

**Town of Auburn  
Board of Selectmen  
March 22, 2021  
Town Hall**

**6:00 p.m.**

- ( ) Non-Public Session pursuant to RSA 91-A: II (d) – Consideration of the acquisition, sale or lease of real property**

**7:00 p.m.**

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

- ( ) Election of Board Chair and Vice Chair**

Approval of Payroll Manifest for the Week of March 15, 2021 -- \$66,576.65  
Approval of Accounts Payable Manifest for the Week of March 22, 2021  
Approval of Consent Agenda – Week of March 22, 2021

- ( ) Appointments with the Board**

Fire Chief Michael Williams

- Monthly Report to the Selectmen
- Proposals for Painting Bays and Lights at Pingree Hill Fire Station

- ( ) Town Response to Covid-19 and State Emergency Declaration**  
Federal “American Recovery Plan” Act

- ( ) New Business**

Designation of Ex-Officio Members to Town Boards, Committees and Commissions  
Annual Appointments to Town Boards, Committees and Commissions  
Appointment of Tax Collector  
NH Rooms and Meals Tax Revenue  
Shred Day Proposal – May 15<sup>th</sup>  
E-Waste Collection Event Proposal – September 11<sup>th</sup>  
Annual Household Hazardous Waste Collection – September 2021

- ( ) Old Business**

NHDOT Pre-Construction Meeting – By-Pass 28 Resurfacing Project  
Municipal Buildings LED  
Safety Complex Insulation  
Storage Building Project

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

- ( ) Other Business**

- ( ) Next Meetings / Events**

Monday, April 5, 2021 – Board of Selectmen’s Meeting – 7:00 PM  
Monday, April 19, 2021 – Board of Selectmen’s Meeting – 7:00 PM

**( ) Minutes**

- March 8, 2021 Public Meeting
- March 8, 2021 Non-Public Meeting (x4)

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

**( ) Adjourn**

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



## TOWN OF AUBURN, NEW HAMPSHIRE

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



*Fire Chief Michael Williams*

*Deputy Fire Chief Robert Seling*

### Auburn Fire-Rescue Department Monthly Report February 2021

The Auburn Fire Rescue Department responded to 51 Incidents for the month, Incident responses are broken down as listed below.

Building Fire:	0
Vehicle/equipment Fires:	0
Brush:	0
Fires, all other:	1
Alarm Call no fire:	6
Hazardous Conditions:	1
Rescue/EMS:	22
Service calls:	10
Good intent calls:	11
<b>Total:</b>	<b><u>51</u></b>

### Fire Chiefs Report

- Continue to work on COVID-19 related issues in town. Continue to disinfect both fire stations along with Town hall every other week.
- EMS training this month was held via ZOOM.
- Fire Training this month was Ice rescue (classroom).
- Hosted bimonthly Fire Department meeting via ZOOM.
- Continually updating Operational Policies and Procedures.
- Attended the selectmen's meeting to go over my monthly Fire Department report.
- Submitted monthly call firefighter payroll.
- The monthly NHIFRS reports were exported to the State of N.H.
- Station 2 airlines for the apparatus bay vehicle drops were repaired.
- Working on Red Alert, our new life safety database.
- The 2020 AFG grant was submitted.
- Assisted Captain Glennon and Lt. Dignard with building Station 2 mechanical room wall.

- The officers attended a ZOOM training with Eversource along with updating Auburns target hazard locations.
- Ladder 1 jack issue was repaired by Greenwood fire apparatus.
- We have hired a new call firefighter, Demetrios Stamoulis is an EMT and lives in Manchester, welcome to AFD Demetri!
- Responded to emergencies and meetings as needed and required.
- I continually meet with Fire officers and Department members as needed and required.
- The Part time/Per diem shifts continue to go well. We are now having the per diem members work at both fire stations every other month.

#### **Fire Prevention Report**

- 7 Annual life safety inspections were completed.
- 1 follow up life safety inspections completed.

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

- Assists with checking members off on fire apparatus as driver/operators.
- Responds to emergencies as requested.
- Bob is working with new members on vehicle signoffs.
- Working on a new Fire Chaplain policy
- Assists the Fire Chief with many department related issues.

#### **Safety Complex Captain (Vacant)**

#### **Station 2 Captain Pat Glennon**

- Assisted at Crew detail every other Sunday.
- Responds to emergencies as requested.
- Ordered Station supplies.
- Built new mechanical room @ Station 2.
- Put plywood on the exterior walls @ Station 2.
- Ladder 1 jack was repaired.
- Replaced grab handle on Ladder 1.
- Acquiring quotes for LED lighting @ Station 2.
- Attended Pump training with day crews.
- Apparatus airlines were repaired @ Station 2.
- E2 tank level gauge repaired.
- Organized transferring equipment to the Town shed.

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

- Assisted at Crew detail every other Sunday.
- Responds to emergencies as requested.
- Issued PPE as needed and requested, PPE Inspections ongoing.
- Matt is assisting with filling daytime crew vacancy and coordinating filling the shifts.
- Coordinated new firefighter training with crews.
- Worked with his crews on training requirements.

