

**Town of Auburn
Board of Selectmen
January 8, 2018
Town Hall
7:00 p.m.**

() Call to Order – Pledge of Allegiance

Approval of Payroll for the Week of December 25, 2017 -- \$61,054.20

Approval of Accounts Payable for Week of January 1, 2018 -- \$1,117,596.29

Approval of Payroll for the Week of January 8, 2018

Consent Agenda – as of January 8, 2018

() Appointments with the Board

Michael Licata / Liberty Utilities – “Granite Bridge” Project Presentation

() FY 2018 Budget and Warrant

FY 2018 Budget and Warrant

Budget Committee Recommendations

() New Business

Prepayment of Property Taxes

() Old Business

Potential Sale of Tax Deeded Property

Potential Disbursement of Funds Raised for Skate Park Project

Policy for Naming Town Facilities, Trails or Properties

Updated Materials for Fire Department SOGs / SOPs

() Other Business

() Minutes

- December 18, 2017 Public Meeting
- December 21, 2017 Public Meeting
- January 3, 2018 Workshop Meeting

() Non-Public Session pursuant to RSA 91-A: 3, II (a)

Compensation of a public employee

() 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.”

**TOWN WARRANT
STATE OF NEW HAMPSHIRE**

To the inhabitants of the Town of Auburn, in the County of Rockingham in said State, qualified to vote in Town affairs:

You are hereby notified that the **First Session** of the annual Town Meeting will be held in the gymnasium of the Auburn Village School in Auburn, New Hampshire, on **Saturday, February 3, 2018**, at **9:00 a.m.**, for the explanation, discussion and debate of each Warrant Article, and to transact all business other than voting by official ballot. Warrant articles may be amended at this session per RSA 40:13, IV, subject to the following limitations:

- (a) Warrant Articles whose wording is prescribed by law shall not be amended.
- (b) Warrant Articles that are amended shall be placed on the official ballot for final vote on the main motion as amended.
- (c) No warrant article shall be amended to eliminate the subject matter of the article. An amendment that changes the dollar amount of an appropriation in a warrant article shall not be deemed to violate this subparagraph.

You are hereby notified that the **Second Session** of the annual Town Meeting will be held in the gymnasium of the Auburn Village School in Auburn, New Hampshire, on **Tuesday, March 13, 2018**, beginning at **7:00 a.m.** and ending at **7:00 p.m.** to elect officers of the Town by official ballot, to vote on questions required by law to be inserted on said official ballot and to vote on all Warrant Articles as accepted or amended by the First Session.

First: To bring your ballots for:

- Selectman for three years
- Moderator for two years
- Highway Agent for three years
- Library Trustee for three years
- Cemetery Trustee for three years
- Cemetery Trustee for two years
- Trustee of the Trust Funds for three years
- Supervisor of the Checklist for six years
- Police Commission for three years
- Planning Board for three years

Second: To see if the Town will vote to adopt the following amendments to the existing Town Zoning Ordinance as proposed and recommended by the Auburn Planning Board, in conformance with NH RSA 675:1, et seq., and include the following: (The full text of the proposed regulations is posted and available for inspection at the Town Hall and on the Town of Auburn web site – www.auburnnh.us)

Are you in favor of the adoption of Amendment No 1 as proposed by the Auburn Planning Board for the Town of Auburn Zoning Ordinance as follows:

Amend Article 4.04(4) to permit certain structures, with an area of two hundred (200) square feet or less, within side and backyard setbacks, but no closer than fifteen (15) feet to any property line.

Are you in favor of the adoption of Amendment No 2 as proposed by the Auburn Planning Board for the Town of Auburn Zoning Ordinance as follows:

Amend Article 3.13(1) to require multi-unit dwellings to have minimum lot sizes no less than the acreage requirement per dwelling unit for the zoning district in which the dwelling is to be located.

Are you in favor of the adoption of Amendment No 3 as proposed by citizen petition for the Town of Auburn Zoning Ordinance as follows:

To amend the Auburn Zoning Ordinance to re-zone Tax Map #10, Lots #19 and #20 from current Residential Two District (R-2) to Commercial Two District (C-2) to be consistent with other immediate properties on both sides of Hooksett Road adjacent to Exit 2 of NH Route 101.

Are you in favor of the adoption of Amendment No 4 as proposed by citizen petition for the Town of Auburn Zoning Ordinance as follows:

Amend Article 2.02(28) "Dwelling Unit, Accessory" to permit detached Accessory Dwelling Units.

Third: To see if the Town will vote to approve the cost items for year three of a three-year collective bargaining agreement which resulted from negotiations between the Auburn Board of Selectmen, the Auburn Police Commission and the Auburn Police Union, Local 216 and which represents an estimated increase of \$13,865 over FY 2017 salaries, fringe benefits and other cost items at the current staffing level for the ensuing year; and further to raise and appropriate the sum of Thirteen thousand eight hundred and sixty-five dollars (\$13,865), such sum representing the negotiated increase over 2017 salaries, fringe benefits and other cost items at the current staffing levels. **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

Fourth: To see if the town will vote to authorize the Board of Selectmen to enter into a five year lease agreement in the amount of Two hundred-fifteen thousand dollars (\$215,000.00) for the purpose of leasing a new Rosenbauer Smartcab FX Medium Rescue Vehicle for the Auburn Fire Department, and to raise and appropriate the sum of One hundred thousand dollars (\$100,000.00) for the down payment for the cab and chassis for that purpose, with this amount to come from the unexpended fund balance as of December 31, 2017; This lease agreement contains a non-appropriation (escape) clause. (Majority vote required) **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

Fifth: To see if the Town will vote to raise and appropriate the sum of Two-hundred thousand dollars (\$200,000) to purchase the 1.9-acre parcel of land (Tax Map #26, Lot #10) on Hooksett Road adjacent to existing Town property occupied by the Griffin Free Public Library. This sum to come from the unreserved fund balance (surplus) as of December 31, 2017 with no additional amount to be raised by taxation in 2018. **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

Sixth: To see if the Town will vote to raise and appropriate the sum of Three-hundred thousand dollars (\$300,000) to construct a single story 36' x 72' garage / storage building on the site of the

Auburn Safety Complex at 55 Eaton Hill Road for use by multiple Town departments. This sum to come from the unreserved fund balance (surplus) as of December 31, 2017 with no additional amount to be raised by taxation in 2018. **(Recommended by the Board of Selectmen)**
(Not Recommended by the Budget Committee)

Seventh: To see if the Town will vote to establish a Recreation Revolving Fund pursuant to RSA 35-B: 2, II. The money received from fees and charges for recreation programs and donations shall be allowed to accumulate from year to year, and shall not be considered to be part of the Town's general fund. The Town Treasurer shall have custody of all monies in the fund, and shall pay out the same upon order of the Board of Selectmen. These funds may be expended only for recreation purposes as stated in RSA 35-B and subject to a policy to be developed by the Board of Selectmen. No expenditure from this fund shall be made in such a way as to require the expenditure of other town funds that have not been appropriated for that purpose.

Eighth: To see if the Town will vote to permit the public library to retain all money it receives from its income-generating equipment to be used for general repairs and upgrading and for the purchase of books, supplies and income-generating equipment in accordance with RSA 202-A:11-b. If approved, this authorization shall remain in effect until specifically rescinded by a future Town Meeting vote.

Ninth: To see if the Town will vote to allow the operation of keno games within the Town of Auburn?

Tenth: To see if the Town will vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling **\$5,329,161**? Should this article be defeated, the default budget shall be **\$5,346,125**, which is the same as last year with certain adjustments required by previous action of the Town of Auburn or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. NOTE: This operating budget warrant article does not include appropriations contained in any other warrant article. **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

Eleventh: To transact any other business that may legally come before the Town Meeting.

Given under our hands and seals this 22nd day of January 2018.

