

**Town of Auburn  
Board of Selectmen  
November 15, 2021  
Town Hall**

**6:00 p.m.**

**( ) Non-Public Session pursuant to the provisions of RSA 91-A: 3, II (d)**

- Consideration of the acquisition, sale or lease of real property

**7:00 p.m.**

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

Approval of Accounts Payable Manifest for the Week of November 15, 2021

Approval of Consent Agenda – Week of November 15, 2021

**( ) Appointments with the Board**

- Involuntary Merger Application – 109 Appletree Road – John Lorden and Atty. Eli Leino
- Sharon LeBlanc – Roadside mowing and repairing intersection of Tanglewood Drive and Rattlesnake Hill Road for right-hand turns
- Fire Chief Michael Williams – Monthly Meeting
  - Repair of Car-2 – Onboard Charging System

**( ) FY 2022 Town Budget**

- Call Firefighters Pay – Chief Williams
- Insurance – Patricia Rousseau & Bill Herman
- Personnel Administration – Patricia Rousseau & Bill Herman
- Financial Administration – Audit – Patricia Rousseau
- Financial Administration – Assessing – Bill Herman
- Health & Social Service Agencies – Patricia Rousseau & Bill Herman
- Intergovernmental Welfare – Patricia Rousseau & Bill Herman
- Funding for Water Resources Study -- Bill Herman

**( ) New Business**

- Initial Draft of Potential 2022 Warrant Articles
- NH Locality Equipment Purchase Grant Program
- ARPA Funds Expense Consideration – Security Camera System for Storage Facility
- Roof Replacement – Highway Department Garage

**( ) Old Business**

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

**( ) Other Business**

**( ) Next Meetings / Events**

- Monday, November 29, 2021 – Board of Selectmen's Meeting – 7:00 PM
- Monday, December 6, 2021 – Board of Selectmen's Meeting – 7:00 PM

**( ) Minutes**

- November 8, 2021 Public Meeting

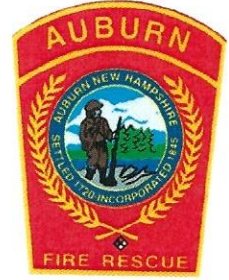
**( ) Adjourn**

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



## 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 October 2021

The Auburn Fire Rescue Department responded to 47 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:	8
Hazardous Conditions:	1
Rescue/EMS:	25
Service calls:	6
Good intent calls:	5
<b>Total:</b>	<b>47</b>

### Fire Chiefs Report

- 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.
- Completed fire prevention activities at the AVS and Tiny tots' daycare, also hosted our annual open house/safety day.
- Hosted the semiannual Firefighter challenge for the AVS.
- Attended budget hearing with the Selectmen and budget committees.
- Attended health officers' class with building inspector.
- Auburn Fire was awarded a 2022 Forest fire grant in the amount of \$2,000.00, this is a matching grant totaling \$4,000.00
- Responded to emergencies and meetings as needed and required.

- I want to thank the selectman for approving the repaving of Station # 2 parking lot.
- I continually meet with Fire officers and Department members as needed and required.

#### **Fire Prevention Report**

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

- Completed many fire prevention week events @ AVS and at local daycares.
- Completed the firefighter challenge with AVS school students.
- Assisted with safety day/open house setup.
- Weekly, Daily assigned tasks.
- Complete daily vehicle checks.
- Completes daily station chores.
- Responds to emergencies as requested, see report.
- Assisted with fire Inspections as needed.

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

- Responds to emergencies as requested.
- Coordinate's vehicle maintenance issues for repairs.
- Coordinates Safety Complex and Station 2 repairs.
- Completed setting up red alert vehicle inspection forms.
- Ordered Station supplies.
- Station 2 was repaved.
- Scheduled repairs for car 2 charger.

**Captain Matt Barsaleau (Training)**

- Assisted at Crew detail every other Sunday.
- Responds to emergencies as requested.
- Issued PPE as needed and requested.
- Coordinated driver operator program with the NHFA.
- 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 training requirements.

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

- 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 training requirements.
- Order new fire hose and air bags.

**Lieutenant Mike Sullivan (Crew #3 EMS)**

- 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 training requirements.
- Orders required EMS supplies as needed.
- Serves as our EMS coordinator assisting members with NH licensing, EMS training, ect.
- Coordinates Monthly EMS training schedule, send out EMS training updates.
- Qc's all EMS TEMSIS reports.





# Auburn Fire October 2021 Statistics

## Calls by Day of the Week

	Oct 2021
Monday	5
Tuesday	9
Wednesday	4
Thursday	7
Friday	6
Saturday	6
Sunday	10
<b>Total</b>	<b>47</b>

## Fire / EMS Calls for Oct 2021

EMS Calls for Service	25
Fire Calls for Service	22
<b>Total Calls For Service</b>	<b>47</b>

## Calls by Response Area

	Oct 2021
Grid AFD1	11
Grid AFD2	5
Grid AFD3	8
Grid AFD4	11
Grid AFD5	1
Grid AFD6	2
Mutual Aid Given	9
<b>Total</b>	<b>47</b>

## Fire and Rescue Responses by Type

	Oct 2021
Building Fire	1
Vehicle/ Heavy Equipment Fire	1
Brush	0
Fires, other types	0
Alarm call no fire	8
Hazardous Condition	1
Good Intent	5
Service Call	6
Emergency Medical Services	25
<b>Total Responses</b>	<b>47</b>

Simultaneous Incidents	Occurrences	Total	Simultaneous Incidents
Single Call	47	47	0
Two Calls Simultaneously	0	0	0
Three Calls Simultaneously	0	0	0
Four Calls Simultaneously	0	0	0
Five or More Calls Simultaneously	0	0	0
<b>Totals</b>		47	0
<b>Oct 2021</b>			<b>0%</b>

Mutual Aid/Auto Aid Given	Oct 2021
Bedford	0
Candia	1
Chester	8
Deerfield	0
Derry	1
Hampstead	0
Hooksett	0
Hudson	0
Litchfield	0
Londonderry	1
Manchester	0
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	10
Deerfield	0
Derry	2
Hampstead	0
Hooksett	1
Hudson	0
Litchfield	0
Londonderry	0
Manchester	0
NH Ranger	0
Raymond	0
Sandown	0
<b>Total</b>	<b>14</b>

## EMD Call Code

	Oct 2021	Count
ALPHA	5	1
BRAVO	0	4
CHARLIE	6	1
DELTA	7	1
ECHO	1	
NONE	6	
OMEGA	0	
<b>Grand Total</b>	<b>25</b>	<b>47</b>

## Bill Herman

---

**From:** Mike Williams <mwilliams@auburnnhfire.org>  
**Sent:** Friday, November 12, 2021 11:06 AM  
**To:** Bill Herman  
**Subject:** Car 2 bill  
**Attachments:** Scan\_0056.pdf

Good morning Bill,

Can we please see if the selectmen will approve this purchase out of the apparatus capital account. Car 2's battery kept dying so we had to install an onboard charging system.

Thank you

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

**Lakes Region Fire Apparatus Inc.**

P.O. Box 970

W. Ossipee, NH 03890

**INVOICE**

Invoice Number: 31916

Invoice Date: Nov 9, 2021

Page: 1

Voice: 603-323-7117

Fax: 603-323-7447

**Bill To:**AUBURN FIRE DEPARTMENT  
6 PINGREE HILL ROAD  
AUBURN, NH 03032**Ship to:**AUBURN FIRE DEPARTMENT  
6 PINGREE HILL ROAD  
AUBURN, NH 03032

Customer ID	Customer PO	Payment Terms	
AUBURN FIRE DEPARTME	Car 2	Net Due	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	LRFA Deliver		11/9/21

Quantity	Item	Description	Unit Price	Amount
		NOTE: ON SIGHT SERVICE FOR THE FOLLOWING REPAIRS. Vin #1FM5K8AR6FGC16541 Miles: 80,186. A. Customer request new Auto-eject and battery maintainer installation. 1. Drill fender for Auto-eject installation. 2. Install Auto-eject in fender with weather resistant cover. 3. Drill and mount new battery maintainer on rear console. 4. Install wiring from Auto-eject to charger, secure in place as needed. 5. Install wiring from charger to battery, and secure to protect from chaffing. 6. Provide and install circuit protection as needed. 7. Test system to confirm proper operation. 8. Return unit to service.		
166.00	OS	ONSITE SERVICE CHARGE	1.00	166.00
1.00	091-20WP-120	AUTO EJECT ELECTRIC COMPLETE	235.26	235.26
Subtotal				Continued
Sales Tax				Continued
Total Invoice Amount				Continued
Payment/Credit Applied				
TOTAL				Continued

Check/Credit Memo No:

Late charges will be added on invoices more than 30 days overdue.



