

**Town of Auburn
Board of Selectmen
August 16, 2021
Town Hall
7:00 p.m.**

() Call to Order – Pledge of Allegiance

Approval of Accounts Payable Manifest for the Week of August 9, 2021 – \$1,678,101.55

Approval of Accounts Payable Manifest for the Week of August 9, 2021 – \$22,732.50

Approval of Payroll Manifest for the Week of August 16, 2021

Approval of Consent Agenda – Week of August 16, 2021

() Appointments with the Board

- Finance Director Patricia Rousseau – Credit Card Policy
- Fire Chief Mike Williams – Monthly Meeting
 - Appointment of Firefighter
 - Request for State Equipment
- Walter Milne – Health Insurance for Part-Time Employees

() New Business

- Project Discussions for FY 2021 ARPA Funds
- 2021 Supplemental Groundwater Monitoring Annual Summary Report
- Engagement of Auditing Firm for FY 2020 Audit
- Nominations for Deputy Health Officers
- HealthTrust FY2021 Return of Surplus
- Citizens Request to Name Soccer Field

() Old Business

- Vacancies on the Zoning Board of Adjustment
- Insultation of Remainder of Safety Complex Ceiling

() Report / Comments of Ex-officio Board Representatives

() Other Business

() Next Meetings / Events

- Monday, August 30, 2021 – Board of Selectmen's Meeting – 7:00 PM
- Monday, September 13, 2021 – Board of Selectmen's Meeting – 7:00 PM

() Minutes

- August 2, 2021 Public Meeting
- August 2, 2021 Non-Public Session

() Non-Public Session – Pursuant to the provisions of RSA 91-A:3, II (I)

Consideration of legal advice provided by Town Counsel – to be followed by Non-Meeting pursuant to RSA 91-A: 2, I (a) – Strategy with respect to collective bargaining

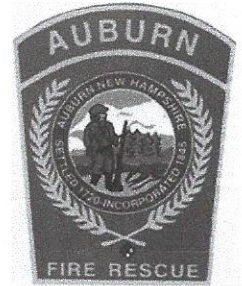
() Adjourn

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



TOWN OF AUBURN, NEW HAMPSHIRE

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



Fire Chief Michael Williams

Deputy Fire Chief Robert Selinga

Auburn Fire-Rescue Department Monthly Report July 2021

The Auburn Fire Rescue Department responded to 57 Incidents for the month, Incident responses are broken down as listed below.

Building Fire:	1
Vehicle/equipment Fires:	0
Brush:	0
Fires, all other:	0
Alarm Call no fire:	10
Hazardous Conditions:	2
Rescue/EMS:	24
Service calls:	11
Good intent calls:	9
Total:	57

Fire Chiefs Report

- COVID-19 related issues in town have declined. Many of our operations have resumed to normal operations.
- I Attended the selectmen's meeting to go over my monthly Fire Department report.
- Hosted Fire Officers meeting.
- Submitted monthly call firefighter payroll.
- Monthly NHIFRS reports were exported to the State of N.H.
- Ladder 1 just spent a few weeks @ greenwood fire apparatus repairing issues found during ladder test.
- Met with the fireworks vendor to inspect the fireworks site.
- Finalized Red Alert training sessions, A go live date is set for August 1st.
- 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

- 1 Annual life safety inspections.
- 3 Oil burner inspections completed.
- 0 Fire separation inspection completed.
- 0 rough residential fire sprinkler inspection completed.
- 2 Wood stove inspection completed.
- 1 Oil tank inspection completed.
- 1 Fireworks inspection completed.

Deputy Fire Chief Bob Selinga

- Assists with checking members off on fire apparatus as driver/operators.
- Responds to emergencies as requested.
- Working on AFD IDs for new members.
- Coordinates and fills per diem weekend coverage shifts.
- 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.
- Coordinate's vehicle maintenance issues for repairs.
- Scheduled Ladder 1 for repairs @ Greenwood fire.
- Tanker 1 ECU was replaced.
- Had the ice machine repaired at the Complex.
- Ordered Station supplies.

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.
- Coordinates firefighter training for AFD.
- Monthly fire training was on Red Alert.
- 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.
- Ordering a few new fire pager batteries.
- Received the broken portable radio back from shop.
- Pricing out new fire pagers.
- Filling in for the vacant fulltime shifts.
- 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.
- Filling in for the vacant fulltime shifts.
- Order new air bag and regulator.
- 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.
- Monthly EMS training was bleeding control.
- Ordered required EMS supplies.
- Serves as our EMS coordinator assisting members with NH licensing, EMS training, ect.
- Coordinates Monthly EMS training schedule.
- Qc's all EMS TEMSIS reports.



Auburn Fire July 2021 Statistics

Calls by Day of the Week

	July 2021
Monday	9
Tuesday	5
Wednesday	5
Thursday	17
Friday	14
Saturday	5
Sunday	2
Total	57

Fire / EMS Calls for July 2021

EMS Calls for Service	28
Fire Calls for Service	29
Total Calls For Service	57

Calls by Response Area

	July 2021
Grid AFD1	15
Grid AFD2	2
Grid AFD3	12
Grid AFD4	14
Grid AFD5	4
Grid AFD6	1
Mutual Aid Given	9
Total	57

Fire and Rescue Responses by Type

	July 2021
Building Fire	1
Vehicle/ Heavy Equipment Fire	0
Brush	0
Fires, other types	0
Alarm call no fire	10
Hazardous Condition	1
Good Intent	9
Service Call	11
Emergency Medical Services	24
Total Responses	57

Simultaneous Incidents	Occurrences	Total	Simultaneous Incidents
Single Call	53	53	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		57	4
July 2021			7%

Mutual Aid/Auto Aid Given	July 2021
Bedford	0
Candia	5
Chester	2
Deerfield	1
Derry	1
Hampstead	0
Hooksett	0
Hudson	0
Litchfield	0
Londonderry	0
Manchester	0
Northwood	0
Pelham	0
Raymond	0
Salem	0
Sandown	0
Windham	0
Total	9

Mutual Aid Received	Time of Day	Count
Candia 2	00:00 - 00:59	4
Chester 10	01:00 - 01:59	4
Deerfield 0	02:00 - 02:59	1
Derry 0	03:00 - 03:59	0
Hampstead 0	04:00 - 04:59	0
Hooksett 1	05:00 - 05:59	0
Hudson 0	06:00 - 06:59	1
Litchfield 0	07:00 - 07:59	1
Londonderry 0	08:00 - 08:59	5
Londonderry 0	09:00 - 09:59	5
Manchester 0	10:00 - 10:59	4
Manchester 0	11:00 - 11:59	1
NH Ranger 0	12:00 - 12:59	6
Raymond 1	13:00 - 13:59	2
Sandown 0	14:00 - 14:59	6
Total 14	15:00 - 15:59	1
	16:00 - 16:59	3
	17:00 - 17:59	1
	18:00 - 18:59	2
	19:00 - 19:59	3
	20:00 - 20:59	1
	21:00 - 21:59	3
	22:00 - 22:59	2
	23:00 - 23:59	1
	Total Alarms	57

EMD Call Code	July 2021
ALPHA	2
BRAVO	3
CHARLIE	6
DELTA	8
ECHO	0
NONE	9
OMEGA	0
Grand Total	28



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 June 2021

The Auburn Fire Rescue Department responded to 58 Incidents for the month, Incident responses are broken down as listed below.

