

**Town of Auburn  
Board of Selectmen  
April 20, 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 (c)**

Reputation of someone other than a Board member

**7:00 p.m.**

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

**( ) Meeting Preamble During Covid-19 Emergency**

Approval of Payroll Manifest for the Week of April 13, 2020 -- \$43,889.56  
Approval of Accounts Payable Manifest for the Week of April 13, 2020 -- \$500.00  
Approval of Accounts Payable Manifest for the Week of April 20, 2020  
Approval of Consent Agenda – Week of April 20, 2020

**( ) Appointments with the Board**

Fire Chief Michael Williams – Monthly Meeting

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

General Update on Town Issues

**( ) New Business**

Appointment – Alternate Library Trustee  
Applicants for Police Commission  
Storage Unit Request – Parks & Recreation  
Proposals for Library Building & Land Evaluation

**( ) Old Business**

Oil Collection Facility - Improvements

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

**( ) Other Business**

**( ) Next Meetings / Events**

Monday, May 4, 2020 – Board of Selectmen's Meeting – 7:00 PM

**( ) Minutes**

- April 6, 2020 Public Meeting
- April 6, 2020 Non-Public Meeting (x6)

**( ) 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.

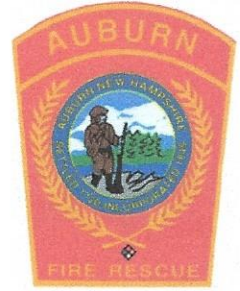
At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption.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

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



### Auburn Fire-Rescue Department Monthly Report March 2020

The Auburn Fire Department responded to 40 Incidents in the month of March, Incident responses are broken down listed below:

Building Fire:	0
Vehicle/equipment Fires:	1
Brush:	1
Fires, all other:	1
Alarm Call no fire:	6
Hazardous Conditions:	2
Rescue/EMS:	21
Service calls:	5
Good intent calls:	3

**Total:** 40

### Fire Chiefs Report

- I Worked numerous hours on the COVID-19 situation both as the Fire Chief and the EMD for the community, The Towns EOC staff have been meeting weekly on the status updates per the NH Emergency operations center. Auburn Fire Department has sufficient PPE at this time and all members have been issued personal Infectious control PPE.
- Attached to my report is the monthly statics for March along with the 1<sup>st</sup>. quarter summary for 2020.
- Submitted the 2019 AFG grant for portable radios and a PPE extractor and dryer.
- Attended the NH Fire Chiefs meeting in Boscawen.
- Completed the Office 365 update.
- Hosted Department meeting.
- Continually updating Operational Policies and Procedures.
- I Attended the selectmen's meeting to go over monthly Fire Department report.
- I Exported the monthly NHIFRS reports to the State of N.H.
- EMS Training: COVID-19 preparedness
- Assisted APD with COVID 10 training and with acquiring PPE for police officers.
- I Responded to emergencies and meetings as needed and required.
- I met with Fire officers and Department members as needed as required.

#### **Deputy Fire Chief Bob Selinga**

- Assists with Policy and procedure updates.
- Assists with checking members off on fire apparatus as driver/operators.
- Responds to emergencies as requested.
- Assists the Fire Chief with many department related issues.

#### **Safety Complex Captain Jim Saulnier**

- Assisted with the COVID-19 preparedness
- Assisted with the upgrades to the radio room and office spaces
- Installed 2 station Knox boxes for Chester Fire's Knox keys
- Forestry 1 is back into service ready for brush season
- Boat 1 will be in service soon in the lake
- The station air compressor is OOS, a new replacement has been ordered.
- Responded to emergencies as requested.
- Completed monthly Station Captain responsibilities @ Station 1.
- Completed daily Fire prevention activities.

#### **Station 2 Captain Dave Walters**

- Met with Lt's. assigned to Station 2 as needed
- Assists with the administration of the I am responding program.
- Responded to emergencies as requested.
- Completed monthly Station Captain responsibilities @ Station 2.

#### **Lieutenant Todd Dignard (Crew #2)**

- Crew detail every other Sunday. (cancelled)
- Workers on ordering Forest pumps and equipment
- Responded to emergencies as requested.
- Ordered and repaired small tools and equipment.
- Worked with his assigned crew on monthly training/crew activities, vehicle checks, etc.

#### **Lieutenant Matt Barsaleau (Crew #1)**

- Crew detail every other Sunday. (Cancelled)
- Assisted with Forestry gear inventory.
- Issued PPE as needed and requested.
- Responded to emergencies as requested.
- Worked with his assigned crew on monthly training/crew activities, vehicle checks, etc.



### **Lieutenant Chris Szatynski (Training)**

- Working with many new members on completing probationary manual requirement.
- Responded to emergencies as requested.
- Monthly training cancelled due to COVID-19
- Lt. Szatynski oversee all mobile and portable radios and serves as the Fire Training Officer.
- Lt. Szatynski is the AFD safety Officer, Chris is working on an immunization policy.
- Working on Fire Training with C1.

