

**Town of Auburn  
Board of Selectmen  
April 6, 2020**

**PUBLIC ACCESS BY REMOTE TELECONFERENCE  
Dial In: 1-712-770-5323 Access Code: 639411**

**6:00 p.m.**

- ( ) Non-Public Session – RSA 91-A: 3, II (a) and (c)**  
Compensation of a public employee and Reputation of someone other than a member of the Board

**7:00 p.m.**

- ( ) Call to Order – Pledge of Allegiance**
- ( ) Meeting Preamble During Covid-19 Emergency**

Approval of Payroll Manifest for the Week of March 30, 2020 -- \$43,782.66  
Approval of Accounts Payable Manifest for the Week of April 6, 2020  
Approval of Consent Agenda – Week of April 6, 2020

- ( ) Appointments with the Board**

Gary & Pamela Gramatikas – Application for Restoration of Involuntarily Merged Lots –  
20 Appletree Road – (Continued from March 9, 2020)

- ( ) Town Response to Covid-19 and State of Emergency Declaration**

General Update on Town Issues  
MOU with NH Department of Health & Human Services

- ( ) New Business**

Event Permission Request – NH 10 Mile Road Race  
AFD SOP #017 – Part Time / Per Diem Firefighter Requirements  
Request for Refund of Fees – ACH Transaction  
FY 2020 Budgeted Projects  
Lease Agreement for Police Cruiser

- ( ) Old Business**

Library Expansion Evaluation Project RFP  
Griffin Mill Bridge Workshop Session

- ( ) Report / Comments of Ex-officio Board Representatives**

- ( ) Other Business**

- ( ) Next Meetings / Events**

Monday, April 20, 2020 – Board of Selectmen's Meeting – 7:00 PM

- ( ) Minutes**

- March 23, 2020 Public Meeting
- March 23, 2020 Non-Public Meeting

- ( ) Adjourn**

***Note: Following various orders issued by Governor Sununu based on the State of Emergency declared on March 13, 2020, the general public will not be able to physically attend the Board of Selectmen's meeting, but can call 1-712-770-5323 and use Access Code 639411 when prompted to be able to listen to the meeting on any telephone.***

### MEETING PREAMBLE DURING COVID-19 EMERGENCY

Good Evening, as Chairman of the Board of Selectmen, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency.

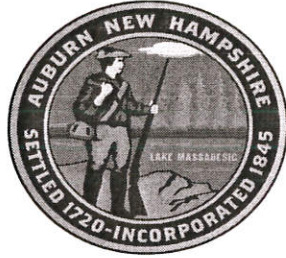
Governor Sununu issued Emergency Order #12 on March 23<sup>rd</sup> which provides local government boards the ability to conduct business using technology to hold remote meetings and not provide a public place of meeting but provide for the public's ability to listen to the meeting. As such, this meeting will be conducted with the Board present in one place and the public having the ability to telephonically listen to the meeting.

At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting.

Let's start the meeting by taking a Roll Call attendance for the benefit of the public who may be listening in to this meeting.

## 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:** February 24, 2020

**Re:** Request for Restoration of Involuntarily Merged Lots – 20 Appletree Road

On February 19, 2020, an Application for the Restoration of Involuntarily Merged Lots pursuant to RSA 674:39-aa was submitted by Eric Mitchell on behalf of Gary & Pamela Gramatikas of 20 Appletree Road.

The application as submitted represents that Arthur & Marguerite Gramatikas originally acquired four lots in the original "Sun Valley Estates" subdivision identified on the subdivision plan as Lots #101, #102, #103 and #104. These lots were transferred to the Gramatikas in two separate deeds on separate dates as #1 (Lots #101 and #103) on September 21, 1964 and #2 (Lots #102 and #104) on July 7, 1962.

Gary & Pamela Gramatikas have applied to un-merge Lots #101 and #103 to their original status as identified in the "Sun Valley Estates" subdivision plan dated February 1961, while Lots #102 and #104 would remain as an individual stand-alone lot.

Attached for the Board's review and information is the Application for the Restoration of Involuntarily Merged Lots, supporting material for the application, and a Zoning Determination prepared by the Building Official / Code Enforcement Officer Carrie Rouleau-Cote which summarizes the history of the lots and their uses. Also attached is a copy of the Town of Auburn "Policy for Restoration of Involuntarily Merged Lots" for the Board's reference.

In reviewing the application and supporting materials and the Zoning Determination provided by the Building Official / Code Enforcement Officer, it is not clear to me the Town merged these lots together, which is key to triggering the provisions of RSA 674:39-aa. Both of the original deeds that conveyed property to Arthur & Marguerite Gramatikas appears to convey two properties as one parcel in both instances. Although the original subdivision lots are mentioned in the deeds for reference purposes, the property descriptions are of the two lots as one and specific reference is made that *"the said lots are conveyed together . . ."*. This would suggest to me the lots were merged at the time of purchase between the buyer and seller, and not by an involuntary act of the Town.

As a result, and in conformance with the Town's policy, I have deemed it necessary the application and supporting documents be sent to Town Counsel for review. Counsel's input would be necessary for the Board to be able to render a decision on the application as submitted. The application has been scheduled to be presented at the Board's March 9<sup>th</sup> meeting.

Thank you for your consideration.

Attachments



**received**  
02.19.2020

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

*Applicant Information*

Owner(s) Name Gary Gramatikas, Pamela Gramatikas

Address/Street Number 20 Appletree Rd

City & State Auburn, NH 03032 Telephone ( ) 483-2455

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

	Parcel 1	Parcel 2	Parcel 3
Assessor's Map/Lot/Sub	currently TM 18 Lot 52 Should only be lots 102 and 104 on original plan	currently TM 18 Lot 52 unmerge lot 101 on original plan	currently TM 18 Lot 52 unmerge lot 103 on original plan
Street Address	20 Appletree Rd	Hunting Rd	Hunting Rd
Deed Reference Book/Page	2296 / 369 9/09/1977	6083 / 2030 2/12/2020	6083 / 2028 2/12/2020

*\*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 Gary Gramatikas Date 2/19/2020

Owner's Signature Pamela Gramatikas Date 2/19/2020  
Agent, Eric Mitchell 627-1181, emitchell@edminc.net





## TOWN OF AUBURN, NEW HAMPSHIRE BUILDING DEPARTMENT

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### Zoning Determination

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**Property Location:** 20 Appletree Road

**Tax Map/Lot #** 018-052

**Zoning District:** Residential One (R-1)

**Property Owner(s):** Gary & Pamela Gramatikas

**Current Use of Property:** Single family 2 bedroom home, licensed daycare in basement, extra kitchen in basement. Detached 24 x 30 garage.

**Other:** Lot is identified as Tax Map 18 Lot 52 consisting of 2.377 acres. Lot 18-52 is comprised of (4) lots from the original "Sun Valley Estates" subdivision for NE Mortgage Investment Corporation dated February 1961.

