

**Town of Auburn  
Board of Selectmen  
August 28, 2017  
Town Hall  
7:00 p.m.**

**( ) Call to Order – Pledge of Allegiance**

Approval of Accounts Payables for Week of August 14, 2017 - \$113,559.62  
Approval of Payroll for Week of August 21, 2017 -- \$45,391.87  
Approval of Accounts Payable for Week of August 21, 2017 - \$1,583.33  
Approval of Accounts Payables for Week of August 28, 2017  
Consent Agenda – as of August 28, 2017

**( ) Public Hearing**

Acceptance of Winchester Way as Town road (previously advertised)

**( ) Appointments with the Board**

Fire Chief Ed Gannon – Review MRI Recommendations for Fire Department

**( ) New Business**

Draft Policy – Adoption of Fire Department Policies  
Resignation of Cemetery Trustee  
LWCF Grant Program – Eddows Recreational Fields  
2017-2018 Road Salt Quotations  
Surety Reduction – Mt. Miner Subdivision, Phase I & Phase II  
Proposals for Town Hall Front Porch  
Plan Development for Town Building Proposal  
Request for Opposition to Longer / Heavier Trucks

**( ) Old Business**

Joint Meetings with Auburn School Board  
Report on August 26<sup>th</sup> Auction of Property  
Draft Policy -- Restoring Involuntarily Merged Lots  
NHDES Update on PFA's Sampling – Former Landfill Property

**( ) Other Business**

**( ) Minutes**

- August 7<sup>th</sup>, 2017 Public Meeting

**( ) Adjourn**

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

## **PUBLIC NOTICE**

### **PUBLIC HEARING AUBURN, NEW HAMPSHIRE**

The Auburn Board of Selectmen will hold a public hearing on Monday, August 28, 2017 beginning at 7:00 P.M. at the Auburn Town Hall for the purpose of receiving public comment concerning acceptance of Winchester Way as a Class V road pursuant to the provisions of NH RSA 674:40-a and the Town of Auburn "Policy for the Acceptance of Town Roads".

**BOARD OF SELECTMEN  
AUBURN, NH  
August 4, 2017**



# TOWN OF AUBURN

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August 3, 2017

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

Re: Road Acceptance – Winchester Way  
Richard Eaton/Wethersfield Subdivision

Dear Gentlemen:

The Auburn Planning Board met on August 2, 2017 to discuss a request that the town accept Winchester Way from Station 0+00 to 23+53 as a town road.

Based upon the recommendation from Stantec Consulting Services, Inc., the Planning Board voted to recommend that the Board of Selectmen accept Winchester Way from Station 0+00 to 23+53 as a town road.

I have attached a copy of Stantec's letter dated July 27, 2017 recommending that the Planning Board accept Winchester Way Drive along with the minutes of that meeting. Also attached is the form for acceptance of road which has already been signed by the Planning Board Chairman and is now ready for signature by the Road Agent as well as the Board of Selectmen.

Please feel free to contact me with any questions.

Sincerely,

Denise Royce, Administrator  
Auburn Planning Board

Enc.



# TOWN OF AUBURN

## AUBURN PLANNING BOARD NOTICE OF PLANNING BOARD DECISION

DATE: August 3, 2017

On August 2, 2017 the Auburn Planning Board voted to APPROVE the following proposal.

APPLICANT: Richard Eaton  
Wethersfield Subdivision

PROPERTY LOCATION: Winchester Way (Station 0+00 to 0-53)  
Auburn, New Hampshire

TAX MAP AND LOT NUMBER: Map 2, Lot 9

PROPOSAL: Road Acceptance

Signed,

Denise Royce  
Planning Board Administrator  
483-5052, Line 4

Cc: Board of Selectmen  
Auburn Building Inspector  
Applicant





July 27, 2017  
File: 195110837

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  
Wethersfield Subdivision – Winchester Way  
Roadway As-built Plan Review  
Road Acceptance & Surety Recommendation**

We visited the subject project today, July 27, 2017 view the completion status of the work. We walked the project with Mike Dross and Rick Eaton (Developer). Based on our observations made during our visit, the roadway, the related drainage infrastructure, and the fire cistern have been satisfactorily completed.

Stantec has reviewed the as-built and property/ROW monumentation plans, prepared by Eric C. Mitchell & Associates, Inc. (ECM), dated July 17, 2017. In addition, we confirmed with the Planning Department that the written roadway deeds and associated easements were submitted by the Developer and have been approved by the Town's legal counsel.

The regulations require that maintenance surety be provided for a period of two years from the date of the completion of the roadway work. The amount of the maintenance surety must be 2% of the total estimated surety of \$933,231.90 (estimate attached), or \$18,664.64. We recommend that the current surety be reduced to \$18,664.64 for the remainder of the 2-year maintenance surety period, which will be completed on May 24, 2019.

Based on the above information, we recommend the Planning Board recommend that the Board of Selectmen accept Winchester Way from station 0+00 to 23+53 (complete).



July 27, 2017  
Mr. Ron Poltak, Chairman  
Page 2 of 2

**Reference: Auburn, NH  
Wethersfield Subdivision – Winchester Way  
Roadway As-built Plan Review  
Road Acceptance & Surety Recommendation**

Please call if you have any questions.

Sincerely,

**STANTEC CONSULTING SERVICES INC.**

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

Attachment: Complete Subdivision Roadway Surety Estimate

c: Rick Eaton, Owner  
Jim Headd, BOS Chairman  
Mike Dross, Road Agent  
Carrie Cote, Building Inspector  
Rene LaBranche, Stantec

TOWN OF AUBURN, NEW HAMPSHIRE  
SUBDIVISION ROADWAY SURETY ESTIMATE

Map 2      Lot 3

Name of Project: Wethersfield Phase III

Winchester Way - Sta. 0+00 to 23+53 (end)

Date: 07-26-17

ITEM	QUANTITY	MEASURE	UNIT PRICE	TOTAL PRICE
1 Site Work				
a Clearing & Grubbing	3.8	Acre	\$13,500.00	\$51,300.00
b Excavation - Cuts/Fills	11,500	C.Y.	\$4.00	\$46,000.00
c Grading	24,080	S.Y.	\$1.00	\$24,080.00
d Silt Fence	1,350	L.F.	\$5.00	\$6,750.00
e Construction Entrance	3	L.S.	\$1,500.00	\$4,500.00
2 Paving				
a 12" Bank Run Gravel	2,490	C.Y.	\$22.00	\$54,780.00
b 6" Crushed Gravel	1,250	C.Y.	\$26.00	\$32,500.00
c 2" Binder Course Pavement	775	TON	\$85.00	\$65,875.00
d 1" Finish Course Pavement	360	TON	\$85.00	\$30,600.00
e Prep Work	2,353	L.F.	\$1.00	\$2,353.00
f Tack Coat	6,275	S.Y.	\$1.00	\$6,275.00
g Cape Cod Berm	4,450	L.F.	\$6.00	\$26,700.00
h Gravel Shoulders	250	L.F.	\$2.00	\$500.00
3 Drainage Work				
a 12" HDPE Drainage Pipe	1,213	L.F.	\$35.00	\$42,455.00
b 15" HDPE Drainage Pipe	105	L.F.	\$45.00	\$4,725.00
c 24" HDPE Drainage Pipe	381	L.F.	\$65.00	\$24,765.00
d 30" HDPE Drainage Pipe	116	L.F.	\$85.00	\$9,860.00
e 6" Underdrain	1,800	L.F.	\$25.00	\$45,000.00
f Catch Basin / Drain Manhole	15	EA.	\$2,500.00	\$37,500.00
g Double Catch Basin	1	EA.	\$3,500.00	\$3,500.00
h Detention Basin and Access Road	1	EA.	\$8,500.00	\$8,500.00
i Stone Lined sump / Small Detention Basin	2	EA.	\$2,500.00	\$5,000.00
j Outlet Structures	1	EA.	\$3,000.00	\$3,000.00
k Flared End Sections	4	EA.	\$400.00	\$1,600.00
l Treatment Swales	2	EA.	\$2,500.00	\$5,000.00
m Rip Rap/Filter Material	14	C.Y.	\$42.00	\$588.00
4 On-site Improvements				
a Signs	4	EA.	\$150.00	\$600.00
b Loam and Seed	13,500	S.Y.	\$5.00	\$67,500.00
c Underground Electric	2,400	LF	\$25.00	\$60,000.00
d Fiberglass Fire Cistern	30,000	GAL	\$2.75	\$82,500.00
e Driveway Aprons	20	EA.	\$2,000.00	\$40,000.00
5 Miscellaneous				
a Grainte Bounds	66	EA.	\$200.00	\$13,200.00
b As-built plans	3	Sheets	\$1,000.00	\$3,000.00
c Deeds or Agreements	1	L.S.	\$1,000.00	\$1,000.00
SUBTOTAL:				\$811,506.00
6 Contingencies (15% of Subtotal)				\$121,725.90
<b>TOTAL:</b>				<b>\$933,231.90</b>

Signature:

Title:

Date:

Tele. #:

  
Project Manager

7/26/2017

603-669-8672

## **CHAPTER 12**

### **SUMMARY OF RECOMMENDATIONS**

#### **CHAPTER 2 - DESCRIPTION OF DEPARTMENT**

- 2.1** Develop a plan to ensure that on-call and full-time staff are integrated, respond, and train together.
- 2.2** The organization should remain an on-call agency supported by a two-member weekday, daytime career presence.
- 2.3** Based on the services provided by the department, additional career staff should not be considered in the near term.
- 2.4** The Board of Selectmen should consider renewing the chief's three-year contract at the end of year two as a reflection of positive performance, and to provide the department with long-term stability.

#### **CHAPTER 3 – OPERATIONS**

- 3.1** The Department should work with the Town of Derry to ensure that alarms are being processed in accordance with the criteria established by NFPA 1221. Documentation of any improvements should be shared with ISO.
- 3.2** The Auburn Fire Department should enhance training documentation to provide ISO with the specific information that they require. ISO should be contacted and questioned relative to the low credit granted for training.
- 3.3** The Auburn Fire Department should conduct a deployment analysis to determine if there are any areas of potential improvement based on the ISO rating structure.
- 3.4** The department should review the OSHA Two-in/Two-Out rule and provide personnel with clear guidance on operations when less than four personnel have been assembled on the incident scene
- 3.5** The department should review NFPA 1720 and utilize this standard as a basis to develop an operational strategic plan that identifies actions to enhance compliance over the next five years.