### **Lieutenant Pat Glennon (Apparatus)**

- Responded to emergencies while on duty as required.
- Worked on station upgrades to office areas.
- Assisted Lt. Sullivan with COVID-19 training for APD
- Assisted with vehicle registrations
- Signed off Ryan Boyle on Car 2, R1, F1 and the gator
- Scheduled all vehicle maintenance for the year.
- Inspections were cancelled until the COVID-19 settles a little bit.
- Updated incident tracking roster
- Worked with NE fire apparatus on Rescue 1 repairs and maintenance.
- Scheduled the gator trailer for repairs.
- Created a vehicle maintenance calendar in 0365
- Enrolled in a Fire inspector class. (Cancelled)
- Daily assigned station duties.

### **Lieutenant Mike Sullivan (EMS)**

- Serves as our Lieutenant EMS coordinator.
- Responded to emergencies as requested.
- Qc's all EMS reports.
- Completed COVID-19 training for APD
- Working on preparing for a Coronavirus outbreak, putting together exposure kits for members to utilize.

Michael Williams

Chief of Department



# Auburn Fire March 2020 Statistics

Calls by Day of the Week	Mar 2020
Monday	5
Tuesday	11
Wednesday	2
Thursday	4
Friday	8
Saturday	4
Sunday	6
<b>Total</b>	<b>40</b>

## Fire / EMS Calls for Mar 2020

EMS Calls for Service	24
Fire Calls for Service	16
<b>Total Calls For Service</b>	<b>40</b>

Calls by Response Area	Mar 2020
Grid AFD1	9
Grid AFD2	4
Grid AFD3	10
Grid AFD4	8
Grid AFD5	4
Grid AFD6	0
Mutual Aid Given	5
<b>Total</b>	<b>40</b>

Fire and Rescue Responses by Type	
Mar 2020	
Building Fire	0
Vehicle/ Heavy Equipment Fire	1
Brush	1
Fires, other types	1
Alarm call no fire	6
Hazardous Condition	2
Good Intent	3
Service Call	5
Emergency Medical Services	21
<b>Total Responses</b>	<b>40</b>

Simultaneous Incidents	Occurrences	Total	Simultaneous Incidents
Single Call	38	38	N/A
Two Calls Simultaneously	1	2	2
Three Calls Simultaneously	0	0	0
Four Calls Simultaneously	0	0	0
Five or More Calls Simultaneously	0	0	0
<b>Totals</b>		40	2
<b>Mar 2020</b>			<b>5 %</b>

Mutual Aid/Auto Aid Given	Mar 2020
Bedford	0
Candia	0
Chester	1
Deerfield	0
Derry	0
Hampstead	0
Hooksett	1
Hudson	0
Litchfield	0
Londonderry	1
Manchester	2
Northwood	0
Pelham	0
Raymond	0
Salem	0
Sandown	0
Windham	0
<b>Total</b>	<b>5</b>

Mutual Aid Received	Time of Day	Count
Candia 1	00:00 - 00:59	1
Chester 11	01:00 - 01:59	1
Deerfield 0	02:00 - 02:59	1
Derry 0	03:00 - 03:59	2
Hampstead 0	04:00 - 04:59	1
Hooksett 1	05:00 - 05:59	0
Hudson 0	06:00 - 06:59	0
Litchfield 0	07:00 - 07:59	1
Londonderry 1	08:00 - 08:59	2
Londonderry 1	09:00 - 09:59	1
Manchester 0	10:00 - 10:59	2
Raymond 0	11:00 - 11:59	3
<b>Total 14</b>	12:00 - 12:59	2
	13:00 - 13:59	1
	14:00 - 14:59	3
	15:00 - 15:59	3
	16:00 - 16:59	0
	17:00 - 17:59	4
	18:00 - 18:59	5
	19:00 - 19:59	2
	20:00 - 20:59	2
	21:00 - 21:59	1
	22:00 - 22:59	2
	23:00 - 23:59	
	<b>Total Alarms</b>	<b>40</b>

EMD Call Code	Mar 2020
ALPHA	3
BRAVO	6
CHARLIE	5
DELTA	4
ECHO	1
NONE	4
OMEGA	1
<b>Grand Total</b>	<b>24</b>





# Auburn Fire Quarter 1 2020 Statistics

## Calls by Day of the Week

	Q1 2020
Monday	24
Tuesday	22
Wednesday	15
Thursday	14
Friday	30
Saturday	17
Sunday	15
<b>Total</b>	<b>137</b>

## Fire / EMS Calls for Q1 2020

EMS Calls for Service	75
Fire Calls for Service	62
<b>Total Calls For Service</b>	<b>137</b>

## Calls by Response Area

	Q1 2020
Grid AFD1	37
Grid AFD2	12
Grid AFD3	27
Grid AFD4	30
Grid AFD5	9
Grid AFD6	2
Mutual Aid Given	20
<b>Total</b>	<b>137</b>

## Fire and Rescue Responses by Type Q1 2020

Building Fire	0
Vehicle/ Heavy Equipment Fire	4
Brush	1
Fires, other types	1
Alarm call no fire	15
Hazardous Condition	10
Good Intent	12
Service Call	25
Emergency Medical Services	69
<b>Total Responses</b>	<b>137</b>

Simultaneous Incidents	Occurrences	Total	Simultaneous Incidents
Single Call	124	124	N/A
Two Calls Simultaneously	5	10	10
Three Calls Simultaneously	1	3	3
Four Calls Simultaneously	0	0	0
Five or More Calls Simultaneously	0	0	0
<b>Totals</b>		<b>137</b>	<b>13</b>
<b>Q1 2020</b>			<b>10 %</b>