**Proposal:** Request by property owner to un-merge lots.

**Zoning Determination:**

- The 4 Lots were acquired from NE Mortgage Investment Corp by Arthur & Marguerite Gramatikas in two separate deeds on separate dates as #1 Lots 101 & 103, and # 2 Lots 102 & 104. Four lots have historically been transferred as two lots. There were never 4 separate deeds, only two.
- House was constructed at 20 Appletree Road (deeded lot 102 & 104) in circa 1965.
- Arthur & Marguerite Gramatikas sold 20 Appletree Road (deeded Lots 102 & 104) to Gary and Pamela Gramatikas in 1977. There is no mention of Lots 101 & 103 in property transfer.
- Marguerite died in 1979.
- Town applies tax lien referencing all four lots in 1980. Taxes (on all four lots) are paid by Gary & Pamela Gramatikas. Appears all four lots are assigned Map 18 Lot 52 by Town.
- Memo from Auburn Town counsel dated June 2014 notes that there is no record title of how ownership of Lots 101 & 103 are ever transferred from Arthur and Marguerite to Gary & Pamela.
- Arthur Gramatikas dies in 1985.
- 1986 Gary Gramatikas applies for building permit to construct 24 x 30 detached garage. On application he notes the property as "2 ¼ acres". Permit is issued.

- In 1988 Gary and Pamela apply for relief through Auburn Zoning Board of Adjustment to operate a child day care from the home. At several times during the public hearing there is a question on the size of the lot and if it is considered four lots or one lot. Application notes that lot is 4 lots. ZBA members comment during testimony that the four lots are combined as one. (minutes to ZBA Case 89-11 attached).
- Septic plan of 1989 in file depicts all four lots combined as Map 18 Lot 52.
- 1995 Mrs. Gramatikas applies for Special Exception to expand day care. Relief is granted.
- As part of Un Merger Application, "Corrective Quit Claim Deeds" have been submitted. It appears the heirs to Arthur Gramatikas have granted any rights to Lots 101 & 103 to Gary & Pamela.
- Subsequently, on February 12, 2020 two deeds were recorded that divide Lots 101 & 103 into 2 separate deeds and "transfer ownership between spouses" (I am unsure of legality of that action)
- Request for un-merger is to retain Lots 102 & 104 as one lot, and allow Lots 101 and 103 to be two separate lots of record.
- Merits to be Established
  - Were lots "involuntarily" merged.
  - Were original lots purchased and deeded with intention as two lots or four lots
  - If found, was "merge" an action that involved two lots or four lots.

As a result of an Un-Merger:

- All properties will become "non-conforming lots"
- Structures on Tax Map 18 Lot 52 appear to meet setbacks from property lines.
- Any proposed construction on new lots will need to meet all local zoning regulations and State of NH subsurface disposal system requirements. There is no guarantee Town of Auburn will grant relief or waivers.

**Carrie Rouleau-Côté**  
**Building Official/Code Enforcement Officer**

**Date: 02/20/2020**

PLAN OF LAND  
 Filed May 6, 1961  
 IN  
 AUBURN, NEW HAMPSHIRE  
 SHOWING  
 "SUN VALLEY ESTATES"

AS SUBDIVIDED FOR  
 NEW ENGLAND MORTGAGE INVESTMENT CORP

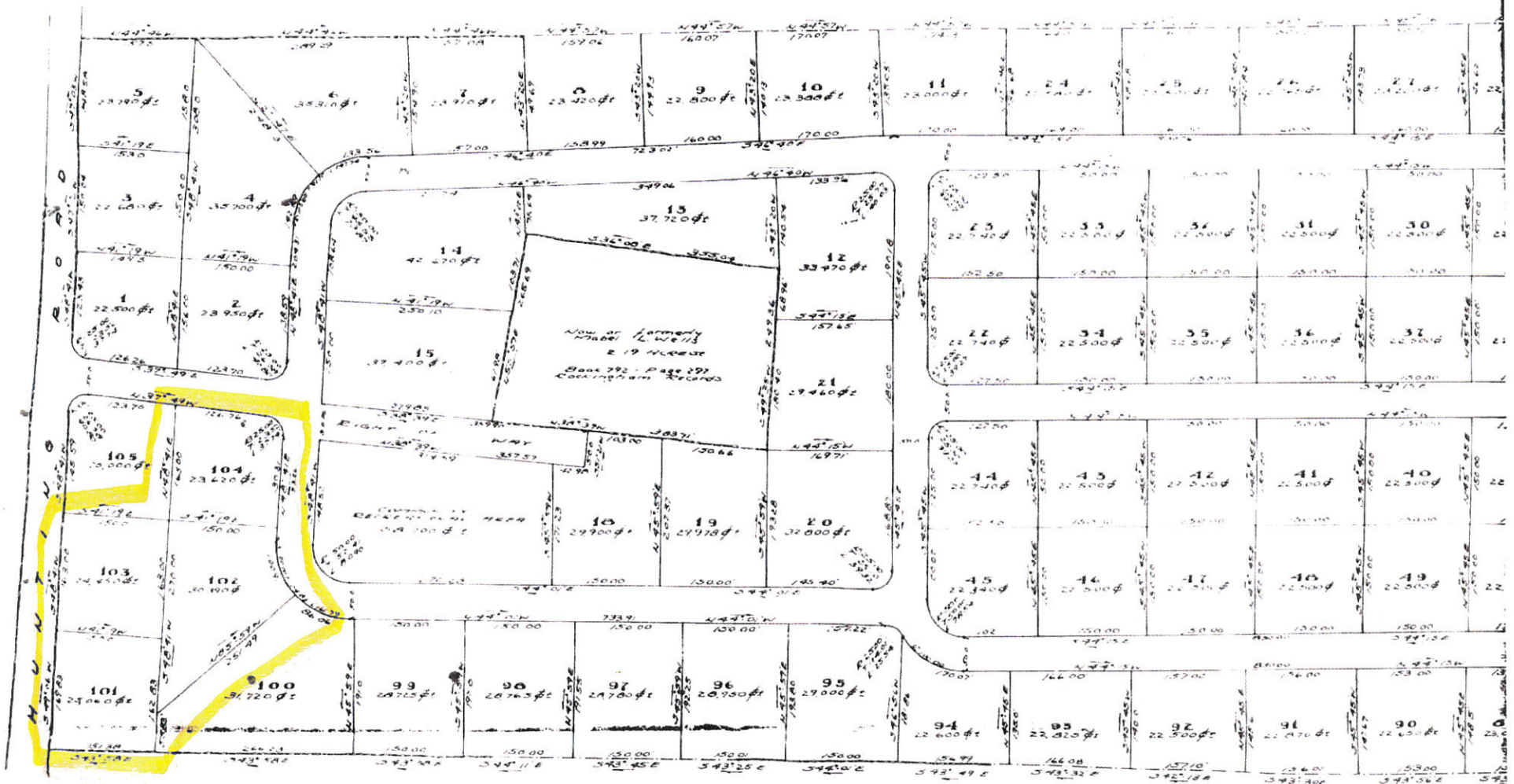
SCALE 1" = 60'  
 SCALE IN FEET

FEBRUARY 1961

PLAN

03166  
 16F2

Surveyed by Elizabeth Campbell









## 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.

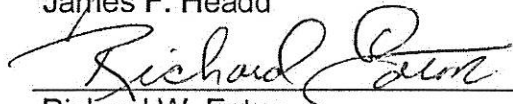
The written Notice of Decision shall state the right to appeal.