Building Fire:	0
Vehicle/equipment Fires:	0
Brush:	0
Fires, all other:	0
Alarm Call no fire:	8
Hazardous Conditions:	2
Rescue/EMS:	22
Service calls:	14
Good intent calls:	12
Total:	58

Fire Chiefs Report

- COVID-19 related issues in town have declined. Many of our operations have resumed to normal operations.
- I Attended the NH fire chiefs meeting.
- I Attended the selectmen's meeting to go over my monthly Fire Department report.
- Auburn Fire took part in the AVS field day events.
- Hosted Bi-monthly Department meeting.
- Hosted Fire Officers meeting.
- Forestry 1 new mobile radio was installed.
- DHART helicopter completed a landing zone class for emergency responders.
- Auburn Fire Training was vehicle extrication this month.
- Submitted monthly call firefighter payroll.
- Submitted month COVID payroll reimbursement.
- Monthly NHIFRS reports were exported to the State of N.H.

- Continue to work on Red Alert, A go live date is set for August 1st. with this program.
- Responded to emergencies and meetings as needed and required.
- We have 3 new members attending recruit school @ the NHFA.
- I continually meet with Fire officers and Department members as needed and required.

Fire Prevention Report

- 4 Annual life safety inspections.
- 0 Oil burner inspections completed.
- 1 Fire drill completed.
- 1 Fire separation inspection completed
- 0 rough residential fire sprinkler inspection completed.
- 0 oil tank inspection completed.

Deputy Fire Chief Bob Selinga

- Assists with checking members off on fire apparatus as driver/operators.
- Responds to emergencies as requested.
- Working on AFD IDs for new members.
- Coordinates and fills per diem weekend coverage shifts
- Bob is working with new members on vehicle signoffs.
- 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.
- Coordinate's vehicle maintenance issues for repairs.
- Scheduled Ladder 1 for repairs @ Greenwood fire.
- Ladder 1 rear wheel seal and springs replaced.
- New rear red lights installed on T1
- Ordered Station supplies.

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.
- Coordinates firefighter training for AFD.
- Coordinated monthly vehicle extrication training.
- Coordinated DHART training.
- 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.
- Assisting with the implementation of our new repeater frequency upgrades.
- Replacing fire pager batteries with crews.
- Filling in for the vacant fulltime shifts.
- 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.
- Filling in for the vacant fulltime shifts.
- Order new Hydrogen Cyanide meter for Overhaul purposes.
- Working on getting quotes for replacing the air bags
- 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.
- Qc's all EMS TEMSIS reports.



Auburn Fire June 2021 Statistics

Calls by Day of the Week

	June 2021
Monday	8
Tuesday	9
Wednesday	11
Thursday	6
Friday	9
Saturday	6
Sunday	9
Total	58

Fire / EMS Calls for June 2021

EMS Calls for Service	25
Fire Calls for Service	33
Total Calls For Service	58

Calls by Response Area

	June 2021
Grid AFD1	9
Grid AFD2	4
Grid AFD3	7
Grid AFD4	14
Grid AFD5	4
Grid AFD6	3
Mutual Aid Given	17
Total	58

Fire and Rescue Responses by Type

	June 2021
Building Fire	0
Vehicle/ Heavy Equipment Fire	0
Brush	0
Fires, other types	0
Alarm call no fire	8
Hazardous Condition	2
Good Intent	12
Service Call	14
Emergency Medical Services	22
Total Responses	58

Simultaneous Incidents	Occurrences	Total	Simultaneous Incidents
Single Call	52	52	N/A
Two Calls Simultaneously	3	6	6
Three Calls Simultaneously	0	0	0
Four Calls Simultaneously	0	0	0
Five or More Calls Simultaneously	0	0	0
Totals		58	6
June 2021			10%

Mutual Aid/Auto Aid Given	June 2021
Bedford	0
Candia	4
Chester	10
Deerfield	0
Derry	0
Hampstead	1
Hooksett	1
Hudson	0
Litchfield	0
Londonderry	0
Manchester	1
Northwood	0
Pelham	0
Raymond	0
Salem	0
Sandown	0
Windham	0
Total	17

Mutual Aid Received	Time of Day	Count
Candia	00:00 - 00:59	1
Chester	01:00 - 01:59	2
Deerfield	02:00 - 02:59	0
Derry	03:00 - 03:59	1
Hampstead	04:00 - 04:59	1
Hooksett	05:00 - 05:59	2
Hooksett	06:00 - 06:59	1
Hudson	07:00 - 07:59	5
Hudson	08:00 - 08:59	2
Litchfield	09:00 - 09:59	4
Londonderry	10:00 - 10:59	4
Manchester	11:00 - 11:59	5
Manchester	12:00 - 12:59	2
NH Ranger	13:00 - 13:59	4
Raymond	14:00 - 14:59	3
Sandown	15:00 - 15:59	3
Total	16:00 - 16:59	0
	17:00 - 17:59	5
	18:00 - 18:59	3
	19:00 - 19:59	3
	20:00 - 20:59	2
	21:00 - 21:59	3
	22:00 - 22:59	2
	23:00 - 23:59	0
	Total Alarms	58

EMD Call Code	June 2021
ALPHA	1
BRAVO	2
CHARLIE	2
DELTA	8
ECHO	2
NONE	10
OMEGA	0
Grand Total	25





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

Cody Lappas

August 5, 2021

119 Farmer Street

Manchester N.H. 03104

Hello Cody,

We are pleased to make a final offer of employment for the position of Firefighter/EMT for the Town of Auburn N.H. Fire Rescue.

Your starting salary is \$20.29 per hour at Step 8, labor grade 6 with a complete benefits package outlined in the Town of Auburn N.H. Personnel policy. You will need to attend an orientation of employment at Town Hall during your first week.

Your first day of employment will be on August 23, 2021, starting at 08:30-4:30 pm. Monday – Friday.

Please report to the Safety Complex at 55 Eaton Hill Road for your first shift. The Selectmen will formally act on this appointment at their August 16th. Meeting.

If you have any questions or need anything, please feel free to reach out to me!

Congratulations,

Michael Williams

Chief of Department

Auburn Fire Rescue

STATE OF NEW HAMPSHIRE
Department of Natural and Cultural Resources
Division of Forests and Lands
FOREST PROTECTION BUREAU

REQUEST FOR STATE EQUIPMENT

TO: Forest Ranger and Division of Forests and Lands Director

I request the following named equipment:

Stewart Stevenson 5 ton Vehicle

Be placed in the custody of the fire officials in our town primarily to strengthen our forest fire control potential. I have read the terms of the lease agreement from the State of New Hampshire, Division of Forests and Lands governing the equipment and fully understand its provisions.

We (do) (do not) (please circle) have federal excess equipment in our town now.

There (is) (is not) (please circle) manpower available to bring this equipment back to New Hampshire.

Town of Auburn

Fire Warden Michael Williams

Date 8-11-21

Fire Chief Michael Williams

Selectman/Town Manager/Mayor

(When equipment is to be stored in the fire station, the signatures of both the Forest Fire Warden and Fire Chief are requested.)

