

**Town of Auburn
Board of Selectmen
July 12, 2021
Town Hall
7:00 p.m.**

() Call to Order – Pledge of Allegiance

Approval of Accounts Payable Manifest for the Week of June 28, 2021 -- \$154,316.56
Approval of Accounts Payable Manifest for the Week of June 28, 2021 -- \$15,550.00
Approval of Payroll Manifest for the Week of July 5, 2021 -- \$51,836.51
Approval of Accounts Payable Manifest for the Week of July 12, 2021
Approval of Consent Agenda – Week of July 12, 2021

() Public Hearing – Parking Regulation Ordinance Amendment per RSA 41:11

Consideration of establishing a no parking zone on the west side of Tower Hill Road, in addition to limiting parking at the trailhead access off the cul-de-sac of Morgen Drive

() Appointments with the Board

Town Treasurer Christine Tewksbury – Local Investment Policy

Daniel and Marjorie Busa, 180 Appletree Road (Tax Map #17, Lot #63) – Application for Restoration of Involuntarily Merged Lots pursuant to RSA 674:39-aa

() New Business

Potential Project Discussions for FY 2021 ARPA Funds
Resignation of Zoning Board of Adjustment Members
Fire Chief Request – Pumping of Apparatus Bay Separator Tanks
Appointment of Temporary Deputy Town Clerk

() Old Business

Results of June 26th State of NH Property Auction

() Report / Comments of Ex-officio Board Representatives

() Other Business

() Next Meetings / Events

Monday, August 2, 2021 – Board of Selectmen's Meeting – 7:00 PM
Monday, August 16, 2021 – Board of Selectmen's Meeting – 7:00 PM

() Minutes

- June 21, 2021 Public Meeting
- June 21, 2021 Non-Public Sessions (x2)

() Adjourn

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

PUBLIC NOTICE

PUBLIC HEARING AUBURN, NEW HAMPSHIRE

The Auburn Board of Selectmen will hold a public hearing on Monday, July 12, 2021 beginning at 7:00 P.M. at the Auburn Town Hall for the purpose of receiving public comment concerning amending the Town of Auburn's "Parking Regulation Ordinance" pursuant to the provisions in NH RSA 41:11.

The proposed amendment would establish a no parking zone on the west side of Tower Hill Road in designated areas, in addition to limiting parking at the trailhead access off the cul-de-sac of Morgen Drive to 8:00 AM to 8:00 PM.

Copies of the proposed ordinance is available for public review and inspection at the Auburn Town Hall, in addition to the Auburn Post Office and on the Town of Auburn web site (www.townofauburnnh.com).

**BOARD OF SELECTMEN
AUBURN, NH
June 25, 2021**

TOWN OF AUBURN PARKING REGULATIONS ORDINANCE

SECTION 1: AUTHORITY: Pursuant to the authority granted under the New Hampshire Revised Statutes Annotated (RSA) Chapters 31:39-43; RSA 31:102; RSA 41:11; RSA 47:17; RSA 231:132-a, and other applicable statute under New Hampshire law, the following ordinance is enacted.

SECTION 2: PURPOSE: With discretion of authority, this ordinance for parking in specific places will be enforced to protect the general health, safety and welfare for the residents of the Town of Auburn and the general public. The ordinance is to utilize a system for the administrative enforcement of parking violations and collection of penalties, to be utilized prior to the service of a formal summons or complaint. This system will be administered by the police department. The system will include opportunities for persons who do not wish to contest parking violations to pay such penalties by mail. The system may also provide for a schedule of enhanced penalties the longer such penalties remain unpaid; provided however, that the penalty for any separate parking offense shall in no case exceed the maximum penalty for a violation in accordance with State Statute.

SECTION 3: DEFINITION: It shall be unlawful for any person, firm or corporation to stop, stand or park, any vehicle or cause the same to stop, stand or be parked at any time, on any roadway, intersecting roadway or highway, public or private parking lot, contrary to the provisions as set forth, within the Town of Auburn, New Hampshire. Any vehicle parked in the following locations further defined by RSA 265:68 and 265:69 shall be deemed to be in violation:

- a) On any public sidewalk
- b) On a public crosswalk
- c) In front of a public or private driveway
- d) Within thirty (30) feet of any stop or yield sign
- e) Within an intersection or within thirty (30) feet of an intersecting roadway
- f) Parked double along the roadway side of any other vehicle stopped or parked at the edge of curb of any street
- g) Upon any area of Town of Auburn property posted to prohibit parking
- h) Upon any way when the principal purpose is displaying the vehicle for sale
- i) Upon the travel portion of any roadway so as to obstruct the movement of traffic within the travel lane
- j) Upon any roadway against traffic or facing approaching traffic
- k) At any place where official signs specifically prohibit parking
- l) In any designated Fire Lane
- m) Within 15 feet of a fire hydrant or sprinkler supply head
- n) In any area designated as Handicapped Parking

TOWN OF AUBURN PARKING REGULATIONS ORDINANCE

SECTION 4: INCLUSIVE: This chapter and section expressly includes, but is not limited to, the following public parking areas within the bounds of the Town of Auburn:

- a) Auburn Town Hall
- b) Auburn Public Safety Complex
- c) Athletic Field adjacent to Safety Complex
- d) Auburn Fire Department – Pingree Hill Station
- e) Auburn Village School
- f) Griffin Free Public Library
- g) Wayne Eddows Recreational Fields
- h) Circle of Fun Playground
- i) Bicentennial Park
- j) Appletree Park

SECTION 5: NO PARKING ZONES: This chapter and section expressly includes specific sections of Town of Auburn roads where specific “No Parking Zones” are established.

- a) AUBURN VILLAGE SCHOOL / EATON HILL ROAD: In consideration for the specific safety considerations associated with the school zone on Eaton Hill Road, in addition to its proximity with the Auburn Safety Complex and the need for emergency vehicles to have a clear travel path to respond to calls for service, there shall be parking allowed only on the school side of the street. It shall be unlawful for any persons, firm or corporation to park a motor vehicle at any time on the south side of Eaton Hill Road opposite the Auburn Village School and the Auburn Village Cemetery.
- b) ROCKINGHAM ROAD: In consideration for the specific safety considerations associated with the business area on Rockingham Road and the need for emergency vehicles to have a clear travel path to respond to calls for service throughout this area, there shall be parking allowed only on the south side of Rockingham Road between Champagne Lane and Shea’s Drive. It shall be unlawful for any persons, firm or corporation to park a motor vehicle at any time on the north side of Rockingham Road between Champagne Lane and Shea’s Drive.
- c) TOWER HILL ROAD: In consideration for the specific safety considerations associated with the recreational area on Tower Hill Road and the need for emergency vehicles from either Auburn or Candia to have a clear travel path to respond to calls for service throughout this area, parking shall be allowed only on the east side only in the designated areas Tower Hill Road. It shall be unlawful for any persons, firm or corporation

TOWN OF AUBURN PARKING REGULATIONS ORDINANCE

to park a motor vehicle at any time on the west side of Tower Hill Road in the designated areas.

- d) **TOWER HILL TRAILWAY ACCESS/ MORGEN DRIVE CUL-DE-SAC:** In consideration for the specific residential considerations associated with the Tower Hill Trailway Access located off the cul-de-sac on Morgen Drive, there shall be no parking allowed at the trailway access point between 8:00 PM and 8:00 AM. It shall be unlawful for any persons, firm or corporation to park a motor vehicle between 8:00 PM and 8:00 AM at the trailway access off the cul-de-sac on Morgen Drive.

SECTION 6: WINTER PARKING BAN: It shall be unlawful for any persons, firm or corporation to stop, stand or park a motor vehicle at any time contrary to any of the following provisions of this Section:

Within the Town of Auburn, from November 15th to April 1st, no parking is permitted on any public street or any town-owned right of way, or in any town-owned parking lot between 12:00 midnight and 6:00 AM.

In the event of a winter snowstorm requiring snow plowing and/or removal as deemed necessary by the Auburn Road Agent, it shall be unlawful for any person, firm or corporation having custody and/or control of any vehicle to park or cause the same to be parked within the public right of way, or on any public street or any town-owned parking lot during a snowstorm.

Vehicles interfering with snow plowing or removal operations may be ticketed and/or towed at the owner's expense.

SECTION 7: ENFORCEMENT: The Chief of Police of the Town of Auburn or his or her duly appointed agents are hereby authorized to provide written notice of violation containing a description of the parking offense and any applicable schedule of penalties. Affixed to the vehicle at the time of offense, the notice shall be deemed adequate service of process on the vehicle owner.

If the administrative enforcement is unsuccessful at resolving the alleged parking violations, a summons may be issued as in the case of other violations of the Motor Vehicle Code, Title XXI, of the New Hampshire Revised Statutes Annotated, to include the use of the procedure for plea by mail set forth in Chapter 502-A:19b of the State Statutes.