#### **Lieutenant Todd Dignard (Crew #2, Small tools & equipment)**

- Assisted at Crew detail every other Sunday.
- Responds to emergencies as requested.
- Todd has been filling in for the vacant fulltime positions.
- Worked with new firefighter on training requirements.
- Installed suction hose with adapters on Ladder 1.
- Purchased new single gas CO meters for medical bags.
- Ordered new porta tank liner for Tanker 2
- Worked with his assigned crew on training requirements.

#### **Lieutenant Chris Szatynski (Crew #3 SCBA, Radios)**

- Assisted at Crew detail every other Sunday.
- Responds to emergencies as requested.
- Lt. Szatynski oversee all mobile and portable radios.
- Serves as the AFD safety Officer.
- Chris has been filling in for the vacant fulltime positions.
- Worked with new fulltime firefighter on training requirements.
- Worked with his assigned crew on monthly training/crew activities, vehicle checks, etc.

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

- Assisted at Crew detail every other Sunday.
- Responds to emergencies as requested.
- Ordered required EMS supplies.
- Serves as our EMS coordinator assisting members with NH licensing, EMS training, ect.
- Coordinates Monthly EMS training schedules.
- Assisted with new fulltime firefighter training.
- Qc's all EMS TEMSIS reports.





# Auburn Fire February 2021 Statistics

## Calls by Day of the Week

	Feb 2021
Monday	9
Tuesday	8
Wednesday	10
Thursday	5
Friday	9
Saturday	6
Sunday	4
<b>Total</b>	<b>51</b>

## Fire / EMS Calls for Feb 2021

EMS Calls for Service	31
Fire Calls for Service	20
<b>Total Calls For Service</b>	<b>51</b>

## Calls by Response Area

	Feb 2021
Grid AFD1	14
Grid AFD2	9
Grid AFD3	4
Grid AFD4	9
Grid AFD5	5
Grid AFD6	1
Mutual Aid Given	9
<b>Total</b>	<b>51</b>

## Fire and Rescue Responses by Type

	Feb 2021
Building Fire	0
Vehicle/ Heavy Equipment Fire	0
Brush	0
Fires, other types	1
Alarm call no fire	6
Hazardous Condition	1
Good Intent	11
Service Call	10
Emergency Medical Services	22
<b>Total Responses</b>	<b>51</b>

Simultaneous Incidents	Occurrences	Total	Simultaneous Incidents
Single Call	49	49	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>		51	2
<b>Feb 2021</b>			<b>4%</b>

Mutual Aid/Auto Aid Given	Feb 2021
Bedford	0
Candia	2
Chester	6
Deerfield	0
Derry	0
Hampstead	0
Hooksett	0
Hudson	0
Litchfield	0
Londonderry	0
Manchester	0
Northwood	0
Pelham	0
Raymond	1
Salem	0
Sandown	0
Windham	0
<b>Total</b>	<b>9</b>

Mutual Aid Received	Count	Time of Day	Count
Candia	2	00:00 - 00:59	1
Chester	10	01:00 - 01:59	0
Deerfield	0	02:00 - 02:59	0
Derry	1	03:00 - 03:59	2
Hampstead	0	04:00 - 04:59	0
Hooksett	1	05:00 - 05:59	0
Hudson	0	06:00 - 06:59	1
Litchfield	0	07:00 - 07:59	3
Londonderry	0	08:00 - 08:59	2
Londonderry	0	09:00 - 09:59	1
Manchester	0	10:00 - 10:59	4
Manchester	0	11:00 - 11:59	3
Raymond	0	12:00 - 12:59	3
<b>Total</b>	<b>14</b>	13:00 - 13:59	3
		14:00 - 14:59	2
		15:00 - 15:59	3
		16:00 - 16:59	5
		17:00 - 17:59	3
		18:00 - 18:59	3
		19:00 - 19:59	7
		20:00 - 20:59	3
		21:00 - 21:59	2
		22:00 - 22:59	0
		23:00 - 23:59	0
		<b>Total Alarms</b>	<b>51</b>

EMD Call Code	Feb 2021
ALPHA	7
BRAVO	2
CHARLIE	3
DELTA	4
ECHO	1
NONE	14
OMEGA	0
<b>Grand Total</b>	<b>31</b>



# Jays Painting

ESTIMATE 02-01-2021

3 Middle Branch Rd  
New Boston NH 03070

Town of Auburn  
47 Chester Road  
Auburn NH 03032

## ESTIMATED COST

**\$5800**

### Introduction

Re paint of the Fire department apparatus bay station 2

Item Description	Estimated Time	Estimated Cost
Prep and paint the ceilings in the apparatus bay and work room with 2 coats of ProMar 400 flat white.		
Prep and paint the walls of the apparatus bay with 2 coats of duration - Color Agreeable gray.		
Price includes labor and materials		
Walls will be painted from the top of the black protection board up to the ceiling.		
This price includes lift rental		
	Subtotal	\$5800
	TOTAL	\$5800

### Terms & Conditions

Half payment due upon the start of the job.

Remainder due upon completion.

Make checked payable to Jason ientile

### Signatures

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Steve Tewksbury Painting

47 Morgen Drive  
Auburn NH 03032  
603-370-1347

Date: February 5, 2021

Auburn Fire Station 2  
6 Pingree Hill Road  
Auburn NH 03032

Job Description: Fire Bays - Prep and 2 coats ceilings and walls.