I approve the above request and believe it will strengthen our forest fire control organization in this town and surrounding area.

Date _____

Forest Ranger _____

Approved for placement when equipment becomes available in the order the request was received and on the basis of the whole state need.

Date _____

State Forester _____



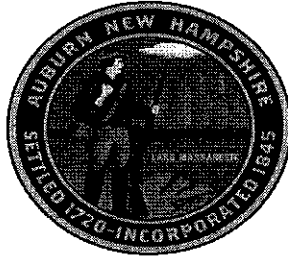
TOWN OF AUBURN
2021 AMERICA RESCUE PLAN ACT (ARPA) FUNDS

Date	BOS Obligation	Amount	Notes	Date	Vendor Expenditure	Amount
6/21/2021	Gear Extractor and Dryer - FD	\$45,000.00	NTE*			
6/21/2021	Two toilet/lav combos - PD	\$11,000.00	NTE*	6/30/2021	Legacy Mechanical Services	\$4,950.00
				7/28/2021	Legacy Mechanical Services	\$4,950.00
6/21/2021	Completion of storage building	\$25,840.00				
6/21/2021	Telephone systems - FD & PD	\$8,500.00	NTE*	6/14/2021	Vision Communications	\$3,550.00
				8/11/2021	Vision Communications	\$4,475.00
6/21/2021	Eddows Field Clubhouse Repairs	\$3,000.00	NTE*	8/11/2021	NH CORE Properties, LLC	\$3,003.00
6/21/2021	BOS Office Desk & Chair	\$1,200.00	NTE*	6/23/2021	W.B. Mason	\$1,114.98
7/12/2021	Ceiling insulation of PD Office Area	\$13,695.00		7/14/2021	Quality Insulation	\$7,000.00
7/12/2021	Telephone System - Town Hall	\$4,950.00		7/20/2021	Vision Communications	\$4,950.00
8/2/2021	Air Compressor with Tool Attachment and Installation	\$4,406.93	NTE*			
TOTAL		\$117,591.93				\$33,992.98
ARPA Funds Received		\$292,188.81				\$292,188.81
Balance Available:		\$174,596.88				\$258,195.83

* Notes - NTE short for "Not To Exceed"

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: August 11, 2021

Re: Griffin Library Digital Sign and HEPA Filters – ARPA Funds

In follow-up to discussions the Board had at your June 21, 2021 meeting, the Library Trustees and Library Director Kathy Growney have submitted the attached two proposals for the Board's consideration of funding through the Town's utilization of the federal American Recovery Plan Act (ARPA) funds.

The attached quotations are for the conversation of the existing message board sign in front of the library to a digital sign, in addition to a proposal for four air purifiers and high-efficiency particulate air (HEPA) and carbon filters.

Attached for the Board's review and information is an explanatory message from the Library Director and the quotes from Turnone Graphics of Hooksett and Oransi of Raleigh, NC.

If this is of interest to the Board, we believe these expenses could be an appropriate item included in the Town's utilization of the federal American Recovery Plan Act (ARPA) funds.

Should the Board agree with either of these proposals, the following motions would be appropriate:

Motion to obligate \$19,895.00 from the American Rescue Plan Act funds for the purchase and installation of a two-sided electronic message center in the front sign of the Griffin Free Public Library as described in the quotation from Turnone Graphics dated November 25, 2020.

Motion to obligate \$3,549.60 from the American Rescue Plan Act funds for the purchase of four (4) Air Purifier and associated HEPA and Pleated Carbon Filters for the Griffin Free Public Library as described in the quotation from Oransi dated August 10, 2021.

Thank you for your consideration.

Attachments

Bill Herman

From: Griffin Free <director@griffinfree.com>
Sent: Tuesday, August 10, 2021 11:25 AM
To: Bill Herman
Subject: Quotes for Griffin Free
Attachments: TurnOne Graphics Quote 112520.pdf; Oransi Griffin Free Public Library Quote 2.pdf

Good morning, Bill -

The Library Trustees have asked me to submit the following quotes to the Board of Selectman for ARPA funding consideration.

The first is for a digital sign as previously discussed with the BOS. The quote comes from TurnOne Graphics using Watchfire brand signage. The size of the sign would be equivalent to AVS' and comes with a five year warranty. The sign would allow us to quickly and safely change messaging on the sign in all types of weather. This particular sign also allows for RSS feeds of emergency alerts such as AMBER alerts and could be used for any Auburn Town emergency alerts as well.

The second quote is from the company Oransi for HEPA filters for each of the library's rooms. As young children have been shown to be more at risk for the Delta Covid variant and as of yet are not eligible for vaccination, it is being recommended that a layered approach be used to help protect them (see <https://www.cdc.gov/coronavirus/2019-ncov/community/ventilation.html> and <https://www.cdc.gov/mmwr/volumes/70/wr/mm7027e1.htm>).

The older library AC units are working adequately since being maintained so we are not looking to replace them at this time.

Please let me know if you need any additional information.

Kathy

Kathy Growney
Library Director
Griffin Free Public Library
Auburn, NH 03032
(603) 483-5374



Turnone Graphics
53 Farmer Road, Hooksett, NH 03106
603-624-7563

Proposal Submitted To: Griffin Free Library	Phone Number:	Date: 11/25/2020
Street Address: 22 Hooksett Rd	Job Name:	
City, State and Zip Code: Auburn, NH 03032	Job Location:	
Architect:	Date of Plans:	Job Phone:

We Hereby Submit Specifications and Estimates for:

Furnish and install

2' x 5' Watchfire brand two sided electronic message center.

Installed between existing sign poles. (new sign posts if needed will be a separate quote)

Electrical connections will be provided by the customers electrician

We Propose hereby to furnish material and labor – Complete and in accordance with the above specifications for the sum of:

\$19,895.00 Nineteen Thousand, Eight Hundred and ninety five 00/100 USD

Payments to be made as Follows:

In the event the buyer defaults under any terms of the contract, the buyer agrees to pay cost the of collection, including reasonable attorney fee. All signs remain property of Turnone Graphics llc until all monies due as per contract have been paid by buyer. 50% deposit – balance upon completion of work.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard Practices. Any alteration or deviation from above specifications involving Extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature _____

Acceptance of Proposal The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above. If the payment in full is not made we agree to pay all necessary late fees and attorney fees.