Mutual Aid/Auto Aid Given	Q1 2020
Bedford	0
Candia	5
Chester	9
Deerfield	0
Derry	0
Hampstead	0
Hooksett	1
Hudson	0
Litchfield	0
Londonderry	2
Manchester	2
Northwood	0
Pelham	0
Raymond	0
Salem	0
Sandown	0
Windham	1
<b>Total</b>	<b>20</b>

Mutual Aid Received	Time of Day	Count
Candia	00:00 - 00:59	4
Chester	01:00 - 01:59	4
Deerfield	02:00 - 02:59	5
Derry	03:00 - 03:59	3
Hampstead	04:00 - 04:59	3
Hooksett	05:00 - 05:59	3
Hudson	06:00 - 06:59	2
Litchfield	07:00 - 07:59	4
Londonderry	08:00 - 08:59	7
Londonderry	09:00 - 09:59	5
Manchester	10:00 - 10:59	10
Manchester	11:00 - 11:59	8
Raymond	12:00 - 12:59	7
<b>Total</b>	13:00 - 13:59	10
	14:00 - 14:59	4
	15:00 - 15:59	8
	16:00 - 16:59	9
	17:00 - 17:59	5
	18:00 - 18:59	11
	19:00 - 19:59	8
	20:00 - 20:59	4
	21:00 - 21:59	6
	22:00 - 22:59	2
	23:00 - 23:59	5
	<b>Total Alarms</b>	<b>137</b>

EMD Call Code	Q1 2020
ALPHA	14
BRAVO	12
CHARLIE	12
DELTA	16
ECHO	1
NONE	19
OMEGA	1
<b>Grand Total</b>	<b>75</b>



## TOWN OF AUBURN, NEW HAMPSHIRE

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



April 15, 2020

The Auburn Fire Department would like to take this opportunity to commend your actions demonstrated at a medical emergency on April 8th, 2020 in Auburn N.H.

On the morning of April 8th, The Auburn Fire Department along with Derry Medic 3 responded to Dearborn Rd. in Auburn N.H. for a Delta level cardiac related emergency. Your actions demonstrated this day resulted in the saving of this patient's life.

While responding to the hospital, your patient while experiencing a myocardial infarction went into cardiac arrest. Your quick assessment, recognized STEMI, quick defibrillation and advanced life saving measures performed this morning resulted with the patient's immediate return of spontaneous pulses and the patient conversing with FD members on arrival at the Elliot ER. These efforts resulted in a positive outcome for this patient.

It is through professional actions like these when I appreciate the work you all do daily and would like to recognize and commend the following members of the Auburn and Derry Fire Departments.

Capt. James Saulnier  
Lt. Patrick Glennon  
Firefighter Ryan Boyle  
Firefighter Todd Donovan  
Firefighter Scott Newnan

Again, Great work!

Michael Williams  
Auburn N.H. Fire Department  
Fire Chief

CC. Auburn Selectmen, Bill Herman, Michael Gagnon, All members listed above

## Bill Herman

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**From:** Nancy MAYLAND <n.mayland@comcast.net>  
**Sent:** Monday, April 13, 2020 4:18 PM  
**To:** Bill Herman  
**Subject:** alternate library trustee

Hi Bill,

Following up on our earlier conversation, the Library Board of Trustees would like to ask the Selectmen to reappoint Brenda Beer as an alternate trustee. This is normally done right after town meeting and for a one year term.

Thank you,  
Nancy J. Mayland  
Chair, Library BOT



# APPOINTMENT OATH OF OFFICE

To Brenda M. Beer of Auburn in the County of Rockingham

WHEREAS, there is a vacancy in the position of Alternate Library Trustee in said town and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you the said, **Brenda M. Beer as Alternate Library Trustee** of the Town of Auburn and upon your taking the oath of office, and having this appointment and the certificate of said oath of office recorded by the Town Clerk, you shall have the powers, perform the duties, and be subject to the liabilities of such office. Term to expire in March 2020, or upon the selection of your successor.

Given under our hands this 20th day of April 2020

\_\_\_\_\_  
Selectmen of the Town of Auburn

"I, Brenda M. Beer, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as Alternate Library Trustee for the Town of Auburn to the best of my abilities, agreeably to the rules and regulations of the Constitution and Laws of the State of New Hampshire; So help me God."

Signature .....

Address .....

Phone .....

E-Mail .....

Personally appeared the above named, Brenda Beer took and subscribed the foregoing oath.

State of New Hampshire, Rockingham County .....

On the \_\_\_\_ day of \_\_\_\_\_ of 2020

\_\_\_\_\_  
Selectman, Moderator,  
Town Clerk or Deputy Town Clerk

Received and Recorded .....

.....  
Kathleen A. Sylvia, Town Clerk

[illegible]

## 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 16, 2020

**Re:** Waste Oil Collection Facility Proposals

In follow-up to the Board's discussion at your April 6<sup>th</sup> meeting, the Town has received two proposals for identified repairs to the waste oil collection facility at the former landfill property on Chester Turnpike. The proposals are attached for your review.

Bob Magnusson of Waste Management has also been in verbal communications on this item and is interested in discussing with the Board the potential of stopping the collection of the waste oil altogether.

