

**Town of Auburn
Board of Selectmen
April 19, 2021
Town Hall**

7:00 p.m.

() Call to Order – Pledge of Allegiance

Approval of Payroll Manifest for the Week of April 12, 2021 -- \$72,441.28

Approval of Accounts Payable Manifest for the Week of April 19, 2021

Approval of Consent Agenda – Week of April 19, 2021

() Appointments with the Board

Jacqueline Ireland, 386 Spofford Road – Property Assessment and Tax Lien Issue

Amy Lachance & Jennifer Strabone – Parks & Recreation Commission

Fire Chief Mike Williams – Monthly Meeting

- Proposed SOP #117 – Rapid Intervention Team / Mayday
- Proposed SOP #018 – Fire Department Chaplain
- Funding Consideration

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

() New Business

Appointment of 2021 Duck Race Committee

() Old Business

Vacancy – Alternate Member, Zoning Board of Adjustment

Broadband Review – Volunteers for Citizens Advisory Committee

Safety Complex Insulation

Storage Building Project

() Report / Comments of Ex-officio Board Representatives

() Other Business

() Next Meetings / Events

Monday, May 3, 2021 – Board of Selectmen's Meeting – 7:00 PM - *

Monday, May 17, 2021 – Board of Selectmen's Meeting – 7:00 PM

() Minutes

- April 5, 2021 Public Meeting

() 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."

Ms. J Ireland
386 Spofford Rd
Auburn, NH 03032
03/22/2021

RECEIVED

MAR 24 2021

Mr. W. Hermann
Auburn NH Town Manager
47 Chester Rd
Auburn, NH 03032

Dear Mr. W. Hermann:

Re: Tax Assessment & correction for 386 Spofford Rd, Property ID000004000002000000

I recently received a notification from the Town Tax Collector of a pending tax lien on 386 Spofford Rd. I am requesting your prompt action to resolve this matter before the April deadline.

In brief the Town records have been in error over at least a 10 year period and this was confirmed in an email dated November 20th 2020 by Town planning when the deed (D-31452) was reviewed at the registry.

This resulted in an overpayment of tax. The details of which were provided in my email, dated December 3rd 2020, to yourself with a copy to the tax collector. This included why the abatement process was not appropriate in this case.

I have yet to receive any response to this matter, and am concerned this error will also be propagated into the 2021 tax bill. In accordance with the direction on the town website, I understand this may need to be reviewed by the Board of Selectmen.

As previously stated if you need to discuss this with me further I can be reached at 603-370-1444.

Sincerely,



Ms. J Ireland

Run: 3/24/21
11:54AM

Property Billing Statement

Page: 1
Sue

Town of Auburn

PO BOX 146
Auburn, NH 03032

603-483-2281

Summary of Account by Property

Interest Calculated as of: 3/24/2021

IRELAND, JACQUELINE, TRUSTEE
JACQUELINE IRELAND REVOCABLE T
OF 2015
386 SPOFFORD ROAD
AUBURN, NH 03032

Map Lot: 000004-000002-000000

PID: 000004000002000000

Alt ID:

Location: 386 SPOFFORD ROAD

Date	Activity	Chk#	Amount	Costs	Penalties	Interest	Rate	Per Diem	Total
Current Assessments									
Land:	172,600.00	Bldg:	277,600.00	CU:	0.00	Other:	42,800.00	Total:	493,000.00
Year: 2020	Total Assessment:		493,000.00	Exemptions:		Credits:			
Land:	172,600.00	CU:	0.00						
Bldg:	277,600.00	Other:	42,800.00						
Bill #:	89789	Date: 10/31/2020	Due: 12/14/2020	Year: 2020	Type: TAX2	Original Amnt:		4,475.00	
12/11/2020	Payment	1415	2,985.28	0.00	0.00	0.00		2,985.28	
Balance Due:			1,489.72	0.00	0.00	32.65	8.00	0.3265	1,522.37
2020 Balance:			1,489.72	0.00	0.00	32.65		0.3265	1,522.37
Totals Parcel - 000004-000002-000000			1,489.72	0.00	0.00	32.65		0.3265	1,522.37



TOWN OF AUBURN

April 2, 2021

Ms. Jacqueline Ireland
386 Spofford Road
Auburn, NH 03032

Dear Ms. Ireland:

I am in receipt of your correspondence dated March 22, 2021 concerning your property located at 386 Spofford Road (Tax Map #4, Lot #2) which outlines the concern you have with an incorrect listing of acreage for your property and the resulting assessed value for same.

With this letter, I can assure you the acreage has been corrected in the Town's assessing records which does result in a reduced assessed value for land (from \$172,600 to \$166,300).

We understand your belief the Town records have been in error for at least a 10-year period and that, as a result, you have overpaid an amount in property taxes to the Town during this period. In New Hampshire, the only way to address such an issue is through the tax abatement statutes. This is not a Town of Auburn regulation or process, but one that is placed on all municipalities by state statute.

RSA 76:16, I (a) provides that the "Selectmen or assessors, for good cause shown, may abate any tax, including prior years' taxes, assessed by them or by their predecessors, including any portion of interest accrued on such tax;"

The Town's assessors have determined the assessed value difference in the error made is \$6,300 as noted above. And we have determined the property at 386 Spofford Road came into your possession during tax year 2009. The difference in value calculated against the different tax rates for those 12 years (2009 through 2020) yields a total overpayment of \$1,448.

We will present this information to the Auburn Board of Selectmen for their consideration and ultimate decision as established under state statutes.

Thank you for your consideration.

Sincerely,
TOWN OF AUBURN

William G. Herman, CPM
Town Administrator

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: Accounts Payable

From: Bill Herman, CPM, Town Administrator

Date: April 2, 2021

Re: Refund of Overpaid Property Taxes due to Incorrect Property Value Information
386 Spofford Road – Tax Years 2009 through 2020

It has been brought to the Town's attention that property at 386 Spofford Road (Tax Map #4, Lot #2) had been assessed with an incorrect amount of acreage for this property. The property owner, Jacqui Ireland, has demonstrated the amount of acreage had been listed as 4.95-acres when it was actually 3.06-acres. This has resulted in the land value being reduced from \$172,600 to \$166,300 – a \$6,300 reduction.

Tax Collector Susan Jenkins has gone back and calculated the \$6,300 value reduction for the property for tax years 2009 through 2020 and determined there was an overpayment of \$1,448.00 by the property owner which should be refunded.

Please have a check prepared in the amount of \$1,448 and made payable to:

Jacqueline Ireland
Dirk Hasberg
386 Spofford Road
Auburn, NH 03032

Attached are support documents concerning the assessing issue, in addition to an Abatement/Refund Form signed by the Board of Selectmen.

Thank you for your consideration.

Attachments

Town of Auburn

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



Town Administrator

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

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: April 12, 2021

Re: Resignation and Potential Appointment to Parks & Recreation Commission

As was noted at the Board's March 5th meeting, Patricia Rousseau would be resigning from the Parks & Recreation Commission due to her pending relocation outside of the Town of Auburn. Mrs. Rousseau submitted the attached letter of resignation during the April 6th Parks & Recreation Commission meeting.

As a result of the resignation, the Commission has advanced the interest of Jennifer Strabone of Saddle Hill Drive for membership on the Commission. Attached is a copy of an Application for Boards / Committees which Ms. Strabone completed.