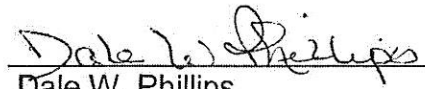
**Effective Date:**

This policy shall take effect upon adoption.

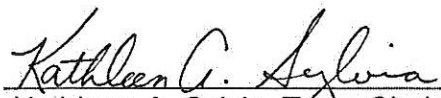
Adopted by the Board of Selectmen the 28th day of August, 2017.

  
James F. Headd

  
Richard W. Eaton

  
Dale W. Phillips  
AUBURN BOARD OF SELECTMEN

Received and recorded this 13<sup>th</sup> day of September, 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 ( ) _____
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*Current Parcel Information (use additional sheet if more than three parcels involved)\**

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

*\*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 \_\_\_\_\_



# **TITLE LXIV PLANNING AND ZONING**

## **CHAPTER 674 LOCAL LAND USE PLANNING AND REGULATORY POWERS**

### **Regulation of Subdivision of Land**

#### **Section 674:39-aa**

##### **674:39-aa Restoration of Involuntarily Merged Lots. –**

##### **I. In this section:**

(a) "Involuntary merger" and "involuntarily merged" mean lots merged by municipal action for zoning, assessing, or taxation purposes without the consent of the owner.

(b) "Owner" means the person or entity that holds legal title to the lots in question, even if such person or entity did not hold legal title at the time of the involuntary merger.

(c) "Voluntary merger" and "voluntarily merged" mean a merger under RSA 674:39-a, or any overt action or conduct that indicates an owner regarded said lots as merged such as, but not limited to, abandoning a lot line.

II. Lots or parcels that were involuntarily merged prior to September 18, 2010 by a city, town, county, village district, or any other municipality, shall at the request of the owner, 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 appropriate registry of deeds, provided:

(a) The request is submitted to the governing body 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.

III. All decisions of the governing body may be appealed in accordance with the provisions of RSA 676.

IV. Any municipality may adopt local ordinances, including ordinances enacted prior to the effective date of this section, to restore previously merged properties that are less restrictive than the provisions in paragraph I and II.

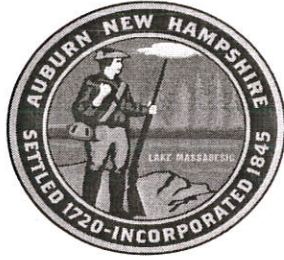
V. The restoration of the lots to their premerger status shall not be deemed to cure any non-conformity with existing local land use ordinances.

VI. Municipalities shall post a notice informing residents that any involuntarily merged lots may be restored to premerger status upon the owner's request. Such notice shall be posted in a public place no later than January 1, 2012 and shall remain posted through December 31, 2016. Each municipality shall also publish the same or similar notice in its 2011 through 2015 annual reports.

**Source.** 2011, 206:4, eff. July 24, 2011. 2016, 327:2, eff. Aug. 23, 2016.

## Town of Auburn

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



## Town Administrator

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

**To:** Board of Selectmen

**From:** Bill Herman, CPM, Town Administrator

**Date:** April 1, 2020

**Re:** MOU between NH Department of Health & Human Services and Auburn First Responders

During the past week, the State of New Hampshire has worked through a number of federal and state legal issues in order to address a significant issue that will be of benefit to all emergency first responders during the course of the Covid-19 pandemic.

As known cases and exposures mount, First Responders were asking the New Hampshire E 9-1-1 center to be able to inform them if the locations of calls they are being dispatched to are to residences of individuals who have had positive Covid-19 test results. That is data that is being collected by the NH Department of Health & Human Services (HHS) and would be extremely helpful for first responders to know in advance of arriving at a location.

The NH HHS, Department of Safety, Attorney General's Office and others worked through a host of federal and state laws and regulations in order to develop a system where that information will be made available to first responders on a confidential basis.

In order for a local entity, like a police or fire department, to be provided with that information, the agency must enter into the attached "*Memorandum of Understanding between the New Hampshire Department of Health and Human Services and the Local First Responders' Call Centers/Dispatches*".

Fire Chief Michael Williams has signed an MOU for the Fire Department, and I believe Police Chief Ray Pelton was signing one as well for the Police Department.

Although I believe the Chiefs have the authority to sign this document as part of their operational responsibilities for their respective department, I also thought it would be good for the Board to re-enforce the importance of having this information by voting to authorize their signing of the MOU.

If the Board is in agreement with this recommendation, an appropriate motion would be as follows:

*Move to authorize the Chief of the Auburn Fire Department and the Chief of the Auburn Police Department to enter into the Memorandum of Understanding between the New Hampshire Department of Health and Human Services and Local First Responders' Call Centers/Dispatches to receive confidential Covid-19 data for Auburn.*

Thank you for your consideration.

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## **MEMORANDUM OF UNDERSTANDING BETWEEN THE NEW HAMPSHIRE DEPARTMENT OF HEALTH AND HUMAN SERVICES AND LOCAL FIRST RESPONDERS' CALL CENTERS/DISPATCHES**

**A. PURPOSE** – The purpose of this Memorandum of Understanding is to ensure the confidentiality of COVID-19 data disclosed by the Division of Public Health to local first responders' call centers/dispatches under the current declared state of emergency in Executive Order 2020-04. Such data is being disclosed pursuant to the Health Insurance Portability and Accountability Act (HIPAA) and guidance issued by the United States Department of Health and Human Services, Office of Civil Rights – *COVID-19 and HIPAA: Disclosures to law enforcement, paramedics, other first responders and public health authorities*.

Not all calls for assistance to local first responders are received through E911. Disclosure of the COVID-19 data to the approximately 67 local first responders' call centers/dispatches is necessary to prevent or control the spread of COVID-19 as well as to prevent or minimize the threat to the health and safety of first responders, receiving medical facility personnel, and corrections personnel in the discharge of their duties. Distributing the COVID-19 data through the local call centers/dispatches will also assist in maintaining, to the greatest extent possible, the confidentiality and privacy of the individuals who have tested positive.