**Lakes Region Fire Apparatus Inc.**

P.O. Box 970

W. Ossipee, NH 03890

**INVOICE**

Invoice Number: 31916

Invoice Date: Nov 9, 2021

Page: 2

Voice: 603-323-7117

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**Bill To:**AUBURN FIRE DEPARTMENT  
6 PINGREE HILL ROAD  
AUBURN, NH 03032**Ship to:**AUBURN FIRE DEPARTMENT  
6 PINGREE HILL ROAD  
AUBURN, NH 03032

Customer ID	Customer PO	Payment Terms	
AUBURN FIRE DEPARTME	Car 2	Net Due	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	LRFA Deliver		11/9/21

Quantity	Item	Description	Unit Price	Amount
1.00	S1-HEATSHRINKTUBE3M	HEAT SHRINK TUBE 3MM	0.96	0.96
1.00	S1-160-0336	FUSE HOLDER 9" LOOP	7.24	7.24
4.00	S1-8-32X1PHMSSS	8-32X1 PANHEAD MACHINE SCREW S	0.21	0.84
1.50	14AWGWIRE-BLACK	14 AWG WIRE- BLACK	0.48	0.72
2.00	S1-18AWG1/4RINGSHRIN	18 AWG 1/4 RING SHRINK	1.67	3.34
16.00	12/3 BLK CABLE	12/3 BLK CABLE	1.26	20.16
16.00	10AWGWIRERED	10 AWG RED WIRE	0.70	11.20
16.00	S1-12AWGWIRE-BLACK	12 AWG WIRE- BLACK	0.48	7.68
3.00	S1-12AWG10RINGSHRIN	12 AWG #10 RING SHRINK	1.93	5.79
4.00	S1-12AWG1/4RINGSHRIN	12AWG 1/4 RING SHRINK	2.22	8.88
1.00	S1-PROMARINER1240P	1240p charger / conditioner	477.35	477.35
1.00	MISC SHOP	MISC SHOP SUPPLY, COVERS EPA CHARGE FOR OIL & FILTER DISPOSAL, MISC LUBES AND MATERIALS	5.00	5.00
8.50	SERVICE LABOR-FIRE:	TECHNICIAN TIME BILLED	95.00	807.50
Subtotal				1,757.92
Sales Tax				
Total Invoice Amount				1,757.92
Payment/Credit Applied				
<b>TOTAL</b>				<b>1,757.92</b>

Check/Credit Memo No:

Late charges will be added on invoices more than 30 days overdue.



# BUDGET COMPARISON -- FY '21 and FY '22 RUNNING TOTAL

<u>Department</u>	<u>2021 Budget</u>	<u>2022 BOS Proposed</u>	<u>2022 Bud Com</u>	<u>Difference</u>
Executive	288,556	290,487		
Election & Registration	89,088	105,761	27,900	
Financial Administration	105,971	69,518	4,900	
Legal Expense	30,000	28,000		
Personnel Administration	486,721	98,839		
Planning & Zoning	44,151	35,151	35,150	(9,001)
General Government Buildings	132,009	131,939	119,805	
Cemeteries	34,186	39,374	38,440	4,254
Insurance	128,261			
Regional Associations	9,473	9,929	9,929	456
Other General Government	113,271	123,303	123,303	10,032
Police	1,339,121	1,423,773	224,523	
Ambulance	89,463	93,509	93,509	4,046
Fire	505,667	627,135	326,710	
Building Inspection	73,254	79,152	12,150	
Emergency Management	1,004	504	504	(500)
Other Public Safety (Details)	500	500		
Highways & Streets	1,106,387	1,103,511		
Street Lighting	7,000	6,000	6,000	(1,000)
Solid Waste	20,151	22,251	22,251	2,100
Health Officer	2,628	2,758	250	
Animal Control	22,412	25,999	2,390	
Health Agencies	5,875			
Public Assistance	15,500	15,500	15,500	0
Intergovernmental Welfare	4,471			
Parks & Recreation	131,870	138,657		
Library	215,309	214,811		
Patriotic Purposes	6,500	6,500	6,500	0
Conservation Commission	6,149	6,184	5,500	0
Debt Service	3	3	3	0
<u>Capital Outlay</u>				
Fire Truck	120,908	48,213	48,213	(72,695)
Road Reconstruction	600,000	600,000		
Fire Station #2 Repairs	13,000			
Recreation Improvements	0	35,720		
TOTAL	\$5,748,859	\$5,347,261	\$1,123,430	(\$62,308)
Special Warrant Articles				
Collective Bargaining Agreement	6,939	53,022		
Library / Community Center Project	0.00	20,000	20,000	20,000
Recreation Storage Building	81,800	0.00	0.00	(81,800)
Building Rehabilitation CRF	25,000			
Fleet Maintenance ETF	25,000			
Property Rehabilitation ETF	25,000			
Accrued Benefit Liability Fund:	10,000			
Roads Emergency Repair ETF	100,000			
GRAND TOTAL	\$6,022,598	\$5,420,283	\$1,143,430	(\$124,108)

As of November 4, 2021 Budget Committee Meeting

As of October 19, 2021 Joint Personnel Board Meeting

As of November 8, 2021 Board of Selectmen Meeting

## Bill Herman

---

**From:** Mike Williams <mwilliams@auburnnhfire.org>  
**Sent:** Thursday, October 21, 2021 6:50 AM  
**To:** Bill Herman  
**Subject:** RE: SOP 012 Pay rates and Stipends  
**Attachments:** SKM\_C30821102012280.pdf

Bill,

I have attached a current pay scale which we use for the call firefighters.

I would recommend that we budget \$60,300.00 in Line # 01-4220-1-160-1

This would give the call members with certain levels of certifications a bump up to get us a little more competitive. This is one area which was pretty messed up upon my arrival here in Auburn. Call members really never had a PayScale and the previous admin. compensated most people by the minute.

I'm not sure if I can make Monday nights meeting, but would appreciate if this ## could be in there proposal.

Thanks for the help.

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

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**From:** Bill Herman <townadmin@townofauburnnh.com>  
**Sent:** Wednesday, October 20, 2021 9:07 AM  
**To:** Mike Williams <mwilliams@auburnnhfire.org>  
**Subject:** RE: SOP 012 Pay rates and Stipends

Mike --

They actually worked on the wages section last night with the Library Trustees and the Police Commissioners.

We will need to take this to them separately and can do so at any upcoming Monday night meeting. I will add it ad a budget item for them to consider.

Let me know when you would like them to consider it as I assume you would want to be present to discuss it with them.

Thanks!

Bill

Bill Herman, CPM  
Town Administrator  
Town of Auburn  
PO Box 309  
Auburn, NH 03032  
(603) 483-5052, ext. 111



*NOTICE: Privacy should not be assumed with e-mails associated with Town business. Under New Hampshire's Right-to-Know law (RSA 91-A), documents – including e-mail communications – in the possession of public officials or public agencies concerning Town business are classified as public records that may be subject to public disclosure.*

-----Original Message-----

From: Mike Williams <[mwilliams@auburnnhfire.org](mailto:mwilliams@auburnnhfire.org)>  
Sent: Tuesday, October 19, 2021 7:24 PM  
To: Bill Herman <[townadmin@townofauburnnh.com](mailto:townadmin@townofauburnnh.com)>  
Subject: SOP 012 Pay rates and Stipends

Hello Bill,

When the selectmen work on the wage section of the budget, I would really like to increase the call firefighters wages as they are extremely low. I have attached a copy of what each member makes with their applicable certifications.