Mrs. Rousseau's term on the Parks & Recreation Commission was just extended to March 2023. Whoever is appointed to the vacancy should be appointed for a term to expire in March 2023.

As you know, Mrs. Rousseau also served as the Chair of the Parks & Recreation Commission. At their April 6th meeting, the Commission elected Zach Eaton as the new Chair of the Commission.

The following motions would be appropriate for the acceptance of Mrs. Rousseau's resignation and the appointment of Mrs. Strabone:

Move to accept with regret the resignation of Patricia Rousseau from the Auburn Parks and Recreation Commission effective April 6th.

Move to appoint Jennifer Strabone as a member of the Parks and Recreation Commission with a term to expire in March 2023.

Thank you for your consideration.

Attachments

To whom it may concern:

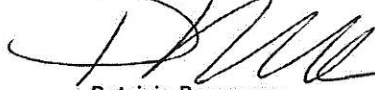
Due to my upcoming move out of the town of Auburn I have to resign my position as Chair on the Parks & Rec Commission.

Although, I would love to be able to stay on the board I cannot continue as a commissioner.

With that being said, it was a great honor to be part of something great for the town. Thank you for the opportunity. I am confident that someone perfect will replace me.

My last day will be 04/06/2021 at the end of the meeting being held that night.

Thank you,

A handwritten signature in black ink, appearing to be 'P. Rousseau', written over a horizontal line.

Patricia Rousseau

APPLICATION FOR BOARDS/COMMITTEES

NAME: Jennifer Strabone DATE: 12/28/19

ADDRESS: 25 Saddle Hill Drive

TELEPHONE: 623-0765

BOARD/COMMITTEE APPLYING FOR: The Parks+Recs commission

ARE YOU AVAILABLE TO ATTEND EVENING MEETINGS? yes

Please list any experience, skills and/or qualifications which you feel would

especially suit you for this position: I go to many of the Parks+Recs events, I run an art club at the school, I used to be the PTO president at Smyth Rd School in Manchester

EDUCATION

	Name of School	Course of Study	Years Completed	Degree
Elementary	Thorpe School		6	
Highschool	Danvers High School		4	diploma
College	Merrimack College	Sociology	4	BS

Other (Specify) Currently taking some teaching courses

CURRENT EMPLOYER

Name of Company: AVS Length of Employment: 2.5 years

Describe your position: substitute teacher

Additional comments: Thank you for your consideration!



Signature: Jennifer M Strabone



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 Selinga

Auburn Fire-Rescue Department Monthly Report March 2021

The Auburn Fire Rescue Department responded to 36 Incidents for the month, Incident responses are broken down as listed below.

Building Fire:	0
Vehicle/equipment Fires:	1
Brush:	0
Fires, all other:	2
Alarm Call no fire:	6
Hazardous Conditions:	2
Rescue/EMS:	15
Service calls:	6
Good intent calls:	4

Total: 36

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 on EMS documentation.
- Fire Training this month was gas meters (classroom).
- Hosted bimonthly Fire Department officers meeting.
- Continually updating Operational Policies and Procedures.
- Attended the selectmen's meeting to go over my monthly Fire Department report.
- Submitted monthly call firefighter payroll.
- Submitted month COVID payroll reimbursement.
- Assisted with the Red Cross blood drive hosted by AFD.
- New mobile radio installed in Tanker 1.
- Auburn Fire Rescue was granted our new repeater frequency from the FCC, Derry fire along with Chester will be working on setting up this new frequency and expect a start date of May 18th.
- Monthly NHIFRS reports were exported to the State of N.H.

- Continue to work on Red Alert, our new life safety database, two custom payroll reports were created to complete our monthly needs.
- Responded to emergencies and meetings as needed and required.
- I continually meet with Fire officers and Department members as needed and required.

Fire Prevention Report

- 4 Annual life safety inspections.
- 1 Oil tank removal inspection.
- 1 Place of assembly permit inspection.
- 1 Foster care inspection.
- Residential sprinkler plans review.

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.
- Completed the Fire Chaplain policy.
- Assists the Fire Chief with many department related issues.

Captain Pat Glennon (Facilities)

- Assisted at Crew detail every other Sunday.
- Responds to emergencies as requested.
- Ordered Station supplies.
- Attended Fire officers meeting
- Installed and painted wood border in bay area of Station 2
- Worked on acquiring quotes for projects @ Station 2
- LED lights were installed in Bay area of Station 2
- Assisted with Boat dock
- Ladder 1 driver jack repaired
- Tanker 1 light switches repaired

Captain Matt Barsaleau (Training)

- 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.
- Coordinated monthly Fire training on Gas meters with our Haz Mat district team.
- Working on setting up our new online training portal (FireRescue1)
- Worked with his crews on training requirements.

Lieutenant Chris Szatynski (Crew #1 SCBA, Radios)

- Assisted at Crew detail every other Sunday.
- Responds to emergencies as requested.
- Coordinating annual SCBA flow tests on all SCBA's
- Updated portable and mobile radio lists, also worked with Beltronics on the tanker 1 and Forestry 1 mobile radio installs.
- 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 the new fulltime firefighter on training requirements.
- Worked with his assigned crew on monthly training/crew activities, vehicle checks, etc.

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.
- Repaired the Rescue air bags.
- Repaired Tanker 2 porta tank liner
- Hydrant bags installed on Tanker 1 & 2
- Placed Forestry 1 back into service
- Worked with the new fulltime firefighter on training requirements.
- Worked with his assigned crew on training requirements.

Lieutenant Mike Sullivan (Crew #3 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 schedule, EMS documentation was this month's training.
- Worked on setting up the remainder of the new EMS bags.
- Assisted with new fulltime firefighter training.
- Qc's all EMS TEMSIS reports.



Auburn Fire March 2021 Statistics

Calls by Day of the Week

	Mar 2021
Monday	10
Tuesday	11
Wednesday	5
Thursday	2
Friday	4
Saturday	2
Sunday	2
Total	36

Fire / EMS Calls for Mar 2021

EMS Calls for Service	17
Fire Calls for Service	19
Total Calls For Service	36

Calls by Response Area

	Mar 2021
Grid AFD1	6
Grid AFD2	4
Grid AFD3	3
Grid AFD4	8
Grid AFD5	5
Grid AFD6	1
Mutual Aid Given	9
Total	36

Fire and Rescue Responses by Type

	Mar 2021
Building Fire	0
Vehicle/ Heavy Equipment Fire	1
Brush	0
Fires, other types	2
Alarm call no fire	6
Hazardous Condition	2
Good Intent	4
Service Call	6
Emergency Medical Services	15
Total Responses	36

Simultaneous Incidents

	Occurrences	Total	Simultaneous Incidents
Single Call	32	32	N/A
Two Calls Simultaneously	2	4	4
Three Calls Simultaneously	0	0	0
Four Calls Simultaneously	0	0	0
Five or More Calls Simultaneously	0	0	0
Totals		36	4
Mar 2021			11%

Mutual Aid/Auto Aid Given

	Mar 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	0
Salem	0
Sandown	1
Windham	0
Total	9