Date of Acceptance _____

Signature _____

Signature _____

Turn One Graphics
Mark Cusson,
1313 Hooksett Rd
Hooksett, NH 03106
(603) 396-2837
nhsignguy@gmail.com

Job Site
Name: Griffin Free Public Library
Address: 22 Hooksett Road
City: Auburn
State: NH Zip: 03032

PRODUCT SPECIFICATIONS

Pixel Pitch:	W10mm LED RGB
Pixel Matrix:	60 X 150
Cabinet Size:	29in H x 5ft 3in L x 5in D
Viewing Area:	24in H x 5ft L
Cabinet Style:	Double Face Twinpak (Slim)
Character Size:	7 lines / 30.0 Characters at a 3" type
Approx. Weight:	348.00 Lbs.
Warranty:	Standard 5 Year Watchfire warranty applies.
Mfg. Lead Time:	3-6 weeks (after this document is signed & returned and receipt of down payment).
Electrical Service:	120 VOLT 12.0 amps (6.00 per face) Single Phase Service. Refer to the Installation manual for details on wiring. Based on 18 hours of operation a day, plus or minus 10% depending on how the sign is programmed. <i>Example: 7.5 KWHrs a day x \$0.07 = \$0.53/Day</i>

STANDARD FEATURES

Brightness	Daytime 7000 NITs Maximum; Nighttime 700 NITs Maximum
Color	LED RGB
Color Capability	Min. 1.2 Quintillion
Includes	Ignite Graphics Software
Video	Up to 30FPS
Viewing Angles	150 Horizontal/95 Vertical

OPTIONS

Software	Ignite OP
Communications	4G Wireless w/ Life-of-sign Cellular Data Plan
Software Training	Web Based Software Training
Cabinet Separation	Standard Up To 15 Feet
Power Requirements	Standard As Quoted
Temperature Sensor	w/100-Step Photocell w/15 ft Cable
Sign Mounting Kit	Not Ordered / Not Required
Warranty	Standard 5-Year Parts Warranty
Technician On-Site	Not Ordered

ORDER ACCEPTANCE

QUOTE VALID UNTIL 9/2/2021

System Price: 10mm Highbrightness Color LED Message Center - Front Ventilation

Quote



206 New Bern Place
Raleigh, NC 27601
(888) 281-3948

	Billing Address	Shipping Address	8/10/2021
Name:	Kathy Grouney	Kathy Grouney	
Company Name:	Griffin Free Public Library	Griffin Free Public Library	
Address:		22 Hooksett Street	
City, State Zip Code:	Auburn, NH 03032	Auburn, NH 03032	
	(603) 483-5374		
	director@griffinfree.com		

MPN	Description	Quantity	Unit Price	Cost
EJ120	EJ Air Purifier	4	\$899.00	\$3,596.00
EJ-HEPA	EJ HEPA Filter	2	\$95.00	\$190.00
EJ-PLEX	EJ Pleated Carbon Filter	2	\$79.00	\$158.00
	Multi Purchase Discount			-\$394.40
Total				\$3,549.60

**DES Waste Management Division
29 Hazen Drive; PO Box 95
Concord, NH 03302-0095**

**Supplemental Groundwater Monitoring
Data Submittal: PFAS Results
Auburn Landfill
Chester Turnpike
Auburn, NH 03032**

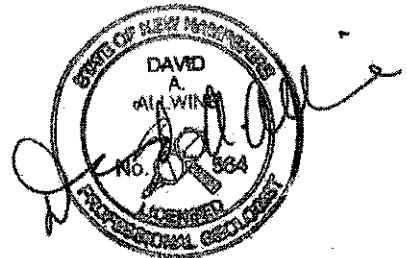
**NHDES Site #: 199002015
Project Type: Landfill Closure
Project Number: 1521**

Prepared For:
Town of Auburn
47 Chester Road, P.O. Box 309
Auburn, NH 03032
Phone Number (603) 483-5052
RP Contact Name:
Board of Selectmen
RP Contact Email:
townadmin@townofauburnnh.com

**David A.
Allwine, PG**

Digitally signed by
David A. Allwine, PG
Date: 2021.08.03
14:32:23 -04'00'

Prepared By:
Stantec Consulting Services Inc.
5 Dartmouth Drive, Suite 200
Auburn, NH 03032
Phone Number: (603) 669-8672
Contact Name: David A. Allwine, P.G.
Contact Email: dave.allwine@stantec.com



Date of Report: August 3, 2021



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

August 3, 2021
File 191710504

Attention: Groundwater Management Permits Coordinator

Waste Management Division
New Hampshire Department of Environmental Services
29 Hazen Drive, P.O. Box 95
Concord, NH 03302-0095

**RE: Supplemental Groundwater Monitoring Data Submittal: PFAS Results
Auburn Landfill, Chester Turnpike, Auburn, NH 03032
NHDES No. 199002015, Project #1521**

Dear Sir or Madam:

Stantec Consulting Services (Stantec) is pleased to submit, on behalf of the Town of Auburn, the results of the water quality sampling conducted at the Auburn Landfill on July 16, 2021. The site location is shown on Figure 1 (attached). Groundwater samples were previously collected on April 6, 2021, in accordance with the site's Groundwater Management Permit (GMP) No. GWP-199002015-A-004. During the April 2021 groundwater sampling event, per- and polyfluoroalkyl substances (PFAS) samples were collected from site monitoring wells MW-1 to MW-4 in accordance with the GMP. Although not required by the GMP, Stantec included cost to sample recently installed downgradient monitoring wells MW-101 and MW-102 for PFAS in our proposal to the Town of Auburn for the 2021 landfill sampling work. PFAS samples were inadvertently not collected from monitoring wells MW-101 and MW-102 during the April 2021 sampling event; therefore, Stantec collected the PFAS samples from MW-101 and MW-102 on July 16, 2021.

Results from the GMP (No GWP-199002015-A-004) required April 2021 sampling event were previously submitted to NHDES separately in Stantec's report entitled 2021 Groundwater Monitoring Annual Summary Report dated July 15, 2021.

Stantec collected samples for PFAS from the two downgradient wells (MW-101 and MW-102) in accordance with the NHDES Standard Operating Procedure (SOP) #HWRB-21. Locations of the sampling points are shown on the attached Figure 2. For quality assurance/quality control (QA/QC) purposes, a field blank was also collected and analyzed for PFAS. The PFAS samples were analyzed by modified EPA Method 537 (isotope dilution method). The PFAS compounds reported by the laboratory included an expanded list of 24 compounds.

The PFAS samples were placed in an ice chest to maintain a temperature of 4°C and were transported to Alpha Analytical, Inc. of Westborough, Massachusetts, a State of New Hampshire-certified laboratory for analysis. Chain of custody protocols were maintained, and copies of these forms are provided in the laboratory report attached to this letter.



July 2021 PFAS Results

Laboratory results for PFAS are presented in Table 1 and are summarized below.

- At MW-101, three PFAS compounds were detected above laboratory reporting limits. Perfluorooctanesulfonic acid (PFOS) was detected at a concentration of 6.60 nanograms per liter (ng/L), below its New Hampshire Department of Environmental Services (NHDES) Ambient Groundwater Quality Standard (AGQS) of 15 ng/L. Perfluorooctanoic acid (PFOA) was detected at a concentration of 8.71 ng/L, below its AGQS of 12 ng/L. Perfluoroheptanoic acid (PFHpA) was detected at 3.42 ng/L, although it was marked with an "F" qualifier which, according to the laboratory report, indicates that the ratio of quantifier ion response to qualifier ion response falls outside of the laboratory criteria, so the results considered to be an estimated maximum concentration.
- At MW-102, no PFAS isomers were detected above laboratory reporting limits.
- The results of the July 2021 PFAS samples for MW-101 and MW-102 were similar to the results of the first PFAS samples collected from those wells in April 2020. There have been no exceedances of AGQS for any PFAS isomer in downgradient monitoring wells MW-101 and MW102.
- No PFAS isomers were detected in the Field Blank above laboratory reporting limits.

Although detectable levels of PFAS were reported in one of the two sampled wells, there have been no AGQS exceedances in either of the wells. However, as contaminant concentrations in wells often fluctuate, it is recommended that MW-101 and MW-102 be periodically sampled to evaluate PFAS concentration trends for these downgradient, GMZ boundary wells.