James F. Headd, Chairman

Richard W. Eaton, Selectman

Dale W. Phillips, Selectman
Auburn Board of Selectmen

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: January 4, 2018

Re: Warrant Articles – Future Board of Selectmen Consideration

At their meeting on December 21st, the Budget Committee considered the three proposed warrant articles requesting appropriations. The Committee voted to strongly recommend the proposed rescue vehicle for the Fire Department (unanimous vote) and the acquisition of the land adjacent to the Griffin Free Public Library (6 – 1 vote).

However, the Committee had an equally strong vote to not recommend the proposed garage / storage building (6 – 1 vote).

The Committee had a lengthy discussion of this issue and expressed a number of concerns with the specifics of the project and the overall needs that are trying to be addressed. The Committee members in general expressed a number of overriding concerns, which are summarized in the bullet list below:

- A need to meet all identified storage needs which this structure doesn't accomplish.
- A need to determine the long-term direction for Parks & Recreation.
- Elimination of bathrooms in a storage building.
- How will the building be managed and who is responsible for it.
- Concerns for the interior painting / staining of picnic tables in a non-ventilated structure.
- Timing for this request in 2018 was not optimum
- Current Capital Improvement Plan has this project pegged at \$251,000 and funded over two years in 2018 & 2019

The Committee had inquired if they could only recommend or not recommend a proposed warrant article, or if they could potentially amend and change the article. We advised the Committee their role was to either recommend or not recommend, although several individuals correctly pointed out the article could be amended at the Deliberative Session of Town Meeting.

Up until the required time of posting the warrant (the deadline is January 29, 2018), the Board of Selectmen is in control of the warrant and determines what is included on the warrant except for petition articles. The Board has recognized Selectman Eaton intends to meet with the Budget Committee on January 11th to seek their approval of this project.

It is clear to me that without the support of the Budget Committee, this project will likely not gain the support needed from the voters. Should the Budget Committee continue to "not recommend" the project, the Board may want to consider at your January 22nd meeting not including this article on the warrant for 2018, but instead further develop the proposal for the 2019 Town Meeting warrant.

Thank you for your consideration.

Town of Auburn

Town Hall
47 Chester Road
P.O. Box 309
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Town Administrator

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townadmin@townofauburnnh.com

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: January 5, 2018

Re: Prepayment of Property Taxes

Auburn, like many communities throughout New Hampshire and the country, experienced a significant number of property taxpayers come in during the last few weeks of December to pre-pay property taxes for 2018 and 2019. This was clearly due to the passage of the changes in the federal income tax code which, among other things, was going to cap state and local tax deductions at \$10,000.

In Auburn, we received several hundred thousand dollars in pre-payments which the Tax Collector and Finance Director will be accounting for to ensure the funds are available in the appropriate years they are supposed to be.

Through various news accounts, it is reported that even though State law allows for the pre-payment of up to two years of property taxes, there are doubts these pre-payments will be an IRS allowed deductible item for 2017 income taxes.

What a number of communities, including Auburn, will now face are the potential of taxpayers changing their minds about the voluntary actions they have taken and requesting a refund of their money.

Having been a big topic of discussion among tax collectors, assessors and municipal administrators & managers two weeks ago, Attorney Bernard Campbell of Salem, who advises the NH Tax Collectors Association, issued the attached opinion letter to the President of the Tax Collectors Association, which was then shared statewide.

Attorney Campbell details the statute and a NH Supreme Court case before advising that once a prepayment is accepted, it cannot be returned because the taxpayer has changed their mind. It can only be returned as provided by statute, which is limited to a reduction based on an abatement, a tax rate reduction or the amount of prepayment exceeds the amount billed.

The Tax Collector has already had an inquiry about a refund from one taxpayer who prepaid \$24,000 towards future tax bills. We believe the Town does not have the authority to simply issue a refund as Attorney Campbell outlines. Unless the Board desires further input and guidance from Town Counsel, this would be the policy and position the Tax Collector would use with any inquiring taxpayer.

Thank you for your consideration.

Attachment

Beaumont & Campbell Prof. Ass'n.
Attorneys

ONE STILES ROAD - SUITE 107
SALEM, NEW HAMPSHIRE 03079
Tel: 603-898-2635 • Fax: 603-894-6678

BERNARD H. CAMPBELL

URVILLE J. BEAUMONT
(Retired)

December 27, 2017

Ms. Melinda Kennett, Tax Collector
19 Main Street
Village of Groveton
Town of Northumberland, NH 03582

Re: Prepayments

Dear Min:

I have noted with interest the recent conversations about the above-noted subject. I wanted to offer the following comments that you might elect to share with the group. Keep in mind what I always say: these are my "opinions" and collectors should always consider the input of their individual municipal attorneys-

As you have noted, the governing statute is RSA 80:52-a. Prepayments may only be accepted if a Tax Collector has been given authority to accept them. This needs to be done by a Town Meeting vote, or by a vote of the governing body (Selectmen; Town Council; City Council).

If a Tax Collector has been given authority to accept prepayments, they may be accepted, and a receipt given to the property owner of the taxable property for which the prepayment is being made. The statute indicates that the collector "...shall receive such payment, give a receipt therefor and credit the amounts paid toward the amount of taxes eventually assessed against said property." This needs to be read in conjunction with the last line which indicates no interest is paid on "any prepayment which is later subject to rebate or refund." We know that "shall" is a mandatory word. The direction to the collector is that the amount must be credited toward taxes "to be assessed" against the property. The word "refund" is an interesting one. I was involved in a case before the New Hampshire Supreme Court that turned on the definition of "refund". See, K.N.L. Construction vs Town of Pelham, 167 N.H. 180 (2014). The Court cited *Black's Law Dictionary* to define it as "...the return of money to a person who overpaid, such as a taxpayer who overestimated tax liability.."

Taken together, it is my feeling that if a prepayment is accepted, it cannot be "returned" (i.e. the owner "changes their mind"), except as provided by the statute. This would occur if the tax obligation is reduced due to abatement, or if, by virtue of a tax rate reduction, the amount of prepayment exceeds the amount billed. I would also say

Ms. Melinda Kennett, Tax Collector
December 27, 2017
Page 2 of 2

that if the owner sold the property in the interim, that could be a cause for "refund" (although I can also see it as a credit for the next owner of the same property- which would need to be adjusted at closing). The municipality is not a "bank" or an investment company where someone can simply "park" money.

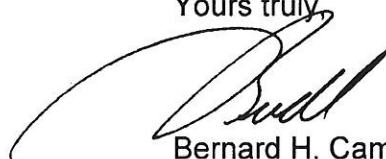
The statute limits prepayments to no more than two (2) years in advance of the due date. This leaves open exactly how much a Town can accept. One could argue it is limited to 200% of the taxes in the current year, and any more than that would be an "excessive" prepayment. I suppose a governing body could establish a "ceiling" on the expected tax rate increases, thereby allowing a taxpayer to "reasonably" anticipate tax liability increases. Anything beyond this should not be accepted as exceeding the statutory authority for overpayments.

If a prepayment has been accepted in good faith as a two-year estimate, but the taxes are less than the prepaid, the balance must be refunded (or rolled over to a future prepayment if that authority remains unaltered).

I have not examined the new tax law and I offer no opinion on whether the prepayments would qualify for an IRS tax deduction in 2017. I would caution tax collectors to not venture an opinion, but tell folks to consult their own tax advisor. I personally have some concerns that "prepayments" are simply that, and are not "tax payments" until the assessment becomes due (remember in New Hampshire, that date could be April 1st).

I extend best wishes for a Happy New Year to all my friends in the NHTCA.

Yours truly,

A handwritten signature in black ink, appearing to read "Bernard H. Campbell", with a large, sweeping flourish extending to the left.

Bernard H. Campbell
State Counsel – NHTCA

BHC/jap

Town of Auburn

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Town Administrator

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townadmin@townofauburnnh.com

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: December 27, 2017

Re: Potential Sale of Tax Deeded Property

In follow-up to the discussion the Board had at your December 18, 2017 meeting on the potential sale of a 34-acre parcel off Pingree Hill Road (Tax Map #2, Lot #40), we were asked to look into the potential that Overledge Drive in Derry had the ability to extend into Auburn at this property.