Mutual Aid Received

	Count
Candia	2
Chester	8
Deerfield	0
Derry	1
Hampstead	0
Hooksett	3
Hudson	0
Litchfield	0
Londonderry	1
Manchester	0
Raymond	0
Total	15

EMD Call Code

	Mar 2021
ALPHA	3
BRAVO	1
CHARLIE	2
DELTA	3
ECHO	1
NONE	7
OMEGA	0
Grand Total	17

Time of Day	Count
00:00 - 00:59	1
01:00 - 01:59	0
02:00 - 02:59	1
03:00 - 03:59	2
04:00 - 04:59	1
05:00 - 05:59	0
06:00 - 06:59	2
07:00 - 07:59	2
08:00 - 08:59	1
09:00 - 09:59	2
10:00 - 10:59	4
11:00 - 11:59	2
12:00 - 12:59	3
13:00 - 13:59	6
14:00 - 14:59	0
15:00 - 15:59	1
16:00 - 16:59	2
17:00 - 17:59	1
18:00 - 18:59	1
19:00 - 19:59	2
20:00 - 20:59	1
21:00 - 21:59	0
22:00 - 22:59	0
23:00 - 23:59	1
Total Alarms	36



Auburn Fire 1st Quarter 2021 Statistics

Calls by Day of the Week

	Q1 2021
Monday	24
Tuesday	30
Wednesday	21
Thursday	15
Friday	19
Saturday	14
Sunday	12
Total	135

Fire / EMS Calls for Q1 2021

EMS Calls for Service	73
Fire Calls for Service	62
Total Calls For Service	135

Calls by Response Area

	Q1 2021
Grid AFD1	32
Grid AFD2	19
Grid AFD3	12
Grid AFD4	25
Grid AFD5	13
Grid AFD6	4
Mutual Aid Given	30
Total	135

Fire and Rescue Responses by Type Q1 2021

Building Fire	0
Vehicle/ Heavy Equipment Fire	1
Brush	0
Fires, other types	3
Alarm call no fire	17
Hazardous Condition	5
Good Intent	24
Service Call	29
Emergency Medical Services	56
Total Responses	135

Simultaneous Incidents	Occurrences	Total	Simultaneous Incidents
Single Call	123	123	N/A
Two Calls Simultaneously	6	12	12
Three Calls Simultaneously	0	0	0
Four Calls Simultaneously	0	0	0
Five or More Calls Simultaneously	0	0	0
Totals		135	12
Mar 2021			9%

Mutual Aid/Auto Aid Given	Mar 2021
Bedford	0
Candia	11
Chester	15
Deerfield	1
Derry	1
Hampstead	0
Hooksett	0
Hudson	0
Litchfield	0
Londonderry	0
Manchester	0
Northwood	0
Pelham	0
Raymond	1
Salem	0
Sandown	1
Windham	0
Total	30

Mutual Aid Received

Candia	6
Chester	26
Deerfield	0
Derry	3
Hampstead	0
Hooksett	5
Hudson	0
Litchfield	0
Londonderry	1
Manchester	0
Raymond	0
Total	41

EMD Call Code Q1 2021

ALPHA	17
BRAVO	4
CHARLIE	8
DELTA	12
ECHO	3
NONE	29
OMEGA	0
Grand Total	73

Time of Day	Count
00:00 - 00:59	4
01:00 - 01:59	2
02:00 - 02:59	3
03:00 - 03:59	4
04:00 - 04:59	2
05:00 - 05:59	3
06:00 - 06:59	4
07:00 - 07:59	7
08:00 - 08:59	5
09:00 - 09:59	10
10:00 - 10:59	10
11:00 - 11:59	7
12:00 - 12:59	7
13:00 - 13:59	9
14:00 - 14:59	4
15:00 - 15:59	7
16:00 - 16:59	10
17:00 - 17:59	6
18:00 - 18:59	6
19:00 - 19:59	10
20:00 - 20:59	8
21:00 - 21:59	4
22:00 - 22:59	2
23:00 - 23:59	1
Total Alarms	135



Town of Auburn Fire Department

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



Auburn Fire Department Standard Operating Policy

Posting Date: 04/19/2021	SOP Category & Identification Number:	New SOP #117
Effective Date: 04/19/2021	SOP #117	Revision X
SOP Title: (RIT) Rapid Intervention Team/Mayday		
Approved by: Michael Williams	Re-evaluation Date: 04/19/2022	Number of pages: 4

PURPOSE:

The purpose of this policy is to provide information on the expectations and use of a Rapid Intervention Team (RIT), and describe what a mayday is and when it should be called.

SCOPE:

This policy shall apply to all incidents where a RIT team has been established.

PROCEDURES AND INFORMATION:

Rapid Intervention Team (RIT): A specifically designated team of firefighters assigned to provide for the rescue of members operating at an emergency incident if a MAYDAY is called.

ESTABLISHING RIT:

A. A Rapid Intervention Team (a minimum of 3 Interior firefighters) will be established when operations are being performed in an IDLH atmosphere as soon as is practicable.

B. The establishment of a RIT is the responsibility of the Incident Commander and will be established based on the following on scene information:

1. Incident type.
2. Building construction.
3. Size of building.
4. Number of personnel operating within the IDLH atmosphere.

RIT Responsibilities: Immediately after being established, the RIT leader will perform their incident evaluation/size-up. The purpose of this is to assess the following:

1. Construction type of the building.
2. Building size (large structures may require more than one RIT).
3. Structural integrity.
4. Access/egress points.

Upon completion of their evaluation, the RIT leader may make recommendations to the incident commander concerning deployment of the RIT (i.e. laddering the building, the need of more than one team, etc.)

Organize/procure the appropriate equipment necessary to affect a rescue of a lost, trapped, or disoriented member. The equipment chosen shall be influenced by the type of building construction, but a minimum should consist of the following equipment.

1. A complete SCBA (regulator, face piece, air cylinder and frame).
2. Lifeline, carabiners, and webbing.
3. Forcible entry, cutting and breaking tools.
4. Appropriate lighting.
5. Portable radio.
6. Small hand tools (pliers, wire cutters...)

When deployed, the members of the RIT are to operate as a unit and report directly to the team leader. The assignment of the RIT is to locate, rescue and remove lost, trapped, or disoriented firefighters, using any means necessary.

AWARE: An acronym used by RIT to remember what items need to be available for a rescue

- **AIR:** Separate air supply for the victim.
- **WATER:** Hose lines to create a defensible position.
- **A RADIO:** Separate radio for the victim, preset to the assigned emergency.
- **EXTRICATION:** Tools necessary to extricate the victim.

MAYDAY:

MAYDAY will be the radio language used for any distressed firefighter needing assistance for any reason. No other term shall be substituted.

Any member of the Auburn Fire Department may declare a MAYDAY if he/she becomes trapped, disoriented, or distressed and needs assistance on the scene of an emergency.

Upon receipt of a MAYDAY the Incident Commander will advise or acknowledge Derry Dispatch that a MAYDAY exists at that incident location. The IC will ask Derry Dispatch to broadcast a MAYDAY after a tone alert and advise all personnel that all radio traffic must cease. Only pertinent traffic for the MAYDAY will be permitted until a separate radio channel is assigned for the MAYDAY transmissions.

