.483.5052 so that arrangements can be made.



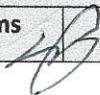
TOWN OF AUBURN, NEW HAMPSHIRE

Fire Department
55 Eaton Hill Road
Auburn, NH 03032
(603) 483-8141



Fire Chief Michael Williams

Deputy Fire Chief Robert Selinga

Auburn Fire Department Standard Operating Policy		
Posting Date: 08/19/2017 Effective Date: 10/19/2017	SOP Category & Identification Number: SOP #102	Revision 10-30-23
SOP Title: Gator 1 Operations		
Approved by: Michael Williams 	Number of pages: 2	

PURPOSE:

To ensure the safe and orderly use of the department's John Deere Gator.

SCOPE:

This policy applies to all personnel who are listed as drivers for the Gator on the authorized drivers list.

PROCEDURES AND INFORMATION:

- The Town of Auburn has an array of trails and undeveloped tracts of land which create unique access and response challenges for first responders. Gator 1 was acquired to expand our fleet to provide the necessary resources for personnel to fulfill our mission during off-road calls for service. This UTV is primarily to be used offroad and during special events such as road races and other public events at low speeds of travel.
- Gator 1 will be trailered whenever possible to get to an emergency scene unless the site is accessible from behind the Safety Complex via a secondary road.
- The driver of the gator shall not exceed 25 MPH.
- Anytime the Gator is requested to another community it shall be trailered to that location utilizing the town's Parks and Recreation trailer located behind the Parks and Recreation building.

- The driver of the Gator shall exercise the same responsibilities and due regard for safety as if they were driving any other piece of AFD apparatus; no exceptions.
- All riders shall be seated, wearing a safety belt and an approved Snell or DOT helmet when operating the Gator. State law requires that anyone under the age of 18 who operates or rides in/on an OHRV or snowmobile wear a helmet that meets Federal Motor Vehicle Safety Standards.
- Emergency lights shall be operated during emergencies and at road crossings. However, when approaching or passing horses, with or without riders, emergency lights shall be shut down and your speed shall be reduced to no more than 10 MPH.
- Extra care shall be exercised when operating on slopes, especially when turning, to avoid rollover and other loss of control. If the vehicle begins to tip, turn the front wheel downhill to regain control. Use brakes when descending a hill to reduce speed and maintain control.

Full safety information may be found in the manufacturer's operating manual.

END OF SOP 102

10/24/2023		2020	2021	2022	2023		2024				
Line #	Description	Actual	Actual	Actual	Budget	YTD	Dept Request	Budget Change	Notes	BOS Approved	Budget Comm Approved
POLICE											
112	Police Chief Salary	\$93,149	\$95,043	\$100,282	\$111,832	\$88,106	\$116,705	4.36%			
113	Full Time Officers Wages (5)	\$348,404	\$328,605	\$348,568	\$422,132	\$276,463	\$385,174	-8.76%			
114	Records Manager	\$44,799	\$46,234	\$48,899	\$57,046	\$42,935	\$56,501	-0.95%			
115	Office Manager Wage	\$55,856	\$56,061	\$57,274	\$65,912	\$49,610	\$63,466	-3.71%			
116	Police Lieutenant Wage	\$88,640	\$90,087	\$97,125	\$104,602	\$81,973	\$108,606	3.83%			
117	Police Sergeants Wages (2)	\$143,632	\$148,992	\$161,115	\$189,246	\$148,470	\$159,957	-15.48%			
118	Police Wages	\$3,557	\$0	\$0	\$0	\$0	\$0				
119	Part Time Officers Wages (8)	\$47,652	\$53,560	\$52,250	\$102,242	\$64,094	\$80,298	-21.46%			
120	Police Overtime	\$0	\$0	\$0	\$0	\$0	\$83,528		New Account		
121	DWI & Sobriety Checkpoint Patrol	\$4,333	\$3,085	\$2,666	\$5,000	\$1,858	\$5,000	0.00%			
122	Selective Traffic Control	\$3,797	\$4,104	\$3,385	\$4,000	\$3,663	\$4,000	0.00%			
123	Police Witness Fees	\$372	\$727	\$1,442	\$2,000	\$1,721	\$2,000	0.00%			
124	PD OHRV	\$0	\$0	\$0	\$1	\$1,185	\$1	0.00%			
125	Shift Differential	\$6,630	\$6,674	\$9,731	\$13,874	\$8,367	\$10,920	-21.29%			
126	FTO Shift Differential	\$0	\$0	\$300	\$2,599	\$1,320	\$2,600	0.04%			
127	Police SS (PT/Office Staff)	\$9,077	\$8,810	\$8,829	\$13,568	\$8,630	\$12,300	-9.35%			
128	Police Medicare (Full/Part Time)	\$10,920	\$10,826	\$11,296	\$15,839	\$9,977	\$15,841	0.01%			
129	Police Retirement	\$199,024	\$225,908	\$259,333	\$293,170	\$212,094	\$286,518	-2.27%			
130	Police Uniforms	\$6,956	\$7,727	\$9,186	\$9,400	\$4,187	\$9,400	0.00%	Based on contracted amount and # of employees		
131	Police Computer Services	\$21,993	\$19,074	\$29,808	\$27,800	\$21,502	\$34,205	23.04%	IMC Upgrade		
132	Police Custodial Services	\$6,529	\$7,690	\$8,118	\$8,569	\$7,051	\$8,569	0.00%			
133	Police Medical Services	\$1,173	\$914	\$1,290	\$1,200	\$3,239	\$2,700	125.00%	Peer to Peer Counselor		
134	Police Court Prosecutor	\$20,000	\$21,200	\$20,000	\$20,000	\$15,000	\$23,000	15.00%	4 yrs. w/o increase		
135	Police Radar	\$664	\$2,363	\$2,120	\$2,350	\$4,489	\$2,350	0.00%			
136	Police Radio Maintenance	\$6,670	\$3,384	\$3,394	\$5,400	\$6,283	\$5,400	0.00%			
137	Police Training	\$4,315	\$2,829	\$2,777	\$4,550	\$5,094	\$5,000	9.89%	Increasde due to younger staff and training cost increase		
138	Police Photography	\$124	\$60	\$204	\$500	\$512	\$500	0.00%			
139	PD Education Reimbursement	\$0	\$0	\$1,881	\$4,000	\$1,881	\$4,000	0.00%			
140	Police Public Relations	\$2,904	\$2,415	\$3,069	\$3,500	\$3,013	\$3,500	0.00%			
141	Police Plant Costs	\$6,911	\$5,973	\$7,667	\$7,000	\$6,475	\$7,000	0.00%			

