

**Town of Auburn  
Board of Selectmen  
January 10, 2022  
Town Hall  
7:00 p.m.**

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

Approval of Accounts Payable Manifest for the Week of December 27, 2021 -- \$159,705.66  
Approval of Accounts Payable Manifest for the Week of December 27, 2021 -- \$2,190.00  
Approval of Payroll Manifest for the Week of January 3, 2022 -- \$52,884.66  
Approval of Accounts Payable Manifest for the Week of January 10, 2022  
Approval of Consent Agenda – Week of December 20, 2021

**( ) Appointments with the Board**

- Drawdown Notice – Calef Lake Dam – Meridian Land Services

**( ) New Business**

- 2022 Paving Prices – Advanced Excavating & Paving
- Final 2021 Landfill Inspection Report
- Ladder 1 Damage Request
- Solar Energy Tracking Proposal
- Status of Town Hall Lift
- Encumbered Funds for FY 2021
- Electronic Display Equipment – Stritch Meeting Room
- Air Purifier and Allergan Multi-Filter – Police Department

**( ) Old Business**

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

**( ) Other Business**

**( ) Next Meetings / Events**

- Monday, January 24, 2022 – Board of Selectmen's Meeting – 7:00 PM
- Monday, February 7, 2022 – Board of Selectmen's Meeting – 7:00 PM

**( ) Minutes**

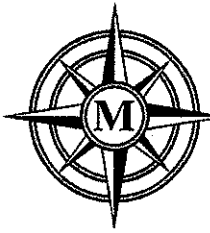
- December 20, 2021 Public Meeting
- December 20, 2021 Non-Public Meeting (x2)

**( ) Non-Public Session pursuant to provisions of RSA 91-A: II (a)**

- The compensation of any public employee

**( ) 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."*



# MERIDIAN

## LAND SERVICES, INC.

CIVIL ENGINEERING | LAND SURVEYING | PERMITTING | SOIL & WETLAND MAPPING | SEPTIC DESIGN | ENVIRONMENTAL

Office: 31 Old Nashua Road, Suite 2, Amherst, NH 03031

Mailing: PO Box 118, Milford, NH 03055

Phone: 603-673-1441 • Fax 603-673-1584

[www.MeridianLandServices.com](http://www.MeridianLandServices.com)

December 20, 2021

Town of Auburn  
Town Hall  
Board of Selectmen  
**c/o William Herman, Town Manager**  
47 Chester Road  
PO Box 309  
Auburn, NH 03032  
(603) 483-5052 x 111  
[townadmin@townofauburnnh.com](mailto:townadmin@townofauburnnh.com)

Re: Calef Lake Dam, Auburn  
Drawdown notice

Dear Mr Herman and Board of Selectmen

On behalf of our client, Hidden Trails Ventures, Inc, current owner of the Calef Lake Campground and Calef Lake dam, we are hereby notifying in accordance with RSA 482:13 that the lake will be temporarily drawdown approximately six feet from its reference level for approximately 7 weeks.

This temporary drawdown will occur no earlier than January 21, 2022, and is in association with reconstructing the dam in accordance with current New Hampshire Department of Environmental Services (NHDES) requirements.

The owner is required to hold a public information session, and we would like to use a public space that the town may have available, if you're willing to accommodate this for us.

Should you require anything further, or have any questions please contact me directly.

Thank you for time and consideration relative to this matter.

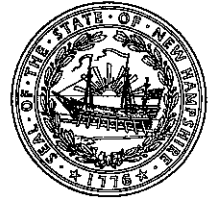
Sincerely,  
**Meridian Land Services, Inc.**

Douglas V Brodeur, PE  
Engineering Manager

cc: Hidden Trails Ventures (Frank DeMasi)  
NHDES Dam Bureau (Jim Webber & Steve Doyon)  
SLR International (Eric Teale)  
RM Piper (John Bousquet)



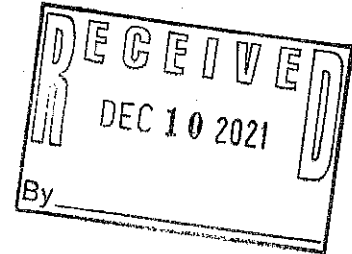
The State of New Hampshire  
**DEPARTMENT OF ENVIRONMENTAL SERVICES**



**Robert R. Scott, Commissioner**

December 1, 2021

Mr. Keith LeClair  
Chairman of Selectmen  
Town of Auburn  
P.O. Box 309  
Auburn, NH 03032



RE: Notice of Dam Reconstruction Application

Dear Chairman LeClair:

The New Hampshire Department of Environmental Services, Dam Bureau (NHDES) recently received an application to reconstruct a dam in your municipality. A copy of that application is enclosed. This letter serves as a notice in accordance with RSA 541-A:39, which requires that municipalities be notified of any permit issued by state agencies.

RSA 482:9 provides that no person shall reconstruct a dam until a permit has been issued by the NHDES. The NHDES has the responsibility to assure that any dam, which could be a menace to public safety, because of its height and location, is maintained in a manner deemed necessary for the public safety.

The NHDES will withhold issuance of a permit for a period of twenty (20) days from the date of your receipt of this letter in order to provide an opportunity for the municipality to submit data or information pertinent to the NHDES' assessment of public safety.

If you have any questions or comments, please contact me 603-271-8699 or write to the Water Division at the address listed below.