- 3.6 All policies and SOPs should be immediately reformatted under Chief Gannon's signature.
- 3.7 Department Standard Operating Guidelines and Policies need to be reformatted, reviewed, and updated regularly. The department training officer should assign a member, selected at random, to review one SOP and one Policy at each training meeting. Ultimately, there should be one document that shows all SOGs and Policies have been reviewed and signed off by all personnel, stating they understand the document.
- 3.8 All SOPs should be posted on the department's website.
- 3.9 All department SOGs and Policies need to be available both in electronic format and hard copy, so they are readily available for review and/or reference by all personnel on-duty and off-duty.
- 3.10 A committee should be established to provide guidance to the fire chief as to updates, revisions, and new SOGs and Policies that need to be developed or addressed.
- 3.11 Once developed, SOPS should be reviewed every two years.
- 3.12 Once implemented, these SOPs should be utilized as the basis for operations. Any deviation should be documented in the National Fire Incident Report completed for the emergency.
- 3.13 Self-Contained Breathing Apparatus (SCBA) masks should be provided to each firefighter, this will ensure a proper fit, and limit the potential of transmitting an infection to others.
- 3.14 Each firefighter should be mask fit tested on an annual basis.

#### **CHAPTER 4 – RECRUITMENT AND RETENTION OF ON-CALL PERSONNEL**

- 4.1 In 2017, the Auburn Fire Department should apply for a Staffing for Adequate Fire and Emergency Response (SAFER) Grant for the recruitment and retention of on-call personnel.
- 4.2 The Auburn Fire Department should seek to develop and support a regional fire/EMS or Public Safety based Explorer program as a means to attract and support future members.

- 4.3 The Auburn Fire Department should add a sign board at the bottom of the existing Public Safety Complex sign to ensure that all residents are aware that openings exist for on-call personnel and that new personnel will be welcomed and trained. Obviously this computer generated LED signboard offers a variety of benefits and can be utilized as a public safety tool to engage the community.
- 4.4 The chief should conduct an online survey to determine what recruitment and retention programs and incentives would be of the most value.
- 4.5 The Auburn Fire Department should expand its social media footprint by establishing a social media presence designed to connect with the community and inform the community of the need for additional on-call personnel.
- 4.6 On-call personnel should receive a minimum of one hour of compensation for each initial response. If multiple incidents are resolved within the first hour only one hour should be paid.
- 4.7 The Auburn firefighters should consider adding meals to training meetings as a method to encourage participation and retain personnel.
- 4.8 Participation statistics of member's attendance at incidents and training should be posted in each station and updated by the chief or his staff on a monthly basis.

#### **CHAPTER 5 – FIRE SERVICE FACILITIES**

- 5.1 The installation of a diesel exhaust system should be pursued at Station 1 (substation) as a health and safety priority. In the absence of grant funding, this request should be presented at Town Meeting.
- 5.2 All turnout gear stored on the apparatus floor should be washed, using an industrial extractor, at least three times per year.
- 5.3 Turnout gear should be separated from exhaust particulates by solid lockers, the development of a turnout gear locker room, or the installation of a means of separation.
- 5.4 The town should support members' efforts to renovate Station 1 (substation) by providing funding for specialty trades and building materials.
- 5.5 The Training Room at the Public Safety Complex should be equipped with a smartboard.

- 5.6** The Training Room at the Public Safety Complex should be developed as a functional Emergency Operations Center (EOC). This would include the installation of phone lines, flat screen monitors and radios.

## **CHAPTER 6 – APPARATUS AND CAPITAL PLANNING**

- 6.1** The fire department capital plan should be updated annually. This update should adjust the cost of replacement, and adjust the replacement timeline, based on the current needs of the organization and the condition of units.
- 6.2** The acquisition of a lighting trailer should be pursued as a regional asset, in a cost sharing approach with other fire and police departments.
- 6.3** The chief should continue to annually apply for a Fire Act Grant to install a diesel fume extraction system, replace outdated SCBA units, and replace turnout gear over ten years of age.
- 6.4** Within the confines of the existing budget, scene and warning lighting should be update to LED units. Emphasis should be placed on increasing the amount of scene and warning lighting.
- 6.5** Turnout gears should be replaced every ten years. Gear older than ten years of age should be replaced by utilizing a Fire Act Grant.
- 6.6** Tanker 2 should be refurbished to extend its service life for another ten years. This would include repair of the pump, and upgrade of warning, scene, and under mount lights. Side and rear orange/lime chevron striping should also be upgraded to meet current NFPA criteria in 2017.
- 6.7** The Rescue should be replaced at an anticipated cost of \$185,000 in 2018.
- 6.8** The Command unit should be replaced at an anticipated cost of \$49,000 in 2019.
- 6.9** Apparatus should be equipped with tablet based mobile data that has connectivity into the department's preplanning system and records management system.
- 6.10** The department should consider transitioning the records management system into a cloud based platform that is easily accessible with an Internet connection.

- 6.11** The loose equipment on apparatus should be consistently organized by vehicle compartment, an inventory should be posted on the compartment door, equipment should be organized, mounted, and signs should be installed to indicate where equipment should be located.

## **CHAPTER 7 – TRAINING**

- 7.1** The Auburn Fire Department should increase the number of drills that involve mutual aid companies.
- 7.2** The Auburn Fire Department should increase the number of drills that encompass rural water supply operations.
- 7.3** The Auburn Fire Department should sponsor and support each member to attend two live fire training sessions per year.
- 7.4** The Auburn Fire Department should establish a mentoring program to guide and encourage new members as they progress through the initial training process.
- 7.5** The Auburn Fire Department should develop a basic orientation session for new members. The goal of this program would be to rapidly, but safely, train new members to participate in exterior operations, thus providing new members with a function and motivation to advance.
- 7.6** The Auburn Fire Department should expand the training resources and training library to include current editions of commonly utilized media.
- 7.7** The Auburn Fire Department should attempt to deliver a total of 2,500 hours of training per year (averaging 60 hours per member).
- 7.8** The Auburn Fire Department should require that all personnel receive at least 24 hours of structural firefighting training per year to remain an active member of the organization.
- 7.9** All external training should be documented in the department's records management system.
- 7.10** The Auburn Fire Department should investigate why ISO provided little credit for training and address that situation.



## **CHAPTER 8 – COMMUNITY OUTREACH & RISK MANAGEMENT**

Consideration should be given to developing the following public education and community outreach programs.

- 8.1 Blood pressure clinic:** Hypertension continues to be one of the leading risk factors contributing to strokes and heart attacks. Providing the ability for the community and particularly the elderly to come into the station or during another community event and obtain their blood pressure will provide for networking opportunities between community and staff, while at the same time provide valuable medical information critical for the individuals.
- 8.2 File of Life Program:** During medical emergencies, particularly with limited staffing, having a written document readily accessible will expedite and improve patient care and assessment for the patients. Files of Life are used to document pertinent past medical history, allergies, and medications the individual is on, to assist the emergency responders in making an informed decision based on the medical emergency at the time.
- 8.3 Smoke detector/carbon monoxide detector inspection program:** Every 20 seconds, a fire department responds to a fire somewhere in the United States, according to the National Fire Protection Association (NFPA). The American Red Cross is partnering with fire departments across the state in a planned five-year program to help reduce deaths and injuries due to home fires by 25%. During the visit, homeowners will get smoke detectors installed if no working alarms are present, guidance in the development of a Family Disaster Plan, and valuable emergency preparedness tips and information on increasing the safety in your home.
- 8.4 Pulse Point:** During a cardiac arrest, time is muscle. Specifically, cardiac muscle. The American Heart Association continues to recognize the chain of survival by early recognition, early CPR, early defibrillation, and rapid transport. Pulse Point is an app on an iPhone that can be downloaded from anyone in the community who wants to participate in this program to be notified when someone is having a cardiac arrest in their vicinity. Fifty-seven percent of US adults say they've had CPR training. Utilizing this type of technology, bystander performance, and active citizenship enhances the care provided to the community.
- 8.5 Swimming pool safety:** In July 2010, twin girls died in Lynnfield, MA, in a swimming pool accident. Opportunities to educate the public, particularly in a seaside community such as Auburn, on the preventative measures to take around the water and pools can be valuable. Topics to reinforce include the use of life jackets,

swimming pools with fences, latches on gates and ladders, and never leave children alone by the water.

- 8.6 **Bike helmet program:** More children ages 5 to 14 are seen in emergency rooms for injuries related to biking than any other sport. Helmets can reduce the risk of severe brain injuries by 88%; yet only 45% of children 14 and under usually wear a bike helmet. Providing bike helmets throughout the community will help minimize this potential from happening in Auburn.
- 8.7 **Prom demonstrations:** As a component of the SAFE program, conducting a mock accident for the junior and senior classes at the high school, focusing on the dangers of drinking and driving, texting while driving, and not wearing seat belts will reinforce the dangers associated with this type of behavior. This activity would be enhanced with the cooperation of the police department and local hospital, as well as others who may directly speak on losing a loved one or dealing with a loss related to these types of behaviors.
- 8.8 **Airway obstruction training for staff in restaurants:** An airway obstruction can lead to unconsciousness if not expelled or cleared in a timely manner. Collaboration with staff personnel in restaurants can assist public safety personnel in these types of medical conditions.
- 8.9 **Social Media:** The department needs to have an updated and active department website and Facebook account. This can be used for community engagement, updates with ongoing activities, signing up for programs to minimize any additional administrative time, and engaging the younger generations who are more tech savvy. Although the local bargaining unit for the Auburn Fire Department has one, the department needs to develop this outreach with a focus on prevention and education.
- 8.10 **MASS Alerts:** Enlisting the use of technology for mass notifications, such as the Code Red alert already used and administered by Auburn, MASS Alerts allows public safety agencies to provide emergency notifications and information about critical events and disasters, enabling individuals to better prepare and stay informed on such topics. Utilizing this technology, personnel can get real time information on severe weather, alerts on missing children, evacuation and shelter-in-place information, information about power outages, and tips to stay safe during such disasters.