We have improved over the past few years but still remain very low, I would like to make the average wage call firefighter wage between 15-16 dollars per hour. Currently I have budgeted @ \$13.50 per hour as an average for the call firefighters.

I have had many AFD members ask why Auburn fire pays so little to their call firefighter, which has raised some concern?

At Last night's meeting we did not discuss wages, but would like to address this issue if possible.

Thank you

Michael Williams  
Chief Of Department  
Auburn Fire Rescue  
603-661-5762  
[mwilliams@auburnnhfire.org](mailto:mwilliams@auburnnhfire.org)

Pay Rates effective June 1, 2021

	<u>Current</u> ↓	<u>Proposed</u> ↓
Scene Support:	\$9.00 per hour	10.50
Engineer/Operator:	\$10.00 per hour	11.50
EMR, EMT, AEMT, No Firefighter Training:	\$11.00 per hour	12.50
EMTP, No Firefighter Training:	\$12.00 per hour	13.50
Firefighter / EMTP:	\$14.00 per hour	15.50
Firefighter, No EMS Training:	\$11.00 per hour	12.50
Firefighter/EMT, EMR, AEMT:	\$12.00 per hour	13.50
Fire Lieutenant:	\$14.00 per hour	15.50
Fire Captain:	\$15.00 per hour	16.50
Deputy Fire Chief:	\$16.00 per hour	17.50
<u>Average \$14.00 per hour</u>		

Pay rates will be reviewed annually during the budget process.

The following stipends will be paid out on the first pay period of December for the following positions

Stipends	Rate	<u>Current</u>	<u>Proposed</u>
Deputy Chief x 1	\$3,500.00		3500
Captain x 2	\$750.00		1500
Lieutenant x 3	\$500.00		1000
Deputy Fire Wardens x 6	\$300.00		300

END OF SOP 012

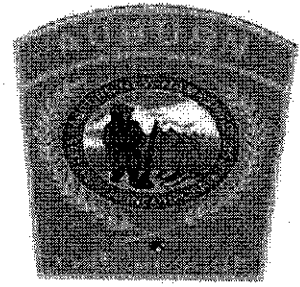
\$ 11,300  
★ ★ ★ ★  
New amount for line #  
01-4220-1-160-1  
\$ 60,300.00





# Town of Auburn Fire Department

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



Auburn Fire Department Standard Operating Policy		
Posting Date: 08/19/2017	Category & Identification Number:	Policy Revisions
Effective Date: 01/01/2018	SOP # 012	11-20-18, 05-18-20, 06-01-21
SOP Title: Pay Rates and Stipends (Call personnel)		
Approved by Michael Williams	Re-evaluation Date: 05/18/2021	Number of pages: 2

## PURPOSE:

The purpose of this policy is to ensure all members are compensated at the appropriate rate of pay for incident responses and training.

## SCOPE:

The scope of this policy applies to all call personnel which have the applicable job title listed below.

## PROCEDURES AND INFORMATION:

- Pay rates for Incident responses are based on a one (1) hour minimum pay unless the call is cancelled.
- Cancelled incident responses are based on ½ hour increments.
- Any incident response which last longer than one (1) hour will be calculated in half hour increments over 1 hour.
- Time is calculated from the time of the tone until fire apparatus is restored to service.
- Monthly Training sessions will be paid in half (½) hour increments.
- All Members must sign in on the call roster sheet located in dispatch to receive payment any for incidents or trainings attended.
- Pay periods for emergency response and training time shall be paid monthly.

## Time calculation examples:

- Example: Cancelled incident response = ½ hour increments
- Example: An incident response lasting 0-60 minutes = 1 hours pay
- Example: An Incident response lasting 1 hour and 10 minutes = 1- 1/2 hours pay
- Example: An incident response lasting 1 hour and 31 minutes = 2 hours of pay

**Pay Rates effective June 1, 2021**

<b>Scene Support:</b>	<b>\$9.00 per hour</b>
<b>Engineer/Operator:</b>	<b>\$10.00 per hour</b>
<b>EMR, EMT, AEMT, No Firefighter Training:</b>	<b>\$11.00 per hour</b>
<b>EMTP, No Firefighter Training:</b>	<b>\$12.00 per hour</b>
<b>Firefighter / EMTP:</b>	<b>\$14.00 per hour</b>
<b>Firefighter, No EMS Training:</b>	<b>\$11.00 per hour</b>
<b>Firefighter/EMT, EMR, AEMT:</b>	<b>\$12.00 per hour</b>
<b>Fire Lieutenant:</b>	<b>\$14.00 per hour</b>
<b>Fire Captain:</b>	<b>\$15.00 per hour</b>
<b>Deputy Fire Chief:</b>	<b>\$16.00 per hour</b>

**Pay rates will be reviewed annually during the budget process.**

**The following stipends will be paid out on the first pay period of December for the following positions**

<b>Stipends</b>	<b>Rate</b>
<b>Deputy Chief</b>	<b>\$3,500.00</b>
<b>Captain</b>	<b>\$750.00</b>
<b>Lieutenant</b>	<b>\$500.00</b>
<b>Deputy Fire Wardens</b>	<b>\$300.00</b>

**END OF SOP 012**

# 2022 PROPOSED INSURANCE

## 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>Insurance</b>										
1	01-4196-6-695-1	Municipal Property Liability	70,714.00	68,597.15	73,025.00	77,986.00	63,325.54	92,522.00	19%	
	Narrative for Column # 6									
	2022 UPDATED NUMBER									
2	01-4196-6-695-2	Unemployment Compensation	1,191.00	1,191.00	926.00	926.00	926.00	1,038.00	12%	
	Narrative for Column # 6									
	2022 UPDATED NUMBER									
3	01-4196-6-695-3	Workers' Compensation	40,160.00	25,443.61	40,644.17	46,349.00	39,332.81	50,599.00	9%	
	Narrative for Column # 6									
	2022 FINAL NUMBERS									
4	01-4196-6-695-4	Insurance Retention (Claims)	2,326.49	620.00	1,600.40	3,000.00	2,730.32	3,000.00		
<b>Insurance Total</b>			<b>114,391.49</b>	<b>95,851.76</b>	<b>116,195.57</b>	<b>128,261.00</b>	<b>106,314.67</b>	<b>147,159.00</b>	<b>15%</b>	<b>0.00</b>
<b>Grand Total:</b>			<b>114,391.49</b>	<b>95,851.76</b>	<b>116,195.57</b>	<b>128,261.00</b>	<b>106,314.67</b>	<b>147,159.00</b>	<b>15%</b>	<b>0.00</b>

# 2022 PROPOSED PERSONNEL ADMINISTRATION

## 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>Personnel Administration</b>										
1 01-4155-2-210-1	Health Insurance (All Departments)	278,592.82	275,103.15	314,595.86	356,967.00	313,171.74	396,361.19	11%		
	Narrative for Column # 6									
	2022 UPDATED NUMBERS 6.2% INCREASE									
2 01-4155-2-211-1	Dental Insurance (All Departments)	15,914.27	17,119.23	18,953.39	15,992.00	15,975.02	17,082.99	7%		
	Narrative for Column # 6									
	2022 UPDATED NUMBER 1.5% INCREASE									
3 01-4155-2-213-1	Disability Insurance (All Departments)	7,348.06	6,692.68	7,522.08	8,679.00	7,492.81	9,558.36	10%		
	Narrative for Column # 6									
	2022 UPOTED NUMBERS .7% INCREASE									
4 01-4155-2-214-1	Life Insurance (All Departments)	2,329.34	3,323.32	2,567.50	2,394.00	2,137.50	2,394.00			
	Narrative for Column # 6									
	NO CHANGE									
<b>Grand Total:</b>		<b>304,184.49</b>	<b>302,238.38</b>	<b>343,638.83</b>	<b>384,032.00</b>	<b>338,777.07</b>	<b>425,396.54</b>	<b>11%</b>	<b>0.00</b>	<b>0.00</b>



Run: 11/10/21  
11:09AM

2022 PROPOSED PERSONNEL ADMINISTRATION  
TOWN OF AUBURN

Page: 1  
Bill  
ReportBudgetSF

	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				
<hr/>									
General Fund									
Personnel Administration									
1 01-4155-2-290-0 Longevity Pay	9,850.00	9,300.00	10,800.00	11,350.00	0.00	11,500.00	1%		
Narrative for Column # 6									
11 @ \$150 = \$1,650 5-9 YRS OF SERVICE									
6 @ \$300 = \$1,800 10-14 YRS OF SERVICE									
5 @ \$450 = \$2,250 15-19 YRS OF SERVICE									
3 @ \$600 = \$1,800 20-24 YRS OF SERVICE									
4 @ \$1,000 = \$4,000 25+ YRS OF SERVICE									
Grand Total:	9,850.00	9,300.00	10,800.00	11,350.00	0.00	11,500.00	1%	0.00	0.00

# 2022 PROPOSED FINANCIAL ADMINISTRATION TOWN OF AUBURN

	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 01-4150-3-310-1 Audit	11,950.00	12,000.00	12,250.00	13,500.00	12,007.22	13,500.00			
Narrative for Column # 6									
NO CHANGE									
<b>Financial Administration Total</b>	<b>11,950.00</b>	<b>12,000.00</b>	<b>12,250.00</b>	<b>13,500.00</b>	<b>12,007.22</b>	<b>13,500.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>	<b>11,950.00</b>	<b>12,000.00</b>	<b>12,250.00</b>	<b>13,500.00</b>	<b>12,007.22</b>	<b>13,500.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>

# 2022 PROPOSED FINANCIAL ADMINISTRATION

## 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>Financial Administration</b>									
1 01-4150-3-330-2 Annual Assessing Update	88,459.25	37,596.20	30,358.00	28,000.00	20,917.50	29,000.00	4%	0.00	0.00
Narrative for Column # 6									
UP \$1,000									
<b>Financial Administration Total</b>	<b>88,459.25</b>	<b>37,596.20</b>	<b>30,358.00</b>	<b>28,000.00</b>	<b>20,917.50</b>	<b>29,000.00</b>	<b>4%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>	<b>88,459.25</b>	<b>37,596.20</b>	<b>30,358.00</b>	<b>28,000.00</b>	<b>20,917.50</b>	<b>29,000.00</b>	<b>4%</b>	<b>0.00</b>	<b>0.00</b>

# 2022 PROPOSED HEALTH AGENCIES & HOSPITALS

## 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>Health Agencies &amp; Hospitals</b>										
1	01-4415-3-370-1	Visiting Nurse	0.00	2,500.00	2,500.00	2,500.00	2,500.00			
	Narrative for Column # 6									
	NO CHANGE									
2	01-4415-3-370-2	CASA	0.00	0.00	0.00	500.00	500.00			
	Narrative for Column # 6									
	NO CHANGE									
3	01-4415-3-370-4	Child and Family Services	500.00	500.00	0.00	0.00	0.00			
4	01-4415-3-370-5	Home Health & Hospice Care	1,000.00	1,000.00	0.00	1,000.00	1,000.00			
	Narrative for Column # 6									
	NO CHANGE									
5	01-4415-3-370-6	Lamprey Health Care	500.00	500.00	500.00	0.00	0.00			
6	01-4415-3-390-1	Social Services-Meals on Wheels	1,375.00	1,375.00	1,375.00	1,875.00	1,875.00			
	Narrative for Column # 6									
	NO CHANGE									
<b>Health Agencies &amp; Hospitals Total</b>		<b>3,375.00</b>	<b>5,875.00</b>	<b>4,375.00</b>	<b>5,875.00</b>	<b>5,875.00</b>	<b>5,875.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>		<b>3,375.00</b>	<b>5,875.00</b>	<b>4,375.00</b>	<b>5,875.00</b>	<b>5,875.00</b>	<b>5,875.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>



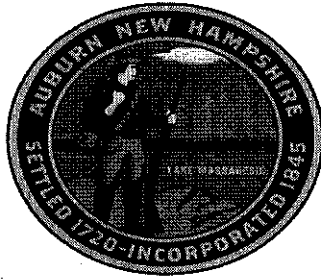
# 2022 PROPOSED INTERGOVERNMENTAL WELFARE PAYMENTS

## TOWN OF AUBURN

	1	2	3	4	5	6	7	8	9
	Expended	Budgeted	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>Intergovernmental Welfare Pmts</b>									
1 01-4444-3-390-1 RCCAP	4,471.00	4,471.00	4,471.00	4,471.00	0.00	4,471.00			
Narrative for Column # 6									
NO CHANGE									
<b>Grand Total:</b>	<b>4,471.00</b>	<b>4,471.00</b>	<b>4,471.00</b>	<b>4,471.00</b>	<b>0.00</b>	<b>4,471.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>

## 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:** November 5, 2021

**Re:** Funding for Groundwater Hydrogeological Study for Planning & Conservation

For the FY 2021 budget cycle, Planning Board Chair Ron Poltak and Conservation Commission Chair Jeff Porter requested funding to cover the proposed Task 1 – Potable Well Inventory (\$9,370) and Task 2 – Potential Resource Evaluation (\$7,820) be included in the FY 2021 budget, with funding to be requested for Task 3 – Site Development Groundwater Resource Review Regulation (\$8,110) would be budgeted in \$8,110.

As a result, a total of \$17,190 was required to be budgeted in FY 2021 to cover Tasks #1 and #2, and \$8,110 would be required to be budgeted in FY 2022.

In reviewing the FY 2021, we have determined that \$17,000 was included in the Planning and Zoning budget for this effort, in addition to \$3,000 in the Conservation Commission budget. So, a total of \$20,000 was budgeted when \$17,190.

Now, looking at the FY 2022 budget proposals, the Planning and Zoning budget includes a request for \$8,000 for Task #3, in addition to another \$3,000 being included in the Conservation budget.

Assuming the Board encumbers any unspent balance of the total \$20,000 raised in FY 2021 towards this project, the Town only needs to raise a total of \$5,300 in FY 2022 to cover the full costs of all three proposed project Tasks. Between the Planning & Zoning budget and the Conservation budget, a total of \$11,000 has been budgeted.

Should the Board want to do so, as much as \$5,700 could be removed from the FY 2022 budget between the two budgets of the boards and they would still have full funding to accomplish all three tasks in the proposed effort.

Thank you for your consideration.

Attachment



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

October 23, 2020  
File: 195113352

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

Dear Mr. Poltak

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

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

**Scope of Work**

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

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

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

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



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

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

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

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

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

**Total Fee for Phase 1 = \$25,300**

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

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

Regards,

**STANTEC CONSULTING SERVICES INC.**

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

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

Attachments: Task Order  
c: Rene LaBranche, Stantec

Design with community in mind



## MASTER SERVICES AGREEMENT TASK ORDER

Attached to and forming part of the MASTER AGREEMENT

BETWEEN:

TOWN OF AUBURN, NH

(hereinafter called the "CLIENT")

- and -

STANTEC CONSULTING SERVICES INC.

(hereinafter called "STANTEC")

EFFECTIVE: October 23, 2020

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

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

**SERVICES:** STANTEC shall perform the following SERVICES:

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

(hereinafter called the "SERVICES")

**CONTRACT TIME:** Commencement Date: April 1, 2021

Estimated Completion Date: November 30, 2021

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

Enter fees and/or compensation –

\$9,370 – Task 1

\$7,820 – Task 2

\$8,110 – Task 3

**Total Fee - \$25,300**

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

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

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

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

**MASTER SERVICES AGREEMENT -  
TASK ORDER**

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

**ADDITIONAL  
CONDITIONS:**

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

*No Additional Conditions*

**ADDITIONAL  
ATTACHMENTS:**

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

~~No additional Attachments~~

**INSURANCE  
REQUIREMENTS:**

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

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

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

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

**Workers' Compensation:** As prescribed by applicable law.

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

**TOWN OF AUBURN, NH**

\_\_\_\_\_  
RON POLTAK – PLANNING BOARD CHAIRMAN

Print Name and Title

Per: \_\_\_\_\_

**STANTEC CONSULTING SERVICES INC.**

\_\_\_\_\_  
J. DANIEL TATEM – SENIOR ASSOCIATE

Print Name and Title

Per: \_\_\_\_\_

		1 Expended 2017  As of December	2 Expended 2018  As of December	3 Expended 2019  As of December	4 Budgeted 2020  As of December	5 Expended YTD 2020  As of December	6 Dept/Comm Request 2021	7 % Chg 20/21	8 BOS Approved 2021	9 Budget Comm Approved 2021
<b>Planning &amp; Zoning</b>										
1	01-4191-2-250-1	P/Z Mileage	263.22	0.00	426.88	500.00	138.00	500.00	500.00	500.00
	Narrative for Column # 8									
	BOS approved 11/23/2020.									
	Narrative for Column # 9									
	Budget Comm Approved 12/10/2020.									
2	01-4191-3-320-1	P/Z Engineering Services	378.00	0.00	0.00	4,000.00	990.43	4,000.00	4,000.00	4,000.00
	Narrative for Column # 8									
	BOS approved 11/23/2020.									
	Narrative for Column # 9									
	Budget Comm Approved 12/10/2020.									
3	01-4191-3-350-1	P/Z Legal Expenditures	14,656.46	12,604.60	4,962.00	16,000.00	19,793.00	16,000.00	16,000.00	16,000.00
	Narrative for Column # 8									
	BOS approved 11/23/2020.									
	Narrative for Column # 9									
	Budget Comm Approved 12/10/2020.									
4	01-4191-3-390-1	P/Z Maps	-650.00	650.00	0.00	650.00	0.00	650.00	650.00	650.00
	Narrative for Column # 8									
	BOS approved 11/23/2020.									
	Narrative for Column # 9									
	Budget Comm Approved 12/10/2020.									
5	01-4191-3-390-2	Master Plan & Regulatory Updates	32,879.21	8,370.50	9,163.50	20,000.00	3,219.00	17,000.00	-15%	17,000.00
	Narrative for Column # 8									
	BOS approved 11/23/2020.									
	Narrative for Column # 9									
	Budget Comm Approved 12/10/2020.									
6	01-4191-3-390-3	P/Z Recording Fees	0.00	0.00	0.00	250.00	0.00	250.00	250.00	250.00
	Narrative for Column # 8									
	BOS approved 11/23/2020.									
	Narrative for Column # 9									
	Budget Comm Approved 12/10/2020.									
7	01-4191-6-620-1	P/Z Printing	0.00	547.16	0.00	1,000.00	471.00	1,000.00	1,000.00	1,000.00
	Narrative for Column # 8									
	BOS approved 11/23/2020.									
	Narrative for Column # 9									
	Budget Comm Approved 12/10/2020.									
8	01-4191-6-645-0	P/Z Dues, Workshops, Seminars	50.00	270.00	125.00	1,200.00	50.00	1,200.00	1,200.00	1,200.00
	Narrative for Column # 8									
	BOS approved 11/23/2020.									
	Narrative for Column # 9									
	Budget Comm Approved 12/10/2020.									
9	01-4191-6-650-1	P/Z Books	167.75	0.00	174.50	500.00	185.25	500.00	500.00	500.00
	Narrative for Column # 8									

# 2021 PROPOSED CONSERVATION ADMINISTRATION

## TOWN OF AUBURN

	1 Expended 2017  As of December	2 Budgeted 2018  As of December	3 Expended 2019  As of December	4 Budgeted 2020  As of December	5 Expended YTD 2020  As of December	6 Dept/Comm Request 2021	7 % Chg 20/21	8 BOS Approved 2021	9 Budget Comm Approved 2021
<b>General Fund</b>									
<b>Conservation Administration</b>									
1 01-4611-3-390-0 Conservation Professional Services	0.00	0.00	0.00	450.00	0.00	3,450.00	667%	3,450.00	3,450.00
Narrative for Column # 8									
BOS approved 11/23/2020.									
Narrative for Column # 9									
Budget Comm Approved 12/10/2020..									
2 01-4611-3-390-2 Conservation Maps & Supplies	0.00	0.00	195.40	349.00	0.00	1,349.00	287%	1,349.00	1,349.00
Narrative for Column # 8									
BOS approved 11/23/2020.									
Narrative for Column # 9									
Budget Comm Approved 12/10/2020.									
3 01-4611-6-645-1 Conservation Education	175.00	0.00	0.00	300.00	0.00	300.00		300.00	300.00
Narrative for Column # 8									
BOS approved 11/23/2020.									
Narrative for Column # 9									
Budget Comm Approved 12/10/2020.									
4 01-4611-6-645-2 Conservation Dues & Memberships	333.00	353.00	350.00	400.00	700.00	400.00		400.00	400.00
Narrative for Column # 8									
BOS approved 11/23/2020.									
Narrative for Column # 9									
Budget Comm Approved 12/10/2020.									
5 01-4611-6-660-1 Conservation Natural Resource Inventory	0.00	0.00	0.00	1.00	0.00	1.00		1.00	1.00
Narrative for Column # 8									
BOS approved 11/23/2020.									
Narrative for Column # 9									
Budget Comm Approved 12/10/2020.									
<b>Grand Total:</b>	<b>508.00</b>	<b>353.00</b>	<b>545.40</b>	<b>1,500.00</b>	<b>700.00</b>	<b>5,500.00</b>	<b>267%</b>	<b>5,500.00</b>	<b>5,500.00</b>



To see if the Town will vote to approve the cost items related to the first year of a five-year collective bargaining agreement which resulted from negotiations between the Auburn Board of Selectmen, the Auburn Police Commission and the Auburn Police Union, Local 216 and which represents an estimated increase of \$53,022 over FY 2021 salaries, fringe benefits and other cost items at the current staffing level for the ensuing year; and further to raise and appropriate the sum of Fifty-three thousand, twenty-two dollars (**\$53,022**), to fund those cost items for FY 2022. Cost items for FY 2023, FY 2024, FY 2025 and FY 2026 will be presented to the voters for their approval in March 2023, March 2024, March 2025 and March 2026 in accordance with the terms of the collective bargaining agreement. **(Recommended by the Board of Selectmen)**  
**(Recommended / Not Recommended by the Budget Committee)**

To see if the Town will vote to raise and appropriate the sum of Twenty-five-thousand dollars (**\$25,000**) to be placed into the Fleet Maintenance and Replacement Expendable Trust Fund previously established. The sum of \$25,000 to come from the unreserved fund balance (surplus) as of December 31, 2021 with no additional amount to come from taxation in 2022. (Majority vote)

To see if the Town will vote to raise and appropriate the sum of Twenty-five-thousand dollars (**\$25,000**) to be placed into the Accrued Benefits Liability Reserve Fund previously established. The sum of \$25,000 to come from the unreserved fund balance (surplus) as of December 31, 2020 with no additional amount to come from taxation in 2021. (Majority vote)