### **B. RELEASE AND CONFIDENTIALITY OF COVID-19 DATA**

1. The Division of Public Health will share COVID-19 data with local first responders' call centers/dispatches ("call centers/dispatches") through a mechanism created by the State agencies, such as a secured download site. The data will be shared each day during the Term. This information will also be shared, through the call centers/dispatches with first responders, receiving medical facility personnel if an individual is transported to a medical facility, and corrections personnel if an individual is transported to a correctional facility. Such data shared with these individuals may include the names and addresses of individuals who have tested positive for COVID-19.
2. The term "first responders," as used in this Memorandum, includes police, emergency medical services/paramedics, and fire personnel.
3. The term "COVID-19 data" includes, but may not be limited to:
  - a. Name of the individual who tested positive for COVID-19;
  - b. Date of COVID-19 test or "Investigation Begun" date;
  - c. Address, if available;
  - d. City/Town, if available; and
  - e. Zip Code, if available.
4. Protocols for sharing the COVID-19 information are attached as Exhibit A. All call centers/dispatches and first responder recipients of the information shall comply with the protocols.



5. Each call center/dispatch shall maintain the COVID-19 data in a secured electronic system, such as a CAD system, where access to the information shall be limited to specific employees involved in the dispatching of information to first responders.
6. Pursuant to RSA 141-C:10, COVID-19 data shall remain confidential and shall not be shared except as outlined in this Memorandum.
7. Pursuant to RSA 106-H:12 and :14, COVID-19 data shall remain confidential and shall not be shared except as outlined in this Memorandum.
8. COVID-19 data shall only be used in the delivery of emergency services and shall only be shared with first responders, receiving medical facility personnel, and corrections personnel directly involved in the care and/or the transport of the infected individual.
9. No person shall use or disclose COVID-19 data except as necessary for the protection of first responders, receiving medical facility personnel, and corrections personnel.
10. COVID-19 data received by call centers/dispatches shall only be maintained in electronic form. No paper copies or duplicate electronic copies shall be made.
11. COVID-19 data may also be received by call centers/dispatches through E911 calls. Any COVID-19 data received through E911 calls shall be protected under the terms of this Memorandum
12. COVID-19 data for each individual shall remain in the call centers/dispatches' systems for a time period of 21 days from the test/"investigation begun" date. On day 22, the COVID-19 data shall be purged and permanently deleted from the call centers/dispatches' systems. Neither the call centers/dispatches nor any first responder department shall retain COVID-19 data in any form after day 22 of its receipt.

**C. RIGHT-TO-KNOW LAW** – COVID-19 data shall not be subject to disclosure under New Hampshire's right-to-know law, RSA 91-A.

**D. TERM** – This Memorandum shall be in effect for the duration of the state of emergency declared in Executive Order 2020-04 plus 21 days.

**E. AMENDMENT** – This Memorandum may be amended in writing as deemed necessary by the parties.

CALL CENTER/DISPATCH  
COMMUNITY(IES) NAME(S):

Derry Fire Department  
Dispatch

March 30, 2020

Michael Williams Auburn Fire Chief  
Name: [Signature]  
Title: Duly Authorized

DEPARTMENT OF HEALTH & HUMAN SERVICES

March \_\_, 2020

\_\_\_\_\_  
Name:  
Title:

## Bill Herman

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**From:** Cullen Madden <cmadden@millenniumrunning.com>  
**Sent:** Monday, March 23, 2020 10:02 AM  
**To:** Bill Herman  
**Subject:** EVENT PERMISSION REQUEST: NH 10 Mile Road Race (Aug. 29)  
**Attachments:** RequestLetter\_TownOfAuburn\_2020.pdf

Good Morning Mr. Derman,

My name is Cullen Madden and I am the Sr. Events Manager for the company Millennium Running. It is that time of year again. We are preparing for our 10th annual New Hampshire 10 Miler on August 29th.

I have attached to this email is a letter requesting permission from the Town of Auburn to once again host our event.

If you could please review the request and let us know if you foresee any issues with the event in 2020.

Thank you and look forward to hearing back!

*Cullen Madden, Senior Event Manager*



events • timing • store  
[www.MillenniumRunning.com](http://www.MillenniumRunning.com)

[O] 603.488.1186 | [C] 603.305.7899 | [E] [CMadden@MillenniumRunning.com](mailto:CMadden@MillenniumRunning.com)



**Millennium Running**  
138 Bedford Center Road  
Bedford, NH 03110  
[www.millenniumrunning.com](http://www.millenniumrunning.com)

March 23rd, 2020

Mr. William G. Herman, Town Administrator  
Town of Auburn  
PO Box 309  
Auburn, NH 03032  
[townadmin@townofauburnnh.com](mailto:townadmin@townofauburnnh.com)

Dear Mr. Herman:

It is that time of year again, we have begun to plan for the annual New Hampshire 10 Miler Road Race. We are looking to once again have approximately 1,200 participants for what has become the premier 10-mile race in New Hampshire. This year's event is scheduled for ***Saturday, August 29<sup>th</sup>, 2020.***

As normal we wanted to touch base as a matter of pre-planning, it is essential that we reach out to all parties that are affected in any way by this event. In this case, the Town of Auburn is critical for the organization and implementation of the race.

Here is a link to a map of the course that has been used for the past 9 years via the Millennium Running website:  
[http://www.millenniumrunning.com/wp-content/uploads/2014/09/USATF-NH10Miler\\_AdjustedCourseCertification\\_2016.pdf](http://www.millenniumrunning.com/wp-content/uploads/2014/09/USATF-NH10Miler_AdjustedCourseCertification_2016.pdf)

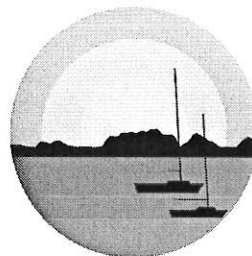
As you can see, there are no course changes proposed from last year. The proposed road closures, delays, and detours that were used to ensure the safety of all participants and spectators was very successful last year. The Police and Fire Departments work hand-in-hand with Millennium Running to ensure the safety of all participants.

Please keep in mind that my hope is to create a very successful event for runners in New Hampshire and benefits some very deserving local charities. There is nothing that exists like this in the area; therefore, this is a premier event that puts a spotlight on the Town of Auburn and Lake Massabesic.

If you have any questions or concerns about this year's event, please reach out and let's discuss the potential problem areas so that once again we can showcase the beauty of the Town of Auburn and Lake Massabesic during the 10<sup>th</sup> Annual New Hampshire 10 Miler.