10/24/2023		2020	2021	2022	2023		2024				
Line #	Description	Actual	Actual	Actual	Budget	YTD	Dept Request	Budget Change	Notes	BOS Approved	Budget Comm Approved
142	Police Equipment	\$7,359	\$4,715	\$5,594	\$5,450	\$5,980	\$5,450	0.00%			
143	Police Office Equipment	\$2,292	\$1,842	\$2,334	\$2,500	\$2,201	\$2,900	16.00%	absorb past maintenance increases		
144	Police Postage	\$596	\$272	\$552	\$700	\$656	\$700	0.00%			
145	Police Subscriptions	\$3,503	\$4,079	\$3,496	\$4,258	\$3,440	\$4,000	-6.06%	Accurine lost due to major cost increase		
146	Police Firearms	\$6,472	\$5,912	\$6,088	\$5,800	\$4,324	\$5,800	0.00%			
147	Police Supplies	\$2,230	\$810	\$2,075	\$2,250	\$2,198	\$2,250	0.00%			
148	Police Canine Supplies	\$2,990	\$2,176	\$3,218	\$3,000	\$4,735	\$3,000	0.00%			
149	Police Commission Expenses	\$0	\$0	\$0	\$100	\$3,600	\$100	0.00%			
150	Police Office Supplies	\$1,856	\$1,690	\$1,945	\$2,250	\$2,753	\$2,500	11.11%	cover increased costs		
151	Police Advertising	\$0	\$0	\$0	\$200	\$0	\$200	0.00%			
152	Police Other Contingencies	\$51	\$81	\$0	\$200	\$105	\$200	0.00%			
153	Police Cruisers	\$90,982	\$67,565	\$57,317	\$47,587	\$45,853	\$69,670	46.41%	will reduce if cruiser purchased in 2023		
154	Police Motorcycle	\$3,360	\$3,360	\$1,321	\$1,500	\$961	\$1,500	0.00%			
155	Police Cruiser Maintenance	\$10,409	\$21,223	\$14,338	\$14,630	\$11,286	\$14,630	0.00%			
156	Police Cruiser Fuel	\$17,564	\$25,406	\$31,453	\$36,000	\$21,129	\$36,000	0.00%	approved/look to increase as prices increase before YE to \$38,000		
Police Department Total		\$1,287,746	\$1,291,475	\$1,381,741	\$1,623,757	\$1,188,411	\$1,647,937	1.49%		\$0	\$0
FIRE											
157	Derry Ambulance Service	\$86,858	\$89,463	\$92,147	\$96,314	\$94,912	\$97,759	1.50%	Derry Ambulance contract		
Ambulance Total		\$86,858	\$89,463	\$92,147	\$96,314	\$94,912	\$97,759	1.50%		\$0	\$0
158	Fire Full Time Wages	\$118,155	\$94,600	\$101,829	\$213,758	\$107,553	\$210,204	-1.66%	Increase due to new Firefighters		
159	Fire Chief Salary	\$38,491	\$65,548	\$66,192	\$68,213	\$54,154	\$68,250	0.05%	Contract		
160	Fire Overtime	\$0	\$0	\$0	\$0	\$0	\$39,558		New Account; Training, holiday, vacation coverage		
161	Fire Call Firefighter Wages	\$0	\$0	\$0	\$0	\$0	\$34,125		New Account		
162	Fire Personnel Stipend	\$57,344	\$41,862	\$40,933	\$65,061	\$32,119	\$10,700	-83.55%	Just includes Annual Stipend wages- Call hours pulled out in Acct above 01-4220-1-160-0		
163	Fire Part Time Wages	\$14,500	\$24,788	\$27,509	\$29,693	\$33,607	\$55,929	88.36%	Formerly Fire Per Diem Personnel		
164	Fire SS	\$5,202	\$5,813	\$4,631	\$6,042	\$3,990	\$6,247	3.39%			
165	Fire Medicare	\$3,180	\$3,131	\$3,258	\$5,502	\$3,089	\$6,072	10.36%			
166	Fire Retirement (Group II)	\$29,840	\$21,376	\$28,432	\$68,554	\$33,691	\$75,803	10.57%			
167	Fire Occupational Health & Safety	\$3,209	\$2,360	\$2,511	\$2,600	\$3,877	\$2,600	0.00%			
168	Forest Fires	\$1,200	\$860	\$0	\$1,000	\$0	\$1,000	0.00%			
169	Fire Equipment Maintenance	\$5,624	\$4,096	\$5,075	\$4,500	\$5,014	\$4,500	0.00%			
170	Fire Radio Repair	\$1,738	\$2,768	\$2,784	\$1,000	\$697	\$1,000	0.00%			