The person transmitting the MAYDAY should, if possible, advise the following:

- LOCATION and ID - floor, room, side of building, and who you are
- PROBLEM - trapped, lost, out of air, etc.
- YOUR NEEDS - hose line, ladder, shovels, spare cylinder, hydraulic rescue tools, etc.

Example of a MAYDAY message: MAYDAY, MAYDAY, MAYDAY, Firefighter Smith is lost on the 2nd. Floor A side of the Bldg. and needs air.

INCIDENT COMMANDS RESPONSIBILITIES DURING A MAYDAY:

The IC needs to accurately assess the risks, make deliberate decisions, and maintain control during the MAYDAY, The IC must remain calm and direct crews appropriately during the MAYDAY

Steps for IC to follow during a MAYDAY:

- Establish radio communication with the MAYDAY Firefighter
- Notify Fire alarm of the MAYDAY and request that all non-essential radio traffic stop!
- Assign an assistant IC to keep fireground operations moving forward on an alternate frequency and to conduct a PAR (personal accountability report) of all members on the fireground.
- **You the IC, the MAYDAY firefighter and RIT team keep communicating on the original fireground channel.**
- Provide a detailed report to the RIT team of their last know location, ID, floor, side of Bldg. their problem, (lost, trapped) and their needs (Air, shovels) to ensure the best chance of a rescue.
- Maintain consistent communication with the MAYDAY Firefighter and the RIT team until the MAYDAY has been cancelled.

GRAB LIVES:

Any Firefighter who finds themselves in situations on the fireground where you become disorientated with your crew, lost, injured or in a situation where you need assistance, this is a Self-Survival procedure which can be followed.

G- Gauge	Check air gauge
R- Radio	Radio for assistance (Mayday)
A-Activate	Activate PASS Device
B- Breathing	Conserve Air
L- Low	Stay low
I- Illuminate	Shine flashlight
V- Volume	Make a loud noise
E- Exit	Find an Exit
S- Shield Airway	Protect Airway

Things to consider during a MAYDAY. What your assignment was and where you are in the building. What equipment you have, and what equipment may be needed to assist in your removal. What to look for to assist in the RIT Crew to find you quicker.

END OF SOP # 117



Town of Auburn Fire Department

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



Auburn Fire Department Standard Operating Policy

Posting Date: 04/19/2021 Effective Date: 04/19/2021	SOG Category & Identification Number: SOP # 018	New SOP #018 Revision X
SOG/ SOP Title: Fire Department Chaplain		
Written by Robert Selinga Approved by Michael Williams	Re-evaluation Date: 04/19/2022	Number of pages: 2

PURPOSE: This Policy is written to help guide the newly established position of Auburn NH Fire Rescue Department Chaplain. The Chaplain's duty is to provide emotional and spiritual support and guidance, as needed to those who need/accept these services.

SCOPE: This support and guidance shall include any members and their families as well as our town residents in their time of need when experiencing emergencies which include but are not limited to fires, EMS, natural disasters, and official functions of the Auburn Fire Rescue Department.

GUIDELINES AND INFORMATION: The policy pertain to actions both on and off the fire ground.

- This position has no fire ground *authority* and *shall not* be forced upon anyone who declines these services.
- If a member of the Auburn Fire Rescue Department is seriously injured in the line of duty, the Chaplain may be designated by the Chief of Auburn Fire or the Incident Commander as the hospital liaison for that department member. The Chaplain shall travel to the hospital to which the department member was transported to ascertain the condition and prognosis of that member and will update the Chief of that member's condition as soon as possible.
- The Chaplain is recommended to visit both stations during truck checks, trainings, etc. to become familiar with the department members as well as the workings of the department.
- The Chaplain shall assist the Fire Chief with organizing any Critical Incident Stress Debriefings (CISD) deemed necessary and shall utilize the State of NH resources to assist with this task, ie, the Granite State Team, NH Fire Chaplain groups, and other religious groups that may be suitable.
- The Chaplain will be issued non-compliant turnout gear for the *sole* purpose of identification *only*. Again, this position holds no fireground authority and works directly for the Fire Chief or Incident Commander. This gear shall be used on any emergency scene and shall be used with other safety gear such as, but not limited to a safety vest, an N-95 mask and safety glasses when needed.

In conclusion, the Auburn Fire Department Chaplain is an essential position and plays an essential role in providing support to the Auburn Fire members, their families, and the residents of Auburn in time of need. This is considered as an important function as a service to our community.

The Chaplain will respond to the following incidents to assist the Incident commander in his/her role.

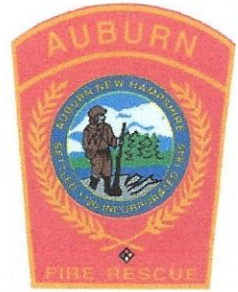
- Fatal Fires.
- Incidents where Firefighter or civilian injuries were received.
- Fatal motor vehicle accidents.
- Structure fires.
- Any incident where the IC deems it necessary.

END OF SOP 018



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 Selinga

Auburn N.H. Board of Selectmen
Attention Keith Leclair, Chairman

April 19, 2021

Dear Board Members,

Over the past few years, the Auburn Fire Rescue Department has attempted to secure grant funding for a few large projects. These two projects include replacing our outdated, non-serviceable portable radios and to purchase a gear extractor and dryer to clean our PPE upon returning from fires, hazmat, and medical emergencies including COVID-19 responses.

Over the past year the Auburn Fire Rescue call volume has increase by approximately 15%. We associate this increase with COVID-19 and its associated medical calls. As our business continues to grow, our need for more reliable radio communications does as well, and during COVID times we need to keep members equipment clean and sanitized as much as possible. The two pieces of equipment would have been extremely beneficial to Auburn Fire Rescue in these busy times and would enhance the health and safety of all members.

On March 10th, The American Rescue Plan Act was signed by President Biden which provides funding to local communities for COVID- 19 relief. As both projects continue to be a high priority with Auburn Fire Rescue, and grant funding continues to be extremely difficult to secure, I am asking for your support by applying some of this funding towards the purchase of these projects, as may be needed over the next few years while this funding is available.

Listed below outlines rough estimates for each project, keep in mind these are quotes from a few months back, this price for the extractor and dryer does not include installation costs:

- 30 Portable radios and associated equipment: \$152,848.00
- Gear Extractor and dryer: \$43,002.00

The members of the Auburn Fire Rescue ask for your support funding these essential projects.