Please let us know if you have any questions or comments concerning this report.

Sincerely,

STANTEC CONSULTING SERVICES INC.

David A. Allwine, P.G.
Senior Associate
Phone: (603) 206-7553
David.Allwine@stantec.com

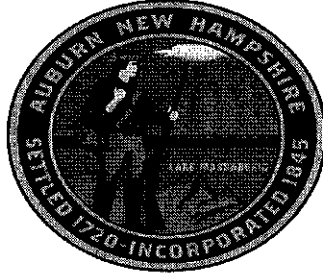
Attachments: Figures 1 and 2
Table 1
Laboratory Data Report July 2021 PFAS Sampling Event

Cc: William Herman, Town of Auburn

Design with community in mind

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: August 11, 2021

Re: Engagement Agreement for FY 2020 Town Audit

Finance Director Patricia Rousseau has received the attached engagement agreement from the Town's auditing firm – Vachon Clukay & Company of Manchester – for the Town's FY 2020 Audit.

This mirrors past engagement agreements the town has had with the auditing firm, and the cost of \$13,000 is based on hourly rates and out-of-pocket costs for the anticipated work of the audit and the preparation of the MS-525 document to be filed with the NH Department of Revenue Administration. The amount is within the Town's budgeted amount of \$13,500.

In anticipation of the engagement letter, the auditors have already conducted the field work associated with the FY 2020 budget and are currently working on the final product and reports.

The audit firm is requesting the Board of Selectmen Chair sign the engagement agreement on behalf of the Town and the Board.

Assuming the Board agrees to move forward with the FY 2020 audit, the following motion would be appropriate:

Move to approve the engagement agreement with Vachon Clukay & Company of Manchester for the audit of Town of Auburn financial records for the year ending December 31, 2020 at the anticipated cost of \$13,000.00 and to authorize the Chair of the Board of Selectmen to sign the agreement on behalf of the Board of Selectmen.

Thank you for your consideration.

Attachment

June 11, 2021

Board of Selectmen
Town of Auburn
47 Chester Road
Auburn, New Hampshire 03032

Dear Members of the Board:

We are pleased to confirm our understanding of the services we are to provide the Town of Auburn, New Hampshire for the year ended December 31, 2020. We will audit the financial statements of the governmental activities, each major fund and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Town of Auburn, New Hampshire as of and for the year ended December 31, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town of Auburn, New Hampshire's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Auburn, New Hampshire's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis
- Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual (Budgetary Basis)
- Schedule of Changes in the Town's Proportionate Share of the Net OPEB Liability
- Schedule of Town OPEB Contributions
- Schedule of Changes in the Town's Proportionate Share of the Net Pension Liability
- Schedule of Town Pension Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Auburn, New Hampshire's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional

procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- Combining Balance Sheet – Governmental Funds – All Nonmajor Funds
- Combining Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds – All Nonmajor Funds

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Town of Auburn, New Hampshire's financial statements. Our report will be addressed to the Board of Selectmen of the Town of Auburn, New Hampshire. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this

inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Auburn, New Hampshire's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare the financial statements of the Town of Auburn, New Hampshire in conformity with U.S. generally accepted accounting principles based on information provided by you, prepare GASB conversion entries based on information provided by you, and prepare the State of New Hampshire Form MS-535. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services, GASB conversion entry, and Form MS-535 previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedures or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services, preparation of GASB conversion entries, preparation of the State of New Hampshire Form MS-535, and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

Jarad J. Vartanian, CPA, is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, etc.) and will approximate \$13,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Distribution of the Auditor's Report

Our report on the financial statements must be associated only with the financial statements that were the subject of our audit engagement. You may make copies of our report but only if the entire financial statements are reproduced and distributed with our report. You may not use our report with any other financial statements that are not the subject of this audit engagement.

We appreciate the opportunity to be of service to Town of Auburn, New Hampshire and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely yours,

Vashon Clukay & Company PC

RESPONSE:

This letter correctly sets forth the understanding of the Town of Auburn, New Hampshire.

Governance signature: _____

Title: Chairman, Board of Selectmen

Date: _____

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: August 13, 2021

Re: Nomination of Deputy Health Officers

As the Board is aware, former Health Officer Paul Raiche resigned from the Health Officer's position earlier this year. Unfortunately, the Deputy's position was also vacant due to the move by Captain James Saulnier to the Windham Fire Department.

Through separate conversations and discussions, we are proposing the Board of Selectmen nominate Building Inspector Carrie Rouleau-Cote and Fire Chief Michael Williams to serve as Deputy Health Officers.

Both are willing to be of help to the community, but both would also prefer not to be Health Officer. They have indicated a willingness to serve together as a team, and Chief Williams was the first individual to suggest both be named Deputy Health Officer.

From my perspective, I believe this is a workable direction for the Town of Auburn. Both individuals already have an established, positive working relationship and bring different strengths and backgrounds to this area.

For the Health Officer and Deputy Health Officer positions, the Board of Selectmen nominate individuals to the Commissioner of the NH Department of Health and Human Services who makes the appointment. This is in accordance with RSA 128:1, which is attached for your information. The appointments are for three-years terms (per RSA 128:4), or until a successor is appointed.

Assuming the Board agrees to move forward with two Deputy Health Officers as recommended, the following motion would be appropriate:

Move to nominate Carrie Rouleau-Cote and Michael Williams to the Commissioner of the NH Department of Health and Human Services for appointment as Deputy Health Officers for the Town of Auburn.

Thank you for your consideration.

Attachment

TITLE X

PUBLIC HEALTH

CHAPTER 128

TOWN HEALTH OFFICERS

Section 128:1

128:1 Appointment. – The commissioner of the department of health and human services shall appoint as health officer for each town such person as the selectmen of the town recommend, and the commissioner of the department of health and human services shall issue to the health officer a certificate of appointment; but, if no recommendation is made within 15 days after notice, the commissioner may appoint a health officer without such recommendation.

Source. 1915, 27:1. PL 126:1. RL 148:1. RSA 128:1. 1995, 310:182, 183. 1997, 200:4, eff. Aug. 17, 1997.



August 12, 2021

**Mr. William Herman
Town of Auburn
PO Box 309
Auburn, NH 03032**

Dear Mr. Herman:

One of the ongoing benefits of HealthTrust Membership is our annual process to determine the amount of surplus available to be distributed back to Member Groups. Typically, this process occurs in October, after acceptance of the audited financial statements by the HealthTrust Board of Directors, and we inform you at that time how much, if any, Return of Surplus your Group will receive.