We initially looked at the Derry tax maps and it appears that neither Overledge Drive nor Overledge Drive Extension would provide potential access to this property in Auburn. In lining up the respective tax maps, it appears Hemlock Spring Road in Derry runs across the Auburn town boundary, but that is lined up with Steam Mill Road in Auburn.

In further follow-up, we provided a copy of the Auburn tax map with the 34-acre parcel in question to the Town of Derry Planning Department with the question of whether there is a right-of-way or ability for Overledge Drive to be extended into Auburn. Attached is the information and response we received from Elizabeth Robidoux, Derry Planning & Economic Development Assistant, that confirms there is no ability to continue the road into Auburn.

Also part of your discussions on December 18, 2017, was whether the Board had to accept any bids for the property if it were offered for sale by advertised sealed bid or if the Town could place a minimum bid amount for the property. It is certainly possible for the Board to set a minimum bid they would accept for this property if they chose to do so. It is understandable the Town would want to receive more than \$1,000 for this parcel. That said, the Board also needs to recognize there is not a significant value to this larger tract of land which basically is inaccessible to anyone but the abutting landowner. Due to existing conditions and conservation easements on abutting land, being able to develop a road to the property in order to develop the property would be extremely difficult. Should the Board want to establish a minimum bid for this parcel, I would recommend not setting it higher than \$10,000.

Another consideration is the potential of the Town placing a conservation easement on this property as part of a wetlands mitigation process should it be needed for the multi-use path project if it moves forward. The Town could place a conservation easement on this property possibly with similar terms to the abutting property in order to meet a Town need, and could then offer the property for sale. It would truly only be of interest to the abutting landowner at that point, and the value of the property would be diminished due to the conservation easement.

At this point, it seems the best course of action would be to place the potential of offering this property for sale on hold to determine what the Town's needs may be for the multi-use path project, which will be determined this year.

Thank you for your consideration.

Attachment

Bill Herman

From: Elizabeth Robidoux <elizabethrobidoux@derrynh.org>
Sent: Friday, December 22, 2017 12:57 PM
To: Bill Herman
Subject: RE: A Favor to Ask!
Attachments: auburn town line.JPG

Hi Bill

I took a look at the maps and agree there is not a way to get to "#4" from Derry. Please see the attached. You can see the wetland on the town line that matches up with your map. There are residences all along the road in Derry. There is not enough land area for any of them to be subdivided to create an access. Parcel 14016-004, even though it looks like a vacant property actually has a single family home on it. Hemlock Springs does line up more with Steam Mill area. Sorry it took so long to get back to you. I have not been checking emails while I am out. Have a wonderful holiday!

Liz

From: Bill Herman [mailto:townadmin@townofauburnnh.com]
Sent: Wednesday, December 20, 2017 3:23 PM
To: Elizabeth Robidoux
Subject: A Favor to Ask!

Happy Wednesday Liz –

Hope all is well and you are ready for the upcoming holidays!!

I have a favor to ask that hopefully would not entail more than a quick look.

The Auburn BOS are considering offering a 34-acre land-locked piece of property for sale. The parcel is surrounded by two parcels under conservation easement owned by Ed Fehrenbach, and he is interested in acquiring this parcel to fill in the gap of his existing properties if you will. My understanding is he would simply put the land in current use and maintain all of the properties as undeveloped conservation land.

This parcel abuts the Town of Derry. On the attached Auburn tax map, it is the triangle-shaped property at the lower middle of this map that we hand wrote the #4. At the BOS meeting, Paula Marzloff suggested to the Selectmen she thought Overledge Drive in Derry extended to the Auburn town line at this property. I have taken a quick look at Derry's online maps and I believe she may mean Overledge Drive Extension, but I do not believe that it touches the town line. It looks like the road stays away from the town boundary. However, Hemlock Spring Road looks like it goes to the town boundary. But, at a quick look, it seems to me that Derry's Hemlock Spring Road would line up with Steam Mill Road in Auburn, and not this particular property that we are interested in in Auburn.

I am wondering with the attached copy of the Auburn Tax Map if you might be able to compare with the Derry Tax Maps to roughly determine if any road in Derry might provide access to this property. If there is any chance of access to this property, the BOS may well re-consider the potential offering of this lot for sale. They are not looking for it to be developed.

Any information or assistance you might be able to share would be appreciated!

Bill

Bill Herman, CPM
Town Administrator
Town of Auburn
PO Box 309
Auburn, NH 03032
(603) 483-5052, ext. 111



NOTICE: Privacy should not be assumed with e-mails associated with Town business. Under New Hampshire's Right-to-Know law (RSA 91-A), documents – including e-mail communications – in the possession of public officials or public agencies concerning Town business are classified as public records that may be subject to public disclosure.



Town of Auburn

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Town Administrator

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E-Mail:
townadmin@townofauburnnh.com

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: January 2, 2018

Re: Potential Disbursement of Funds Raised for Skate Park Project

In November 2017, Melissa Gates of the Auburn Police presented the Board with a proposal for a fundraising effort to take place in 2018 to attempt to raise funds for a replacement radar trailer for the Police Department. If the goal is reached, estimated to be \$7,500, then these funds would be used as the match for a grant application to be made to the NH Highway Safety Office.

At that November 13th meeting, the Board gave their approval to the fundraising effort. At that same meeting, Karen Norris indicated she has realized the effort to raise funds for the establishment of an Auburn Skate Park was not going to reach its needed goal, and she was willing to have the funds raised for the skate park be transferred to this new effort.

For your benefit, the Town is holding a total of \$5,237.11 in funds raised for the Skate Park project. Of that amount, \$2,975 was raised from 11 individual donors, while \$2,262.11 was raised through general donations from various events and raffles. All of the \$5,237.11 is legally considered Town funds as they have been accepted by the Board of Selectmen for the purpose of a skate park, and which makes the distribution of the funds a decision for the Board of Selectmen to make.

With \$2,262.11 raised from many individuals at several events over three years, there is no way to know who contributed what except for Scare Crows sold over two years (\$425 from 10 individuals). If the Board wants to re-purpose these funds towards the radar trailer effort, I believe that is an appropriate decision and vote for the Board to make.

For the remaining donations of \$2,975, I would propose we forward letters (draft attached) to those 11 individuals and businesses to provide them three choices: transferring the donation to the radar trailer effort; transferring their donation to the Recreation Revolving Fund, or to be refunded their money.

If you are in agreement with these two approaches for disbursement of the skate park funds, it would be appropriate for the Board to formally record the following votes:

Move for the Town of Auburn to transfer \$2,262.11 in general donations from the skate park project to the radar trailer project as proposed and requested by the Skate Park Committee Chairman.

Move for the Town of Auburn to contact the 11 individual donors of a total of \$2,975 in funds for the Skate Park project and offer them a choice of the funds they donated being used for the radar trailer project, the Recreation Revolving Fund or to be refunded to the original donor.

Thank you for your consideration.

Attachment

January 2, 2018

Mr. and Mrs. Bob Jones
XYZ Unlimited LLC
47 Chester Road
Auburn, NH 03032

Dear Mr. and Mrs. Jones:

In 2014, an effort was undertaken by several residents to raise funds to establish a skate park in the Town of Auburn next to the ice skating rinks and basketball court near the Safety Complex. You were among a number of Auburn residents and businesses who donated funds to this project. Unfortunately, there was not adequate support for the skate park project and the project organizers have indicated their efforts have been brought to a close.

As a donor of \$100.00 for the Auburn Skate Park, we are writing to advise you this project will not be moving forward and to offer you several options for the funds you contributed.

One option would be to assist the Auburn Police Department to raise matching funds needed for the purchase of a new replacement speed trailer. This would be to replace the existing unit that has been in service for more than 15 years and is non-operational more than it is operational. The Department is attempting to raise a minimum of \$7,500 to be matched by a grant of \$7,500.

Another option would be to contribute the funds to a Recreation Revolving Fund that would help to provide recreational programming for Auburn residents of all ages without adding to the Town's property tax burden. The Recreation Revolving Fund will enable the Parks & Recreation Commission to host events by covering the costs through admission fees and donations.