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171	Derry Dispatch	\$53,655	\$54,811	\$56,100	\$58,091	\$57,833	\$59,775	2.90%			
172	Fire & Rescue Training	\$11,873	\$15,956	\$12,562	\$17,500	\$8,802	\$17,500	0.00%			
173	Fire Hazmat	\$7,246	\$7,397	\$7,341	\$7,800	\$7,434	\$7,434	-4.69%	Decrease due to team reductions		
174	Fire Building Maintenance	\$23,825	\$19,923	\$21,075	\$17,122	\$20,380	\$27,648	61.48%	new cameras @ both station @ \$10,858.00		
175	Fire & Rescue New Equipment	\$16,151	\$16,008	\$25,114	\$8,500	\$3,763	\$14,500	70.59%	Increase due to New Nozzles		
176	Fire New Radios	\$12,460	\$0	\$74,568	\$1	\$1,221	\$2,000	199900.00%	Increase due to 4 New fire pagers		
177	Fire SCBA Equipment/Maintenance	\$6,842	\$5,389	\$4,323	\$4,630	\$6,830	\$4,630	0.00%	Facepieces, flow/hydro testing		
178	Fire Water Hydrants	\$14,443	\$14,543	\$15,667	\$16,477	\$12,356	\$17,936	8.85%	Manchester water increase		
179	Fire Dues, Subscription and Software	\$5,446	\$1,853	\$8,886	\$10,932	\$10,965	\$3,994	-63.47%	Decrease due to red alert is paid in full		
180	Fire Rescue Supplies	\$3,442	\$4,332	\$3,505	\$6,054	\$6,440	\$6,054	0.00%	Increase due to EMS supplies		
181	Fire Protective Clothing	\$16,805	\$15,835	\$19,126	\$16,950	\$12,220	\$16,950	0.00%			
182	Fire Office & Cleaning Supplies	\$2,677	\$1,462	\$2,145	\$2,500	\$3,396	\$3,500	40.00%	Office supplies have increased in costs		
183	Fire Prevention	\$1,191	\$1,776	\$1,029	\$1,500	\$0	\$1,500	0.00%			
184	Fire Misc Grant	-\$203	-\$99	\$53,780	\$5,000	\$0	\$5,000	0.00%			
185	Fire Dry Hydrants	\$116	\$449	\$571	\$1,500	\$0	\$1,000	-33.33%			
186	Fire Information Technology	\$10,311	\$14,656	\$17,845	\$14,629	\$17,038	\$14,629	0.00%			
187	Fire Truck Maintenance	\$34,299	\$41,611	\$57,670	\$32,650	\$44,752	\$45,250	38.59%	Increase due to increase in maintenance expenses		
188	Fire Apparatus Fuel	\$8,249	\$11,395	\$10,460	\$20,000	\$9,129	\$20,000	0.00%			
Fire Department Total		\$507,309	\$494,499	\$674,919	\$707,759	\$500,350	\$785,287	10.95%		\$0	\$0
200	OEM (FEMA) Expenditure	\$0	\$0	\$0	\$1	\$0	\$1	0.00%			
201	OEM Training	\$0	\$0	\$0	\$1	\$0	\$1	0.00%			
202	OEM Public Media	\$0	\$0	\$0	\$1	\$0	\$1	0.00%			
203	OEM Communications	\$0	\$0	\$0	\$1	\$0	\$1	0.00%			
204	OEM Equipment & Gear	\$1,146	\$1,027	\$660	\$500	\$66	\$500	0.00%			
Emergency Management Total		\$1,146	\$1,027	\$660	\$504	\$66	\$504	0.00%		\$0	\$0
297	Fire Apparatus Lease/Purchase	\$118,968	\$120,909	\$48,213	\$48,214	\$48,213	\$0	-100.00%	Lease completed 2023		
Machinery, Vehicles & Equipment Total		\$118,968	\$120,909	\$48,213	\$48,214	\$48,213	\$0	-100.00%		\$0	\$0