

**Town of Auburn  
Board of Selectmen  
October 18, 2021  
Town Hall**

**7:00 p.m.**

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

Approval of Payroll Manifest for the Week of October 11, 2021 – \$54,326.21

Approval of Accounts Payable Manifest for the Week of October 18, 2021

Approval of Consent Agenda – Week of October 18, 2021

**( ) Appointments with the Board**

- Fire Chief Mike Williams – Monthly Meeting

**( ) FY 2022 Town Budget**

- Tax Collector – Susan Jenkins
- Town Clerk – Kathleen Sylvia
- Cemeteries – Cemetery Trustees
- Fire Department – Chief Mike Williams
- Ambulance – Chief Mike Williams
- Fire Apparatus Leases – Chief Mike Williams
- Emergency Management – Director Mike Williams

**( ) New Business**

- Project Discussions for FY 2021 ARPA Funds
  - Paving for Storage Facility
- Health Trust Renewal Rates for Coming Year

**( ) Old Business**

- Vacancies on the Zoning Board of Adjustment

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

**( ) Other Business**

**( ) Next Meetings / Events**

- Tuesday, October 19, 2021 – Joint Personnel Board – 7:00 PM
- Monday, October 25, 2021 – Board of Selectmen's Meeting – 7:00 PM
- Monday, November 1, 2021 – Board of Selectmen's Meeting – 7:00 PM

**( ) Minutes**

- October 4, 2021 Public Meeting

**( ) Adjourn**

**( ) Non-Meeting pursuant to RSA 91-A: 2, I (a)**

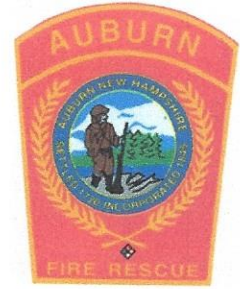
- Strategy or Negotiations concerning for collective bargaining agreement

*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 September 2021

The Auburn Fire Rescue Department responded to 61 Incidents for the month, Incident responses are broken down as listed below.

Building Fire:	1
Vehicle/equipment Fires:	1
Brush:	0
Fires, all other:	0
Alarm Call no fire:	6
Hazardous Conditions:	5
Rescue/EMS:	33
Service calls:	4
Good intent calls:	11
<b>Total:</b>	<b><u>61</u></b>

### Fire Chiefs Report

- I Attended the selectmen's meeting to go over my monthly Fire Department report.
- Hosted Bimonthly Department meeting.
- Submitted the monthly call firefighter payroll.
- Monthly NHIFRS reports were exported to the State of N.H.
- Worked with the Duck Race committee and setup the fireworks inspections.
- Attended the monthly selectmen's meeting.
- Attended the 2021 recruit school graduation @ the NHFA for three Auburn Firefighters who attended this program.
- Attended Department head meeting @ Town Hall.
- Hosted fire officers meeting, we are putting 2 new members on the department.
- Started preparing for fire prevention week activities in both the schools and daycares.
- Preparing for the Open house/Safety Day events.

- Prepared and submitted the FY 2022 budgets.
- 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.
- 0 Oil burner inspections completed.
- 0 Fire separation inspection completed.
- 1 rough residential fire sprinkler inspection completed.
- 0 Wood stove inspection completed.
- 0 Oil tank inspection completed.
- 0 Fireworks inspection completed.
- 1 Pellet stove inspection
- 1 Place of assembly permit

#### **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.
- Working on updating the gator policy.
- Assists the Fire Chief with many departments related issues.

#### **Fulltime Day Crew**

- Coordinated the EMS room and PPE room swap.
- Installed new PPE lockers @ the Complex
- Worked on getting all fire apparatus their state inspections completed.
- Prepared for fire prevention week events.
- Coordinated NE fire training SCBA maze training.
- Started to remove equipment from the Maintenance room in preparation for the PPE washer/dryer.
- Weekly, Daily assigned tasks.
- Responds to emergencies as requested.
- Assisted with Inspections

#### **Captain Pat Glennon (Facilities)**

- Responds to emergencies as requested.
- Coordinate's vehicle maintenance issues for repairs.

- Coordinates Safety Complex and Station 2 repairs.
- Acquired budget numbers for Station 2 repairs for next year.
- Gear room and EMS rooms were swapped around @ the complex.
- working in red alert setting up Vehicle inspection forms.
- 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.
- Coordinates firefighter training for AFD.
- 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.
- Working with a new crew member on initial training.
- 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.
- 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.
- Orders required EMS supplies as needed.
- Serves as our EMS coordinator assisting members with NH licensing, EMS training, ect.
- Coordinates Monthly EMS training schedule. This month was OB/Neonatal practice
- Qc's all EMS TEMSIS reports.





# Auburn Fire September 2021 Statistics

## Calls by Day of the Week

	Sept 2021
Monday	5
Tuesday	7
Wednesday	11
Thursday	12
Friday	11
Saturday	10
Sunday	5
<b>Total</b>	<b>61</b>

## Fire / EMS Calls for Sept 2021

EMS Calls for Service	38
Fire Calls for Service	23
<b>Total Calls For Service</b>	<b>61</b>

## Calls by Response Area

	Sept 2021
Grid AFD1	13
Grid AFD2	7
Grid AFD3	10
Grid AFD4	12
Grid AFD5	6
Grid AFD6	2
Mutual Aid Given	11
<b>Total</b>	<b>61</b>

## Fire and Rescue Responses by Type

	Sept 2021
Building Fire	1
Vehicle/ Heavy Equipment Fire	1
Brush	0
Fires, other types	0
Alarm call no fire	6
Hazardous Condition	5
Good Intent	11
Service Call	4
Emergency Medical Services	33
<b>Total Responses</b>	<b>61</b>

Simultaneous Incidents	Occurrences	Total	Simultaneous Incidents
Single Call	54	54	0
Two Calls Simultaneously	2	4	4
Three Calls Simultaneously	1	3	3
Four Calls Simultaneously	0	0	0
Five or More Calls Simultaneously	0	0	0
<b>Totals</b>		<b>61</b>	<b>7</b>
<b>Sept 2021</b>			<b>12%</b>

Mutual Aid/Auto Aid Given	Sept 2021
Bedford	0
Candia	1
Chester	7
Deerfield	0
Derry	2
Hampstead	0
Hooksett	0
Hudson	0
Litchfield	0
Londonderry	0
Manchester	1
Northwood	0
Pelham	0
Raymond	0
Salem	0
Sandown	0
Windham	0
<b>Total</b>	<b>11</b>

## Mutual Aid Received

	Count
Candia	1
Chester	16
Deerfield	0
Derry	1
Hampstead	0
Hooksett	1
Hudson	0
Litchfield	0
Londonderry	0
Manchester	0
NH Ranger	0
Raymond	0
Sandown	0
<b>Total</b>	<b>19</b>

## EMD Call Code Sept 2021

	Count
ALPHA	4
BRAVO	1
CHARLIE	7
DELTA	5
ECHO	2
NONE	19
OMEGA	0
<b>Grand Total</b>	<b>38</b>