Thank you,

Michael Williams



Quote Number: QU0000499578
Effective: 12 FEB 2020
Effective To: 12 APR 2020

Bill-To:

AUBURN FIRE DEPARTMENT
 55 EATON HILL ROAD
 AUBURN, NH 03032
 United States

Ultimate Destination:

AUBURN FIRE DEPARTMENT
 55 EATON HILL ROAD
 AUBURN, NH 03032
 United States

Attention:

Name: Chief Michael Williams
Email: mwilliams@auburnnhfire.org
Phone: 603-483-8141

Sales Contact:

Name: Steve D'Esopo
Email: sdesopo@2-way.biz
Phone: 603-431-6288 x1891

Contract Number: NASPO ValuePoint
Freight terms: FOB Destination
Payment terms: Net 30 Due

Item	Quantity	Nomenclature	Description	List price	Your price	Extended Price
1	27	H98KGF9PW6BN	APX6000 VHF MHZ MODEL 2.5 PORTABLE	\$5,328.00	\$3,933.18	\$106,195.86
(Notes)APX6000XE VHF Portable - Impact Green						
1a	27	H35BU	ADD: CONVENTIONAL OPERATION			
1b	27	Q806BM	ADD: ASTRO DIGITAL CAI OPERATION			
1c	27	QA09001AB	ADD: WIFI CAPABILITY			
1d	27	Q887AT	ADD: 5V ESSENTIAL SERVICE			
1e	27	QA05751AA	ADD: NO ADP FOR P25 CAP	-	-	-
1f	27	QA02006AA	ENH: APX6000XE RUGGED RADIO			
1g	27	QA01427AB	ALT: IMPACT GREEN HOUSING			
2	27	PMMN4106D	AUDIO ACCESSORY-REMOTE SPEAKER MICROPHONE,AUDIO ACCESSORY-AUDIO ADAPTER,APX XE500 REMOTE SPEAKER MIC, HIGH IMPACT GREEN	\$616.00	\$449.68	\$12,141.36
(Notes)XE500 Remote Speaker Microphone - Impact Green						
3	2	NNTN8844A	CHARGER, MULTI-UNIT, IMPRES 2, 6-DISP, NA/LA-PLUG, ACC USB CHGR	\$1,375.00	\$1,003.75	\$2,007.50
(Notes)Multi-Unit Charger						
4	2	NNTN8860A	CHARGER, SINGLE-UNIT, IMPRES 2, 3A, 115VAC, US/NA	\$165.00	\$120.45	\$240.90
(Notes)Single Unit Charger						
5	12	NNTN7624C	CHARGER,CHR IMP VEH EXT NA/EU KIT	\$472.00	\$344.56	\$4,134.72
(Notes)Vehicular Fast Charger - No Installation						
6	27	PMNN4547A	BATT IMPRES 2 LIION TIA4950 R IP68 3100T	\$169.00	\$123.37	\$3,330.99
(Notes)Spare Battery - APX6000XE						
7	600	SVC03SVC0115D	SUBSCRIBER PROGRAMMING	\$1.00	\$1.00	\$600.00
(Notes)Initial Radio Configuration and Programming						
8	1800	SVC03SVC0123D	SUBSCRIBER INSTALL - SVCR LOCATION	\$1.00	\$1.00	\$1,800.00
(Notes)Optional - Vehicular Charger Installations						
9	3	H91TGD9PW6AN	APX 8000 ALL BAND PORTABLE MODEL 2.5	\$9,958.00	\$7,324.96	\$21,974.88
(Notes)APX8000XE All Band Portable w Trunking Capability						
9a	3	H38BS	ADD: SMARTZONE OPERATION			
9b	3	Q361AN	ADD: P25 9600 BAUD TRUNKING			

Item	Quantity	Nomenclature	Description	List price	Your price	Extended Price
9c	3	H869BW	ENH: MULTIKEY			
9d	3	QA09001AB	ADD: WIFI CAPABILITY			
9e	3	Q806CB	ADD: ASTRO DIGITAL CAI OPERATION			
9f	3	Q887AU	ADD: 5Y ESSENTIAL SERVICE			
9g	3	Q15AJ	ENH: AES/DES,DES-XL,DES-OFB AND ADP			
9h	3	QA05509AA	DEL: DELETE UHF BAND			
9i	3	QA02006AC	ENH: APX8000XE RUGGED RADIO			
9j	3	QA01427AG	ALT:APX 8000 HOUSING GREEN			
10	3	PMNN4504A	BATT IMPRES 2 LIION UL2054 DIV2 R IP68 3400T	\$193.00	\$140.89	\$422.67
(Notes)Spare Battery for APX8000XE						

Total Quote in USD

\$152,848.88

THIS QUOTE IS BASED ON THE FOLLOWING:

1 This quotation is provided to you for information purposes only and is not intended to be an offer or a binding proposal.

If you wish to purchase the quoted products, Motorola Solutions, Inc. ("Motorola") will be pleased to provide you with our standard terms and conditions of sale (which will include the capitalized provisions below), or alternatively, receive your purchase order which will be acknowledged.

Thank you for your consideration of Motorola products.

2 Quotes are exclusive of all installation and programming charges (unless expressly stated) and all applicable taxes.

3 Purchaser will be responsible for shipping costs, which will be added to the invoice.

4 Prices quoted are valid for thirty(30) days from the date of this quote.

5 Unless otherwise stated, payment will be due within thirty days after invoice. Invoicing will occur concurrently with shipping.

MOTOROLA DISCLAIMS ALL OTHER WARRANTIES WITH RESPECT TO THE ORDERED PRODUCTS, EXPRESS OR IMPLIED INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

MOTOROLA'S TOTAL LIABILITY ARISING FROM THE ORDERED PRODUCTS WILL BE LIMITED TO THE PURCHASE PRICE OF THE PRODUCTS WITH RESPECT TO WHICH LOSSES OR DAMAGES ARE CLAIMED. IN NO EVENT WILL MOTOROLA BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES.



Equipment Company, Inc.

45 Priscilla Lane
603-641-9487
FAX: 603-644-0498

Auburn, NH 03032
1-800-258-3570
sales@decequip.com

Quotation

Adam Maciaszczyk

SOLD TO:

Name: Town of Auburn (NH)
Address: 6 Pingree Hill Rd
City, State, Zip: Auburn, NH 03032
Contact: Lt Patrick Glennon
Phone: 603-483-8141
Fax: pglennon@auburnnhfire.org

Delivery To: (if different, if not mark "same")

Name: SAME
Address:
City, State, Zip:
Contact: Chief Mike Williams
Phone: same
Fax: mwilliams@auburnnhfire.org

see item 5 on reverse side

DATE	FOB	VIA	REQUESTED DEL DATE	TERMS	
10/5/2018	factory	best way	as agreed	20% dep/bal COD	
QTY	Description			UNIT PRICE	AMOUNT
1	<u>UNIMAC UWT065D40LX - 5 speed</u> Washer - Extractor 65-70 pound capacity , UniLinc programmable computer, 100 G-force , 9.61 cubic foot cylinder, 208/60/3/1 phase, 15/20 amp circuit breaker, 3 wire, 5HP 34.12"W x 49.83"D x 64.43"H, net weight 1,230 pounds. No Base frame needed. <u>Stainless</u> Steel Construction • <u>Viton</u> basket seals • <u>Heavy</u> Duty Cylinder			\$ 15,700.00	\$ 15,700.00
1	UniMac dryer, model UTGC6 , with capacity to fit six full sets of gear, 6" exhaust diameter, 300 cfm, 55 1/8" wide x 30 13/16" deep x 81 1/2" high, net weight 430 pounds. Includes hangers for 6 sets of gear, including rack for up to 15 gloves or boots. Electrical to be specified at time of order			\$ 7,500.00	\$ 7,500.00
1	Chemical pump system for 2 pump set up			\$ 650.00	\$ 650.00
2	Firehouse Chemical package - "Turnout" detergent for Fireman PPE gear washing			\$ 34.32	\$ 68.64
4	"Laundry San" Breaker for Fireman PPE gear washing			\$ 34.67	\$ 138.68
1	<u>FireLinc software package: includes tablet, barcode scanner and all accessory</u>				\$ 2,095.00
Optional 1	Aquawing Ozone Injection System, model AF-1 with RUBY service; TowerSeries compact ozone system with patented variable ozone to regulate ozone levels and guarantee bug kill, ozone room monitor, ozone generators, and patented Interfuser injector with patented static mixing chamber to reliably infuse ozone. System includes (1) generator per washer, system controller, pneumatic controller, stand, fusion injectors, and pneumatic controls for airflow and air pressure.			\$ 11,000.00	\$ 11,000.00
	Factory freight, delivery, set up and installation				\$ 5,850.00
				Total	\$ 43,002.32
	Deliver, set up and installation includes rigging equipment into place, bolt down, level and grout into place. Final electrical and plumbing connections including: 1. Electrical connections to washer and dryer according to manufacturer spec 2. Final plumbing connections for water in and out on washer, and venting on drying cabinet, to meet manufacturer spec. 3. Complete installation of chemical pump injection system, including testing and programming to dept. specifications in accordance with NFPA 1851 standards 4. Complete installation and set up of Firelinc system and software including set up for administrators on the account, for complete tracking				