To see if the town will vote to authorize Fifty (50) percent of the Land Use Change Tax collected pursuant to RSA 79-A:25 to be deposited into the existing Conservation Fund in accordance with RSA 36-A:5, III, as authorized by RSA 79-A:25, II, with the remaining Fifty (50) percent to be deposited in the General Fund of the Town. If adopted this article shall take effect April 1st and shall remain in effect until altered or rescinded by a future vote of the town meeting. (Majority vote required)

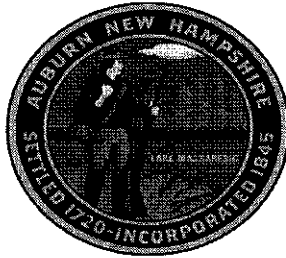
To see if the Town will vote to raise and appropriate the sum of Five-thousand dollars (**\$5,000**) to be placed into the Cemetery Maintenance Fund previously established. The sum of \$5,000 represents the proceeds from the sale of cemetery plots in 2019 and 2020, and shall come from the unreserved fund balance (surplus) as of December 31, 2021 with no additional amount to come from taxation in 2022. (Majority vote)

To see if the town will vote to affirm its establishment of a Cemetery Maintenance in 2016 pursuant to RSA 31:19-a and RSA 289:2-a, and further to allow all future proceeds received from the sale of cemetery lots in Auburn cemeteries and any interest gained thereon, for the maintenance of cemeteries; and, further, to name the Board of Selectmen as the agents to expend from this fund. (Majority vote required.)

To see if the town will vote to discontinue electing the Road Agent and give the Selectmen the authority to appoint an Expert Highway Agent in accordance with the provisions of RSA 231:64. (Majority vote required)

## 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:** November 10, 2021

**Re:** NH Locality Equipment Purchase Program

On November 9<sup>th</sup>, the Governor's Office of Emergency Relief and Recovery (GOFERR) announced a new grant program that would provide up to \$50,000 per New Hampshire community for purchasing safety and emergency equipment needed because of or in response to the health crisis and its negative effects.

The program is a 90-10 cost sharing program with 90% of funds coming from GOFERR and 10% matching funds from the community. Applications must be submitted by June 3, 2022 with equipment acquired by December 31, 2022.

What would make sense to me is to apply for funding for the extractor system for the Fire Department. Chief Williams believes the full cost of purchase and installation (including plumbing and electrical) would be \$44,524. I believe this would easily qualify for the type of equipment this program is intended to cover.

In addition, we may be able to also include the replacement and upgrading of the toilets and lavs for the holding cells at the Police Department. These came in at \$11,000, and I also believe would also qualify for the type of equipment this program is intended to cover.

Combined the two projects would come in at \$55,524. If Auburn applied for a full \$50,000 grant, our 10% share of that amount is \$5,000, so we would have a total of \$55,000 to work with.

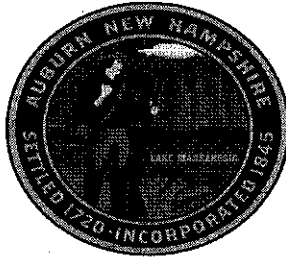
If we are successful, then the funds you have allocated for these two expenses from the federal ARPA allocation could be restored to our ARPA account, providing more funds for the Town to utilize over the four-year life span of that program.

At this point, there is no action I would need from the Board to move forward with this equipment application process, unless the Board were of the mind not to apply for funding under the Locality Equipment Purchase Program.

Thank you for your consideration.

## Town of Auburn

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



## Town Administrator

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

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: November 10, 2021

Re: Security Camera Installation – ARPA Funds

In past conversations, the Board of Selectmen and Chief Pelton had discussed the addition of a security camera to the portion of the new storage building being used jointly by the Parks & Recreation and the Police Department.

The Department collaborated with its current vendor of their security systems to secure the camera required for the storage facility, in addition to the making modifications to their current system to accommodate and include the camera.

What had not been determined during various discussions was the cost of installing this security camera. The work was completed this week for a cost of \$588.15.

The question at this point is would this be an expense that we would include in the total costs for the storage building to bring the project to a close. If it is, we would need a vote from the Board to cover the expense as it would be an additional expenditure of ARPA funds that had not previously been approved by the Board.

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

*Motion to obligate the amount of \$588.15 from the American Rescue Plan Act funds for the installation of security camera in the storage facility built adjacent to the Public Safety Complex on Eaton Hill Road.*

Thank you for your consideration.

Attachment



# Invoice

Pro Technologies - Safety, Security & Comfort, LLC

1191 Hooksett Rd  
Suite 3  
Hooksett Nh 03106

Date	Invoice #
11/10/2021	25105

Bill To
Auburn PD LT Chip Chabot 55 Eaton Hill Road Auburn, NH 03032

Ship To

Terms	Due Date	Account Number
Due on receipt	11/10/2021	

Item	Description	Quantity
CAT6WHITE Installation Labor	The following will provide camera view for your Garage/Storage area: WG-63601101 CAT6 1000' Box CMR Rated 23/4 Cable/Wire Labor to install the camera removed from Interview room to Garage/Storage area. Wire, installation, & programming. SUBTOTAL FOR THE ABOVE LISTED EQUIPMENT AND LABOR: \$588.15	0.3 5

If you have any questions, please feel free to call us!

**Total** \$588.15

Phone # 603-624-4221 Fax # 603-624-7221

**Payments/Credits** \$0.00

www.protechnologiesllc.com

**Balance Due** \$588.15



**OFFICE/978-663-2563    FAX /978-663-2564**

Date: November 11, 2021

Customer: Town of Auburn

Re: Roofing Proposal

Project: 273 Chester Turnpike

Job #: #083965

Auburn, NH

#### **PROPOSAL/ CONTRACT**

We propose to provide and install metal roofing to the above- mentioned project according to the following scope of work. If you accept this proposal by signing where indicated below, this document will constitute the contract between us to provide the services herein.

- Fabrication and installation of Drexel Metals Corrugated Panels on entire roof.
- Remove and properly dispose of existing panels on roof.
- Furnish and install the following.
  1. 7/8 Corrugated panels to entire roof
  2. Rake metal to both Rakes
- All material to be .032 Bronze/White Baked Aluminum.
- Keep job site clean on a daily basis.
- Twin Metals Inc. workmanship to be warranted for a period of 5 years.
- Twin Metals Inc. is a Massachusetts licensed sheet metal company.
- Panel width to be +/- 36".

We propose hereby to furnish material and labor – complete in accordance with the above specifications, for the sum of:

**BASE BID:                    TWENTY-EIGHT THOUSAND NINE HUNDRED FIFTY DOLLARS**

**\$28,950.00**

Payments to be made as follows: 100% (\$28,950.00) due upon completion. Amounts that are not paid within thirty (30) days following the invoice date or completion date shall bear interest at the rate of 1-1/2% per month until paid in full (or such lower rate as may be required by applicable law). All legal and or collection fees shall be paid by the customer.

**TWIN METALS**

Authorized signature: \_\_\_\_\_

Jim Gordon, Owner

Note: We may withdraw this proposal if not accepted within (30) days of the date first written above.

Acceptance of proposal / contract— the above prices, specifications and terms & conditions are satisfactory and are hereby accepted. Twin Metals Inc. is authorized to do the work as specified. Payments will be made as outlined above.

**CUSTOMER**

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Town of Auburn  
Board of Selectmen  
November 8, 2021  
Town Hall  
Minutes**

**7:00 PM**

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

**Others Present:** Sharon LeBlanc, Mike DiPietro, David Lavallee, Assistant Finance Director Mimi Friolet, Finance Director Patricia Rousseau, Parks & Recreation Director Amy Lachance, Parks & Recreation Commissioners Zachary Eaton, Pat Kelly and Jennifer Strabone, Road Agent Mike Dross, Town Administrator William Herman and Nancy Hoijer, Recording Secretary

**Call to Order – Pledge of Allegiance**

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

**Approval of Payroll Manifest for the Week of November 8, 2021 - \$52,573.62**

***Mr. Bedard motioned to approve the Payroll Manifest for the week of November 8, 2021 in the amount of \$52,573.62. 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 November 8, 2021**

Mr. Leclair read out loud and provided for inspection a copy of the Consent Agenda for the week of November 8, 2021 some of which included: six (6) Abatement-Refund Requests and one (1) pistol revolver license.

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

**Public Hearing**

**Acceptance and expenditure of \$292,188.81 in additional funds from the American Rescue Plan Act (ARPA) of 2021 to be received in August 2022**

Mr. Leclair opened the Public Hearing at 7:01 PM and read out loud the Public Hearing Notice for the purpose of receiving public comment concerning the acceptance and expenditure of unanticipated revenues in the amount of \$584,362 from the American Rescue Plan Act (ARPA) of 2021 to be spent consistent with the federal ARPA and US Treasury Interim Fund rule concerning Coronavirus State and Local Recovery Funds. Funds will be received in two equal payments of \$292,181 with the first payment received August 3, 2021 and the second payment expected to be received August 2022.



Mr. Herman noted Margaret Byrnes, Executive Director of NHMA recommended municipalities who only accepted the first tranche of funds rather than the entire amount hold a new hearing and amend the vote to accept the total grant amount for both provisions as the funds are one grant, even though they are received in two payments.

Mr. Herman provided an updated spreadsheet of expended ARPA funds to include the expenditures approved by the Board on October 18<sup>th</sup> leaving a balance under the first payment of \$88,364.38 unexpended. Mr. Herman did not recommend that the Board expend any funds under the second payment until such time as it is received.

***Mr. Bedard motioned for the Board of Selectmen to amend its vote taken on June 21, 2021 to accept and expend up to \$292,561.39 in American Rescue Plan Act (ARPA) grant funds in FY 2021 and instead vote to accept and expend up to a total of \$584,776.62 to be received during FY 2021 and FY 2022 by acting under the provisions of RSA 31:95-b and subject to the terms and standards in the ARPA regulations and the U.S. Treasury Award Terms and Conditions Agreement. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Appointments with the Board**

#### **Sharon LeBlanc – Roadside mowing and repairing intersection of Tanglewood Drive and Rattlesnake Hill Road for right-hand turns**

Mr. Herman provided the Board with a copy of an email received from Sharon LeBlanc dated November 2, 2021 asking to be put on the Selectmen's agenda November 8<sup>th</sup> at 7 PM to discuss Tanglewood Drive: cistern, painting, 2x do not parking signs, cutting debris from guard rails/side of road, paving/fixing the end of the street from Tanglewood onto Rattlesnake. Mr. Herman provided a copy of his response dated November 2, 2021 to schedule the appointment and recommendation to first discuss the items with the Road Agent.

Ms. LeBlanc provided the Chair with pictures and requested 15 SF of asphalt be added for the right-hand turn so that motorists including buses will not cut the corner; and that overlooked mowing be addressed.

Mr. Leclair shared the pictures with Mr. Bedard and Mr. Rolfe. Road Agent Dross noted the equipment used for roadside mowing does not go over the guardrail and he did not know if the contractor went in to cut back there. Mr. Dross noted if the radius of the road were wider motorists and buses would still cut the corner, and a third party had put in 3/4" stone which is now being kicked into the road. Ms. LeBlanc noted when she fills it with five gallons of dirt it ruts out again. There are 1" diameter trees growing out. She opined the area is not being kept to standards. She noted she maintains the cul-de-sac and cistern.

Mr. Rolfe noted he visited the site and the roadway, which is 24' wide, was built to plan. Mr. Rolfe noted motorists need to stop at the stop sign and if the road is widened, they still wouldn't stop. Rockwood Terrace was built wider, 34.' Mr. Dross noted it was shrunk down to 22' but the apron was left alone, and the old pavement was not dug up.

Mr. Leclair agreed widening the section requested could create other issues such as people cutting the corner and not stopping at the stop sign. Mr. Leclair noted the Fire Department is getting

equipment next year to mow the cisterns themselves and had recently painted most of them. She noted they came across a hornet's nest.

Mr. Leclair noted he will look at the area and address the concerns at the next meeting.

### **FY 2022 Town Budget**

Mr. Herman provided the Board with the Budget Comparison and FY 22 Running Total as of November 4, 2021.

### **Parks & Recreation**

Mrs. Lachance presented the proposed FY 2022 Parks & Recreation budget in the amount of \$147,851 which is a 12% increase proposed over last year.

Mrs. Lachance noted Line 0-001-1 Senior Trips is level funded from last year. Mr. Leclair recommended raising the fees from \$15 to \$20 per event as the price has not been increased for a while.

***Mr. Bedard motioned to approve the FY 2022 budget for Line 0-001-1 Senior Trips in the amount of \$7,000. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mrs. Lachance reviewed Line 0-001-2 Family Events which proposes an increase of \$3,537. Mrs. Lachance noted the year before the fireworks had been paid out of 2019 so the line was lowered and will now have to be put back up. Fireworks cleanup went well this year and the School was happy with it. There is an additional \$400 charge for music licensing for the three Concerts in the Park. Mr. Leclair asked if the food trucks paid to be at the event and Mrs. Lachance noted not this year because it is difficult to get vendors to commit to a new event that isn't established. Food trucks did well, had long lines and will hopefully be back next year and get the word out.

***Mr. Bedard motioned to approve the FY 2022 budget for Line 0-001-2 Family Events in the amount of \$13,000. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mrs. Lachance reviewed Line 01-001-4 Recreation Ski Program which proposes an increase of \$5,599 to provide for two buses. However she noted that the program has been unable to get buses, but coach buses for the senior trips seem to be running fine. Mr. Leclair recommended reducing the line back to \$1.00 as parents will need to drop off and pick up.

***Mr. Bedard motioned to approve the FY 2022 budget for Line 0-00-4 Ski Program in the amount of \$1.00. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mrs. Lachance noted Line 0-001-6 Community Service Award is level funded to allow two-three people to be recognized.

**Mr. Bedard motioned to approve the FY 2022 budget for Line 0-001-6 Community Service Award in the amount of \$150. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Mrs. Lachance noted Line 0-001-7 Soccer Program is level funded from last year. The expenditures show \$838 to date but there are \$900 in invoices presented.

**Mr. Bedard motioned to approve the FY 2022 budget for Line 0-001-7 Soccer Program in the amount of \$1,900. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Mrs. Lachance noted Line 0-001-8 Senior Dinners is level funded from last year. Only \$839 were expended this year because they did a drive-through with soup and cookies instead but would like to bring back the in-person January dinner and have the August barbeque.

**Mr. Bedard motioned to approve the FY 2022 budget for Line 0-001-8 Senior Dinners in the amount of \$1,800. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Mrs. Lachance noted Line 2-250-1 Fuel and Maintenance is level funded from last year. The used police SUV is working well and will need a horn installed and trailering connections.

**Mr. Bedard motioned to approve the FY 2022 budget for Line 2-250-1 Fuel and Maintenance in the amount of \$4,200. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Mrs. Lachance noted Line 3-360-1 Playground & Parks is level funded from last year and they will have the button for the lights at the rink repaired.

**Mr. Bedard motioned to approve the FY 2022 budget for Line 3-360-1 Playground & Parks in the amount of \$3,000. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Mrs. Lachance reviewed Line 5-550-0 General Maintenance which has a proposed reduction of 18% from last year. She proposed purchase of 2-3 metal picnic tables, sprinkler head repairs and winterizing, fertilizer treatments, mosquito and tick spraying, regrading the Wayne Eddows parking lot & Safety Complex field and playground chips at Wayne Eddows and Appletree. Mr. Leclair asked if there were any quotes obtained for the fertilizer treatments. Mr. Eaton noted they are using Mainly Grass but have not gotten quotes.

**Mr. Bedard motioned to approve the FY 2022 budget for Line 5-550-0 General Maintenance in the amount of \$13,800. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Mrs. Lachance reviewed Line 5-550-4 Recreation Ice Rink which proposes a 90% decrease from last year or \$4,750. She noted the new rink was ordered and she is uncertain what repairs may be for the first year so has budgeted \$500. The rink will have a plastic bottom.

***Mr. Bedard motioned to approve the FY 2022 budget for Line 5-550-4 Ice Rink in the amount of \$500. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mrs. Lachance reviewed Line 5-560-1 Trash Removal which was proposed to be level funded from last year at \$300. Mr. Leclair recommended reducing the line to \$1.00 as they were not planning on buying any new containers this year. Mr. Leclair asked about dumping trash at Wayne Eddows being supported because one unpaid volunteer is doing it all himself and could be part of the staff's salary line.

***Mr. Bedard motioned to approve the FY 2022 budget for Line 5-560-1 Trash Removal in the amount of \$1.00. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mrs. Lachance noted Line 5-560-2 Chemical Toilets was level funded. Even with an increase they would still have enough.

***Mr. Bedard motioned to approve the FY 2022 budget for Line 5-560-2 Chemical Toilets in the amount of \$6,520. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mrs. Lachance noted Line 5-610-0 Recreation Tools is level funded from last year. Mr. Leclair asked if the tools and supplies stored all over Town had been retrieved and stored in the new storage building and she noted they had gathered everything up and the building is shelved.

***Mr. Bedard motioned to approve the FY 2022 budget for Line 5-610-0 Tools in the amount of \$500. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mrs. Lachance reviewed Line 6-670-0 Recreation Office Supplies which proposes an increase of \$4,750. Mrs. Lachance noted Recreation would like to purchase online event registration software which would be \$4,750 for the first year and \$2,850 per year after. Service fees are approximately \$5 per user, would bill to the user and would allow for registrations and payments for some programs to be done online. Use of the online system would also save time for the Finance Department to do registrations and accept payments when Mrs. Lachance is not in the office. Mr. Leclair requested that Recreation charge \$5 more per activity to pay for the ongoing costs of the software. Mr. Herman asked when the year would run from/to and Mrs. Lachance noted it would run 12 months from time of signature. Mr. Leclair recommended enrolling in the spring when the program would be used as it would not see much use during the next few months of winter.

***Mr. Bedard motioned to approve the FY 2022 budget for Line 6-670-0 Office Supplies in the amount of \$4,950. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mrs. Lachance reviewed Line 9-940-1 Improvements at Severance School which proposes \$31,700 which were itemized as rent, electricity, propane heat, internet and cleaning. Mr. Leclair recommended reducing the amount for propane heat as \$5,000 seemed high for the size of the space which would be insulated. He noted it was unlikely Recreation would be in during the winter

as months of renovations need to be done first leaving about 9 months instead of the full 12. Mr. Leclair recommended reducing the line from \$31,700 to \$22,000.

***Mr. Bedard motioned to approve the FY 2022 budget for Line 9-940- Severance School in the amount of \$22,000. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Recreation Improvements**

Mrs. Lachance presented the proposed Land & Land Improvements budget for FY 2022 in the amount of \$58,500. Mrs. Lachance noted benches will be purchased for the soccer field, the frog spring toy at Circle of Fun will be replaced and the remaining \$55,000 is for the proposed softball field lights in the CIP for FY 2022. Mr. Eaton noted soccer field lights have gone up. He has a proposal from USA for four poles and to install 24 units and support brackets. Mr. Leclair noted this will allow tournaments that are currently hosting only four teams to be able to add two-three more games.

Mr. Leclair discussed possible funding solutions that would have less impact on taxpayers. Mr. Herman noted there is \$88,000 left in current ARPA funds. He noted the Property Improvement Fund has a balance of approximately \$100,000, or the Board could dedicate some of the Undesignated Fund balance towards the purchase. Mr. Leclair proposed budgeting \$35,720 for this line with the balance to come from the Property Improvement Fund. The budgeted portion to carry an off-setting revenue amount to come from the Undesignated Fund balance. Mr. Leclair asked if there were room in the storage building to store the lights and Mrs. Lachance noted there is, it would require two 8'x4' pallets.

***Mr. Bedard motioned to approve the FY 2022 Land & Land Improvements budget in the amount of \$35,720 with the balance to come from the Property & Building Fund. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Highway Department**

Road Agent Mike Dross presented the proposed FY 2022 budget for the Highway Department in the amount of \$1,101,100. Mr. Dross noted Line 3-385-1 should be \$180,000. He increased Line 3-385-4 Road Striping by \$4,000 due to the increase in the price of paint. Line 3-385-7 was cut in half due to a significant amount of roads being paved in 2021. Line 3-386-4 Winter Salt increased significantly by 29% due to the price per ton being raised from \$49 to \$72.

Finance Director Rousseau will check on the Town Property Rehab-Highway and Street line which had an expenditure of \$17,410 this year.

***Mr. Bedard motioned to approve the FY 2022 Highways & Roads budget in the amount of \$1,101,100. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Road Reconstruction**

Road Agent Dross presented the proposed FY 2022 Road Reconstruction budget in the amount of \$600,000 which is level funded from last year. Mr. Dross noted Squirrel Drive didn't get done this

year so he will do that in 2022 and if there is enough left the other end of Depot Road, a short stretch from Old Candia Road where drainage ditches are needed.

Mr. Leclair asked about the potential of improving the intersection of Hooksett Road and Depot Road. Mr. Dross felt that would be a priority project and should be done in 2022 if possible.

Mr. Leclair recommended the expenditures for Highway Shimming contained in Line 9-930-0 be put into the correct line. Mrs. Friolet will verify the last bills for Hooksett Road, King Street and Old Candia Road.

***Mr. Bedard motioned to approve the FY 2022 Road Reconstruction budget in the amount of \$600,000. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Executive Department**

Mrs. Rousseau and Mr. Herman presented the proposed FY 2022 budget for the Executive Department in the amount of \$9,850 which is a three percent decrease from last year. Mr. Leclair questioned whether so many Town Reports needed to be printed when they are available online. Mr. Herman cautioned that reducing the quantity ordered may drive the project to a higher cost per unit. Ms. Rousseau will follow up on that. She noted she has allotted for the printing and postage increases and additional homes.

***Mr. Bedard motioned to approve the FY 2022 Executive Department budget in the amount of \$9,850. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Legal Expenses**

Mr. Herman presented the proposed FY 2022 budget for Legal Expenditures which reflected an eight percent decrease from last year.

***Mr. Bedard motioned to approve the FY 2022 Legal Expenditures budget in the amount of \$28,000. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Town Details**

Mr. Herman presented the proposed FY 2022 Public Safety Town Details budget in the amount of \$500 which is level funded from last year. He noted there has been \$1,245.70 expended this year, a couple of those may have been due to fires. The Police Department absorbed the cost of the details for the Spooky Walk, E-Waste and Shred Day.

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

## **Old Business**

Mr. Leclair reported he has not heard anything about the garage door and will follow-up. The roof is in good shape but pulled apart and lifted. The proposal is to use 30' lengths so there are no vertical beams.

## **Report/Comments of Ex-Officio Board Representatives**

Mr. Leclair reported the Budget Committee is meeting on schedule and the budgets are going ok. Mr. Bedard agreed to attend the meeting at the Auburn Village School on the 23<sup>rd</sup>.

Mr. Rolfe noted the owner of the Boxwood property is coming back in to the Planning Board about developing the two lots in back.

## **Other Business**

## **Next Meeting/Events**

- Monday, November 16, 2021 – Board of Selectmen's Meeting – 7:00 PM
- Monday, November 29, 2021 – Board of Selectmen's Meeting – 7:00 PM

## **Minutes**

### **November 1, 2021 Public Meeting**

***Mr. Bedard motioned to approve the November 1, 2021 Public Meeting Minutes. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Adjourn**

***Mr. Bedard motioned to adjourn the meeting at 8:56 PM. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy Hoijer  
Recording Secretary