The HealthTrust Board of Directors recognized, however, that during these continued unprecedented times, it may be of significant value to your Group to learn as soon as possible how much of a Return of Surplus is anticipated for your Group in November 2021. As a result, on Friday, August 6, 2021, the HealthTrust Board adopted the enclosed resolution, which formally declared:

- 1) The amount of FY2021 Surplus it expects to distribute to Member Groups after it receives and approves the audited financial statements on October 5, 2021 to be approximately \$37,207,827;
- 2) The FY2021 Surplus is expected to be distributed to HealthTrust Members who participated in HealthTrust's medical, dental and/or short-term disability coverage lines during FY2021 in proportion to each Member Groups' respective contributions for such coverages; and
- 3) **The final amount of FY2021 Surplus to be distributed will be determined after the audited financial statements are accepted by the Board of Directors on October 5, 2021, and that the final amount of FY2021 Surplus to be distributed is subject to any final audit adjustments and may be more or less than the amount expected.**

Included with this letter is information by coverage line regarding your Group's expected share of the anticipated Return of Surplus based on the Board's Resolution. **This information will be updated with actual final amounts after the Board meeting on October 5, 2021 and will be available on the Secure Member Portal (SMP) for all Member Groups by October 15, 2021.**

At that time, reports will also be available detailing the enrollment numbers used to calculate the contributions on which the Return of Surplus was determined. The additional reports will be made available through the SMP only to those with the designated role of Benefits Administrator (BA) due to the sensitivity of the Protected Health Information (PHI) included in each report.

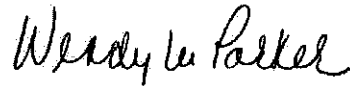
HealthTrust strives to be here for you, our Members, every day with innovative programs and services designed specifically to meet the unique and evolving needs of New Hampshire's municipalities, schools, counties, and other political subdivisions.

We remain committed to our guiding values of service, collaboration, integrity and innovation, and look forward to working on your behalf to make these challenging times just a little bit easier!

Sincerely,

A handwritten signature in cursive script, reading "Cathy Stacey".

Cathy Ann Stacey, Chair
HealthTrust Board of Directors

A handwritten signature in cursive script, reading "Wendy Lee Parker".

Wendy Lee Parker, Executive Director
HealthTrust

Enclosures

Resolution to Notify Members of the Expected FY2021 Distribution of Surplus:

WHEREAS, the COVID-19 pandemic and the related Stay at Home Emergency Orders have continued to result in a significant reduction in HealthTrust's coverage claims during FY2021;

WHEREAS, this reduction in claims has resulted in a projected but as of now, unaudited FY2021 total net position of approximately \$127,207,827;

WHEREAS, HealthTrust's independent consulting actuary, Milliman, using a sound actuarial methodology has recommended that as of June 30, 2021, HealthTrust set its Capital Adequacy Reserve Target at between \$90 million and \$145 million (depending on how much flexibility it has to raise rates in the future);

WHEREAS, based on the Milliman recommendation, the Board of Directors voted to set HealthTrust's Capital Adequacy Reserve Target as of June 30, 2021 at \$90 million, which results in a projected, but unaudited excess surplus for FY2021 of \$37,207,827;

WHEREAS, pursuant to RSA 5-B:5(I)(c) HealthTrust is required to "return all earnings and surplus in excess of any amounts required for administration, claims, reserves, and purchase of excess insurance to the participating political subdivisions";

WHEREAS, the amount of excess surplus that must be so returned is to be based on the year-end audited financial statements;

WHEREAS, HealthTrust's FY2021 audited financial statements will not receive final approval until October 5, 2021 and once approved, the audited financial statements may indicate an amount of excess surplus for FY2021 that differs from the amount of excess surplus projected at this time;

WHEREAS, HealthTrust's Member political subdivisions are experiencing significant financial pressures due to the ongoing impacts of COVID-19;

WHEREAS, many of HealthTrust's Member political subdivisions will only be able to maximize the positive impact of HealthTrust's distribution of FY2021 excess surplus if they are able to account for such funds by September 1, 2021 in time for their annual filing with the Department of Revenue Administration (DRA);

WHEREAS, HealthTrust intends to inform Members of the expected FY2021 return of surplus prior to the availability of HealthTrust's FY2021 audited financial statements and in time for its Member political subdivisions to include the expected FY2021 return of surplus in their September 1, 2021 filing with the DRA; and

WHEREAS, HealthTrust will determine the exact amount of the FY2021 distribution of excess surplus after it receives and approves its FY2021 audited financial statements which is anticipated to be on October 5, 2021;

NOW, THEREFORE, on August 6, 2021, the Board of Directors of HealthTrust, Inc. (the "Board") hereby adopts the following resolutions:

- I. RESOLVED, the Board, hereby declares that it expects the amount of FY2021 surplus it will distribute to Members pursuant to Section 5.1 and 5.2 of the Bylaws after it receives and approves the audited financial statements on October 5, 2021 to be approximately \$37,207,827 which it expects to distribute amongst its Members who participated in HealthTrust's medical, dental and/or short-term disability coverage lines during FY2021 in proportion to each Members' respective contributions for such coverages; and
- II. FURTHER RESOLVED, that prior to August 15, 2021, HealthTrust staff shall notify each Member of the amount of FY2021 surplus it is expected to receive as part the expected return of surplus together with a statement that the final amount of FY2021 surplus to be distributed will be determined after the audited financial statements are accepted by the Board on October 5, 2021, that the final amount of FY2021 surplus to be distributed is subject to final audit adjustment and may be more or less than the amount expected.

Town of Auburn

Summary of Expected Return of HealthTrust FY2021 Surplus

Your Group's expected share of the anticipated FY2021 Return of Surplus amount as identified by the HealthTrust Board on August 6, 2021:

Coverage	Expected Amount
Medical	\$37,666.32
Dental	\$1,918.77
Short-Term Disability	\$650.43
	\$40,235.52

Detailed breakdown by Medical Billing Group:

Medical Billing Group Name	Expected Amount
AUBURN	\$31,098.16
AUBURN ELECTED OFFICIALS	\$3,436.53
AUBURN NHRS	\$3,131.63
Medical Billing Group Total	\$37,666.32

Detailed breakdown by Dental Billing Group:

Dental Billing Group Name	Expected Amount
AUBURN	\$1,788.73
AUBURN NHRS	\$130.04
Dental Billing Group Total	\$1,918.77

Detailed breakdown by Short Term Disability (STD) Billing Group:

STD Billing Group Name	Expected Amount
AUBURN	\$650.43
STD Billing Group Total	\$650.43

The actual return amounts, which may be higher or lower than the above projected amounts, will be determined after the final HealthTrust FY2021 audited financial statements are accepted by the HealthTrust Board of Directors at the October 5, 2021 meeting. **Member Groups will be notified of their actual final return amounts no later than October 15, 2021.**

The return of surplus will be distributed as a check on November 17, 2021 unless a *Contribution Holiday* is requested, in writing, by October 28, 2021 via email to healthtrust-ed@healthtrustnh.org. Requested Contribution Holidays will be reflected on the December 2021 invoice, issued in late November 2021.

August 2, 2021

Parks and Recreation Committee
47 Chester Road
P.O. Box 309
Auburn, NH 03032

Dear committee members,

Last year, one of the former coaches of the Auburn Soccer Club passed away unexpectedly from a cardiac event. Only 48, Jean Paul Peguri "Coach JP" was a good friend to many and his passing was a shock to the Wethersfield neighborhood and the boys he coached for many years. Jean Paul was one of the coaches when the program was in its infancy. While he worked as an executive in Boston, he made time to be home for practices and games despite his busy schedule. Jean Paul coached the older group of boys like his son Mateo, my son Jacob Boudreau, Gavin Divelbiss, Sam Mercier, Thomas Richmond, Ryan Sheidow, Nicholas Tufts and so many others. His coaching helped those boys go on to play soccer for Pinkerton Academy. But coaching wasn't where he made the most impact. It was his relationship with his team. He influenced my son and many others by being a mentor and friend to them. COVID disrupted so much last year that when he passed, the boys weren't able to plan anything in his memory.

