

**Town of Auburn
Board of Selectmen
Town Hall
February 8, 2021
7:00 P.M.**

() Call to Order – Pledge of Allegiance

- Approval of Accounts Payable Manifest for week of February 8th, 2021 \$
- Approval of Payroll Manifest for the week of February 1st, 2021 \$47,847.47
- Approval of Consent Agenda

() Appointments with the Board

- Consolidated Communications – Rob Koester

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

- General Update on Town Issues

() New Business

- Advanced Paving Agreement
- CAI Agreement
- Annual Customer Notice from Comcast
- Repair of Town Hall parking lot lights
- Repair at Safety Complex
- Application for Zoning Board (alternate)
- Thank You Letter - AFD & APD
- COVID policy discussion

() Old Business

- Street Light Repairs
- Safety Complex insulation
- Request to Encumber Funds for Library Study
- Finance Assistant Position

() Reports/ Comments of Ex-officio Board Representatives

- Budget, Highway Safety, Parks & Rec, Planning Board

() Other Business

() Next Meetings / Events

- Monday February 22, 2021 Board of Selectmen's Meeting – 7 P.M.
- Monday March 8, 2021 Board of Selectmen's Meeting – 7 P.M.

- Tuesday March 9, 2021 Town Election – 7 A.M. – 7 P.M.

() Minutes

- January 25, 2021 – Public Meeting
- January 25, 2021 – Non-Public Meeting

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

Compensation of a public employee(s) and Reputation of someone other than a member of the board.



December 11, 2020

Town of Auburn
Mike Dross
PO Box 309
Auburn, NH 03032

Dear Mike,

Once again it was a pleasure to work with you and members of your department this past paving season, we cannot thank you enough for the continued business and the trust you placed in our company. We would very much like to continue this working relationship by signing an agreement to pave for the Town of Auburn in 2021.

2021 Paving Prices

Machine pave	\$71.28 per TON for TOP
Machine pave	\$68.00 per TON for BINDER
Handwork pave	\$125.00 per TON
Burm	\$4.00 per LF
Tack	\$0.18 per SY
Flaggers	\$35.00 per HOUR
Reclaimer	\$0.80 per SY
Grader with slope control	\$0.70 per SY
Shoulder machine (no gravel)	\$1,800.00 per DAY
Sweeper (4 hr min)	\$125.00 per HOUR
Bobcat trimmer (4 hr min)	\$150.00 per HOUR

NOTE: Pricing in place based on current NHDOT posting for liquid asphalt. Adjustment to be made if required based on NHDOT Road and Bridge Specifications.

Best Regards,

Bill Gelinas



January 4, 2021

Denise Royce
Town of Auburn, NH
Po Box 309
47 Chester Rd
Auburn, NH 3032

Dear Valued Client:

This letter is sent with your annual renewal agreement to inform you of a change in our annual renewal procedures. In a continuing effort to limit the impact of administrative requirements for our services, and thereby helping control the costs of our services, we are including an auto-renewal clause in the enclosed agreement. Upon review of the enclosed agreement, you will note that it is identical to those you have received in the past except for inclusion of the Auto-Renewal Clause. After this agreement, you will not receive annual renewal agreements.

This results in multiple advantages that help control costs as well as streamline processes. For example, besides the obvious reduction in costs to print and mail the documents, it reduces our effort to administer them as well as your efforts to process and return them to us. Further, you will have to be specifically notified in the event that there is an increase in costs for the service. In the event there is a change, we will provide more than a year's notice. As a result, unless you've received a document from us, you know what your ongoing budget will be without waiting for your renewal or contacting us. We hope that will help streamline your budgeting effort as well.

Of course, the Auto-Renewal feature in no way binds you to the services any more than was previously the case. The service can still be cancelled with 30-days notification, even in the middle of a service year. Therefore there is no concern that you are committing funds beyond the current budget. This is not intended to be an 'end run' in any way. As previously stated, we are simply trying to streamline the entire process. Thanks to loyal clients like you, we continue to grow and face the need to simplify all our processes.

If you have any questions or would like to discuss this further, please do not hesitate to reach out to us. We sincerely thank you for the opportunity to continue to serve you with these important services and look forward to a continued long term and mutually beneficial relationship.

Sincerely,

Franco Rossi
President

**GIS INTERNET SERVICES ANNUAL MAINTENANCE AGREEMENT
FOR THE TOWN OF AUBURN, NH**

For the time period 4/1/2021 through 3/31/2022

January 4, 2021

CAI Technologies, a New Hampshire corporation with its office located at 11 Pleasant Street, in Littleton, N.H. 03561, hereinafter called CAI, proposes to the Town of Auburn, NH, hereinafter called the CLIENT, to provide GIS Internet services according to the specifications, terms, and conditions below written:

Witnesseth that:

Whereas, CAI represents that they are authorized, qualified, and experienced to provide professionally recognized mapping and GIS services; and

Whereas, the CLIENT desires to publish its GIS data on the Internet,

Now, therefore, CAI proposes the following:

I. SUMMARY

A. Publish the CLIENT's GIS to the Internet

1. CAI, utilizing its AxisGIS application, shall publish the CLIENT's GIS data to the Internet.

B. CLIENT Support

1. CAI shall provide telephone, fax, and email support services concerning AxisGIS. These services can be used to answer usage and technical questions.
2. CAI, shall respond to any alerts concerning poor performance or lack of performance of the site, and provide verbal advisories as to how and when the site shall be corrected (if it is determined that the website and/or publication service is not performing properly).

II. CLIENT RESPONSIBILITIES

The CLIENT shall designate a project liaison who will be CAI's main contact during the course of the service, and who will be responsible for all CLIENT related obligations in this contract.

III. COMPENSATION AND PAYMENT

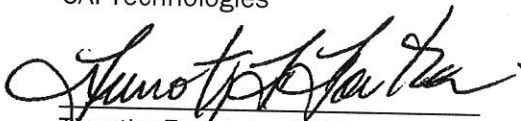
The CLIENT shall pay a total amount of \$2400 under this agreement which shall be due upon contracting. This Annual Maintenance Agreement will automatically renew at the above shown fee. Said renewal can be canceled at any time with 30 days notification.

This contract shall be construed under the laws of the State of New Hampshire

In Witness whereof, the parties hereto have executed this agreement, as of the date first above written, by their duly authorized officers.

Town of Auburn, NH

CAI Technologies



Timothy Fountain, GISP
Vice President



January 28, 2021

Board of Selectmen
Town of Auburn
47 Chester Road
P.O. Box 309
Auburn, NH 03032

Re: Annual Customer Notice

Dear Chairman and Members of the Board:

Each year Comcast provides its customers with annual notices, including such information as Comcast's customer privacy policy, payment procedures, equipment compatibility and billing dispute and complaint procedures.

In addition, please find a copy of the communication provided to the Office of the Attorney General certifying such documents were provided to customers during the **2020** calendar year.

Should you have any questions, please do not hesitate to contact me via **Bryan_Christiansen@cable.comcast.com**.

Very truly yours,

Bryan Christiansen

Bryan Christiansen, Sr. Manager
Government & Regulatory Affairs



January 28, 2021

Via UPS Overnight

Office of the Attorney General
Consumer Protection and Antitrust Bureau
State of New Hampshire
33 Capitol Street
Concord, NH 03301-6397

Re: Annual Customer Notice

Dear Office of the Attorney General:

Each year Comcast provides its customers with annual notices, including such information as Comcast's customer privacy policy, payment procedures, equipment compatibility and billing dispute and complaint procedures.

In accordance with New Hampshire RSA 53-C:3-d, enclosed please find a copy of the following inserts received by customers as bill inserts during 2019: 1) Customer Privacy Notice and 2) Notice to Customers Regarding Equipment Compatibility & Important Information. Copies of these documents are enclosed.

Please note that there are two separate affidavits for each applicable notice - one for customers who received the notices via email and another for those customers who received the notices via their bill statement.¹

If you have any questions, please do not hesitate to contact me at Tim_Murnane@comcast.com.

Sincerely,

A handwritten signature in black ink that reads "Timothy Murnane". The signature is written in a cursive, flowing style.

Timothy Murnane
Vice President Government, Regulatory and Community Affairs

Enclosures

¹ In 2019, in accordance with FCC Order 18-166, Comcast began to email annual notifications to those customers having a valid email address on file with us. Customers without a valid email address on file receive the notifications in their bill statements. Customers have the option to opt-out of receiving notifications via email by calling us or going into Xfinity MyAccount.