## **CHAPTER 9 – FISCAL COMPARISON AND ANALYSIS**

- 9.1** The Auburn Fire Department should compensate personnel with a one-hour minimum for each initial call.
- 9.2** The Auburn Fire Department should develop a formal capital plan that informs the town with an inventory of needs and expected replacement costs.
- 9.3** The capital plan should be adjusted annually.

## **CHAPTER 10 - ORGANIZATIONAL COMMUNICATION**

- 10.1** The town should provide e-mail accounts for all fire department personnel.
- 10.2** The chief should ensure that all department communication is transitioned to e-mail.
- 10.3** The chief should continue to provide members with his “week in review”.
- 10.4** The chief should post response and training attendance for all members in each station.
- 10.5** Flat screen monitors should be setup in both stations and scroll important department information.

## Bill Herman

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**From:** Ed Gannon <chief@auburnfire.org>  
**Sent:** Friday, December 30, 2016 9:05 AM  
**To:** Bill Herman  
**Subject:** 2017 Goals

Good Morning Bill,

I wanted you to see the 2017 goals for the Fire Department. Please let me know what you think.

Mr. Ed

### 21 Goals for 2017

MRI Point	Goals	Lead
2.1	Plan for full time and call staff to train together	C-1, C-5
3.1	NFPA 1221 alarm processing work with DFD FA	C-1
3.2	Training programs to improve ISO score	C-1,C-5
3.3	Develop Deployment Analysis	C-1
3.4	SOG OSHA Two In Two Out	C-2, Safety Team
3.6,7,9,10,12	Update All department SOGs	Rick D , SOG Team
3.8	Post all Sogs on Web site	Sean
4.1	Safer Grant for staffing and recruitment	C-1
4.5	Increase Social Media Foot print	Sean, Pat , C-1
4.8	Response Stats posted every other month	C-1, 0-5
5.1	Plymo System Station 2	C-1, Safety Team
5.2	Turnout gear cleaned 3 times per year	C-2,Safety Team
5.4	Renovate Sat 2 Inside Phase 1	Sat 2 Team
6.6	Tanker 2 Pump and lights	C-1
6.9	MDT Car 1, Eng 1, 2 and R1	C-1
6.11	Equipment in trucks	Pat, 0-4
7.4, 7.5	Mentoring Program	C5,Training Team
7.7	60 Training hours per year for each member	C-5, 0-5
7.8	24 hours of structure Fire Training Per year	C-5, C-1
8.10	Mass Alerts	C-1
None	Preplan and Sketch 50% of the commercial properties	C-4

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Edward Gannon Chief  
603-483-8141

# TOWN OF AUBURN

## ADOPTION OF FIRE DEPARTMENT POLICY

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

### SCOPE

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

### POLICIES

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

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

### PROMULGATION OF POLICIES

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

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

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

## TOWN OF AUBURN ADOPTION OF FIRE DEPARTMENT POLICY

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

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

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

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

### **UNUSUAL OR EMERGENCY CIRCUMSTANCES**

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

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

### **APPROVAL OF EXISTING POLICES**

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



**TOWN OF AUBURN  
ADOPTION OF FIRE DEPARTMENT POLICY**

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**COMPLIANCE WITH STATUE**

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

**EFFECTIVE DATE**

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

Adopted by the Board of Selectmen the \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
James F. Headd

\_\_\_\_\_  
Richard W. Eaton

\_\_\_\_\_  
Dale W. Phillips  
AUBURN BOARD OF SELECTMEN

Received and recorded this \_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
Kathleen A. Sylvia, Town Clerk

08/11/17

Don Dollard:

Re: My appointment as Cemetery Trustee

Yesterday, 8/10/17, after consulting with my primary care Dr., I regret to inform you that it is in my best interest to resign as Cemetery Trustee. I do appreciate your confidence in me by asking me to serve. I will attempt to be of some assistance until you find a replacement.

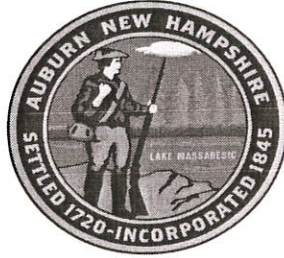
With deep regrets

Sincerely: Paul Therrien



## 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:** August 10, 2017

**Re:** Land & Water Conservation Fund – Outdoor Recreation Grant

Following the Board's July 10<sup>th</sup> direction to pursue grant funding for a portion of the expanded parking lot and connecting walkway project at Eddows Recreational Fields, we filed the required "Intent to Apply" form to the NH Division of Parks and Recreation on July 27<sup>th</sup>. The program which may have funding available is the Land and Water Conservation Fund (LWCF) Program, which has federal funds passed through the state. It could provide up to 50% of project costs, and was the program the Town utilized in 1985 to establish the first field known as Sandy Acres in 1985.

The State acknowledged our "Intent to Apply" the same day it was submitted; verified the project would qualify for LWCF funding; verified that Auburn was eligible for funding as a prior recipient, and indicated a site visit would be scheduled to review the property. On August 9<sup>th</sup>, Rene LaBranche and I met with the program manager on site to review the proposed project and to conduct an inspection of the Eddows Recreational Fields property in general.

At this point, the Town will need to wait for a determination as to whether Auburn will be invited to apply for funding. All indications at this point are that Auburn would be invited to apply for funding.

The invitations to apply are anticipated to be sent out in late September. Attendance at a workshop on the LWCF program and application process would then be required for all parties intending to submit applications. We would then have an approximate three month time frame to develop and submit our application. The review process largely is done through the NH Division of Parks and Recreation, but their recommendations need to be submitted to a federal agency for review before any grant awards may take place. The entire application process from beginning to end was indicated to be approximately a one-year process.

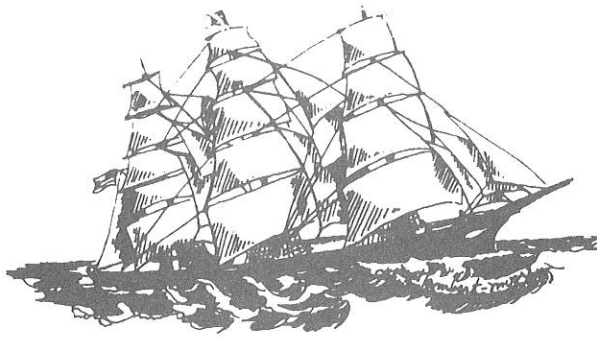
The State is awaiting final word from the federal government as to the amount of money that will be appropriated to New Hampshire for this program. They likely will not know until September, but are anticipating the amount to be approximately \$800,000. The grant program is a competitive process and the State will look to award as many projects as possible with the funds that are available.

It is possible the timing of the grant process and award will mean that this project would not be able to commence in the Spring of 2018. It is very likely that we would not know the availability of funding until Fall of 2018. With that type of schedule and to ensure project reimbursement, work would not be possible until the Fall of 2018 or possibly the Spring of 2019. We were told grant awards are valid for a three-year period.

We will advise the Board as soon as we are informed if the Town is invited to apply for funding or not.

Thank you for your consideration.

OFFICE:  
134 MIDDLE STREET, SUITE 210  
LOWELL, MA 08152  
TELEPHONE: (978) 458-6420  
FAX: (978) 251-8244



PLANT:  
37 MARGINAL STREET  
CHELSEA, MA 02150  
TELEPHONE: (617) 884-0027

## EASTERN MINERALS, INC.

August 18, 2017

Michael Dross, Road Agent  
Town of Auburn  
P.O. Box 309  
Auburn, NH 03032

Dear Mr. Dross:

The following quote on **Bulk Road Salt** is offered for your consideration.


Delivery of Bulk Salt: minimum truckloads of 25 to 30 tons delivered to the Town of Auburn,  
NH at: **\$54.00 per ton.**

To arrange for delivery call our salt terminal in Chelsea, Massachusetts:  
**1-800-331-0131 OR 1-617-884-0027**

Payment terms are Net 30 days.

Prices quoted will remain firm until June 30, 2018, if accepted and acknowledged within 30 days. We would also ask you to provide an estimate of the tonnage you may order to help us plan our inventory accordingly. Please sign and fax back to 978-251-8244 at your earliest convenience.

Sincerely,

  
Thomas F. Sullivan  
Sales Representative

Estimated Tonnage: \_\_\_\_\_

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

Michael Dross  
Road Agent



# Granite State Minerals

## 2017-18 ICE CONTROL SALT QUOTATION CITIES/TOWNS OF NEW HAMPSHIRE IN DISTRICT 5

Based on the awarded NH Department of Transportation contract #8002193, Granite State Minerals is pleased to extend the delivered price of \$54.00 per ton of bulk road salt for the 2017-2018 season. This price will remain firm until July 31, 2018. For inventory planning purposes, we would appreciate if you return a completed and signed copy of this form via mail, fax 603-436-2458, or email [jharrington@gsmsalt.com](mailto:jharrington@gsmsalt.com) by September 30, 2017.

Orders may be placed 24 hours a day by calling 603-436-8505, via email, or by faxing 603-436-2458. Please note my contact information below for order and delivery questions. Billing inquiries should be directed to Amy McLaughlin. Amy's email address is [amclaughlin@gsmsalt.com](mailto:amclaughlin@gsmsalt.com). Our physical mailing address is 227 Market St., Portsmouth, NH 03801. Payment terms are Net 30 days from invoice date.

Please call with any questions. We look forward to working with you this season and greatly appreciate your business!