Materials are included in estimate and will be Sherwin William's products.

Warranty for up to one year from the date of completion. Warranty is limited to workmanship and will not cover areas of fading and/or damage due to normal wear and tear, abuse, or accidental damaging occurrence.

Terms: Payment is within 30 days after receipt of the invoice.

**Total estimate \$20,000.00**

Thank you

*Stephen Tewksbury*



# Proposal

Page No 1 of 1



8, Priscilla Lane Auburn NH 03032 Telephone (603) 644-7170 Fax (603) 645-4099 <http://www.geminelectricinc.com>

ATTN	PHONE	DATE
Patrick Glennon	603 483 8141	2/23/2021
PROPOSAL SUBMITTED TO		
Auburn Fire Department	Replace 13' t12 fixtures with LED	
STREET	ADDRESS	
6 Pingree Hill Rd.		
CITY, STATE & ZIP CODE	Cell	
Auburn NH 03032	<a href="mailto:PGlennon@AuburnNHFire.ORG">PGlennon@AuburnNHFire.ORG</a>	

**We Propose** hereby to furnish material and labor - complete in accordance with specifications below, for the sum of:

**Two Thousand Five Hundred Twenty Six**

**2,526.00**

Payment to be made as follows

**Net 30 days**

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 from specifications below involving extra costs will be charged to your account balance, and will become an extra charge over and above the estimate. Any quoted labor rates, are per man, per hour. All agreements contingent upon strikes, accidents or delays beyond out control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. A finance Charge of 1½ % per month (18% per year) will be charged on past due accounts over 30 days. Costs plus reasonable attorney fees to be added in case of suit for collection

Authorized  
Signature

PLEASE NOTE: This proposal  
may be withdrawn by us if not  
accepted within

30

days

We hereby submit specifications and estimates for:

**We will remove and replace 13 8' t12 fixtures with 13- 8' LED strips**

Labor \$1300.00  
Materials \$1200.00  
Recycle \$26.00  
Total \$2526.00

## Acceptance of proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Date of  
Acceptance

Signature

**JN Electric, LLC.**

181 Pingree Hill Road

Auburn, NH 03032

603-553-9897

jnelectricnh@gmail.com

**JN ELECTRIC, LLC****Bill To**

Town of Auburn, NH  
47 Chester Road  
Auburn, NH 03032

**Date** 3/17/2021**Estimate #** 448**Due Date** 3/17/2021

Description	Qty	Rate	Amount
JOB LOCATION: Auburn Fire Department- Station #2 6 Pingree Hill Road			0.00
Installation and/or wiring of the following: - Replacement and disposal of (12) 8' T12 fixtures with new LED wrap lights Note: These are direct replacements Total price installed: \$3,620.00			
Installation and or wiring of the following: - (2) Quad outlets installed in newly framed room - (2) Quad outlets back to back with new room - Relocate compressor circuit into newly framed room - (1) 8' LED strip light controlled by a switch Note: Have generator company put compressor onto generator panel Total price installed: \$1,885.00			

JN Electric, LLC. is fully licensed and insured. The above work is to be performed in accordance with the current NEC code as well as drawing/specifications submitted. Any alteration from above specifications or unforeseen code violations may permit additional costs which will warrant increase in total job cost. Feel free to contact us with any questions or concerns. We are pleased with the opportunity to work with you.

**Total****\$0.00**

Accepted by: \_\_\_\_\_

**Terms of payment:** Payment is due in full on completion unless otherwise stated. Failure to pay as agreed upon constitutes a breach of contract. JN Electric LLC reserves all legal remedies for monies due including recovery of legal fees and associated costs. We accept cash or check for payment. If needed we will accept credit cards however a 3% processing fee will be applied to the job total.

## Town of Auburn

Town Hall  
47 Chester Road  
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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 11, 2021

Re: Federal "American Rescue Plan" Act

With the approval of Congress and the President's signature on March 10<sup>th</sup>, the federal "American Rescue Plan" Act is now law and provides a total of \$1.9 billion for the continued response to the Covid-19 pandemic and resulting concerns and issues. Among the provisions are funds to be directly provided to cities and towns throughout the country, including Auburn.

At this early juncture, it appears there is approximately \$550,000 in direct assistance to the Town of Auburn that will be received in two payments – one in Auburn's 2021 fiscal year and the second in the 2022 fiscal year.

The \$550,000 for Auburn is part of a total \$19.5 billion for "non entitlement units of government" nationwide, of which a total of \$106 million is going to Granite State communities. The individual community amounts are based on the use of 2019 Census data to identify populations eligible for assistance.

The federal funds are allocated in two separate "tranches" or payments, with the first distribution being made to the State, which is required to pass through the funds to the local governments within 30 days of receipt from the federal government. The State is expected to receive the funds with 60 days after enactment of the legislation. The second tranche will be issued not earlier than 12 months after the date on which the first tranche amount is paid to the State. This would suggest Auburn could anticipate receiving \$275,000 in 2021 and 2022 from the American Rescue Plan Act.