Last December he provided the Board with the attached report on the volume of oil collected for the years 2015 through 2019 at the Auburn location. He also has provided the attached NHDES list of "Businesses Collecting Household Generated Used Oil" which includes 19 different businesses around Auburn in Derry (5), Hooksett (3), Londonderry (2), Manchester (8) and Raymond (1) that will take the waste oil.

He has suggested Waste Management would be prepared to have several signs prepared that provides information on these businesses that could be posted on the Auburn site, and then the Town would not have to make repairs to the facility. It could be closed and removed if the Town wished to do so.

We would be happy to schedule a meeting for the Board with Mr. Magnusson if you wish to discuss the potential of not collecting waste oil. It is not a material that the municipality is required to handle.

Or the Board could certainly decide to repair the facility and select one of the proposals received to accomplish that task. This is not something that was specifically included in the Town's FY 2020 operating budget. We would assume the Board would fund this work through the Town Building Repairs reserve fund.

Thank you for your consideration.

Attachments

[illegible]

PO Box 94  
Auburn, NH 03032

# Estimate

Keith LeClair Town Of Auburn

Date	Estimate No.	Project
04/10/20	23	

Item	Description	Quantity	Cost	Total
09 Roof Flashing	Remove and Discard old structure to cover fenced in are for oil drums. Supply and Build materials for a replacement structure to cover oil drums. Structure to be made of pressure treated lumbering including 6x6 support posts and shingled roof. Onsite supports and bracing determined at time of build.		3,500.00	3,500.00
22 Specialty	**Any additional costs due to permits or special instructions from code officer will be discussed and may incur additional funds.			0.00

**\$3,500.00**



# Rolfe Builders LLC

387 Bunker Hill Road Auburn NH 03032 Cell 603-231-8905 Email Buildingbest1@aol.com

4/14/2020

Town of Auburn

Proposal for roof system over waste oil recycle Facility

Building of approximately a 10'x11' roof system to fit over and around fenced in area  
With roof system to be anchored to concrete slab by way of 4x4 pressure treated to concrete anchors.

Construction to be 2x6 16" on center Rafters with 1x3 purlins and metal roof screwed down to purlins

Any and all trim to be wrapped in white metal. all wall surfaces to be covered in vinyl siding

Rolfe builders LLC will also cover roof with a 5-year labor only warranty for defects in workmanship

**Total cost of construction of roof**

**\$1880.00**

MONTH	2015		2016		2017		2018		2019	
	Gallons	Residents	Gallons	Residents	Gallons	Residents	Gallons	Residents	Gallons	Residents
January	0	0	57	15	23	8	8	2	0	0
February	0	0	11	4	30	8	15.5	4	0	0
March	0	0	26	8	57	8	21	6	14	2
April	0	0	43	14	13	7	31	6	34	7
May	38	11	34	11	14.5	7	0	0	21.5	6
June	39	25	11	2	33	9	45	9	25.5	4
July	0	0	21	6	13.5	4	28	8	4	4
August	67	15	37.5	8	23	6	24	4	50.5	11
September	41	12	41	11	47	9	39	8	2.5	2
October	27	5	30	7	73	16	14	3	41.5	10
November	47	11	22	7	45.5	9	24	6	9	5
December	15	4	37.5	9	0	0	8.5	3	0	0
Annual Total	274	83	371	102	372.5	91	258	59	202.5	51
Average/Month	22.83	7	30.92	9	31.04	8	21.50	5	16.88	4
Avg Gallons Received per drop-off	3.30		3.64		4.09		4.37		3.97	

**NOTES:**

- 2015 - Jan, Feb, Mar, Apr; no data recorded.
- JUL-2015 event was cancelled.
- CY/2019 Added, running update information.



## Businesses Collecting Household Generated Used Oil

The following list is not a complete list of businesses that may accept household generated used oil, nor does it imply endorsement by the New Hampshire Department of Environmental Services. This list is offered as a reference in the search for outlets to properly dispose of household generated used oil. Before bringing used oil to any of these locations, the business should be contacted to ensure that it is willing and able to accept your oil.

For additional information contact the NHDES Used Oil Program at 603-271-6424 or [usedoil@des.nh.gov](mailto:usedoil@des.nh.gov).

Private Businesses Collecting Household Generated Used Oil			
Town	Business Name	Address	Phone
Bedford	O'Reilly Auto Parts	56 South River Rd.	(603) 222-1627
	VIP Tires & Service	56 South River Rd.	(603) 668-6040
Berlin	NAPA Auto Parts Berlin Auto Parts	123 Glen Ave.	(603) 752-4405
Bristol	O'Reilly Auto Parts	64 Lake St.	(603) 744-8100
Center Conway	NAPA Auto Parts Redstone Auto Parts	512 Eastman Rd.	(603) 752-4405
Claremont	AutoZone	113 Washington St.	(603) 542-0383
	VIP Tires & Service	366 Washington St.	(603) 543-3521
	NAPA Auto Parts Cricket Plant & Auto Parts LLC	73 Pleasant St.	(603) 543-3144
Colebrook	NAPA Auto Parts Coos Auto Supply LLC	16 Colby St.	(603) 237-5505
Concord	Advanced Auto Parts	136 Loudon Rd.	(603) 224-4795
	AutoZone	45 Fort Eddy Rd.	(603) 225-4243
	Jiffy Lube	150 Loudon Rd.	(603) 224-3300
	O'Reilly Auto Parts	162 Manchester St.	(603) 223-4089
	O'Reilly Auto Parts	189 Fisherville Rd.	(603) 369-4081
	O'Reilly Auto Parts	61 Hall St.	(603) 225-6691
	Prolerized New England Co. LLC	14 Poplar Ave.	(401) 736-7920
Conway	VIP Tires & Service	162 Manchester St.	(603) 224-4844
	NAPA Auto Parts Bailey's Auto Supply	78 Main St.	(603) 447-5928