Kind regards,

Janet

Janet Harrington  
Granite State Minerals, Inc.  
(P)603-436-8505 (F)603-436-2458  
[jharrington@gsmsalt.com](mailto:jharrington@gsmsalt.com)



Customer Info:

Town: \_\_\_\_\_

Ship To Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact/Phone/Fax: \_\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_ Estimated Usage \_\_\_\_\_



# MORTON SALT

AUG 02, 2017

Town of Auburn-NH  
P.O. Box 309  
Auburn NH 03032-0309

Dear Sir/Madam

MORTON SALT, INC. is pleased to offer you the following bulk deicing salt pricing for the season 2017/2018.

Description	Valid From	Valid To	Transport Mode	Min Order
Bulk Blizzard Wizard	JUL 01, 2017	JUN 30, 2018	Delivered	MS DUMP TRUCK STANDARD U 32 TON
250 TON 5940025970/220			NEWINGTON NH	71.32 USD per TON
Description	Valid From	Valid To	Transport Mode	Min Order
Bulk Safe-T-Salt	JUL 01, 2017	JUN 30, 2018	Delivered	MS DUMP TRUCK STANDARD U 32 TON
250 TON 5940025972/240			NEWINGTON NH	54.32 USD per TON
<b>Total Tons:</b>	<b>500 TON</b>			

Do you wish to change the tonnage? Yes \_\_\_ No \_\_\_ New tonnage is: \_\_\_\_\_ Tons

Reason for tonnage change: \_\_\_\_\_

Delivered prices are based upon full truckload quantities specific to the delivery address shown below.  
Normal delivery is 1-5 business days ARO.

Any applicable taxes are extra. Terms are net 30 days. Initial order must be placed by December 31<sup>st</sup>.

Please review your account information and advise if any changes are required;

Delivery Address:  
Town of Auburn-NH  
273 Chester Turnpike  
Auburn NH 03032

Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

Customer #3664026

To confirm and accept this quotation, please sign the acceptance and return via mail (address below), email, or fax within 30 days of the date shown above.

**Acceptance:**

I accept the MORTON SALT, INC. price for season 2017/2018.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return to:  
Customer Service  
Email: [buyroadsalt@mortonsalt.com](mailto:buyroadsalt@mortonsalt.com)  
Fax: 630-214-0725  
444 W Lake St.

444 West Lake Street  
Suite 3000  
Chicago, IL 60606-0090

TEL 312.807.2000  
WEB [mortonsalt.com](http://mortonsalt.com)

**MORTON SALT, INC.**  
A K+S GROUP COMPANY

5930001436



# MORTON SALT

Chicago IL 60606

To place orders, please contact our Customer Service Department:

Phone: 855-665-4540

Fax: 630-214-0725

Email: [buyroadsalt@mortonsalt.com](mailto:buyroadsalt@mortonsalt.com)

Normal business hours are 6:00am to 4:00pm CST, M-F.

For your convenience, MasterCard, VISA and American Express are accepted at the time of order placement.

Sincerely,

MORTON SALT, INC.





## Terms and Conditions

1. All orders are subject to the conditions set forth hereon, and no agreement or other understanding in any way modifying or supplementing these conditions shall be binding upon Seller unless made in writing and signed by an authorized executive of Seller.
2. This price quotation does not include sales, use, or any other taxes, which will be added to the price, if applicable.
3. Terms of payment are net thirty (30) days (subject to Credit Department approval). The Seller reserves the right to charge a one and a half percent (1½%) per month service charge on amounts outstanding more than thirty (30) days from the date of the invoice, effective as of the thirty-first day from the date of the invoice.
4. Effort will be made to effect shipment as soon as possible after an order is received but Seller shall not be responsible for any delay or failure to deliver caused wholly or in part by any cause not resulting from negligence on the part of Seller, including without limitation, fire, flood, accident, strike, labor trouble, civil commotion, acts of terrorism, war, demands, requests or requirements of governmental authority, failure in production equipment, product availability, inability to obtain fuel, power, raw materials or shipping capacity or acts of God, including snow, ice or other weather related problems. Transportation surcharges may be applied in the event of significant cost increases in transportation beyond the reasonable control of the Seller.
5. All claims of shortages in quantities delivered, quality or delivery of material other than ordered must be made in writing by Buyer within seven (7) days of receipt of shipment and supported by satisfactory evidence. Buyer, by acceptance of the material covered by this transaction, assumes all risk and responsibility incident to the handling and use of said material and for the results obtained through use of said material, and shall indemnify and hold Seller harmless of and from any and all claims with respect thereto.
6. Seller warrants the material sold hereunder is suitable for ice control only. Seller's liability is limited to providing additional material to the extent any material is shown to be otherwise than as warranted, and Seller shall be in no event liable otherwise or for indirect or consequential damages. THIS WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES, INCLUDING BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.
7. The SELLER reserves the right upon notice to BUYER to condition any future shipments (including those previously ordered or in transit) upon SELLER'S receipt of cash, certified or cashier's check in the amount of the invoice prices of such shipments and inclusive of all freight.
8. Delivered prices are based upon full truckload. Shipments are made in dump trucks carrying 20-25 tons and normally delivered within 5 days. Exceptions to truck minimums: in Michigan-50 ton minimum (or single trailer 25 ton minimum); Utah-40 ton minimum (or single trailer 25 ton minimum or tri-axle truck 18 ton minimum); Ohio pile delivery-200 ton minimum; 10 ton minimum per truck pickup where offered and available. Please give at least 24 hours notice prior to pick-up.
9. Estimated tonnage for existing customers is a weighted average calculation of purchases from Morton Salt in the last five (5) years. Customer requests above the estimated tonnage are subject to product availability and pricing changes. Increases in any of Seller's transportation and warehousing costs, and extraordinary increases in Seller's costs of production, including without limitation, in its costs of energy or package materials, may be passed along to Buyer upon advance notice to cover the increased costs to Seller.
10. Should fuel costs rise to a level requiring carriers to implement a fuel surcharge, the surcharge amount will be additional, and will be shown as a separate line item on the invoice. If implemented, fuel surcharge amounts may vary weekly, and are based on the fuel cost averages published at [www.eia.doe.gov](http://www.eia.doe.gov).

STATE OF NEW HAMPSHIRE  
BUREAU OF PURCHASE AND PROPERTY  
STATE HOUSE ANNEX  
25 CAPITOL STREET  
CONCORD, NEW HAMPSHIRE 03301

DATE: 7/26/201

**NOTICE OF CONTRACT**

**COMMODITY:** ROAD SALT – ROCK SALT & SOLAR SALT

**CONTRACT NUMBER:** 8002193

**NIGP CODE:** 775-4573

**CONTRACTOR:** GRANITE STATE MINERALS INC. VDR# 154316  
227 MARKET STREET  
PORTSMOUTH, NH 03801

**TELEPHONE NO.:** 888-846-9177

**FAX NO.** 978-251-8244

**CONTACT PERSON/e-mail:** Jason Archambault  
[jarchambault@easternsalt.com](mailto:jarchambault@easternsalt.com)

**VENDOR TEST RESULTS E-MAIL:** [jarchambault@easternsalt.com](mailto:jarchambault@easternsalt.com)

**CONTRACT PERIOD:** 8/01/2017 THROUGH 7/31/2018

**TERMS:** NET 30 DAYS

**F.O.B.:** DESTINATION

**ORDERING:** ORDERS SHALL BE PLACED DIRECTLY TO VENDOR.

**INITIAL DELIVERY:**

Contractor will be provided with a written notification regarding the type of and quantity salt that each **DISTRICT** will purchase within fifteen (15) business days from award notification. Please reference initial fill quantities as stated in Requirements by District section.

Eligible Participants and other state agencies will establish their own notification schedule and format.

**DELIVERY - SCHEDULE FOR BALANCE OF SEASON REQUIREMENTS**

State agency location contacts, Eligible Participants location contacts as well as NHDOT District Engineers, or their designated agents, shall be responsible for placing additional orders for any district location during the remainder of the contract period. Contractor shall be responsible for providing the location contact / district engineer with a weekly delivery schedule. Said schedule shall be sent no later than Wednesday of the week preceding scheduled deliveries.

**Primary**

Orders shall be **delivered within Five (5) calendar days after notification to contractor.** Requested deliveries shall not be required to exceed 3,000 tons per week per district.

**Secondary**

Orders shall be **delivered within TWENTY (20) business days after notification to contractor.** Requested deliveries shall not be required to exceed 3,000 tons per week per district.

**PRICING:****Highway District****Rock Salt/ton****Solar Salt/ton**Hwy District **3**

\$58.85/ton

NA

Hwy District **4**

\$61.47/ton

\$61.47/ton

Hwy District **5**/Central Turnpikes

\$54.00/ton

\$54.00/ton

Hwy District **6**/Eastern Turnpikes

\$53.30/ton

\$53.30/ton

**QUESTIONS:****Laura Ingram, Purchasing Agent****Tel: 603 271-2009****Email: [laura.ingram@nh.gov](mailto:laura.ingram@nh.gov)**



**PLANNING BOARD  
TOWN OF AUBURN**

---

August 14, 2017

Mr. James Headd, Chairman  
Town of Auburn  
Board of Selectmen  
47 Chester Road  
Auburn, NH 03032

Re: Mt. Miner Subdivision, Tenn & Tenn  
Surety Reduction Recommendation  
Phase I & Phase II

Dear Mr. Headd:

On August 2, 2017, the Planning Board voted to recommend The Board of Selectmen approve the reduction of \$30,078.40 from the current surety of \$98,241.00. This will leave the Stantec recommended balance of \$68,162.60 to cover the remaining roadway work that is to be completed in those two phases. For your reference, I have attached a copy of Stantec's recommendation letter dated June 19, 2017 along with the Planning Board meeting minutes.

Thank you for your attention to this matter. Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in cursive script that reads "Denise Royce". The signature is written in dark ink and is positioned above the printed name and title.

