

**Town of Auburn  
Board of Selectmen  
October 31, 2016  
Town Hall  
7:00 p.m.**

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

Approval of Payroll for Week of October 31<sup>st</sup>, 2016  
Consent Agenda – as of October 31<sup>st</sup>, 2016

**() Public Hearing (previously posted)**

Withdrawals & expenditures from Town Buildings Rehabilitation Capital Reserve Fund

**() Appointments with the Board**

John Batchelder – Acceptance of Mountain Road Extension

Jean Gagnon – Acceptance of Ledgewood Drive, Saddle Hill Drive and Seavey Drive

**() FY 2017 Budget Presentations**

- Fire Department
- Highways and Roads

**() New Business**

Use of Fire Department ATV on Public Roads  
Fire Watch Details

**() Old Business**

Conceptual Designs for Town Hall Front Stairs

**() Other Business**

**() Minutes**

- October 24th, 2016 Public Meeting

**() Non-Public Session**

Pursuant to the provisions of RSA 91-A: 3, II (a) & (c) – Consideration of annual employee performance review and Reputation of someone other than a member of the Board.

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

## **PUBLIC NOTICE**

Pursuant to RSA 35 and Article 4 of the 2006 Town Meeting, the Auburn Board of Selectmen will hold a public hearing on Monday, October 31, 2016 beginning at 7:00 P.M. at the Auburn Town Hall for the purpose of receiving public comment concerning the withdrawal and expenditure of:

- The amount of \$11,900 from the Town Building Rehabilitation Capital Reserve Fund for the replacement of the roof and addition of a gutter at the Griffin Free Public Library.
- The amount of \$7,300 from the Town Building Rehabilitation Capital Reserve Fund for the repair of the roof at the Highway Department garage, including replacing steel roof purlins and insulation.

Board of Selectmen  
Town of Auburn  
October 12, 2016

# JOB WORK ORDER

## S & W ROOFING, LLC

P.O. BOX 2645  
CONCORD, NH 03302-2645  
PHONE (603) 225-7506 (603) 435-9600  
FAX (603) 225-8912

No.

CUSTOMER'S ORDER NUMBER		PHONE	MECHANIC	HELPER	DATE OF ORDER 7-26-16	STARTING DATE 8/1/16
BILL TO Town of Auburn					ORDER TAKEN BY WJH	
ADDRESS					<input checked="" type="checkbox"/> Day Work	
CITY					<input checked="" type="checkbox"/> Contract	
JOB NAME AND LOCATION Shuffer Free Public Library					<input type="checkbox"/> Extra	
22 Abbott Rd Auburn		JOB PHONE				
New roof & 1 gutter						
per specs						
\$11,900						
OK to pay						
Building Improvement Fund						
Walter Jensen						
		TOTAL MATERIALS				
		TOTAL LABOR				
		TAX				
DATE COMPLETED 8/15/16	WORK ORDERED BY		TOTAL AMOUNT		\$11,900	

Signature Walter Jensen ☐ No one home ☐ Total amount due for above work: or ☐ Total billing to be mailed after completion of work

I hereby acknowledge the satisfactory completion of the above described work.

ROLFE BUILDERS LLC  
387 BUNKER HILL ROAD  
AUBURN NH 03032  
603.483.0231

07/28/2016

TO: Town of Auburn

Repair of rusted roof purlins

Replaced 7/ 12 gage x8"x26' steel roof purlins in bay over area of old incinerator location

Do to repair on purlins and roof leakage all insulation in said area had to be removed and replaced with blown in insulation. To allow for blown in insulation area needed strapping applied to allow for backing/burrier to be applied to hold insulation in

Cost of job	
Materials	\$3800.00
Equipment rental	
One scissor lift and one construction lift	\$1100.00
Labor	\$2400.00

Total due \$7300.00

OK to pay  
Building Improvement fund  
*William B. [Signature]*



## Bill Herman

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**From:** Tatem, Dan <dan.tatem@stantec.com>  
**Sent:** Friday, October 28, 2016 2:13 PM  
**To:** Bill Herman  
**Subject:** Two subdivision roads up for acceptance on the 31st.  
**Attachments:** let\_Poltak Mountain Road Remaining Work List #1 09.16.pdf; let\_Poltak Lovers Lane, On-Site Remaining Work List #2 09.16.pdf

Bill – As discussed, attached are the two remaining work lists for the Mountain Road and Lovers Lane Subdivisions. The contractors for both of the projects have completed the remaining work items. It should be noted that both projects had some areas that needed to be regraded and stabilized with vegetation. These areas have been corrected and hydro-seeded; however, due to the time of year, the vegetation may not fully stabilize the underlying loam.

We have discussed these two roads with the PB Chairman, and although he does not speak for the whole Board, he informed us that he had no issue with the acceptance of the road, nor the process of going to the BOS before going to the PB.

Considering this, as was recommended for the Longmeadow project, we are recommending that an appropriate amount of surety be retained by the Town, in addition to the standard 2% maintenance surety. This is also similar to the acceptance of Steam Mill Road, as a few items have yet to be completed, although the road was accepted this spring.

Also, we have scheduled a site walk for both projects, starting at 10:00 at Lovers Lane, then proceeding to Mountain Road, Monday morning. After the site walk, if it is agreed by Town Staff that the road work is completed and acceptance is appropriate, we will provide you with a letter for each project, recommending acceptance, and recommending the appropriate surety amounts.