Allowed uses of the funds are broadly outlined in the legislation. We have attached that information for the Board's information. The federal law provides that the municipalities have until December 31, 2024 to spend their funds.

At this point it is our impression the Board would be able to treat the funds allocated for 2021 as unanticipated revenue as we did for the CARES Act funding allocated to Auburn in 2020. However, knowing the dollar amount Auburn is to receive in 2022 well ahead of the FY 2022 budgeting process, those funds will need to be included in that year's budget process.

There is still guidance to come we believe through the GOFERR Office on how the State will handle this process and rules or expectations of the municipalities.

Beyond municipal governments, there is \$350 million in funding for local New Hampshire School Districts, while Rockingham County should receive \$60 million in funds over the two years.

Thank you for your consideration.

Attachment



H.R. 1319 –  
American Rescue Plan Act of 2021 Subtitle M

Coronavirus State and Local Fiscal Recovery Funds

“(1) USE OF FUNDS.—Subject to paragraph (2), and except as provided in paragraphs (3) and (4), a metropolitan city, nonentitlement unit of local government, or county shall only use the funds provided under a payment made under this section to cover costs incurred by the metropolitan city, nonentitlement unit of local government, or county, by December 31, 2024—

“(A) to respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;

“(B) to respond to workers performing essential work during the COVID–19 public health emergency by providing premium pay to eligible workers of the metropolitan city, nonentitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;

“(C) for the provision of government services to the extent of the reduction in revenue of such metropolitan city, nonentitlement unit of local government, or county due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, nonentitlement unit of local government, or county prior to the emergency; or

“(D) to make necessary investments in water, sewer, or broadband infrastructure.

“(2) PENSION FUNDS.—No metropolitan city, nonentitlement unit of local government, or county may use funds made available under this section for deposit into any pension fund.

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## Town Administrator

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Phone: (603) 483-5052 Ext. 111  
Fax: (603) 483-0518  
E-Mail:  
townadmin@townofauburnnh.com

To: Board of Selectmen

From: Bill Herman, Town Administrator

Date: March 9, 2021

Re: Annual Appointments - 2021

The following is a list of board and committee appointments which are due for action for the year 2021.

***Selectmen's Representatives (Selectmen or administrative official) to:***

Budget Committee	Term to Expire in March 2022
Planning Board	Term to Expire in March 2022
Highway Safety Committee	Term to Expire in March 2022
Parks & Recreation Commission	Term to Expire in March 2022

The list below indicates the boards or commissions with appointed positions; the incumbent currently in the position and the new term of office for whoever is appointed to that position:

Conservation Commission	Diana Heaton	Term to Expire in March 2024
Alternate	Mark Ampuja	Term to Expire in March 2024
Highway Safety	Daniel Carpenter	Term to Expire in March 2022
	Michael DiPietro	Term to Expire in March 2022
	Dennis Vieira	Term to Expire in March 2022
Parks & Recreation	Margie McEvoy	Term to Expire in March 2024
	Zachary Eaton	Term to Expire in March 2024
	Mary Royer	Term to Expire in March 2024
Zoning Board of Adjustment	Stephen Carroll	Term to Expire in March 2024
Alternate	Vacant	Term to Expire in March 2023

It is our understanding that all incumbents would accept re-appointment to new terms if that is the intent of the Board of Selectmen.

Thank you for your consideration.

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townadmin@townofauburnnh.com

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: March 10, 2021

Re: Appointment of Tax Collector

With the approval of Warrant Article #9 by the voters on March 9<sup>th</sup>, the elected position of Tax Collector will become a position that is appointed by the Board of Selectmen.

The incumbent Tax Collector, Susan Jenkins, was elected to a three year term in March 2020. RSA 669:17-b governs when the change from an elected position to an appointed position will occur. The statute specifically indicates that when such a warrant article is approved by the voters ". . . *the person holding the elected office at the time of the vote to discontinue it shall continue to hold office until the annual town election first following the discontinuance of the office, at which time the elected office shall terminate irrespective of the length of that officer's term.*"

Accordingly, the Board of Selectmen will not appoint a Tax Collector until March 2022. Under a different statute, it is indicated the Selectmen shall make such an appointment "*prior to April 1<sup>st</sup> and they shall make a written contract with him in relation to his compensation*" (RSA 41:33).

There is no action for the Board to take at this point in time. This will become one of the appointments the Board will need to consider in March 2022.

Attached are copies of RSA 41:33 and RSA 669:17-b for information and reference.

Thank you for your consideration.

Attachments



# **TITLE III**

## **TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES**

### **CHAPTER 41**

#### **CHOICE AND DUTIES OF TOWN OFFICERS**

##### **Collectors of Taxes**

###### **Section 41:33**

**41:33 Compensation of Collectors.** – Each town, at the annual meeting, may determine the rate or amount of compensation to be allowed the collector of taxes for his services. Such compensation may be based upon statutory fees, a fixed compensation in lieu of statutory fees, a fixed compensation and statutory fees, or a fixed compensation and a portion of statutory fees. In the event that the collector of taxes is paid a compensation in lieu of statutory fees or a percentage of statutory fees, all remaining statutory fees shall be paid to the town treasurer at least monthly, or as directed by the selectmen, for the use of the town. Whenever the selectmen appoint the collector, such appointment shall be made prior to April 1 and they shall make a written contract with him in relation to his compensation.

**Source.** RS 36:5. CS 38:5. GS 39:5. GL 42:5. PS 43:26. PL 47:28. RL 59:28. 1945, 2:1. RSA 41:33. 1973, 200:1. 1977, 46:1, eff. June 11, 1977.

# **TITLE LXIII ELECTIONS**

## **CHAPTER 669 TOWN ELECTIONS**

### **Officers Elected**

#### **Section 669:17-b**

**669:17-b Discontinuing Optional Elected Office.** – When a town votes to discontinue any optional elected office, whether or not such office is to be succeeded by an appointed office, the person holding the elected office at the time of the vote to discontinue it shall continue to hold office until the annual town election first following the discontinuance of the office, at which time the elected office shall terminate irrespective of the length of that officer's term. This section shall apply to the elective offices of tax collector, highway agent, constable or police officer, overseer of public welfare, auditor, and any other optional town elected office not governed by another statute.

**Source.** 1994, 112:1, eff. July 10, 1994.

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## Town Administrator

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townadmin@townofauburnnh.com

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: March 15, 2021

Re: NH Rooms and Meals Tax Revenues

As of this writing, two of three spokes of the New Hampshire State government budget writing and approval process have agreed with increasing the amount of money Granite State cities and towns would receive through the meals and rooms (M&R) tax collections.

In presenting his FY 2022 – 2023 budget proposal in February, the Governor has proposed a \$10 million increase in M&R tax distribution from \$68.8 million to \$73.8 million in FY'22 and from \$73.5 million to \$78.8 million in FY 23. These increases, however, are subject to the M&R tax generating increased revenues to cover these increased expenses.

I would note HB 1 – the budget bill – has four co-sponsors including Rep. Jess Edward of Auburn. The four sponsors appear to be the Chair of the House Finance Committee and the Chairs of the three divisions of the Finance Committee.

On March 11<sup>th</sup>, the New Hampshire Senate on a 24 – 0 vote unanimously approved SB 99 which would fully fund the 40% of M&R revenues state statutes requires, instead of the current 22% that has been in place for a number of years. The Senate then voted to table SB 99, which is a procedural process to hold on to the bill until they get the State operating budget proposal. This enables the Senate to get the funding measure in the operating budget.

Currently, the Town of Auburn receives M&R tax distribution of approximately \$285,000. We do not have data yet on what either the Governor's budget proposal or SB 99 would mean specifically to Auburn. But should \$285,000 be approximately 22% of collections as reported, then the Governor's budget proposal should yield approximately \$356,250 in FY '22 and \$445,312.50 in FY'23 for Auburn.

And the full 40% of M&R tax collections as called for in SB 99 would yield approximately \$570,000 for Auburn in both years of the State operating budget.

At this point there is no indication where the House of Representatives may stand of the M&R tax revenue issue. The House is the first body after the Governor proposes a budget that works on their budget proposal. The House needs to act in early April to approve its version of the budget and to pass it over to the Senate for their efforts.

Attached for the Board's information is a copy of a press release issued by the State Senate upon the passage of SB 99.

Thank you for your consideration.

Attachment





## **New Hampshire Senate NEWS RELEASE**

**FOR IMMEDIATE RELEASE:** March 11, 2021

**CONTACT:** Carole Alfano, 603.496.0412

### **Senate votes for property tax relief**

*SB99 gives cities and towns more Meals & Rooms money to help lower local property taxes*

**CONCORD, NH** — In a win for taxpayers all across New Hampshire, the Senate today voted 24-0 to pass SB99 which is designed to send more Meals & Rooms (M&R) tax revenues back to cities and towns to help lower local property taxes.

Prime sponsor Sen. Denise Ricciardi (R-Bedford) called the legislation long overdue, saying, "The state has been promising to share more of the revenue generated by the Meals & Rooms tax with local communities for decades. If signed into law, SB99 will guarantee that promise is finally kept, and I am delighted we took a big step in that direction today with the Senate passing the bill unanimously."

Under SB99, cities and towns would receive 40% of the M&R revenues generated in their communities instead of the current 22%. This would mean an additional \$56 million for local property tax relief.

###

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townadmin@townofauburnnh.com

**To:** Board of Selectmen

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

**Date:** March 16, 2021

**Re:** Paper "Shred Day" Event – May 15th

During the past week we contacted Northeast Records Retention of Hooksett to inquiry about the potential of holding the annual paper "Shred Day" event in May as we have for the past five or six years.

Based on the vendor's availability, we are proposing to schedule Auburn's event for Saturday, May 15<sup>th</sup> from 9 AM to Noon in the parking lot of the Town Hall.

Our communications with Northeast Records Retention has all been via e-mail. They have indicated the cost of the event is \$950, which is a \$100 increase over past years' expense. We have \$850 specifically included in the FY 2021 budget for this effort, but can easily accommodate the price increase.