Denise Royce  
Land Use Administrator  
Auburn Planning Board

Attachment



June 19, 2017  
File: 195113092

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**

**Mt. Miner Subdivision**

**Surety Reduction Recommendations**

**Phase I – Harvard Avenue, Station 0+00 to 9+20  
Tree Line Drive, Station 17+85 to 22+50  
Sunrise Circle, 0+00 to Station 5+72 (End)**

**Phase II – Harvard Avenue, Station 9+20 to 11+75**

At the request of the Town, we visited the subject site to view the remaining work items. We have generated the attached surety recommendations for the subject project. A summary of our recommendations is as follows:

**Phase I and II Remaining Work Items Surety Amount**

We understand that the Town is currently holding remaining work items surety in the amount of **\$98,241.00** for Phase I and Phase II. As shown in the attached Roadway Improvements Remaining Work Items Surety Estimate for Phase I and II, we recommend that the existing surety be reduced to **\$68,162.60** for the remaining roadway work that is to be completed in those two phases.

Please call if you have any questions.

Sincerely,

**STANTEC CONSULTING SERVICES INC.**



**J. Daniel Tatem**

Project Manager

Stantec

5 Dartmouth Drive, Suite 101

Auburn, NH 03032-3984

Phone: (603) 206-7539

Cell: (603) 218-9739

Fax: (603) 669-7636

[dan.tatem@stantec.com](mailto:dan.tatem@stantec.com)

Attachment: Roadway Improvements Remaining Work Items Surety Estimate

c. Carrie Cote, Denise Royce, Town of Auburn  
Jim Tenn, Owner  
Rene LaBranche, Seth Potter, Stantec

TOWN OF AUBURN, NEW HAMPSHIRE  
ROADWAY IMPROVEMENTS REMAINING WORK ITEMS SURETY ESTIMATE

Tax Map 9 / Lot 28-1

Name of Project: The Village at Mt. Miner - Phase I & II

Harvard Avenue - Sta. 0+00 to 11+75

Treeline Drive - Sta. 22+50 to 17+85

Sunrise Circle - Sta. 0+00 to 5+72 (Complete)

Total Road Length - 2,237 lf

Date: June 19, 2017

ITEM	QUANTITY	MEASURE	UNIT PRICE	TOTAL PRICE
1 Site Work				
a Remove Erosion Control (Silt Fence)	1,920	L.F.	\$2.50	\$4,800.00
2 Paving				
a 1" Finish Course Pavement	330	TON	\$85.00	\$28,050.00
b Prep & Tack Coat	5,132	S.Y.	\$0.50	\$2,566.00
3 Drainage Work				
a DMH Frame and Covers Install	9	EA.	\$400.00	\$3,600.00
b Clean CB sumps	10	EA.	\$150.00	\$1,500.00
c Complete Large Detention Basin	1	EA.	\$1,500.00	\$1,500.00
d Complete Small Detention Basin	1	EA.	\$1,250.00	\$1,250.00
4 On-site Improvements				
a Est. Vegetation (Loam Already Placed)	1,800	SY	\$1.00	\$1,800.00
b Est. Vegetation (No Loamed Placed)	800	S.Y.	\$4.00	\$3,200.00
5 Miscellaneous				
a Granite Bounds	36	EA.	\$200.00	\$7,200.00
b As-built plans	4	Sheets	\$1,000.00	\$4,000.00
c Deeds or Agreements	1	L.S.	\$2,500.00	\$2,500.00
SUBTOTAL:				\$61,966.00
6 Contingencies (10% of Subtotal)				\$6,196.60
<b>TOTAL:</b>				<b>\$68,162.60</b>

Estimated by: J. Daniel Tatem

Signature: 

Title: Project Manager

Date: 6/19/2017

Tele. #: 603-669-8672

**Mr. Grillo made a motion to reduce the surety for the Weathersfield Subdivision, for Winchester Way from \$933,231.90 to \$18,664.64 for the remainder of the 2-year maintenance surety period. Mr. Porter seconded the motion. A vote was taken; all were in favor, the motion passed.**

**Mr. Grillo made a motion to recommend to the BOS to accept Winchester Way from station 0+00 to 23+53. Mrs. Phillips seconded the motion. A vote was taken; all were in favor, the motion passed.**

Mr. Eaton asked Ms. Royce to prepare this for the Selectmen to meet on Monday. Ms. Royce informed Mr. Eaton that it would be done tomorrow.

**Mt. Miner Subdivision  
Phase I and II Request Surety Reduction  
From \$98,241.00 to \$68,162.60**

Mr. Poltak read a letter from Stantec dated June 19, 2017 to the Board members regarding the above referenced request for surety reduction. The letter from Stantec recommends that the existing surety in the amount of \$98,241.00 for Phase I and Phase II be reduced to \$68,162.60 for the remaining roadway work that is to be completed in those two phases.

At this time, Mr. Poltak asked the Board for a motion.

**Mr. Grillo made a motion to reduce the surety for Mt. Miner Subdivision, Phase I and Phase II from \$98,241.00 to \$68,162.60. Mr. Porter seconded the motion. A vote was taken; all were in favor, the motion passed.**

**PUBLIC HEARING**

**North American Upfitters  
6 Sutton Circle, Tax Map 6, Lot 18-6  
Discuss Minor Site Plan Review**

Mr. Michael Dunican began by explaining the location of the property which can only be accessed through Hooksett and stated that the build aerial bucket trucks. Mr. Dunican went on to say that they are working on propane vehicles and when a propane vehicle has a leak and needs to be repaired they would come to them and they would drain off the propane and hit it with water. Mr. Dunican went into further detail with the Board members and went through the process of repairing propane vehicles that have leaks.

Mr. Dunican added that they recently sold their company to a company called "Utility One Source" and they've gotten that much bigger. Mr. Dunican explained that the Fire Marshall came down and loved it and indicated that it would be used by everyone in the

PROJECT: **TOWN HALL FRONT ENTRANCE  
RENOVATION** Date: August 24, 2017  
Time: 2:00 PM

Time: 2:00 PM

[illegible]



**DYNACON**  
**B U I L D E R S**

## **Construction Proposal**

Dynacon Builders Inc

August 22, 2017  
Auburn Town Hall

Dynacon Builders Inc  
10 Chestnut Drive  
Suite # 4  
Bedford, New Hampshire 03110  
603-488-5495  
603-488-5601

# **Proposal**

---

August 22, 2017

Between the Owner: **Town Of Auburn  
47 Chester Road  
Auburn, New Hampshire  
488-5052 ext-111**

And the Contractor: **Dynacon Builders Inc  
10 Chestnut Drive  
Suite # E  
Bedford, New Hampshire 03110  
United States  
603-488-5495**

For the Project: **Auburn Town Hall**

## **SCOPE OF WORK:**

### **SCOPE OF WORK**

Work that is anticipated to be done as part of this project has been detailed in plans dated May 3, 2017 prepared by Alternative Designs, Inc. of Manchester with Team Engineering of Bedford as the Engineer of Record. In general, the project includes:

- ☐ Demo and remove completely the existing covered porch and associated stairs, structure and foundation that serve as the front entry to the Auburn Town Hall.
- ☐ Construct new covered porch and associated stairs, structure and foundation as designed by Alternative Designs, Inc., which includes details of:
  - ☐ Codes, Design Loads, Foundations, Concrete, Reinforcing Steel, and Wood, and provides specifics for:
- ☐ Deck Plan @ Main Level
- ☐ Deck Plan @ Ground Level
- ☐ Landscaping Plan
- ☐ Foundation Plan
- ☐ Front Elevation
- ☐ Side Elevation
- ☐ Door Detail (Exterior and Interior Face)
- ☐ Stair Section
- ☐ Stair Code
- ☐ Stair Detail



- ☐ Soffit Detail (Low Eve)
- ☐ Repair and replace existing siding of Town Hall as affected by removing existing porch and stairs.
- ☐ Provide barricades during construction process to prevent people from falling or being hurt.
- ☐ Provide signage to direct individual to rear entry of building during construction process.
- ☐ Power wash and paint entire front to Town Hall to match the existing color.

**SPECIAL CONDITIONS:**

Exclusions:

- 1}Blasting for any ledge & ledge removal.
- 2}Moving of any existing underground utility's.

**TOTAL BASE PRICE:**

**\$86,373.33**

**STANDARD ALLOWANCES (INCLUDED IN BASE PRICE):**

Electrical Fixtures

**\$500.00**

Optional Terms and Conditions: Strongly recommend changing all MDO at columns, stair risers & bead board @ lower section to composite material to avoid the maintenance of paint.

**Acceptance of Agreement**

**Witness** our hand and seal on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed in the presence of:

\_\_\_\_\_  
Witness

  
\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Owner Signature



## 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:** August 25, 2017

**Re:** Plan Development Expense and Other Unanticipated Expenses

The Board will be receiving at your meeting on August 28<sup>th</sup> a proposal for the development of building plans for a multi-purpose storage building being considered for the Safety Complex property.

It was estimated at the August 23<sup>rd</sup> committee meeting this expense would likely be approximately \$2,500 to \$3,000.

As I am sure the Board knows, this was not an item included in the current Town budget and approval of the expense will require we find available funds within the operating budget to cover the expense.

There are several other items the Board has recently approved or have had to handle that also have not had funding sources identified. Expenses that need to be addressed include:

- |   |                          |
|---|--------------------------|
| • Special Primary Election – August 2017    | \$2,500 - \$3,000        |
| • Special General Election – September 2017 | \$2,500 - \$3,000        |
| • Landfill PFOA Testing -- June 2017        | \$5,000                  |
| • Landfill PFOA Testing -- November 2017    | \$5,000                  |
| • Building Design                           | <u>\$2,500 - \$3,000</u> |

\$17,500 - \$19,000

It would be best for everyone to not wait until the end of the year to see how all budgets end up. We will work to identify funding areas remaining within the current Town budget that could be used to cover these expenses. We will try to have options available for the Board by your next meeting on September 11<sup>th</sup>.

Thank you for your consideration.