Time of Day	Count
00:00 - 00:59	0
01:00 - 01:59	1
02:00 - 02:59	1
03:00 - 03:59	1
04:00 - 04:59	2
05:00 - 05:59	2
06:00 - 06:59	1
07:00 - 07:59	3
08:00 - 08:59	1
09:00 - 09:59	4
10:00 - 10:59	2
11:00 - 11:59	4
12:00 - 12:59	7
13:00 - 13:59	1
14:00 - 14:59	2
15:00 - 15:59	4
16:00 - 16:59	5
17:00 - 17:59	4
18:00 - 18:59	3
19:00 - 19:59	6
20:00 - 20:59	3
21:00 - 21:59	2
22:00 - 22:59	2
23:00 - 23:59	0
<b>Total Alarms</b>	<b>61</b>





Mutual Aid Received		Time of Day	Count
Candia	4	00:00 - 00:59	5
Chester	33	01:00 - 01:59	7
Deerfield	0	02:00 - 02:59	3
Derry	1	03:00 - 03:59	2
Hampstead	0	04:00 - 04:59	2
Hooksett	2	05:00 - 05:59	2
Hudson	0	06:00 - 06:59	3
Litchfield	0	07:00 - 07:59	10
Londonderry	0	08:00 - 08:59	10
Manchester	0	09:00 - 09:59	13
NH Ranger	0	10:00 - 10:59	10
Raymond	1	11:00 - 11:59	7
Sandown	0	12:00 - 12:59	15
Total	41	13:00 - 13:59	6
		14:00 - 14:59	10
		15:00 - 15:59	8
		16:00 - 16:59	9
		17:00 - 17:59	8
EMD Call Code	Q3 2021	18:00 - 18:59	10
		19:00 - 19:59	9
ALPHA	13	20:00 - 20:59	5
BRAVO	7	21:00 - 21:59	8
CHARLIE	17	22:00 - 22:59	7
DELTA	19	23:00 - 23:59	1
ECHO	2	Total Alarms	170
NONE	39		
OMEGA	0		
Grand Total	97		

Run: 10/14/21  
2:33PM

# 2022 PROPOSED FINANCIAL ADMINISTRATION TOWN OF AUBURN

Page: 1  
Bill  
ReportBudgetSF

	1 Expended 2018  As of December	2 Expended 2019  As of December	3 Expended 2020  As of December	4 Budgeted 2021  As of December	5 Expended YTD 2021  As of December	6 Dept/Comm Request 2022	7 % Chg 21/22	8 BOS Approved 2022	9 Budget Comm Approved 2022
<b>General Fund</b>									
<b>Financial Administration</b>									
1 01-4150-3-310-2 Deed Research	528.00	720.00	437.00	900.00	200.00	800.00	-11%		
Narrative for Column # 6									
DOWN \$100									
<del>1 01-4150-3-310-2 Deed Research</del>	<del>528.00</del>	<del>720.00</del>	<del>437.00</del>	<del>900.00</del>	<del>200.00</del>	<del>800.00</del>	<del>-11%</del>		
Narrative for Column # 6									
UP \$1,000									
3 01-4150-6-620-1 Tax Bill Printing	2,852.58	2,904.72	2,959.23	3,150.00	1,505.47	3,200.00	2%		
Narrative for Column # 6									
UP \$50									
4 01-4150-6-645-1 Tax Collector Education	946.25	730.00	40.00	1,025.00	440.00	900.00	-12%		
Narrative for Column # 6									
DOWN \$125									
<b>Financial Administration Total</b>	<b>92,786.08</b>	<b>41,950.92</b>	<b>33,794.23</b>	<b>33,075.00</b>	<b>18,572.97</b>	<b>33,900.00</b>	<b>2%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>	<b>92,786.08</b>	<b>41,950.92</b>	<b>33,794.23</b>	<b>33,075.00</b>	<b>18,572.97</b>	<b>33,900.00</b>	<b>2%</b>	<b>0.00</b>	<b>0.00</b>

# 2022 PROPOSED ELECTION, REGISTRATION & VITAL STATS

## TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2018	2019	2020	2021	2021	Request	21/22	Approved	Approved
							2022		2022	2022
		As of December	As of December	As of December	As of December	As of December				
<b>General Fund</b>										
<b>Election, Regis &amp; Vital Stats</b>										
1	01-4140-1-165-0	Election Personnel	6,300.00	2,300.00	8,270.00	2,000.00	1,995.00	6,500.00	225%	
	Narrative for Column # 6									
	3 ELECTIONS									
2	01-4140-1-165-5	Checklist Supervisors	3,148.03	1,169.08	6,329.98	2,000.00	1,560.03	3,150.00	58%	
	Narrative for Column # 6									
	3 ELECTIONS									
3	01-4140-6-620-2	Record Preservation	3,630.00	4,000.00	0.00	4,000.00	1,940.00	4,000.00		
	Narrative for Column # 6									
	NO CHANGE									
4	01-4140-6-645-1	Town Clerk Dues & Conferences	1,801.35	2,177.86	55.00	3,000.00	495.00	3,000.00		
	Narrative for Column # 6									
	NO CHANGE									
5	01-4140-6-650-1	Law Books	64.45	797.95	913.13	1,000.00	191.08	1,000.00		
	Narrative for Column # 6									
	NO CHANGE									
6	01-4140-6-660-0	Election Expenses	6,178.86	3,512.00	8,596.94	3,000.00	3,161.34	6,500.00	117%	
	Narrative for Column # 6									
	3 ELECTIONS									
7	01-4140-6-660-1	Dog Tags	417.56	421.02	0.00	550.00	556.18	600.00	9%	
	Narrative for Column # 6									
	INCREASE IN COST									
<b>Election, Regis &amp; Vital Stats Total</b>		<b>21,540.25</b>	<b>14,377.91</b>	<b>24,165.05</b>	<b>15,550.00</b>	<b>9,898.63</b>	<b>24,750.00</b>	<b>59%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>		<b>21,540.25</b>	<b>14,377.91</b>	<b>24,165.05</b>	<b>15,550.00</b>	<b>9,898.63</b>	<b>24,750.00</b>	<b>59%</b>	<b>0.00</b>	<b>0.00</b>



# 2022 PROPOSED CEMETERY

## TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2018	2019	2020	2021	2021	Request	21/22	Approved	Approved
							2022		2022	2022
		As of December	As of December	As of December	As of December	As of December				
<b>General Fund</b>										
<b>Cemeteries</b>										
1	01-4195-3-380-0 Cemetery Mowing	14,010.00	12,306.25	11,406.00	13,000.00	2,850.00	13,000.00			
	Narrative for Column # 6									
	NO CHANGE									
2	01-4195-3-380-1 Cemetery Fertilization	3,784.00	10,009.50	9,406.00	11,000.00	11,736.50	11,000.00			
	Narrative for Column # 6									
	NO CHANGE									
3	01-4195-3-388-0 Cemetery Property Maintenance	1,946.00	6,031.97	2,150.00	6,500.00	2,750.00	10,000.00	54%		
	Narrative for Column # 6									
	UP \$3,500									
4	01-4195-3-390-0 Cemetery Mapping	813.00	747.50	1,259.50	1,200.00	0.00	1,200.00			
	Narrative for Column # 6									
	NO CHANGE									
5	01-4195-5-550-1 Robie Cemetery	0.00	1,150.00	2,040.50	0.00	0.00	0.00			
6	01-4195-5-550-2 Longmeadow Cemetery	5,336.00	0.00	19,000.00	0.00	0.00	0.00			
7	01-4195-5-660-0 Cemetery Supplies	245.74	29.96	577.52	600.00	394.85	800.00	33%		
	Narrative for Column # 6									
	UP \$200									
8	01-4195-5-690-0 Cemetery Miscellaneous	0.00	0.00	0.00	300.00	117.06	300.00			
	Narrative for Column # 6									
	NO CHANGE									
9	01-4195-5-720-0 Cemetery Mileage	445.81	481.98	268.29	500.00	0.00	500.00			
	Narrative for Column # 6									
	NO CHANGE									
10	01-4195-6-645-0 Cemetery Dues & Membership	80.00	210.00	60.00	200.00	0.00	200.00			
	Narrative for Column # 6									
	NO CHANGE									
<b>Cemeteries Total</b>		<b>26,660.55</b>	<b>30,967.16</b>	<b>46,167.81</b>	<b>33,300.00</b>	<b>17,848.41</b>	<b>37,000.00</b>	<b>11%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>		<b>26,660.55</b>	<b>30,967.16</b>	<b>46,167.81</b>	<b>33,300.00</b>	<b>17,848.41</b>	<b>37,000.00</b>	<b>11%</b>	<b>0.00</b>	<b>0.00</b>

Bill  
ReportBudgetSF

	1 Expended 2018  As of December	2 Expended 2019  As of December	3 Expended 2020  As of December	4 Budgeted 2021  As of December	5 Expended YTD 2021  As of December	6 Dept/Comm Request 2022	7 % Chg 21/22	8 BOS Approved 2022	9 Budget Comm Approved 2022
<b>General Fund</b>									
<b>Land &amp; Improvements</b>									
1 01-4901-9-910-4 Cemetery Repairs	0.00	0.00	0.00	0.00	0.00	53,000.00	100%		
Narrative for Column # 6									
CIP									
PROVIDE WATER TO LONGMEADOW CEM \$6,000									
EROSION CONT. & LANDSCAPE LONGMEADOW CEM \$12,000									
REPAIR 21 BROKEN GRAVESTONES LONGMEADOW CEM \$5,000									
IMPROVEMENTS TO NEW CEM ADDITION TO VILLAGE \$30,000									
<b>Grand Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>53,000.00</b>	<b>100%</b>	<b>0.00</b>	<b>0.00</b>

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	%Chg	BOS Budget	Budget Comm
		2018	2019	2020	2021	2021	Request	21/22	Approved	Approved
							2022		2022	2022
		As of December	As of December	As of December	As of December	As of December				
<b>General Fund</b>										
<b>Fire Department</b>										
1	01-4220-3-370-1	Fire Occupational Health & Safety	242.00	580.58	3,209.15	2,600.00	1,554.49	2,600.00		
	Narrative for Column # 6									
	SAFETY GLASSES, PPE, GOWNS, GLOVES, N95 MASKS \$1,000									
	REHAB SUPPLIES, DECON SUPPLIES \$500									
	NEW HIRE PHYSICALS \$1,100									
2	01-4220-3-390-2	Forest Fires	0.00	0.00	1,200.00	1,000.00	860.00	1,000.00		
	Narrative for Column # 6									
	CLASS A FOAM 10-5 GALLON BUCKETS									
3	01-4220-3-390-3	Fire Equipment Maintenance	5,013.38	4,531.33	5,623.59	4,500.00	3,318.87	4,500.00		
	Narrative for Column # 6									
	SMALL TOOLS & EQUIPMENT MAINTENANCE \$1,000									
	GASS OIL SAW BLADES BATTERIES ECT \$1,000									
	GAS METER SUPPLIES \$1,500									
	POWER EQUIPMENT MAINTENANCE \$1,000									
4	01-4220-3-390-4	Fire Radio Repair	199.30	2,347.13	1,737.62	1,500.00	2,683.46	1,500.00		
	Narrative for Column # 6									
	MOBILE & PORTABLE RADIO REPAIRS INCLUDING BATTERIES ANTENNAS MICROPHONES ETC									
5	01-4220-3-390-5	Derry Dispatch	48,241.50	52,025.36	53,654.64	54,868.00	54,676.36	56,456.00	3%	
	Narrative for Column # 6									
	DERRY DISPATCH COST AGREEMENT \$54,514									
	CHESTER TOWER LEASE AGREEMENT \$1,942									
6	01-4220-3-390-7	Fire & Rescue Training	4,356.19	6,512.63	11,872.66	17,500.00	9,030.18	17,500.00		
	Narrative for Column # 6									
	35 FIRE/EMS MEMBERS TRAINING ALLOWANCES @ \$500 PER PERSON									
7	01-4220-3-390-8	Fire Hazmat	6,623.70	6,968.28	7,246.46	7,394.00	7,356.36	7,540.00	2%	
	Narrative for Column # 6									
	ASSOCIATED ANNUAL DUE TO BE PART OF THE REGIONAL HAZARDOUS MATERIAL TEAM									
8	01-4220-5-550-1	Fire Building Maintenance	18,341.17	19,430.87	23,824.89	14,847.00	17,692.52	18,647.00	26%	
	Narrative for Column # 6									