The third option is for the Town to refund your donation directly to you as the Town is not moving forward with the project that you so generously donated to.

Your donation is your money, as we want to do with it what you prefer. Please e-mail Town Administrator Bill Herman (townadmin@townofauburnnh.com) with your request for a refund or your decision to donate to the Police Department speed trailer or the Recreation Revolving Fund. Or call the Selectmen's Office at 483-5052 and let us know your preference.

Thank you for your donation and your consideration.

Sincerely,

James F. Headd, Chairman

Richard W. Eaton, Selectman

Dale W. Phillips, Selectman
AUBURN BOARD OF SELECTMEN

TOWN OF AUBURN

POLICY FOR NAMING TOWN FACILITIES, TRAILS OR PROPERTIES

The naming of Town facilities, fields, parks, buildings, trails or other properties is an honor and recognition which is to be bestowed upon individuals who contributed to the progression of the community through countless hours and years of self-sacrifice and dedication to the greater good.

The naming of such facilities of the Town of Auburn is to fit this historical intent and honor of the community as a whole, and the passage of time assists with evaluating our past efforts.

Application Process:

The name of an individual to be recognized and the designated facility, fields, parks, buildings, trails or other property to be named may be submitted by a citizen or multiple citizens, a local organization, Town Department or other entities associated with the Town of Auburn. The proposal should outline the reasons for honoring the individual in this manner.

The proposal shall be submitted to the Office of the Board of Selectmen. The Town Administrator, with the assistance of other Town officials as appropriate, shall review the request and confirm or gather information concerning the proposed individual recommended for recognition. The Town Administrator shall provide the original proposal and all supporting documentation to the Board of Selectmen for consideration.

Due to the limited nature of naming opportunities and the permanence of such an action, a unanimous vote of the Board of Selectman shall be required for approval, after a duly noticed public hearing held on the proposal pursuant to the provisions of RSA 41:14-b – “Adoption and Amendment of Town Codes and Ordinances”.

In addition to the signage, plaques or tablets designating the named Town facilities, fields, parks, buildings, trails or other properties, names approved for this purpose by the Auburn Board of Selectmen will be memorialized by a commendation and resolution which shall be presented to the individual or family members.

Criteria:

Qualifying facilities, fields, parks, buildings, trails or other properties must be under the ownership of the Town of Auburn.

The criteria for naming facilities, fields, parks, buildings, trails or other properties after an individual will require that at least one of the following requirements is fulfilled as determined solely by the Board of Selectmen:

- ❖ A well-known community leader, either elected, appointed or volunteer;

TOWN OF AUBURN

POLICY FOR NAMING TOWN FACILITIES, TRAILS OR PROPERTIES

- ❖ A person who has positively influenced a large population within the Town through a significant contribution of money, time, material or land;
- ❖ A person who has received national recognition for personal service and accomplishment above and beyond the call of duty with respect to the public good;
- ❖ An individual who had a major involvement in the acquisition or development of the facility;
- ❖ An individual whose civic leadership or volunteerism clearly contributed to the betterment of the Town;
- ❖ An individual who is deceased and whose personal attributes symbolized the principles and standards of an Auburn community organization;
- ❖ Recognition of a generous financial or other contribution from a donor (in the form of a donation, bequest, sponsorship, etc.), such contribution being voluntary and not rendered in consideration of the granting of naming rights

Except under extraordinary circumstances,

- No Town facility, field, park, building, trail or other property shall be named after any citizen who currently holds local, state or federal office, unless the elected official has died in office or until a minimum of three years after leaving office.
- No Town facility, field, park, building, trail or other property shall be named after any current Town employee until a minimum of three years after their employment with the municipality.

Informed Consent:

Except in the case of historical figures, the Town shall not approve the naming of any Town facility, field, park, building, trail or other property without the informed written consent of the named party or the named party's legal representative.

Physical Display of Named Properties:

The appropriate physical display of the named Town facility, field, park, building, trail or other property shall be decided by the Board of Selectmen. Signs, plaques or tablets may be installed on or in the appropriate building, or at the field, park, trail or other property.

Delegation of Approval Authority:

The Auburn Board of Selectmen is the body that determines the naming of Town facilities, fields, parks, buildings, trails or other properties, and this authority may not be delegated.

TOWN OF AUBURN
POLICY FOR NAMING TOWN FACILITIES, TRAILS OR PROPERTIES

It is recognized the naming of public facilities, fields, parks, buildings, trails or other properties should only be undertaken after careful consideration and review by the Auburn Board of Selectmen.

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

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



Town Administrator

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

To: Board of Selectmen
Cc: Ed Gannon, Fire Chief

From: Bill Herman, CPM, Town Administrator

Date: December 28, 2017

Re: Auburn Fire Department Standard Operating Guidelines / Policies

In follow-up to the Board's December 18th meeting with Chief Gannon concerning the most current draft of the SOGs / SOPs, we are providing you with the following material in response to that discussion. Chief Gannon has followed through with preparing a Grievance Procedure, which is modeled after the one in place for the Auburn Police Department. He has also developed several additional SOGs / SOPs for your consideration as well. The material attached includes:

- SOP #116 – Grievance Procedure
- SOP #117 – Personnel and Equipment Responses
- SOP #400 – Levels of Personal Protective Equipment (PPE)
- SOP #402 – Motor Vehicle Crash Scene Size-up and Initial Ops
- SOP #403 – Water Operations
- SOP #404 – Ice Rescue Operations

In addition, we had forwarded to Town Counsel Kathy Peahl the question of requiring residency for the position of Deputy Fire Chief. We received her response earlier today, which I have attached for your information. In general, she does not indicate it is illegal, but she believes it does not make much sense particularly for the reason cited. The Board needs to determine whether they want to require residency for this one position within the department.

A few remaining items:

SOP #009 – Department Promotion: A reference should be added to this policy that all potential promotions of members will be recommended by the Fire Chief to the Board of Selectmen for approval / appointment. The Selectmen are the appointing authority.

SOP #115 – Formal Complaint Procedure: The Board requested the Auburn Fire Department Complaint Form be included with this section so it is clear to everyone the form to be used. I believe the Board felt this SOP should be slightly tweaked to also include complaints that may come from outside the Department.

Appointment to Fire Department: The Board was interested in having a new SOG / SOP included that described the process for any new members being appointed to the Fire Department, and to include whatever criteria for membership that is required. The Board agreed the policy should follow the 1995 Town Meeting vote that indicates the Fire Chief recommends appointment of members to the Board of Selectmen for approval.

Thank you for your consideration.

Attachments

From: Kathleen Peahl [mailto:kpeahl@wadleighlaw.com]
Sent: Thursday, December 28, 2017 11:57 AM
To: Bill Herman <townadmin@townofauburnnh.com>
Subject: RE: AFD Deputy Chief Qualifications

Hi Bill

Your email of a few minutes ago reminded me that I had never followed up on this email from before Christmas. I did take a quick look at the statutes and regulations and can find nothing that requires any sort of residency requirement for a fire department officer. On the other hand, I could not find anything which prohibit the establishment of a residency requirement. The most logical reason for establishing such a requirement would be to assure an adequate response time. That, however, is not the reason being given in this case.

From a legal standpoint, I can't come up with anything that would make the proposed residency requirement unlawful. However, it also does not make much sense to have a residency requirement for just one position. The reason cited - so that the BOS would have to recognize the Deputy at a meeting - is not persuasive. The BOS would not be prohibited from recognizing a non-resident and allowing a non-resident to speak. And if the Deputy is present on behalf of the Chief, there is no reason why the BOS would decline to recognize the Deputy. I see no difference between this and the BOS recognizing the Town Administrator (who is not a resident) and allowing the Town Administrator to speak.

