

**Town of Auburn
Board of Selectmen
November 29, 2021
Town Hall**

6:30 p.m.

- () Non-Public Session pursuant to the provisions of RSA 91-A: 3, II (c)**
 - Potentially adversely affect the reputation of someone other than a Board member

7:00 p.m.

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

Approval of Payroll Manifest for the Week of November 22, 2021

Approval of Accounts Payable Manifest for the Week of November 29, 2021

Approval of Consent Agenda – Week of November 29, 2021

- () Public Hearing pursuant to RSA 31:95-b and Article 21 of the 1999 Town Meeting**

Accept and expend unanticipated revenues in the amount of \$2,000 in funds from the 2022

Volunteer Fire Assistance Funds Program managed by the NH Division of Forests & Lands

- () Appointments with the Board**

- () FY 2022 Town Budget**

- Library Staffing – Kathy Growney
- Funding for Water Resources Study -- Bill Herman

- () New Business**

- Goal Setting Meeting for 2022

- () Old Business**

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

- () Other Business**

- () Next Meetings / Events**

- Monday, December 6, 2021 – Board of Selectmen's Meeting – 7:00 PM
- Monday, December 20, 2021 – Board of Selectmen's Meeting – 7:00 PM

- () Minutes**

- November 15, 2021 Public Meeting
- November 15, 2021 Non-Public Meeting

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

- Consideration of the acquisition, sale or lease of property

- () Adjourn**

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

PUBLIC NOTICE

PUBLIC HEARING

Pursuant to RSA 31:95-b and Article 21 of the 1999 Town Meeting, the Auburn Board of Selectmen will hold a public hearing on Monday, November 29, 2021 beginning at 7:00 P.M. at the Auburn Town Hall for the purpose of receiving public comment concerning the acceptance and expenditure of unanticipated revenues in the amount of \$2,000 in funds from the 2022 Volunteer Fire Assistance Funds program managed by the NH Division of Forests and Lands.

These funds are to be matched by the Town of Auburn and are to be spent for acquiring forestry shorts, forestry hose, nozzles and associated equipment consistent with the program Memorandum of Understanding.

Board of Selectmen
Town of Auburn
November 15, 2021



STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL and CULTURAL RESOURCES
DIVISION OF FORESTS AND LANDS

172 Pembroke Road, Concord, New Hampshire 03301
Phone: 271-2214 Fax: 271-6488 www.nh.gov/nhdfl

Michael Williams
Town of Auburn
55 Easton Hill Rd
Auburn NH 03032

October 12, 2021

Dear Mr. Williams,

Your town has been awarded 2022 Volunteer Fire Assistance funds, as specified in the enclosed Memorandum of Understanding (MOU). In order to satisfy state and federal fiscal requirements, your community must match the amount of this grant. (For example if your town received \$500.00 in grant money, you must show expenditures of at least \$1,000.00.) You must come up with the total grant amount and we will reimburse you at 50%. You cannot use other federal funds for the 50% match. The amount shown on the enclosed MOU is the amount of grant money your town has been awarded.

The enclosed Memorandum of Understanding (MOU) must be signed and returned to our office before checks are mailed out. We require the MOU to be signed and returned within 30 days of this letter so we know that these funds are committed. No checks will be sent out until we receive the MOU, Financial Capabilities Checklist, bill of sale/invoice for all items and copy of cancelled check(s) or bank statement.

Please note what is to be purchased with these funds:

These funds can only be utilized to purchase the items listed on the MOU

**** We are required to obtain from each fire department the Financial Capability Checklist for Grants and Cooperative Agreements. Please fill out, sign and return with your signed MOU****

To place an order with the Town Tools Program, you can obtain an order form our website at: <https://www.nh.gov/nhdfl/community/community-wildfire-protection-program.htm>. Please follow the directions on the form. **In order to allow for processing to meet the VFA deadline of August 31st, orders through the Town Tool Program MUST be placed by June 1st.** Orders placed after this date may not be processed and invoiced in time to meet the deadline which will result in the funds being de-obligated.

If the original purchase and reimbursement for these items is from community (town/city) funds, all should be okay for reimbursement. If the purchase funds/reimbursement is to another organization (firemen's association, etc.) we need to know that so the reimbursement check is made out correctly. This alternative organization shall have a tax ID number and will be required to complete an Alternate W-9 Form to set up a vendor account with the State of New Hampshire.

A copy of your Town's cancelled check(s) and paid invoice(s) needs to be sent to us no later than August 31, 2022. If they are not received by that date, the funds will be de-obligated.