SECTION 8: RESPONSIBILITY: All violations of parking restrictions and charges shall be deemed the responsibility of the registered owner of said vehicle. Such registration

TOWN OF AUBURN

PARKING REGULATIONS ORDINANCE

may be proven as set forth in RSA 261:60. Said registered owner shall be conclusively presumed to be in control of the vehicle at the time of the parking violation, and no evidence of actual control or culpability need be proven as an element of the offense in accordance with RSA 231:132-A.

SECTION 9: PENALTIES: All of the prohibited conduct outlined herein shall be defined as a violation under New Hampshire RSA 625:9 V, and a person found to be guilty of said violation shall be subject to the penalties of NH RSA 651:2 IV (a), or as otherwise outlined in Statute, except that optional procedures set forth in Section 9: Procedures for Payment may be used in lieu of court proceedings for any such violations.

SECTION 10: PROCEDURES FOR PAYMENT:

- a) The operator or owner may, within seven (7) days of the time when a notice of violation was attached to the vehicle, pay to the Town of Auburn by mail or personal appearance at the Auburn Police Department the applicable fine amount pursuant to fine schedule in Section 10 c.
- b) Failure by the owner or operator to make a payment within fourteen (14) days may result in the issuance of a summons to the owner to appear in the District Court to answer to the charges of violating the ordinance as provided in RSA 231:132-a.

c) Administrative Enforcement of Parking Violations – Schedule of Penalties

Violation	Fine	Fine after 7 Days
No Parking Zone	\$20.00	\$40.00
Night Parking Prohibited	\$20.00	\$40.00
Snow Emergency	\$25.00	\$50.00
Fine Lane/Hydrant	\$50.00	\$100.00
Tow Zone	\$15.00	\$30.00
Disability Place	\$250.00	\$500.00

SECTION 11: REMOVAL: Any vehicle parked in violation of this ordinance may be ordered towed by the Auburn Police Department at the expense of the owner or custodian of said vehicle.

SECTION 12: EXCEPTIONS: Restrictions described in this chapter shall not apply when directed by a police officer for official or emergency purposes, or to emergency vehicles while on official business. The Chief of Police or his or her designee is

TOWN OF AUBURN
PARKING REGULATIONS ORDINANCE

authorized and empowered to make and enforce temporary parking regulations to cover emergencies, special conditions and special events.

Effective Date:

The original Parking Regulations Ordinance was adopted on November 3, 2014, and took effect on December 1, 2014.

The Ordinance was subsequently amended on September 28, 2015, to take effect on October 1, 2015. And was further amended on October 26, 2015, to take effect on November 1, 2015. And was further amended on February 14, 2017, to take effect on April 1, 2017. **And was further amended on July 12, 2021, to take effect on August 1, 2021.**

Adopted by the Board of Selectmen the **12th day of July 2021.**

Keith N. Leclair

Todd R. Bedard

Michael J. Rolfe
AUBURN BOARD OF SELECTMEN

Received and recorded this _____ day of _____, 2021.

Kathleen A. Sylvia, Town Clerk

**NO
PARKING
ALLOWED
8PM-8AM**

**PARKING
BETWEEN
SIGNS
ONLY**



8AM – 8 PM

TOWN OF AUBURN INVESTMENT POLICY

I. PREFACE

The investment policy establishes a framework for the safe and prudent investment of public funds for the Town of Auburn and satisfies the requirements of the Revised Statutes Annotated, of the State of New Hampshire (RSA) 41:29. The Selectmen shall adopt this investment policy annually in accordance with RSA 41:9, VII.

It also provides guidance and direction for elected officials and staff in the daily conduct of investing activity in addition to improving consistency, creating and defining accountability and in ensuring that laws are followed.

II. SCOPE

The investment policy applies to all financial assets in the custody of the Town Treasurer of the Town of Auburn, New Hampshire. These funds are accounted for in the Town's annual audited financial reports and include the following:

- a) General Fund
- b) Special Revenue Funds
- c) Capital Project Funds
- g) Any new funds created by the Town in accordance with law, or by-law.

Furthermore, the investment policy applies to all transactions involving the financial assets and related activity of all the foregoing funds.

III. OBJECTIVES

The investment policy objectives are stated below:

- To ensure the preservation of capital and the protection of investment principal;
- To maintain sufficient liquidity to meet operating requirements;
- To satisfy all legal requirements;
- To seek market-average rate of return on investments taking into account risk and legal constraints and cash flow considerations.

IV. DELEGATION OF AUTHORITY

In accordance with chapter RSA 41:29, the responsibility for conducting investment transactions resides with the Town Treasurer, with the approval of the Board of Selectman. No person may engage in investment transactions except as provided under the terms of this policy and the internal procedures and controls hereby established.

V. DEPOSITS

All depository accounts of the Town must be held in the name of the Town. All income payable to the Town and all revenue received by the Town shall be forwarded to the Town Treasurer.

Funds required for weekly operating expenses will be kept in a General Fund checking account. Excess funds can be invested, keeping in mind that the excess funds must be accessible within a reasonable amount of time to meet operating expenses and be invested in accordance with RSA 41:29 subparagraph II which states:

"The treasurer shall deposit all such moneys in participation units in the public deposit investment pool established pursuant to RSA 383:22 or in federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state, except that funds may be deposited in federally insured banks outside

TOWN OF AUBURN INVESTMENT POLICY

the state if such banks pledge and deliver to a third party custodial bank or the federal reserve bank collateral security for such deposits of the following types: (a) United States government obligations; (b) United States government agency obligations; or (c) Obligations of the state of New Hampshire in value at least equal to the amount of the deposit in each case."

VI. INVESTMENT INSTRUMENTS

Whenever the Town Treasurer has in custody an excess of funds which are not immediately needed for the purpose of expenditure, the Town Treasurer may invest the same in the public deposit investment pool established pursuant to RSA 383:22, or in deposits, including money market accounts, or certificates of deposit, or repurchase agreements, and all other types of interest bearing accounts, of federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state, or in obligations fully guaranteed as to principal and interest by the United States government. The obligations may be held directly or in the form of securities of or other interests in any open-end or closed-end management-type investment company or investment trust registered under 15 U.S.C. section 80a-1 et seq., if the portfolio of the investment company or investment trust is limited to such obligations and repurchase agreements fully collateralized by such obligations.

VII. PRUDENCE

The investment policy shall be managed in accordance with the Prudent Man or Prudent Person rule established by the State of New Hampshire. The definition of prudence is based on RSA 31:25-b as follows:

"A prudent investment is one which a prudent man would purchase for his own investment having primarily in view the preservation of the principal and the amount and regularity of the income to be derived therefrom."

This standard requires, among other things, the following:

- a) The Town Treasurer or any other person involved in the investment process shall refrain from personal business activity that could conflict (or appear to conflict) with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.
- b) The Treasurer or any other person involved in the investment process shall disclose to the Selectmen any material financial interest in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of this jurisdiction's portfolio.
- c) Investments shall be made with judgment and care, under circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

VIII. INTERNAL CONTROLS

The internal controls for the Town of Auburn shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, imprudent actions by employees and officers of the Town.

TOWN OF AUBURN INVESTMENT POLICY

IX. INDEMNIFICATION

The Town Treasurer shall be indemnified by the Town of Auburn in accordance with RSA 41:6 "Such indemnification shall be bonded under a blanket bond from a surety company authorized to do business in this state. The bond shall indemnify against losses through the failure of officers covered to faithfully perform their duties or to account properly for all moneys or property received by virtue of their positions, or fraudulent or dishonest acts committed by the covered officers."

X. SAFEKEEPING AND COLLATERALIZATION

In accordance with RSA 41:29 V, the Town Treasurer shall ensure that prior to acceptance of any moneys for deposit or investment, including repurchase agreements, the federally insured bank shall have such funds, at the time of deposit or investment, secured by collateral having a market value at least equal to 102% of the amount deposited or invested over the FDIC limits. Such collateral shall be held by a third party custodian and segregated for the exclusive benefit of the Town. Only securities defined by the bank commissioner as provided by rules adopted pursuant to RSA 386:57 shall be eligible to be pledged as collateral.

The banking institution shall provide the Town Treasurer with at least monthly reports of the Town's collateral position. In addition, collateral agreements shall comply with provisions set forth in the Financial Institutions Reform, Recovery and Enforcement Act of 1989 (FIRREA), which require that the collateral agreement be:

1. in writing;
2. approved by the Board of Directors of the depository or its loan committee;
3. has been, continuously, from the time of its execution, an official record of the depository institution.

XI. ACCOUNTING

All cash bank balances will be reconciled monthly by the Treasurer and reported to the Finance Director on a monthly basis.

XII. REPORTING

A yearend report, including the balances for each account, shall be provided to the Selectmen within 30 days of the yearend.

XIII. PERFORMANCE EVALUATION

The Treasurer shall require, from any institution in which investing activity is conducted, sufficient routine reports/documentation to enable an accurate evaluation to be made as to the results of the Town's investment program as it relates to the Town's stated objectives, guidelines and policies, and to assist in revealing areas for potential improvement.