## Bill Herman

---

**From:** Josh Collins <jcollins@cabt.org>  
**Sent:** Tuesday, August 22, 2017 9:25 AM  
**To:** Josh Collins  
**Subject:** CABT: We Need Your Help Opposing Longer/Heavier Trucks  
**Attachments:** Local Communities Joint Letter .pdf

*Administrators/Managers and Public Works officials: Please pass this on to your Select Board or City/County Councils for consideration by the members. However, we would love to have you list you as supporters as well highway if you support this position!*

Dear Elected Officials, Administrators, and Public Works/Highways Directors:

The Coalition Against Bigger Trucks (CABT) is collecting signatures of support for a joint letter conveying the impact longer and heavier trucks would have on infrastructure and public safety. I have attached a copy. If you would be willing to help us by adding your name in support **you can reply to this email and just say "add me". You WILL NOT be added to any email list.**

Our goal is for 1,000 local government officials and organizations to add their names to the letter, to share with members of congress – **signing your name will have a real, positive impact on protecting our local infrastructure. The National League of Cities, National Association of Counties, the National Association of County Engineers, and many others are proud partners of CABT and hold policy positions against legislation for heavier and longer trucks.**

In 2015, a weight increase to 91,000 pounds and an increase in the length of double trailers from 28' to 33' was defeated by a bipartisan group in the House and Senate, respectively. This year, a handful of large shipping companies are gearing up for a well-funded push by stepping up their lobbying efforts. There are a handful of imminent threats which makes this letter important – upcoming infrastructure bills and the push for new, limited study on impacts of Double 33-trucks from USDOT give the big truck lobbyists an opportunity to slip these proposals through quickly and quietly if there is no pushback from local governments that have to bear the brunt of the impact.

This letter represents an important message to members of Congress, highlighting the severe impacts these trucks would have on local infrastructure and public safety. [Click here for more information on the subject.](#) I appreciate your consideration and will follow up with you via phone.

Best,

Josh Collins  
Regional Director  
Coalition Against Bigger Trucks (CABT)  
[www.cabt.org](http://www.cabt.org)  
(202) 271-9887

TEXT OF THE LETTER:  
Bigger Trucks: Bad for America's Local Communities

Dear Members of Congress,

(Date)

## Bigger Trucks: Bad for America's Local Communities

Dear Members of Congress,

Representing local communities and Americans across the nation, we are concerned about our transportation infrastructure. We strongly oppose proposals in Congress that would allow any increase in truck length or weight—longer double-trailer trucks or heavier single-trailer trucks would only make our current situation worse.

Local communities and our residents are what drive this country. We work every day to make sure the needs and safety of our residents are met. Allowing heavier and longer trucks will most certainly set us back in our efforts. Much of our transportation infrastructure that connects people to jobs, schools and leisure is in disrepair, in part because local and rural roads and bridges are older and not built to the same standards as Interstates. Many of us are unable to keep up with our current maintenance schedules and replacement costs because of underfunded budgets.

The impacts of longer or heavier tractor-trailers would only worsen these problems. Millions of miles of truck traffic operate on local roads and bridges across the country, and any bigger trucks allowed on our Interstates would mean additional trucks that ultimately find their way onto our local infrastructure. Longer and heavier trucks would cause significantly more damage to our transportation infrastructure, costing us billions of dollars that local government budgets simply cannot afford, compromising the very routes that American motorists use every day.

On behalf of America's local communities and our residents, we ask that you oppose any legislation that would allow any increase in truck length or weight.

Sincerely,

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Please print your title and name here to be added to the list for this letter – thank you.

## 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:** August 21, 2017

**Re:** Proposed Schedule for Joint School Board & Board of Selectmen Meetings

Following the Board's July 10<sup>th</sup> discussion and agreement to potential quarterly meetings with the Auburn School Board, the School Board has also discussed the potential and have also agreed there is benefit to the two boards meeting together on a regular schedule.

In communications with School Board Chair Keith Leclair, we are proposing the meetings be incorporated into existing meetings of the two boards with the dates and locations alternating between the Selectmen's meeting and the School Board meetings.

A proposed schedule for the first four quarterly meetings would be as follows:

- November 2017 – Board of Selectmen's Meeting (November 20<sup>th</sup> at 7 PM)
- February 2018 – School Board Meeting (February 13<sup>th</sup> at 6 PM)
- May 2018 – Board of Selectmen's Meeting (Date to be determined)
- August 2018 – School Board Meeting (Date to be determined)

For the November meeting, the School Board will most likely focus on the school building project to be advanced in 2018. Equally, the Board of Selectmen should have a solid idea about the 2018 Town budget and potential warrant articles which could be the focus of the Selectmen's information at that meeting.

Thank you for your consideration.



# (3) TAX DEEDED PROPERTIES IN AUBURN, NH AT **ABSOLUTE AUCTION**

**(3) WOODED LOTS NEAR MASSABESIC LAKE  
SATURDAY, AUGUST 26 AT 10:00 AM**

**Sale to be held at Sun Valley Park, Appletree Road, Auburn, NH**

**Registration begins at Sun Valley Park at 9:00 AM on day of sale**

**ID #17-220** • We have been retained by the Town of Auburn to sell at Public Auction these (3) properties which were acquired by Tax Collector's Deed. These properties will be sold at **ABSOLUTE AUCTION** (*no minimums! no reserves!*) and appeal to investors, builders, abutters, end users, or someone just looking for a good deal!

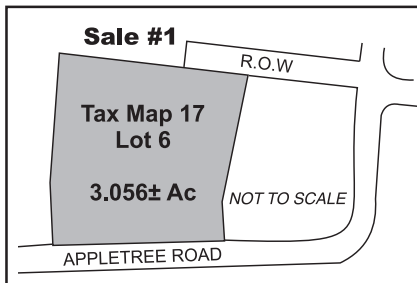
The (3) vacant lots are located in a quiet residential neighborhood near the southeast end of Massabesic Lake and convenient to Route 121. There is a community park with playground and basketball court. Zoning is Residential R1 & R2.



■ **Sale #1**  
**13 Appletree Road**  
**Tax Map 17, Lot 6**



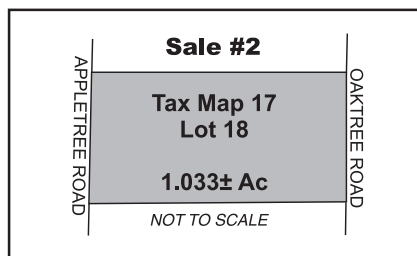
3.056± acre lot with 349.06± FF •  
Assessed value: \$104,500.



■ **Sale #2**  
**Appletree Road**  
**Tax Map 17, Lot 18**



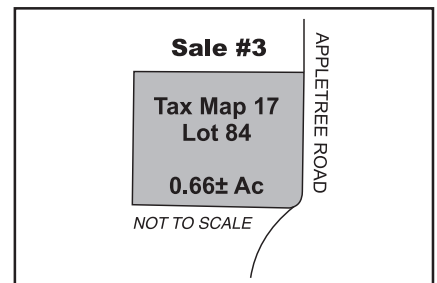
1.033± acre lot with 150± FF along  
both Appletree Road and Oaktree  
Road • Assessed value: \$93,200.



■ **Sale #3**  
**Pinetree Road**  
**Tax Map 17, Lot 84**



0.66± acre lot with 157.23± FF • As-  
sessed value: \$88,600.



**PREVIEW:** Lots are marked. A drive-by is recommended. **TERMS:** \$2,500 deposit for each parcel by cash, certified check, bank check, or other form of payment acceptable to the Town of Auburn at time of sale, balance due within 45 days. Conveyance by deed without covenants. **Properties are sold "AS IS, WHERE IS" subject to all outstanding liens, if any.** Other terms may be announced at time of sale.

**10% BUYER'S PREMIUM PAYABLE TO AUCTIONEER DUE AT CLOSING**

*All information herein is believed but not warranted to be correct. All interested parties are advised to make independent investigation of all matters they deem relevant.*

**PLOT PLANS, PHOTOS, BROCHURE & MORE DETAILS ARE AVAILABLE ON OUR WEBSITE**

**James R. St. Jean**  
**A U C T I O N E E R S**

45 Exeter Road, Epping, NH 03042, NH Lic. #2279

**603-734-4348 ■ [www.jsjauctions.com](http://www.jsjauctions.com)**



## TOWN OF AUBURN

### POLICY FOR RESTORATION OF INVOLUNTARILY MERGED LOTS

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In accordance with NH RSA 674:39-aa, any owner of lots merged by municipal action for zoning, assessing or taxation purposes prior to September 18, 2010 and without the consent of the owner, may request that the lots be restored to their pre-merger status.

This policy sets out the conditions and process the Town of Auburn will use to handle requests to restore these lots to their prior status.

In order to restore lots to their premerger status and all zoning and tax maps being updated to identify the premerger boundaries of said lots or parcels as recorded at the Rockingham County Registry of Deeds, provided:

- a. The request is submitted to the Auburn Board of Selectmen prior to December 31, 2021.
- b. No owner in the chain of title voluntarily merged his or her lots. If any owner in the chain of title voluntarily merged his or her lots, then all subsequent owners shall be estopped from requesting restoration. The municipality shall have the burden of proof to show that any previous owner voluntarily merged his or her lots.
- c. All decisions of the Board of Selectmen may be appealed in accordance with the provisions of RSA 676.
- d. The restoration of the lots to their premerger status shall not be deemed to cure any non-conformity with existing local land use ordinances.

#### **Application Process for the Restoration of Involuntarily Merged Lots:**

Owners interested in restoring involuntarily merged lots to their premerger status shall follow the following application process:

- 1) Complete the "Application for Restoration of Involuntarily Merged Lots" and submit it to the Board of Selectmen's Office.
  - a. Document the "pre-merger" configuration of any lots by providing the following with the application:
    - i. Most current deed(s) for the lots
    - ii. If the property was obtained from an estate (inherited), attach a copy of the statutory "Notice to Cities and Towns" if applicable
    - iii. Book and Page Numbers of Recorded Deeds
    - iv. Recorded Plan Numbers
    - v. Recorded Surveys (if available) which may depict the "pre-merger" configuration of the lots.