If you have any question, please do not hesitate to contact Leslie Sherman by phone at 271-3456 or by email leslie.a.sherman@dncr.nh.gov

Enclosures:
Town Application (Copy)
MOU
Financial Capability Checklist

Sincerely,

Steven Sherman
Steven Sherman
Chief, Forest Protection

**Division of Forests & Lands
172 Pembroke Rd
Concord NH 03301
Memorandum of Understanding
For State Assistance
Volunteer Fire Assistance
2022**

In consideration of the performance of the terms and conditions hereinafter set forth, the State of New Hampshire, Department of Natural and Cultural Resources, Division of Forests and Lands, hereby awards the: **Town of: Auburn**
For: forestry shirts, forestry hose, nozzles, associated equipment; Hereafter called the recipient, the **Sum of: \$ 2000.00**
pursuant to the provisions of the Rural Development Act of 1972 (P.L. 92-419, Title IV) upon the following terms and conditions:

1. **EXPENDITURES.** The sum hereinbefore mentioned, or any part of it, shall be spent only for supplies, equipment or services listed as "Items" on the previously submitted, now approved, application for assistance and no others, without the express written consent of the Director, Division of Forests and Lands or his agent.
2. **MATCHING FUNDS.** The recipient shall provide an amount equal to or greater than the State's award to fund the expenditures authorized in Section 1, in such form and at such times as the Division of Forests and Lands may direct. The State 50% is a reimbursement.
3. **DEADLINE.** All requests for reimbursement **MUST** be submitted by the close of business on **August 31** of each year or funds will be de-obligated. This request would be a copy of your cancelled check(s) and a copy of paid invoice (s).
4. **FEDERAL LAW.** The recipient shall, in good faith, abide by all applicable federal laws, rules, regulations and guidelines in the performance of its obligations hereunder.
5. **REPORTS.** The Division shall have access to and the right to examine all records, books, papers and documents related to this grant for at least three (3) years after completion of the project. A final report on the expenditure of the project funds shall be submitted, together with copies of warrant numbers, receipts and other evidences of expenditures, to the Division within 30 days after the completion of the project.
6. The State retains the right to place a property inventory tag on any items purchased with these funds and retains the right to inspect this property for duration of its life.
7. **UNEXPENDED FUNDS.** The recipient shall return any unexpended funds under this grant to the State, by check made out to the Treasurer, State of New Hampshire and delivered to the office of the Director, Division of Forests and Lands, no later than 30 days after the completion of the project.
8. **PERFORMANCE.** The recipient shall return to the State, in this manner prescribed in Section 1, any funds advanced under this agreement upon the written demand of Director, Division of Forests and Lands, when in his sole discretion, he determines that there has been a breach of this Memorandum of Understanding or any of its terms or the performance of the recipient or any contractor receiving funds under this grant is unsatisfactory by reason of failure to provide equipment of services reasonably adequate to meet the fire protection needs under this grant in a timely manner.
9. **LIABILITY.** The recipient agrees to defend or cause to be defended and to indemnify and hold the State of New Hampshire harmless against any and all claims, suits, damages or causes of action for damages and against any orders, decrees, or judgments which may be entered thereon, brought for damages or alleged damages from any injury, for any injury to person or property or loss of life sustained in any manner arising out of the performance of this agreement, or where such damages or alleged damages are attributable to acts of employees, contractors, or agents of the recipient.

Dated this _____ day of _____ 20 _____

By _____
Forest Fire Warden

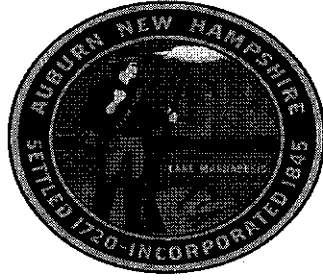
By _____
Chief, Forests Protection

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 | 280,637 | |
| Election & Registration | 89,088 | 105,761 | 105,761 | 16,673 |
| Financial Administration | 105,971 | 112,018 | 69,518 | |
| Legal Expense | 30,000 | 28,000 | | |
| Personnel Administration | 486,721 | 535,735 | 98,839 | |
| Planning & Zoning | 44,151 | 35,151 | 35,151 | (9,000) |
| General Government Buildings | 132,009 | 131,939 | 131,939 | (70) |
| Cemeteries | 34,186 | 39,374 | 39,374 | 5,188 |
| Insurance | 128,261 | 147,159 | | |
| 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 | 1,423,773 | 84,652 |
| Ambulance | 89,463 | 93,509 | 93,509 | 4,046 |
| Fire | 505,667 | 629,485 | 627,135 | |
| Building Inspection | 73,254 | 79,152 | 79,152 | 5,898 |
| Emergency Management | 1,004 | 504 | 504 | (500) |
| Other Public Safety (Details) | 500 | 500 | | |
| Highways & Streets | 1,106,387 | 1,103,511 | 1,103,511 | (2,876) |
| 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 | 2,758 | 130 |
| Animal Control | 22,412 | 25,999 | 23,609 | 1,197 |
| Health Agencies | 5,875 | 5,875 | | |
| Public Assistance | 15,500 | 15,500 | 15,500 | 0 |
| Intergovernmental Welfare | 4,471 | 4,471 | | |
| Parks & Recreation | 131,870 | 138,657 | 138,657 | 6,787 |
| Library | 215,309 | 214,811 | 214,811 | (498) |
| Patriotic Purposes | 6,500 | 6,500 | 6,500 | 0 |
| Conservation Commission | 6,149 | 6,184 | 6,184 | 35 |
| 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 | 600,000 | 0 |
| Fire Station #2 Repairs | 13,000 | 0.00 | | |
| Recreation Improvements | 0.00 | 35,720 | 35,720 | 35,720 |
| TOTAL | \$5,748,859 | \$5,986,512 | \$5,306,521 | \$50,555 |
| Special Warrant Articles | | | | |
| Collective Bargaining Agreement | 6,939 | 53,022 | 53,022 | 46,083 |
| 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 | 0.00 | | |
| Fleet Maintenance ETF | 25,000 | 25,000.00 | | |
| Property Rehabilitation ETF | 25,000 | 0.00 | | |
| Accrued Benefitis Liability Fund: | 10,000 | 25,000.00 | | |
| Roads Emergency Repair ETF | 100,000 | 0.00 | | |
| Cemeterty Maintenance Fund | 0.00 | 5,000.00 | | |
| GRAND TOTAL | \$6,022,598 | \$6,109,534 | \$5,379,543 | \$34,838 |

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 24, 2021

Re: Funding for Proposed 2022 Staff Budget for Griffin Free Public Library

The Board had requested before completing work on the FY 2022 Town budget that they revisit the proposed staff budget for the Griffin Free Public Library which was originally considered at your October 25th meeting.

Attached is a copy of the original request and narrative provided by the Library Director which accounts for a total of 113 hours per week for library staff. This is inclusive of the library choosing not to hire an additional staff position which the Board has approved the past two budget years, but instead spread those additional hours among all the current employees.

That said, the current FY 2022 budget includes a total of 107 hours per week for all the employees, which is an average of what each position has worked during the past year. And, as the information from Finance Director Patricia Rousseau notes, is consistent with the hours worked in 2019 and 2020 as well.

At present, the FY 2022 budget for the Library approved by both the Board of Selectmen and the Budget Committee includes a total of 107 staff hours per week for a total of \$161,261 (inclusive of the approved 5.25% COLA and 2% Step increases and related Social Security, Medicare and NHRS contributions).

The total budget expense for the 113 hours requested by the library would be \$228,686 (again, inclusive of the approved 5.25% COLA and 2% Step increases and related Social Security, Medicare and NHRS contributions).

The difference of \$67,425 is the final budget item for the Board's consideration.

Thank you for your consideration.

Attachment

2022 PROPOSED STAFF BUDGET
GRIFFIN FREE PUBLIC LIBRARY
Town of Auburn

The library's part-time staff expressed interest in working additional hours this year. Therefore, we used our current staffing to fill our need instead of hiring the casual part-time employee we had initially planned.

Based on this, the number of hours staff members are working will show a slight increase this year, but the casual part-time position has been removed.

In addition, based on the Library Director's average number of hours worked a week being 44, it is requested that 4 additional hours be added to the part-time staff to off load some the of Director's responsibilities. These have been added to Mary Hrubiec's hours for budget calculating purposes.

The number of current staff hours remains the same:

| | <u>2022 Proposed</u> |
|-------------------|----------------------|
| Mary Hrubiec: | 25 hours/week |
| Hope Garner: | 17 hours/week |
| Dan Szczesny: | 12 hours/week |
| Chris Chickering: | 11 hours/week |
| Jamie L'Italien: | 8 hours/week |
| Director | 40 hours a week |

RATIONAL

| | | |
|----------------------|----------------|----------------|
| Director's vacation | 120 hours/year | 120 hours/year |
| Dept. Head meetings | 30 hours/year | 30 hours |
| Conferences/meetings | 42 hours/year | 42 hours/year |
| Staff float | 44 hours/year | 44 hours/year |
| Director's float | 8 hours/year | 8 hours/year |
| Staff meetings | 120 hours/year | 120 hours/year |

| Description | | Default 2022 | COLA& STEP 1st | COLA% STEP 2nd |
|----------------|-------------------------------------|-----------------|-------------------|-------------------|
| 44 Hours | Librarian Salaries \$2,674.12 | 69,527 | 72,381 | 74,568 |
| | Library Assistant Salaries | 53,107 | 55,826 | 56,957 |
| 12 Hours | Library Technical Assistant \$18.60 | 11,606 | 12,141 | 12,448 |
| | Library SS | 8,323 | 8,702 | 8,926 |
| | Library Medicare | 1,946 | 2,035 | 2,088 |
| | Library Retirement | 9,776 | 10,177 | 10,484 |
| Library Total: | | 154,286 | 161,261 | 165,471 |
| 16 Hours | Garner \$20.54 | 17,089 | 17,848 | 18,328 |
| 20 Hours | Hrubiec \$20.95 | 21,788 | 23,064 | 23,368 |
| 5 hours | L'Italien \$17.53 | 4,558 | 4,798 | 4,888 |
| 10 hours | Szczesny \$18.60 | 9,672 | 10,117 | 10,373 |
| Total: 107 Hr | Total: | 53,107 | 55,826 | 56,957 |

| Description | | Proposed by Library 2022 | COLA& STEP 1st | COLA% STEP 2nd |
|----------------|-------------------------------------|-----------------------------|-------------------|-------------------|
| 40 Hours | Librarian Salaries \$2,674.12 | 69,527 | 72,381 | 74,568 |
| | Library Assistant Salaries | 64,293 | 67,612 | 68,954 |
| 11 Hours | Library Technical Assistant \$18.60 | 10,639 | 11,129 | 11,411 |
| | Library SS | 8,956 | 9,370 | 9,606 |
| | Library Medicare | 2,095 | 2,191 | 2,247 |
| | Library Retirement | 9,776 | 10,177 | 10,484 |
| Library Total: | | 165,286 | 228,686 | 234,226 |
| 17 Hours | Garner \$20.54 | 18,158 | 18,964 | 19,474 |
| 25 Hours | Hrubiec \$20.95 | 27,235 | 28,829 | 29,210 |
| 8 Hours | L'Italien \$17.53 | 7,293 | 7,677 | 7,822 |
| 12 Hours | Szczesny \$18.60 | 11,607 | 12,141 | 12,449 |
| Total: 113 Hr | Total: | 64,293 | 67,612 | 68,954 |

Bill Herman

From: Patricia Rousseau
Sent: Monday, November 22, 2021 3:38 PM
To: director@griffinfree.org
Cc: Bill Herman; Mimi Friolet
Subject: Average Hours

Hello Kathy,

Here are the average numbers worked that you requested for each employee from 2019-2021

2019

Chickering 10.5
Garner 12
Hrubiec 18
L'Italien 5
Szczesny 11

2020

Chickering 10.5
Garner 11.86
Hrubiec 18.72
L'Italien 4.72
Szczesny 7.91

2021

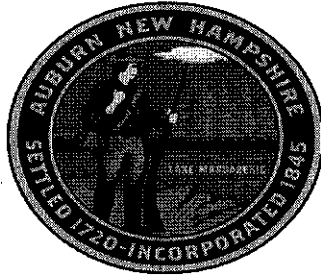
Chickering 12
Garner 16
Hrubiec 20
L'Italien 5
Szczesny 10

Patricia Rousseau

Finance Director
Town of Auburn
47 Chester rd.
Auburn, NH 03032
prousseau@townofauburnnh.com
603-483-5052 ext.103

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
Cc: Ron Poltak, Planning Board Chair

Jeff Porter, Conservation Chair


From: Bill Herman, CPM, Town Administrator

Date: November 22, 2021

Re: Funding for Groundwater Hydrogeological Study for Planning & Conservation

In follow-up to the Board's November 15th discussion and review of the funding for the Groundwater Hydrogeological Study supported by the Planning Board and Conservation Commission, I wanted to provide a quick recap of fund needs, requests and budgets.

The project as outlined by Stantec included three tasks: Task 1 – Potable Well Inventory (\$9,370), Task 2 – Potential Resource Evaluation (\$7,820) and Task 3 – Site Development Groundwater Resource Review Regulation (\$8,110). Combined, this totals \$25,300.

In the FY 2021 budget, the Planning Board carried a budget amount of \$17,000 for this effort, while the Conservation Commission carried \$3,000 for a combined \$20,000.

To meet the final budget needs for this project, a total of \$5,300 is required to be included in the FY 2022 budget. At present, there is a total of \$8,000 in the Planning Board budget and \$3,000 in the Conservation Commission budget for a total of \$11,000.

As discussed at the Board's November 15th meeting, as long as we ensure the balance of the unspent \$20,000 in the current FY 2021 budget is encumbered for use in FY 2022, the amount to be included in FY 2022 can be reduced to a total of \$5,300 – and I will suggest rounding this to \$5,500 as a safety valve.

To accomplish this action, the following motion would be appropriate for the Board to consider:

Move to amend the draft FY 2022 municipal budget to include \$4,000 in Planning & Zoning – Master Plan & Regulatory Updates (01-4191-3-390-2) and to include \$1,500 in Conservation Professional Services (01-4611-3-390-0).

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

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

Attachments: Task Order

c: Rene LaBranche, Stantec

Design with community in mind.



MASTER SERVICES AGREEMENT TASK ORDER

Attached to and forming part of the MASTER AGREEMENT

BETWEEN:

TOWN OF AUBURN, NH

(hereinafter called the "CLIENT")

- and -

STANTEC CONSULTING SERVICES INC.

(hereinafter called "STANTEC")

EFFECTIVE: October 23, 2020

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

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

SERVICES: STANTEC shall perform the following SERVICES:

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

(hereinafter called the "SERVICES")

CONTRACT TIME: Commencement Date: April 1, 2021

Estimated Completion Date: November 30, 2021

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

Enter fees and/or compensation –

\$9,370 – Task 1

\$7,820 – Task 2

\$8,110 – Task 3

Total Fee - \$25,300

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

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

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

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

**MASTER SERVICES AGREEMENT -
TASK ORDER**

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: _____

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

6:00 PM

Selectmen Present: Keith Leclair, Todd Bedard and Michael Rolfe

Others Present: Parks & Recreation Coordinator Amy Lachance, Town Administrator William Herman and Nancy Hoijer, Recording Secretary

Mr. Leclair motioned to go into non-public session pursuant to the provisions of RSA 91-A: 3, II (d) - consideration of the acquisition, sale or lease of real property. Mr. Bedard seconded the motion. A roll call vote was taken, Mr. Leclair voted aye, Mr. Bedard voted aye and Mr. Rolfe voted aye. The motion passed unanimously.

The meeting room was closed to the public at 6:02 PM.

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

The meeting room was reopened to the public at 7:04 PM.

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

Selectmen Present: Keith Leclair, Todd Bedard and Michael Rolfe

Others Present: John Lorden, Attorney Eli Leino, Mike DiPietro, Parks & Recreation Coordinator Amy Lachance, Fire Chief Michael Williams, Deputy Fire Chief Bob Seling, Finance Director Patricia Rousseau, Police Chief Ray Pelton, Town Administrator William Herman and Nancy Hoijer, Recording Secretary

Call to Order – Pledge of Allegiance

Mr. Leclair called the meeting to order at 7:08 PM and led the Pledge of Allegiance.

Approval of Accounts Payable Manifest for the Week of November 15, 2021 - \$45,450.08

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of November 15, 2021 in the amount of \$45,450.08. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of November 15, 2021 - \$20,185.00

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of November 15, 2021 in the amount of \$20,185. Mr. Leclair seconded the motion. A vote was taken, Mr. Rolfe abstained, Mr. Leclair voted aye and Mr. Bedard voted aye. The motion passed 2-0-1.

Approval of Consent Agenda for the Week of November 15, 2021

Mr. Leclair read aloud and provided for inspection a copy of the Consent Agenda for the week of November 15, 2021 which three (3) pistol revolver licenses.

Mr. Bedard motioned to approve the Consent Agenda for the week of November 15, 2021. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Appointments with the Board

Involuntary Merger Application – 109 Appletree Road

Mr. Leclair noted the Board had an application previously that was similar. According to building permits the previous owners used the totality of the lots to obtain permits etc. The owner took an overt act with the building application referencing all lots in one total. He noted he is not in favor of the application to unmerge the lots.

Attorney Leino referenced Section D 307 which he stated said no new use of a non-conforming lot shall be permitted. He opined this language borders on a taking and referenced case law which he stated requires the government to compensate. This lot owner should have four lots to build a house and was told he could not get building permits unless he used all four, so he had no choice to make. The fourth lot has only been wooded since.

Mr. Rolfe noted the prior owner had secured a variance for Lots 79 and 80 in order to build and did not go for one for Lots 52, 53, 60 and 61, so it appears the owner meant to do that.

Mr. Bedard noted none of us were privy to that conversation back in 1986. He agrees with using the records of what the Building Inspector provided and noted he can't agree with unmerging the lots either.

Mr. Bedard motioned to deny the application for involuntarily merged lots for 109 Appletree Road. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Fire Chief Michael Williams – Monthly Meeting

Chief Williams presented the monthly report for October 2021 of the Fire Department. There were 47 calls for service with 25 of them Rescue/EMS. He noted cardiac arrests had increased. He noted two annual life safety inspections were performed and one place of assembly permit.

Chief Williams noted the Department completed fire prevention activities at the Auburn Village School for three-four days and at daycares and hosted their annual open house/safety day. The Department hosted their annual Firefighter Challenge at AVS which the students enjoyed. October is Fire Prevention Month. He noted there are a couple of dozen cases of COVID at the school. Deputy Chief Selinga is updating the gator policy. Weekend coverage shifts are still being covered by the Department's own per-diem members.

Chief Williams reported the Department was awarded the 2022 Forest Fire grant in the amount of \$2,000, a 50-50 matching grant totaling \$4,000 and may replace forestry jackets. Chief Williams thanked the Selectmen for the repaving of the Station 2 parking lot. Chief Williams noted that he attended a virtual Health Officer Class with Building Inspector Rouleau-Cote. He noted four Fire Department members were completing testing at the Safety Complex tonight for driver operator certification with multiple towns including Chester.

Repair of Car-2 – Onboard Charging System

Mr. Herman provided the Board with an email dated November 12, 2021 from Chief Williams concerning the request to purchase an onboard charging system from the Equipment and Fleet Maintenance Fund. He noted Car 2-s battery kept dying. He provided an invoice dated November 9, 2021 from Lakes Region Fire Apparatus in the amount of \$1,757.92.

Chief Williams noted the onboard charging system was removable and would stop charging when it was not needed.

Mr. Bedard motioned to pay the invoice submitted by Chief Williams in the amount of \$1,757.92 out of the Equipment and Fleet Maintenance Fund. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

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 dated November 15, 2021. Mr. Leclair noted he went by the site. Mr. Bedard noted he also went by the site and observed some brush by the stop sign but did not see street widening was necessary.

Mr. Leclair agreed he observed no more overgrowth of vegetation than in other areas, but the Town does not have the manpower or a Department of Public Works. He noted he had no difficulty with a large pick-up truck negotiating the turn.

FY 2022 Town Budget

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

Call Firefighters Pay

Mr. Herman provided an email dated October 21 concerning pay rates and stipends, SOP #12 with Chief Williams' recommendation to amend Line #01-4220-1-160-1 of the FY 2022 budget to \$60,300. As reasons for the increase Chief Williams noted it would give call members with certain levels of certifications a bump up to be more competitive with other Towns. He noted the Town of Chester started at \$10/hr. then increased to \$15/hr. after one year. He provided the Auburn Fire Department's Pay Rates effective June 1, 2021 which ranged from a starting pay of \$9.00 per hour for scene support to \$16 per hour for the Deputy Chief. He also reviewed stipends which he noted have seen a COLA increase.

Chief Williams proposed the average hourly rate is \$13.50 per hour and is low compared to other communities. He would like to increase this to between \$13-15 per hour based on certifications. Mr. Leclair asked which position was most typical and Chief Williams indicated the FF/EMT at the \$12/hr. rate.

Mr. Rolfe asked if call firefighters were paid for training and Chief Williams noted one EMT class has been paid for since he has been here and one FF1 class which has a two-year contract. Members put out their own money for training. It is hard to hire a call firefighter.

Finance Director Rousseau summarized the budget in 2021 \$51,750 and 2022 \$55,550. The \$60,300 proposed would be a 15% increase. Chief Williams noted the increase which did not include COLA was due to there being more average hours, from 3400 to 3500. The call volume was busier.

Chief Williams proposed the two Captain stipends increase from \$750 to \$1,000, the Lieutenants from \$500 to \$1,000. Mr. Leclair asked when the rates were set and Deputy Chief Selinga noted it had been a while.

Mr. Leclair asked about the Deputy Warden's position and how many annual burn permits. Chief Williams noted the online program has helped. He asked if the Department needed to contribute, and Chief Williams explained those scenarios.

Mr. Bedard noted he understood wanting pay increase and recommended the stipends meet in the middle. Mr. Leclair noted the increase was 20% for Captain and Lieutenant and should be plus COLA going forward. Mr. Leclair asked if the Road Agent's stipend included COLA. Finance Director Rousseau noted the Fire Department was the only one that did not seem to include COLA. Mr. Leclair guessed that having the stipend rates fixed in SOP #12 may be the reason they have not automatically updated annually the COLA increase. The budget line changes the line, but the stipends don't change.

Mr. Leclair noted with the hourly pay rate changes and Captain Stipend increasing to \$900 and the Lieutenant Stipend increasing to \$600 this would increase the line to \$57,900.

Mr. Bedard motioned to approve adjustment of the Fire Department's FY 2022 budget for Line 01-4220-1-160-1 to \$57,900. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Insurance

Mr. Herman presented the proposed FY 2022 budget for Insurance in the amount of \$147,159 which is a 15% increase over last year. Mr. Leclair noted Liability Insurance increased 19%, Unemployment Compensation increased 12%, and Worker's Compensation increased 9%.

Mr. Bedard motioned to approve the FY 2022 Insurance budget in the amount of \$147,159. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Personnel Administration - Insurances

Mr. Herman presented the proposed FY 2022 budget for Personnel Administration Line 2-210-1 Health Insurance, Line 2-211-1 Dental Insurance, Line 2-213-1 Disability Insurance and Line 2-214-1 Life Insurance in the amount of \$425,396.54 which is an 11% increase over last year. Mr. Leclair noted Health Insurance increased 11% with 6.2% rate increase and the remainder was due to changes in elections of coverage, Dental Insurance increased 7% with the rate increased by 1.5%, Disability Insurance increased 10% with the rate increased by .7% and Life Insurance was level funded from last year. Finance Director Rousseau noted the Disability Insurance line 2-213-1 is based on wages paid so increases with higher wages.

Mr. Bedard motioned to approve the FY 2022 Personnel Administration budget for Health, Dental, Disability and Life Insurance in the amount of \$425,396.54. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Personnel Administration – Longevity Pay

Mr. Herman presented the proposed FY 2022 Personnel Administration budget for Longevity Pay in the amount of \$11,500 which is a 1% increase proposed over the current year. Mr. Herman noted 11 employees would be at 5-9 years of service, six would be at 10-14 years, five would be at 15-19 years, three would be at 20-24 years and four would be at 25 plus years of service.

Mr. Bedard motioned to approve the FY 2022 Personnel Administration budget for Longevity Pay Line 2-290-0 in the amount of \$11,500. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Financial Administration – Audit

Finance Director Rousseau presented the proposed FY 2022 budget for Financial Administration – Audit Line 3-310-1 in the amount of \$13,500 which is level funded from last year.

Mr. Leclair noted there has not been that amount expended in the previous years. Mr. Herman reminded that Ms. Frisella had included \$500 to help with preparation of the MS-535 form, and the final bill for the audit has not been received yet as the audit has not been submitted to the Town yet as complete.

Mr. Bedard motioned to approve the FY 2022 budget for Financial Administration – Audit (Line 3-310-1) in the amount of \$13,500. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Financial Administration – Assessing

Mr. Herman presented the proposed FY 2022 Financial Administration budget – Assessing Update in the amount of \$29,000 which is a four percent increase over last year. Avitar assesses new homes, decks, porches and other items permits are pulled for.

Mr. Leclair asked if the amount was contracted. and Mr. Herman noted it was a five-year contract through 2023. The Town should be able to do a statistical update for approximately \$80,000. Mr. Leclair noted the current equalized valuation was at 77%.

Mr. Bedard motioned to approve the FY 2022 Financial Administration budget (Line 3-330-2) in the amount of \$29,000. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Health & Social Service Agencies

Mr. Herman and Ms. Rousseau presented the proposed FY 2022 Health & Social Service Agencies budget in the amount of \$5,875 which is level funded from last year. Ms. Rousseau noted Lamprey Health Care merged with another agency already supported by the Town. Mr. Herman noted all were ones the Town has contributed to since at least 2019.

Mr. Bedard motioned to approve the FY 2022 Health & Social Service Agencies budget in the amount of \$5,875. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Intergovernmental Welfare

Ms. Rousseau and Mr. Herman presented the proposed FY 2022 budget for Intergovernmental Welfare Payments in the amount of \$4,471 which is level funded from last year. Ms. Rousseau noted RCCAP provides service to many of the eligible residents in Town who request it, but RCCAP did not send a request letter this year. Ms. Rousseau will follow-up with them.

Mr. Bedard motioned to approve the FY 2022 Intergovernmental Welfare Payments budget in the amount of \$4,471. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Funding for Water Resources Study

Mr. Herman noted there was an adjustment in the Conservation Commission budget and Planning Board budget due to the Phases of the Groundwater Hydrogeological Study for Planning & Conservation. The current budget for Task 1 and Task 2 is overfunded. They need \$8,110 for Tasks 1, 2 and 3. In the current budget, the former Finance Director put \$17,000 in the Planning budget and \$3,000 in the Conservation budget. Mr. Herman noted assuming the Town encumbers

the unspent balance of the \$20,000 funded in FY 2021 the Town only needs to raise a total of \$5,300 in FY 2022 to cover the full cost of all three proposed tasks. \$11,000 were budgeted between Planning & Zoning so \$5,700 could be removed from the FY 2022 budget. Mr. Herman will make them aware and bring it back to the next meeting for approval.

Mr. DiPietro noted it may be worthwhile to investigate some water sources and partner with Pennichuck. Mr. Herman noted they would expect the Town to expend the cost of laying pipes and bringing water in. A couple of years ago the Board discussed reforming a Development Authority and Mr. DiPietro was the only one who responded. The Board would still encourage him to recruit others. Mr. DiPietro noted the Town may have land that water could be extracted from.

New Business

Initial Draft of Potential 2022 Warrant Articles

Mr. Herman provided a draft of the proposed FY 2022 Warrant Articles including:

- 1) the CBA Agreement cost items related to the first year of a five-year CBA reflecting a \$53,022 increase over FY 2021 and to further raise and appropriate \$53,022 for FY 2022. The remaining years will be presented to the voters for approval in March 2023, 2024, 2025 and 2026.

Mr. Leclair noted the Board had already indicated their support for this proposal with their ratification of the tentative agreement for a five-year collective bargaining agreement with the Auburn Police Union.

- 2) to Raise and Appropriate \$25,000 to be placed into the Fleet Maintenance and Replacement Expendable Trust Fund to come from the unreserved fund balance surplus as of 12/31/21 with no addition from taxation in 2022.

Mr. Bedard motioned to move and place on the ballot and recommend placing \$25,000 into the Fleet Maintenance Expendable Trust Fund from the unreserved fund balance. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

- 3) to Raise and Appropriate \$25,000 to be placed into the Accrued Benefits Liability Reserve Fund previously established to come from the unreserved fund balance surplus as of 12/31/21 with no addition from taxation in 2022.

Mr. Leclair motioned to move and place on the ballot raising and appropriating \$25,000 to be placed into the Accrued Benefits Liability Reserve Fund previously established to come from the unreserved fund balance (surplus) as of December 31, 2021 with no additional amount to come from taxation in 2021. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

- 4) to Vote to authorize fifty (50%) percent of the Land Use Change Tax collected pursuant to RSA 79-A: 25 to be deposited into Conservation Fund with the remaining fifty (50%) to be deposited to the General Fund of the Town effective April 1st.

Mr. Leclair explained the importance of the Town having long-term revenue issues with rising salaries and insurance and decreased revenue from housing development.

Mr. DiPietro noted there were years where new car registrations increase revenues and those unanticipated revenues is handled so there should be no adverse effect revenue wise with adjusting LUCT revenue.

Mr. Leclair motioned to move and place on the ballot the Town authorize fifty (50%) percent of the Land Use Change Tax collected pursuant to RSA 79-A:25 be deposited into the existing Conservation Fund and the remaining fifty (50%) be deposited in the General Fund of the Town effective April first remaining in effect until altered or rescinded by a future vote of the Town meeting . Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

- 5) 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).

Mr. Leclair motioned to move and place on the ballot to raise and appropriate \$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. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

- 6) to Affirm establishment of a Cemetery Maintenance in 2016 and to allow future proceeds from sale of cemetery lots and interest for the maintenance of cemeteries and to name the Board of Selectmen as the agents to expend from this fund.

Mr. Leclair motioned to move and place on the ballot affirming its establishment of a Cemetery Maintenance in 2016 pursuant to RSA 31:19-a and RSA 289:2-a, and to further 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 agents to expend from this fund. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

- 7) to see if the Town will vote to discontinue electing the Road Agent and give the Selectmen authority to appoint an "Expert Highway Agent" in accordance with RSA 231:64.

Mr. Herman noted the Highway Agent if passed would be effective the following March (2023) and would override the elected term of office of the current Road Agent in the same fashion as the

appointed Tax Collector article approved earlier this year.. This allows the Road Agent to use his contract with the Town and use his own equipment as has been done in auburn for decades.

Mr. Leclair motioned to move and place on the ballot 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. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Bedard spoke to the importance of educating the voters as to why there would be these changes.

NH Locality Equipment Purchase Grant Program

Mr. Herman provided a Memorandum dated November 10, 2021 concerning a new grant program announced on November 9th by the Governor's Office of Emergency Relief and Recovery (GOFFERR) that would provide up to \$50,000 per New Hampshire community for purchasing safety and emergency equipment needed in response to the health crisis and its negative effects. Mr. Herman noted it is a 90/10 matching grant most likely from leftover CARES or ARPA funds and purchases must qualify under ARPA requirements. He recommended Auburn apply for the extractor for the fire department and police lavatory upgrades. The Board members were in agreement.

ARPA Funds Expense Consideration – Security Camera System for Storage Facility

Mr. Herman provided a request from the Police Department for purchase of a security camera for the inside portion of the new storage building. Installation was completed this week at a cost of \$588.15. An invoice dated November 10, 2021 was provided.

Mr. Bedard motioned to obligate the amount of \$588.15 from the American Rescue Plan Act funds for the installation of a security camera in the storage facility building adjacent to the Public Safety Complex on Eaton Hill Road. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Roof Replacement – Highway Department Garage

Mr. Leclair noted he met with the contractor and got an estimate for \$28,950 dated November 11, 2021. He asked about using shorter panels. The contractor noted that would require more linear footage. The recommended roof would be aluminum to avoid rust.

Mr. Rolfe noted the building will not last that long and questioned if spending \$29,000 on this building was worth it and recommended pricing a steel roof. Mr. Leclair asked about getting a price for two smaller side by sides.

Other Business

Mr. Herman noted the budgets are finished on the Board of Selectmen side and they could begin to meet every other week.

Mr. Herman provided copies of three 91-A requests concerning the Fire Department and one concerning the Highway Department recently submitted by Edward Gannon of 157 Windsor Drive in addition to copies of Mr. Herman's responses to each request. Mr. Herman noted the new Fire Department software program does not produce the specific report requested, although he noted Chief Williams has provided several different reports trying to address the inquiry.

Mr. Herman reported the attorney for the Michaud application for an Involuntary Merger of lots at 145 Appletree Road has filed a request for rehearing with the Zoning Board of Adjustment for the decision they rendered last month. The request would likely be considered by the ZBA at their meeting this week. Mr. Herman noted a rehearing was not an automatic item. The applicant is required to have new information that was not considered during the original hearing.

Mr. DiPietro asked about negotiations with Manchester Water Works. Mr. Leclair noted they have agreed to let Mr. O'Neil and Mr. Herman work out easements that will memorialize agreements they have previously had. The Board should have more information about Severance School by mid-December. Other items will take longer due to scheduling. There is no capital outlay due to the proposed lease agreement.

Next Meeting/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

Mr. Bedard motioned to approve the November 8, 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 8:46 PM. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy Hoijer
Recording Secretary