Heating
Ventilation
Air Conditioning
Refrigeration
Energy Controls
Maintenance Agreements

INVOICE

Service Location: AUBURN SAFETY COMPLEX - FD/PD
55 EATON HILL ROAD
AUBURN, NH 03032

Billing Address: TOWN OF AUBURN - SAFETY COMPLEX
PO BOX 339
AUBURN, NH 03032

Invoice #: 163780
Invoice Date: 1/22/2021
Amount Due: \$ 1,306.29
Customer ID: TOWNOFAUBU
Work Order #: 123625
Customer PO:
Office Use: A-Extra
AAA Branch: Auburn, NH
(603) 626-4884
Remit To: AAA Energy Service Co.
PO Box 908
Scarborough, ME 04070
Terms: NET 10 Days
Page: 1 of 1

RECEIVED

FEB 1 2021

AUBURN POLICE

Work Performed: FIRE - CALL FOR A LEAKING PIPE FROM ABOVE CEILING IN THE TRAINING ROOM . FOUND THE INTERNAL SEALS ON THE TACO ZONE VALVE HAVE FAILED . ATTEMPTED TO TRACK DOWN A VALVE BUT UNABLE TO DUE TO THE FACT IT IS A WEEKEND . CLOSED THE INLET AND OUTLET ISOLATION VALVES . NOTE: THIS FEEDS HOT WATER TO THE AIR HANDLER IN THE KITCHEN. 1/19 INSTALLED A NEW TACO ZONE VALVE . RESTORED POWER AND WATER FLOW TO CONFIRM WATER LEAK REPAIRED AND AHU WORKING PROPERLY

ITEM	DATE	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Labor					
	1/16/21	LABOR	4.00	168.00	672.00
	1/19/21	LABOR	3.00	112.00	336.00
Labor Subtotal					1,008.00
Parts/Misc					
	1/19/21	3/4 BY PASS ZONE VALVE	1.00	248.29	248.29
	1/16/21	TRIP CHARGE	1.00	25.00	25.00
	1/19/21	TRIP CHARGE	1.00	25.00	25.00
Parts/Misc Subtotal					298.29

Subtotal: 1,306.29
Sales Tax: 0.00
Total Due: \$1,306.29

"Building HVAC Efficiency Since 1948"

Board of Selectmen
47 Chester Road
P.O. Box 309
Auburn, NH 03032

Jim Broderick
1426 Belmont St.
Manchester, NH 03104

Dear Selectmen,

On Jan. 6, 2021 I made the unfortunate decision to cross-country ski further out onto Massabesic Lake than planned. By doing so, I fell through the ice into 3' to 3 1/2' of very cold water. I had to release my skis in order to get out of the water but I couldn't. I was entirely submerged several times trying to release my boots from the skis. I lost my balance twice and fell to the bottom of the lake and struggled to get back up.

My hands became numb up to my wrists and my toes were in bad shape. At this time I believed I was in the water for about 15 minutes and knew that if I did not remove my skis it could be the end. With frozen hands I was about to submerge myself again and try to push in the small red button to release my boots. A daunting task with healthy hands.

Then I heard Sam Stys say "Sir, are you alright? Do you need help?" I think that's what he said as I was elated hearing his voice and overwhelmed by my situation. He thankfully called 911 before he fell through the ice along with his aunt's dog. He saved my life. He was extremely brave and managed to release my boots from the skis. What he did and why he was there is another incredible story all together.

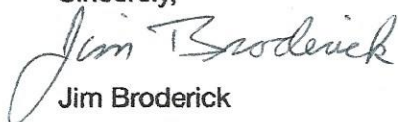
Now comes the part why I'm contacting you. I was probably in the water for 20 to 30 minutes. My body temperature plummeted to at least 86 degrees. I was in a state of shock and hypothermia set in. Bad news all around as these symptoms can lead to death if left untreated. To make things worse, I have heart disease. Sam helped me out of the water and that was the first step in keeping me alive. His call to 911 had the Auburn Fire and Police Stations there in no time. Even though I was out of the water, I was not out of danger.

With hypothermia, in a state of shock with frozen hands & feet, unable to think rationally and probably very close to death, the fireman ran to my side, held me upright and brought me to their firetruck. The firetruck had an area large enough for 2 or 3 fireman, myself and someone from the ambulance. That's where they were able to quickly remove my wet clothing, wrap me in a blanket, take my vital signs, ask me questions and calm me down (as much as they could). The fireman helped me to the ambulance. A fireman in a banana suit helped Sam and his dog to safety. Thankfully, both of them were alright.

I spent 24 hours in the Cardiac Intensive Care Unit at the Elliot Hospital. Two doctors there told me that after checking my blood work and medical history they were amazed that I did not have a major cardiac event or lose consciousness. They stressed how lucky I was that help arrived when it did.

Sam Stys and the Auburn Fire Department saved my life. I thank them and the Auburn Police Department, the Ambulance medical team and the Town of Auburn, NH.

Sincerely,


Jim Broderick

cc: Auburn Fire & Police Departments