Respectfully submitted,

Cullen P. Madden  
Sr. Event Manager, Millennium Running

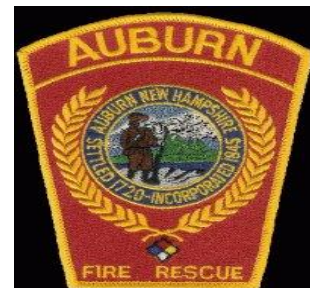


**Allen Mello**  
**NH 10**  
**MILER**



# Town of Auburn Fire Department

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



## Auburn Fire Department Standard Operating Policy

Posting Date: 05/01/2020 Effective Date: 05/01/2020	SOP Category & Identification Number: SOP # 017	New SOP 017 Revision X
SOP Title: Part Time/Per Diem Firefighter Requirements		
Approved by: Michael Williams	Re-evaluation Date: 05/01/2021	Number of pages: 3

**PURPOSE:** The purpose of this policy is to establish roles and responsibilities for the Part time/Per diem firefighters.

**SCOPE:** The scope of the policy applies to the Part time/Per diem firefighters who fill shifts outlining their roles and responsibilities.

**PROCEDURES AND INFORMATION:** The Auburn Fire Rescue will be filling Saturday and Sunday days with two (2) part time/per diem firefighters. These firefighters will be assigned certain station duties each day along with roles and responsibilities for each member. Members who are eligible to fill shifts will be placed into a rotation to fairly distribute this coverage. This policy also applies to Monday-Friday shifts if the need arises.

### **WEEKEND DUTY SHIFTS:**

1. ***The Optimum shift*** is 1 Fire Officer and 1 Firefighter. It will be acceptable for 2 firefighters and or 2 officers to fill any shifts if necessary. Every attempt will be made to fill shifts at this level.

**Shift #1 0800-1400 (1 Firefighter or Fire Officer)**

**Shift #2 1000-1600 (1 Firefighter or Fire Officer)**

### **OPTIONAL SHIFTS**

These two (2) shifts will be utilized when ***the optimum shift*** is unable to be filled

**Shift #3 0800-1600** applies If there is only 1 Firefighter or 1 Fire officer available to work.

**Shift #4 0900-1500** applies when there is only 1 certified firefighter and 1 certified EMS provider available to work, both members will work the same times.

### **DUTY UNIFORM AND APPEARANCE:**



1. Navy blue uniform pants or uniform shorts.
2. Auburn Fire Rescue Golf Shirt or T-shirts.
3. Black Boots or approved black sneakers.
4. Uniform belt.
5. Neatly dressed, facial hair must not impede the seal of an SCBA mask.

#### **DAILY STATION ROUTINE/DUTIES:**

1. Apparatus checks: Assist the crews with apparatus checks on Sunday.
2. Fire Station cleaning: clean bathrooms, wash floors, wash apparatus, clean upstairs lounge and training room. (Saturday Station 2, Sunday The Safety Complex)
3. Issue burn permits
4. Training as assigned
5. Crews will operate out of the Safety Complex
6. Respond to emergencies as required
7. Other duties as assigned.

#### **PAYROLL AND WAGE:**

- Members filling shifts are responsible to fill out a Part time/Per diem payroll slip for each shift worked, once completed all pay slips shall be placed in the completed payroll file in the radio room.
- Each member will be compensated \$16.00 per hour.
- Payroll will be submitted biweekly along with fulltime payroll to the Town Hall.

#### **MINIMUM REQUIREMENTS FOR FILLING A SHIFT:**

- N.H. Firefighter 1 or higher and or NH EMR or higher certified with a valid NH EMS license.
- Valid CPR card
- Valid NH operator driver's license
- Must be checked off on 50% of the fire apparatus
- Any exceptions to this requirement or optional shift coverage must have a chief officer approval.

**END OF SOP 017**

**Auburn Fire-Rescue**

**Part Time/Per Diem Payroll Slip**  
**Submitted Biweekly With Payroll**

Name: \_\_\_\_\_

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

Day Worked:      Saturday      Sunday      Weekday\_\_\_\_\_

Shift worked:      Shift 1 (8-2)      Shift 2 (10-4)      Shift 3 (8-4)      Shift 4 (9-3)

Name: \_\_\_\_\_

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

Notes:

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## 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:** March 31, 2020

**Re:** Request for Refund of Fees

The Town Clerk has received a request from a local resident who paid for the renewal of four motor vehicle registrations online for the refund of ACH fees. His transactions were reversed due to his ACH payment method and the individual was required to come in and make payment in cash.

Part of the payment made by the individual for the online transactions was an ACH fee of \$2.45 per transaction for a total of \$9.80.

The resident has requested a refund of those transaction fees as he ultimately had to pay the registrations in person and not online. The decision as to whether to issue a refund rests with the Board of Selectmen. Attached is the request and back-up information from the Town Clerk.

I would note for the Board's benefit that the resident in question is under a current order from the Rockingham County Superior Court to pay the Town a total of \$7,964.86 for a code enforcement issue that was adjudicated in favor of the Town in December 2018. A balance of \$4,464.86 is still owed to the Town, with the last payment made in September 2019.

Depending on the Board's perspective or decision in this area, any one of the following motions could be in order:

*Move to approve the request of Kenneth Varrato to refund the \$9.80 in ACH fees due to the reversal of an ACH payment.*

*Move to deny the request the request of Kenneth Varrato to refund the \$9.80 in ACH fees due to the reversal of an ACH payment.*

Thank you for your consideration.

Attachment

# OFFICE OF THE TOWN CLERK



AUBURN, NEW HAMPSHIRE 03032

P.O. BOX 309  
47 CHESTER RD

Tel. 603-483-5571  
Fax 603-483-0518  
[townclerk@townofauburnnh.com](mailto:townclerk@townofauburnnh.com)

March 27, 2020

To: Board of Selectmen

Mr. Kenneth Varrato is requesting a refund of fees paid for online renewals that were reversed by me due to his ACH payment method. We are no longer accepting checks or ACH payments from him per our NSF check policy.

**Kenneth Varrato**  
**91 Chester Rd**  
**PO Box 336**  
**AUBURN, NH 03032**

*\$9.80*

Documentation is attached.

Thank you,

Kathleen A. Sylvia  
Town Clerk

## Ken Varrato

**From:** noreply@eb2gov.com  
**Sent:** Tuesday, February 25, 2020 11:42 AM  
**To:** Ken Varrato  
**Subject:** Auburn EB2Gov Confirmation

(This is an automatically generated e-mail confirmation. Please do not reply to this email as the mailbox is not monitored)



## Payment Confirmation

**Log No:** 1916096  
**City / Town:** The Town of Auburn  
**Questions:** 603-483-2281  
**Transaction Time:** 02/25/2020 11:41 AM

Your municipality will be notified of this transaction and begin the processing. To view the status of this transaction online, visit the following link.

[View Transaction Online](#)

### Order Summary

Name	Description	Reference	Amount
E-Reg	Renew Reg 2004 WRKH FLAIR33R	WAL&WAN	\$549.80
		Town Handling Fee:	\$1.00
		Payment Processing Fee:	\$0.95
		<b>Total:</b>	<b>\$551.75*</b>

\* Includes \$1.50 EB2Gov Transaction Fee.