Sincerely,

James R. Weber, P.E.  
Dam Safety Engineer  
Dam Safety & Inspection Section

Enclosure

cc: Hidden Trails Ventures, Inc.

Certified 7019 1120 0001 7107 6641

JRW\was\is\WD-Dam\damfiles\D013012\Permits\20211201 D013012 appltrs.docx



December 21, 2021

Town of Auburn  
Mike Dross  
PO Box 309  
Auburn, NH 03032

Dear Mike,

Once again it was a pleasure to work with you and members of your department this past paving season, we cannot thank you enough for the continued business and the trust you placed in our company. We would very much like to continue this working relationship by signing an agreement to pave for the Town of Auburn in 2022.

**2022 Paving Prices**

Machine pave	\$71.28 per TON for TOP
Machine pave	\$68.00 per TON for BINDER
Handwork pave	\$135.00 per TON
Berm	\$4.50 per LF
Tack	\$0.20 per SY
Flaggers	\$37.00 per HOUR
Reclaimer	\$0.80 per SY
Grader with slope control	\$0.70 per SY
Shoulder machine (no gravel)	\$1,800.00 per DAY
Sweeper (4 hr min)	\$150.00 per HOUR
Bobcat trimmer (4 hr min)	\$150.00 per HOUR

NOTE: Pricing in place based on current NHDOT posting for liquid asphalt. Adjustment to be made if required based on NHDOT Road and Bridge Specifications.

Best Regards,  
Bill Gelinas

Accepted:

_____	Date	_____	Date
_____	Date	_____	Date



December 11, 2020

Town of Auburn  
Mike Dross  
PO Box 309  
Auburn, NH 03032

Dear Mike,

Once again it was a pleasure to work with you and members of your department this past paving season, we cannot thank you enough for the continued business and the trust you placed in our company. We would very much like to continue this working relationship by signing an agreement to pave for the Town of Auburn in 2021.

**2021 Paving Prices**

Machine pave	\$71.28 per TON for TOP
Machine pave	\$68.00 per TON for BINDER
Handwork pave	\$125.00 per TON
Burn	\$4.00 per LF
Tack	\$0.18 per SY
Flaggers	\$35.00 per HOUR
Reclaimer	\$0.80 per SY
Grader with slope control	\$0.70 per SY
Shoulder machine (no gravel)	\$1,800.00 per DAY
Sweeper (4 hr min)	\$125.00 per HOUR
Bobcat trimmer (4 hr min)	\$150.00 per HOUR

NOTE: Pricing in place based on current NHDOT posting for liquid asphalt. Adjustment to be made if required based on NHDOT Road and Bridge Specifications.

Best Regards,

Bill Gelinas

**Bill Herman**

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**From:** Allwine, Dave <Dave.Allwine@stantec.com>  
**Sent:** Tuesday, December 14, 2021 2:46 PM  
**To:** Bill Herman  
**Subject:** Landfill Inspection Report\_121421.pdf  
**Attachments:** Landfill Inspection Report\_121421.pdf

Hi Bill,

Hope this finds you well. Just wanted to pass on the attached info from the 2<sup>nd</sup> of 2 landfill inspections which I just did today since the weather was so nice. Take a look at last page where I mention some issues that should be looked at. The one about the No Trespassing sign at the gate should be easy enough to fix. There is a small tree (15-20 feet high) and some uncut brush (bittersweet, pricker bushes, etc.) along the SE edge of the landfill that should be cut down and kept cut down during the regular annual mowing. Also, it looks like there is a stump dump and access road on that side of the landfill which I worry may be impinging on the landfill itself. There isn't supposed to be any activity on the landfill itself as that may damage the cap. I'll stop by there with the map and a measuring wheel to try and confirm if it is or isn't on the cap. Just wanted to give you a heads up. Take care.

Dave

SUMMARY OF INSPECTION FINDINGS				
A. General Site Condition	Yes	No	N/A	Describe Condition
1. Is access to the landfill restricted by use of gates, fences or natural barriers? Ref <u>Env-Sw 807.03(b)(11)</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		A lockable gate blocks the entrance to the landfill.
2. Are weather-resistant legible signs posted around the perimeter of the landfill in areas where fencing is not used? Ref <u>Env-Sw 807.03(b)(11)</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The "No Trespassing" sign at the gate should be re-located.
3. Is the access road(s) properly graded and drained? Ref <u>Env-Sw 806.08(c)</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Is any portion of the site used for activities other than post-closure monitoring and maintenance? If you answered "yes," list these activities in Section 7 (Additional Information). For each activity, indicate if it is on or off cap/cover. Ref <u>Env-Sw 807.05(o)</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
5. Are all groundwater monitoring wells accessible and in good condition? Ref <u>Env-Sw 807.03(b)(8)</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Six wells: MW-1 to MW-4, MW-101 and MW-102
6. Is the surface water monitoring system functioning and maintained? Ref <u>Env-Sw 807.03(b)(8)</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two SW locations including SW-1 and SW-2.