We write this letter requesting that the committee name the Wayne Eddows soccer field to Peguri Field in remembrance of a good man who actually lived in and influenced the young men of Auburn.

Thank You,

Peter Boudreau

Gary Divelbiss

Matt Sheidow

Dave Mercier

Chris Richmond

Patrick Tufts

TOWN OF AUBURN

POLICY FOR NAMING TOWN FACILITIES, TRAILS OR PROPERTIES

The naming of Town facilities, fields, parks, buildings, trails or other properties is an honor and recognition which is to be bestowed upon individuals who contributed to the progression of the community through countless hours and years of self-sacrifice and dedication to the greater good.

The naming of such facilities of the Town of Auburn is to fit this historical intent and honor of the community as a whole, and the passage of time assists with evaluating our past efforts.

Application Process:

The name of an individual to be recognized and the designated facility, fields, parks, buildings, trails or other property to be named may be submitted by a citizen or multiple citizens, a local organization, Town Department or other entities associated with the Town of Auburn. The proposal should outline the reasons for honoring the individual in this manner.

The proposal shall be submitted to the Office of the Board of Selectmen. The Town Administrator, with the assistance of other Town officials as appropriate, shall review the request and confirm or gather information concerning the proposed individual recommended for recognition. The Town Administrator shall provide the original proposal and all supporting documentation to the Board of Selectmen for consideration.

Due to the limited nature of naming opportunities and the permanence of such an action, a unanimous vote of the Board of Selectman shall be required for approval, after a duly noticed public hearing held on the proposal pursuant to the provisions of RSA 41:14-b – “Adoption and Amendment of Town Codes and Ordinances”.

In addition to the signage, plaques or tablets designating the named Town facilities, fields, parks, buildings, trails or other properties, names approved for this purpose by the Auburn Board of Selectmen will be memorialized by a commendation and resolution which shall be presented to the individual or family members.

Criteria:

Qualifying facilities, fields, parks, buildings, trails or other properties must be under the ownership of the Town of Auburn.

The criteria for naming facilities, fields, parks, buildings, trails or other properties after an individual will require that at least one of the following requirements is fulfilled as determined solely by the Board of Selectmen:

- ❖ A well-known community leader, either elected, appointed or volunteer;

TOWN OF AUBURN

POLICY FOR NAMING TOWN FACILITIES, TRAILS OR PROPERTIES

- ❖ A person who has positively influenced a large population within the Town through a significant contribution of money, time, material or land;
- ❖ A person who has received national recognition for personal service and accomplishment above and beyond the call of duty with respect to the public good;
- ❖ An individual who had a major involvement in the acquisition or development of the facility;
- ❖ An individual whose civic leadership or volunteerism clearly contributed to the betterment of the Town;
- ❖ An individual who is deceased and whose personal attributes symbolized the principles and standards of an Auburn community organization;
- ❖ Recognition of a generous financial or other contribution from a donor (in the form of a donation, bequest, sponsorship, etc.), such contribution being voluntary and not rendered in consideration of the granting of naming rights

Except under extraordinary circumstances,

- No Town facility, field, park, building, trail or other property shall be named after any citizen who currently holds local, state or federal office, unless the elected official has died in office or until a minimum of three years after leaving office.
- No Town facility, field, park, building, trail or other property shall be named after any current Town employee until a minimum of three years after their employment with the municipality.

Informed Consent:

Except in the case of historical figures, the Town shall not approve the naming of any Town facility, field, park, building, trail or other property without the informed written consent of the named party or the named party's legal representative.

Physical Display of Named Properties:

The appropriate physical display of the named Town facility, field, park, building, trail or other property shall be decided by the Board of Selectmen. Signs, plaques or tablets may be installed on or in the appropriate building, or at the field, park, trail or other property.

Delegation of Approval Authority:

The Auburn Board of Selectmen is the body that determines the naming of Town facilities, fields, parks, buildings, trails or other properties, and this authority may not be delegated.

TOWN OF AUBURN
POLICY FOR NAMING TOWN FACILITIES, TRAILS OR PROPERTIES

It is recognized the naming of public facilities, fields, parks, buildings, trails or other properties should only be undertaken after careful consideration and review by the Auburn Board of Selectmen.

Effective Date:

This policy shall take effect upon adoption.

Adopted by the Board of Selectmen the ____ day of _____, 2017.

James F. Headd

Richard W. Eaton

Dale W. Phillips
AUBURN BOARD OF SELECTMEN

Received and recorded this ____ day of _____, 2017

Kathleen A. Sylvia, Town Clerk

APPLICATION FOR BOARDS/COMMITTEES

NAME: Nick Pappas DATE: 08/04/2021

ADDRESS: 471 Bunker Hill Road Auburn, NH 03032

TELEPHONE: 603-851-8263

BOARD/COMMITTEE APPLYING FOR: Zoning Board of Adjustments

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: _____

Alderman with the City of Manchester (body overseeing ZBA).

Public affairs business owner working with local ZBA's across NH, Mass and VT.

EDUCATION

	Name of School	Course of Study	Years Completed	Degree
Elementary	Northwest			
Highschool	Manchester West		4	HS
College	UNH		1	

Other (Specify) _____

CURRENT EMPLOYER

Name of Company: Yankee Solution, LLC. Length of Employment: 12

Describe your position: _____

Owner - Managing client services and running day to day operations

Additional comments: _____

I am hope I can be of service to the town of Auburn with my experiences working with other Zoning Board's to continue to grow our town while ensure we keep our community.

Signature: 

APPLICATION FOR BOARDS/COMMITTEES

NAME: Steven F. Kimball DATE: 12 Aug 2021

ADDRESS: 126 Morgen Dr

TELEPHONE: 603 483 0826

BOARD/COMMITTEE APPLYING FOR: Zoning Board

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 have owned a small real estate investment company for over 20 years with property in several NH towns (not Auburn).

I have experience working with planning and zoning boards relative to that business.

EDUCATION

	Name of School	Course of Study	Years Completed	Degree
Elementary	Kimball/Rundlett, Concord, NH		1980	
Highschool	Simon's Rock Early College	Liberal Arts	1983	AA
College	University of NH	Elec. Engineering	1986/1991	BSEE/MSEE

Other (Specify) _____

CURRENT EMPLOYER

Name of Company: BAE Systems Length of Employment: 33 yrs

Describe your position: Chief Scientist. Create technology to protect US military personnel. "We Protect Those Who Protect Us"

Additional comments: As an Auburn resident for over 30 yrs, I'd like to contribute to keeping this the best place (in my opinion) to raise a family in NH.