# 2022 PROPOSED FIRE TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	%Chg	BOS Budget	Budget Comm
		2018	2019	2020	2021	2021	Request	21/22	Approved	Approved
							2022		2022	2022
		As of December	As of December	As of December	As of December	As of December				
PAINTING (BOTH STATIONS) \$1,500 INTERIOR REPAIRS, SEED, PAINTING (BOTH STATIONS) \$1,000 EXTERIOR REPAIRS, SEED, PAINTING (BOTH STATIONS) \$1,000 HVAC MAINT AGREEMENT (COMPLEX) \$1,332 HVAC MAINT (STATION 2) \$1,000 SEPTIC TANK PUMPING (BOTH STATIONS) \$1,000 ICE MAKER MAINT \$350 PLYMOVENT SERVICE CONTRACT (COMPLEX) \$600 FLOOR BUFFING (BOTH STATIONS) \$600 FIRE ALARM MONITORING (BOTH STATIONS) \$1,140 NEW OUTSIDE LED LIGHTS (STATION 2) \$1,500 TRASH PICKUP (BOTH STATIONS) \$600 PRESSURE WASH (STATION 2) \$575 REPAIR ROTTED TRIM, BUILD ROOF OVER BAY DOOR, INSTALL RAIN DIVERTER \$1,950 UNEXPECTED REPAIRS (BOTH STATION) \$4,500										
9 01-4220-6-610-1	Fire & Rescue New Equipment	14,306.51	16,411.47	16,150.88	15,882.00	2,355.18	21,100.00	33%		
	Narrative for Column # 6									
	STRUCTURAL HOSE ADAPTERS & FITTINGS \$1,000									
	NEW FIRE HOSE 1 3/4 & 4 INCH \$5,100									
	SMALL TOOLS & EQUIPMENT REPLACEMENT \$1,500									
	E-DRAULIC SPREADER PACKAGE \$13,500									
10 01-4220-6-610-4	Fire New Radios	2,714.30	6,543.83	12,459.60	1.00	0.00	135,465.00	13,546,400%		
	Narrative for Column # 6									
	ENGINE 2 DIGITAL RADIO \$4,500									
	LADDER 1 DIGITAL RADIO \$4,500									
	30 NEW DIGITAL PORTABLE RADIOS WITH ACCESSORIES \$126,465									
11 01-4220-6-610-6	Fire SCBA Equipment/Maintenance	2,146.95	5,864.46	6,841.54	5,480.00	2,105.81	5,480.00			
	Narrative for Column # 6									
	5 REPLACEMENT FACE PIECES \$2,500									
	REPLACEMENT ASSOCIATED PARTS/EYEGLASS INSERTS \$1,850									
	SCBA BREATHING AIR SEMIANNUAL TESTING \$1,130									
12 01-4220-6-611-1	Fire Water Hydrants	11,945.50	13,540.80	14,442.69	13,112.00	7,129.08	15,398.04	17%		
	Narrative for Column # 6									
	FIRE HYDRANT FEES									
	8% INCREASE									
13 01-4220-6-640-0	Fire Dues, Subscription and Software	3,047.44	5,205.87	5,446.22	2,700.00	1,459.00	9,838.00	264%		
	Narrative for Column # 6									
	RED ALERT SOFTWARE 2ND PAYMENT \$6,938									
	MEMBERSHIP DUES \$1,000									
	OFFICE 365 MONTHLY FEES \$1,900									
14 01-4220-6-660-1	Fire Rescue Supplies	2,060.12	2,599.17	3,442.21	3,000.00	3,801.49	3,650.00	22%		
	Narrative for Column # 6									
	DURABLE MEDICAL EQUIPMENT I.E. GLOVES, MASKS, IVS \$2,000									
	DEFIB BATTERIES \$500									
	OXYGEN CYLINDERS & LEASED TANKS \$650									
	GAS METER SUPPLIES \$500									
15 01-4220-6-660-2	Fire Protective Clothing	14,600.19	14,050.79	16,804.98	16,950.00	3,589.51	16,950.00			

# 2022 PROPOSED FIRE TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	%Chg	BOS Budget	Budget Comm
		2018	2019	2020	2021	2021	Request	21/22	Approved	Approved
							2022		2022	2022
		As of December	As of December	As of December	As of December	As of December				
<hr/>										
Narrative for Column # 6										
5 NEW SET OF PPE \$12,500										
SPARE HOODS, BOOTS, & GLOVES \$1,500										
2 FULLTIME FIREFIGHTER INIFORMS \$1,200										
35 CALL FIREFIGHTER \$1,750										
16	01-4220-6-670-1	Fire Office & Cleaning Supplies	2,886.77	2,800.86	2,676.90	2,500.00	1,032.09	2,500.00		
Narrative for Column # 6										
OFFICE SUPPLIES										
PENS										
PAPER										
TABLES										
CHAIRS										
TONNER										
WATER										
17	01-4220-6-690-0	Fire Prevention	0.00	0.00	1,191.40	1,500.00	716.34	1,500.00		
Narrative for Column # 6										
FIRE PREVENTION SUPPLIES USED DURING FIRE PREVENTION WEEK AT SCHOOL & PUBLIC EVENTS										
18	01-4220-6-690-1	Fire Misc Grant	10,066.76	5,969.74	-203.16	5,000.00	22,744.18	5,000.00		
Narrative for Column # 6										
GRANT CO PAYS										
19	01-4220-6-690-2	Fire Dry Hydrants	0.00	44.91	116.36	1,500.00	218.84	3,500.00	133%	
Narrative for Column # 6										
REPAIRS, PAINTING, SINAGE, LOCKS, LAWN MOWING TWICE A YEAR										
20	01-4220-6-690-3	Fire Information Technology	7,886.54	6,195.00	10,311.39	7,460.00	10,075.22	14,268.00	91%	
Narrative for Column # 6										
MONTHLY MAINTENANCE \$704 X 12 = \$8,448										
NEW DESKTOP COMPUTER (1) \$1,000										
UNEXPECTED COST \$1,000										
RED ALERT CLOUD HOSTING \$900										
RED ALERT ANNUAL SUPPORT \$2,920										
21	01-4220-7-700-1	Fire Truck Lease/Purchase	0.00	0.00	0.00	0.00	0.00	0.00		
22	01-4220-7-710-1	Fire Truck Maintenance	44,345.65	43,194.76	34,299.30	36,450.00	28,588.77	42,250.00	16%	
Narrative for Column # 6										
ANNUAL SERVICE \$10,600										
PUMP SERVICE TESTING \$2,600										
AERIAL SERVICE \$2,000										
AERIAL/GROUND LADDER TEST \$1,400										
HOSE TESTING \$3,400										
TIRES \$7,000										
STATE INSPECTION \$650										
FLUID FILM/UNDERCOATING \$5,000										
UNFORESEEN REPAIRS \$9,600										
23	01-4220-7-720-1	Fire Apparatus Fuel	7,673.11	8,511.60	8,249.33	9,000.00	6,810.38	9,800.00	7%	
Narrative for Column # 6										
11 FIRE APPARATUS VEHICLES WITH DIESEL/GASSOLINE & PORTABLE CANS										
<hr/>										
Fire Department Total		206,697.08	223,329.44	240,598.65	224,744.00	187,798.13	396,242.04	76%	0.00	0.00

Run: 10/14/21  
1:19PM

2022 PROPOSED FIRE  
TOWN OF AUBURN

Page: 4  
Bill  
ReportBudgetSF

	1	2	3	4	5	6	7	8	9
	Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	%Chg	BOS Budget	Budget Comm
	2018	2019	2020	2021	2021	Request	21/22	Approved	Approved
						2022		2022	2022
	As of December	As of December	As of December	As of December	As of December				
Grand Total:	206,697.08	223,329.44	240,598.65	224,744.00	187,798.13	396,242.04	76%	0.00	0.00



# 2022 PROPOSED AMBULANCE TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2018	2019	2020	2021	2021	Request	21/22	Approved	Approved
							2022		2022	2022
		As of December	As of December	As of December	As of December	As of December				
<b>General Fund</b>										
<b>Ambulance</b>										
1 01-4215-3-390-1	Derry Ambulance Service	83,896.00	84,735.00	86,857.55	89,463.00	89,462.95	93,509.00	5%		
<b>Ambulance Total</b>		<b>83,896.00</b>	<b>84,735.00</b>	<b>86,857.55</b>	<b>89,463.00</b>	<b>89,462.95</b>	<b>93,509.00</b>	<b>5%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>		<b>83,896.00</b>	<b>84,735.00</b>	<b>86,857.55</b>	<b>89,463.00</b>	<b>89,462.95</b>	<b>93,509.00</b>	<b>5%</b>	<b>0.00</b>	<b>0.00</b>