Kathleen C. Peahl, Esq.
Wadleigh, Starr & Peters, PLLC
95 Market Street
Manchester NH 03101
(603)206-7229 (direct dial)



**** CONFIDENTIALITY NOTE ****

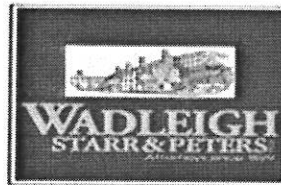
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On Dec 19, 2017 9:53 AM, Kathleen Peahl <kpeahl@wadleighlaw.com> wrote:

Let me think about this one a little. I know of at least one other fire dept that does have a residency requirement (I think it is so many miles from the town borders) - but that is for response time . I don't think the reason cited here (being able to be recognized by the Board) makes much sense. If the Deputy is at a meeting representing the Chief the BOS certainly **could** recognize the Deputy. And seems to me that since the BOS ultimately has authority over the FD, the Deputy would be subject to some oversight by the BOS and the BOS not only could, but should recognize the Deputy.

But, let me look at the SOP and think about it a bit.

Kathleen C. Peahl, Esq.
Wadleigh, Starr & Peters, PLLC
95 Market Street
Manchester NH 03101
(603)206-7229 (direct dial)



**** CONFIDENTIALITY NOTE ****

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From: Bill Herman [<mailto:townadmin@townofauburnnh.com>]

Sent: Tuesday, December 19, 2017 8:53 AM

To: Kathleen Peahl <kpeahl@wadleighlaw.com>

Subject: AFD Deputy Chief Qualifications

Hi Kathy –

Hard to believe it is almost the end of the year already!!!

The Board of Selectmen last night asked that we seek your input on a proposed Standard Operating Policy (SOP) the Fire Chief is proposing for the Fire Department that establishes minimum qualifications for promotions to various ranks within the department. I have attached a copy of the proposed policy which, in general, the Board does not have concerns with most of what is here. The Board is the adopters for the AFD SOPs.

The issue of concern is the requirement that the Deputy Chief must be an Auburn resident. This is not a requirement for any other rank, including the position of Fire Chief, which is not addressed by this policy as that is a position made by direct appointment by the BOS.

When the Chief was asked last night why this was felt necessary for the Deputy Chief, he said several members felt if the Deputy were at a meeting with the Selectmen representing the Chief, the Selectmen could not allow him to speak as he or she was not a resident. I asked the Fire Chief directly if that was the only reason for the recommendation, and he said it was.

Nearly half of the membership of the department are non-residents. The department is comprised mainly of call firefighters (formerly volunteer firefighters). The Deputy Chief will come from those ranks. The BOS has a concern about having this standard for only one position within the department in part due to the overall makeup of the department membership and, in part, due to our needs to be truly equal opportunity employers.

The Fire Chief and the Board would appreciate your input and advice as to whether this standard should be included as a qualification for the position of Deputy Chief.

Bill

Bill Herman, CPM
Town Administrator
Town of Auburn
PO Box 309
Auburn, NH 03032
(603) 483-5052, ext. 111



NOTICE: Privacy should not be assumed with e-mails associated with Town business. Under New Hampshire's Right-to-Know law (RSA 91-A), documents – including e-mail communications – in the possession of public officials or public agencies concerning Town business are classified as public records that may be subject to public disclosure.



Town of Auburn Fire Department

6 Pingree Hill Road
Auburn, NH 03032
(603)483-8141

Auburn EMS
911 Fire

Auburn Fire Department Standard Operating Guidelines/ Policy

Posting Date: 08/19/2017	SOG Category & Identification Number:	New Policy
Effective Date: 10/19/2017	SOP # 116	Revision
SOG/ SOP Title: Grievance Procedure		
Approved by: Edward Gannon	Re-evaluation Date: 04/01/2018	Number of pages: 4

PURPOSE:

To insure the members of the department have a formal process to speak about violations in the departments Standard Operating procedures and guidelines. This process begins at the Company officers levels and ends with the members of the select board.

SCOPE:

Applies to all personnel that have both Fire and EMS certification.

BEST PRACTISES, PROCEDURES, GUIDELINES AND INFORMATION:

Definitions

Grievance

A grievance shall mean a complaint that the employee or Department has interpreted and applied the Standard Operating Guideline and Procedures of the Fire Department. The grievance must cite the specific section of this SOP /SOG's that is alleged to have been violated. Any matter not covered by the terms of the Standard Operating Guidelines or Procedures are reserved by law to the discretion of management of the department is not subject to this Article.

Days

For purposes of this Article, "days" shall mean Monday through Friday, exclusive of legal holidays.

Aggrieved Employee

Aggrieved employee shall mean the employee making the complaint.

Procedure

Section 1- Informal Resolution

The parties desire to resolve disputes at the earliest level possible. Any member who has a complaint is encouraged to discuss the issue with his/her immediate supervisor prior to filing a grievance. The employee

must bring the issue to the attention of the supervisor within three (3) days of the day that the aggrieved member became aware, or should have become aware of the event upon which the complaint is based. The employee and the supervisor will attempt to resolve the issue. Any resolution must be consistent with the Standard Operating Procedures and Standard Operating Guidelines of the Fire Department. If a resolution cannot be reached, then said member may choose to file a grievance under section 2 of this procedure.

Section 2 -Immediate Supervisor

Within three (3) days of the day that the aggrieved employee became aware, or should have become aware event upon which the grievance is based, or within three (3) days of discussing the issue with the supervisor informally under Section-1, the aggrieved employee may submit the grievance, in writing, to the supervisor. The supervisor shall respond to the grievance, in writing, within three (3) days of receipt of the grievance.

Section 3 – Station Captain

If the aggrieved employee is not satisfied with the resolution at Level 2, he/she may appeal the decision, in writing, to the station Captain within Three (3) days from receipt of the written decision of the supervisor. The Station Captain shall schedule and meet with the aggrieved employee and the supervisor, if appropriate, within Three (3) days from receipt of the grievance. The Station Captain shall respond, in writing within Three (3) days of the meeting.

Level 4 – Fire Chief

If the aggrieved employee is not satisfied with the resolution at Level 3, he/she may appeal the decision, in writing, to the Fire Chief within Three (3) days from receipt of the decision of the Captain. The Fire Chief shall schedule and meet with the aggrieved employee, Their Lieutenant, Station Captain and the Chief and Department Human Resources director, within 5 days from receipt of the grievance. The Fire Chief shall respond, in writing, within five (5) days of the meeting.

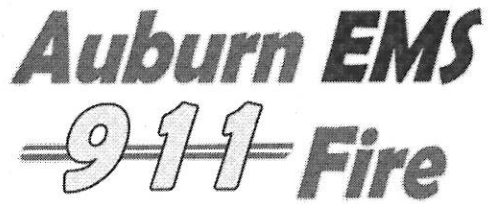
Level 5 -Select Board

If the aggrieved employee is not satisfied with the resolution at Level 4, he/she may appeal the decision, in writing, to the Select Board within Three (3) days from receipt of the decision of the Fire Chief. The Select Board shall schedule and meet with the aggrieved employee, Their Lieutenant, Station Captain and the Chief and Fire Department Human Resources director, within Ten (10) days from receipt of the grievance. The Select Board shall respond, in writing, within five (5) days of the meeting.

The parties agree that grievances should be resolved as quickly as possible and agree that the time limits set forth in Section 2, 3, 4, and 5 shall be considered the maximum length of time for responding. Time limits may be extended only by prior written mutual agreement.

The aggrieved party shall have the right to request legal assistance at their cost at any step in the grievance process. Meetings will be scheduled so as to not interfere with the operation of the Fire Department.

END OF SOP 116



Auburn Fire Department Grievance Form

This form is to be used by anyone seeking to file a complaint against a person, policy, guideline or a piece of equipment of the department. In order to take action on your complaint you must sign the form. The only time your name will be used is if this document was subpoenaed by a court of law.