XIV. OTHER

This policy shall be reviewed annually by the Selectmen, or its designee, with changes made as warranted, followed by re-adoption by the governing body. The Treasurer reserves the right, to implement changes to this policy if it is deemed in the Town's best interest. Any such modifications to the policy shall be provided to the Selectmen for approval at the next available public session. This policy is available for public review and inspection.

TOWN OF AUBURN INVESTMENT POLICY

XV. POLICY APPROVAL/ADMENDMENTS

The Selectmen approved adoption of the Town of Auburn Investment Policy at their meeting on July 12, 2021.

Effective Date:

This policy shall take effect upon adoption.

Keith N. Leclair

Todd W. Bedard

Michael J. Rolfe
AUBURN BOARD OF SELECTMEN

Received and recorded this ____ day of _____, 2021

Kathleen A. Sylvia, Town Clerk

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: June 30, 2021

Re: Groundwater Hydrogeological Review – Potential ARPA Funding

In the Town's FY 2021 budget, funding was including jointly in the Planning Board (\$17,000) and Conservation Commission (\$3,000) budgets to undertake Task #1 – Potable Well Inventory and Task #2 – Potential Resource Evaluation outlined in the attached proposal from Stantec Consulting Services dated October 23, 2020. These two tasks total \$17,190 as proposed.

Task #3 – Site Development Groundwater Resource Review Regulation was left to be managed in the FY 2022 Town budget for \$8,110.

This entire project is something the Board may want to consider handling through the funds the Town is receiving through the American Recovery Plan Act (ARPA). As proposed, the total project is \$25,300.

Should the Board want to move forward in this funding direction, the following motion would be appropriate:

Motion to obligate a total of \$25,300 for the Groundwater Hydrogeologic Services being provided to the Planning Board and Conservation Commission by Stantec Consulting Services, Inc., of Auburn.

Thank you for your consideration.

Attachments



Stantec Consulting Services Inc.
5 Dartmouth Drive, Suite 200
Auburn NH 03032
Tel: (603) 669-8672
Fax: (603) 669-7636

October 23, 2020
File: 195113352

Mr. Ron Poltak, Chairman
Auburn Planning Board
47 Chester Road
P.O. Box 309
Auburn, NH, NH 03032

Dear Mr. Poltak

Reference: Auburn, NH
Scope & Fee for Groundwater Hydrogeological Services, Phase 1

The purpose of this letter is to present our proposal for our hydrogeological services, related to residential and commercial development and water supply. The scope of work described below is based on our recent, verbal communications.

Scope of Work

Task 1 – Potable Well Inventory. Stantec will work with the Town to develop a data base on existing potable wells in Town. Stantec will incorporate Town files (Assessor Maps and Tax Map data) and NHDES files (permits for potable wells such as for single family homes, community wells, etc.) to catalogue water supply wells within the Town. The Data Base will contain items such as Tax Map & Lot, Owner's name and address, if the lot is developed, type of development (single family, business, condominium, etc.), and if a potable well is present, type of well (drilled bedrock or dug overburden well) and any well construction details (depth, pumping rate, etc.).

The bulk of this desk top work will be conducted by our administrative and hydro staff. The data base will be organized, including available contact information (names, addresses, phone numbers, email addresses) to facilitate any kind of letters to property owners, if necessary. It should be understood that this information will not be readily available for many of the older residential units and older businesses in town. As part of a potential Phase II, we would propose to collect this data by contacting the residents and business owners and potentially visiting the sites. This work, if requested by the Board will be included under a future proposal scope and fee letter. As part of the development of this inventory, we anticipate one meeting with the Board.

Estimated T&M Fee for Task 1 = \$9,370

Task 2 – Potential Resource Evaluation. Stantec will review available documentation to identify areas within the Town as potential overburden/sand & gravel aquifers. Stantec will utilize information sources such as USGS Hydrogeological Reports, Significant Sand & Gravel Aquifer maps, and NHDES Data Mapper to locate any aquifers within the Town boundaries and also show the limits of any aquifers that extend into abutting Towns. The



October 23, 2020
Mr. Ron Poltak
Page 2 of 2

goal will be to provide information on areas in Town that could potentially yield significant water supply as a means for consideration of future protection. In addition to locating potential water resources, we will also research and note and known contaminated sites and sites that pose potential contamination risks to these resources. The results will be presented in a letter report to the Town that will include pertinent figures and tables. This task will be conducted by an associate hydrogeologist and overseen by our senior hydrogeologist. As part of the development of this resource evaluation, we anticipate two meetings with the Board.

Estimated T&M Fee for Task 2 = \$7,820

Task 3 – Site Development Groundwater Resource Review Regulation. Stantec will coordinate with the Planning Board to create a new regulation, which the Board would be able to apply to any proposed development (residential or commercial) that, in the Board's opinion, could potentially pose groundwater resource issues to the surrounding watershed (abutters) and/or to the project itself. The regulation would provide requirements and guidelines, outlining necessary studies and information to be provided to the Board for review and approval. This regulation would be in addition to the typical design standards currently required for such development projects. As part of the development of this regulation, we anticipate three meetings with the Board.

Estimated T&M Fee for Task 3 = \$8,110

Total Fee for Phase 1 = \$25,300

We look forward to working with the Board on these regulation updates. If the above proposal is acceptable, please sign the attached Task Order and return it to our office. We anticipate that the three tasks would be completed within 180 days, upon the authorization to proceed.

Should you have any questions about this proposal, please do not hesitate to call.

Regards,

STANTEC CONSULTING SERVICES INC.

J. Daniel Tatem
Senior Associate
Tel: (603) 218-9739
dan.tatem@stantec.com

Donald F. Moore, P.G.
Associate/Hydrogeologist
Tel: (603) 206-7561
donald.moore2@stantec.com

Attachments: Task Order

c: Rene LaBranche, Stantec

Design with community in mind



MASTER SERVICES AGREEMENT TASK ORDER

Attached to and forming part of the MASTER AGREEMENT

BETWEEN:

TOWN OF AUBURN, NH

(hereinafter called the "CLIENT")

- and -

STANTEC CONSULTING SERVICES INC.

(hereinafter called "STANTEC")

EFFECTIVE: October 23, 2020

This TASK ORDER is issued under the **MASTER SERVICES AGREEMENT**, dated 2-22-18, between STANTEC CONSULTING SERVICES INC. ("STANTEC") and THE TOWN OF AUBURN, NH ("CLIENT") for Services to be provided by STANTEC on the Groundwater Hydrogeological Services, Phase 1 ("Project"), as more fully described below. This Task Order is incorporated into and part of the Master Services Agreement.

The CLIENT's representative shall be: Ron Poltak, Planning Board Chairman

SERVICES: STANTEC shall perform the following SERVICES:

Ground Hydrogeological Services, tasks 1-3, per the proposal letter, dated October 23, 2020

(hereinafter called the "SERVICES")

CONTRACT TIME: Commencement Date: April 1, 2021

Estimated Completion Date: November 30, 2021

CONTRACT PRICE: Subject to the terms below, CLIENT will compensate STANTEC as follows:

Enter fees and/or compensation –

\$9,370 – Task 1

\$7,820 – Task 2

\$8,110 – Task 3

Total Fee - \$25,300

Project specific charges, such as subconsultants; travel, accommodations and meals; project-specific printing of deliverables; consumables; usage charges for specialized field equipment and company-owned, leased or rented project vehicles; external testing lab charges and other external services charges; specialized computer software costs; and other significant project-specific expenses will be invoiced in addition to labor fees and to the FRD.

Where not stated as being included in the fees, project specific subconsultant, contractor, lab and other similar third party charges will be charged as invoiced to STANTEC with a 5 percent (5%) markup.

Unless otherwise noted, the fees in this agreement do not include any value added, sales, or other taxes that may be applied by Government on fees for services. Such taxes will be added to all invoices as required.

Where the SERVICES or services conditions change, STANTEC shall submit to the CLIENT in a timely manner, documentation of the revisions to this Task Order adjusting the Contract Services Time and Price as required.



**MASTER SERVICES AGREEMENT -
TASK ORDER**

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Unless otherwise specified, charges for SERVICES are based on STANTEC'S hourly billing rate table, approved with the Master Services Agreement.

**ADDITIONAL
CONDITIONS:**

The following additional conditions shall be read in conjunction with and constitute part of this Task Order:

No Additional Conditions

**ADDITIONAL
ATTACHMENTS:**

The following additional attachments shall be read in conjunction with and constitute part of this Task Order:

No additional Attachments

**INSURANCE
REQUIREMENTS:**

Before any services are provided under this agreement, STANTEC shall procure, and maintain in effect during the term of this agreement, insurance coverage in amounts and on terms not less than set forth below.