Signature: 

**Town of Auburn
Board of Selectmen
August 2, 2021
Minutes
7:00 PM**

Selectmen Present: Keith Leclair and Todd Bedard

Others Present: Police Chief Ray Pelton, Road Agent Michael Dross, Michael DiPietro, Joanne Linxweiler, Terry Coll, Town Administrator William Herman and Nancy Hoijer, Recording Secretary

Call to Order – Pledge of Allegiance

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

Approval of Payroll Manifest for the Week of July 19, 2021 - \$47,111.98

Mr. Bedard motioned to approve the Payroll Manifest for the week of July 19, 2021 in the amount of \$47,111.98. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of July 26, 2021 - \$106,756.68

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of July 26, 2021 in the amount of \$106,756.68. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of July 12, 2021 - \$6,395.00

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of July 12, 2021 in the amount of \$6,395.00. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of July 26, 2021 - \$35,475.00

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of July 26, 2021 in the amount of \$35,475. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Accounts Payroll Manifest for the Week of August 2, 2021 – \$44,773.51

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of August 2, 2021 in the amount of \$44,773.51. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Consent Agenda for the week of August 2, 2021

Mr. Leclair read out loud and provided for inspection a copy of the Consent Agenda for the week of August 2, 2021 some of which included: three (3) Check Register/Manifests, two (2) Void Check Registers, two (2) Abatement//Refund Requests, one (1) Grant Agreement/NH Department of Safety – Homeland Security Grant Program and three (3) pistol/revolver licenses.

Mr. Bedard motioned to approve the Consent Agenda for the week of August 2, 2021. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

New Business

Insulation of Remainder of Safety Complex Ceiling

Mr. Herman provided an estimate from Quality Insulation dated July 19, 2021 in the amount of \$29,390.00 which identified numerous areas in need of insulation work in addition to the meeting room at the Safety Complex. Mr. Herman noted the estimate did not break out the estimate for just the meeting room and the Selectmen asked that he request a number for just that room.

2021 Groundwater Monitoring Annual Summary Report

Mr. Herman provided the 2021 Groundwater Monitoring Annual Summary Report prepared by Stantec for the DES Waste Management Division dated July 15, 2021. The report which detailed the Auburn Landfill Site sampling conducted in April 2021 recommended analysis continue on an annual basis.

Potential Project Discussions for FY2021 ARPA Funds

Mr. Herman provided the Board with a request from Road Agent Michael Dross for an air compressor and power tool attachments for use at the highway garage property off Chester Turnpike. Road Agent Dross provided a quotation from Grainger in the amount of \$3,406.93 for the purchase. An electrician would install the compressor.

Mr. Herman indicated the total expense could be appropriated from the Town's utilization of the Federal American Recovery Plan Act (ARPA) funds.

Mr. Dross indicated the equipment should last 40-50 years.

Mr. Leclair questioned how the equipment would be utilized since the Town does not own any equipment and subcontracts. Mr. Bedard agreed. Mr. Dross noted the Town may go to a Department of Public Works in the future but in the meantime, it would allow subcontractors to get out of the weather and do basic maintenance without losing time returning to their shops, to change a tire as one example.

Mr. Bedard motioned to obligate an amount not to exceed \$4,406.93 from the American Rescue Plan Act Funds for the purchase and insulation of an electric air compressor and power tool attachments for the highway garage property as described in the quotation from Grainger dated July 13, 2021. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

New Hampshire 10-Miler Road Race – Saturday, August 28th

Mr. Herman provided a copy of a letter dated September 1, 2020 from Millennium Running which detailed the next year's annual New Hampshire 10 Miler Road Race scheduled for Saturday, August 28, 2021.

Chief Pelton described the event which has happened for several years and the proposed differences for this year. Last year there had been a staggered start which took several hours to get going whereas this year the start will not be staggered. Some roads may be closed for periods of approximately 30 minutes while runners' cross the finish line.

The Board was in support of the annual event using Town roads.

Citizen's Fiber Broadband Advisory Committee

Mr. Herman provided a copy of an email received from Chris Rolfe who notified the Board that as he started a new job recently and felt it would conflict with his role on the Citizen's Fiber Broadband Advisory Committee, he confirmed that his new employer agreed he should not continue to serve on the Committee due to a potential conflict of interest.

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

Old Business

Vacancies on the Zoning Board of Adjustment

Mr. Herman provided a Memorandum dated July 29, 2021 concerning the members of the Zoning Board of Adjustment. Two members submitted their resignations from the Board – Chairman Mark Wright effective September 1st and Dennis Vieira effective immediately. Both of their terms were through March 2022.

The ZBA will next meet on August 24th. Chairman Wright will attend that meeting. Mr. DiPietro acted as Chairman in his absence at the June meeting. The Board has three appointed full members and three alternate members until March.

Mr. Herman indicated he received interest from Nicholas Pappas who is in the process of submitting the Town Volunteer Form.

Mr. Leclair asked if there were any alternates who were interested in becoming full members and Mr. Herman indicated that Alternate Patrick Bergeron would be interested.

Mr. Leclair motioned to appoint Patrick Bergeron as a full member of the ZBA with a term through March 2022. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Report/Comments of Ex-Officio Board Representative

Mr. Bedard indicated the Parks & Recreation Commission was meeting tomorrow.

Mr. Leclair indicated negotiations with the Auburn Police Union has begun to set the ground rules and establish a schedule of meetings. The next meeting will be on August 24th.

Other Business

Road Agent Dross reported he is working on catch basins Wednesday on Hills Road and driveways. Work is running behind due to the rain. After Hills Road is finished, he will begin work on Squirrel Drive.

Mr. Leclair advised a stop sign is blocking the street sign at Windsor Drive.

Mr. Leclair asked how Mr. Villeneuve was doing with the new storage building adjacent to the Safety Complex. Mr. Dross noted it was graded and aprons will be poured. The building should be done in a couple of weeks. They are waiting on the garage doors to come in which were ordered. Mr. Leclair noted it made sense to hold off on racking and shelving until after they get stuff in. Chief Pelton will need to decide about how the side access door should be keyed.

Next Meeting/Events

Monday, August 9, 2021 – Citizen's Broadband Advisory Committee – 7:00 PM

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

Monday, August 30, 2021 – Board of Selectmen's Meeting – 7:00 PM

Minutes

July 12, 2021 Public Meeting

Mr. Bedard motioned to approve the July 12, 2021 Public Meeting Minutes as amended. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

July 12, 2021 Non-Public Session

Mr. Bedard motioned to approve the July 12, 2021 Non-Public Meeting Minutes as written. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

July 20, 2021 Workshop Meeting

Mr. Bedard motioned to approve the July 20, 2021 Workshop Meeting Minutes as written. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Non-Public Session – Pursuant to the provisions of RSA 91-A:3, II (a) and (b) – The dismissal, promotion or compensation of a public employee and the hiring of any individual as a public employee

Mr. Leclair motioned to go into non-public session pursuant to RSA 91-A:3, II (a) and (b) – the dismissal, promotion or compensation of a public employee or the hiring of any individual as a public employee. Mr. Bedard seconded the motion. A vote was taken, Mr. Leclair voted aye, Mr. Bedard voted aye. With all in favor, the motion passed unanimously.

The meeting room was closed to the public at 7:25 PM.

Mr. Leclair 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 7:44 PM.

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

Mr. Bedard motioned to approve a step increase for the Tax Collector from a Labor Grade 8, Step 12 to a Labor Grade 8, Step 13 upon the individual's August 6, 2021 anniversary date. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Adjourn

Mr. Bedard motioned to adjourn at 7:45 PM. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy Hoijer
Recording Secretary