B. Stormwater System Condition [Ref <u>Env-Sw 807.03(b)(5)</u> ]	Yes	No	N/A	Describe Condition
1. Are the sedimentation/detention ponds maintained (e.g., sedimentation removed, no overgrown vegetation)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No sedimentation/detention ponds in use.
2. Are culverts intact and free of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No culverts in use.
3. Are perimeter drainage swales/ditches well maintained, unobstructed, and free flowing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ditch along access in acceptable condition.
4. Do all drainage swales have positive drainage?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are the methods used to control surface water well maintained (e.g., berms, benches)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No berms/benches in use.
6. Are runoff channels protected to prevent scour and erosion that creates sediment?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No runoff channels in use.
7. Is there evidence of erosion (e.g., sedimentation in drainage ditches and ponds)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. Are storm drains in good condition (e.g., frame, grate, wall joints, pumps, sumps, pipes, inlet and outlet stone)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No storm drains in use.

C. Decomposition Gas Control System [Ref <u>Env-Sw 807.03(b)(9)</u> ]	Yes	No	N/A	Describe Condition
1. Is the gas management system: <input type="checkbox"/> Passive OR <input type="checkbox"/> Active			<input checked="" type="checkbox"/>	
2. If the facility has an active gas management system, are all components of the system in good working order (e.g., blower, flare)? Date the system was last tested:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3. If the facility has a passive gas management system, are all gas vents in good condition and functional (e.g., vent cap, riser pipe)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No gas vents in use.
4. Are all soil gas probes in good condition and functional?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No soil gas probes in use.
5. Are all indoor air quality monitors in good condition and functional?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No indoor air monitors are in use.
6. Are there any landfill odors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
7. Is there evidence of stressed (e.g., damaged/weakened) vegetation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

<b>C. Decomposition Gas Control System</b> <b>[Ref Env-Sw 807.03(b)(9)]</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Describe Condition</b>
8. Is the permittee required to monitor methane generation from the landfill? <b>If "no," provide an explanation in Section 7 (Additional Information).</b> <b>If "yes," answer the following questions in this section and attach a summary table of all methane data collected; include data from vents, soil probes, and indoor air quality monitors (as applicable). Evaluate any trends in Section 6 (Summary and Assessment).</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
I. For this calendar reporting year, have methane levels exceeded 25% of the LEL inside any on or off-site structures? Ref Env-Sw 806.07(b)(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No on-site or off-site structures are monitored for %LEL.
II. For this calendar reporting year, have methane levels exceeded 50% of the LEL at the property line within the soil? Ref Env-Sw 806.07(b)(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Methane monitoring not required for landfill.
III. If "yes" to question I. or II. above, did the permittee implement contingency procedures to ensure protection of public health & safety; and notify NHDES immediately?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

<b>D. Cap (Cover) Condition</b> <b>[Ref Env-Sw 807.03(b)(4)]</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Describe Condition</b>
1. Is cap settlement uniform? (i.e. <b>No</b> visual evidence of depressions, water ponding, cracking, and/or sloughing)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2. Is an instrument survey of the cap required? Ref Env-Sw 807.03(b)(10) <b>If "yes," attach a summary table of all survey data collected, and provide an evaluation of any trends.</b> <b>Date(s) of the survey conducted this reporting year:</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
3. Does cap slope promote runoff?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
4. Is the cap mowed on a regular basis? NHDES recommends that landfills be mowed twice per year. <b>Date(s) the landfill was mowed for this reporting year:</b> N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Landfill mowed once in 2021 by 3 <sup>rd</sup> party vendor.
5. Is there evidence of erosion (e.g., erosion rills, exposed soil)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
6. Is the vegetative layer in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
7. Is there evidence of damage due to unauthorized access?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
8. Is there evidence of damage due to burrowing animals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		



<b>E. Leachate Collection and Leak Detection Systems</b> <b>[Ref Env-Sw 807.03(b)(6) &amp; Env-Sw 807.03(b)(7)]</b>			<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Describe Condition</b>
1. Are there any leachate breakouts or seeps, either on or off the landfill property?	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
2. Does the landfill have a leachate collection and/or leak detection system? If "yes," answer the following:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
I. Are leachate collection and leak detection system appurtenances functioning properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
II. Is leachate stored on-site prior to disposal? If "yes," what quantity of leachate is currently stored on-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
III. Is leachate properly removed and disposed of on a periodic basis? If "yes," what is the frequency of disposal and the disposal destination?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			

**5. Action Items Summary**

<b>Action Item</b>	<b>Carried Forward from 2019?</b>		<b>Date Completed</b>	<b>Date to be Completed</b>	<b>Information Attached?</b>
As the landfill is not fenced, install weather-resistant signage around landfill perimeter to restrict access to the site.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	2020		<input type="checkbox"/>
No Trespassing sign at entrance gate on tree that has fallen over. Remove sign and move to a more visible location adjacent to the gate.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		2022	<input type="checkbox"/>
Small tree and uncut brush along southeast edge of landfill should be cut down and kept trimmed during annual cap mowing.	<input type="checkbox"/> Yes	<input type="checkbox"/> No		2022	<input type="checkbox"/>
Confirm that brush dump and access road along southeast edge of landfill not actually on cap. Remove if impinging on cap.	<input type="checkbox"/> Yes	<input type="checkbox"/> No		2022	<input type="checkbox"/>
	<input type="checkbox"/> Yes	<input type="checkbox"/> No			<input type="checkbox"/>
	<input type="checkbox"/> Yes	<input type="checkbox"/> No			<input type="checkbox"/>
	<input type="checkbox"/> Yes	<input type="checkbox"/> No			<input type="checkbox"/>
	<input type="checkbox"/> Yes	<input type="checkbox"/> No			<input type="checkbox"/>

**Bill Herman**

---

**From:** Mike Williams <mwilliams@auburnnhfire.org>  
**Sent:** Tuesday, December 21, 2021 1:56 PM  
**To:** Bill Herman  
**Subject:** Ladder 1 damage invoice  
**Attachments:** Scan\_0060.pdf

Hello Bill,

This is the invoice from when the ladder was damaged from pulling into the driveway and dragged the jack. Can this come out of the towns insurance line or from the apparatus fund?

Thanks

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

# SRO Invoice

Page 1 of 5



530 JOHN DIETSON BOULEVARD  
NORTH ATTLEBORO, MA 02763-1080

Phone (508) 695-7138

Number: 0000097821

Date: 12/8/2021

Salesperson: 383

Customer: 343

Sold To: Ship To:

Auburn Fire Department  
55 Eaton Hill Road  
Auburn, NH 03032 USA

Auburn, NH Fire Department  
55 Eaton Hill Road  
Auburn, NH 03032 USA

Customer P.O.	SRO	SRO Type	Description	Terms
	0000063458	Maine	AUBURN NH, LDDR 1	Net 15

Unit: 137543

Mfg Name: E-One

In Service Date: 3/6/2013

Unit Description: L1

VIN Number: 4EN6AHA81C2007543

Mileage: 48,487

Operation	Description	Price	Qty	Amount
10	SHORT JACK LIGHT ON ALL THE TIME			
<b>Correction:</b> Ran the truck, engaged aerial PTO and turned-on aerial master. Short jack light is on for the right side, put the outrigger out and checked the switches. Found that the short jack switch was stuck in and severely corroded. Took photos for the office to order. 11/18/21 Removed the jack spacer cover to access the wires, cut all wire ties, unplug, and removed switch. Pinned new switch and installed on jack. Secured all wires and plugged in the switch test and adjusted switch. Verified operation and system tested good.				
376345	Switch Micro For Outriggers Hp Ladders	245.93	1.00	245.93
645044	SWITCH 10MM PROXIMITY SENSOR	194.93	1.00	194.93
656135	SWITCH 10MM PROXIMITY SMALL DIA	179.76	1.00	179.76
645044	SWITCH 10MM PROXIMITY SENSOR	194.93	-1.00	-194.93
656135	SWITCH 10MM PROXIMITY SMALL DIA	179.76	-1.00	-179.76
	Total Material			245.93
	Labor		Qty: 3.40	462.00
	Total for Operation: 10 SHORT JACK LIGHT ON ALL THE TIME			707.93

707.93

SRO# 0000063458

Visit [www.GreenwoodEV.com](http://www.GreenwoodEV.com) for exclusive offers

Contact: Chief Edward Gannon

Subtotal	*****
Shipping and Handling	*****
Sales Tax	*****
Trade Discount	*****
Payment/Credit Amount	*****
Balance	*****

# SRO Invoice

Page 2 of 5



530 JOHN DIETSCH BOULEVARD  
NORTH ATTLEBORO, MA 02763-1080

Phone (508) 695-7138

Number: 0000097821

Date: 12/8/2021

Salesperson: 383

Customer: 343

Sold To: Ship To:

Auburn Fire Department  
55 Eaton Hill Road  
Auburn, NH 03032 USA

Auburn, NH Fire Department  
55 Eaton Hill Road  
Auburn, NH 03032 USA

Customer P.O.	SRO	SRO Type	Description	Terms
	0000063458	Maine	AUBURN NH, LDDR 1	Net 15

## 20 REPAIR SEAT BELT SENSORS -

**Correction:** ALARM WHEN YOU ARE SEAT BELTED: Tested system and found two seat switches are faulty. Spoke with the Chief and he does not want to replace them, he just wants the alarms shut off. I told him we need that in writing as he is the AHJ. Removed the upper panel, unplugged the seat alarm, and reinstalled panel. Verified that the alarm does not sound.

Labor

Qty: 1.50 225.00

Total for Operation: 20 REPAIR SEAT BELT SENSORS -

225.00

## 30 NYLON BUSHINGS FOR LADDER CRADLE

**Correction:** Parts drop shipped to dept and they will install.

399319	PAD 70/75 SIDE SECTION 2	59.31	2.00	118.62
446908	PAD SLIDE NYL PND WWAY HP70/75	167.90	4.00	671.60
900651	Bolt .3125-18X.75SS SCKTHDCAP	5.18	8.00	41.44
446908	PAD SLIDE NYL PND WWAY HP70/75	167.90	-4.00	-671.60
446908	PAD SLIDE NYL PND WWAY HP70/75	167.90	4.00	671.60
673856	PAD SIDE UHMW CRADLE HP95MM	106.43	2.00	212.86
121743	Pad Nylatron For Bottom Ladder Cradle	25.43	2.00	50.86
446908	PAD SLIDE NYL PND WWAY HP70/75	167.90	-4.00	-671.60
399319	PAD 70/75 SIDE SECTION 2	59.31	-2.00	-118.62

1,238.09

SRO# 0000063458

Visit [www.GreenwoodEV.com](http://www.GreenwoodEV.com) for exclusive offers

Contact: Chief Edward Gannon

Subtotal	*****
Shipping and Handling	*****
Sales Tax	*****
Trade Discount	*****
Payment/Credit Amount	*****
Balance	*****

# SRO Invoice

Page 3 of 5



530 JOHN DIETSCH BOULEVARD  
NORTH ATTLEBORO, MA 02763-1080

Phone (508) 695-7138

Number: 0000097821

Date: 12/8/2021

Salesperson: 383

Customer: 343

Sold To Ship To

Auburn Fire Department  
55 Eaton Hill Road  
Auburn, NH 03032 USA

Auburn, NH Fire Department  
55 Eaton Hill Road  
Auburn, NH 03032 USA

Customer P.O.	SRO	SRO Type	Description	Terms
	0000063458	Maine	AUBURN NH, LDDR 1	Net 15

Total Material 305.16

Total for Operation: 30 NYLON BUSHINGS FOR LADDER CRADLE 305.16

## 40 AUTO AIR EJECT INOP

**Correction:** Air eject cover is broken, removed the cover and found internal screws loose and not allowing the piston to eject the plug. Removed the screws, apply blue Locktite and reinstall three screws total. Reinstalled cover, with the temporary repair. New complete auto eject will need to be ordered which comes with a new cover assy. Plugged in truck and verified repairs. 11/18/21 Removed the side panel from the truck, removed the air eject cover, and removed the air eject from the stainless panel. Bleed the air out to the system and removed the air line from the old eject. Removed the wiring and mounting plate from the old eject. Installed the wire on the new eject(customer supplied part) and applied thread tape to the check valve and installed the new eject. Reinstalled hose in the stainless panel. Verified operation and system tested good.

Labor Qty: 4.00 540.00

Total for Operation: 40 AUTO AIR EJECT INOP 540.00

## 50 CHECK ENGINE LIGHT FLICKERS IN DASH

**Correction:** Connected the laptop and used Cummins Insite to check for codes. The truck did not have any active codes, there were stored codes for coolant level and after treatment. Cleared the codes, ran the truck and verified that the light did not come back on.

Labor Qty: 0.80 120.00

Total for Operation: 50 CHECK ENGINE LIGHT FLICKERS IN DASH 120.00

1,898.09

SRO# 0000063458

Visit [www.GreenwoodEV.com](http://www.GreenwoodEV.com) for exclusive offers

Contact: Chief Edward Gannon

Subtotal	*****
Shipping and Handling	*****
Sales Tax	*****
Trade Discount	*****
Payment/Credit Amount	*****
Balance	*****

# SRO Invoice

Page 4 of 5



530 JOHN DIETSCHE BOULEVARD  
NORTH ATTLEBORO, MA 02763-1080

Phone (508) 695-7138

Number: 0000097821

Date: 12/8/2021

Salesperson: 383

Customer: 343

Sold To: Ship To:

Auburn Fire Department  
55 Eaton Hill Road  
Auburn, NH 03032 USA

Auburn, NH Fire Department  
55 Eaton Hill Road  
Auburn, NH 03032 USA

Customer P.O.	SRO	SRO Type	Description	Terms
	0000063458	Maine	AUBURN NH, LDDR 1	Net 15

60 1/2 RATE TECH TIME TRAVEL

Correction:

Quoted

600.00

Total for Operation: 60 1/2 RATE TECH TIME TRAVEL

600.00

70 RIGHT REAR JACK DAMAGE

Correction: It was necessary to trick the switch to get the jack out. Removed the cover and straightened, removed the switch plate, and straightened. Reinstalled the foot switch in the plate and reinstalled the plate. Ran the jack and adjusted the foot switch and plates for foot. Adjusted jack cover to be straight with truck. Tested all functions and verified operation.

Labor

Qty: 4.00

600.00

Total for Operation: 70 RIGHT REAR JACK DAMAGE

600.00

80 LADDER CRADLE SWITCH BRACKET BENT

Correction: Removed the wiring and switch, used a long adjustable wrench to straighten the switch mount. Reinstalled the switch and adjusted to the proper switch adjustment. Tested and verified operation.

Labor

Qty: 2.60

390.00

Total for Operation: 80 LADDER CRADLE SWITCH BRACKET BENT

390.00

90 MISC SHOP SUPPLIES /HAZMAT

Correction:

Quoted

325.81

3,813.90

SRO# 0000063458

Visit [www.GreenwoodEV.com](http://www.GreenwoodEV.com) for exclusive offers

Contact: Chief Edward Gannon

Subtotal	*****
Shipping and Handling	*****
Sales Tax	*****
Trade Discount	*****
Payment/Credit Amount	*****
Balance	*****

# SRO Invoice

Page 5 of 5



530 JOHN DIETSCH BOULEVARD  
NORTH ATTLEBORO, MA 02763-1080

Phone (508) 695-7138

Number: 0000097821

Date: 12/8/2021

Salesperson: 383

Customer: 343

Sold To Ship To

Auburn Fire Department  
55 Eaton Hill Road  
Auburn, NH 03032 USA

Auburn, NH Fire Department  
55 Eaton Hill Road  
Auburn, NH 03032 USA

Customer P.O.	SRO	SRO Type	Description	Terms
	0000063458	Maine	AUBURN NH, LDDR 1	Net 15

Total for Operation: 90 MISC SHOP SUPPLIES /HAZMAT

325.81

100

FLEET DISCOUNT

Correction:

Quoted

-521.60

Total for Operation: 100 FLEET DISCOUNT

-521.60

3,292.30

SRO# 0000063458

Visit [www.GreenwoodEV.com](http://www.GreenwoodEV.com) for exclusive offers

Contact: Chief Edward Gannon

Subtotal	3,292.30
Shipping and Handling	24.00
Sales Tax	0.00
Trade Discount	0.00
Payment/Credit Amount	0.00
Balance	3,316.30

December 20, 2021



William Herman  
Town Administrator  
Town of Auburn  
47 Chester Rd  
Auburn NH 03032

Dear William,

New technology gives Auburn better opportunities to save money and meet sustainability goals by installing solar energy on municipal-owned property.

**Pole-mounted trackers turn and pivot to follow the sun.** They take up much less space than stationary roof- or ground-mounted solar arrays and produce 75 percent more energy.

Trackers are versatile. We have installed trackers behind buildings, on hillsides, over parking lots, along setbacks – anywhere we can convert small patches of otherwise wasted or underutilized space into little clean energy power plants.

**We are looking for partner communities where we can install trackers at no cost to you.** We would fund, own, and maintain the array. We would lease the space from you and enter into a Power Purchase Agreement (PPA), selling you power at a lower rate than the utility.

**We could do this at multiple town-owned locations –** potentially tied to every electric meter you own.

Please contact me at 603-833-8870 or [fergus@brightspot.solar](mailto:fergus@brightspot.solar) to talk about how solar trackers can meet your needs.

Sincerely,

  
Fergus Cullen  
Brightspot Solar



*We installed this 3-tracker array on otherwise wasted land behind a car wash at 413 High St in Somersworth*

PS: It's at least worth having a conversation about it, right?

67 NH Route 11 • Farmington, NH 03835  
**Brightspot.solar • (603) 833-8870 • [info@brightspot.solar](mailto:info@brightspot.solar)**



## 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: December 30, 2021

Re: Status of Town Hall Lift

This is intended to be an informational report for the Board.

Following the December 14<sup>th</sup> meeting of the Zoning Board of Adjustment, a problem was experienced with the lift at the rear of the Town Hall. There was a problem that occurred immediately after a member of the public used the lift, and it was left inoperable. Signs were posted the lift was out of service and representatives from New England Lift Company were called to service the unit.

In this specific situation, it turns out that there were some switches which became bent and were not making appropriate connections in order to allow the lift to operate. It has been returned to full operation.

However, the Town was verbally advised that the motor that operates the lift was old and had been manufactured by a firm that went out of business 10 years ago. They are having difficulty securing replacement parts for this equipment which, should we have a major issue in the future, could result in needing to consider replacing the unit as opposed to repairing existing equipment. Verbally, they indicated that this could be an expense of \$30,000 or more, provided the replacement equipment fit the space that we have available. If it does not, we would be looking at a more significant expense.

Finance Director Patty Rousseau has requested a written estimate of the potential work so the Board would have it available for consideration before any future issue may develop.

There is no action for the Board to take at this point in time. This is just for information purposes.

Thank you for your consideration.

# MEMO

Date: December 30, 2021

To: Board of Selectmen

From: Patricia  
Finance Director

Re: 2021 Encumbered Amounts

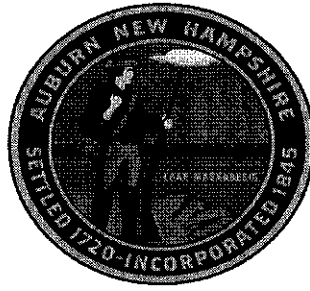
This is to verify encumbered amounts from this past year end of December 31, 2021. These amounts represent expenditures not made before the end of 2021, but the projects had been agreed to in 2021, or prior. Griffin Mill Bridge is not anticipated to begin until July of 2022 at the earliest with \$109,465.50 encumbered for 2021. The amount of \$2,060.00 to encumber for preservation of records by Kofile that were ordered in 2021 but will not be complete until 2022. The library request for office equipment purchased in 2021 at \$1,499.99 has not been fulfilled because of the item being backordered and will not be in the Library's possession until 2022. The amount of \$1,232 to be encumbered for the picnic table requested by Parks & Recreation which was ordered in 2021 and will not be delivered till 2022. The amount of \$556.98 will be encumbered for a printer belonging to the Town Clerk which was ordered in 2021 with an expected delivery in 2022. The water study that was requested for 2021 has not been completed but agreed upon has remaining work due by Stantec which is being split between two departments. The amount of \$15,210.50 will be encumbered from Planning and Zoning to satisfy work done for the water study. The second half will be encumbered in the amount of \$1,125.50 from Conservation to complete the total agreed upon expense for the water study resulting in \$16,336.00.

\$109,465.50	Road Recon/Griffin Bridge	01-4909-9-930-0
2,060.00	Records Preservation	01-4140-6-620-2
1,499.99	Library Equipment	01-4550-5-550-1
1,232.00	Parks & Recreation/ Table	01-4520-5-550-0
556.98	Town Clerk/Printer	01-4153-3-350-1
15,210.50	P&Z/ Water Study	01-4191-3-390-2
<u>1,125.50</u>	Conservation/ Water Study	01-4611-3-390-0
\$131,150.47		

Sign: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 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: January 7, 2022

Re: Electronic Presentation Equipment – Stritch Meeting Room

On January 5, 2022, Mike DiPietro sent the attached message and photo of the January 5<sup>th</sup> Planning Board meeting held at the Safety Complex Training Room and the use of the digital display equipment that has been put in place at the Safety Complex. His request is that the Selectmen consider installing such equipment in the Stritch Meeting Room at Town Hall.