TOWN OF AUBURN  
POLICY FOR RESTORATION OF INVOLUNTARILY MERGED LOTS

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- vi. Unless such information already exists in the town records, if any part of the existing property is improved by structures, the Applicant must provide proof of location of all structures (including buildings, pools, fences, etc.), driveways, walkways and associated features; water supply wells; approximate location of septic tanks, leach beds or cesspools; and the superimposed lines of the pre-merger lot lines as requested by the Applicant.
  - vii. Abutters List (per RSA 672:3 an "Abutter" means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by local land use board, and/or
  - viii. Any other information documenting your request.
- 
- 2) The Assessing Department and the Code Enforcement Officer shall review all documents and forward any comments and/or recommendation to the Town Administrator on behalf of the Board of Selectmen within fifteen (15) business days of the receipt of the "Application for Restoration of Involuntarily Merged Lots".
  - 3) If the Town Administrator deems it necessary, the application and supporting documents may be sent to Town Counsel for review
  - 4) The Town Administrator shall schedule consideration of the Application and supporting material during a regularly scheduled meeting of the Board of Selectmen within forty-five (45) days of submittal.
  - 5) If, upon review by the Board of Selectmen, the Board determines that additional information is required; up to an additional ten (10) days will be provided to produce the additional information.
  - 6) Within ninety (90) days from the date of submission, the Board of Selectmen shall render a determination on the Application at a meeting of the Board, and shall issue a written Notice of Decision to the Applicant(s) and the Assessing Department.
  - 7) Within five (5) business days of the date of the Board of Selectmen's final decision, a copy of the written Notice of Decision shall be sent via regular mail to the Applicant(s) and shall be posted with the Assessor's / Selectmen's Office.
  - 8) If the Application has been granted (in whole or in part), the appropriate changes will be noted on the Town Tax Maps, Zoning Map, Assessor records, and shall be recorded at the Registry of Deeds.
  - 9) The restoration of the lots to their pre-merger status shall not be deemed to cure any non-conformity with existing local land use ordinances.



TOWN OF AUBURN  
POLICY FOR RESTORATION OF INVOLUNTARILY MERGED LOTS

**Right to Appeal:**

Any aggrieved party has a right to appeal the decision of the Board of Selectmen pursuant to the provisions of RSA 676.

The written Notice of Decision shall state the right to appeal.

**Effective Date:**

This policy shall take effect upon adoption.

Adopted by the Board of Selectmen the \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
James F. Headd

\_\_\_\_\_  
Richard W. Eaton

\_\_\_\_\_  
Dale W. Phillips  
AUBURN BOARD OF SELECTMEN

Received and recorded this \_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
Kathleen A. Sylvia, Town Clerk

Town of Auburn, NH  
**Application for Restoration of  
Involuntarily Merged Lots Pursuant to RSA 674:39-aa**

Instructions & General Information for Restoration of Involuntarily Merged Lots

In accordance with RSA 674:39-aa, any owner of a lot or parcel of land merged by municipal action for zoning, assessing, or taxation purpose prior to September 18, 2010 and without the consent of the owner may request that the lots be restored to their premerger status and all zoning and tax maps shall be updated to identify the premerger boundaries of said lots or parcels as recorded at the Rockingham County Registry of Deeds, provided:

- a. The request is submitted to the Town of Auburn Board of Selectmen prior to December 31, 2021.\*
- b. No owner in the chain of title voluntarily merged his or her lots. If any owner in the chain of title by any overt act or conduct voluntarily merged his or her lots, then all subsequent owners shall be estopped from requesting restoration. The municipality shall have the burden of proof to show that any previous owner voluntarily merged his or her lots.
- c. All decisions of the Town of Auburn Board of Selectmen may be appealed in accordance with the provisions of RSA 676. Prior to any action on the application by the Board of Selectmen, the property may be inspected by the Code Enforcement Officer with a report of that inspection and recommendation for action to be provided to the Board of Selectmen. By submission of this application, the property owner does hereby consent to the inspection of the property by the Town.
- d. The restoration of the lots to their premerger status shall not be deemed to cure any nonconformity with existing local land use ordinances.
- e. In the event the request is granted, the property owner will be required to pay the filing fee to register a Notice of Lot Restoration at the Rockingham County Registry of Deeds.

The procedure for requesting the Restoration of Involuntarily Merged Lots Pursuant to RSA 674:39-aa is as follows:

1. Complete the Application for Restoration of Involuntarily Merged Lots Pursuant to RSA 674:39- aa. The form must be typed or legible and completed in ink.
2. Attach copies of the following documents:
  - a. Deed(s) for each lot or parcel
  - b. Written Consent of each Mortgage Holder (if any)
  - c. Survey (if available)
  - d. Site plan (if available)
  - e. Approved subdivision plan (if available)
  - f. Pre-merger tax bills (if available)
  - g. If the property was obtained from an estate (inherited), attach copy of the statutory "Notice to Cities and Towns"
  - h. Any other documentation that you think is pertinent

Please be advised that the restoration of involuntarily merged lots may have assessment implications and may only be developed in accordance with the Ordinances of the Town of Auburn. If the request is granted, the assessment of the restored lots will be effective the following April 1st.

\* RSA 674:39-aa, II (a) Amended effective August 23, 2016 (approved June 24, 2016)

Town of Auburn, NH  
**Application for Restoration of  
Involuntarily Merged Lots Pursuant to RSA 674:39-aa**

*Applicant Information*

Owner(s) Name _____
Address/Street Number _____
City & State _____ Telephone (    ) _____

*Current Parcel Information (use additional sheet if more than three parcels involved)\**

	Parcel 1	Parcel 2	Parcel 3
<b>Assessor's Map/Lot/Sub</b>			
<b>Street Address</b>			
<b>Deed Reference Book/Page</b>			

*\*Please attach a copy of the deed for each parcel. Please also attach any written consent of mortgage holders, relevant surveys, site plans, approved subdivision plans, pre-merger tax bills or other documentation that you think is pertinent. This application must be submitted to the Town of Gilmanton Board of Selectmen prior to December 31, 2021. Please see the Instructions & General Information for additional details. By submission of this application, the property owner does hereby consent to the inspection of the property by the Town.*

Owner's Signature \_\_\_\_\_

Date \_\_\_\_\_

Owner's Signature \_\_\_\_\_

Date \_\_\_\_\_



The State of New Hampshire  
**DEPARTMENT OF ENVIRONMENTAL SERVICES**



**Robert R. Scott, Commissioner**

EMAIL ONLY

August 10, 2017

Russell Sullivan  
Board of Selectmen  
Town of Auburn  
47 Chester Road, PO Box 309  
Auburn, NH 03032

**Subject:**      **Auburn** – Auburn Municipal Landfill, Chester Turnpike  
DES Site #**199002015**, Project #1521

**Results of June 2017 PFAS Sampling**, prepared by Stantec Consulting  
Services, Inc. (Stantec), dated June 30, 2017

Dear Mr. Sullivan,

The New Hampshire Department of Environmental Services (NHDES) has reviewed the above subject Report for the Auburn Landfill (site). Based on our review, we find this report acceptable and consistent with the additional per- and polyfluoroalkyl substances (PFAS) groundwater sampling requested following the initial PFAS sampling completed on April 6, 2017 during regular spring monitoring as required under the site Groundwater Management Permit (**GWP-199002015-A-003**) previously issued by NHDES.

For the initial (April 2017) sampling, PFAS compounds were found in all four permit monitoring wells tested. The samples from two of the wells (MW-3 and MW-4) contained PFAS at concentrations exceeding the NHDES Ambient Groundwater Quality Standard (AGQS) of 70 ng/L (nanograms per liter or parts per trillion (ppt)) for perfluorooctanoic acid (PFOA) and perfluorooctane sulfonate (PFOS) individually or as a sum total of the two. MW-3 contained PFOS at 78 ng/L and PFOA at 56 ng/L, with a combined total above 70 ng/L (134 ng/L). MW-4 contained PFOS at 61 ng/L and PFOA at 26 ng/L, with a combined total above 70 ng/L at 87 ng/L.

Based on these data an additional limited round of PFAS sampling was requested to identify the potential for the PFAS to migrate off-site to the nearby water supply wells at 518 and 612 Raymond Road and at the two permit surface water monitoring locations (SW-1 and SW-2). The dug well up-gradient of the landfill and down-gradient of the on-site ash deposit was also sampled on June 1, 2017 following a number of telephone conversations and email correspondence with your environmental consultant, Stantec.

[www.des.nh.gov](http://www.des.nh.gov)

PO Box 95, 29 Hazen Drive, Concord, NH 03302-0095

Telephone: (603) 271-2908    Fax: (603) 271-2181    TDD Access: Relay NH 1-800-735-2964

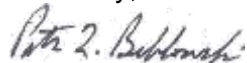
Results of the second (June 1, 2017 round) detected various concentrations of PFAS, all less than the AGQS at the landfill site, and did not detect PFAS at the two off-site water supply wells. Following the acquisition of this additional data, Stantec provided the following recommendations:

1. Groundwater Management Permit GWP-199002015-A-003 should be revised to include PFAS testing.
2. Monitoring under the permit should include PFAS testing of the two off-site water supply wells.
3. In order to better define the down-gradient edge of the PFAS plume, one or more additional monitoring wells should be installed to monitor the PFAS plume down-gradient of MW-3 and MW-4.

While NHDES agrees with the recommendations above in concept, we request that an additional monitoring round for field parameters: specific conductance @ 25°C, pH, and static water elevation (in monitoring wells) and PFAS be obtained during November 2017. This additional sampling would allow for confirmation of the distribution of PFAS compounds in advance of installing additional monitoring wells and/or revising the Groundwater Management Permit. The following sampling locations should be sampled for PFAS in accordance with NHDES protocols: MW-1, MW-2, MW-3, MW-4, SW-1 and SW-2 and the water supply wells at 273 Chester Turnpike (Dug), 518 and 612 Raymond Road.

NHDES acknowledges the on-going efforts of the Town to monitor site groundwater for the presence of PFAS. Should you have any questions, please contact me directly at NHDES' Waste Management Division.