Quote valid for: 30 days

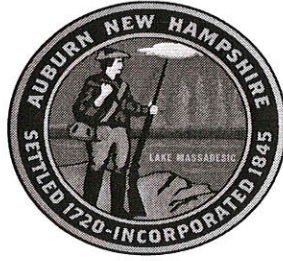
See Reverse Page for Signatures, terms and conditions

Prepared by: ARM

THE TERMS AND CONDITIONS OF THE REVERSE SIDE ARE INCORPORATED INTO THE TERMS OF THIS AGREEMENT

Town of Auburn

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



Town Administrator

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

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: April 12, 2021

Re: Volunteer Appointments to 2021 Duck Race Committee

Auburn Historical Association President Dan Carpenter has requested the Board of Selectmen consider appointing volunteers to a Duck Race Committee for 2021.

This practice has taken place since 2015 to enable the Auburn Historical Association and participants in the annual Duck Race event to be covered under the blanket property & liability insurance coverage of the Town of Auburn for this community event.

In 2021, the Duck Race event and activities is scheduled to take place on Saturday, September 11th.

Mr. Carpenter requested the following individuals be appointed for a term of February 10, 2021 through October 1, 2021:

- Daniel Carpenter
- Nancy Mayland
- Brenda Beer
- Pat Clement
- Deb Mancini

If you are agreeable with maintaining this approach to the Duck Race activity, it would be appropriate if the Board were to formally vote to appoint these individuals with the following motion:

Move to appoint Daniel Carpenter, Nancy Mayland, Brenda Beer, Pat Clement and Deb Mancini as volunteers to comprise the Duck Race Committee for the term of February 10 through October 1, 2021.

Thank you for your consideration.

Bill Herman

From: Dan Carpenter <dancarpenterinc@gmail.com>
Sent: Monday, April 12, 2021 10:37 AM
To: Bill Herman
Subject: Duck Committee, 2021

Hi Bill, Could we get the following appointments. Pat Clements, Brenda Beer, Deb Mancini, Dan Carpenter, Nancy Mayland

I think Pat has got the crew off to a good start. Thanks, Dan

Sent from my iPad

Town of Auburn

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



Town Administrator

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

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: April 14, 2021

Re: Vacant Alternate Zoning Board of Adjustment Position

With the resignation of Dale Phillips as an alternate member of the Zoning Board of Adjustment (ZBA), the Board published a notice of vacancy in the April edition of the Auburn Village Crier seeking volunteers.

As of today, there have been two Auburn residents who have expressed an interest in serving in this position. The individuals include Shannon Daoust of Appletree Road and Brett Rickenbach of Raymond Road.

For the Board's benefit, attached are the messages received from the two individuals expressing their interest to serve in this capacity.

The position that is vacant is one that carries a term of office to March 2023.

Should the Board be of the mind to appoint one of these individuals to this position, the appropriate motion would be as follows:

Move to appoint _____ as an alternate member of the Zoning Board of Adjustment with a term to expire in March 2023.

Thank you for your consideration.

Attachments

Bill Herman

From: Shannon Daoust <shannondaoust@hushmail.com>
Sent: Monday, April 5, 2021 10:35 AM
To: Bill Herman
Subject: Zoning Board of Adjustment

Dear Selectmen of Auburn,

My name is Shannon Daoust and I am writing to express my interest in becoming involved with town government by volunteering for the zoning board of adjustment. I have lived in town for over 6 years and I am married to Jason Daoust who has been an Auburn resident all his life. We have a 2.5 year old son so we have an interest in making sure that Auburn continues to be a wonderful place to grow up for him, just as it was for my husband.

I have not served on a zoning board before, but would like to learn more about how our town government runs and would put in the time to become familiar with any ordinances or precedence. I did my undergraduate at Johns Hopkins University and then my Master's at their Bloomberg School of Public Health. My minor as an undergraduate was in law so I believe that I have the necessary background for understanding any of the technical aspects that might arise.

Thank you for your consideration and please let me know if you would like to meet with me or have any further questions.

Sincerely,
Shannon Daoust

Bill Herman

From: Brett Rickenbach <brett@moehomes.com>
Sent: Wednesday, April 7, 2021 10:35 AM
To: Bill Herman
Subject: ZBA Alternate Letter of Interest

I would like to volunteer for the Zoning Board of Adjustment Alternate position. I am a three-year resident of Auburn (grew up in Hooksett) and live near the school with my wife and 5-year-old daughter.

I have been a full-time real estate investor for seven years. Together with my partner/brother, Randy, we have flipped 50 houses and own 10 rental units. Prior to real estate, I worked as a research and development scientist for 16 years at a biotechnology company. I earned a degree in Molecular Biology for the University of New Hampshire in 1997.

For the past two years, I was a board member and vice president of the New Hampshire Real Estate Investment Association. I would be happy to bring my experience and knowledge to service the town.

Brett Rickenbach – REALTOR

CELL: 603-858-2393

Moe Marketing Realty Group

56 Constance Street

Bedford, NH 03110

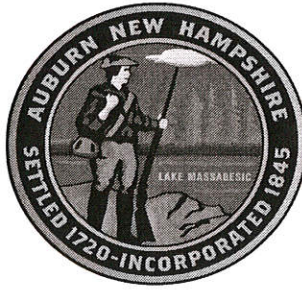
603-644-2227

www.moehomes.com



Town of Auburn

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



Town Administrator

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

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: April 14, 2021

Re: Interest in Broadband Study Committee

As of today, there have been six Auburn residents who have expressed an interest in participating in a Broadband Study Committee for the community. To the best of my knowledge, these have come in due to the call for volunteers published in the April edition of the Auburn Village Crier.

The six individuals include Jan Gonsalves of Cedar Crest Lane, David Oliveira of Westford Drive, Beth Thomerson of Wood Hill Drive, Sean Finegan of Oaktree Road, Chris Rolfe of Calef Road and Jess Edwards of Rattlesnake Hill Road.

For the Board's benefit, attached are the messages received from the six individuals expressing their interest to serve in this capacity. I have also attached RSA 33:3-g which describes the statutory requirements for broadband infrastructure bonds that a municipality may choose to issue.