This event was sparked by a past Board that was interested in recycling and offering a little more in terms of services to Auburn residents. The Town government also has a need to thin out files and record storage annually, but many of these records should be destroyed as shredding does because they contain personal information or are items like cast ballots, police records, outdated motor vehicle records, etc. In attempting to arrange for the Town's needs and discussing the potential "Shred Day" event, we found the cost was the same. It did not matter whether it was just for the Town government's needs or the community as a whole, the three-hour on site effort (which is the minimum time required) cost the same.

The May 15<sup>th</sup> date allows us to promote "Shred Day" in both the April and the May editions of the Auburn Village Crier.

Should be the Board agree with this proposal, the following motion would be appropriate:

*Motion to accept the proposal from Northeast Records Retention for a paper "Shred Day" event to be held on May 15, 2021 in Auburn at a cost of 950, and to authorize the Town Administrator to handle the details of the effort.*

Thank you for your consideration.

## 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 16, 2021

**Re:** E-Waste Collection Event – September 11th

During the past week we contacted East Coast Electronics Recycling to inquiry about the potential of holding the annual E-Waste Collection event in September as we have in years past.

We made our contact a few months earlier than we have in the past and found their schedule open for most of September at this point. We are proposing to schedule Auburn's event for Saturday, September 11<sup>th</sup> from 9 AM to 2 PM.

Attached is a copy of the statement of work they have provided, which is similar to years past, but simpler. We have requested a tractor trailer and a box ruck, the same set-up used last year which seemed to work very well. The total cost is \$4,800, which is what is included for this event in the FY 2021 budget.

You will see they quote us a cost of \$800 per 24-yard container should more than the tractor trailer and box truck be required. That is the same cost quoted in 2020. They are also indicating if a tractor trailer is not available on September 11<sup>th</sup>, they will provide six (6) containers and a box truck at the same \$4,800 cost.

Although the agreement indicates using the Auburn Village School property, we have the option of either using the Safety Complex or the school property. There would be no difference in cost. The Safety Complex property worked out very well last year, particularly as a last-minute change. If we want to be there this year, I recommend we plan on some traffic signs that direct people in one way and to exit another.

Should the Board agree with this proposal, the follow motion would be appropriate:

*Moton to accept the Statement of Work from East Cost Electronic Recycling for an E-Waste Collection event to be held on September 11, 2021 in Auburn at a cost of \$4,800, and to authorize the Town Administrator to handle the details of the effort.*

Thank you for your consideration.

Attachment



3/11/2021

This **Statement of Work** shall set forth the terms and conditions to perform electronic recycling services which includes, but is not limited to the following types of equipment: computers and peripherals, monitors, laptops, printers, servers, network equipment, audio visual equipment, TVs, fax machines, copiers and appliances.

Town of Auburn  
47 Chester Road  
Auburn, NH 03032

Phone #: (603) 483-5052 ext. 111  
E-Mail: [townadmin@townofauburnnh.com](mailto:townadmin@townofauburnnh.com)  
Attn: Bill Herman

**Services:**

- ECER will provide a box truck which can hold up to 12,000 lbs. & one trailer or six 24 yard containers for your recycling event which is to be held at **Auburn Village School, 11 Eaton Hill Road, Auburn, NH 03032** on **September 11<sup>th</sup>, 2021** from 9:00 AM to 2:00 PM.
- ECER shall furnish all labor, materials, tools, equipment, supervision and transportation to perform the Recycling Services in a manner that will ensure a neat, orderly and professional appearance of your location.
- ECER will provide you with a certificate of recycling based upon the total weight of the contents collected.
- ECER carries all necessary permits and licenses.

Transportation and Recycling Pricing Summary	
Recycling Event ( <i>includes box truck &amp; one trailer or 6 containers</i> )	<b>\$4,800</b>
Additional 24 yard containers	<b>\$800</b>

ECER accepts anything with a plug or a battery.

**Additional Items for Recycling:**

Laptop Computers	Monitors	Printers
Fax Machines	Scanners	Keyboards & Mice
Main Frames	Wire	Telecom Equipment
Stereos & Radio Equipment	Speakers	VCR / DVD Players
Televisions	Microwaves	Air Conditioners
Humidifiers	Dehumidifiers	Space Heaters
Propane Tanks	Computers	Servers
Monitors	Circuit Boards	Copiers
Cable Attachments	Cell Phones & Telephones	Cameras
E-book Readers	MP3 Players	Modems
UPS/Battery Backup	White Goods	

Please feel free to learn more about us by visiting our web site at [www.ecerinc.com](http://www.ecerinc.com) or contact me at (978) 537-9940 with any questions that you may have.

## LETTER OF COMMITMENT

### HOUSEHOLD HAZARDOUS WASTE COLLECTION PROJECT

The **Town of Auburn, New Hampshire** hereby commits to participate and cooperate with the Town of Raymond, New Hampshire in a Household Hazardous Waste Collection Project tentatively scheduled to be held on September 2021 in Raymond, New Hampshire.

The **Town of Auburn, NH** hereby grants the Town of Raymond the authority to represent the community in organizing the collection project.

The **Town of Auburn, NH** has appropriated \$ 4,500.00 for the purpose of allowing all residents of the town access to the Household Hazardous Waste Collection Project.