Sincerely,



Peter L. Beblowski, C.P.G.  
Hazardous Waste Remediation Bureau  
Groundwater Remediation & Permitting  
Tel: (603) 271-2999  
Fax: (603) 271-2181  
Email: [peter.bebowski@des.nh.gov](mailto:peter.bebowski@des.nh.gov)

cc: Todd Moore, PE, SWMB Administrator  
Paul Rydel, PG, HWRB Supervisor  
David Allwine, PG, Stantec Consulting Services, Inc.  
William Herman, Auburn Town Administrator  
Attention Health Officer, Town of Auburn

**Town of Auburn  
Board of Selectmen  
August 7, 2017**

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

**Also Present:** Fire Chief Ed Gannon, Mike DiPietro, Michael and Linda Dross, Michael Rolfe, Scott Norris, Tom Gonyea, Catherine Barry and Keith Leclair, Residents; and William Herman, Town Administrator

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

**Approval of Payroll for Week of August 7<sup>th</sup>, 2017**

***Mr. Eaton moved to approve the Payroll Manifest in the amount of \$43,271.58 for the week of August 7<sup>th</sup>, 2017; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

**Consent Agenda – Week of August 7<sup>th</sup>, 2017**

Notice of Intent to Cut Wood or Timber:

- ❖ Camp Carpenter BSA (Storm Salvage) – Rattlesnake Hill Road (TM #1, Lot #2)

Warrant to Collect Taxes / Land Use Change Tax:

- ❖ Haven Drive (Tax Map #5, Lot #29) -- \$1,000.00

Request for Abatement / Refund:

- ❖ Calef Lake Camping Area (5 – 65 – BLU – 02) - \$47.00
- ❖ 20 Priscilla Lane (Tax Map #1, Lot #36-26) – Common Land should not have been taxed -- \$451.00

Pistol/Revolver License:

- ❖ Three (3) Licenses

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

**Appointments with the Board**

**Fire Chief Ed Gannon – Auburn Fire Department Survey Report**

Mr. Headd opened the meeting by asking Chief Gannon if he had a chance to review the survey report since the Board's last meeting and what his general thoughts were.

Chief Gannon noted he had read the report and felt it was generally positive. He indicated he felt a few surveys went out to former members of the department, which may have affected the results to some degree, but he thought a 71 percent approval rating was something he was satisfied with as a result.

Mr. Headd asked Mr. Eaton for his thoughts. Mr. Eaton agreed with the Fire Chief and specifically noted on Page 7 of the survey report the comment: *"Members need to be willing to allow the current administration to make changes that it believes are to the department's benefit. It is the chief's job to lead the department and he has the authority to make and enforce changes even if certain members may not agree with those decisions."* He felt the same was true in business and in government and if individuals were unhappy, they should either fall in line or move along. He stressed he felt there was good participation by the volunteer members, and it is recognized throughout the region. He indicated the survey results were what he expected, and he asked the Chief to keep up the good work.

Mr. Headd asked Mrs. Phillips for her thoughts. Mrs. Phillips said she had a slightly different take on the results than Mr. Eaton. She agreed the bulk of the survey was positive, but there was a 20 – 30 percent response that was of concern and could not be ignored. She felt the Fire Chief was a good person and a good firefighter and EMT, but was not a good leader. She also noted the survey was undertaken to try to address numerous complaints members of the Board had received, and the Board worked with Town Counsel to set-up a process where everyone could respond anonymously. However, it was found that several in the department, including officers, were texting and directing how some survey responses should be made. Despite that, she said there were 26% who felt they were not being given solid leadership, with several complaints being focused on several Lieutenants. She was also concerned with the number of responses suggesting the Board of Selectmen and Town Administrator should stay out of the business of the Fire Department. She said the members of the department need to understand the fire department business is Town business for which the Board of Selectmen is responsible. She noted the Town received a report from Municipal Resources in October 2016 on the operation of the Fire Department that was a favorable report on the department when Chief Gannon assumed command. The report contained 71 recommendations for improvement, and she felt moving forward we need to focus on those recommendations. She said the Police Department also had a review completed earlier in 2016 with 101 recommendations for improvement, and the Police Commission and administration has focused on those recommendations at each monthly meeting. She felt the Board of Selectmen and Fire Chief should do the same moving forward with the Fire Department review. She also indicated the Towns of Rye and Allenstown have recently undergone a process of changing leadership structure in their fire departments, and thought perhaps Auburn should consider looking at the same.

Mrs. Phillips noted the issue of SOPs or SOGs was mentioned throughout the survey, and she asked how those policies were being addressed. Chief Gannon reported he



has a committee within the department to work on SOGs. The Committee will develop proposed policies and, if they are brand new policies, they will be posted internally as a draft for 60 days to allow members of the department to comment on them and offer suggestions. If they are existing policies that are being updated, they are posted internally for 30 days. Once the 30 or 60 days' time frame passes, the committee goes through any suggestions, may make adjustments accordingly and then submits the policies to the Chief for consideration and adoption.

The Board looked at recommendations offered by the Town Administrator as to three areas for potentially moving forward. The first concerned the development and implementation of policies, which Town Counsel had noted the Board has statutory responsibility for under RSA 154:4, II. The Administrator felt it was important for the process to directly involve the Fire Chief and the department in the development and recommendation of the policies, with the formal adoption to be done by the Board of Selectmen. The Fire Chief indicated support for this process, and Mr. Herman reported he would have a draft policy for the Board's consideration to formalize that process at their next meeting.

Concerning the MRI Review recommendations, it was suggested the Board of Selectmen include this as an agenda item once a month as the Police Commission has, and that the Board and Chief Gannon discuss the progress made in this area each month. The Fire Chief and the Selectmen agreed to this process and agreed the first meeting would be part of the Board's August 28<sup>th</sup> meeting.

The final area was making some adjustments to the Town Personnel Policy to address the definition of Volunteer Firefighters, which are actually Call Firefighters, and clearly define what their status as Town employees is. This should also include the development of a grievance process for these individuals, which should be contained in the SOGs of the department. The Town Administrator will work on this to bring forward to the Joint Personnel Board in the fall.

At the end of the conversation, Tom Gonyea asked how much the survey process cost the Town. Mrs. Phillips reported the entire process cost approximately \$2,000, which is inclusive of approximately \$400 for Town Counsel to have a lengthy meeting with the Board when issues were first reported to the Board members.

## **New Business**

### Acceptance of Winchester Way

Mr. Headd noted the Board has received a request to accept Winchester Way as a Class V Town road. Mr. Herman noted the request has been scheduled for the required public hearing to be held at the Board's next meeting on August 28<sup>th</sup>.

## **Other Business**

### Lot for Sale on Appletree Road

Catherine Barry of Appletree Road raised a concern with the Town's offering a one-acre parcel of land for sale on Appletree Road. She is an abutter to the parcel and she noted a culvert currently drains on to the lot and crosses the lot to a catch basin on the other side. Road Agent Mike Dross indicated he was going to bring this to the Board's attention as well. He indicated the Town did not place the drainage there, the original developer had done that in the 1960s or 1970s. But in recent years, the Town had replaced one of the culverts. He indicated if a builder bought the property to build a house on, there was going to be an expense to change the road drainage system. Mr. Herman noted the water concerns were noted in the zoning determination the Building Inspector / Code Enforcement Officer had prepared for the Board, and should a builder want to build a home on that property, the cost to change the drainage system would be for the builder to bear and not the Town. Mr. Eaton and Mr. Herman both noted there is expressed interest in this property by two different abutters, and the condition of the property would likely not make it conducive to a builder.

### Dartmouth Road

Mike Dross reported there continues to be issues with water on Dartmouth Drive. He noted the sink hole that was recently addressed is still open, and Stantec representatives continue to check it after every storm. They indicate water continues to rise to the surface and then disappear. He will be reviewing the road with Stantec next week, but it appears they will be recommending installing underdrains on the left-hand side of the road with laterals running under the road.

### Town Hall Maple Tree

Mike Dross reported he secured a cost estimate as requested to remove the large maple tree in front of the Town Hall. He said the contractor would need to use a crane for that work and the cost estimate was \$2,000. The Board agreed to consider the matter.

### Dumping on Raymond Road

Mr. Eaton reported he had been contacted by Scott Soucie of Stoney Brook Lane about ongoing trash dumping on the Class VI end of the Raymond Road. Mr. Eaton reported he had driven the road and agreed there was a problem there, and asked if we could post a sign at both entrances to the road indicating there was a \$500 fine for dumping trash. The Road Agent reported they had a similar situation with this individual and road several years ago, and they were able to determine whose trash it was, but the

Police Department would not take any action against the individual. Mr. DiPetro asked if Leppert Way was still a problem. Mr. Eaton said it was and he recently had picked up some furniture and other debris from there, and took it to the Transfer Station. Mr. DiPetro responded "where do we stop with signs?" Mr. Eaton felt the Town should be a bit proactive in this area, and the Road Agent indicated he will put up any signs the Board wants. The Board agreed to put up signs in this area, and the Town Administrator will work out the wording based on penalties currently in state statute.

## **Minutes**

### July 31<sup>st</sup>, 2017 Public Meetings

***Mrs. Phillips moved to approve the minutes of the July 31<sup>st</sup>, 2017 public meeting. Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.***

## **Non-Public Session**

***Mr. Headd moved to enter into Non-Public Session at 7:34 PM pursuant to the provisions of RSA 91-A: 3, II (e) – consideration of pending claims or litigation. Mr. Eaton seconded. A roll call vote was taken: Mr. Headd – Yes; Mr. Eaton – Yes, Mrs. Phillips – Yes.***

Meeting in Non-Public Session with the Selectmen was the Town Administrator.

The Board reviewed proposed telephone pole and conduit assessments for 2017 developed by Avitar Associates of New England, which would bring the total assessed value for Fairpoint Communications property in Auburn to \$1,009,200. The Board had first receive this material at their July 31<sup>st</sup> meeting, but wanted time to consider it. This assessed value would resolve pending abatement claims. The Board was in agreement with Avitar's proposal and agreed to move forward as recommended.

***Mr. Eaton moved to come out of Non-Public Session at 7:40 PM. Mr. Eaton seconded. A roll call vote was taken: Mr. Headd – Yes; Mr. Eaton – Yes, Mrs. Phillips – Yes.***

## **Adjourn**

***Mr. Eaton moved to adjourn; Mrs. Phillips seconded the motion; all were in favor, the meeting ended at 7:41 p.m.***