In case you are not aware, the Training Room now includes two large flat screen TVs which have a laptop connected that can be used for various presentations and trainings.

I inquired of Fire Chief Williams how the system is set-up and he confirmed that they have used HDMI connections for the laptop to the two monitors, which simply means they are all inter-connected with cables that are largely run above the suspended ceiling in that room.

That type of set-up would be difficult at the Town Hall where we do not have a suspended ceiling to work with. It should also be noted that we do not have open, available corners in the Town Hall Meeting Room to post large monitors such as this on an angle. But that is not to say this type of equipment could not be utilized.

We would likely need to consider smaller monitors that are either hang flat against the side walls or may be positioned on heavy-duty portable stands from the floor. Or possibly even mounted from the front beam in the front of the room. The connection between a laptop and the monitors would likely be by Bluetooth or some other electronic connection versus cabling. And we would not want the laptop to have any connection to the Town's computer network. It would be a stand-alone unit solely serving this purpose.

I have contacted Brian Chasse, the Town's IT vendor, to discuss his recommendations for such a system on Monday (January 10<sup>th</sup>) which we should have for you in time for your meeting on January 10<sup>th</sup>.

Thank you for your consideration.

Attachment

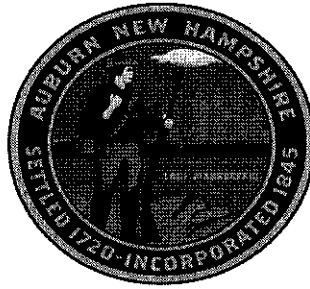
**From:** Mike DiPietro <mdp3358@yahoo.com>  
**Sent:** Wednesday, January 5, 2022 7:27 PM  
**To:** Bill Herman <townadmin@townofauburnnh.com>  
**Subject:** Donald Stritch meeting room upgrade



Hi Bill,  
Please ask the Selectmen to consider a monitor and related computer/connectivity, like pictured above, for the town hall meeting room. Funding could come from any number of sources.  
Thank You,  
Mike DiPiero

## 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: January 7, 2022

Re: Air Purifier & Allergen Multi-Filter Equipment – Police Department

On January 7, 2022, we received the attached inquiry to see if the Town would consider purchasing an air purifier and allergen multi-filter system for the Auburn Police Department where four officers in the past two weeks have tested positive for Covid, as did the contract prosecutor.

As I understand it, Peter Lennon (a part-time officer and full-time Fire Marshal for the City of Manchester) recommended particular piece of equipment. This unit would be placed in the general office area of the police department where most of the PD staff spend time together during the course of a day.

This particular unit covers up to a 1,200 square-foot area and captures 99.98% of particles, dust, allergens, viruses and smoke. Filters for the unit run around \$80 and are recommended to be changed every six months. The APD would be able to cover the filter costs through their existing Plant Costs or Office budget lines.

If there is interest on the Board's part, you might want to consider purchasing two or three units to also cover the booking & holding cells area, in addition to the Safety Complex Training Room.

Depending on the Board's thought process, this equipment could be purchased using either ARPA Funds provided by the federal government or the Town's Building Improvement Expendable Trust Fund. The following motions below would be appropriate, depending on the Board's consensus:

*Motion to obligate the amount of \$350.00 from the American Rescue Plan Act funds for the purchase of an air purifier and allergen multi-filter system for the Auburn Police Department.*

OR

*Motion to approve the purchase an air purifier and allergen multi-filter system for the Auburn Police Department at a cost of \$350.00 and to use funds from the Town Buildings Improvement Expendable Trust Fund for this purpose.*

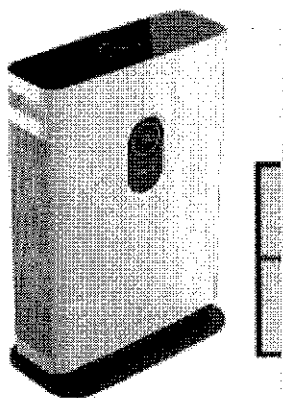
Thank you for your consideration.

Attachment

## Bill Herman

---

**From:** Lil Deeb  
**Sent:** Friday, January 7, 2022 9:35 AM  
**To:** Bill Herman  
**Subject:** Wondering if town had covid funds if they would consider purchasing this for the PD office??



★★★★★ 4.7

### Shark™ Air Purifier Allergen Multi-Filter Odor Lock and Smart Sensing

- 4-fan airflow
- Clean Sense IQ™
- HEPA filtration
- Odor protection

★ 10% OFF\* WITH F  
CODE BYE10

**\$349<sup>99</sup>**

Free S&H\*  
2-year limited warranty

feedback

Lillian Deeb, Office Manager  
Auburn Police Department  
55 Eaton Hill Rd, PO Box 339  
Auburn, New Hampshire 03032

**Town of Auburn  
Board of Selectmen  
December 20, 2021  
Town Hall  
Minutes**

**7:00 PM**

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

**Others Present:** Tom Carroll, Richard Paris, Yvette Paris, 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.

**Other Business**

**Approval of Payroll Manifest for the Week of December 20, 2021 - \$61,457.41**

***Mr. Bedard motioned to approve the Payroll Manifest for the week of December 20, 2021 in the amount of 61,457.41. 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 December 20, 2021**

Mr. Leclair read aloud and provided for inspection a copy of the Consent Agenda for the week of December 20, 2021 which included: two (2) void check manifests.