### Charges

Payable To	Pay Method	Account Number	Approval	Amount
The Town of Auburn	ACH	*****2845	32817871	\$549.30
The Town of Auburn / EB2Gov	ACH	*****2845	32817870	<b>\$2.45</b>
			<b>Total:</b>	<b>\$551.75</b>

Report any discrepancies to your agency

### Information

Your payment will be processed within the next several business days. Any required documents will be mailed to you unless otherwise stated.

Thank you for using EB2Gov to process your transactions. By doing so, you help reduce the costs of government and also help the environment by keeping paperwork down to a minimum.

**Thank You!**

\$9.80



## Ken Varrato

**From:** noreply@eb2gov.com  
**Sent:** Tuesday, February 25, 2020 11:53 AM  
**To:** Ken Varrato  
**Subject:** Auburn EB2Gov Confirmation

(This is an automatically generated e-mail confirmation. Please do not reply to this email as the mailbox is not monitored)



## Payment Confirmation

**Log No:** 1916109  
**City / Town:** The Town of Auburn  
**Questions:** 603-483-2281  
**Transaction Time:** 02/25/2020 11:52 AM

Your municipality will be notified of this transaction and begin the processing. To view the status of this transaction online, visit the following link.

[View Transaction Online](#)

### Order Summary

Name	Description	Reference	Amount
E-Reg	Renew Reg 2007 FORD MUSTANG	GDFATHR	\$164.20
		Town Handling Fee:	\$1.00
		Payment Processing Fee:	\$0.95
		<b>Total:</b>	<b>\$166.15*</b>

\* Includes \$1.50 EB2Gov Transaction Fee.

### Charges

Payable To	Pay Method	Account Number	Approval	Amount
The Town of Auburn	ACH	*****2845	32818230	\$163.70
The Town of Auburn / EB2Gov	ACH	*****2845	32818229	<b>\$2.45</b>
			<b>Total:</b>	<b>\$166.15</b>

Report any discrepancies to your agency

### Information

Your payment will be processed within the next several business days. Any required documents will be mailed to you unless otherwise stated.

Thank you for using EB2Gov to process your transactions. By doing so, you help reduce the costs of government and also help the environment by keeping paperwork down to a minimum.

**Thank You!**

## Ken Varrato

**From:** noreply@eb2gov.com  
**Sent:** Tuesday, February 25, 2020 11:29 AM  
**To:** Ken Varrato  
**Subject:** Auburn EB2Gov Confirmation

(This is an automatically generated e-mail confirmation. Please do not reply to this email as the mailbox is not monitored)



## Payment Confirmation

**Log No:** 1916086  
**City / Town:** The Town of Auburn  
**Questions:** 603-483-2281  
**Transaction Time:** 02/25/2020 11:29 AM

Your municipality will be notified of this transaction and begin the processing. To view the status of this transaction online, visit the following link.

[View Transaction Online](#)

### Order Summary

Name	Description	Reference	Amount
E-Reg	Renew Reg 2017 CYN CCL58SA	T503162	\$32.00
		Town Handling Fee:	\$1.00
		Payment Processing Fee:	\$0.95
		<b>Total:</b>	<b>\$33.95*</b>

\* Includes \$1.50 EB2Gov Transaction Fee.

### Charges

Payable To	Pay Method	Account Number	Approval	Amount
The Town of Auburn	ACH	*****2845	32817508	\$31.50
The Town of Auburn / EB2Gov	ACH	*****2845	32817507	<b>\$2.45</b>
			<b>Total:</b>	<b>\$33.95</b>

Report any discrepancies to your agency

### Information

Your payment will be processed within the next several business days. Any required documents will be mailed to you unless otherwise stated.

Thank you for using EB2Gov to process your transactions. By doing so, you help reduce the costs of government and also help the environment by keeping paperwork down to a minimum.

**Thank You!**

## Ken Varrato

**From:** noreply@eb2gov.com  
**Sent:** Tuesday, February 25, 2020 11:05 AM  
**To:** Ken Varrato  
**Subject:** Auburn EB2Gov Confirmation

(This is an automatically generated e-mail confirmation. Please do not reply to this email as the mailbox is not monitored)



## Payment Confirmation

**Log No:** 1916071  
**City / Town:** The Town of Auburn  
**Questions:** 603-483-2281  
**Transaction Time:** 02/25/2020 11:05 AM

Your municipality will be notified of this transaction and begin the processing. To view the status of this transaction online, visit the following link.

[View Transaction Online](#)

### Order Summary

Name	Description	Reference	Amount
E-Reg	Renew Reg 2003 KIA SORENTO	4097482	\$125.20
		Town Handling Fee:	\$1.00
		Payment Processing Fee:	\$0.95
		<b>Total:</b>	<b>\$127.15*</b>

\* Includes \$1.50 EB2Gov Transaction Fee.

### Charges

Payable To	Pay Method	Account Number	Approval	Amount
The Town of Auburn	ACH	*****2845	32816727	\$124.70
The Town of Auburn / EB2Gov	ACH	*****2845	32816725	<b>\$2.45</b>
			<b>Total:</b>	<b>\$127.15</b>

Report any discrepancies to your agency

### Information

Your payment will be processed within the next several business days. Any required documents will be mailed to you unless otherwise stated.

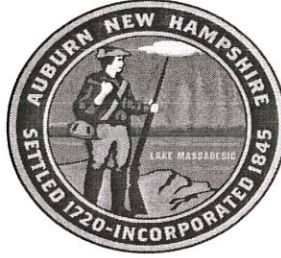
Thank you for using EB2Gov to process your transactions. By doing so, you help reduce the costs of government and also help the environment by keeping paperwork down to a minimum.

**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:** March 30, 2020

**Re:** FY 2020 Budgeted Projects

For the Board's benefit, we want to note that the FY 2020 budget and warrant articles anticipated four specific projects to be undertaken this year, in addition to road reconstruction work. The four projects and their funding sources include:

Insulating the Safety Complex (\$18,000): This cost estimate was provided through Rick Eaton and was for the attic area above the Police Department at a minimum. The funds for this project were to come from the Town Buildings Capital Reserve Fund, and the Town has already provided the \$98,000 total appropriation to the Trustees of Trust Funds.

Improvements to Pingree Hill Fire Station (\$28,000): This cost estimate was from initial figures provided by Fire Chief Williams and then adjusted by the Board of Selectmen. The funds for this project were to come from the Town Buildings Capital Reserve Fund, and the Town has already provided the \$98,000 total appropriation to the Trustees of Trust Funds.