Lastly, the roadway deeds and the written easements have been submitted and approved by Town Counsel and the monumentation certificates, for both projects, have been provided for the file.

Please feel free to contact me with any question.

Thanks.

Dan Tatem  
Project Manager  
Stantec  
5 Dartmouth Drive Suite 101 Auburn NH 03032-3984  
Phone: (603) 206-7539  
Cell: (603) 218-9739  
Fax: (603) 669-7636  
dan.tatem@stantec.com



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Please consider the environment before printing this email.



September 23, 2016  
File: 1951113027

**Attention: Mr. Ron Poltak, Chairman**  
Auburn Planning Board  
47 Chester Road  
Auburn, NH 03032

Dear Mr. Poltak,

**Reference: Auburn, NH  
Mountain Road Extension Subdivision  
Remaining Work List**

At the request of the Town, we visited the subject project on September 14, 2016 to generate the following list of remaining work for the subject project:

1. Remove all temporary erosion control measures.
2. The 2:1 cut slope at the entrance of the project must be stabilized with vegetation.
3. All construction grade stakes must be removed.
4. All above-ground conduit must be covered with the appropriate utility structures.
5. The gravel access road to the detention basin must be regraded to correct the washed out areas. The coarse gravel should be capped with NHDOT 304.3 crushed gravel and compacted.
6. A rip rap swale must be installed along the right side of the gravel access road, to address the on-going erosion from the concentrated stormwater flows. The swale must direct the run off into the stormwater basin.
7. The pile of gravel and fill between the first house on the left and the gravel access road must be removed and replaced with vegetation.
8. The gravel shoulders must be backed up with NHDOT 304.32 shoulder gravel after the wearing course is placed. The shoulders must be graded and compacted to shed stormwater away from the roadway.
9. The cracks in the binder must be corrected with "Petromat", per the manufacturer's requirements, prior to the placement of the wearing course pavement.
10. All drainage culverts must be cleaned of vegetation and sediment/leaf litter deposits.
11. All vegetation within the ROW and in all drainage easements must be cut.
12. All existing pavement edges must be milled to provide a clean edge for the wearing course pavement.
13. The lifting holes in the concrete headwalls must be filled with high strength, non-shrink grout.
14. The damage to the precast headwall at Sta. 8+00 right, must be repaired. The Contractor



September 23, 2016  
Mr. Ron Poltak  
Page 2 of 2

**Reference: Auburn, NH  
Mountain Road Extension Subdivision  
Remaining Work List**

shall provide Stantec with the proposed repair procedure, prior to completing the repair.

15. Additional 6" minus rip rap must be added to the existing rip rap apron at the double 18" culvert outlet.
16. The wearing course pavement must be placed.
17. All granite bounds must be installed and a stamped monumentation certification provided.
18. All deeds and easements provided for review.
19. As-built plans must be provide for review.

It should be noted that this list was generated for the benefit of the project developer. However, it does not relieve the developer from completing all remaining work required on the approved plans.

Please feel free to call with any questions.

Sincerely,

**STANTEC CONSULTING SERVICES INC.**

J. Daniel Tatem  
Project Manager  
Tel: 603-669-8672  
Fax: 603-669-7636  
[dan.tatem@stantec.com](mailto:dan.tatem@stantec.com)

- c. Joe Maynard, BEI (email)  
John Bacheller, Developer  
Rene LaBranche, Stantec



September 27, 2016

File: 1951112159

**Attention: Mr. Ron Poltak, Chairman**

Auburn Planning Board

47 Chester Road

Auburn, NH 03032

Dear Mr. Poltak,

**Reference: Auburn, NH  
Lovers Lane Estates Subdivision  
Remaining Work List #2**

At the request of the Town, we visited the subject project on September 26, 2016 to update the 2013 list of remaining work for the project:

1. Spread all the piles/rows of stump grindings along the limits of construction, remove all stump grindings that were placed in jurisdictional wetlands and remove any remaining silt fence.
2. Establish grass growth in all areas with insufficient vegetation.
3. Several areas without vegetation must have additional loam added to total the required 4" prior to reapplying hydro-seed.
4. All construction grade stakes must be removed.
5. All above-ground conduit must be covered with the appropriate utility structures.
6. The gravel access roads to Detention Basins #2, #7, and #8 must be widened to be a minimum 12' as required. After widening, the access roads must be regraded and compacted.
7. The treatment swales leading to Detention Basins #2, #7, and #8 must have the built up sediment removed and then be revegetated.
8. Several riprap aprons must have the built up sediment removed and any removed riprap replaced.
9. All catch basin sumps must be cleaned.
10. All drainage culverts must be cleaned of sediment/leaf litter deposits.
11. The castings for several of the cross country drainage structures must be removed and reset in a bed of mortar, per the approved plans.
12. The temporary check dams must be removed and the ground stabilized with vegetation.
13. A rip rap swale must be installed along the left side of the gravel access road leading to Detention Basin Pond #8, to address the on-going erosion from the concentrated stormwater flows. In this location, the swale must direct the run off into the detention basin.
14. Due to the built up sediment in the treatment swales and detention basins, it must be confirmed that the elevations of the detention basin floors (Detention Basin #2, #7, #8 and Infiltration Basin #1) match the approved plans.



September 27, 2016  
Mr. Ron Poltak  
Page 2 of 2

**Reference: Auburn, NH  
Lovers Lane Estates Subdivision  
Remaining Work List #2**

15. The two drain manhole castings must be raised to grade within along the gravel access road leading to Detention Basin #7.
16. The area of ponding stormwater between Lot #2-3 and Infiltration Basin #1 must be corrected.
17. The edges of the roadway pavement must be backed up with NHDOT 304.32 shoulder gravel after the wearing course is placed. The shoulders must be graded and compacted to shed stormwater away from the roadway.
18. The cracks in the binder must be corrected, prior to the placement of the wearing course pavement. The Designer must propose a method of the repair, for approval.
19. All brush within the ROW and in all drainage easements must be cut.
20. All existing pavement edges must be milled to provide a clean edge for the wearing course pavement.
21. The lifting holes in the concrete headwalls must be filled with non-shrink grout.
22. The wearing course pavement must be placed.
23. All granite bounds must be installed and a stamped monumentation certification provided.
24. All deeds and easements provided for approval.
25. As-built plans must be provide for review.

It should be noted that this list was generated for the benefit of the project developer. However, it does not relieve the developer from completing all remaining work required on the approved plans.

Please feel free to call with any questions.

Sincerely,

**STANTEC CONSULTING SERVICES INC.**

J. Daniel Tatem  
Project Manager  
Tel: 603-669-8672  
Fax: 603-669-7636  
[dan.tatem@stantec.com](mailto:dan.tatem@stantec.com)

- c. Bernie Temple, EMC (email)  
Jean Gagnon, Developer  
Tom Lannan, American Excavating (email)  
Rene LaBranche, Stantec

2017 PROPOSED FIRE  
TOWN OF AUBURN

General Fund	1 Expend 2013	2 Expend 2014	3 Expend 2015	4 Budgeted 2016	5 Expend YTD 2016	6 Dept/Comm Request 2017	7 % Chg 16/17	8 BOS Approved 2017	9 Budget Comm Approved 2017
<b>Fire Department</b>									
1 01-4220-3-370-1 Narrative for Column # 6 Repay firefighters insurance co-pays if they provide proof of an annual physical. Provide federally required TB and Hep-B injections to new department members.	1,124.76	569.96	0.00	1,000.00	0.00	500.00	-50%		
2 01-4220-3-390-2 Forest Fires	0.00	0.00	0.00	1.00	0.00	1.00			
3 01-4220-3-390-3 Narrative for Column # 6 Fire Equipment Maintenance Each year the ladder requires NFPA testing. For 2016 used a new company that is slightly more expensive, but they also test all the departments ground ladders. Includes repairs to chain and vent saws, as well as other small engines and hand tools.	3,581.64	3,683.73	3,054.29	4,200.00	2,335.95	4,200.00			
4 01-4220-3-390-4 Narrative for Column # 6 Fire Radio Repair Pays for batteries for portable radios and department pagers, also used for external antennas and mobile and portable radio programming.	1,126.00	1,293.45	1,081.20	1,000.00	815.55	1,000.00			
5 01-4220-3-390-5 Narrative for Column # 6 Derry Dispatch Negotiated contract with Derry Fire for dispatch services.	35,282.00	38,810.00	41,674.00	44,824.00	43,757.00	44,824.00			
6 01-4220-3-390-7 Narrative for Column # 6 Fire & Rescue Training Funds firefighter 1, 2 & 3 programs EMR, EMT and Advanced EMT training programs and classes. Also pays for community CPR programs, public education initiatives during open house and fire prevention week.	23,317.18	16,738.81	17,783.56	17,000.00	5,806.44	17,000.00			
7 01-4220-3-390-8 Narrative for Column # 6 Fire Hazmat Price changed due to an adjustment in the districts formula used to calculate the annual rate. This fee provides coverage for suspected and actual Hazardous Materials incidents in Town. Services are available 24/7/365.	5,785.53	5,871.86	5,987.07	6,450.00	6,553.52	6,553.52	2%		
8 01-4220-5-610-1 Fire Telephone	7,052.55	7,239.41	6,364.56	6,900.00	4,965.50		-100%		
9 01-4220-5-520-1 Fire Safety Complex-Electric	5,983.54	6,032.94	5,465.41	6,600.00	4,232.85		-100%		
10 01-4220-5-520-2 Fire Pigeon-Hill-Electric	2,460.92	2,249.64	2,267.79	2,280.00	1,724.60		-100%		
11 01-4220-5-530-1 Fire Heating Oil-Safety Complex	7,284.24	9,423.47	4,998.44	7,500.00	2,344.64		-100%		
12 01-4220-5-530-2 FD Fire Heating Oil-Pingree Hill	2,987.54	5,117.96	2,697.74	4,000.00	1,090.01		-100%		
13 01-4220-5-550-1 Narrative for Column # 6 Fire Building Maintenance This year corrected safety issues noticed by the Town's Joint Loss Committee. Also updated the classroom and finished and painted the weight room. For 2017 would like to make buildings more airtight.	9,391.48	12,808.76	13,650.74	9,000.00	8,374.70	9,000.00			
14 01-4220-5-610-2 Fire D-Fib	8,500.00	0.00	0.00	0.00	0.00				
15 01-4220-6-610-1 Narrative for Column # 6 Fire & Rescue New Equipment Purchases will include the balance of the equipment needed for safety to make ice and water rescues on the lakes and ponds around Town. Need at least one floatable pump for brush fire responses. Need to replace two AEDS to ensure every victim of cardiac arrest receives the greatest chance for survival. The safety committee has recently identified problems with the overhead doors which will need to be addressed in 2017.	22,817.55	14,897.89	16,094.99	15,000.00	12,829.11	15,000.00			
16 01-4220-6-610-4 Narrative for Column # 6 Fire New Radios There are several areas of Town that are portable radio dead spots. Responders have had to return to the emergency vehicle to relay information to dispatch or other responders, which left our people in a dangerous position. In 2016 a signal repeater was added to Tower Hill which decreased the number of dead spots dramatically. Currently still have one small section of Town with portable radio dead spots. In 2017 will purchase a mobile repeater for car 1. This vehicle was chosen because it makes the highest number of emergency responses. Adding this will also allow us to work with the mobile communications system in Derry and Chester. These systems were designed to provide the maximum amount of safety for all firefighters at any scene.	3,445.25	4,152.77	3,726.70	4,200.00	4,160.45	4,200.00			

2017 PROPOSED FIRE  
TOWN OF AUBURN

	1 Expended 2013	2 Expended 2014	3 Expended 2015	4 Budgeted 2016	5 Expended YTD 2016	6 Dept/Comm Request 2017	7 % Chg 16/17	8 BOS Approved 2017	9 Budget Comm Approved 2017
	As of December	As of December	As of December	As of December	As of October				
17 01-4220-6-610-6 Narrative for Column # 6 Used for the NFPA required annual testing of department breathing apparatus, also the mobile and fixed cascade systems. Buys batteries for the voice amplifiers and low air alarms; fix masks and harnesses.	4,201.87	5,216.98	4,515.56	5,000.00	3,798.85	5,000.00			
18 01-4220-6-611-1 Narrative for Column # 6 Maintains systems already scattered throughout Town and establishes new water sources. New water sources help improve the Town's ISO rating which can lower home owners insurances rates. The faster a water supply is established the more aggressive fire attack can be mounted.	9,428.37	10,255.05	9,991.24	10,000.00	5,401.72	10,000.00			
19 01-4220-6-640-0 Narrative for Column # 6 Fire Dues, Subscription and Software Annual fees for the data management system. Annual trade magazines for fire, EMS and Rescue. Provides membership into the NFPA where important code books are ordered at discounted rates due to membership.	0.00	0.00	0.00	2,500.00	4,143.55	2,500.00			
20 01-4220-6-660-1 Narrative for Column # 6 Fire Rescue Supplies To meet required annual testing of hose, every year some section of hose fails. A single 100 foot section of 4 inch supply line costs \$500. In 2016 lost 4 sections of hose. Also lost several lengths of 2 1/2 inch hose as well as forestry hose during the 6 day Brown's Island fire. ISO recommends that apparatus carry specific lengths of different size hoses. Maintaining these standards can help adjust the ISO rating and lower property owners insurance.	2,193.50	2,206.55	1,557.85	2,000.00	1,727.24	2,000.00			
21 01-4220-6-660-2 Narrative for Column # 6 Fire Protective Clothing To purchase two sets of high end gear issued to most active interior firefighter and two sets of lower priced gear worn by firefighter who may not enter structures during the initial attacks but still need gear that meets the NFPA standard.	12,663.49	9,343.69	9,266.35	10,000.00	5,224.62	10,000.00			
22 01-4220-6-670-1 Narrative for Column # 6 Fire Office & Cleaning Supplies Office and cleaning supplies for both stations. Pays for copy fees during classes run for department members.	8,114.46	4,021.70	5,732.25	2,500.00	2,239.21	2,500.00			
23 01-4220-6-690-1 Narrative for Column # 6 Fire Misc Grant Covers Town's portion of grants for 2017. Would like to use some of this line to fix Tanker #2 which needs approximately \$13,000 in repairs. The unit only has 34,000 miles and should be well worth the repair as a new tanker can cost \$350,000.	8,368.98	9,586.00	8,065.60	7,236.00	3,974.55	7,236.00			
24 01-4220-6-690-2 Narrative for Column # 6 Fire Dry Hydrants Paint and parts to keep existing dry hydrants operational.	124.69	29.46	605.01	500.00	0.00	500.00			
25 01-4220-7-700-1 Narrative for Column # 6 Fire Truck Lease/Purchase Payment for Command vehicle (includes interest missed last year).	0.00	0.00	19,212.14	12,700.00	13,024.82	13,025.00	3%		
26 01-4220-7-710-1 Narrative for Column # 6 Fire Truck Maintenance For routine maintenance, inspection and required annual testing of department apparatus.	21,682.37	11,341.37	24,703.62	15,000.00	15,161.15	15,000.00			
27 01-4220-7-720-1 Narrative for Column # 6 Fire Apparatus Fuel Based on information from the first 9 months of this year believe can reduce this line and still provide the same level of service next year.	15,461.37	15,816.70	14,588.19	16,100.00	6,227.34	11,000.00	-32%		
Fire Department Total	222,076.25	196,427.85	223,446.00	243,484.00	168,943.37	181,039.52	-15%	0.00	0.00
Grand Total:	222,076.25	196,427.85	223,446.00	243,484.00	168,943.37	181,039.52	-15%	0.00	0.00