***Mr. Bedard motioned to approve the Consent Agenda for the week of December 20, 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 – Richard Paris & Yvette Paris, 202 Old Candia Road**

Mr. Leclair introduced himself and the other members of the Board of Selectmen to the applicants, Richard & Yvette Paris, who were present. Mr. Leclair summarized the application and asked the applicants if they had anything to add.

Mr. Leclair indicated it was pretty clear the record documents the Town merged the lots for convenience or tax purposes and advised the applicants that unmerging the lots would create two non-conforming lots. Mr. Rolfe noted the road to the barn was a Class VI Road.

***Mr. Bedard motioned to approve the application of Richard E. Paris, Sr., Trustee of the Paris Family Living Trust to restore the involuntarily merged lots (Lots 013-026 and 013-031) pursuant to RSA 674:39-aa. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mr. Herman advised the applicants the decision would be recorded at the Rockingham Registry of Deeds and a copy will go to the applicants. They should receive two separate tax bills in June.

### **New Business**

Mr. Herman provided a copy of an email from Meridian Land Services notifying the Town per NH Department of Environmental Services (NHDES) Dam Bureau of drawdown of Calef Lake to the purpose of reconstructing the existing dam located on the lake. The notice dated December 1, 2021 from NHDES stated they will withhold issuance of a permit for a period of 20 days to allow opportunity for the municipality to submit data or pertinent information. They asked that the notice be announced at the Selectmen's meeting.

### **Old Business**

#### **Replacement of Front Door – Town Hall**

Mr. Herman provided the Board with an estimate from Pidcor for replacement of the front door at Town Hall dated 12/19/21 in the amount of \$10,995 which includes an electronic safety and security allowance.

Mr. Leclair recommended tabling the discussion to obtain more estimates.

#### **Goal Setting Meeting for 2022**

Mr. Herman reported he discussed dates for meeting with Primex for the 2022 Goal Setting Meeting and they provided three potential dates in April of 2022.

Mr. Leclair and Mr. Rolfe indicated they were in favor of meeting on April 27<sup>th</sup> at 4 PM.

#### **Step Increases – Deputy Town Clerk and Town Administrator**

Mr. Herman noted the Board reviewed the annual performance evaluation of the Town Administrator's position at the last meeting. He reported during the past week Town Clerk Kathleen Sylvia advised him that the Deputy Town Clerk has completed State of New Hampshire certification programs for her position which upon completion would advance her from Labor Grade 4, Step 4 to Labor Grade 4, Step 5.

***Mr. Bedard motioned to approve a step increase for the Deputy Town Clerk from a Labor Grade 4, Step 4 to a Labor Grade 4, Step 5 due to successfully completing the State of New Hampshire Certification programs. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***



***Mr. Bedard motioned to approve a step increase for the Town Administrator from a Labor Grade 20, Step 17 to a Labor Grade 20, Step 18 based on a positive performance evaluation. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

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

Mr. Rolfe reported the Planning Board met, and Tristan Smiley will be back in February to discuss the brewery; Geraldine Silva applied for a subdivision of two lots into four lots on Chester Turnpike, which was approved, Liberty Woods had a lot-line adjustment, and Matthew Scott reported all of the school buses have been relocated and provided two salt bins on site.

#### **Next Meeting/Events**

- Monday, January 10, 2022 – Board of Selectmen's Meeting – 7:00 PM
- Monday, January 24, 2022 – Board of Selectmen's Meeting – 7:00 PM

#### **Minutes**

##### **December 13, 2021 Public Meeting**

***Mr. Bedard motioned to approve the December 13, 2021 Public Meeting Minutes. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

##### **December 13, 2021 Non-Public Meetings (x3)**

***Mr. Bedard motioned to approve the three (3) December 13, 2021 Non-Public Meeting Minutes. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

**Non-Public Session pursuant to provisions of RSA 91-A: 3, II (a) the compensation of any public employee and Non-Public Session pursuant to provisions of RSA 91-A: 3, II (d) the consideration of the lease of real property**

***Mr. Leclair motioned to go into non-public session pursuant to the provisions of RSA 91-A: 3, II (a) the compensation of any public employee and RSA 91-A: 3, II (d) 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. With all in favor, the motion passed 3-0-0.***

The meeting room was closed to the public at 7:17 PM.

***Mr. Leclair motioned to come out of non-public session. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.***

The Board reviewed the report from Chief Williams and positive performance review after 12 months of employment for Firefighter Michael LaPrade.

The meeting room was reopened to the public at 7:26 PM.

***Mr. Bedard motioned to seal the minutes of the two Non-Public Sessions held under the provisions of RSA 91-A:3, II (d) – the consideration of sale, purchase or lease of real property. Seconded by Mr. Rolfe. A roll call vote was taken: Mr. Leclair – aye; Mr. Bedard – aye; and Mr. Rolfe – aye. The motion passed unanimously.***

***Mr. Bedard motioned to approve a step increase for Firefighter Michael LaPrade from a Labor Grade 6, Step 8 to a Labor Grade 6, Step 9 based on a positive performance evaluation. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Adjourn**

***Mr. Leclair motioned to adjourn the meeting at 7:27 PM. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy Hoijer  
Recording Secretary