Storage Building (\$43,000): This cost estimate for a 20' x 40' building to be located on the Safety Complex property was provided through Rick Eaton. The funds for this project were approved in Warrant #7 and is to be funded only by Municipal Aid revenue anticipated from the State of New Hampshire. With the pending Covid-19 issues and the upheaval it is causing with the State budget, it would be advisable for the Board to place this project on hold until there is certainty the Town will be receiving the anticipated Municipal Aid funds. That may not happen until the late fall, as the Governor and the Legislature will need time to balance the State operating budget, which will require the cutting of some funds.

Library Evaluation Project (\$28,850): This project is funded as part of the Town's operating budget and is based on the original estimate provided to the Town by Stantec Consulting in 2019. This project is currently out to bid with submissions due on April 16<sup>th</sup>. From the questions and conversations with potential bidders to date, having proposals by April 16<sup>th</sup> does not appear to be a problem. We may need to look at modifying the time frame for the work depending on how long the current "Stay in Place" order remains in place.

The Board may want to give some consideration as to when or if they want to consider commencing any of these projects given circumstances known today that were not known during the budget process.

Thank you for your consideration.

**Town of Auburn  
Board of Selectmen  
March 23, 2020  
Minutes**

**7:00 PM**

**Selectmen Present:** Keith Leclair, Todd Bedard and Michael Rolfe

**Others Present** Deputy Fire Chief Robert Seling, Police Chief Ray Pelton, Town Administrator William Herman and Nancy Hoijer, Recording Secretary

**Call to Order – Pledge of Allegiance**

Mr. Leclair called the meeting to order at 7:00 PM and led the Pledge of Allegiance.

**Election of Board Chair and Vice Chair**

*Mr. Bedard nominated Mr. Leclair as Chair of the Board of Selectmen. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed 2-0-0.*

*Mr. Leclair nominated Mr. Bedard as Vice-Chair of the Board of Selectmen. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed 2-0-0.*

**Approval of Payroll Manifest for the Week of March 16, 2020 - \$46,004.79**

*Mr. Bedard motioned to approve the Payroll Manifest for the week of March 16, 2020 in the amount of \$46,004.79. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.*

**Approval of Accounts Payable Manifest for the Week of March 16, 2020 - \$34,064.80**

*Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of March 16, 2020 in the amount of \$34,064.80. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.*

**Approval of Accounts Payable Manifest for the Week of March 23, 2020 - \$212,366.43**

*Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of March 23, 2020 in the amount of \$212,366.43. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.*

**Approval of Consent Agenda for the Week of March 23, 2020**

Mr. Leclair read out loud and offered for inspection a copy of the Consent Agenda for the Week of March 23, 2020 some of which included: two (2) Void Check Registers, three (3) Application of Property Tax Credit/Exemptions, and three (3) pistol/revolver licenses.

*Mr. Bedard motioned to approve the Consent Agenda for the Week of March 23, 2020. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.*

## **Appointments with the Board**

Gary & Pamela Gramatikis – Application for Restoration of Involuntarily Merged Lots –  
20 Appletree Road – POSTPONED UNTIL APRIL 6<sup>th</sup>.

## **New Business**

### **Town Response to COVID-19 and State of NH Emergency Declaration**

Mr. Herman provided the Board with a copy of the Emergency Release to the Town of Auburn proposed for March 24, 2020 until further notice. Mr. Herman indicated the Governor issued a State of Emergency for the State of New Hampshire on March 13, 2020 due to COVID-19.

Police Chief Pelton reported one officer was quarantined after exposure and will be out for up to 14 days. Equipment bags have been put together for the patrol cars with PPE equipment. He indicated the department had approximately a two-week supply of masks and goggles. The Chief noted Manchester Water Works consulted with the Department about closing the parking lot to the Front Park as too many people were congregating. Jails are restricting access. Scheduling is being alternated to limit exposure. Candia and Chester are being communicated with for mutual aid. A sewing network is working on cloth covers for the masks so they can be re-used. He indicated Melissa Gates will be reaching out to Parks & Recreation to work on a Town-wide buddy system for seniors and high-risk individuals to have assistance with shopping, etc., during this time period.

Mr. Rolfe arrived at the meeting at 7:15 PM.

Police Chief Pelton advised the Board overtime has reached \$2,558 and expenses will probably be reimbursed by FEMA at some point, but the budget will likely go over. Mr. Herman noted the Town will be able to make it work and bring the anticipated revenue from FEMA in against the budget expenditures. Mr. Leclair indicated the Town can apply the use of the Town's undesignated fund balance for unanticipated expenses, while Mr. Herman also noted Primex will cover employees under Workers Compensation who have been quarantined or have tested positive from job-related exposures. Mr. Leclair advised Chief Pelton to keep good records so they can make sure everyone is whole at the end of this.

Deputy Fire Chief Selinga indicated fire calls were down. Likewise, the department does not have enough PPE gowns and about 50 masks. Station 2 will be set up as a quarantine zone separated from the apparatus bay. The State is setting up a hotel in Portsmouth as a long-term quarantine site for first responders. Chief Williams met with Candia and Chester about mutual aid. Chester has about 100 masks and is willing to share. There will be another meeting on Thursday possibly by teleconference. Mr. Leclair will attend on behalf of the Board.

Mr. Leclair questioned whether the next Board of Selectmen's meeting should also be by teleconference and the Board agreed the April 6<sup>th</sup> meeting would be held by dial-in for the public while the building will remain closed to the public. Mr. Herman noted they will verify the Right-to-Know law compliance for the plan. Mr. Herman will provide the information to other Boards and Committees who may need to meet.

Mr. Leclair advised, in consultation with the Emergency Management Director, the administration is proposing closing the Town Hall to the public effective March 24<sup>th</sup> other than by appointment, with no more than three members of the public in the building at any one time.



Business will be conducted online, via phone, emails or drop box; and as a last resort by appointment. Police & Fire will have some modifications and ask that callers identify symptoms when placing a call for service. The Library was closed beginning March 17, 2020 and will remain closed until at least April 4<sup>th</sup>. Mr. Herman indicated the Governor has issued an Emergency Order to allow Notary Services to be done by special procedure online.

***Mr. Bedard motioned for the Town Hall will operate in virtual mode with limited public access for the duration of the State of Emergency. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

The order signed by the Board of Selectmen, Fire Chief, Police Chief and Town Administrator will be put out early on the morning of March 24<sup>th</sup> through the Facebook pages of the Police Department, Fire Department, Parks & Recreation and the Auburn Community page; it will be posted on the Town webpage and AVS Principal Lori Collins will put the information out through the School's notification system.

Mr. Bedard noted the NHDMV is extending license renewals and new license plate registrations through April 30, 2020.

Mr. Herman noted four Town employees, system-wide, are currently under quarantine, with two of them exhibiting symptoms of Covid. He also noted they are in the process of installing temporary plexiglass separators for four of the customer service windows at the Town Hall, in addition to installing a drop box at the front of the Town Hall.