Derry	Advanced Auto Parts	10 Nashua Rd.	(603) 432-3084
	AutoZone	61 Crystal Ave.	(603) 434-2320
	Jiffy Lube	6 Ashleigh Dr.	(603) 425-0777
	O'Reilly Auto Parts	28 Manchester Rd.	(603) 421-0289
	NAPA Auto Parts Sanel Auto Parts	29 South Ave.	(603) 432-9536
Dover	NAPA Auto Parts Sanel Auto Parts	900 Central Ave.	(603) 742-7600
Enfield	Carquest Auto Parts	451 Route 4	(603) 632-4352
Epping	NAPA Auto Parts E & J Auto Parts, Inc.	329 Calef Hwy.	(603) 679-5412
Franklin	AutoZone	856 Central St.	(603) 934-9735
	NAPA Auto Parts Sanel Auto Parts	522 Central St.	(603) 934-5650
Goffstown	Advanced Auto Parts	553 Mast Rd.	(603) 622-6046
	O'Reilly Auto Parts	711 Mast Rd.	(603) 863-4344
Gorham	VIP Tires & Service	418 Main St.	(603) 466-5922
Hillsborough	O'Reilly Auto Parts	4 Intervale Dr.	(603) 464-5040
	VIP Tires & Service	4 Intervale Dr.	(603) 464-6200
	NAPA Auto Parts Sanel Auto Parts	80 Henniker St.	(603) 464-5504
Hooksett	Advanced Auto Parts	1292 Hooksett Rd.	(603) 222-3820
	AutoZone	1279 Hooksett Rd.	(603) 623-6854
	O'Reilly Auto Parts	1109 Hooksett Rd.	(603) 518-1302
Hudson	AutoZone	77 Derry St.	(603) 578-3851
Jaffrey	Advanced Auto Parts	80 Peterborough Rd.	(603) 593-3417
Keene	Advanced Auto Parts	23 Key Rd.	(603) 352-9219
	AutoZone	58 Key Rd.	(603) 355-3300
	NAPA Auto Parts Sanel Auto Parts	38 Emerald St.	(603) 352-1550
Laconia	O'Reilly Auto Parts	1033 Union Ave.	(603) 524-1438
	Advanced Auto Parts	163 Court St., Suite 5	(603) 556-8910
	AutoZone	311 Union Ave.	(603) 524-5261
	VIP Tires & Service	1033 Union Ave.	(603) 528-4390
	NAPA Auto Parts Sanel Auto Parts	359 South Main St.	(603) 524-3300
Landaff	Stockley Enterprises, Inc. DBA Stockley Trucking, Inc.	405 South Main St.	(603) 838-2860



Lancaster	NAPA Auto Parts Sanel Auto Parts	457 Main St.	(603) 778-2582
Lebanon	AutoZone	377 Miracle Mile	(603) 442-9517
Lincoln	NAPA Auto Parts Sanel Auto Parts	83 Main St.	(603) 745-3677
Littleton	VIP Tires & Service	862 Meadow St.	(603) 444-4497
	NAPA Auto Parts C&S Auto & Truck Parts	225 Union St.	(603) 444-2982
Londonderry	O'Reilly Auto Parts	3 Garden Ln.	(603) 421-0427
	S&S Metals Recycling, Inc.	196 Rockingham Rd.	(603) 537-1000
Manchester	Advanced Auto Parts	107 Pine St.	(603) 645-5995
	AutoZone	921 South Willow St.	(603) 668-7200
	Jiffy Lube	283 South Willow St.	(603) 626-0545
	O'Reilly Auto Parts	200 Gay St.	(603) 836-2090
	O'Reilly Auto Parts	445 Hooksett Rd.	(603) 222-1663
	Pep Boys	875 South Willow St.	(603) 624-6277
	VIP Tires & Service	445 Hooksett Rd.	(603) 629-9760
	NAPA Auto Parts Sanel Auto Parts	21 Dow St.	(603) 625-6921
Meredith	NAPA Auto Parts Sanel Auto Parts	331 Daniel Webster Hwy.	(603) 279-4824
Merrimack	VIP Tires & Service	714 Milford Rd.	(603) 883-8477
Milford	O'Reilly Auto Parts	48 Jones Rd.	(603) 249-3209
	Advanced Auto Parts	162 Elm St.	(603) 673-7020
	AutoZone	222 Elm St.	(603) 672-4253
	VIP Tires & Service	48 Jones Rd.	(603) 672-7502
	NAPA Auto Parts Sanel Auto Parts	184 South St.	(603) 673-2308
Nashua	Advanced Auto Parts	300 Main St.	(603) 598-0049
	AutoZone	100 Daniel Webster Hwy.	(603) 888-7555
	Jiffy Lube	620 Amherst St.	(603) 595-1305
	Jiffy Lube	77 East Hollis St.	(603) 880-6162
	Pep Boys	274 Amherst St.	(603) 598-6600
	NAPA Auto Parts Sanel Auto Parts	358 Main St.	(603) 882-8187
	Scrap Metals, Inc.	128 East Glenwood St.	(603) 396-6282
Newington	Tradebe Treatment and Recycling Northeast LLC	410 Shattuck Way	(888) 276-0887



Newport	Advanced Auto Parts	6 John Stark Hwy.	(603) 865-1083
	NAPA Auto Parts Cricket Plant & Auto Parts LLC	592 Sunapee St.	(603) 863-9700
North Conway	AutoZone	1921 White Mountain Hwy.	(603) 733-3096
North Hampton	Jiffy Lube	27 Lafayette Rd.	(603) 964-1133
Peterborough	NAPA Auto Parts Peterborough Auto Supply	136 Grove St.	(603) 924-7179
Plaistow	Advanced Auto Parts	5 Plaistow Rd.	(603) 378-2017
	AutoZone	12 Plaistow Rd.	(603) 382-6601
	Jiffy Lube	75 Plaistow Rd.	(603) 382-1713
Plymouth	O'Reilly Auto Parts	589 Tenney Mountain Hwy.	(603) 481-8989
	NAPA Auto Parts KLSC Parts, Inc.	17 Main St.	(603) 536-1554
Portsmouth	O'Reilly Auto Parts	2179 Lafayette Rd.	(603) 422-0932
	Advanced Auto Parts	2239 Lafayette Rd.	(603) 436-4068
	AutoZone	1981 Woodbury Ave.	(603) 334-6399
	Jiffy Lube	1817 Woodbury Ave.	(603) 436-3303
	Pep Boys	50 Durgin Ln.	(603) 890-0555
	VIP Tires & Service	2179 Lafayette Rd.	(603) 431-1125
	NAPA Auto Parts Sanel Auto Parts	170 West Rd., Suite 10	(603) 436-3834
Raymond	Advanced Auto Parts	55 Route 27	(603) 895-3904
Rindge	AutoZone	21 Commercial Ln.	(603) 899-6925
Richmond	Richmond Auto Sales	158 Whipple Hill Rd.	(603) 239-8917
Rochester	Advanced Auto Parts	703 Columbus Ave.	(603) 332-4821
	AutoZone	122 South Main St.	(603) 335-0294
	Jiffy Lube	195 Charles St.	(603) 335-3603
	O'Reilly Auto Parts	4 Milton Rd.	(603) 330-0590
	VIP Tires & Service	4 Milton Rd.	(603) 332-7442
Salem	Advanced Auto Parts	157 Main St.	(603) 893-5700
	Advanced Auto Parts	510 South Broadway	(603) 212-0063
	AutoZone	517 South Broadway	(603) 335-0294
	Jiffy Lube	323 South Broadway	(603) 898-8866
	Jiffy Lube	194 North Broadway	(603) 890-1333

	Pep Boys	524 South Broadway	(603) 890-0555
	NAPA Auto Parts Sanel Auto Parts	131 North Broadway	(603) 436-3834
Sanbornville	NAPA Auto Parts Sanbornville Auto Supply	1687 White Mountain Hwy.	(603) 522-3811
Seabrook	Advanced Auto Parts	738 Lafayette Rd.	(603) 474-0929
	AutoZone	519 Lafayette Rd.	(603) 474-8204
	Jiffy Lube	467 Lafayette Rd.	(603) 474-8927
	NAPA Auto Parts SJF Enterprises, Inc.	1 Batchelder Rd.	(603) 474-3023
Somersworth	AutoZone	503 High St.	(603) 750-3100
	VIP Tires & Service	6 Waltons Way	(603) 692-5550
	NAPA Auto Parts Sanel Auto Parts	37 Washington St.	(603) 692-5835
Stratham	AutoZone	29 Portsmouth St.	(603) 773-9814
	O'Reilly Auto Parts	4 West Rd.	(603) 772-0373
	VIP Tires & Service	4 West Rd.	(603) 772-4178
Tilton	O'Reilly Auto Parts	117 Laconia Rd.	(603) 286-2042
	O'Reilly Auto Parts	635 West Main St.	(603) 286-6272
Warren	C M Whitcher Transfer Facility	58 Whitcher Hill Rd.	(603) 764-9300
Weare	NAPA Auto Parts Sanel Auto Parts	467 South Stark Hwy.	(603) 529-2886
West Lebanon	Advanced Auto Parts	71 Main St.	(603) 298-7036
	Jiffy Lube	2 Market St.	(603) 298-5019
	NAPA Auto Parts Sanel Auto Parts	98 Main St.	(603) 298-8759
West Ossipee	NAPA Auto Parts Ossipee Auto Parts	2190 White Mountain Hwy.	(603) 539-2296
Whitefield	NAPA Auto Parts C&S Auto & Truck Parts	110 Lancaster Rd.	(603) 837-9094
Wolfeboro	NAPA Auto Parts Wolfeboro Auto Supply	6 Bay St.	(603) 569-1688
Woodsville	O'Reilly Auto Parts	174 Central St.	(603) 747-2733

Revised: July 18, 2019

**Town of Auburn  
Board of Selectmen  
April 6, 2020  
Public Access by Remote Teleconference  
Minutes**

**6:00 PM**

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

**Non-Public Session – RSA 91-A:3, II (a) and (c)**

Compensation of a public employee & Reputation of someone other than a Board member

*Mr. Leclair motioned to go into non-public session at 6:00 PM pursuant to RSA 91-A:3, II (a) and (c) compensation of a public employee and reputation of someone other than a Board member. Mr. Bedard seconded the motion. A roll call vote was taken Mr. Leclair – aye, Mr. Bedard – aye and Mr. Rolfe – aye, with all in favor, the motion passed unanimously.*

The meeting was closed to the public at 6:00 PM.

*Mr. Leclair motioned to come out of non-public session at 6:57 PM. Mr. Rolfe seconded the motion, with all in favor, the motion passed unanimously.*

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

**Others Present** Finance Director Adele Frisella, Tax Collector Sue Jenkins, Police Chief Ray Pelton (remotely) , Linda Dross (remotely) , Steven Kimball (remotely), Town Administrator William Herman and Nancy Hoijer, Recording Secretary

**Call to Order – Pledge of Allegiance**

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

Mr. Leclair opened the meeting announcing that as Chairman of the Board of Selectmen, he was declaring that an emergency exists and was 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 Town 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.



#### **Approval of Payroll Manifest for the Week of March 30, 2020 - \$43,782.66**

*Mr. Bedard motioned to approve the Payroll Manifest for the week of March 30, 2020 in the amount of \$43,782.66. Mr. Rolfe seconded the motion, with all in favor, the motion passed unanimously.*

#### **Approval of Accounts Payable Manifest for the Week of April 6, 2020 - \$1,700.00**

*Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of April 6, 2020 in the amount of \$1,700.00. Mr. Leclair seconded the motion. A vote was taken; two were in favor (Mr. Leclair and Mr. Bedard) and one abstained (Mr. Rolfe). The motion passed unanimously.*

#### **Approval of Accounts Payable Manifest for the Week of April 6, 2020 - \$854,848.79**

*Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of April 6, 2020 in the amount of 854,848.79. Mr. Rolfe seconded the motion, with all in favor, the motion passed unanimously.*

#### **Approval of Consent Agenda for the Week of April 6, 2020**

Mr. Leclair read out loud and offered for inspection a copy of the Consent Agenda for the Week of April 6, 2020 some of which included: one (1) Abatement-Refund Request, one (1) Void Check Manifest and three (3) pistol/revolver licenses.

*Mr. Bedard motioned to approve the Consent Agenda for the Week of April 6, 2020. Mr. Rolfe 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 – (Continued from March 9, 2020) - POSTPONED

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

##### **General Update on Town Issues**

Police Chief Pelton provided an update on the Department's activities since the last meeting as they relate to the COVID-19 pandemic. Chief Pelton noted the quarantined officer is back on duty after the party to which he was exposed was tested negative. The Department is at full strength and has enough PPE for a strong week of calls. The Fire Department will resubmit for PPE, while the Police Department has set up a decontamination station to clean and reuse equipment within one of the pods at the Safety Complex. The AVS has provided gloves and goggles to the 4 Police Department. All Police Officers will be wearing masks and protective gear while responding to any and all calls and will be fully staffed for all shifts. Callers will be met outside when possible. The Fire Department will do the same. Auburn has quite a few cases of COVID-19. The departments are receiving a daily list of names and addresses of all persons who have had a positive test with COVID-19 who reside in the Town of Auburn. Derry has a good stockpile of PPE and has taken the majority of calls. There was one overdose death reported and the family had difficulty with the funeral home agreeing to enter the home to collect the remains. The situation was resolved with help from the ME's office. The Fire Chief noted as of April 3<sup>rd</sup>, 131 first responders have been quarantined statewide. There are more sites for

quick tests opening up for first responders. All Fire Inspections have been suspended. Burn permits can be obtained online. A vendor in Hooksett has offered to assist with disinfecting.

Chief Pelton spoke with the owner of the Calef Campground who is not going to open for the seasonal sites during the State of Emergency.

Mr. Leclair noted plexiglass has been installed in most of the Town offices who requested it. The front door of Town Hall is being locked and residents are seen by appointment only. Motor vehicle registrations, dog licenses and building permits are urged to be done online. The Town Administrator has reminded department heads to track COVID-19 expenses for potential reimbursement through the President's disaster declaration which activates FEMA funding. Paul Raiche, the Health Officer is working with the Pastor at the Tower Hill Church to assist those in need of food.

Mr. Herman noted since Friday, there has also been a grant opportunity for law enforcement through the Department of Justice that provides a potential 100% reimbursement. Staff schedules may be staggered at Town hall going forward to reduce exposure.

#### **MOU with NH Department of Health & Human Services**

Mr. Leclair noted that per the Memorandum of Understanding with the Department of Health and Human Services the Police and Fire Chiefs will be receiving a daily list of residences with positive COVID-19 tests in Town.

Mr. Herman provided the Board with a copy of the MOU from the Department of Health & Human Services relative to Covid-19.

***Mr. Bedard motioned 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 the Local First Responder's Call Centers/Dispatches to receive confidential Covid-19 data for Auburn. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Parking – Tower Hill Road**

Mr. Leclair indicated he viewed pictures posted online of parking on both sides of the road at Tower Hill. Chief Pelton will speak to the Manchester Water Works Watershed Patrol for assistance. The parking lot at Front Park is closed and people are parking safely in the breakdown lane. No one is blocking the road at Depot Road.

#### **New Business**

##### **Event Permission Request – NH 10 Mile Road Race**

Mr. Herman provided the Board with a copy of an email from Cullen Madden of Millennium Running dated March 23, 2020.

Millennium Running plans to hold a road race in August and arrange the details for this event using Town roads. Chief Pelton reported the event has been held before and runs very smoothly. The Board indicated they had no issues.



### **AFD SOP #017 – Part Time/Per Diem Firefighter Requirements**

Mr. Herman provided the Board with a copy of proposed SOP #017 relative to roles and responsibilities for the Part time/Per diem firefighters. Chief Williams requested and received approval from the Board through the budget process to schedule call or per diem personnel for paid weekend schedules. The SOP sets forth their roles and responsibilities. The budget was approved for the program to begin on May 1<sup>st</sup>.

***Mr. Bedard motioned to adopt SOP #017 of the Auburn Fire Department. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Request for Refund of Fees – ACH Transaction**

Mr. Herman provided the Board with a Memorandum dated March 31, 2020 relative to a request from a resident for a refund of ACH fees incurred while attempting to register four motor vehicles online totaling \$9.80. The resident had to ultimately pay the registrations in person and not online. The individual has a balance of \$4,464.86 is owed to the Town with a payment made last in September of 2019 however the refund, if any, could not be applied to the balance. The consensus of the Board was that the ACH system was utilized even though the payment was reversed.

***Mr. Bedard moved to deny the request of Kenneth Varrato to refund the \$9.80 in ACH fees due to the reversal of an ACH payment. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **FY 2020 Budgeted Projects**

Mr. Herman provided the Board with a Memorandum dated March 30, 2020 outlining the FY 2020 Budgeted Projects.

The Board reviewed the four upcoming projects proposed and also noted the uncertainty of the financial burden to the taxpayers which may arise with Covid-19. Although the taxpayers voted to approve these projects, the Board also noted they need to be aware of the cost this crisis would be to the Town or how long it will take to be reimbursed. The Board is hoping to push them off as long as it can. The four projects planned were Insulating the Safety Complex - \$18,000; Improvements to the Pingree Hill Fire Station \$28,000; Storage Building \$28,000 and the Library Evaluation Project \$28,850.

The Board determined the Insulation project and Improvements to the Pingree Hill Fire Station were funded from the Town Buildings Capital Reserve Fund and, as the funds are available, could proceed when the departments are not so busy. It was noted the Safety Complex personnel would have to be relocated while the work is done so it can be vented properly. The Storage Building funded by anticipated Municipal Aid fund will be on hold until there is confirmation the State will have the ability to send the funds this year. The Library Evaluation will be discussed with the Library Trustees once bids are received on April 16<sup>th</sup>.

### **Lease Agreement for Police Cruiser**

Chief Pelton indicated the lease for one of the new cruisers approved in the budget and needs to be signed. Mr. Herman recommended the Chief of Police be authorized to sign the agreement.

***Mr. Bedard motioned to authorize Chief Pelton to sign the lease for the police cruiser. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Old Business**

### **Oil Collection Facility – Improvements**

Mr. Rolfe reported he received a verbal proposal of \$1,800 for a new roof and six posts for the oil collection facility. Mr. Leclair requested he secure it in writing and forward it to Mr. Herman. Mr. Leclair indicated he would secure a second proposal for the Board's consideration. Mr. Herman will keep the matter on the agenda.

### **Griffin Mill Bridge Workshop Session**

Mr. Herman indicated the design and permitting should move forward this year so the project is ready to go when construction funds are available next year. The Board previously requested a workshop meeting with engineers and town counsel be held to determine how to move forward. The Board felt the meeting couldn't be scheduled yet and will need to be looked at once the State of Emergency is lifted.

## **Minutes**

- March 23, 2020 Public Meeting

***Mr. Bedard motioned to approve the minutes of the March 23, 2020 Public Meeting. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

- March 23, 2020 Non-Public Meeting

***Mr. Bedard motioned to approve the minutes of the March 23, 2020 Non-Public Meeting. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Next Meetings/Events**

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

The Board agreed they were comfortable in meeting under the current conditions. Mr. Leclair indicated he will discuss with Mr. Herman closer to the April 20<sup>th</sup> meeting date to determine how to proceed with the meeting based on conditions at the time.

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

***Mr. Leclair motioned to go into non-public session pursuant to RSA 91-A:3, II (c) at 7:40 PM. Mr. Bedard seconded the motion. A roll call vote was taken: Mr. Leclair – aye, Mr. Bedard – aye, Mr. Rolfe – aye. With all in favor, the motion passed unanimously.***

The meeting was closed to the public at 7:40 PM.

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

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

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

## **Adjourn**

***Mr. Bedard motioned to adjourn the meeting at 8:12 PM. Mr. Rolfe seconded the motion, with all in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary