

**Town of Auburn
Board of Selectmen
February 2, 2022
Town Hall
7:00 p.m.**

() Call to Order – Pledge of Allegiance

Approval of Payroll Manifest for the Week of January 17, 2022 -- \$51,476.83
Approval of Accounts Payable Manifest for the Week of January 24, 2022 -- \$260,148.40
Approval of Accounts Payable Manifest for the Week of January 24, 2022 -- \$11,615.00
Approval of Payroll Manifest for the Week of January 31, 2022
Approval of Consent Agenda – Week of January 31, 2022

() Appointments with the Board

- Monthly Meeting – Fire Chief Mike Williams
- Deliberative Session Review – Town Moderator Tom LaCroix

() New Business

- Final 2021 Landfill Inspection Report
- Solar Energy Tracking Proposal
- Status of Town Hall Lift
- Electronic Display Equipment – Stritch Meeting Room
- Online Building Permit Software
- Priscilla Lane Right-of-Way & Lot Line Adjustment
- FY 2020 Fiscal Audit

() Old Business

- NH Locality Equipment Purchase Program

() Report / Comments of Ex-officio Board Representatives

() Other Business

() Next Meetings / Events

- Saturday, February 5, 2022 – Deliberative Session – 9:00 AM
- Monday, February 7, 2022 – Board of Selectmen's Meeting – 7:00 PM
- Monday, February 28, 2022 – Board of Selectmen's Meeting – 7:00 PM

() Minutes

- January 10, 2022 Public Meeting

() Non-Public Session pursuant to RSA 91-A: II (a) and (d)

- Consideration of the compensation of a public employee and the leasing real or personal 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."



TOWN OF AUBURN, NEW HAMPSHIRE

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



Fire Chief Michael Williams

Deputy Fire Chief Robert Selinga

Auburn Fire-Rescue Department Monthly Report December 2021

The Auburn Fire Rescue Department responded to 53 Incidents for the month, Incident responses are broken down as listed below.

Building Fire:	0
Vehicle/equipment Fires:	1
Brush:	0
Fires, all other:	0
Alarm Call no fire:	4
Hazardous Conditions:	2
Rescue/EMS:	29
Service calls:	7
Good intent calls:	10
Total:	53

Fire Chiefs Report

- Attended the selectmen's meeting to review my monthly Fire Department report.
- Hosted Bimonthly Officers meeting.
- Submitted the monthly call firefighter payroll.
- Monthly NHIFRS reports were exported to the State of N.H.
- Continued to prepare the area @ the complex for the new PPE extractor and dryer, the washer and dryer are here scheduling installation.
- Gator 1 went out of service and is currently @ Rosencrantz with a driveshaft issue.
- The AFD Christmas part was held @ the Auburn Pitts.
- Annual SCBA fit testing was completed.
- Assisted Santa with his Town wide tour.
- Attached you will find the December, quarterly and annual incident reports.
- Responded to emergencies and meetings as needed and required.
- I continually meet with Fire officers and Department members as needed and required.

Fire Prevention Report

- 2 Annual life safety inspections.
- 2 Oil burner inspections completed.
- 0 Fire separation inspection completed.
- 0 rough residential fire sprinkler inspection completed.
- 1 Wood stove inspection completed.
- 0 Oil tank inspection completed.
- 0 Fireworks inspection completed.
- 1 Pellet stove inspection.
- 0 Place of assembly permit.
- Plans review on Chester Turnpike shared driveway, and with proposed storage building on Hooksett Road.

Deputy Fire Chief Bob Selinga

- Assists with checking members off on fire apparatus as driver/operators.
- Responds to emergencies as requested.
- Coordinates and fills per diem weekend coverage shifts.
- Working on updating the gator policy.
- Assists the Fire Chief with many departments related issues.

Fulltime Day Crew

- Completed many fire prevention week events @ AVS and at local daycares.
- Prepared new PPE/Drying room.
- Weekly, Daily assigned tasks.
- Complete daily vehicle checks.
- Completes daily station chores.
- Public relations with AVS students.
- Assisted with Christmas events around town.
- Winterized F1
- Assisted Parks and rec with filling skating rinks.
- Air bag training.
- Cooked Christmas breakfast for all AFD members.
- Updating vehicle check sheets.
- Responds to emergencies as requested, see report.
- Assisted with fire Inspections as needed.

Captain Pat Glennon (Facilities)

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

Captain Matt Barsaleau (Training)

- Assisted at Crew detail every other Sunday.
- Responds to emergencies as requested.
- Issued PPE as needed and requested.
- Matt Coordinates firefighter training for AFD.
- Worked with his crews on training requirements.

Lieutenant's Dignard, Sullivan & Szatynski Reports

- Responds to emergencies as requested.
- Lt. Sullivan ordered EMS supplies
- Lt. Dignard received the air bag and fire hose he ordered.
- Lt. Szatynski completed SCBA mask fit testing.
- Working with a new crew member on initial training.
- Worked with his assigned crew on training requirements.



TOWN OF AUBURN, NEW HAMPSHIRE

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



Fire Chief Michael Williams

Deputy Fire Chief Robert Selinga

Chairman Keith LeClair/Board members

01-06-22

Auburn Board of Selectmen

Board members,

At a recent fire officers meeting, the officers discussed our Rescue 1 and how it is currently being utilized. Over the past 30 years Auburn Fire-Rescue has had a rescue vehicle here in Town used in many capacities and continue to see the need for such a vehicle.

Prior to my arrival as the Fire Chief, this new rescue vehicle was approved by voters, purchased, and is currently operating as Auburn Rescue 1. This vehicle replaced an older ford chassis style rescue. This new vehicle carries numerous rescue tools and equipment for most incidents we respond to daily. The fire officers stand behind this vehicle and believe it will last the Town of Auburn just as many years as the previously owned unit.

New Fire apparatus is not getting any smaller due to the amount of technical equipment we now carry. This vehicle carries our cascade system, the jaws of life with associated equipment, water, heights and below grade rescues equipment and acts as a place of refuge for personnel on the scene of emergencies in the smart cab portion of the vehicle.

We are currently looking to revise a few of our response cards to change how this vehicle currently operates.

The Town of Auburn should be extremely proud of this vehicle as it will serve our community for many years to come as Auburn's Rescue 1.

Thank you,

Michael Williams

Chief of department



Auburn Fire December 2021 Statistics

Calls by Day of the Week

	Dec 2021
Monday	11
Tuesday	6
Wednesday	4
Thursday	11
Friday	9
Saturday	6
Sunday	6
Total	53

Fire / EMS Calls for Dec 2021

EMS Calls for Service	33
Fire Calls for Service	20
Total Calls For Service	53

Fire and Rescue Responses by Type

	Dec 2021
Building Fire	0
Vehicle/ Heavy Equipment Fire	1
Brush	0
Fires, other types	0
Alarm call no fire	4
Hazardous Condition	2
Good Intent	10
Service Call	7
Emergency Medical Services	29
Total Responses	53

	Simultaneous Incidents	Occurrences	Total	Simultaneous Incidents
Single Call		49	49	0
Two Calls Simultaneously		2	4	4
Three Calls Simultaneously		0	0	0
Four Calls Simultaneously		0	0	0
Five or More Calls Simultaneously		0	0	0
Totals			53	4
Dec 2021				8%

Mutual Aid/Auto Aid Given

	Dec 2021
Bedford	0
Candia	3
Chester	7
Deerfield	0
Derry	0
Hampstead	0
Hooksett	0
Hudson	0
Litchfield	0
Londonderry	1
Manchester	0
Northwood	0
Pelham	0
Raymond	0
Salem	0
Sandown	0
Windham	0
Total	11

Mutual Aid Received

	Dec 2021	Time of Day	Count
Candia	2	00:00 - 00:59	2
Chester	7	01:00 - 01:59	1
Deerfield	0	02:00 - 02:59	1
Derry	0	03:00 - 03:59	1
Hampstead	0	04:00 - 04:59	0
Hooksett	1	05:00 - 05:59	3
Hudson	0	06:00 - 06:59	3
Litchfield	0	07:00 - 07:59	0
Litchfield	0	08:00 - 08:59	3
Londonderry	0	09:00 - 09:59	7
Londonderry	0	10:00 - 10:59	3
Manchester	0	11:00 - 11:59	3
Manchester	0	12:00 - 12:59	2
NH Ranger	0	13:00 - 13:59	2
Raymond	0	14:00 - 14:59	3
Sandown	0	15:00 - 15:59	2
Total	10	16:00 - 16:59	1
		17:00 - 17:59	0
		18:00 - 18:59	4
		19:00 - 19:59	2
		20:00 - 20:59	3
		21:00 - 21:59	2
		22:00 - 22:59	1
		23:00 - 23:59	4
		Total Alarms	53

EMD Call Code

	Dec 2021
ALPHA	5
BRAVO	2
CHARLIE	6
DELTA	6
ECHO	0
NONE	14
OMEGA	0
Grand Total	33

Calls by Response Area

	Dec 2021
Grid AFD1	12
Grid AFD2	6
Grid AFD3	7
Grid AFD4	11
Grid AFD5	3
Grid AFD6	3
Mutual Aid Given	11
Total	53



Auburn Fire 4th Quarter 2021 Statistics

Calls by Day of the Week

	Q4 2021
Monday	25
Tuesday	21
Wednesday	14
Thursday	27
Friday	20
Saturday	18
Sunday	25
Total	150

Fire and Rescue Responses by Type

	Q4 2021
Building Fire	2
Vehicle/ Heavy Equipment Fire	2
Brush	0
Fires, other types	0
Alarm call no fire	18
Hazardous Condition	4
Good Intent	21
Service Call	22
Emergency Medical Services	81
Total Responses	150

Fire / EMS Calls for Q4 2021

EMS Calls for Service	89
Fire Calls for Service	61
Total Calls For Service	150

Simultaneous Incidents	Occurrences	Total	Simultaneous Incidents
Single Call	135	135	N/A
Two Calls Simultaneously	6	12	12
Three Calls Simultaneously	1	3	3
Four Calls Simultaneously	0	0	0
Five or More Calls Simultaneously	0	0	0
Totals		150	15
Q4 2021			10%

Mutual Aid/Auto Aid Given

	Q4 2021
Bedford	0
Candia	4
Chester	25
Deerfield	0
Derry	1
Hampstead	1
Hooksett	0
Hudson	0
Litchfield	0
Londonderry	2
Manchester	1
Northwood	0
Pelham	0
Raymond	0
Salem	0
Sandown	0
Windham	0
Total	34

Mutual Aid Received

	Q4 2021
Candia	3
Chester	25
Deerfield	0
Derry	3
Hampstead	0
Hooksett	2
Hudson	0
Litchfield	0
Londonderry	0
Manchester	0
NH Ranger	0
Raymond	0
Sandown	0
Total	33

Time of Day

	Count
00:00 - 00:59	4
01:00 - 01:59	4
02:00 - 02:59	3
03:00 - 03:59	4
04:00 - 04:59	0
05:00 - 05:59	4
06:00 - 06:59	7
07:00 - 07:59	4
08:00 - 08:59	7
09:00 - 09:59	9
10:00 - 10:59	10
11:00 - 11:59	9
12:00 - 12:59	12
13:00 - 13:59	9
14:00 - 14:59	10
15:00 - 15:59	9
16:00 - 16:59	4
17:00 - 17:59	5
18:00 - 18:59	7
19:00 - 19:59	9
20:00 - 20:59	5
21:00 - 21:59	7
22:00 - 22:59	3
23:00 - 23:59	5
Total Alarms	150

Calls by Response Area

	Q4 2021
Grid AFD1	32
Grid AFD2	14
Grid AFD3	31
Grid AFD4	31
Grid AFD5	5
Grid AFD6	5
Mutual Aid Given	32
Total	150

EMD Call Code

	Q4 2021
ALPHA	17
BRAVO	4
CHARLIE	16
DELTA	19
ECHO	3
NONE	30
OMEGA	0
Grand Total	89



Auburn Fire 2021 Statistics

Calls by Day of the Week	2021
Monday	81
Tuesday	89
Wednesday	92
Thursday	102
Friday	88
Saturday	89
Sunday	80
Total	621

Fire / EMS Calls for 2021	
EMS Calls for Service	328
Fire Calls for Service	293
Total Calls For Service	621

Calls by Response Area	2021
Grid AFD1	131
Grid AFD2	59
Grid AFD3	95
Grid AFD4	140
Grid AFD5	45
Grid AFD6	16
Mutual Aid Given	135
Total	621

Fire and Rescue Responses by Type 2021	
Building Fire	4
Vehicle/ Heavy Equipment Fire	4
Brush	6
Fires, other types	3
Alarm call no fire	80
Hazardous Condition	26
Good Intent	92
Service Call	120
Emergency Medical Services	286
Total Responses	621

Simultaneous Incidents	Occurrences	Total	Simultaneous Incidents
Single Call	560	560	N/A
Two Calls Simultaneously	26	52	52
Three Calls Simultaneously	3	9	9
Four Calls Simultaneously	0	0	0
Five or More Calls Simultaneously	0	0	0
Totals		621	61
2021			10%

Mutual Aid/Auto Aid Given	2021
Bedford	1
Candia	34
Chester	73
Deerfield	2
Derry	14
Hampstead	2
Hooksett	3
Hudson	0
Litchfield	0
Londonderry	2
Manchester	3
Northwood	0
Pelham	1
Raymond	1
Salem	0
Sandown	1
Windham	0
Total	137

Mutual Aid Received	Time of Day	Count
Candia	00:00 - 00:59	16
Chester	01:00 - 01:59	17
Deerfield	02:00 - 02:59	10
Derry	03:00 - 03:59	12
Hampstead	04:00 - 04:59	7
Hooksett	05:00 - 05:59	13
Hudson	06:00 - 06:59	20
Litchfield	07:00 - 07:59	28
Londonderry	08:00 - 08:59	30
Manchester	09:00 - 09:59	40
NH Ranger	10:00 - 10:59	41
Raymond	11:00 - 11:59	33
Sandown	12:00 - 12:59	43
Total	13:00 - 13:59	34
	14:00 - 14:59	35
	15:00 - 15:59	35
	16:00 - 16:59	28
	17:00 - 17:59	26
	18:00 - 18:59	33
	19:00 - 19:59	37
	20:00 - 20:59	28
	21:00 - 21:59	25
	22:00 - 22:59	19
	23:00 - 23:59	11
	Total Alarms	621

EMD Call Code	2021
ALPHA	57
BRAVO	19
CHARLIE	50
DELTA	69
ECHO	15
NONE	118
OMEGA	1
Grand Total	329

TOWN WARRANT STATE OF NEW HAMPSHIRE

To the inhabitants of the Town of Auburn, in the County of Rockingham in said State, qualified to vote in Town affairs:

You are hereby notified the **First Session** of the annual Town Meeting will be held in the gymnasium of the Auburn Village School in Auburn, New Hampshire, on **Saturday, February 5, 2022**, immediately following the Auburn School District Deliberative Session that begins at **9:00 a.m.**, for the explanation, discussion and debate of each Warrant Article, and to transact all business other than voting by official ballot. Warrant articles may be amended at this session per RSA 40:13, IV, subject to the following limitations:

- (a) Warrant Articles whose wording is prescribed by law shall not be amended.
- (b) Warrant Articles that are amended shall be placed on the official ballot for final vote on the main motion as amended.
- (c) No warrant article shall be amended to eliminate the subject matter of the article. An amendment that changes the dollar amount of an appropriation in a warrant article shall not be deemed to violate this subparagraph.

You are hereby notified that the **Second Session** of the annual Town Meeting will be held in the gymnasium of the Auburn Village School in Auburn, New Hampshire, on **Tuesday, March 8, 2022**, beginning at **7:00 a.m.** and ending at **7:00 p.m.** to elect officers of the Town by official ballot, to vote on questions required by law to be inserted on said official ballot and to vote on all Warrant Articles as accepted or amended by the First Session.

First: To bring your ballots for:

- Selectman for three years
- Town Moderator for two years
- Library Trustee for three years
- Cemetery Trustee for three years
- Trustee of Trust Funds for three years
- Supervisor of the Checklist for six years
- Police Commission for three years
- Planning Board for three years

Second: To see if the Town will vote to approve the cost items related to the first year of a five-year collective bargaining agreement which resulted from negotiations between the Auburn Board of Selectmen, the Auburn Police Commission and the Auburn Police Union, Local 216 and which represents an estimated increase of \$53,022 over FY 2021 salaries, fringe benefits and other cost items at the current staffing level for the ensuing year; and further to raise and appropriate the sum of Fifty-three thousand, twenty-two dollars (**\$53,022**), to fund those cost items for FY 2022. Cost items for FY 2023, FY 2024, FY 2025 and FY 2026 will be presented to the voters for their approval in March 2023, March 2024, March 2025 and March 2026 in accordance with the terms of the collective bargaining agreement. (**Recommended by the Board of Selectmen**) (**Recommended by the Budget Committee**)

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

Fourth: To see if the Town will vote to raise and appropriate the sum of Twenty-five-thousand dollars (**\$25,000**) to be placed into the Accrued Benefits Liability Expendable Trust Fund previously established. The sum of \$25,000 to come from the unreserved fund balance (surplus) as of December 31, 2021 with no additional amount to come from taxation in 2022. (Majority vote) **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

Fifth: 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) **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

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

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

Eighth: To see if the town is in favor of increasing the board of selectmen to five (5) members. (Majority vote required) **(By petition submitted and signed by at least twenty-five (25) certified petitioners)**

Ninth: To see if the Town will vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling **\$6,035,729**? Should this article be defeated, the default budget shall be **\$5,795,712**, which is the same as last year with certain adjustments required by previous action of the Town of Auburn or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. NOTE: This operating budget warrant article does not include appropriations contained in any other warrant article. **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

Tenth: To transact any other business that may legally come before the Town Meeting.

Given under our hands and seals this 24th day of January 2022.

Keith N. Leclair, Chairman

Todd R Bedard, Selectman

Michael J. Rolfe, Selectman
Auburn Board of Selectmen

Bill Herman

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 2nd 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"/>		

C. Decomposition Gas Control System [Ref Env-Sw 807.03(b)(9)]	Yes	No	N/A	Describe Condition
8. Is the permittee required to monitor methane generation from the landfill? If "no," provide an explanation in Section 7 (Additional Information). 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).	<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"/>	

D. Cap (Cover) Condition [Ref Env-Sw 807.03(b)(4)]	Yes	No	N/A	Describe Condition
1. Is cap settlement uniform? (i.e. No 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) If "yes," attach a summary table of all survey data collected, and provide an evaluation of any trends. Date(s) of the survey conducted this reporting year:	<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. Date(s) the landfill was mowed for this reporting year: N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Landfill mowed once in 2021 by 3 rd 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"/>		

E. Leachate Collection and Leak Detection Systems [Ref Env-Sw 807.03(b)(6) & Env-Sw 807.03(b)(7)]				Yes	No	N/A	Describe Condition
1. Are there any leachate breakouts or seeps, either on or off the landfill property?				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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

Action Item	Carried Forward from 2019?		Date Completed	Date to be Completed	Information Attached?
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"/>

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.

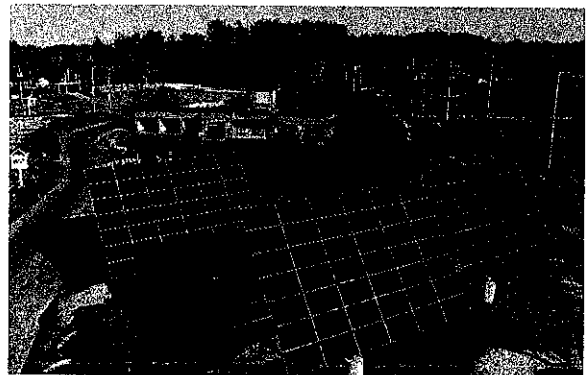
We are looking for partner communities where we can install trackers at no cost to you. We would fund, own, and maintain the array. We would lease the space from you and enter into a Power Purchase Agreement (PPA), selling you power at a lower rate than the utility.

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 to talk about how solar trackers can meet your needs.

Sincerely,


Fergus Cullen
Brightspot Solar



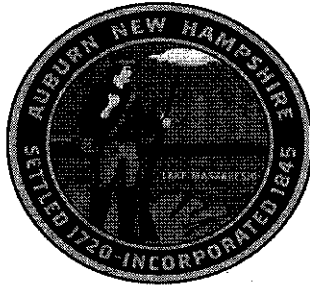
We installed this 3-tracker array on otherwise wasted land behind a car wash at 413 High St in Somersworth

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

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 14th 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.

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 5th 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.

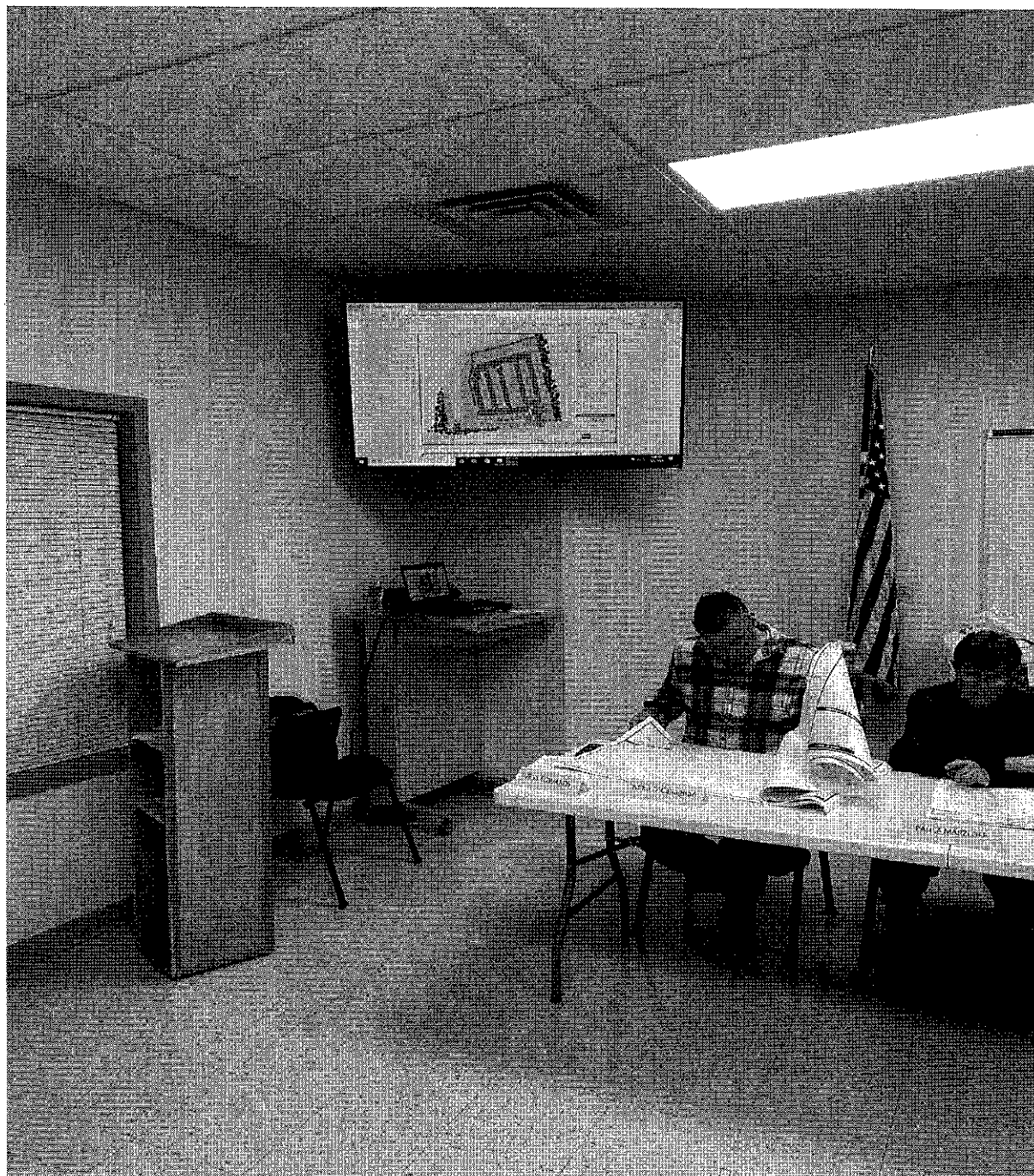
We would likely need to consider smaller monitors that are either hang flat against the side walls or may be positioned on heavy-duty portable stands from the floor. Or possibly even mounted from the front beam in the front of the room. The connection between a laptop and the monitors would likely be 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 10th) which we should have for you in time for your meeting on January 10th.

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 28, 2022

Re: Electronics for Town Hall Meeting Room

I am pleased to provide the attached information obtained through the Town's IT vendor for the possible set-up to the Stritch Meeting Room with a TV-type monitor and laptop connection for the display of information, plans and other presentations at various public meetings.

The attached proposals are submitted jointly from Kent Communications of Dover and ANS Networking (the Town's IT vendor) and include the purchase and installation of a 75" Samsung TV monitor and a laptop dedicated to the TV monitor. The total cost comes to \$2,403.09.

Please note, Brian Chasse indicates a Miracast USB device for wireless connectivity to the TV may be required, which could add an additional \$40 - \$125 to the cost, but this would only be ordered if it were needed for the monitor and laptop to wirelessly connect with each other.

Should the Board want to have an electrical outlet moved or installed so it would be behind the TV monitor so the cords are not visible against the wall, that is a service and expense not included in these numbers and would be for the Town to arrange.

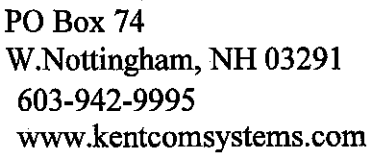
Overall, if this is the direction the Board would like to go in, I believe it would be possible for the Board to fund this work through either currently available federal ARPA funds or from the Town Buildings Rehabilitation Expendable Trust Fund.

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

Motion to obligate up to a total of \$2,555.00 from the American Rescue Plan Act funds (or – to withdrawn up to a total of \$2,555.00 from the Town Buildings Rehabilitation Expendable Trust Fund) for the purchase and installation of a 75-inch flat screen monitor and laptop system for displaying information during public meetings in the Stritch Meeting Room at Town Hall.

Thank you for your consideration.

Attachments



Date	Estimate #
1/25/2022	2508

Town of Auburn
47 Chester Road
Auburn NH 03032

A.N.S. Networking, Inc.
561 Central Ave
Dover, NH 03820

[illegible]

Bill Herman

From: Brian Chasse <brianc@ansnetworking.com>
Sent: Tuesday, January 25, 2022 10:02 AM
To: Bill Herman
Subject: TV Setup Quote
Attachments: Est_2508_from_Kent_Communication_Systems_LLC_19200.pdf

Hi Bill- Attached is the quote from Dave at Kent communications. Mine is below.

**LENOVO THINKBOOK 15 G2 ITL - 15.6" - CORE I5 1135G7 - 8 GB RAM -
256 GB SSD - US
\$757.59 (Shipping, \$20-\$30)**

We may need a miracast USB device for wireless connectivity to the TV, (\$40-\$125) I will order only if needed.

ANS Labor: 3-4 hours

Have a great day Bill

Brian



Brian Chasse
A.N.S. Networking, Inc.
Phone: 603-515-9935
Mobile: 603-817-1220
brianc@ansnetworking.com

559 Central Avenue STE 1
Dover, NH 03820
www.ansnetworking.com



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

Date	BOS Obligation	Amount	Notes	Date	Vendor Expenditure	Amount
6/21/2021	Gear Extractor and Dryer - FD	\$45,000.00	NTE*	12/15/2021	Rossino & Sons Plumbing	\$4,595.00
				1/10/2022	Daniels Equipment Company	\$24,132.18
				1/10/2022	Gemini Electric, Inc.	\$588.10
				1/13/2022	Gemini Electric, Inc.	\$1,821.92
				1/21/2022	Rossino & Sons Plumbing	\$1,395.00
6/21/2021	Two toilet/lav combos - PD	\$11,000.00	NTE*	6/30/2021	Legacy Mechanical Services	\$4,950.00
				7/28/2021	Legacy Mechanical Services	\$4,950.00
6/21/2021	Completion of Storage Building	\$25,840.00		9/1/2021	Pidcor, Inc.	\$21,490.00
				9/8/2021	J.H. Rolfe Construction	\$3,500.00
				9/22/2021	Alarm Systems Plus	\$645.00
				11/15/2021	Pro Technologies, LLC	\$588.15
6/21/2021	Telephone system - Fire Department	\$8,500.00	NTE*	6/14/2021	Vision Communications	\$3,550.00
	Telephone System - Police Department			8/11/2021	Vision Communications	\$4,475.00
6/21/2021	Eddows Field Clubhouse Repairs	\$3,000.00	NTE*	8/11/2021	NH CORE Properties, LLC	\$3,003.00
6/21/2021	BOS Office Desk & Chair	\$1,200.00	NTE*	6/23/2021	W.B. Mason	\$1,114.98
7/12/2021	Ceiling insulation of PD Office Area	\$13,695.00		7/14/2021	Quality Insulation	\$7,000.00
7/12/2021	Telephone System - Town Hall	\$4,950.00		7/20/2021	Vision Communications	\$4,950.00
8/2/2021	Air Compressor with Tool Attachment	\$4,406.93	NTE*	8/25/2021	Grainger	\$3,605.63
	and Installation - Highway			10/20/2021	JN Electric, Inc.	\$801.30

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

Date	BOS Obligation	Amount	Notes	Date	Vendor Expenditure	Amount
10/18/2021	15 Digital Portable Radios w/ Accessories - Fire Department	\$63,232.50	NTE*			
10/18/2021	Provide water with two spiket outlets to Longmeadow Cemetery	\$6,000	NTE*			
10/18/2021	Erosion Control & Landscaping - Longmeadow Cemetery	\$12,000				
10/18/2021	Repair 21 Broken Headstones - Longmeadow Cemetery	\$5,000				
1/10/2022	Air Purifier & Allergen Multi-Filter	\$350				
TOTAL		\$204,174.43				\$97,155.26
8/3/2021	ARPA Funds Received	\$292,188.81				\$292,188.81
	Balance Available:	\$88,014.38				\$195,033.55

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 14, 2022

Re: Auburn Online Building Permitting Software – ARPA Funds

I am pleased to provide the attached report from Building Inspector / Code Enforcement Officer Carrie Rouleau-Cote containing her recommendation for a new online permitting program for Auburn, and the summary information on the program.

The system being proposed is one that is already being used by the Town of Hooksett, and the system with the tablet program will eliminate additional work that is mechanically being done by either Carrie or Denise after field inspections are performed.

I would note that the annual licensing costs for this proposed system are almost identical to the combined cost of the Avitar building permit program and the online system that Auburn used to utilize. The initial set-up costs are an expense that could be an appropriate item to be included in the Town's utilization of the federal American Recovery Plan Act (ARPA) funds.

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

Motion to obligate up to a total of \$13,740 from the American Rescue Plan Act funds for the year one set-up and operational costs for the Full Circle Technologies online permitting software as presented by Building Inspector Carrie Rouleau-Cote.

Thank you for your consideration.

Attachments

MEMORANDUM

To: Auburn Board of Selectmen
William Herman, Town Administrator

From: Carrie Rouleau-Cote,
Building Inspector/Code Enforcement

Date: January 10, 2022

RE: Auburn On Line Permitting Software
Full Circle Technologies Services
Implementation Cost Proposal

After many months of research, virtual meetings and review of IT capability with other town software vendors, I am asking the Board of Selectmen/Town Administrator to review my recommendation to enter into an agreement with Full Circle Technologies to implement the PermitEyes 20/20 E-Permitting Software as a service to the Town of Auburn.

In addition to offering a portal for residents and contractors to secure permits using an online portal, the software will be used to record all building permit actions, including records of inspections and documents submitted electronically through the process.

Highlights of the modules I have chosen for the Town of Auburn:

- On line, cloud based permitting and licensing. Accept on line requests, manage approvals, collect payments and issue approvals.
- On line payment utilizing the e-Gov credit card payment option as well as traditional check and/or cash at window.
- Building Department Tablet Program which will allow record keeping in the field with software designed for mobile performance that will connect with cloud data base when internet connection is detected. Inspection reports will be automatically distributed as they are completed.
- Historical data migration. All permit information currently part of the Town of Auburn software system will be transferred and made part of the PermitEyes database. No permitting information currently in the system will be lost. Compatibility has been reviewed by Brian Chasse, Auburn IT contractor.

- All property assessing information will be imported into the permitting system as part of the start up process. Auburn staff will update assessing information on a monthly or quarterly basis as needed and provide report to Full Circle Technologies which will do a system update. This is considered a "manual" update vs automatic, but given the volume of property/ownership transfers we feel this method will suffice.
- Remote (webinar) training for Town of Auburn staff will be provided as part of the contract pricing.
- PermitEyes is currently being used by the Town of Hooksett and Town of Derry. It appears user friendly and comprehensive in the amount of information collected, completion of fields based on assessing data base and ultimate production of various permits.
- Previously the Town of Auburn contracted with two separate vendors for the building permit data base and on line permitting software. (Avitar for building permit records, ECity for on line permitting). This will be one software accomplishing both functions, in addition to maintain an electronic record of inspections performed for each project. This has been a function that I have been asking of Avitar for years to no avail.

As you will see a breakdown is as follows:

	Initial Setup	Annual
PermitEyes program building module	\$4430.00	\$2490
On line payment	\$ 250.00	n/a
PermitEyes Accessory Tablet	\$2900.00	\$1170
Historical Data Migration	\$2500	n/a

It is my goal to move forward and bring the system on line before the spring rush.

I will be happy to discuss with you any questions you may have about the program and/or reasoning why I have chosen the module options to be implemented.

Thank you
 Carrie Rouleau-Cote
 Building Official/Code Enforcement Officer
 Town of Auburn

Selected PermitEyes Departmental Modules, Features, and Services

Item	Description	Itemized Price	
PermitEyes Program Building Module	Online, cloud based permitting and licensing solution. Unlimited staff and applicant users. <ul style="list-style-type: none"> Accept online requests, route through workflows, manage approvals, collect payments, and issue approvals as configured for the Department and Community. 	One Time	\$4,430
	Support & Maintenance <ul style="list-style-type: none"> All hosting & storage; standard updates & upgrades under normal conditions, phone & email support 	Annual	\$2,490
Online Payment Integration	<p>Integration with an online payment provider of the Community's choice through API to allow for applicants to pay for their applications online with credit card or EFT.</p> <p>Separate sets of API credentials may be required for each departmental module and / or bank acct into which funds from online payments may be deposited.</p> <p>Online Payment Integration requires that any APIs be supplied by the third party online payment provider.</p> <p>Please note that it is the responsibility of the Community to ensure that any necessary accounts (usually by department) are set up between the Community and the third party software vendor.</p> <p>FCT may provide technical details where required, but FCT canNOT negotiate any agreements between the Community and any third party vendor.</p> <p>\$250 per API integration (usually per departmental module unless multiple bank accounts are required for any single departmental module)</p>	One Time	\$250
PermitEyes Accessory Tablet Program APK for Building Module	The Tablet Program is an application tailored for easy use in the field. Inspections are performed on a tablet device with specially designed features for mobile performance	One Time	\$2,900
	Support & Maintenance - All standard updates & upgrades under normal conditions • Phone and email support	Annual	\$1,170
Historical Data Migration Option 2 : Field-by-field Import into PermitEyes Forms For the Provided	<p>Individual field-by-field import by manually mapping the two databases so that previous system data will become PermitEyes data with best possible match rate*</p> <p>Imported elements will be seen as if originally entered in PermitEyes, will be searchable, and <u>will</u> allow imported records to be processed in the PermitEyes Program.</p> <p>Data Migration Options 1 and 2 are <i>either-or</i> options (if desired). One or the other may be selected per DB, but not both.</p> <p>Please note that any database(s) proposed for import into PermitEyes may be <u>subject to review</u> before a quote can be provided.</p> <p>Imports will be quoted for <u>each database separately</u> based on the organization and integrity of the data.</p> <p>* We cannot guarantee that 100% of data will migrate effectively due to inherent design differences between softwares.</p>	One Time	\$2,500

Bldg DB	Success is contingent on the quality and organization of data which is exported from the previous system.		
Remote (Webinar) Departmental Staff Training	Expert assistance from a project manager during which time you will gain an expert understanding of the Software as you tailor the system to suit your Community.	Included	
Assessor System Integration Option 1 : Manual Import	Integration solution with assessor system to import property information. This manual ad hoc import of the Assessors DB extract allows applicants to choose from a bank of site addresses and the property owner details will flow in automatically into the application form as applicable.	Option 1	Included

Costs by Type and Year (For Above Selected Options)

Item / Feature	One Time Setup Costs	Price Each Year *
PermitEyes Program Building Module	\$4,430	\$2,490
Online Payment Integration	\$250	N/A
PermitEyes Accessory Tablet APK for Building	\$2,900	\$1,170
Historical Data Migration Op 2 for Provided Bldg DB	\$2,500	N/A
Subtotals	\$10,080	\$3,660
Max. Total Year One *	\$13,740	
Total Each Year Thereafter	\$3,660	
Notes :	* Support is deemed to be in effect at the delivery of each departmental module and any costs associated with the first year of annual support are to be invoiced and paid upon delivery of each module.	

- Continued on Next Page -

Other Additional Options NOT Included in Above Selected Options

Item	Description	Itemized Price		Check to Select
PermitEyes Program Building Complaints Sub-Module (Optional)	Record complaints and violations, receipt of fines, issuance of tickets, set global flags against parcels. The Building Complaints Sub Module cannot be purchased without also purchasing the Building Module	One Time	\$1,480	<input type="checkbox"/> Select
	Support & Maintenance •All hosting & storage • All standard updates & upgrades under normal conditions • Phone and email support	Annual	\$1,390	
Assessor System Integration Option 1: Manual Import	Integration solution with assessor system to import property information. This manual ad hoc import of the Assessors DB extract allows applicants to choose from a bank of site addresses and the property owner details will flow in automatically into the application form as applicable.	Option 1	Included (as shown above)	
Assessor System Integration Option 2: Automatic Import (Optional)	Periodic update by automated script for assessor DB <u>import into PermitEyes</u> . This automatic import of the Assessors DB extract allows the address and property owner information to be kept up-to-date in PermitEyes through scheduled updates Typically, we provide an FTP folder to serve as the destination for exported DBs (in a predetermined format) from the Community's CAMA system. PermitEyes will then automatically retrieve this data and automatically import the parcel information into PermitEyes. The most up-to-date parcel and ownership information will then show on the front end of PermitEyes on any new application records, the Parcel Management Homepage, and any applicable PermitEyes GIS features configured for the Community. <u>Third party CAMA software must be capable of periodic import and/or export</u> for this feature to be implemented. Please note that it is the responsibility of the Community to ensure that any agreements between the Community and the third party software vendor will support periodic export / import integration. FCT may provide technical details where required, but FCT cannot negotiate any agreements between the Community and any third party vendor.	One Time	\$2,700	<input type="checkbox"/> Select
		Annual	\$600	
Assessor System Integration Option 3: Automatic Export (Optional)	Periodic automated script for assessor DB <u>export from PermitEyes</u> . This automatic export of permit data creates a report or file which can be imported into the Community's assessing / CAMA software <u>Third party CAMA software must be capable of periodic import and/or export</u> for this feature to be implemented. Please note that it is the responsibility of the Community to ensure that any agreements between the Community and the third party software vendor will support periodic export / import integration.	One Time	\$1,200	<input type="checkbox"/> Select
		Annual	\$400	

	<p>FCT may provide technical details where required, but FCT canNOT negotiate any agreements between the Community and any third party vendor.</p>			
GIS Integration Option 1 By Extract (Optional)	<p>Import all GIS/location information from GIS/Master Address Table into PermitEyes "staff side"</p> <p>PermitEyes is capable of creating a dynamic link between permit records and imported GIS databases through a built-in GIS web viewer engine.</p> <p>This allows the software to highlight or mark the property for which the application is made, and pull in the selected layers relevant to parcel information as provided by the Community. Other features may include the generation of abutter lists and the identification of wetland and conservation restrictions.</p> <p>With GIS Option 1, the related GIS data will be hosted by Full Circle as provided by the Community and / or State GIS. Extracted data will be imported into PermitEyes manually as delivered by the Community for updates.</p> <p>GIS Options 1 and 2 are either-or options (if desired) and will pertain to all applicable departmental modules</p>	One Time	\$2,300	<input type="checkbox"/> Select
		Annual	\$900	
GIS Integration Option 2 Live Linkage to Third Party GIS Vendor or ESRI Server (Optional)	<p>PermitEyes can link GIS/location information from third party GIS software through FTP autoscripts or API, such as the "Rest Services" API through ArcGIS Online.</p> <p>The built-in GIS web viewer engine on the "staff side" will sync to the Community's GIS server or published services in real time to pull in the relevant layers/services. Search functions are dynamically linked to the map and permit locations are updated dynamically on the map when the staff performs searches by location. As an application goes through its various stages, (eg. payment made, permit issued, inspection completed) these can in turn, trigger updates to be sent to some third party GIS software as configured/allowable there.</p> <p>With GIS Option 2, the related GIS data will be hosted by a third party vendor and fetched via API integration to be pulled into PermitEyes. Fetched data will be imported into PermitEyes automatically as triggered by a sync of the PermitEyes GIS interface with the configured set of services published by the third party.</p> <p>*Third party GIS software must have an API and / or be capable of import / export for this feature to be implemented. It is the responsibility of the Community to ensure that any agreements between the Community and any third party vendors allow and include the functionality required in the third party software for PermitEyes to integrate with accordingly.</p> <p>GIS Options 1 and 2 are either-or options (if desired) and will pertain to all applicable departmental modules</p>	One Time	\$4,400	<input type="checkbox"/> Select
		Annual	\$1,250	
Public View Interface Read Only (Optional)	<p>Public View feature where members of the public can view permit data on a read-only basis and perform basic searches as needed. This is a third interface, separate from the staff and applicant "sides" of the Program.</p> <p>\$950 for the first module and \$500 per subsequent module.</p> <p>One time costs for this option are per each configured departmental module.</p>	One Time	By Module	<input type="checkbox"/> Select Qty :
On-Site Departmental Staff Training (Optional)	<p>Expert assistance from a project manager during which time you will gain an expert understanding of the Software as you tailor the system to suit your community.</p> <p>\$950 per one (1) module per one (1) half-day session</p> <p>PLEASE NOTE: All onsite training and / or client meetings are suspended until further notice pursuant to the current</p>	One Time	By Session	<input type="checkbox"/> Select Qty :

	COVID-19 pandemic. Remote, "webinar" style training and client meetings will still continue as regularly scheduled.			—
Other API/FTP Autoscript Connectivity to Third Party Software (Optional)	<p>Any other automated connectivity between PermitEyes and a third party software through the use of an API or bridge-files generated and passed through FTP between servers with an autoscript export/upload functionality</p> <p>Third party software must have an API and / or be capable of import / export for this feature to be implemented.</p> <p>It is the responsibility of the Community to ensure that any agreements between the Community and any third party vendors allow and include the functionality required in the third party software for PermitEyes to integrate with accordingly.</p> <p>FCT may provide technical details where required, but FCT canNOT negotiate any agreements between the Community and any third party vendor.</p>	One Time	By Review Only	<input type="checkbox"/> Select

Payment Terms

For PermitEyes Departmental Modules :

- **One time costs**
 - **40%** of the one time cost per item is to be invoiced and paid at connection of the Program to the Community's assessor database (or equivalent db) extract during development.
 - **40%** of the one time cost per item is to be invoiced and paid upon delivery of the first beta site for each departmental module.
 - **20%** of the one time cost per item is to be invoiced and paid upon delivery of the final URL site for each departmental module.
- **Recurring costs**
 - **Support is deemed to be in effect at the delivery of each departmental module** and any costs associated with the first year of annual support are to be invoiced and paid upon delivery of each module.
 - Each year, recurring costs associated with annual support are to be invoiced and paid for any and all PermitEyes Departmental Module(s) delivered on or before the date of the invoice.


For other services and products provided by Full Circle Technologies :

- **One time costs**
 - **100%** of the one time cost per item is to be invoiced and paid upon delivery or performance of each service and / or product
- **Recurring costs**
 - **As applicable, support is deemed to be in effect at the delivery or performance of each service or product** and any costs associated with the first year of annual support are to be invoiced and paid upon delivery or performance.
 - As applicable, each year, recurring costs associated with annual support are to be invoiced and paid for any and all other services and / or products delivered or performed by Full Circle Technologies on or before the date of the invoice.

Pricing Disclaimer

Any update or revision of this document by FCT at the request of the Community which constitutes the provision of a new document, will render the information on this document void. If no replacement cost proposal document is issued, the pricing rates provided for the products and services presented in this document will be considered valid for a period of one (1) year from the document date, as indicated on the title page of the document. If no action is taken by the Community to procure products and / or services from Full Circle Technologies at the conclusion of the one (1) year period from the document date, the pricing contained in this document will be considered void. Updated pricing may be provided by FCT at that time, by request of the Community.

Signatures

Full Circle Technologies, Inc	Authorized Agent for the Town of Auburn, NH
 Rajan P. Nanda Director Date: 1/10/2022	Signed: _____ Print Name: _____ Title: _____ Date: _____

- End of Document -

Proposed Warrant Article:

To see if the Town will vote to authorize the Selectmen to convey a parcel land to 31 Priscilla Lane Realty Trust, having been previously approved by the Auburn Planning Board on October 9, 1996, containing approximately 4,017 square feet, and depicted as Parcel A on Plan D-24974 at Rockingham County Registry of Deeds. (Majority vote required) **(Recommended by the Board of Selectmen)**

**Town of Auburn
Board of Selectmen
January 10, 2022
Town Hall
Minutes**

7:00 PM

Selectmen Present: Keith Leclair and Todd Bedard

Others Present: Sergeant Dan Goonan, Tom Carroll, Michael DiPietro, Douglas Brodeur, Richard Burnham and Tansin Burnham, Road Agent Michael Dross, Town Administrator William Herman and Nancy Hoijer, Recording Secretary

Call to Order – Pledge of Allegiance

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

Other Business

Approval of Accounts Payable Manifest for the Week of December 27, 2021 - \$159,705.66

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of December 27, 2021 in the amount of \$159,705.66. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of December 27, 2021 - \$2,190.00

Mr. Bedard motioned to approve the Accounts Payable Manifest for the Week of December 27, 2021 in the amount of \$2,190. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Payroll Manifest for the Week of January 3, 2022 - \$52,884.66

Mr. Bedard motioned to approve the Payroll Manifest for the Week of January 3, 2022 in the amount of \$52,884.66. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of January 10, 2022 - \$1,228,229.07

Mr. Bedard motioned to approve the Accounts Payable Manifest for the Week of January 10, 2022 in the amount of \$1,228,229.07. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of January 10, 2022 - \$20,785

Mr. Bedard motioned to approve the Accounts Payable Manifest for the Week of January 10, 2022 in the amount of \$20,785. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of January 10, 2022

Mr. Leclair read aloud and provided for inspection a copy of the Consent Agenda for the week of January 10, 2022 which included: one (1) certificate of authority, one (1) abatement/refund request, one (1) escrow agreement, the Default Budget FY 2022, one (1) notice of intent to cut wood or timber and three (3) pistol/revolver licenses.

Mr. Bedard motioned to approve the Consent Agenda for the week of January 10, 2022. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Appointments with the Board

Drawdown Notice – Calef Lake Dam – Meridian Land Services

Doug Brodeur, PE, Engineering Manager at Meridian Land Services, Inc. presented the Notice of Drawdown for Calef Lake Dam on behalf of Hidden Trails Ventures, Inc., current owner of the Calef Lake Campground and Calef Lake Dam in accordance with RSA 482:13. The letter provided on December 20, 2021 indicated the lake will be temporarily drawn down approximately six feet from its reference level for approximately seven (7) weeks beginning no earlier than January 21, 2022 in association with reconstructing the dam in accordance with NH DES requirements.

Mr. Leclair opened the meeting to the public for comments and questions at 7:03 PM.

Rick Burnham of 481 Chester Road asked if once the dam is rebuilt would the water level remain the same and Mr. Brodeur indicated that it would be the same level as before the work. Mr. Burnham noted that this summer he saw the lake at its highest level since he resided there.

Mike DiPietro asked about the construction materials, if they would be concrete and Mr. Brodeur indicated materials would be concrete and/or masonry concrete with a drop box culvert.

Mr. Leclair closed the meeting to public comment at 7:06 PM.

New Business

2022 Paving Prices – Advanced Excavating & Paving

The Board reviewed the proposal from Advanced Excavating & Paving dated December 21, 2021. Road Agent Dross noted no significant changes; the cost per ton held at the same prices.

Mr. Bedard motioned to accept the 2022 paving prices sent to the Town by Advanced Excavating & Paving dated December 21, 2021. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Ladder 1 Damage – Repair/Payment Request

The Board reviewed the invoice provided by Fire Chief Michael Williams dated December 8, 2021 in the amount of \$3,316.30 for repairs to Ladder 1 following damage when the jack was dragged pulling into the driveway.

Mr. Bedard motioned to pay the repair bill from Greenwood Emergency Vehicles dated December 8, 2021 in the amount of \$3,316.30 from the Fleet Maintenance and Equipment Expendable Trust Fund. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Encumbered Funds for FY 2021

For informational purposes Mr. Herman provided the Board with a list of encumbrances to date as of December 30, 2021. He noted he was waiting for a signed document for one remaining item and expected to have final figures within the month provided to act on 2021 encumbered amounts.

- Road Reconstruction Griffin Bridge \$109,465.50
- Records Preservation \$2,060
- Library & Equipment \$1,499.99
- Parks & Recreation (table) \$1,232
- Town Clerk (printer) \$556.98
- Planning & Zoning Water Study \$15,210.50
- Conservation Water Study \$1,125.50

Air Purifier and Allergan Multi-Filter – Police Department

The Board reviewed a request from the Police Department for an air purifier for the office area where the most employees are working. The estimated cost is \$349.99. Mr. Herman noted the Board could consider purchasing additional units for the booking and training rooms. Mr. Leclair noted there were no studies showing they work effectively against COVID at this time and recommended purchasing only one unit.

Mr. Bedard motioned to obligate the amount of \$350 from the American Rescue Plan Act funds for the purchase of an air purifier and allergen multi-filter system for the Auburn Police Department. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Report/Comments of Ex-Officio Board Representatives

Mr. Leclair reported the Budget Committee will be meeting on Thursday at 6 PM with the Public Hearing to follow at 7 PM on the proposed FY 2022 Town Operating Budget and the Auburn School District FY 2022-2023 Budget and Warrant Articles. Deliberative Session will be Saturday, February 5, 2022 at 9 AM at the Auburn Village School with the Auburn School District meeting first followed by Auburn Town Meeting.

Next Meeting/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

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

December 20, 2021 Non-Public Meetings (x2)

Mr. Bedard motioned to approve the two (2) December 20, 2021 Non-Public Meeting Minutes. Mr. Leclair 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

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. Mr. Bedard seconded the motion. A roll call vote was taken Mr. Leclair voted aye, and Mr. Bedard voted aye. With all in favor, the motion passed unanimously.

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

Mr. Herman provided the Board with the performance evaluation of Finance Director Patricia Rousseau who has just completed her sixth year of employment with the Town and her ninth month as Finance Director. Mr. Herman noted Ms. Rousseau has done well.

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

The meeting room was reopened to the public at 7:32 PM.

Mr. Bedard motioned to approve a step increase for the Finance Director from a Labor Grade 10, Step 8 to a Labor Grade 10, Step 9 based on a positive performance evaluation. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Adjourn

Mr. Bedard motioned to adjourn the meeting at 7:36 PM. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy Hoijer
Recording Secretary