General Liability: Commercial general liability insurance for personal and bodily injury, including death, and property damage in the amount of \$1,000,000 each occurrence and not less than \$2,000,000 in the aggregate.

Automobile Liability: Automobile liability insurance for bodily injury, including death, and property damage in the amount of \$1,000,000 each occurrence.

Professional Liability: Professional liability insurance for damages incurred by reason of any negligent act, error or omission committed or alleged to have been committed by STANTEC in the amount of \$1,000,000 per claim and in the aggregate.

Workers' Compensation: As prescribed by applicable law.

Certificates: Upon request, STANTEC shall provide certificates of insurance evidencing coverage required above. Each certificate shall provide that the coverage therein afforded shall not be cancelled except with thirty (30) days prior written notice to the CLIENT.

TOWN OF AUBURN, NH

STANTEC CONSULTING SERVICES INC.

RON POLTAK – PLANNING BOARD CHAIRMAN

Print Name and Title

Per: _____

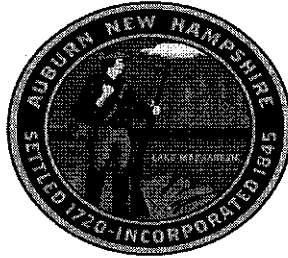
J. DANIEL TATEM – SENIOR ASSOCIATE

Print Name and Title

Per:  _____

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: July 7, 2021

Re: Insulation Project at Safety Complex – Potential ARPA Funding

At the Board's April 5th and May 10th meetings, approval was given to moving forward with the insulation of the ceiling area of the Police Department. The work has been completed and, by all accounts, a very good job was done by Quality Insulation of Nashua.

In looking back at the Board's approval for this work, there was not any specific direction as to where the funds for the project would come from. It was not a project that was included in the FY 2021 budget.

I believe it was assumed the project would be covered through the Town Building Rehabilitation Capital Reserve Fund. That is a very legitimate place for the expense to come from but would require a vote of the Board to do so.

Another potential area would be from the federal American Recovery Plan Act (ARPA) funds the Town is receiving. The Board could determine to use these funds if they chose to go that route.

Depending on the course of action the Board would want to take for this effort, one of the following motions would be in order:

Motion to cover the expense for the insulation work at the Auburn Public Safety Complex approved at the May 10, 2021 Selectmen's Meeting from the Town Buildings Rehabilitation Capital Reserve Fund.

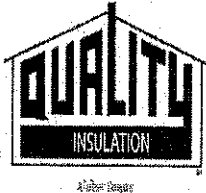
OR

Motion to obligate up to a total of \$13,695 from the American Rescue Plan Act funds for the insulation work at the Auburn Safety Complex performed by Quality Insulation of Nashua.

Thank you for your consideration.

Attachments

INVOICE



Quality Insulation,
Division Code :675
LIC#: NONE ON FILE
110 Perimeter Rd,
Nashua, NH 03063-1301,
(603) 889-6647

Page 1 of 1

Customer Number	1339511
Invoice Number	62736572
Invoice Date	29-JUN-21
Sales Person	Russell, Michael C
Trade	INSULATION
Job Number	407061833

Customer Bill To Address

TOWN OF AUBURN NH
PO BOX 309,
AUBURN, NH, 03032, US

Job Site Address

/Lot /Block
55 EATON HILL RD
AUBURN, NH, 03032

DETAILS	PO#	EXT.AMOUNT
Spray Foam	NA	7,000.00

SubTotal	7,000.00
Total Contract Amount	13,695.00
Completion to Date	7,000.00
Previous Billing	0.00
Previous Retainage Billing	0.00
Previous Retainage	0.00
Retention	0.00
Invoice Amount	7,000.00
Tax	0.00
Less: Current Retainage	0.00
Less: Payments	0.00
Due by 29-JUL-2021	7,000.00

Visit www.truteambillpay.com to manage your invoices and make payments online with TruTeam Bill Pay.

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

Remit To Address:

ATTN: AR, Quality Insulation,
P.O. Box 534451,
Atlanta, GA, 30353-4451

TOWN OF AUBURN NH

Customer Number : 1339511
Invoice Number : 62736572
Invoice Date : 29-JUN-21
PO Number : NA

Sales Person : Russell, Michael C
Division Code : 675
Job Number : 407061833

Due by 29-JUL-2021: 7,000.00

**Town of Auburn
Board of Selectmen
May 10, 2021
Minutes
7:00 PM**

Selectmen Present: Keith Leclair, Todd Bedard and Michael Rolfe

Others Present: Police Chief Ray Pelton, Michael DiPietro, Eric Mitchell, Alan Villeneuve, Gary Michaud, Thomas Carroll, Parks & Recreation Coordinator Amy Lachance, Building Inspector Carrie Rouleau-Cote, 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 April 26, 2021 - \$60,353.25

Mr. Bedard motioned to approve the Payroll Manifest for the week of April 26, 2021 in the amount of \$60,353.25. 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 May 3, 2021 - \$955,116.57

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of May 3, 2021 in the amount of \$955,116.57. 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 May 3, 2021 - \$18,605.00

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of May 3, 2021 in the amount of \$18,605. 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 Payroll Manifest for the Week of May 10, 2021 - \$60,659.53

Mr. Bedard motioned to approve the Payroll Manifest for the Week of May 10, 2021 in the amount of \$60,659.53. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Consent Agenda for the week of May 10, 2021

Mr. Leclair read out loud and provided for inspection a copy of the Consent Agenda for the week of May 10, 2021 some of which included: a Tax Collector's Warrant, two (2) Applications for

Mr. Villeneuve noted he would send out a contract for signature and once received would order the trusses. He indicated his proposed payment schedule is 50% of payment due when the roof is on and the balance when the project is complete. Mr. Villeneuve asked the Board to consider keys, especially for the evidence door and recommended pouring thicker concrete with wire mesh rather than using fiber mesh.

Maintenance Surety Release – 11 Rockingham Road

Mr. Herman provided a copy of a letter from Land Use Administrator Denise Royce concerning the release of surety for 11 Rockingham Road, Tax Map 31, Lot 19.

Mrs. Royce noted the Planning Board voted at its April 21, 2021 meeting to recommend the Selectmen approve the release of the remaining \$3,500 surety. A copy of the minutes and recommendations of Stantec were provided. \$491 is owed to Stantec and \$3,009 can be released to Mr. Kenney.

Mr. Rolfe motioned to release the surety for Tax Map 31, Lot 19 with \$3,009 to go to Mr. Kenney and \$491 to go to Stantec. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

NHDES Approval of Permit Modification for Waste Management Facility

Mr. Herman provided the Board with a copy of a letter from NHDES to Waste Management of New Hampshire, Inc. dated April 26, 2021 concerning the change in above-ground compactor at the solid waste and drop off facility at 24 Grey Pond Avenue. NHDES noted it had completed review and granted the requested modification.

2020 Total Equalized Valuations for Auburn

Mr. Herman provided the Board with a copy of the April 21, 2021 Equalized Valuation Letter from the State of NH, Department of Revenue Administration. The letter noted value with utilities of \$968,503,008 and without of \$971,767,791.

Mr. Leclair noted the warrant for the first issue property tax bills was just signed so property tax bills totaling approximately \$8 million can go out.

Old Business

Insulation Project – Safety Complex

Mr. Herman provided the Board with a Memorandum dated May 7, 2021 concerning the project to install insulation at the Safety Complex. Quality Insulation emailed to notify there was a price increase for the project now estimated at \$13,695. The Town had voted to expend \$11,767 at its April 5, 2021 meeting.

Mr. Bedard motioned to rescind the April 5, 2021 vote of the Board of Selectmen concerning the awarding of an insulation project at the Safety Complex to Quality Insulation for \$11,767 and instead accept the work agreement dated May 6, 2021 from Quality Insulation totaling \$13,695. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

**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.

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



ESTIMATE

EST-000143

Vision communications

1140 page st
Manchester NH 03104
U.S.A

Bill To

Town of Auburn

PO Box 309
47 Chester Rd
Auburn
03032 New Hampshire

Estimate Date : 29/06/2021

Item & Description	Qty	Rate	Amount
NEC SL2100 Digital Quick-Start Kit Includes: (1) BE116491 SL2100 Chassis (1) BE116496 CPU Card (Provides (4) Port InMail & (8) VoIP Channels)(1) BE116506 8-Digital / 2-Analog Station Card (4) BE117452 Digital 24-Button Telephone (Black)	1.00 each	1,975.00	1,975.00
NEC SL2100 3-Port CO Trunk Daughter Board Provides interface for (3) standard loop-start CO trunks.	1.00 each	150.00	150.00
NEC SL2100 8 Port Digital Station Card BE116506 8-Port Digital / 2-Port Analog Combo Station Card	1.00 each	190.00	190.00
NEC SL2100 Digital 24 button telephone 24 button digital display telephone	7.00 each	230.00	1,610.00
Labor to install and program telephone system	1.00	795.00	795.00
VTech Eris Station Conference telephone	1.00	230.00	230.00
Sub Total			4,950.00
Total			\$4,950.00