Complaint filed concerning _____

Policy or procedure (Insert #) _____

Equipment (list location) _____

List specifics of complaint

Corrective action you would like to see taken

Print Name

Signature

Date

End of SOG 116



Town of Auburn Fire Department

6 Pingree Hill Road
Auburn, NH 03032
(603)483-8141

Auburn EMS
911 Fire

Auburn Fire Department Standard Operating Guidelines/ Policy		
Posting Date: 08/19/2017	SOG Category & Identification Number:	New Guideline
Effective Date: 10/19/2017	SOP # 117	Revision
SOG/ SOP Title: Personnel and Equipment Responses		
Approved by: Edward Gannon	Re-evaluation Date: 04/01/2018	Number of pages: 2

PURPOSE:

To insure that the proper apparatus responds to incidents in the proper order whenever possible.

SCOPE:

Applies to all personnel that have both Fire and EMS certification.

BEST PRACTISES, PROCEDURES, GUIDELINES AND INFORMATION:

The intent of this procedure is to ensure apparatus responds in the proper order to achieve timely control of emergency incidents. While it is understood that not all department members have the ability to drive all department apparatus the chart below is the recommended order of apparatus deployment if approved drivers are available.

Company Officers have the ability to go directly to scenes, but should not pass a station on the way to a call unless the equipment has already departed.

Line Fire and EMS personnel must respond to one of two stations and deploy on apparatus unless they would pass the scene going to the station.

Call Type	Engine's	Tanker's	Forestry	Rescue	Squad	Pieces to Respond to call
All types of wires down	1 & 2	No	4	3	5	1
Car Fire	1 & 4	2 & 3	No	No	No	2
EMS Call	3 & 4	No	No	2	1	1
MVC	1	No	No	2	3	2
Alarm Activation, Building Fire	1 & 5	2 & 4	No	3	6	All
Co Calls	1 & 3	No	No	2	4	2
Brush Fire Smoke Investigation	1 & 4	3	2	No	5	2

Department members shall avoid calling an Incident commander and ask if they would like them to respond. Until an incident has been called under control it is safe to assume that the resources or personnel will be required at the scene. Once called under control units that have not left the station yet can respond to the emergency. While responding if the incident is called under control apparatus already on the road should respond with traffic, other companies should remain in quarters.

END OF SOP 117



Town of Auburn Fire Department

6 Pingree Hill Road
Auburn, NH 03032
(603)483-8141

Auburn EMS
911 Fire

Auburn Fire Department Standard Operating Guidelines/ Policy		
Posting Date: 08/19/2017	SOG Category & Identification Number:	New Procedure
Effective Date: 10/19/2017	SOP # 400	Revision
SOG/ SOP Title: Levels of PPE		
Approved by: Edward Gannon	Re-evaluation Date: 04/01/2019	Number of pages: 1

PURPOSE:

To insure an adequate safety of emergency responders and provide a uniformed levels of Protection while operating at incident scenes.

SCOPE:

Applies to all personnel that have both Fire and EMS certification.

BEST PRACTISES, PROCEDURES, GUIDELINES AND INFORMATION:

Level -1

Full structural turnout gear to include SCBA, Gloves, Helmet, Eye protection, Portable radio and Pass tag

Level – 2

Full Structural turn out gear to include Safety Vest, Gloves, Helmet, Eye Protection, Portable Radio and Pass Tag.

Level – 3

Forestry Gear to include Safety Vest, Gloves, Helmet, Eye Protection, Portable Radio and Pass Tag

Level – 4

Street Cloths and Safety Vest and Pass Tag

END OF SOP 400



Town of Auburn Fire Department

6 Pingree Hill Road
Auburn, NH 03032
(603)483-8141

Auburn EMS
911 Fire

Auburn Fire Department Standard Operating Guidelines/ Policy		
Posting Date: 08/19/2017	SOG Category & Identification Number:	New Procedure
Effective Date: 10/19/2017	SOP # 402	Revision
SOG/ SOP Title: MVC Scene Size-up and Initial Ops		
Approved by: Edward Gannon	Re-evaluation Date: 04/01/2019	Number of pages: 2

PURPOSE:

To insure an adequate safety of emergency responders and provide a uniformed size-up of all Motor Vehicles Accidents

SCOPE:

Applies to all personnel that have both Fire and EMS certification.

BEST PRACTISES, PROCEDURES, GUIDELINES AND INFORMATION:

1. Upon arriving at the Scene of any motor vehicle accident members shall don a minimum of level 3 PPE.
2. If not already established the most senior officer or Firefighter will establish command at a fixed location.
3. Additional arriving members shall report to the command post and turn in their pass tag and await further assignment.
4. After command is established a scene size-up the following areas will be assessed and results reported to command.
 1. A 360 degree walk around of all involved vehicles noting the following conditions:
 1. Fluid Spills and if they have been controlled or has stopped leaking from the vehicle.
 2. Electrical shorts or any type wires involved.
 3. Stability of all vehicles.
 4. Vehicle transmission will be placed in park and the parking break set if possible.
 5. Number of patients and animals involved.
 6. Any additional resources needed.

5. Safety actions to be taken after the Scene Size-Up:

1. Crowd Control.
2. If a vehicle cannot be placed in park and the Parking break cannot be set, chock the vehicle on three sides.
3. Control any fluid spills.
4. Remove and secure the negative battery terminal. (Do not cut battery cables unless it is absolutely necessary)

END OF SOP 402



Town of Auburn Fire Department

6 Pingree Hill Road
Auburn, NH 03032
(603)483-8141

Auburn EMS
911 Fire

Auburn Fire Department Standard Operating Guidelines/ Policy		
Posting Date: 08/19/2017	SOG Category & Identification Number:	New Procedure
Effective Date: 10/19/2017	SOP # 403	Revision X
SOG/ SOP Title: Water Operations		
Approved by: Edward Gannon	Re-evaluation Date: 04/01/2018	Number of pages: 3

PURPOSE:

To insure an adequate safety of emergency responders and provide a uniformed levels of Protection while operating at incident scenes on the bodies of water in and around our response area.

SCOPE:

Applies to all personnel that have both Fire and EMS certification.

BEST PRACTISES, PROCEDURES, GUIDELINES AND INFORMATION:

Terminology:

Launch Point: Any area of land where a boat or boats can be launched.

Viewpoints: An area other than a launch point where large areas of the body of water can be observed.

Two point triangulation: Two separate areas where people can observe the victim. It is important that those people pick a point on the opposite shore to focus on in the event the victim goes below the surface of the water.

Hot Zone: An area 8 paces from the edge of the water. The edge of the hot zone will be established with orange road cones.

Night Operations: Any rescue operation that is dispatched after 16:00.

Rescue Team: Those people who will travel in the boat.

Shore Team: Those people who will operate on land inside the hot zone.

Staging Area: An area outside the hot zone where additional rescue personnel can stand by awaiting an assignment.



Town of Auburn Fire Department

6 Pingree Hill Road
Auburn, NH 03032
(603)483-8141

Auburn EMS
911 Fire

Auburn Fire Department Standard Operating Guidelines/ Policy

Posting Date: 08/19/2017	SOG Category & Identification Number:	New Procedure
Effective Date: 10/19/2017	SOP # 404	Revision X
SOG/ SOP Title: Ice Rescue Operations		
Approved by: Edward Gannon	Re-evaluation Date: 04/01/2019	Number of pages: 4

PURPOSE:

To insure an adequate safety of emergency responders operating at ice rescue incidents

SCOPE:

Applies to all personnel that have both Fire and EMS certification.

BEST PRACTISES, PROCEDURES, GUIDELINES AND INFORMATION:

Reduced Visibility Ice Rescue Operations

1. **Definition:** Any situation where rescuers do not have the ability to see a distance of greater than 25 feet without additional lighting shall be considered a reduced visibility operation.
2. **Types of Operation:**
 1. On shore: Those operations where line tenders and support personnel remain on shore.
 2. Off shore: Those operations where line tenders and support personnel must operate on the ice to safely complete the rescue.
3. **Scene Size up:**
 1. The Incident Commander or their designated agent shall:
 1. Attempt to establish at least two triangulation points to the last know location of the victims
 2. Set command post location
 3. Determine the operations channel
 4. Determine the type of operation
4. **Equipment:**
 1. All necessary equipment shall be placed in the stokes basket or sked rescue sled to facilitate safe and efficient movement of equipment to the staging area or anchoring area.

5. Personnel:

1. There shall be three levels of people operating during ice rescue operations
 1. Rescuers: Identified by a yellow mustang cold water suit with a red light stick attached to their left wrist and a green light stick attached to their right wrist.
 2. Line Tenders: Identified by wearing red cold water suits and wearing a red light stick on left wrist and white light stick on the right wrist.
 3. Support: Wearing a fire department PFD and wearing a white light stick on the left wrist and a green light stick on the right.
 4. During shore based operations the only people required to wear chemical light sticks shall be the rescuers.

Staging Areas:

2. Shore based operations
 1. One portable light facing towards the victims shall be placed in the staging area during shore operations. The light shall be placed at the point where rescuers will enter and exit the ice.
3. Off Shore operations
 1. One portable light facing towards the victims shall be placed at the on shore staging area at the point where rescuers will enter and exit the ice. A second portable light facing towards the victims shall be placed at the on ice anchor point for off shore operations.

Ropes:

4. Any rope crossing the surface of the ice shall have a yellow light stick attached to it using a girth hitch approximately every 25 feet.

6. Portable Radios:

1. Each team of line tenders shall have a portable radio turned to the incident operations channel.
2. The Backup rescue team should stay close enough to their line tenders to hear the conversations on the portable radios.

7. Off Shore Staging Area and Anchor Point:

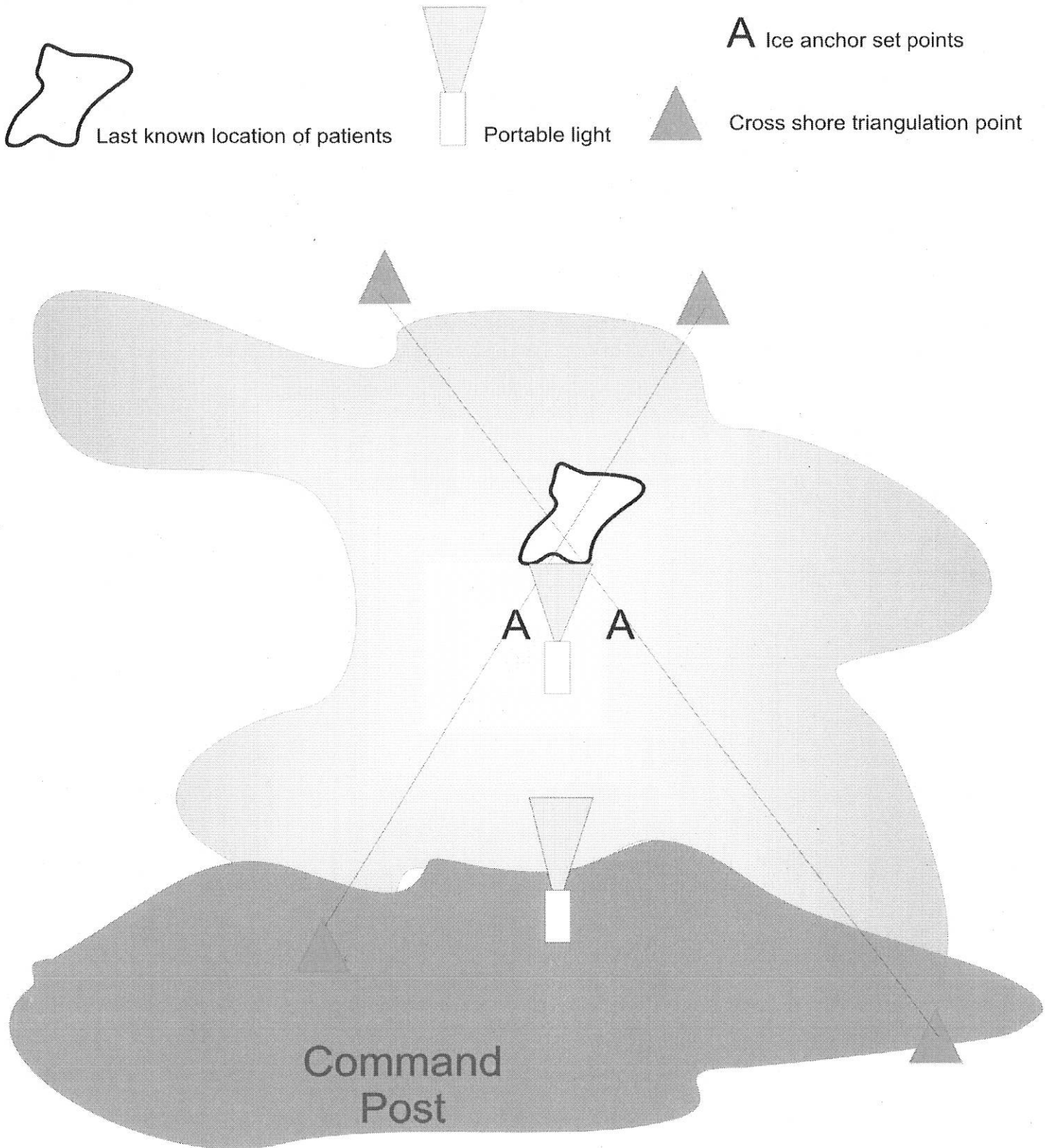
1. An area no less than 100 feet from the edge of the water during an off shore rescue operation
2. This will also serve as the anchor point for any rope operations
3. The number of people operating in this area should be limited to allow a safe rescue operation.
4. All personnel shall be wearing at least a properly secured PFD.

5. People operating in the staging area may wear firefighter turnout gear and a PFD if a red cold water ice rescue suit is not available.

8. Communications Failure:

1. In the event the rescue teams experience total communications failure they shall communicate with the line tenders utilizing the following hand signals. The signals will be given by one member of the line tenders after they receive the signal from the rescue team.
2. Hand Signals
 1. The person providing the hand signals to shore shall face the incident command area from the area just behind the staging area or anchor point and in the darkness to make such signals more visible to command.
 1. All ok but radio failure - Both hands above their head
 2. Emergency send help – Both arms moving from hands at their side to above their head in a rapid motion.
 3. Acknowledgement of the signals from the shore shall be the off and on flashing of the shore staging areas lights at the shore.
3. Whistle Signals
 1. The person providing the whistle signals to shore shall face the incident command area from the area just behind the staging area or anchor point and in the darkness to make such signals more audible to command.
 1. All ok but radio failure. 1 short 1 second blast
 2. Emergency send help. 3 Repeated 1 second blasts
 3. Acknowledgement of the signals from the shore shall be the off and on flashing of the shore staging areas lights.

Reduced Visibility Ice Rescue Operations



END OF SOP 404

**Town of Auburn
Board of Selectmen
December 21, 2017**

Selectmen Present: James Headd, Richard Eaton & Dale Phillips

Also Present: Jim Fusco, Rene LaBranche of Stantec Consulting, Michael Rolfe and William Herman, Town Administrator

Mr. Headd called the public meeting to order at 2:00 p.m.

Appointments with the Board

Update on Status of Griffin Mill Bridge

Mr. Fusco indicated he requested the meeting as they are looking for a written agreement with the Town detailing the issues of concern with the bridge project and the temporary access over their property that had been previously discussed. He indicated he had come to the Town Hall in early November and was asked to sign permit applications for the driveway work by Mr. Herman, but he indicated at that time they wouldn't be signing anything until the agreement was in place. Mr. Headd and Mrs. Phillips both indicated in the intervening time, he had been less than communicative with a number of contacts initiated by the Town.

Mr. LaBranche suggested he may have not been timely in this area, but he brought to this meeting an initial Memorandum of Understanding he thought addressed various issues the Fuscus had previously indicated were important to them. He shared a copy of the draft, which included the following conditions:

1. The Fuscus will sign the NHDES Shoreland and NHDOT Driveway permit applications
2. The Town shall complete the reconstruction of Griffin Mill Bridge in accordance with the NHDOT funding schedule for the project
3. All costs associated with designing, permitting, and removing the temporary driveway access shall be the responsibility of the Town of Auburn, NH
4. The property owners shall be held harmless against all claims resulting from the work on the property.
5. Damage or injury to the property owners, residents or users of the temporary access drive caused by negligence by the Town shall be covered by the Town general liability insurance
6. The temporary access shall be used by the contractor and town as part of the reconstruction of the Griffin Mill Bridge

7. Once the Griffin Mill bridge reconstruction has been completed and use of the bridge is restored, the temporary access drive shall be removed and the affected area restored to the original condition

Mr. Fusco indicated they wanted signage put in place at the closed bridge that would direct people on how they should access the residences at 14 and 15 Griffin Mill Road during the closure of the bridge.

Mr. Eaton reported it was discussed at the Highway Safety Committee meeting the previous night the Town could possibly look at some other form of barricade like timbers or bollards to make the area more attractive, and allow pedestrians access to the bridge.

Mr. Eaton asked who would be plowing the temporary driveway when it is put in place, and Mr. Fusco indicated they expected the Town to plow it. Mr. Eaton suggested that needed to be included in the agreement.

Mr. Herman advised Town Counsel has recommended the Town secure a temporary easement for the driveway and access as the best means of protection for all parties throughout this process, and that should be a condition listed in the agreement. Mr. Fusco said they will not agree to any easement on the property and if it is required, then the Town will need to return to the temporary bridge. He indicated it was the Town who wants the driveway access through the field, not the Fuscos.

During the course of back and forth discussion, Mrs. Phillips indicated there was some right and wrong on both sides, but efforts are being made to move forward and both sides have to take steps in that direction. Mr. Fusco said they were the victims here and he wouldn't stand for the Town trying to throw things back on them because it was not willing to spend the money necessary to fix the bridge on a timely basis.

Mr. Herman noted one of the conditions the Town cannot guarantee as it is the purview of the Town's insurance carrier and not the Town. The carrier will make the ultimate determination as to what is or isn't covered by the Town's general liability insurance. Mr. Headd agreed, noting the carrier will want to see the final agreement before it could provide an opinion on what is or isn't covered.

The Board agreed the Town would provide a copy of the draft Memorandum of Understanding to Town Counsel for review and input. Mr. Eaton wants the Board to meet with Town Council to discuss the overall issue and indicated the Town should be willing to bend some rules in this process.

Mr. Fusco indicated he is OK with the agreement in its current form, but he is concerned with what the Town's attorney may do with the document. Mrs. Phillips stressed Town Counsel's job is to protect the Town and to ensure the parties are in compliance with

appropriates laws and standards. She said the Board needs to do its due diligence with this temporary measure that will be in place for four or five years.

Mr. Headd indicated it appeared there was no further they could go until the Board received input back from Town Counsel. Mr. Herman indicated he would have the draft Memorandum of Understanding to Town Counsel this afternoon and will ask for as quick a response as possible.

Adjourn

Mr. Eaton moved to adjourn; Mrs. Phillips seconded the motion; all were in favor, the meeting ended at 2:19 p.m.

**Town of Auburn
Board of Selectmen
Workshop Meeting
January 3, 2018**

Selectmen Present: James Headd, Richard Eaton and Dale Phillips

Also Present: Rick Alpers and Shelley Walts, Primex Member Services Consultants; and Town Administrator William Herman.

Mr. Headd called the meeting to order at 9:30 a.m.

Facilitated Meeting – Town of Auburn Goal Setting Session

Mr. Alpers opened the meeting by thanking the Board of Selectmen for inviting Primex to assist the Town of Auburn with a goal setting session to assist in better defining and outlining their goals for the community for the coming year.

Mr. Alpers provided brief introductions of Shelley Walts and himself, and of Primex as an organization. He then outlined the process and guidelines for the meeting, all aimed at formally establishing the top two to three goals for the Town in the coming year.

The first portion of the workshop was focused on reviewing the goals established for 2017 by the Board of Selectmen and what degree of success was achieved during the past year. The summary of 2017 goals and action taken includes:

- *Focus on potential economic development efforts to bring either water and/or sewer service to areas on By-Pass 28 and/or the Wellington Business Park off Rockingham Road.*

The Board noted a couple of zoning amendments are being considered for the ballot in March 2018 that would help in this area. They also noted the potential of a natural gas pipeline being proposed in the NH Route 101 corridor that could help foster some development around the Exit 2 area. There have been some general discussions, but not definitive action. Board members indicated a focus on bringing water to areas on By-Pass 28 would likely yield fruit quicker than the effort necessary to bring sewer service to the Wellington Business Park.

- *Infrastructure improvements including potential garage & storage building on the Safety Complex property and improved storage capacity for salt storage at the Highway Department.*

The Board noted the salt storage facility was build this year with the use of the one-time additional Highway Block Grant funds the town received from the State

of New Hampshire. They also noted a plan has been developed for a potential garage & storage building on the Safety Complex property which is going on the Town Meeting warrant for March 2018. Mr. Headd and Mr. Herman noted the Budget Committee has nearly unanimously voted not to recommend the project this year and suggested the Board should consider potentially delaying the proposal for a year. Mr. Eaton indicated he strongly disagreed with that and felt the Budget Committee was misinformed about the project. He intends to attend the public hearing on the budget and convince them to change their recommendation.

- *Focus on the implementation of recommendations from the Operational Reviews and Risk Analysis of the Fire and Police Departments, and to have a similar review conducted of general Town Hall operations. The Town Hall review will include a focus on overall staffing and a look at Town building and property maintenance functions and responsibilities.*

Mr. Herman reported the Police Department has completed about 99% of the recommendations contained in the review of their department; the Fire Department has completed approximately one-third of the recommendations contained in the review of their department, and the Board is awaiting the receipt of the review of the Town Hall operations.

- *Review and report on all property owned by the Town to enable the Board to consider the Town's property holdings and make decisions as to whether continued ownership of the individual properties made sense for the Town.*

The Board noted they had reviewed the properties held by the Town and determined a number of them were conservation or green space pieces and shouldn't be sold; three were voluntarily merged together to accurately reflect the area encompassing the Eddows Recreational Fields development; three were sold at public auction yielding revenues of \$311,000 for the Town, while the Board is still considering the potential sale of one final property.

Mr. Alpers complimented the Board for focusing on the goals they set for the past year and accomplishing a lot of what they set out to do, also recognizing that several items were long-term efforts and would not have been fully accomplished in a year's time.

The second portion of the workshop was structured for each member of the Board of Selectmen and the Town Administrator to suggest what they individually felt were the top two or three goals for the Town for the coming year. After everyone offered their individual suggestions, the meeting recessed at 10:15 a.m. to enable Ms. Walts and Mr. Alpers to formulate the individual suggestions into common areas, themes or projects.

When the meeting resumed at 10:30 a.m., the group discussed the suggestions and work effort and reached consensus on four overall goals for 2018. They are:

- Re-establish the Auburn Development Authority to focus on potential economic development efforts to expand the business and commercial base of the community. The first major effort would be to consider the feasibility of bringing water from the Town line to commercial properties on By-Pass 28 that could be developed.
- Focusing attention and decision making on what the future of Auburn's Parks & Recreation efforts should be in order for the Town to then plan accordingly and meet the expectations of the community.
- Implementation of the proposed garage / storage building project.
- Redesign the Town's budget process to enable the Board of Selectmen and Budget Committee to see the entirety of the potential Town budget before beginning their individual meetings and presentations from departments and boards. Inclusive in this effort will be the annual updating and following of the Capital Improvement Plan for the larger capital items and project.

The Board and Town Administrator agreed on what they felt could be reasonable time frames for significant progress or completion of each of the goals identified.

Mr. Alpers and Ms. Walts will formalize the information developed during the workshop meeting and provide the Selectmen and the Town Administrator with a document they can use with the Town departments and public in communicating their goals for the coming year.

Adjourn

Mr. Eaton moved to adjourn; Mrs. Phillips seconded the motion. All were in favor, the motion passed and the meeting adjourned at 11:30 a.m.