196,610.45 166,664.93 211,260.36 186,211.00 145,555.77

2017 PROPOSED HIGHWAYS & ROADS  
TOWN OF AUBURN

	1 Expended 2013	2 Expended 2014	3 Expended 2015	4 Budgeted 2016	5 Expended YTD 2016	6 Dept/Comm Request 2017	7 % Chg 16/17	8 BOS Approved 2017	9 Budget Comm Approved 2017
	As of December	As of December	As of December	As of December	As of October				
<b>Highways &amp; Streets</b>									
1 01-4312-3-385-1	Highway Shimming	-426.00	110,271.22	81,259.88	120,000.00	79,021.49	130,000.00		
2 01-4312-3-385-2	Highway Spr/Summer Storms	0.00	13,662.50	0.00	8,500.00	0.00	8,500.00		
3 01-4312-3-385-3	Highways Summer Subcontractor	132,676.53	156,108.00	118,545.00	93,000.00	137,475.00	103,000.00		
4 01-4312-3-385-4	Highway Road Striping	23,824.44	16,264.75	16,757.50	20,000.00	0.00	20,000.00		
5 01-4312-3-385-5	Highway Tree/Brush Cutting	22,756.00	31,320.00	33,811.00	32,000.00	20,295.00	42,000.00		
6 01-4312-3-385-6	Highway Crack Sealing	1,825.00	2,000.00	0.00	1.00	0.00	1.00		
7 01-4312-3-385-7	Highway Cold Patch	2,527.20	7,653.75	5,813.00	5,000.00	1,975.00	5,000.00		
8 01-4312-3-385-8	Highway Summer Gravel/Bankrun	41,054.51	14,258.11	23,031.74	45,000.00	24,584.07	35,000.00		
9 01-4312-3-385-9	Highway Summer Misc Supplies	1,865.67	1,207.50	3,951.69	3,000.00	2,130.84	3,000.00		
10 01-4312-3-386-3	Highway Winter Subcontractor	428,670.64	349,779.50	423,838.38	367,000.00	168,575.00	382,000.00		
<i>Narrative for Column # 6</i>									
To provide a \$5 across the board rate adjustment for plow operators and equipment. The last adjustment was made in 2010.									
11 01-4312-3-386-4	Highway Winter Salt	184,460.97	196,497.00	153,532.79	170,000.00	60,987.44	170,000.00		
12 01-4312-3-386-5	Highway Winter Sand	127,833.95	130,363.83	9,711.73	25,000.00	0.00	5,000.00		
13 01-4312-3-386-6	Highway Winter Repairs	9,968.37	4,639.42	6,195.33	8,000.00	4,143.14	8,000.00		
14 01-4312-3-387-2	Highway Bridge & Culvert	1,166.22	2,232.50	560.20	5,000.00	6,058.85	5,000.00		
15 01-4312-3-387-4	Highway Guardrails, Gates, Etc.	0.00	976.00	1,338.00	1,000.00	250.47	1,000.00		
16 01-4312-3-388-1	Highway Signs & Safety Equipment	5,683.45	2,368.20	3,827.55	3,500.00	772.70	3,500.00		
17 01-4312-3-390-0	Highway Catch Basin Maintenance	8,910.00	4,290.00	9,070.00	5,000.00	0.00	5,000.00		
18 01-4312-3-390-2	Highway Storm Water Maintenance	2,295.00	2,228.50	21,258.75	22,500.00	26,804.00	22,500.00		
<b>Highways &amp; Streets Total</b>									
		995,091.95	1,046,140.78	912,502.54	933,501.00	533,073.00	948,501.00	0.00	0.00
<b>Grand Total:</b>									
		995,091.95	1,046,140.78	912,502.54	933,501.00	533,073.00	948,501.00	0.00	0.00



## Town of Auburn

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



## Town Administrator

William G. Herman, CPM  
Phone: (603) 483-5052 Ext. 111  
Fax: (603) 483-0518  
E-Mail:  
townadmin@townofauburnnh.com

**To:** Board of Selectmen  
**Cc:** Edward Gannon, Fire Chief

**From:** Bill Herman, CPM, Town Administrator  
**Date:** October 28, 2016  
**Re:** Use of Fire Department ATV "Gator" on Auburn Streets

As I believe you all know, the Auburn Fire Department has an off-road vehicle (a Gator) that is used for a multitude of purposes throughout the community.

The Gator is capable of traveling at upwards of 47 miles per hour, which means it is capable of being operated on many of the roadways in the Town of Auburn where speed limits are largely 35 miles per hour.

Fire Chief Gannon has worked to establish basic safety equipment on the Gator that would be required if were to be operated on a public road – specifically headlights, a horn, brake lights and turn indicators. These improvements make the vehicle what is considered "street legal".

He is interested in securing a State of New Hampshire license plate for the vehicle to be enable members of the department, when needed, to operate the vehicle on roads within the Town of Auburn. If the Gator is going to be used for a response in another community, it will be trailered to that community.

In order to complete this effort, the Board of Selectmen, as the governing body for the Town of Auburn, needs to record a vote that acknowledges the Gator is "street legal" and, as a result, can be used on the public roads within the Town of Auburn.

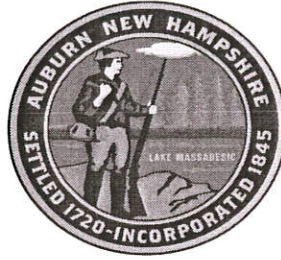
Should you be in agreement with this request, the following motion is for your consideration:

*Move to recognize the Auburn Fire Department ATV "Gator" is now 'street legal' and, as such, may be used on public roads within the Town of Auburn. For use in any other community, the "Gator" will be trailered to the community before being put into use.*

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  
**Cc:** Edward Gannon, Fire Chief

**From:** Bill Herman, CPM, Town Administrator  
**Date:** October 28, 2016  
**Re:** Fire Watch Detail

In May of this year, the Board adopted a "Town of Auburn Special Events and Fire Watch Ordinance" to establish safe and reasonable standards for the protection of life and property in special event situations.

As part of that ordinance, Section 6 indicates that ". . . if a Fire Watch is required by the Auburn Fire Chief or AHJ, the permit applicant shall be required to pay the Town of Auburn for the Fire Watch coverage required by the Auburn Fire Chief".

The ordinance itself does not establish what the expense of the Fire Watch coverage would be, or who establishes the rate. A Fire Watch is, in essence, a detail that requires on-site fire personnel to be on a fire watch detail at the special event.

For past activities, the prior Fire Chief had set a detail rate of \$19 per hour for the fire personnel. Chief Gannon is interested in establishing the same hour rate for a fire watch detail as the Town has for a police detail, which is \$40 per hour.

Similar to police details, the Town should recoup the full cost of the details, which is inclusive of all payroll-related expenses and other costs, as we do for the police details. This is inclusive of Social Security, Medicare, NH Retirement, Workers Compensation, etc. However, those amounts are different depending whether either of our full-time firemen are performing or if one of the volunteer firefighters are performing the detail.

The Selectmen's Office will be doing the invoicing for the Fire Watch details and is seeking direction for how the hourly rate should be established and by whom. The Department had Fire Watch event on Saturday and Sunday this past weekend, while two others are scheduled for the coming weekend.

Chief Gannon will be present at your meeting on October 31<sup>st</sup> to work through this with you.

Thank you for your consideration.

# TOWN OF AUBURN

## SPECIAL EVENTS AND FIRE WATCH ORDINANCE

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### Section 1: **PURPOSE**

The purpose of this Ordinance is to establish safe and reasonable standards for the protection of life and property in special event situations within the Town of Auburn that compromise the safety of the community.

### Section 2: **AUTHORITY**

The authority for the Auburn Board of Selectmen to regulate Special Events and Fire Watch activity is contained in RSA 153:5, V, RSA 154:2, RSA 154:18, and RSA 155-A:3, V.

### Section 3: **AUTHORITY HAVING JURISDICTION (AHJ)**

The NFPA 1 National Fire Code, 2009 edition, Chapter 3 – Definitions, Paragraph 3.2.2 defines Authority Having Jurisdiction (AHJ) as “an organization, office or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation or a procedure.”

### Section 4: **FIRE WATCH**

Where required by the Auburn Fire Chief or the Authority Having Jurisdiction (AHJ) for building demolition, and/or when there are situations that compromise the safety of the community, the Auburn Fire Chief or AHJ shall require on-site personnel designated solely for fire watch purposes.

Situations that compromise the safety of the community include but are not limited to:

1. The loss of a required fire alarm or fire sprinkler system;
2. Occupant load increase; and/or
3. The nature of the performance, exhibition, display, contest or activity.

The required on-site personnel shall be qualified fire personnel and shall be appointed by the Fire Chief and/or the AHJ. Any costs associated with providing said Fire Watch shall be the responsibility of the owner, agent or lessee of the property where the Fire Watch will take place.



# TOWN OF AUBURN

## SPECIAL EVENTS AND FIRE WATCH ORDINANCE

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### Section 5: **LEVEL OF COVERAGE**

The level of coverage shall be based on the State of New Hampshire Fire Watch Guidelines, however, circumstances may warrant modifications at the discretion of the Fire Chief or AHJ.

The minimum coverage shall be one qualified fire personnel for a minimum of three (3) hours.

### Section 6: **PERMIT REQUIRED**

As indicated in Section 4 of this Ordinance, a Special Events Permit shall be required for situations that compromise the safety of the community including, but not limited, to:

1. The loss of a required fire alarm or fire sprinkler system;
2. Occupant load increase; and/or
3. The nature of the performance, exhibition, display, contest or activity.

An application for a Special Events Permit may be obtained at either the Auburn Fire Department (55 Eaton Hill Road), or at the Auburn Town Hall (47 Chester Road).

There shall be no fee charged for a Special Events Permit. However, if a Fire Watch is required by the Auburn Fire Chief or AHJ, the permit applicant shall be required to pay the Town of Auburn for the Fire Watch coverage required by the Auburn Fire Chief or the AHJ.

### Section 7: **NON-COMPETE OR RELIQUISHMENT OF OTHER REQUIREMENTS**

Nothing in the Town of Auburn Special Events and Fire Watch Ordinance is intended to alter and/or replace the conditions or requirements of other regulatory agencies or authorities who may also have jurisdiction over a specific function or event. This would include, but not be limited to, a Special Event Liquor License issued by the NH Liquor Commission, or permits issued by the NH State Fire Marshall.

### Section 8: **ENFORCEMENT**

The Auburn Fire Chief or the Authority Having Jurisdiction (AHJ), or his or her duly appointed agents, are hereby authorized to cite, summons and prosecute in the District or Superior Court or any other court having jurisdiction thereof, any person, firm or

## TOWN OF AUBURN SPECIAL EVENTS AND FIRE WATCH ORDINANCE

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corporation deemed to be in violation of the provisions of the Town of Auburn Special Events and Fire Watch Ordinance.

### Section 9: **PENALTIES**

Any organization, office or individual(s) who willfully violates this Ordinance shall be guilty of a violation, punishable by a fine not exceeding Five Hundred (\$500.00) dollars per day for the first offense; Seven Hundred and Fifty (\$750.00) dollars per day for the second offense, and One Thousand (\$1,000.00) dollars per day for the third or greater offense. Violators may be assessed additional fines for each day the violation continues.

### Section 10: **APPEAL PROCESS**

Any organization, office or individual(s) aggrieved by an administrative decision of the Auburn Fire Chief or AHJ to require a level of Fire Watch under this Ordinance may appeal such decision to the Board of Selectmen within 15 days of the decision. The appealing party must demonstrate to the Board of Selectmen why the Auburn Fire Chief's or AHJ's determination should not be followed, and how all safety concerns and requirements would be met without the Fire Watch, or with a lower level Fire Watch, in order to ensure the safety of all those who may be involved with the special event.

### Section 11: **SEVERABILITY**

If any provision of this Ordinance is declared invalid or unconstitutional, it shall not be held to invalidate, or impair the validity, force or effect of any other provision of this Ordinance, and all provisions not declared invalid or unconstitutional will continue in effect.

### Section 12: **SUPERCESSION**

Upon the vote of the Board of Selectmen, this Ordinance shall take effect thirty (30) days after passage which is June 15, 2016, and shall supersede all previous rules, regulations, customs and/or past practices that may have been in use on the effective date.

### Section 13: **AMENDMENT PROCEDURE**

This Ordinance may be amended and changed from time to time as conditions require and as deemed appropriate by the Board of Selectmen.

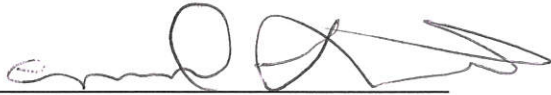
Any proposed amendments shall be presented to the Board of Selectmen for action. However, any amendment(s) must be the subject of at least one public meeting of the

TOWN OF AUBURN  
SPECIAL EVENTS AND FIRE WATCH ORDINANCE

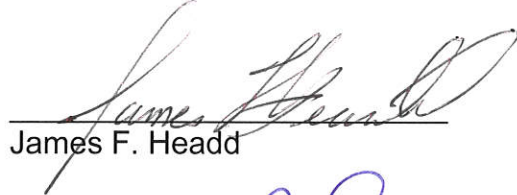
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Board of Selectmen that shall be noticed at least fourteen (14) days prior to the public meeting.

Adopted on the 16th day of May, 2016



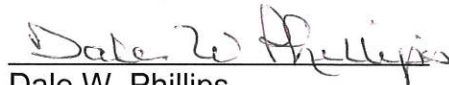
Edward G. Gannon  
Chief, Auburn Fire Department



James F. Headd



Richard W. Eaton



Dale W. Phillips  
AUBURN BOARD OF SELECTMEN

Received and recorded this 26<sup>th</sup> day of May, 2016



Kathleen A. Sylvia, Town Clerk





## Town of Auburn, New Hampshire

### SPECIAL EVENTS APPLICATION/PERMIT

#### FACILITY INFORMATION

Name of Facility

Address of Facility (number and street, city, state and ZIP code)

Specific Room or Area

Description of Facility

#### APPLICANT INFORMATION

Type of Applicant

☐ OWNER ☐ OPERATOR ☐ LESSEE

Name of Applicant

Telephone Number

Address of Facility (number and street, city, state and ZIP code)

E-Mail Address

#### SPECIAL EVENT DETAILS

Name of Event and Description of Activities/Event

Date of Activities/Event

Start and End Time of Activities/Event

Is there going to be:

☐ STAGE ☐ LIGHTING ☐ OTHER \_\_\_\_\_

#### APPLICATION CERTIFICATION

I, \_\_\_\_\_, hereby certify, under penalty of perjury, that the information contained in this application is true and accurate to the best of my knowledge and belief and that the operation of the place of amusement or entertainment or events described above will conform in every respect and at all times with the laws, rules, and regulations of the State of New Hampshire and the Town of Auburn, New Hampshire and will not be used for other purposes except as herein stated.

Signature

Date (month, day, year)

Fire Chief or Designee Signature

Date (month, day, year)

#### TOWN ORDINANCE

Where required by the Auburn Fire Chief or the AHJ for building demolition and/or when there are situations that compromise the safety of the community, including but not limited to the loss of a required fire alarm/or fire sprinkler systems, occupant load increases, nature of performance, exhibition, display, contest or activity, the Fire Chief or AHJ shall require on-site personnel designated solely for fire watch purposes. The on-site personnel shall be Qualified Fire Personnel and shall be appointed by the Fire Chief and/or the AHJ and any costs associated with providing said fire watch shall be the responsibility of the owner, agent or lessee. The level of coverage shall be based on the State of New Hampshire Fire Watch Guidelines, however, circumstances may warrant modifications at the discretion of the Fire Chief or AHJ. A Special Events Permit shall be required and obtained at the Auburn Town Hall.

#### OFFICE USE ONLY

Permit Number

Fee Paid

Date (month, day, year)

## Town of Auburn

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



## Town Administrator

William G. Herman, CPM  
Phone: (603) 483-5052 Ext. 111  
Fax: (603) 483-0518  
E-Mail:  
townadmin@townofauburnnh.com

**To:** Board of Selectmen

**From:** Bill Herman, CPM, Town Administrator

**Date:** October 25, 2016

**Re:** Conceptual Designs – Town Hall Front Steps

Last week we received the attached conceptual designs from Alternative Design, Inc., for potential changes to the front steps of the Auburn Town Hall.

These are the result of your request for designs to consider for potentially changing the roof over the front steps and the front steps themselves.

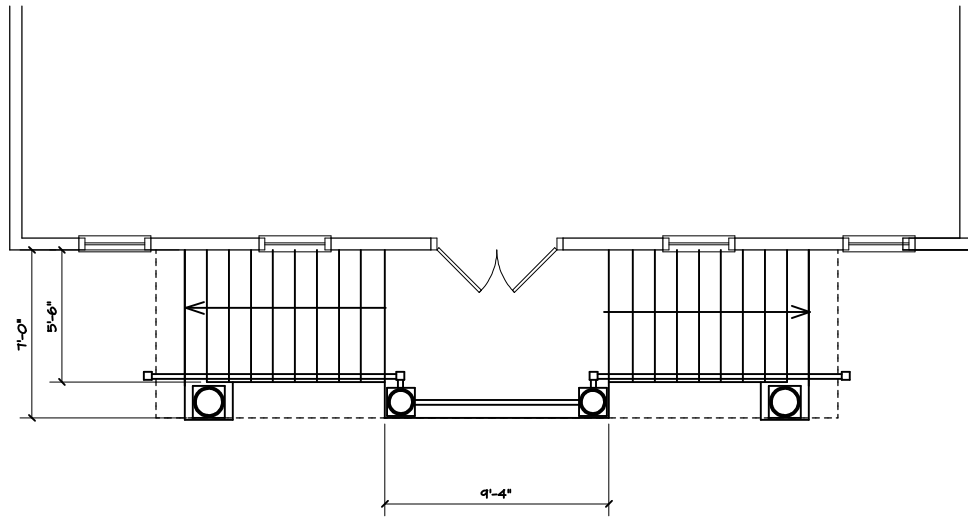
Before a rendering is done, which you had indicated an interest to post on line and have available for the public to see at the Town Hall, the folks at Alternative Design, Inc., are seeking feedback or comments on the conceptual designs.

We are seeking input on your thoughts on the two conceptual designs and suggestions you may have for those, in addition to how you want to proceed from here.

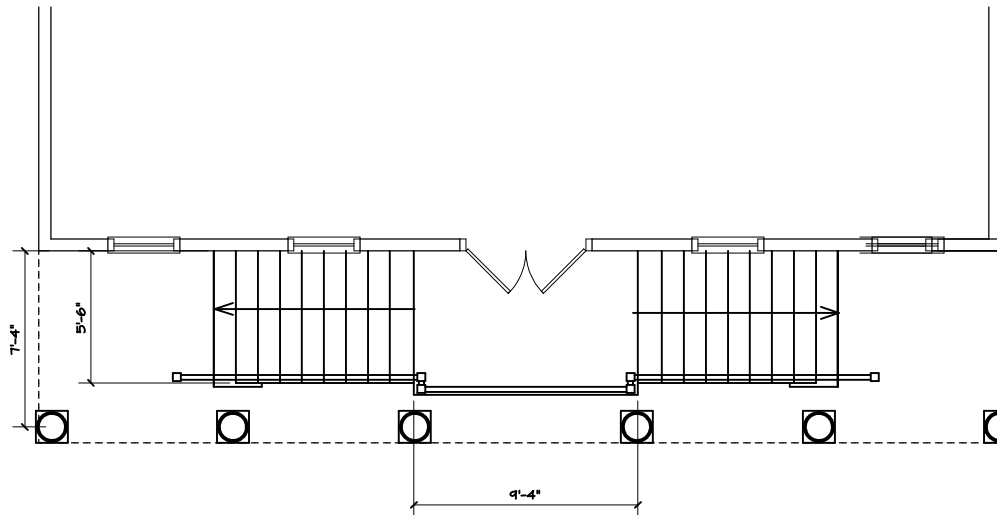
Thank you for your consideration.

Attachments





1 FIRST FLOOR PLAN @ OPTION 1  
A4 SCALE: 1/4" = 1'-0"



1 FIRST FLOOR PLAN @ OPTION 2  
A4 SCALE: 1/4" = 1'-0"



1 FRONT ELEVATION - OPTION 1  
AI SCALE: 1/4" = 1'-0"



Alternative  
Designs  
Inc.  
16-274



1 FRONT ELEVATION - OPTION 2  
AI SCALE: 1/4" = 1'-0"