Notes

Total price includes all equipment ,materials and labor to complete installation

Terms & Conditions

50% due upon acceptance. balance due upon completion

APPENDIX C: SCHEDULE OF CIP PROJECTS, ANNUAL COSTS AND REVENUES

PROJECT OR EQUIPMENT	Department Cost Without Debt/Revenue	Priority Rank (by PB)	Existing Capital Reserve	2021	2022	2023	2024	2025	2026	6-Year Total Costs
Projected ENR (Boston CCI based on avg. growth over past 10-years)				17995	18823	19688	20594			
CEMETERY										
Real Estate Acquisition	\$29,000.00	F					\$29,000.00			\$29,000.00
HIGHWAY DEPARTMENT										
**Griffin Mill Bridge Reconstruction	\$528,000.00	C			\$72,000.00	\$456,000.00				\$528,000.00
80% Reimbursement - Griffin Mill Bridge	-\$422,400.00	C			-\$57,600.00	-\$364,800.00				-\$422,400.00
6-Year Road Reconstruction Program	\$3,600,000.00	N		\$600,000.00	\$600,000.00	\$600,000.00	\$600,000.00	\$600,000.00	\$600,000.00	\$3,600,000.00
SCHOOL										
AVS Addition / Renovation Bond	\$7,058,380.00	C		\$1,174,085.00	\$1,177,110.00	\$1,178,095.00	\$1,177,040.00	\$1,173,495.00	\$1,178,555.00	\$7,058,380.00
General Building Improvements	\$217,000.00	N		\$57,000.00	\$100,000.00	\$60,000.00				\$217,000.00
HVAC Improvements	\$147,350.00	N		\$14,850.00	\$120,000.00	\$12,500.00				\$147,350.00
Plumbing Improvements	\$170,000.00	N		\$57,000.00		\$113,000.00				\$170,000.00
Grounds Improvements	\$125,000.00	N		\$75,000.00		\$50,000.00				\$125,000.00
SELECTMEN										
**Multi-Use Path Along Route 121	\$804,159.00	D				\$804,159.00				\$804,159.00
80% Reimbursement - Multi-Use Path	-\$723,327.00	D				-\$723,327.00				-\$723,327.00
Replenish Town Building Rehabilitation CRF	\$75,000.00	N			\$25,000.00		\$25,000.00		25000	\$75,000.00
Replenish Town Vehicle & Equipment Maintenance ETF	\$40,000.00	N		\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00			\$40,000.00
Replenish Town Property Improvement ETF	\$30,000.00	N		\$10,000.00		\$10,000.00		\$10,000.00		\$30,000.00
ADMINISTRATION										
Replace Roof Shingles at Town Hall	\$15,750.00	N			\$15,750.00					\$15,750.00
Electronic Records Storage	\$40,000.00	N		\$25,000.00	\$15,000.00					\$40,000.00
PARKS AND RECREATION										
Maintenance /Storage Building	\$43,000.00	C		\$43,000.00						\$43,000.00
Ice Skating Rink - Family Skating	\$5,500.00	N		\$5,500.00						\$5,500.00
Softball Field Lights	\$65,000.00	D			\$65,000.00					\$65,000.00
Ice Skating Rink - Hockey	\$6,500.00	D				\$6,500.00				\$6,500.00
Replace P&R Truck	\$25,000.00	N					\$25,000.00			\$25,000.00
Walking Running Track at SC Field	\$100,000.00	D						\$100,000.00		\$100,000.00
Fitness Equipment at SC Field	\$20,000.00	F							\$20,000.00	\$20,000.00
Irrigation at SC Field	\$20,000.00	F							\$20,000.00	\$20,000.00
LIBRARY										
Library Sizing Needs Assessment	\$15,000.00	N		\$15,000.00						\$15,000.00
Development of Plans for Building	\$40,000.00	D			\$40,000.00					\$40,000.00
Library / Community Center Construction	\$1,000,000.00	R					\$1,000,000.00			\$1,000,000.00
Capital Campaign Contribution	-\$500,000.00	R					-\$500,000.00			-\$500,000.00
POLICE DEPARTMENT										
Police Cruiser Lease/Purchase Program	\$430,000.00	C		\$43,000.00	\$43,000.00	\$86,000.00	\$86,000.00	\$86,000.00	\$86,000.00	\$430,000.00
Body Cameras	\$80,000.00	N		\$40,000.00	\$40,000.00					\$80,000.00
FIRE DEPARTMENT										
Replace Tanker #2 (Lease/Purchase)	\$400,000.00	N					\$400,000.00			\$400,000.00
Rescue Vehicle Lease/Purchase Program	\$133,950.00	C		\$42,936.00	\$44,628.00	\$46,386.00				\$133,950.00
Cistern / Dry Hydrant Emergency Repairs EFT	\$30,000.00	N		\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$30,000.00
TOTAL CAPITAL EXPENDITURES	\$13,647,862.00			\$2,217,371.00	\$2,314,888.00	\$2,349,513.00	\$2,857,040.00	\$1,974,495.00	\$1,934,555.00	\$13,647,862.00
PROJECTED ASSESSED VALUATION				\$883,471,877	\$891,971,877	\$899,971,877	\$907,971,877	\$915,971,877	\$923,971,877	
ANNUAL TAX RATE IMPACT				\$2.51	\$2.60	\$2.61	\$3.15	\$2.16	\$2.09	
** Projects that are part of an 80% reimbursement plan with State and/or Federal funds. The 80% reimbursements are calculated into the following year's expenditure.										
U=Urgent C=Committed N=Necessary D=Desirable F=Deferrable R=Research I=Inconsistent										

Bill Herman

From: Wright, Mark <MARK.WRIGHT@MCLANE.com>
Sent: Thursday, July 1, 2021 12:41 PM
To: Bill Herman
Cc: Denise Royce; Carrie Rouleau-Cote
Subject: Auburn ZBA

Importance: High

Hi Bill and Auburn Board of Selectman (Bill, please pass this email along to the BOS)

This past year has proved challenging on many fronts, but we have all come through it stronger. The Town of Auburn is no exception. I have truly enjoyed my decades long service on the ZBA. Seems like just yesterday I walked into the BOS office and said "I am new to town and would like to volunteer." That was 1993 and I have been on the ZBA ever since. I have had the privilege of serving with so many talented and smart citizens through the years, a number of which are still on the board. I have been fortunate to have amazing support from the Town, including professional staff and administrators, who have made my position enjoyable. While I knew this time would come at some point, still feels like it snuck up on me and time has passed in a blink of an eye. This past year has opened up new possibilities for Paula and myself....might say accelerated a few things that were on the horizon and in our future plans. With that, comes a very difficult but necessary decision. **Effective September 1st, I will resign from my position on the Auburn Zoning Board.** The current board has very bright and experienced people. With the high level support by Denise and Carrie, people will not even realize I have left.

Just want to say thank you for all your support and professionalism through the years. I really feel like I have given back to my community and have been fortunate to interact with so many citizens, both applicants, ZBA members and other town officials/committee members. I never had an agenda and always made sure people knew their opinion and voice would be heard on the ZBA and those that were in the crowd during the hearings.

I do not believe there are any cases in July. Should August roll around and I am still an Auburn resident, I will plan to Chair my final Auburn ZBA hearing(s). Should something change prior to September 1st that changes those plans, I will be sure to let you know.

Best
Mark

The information contained in this electronic message may be confidential, and the message is for the use of intended recipients only. If you are not an intended recipient, do not disseminate, copy, or disclose this communication or its contents. If you have received this communication in error, please immediately notify me by reply email or McLane Middleton at (603) 625-6464 and permanently delete this communication. If tax or other legal advice is contained in this email, please recognize that it may not reflect the level of analysis that would go into more formal advice or a formal legal opinion. [xdf]

Bill Herman

From: DENNIS VIEIRA <vieiramotors@comcast.net>
Sent: Thursday, July 1, 2021 2:13 PM
To: Denise Royce
Cc: Bill Herman
Subject: Resignation

To Denise Royce and Bill Herman,

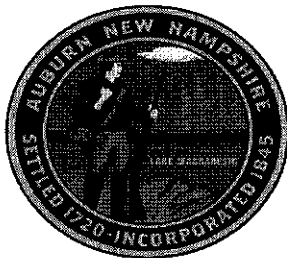
I am writing to inform you that I am resigning from the Zoning Board of Adjustment effective immediately. I have felt like the odd man out for quite some time. Based on my experiences on the board for quite some time now, I feel that the board would be better served with someone much more liberal than I. With my neck all messed up, I wanted to see what would happen during at least one of the cases up for discussion last night. At this point I just don't feel comfortable in this capacity any longer.

It has been an honor to serve the town in this capacity. Thanking all involved for the opportunity.