\_\_\_\_\_  
Signature of Authorized Agent for the Town of Auburn, NH

**William G. Herman    Town Administrator**

\_\_\_\_\_  
Name of Authorized Agent for the Town of Auburn, NH

**Town of Auburn, New Hampshire**


\_\_\_\_\_  
Community Name

**March 16, 2021**

\_\_\_\_\_  
Authorization Date



**STATE OF NEW HAMPSHIRE**  
**INTER-DEPARTMENT COMMUNICATION**

**FROM:** Paul E. Metcalf, P.E.   
District Construction Engineer

**DATE:** March 15, 2021  
**AT:** Construction Bureau

**SUBJECT:** **Manchester X-A004(997) 42635**  
Resurfacing of I-293/NH 101 in Manchester & 28 Bypass from Derry to Manchester

**TO:** Construction Files *via*  
Theodore Kitsis, P.E.  
Administrator

**MEMORANDUM**

A Pre-Construction Conference for the above referenced project is scheduled as follows:

**Date:** Friday, March 26, 2021

**Time:** 9:00 AM

**Location:** Via Zoom Meeting \*\*

**\*\*Due to the COVID-19 Guidelines, the Pre Con for this project will be broken up. As an invitee, please send any questions or concerns you may have to Contract Administrator Greg Tedeschi via email, [Gregory.T.Tedeschi@dot.nh.gov](mailto:Gregory.T.Tedeschi@dot.nh.gov), or feel free to give him a call at 603-361-5566.**

**\*\*A separate, invite-only ZOOM Meeting Friday, March 26, 2021 for NHDOT, Pike Industries, and other Major Players.**

PEM/mw

cc:

Bureau of Bridge Design  
Bureau of Bridge Maintenance, A. Hall, L. Byers  
Bureau of Environment, Ron Crickard  
Bureau of Highway Design  
Bureau of Highway Maintenance  
Bureau of Materials & Research  
Bureau of Traffic, Julie Mathews  
Bureau of Planning & Community Assistance  
Bureau of Turnpikes  
Bureau of Rail & Transit  
Contractor, Pike Industries, Inc.  
Contract Administrator, Greg Tedeschi  
Utility Section, Lennart Suther  
Director of Project Development  
District 5 Maintenance

TMC, S. Klasen, C. Blackman  
Environmental Coordinator, D. Elliott, D. Benjamin  
Federal Highway Administration  
Office of Federal Compliance  
The City/Town of Manchester, Derry, Auburn  
Manchester Fire Chief, Daniel Goonan  
Manchester Police Chief, Carlo Capano  
Derry Fire Chief, Michael Gagnon  
Derry Police Chief, Edward Garone  
Auburn Fire Chief, Michael Williams  
Auburn Police Chief, Raymond Pelton  
Project Lead Person, Ron Grandmaison  
NH Dept. of Safety, Lt. Mary Bonilla  
☐ CAMS Milestone

**Town of Auburn  
Board of Selectmen  
March 8, 2021  
Minutes  
7:00 PM**

**Selectmen Present:** Keith Leclair and Todd Bedard

**Others Present:** Police Chief Ray Pelton, Michael DiPietro, Lieutenant Charles Chabot, Finance Director Adele Frisella, and Nancy Hoijer, Recording Secretary

**Call to Order – Pledge of Allegiance**

Mr. Leclair called the meeting to order at 6:59 PM and led the Pledge of Allegiance.

**Approval of Accounts Payable Manifest for the week of March 1, 2021 - \$1,339,729.67**

*Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of March 1, 2021 in the amount of \$1,339,729.67. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.*

**Approval of Payroll Manifest for the week of March 8, 2021 - \$62,426.19**

*Mr. Bedard motioned to approve the Payroll Manifest for the week of March 8, 2021 in the amount of \$62,426.19. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.*

**Approval of Consent Agenda for the week of March 8, 2021**

Mr. Leclair read out loud and offered for inspection the Consent Agenda for the week of February 8, 2021 which included: three (3) pistol permits, four (4) abatement requests and one (1) tax deferral request.

*Mr. Bedard motioned to approve the Consent Agenda for the week of February 8, 2021. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.*

**Appointments with the Board**

## **Chief Williams February Report**

Chief Williams provided his monthly report for February 2021 to the Board. There were 51 calls for service, 22 of which were rescue/EMS related. Highlights were training which include this month's ice rescue, repair of airlines for apparatus bay vehicle drops at Station 2, the new Red Alert database and work on the mechanical room wall at Station 2 with Lt. Dignard and Captain Glennon. A new call firefighter/EMT, Demetrios Stamoulis was hired. Seven life safety inspections were completed with one follow-up.

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

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

Chief Pelton reported 22 cases on the extended list and 10 new cases. Officers are working on getting their second vaccine shots.

### **New Business**

#### **Promotion of Finance Assistant**

Mr. Herman provided the Board with a Memorandum dated February 23, 2021 concerning promotion of Mrs. Rousseau to Finance Director and recommendations for her pay. The Finance Assistant's position is established as Labor Grade 7, while the Finance Director's position is set as a Labor Grade 10. Mrs. Rousseau will be taking over as Finance Director for Ms. Frisella when she retires at the end of this month.