# 2022 PROPOSED MACHINERY, VEHICLES & EQUIPMENT

## TOWN OF AUBURN

	1	2	3	4	5	6	7	8	9
	Expended	Expended	Expended	Expended	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
	2018	2019	2020	2021	2021	Request	21/22	Approved	Approved
						2022		2022	2022
	As of December	As of December	As of December	As of December	As of December				
<b>General Fund</b>									
<b>Machinery, Vehicles &amp; Equipmen</b>									
1 01-4902-7-700-1 Fire Apparatus Lease/Purchase	172,695.61	120,909.07	118,968.07	120,908.00	120,909.07	48,213.46	-60%		
<b>Machinery, Vehicles &amp; Equipmen Total</b>	<b>172,695.61</b>	<b>120,909.07</b>	<b>118,968.07</b>	<b>120,908.00</b>	<b>120,909.07</b>	<b>48,213.46</b>	<b>-60%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>	<b>172,695.61</b>	<b>120,909.07</b>	<b>118,968.07</b>	<b>120,908.00</b>	<b>120,909.07</b>	<b>48,213.46</b>	<b>-60%</b>	<b>0.00</b>	<b>0.00</b>

# 2022 PROPOSED EMERGENCY MANAGEMENT TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2018	2019	2020	2021	2021	Request	21/22	Approved	Approved
							2022		2022	2022
		As of December	As of December	As of December	As of December	As of December				
<b>General Fund</b>										
<b>Emergency Management</b>										
1 01-4290-0-550-0	OEM (FEMA) Expenditure	40,286.10	0.00	0.00	1.00	0.00	1.00			
2 01-4290-3-390-1	OEM Training	0.00	0.00	0.00	1.00	0.00	1.00			
3 01-4290-3-395-1	OEM Public Media	8,100.00	0.00	0.00	1.00	0.00	1.00			
4 01-4290-5-510-1	OEM Communications	0.00	0.00	0.00	1.00	0.00	1.00			
5 01-4290-6-610-1	OEM Equipment & Gear	0.00	0.00	1,145.85	1,000.00	323.00	1,000.00			
<i>Narrative for Column # 6</i>										
EOC SUPPLIES FOR BOTH OFFICE & MOBILE SUPPLIES										
<b>Emergency Management Total</b>		<b>48,386.10</b>	<b>0.00</b>	<b>1,145.85</b>	<b>1,004.00</b>	<b>323.00</b>	<b>1,004.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>		<b>48,386.10</b>	<b>0.00</b>	<b>1,145.85</b>	<b>1,004.00</b>	<b>323.00</b>	<b>1,004.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>



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

<b>Date</b>	<b>BOS Obligation</b>	<b>Amount</b>	<b>Notes</b>	<b>Date</b>	<b>Vendor Expenditure</b>	<b>Amount</b>
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		9/1/2021	Pidcor, Inc.	\$21,490.00
				9/8/2021	J.H. Rolfe Construction	\$3,500.00
				9/22/2021	Alarm Systems Plus	\$645.00
6/21/2021	Telephone system - Fire Department	\$8,500.00	NTE*	6/14/2021	Vision Communications	\$3,550.00
	Telephone System - Police Department			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 - Highway	\$4,406.93	NTE*	8/25/2021	Grainger	\$3,605.63
TOTAL		\$117,591.93				\$63,233.61
ARPA Funds Received		\$292,188.81				\$292,188.81
Balance Available:		\$174,596.88				\$228,955.20

\* Notes - NTE short for "Not To Exceed"



# EXCAVATING & PAVING

PO BOX 581 • 166 GRANITE STREET • SUNCOOK, NH 03275

## Invoice

Date	Invoice #
9/17/2021	21018

Bill To
TOWN OF AUBURN PO BOX 309 AUBURN NH 03032

Phone #	Fax #
6034859755	603-485-5579

Terms	Due Date
30 DAYS	10/17/2021

Date	Description	Quantity	Rate	Amount
9/7/21	FIRE STATION Hand work pave	45.91	125.00	5,738.75
ARPA? J.M. D.				
				For Bill ASK Bill which Ac

--

Total	\$5,738.75
Balance Due	\$5,738.75



October 8, 2021

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

Dear Mr. Herman:

The HealthTrust Board of Directors met on October 5, 2021 to set renewal rates for the FY2023 renewal period. Enclosed are the Guaranteed Maximum Rates (GMR) for your Member Group's renewal of medical coverage for the period of July 1, 2022 through June 30, 2023 for your current benefit plans. Also included are the renewal rates for dental, life, short-term and long-term disability coverage, if applicable. Please see the enclosed transmittal for your Member Group's specific renewal rates for all your coverage lines. A Medical and Prescription Benefit Options Sheet has been added to this package for your consideration. Your Benefits Advisor is available to work with you to discuss alternative benefit options and applicable rates.

#### **Medical Rates**

This year's rating process uses an adjusted claims experience period (*incurred May 2020 – April 2021, paid through May 2021*) to set medical and dental rates. This rating also takes into account the ongoing return of claims to pre-COVID-19 pandemic levels.

The Guaranteed Maximum Rate adjustment for all Member Groups renewing medical coverage for FY2023 (*July 1, 2022 – June 30, 2023*) is an overall average rate adjustment of 6.2%. This increase is due primarily to projected medical and prescription trend and increased claims utilization. ***Your Member Group's rate change will vary from this overall average rate adjustment based in part on your Member Group's own claims experience.*** If you are a Group in the Small Group Rating Tier (50 and Under), or part of a combined rating group, your rate reflects the claims experience of that combined rating group.

The GMR provides rate projection information and locks-in a maximum rate for your budgeting purposes based on the most-up-to-date data available at this time. Rates are then revisited in the spring utilizing updated claims and cost data. The HealthTrust Board of Directors will establish the final July "revisit" rates on March 15, 2022.

#### **Dental Rates**

For Member Groups currently participating in HealthTrust's dental coverage, the rate adjustment for all dental options is minus 1.5% for FY2023 (*July 1, 2022 – June 30, 2023*).

#### **Short-Term Disability Coverage**

For Member Groups currently participating in HealthTrust's short-term disability coverage, there is an overall base rate adjustment of 0.7% for FY2023 (*July 1, 2022 – June 30, 2023*) due to increased claims volume and average claim duration. ***However, your Member Group's actual rate adjustment will vary from the overall increase depending on your Group's experience and demographic make-up.***

#### **Long-Term Disability Coverage**

For Member Groups currently participating in HealthTrust's long-term disability coverage, there is **no rate change** for FY2023 (*July 1, 2022 – June 30, 2023*).

### **Life Coverage**

For Member Groups currently participating in HealthTrust's life coverage, *there is no rate change for FY2023 (July 1, 2022 – June 30, 2023).*

### **Benefit Advantage**

For Member Groups currently participating in HealthTrust's Benefit Advantage Health Reimbursement Arrangement (HRA) and enhanced Flexible Spending Account (FSA) services, there is **no change to the per-participant/per-month fees**. As a reminder, there are no annual renewal fees associated with Benefit Advantage. Additionally, FSA and HRA administrative services per-participant/per-month fees continue to be waived for participants enrolled in the following HealthTrust medical plans: AB15/40IPDED, ABSOS20/40/1KDED, ABSOS25/50/3KDED, ABSOS30/60/5KDED, ABHD/5K/20COIN and LUMENOS2500.

### **FY2021 Return of Surplus**

The HealthTrust Board of Directors also voted at the October 5, 2021 meeting to return \$38,194,255 of surplus to HealthTrust Members who participated in HealthTrust's medical, dental and/or short-term disability coverage lines during FY2021 (*July 1, 2020 – June 30, 2021*) in proportion to each Member Groups' respective contributions for such coverages. Member Groups will receive a separate notification, posted in the Secure Member Portal (SMP), which will include information by coverage line regarding your Group's share of the Return of Surplus, if applicable. Additionally, reports will be available at that time on the SMP, detailing the enrollment numbers and contributions upon which your Member Group's share of the Return of Surplus was determined. These detailed reports can be accessed on the SMP by your Member Group's designated Benefit Administrator.

### **New Corigen® Medication Safety Program**

A valuable new program is now offered by HealthTrust that uses the science of pharmacogenomics and DNA analysis to help individuals learn if the medications they take now (or may take in the future) are identified as being safe and effective for them – potentially helping them avoid adverse drug reactions and side effects and helping them to feel good every day. The Corigen Medication Safety Program became available to individuals enrolled in a HealthTrust medical and prescription drug plan on August 16, 2021. Help us make a difference in the lives of your covered employees and retirees! You can access a video, forward ready email and a brochure in your SMP.

### **Enclosures**

Please review the following enclosures for additional details on your renewal, the rating process and a new program for your employees and retirees:

- **Member Group Transmittal** (*includes monthly contribution rates for all of your coverage lines*)
- **Member Group Medical Rate Exhibit**
- **Medical and Prescription Benefit Options** (*includes monthly contribution rates for existing benefit options and alternatives*)
- **How Your Rate is Determined - The Rating Process, Capital Adequacy Reserve and Return of Surplus**
- **Corigen Medication Safety Program** – *A new benefit for HealthTrust Enrollees with Medical and Prescription Drug Coverage*

### **Timeline**

#### **Benefit Changes Notification Deadline – May 20, 2022**

Your Benefits Advisor, Stephanie Perrin, will be contacting you to discuss the renewal and work with you to review available options and assist with any changes you may be considering. **Please note that requests for any coverage changes must be communicated to us and completed prior to May 20, 2022 to be effective July 1, 2022.**

### **Meet with your Benefits and Wellness Advisors**

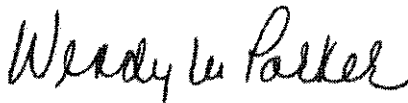
Your Benefits and Wellness Advisors are available to work with you to schedule virtual meetings to review the following key education and reporting tools, as well as to answer any other questions you may have.



- **Benefit Education Sessions** – Customized Benefit Education presentations, benefit comparisons, and digital benefit packets are available in the SMP to make it even easier to educate your employees about their benefit plans, medical consumerism, and wellness programs, including how they can access tools and resources through the HealthTrust Secure Enrollee Portal (SEP).
- **Rating Summary** – a report showing how your Group's rates were calculated. *(Also available to Small Groups showing the 50 and under summary.)*
- **Stewardship Report** *(for Groups with 100 or more Enrollees)* – a detailed report showing your Group's membership data, medical and prescription claims utilization data, wellness program participation and recommendations.

Thank you for your continued participation with HealthTrust. If you have any questions or concerns, please do not hesitate to contact Stephanie at 800.527.5001.

Sincerely,



Wendy Lee Parker  
Executive Director

Enclosures

cc: James Huard, Police Union President, Town of Auburn



## Medical Rate Exhibit for: Town of Auburn

Rating Renewal: July

Rating Tier: Small

Rating Type: Standard

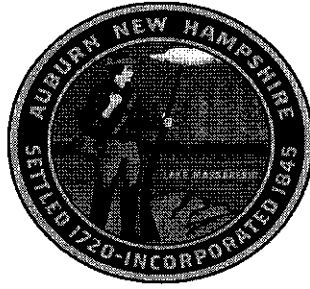
Current Benefit Option(s)	Enrollment Type	Enrollee Counts as of 09/21	07/21 Rates	07/22 Rates GMR	% Change
AB10(07S)-RX10/20/45/3K(S)	Single	6	\$ 909.93	\$ 959.07	5.4%
	2-Person	9	\$ 1,819.86	\$ 1,918.14	5.4%
	Family	5	\$ 2,456.82	\$ 2,589.49	5.4%
ABSOS20/40/1KDED(07S)-RX10/20/45/5K(S)	Single	0	\$ 703.75	\$ 741.76	5.4%
	2-Person	3	\$ 1,407.51	\$ 1,483.52	5.4%
	Family	0	\$ 1,900.14	\$ 2,002.75	5.4%
ABSOS25/50/3KDED(07S)-RX10/20/45/5K(S)	Single	0	\$ 511.06	\$ 538.66	5.4%
	2-Person	0	\$ 1,022.12	\$ 1,077.31	5.4%
	Family	1	\$ 1,379.86	\$ 1,454.37	5.4%
Monthly Total for Actives / Early Retirees		24	\$ 39,724.81	\$ 41,870.06	5.4%

Current Benefit Option(s)	Enrollment Type	Enrollee Counts as of 09/21	07/21 Rates	07/22 Rates GMR	% Change
MC3(07S)-RX10/20/45(SCY)	Single	2	\$ 584.55	\$ 616.12	5.4%
MCNRX(07S)	Single	0	\$ 233.78	\$ 246.41	5.4%
Monthly Total for Medicomp Retirees		2	\$ 1,169.10	\$ 1,232.24	5.4%
Grand Monthly Total		26	\$ 40,893.91	\$ 43,102.30	5.4%

**Alternative Benefit Option(s):** HealthTrust offers a full range of comprehensive Benefit Options. Please consult with your Benefits Advisor to learn more about the Benefit Options that may best meet your Group's needs and work within HealthTrust's underwriting guidelines.

## 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: October 15, 2021

Re: Potential Vacant Zoning Board of Adjustment Positions

On October 14, 2021, Stephen Carroll submitted his resignation as a member of the Zoning Board of Adjustment (ZBA) effective immediately as he is relocating to Manchester.

With his resignation, there opens a vacancy for a full member of the board for an unexpired term to expire in March 2024. At this point it is my understanding all three current alternate members of the ZBA are interested and willing to be appointed to fill the full member position on the Board. The senior alternate with time in service is Shawn Matte.

Assuming Mr. Matte is appointed to fill the full member position, that would then leave a vacant alternate position that could be filled. The Board has had the application from Nick Pappas to serve on the ZBA and this could give the Board that opportunity. Mr. Matte's term as an alternate member is until March 2022, so that would be the unexpired term that would be available.

Should the Board be of the mind to appoint these two individuals, the appropriate motions to be made would be as follows:

*Move to accept with regret the resignation of Stephen Carroll from the Zoning Board of Adjustment effective October 14, 2021.*

*Move to appoint Shawn Matte as a member of the Zoning Board of Adjustment for an unexpired term to expire in March 2024.*

*Move to appoint Nick Pappas as an alternate member of the Zoning Board of Adjustment for an unexpired term to expire in March 2022.*

Thank you for your consideration.

Attachments

## Bill Herman

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**From:** Denise Royce  
**Sent:** Thursday, October 14, 2021 11:43 AM  
**To:** Bill Herman  
**Subject:** FW: ZBA Hearing 10.26.21

FYI,

Denise

---

**From:** Stephen Carroll <stephenrcarroll@kw.com>  
**Sent:** Thursday, October 14, 2021 11:34 AM  
**To:** Denise Royce <planning@townofauburnnh.com>; Mike DiPietro <mdp3358@yahoo.com>  
**Subject:** Re: ZBA Hearing 10.26.21

Hi Mike and Denise,

I hope all are well!!! and enjoying this AWESOME weather!!

I'm sorry this comes with such short notice, I was planning on telling everyone at this month's meeting, however, I have been under contract to purchase a home on the Merrimack River in Manchester. It was scheduled to close on the 29th of this month, which would have allowed me to still participate as a resident at the meeting this month. But all things went well and quite smoothly, and we are now closing on the 20th.

So it comes with great sadness that I have to resign from the board effectively immediately.

I truly enjoyed my service to the town and am so happy to have met such great people!!  
I wish everyone the best of luck!!  
Thank you

On Thu, Oct 14, 2021 at 9:15 AM Denise Royce <[planning@townofauburnnh.com](mailto:planning@townofauburnnh.com)> wrote:

**Good Morning,**

I am checking with Attorney Tierney to see if he can meet with the ZBA Board prior to the hearing scheduled for Tuesday, October 26<sup>th</sup> at 7:00pm. Mike DiPietro, Chairman of the ZBA suggested that the Board meet with Attorney Tierney around 6:30pm to discuss the Appeal of the Board of Selectmen's Decision that will be before the Board that night. Is everyone able to meet at 6:30pm that evening to meet with Attorney Tierney if he is available?

## 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: 

**Town of Auburn  
Board of Selectmen  
October 4, 2021  
Town Hall  
Minutes**

**6:00 PM**

**Site Walk – Highway Department Property – 273 Chester Turnpike**

**Selectmen Present:** Keith Leclair and Michael Rolfe

**Others Present:** Road Agent Michael Dross

The Town official tours the highway property at 273 Chester Turnpike including the salt and sand storage facilities and the former incinerator building converted to a garage facility approximately 15 years ago.

During the course of the tour, a number of physical building improvements were noted as needed at the sand storage shed and the Highway garage. Among the items noted were:

- Metal roof is deteriorating
- Storage section/garage door
- Couple of doors in the maintenance building
- Insulation deteriorating
- Undersized heating units

Mr. Leclair indicated the Board would discuss the potential repairs further at their meeting at 7:00 PM.

The site walk concluded at 6:35 PM.

**7:00 PM**

**Selectmen Present:** Keith Leclair, Todd Bedard and Michael Rolfe

**Others Present:** Conservation Commission Chairman Jeff Porter, Building Inspector Carrie Rouleau-Cote, Mike DiPietro, Steve Kimball, Animal Control Officer Jarlene Cornett, Planning Board Chairman Ronald Poltak, Finance Assistant Mimi Friolet, Finance Director Patricia Rousseau 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 October 4, 2021 - \$1,187,201.50**

***Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of October 4, 2021 in the amount of \$1,187,201.50. 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 October 4, 2021**

Mr. Leclair read out loud and provided for inspection a copy of the Consent Agenda for the week of October 4, 2021 some of which included: one cemetery deed for Longmeadow Cemetery.

***Mr. Bedard motioned to approve the Consent Agenda for the week of October 4, 2021. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

**FY 2022 Town Budget**

**Building Inspector – Carrie Rouleau-Cote**

Building Inspector Carrie Rouleau-Cote presented the proposed FY 2022 Budget for the Building Inspector of \$12,150 which is a 4% increase over last year.

Mrs. Rouleau-Cote noted the dues and seminar line was cut last year due to Covid but training is picking up; some hybrid, some in-person. She recently attended the ICC Annual Meeting in Pennsylvania. There was another in Amherst, but she usually chooses one or the other.

Mrs. Rouleau-Cote noted the legal fees line was underspent this year. There were some reimbursements with only \$920 spent of \$5,000 budgeted. Courts were not in session. She reported having new legal representation this year.

Mrs. Rouleau-Cote noted the online permitting software provider abruptly ended service in August. The new software provider is a bit more expensive than previous but is a more streamlined service which will allow her to schedule inspections, and create reports with Avitar in addition to the permitting contractors the convenience of using an online program to apply and make payments. The start-up would be \$7,500 and annually cost about half of that but some other software could be replaced with it. This would come out of the administrative line, not her budget. She hopes to have it in place at the beginning of the year and has spoken with the Town's IT provider about it.

Mrs. Rouleau-Cote reported approximately 600 permits issued this year for electric, plumbing and mechanical; 25 new homes with the big 55+ coming soon. The 55+ subdivision recently got approval at the Zoning Board of Adjustment to exceed more permits than typically allowed per year under the growth management ordinance which fits into the Master Plan for elderly, workforce and disabled who can be exempt from the 3% rule.

***Mr. Bedard motioned to approve the FY 2022 Building Inspector budget in the amount of \$12,150. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Animal Control – Jarlene Cornett**

Jarlene Cornett presented the proposed Animal Control Budget for FY 2022 in the amount of \$2,390 which is level funded from last year with no changes.

Ms. Cornett noted a lot of people adopted rescue animals this year, some of which are prone to run off and need for her to bring back.

***Mr. Bedard motioned to approve the FY 2022 Animal Control budget in the amount of \$2,390. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Planning & Zoning – Ron Poltak**

Ron Poltak presented the proposed budget for FY 2022 for Planning & Zoning in the amount of \$35,150 which is a decrease from last year.

Mr. Poltak noted no substantial changes to Planning & Zoning but indicated the groundwater study was originally presented as a two year project with Stantec anticipating completing Phases I and II this calendar year. The \$17,000 figured budgeted will be used up this year which will lower the amount proposed under this line item for FY 2022 from \$17,000 to \$8,000, a \$9,000 decrease.

Mr. Poltak indicated there was not a lot of legal expenditure yet this year. Mr. Leclair asked about upcoming zoning amendments and he indicated there would be minor wordsmithing items, nothing major.

Mr. Poltak discussed the groundwater study noting the plan is to use existing state and federal records to establish liability for new developments that draw on resources and have an impact on existing developments. Planning will be working with the Conservation Commission on this. The upcoming 55+ community will have approximately 80 new homes over 3-4 years.

Mr. Leclair thanked Mr. Poltak for his volunteer hours.

***Mr. Bedard motioned to approve the FY 2022 Planning & Zoning budget in the amount of \$35,150. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Conservation Commission – Jeff Porter**

Mr. Porter presented the proposed FY 2022 Conservation Commission budget in the amount of \$5,500 which is level funded from last year.

Mr. Porter noted the 2021 budget will not likely be expended this year.

Mr. Leclair thanked Mr. Porter for his volunteer hours.

***Mr. Bedard motioned to approve the FY 2022 Conservation Commission budget in the amount of \$5,500. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Public Assistance – Mimi Friolet**

Finance Assistant Friolet presented the proposed FY 2022 Public Assistance budget in the amount of \$15,500 which is level funded from last year.

Mrs. Friolet explained there were no expenditures in FY 2021 and while the Town is required to make the assistance available even though it is not always used, often times they can direct applicants to other resources such as local fuel assistance programs. One reason for the lack of use this year was the availability of government stimulus and eviction moratoriums. One property that she is aware of has been increasing its rents and not realizing there is a process to evict somebody. She is monitoring the situation for an uptick.

Mrs. Friolet reported in 2017 the budget went over \$15,000 barely to \$17,500 and then was dropped to \$15,500. Mr. Leclair noted he would like to look at a three-year average but prefers ten years. The Board agreed they would pause on decreasing the budget for one more year.

Ms. Rousseau noted other services they can be asked to assist with are burial services which can be pricey.

***Mr. Bedard motioned to approve the FY 2022 Direct Assistance budget in the amount of \$15,500. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **New Business**

##### **Project Discussions for FY 2021 ARPA Funds**

Mr. Leclair reported a few items were identified on the site walk today for repairs at the Town Salt Shed:

- Metal roof is deteriorating
- Storage section/garage door
- Couple of doors in the maintenance building
- Insulation deteriorating
- Undersized heating units

Mr. Leclair noted the goal is to bring Town Buildings up to respectable levels so that there are only expenditures for regular maintenance. The Board has worked with Police, Fire and Parks & Recreation so this is the logical next site to improve.

Mr. Leclair will reach out to get quotes on garage doors and metal roofing. ARPA funds could be utilized, or the costs put in the budget.

### **Bulk Road Salt Prices**

The Board received a Memorandum from Mr. Herman dated October 1, 2021 concerning road salt pricing for the 2021-2022 season. The Town received notice from their vendor that the cost per ton for the coming season has increased to \$72 per ton from the current year price of \$49.50 per ton, a 46.70% increase, still a slightly better rate than the State bid.

The Board received notice from the Road Agent the Town has a nearly full supply of salt in the Town's storage facility heading into the beginning of the winter season, but the rate increase could result in a \$50,000-\$100,000 overall cost increase.

Mr. Rolfe asked when the effective date was, and Mr. Leclair noted October 31, 2021. The Town does not have the storage room to buy more before the increase. Mr. Rolfe noted the storage area has to be paved and covered.

### **Old Business**

#### **Vacancy on the Zoning Board of Adjustment**

Mr. Leclair reported an application was received from Planning Board member Jill Dross for the vacancy of a full member on the Zoning Board of Adjustment. The cross over knowledge from board to board would be beneficial.

Mr. Leclair congratulated newly elected ZBA Chair, Mike DiPietro and thanked both him and Mr. Kimball for their service.

***Mr. Bedard motioned to appoint Jill Dross to the Zoning Board of Adjustment 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.***

Mr. Leclair thanked Ms. Dross for volunteering.

Mr. DiPietro asked about the process of elevating alternates. Mr. Leclair will check with Mr. Herman but noted an alternate member was first offered to be elevated and had declined due to being too busy.

### **Other Business**

#### **Conservation/Current Use Funds**

Mr. Leclair reported discussing with Mr. Porter the 100% contribution to the Conservation Commission from properties coming out of current use to propose reducing this percentage to

50% so that the Town can receive the other 50% as tax revenue. The Commission currently has \$1 million in its account. Mr. Porter will discuss the proposal with the Commission.

Mr. DiPietro noted back when the Town had Town Meetings the initial proposal had been 50%. There were about 37 people present at the meeting when it was changed. The Commission has done good with it Mr. Leclair noted but based on the amount of land left to purchase in Town and the amount of cash on hand it makes sense to make an adjustment at this time. Mr. DiPietro noted some Towns put 10% on the ballot. Mr. Rolfe noted the revenue may become important with the large 55+ community being built.

## **Landscaping**

Mr. Leclair announced the 16' maple tree had been planted in front of Town Hall at a cost of \$850.00 after the evergreen donated by Mr. Rolfe had not succeeded in being transplanted. Plaza Scapes had held their mowing contract pricing for FY 2021 with no increase and will be increasing next year but will offer a multi-year contract at that price. The mowing contract will likely have a 2-3% increase. There have been no complaints. The proposal can be discussed at another meeting as it is lengthy.

Plaza Scapes reported a skunk invasion seeking out a significant number of grubs in the lawn. A proposal was submitted for \$2,000 to treat for the grubs, loam and hydro seed, add a sprinkler zone with five heads where there are none, and to remove a small lilac by the parking lot which can be replaced with a Frazier Fir. Mr. Leclair noted the cost for the tree, irrigation and new front lawn would be \$3,200. Funding can come from the Town Property fund which has a balance of approximately \$100,000 and has not been used much this year.

Mr. Rolfe agreed the proposal was needed as no fertilizer or pest control had been done. Mr. Bedard was in agreement noting the Town Hall was representative of the Town and the lawn should look presentable. Mr. DiPietro recommended asking to use nitrogen-free fertilizer.

***Mr. Bedard motioned to approve the expenditure of up to \$3,200 from the Town Property Expendable Trust Fund for the aforementioned proposal to loam, treat grubs, hydroseed, irrigate and replace the lilac bush with a Frazier Fir. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mr. Leclair will follow-up with Plaza.

## **Next Meeting/Events**

- Monday, October 18, 2021 – Board of Selectmen's Meeting – 7:00 PM
- Monday, October 25, 2021 – Board of Selectmen's Meeting – 7:00 PM

## **Minutes**

September 27, 2021 Public Meeting

***Mr. Bedard motioned to approve the September 27, 2021 Public Meeting Minutes as amended. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

September 27, 2021 Non-Public Sessions (x2)

***Mr. Bedard motioned to approve the September 27, 2021 Non-Public Meeting Minutes (x2). Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

**Adjourn**

***Mr. Bedard motioned to adjourn at 8:08 PM. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy Hoijer  
Recording Secretary