Sincerely and respectfully,
Dennis Vieira

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: July 7, 2021

Re: Cleaning Out of AFD Apparatus Bay Separator Tanks Cleaning

Fire Chief Mike Williams shared the attached message and invoices from Kent Septic Service of Hooksett totaling \$865 for the cleaning out of the apparatus bay separator tanks at both the Safety Complex and the Pingree Hill Fire Station.

As you can see from the Chief's message, this is work that was necessary to perform, but was never budgeted. He is asking if the Board would consider covering this expense from the Town Buildings Rehabilitation Fund.

Moving forward, I have asked the Chief to include this maintenance item in the department's operating budget request, which he has agreed to do.

Should the Board be agreeable to the Chief's request, the following motion would be in order:

Motion to cover the expense for the cleaning of the apparatus bay separator tanks at the Safety Complex and Pingree Hill Fire Station totaling \$865.00 from the Town Buildings Rehabilitation Capital Reserve Fund.

Thank you for your consideration.

Attachments

Bill Herman

From: Mike Williams <mwilliams@auburnnhfire.org>
Sent: Wednesday, July 7, 2021 1:52 PM
To: Bill Herman
Subject: Kent septic bills
Attachments: SKM_C30821070713500.pdf

Hello Bill,

Would it be possible to take this out of the town building account? These were never budgeted, its for cleaning out the apparatus bay separator and pumping the tanks?

They are only statements, once I get the invoices, I will forward them along.

Thanks

Michael Williams
Chief Of Department
Auburn Fire Rescue
603-661-5762
mwilliams@auburnnhfire.org

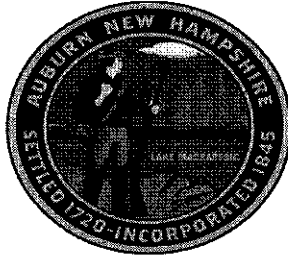
Signature

Signature

Signature

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: July 9, 2021

Re: Appointment of Interim Deputy Town Clerk

As the Board is aware, we do not currently have anyone serving as Deputy Town Clerk. We are in the process of advertising for the position with the goal of potentially making a hiring towards the end of this month or by August at the latest.

That said, the Town Clerk is interested in taking some of her vacation time during the early part of August.

In order to keep the Town Clerk's Office open to serve the public, the Town Clerk sought out individuals through the Town Clerk network that are already certified as motor vehicle agents and are interested in short term assignments such as this two-week period in Auburn.

Town Clerk Kathleen Sylvia is recommending the appointment of Katie Carroll Nesman of Rollinsford to serve as Deputy Town Clerk for the month of August. She has 25 years' experience as a Town Clerk and is currently doing per diem work with the Town of Durham. This would be a temporary appointment. As an added benefit, Ms. Nesman is also a notary public (for which there are several requests for this service at the Town Hall on a weekly basis) and will bring her notary stamp with her while serving here.

Based on the Town Clerk's recommendation, it would be appropriate for the Board to make a temporary appointment to ensure the Town is providing the authority and legal coverage for Ms. Nesman to serve the Town of Auburn.

Should the Board be agreeable to this request, the following motion would be in order:

Motion to accept the recommendation of Town Clerk Kathleen Sylvia and appoint Katie Carroll Nesman of Rollinsford as Deputy Town Clerk for the month of August 2021.

Thank you for your consideration.

James R. St. Jean

A U C T I O N E E R S

June 30, 2021

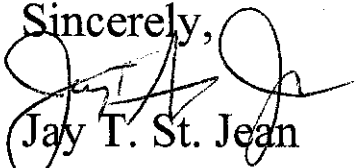
Dear Consignor:

Attached please find a final statement relative to the items consigned to the State of NH surplus property auction held on June 26, 2021 at the White Farm in Concord, NH. Also enclosed is a check for the proceeds. We want to thank the 13 municipalities & non-profits who participated in this spring's sale which attracted 853 registered bidders. Results of the auction will be posted the "recent sales" page on our website: www.jsjauctions.com in the near future.

Thank you for your participation and we look forward to serving you again. The next State of NH surplus property auction will be held in October 2021. Should you have a need to sell vehicles & equipment before the fall auction, please contact us for information on selling these assets in an ONLINE AUCTION.

If you have any questions about your statement, the upcoming spring auction or selling your assets online, please do not hesitate to contact us.

Sincerely,



Jay T. St. Jean

Sue Hennas

James R. St. Jean Auctioneers

James R. St. Jean
AUCTIONEERS

CO #:	768
Date:	6/9/2021
Page:	1

Consignor: AUBURN

Description	Quantity	Unit Price	Ext. Price	Yard Fee
2006 GMC 1500 4 DR PICKUP TAN 138883 MILES	1.00	7,000.00	7,000.00	-700.00

Total Quantity: 1.00

Balance: \$6,300.00

Positive Balance, Monies Owed to Consignor
No inventory remains for this consignment order

**Town of Auburn
Board of Selectmen
June 21, 2021
Minutes
7:00 PM**

Selectmen Present: Keith Leclair, Todd Bedard and Michael Rolfe

Others Present: Road Agent Mike Dross, Library Director Kathryn Gowney, Cynthia G. Berling, Parks & Recreation Coordinator Amy Lachance, Police Chief Ray Pelton, Michael DiPietro, Fire Chief Michael Williams, Steven Kimball, Daniel Busa, Marjorie Busa, Eric Mitchell, Attorney Patricia Panciocco, Tom Zapora, 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 Accounts Payable Manifest for the Week of May 31, 2021 - \$603,676.69

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of May 31, 2021, in the amount of \$603,676.69. 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 May 31, 2021 - \$14,970.00

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of May 31, 2021, in the amount of \$14,970. 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 Payroll Manifest for the Week of June 7, 2021 - \$59,680.48

Mr. Bedard motioned to approve the Payroll Manifest for the week of June 7, 2021, in the amount of \$59,680.48. 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 June 7, 2021 - \$3,633.46

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of June 7, 2021, in the amount of \$3,633.46. 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 June 14, 2021 – \$48,103.36

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of June 14, 2021, in the amount of \$48,103.36. 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 June 14, 2021 - \$25,029.99

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of June 14, 2021, in the amount of \$25,029.99. 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 Payroll Manifest for the Week of June 21, 2021 - \$52,564.70

Mr. Bedard motioned to approve the Payroll Manifest for the week of June 21, 2021, in the amount of \$52,564.70. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of June 21, 2021

Mr. Leclair read out loud and provided for inspection a copy of the Consent Agenda for the week of June 21, 2021 some of which included a Notice of Intent to Cut Wood or Timber, two (2) Tax Collector's Warrant/Yield Tax, four (4) Abatement – Refund Requests, a Town Clerk's Warrant for Unlicensed Dogs, three (3) Cemetery Deeds, two Void Check Manifests, a NHDRA Survey, a FY 2020 Town Audit Governance Questionnaire and three (3) pistol/revolver licenses.

Mr. Bedard motioned to approve the Consent Agenda for the week of June 21, 2021. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Public Hearing – Acceptance of Unanticipated Revenues pursuant to RSA 31:95-b

Acceptance and expenditure of unanticipated revenues in the amount of approximately \$292,561.39 in funds from the American Rescue Plan Act (ARPA) of 2021 Assistance for Local Government

Mr. Leclair opened the public hearing at 7:02 PM.

Mr. Herman reported the first half of federal funds are ready to be distributed by the State to the Town of Auburn. The anticipated total for the first of two payments is \$292,561.39. The other half will be distributed 12 months later. A request for the funds is required to be submitted by the Town through an online process by August 18th. Mr. Herman noted the Board is being asked to vote to accept and expend the funds outside of the Town's budget process; to enter into an agreement with the U.S. Treasury for the funds, and to designate someone to sign the paperwork. There will be a report filed annually with the U.S. Treasury as to how the funds were spent. The Town has until December 31, 2024 to obligate the funds and until December 31, 2026 to expend the funds. Mr. Herman cited an example of obligating funds such as entering a lease, while the expenditures could be making the payments for up to five years through December 31, 2026.

Mr. Leclair asked if Mr. Herman was comfortable with the guidance document provided and how the funds can be used. Mr. Herman noted there are three COVID related areas and the fourth

is loss of revenue provision. While the Town did not actually loose revenue, the provision of the federal law allows for revenue which was not gained at the forecasted rate of 4.1% can be considered a loss of revenue. Based on Auburn's actual 2019 and 2020 revenue numbers, there would be a revenue loss of \$660,000. The lost revenue becomes the Covid-19 connection and provides for the most flexible allowance for potential expenditures.

Mr. Leclair asked if there were any questions or comments from the public and being none closed the hearing to the public at 7:06 PM.