***Mr. Bedard motioned to approve the recommendation of the Town Administrator to promote Finance Assistant Patricia Rousseau to the position of Finance Director effective April 1, 2021 and to initially establish her annual salary at a Labor Grade 10, Step 8. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Policy Concerning Safety Support Details – Covid-19**

Mr. Herman provided a Memorandum dated March 2, 2021 concerning the support services in response to the pandemic authorized by the Board at its February 8, 2021 meeting for Auburn Fire & Police to provide personnel at Covid-19 vaccination sites. NHRS considers these assignments not to be Special Details and will be counted as earnable compensation for the full-time employees covered by the New Hampshire Retirement System. The Town's detail rate would not cover NHRS contributions by as much as \$5-\$6 per hour. The rate would be charged at \$45 per hour effective February 1, 2021.

Ms. Frisella indicated payment is being made out of the grant line. Chief Pelton expressed concerns about being reimbursed without going over at the end of the year



or if something unforeseeable were to take place, as reimbursements can take more than 30 days. There were \$11,000 in details for the month of February. Ms. Frisella noted she would show Mrs. Rousseau how to set it up as a receivable in the same manner FEMA reimbursements are handled and offset the receivable not the expense.

***Mr. Bedard motioned to adopt the proposed Policy Concerning Public Safety Support provided by the Town of Auburn to be effective February 1, 2021. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Eversource Tax Abatement Request.**

Mr. Leclair read the notice received from Eversource dated February 24, 2021 concerning their application for abatement of taxes pursuant to RSA 76:16 with respect to taxes assessed by the Town of Auburn as of April 1, 2020.

#### **Waste Management NHDES Application for permit modification**

The Board received a letter from Waste Management dated January 15, 2021. WMNH noted they would be modifying the compactor unit to receive waste into outbound transfer trailers. The compactor will be installed inside the trailer loaded via a hopper and compacted into designated “tube” trailers.

#### **Zoning Board of Adjustment Resignation**

The Board received a letter of resignation from Dale Phillips dated February 22, 2021 from her role as Alternate on the Zoning Board of Adjustment.

***Mr. Bedard motioned to accept with regret the resignation of Dale Phillips as an alternate member of the Zoning Board of Adjustment. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mr. Leclair thanked Mrs. Phillips for her service to the Town for so many years at the Town Hall, the School Board, the Board of Selectmen and the ZBA and noted a letter will be going out to thank her for her service to the community.

#### **SB 87 status update**

Mr. Herman provided a Memorandum dated March 2, 2021 concerning the status of SB 87 relative to municipal finance including uncollectible financial remittances to municipalities. RSA 80:56 would be amended to allow municipalities to charge a fee for any financial payment made that was returned uncollectible. The State Senate will likely approve SB 87 as presented when they are next in session and then go to the House for a hearing and vote sometime in April.

## **Old Business**

### **Municipal Buildings LED Conversion Proposal**

Mr. Leclair noted Affinity Lighting has reached out to Mr. Herman today concerning the questions the Board raised on the estimate provided for new construction in certain areas.

### **CAI Agreement**

Mr. Leclair indicated CAI agreed to the three-year contract for \$2,400/yr. with no auto renewal clause.

***Mr. Bedard motioned to accept the three-year contract with CAI. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Safety Complex Insulation**

Mr. Leclair noted Mr. Rolfe is following up on quotes for insulation at the Safety Complex.

## **Other Business**

Mr. Leclair noted Mr. Herman sent a draft article to run in the April Town Crier to look for potential members to make up a community Broadband Committee.

## **Next Meeting/Events**

Monday, March 22, 2021 Board of Selectmen's Meeting – 7 PM

## **Minutes**

February 22, 2021 – Public Meeting Minutes

***Mr. Leclair motioned to approve the February 22, 2021 Public Meeting Minutes as amended. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

February 22, 2021 – Non-Public Meeting Minutes

***Mr. Bedard motioned to approve the February 22, 2021 Non-Public Meeting Minutes. Mr. Leclair seconded the motion. A vote was taken, all were in favor the motion passed unanimously.***

**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.**

***Mr. Leclair motioned to go into non-public session pursuant to RSA 91-A: 3, II (a) & (c) compensation of a public employee, and reputation of someone other than a member of the board. Mr. Bedard seconded the motion. A roll call vote was taken Mr. Bedard – aye, and Mr. Leclair – aye. The motion passed unanimously.***

The meeting room was closed to the public at 7:27 PM.

***Mr. Leclair motioned to come out of non-public session at 8:14 PM. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

The meeting room was closed to the public at 8:14 PM.

***Mr. Bedard moved to seal the minutes of the non-public sessions. Seconded by Mr. Leclair. A vote was taken, all were in favor, the motion carried unanimously.***

***Mr. Bedard motioned to forgive interest in the amount of \$88.26 assessed on the real estate tax bill for Tax Map #8, Lot #48 – 1 due to demonstrated good cause of no fault by the taxpayer. Seconded by Mr. Leclair. A vote was taken, all were in favor,***

***Mr. Bedard motioned to approve a step increase for the Deputy Tax Collector from a Labor Grade 4, Step 2 to a Labor Grade 4, Step 3 based on a positive performance evaluation. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

**Adjourn**

***Mr. Leclair motioned to adjourn at 8:15 PM. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy Hoijer  
Recording Secretary