It would appear at this point the Board needs to consider if it wants to establish such a committee and, if so, determine the scope of what the Board would be looking for the committee to work on. The Board should also give some consideration to the potential staffing of such a committee. As an official body of the Town government, meetings will need to be posted in advance, minutes of meetings will need to be produced and documents generated by the committee are considered public records under the terms of the Right to Know law (RSA 91-A).

If the Board is going to move forward with a committee effort, the Board also needs to determine how large the committee should be and who will be appointed to serve as members of the committee. Also, should there be an ex-officio member as part of the committee. I do not find that such a committee is defined in statute, so these types of decisions would be for the Board to make.

Thank you for your consideration.

Bill Herman

From: Jan Gonsalves <jan.gonsalves@gmail.com>
Sent: Tuesday, March 30, 2021 10:45 AM
To: Bill Herman
Subject: Broadband committee

To whom it may concern,

I'd be interested in joining the broadband committee. I work for Broadcom as a software engineer/manager who's teams create network performance monitoring software. That software is installed and monitors the network performance of some the largest internet providers. That said, I'm not a network engineer who would have a deeper hands on experience, but I have a good overall understanding of the topic and need. If you fee I can be helpful, let me know.

Jan Gonsalves
603.320.3098

Sent from my iPhone

Bill Herman

From: Keith Leclair <keith.leclair@gmail.com>
Sent: Tuesday, March 30, 2021 3:36 PM
To: Bill Herman
Subject: Fwd: Town fiber committee

Sent from my iPhone

Begin forwarded message:

From: Dave Oliveira <oliveira.dave@outlook.com>
Date: February 27, 2021 at 12:52:42 PM EST
To: Keith Leclair <keith.leclair@gmail.com>
Subject: Town fiber committee

Hey Keith,
Hope all is well. Would you put my name in the mix for the town fiber optic committee?

If there is a formal process to be considered, just let me know what I need to do.

Thanks,
Dave

Bill Herman

From: bthomerson@comcast.net
Sent: Tuesday, March 30, 2021 11:27 PM
To: Bill Herman
Subject: Interested in Broadband Committee

Hi!

I'm an Auburn resident since 1999, and would be interested in serving on the Broadband committee. I've worked out of my home office almost exclusively since 2003 and would love to help figure out how we can bring more choices to the area. Please let me know if there are other qualifications you're looking for. I'll be out of town visiting my sister in NC April 1-6, but will be back home mid-evening on the 6th.

Thanks
Beth Thomerson

Bill Herman

From: Sean Finegan <sfinegan@comcast.net>
Sent: Tuesday, April 6, 2021 8:32 PM
To: Bill Herman
Subject: Citizens Broadband Advisory Committee

18 Oaktree Road
Auburn, NH 03032
(603)785-3843
sfinegan@comcast.net

Re: Citizens Broadband Advisory Committee

Board of Selectmen,

I am interested in serving as a member of the Auburn Citizens Broadband Advisory Committee.

I have been a resident of Auburn since 1996. I have a background in the electronics field. I may be able to help with the understanding of different technologies and ideas within the broadband definition (DSL, Cable, Satellite, fiberoptic, Wireless, RF, etc) that the Committee may encounter during this request for information phase.

Sincerely,

Sean Finegan

Bill Herman

From: nhhunter9 <nhhunter9@gmail.com>
Sent: Saturday, April 10, 2021 1:48 PM
To: Bill Herman
Subject: Broadband

Hi Bill,

I am interested in being on the broadband committee. I work in Cellular and we use internet backhaul to run our cell sites. We use it slightly different then home owners but at least I have some basic knowledge that may be beneficial.

Thanks
Chris Rolfe
6035820000

Bill Herman

From: Jess Edwards <secure4posterity@yahoo.com>
Sent: Monday, April 12, 2021 8:06 AM
To: Bill Herman
Subject: Group looking at internet options for Auburn?

Hi Bill,

I'd like to be on that group that is being put together to look at "broadband" or internet options for Auburn.

How do I make that happen?

Jess

TITLE III

TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 33

MUNICIPAL FINANCE ACT

Section 33:3-g

33:3-g Broadband Infrastructure Bonds. –

I. A municipality or communications district formed under RSA 53-G may issue bonds for the purpose of financing the development, construction, reconstruction, renovation, improvement, and acquisition of broadband infrastructure in any locations within a municipality unserved by broadband as defined in RSA 38:38, I(c). Without limiting the foregoing, broadband infrastructure may be the subject of public-private partnerships established in accordance with the provisions of RSA 33:3.

II. Bonds issued under this section shall be payable in annual payments so that the amount of annual payment of principal and interest in any year on account of any bond shall be not less than the amount of principal and interest payable in any subsequent year by more than 5 percent of the principal of the entire bond. The total amount of payments shall be sufficient to extinguish the entire bond at such bond's maturity. The first payment of principal on any bond shall be made no later than 5 years and the last payment not later than 30 years after the date issued. Each authorized issue of bonds shall be a separate and distinct loan.

III. A municipality shall not issue bonds for the purpose of financing the development, construction, reconstruction, renovation, improvement, and acquisition of broadband infrastructure in any location within a municipality unserved by broadband as defined in RSA 38:38, I(c) unless a request for information has been issued, at a minimum, to all providers serving the issuing community and such providers have been given 2 months to respond to the request. The request for information may include, but is not limited to, information identifying locations within a municipality served by broadband as defined in RSA 38:38, I(c). After completing, issuing, and receiving responses to such request for information, a municipality may issue a request for proposals for the purpose of engaging in a public-private partnership pursuant to RSA 33:3 or RSA 33-B for the deployment of broadband infrastructure, as defined in RSA 38:38, I(e), and the provision of broadband service as defined in RSA 38:38, I(f). A municipality may select a proposal based on criteria including, but not limited to, provider ability to deploy, manage, and maintain a broadband network. A municipality may determine that no provider has met the criteria included in the request for proposals and may issue bonds for purposes pursuant to RSA 33:3 and RSA 33-B, including but not limited to, open networks. If a broadband provider does not respond to a request for information pursuant to this paragraph, the locations served by that broadband provider shall be considered unserved, unless those locations are served by a broadband provider who responded to that municipality's request for information.

IV. Any request for information issued pursuant to this section after December 31, 2020 shall conform with a model request for information issued by the New Hampshire department of business and economic affairs.

Source. 2006, 225:3, eff. July 31, 2006. 2018, 118:4, eff. July 29, 2018. 2020, 28:1, 2, eff. Sept. 20, 2020; 28:6, eff. July 22, 2020.

**Town of Auburn
Board of Selectmen
April 5, 2021
Minutes
7:00 PM**

Selectmen Present: Keith Leclair, Todd Bedard and Michael Rolfe

Others Present: Police Chief Ray Pelton, Michael DiPietro, Allison Goddard, Tim Sentkowski, Luis Arteaga, Town Administrator William Herman and Nancy Hoijer, Recording Secretary

Call to Order – Pledge of Allegiance

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

Approval of Payroll Manifest for the Week of March 29, 2021 - \$64,370.81

Mr. Bedard motioned to approve the Payroll Manifest for the week of March 29, 2021 in the amount of \$64,370.81. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of April 5, 2021 - \$1,196,222.76

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of April 5, 2021 in the amount of \$1,196,222.96. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of April 5, 2021 - \$4,348.00

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of April 5, 2021 in the amount of \$4,348. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of April 5, 2021 - \$5,140.00

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of April 5, 2021 in the amount of \$5,140. Mr. Leclair seconded the motion. A vote was taken Mr. Rolfe abstained, Mr. Leclair voted aye and Mr. Bedard voted aye. The motion passed 2-0-1.

Approval of Consent Agenda for the week of April 5, 2021

Mr. Herman summarized the Consent Agenda for the week of April 5, 2021 which included: two (2) pistol permits, one (1) Tax Abatement and one (1) Intent to Cut.

Mr. Bedard motioned to approve the Consent Agenda for the week of April 5, 2021 as summarized by Mr. Herman. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Appointments with the Board

Residents of Anderson Way – Speed Limit

The Board received an email from Diana Carillo of 10 Anderson Way dated March 31, 2021 concerning the speed limit on Anderson Way. Mr. Arteaga presented their concerns with many young children living on the road riding bikes and playing outdoors and dog walkers and other pedestrians. There have been many close calls with people and pets nearly being run over. The road is curvy resulting in reduced visibility.

Allison Goddard of 6 Anderson Way raised concerns with motorists speeding more than the posted 35 MPH speed limit on the cul-de-sac and questioned whether the speed limit could be lowered due to the fact the road has no outlet or whether speed bumps could alleviate the problem. There are approximately 17 kids living on the street and there have been multiple incidents lately.

Tim Sentkowski of 53 Anderson Way and Louis Arteaga of 10 Anderson Way questioned whether removing the speed limits signs might discourage motorists from driving over the posted speed limit. Mr. Sentkowski noted the radar trailer had been placed on the road before with no results.

Mr. Leclair noted the Town experiences complaints of this nature a couple of times per year. The State statute is 35 MPH and the Town has no authority to lower the limit without performing a study to demonstrate the road is not designed to that standard. The road is wide and designed for 35 MPH. Mr. Rolfe will speak to the Planning Board to see if removing the speed limit signs would be allowed. Mr. Bedard noted success with that on his own road. Mr. Arteaga will check with the other residents to see if they agree with removing the signs.

Chief Pelton noted the Police Department had not received complaints of speeding on Anderson Way in the last three years and urged residents to call when there is an incident. Chief Pelton will send an officer over tomorrow and recommended posting the new radar trailer which gathers data to help officers determine the best time to be present. Temporary signs can make the road look narrower and has historically reduced speed.

Mr. DiPietro, Chair of the Highway Safety Committee, noted most of the services offered by the Police Department have quelled the speed problems at least temporarily. Mr. Rolfe recommended striping the fog lines in to make the road appear narrower which has shown to reduce speeds.

Mr. Leclair asked Chief Pelton to follow up and let the Board know the results of the data collected by the radar trailer.

Town Response to COVID-19 and State Emergency Declaration

Chief Pelton reported 16 active cases of COVID in Town and a good supply of PPE.

Mr. Herman noted federal COVID relief funding is expected to be received by the State by May 11th and then will be distributed to Towns within 30 days.

New Business

Resignation of Health Officer

Mr. Leclair noted Paul Raiche has submitted his resignation as Health Officer.

Mr. Bedard motioned to accept the resignation of Paul Raiche as Health Officer with regret. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Leclair expressed the Boards thanks to Mr. Raiche for his service to the community over the years, also as a member of the Board of Selectmen and chair of the Conservation Commission. Mr. Raiche has dedicated a lot of his time to the Town.

Volunteers to Date for Potential Broadband Committee

Mr. Herman reported three residents have expressed interest in serving on the Broadband Committee so far. The article has been out in the Town Crier for a few days. The Board will take up the matter at its next meeting to see how much interest there is.

NH House Budget – Highway Block Grant Funds

Mr. Herman noted the House Budget is going to vote this week. The Highway Block Grant funding was recommended by the House Finance Committee to be level funded to last year's amount which would mean an increase of \$33,000 in revenue to the Town of Auburn than what had been anticipated.

Auburn Safety Complex Recognition Awards Night – April 15th at 6:30 PM

Chief Pelton noted there will be an Awards and Recognition Night on April 15th for Citizens and the Police and Fire Department.

Tax Deeding for Tax Year 2018

Mr. Herman provided the Board with a list of seven properties scheduled for tax deeding notices for unpaid taxes in 2018 and noted both owners usually come in and make payment in full prior to the deadline.

Old Business

E-Waste Collection Event – Date Change

Mr. Herman indicated the date of the E-Waste Collection Event was changed to September 25, 2021 so that it would not conflict with the Duck Race.

Safety Complex Insulation

Mr. Rolfe provided a contract from Quality Insulation for \$11,767 for insulating the Safety Complex and has been in touch with Eversource who will provide a rebate of 50% of the cost. Mr. Herman noted the Town would pay the cost in full and then receive the rebate after the work is done.

Mr. Bedard motioned to authorize the Chair to sign the contract for the insulation work at the Safety Complex with Quality Insulation on behalf of the Board. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Rolfe will let Chief Pelton know when the work is scheduled.

Storage Building Project

The Board reviewed the specifications provided by Stantec for the request for proposal for the 20'x60' Storage Building project. Mr. Leclair noted the specifications were lengthy and Mr. Bedard agreed the proposal was too specific, overbuilt and may inflate the price. The specifications could be reduced to a reasonable guidance document. Mr. Rolfe recommended having a Pre-Bid Meeting at the Safety Complex. Sealed bids will be accepted at the Selectmen's Office until 2:00 PM on April 30, 2021 and considered at the Board's May 3, 2021 meeting.

Pingree Hill Fire Station Painting

Mr. Herman noted the Fire Chief was asked to obtain an additional estimate for painting the Pingree Hill Station. A third estimate was provided by JTE Painting of Candia in the amount of \$3,680. The other proposals previously received included Jays Painting of New Boston in the amount of \$5,800 and Steve Tewksbury Painting of Auburn in the amount of \$20,000.

Mr. Herman noted the painting was budgeted. The Board agreed to go with the bid from JTE Painting of Candia in the amount of \$3,680.

Other Business

Mr. Herman provided an update on the status of Griffin Mill Bridge which will have an engineering meeting with NHDOT on April 7th and then Stantec will work to schedule a meeting with the homeowners and Town.

Next Meeting/Events

Monday, April 19, 2021 Board of Selectmen's Pre-Bid Meeting – 5:00 PM
Monday, April 19, 2021 Board of Selectmen's Meeting – 7:00 PM
Monday, May 3, 2021 – Board of Selectmen's Meeting – 7:00 PM

Minutes

March 22, 2021 – Public Meeting Minutes

Mr. Bedard motioned to approve the March 22, 2021 Public Meeting Minutes as written. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

March 22, 2021 – Non-Public Meeting Minutes (x2)

Mr. Bedard motioned to approve the March 22, 2021 Non-Public Meeting Minutes (x2). Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

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

Mr. Bedard motioned to approve the March 8, 2021 Non-Public Meeting Minutes (x4). Mr. Leclair seconded the motion. A vote was taken, Mr. Rolfe abstained, Mr. Leclair voted aye, and Mr. Bedard voted aye. The motion passed 2-0-1.

Adjourn

Mr. Bedard motioned to adjourn at 8:23 PM. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy Hoijer
Recording Secretary