Mr. Bedard motioned for the Town of Auburn to accept and expend up to \$292,561.39 in American Rescue Plan Act (ARPA) grant funds in FY 2021 by acting under the provisions of RSA 31-95-b and subject to the terms and standards in the ARPA regulations and the U.S. Treasury Award Terms and Conditions Agreement. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Bedard motioned to approve the Town of Auburn's entering into a U.S. Treasury Awards Terms and Conditions Agreement for receipt of American Rescue Plan Act funding that is made available to the Town of Auburn. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Bedard motioned to designate the Town Administrator as the signing authority for the Town of Auburn for reimbursement submissions and other documentation required for the ARPA Fund Grant Program. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Appointments with the Board

Daniel Busa and Marjorie Busa, 180 Appletree Road (Tax Map #17, Lot #63) – Application for Restoration of Involuntarily Merged Lots pursuant to RSA 674:39-aa

Mr. Mitchell posted a copy of the plan dated April 26, 2021 showing the four lots owned by Daniel Busa and Marjorie Busa on Appletree Road. Attorney Panciocco presented the application and handed out photos of the lots which she stated were taken a few days ago. Attorney Panciocco noted the two middle lots were merged by conduct and the owners are seeking to unmerge the lots involuntarily merged at each end. The lots merged by conduct included the improvements, the dwelling and septic. The parcels are part of the Sun Valley subdivision from 1961. Attorney Panciocco provided a copy of the deed which she noted describes Lots #71, 72, 73 and 74. The parcel was surveyed by Mr. Mitchell. No trees have been cut on the untouched end parcels. Attorney Panciocco noted she did not agree with the statements made in response to Mr. and Mrs. Busa in the March 2019 letter that permits were issued as combined lots as this is not supported by the 1977 building permit, certificate of occupancy and septic permit. A tax lien was recorded at the Registry of Deeds in 1983 and listed all four lots, two years before the property was acquired by Mr. and Mrs. Busa.

Attorney Panciocco stated that Mr. and Mrs. Busa never requested to merge the lots and in 1990 the land appeared as a single parcel. Attorney Panciocco stated the Town of Auburn has never adopted an involuntary merger ordinance and there was no overt act or conduct of any of

the predecessors in title. Attorney Panciocco noted the lot lines were erased and there was no notice sent to the owners by the Town of Auburn.

Attorney Panciocco noted she lives in Town and opined that she was trouble by what appeared to be a dislike of the involuntarily merged lot restoration RSA and the cost to the taxpayers if the applicant needs to pursue redress in a higher forum.

Mr. Bedard responded that it bothers him to hear her say that the Town does not like involuntary mergers. Mr. Bedard noted the application mentions four lots throughout, but for the two lots where the house and septic are.

Mr. Leclair responded that he also takes exception to the statement made. Mr. Leclair noted it is the Selectmen's job as elected officials to judge the intent and in this case it is hard to judge the intent of something that happened 40-50 years ago. Mr. Leclair addressed the statement that the 2019 letter was inaccurate as there was a building application for a 600x150, 90,000 SF in totality of all lots. This showed one parcel of land. The builder depicted the entire four parcels as one. Attorney Panciocco stated all four lots were mentioned and the middle are merged. She did not know what happened after the tax lien and when divided by the Planning Board the lot lines do not just disappear.

Attorney Panciocco concluded the burden is on the municipality the owner asked them to be merged. She stated the Town published the 1990 tax map as one parcel and wants the lots restored as they were. Mr. Mitchell noted the applicant is simply trying to clean up something that was merged when they were not supposed to be.

Mr. Leclair opened the hearing to the public for questions and comments and asked if any abutters were present and noted there were none.

Mr. Bedard noted it is unclear to him that the Town merged the lots because no one knows what was done.

Mr. Leclair asked Mr. Herman if he had anything to add. Mr. Herman clarified that the applicants were not asking for restoration of the pre-1990 lots as there were three in totality, not four.

Mr. Leclair questioned whether the building permit would have been approved if the setbacks would have been met with the septic design. Mr. Rolfe agreed the septic at that time would likely have had 10' extensions on the beds which took up a lot of room.

Mr. Leclair noted the Board would investigate it further with Town Counsel and will issue a decision at their July 12th meeting. Attorney Panciocco reiterated the 1983 tax maps showed four lots and the 1990 tax maps did not indicating it demonstrated an action by the Town. Mr. Leclair noted the property owner in 1977 applied for a septic system permit and a building permit representing the lots as one with an approximate 90,000 square foot area.

Tom Zapora – Vandalism and other issues at Morgen Drive/Tower Hill parking area

Mr. Zapora noted he has been in contact with Mr. Bedard and the Police Department about vandalism and other issues on Morgen Drive. He felt the 'No Parking' signage has worked to some extent, but he described one instance where a vehicle was parked, not put in gear and rolled down onto a neighbor's property causing damage. The vehicle owner claimed someone else put the car into neutral. He said there have been hunters and fisherman in the early morning hours of Saturdays and Sundays at 5:15-6:15 AM. The Manchester Water Works (MWW) sign states the path should not be used before 8 AM. Mr. Zapora detailed his calls to the Police Department since May 9th. There was a smash and grab operation with cars parked in the cul-de-sac daily to receive the stolen property. On May 15th he was awoken to a canoe being dragged at 6 AM and again on May 22nd. On another occasion after hours at 9-9:30 PM. On June 6th four cars from Massachusetts parked in the cul-de-sac and got out and played football, rode bikes, snacked and recreated in the street. On Father's Day he was awoken at 6:45 AM to people talking outside his home.

Mr. Zapora asked that there be no parking at all on the cul-de-sac and the signs be replaced with "no parking" signs. Mr. Zapora asked if vehicle owners could be warned they would be towed. Chief Pelton will look at the towing statute.

Mr. Bedard asked Chief Pelton to weigh in. Chief Pelton noted the Town would have to pass an ordinance if they want parking tickets issued. While the visits are violating the MWW curfew, the street is a public way, and it is legal to park there. Chief Pelton noted he spoke with John O'Neill at MWW and noted the hours for the trail could be taken up with the MWW Commission. The Chief noted MWW has 54 locations and several gates and does not have the manpower to monitor all of them all the time. Chief Pelton noted Auburn has no noise ordinance but can use the disorderly conduct ordinance. However, a car running, or the dragging of a canoe, or even talking is not disorderly. Chief Pelton noted the Department has a suspect they are looking for regarding the thefts and warrants are out. There has been no theft activity in the area for the past three weeks. 75% of the Tower Hill property attracting the visitors is in Candia. The Department checks Morgen Drive every day. Mr. Dross did a fantastic job with the signs. The Department has only one officer on in the morning and it would be impractical for him to sit on Morgen Drive. There have been no repeat offenders on the curfew violations.

Mr. Bedard noted he sympathized with the situation personally and would not welcome being woken up at those hours on the weekend, but the Town is hesitant to set a precedent with no parking unless it is a safety issue such as it was with the Pitts, the School and Shea's Purchase. Mr. Bedard questioned whether resident parking with a dump sticker displayed would be practical.

Road Agent Dross recommended posting no parking from 8 PM to 8 AM. Mr. Zapora asked if vehicles would be ticketed, and Chief Pelton indicated yes. Mr. Zapora was pleased with this resolution. Mr. Dross will order signs which may take three-four weeks and the Board will put the ordinance on the agenda for a public hearing.

Fire Chief Mike Williams – Monthly Meeting

Chief Williams presented his monthly report for May 2021 noting calls for service were increased to 60, a busy month for the Department. There were four life/safety inspections and two oil burner inspections done. Chief Williams noted in addition to attending the NH Fire Chief's meeting on Zoom he met with the Sandown Fire Chief relative to policies and procedures for mutual aid partners. A rural water class was held with Candia and other towns. COVID vaccination sites run by the State will be done at the end of June with vaccinations now being done at pharmacies.

Chief Williams noted the new repeater frequency on radios is working but portables remain a problem.

Chief Williams noted a cistern on Steam Mill Road was vandalized and will need to be dived to retrieve the signs and other items stuffed into it. The lock was cut and the cover will have to be replaced.

Chief Williams reported Captain Glennon is finishing repairs and maintenance at Station 2 and coordinated hose testing and pump testing to be done in August. Captain Barsaleau is working on extraction training this Sunday. There was training with DART helicopter but due to lightning the helicopter could not come. Phones were damaged by lightning at the Safety Complex and the Fire Department's system was repaired. There was a problem with a rear wheel seal on fire apparatus.

Review Business

Potential Project Discussions for FY 2021 ARPA Funds

Mr. Herman provided a Memorandum dated June 18, 2021 with a list of potential projects to fund with the ARPA funds the Town expects to receive shortly and a copy of the Capital Improvement Plan (CIP). The Treasurer and Finance Director have set up a separate account for easier tracking and reporting ARPA expenditures. Mr. Herman noted he will ask the Board to vote on each expenditure when they come up to help with the tracking of expenses.

Mr. Leclair noted the Fire Department requested a Gear Extractor and Dryer with an estimated cost including installation of \$43,002 and has a request to replace portable radios for \$152,800. The Police Department is looking to replace two toilet/lavatory combo units at the Safety Complex for \$10,000. The materials overage for the Safety Complex garage is estimated to be under \$26,000. The insulation for the training room at the Safety Complex will need estimates and Chief Pelton indicated Lil Deeb will work on getting those. There is a potential five-year lease pending for the Severance School with the cost still to be determined. The Library has requested \$40,000 for expansion design, a generator for \$18,000 and an outdoor electric sign with an estimated cost of \$3,000. The Finance Director has requested office furniture, \$1,155.64. Parks & Recreation has requested an online registration system for \$16,150 (total of five-year expenditure) and repairs to the Eddows Recreational Field Clubhouse, \$2,680. The Replacement Telephone System for Fire, Police and Town Hall is estimated to be approximately \$12,000.

Mr. Herman broke down the costs for the telephone system for each of the departments. Both Fire & Police were impacted by a recent lightning strike. The Fire Department's system has been replaced, but the Police Department is still experiencing problems with two of its lines despite a recent repair. The system is outdated and should be upgraded to digital. The cost for the Fire Department was \$3,550 and repairs to the Police were \$700 which did not solve the problem. A replacement system for the Police Department is estimated to be \$4,475. Mr. Leclair noted he would like to see a presentation on different systems. Mr. Herman asked Chief Williams if he thought the vendor used by the Fire Department would come into a meeting. Mr. Leclair noted replacement may warrant change of the phone service plan as well and questioned the length and terms of the Town's current agreements. Chief Pelton reminded the Police Department was still not functioning properly and could not wait much longer. Chief Williams noted the Fire Department system was ordered and installed within a week. Mr. Leclair recommended Mr. Bedard call Vision Communications and have the final say on this because of his experience and expertise.

Mr. Leclair motioned to approve the new phone systems for the Fire & Police Departments to come from the ARPA funds not to exceed \$8,500 and give approval to Mr. Bedard to interview and approve the vendor. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Herman noted the initial invoice for the storage facility would be coming shortly for 50% of the project cost. The first expenses would be paid from the \$81,000 raised. He would ask the Board to approve the funds for the full project cost based on the contract the Board had approved. He also noted the Police Department Office Manager would like to put a down payment on the bathroom remodel so the work can be scheduled.

Mr. Leclair noted he felt the request for the Griffin Library for the \$40,000 expansion design should go through the Budget Committee so they are involved. Mr. Herman noted the Trustees and the Selectmen have a joint workshop meeting scheduled on this project on July 20th. Mr. Rolfe noted the generator seemed larger than necessary. Mr. DiPietro recommended considering a generator for the new library building. The Board will consider the request at a later date. Mr. Leclair noted replacement of mini splits were put off during last year's budget, only one was budgeted for replacement. Ms. Gowney will get an updated estimate. Mr. Leclair noted the cost for the electric sign seemed low.

Mr. Leclair noted he met Mr. Villeneuve and Mrs. Lachance at the Severance School. The \$113,000 estimate seemed light as it does not include the roof and full HVAC. Mr. Villeneuve is reviewing and adjusting his numbers accordingly.

Mr. Leclair noted with the ongoing expense of the proposed Parks & Recreation registration system of \$16,150 annually and guidance only allowing the expenditure for five years, the Town would be left with an ongoing expense so he was not in favor of pursuing this item right now.

Mr. Leclair motioned to use the ARPA funds to repair the concession stand at Wayne Eddows at a cost not to exceed \$3,000. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Rolfe noted he did not see anything in the ARPA funding for education. Mr. Leclair reviewed the CIP items that were completed. Some of the lights at the parks were done two years ago but not softball and fence. Shingle repairs at Town Hall could be done from the

Building Fund. The multi-use path was pushed off. Chief Williams noted Tanker 2 replacement is estimated to be \$500,000 in two years.

Mr. Leclair noted \$100,000 in revenue would be approximately .12 cents on the tax rate.

Mr. Rolfe noted grants could be available for the radios and could hold off on that until the grant is awarded. Chief Williams noted the match is 95/5% and the Town could save \$50,000 by going with the Kenwood brand used by the Police Department.

Mr. Leclair noted he had no problem with voting on the Gear Extractor and Dryer for the Fire Department as they have unsuccessfully applied for grants the past four years.

Mr. Leclair motioned to expend an amount not to exceed \$45,000 to purchase the Gear Extractor and Dryer from ARPA funds. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Leclair motioned to expend an amount not to exceed \$11,000 to replace the two toilet/lavatory units in the booking room from ARPA funds. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Leclair motioned to expend \$25,840 for completion of the Storage Garage building to cover the increase in COVID related expenses from the ARPA funds. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Leclair motioned to authorize the Town Administrator to sign the contract with Pidcor for the Storage Facility Building. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Leclair motioned to use ARPA funds to purchase the desk and chair for the Finance Director's office at an amount not to exceed \$1,200. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Resignation of Citizens Broadband Committee Member

Mr. Herman provided a copy of an email received from Jan Gonsalves resigning from the Broadband Advisory Committee.

Mr. Bedard motioned to accept with regret the resignation of Jan Gonsalves from the Citizen's Fiber Broadband Advisory Committee. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Appointment of Alternate Library Trustee

The Board welcomed Cynthia Berling who was recommended for appointment by the Library Trustees to be an Alternate Library Trustee. Library Director Kathryn Gowney noted the Library would be happy to have her. There are three elected trustees and up to three additional individuals can be appointed as alternates, so they could have two more appointed alternates.

Mr. Bedard motioned to appoint Cynthia G. Berling to the position of Alternate Library Trustee for a term to expire in March 2022. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Old Business

Stop Signs at Steam Mill Road and Wellesley Circle

Mr. Leclair noted he asked Mr. Herman to contact the Wethersfield HOA concerning the request to remove the stop sign. Mr. Herman sent a letter on May 26, 2021 and the Town has received no response.

Mr. Bedard noted the stop sign was installed on a trial basis and that trial is now done. Mr. Leclair noted there had been a similar request received earlier to remove the sign. Mr. Rolfe also noted Mr. Dandrade had also commented when he was meeting with the Board that he felt there was a better solution than the stop signs.

Mr. Bedard motioned to remove the stop sign at the intersection of Steam Mill Road and Wellesley Circle. Mr. Rolfe seconded the motion. With all in favor, the motion passed unanimously.

State Budget Update

Mr. Herman provided a report on the State Budget. HB1 is the biennial state operating budget. There is a 35% increase anticipated in Rooms and Meals tax revenue for municipalities which, for the Town of Auburn, would represent approximately an additional \$100,000. In addition, the state education property tax will be reduced by \$100 million statewide which is reported to result in a reduction of .50 cents per thousand. This reduction is budget for one year only in the two-year state budget.

Report/Comments of Ex-Officio Board Representative

Mr. Bedard reported Highway Safety met and reviewed the Police and Road Agent reports.

Mr. Rolfe reported the Planning Board met and accepted the Auburn Heights application. They could get conditional approval on July 7th.

Other Business

Agreement with NH Bobcats Organization

Mr. Leclair noted the NH Bobcats of which he is a coach with Zach Eaton, has had an agreement to use Wayne Eddows Fields for youth baseball and softball for the last three years, skipping last year due to COVID. The Organization barter with training and donations with Little League, such as batting cages, bases for the majors and maintenance, a lot of which is done by Mr. Eaton saving \$20-30,000 worth of work expense every year. The Organization gets the left-over field time and is frequently bumped for schedule conflicts. Mr. Leclair noted the Memorandum of Understanding is in perpetuity so either side can end the agreement. The Organization is making a \$500 donation this year.

Next Meeting/Events

Monday, July 12, 2021 – Board of Selectmen's Meeting – 7:00 PM

Monday, July 26, 2021 – Board of Selectmen's Meeting – 7:00 PM

Minutes

May 24, 2021 Public Meeting

Mr. Bedard motioned to approve the May 24, 2021 Public Meeting Minutes as written. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

May 24, 2021 Non-Public Sessions (x2)

Mr. Bedard motioned to approve the May 24, 2021 Non-Public Meeting Minutes (x2) as written. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Non-Public Session per RSA 91-A:3, II (b) & (I) - Hiring of a public employee & consideration of legal advice provided by Town Counsel.

Mr. Leclair motioned to go into non-public session pursuant to RSA 91-A:3, II (b) & (I) hiring of a public employee & consideration of legal advice provided by Town Counsel. Mr. Bedard seconded the motion. A roll call vote was taken Leclair – aye, Bedard – aye and Rolfe – aye. The motion passed unanimously.

The meeting room was closed to the public at 9:50 PM.

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

The meeting room was reopened to the public at 10:02 PM.

Mr. Leclair motioned to seal the minutes of the non-public sessions. Mr. Bedard seconded the motion. A roll call vote was taken, all were in favor, the motion passed unanimously.

Adjourn

Mr. Leclair motioned to adjourn at 10:02 PM. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy Hoijer
Recording Secretary