#### **Designation of Ex-Officio Members to Town Boards, Committees and Commissions**

Mr. Herman noted the open Selectmen's Representative's positions with terms to expire in March 2021 include the Budget Committee, Highway Safety Committee, Parks & Recreation Commission and Planning Board.

Mr. Bedard indicated a preference to remain on the Parks & Recreation, and Mr. Leclair was interested in remaining on the Budget Committee. Mr. Rolfe noted he was currently an elected member of the Planning Board and would like to serve as the Selectmen's representative on the Planning Board.

The Highway Safety Committee was discussed, and Mr. Bedard indicated he was willing to serve on that committee.

**By consensus, the Board agreed their ex-officio representatives for 20201 include:**

**Budget Committee – Keith Leclair**

**Highway Safety Committee – Todd Bedard**

**Parks & Recreation Commission – Todd Bedard**

**Planning Board – Michael Rolfe**

Mr. Rolfe indicated he will also resign his position on the Police Commission and asked how the Board would fill the vacancy. Mr. Leclair indicated they will solicit interested candidates and the Board can make a selection from the volunteers. Mr. Herman reported an item will appear in the April edition of the Auburn Village Crier asking for volunteers so the Board should be able to make an appointment by the end of April.

## **Annual Appointments to Town Boards, Committees and Commissions**

Mr. Herman provided a Memorandum dated March 16, 2020 outlining the Annual Appointments to Town Boards, Committees and Commissions for 2020.

***Mr. Bedard motioned to reappoint Paula Wright as Deputy Town Clerk with a term to expire in March 2023. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mr. Bedard motioned to reappoint Walter Milne as Deputy Tax Collector with a term to expire in March 2023. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mr. Bedard motioned to reappoint Jeffrey Porter, Edward Fehrenbach, as regular members, and Stephanie Hanson, as an alternate member, to the Conservation Commission with terms to expire in March 2023. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mr. Bedard motioned to reappoint Daniel Carpenter, Michael DiPietro and Dennis Vieira to the Highway Safety Committee with terms to expire in March 2021. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mr. Bedard motioned to reappoint Patricia Rousseau and Patrick Kelly to Parks & Recreation with a term to expire in March 2023. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mr. Bedard motioned to reappoint Michael DiPietro and Kevin Stuart to the Zoning Board of Adjustment with a term to expire in March 2023. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **FY 2019 COLA Adjustment**

Mr. Herman provided the Board with a Memorandum dated March 13, 2020 relative to the COLA adjustment for the Town & Library payroll which reflects a 1.5% Cost of Living Adjustment pursuant to the Collective Bargaining Agreement and Town Personnel Policy effective April 1<sup>st</sup>.

***Mr. Bedard motioned to authorize the issuance of a 1.5% Cost of Living Adjustment for all Town and Library positions effective April 1, 2020 as included in the FY 2020 Town budget approved by the voters on March 10, 2020. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Library Expansion Evaluation Project RFP**

Mr. Herman reported that he has issued a request for proposal for the evaluation of the library building and property included in the FY 2020 budget with a submission deadline of April 2<sup>nd</sup>. He indicated five or six inquiries have been received so far. The advertisement was placed in three trade publications, direct mailed to five firms known to focus on municipal work and posted on the websites of the Town and the Griffin Free Public Library. He indicated he may extend the deadline for submissions by a couple of weeks due to various restrictions from the State of Emergency.

## **Old Business**

### **Update on Status of HB 1105 and HB 1460**

Mr. Herman reported HB 1105, which was the bill to require when warrant articles are amended that the original and amended versions appear on the ballot, was killed by the House. He indicated the House Committee clearly read the Selectmen's letter concerning the bill as it was paraphrased in the Committee's majority report on the bill.

Mr. Herman advised HB 1460 brought by Representative Piemonte of Sandown originally required spreadsheets be provided was amended to only provide to the Budget Committee if requested.

### **Auburn 175<sup>th</sup> Anniversary**

Mr. Herman provided the Board with a Memorandum dated March 19, 2020 regarding planning for Auburn's 175<sup>th</sup> Anniversary. Invitations were sent to all of the local entities for possible inclusion on a coordinating committee.

Five responses were received so far. Mr. Leclair indicated the event may need to be combined with another event such as the Duck Race or postponed until the Fall.

### **Report/Comments of Ex-Officio Board Representatives**

Mr. Herman reported the Highway Safety Committee attempted to meet last Wednesday evening, but only Michael DiPietro and Road Agent Dross present.

### **Other Business**

Mr. Herman indicated the Town received an email dated March 23, 2020 from Jim Tenn regarding his performance bond for the development off Cedar Crest. He is having difficulty getting his surety renewed on time for his Letter of Credit and is requesting a two-week extension. Mr. Rolfe had no issues with him. Mr. Leclair indicated Mr. Herman should talk to the Building Inspector about holding the Certificate of Occupancy and stay in touch with both.

Mr. Bedard questioned how the Gramatikas application would be heard. Chief Pelton recommended their application be held by appointment only to keep within the under ten persons guidance.

### **Next Meetings/Events**

Monday, April 6, 2020 – Board of Selectmen's Meeting – 7:00 PM by Teleconference  
Tuesday, April 14, 2020 – Recognition of AVS Art Contest Student – School Board – 6:00 PM  
Monday, April 20, 2020 – Board of Selectmen's Meeting – 7:00 PM

Mr. Leclair noted the Board of Selectmen would likely be unable to attend the School Board meeting on April 14, 2020 due to the restriction of no more than ten people present at one event.

## Minutes

- March 9, 2020 Public Meeting

***Mr. Bedard motioned to approve the minutes of the March 9, 2020 Public Meeting. Mr. Leclair seconded the motion. A vote was taken with two in favor (Mr. Leclair and Mr. Bedard) and Mr. Rolfe abstained. The motion was approved 2-0-1.***

- March 9, 2020 Non-Public Meeting (x2)

***Mr. Bedard motioned to approve the minutes of the March 9, 2020 Non-Public Meeting (x2). Mr. Leclair seconded the motion. A vote was taken with two in favor (Mr. Leclair and Mr. Bedard) and Mr. Rolfe abstained. The motion was approved 2-0-1.***

**Non-Public Session pursuant to RSA 91-A:3, II (c) - reputation of someone other than a member of the board.**

***Mr. Leclair motioned to go into Non-Public Session pursuant to RSA 91-A:3, II (c) at 7:59 PM. Mr. Rolfe seconded the motion. A roll call vote was taken Mr. Leclair – yes, Mr. Bedard – yes, Mr. Rolfe – yes. With all in favor, the motion passed unanimously.***

The meeting room was closed to the public at 7:59 PM.

***Mr. Bedard motioned to come out of non-public session at 8:12 PM. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

The meeting room was reopened to the public at 8:12 PM.

***Mr. Bedard motioned to seal the minutes of the non-public session. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## Adjourn

***Mr. Bedard motioned to adjourn the meeting at 8:13 PM. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary