

**Town of Auburn
Board of Selectmen
February 25, 2019
Town Hall**

7:00 p.m.

() Call to Order – Pledge of Allegiance

Approval of Accounts Payable Manifest for the Week of February 11, 2019 -- \$876,862.50

Approval of Payroll Manifest for the Week of February 18, 2019 – \$88,985.98

Approval of Accounts Payable Manifest for the Week of February 25, 2019

Approval of Consent Agenda – Week of February 25, 2019

() Public Hearing (Previously Advertised)

Withdrawals & Expenditures from the Town Buildings Capital Reserve Fund and the Accrued Benefits Liability Fund

() Appointments with the Board

Fire Chief Michael Williams – Monthly Report and Proposed SOPs

() New Business

Nomination of Deputy Forest Fire Wardens

Appointment – Inspector of the Election

Re-Appointment – Parks & Recreation Commission Member

2018 Encumbered Funds

2018 Town Report

() Old Business

() Other Business

() Next Meetings

Monday, March 11, 2019

Monday, March 25, 2019 – Swearing In of 2019 Elected Officials

() Minutes

- February 4, 2019 Public Meeting

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

Consideration of compensation of any public employee and reputation of someone other than a member of the board. Three separate personnel items.

() Adjourn

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

PUBLIC NOTICE

Pursuant to RSA 35 and Article 4 of the 2006 Town Meeting, the Auburn Board of Selectmen will hold a public hearing on Monday, February 25, 2019 beginning at 7:00 P.M. at the Auburn Town Hall for the purpose of receiving public comment concerning the withdrawal and expenditure of:

- The amount of \$2,149.00 from the Town Building Rehabilitation Capital Reserve Fund for the installation of five recessed lights and timer for the front entrance of the Town Hall, removal of two motion lights and two wall sconce EBU's and installation of "Emergency" light at front and rear exits at the Auburn Town Hall at 47 Chester Road.
- The amount of \$3,895.00 from the Town Building Rehabilitation Capital Reserve Fund for the removal and replacement of the single zone mini-split air conditioning system at the Griffin Free Public Library on Hooksett Road.

Immediately following the public hearing on the above item, the Auburn Board of Selectmen will hold a public hearing pursuant to RSA 31:19-a and Article 7 of the 2016 Town Meeting for the purpose of receiving public comment concerning the withdrawal and expenditure of:

- \$19,403.05 from the Accrued Benefits Expendable Trust for the total cost of accrued benefits paid out to a Town employees who retired in 2019.

Board of Selectmen
Town of Auburn
February 12, 2019

Auburn Electric LLC

66 Rockingham Road
Auburn, New Hampshire
(603)391-2174
auburnelectric@gmail.com

December 28, 2018

Town Of Auburn
47 Chester Rd
Auburn, NH 03032

- Installation of 5 recessed cans
- Timer
- Removed 2 motion lights
- Removed 2 wall sconce EBU's (not in working order)
- Installed remote LED "EMERGENCY" light
 - Front Entrance
- Installed LED "EMERGENCY" light
 - Rear Exit
 - Cleaned up old EBU wiring that was not connected in the rear hall

Total Due \$2149.00

Thank you
Glenn Shaw



Estimate

5081

Printed 8/15/2018

257 Bridge St.
Manchester, NH
03104-5096
NH WATS



Estimate submitted to:

GRIFFIN FREE PUBLIC LIBRARY
22 HOOKSETT ROAD
PO BOX 308
AUBURN, NH 03032

Home: (603) 483-5374

Estimate Location:

GRIFFIN FREE PUBLIC LIBRARY
22 HOOKSETT ROAD
PO BOX 308
AUBURN, NH 03032

Home: (603) 483-5374

REPLACEMENT OF SINGLE ZONE:

RECLAIM AND REMOVE OLD ENERGY KNIGHT SYSTEM FROM JOBSITE. FURNISH AND
INSTALL NEW FUJITSU SINGLE ZONE 2-TON MINISPLIT SYSTEM

MATERIALS:

1-FUJITSU AOU24RLXFW1 2-TON R-410A CONDENSER
1-FUJITSU ASU24RLF 2-TON WALL MOUNT FANCOIL
<<http://www.fujitsu-general.com/us/resources/pdf/support/downloads/submittal-sheets/24RLXFW1.pdf>>
1-LIQUID SUCTION LINESET
1-R-22 RECLAIM & DISPOSAL
1-NITROGEN CHARGE (TEST NEW SYSTEM)
1-CONDENSER PAD
1-SET CONDENSER HEAT PUMP RISERS
ALL LINEHIDE AS NEEDED
ALL 14/4 COMMUNICATION WIRE AS NEEDED

We propose hereby to furnish material and labor - complete in accordance with above specifications

Payment to be made

100% UPON COMPLETION OF JOB

dolla (**\$3,895.00**)

All material is guaranteed to be as specified. All work to be completed in a
workmanlike manner according to standard practices. Any alteration or deviation

In the event that there is a Default
under the terms of this agreement,
the person to whom this proposal is
made shall be responsible for all
costs of collection, including

Author

NOTE This proposal

may be

days.

Acceptance of Proposal - The above prices,
specifications and conditions are

Date of Acceptance

Signature

Signature

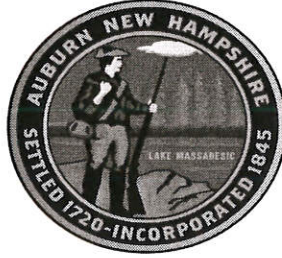
Print Name

Print

Individually a

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 19, 2019

Re: Withdrawal and Expenditure of Funds from Reserve Accounts

As part of the Board's meeting on February 25th is a public hearing to receive public comment concerning the withdrawal and expenditure of funds from two different reserve funds – the Town Building Rehabilitation Capital Reserve Fund and the Accrued Benefits Expendable Trust Fund.

The two items listed for the Town Building Rehabilitation Capital Reserve Fund have been discussed previously and approved by the Board. The public hearing is the formal step to take to finalize the process and funding.

One of the projects is the installation of five recessed lights and timer for the front entrance of the Town Hall, removal of two motion lights and two wall sconce EBU's and installation of "Emergency" light at front and rear exits of the Auburn Town Hall for a total of \$2,149.

The second project is the removal and replacement of a single zone mini-split air conditioning system at the Griffin Free Public Library for a total of \$3,895.

To finalize these two items, the following motion would be appropriate:

Move to approve the withdrawal and expenditure of a total of \$6,044 from the Town Buildings Capital Reserve Fund for the purpose of installing and improving exterior lights at the Town Hall for \$2,149 and to remove and replace a single zone mini-split air conditioning system at the Griffin Free Public Library for \$3,895.

The proposed withdrawal of \$19,403.05 from the Accrued Benefits Expendable Trust Fund is to cover the full cost of the 360 hours of accrued leave (including related payroll expenses of NHRS contribution and Medicare taxes) that was due following the retirement of Chief Picard.

To finalize this item, the following motion would be appropriate:

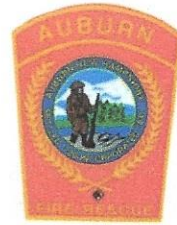
Move to approve the withdrawal and expenditure of \$19,403.05 from the Accrued Benefits Expendable Trust Fund for the total cost of accrued benefits paid out to a Town employee upon retirement.

Thank you for your consideration.



TOWN OF AUBURN, NEW HAMPSHIRE

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



Auburn Fire-Rescue Department Monthly Report January 2019

The Auburn Fire Department responded to 42 Incidents in January, Incident responses are broken down as follows:

Building Fire:	0
Vehicle Fires:	1
Brush:	0
Fires, all other:	0
Alarm Call:	5
Hazardous conditions:	1
Rescue/EMS:	9
Service calls:	10
Good intent calls:	16
Total:	42

Chief Michael Williams Report

- Ongoing Work updating Operational Policies and Procedure.
- Hosted monthly fire officers meeting.
- Hosted monthly department meeting.
- Attended and assisted with RIT and mayday training @ Station 2.
- Attended a selectmen's meeting to go over my monthly report and to give any necessary updates.
- Attended area fire chiefs meeting in Windham.
- Three new members were hired, Firefighter Hanna Cote, Dan Roberts and Kegan Williams, these 3 new members are going through their probationary period.
- Responded to emergencies and meetings as needed
- Attended the AVS Emergency preparedness meeting
- Completed and submitted the 2018 Annual fire department report
- Submitted call firefighter payroll for the last quarter of 2018
- Completed employee's annual evaluation



TOWN OF AUBURN, NEW HAMPSHIRE

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



Safety Complex Captain Jim Saulnier's Report

- Completed Numerous fire inspections around town, assisted the building inspector.
- A fire drill and fire extinguisher training were completed at the Access Surgical Center
- Responded to emergencies while on duty as required
- Crews attended PTS debrief at Auburn PD for medical incident on Bypass 28
- Attended meeting reference to the Auburn Village school construction.
- Daily assigned station duties
- Station Captain responsibilities

Station 2 Captain Dave Walter's Report

- Worked on Monthly Fire and EMS training
- Coordinates monthly Fire and EMS training for members
- Assists with the administration of the lamresponding program
- Completed monthly tasks @ Station 2
- Published Station 2 rules
- Moved Tanker 2 to the last apparatus bay
- Approves State of NH licenses
- Audits TEMSIS reports
- Provided CPR refresher for AVS and AFD members
- Assisted with RIT training
- Station Captain responsibilities

Lieutenant Alex Phillips Report

- Inventorying all small tools and equipment.
- Working with new firefighter assigned to his crew
- Placed 4 new single gas meters into service on medical bags
- Placed iron straps into service
- Worked with vendors on new equipment purchases
- Worked with his assigned crew on monthly training/crew activities, vehicle checks, etc.

Lieutenant Matt Barsaleau Report

- Currently completing the inventory all personal protective equipment and will start inspecting all PPE soon.
- Working with new firefighter assigned to his crew
- Worked with his assigned crew on monthly training/crew activities, vehicle checks, etc.



TOWN OF AUBURN, NEW HAMPSHIRE

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



Lieutenant Chris Szatynski Report

- Chaired Safety committee meeting, discussed cancer prevention guidelines.
- Worked with OME and 2-Way communications on radio reprogramming on all Mobile/portable Radio.

Lieutenant Pat Glennon Report

- Worked with the Electrician on completing the air compressor move and with lights @ Station 2
- Working on fire pump master drain issue with Engine 2
- Responded to emergencies while on duty as required
- Assisted Captain Saulnier with Fire prevention inspections and drills
- Daily assigned station duties

Michael Williams

Chief of Department



Auburn Fire January 2019 Statistics

Calls by Day of the Week

	Jan 2019
Monday	5
Tuesday	5
Wednesday	7
Thursday	9
Friday	4
Saturday	8
Sunday	4
Total	42

Fire / EMS Calls for January 2019

EMS Calls for Service	23
Fire Calls for Service	19
Total Calls For Service	42

Calls by Response Area

	January 2019
Grid AFD1	15
Grid AFD2	3
Grid AFD3	6
Grid AFD4	9
Grid AFD5	6
Grid AFD6	1
Mutual Aid Given	2
Total	42

Fire and Rescue Responses by Type January 2019

Building Fire	0
Vehicle/ Heavy Equipment Fire	1
Brush	0
Fires, other types	0
Alarm call no fire	5
Hazardous Condition	1
Good Intent	9
Service Call	10
Emergency Medical Services	16
Total Responses	42

Simultaneous Incidents

	Occurrences	Total	Simultaneous Incidents
Single Call	40	40	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
Totals		42	2
Jan 2019			5%

Mutual Aid/Auto Aid Given

	Jan 2019
Bedford	0
Candia	1
Chester	0
Deerfield	0
Derry	0
Hampstead	0
Hooksett	1
Litchfield	0
Lawrence, Ma	0
Londonderry	0
Manchester	0
Pelham	0
Raymond	0
Salem	0
Sandown	0
Windham	0
Total	2

Mutual Aid Received

Candia	2
Chester	0
Deerfield	0
Derry	2
Hampstead	0
Hooksett	1
Hudson	0
Litchfield	0
Londonderry	0
Manchester	0
Raymond	0
Total	5

Time of Day

	Count
00:00 - 00:59	0
01:00 - 01:59	0
02:00 - 02:59	2
03:00 - 03:59	0
04:00 - 04:59	0
05:00 - 05:59	0
06:00 - 06:59	0
07:00 - 07:59	4
08:00 - 08:59	1
09:00 - 09:59	2
10:00 - 10:59	2
11:00 - 11:59	2
12:00 - 12:59	2
13:00 - 13:59	4
14:00 - 14:59	3
15:00 - 15:59	1
16:00 - 16:59	2
17:00 - 17:59	4
18:00 - 18:59	5
19:00 - 19:59	4
20:00 - 20:59	0
21:00 - 21:59	0
22:00 - 22:59	3
23:00 - 23:59	1
Total Alarms	42

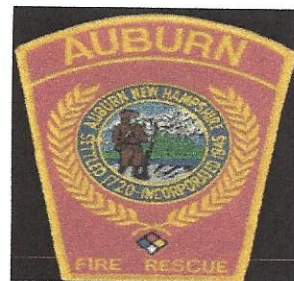
EMD Call Code

	Jan 2019
ALPHA	0
BRAVO	4
CHARLIE	1
DELTA	4
ECHO	0
NONE	14
OMEGA	0
Grand Total	23



Town of Auburn Fire Department

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



Auburn Fire Department Standard Operating Policy

Posting Date: 08/19/2017 Effective Date: 12/01/2017	SOP Category & Identification Number: SOP #006	Policy Revision February 25, 2019
SOP Title: Driver/Operators		
Approved by: Michael Williams	Re-evaluation Date: February 2020	Number of pages: 1

PURPOSE:

The purpose of this policy is to ensure that all Driver/Operators of fire department apparatus and equipment are properly trained and authorized to drive fire department apparatus.

SCOPE:

The Scope of this policy applies to all personnel who operate fire department apparatus and equipment.

PROCEDURE AND INFORMATION:

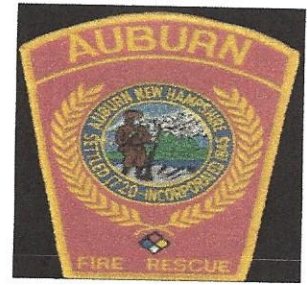
1. This policy applies to all fire department apparatus and equipment.
2. All personnel must possess a valid State of N.H. operator's driver license.
3. All new driver operators must complete the Auburn Fire Department apparatus training program in order to be placed on the approved driver operator list.
4. All new driver operators must complete the online National Safety Council "Coaching the Emergency Vehicle 3" (4-hour Course). This course can be found @ NSC.org
5. All new Driver/Operators must be proficient and knowledgeable of all town roads as well as pass an initial street test.
6. All driver operators must complete the annual fire department driver operator/pump operator refresher training program.
7. Although not required in NH, A CDL license is highly recommended.
8. Although not required, the NH Driver/Operator/EVT certification is highly recommended.
9. All personnel who are current Driver/Operators are automatically placed on the Auburn fire apparatus approved drivers list.

END OF SOP 006



Town of Auburn Fire Department

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



Auburn Fire Department Standard Operating Guideline		
Posting Date: 08/19/2017	SOG Category & Identification Number:	Guideline
Effective Date: 10/19/2017	SOP # 202	Revision February 25, 2019
SOG Title: Weekly/Daily Station Duties (Fulltime)		
Approved by: Michael Williams	Re-evaluation Date: February 2020	Number of pages: 1

PURPOSE: The purpose of this guideline is to outline the daily roles and responsibilities for full time employees.

SCOPE: The scope of this guideline applies to all fulltime fire personnel.

PROCEDURES AND INFORMATION:

Monthly Responsibilities:

- Schedule and complete 1 cistern or dry hydrant inspection monthly, excluding November, January, February
- Attend one Auburn Village school lunch per month as a student mentoring event.

Weekly Responsibilities:

- Monday: Engine 1 vehicle check
- Tuesday: Tanker 1 vehicle check
- Wednesday: Rescue 1, Forestry 1 vehicle checks
- Thursday: Car 1 & 2, Gator 1 vehicle checks
- Friday: Engine 2, Tanker 2 vehicle checks
- Every Friday from 0900-1200 the duty crew will work out of Station 2, completing the required vehicle checks and performing a light cleaning of the building.

Daily Responsibilities:

- Daily scheduled Fire Inspections or Fire prevention activities
- Daily Fire apparatus maintenance and repairs as required
- Daily Fire/EMS equipment checks
- Respond to Emergencies/Non-emergency responses as required
- Daily Station cleaning as required
- Complete all daily assigned tasks
- Snow shoveling/plowing when applicable

END OF SOG 202

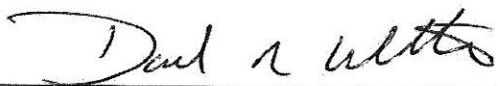
State of New Hampshire
Department of Natural and Cultural Resources
Division of Forests and Lands
FOREST PROTECTION BUREAU

DEPUTY FOREST FIRE WARDEN APPOINTMENT FORM			
Date	10/03/2018	Town	AUBURN
		District	
CANDIDATE INFORMATION			
Name	ROBERT SELINGER		
Mailing Address	236 COLEMAN RD		
E-mail Address	SELINGER2@COMCAST.NET		
Home Phone	(603) 483-2863	Cell Phone	(603) 512-3654
Work Phone	(603) 483-3500	Date of Birth	03/02/1954
<p><i>By signing below, I understand and agree to being recommended for appointment to the position of Deputy Forest Fire Warden, and furthermore, that any vehicle plate, ID card and/or other equipment issued to me by the state of New Hampshire is the property of the state of New Hampshire and will be returned at the conclusion of my appointment, as determined by the Director of the Division of Forests & Lands</i></p>			
		10/03/2018 Date	

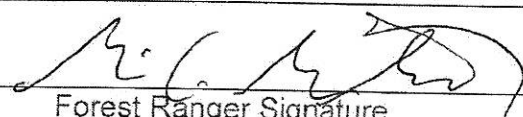
MUNICIPALITY RECOMMENDATION	
<p><i>By signing below, the Forest Fire Warden, Selectmen/Mayor/Town/City/Manager recommend the above named person for appointment by the Director of the Division of Forests and Lands</i></p>	
Candidate Authorized to Issue:	Fire Permits <input checked="" type="checkbox"/> Official Warnings <input type="checkbox"/>
	11/6/19 Date
Chairperson, Mayor, Town/City Manager Signature	1/1 Date
Selectman Signature	1/1 Date
Selectman Signature	1/1 Date
DELETE PREVIOUS APPOINTMENT OF 	

DIVISION APPROVAL	
	11/4/19 Date
Director, NH Division of Forests and Lands Signature	1/1 Date

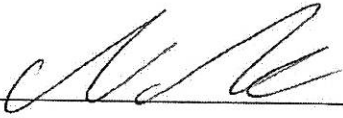
State of New Hampshire
Department of Natural and Cultural Resources
Division of Forests and Lands
FOREST PROTECTION BUREAU

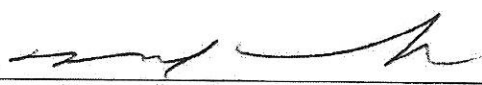
DEPUTY FOREST FIRE WARDEN APPOINTMENT FORM			
Date	9/20/18	Town	Auburn
		District	
CANDIDATE INFORMATION			
Name	David Walters		
Mailing Address	10 Greta Ave Derry NH 03638		
E-mail Address	David.Walters@comcast.net		
Home Phone	(603) 234-0720	Cell Phone	(603) 234-0720
Work Phone	(781) 225-1694	Date of Birth	12/13/63
<p><i>By signing below, I understand and agree to being recommended for appointment to the position of Deputy Forest Fire Warden, and furthermore, that any vehicle plate, ID card and/or other equipment issued to me by the state of New Hampshire is the property of the state of New Hampshire and will be returned at the conclusion of my appointment, as determined by the Director of the Division of Forests & Lands</i></p>			
		9/20/18	
Candidate Signature		Date	


MUNICIPALITY RECOMMENDATION	
<p><i>By signing below, the Forest Fire Warden, Selectmen/Mayor/Town/City/Manager recommend the above named person for appointment by the Director of the Division of Forests and Lands</i></p>	
Candidate Authorized to Issue:	Fire Permits <input checked="" type="checkbox"/> Official Warnings <input type="checkbox"/>
	1/6/19
Forest Fire Warden Signature	Date
	/ /
Chairperson, Mayor, Town/City Manager Signature	Date
	/ /
Selectman Signature	Date
	/ /
Selectman Signature	Date
DELETE PREVIOUS APPOINTMENT OF	

DIVISION APPROVAL	
	1/4/19
Forest Ranger Signature	Date
	/ /
Director, NH Division of Forests and Lands Signature	Date


State of New Hampshire
Department of Natural and Cultural Resources
Division of Forests and Lands
FOREST PROTECTION BUREAU

DEPUTY FOREST FIRE WARDEN APPOINTMENT FORM			
Date	09/20/18	Town	Auburn
		District	
CANDIDATE INFORMATION			
Name	Christopher Szatynski		
Mailing Address	380 Chester Rd		
E-mail Address	csd5530@gmail.com		
Home Phone	() -	Cell Phone	(603) 370-1552
Work Phone	(603) 483-8141	Date of Birth	03/29/1979
<p><i>By signing below, I understand and agree to being recommended for appointment to the position of Deputy Forest Fire Warden, and furthermore, that any vehicle plate, ID card and/or other equipment issued to me by the state of New Hampshire is the property of the state of New Hampshire and will be returned at the conclusion of my appointment, as determined by the Director of the Division of Forests & Lands</i></p>			
			09/20/18
Candidate Signature			Date

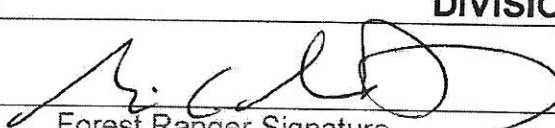
MUNICIPALITY RECOMMENDATION	
<p><i>By signing below, the Forest Fire Warden, Selectmen/Mayor/Town/City/Manager recommend the above named person for appointment by the Director of the Division of Forests and Lands</i></p>	
Candidate Authorized to Issue:	Fire Permits <input checked="" type="checkbox"/> Official Warnings <input type="checkbox"/>
	1/16/19
Forest Fire Warden Signature	Date
Chairperson, Mayor, Town/City Manager Signature	Date
Selectman Signature	Date
Selectman Signature	Date
DELETE PREVIOUS APPOINTMENT OF	

DIVISION APPROVAL	
	1/18/19
Forest Ranger Signature	Date
Director, NH Division of Forests and Lands Signature	Date

State of New Hampshire
Department of Natural and Cultural Resources
Division of Forests and Lands
FOREST PROTECTION BUREAU

DEPUTY FOREST FIRE WARDEN APPOINTMENT FORM			
Date	10/10/2018	Town	AUBURN
		District	
CANDIDATE INFORMATION			
Name	MATTHEW G. BARSALEAU		
Mailing Address	39 STAR CIRCLE AUBURN, NH 03032		
E-mail Address	MATT.BARSALEAU@GMAIL.COM		
Home Phone	() -	Cell Phone	(774) 200-1819
Work Phone	() -	Date of Birth	08/04/1986
<p><i>By signing below, I understand and agree to being recommended for appointment to the position of Deputy Forest Fire Warden, and furthermore, that any vehicle plate, ID card and/or other equipment issued to me by the state of New Hampshire is the property of the state of New Hampshire and will be returned at the conclusion of my appointment, as determined by the Director of the Division of Forests & Lands</i></p> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="text-align: center;">  Candidate Signature </div> <div style="text-align: right;"> 10/10/2018 Date </div> </div>			

MUNICIPALITY RECOMMENDATION	
<p><i>By signing below, the Forest Fire Warden, Selectmen/Mayor/Town/City/Manager recommend the above named person for appointment by the Director of the Division of Forests and Lands</i></p>	
Candidate Authorized to Issue:	Fire Permits <input checked="" type="checkbox"/> Official Warnings <input type="checkbox"/>
 Forest Fire Warden Signature	11/6/19 Date
Chairperson, Mayor, Town/City Manager Signature	1/1 Date
Selectman Signature	1/1 Date
Selectman Signature	1/1 Date
DELETE PREVIOUS APPOINTMENT OF	

DIVISION APPROVAL	
 Forest Ranger Signature	11/4/19 Date
Director, NH Division of Forests and Lands Signature	1/1 Date

APPOINTMENT OATH OF OFFICE

To **Joan M. Noga** of Auburn in the County of Rockingham

WHEREAS, there is a vacancy for the position of Inspector of the Election 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, **Joan M. Noga**, as **Inspector of the Election** 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 July 2019.

Given under our hands this 25th day of February 2019

Selectmen of the Town of Auburn

"I, Joan M. Noga, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as Inspector of the Election of 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

Personally appeared the above named, **Joan M. Noga**, took and subscribed the foregoing oath.

State of New Hampshire, Rockingham County

On the ____ day of _____ 2019

.....
Selectman, Moderator,

Town Clerk or Deputy Town Clerk

Received and Recorded

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

APPOINTMENT OATH OF OFFICE

To Zachary Eaton of Auburn in the County of Rockingham

WHEREAS, there is a vacancy for a member on the Parks and Recreation Commission 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, **Zachary Eaton, a member of the Parks and Recreation Commission** 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 March 2021, or upon the selection of your successor.

Given under our hands this 25th day of February 2019

Selectmen of the Town of Auburn

"I, Zachary Eaton, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a member of the Parks and Recreation Commission 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, Zachary Eaton, took and subscribed the foregoing oath.

State of New Hampshire, Rockingham County

On the ____ day of _____ of 2019

.....
Selectman, Moderator,
Town Clerk or Deputy Town Clerk

Received and Recorded

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

MEMO

Date: February 25, 2019

To: Board of Selectmen

From: Adele A. Frisella
Finance Director

Re: 2018 Encumbered Amounts

This is to verify encumbered amounts from this past year end of December 31, 2018. These amounts represent expenditures not made before the end of 2018, but the projects had been agreed to in 2018, or prior. Griffin Mill Bridge is not anticipated to begin until July of 2020 with \$115,678.96 encumbered for 2018. The remaining amount from 2017 of \$10,000 Longmeadow Trust is \$208.50 along with the requested \$2,000 from the Trust in 2018 leaves an encumbered amount of \$2,208.50.

\$115,678.96	Road Recon/Griffin Bridge	01-4909-9-930-0
<u>2,208.50</u>	Longmeadow Cemetery	01-4195-5-580-1
\$117,887.46		

Adele A. Frisella

**Town of Auburn
Board of Selectmen
February 4, 2019**

Selectmen Present: James Headd, Richard Eaton and Keith Leclair

Others Present Dale Phillips, Todd Bedard, Mike DiPietro, Michael Rolfe, Lieutenant Ray Pelton, Mary Ann Rolfe, John Rolfe, Tom Lacroix, William Herman, Town Administrator and Nancy Hoijer, Recording Secretary

Call to Order – Pledge of Allegiance

Mr. Headd called the meeting to order at 7:00 pm.

Approval of Payroll Manifest for the Week of January 21, 2019 - \$46,525.67

Mr. Eaton motioned to approve the Payroll Manifest for the Week of January 21, 2019 in the amount of \$46,525.67. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Approval of Accounts Payable Item for the Week of January 28, 2019 - \$175,374.56

Mr. Eaton motioned to approve the Accounts Payable Item for the Week of January 28, 2019 in the amount of \$175,374.56. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Approval of Payroll Manifest for the Week of February 4, 2019 - \$46,894.40

Mr. Eaton motioned to approve the Payroll Manifest for the Week of February 4, 2019 in the amount of \$46,894.40. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of February 4, 2019

Mr. Headd read out loud and offered for inspection a copy of the Consent Agenda for the Week of February 4, 2019 some of which included: one (1) Tax Collector's Warrant/Yield Tax; two (2) Tax Collector's Warrant/Land Use Change Tax; one (1) Tax Collector's Warrant/Supplemental Property Tax; one (1) Statutory Notice to Property Abutters (Dartmouth Drive); five (5) Applications for Property Tax Credit/Veteran's Credit; one (1) Application for Property Tax Credit/Veteran's Service Connected Total and Permanent Disability Credit; three (3) Abatement Application/Refund Requests; one (1) Representation for PSNH/Eversource Tax Appeals; one (1) Corrected Notice of Lot Restoration (Pinetree Road) and three (3) Pistol/Revolver Licenses.

Mr. Eaton motioned to approve the Consent Agenda for the Week of February 4, 2019. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

New Business

BI/CEO Mutual Aid Agreement with the Town of Chester

Mr. Herman advised the Mutual Aid Agreement with the Town of Chester for the Building Inspector/Code Enforcement Officer services was due for renewal. The Chester Board of

Selectmen approved renewal at their January 28, 2019 meeting. Mr. Herman reported the Agreement has worked well since 2003 and is a good source for vacation backup with no cost.

Mr. Leclair moved to approve the proposed "Mutual Aid and Assistance Agreement" between the Towns of Auburn and Chester to provide mutual aid to one another in the area of building inspection and code enforcement services at appropriate times. The Agreement will be in effect from February 5, 2019 through February 4, 2021. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

"Shred Day" Event – Saturday, May 11th

Mr. Headd announced there will be an on-site mobile shred event on Saturday, May 11, 2019 from 9 am to 12 pm (noon) at the Town Hall Parking Lot, 47 Chester Road.

Matthew Connors/Gemini Electric Letter – Active Shooter Event of January 23rd

Mr. Headd provided a copy of a letter written by Matthew Connors, President of Gemini Electric, in appreciation of the Auburn Police Department and other responders rapid and professional handling of an active shooter event that took place on January 23, 2019 in close proximity to his business, and for protecting its 25 employees and others in the business park area who were working at the time of the event.

Review of Deliberative Session of Town Meeting

Mr. Leclair reported the Session went well and was the first time it was done jointly with the School District. He felt it was worthwhile holding the two meetings together, and Mr. Headd and Mr. Eaton agreed.

Old Business

2019 Paving Prices

Mr. Herman provided the Board with the 2018 paving prices requested at the last meeting for comparison concerning their 2019 renewal. Mr. Herman noted some changes to handwork which has increased from \$115 per ton to \$125 per ton and flaggers, which Auburn has their own.

Mr. Leclair moved to accept the 2019 proposal of Advanced Excavating & Paving for paving. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Transportation Alternative Program (TAP) – Application Notice

Mr. Herman provided a final update concerning the Transportation Alternatives Program (TAP) process. Nine projects were funded and Auburn's proposed project to construct a paved multi-use path on the west side of Hooksett Road and Chester Road was ranked 13th out of 38 projects submitted. During the last round of applications for TAP grant, Auburn placed 18th out of 54 applicants. Mr. Herman advised establishment of the Town Properties Expendable Trust Fund at the 2019 Town voting should strengthen future applications by the Town as some or all of the Town's required matching funds could be found in that fund.

Mr. Eaton recommended having assistance and support of some of the representatives and the Executive Council who could get involved by writing letters which could become part of the submittal package.

Inventory of Surplus Equipment – Auburn Fire Department

Mr. Herman provided a copy of the inventory provided by Fire Chief Williams resulting from discussions at the January 21, 2019 meeting where Chief Williams indicated the department had old SCBA equipment (replaced by the grant) and radio items no longer of service or need by the Department that could be discarded.

Mr. Leclair moved to approve the inventory of surplus SCBA, and Radio Items as submitted by Chief Williams and authorize the disposal of this equipment as appropriate from the inventory of the Town of Auburn. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Other Business

Retirement of Auburn Police Chief

Mr. Headd announced Chief Picard had submitted his letter notifying the Town of his retirement with February 14th to be his last day. Mr. Headd made copies of the press release available to the public. Mr. DiPietro recommended this be put on the website.

Tree at Town Hall

Dale Phillips indicated her concerns about the tree in front of Town Hall needing to be taken down.

Next Meetings

Monday, February 25, 2019

Monday, March 11, 2019

Monday, March 25, 2019

Minutes

- January 21, 2019 Public and Non-Public Meeting

Mr. Leclair motioned to approve the January 21, 2019 Public-and Non-Public Meeting Minutes, as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Adjourn

Mr. Headd motioned to adjourn the meeting at 8:13 pm. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary