

**Town of Auburn
Board of Selectmen
November 28, 2016
Town Hall
7:00 p.m.**

() Call to Order – Pledge of Allegiance

Approval of Payroll for Week of November 28th, 2016
Consent Agenda – as of November 28th, 2016

() Appointments with the Board

() FY 2017 Budget Presentations

- Financial Administration - Audit
- Police Department – Shift Differential
- Road Reconstruction
- Town Buildings Rehabilitation Capital Reserve Fund
- Accrued Benefits Expendable Trust Fund

() New Business

Proposed Revision to Policy for Acceptance of Roads
Proposed Revision to Purchasing Policy – Rates for Contract Labor / Equipment
Request for Proposal – Salt & Sand Storage Facility

() Old Business

() Other Business

Board of Selectmen Meeting Schedule

() Minutes

- November 21st, 2016 Public Meeting

() Non-Public Session

Pursuant to the provisions of RSA 91-A: 3, II (c) – 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."

2017 PROPOSED FINANCIAL ADMINISTRATION
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
General Fund									
Financial Administration									
1 01-4150-3-310-1 Audit	17,500.00	12,021.00	16,579.00	12,000.00	9,500.00	13,500.00	13%		
Narrative for Column # 6									
Auditor's \$11,500.00. Compliance with GASB 45 OPEB \$2,000.									
Financial Administration Total	17,500.00	12,021.00	16,579.00	12,000.00	9,500.00	13,500.00	13%	0.00	0.00
Grand Total:	17,500.00	12,021.00	16,579.00	12,000.00	9,500.00	13,500.00	13%	0.00	0.00

2017 PROPOSED POLICE
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
General Fund									
Police Department									
1 01-4210-1-160-1	0.00	1,122.63	1,449.00	7,589.00	3,862.13	7,589.00			0.00
Shift Differential									
Police Department Total	0.00	1,122.63	1,449.00	7,589.00	3,862.13	7,589.00	0%	0.00	0.00
Grand Total:	0.00	1,122.63	1,449.00	7,589.00	3,862.13	7,589.00	0%	0.00	0.00

2017 PROPOSED IMPROVEMENTS OTHER THAN BUILDINGS
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 November				

General Fund

Improvements Other Than Bldgs

1 01-4909-9-930-0 Road Reconstruction

Improvements Other Than Bldgs Total

Grand Total:

834,929.89	660,770.14	652,334.44	800,000.00	838,318.00	800,000.00				
834,929.89	660,770.14	652,334.44	800,000.00	838,318.00	800,000.00	0%	0.00	0.00	0.00
834,929.89	660,770.14	652,334.44	800,000.00	838,318.00	800,000.00	0%	0.00	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: Michael Dross, Road Agent

From: Bill Herman, CPM, Town Administrator
Date: November 18, 2016
Re: Road Reconstruction 2017

As part of the Board's meeting on November 21st, we have listed the Road Reconstruction budget account as an item for your consideration. We need direction from the Board of Selectmen as to how much money you wish to budget for in this area in FY 2017.

In general terms, the Road Agent has indicated the roads that generally remain left to be dealt with include (in no particular order):

- Lovers Lane
- Nutt Road
- Squirrel Drive
- Lakeview Way
- Rockwood Terrace
- Walnut Drive
- Acorn Avenue
- Joan Drive
- Rockingham Road (remove cement base)
- Old Candia Road (remove cement base)
- Intersection of Depot Road & Hooksett Road

The Road Agent can certainly provide you any information or thoughts he may have on any given road or road project.

Hopefully this list will at least provide initial information to assist the Board in making a decision concerning funding for road reconstruction in 2017.

Thank you for your consideration.

Proposed Warrant Article – Town Buildings Rehabilitation CRF

To see if the Town will vote to raise and appropriate the sum of Forty-two-thousand dollars (\$42,000) to be placed into the Town Buildings Rehabilitation Capital Reserve Fund previously established. This sum to come from the unreserved fund balance (surplus) as of December 31, 2016 with no amount to be raised by taxation in 2017.

(Recommended / Not Recommended by the Board of Selectmen)

(Recommended / Not Recommended by the Budget Committee)

Proposed Warrant Article – Accrued Benefits Expendable Trust Fund

To see if the Town will vote to raise and appropriate the sum of Thirteen-thousand dollars (\$13,000) to be placed into the Accrued Benefits Expendable Trust Fund previously established. This sum to come from the unreserved fund balance (surplus) as of December 31, 2016 with no additional amount to be raised by taxation in 2017.

(Recommended / Not Recommended by the Board of Selectmen)
(Recommended / Not Recommended by the Budget Committee)

TOWN OF AUBURN
~~“DRAFT”~~ POLICY FOR ACCEPTANCE OF ROADS

All roads and streets proposed for acceptance by the Town of Auburn will have to be proposed in one of three potential processes:

- 1) Dedication as a public right-of-way through a formal Planning Board subdivision process pursuant to the Town of Auburn Subdivision Regulations, and with a vote of acceptance by the Board of Selectmen pursuant to the authority granted by vote of the 1993 Town Meeting (Article 13).
- 2) The layout of an existing Class VI or private road by the Board of Selectmen in a manner prescribed under state statute (RSA 231), or
- 3) An affirmative Town Meeting vote pursuant to RSA 674:40, III to accept a road or portion of road as a Town road.

Acceptance of a road as a “Town road” is intended to establish legal highway status of the road or right-of-way before any ongoing acts of maintenance or repair by the municipality may occur.

The intent of this policy and the governing statutes is to have a clear procedure to follow for individual(s), business(es) or other entities who seek to have the Town accept a road as a Town road.

Prior to the Board of Selectmen’s acceptance of any roadway, the following must be completed:

1. The deed for the right-of-way must be provided to the Town, reviewed, and approved by Legal Counsel.
2. All associated and required easements, and all other documents required, as determined by the Town must be provided to the Town, reviewed, and approved by Legal Counsel.
3. The construction of the road and all associated infrastructure must be complete. Minor work items may be outstanding with the condition that the appropriate surety is in place and deemed appropriate by both Boards.
4. A site walk must be completed with the Town Department Heads, the Town Consulting Engineer, and a representative of the Developer, with no snow cover, so that all the roadway improvements can be verified complete.
5. Prior to final acceptance, the Developer must provide the required 2-year maintenance surety. The amount of this surety shall be 5% of the total construction cost estimate, and in no case be less than \$10,000. The Town Consulting Engineer shall recommend the total construction cost estimate.
6. The Town Consulting Engineer shall provide a written recommendation to the Planning Board, that the Board recommend that the Board of Selectmen accept the roadway.
7. The Planning Board must provide the written recommendation to the Selectmen prior to the Selectmen discussing the acceptance of the subject roadway.

TOWN OF AUBURN
~~“DRAFT”~~ POLICY FOR ACCEPTANCE OF ROADS

Dedication of Right-of-Way by Planning Board:

When a road or right-of-way for use by the public has been dedicated through a formal action of subdivision or Site Plan Review by the Auburn Planning Board, the developer is provided with a specific set of criteria to meet in order for the road or right-of-way to be determined to be a Town road. During construction, the developer will be monitored by the Town Engineer to ensure compliance with the requirements imposed by the Auburn Planning Board.

Once the road is complete, the developer shall request a final review by the Town Engineer. Based on their review, the Town Engineer shall submit a letter of completion or a punch list of work that remains to be done to the Planning Board. The Road Agent shall also review the road, potentially in concert with the Town Engineer, and indicate his or her recommendation concerning the acceptance of the road.

The developer shall also provide the Town with the appropriate deed of ownership of the road and/or the appropriate right-of-way and/or maintenance easement documents for recording. These documents will need to be reviewed by Town Counsel for acceptance.

The Planning Board may make a conditional recommendation of acceptance to the Board of Selectmen, conditions based on specific items for completion before acceptance should occur.

The Town Engineer's punch list must be completed and the appropriate deed and/or easement documents must be approved by Town Counsel prior to the final acceptance and formal approval of the road by the Board of Selectmen.

Once the road has obtained the recommendation for adoption from the Town Engineer, Road Agent and the Planning Board, the final vote of acceptance shall be by the Board of Selectmen in accordance with RSA 674:40-a.

Upon the approval of the Board of Selectmen, a “Town of Auburn Acceptance of Road” document (attached as Appendix A) will be submitted to the Town Clerk for formal recording and the inclusion of the road on the list of accepted roads by the Town.

Layout of a Class V Highway:

When the Board of Selectmen are presented with a petition to layout an existing Class VI road as a Class V highway, the Board shall follow the process prescribed by RSA 231:8 and 231:22-a (V) inclusive of the formal public hearing process and ultimate determinations to be reached that there is public benefit to the proposed layout of a Class V highway.

TOWN OF AUBURN
~~“DRAFT”~~ POLICY FOR ACCEPTANCE OF ROADS

Similar to the construction of a new road through a subdivision or Site Plan Review process, the party petitioning the Town for the layout of the Class V highway will be provided with conditions of improvement to the existing roadway or right-of-way that would have to be accomplished before the Town would change the status of the road and accept it as a Town maintained road.

During construction, the work will be monitored by the Town Engineer to ensure compliance with the requirements imposed by the Auburn Board of Selectmen.

Once the road is complete, the applicant shall request a final review by the Town Engineer. Based on their review, the Town Engineer shall submit a letter of completion or a punch list of work that remains to be done to the Board of Selectmen. The Road Agent shall also review the road, potentially in concert with the Town Engineer, and indicate his or her recommendation concerning the acceptance of the road.

The developer shall also provide the Town with the appropriate deed and/or the appropriate right-of-way and/or maintenance easement documents for recording. These documents will need to be reviewed by Town Counsel for acceptance.

The Town Engineer's punch list must be completed and the appropriate deed and/or easement documents must be approved by Town Counsel prior to the final acceptance and formal approval of the road by the Board of Selectmen.

Once the road has obtained the recommendation for adoption from the Town Engineer and Road Agent, the final vote of acceptance shall be by the Board of Selectmen in accordance with RSA 674:40-a.

Upon the approval of the Board of Selectmen, a “Town of Auburn Acceptance of Road” document (attached as Appendix A) will be submitted to the Town Clerk for formal recording and the inclusion of the road on the list of accepted roads by the Town.

Affirmative Vote of Town Meeting:

Any road or street which has not received prior Planning Board approval or has not been laid out as a Class V road by the Board of Selectmen shall require an affirmative Town Meeting vote to accept the road as a Town road pursuant to the provisions of RSA 674:40, III.

In the event an individual(s) seek to have a road accepted by the Town through the Town Meeting form of acceptance, it is the intention of the Board of Selectmen to recommend that the same sort standard of conditions and requirements for acceptance

TOWN OF AUBURN
~~"DRAFT"~~ POLICY FOR ACCEPTANCE OF ROADS

be approved by the Town Meeting as would be implemented through the other two process outlined above.

Effective Date:

This policy shall take effect on ~~April 1, 2013~~ January 1, 2017.

Adopted by the Board of Selectmen the ~~18th~~ _____ th day of ~~March~~ _____, ~~2013~~ 2016.

~~Russell C. Sullivan~~ James F. Headd

~~James F. Headd~~ Richard W. Eaton

~~Paul M. Raiche~~ Dale W. Phillips
AUBURN BOARD OF SELECTMEN

Received and recorded this _____ day of _____, ~~2013~~ 2016

~~Joanne T. Linxweiler~~ Kathleen A. Sylvia, Town Clerk

TOWN OF AUBURN PURCHASING POLICY

This policy is intended to provide the practices and procedures necessary for the purchasing of material, equipment, supplies, and services for the Town of Auburn. It is intended to provide, to the extent possible, uniform guidelines for procuring the necessary goods and services in an efficient, timely and cost effective manner. This policy is designed to ensure that tax money and public funds are spent in the most prudent fashion possible.

SCOPE

The Board of Selectmen will make all decisions regarding policies for the purchasing of material, equipment, supplies, and services for the Town of Auburn. This policy is adopted by the Board of Selectmen in accordance with RSA 41:8 & 41:9, as it relates to the Board's management of the Town's prudential affairs and the Board's authority over expenditures.

APPLICABILITY

This procedure applies to all departments of the Town of Auburn, with the exception of the Griffin Free Public Library whose full authority rests with the elected Board of Library Trustees (RSA 202-A:6).

PROCEDURE

All purchases must be:

- 1) within approved budgets;
- 2) necessary, legal and, allowable; and
- 3) approved by Department Heads.

Factors to consider when purchasing are:

- 1) price;
- 2) quantity;
- 3) warranty;
- 4) service;
- 5) availability;
- 6) past performance;
- 7) references;
- 8) buy local when prudent to do so; and,
- 9) environmentally sound (biodegradable, can be or have been recycled).

REQUIREMENTS

The Town shall be obligated to pay for goods or services only to the extent that the funds have been appropriated. If contractual agreements extend through more than one fiscal

TOWN OF AUBURN PURCHASING POLICY

year, the Town's obligations under such a multi-year contract shall be specifically limited to the appropriation for such funding for each of the year(s) involved.

When expenditures involve state and/or federal funds, purchases shall meet all state and/or federal laws or regulations that may apply at the time of the purchase, as may be required by the grant fund program.

GUIDELINES

Most purchases can be initiated by the end user with requests submitted, either verbally or in writing, to the immediate department head or committee chair for consideration. It is the responsibility of the individual to insure purchases are within budgets and approved by the Department Head prior to any purchase. Items that are not within budgets will need prior approval by both the Department Head and the Board of Selectmen, in accordance with "Purchasing Levels" below, before a purchase can be made.

The Town of Auburn is a small municipality which relies heavily on the individual worker and his or her expertise in the field. Each person is expected to be prudent with tax-payer money and to make all purchases accordingly. A Department Head or Committee Chair must sign off on all expenditures, and indicate which budget line the expenditure is to come from in order for an invoice to be paid. The only items the Town Office will automatically pay and charge to appropriate budget accounts are normal bulk operating items such as heat, lights and electricity, telephone and appropriate personnel-related items such as health insurance, dental insurance, NH Retirement System, etc. All other expenditures will require an authorizing signature and budget line before being paid.

The Board of Selectmen will approve all manifests before payment is made. It is the responsibility of Accounts Payable in the office of the Board of Selectmen to insure that these necessary steps are taken prior to payment of any invoice.

At times, there will be a need to verify pricing or cost of a specific product or service so an informed decision can be made regarding a purchase. It is advisable to check pricing periodically to insure that vendors/suppliers remain competitive, as well as giving the opportunity to others to become a vendor/supplier for the Town. This process can range from being as informal as calling various vendors to request pricing, to requesting an RFP (Request for Proposals), or RFQ (Request for Quote); up to the most comprehensive formal bid process. Use of the formal bid process requires the Board of Selectmen's approval. Use of the competitive bidding process requires strictly following the stated process and the decision to use the process should not be taken lightly. At the Board of Selectmen's discretion, an RFP/RFQ or formal bid may be required for specific purchases. All purchasers should consider the following:

- 1) Vendors/suppliers are to be treated fairly and equitable;

TOWN OF AUBURN PURCHASING POLICY

- 2) Purchases should be coordinated and/or consolidated when practical and beneficial;
- 3) Avoid rush ordering, which can result in additional charges or shipping cost;
- 4) Whenever possible have a reasonable lead time;
- 5) Periodically use RFP or RFQ processes to solicit competitive proposals;
- 6) Consider the use of State Contracts; and,
- 7) Use the formal bid process when a detailed technical specification is feasible and desirable, or at the direct request of the Board of Selectmen.

Note: The Town can select a supplier/vendor on the State bid list without going through the formal competitive bid process.

PROHIBITED PURCHASING PRACTICES

At all times, avoid unethical practices and the appearance of unethical practices. Prohibited practices include, but are not limited to the following:

- 1) Conflict of Interest – No individual shall participate directly or indirectly in a purchase activity that the individual or the individual's immediate family has a direct financial interest in, including personal investments in a business entity;
- 2) Gratuities – No individual shall accept a gratuity or an offer of employment in connection with any purchasing decision or contract award;
- 3) Kickbacks – No individual shall accept any payment, gratuity or offer of employment as an inducement for the award of a contract or purchase made by the Town;
- 4) Contingent Fees – No individual working on the Town's behalf shall receive a commission, percentage, brokerage, or contingent fee for procurement of a contract or purchase made by the Town;
- 5) Misuse of Confidential Information – No individual shall use confidential information for personal gain, nor for the gain of any other person; and
- 6) In accordance with RSA 95:1, no person holding public office in the Town of Auburn, either appointed or elected, shall by contract or otherwise, except by open competitive bidding, buy real estate, sell or buy goods or services, commodities or other personal property of a value in excess of \$200 at any one sale to or from the Town of Auburn. This policy shall also apply to Town employees. An exception to this provision is the Town of Auburn Road Agent who it is anticipated may be a provider of services to the Town of Auburn based on the set rate schedule included in Appendix A of this policy. This is addressed in the section called "Purchasing Levels" below. Any exception to this policy must be approved by the Town Administrator and by a vote of the Board of Selectmen.

Remedies for persons found using prohibited practices will follow the guidelines outlined in the Town of Auburn's Personnel Manual, which can include termination of employment.

TOWN OF AUBURN PURCHASING POLICY

PURCHASING LEVELS:

- a) **Purchases Up to \$1,500:** The Department Head shall have full authority to make departmental purchases of goods or services up to \$1,500.00 which are identified within the department's annual budget. To the extent practical, it is encouraged to do whatever is practical to secure competitive pricing from multiple sources.
- b) **Purchases Between \$1,501.00 and \$5,000.00:** The Town Administrator shall have full authority to approve departmental purchases of goods or services up to \$5,000.00 for those items which are identified in the Town's budget. Prior to purchase, the Department Head shall submit documentation to the Finance Director for verification of available funds within the appropriate budget line and approval of the Town Administrator.
- c) **Between \$5,001.00 and \$15,000.00:** The Department Head shall contact as many vendors as necessary in order to obtain at least three (3) written or verbal quotations. The Department Head shall present these quotations to the Town Administrator, along with a recommendation, for the Board of Selectmen's approval. In the event that less than three (3) quotations are available, evidence of the attempt to obtain them should be attached to the request.
- d) **Over \$15,000.00:** Purchases for any department having an estimated cost in excess of \$15,000 shall be placed through a competitive procurement process to be overseen by the Finance Director and/or the Town Administrator. The final approval for purchase rests with the Board of Selectmen.
- e) **Elected Road Agent:** Recognizing the position of Road Agent is elected by the public, in addition to the nature and process of road maintenance and construction work performed in the Town of Auburn, the elected Road Agent shall have full authority to approve individual departmental purchases of goods or services up to \$25,000.00 before needing to utilize a competitive procurement process.

Pursuant to NH RSA 231:62, the Road Agent, "under the direction of the selectmen, shall have charge of the construction, maintenance, and repair of all town highways and bridges and the maintenance and repair of all sidewalks within the town, except as provided in the laws pertaining to state aid for highways and bridges and town road and bridge aid, and shall have authority to employ the necessary men and equipment, and purchase timber, planks, and other material for

TOWN OF AUBURN PURCHASING POLICY

construction and repair of such highways and bridges; and they may remove gravel, rocks, or other materials from one part of the town to another, doing no damage to adjoining land, for the purpose of grading or otherwise repairing the same.”

In retaining the services of contractors to perform work, the Auburn Road Agent shall utilize the hourly rates for equipment and operators as contained in the Town of Auburn Contract Labor / Equipment Rates attached as Appendix A to this policy. These rates shall also apply to the Auburn Road Agent for any equipment he or she provides. These rates should be reviewed annually, or more often if the need arises, by the Road Agent and the Board of Selectmen.

- f) **Contract Labor / Equipment Rates:** The Town of Auburn Contract Labor / Equipment Rates attached as Appendix A to this policy shall be utilized by any and all Town departments in retaining the services of contractors for improvement or construction projects.

CONTRACTS

The Board of Selectmen or its designee shall be authorized to approve and sign any and all proposed contracts or agreement documents that would obligate the Town of Auburn to purchase, lease-purchase or otherwise finance any equipment, commodities, services, labor or other goods. In the case of potential personnel contracts for the Police Department, such as a Collective Bargaining Agreement or other individual contracts, the document should be jointly approved and signed by the Police Commissioners (for personnel related decisions) and the Board of Selectmen (for the financial obligations.)

All such contracts or agreements shall be provided to the Town Administrator / Selectmen's Office to be reviewed by appropriate individuals, which may include legal counsel or risk management providers. This review and ultimate approval or rejection by the Board of Selectmen must occur prior to the ordering or acquisition of any such equipment, commodities, services, labor or other goods.

INVOICE REQUIREMENTS

The Board of Selectmen requests the following information be provided on all invoices submitted to the Town of Auburn for work or services provided to the Town by sub-contractors:

- Name, address and telephone number of company or individual
- Date of invoice
- Dates and times of work or services provided
- Location of where work or services were provided
- Equipment used

TOWN OF AUBURN PURCHASING POLICY

- Description of work or service completed
- Total hours worked
- Rate/cost per hour, and
- Total invoice amount

SUPERSESSION

These rules shall take effect upon the vote of the Board of Selectmen, and shall supersede all previous rules, regulations, customs and/or past practices that may have been in use on the effective date, unless specific exceptions are made by the Board of Selectmen. Any exceptions shall be noted in the action of the Board of Selectmen to adopt amendments, additions or deletions to these rules.

EFFECTIVE DATE

This policy shall take effect on ~~February 15, 2014~~ January 1, 2017.

Adopted by the Board of Selectmen the ~~27th~~ th day of ~~January~~ , ~~2014~~2016.

~~Russell C. Sullivan~~ James F. Headd

~~James F. Headd~~ Richard W. Eaton

~~Paul M. Raiche~~ Dale W. Phillips
AUBURN BOARD OF SELECTMEN

Received and recorded this day of , ~~2014~~2016

~~Joanne T. Linxweiler~~ Kathleen A. Sylvia, Town Clerk

TOWN OF AUBURN PURCHASING POLICY

APPENDIX A RATES FOR CONTRACT LABOR / EQUIPMENT

Road Agent (Supervisor/Labor) --	\$25.00 per hour
Pick-up Truck --	\$50.00 per hour
Pick-up Truck with Plow --	\$60.00 <u>65.00</u> per hour
One-Ton Truck --	\$60.00 per hour
One-Ton Truck with Plow & Sander --	\$75.00 <u>80.00</u> per hour
6-Wheeler Truck --	\$60.00 per hour
6-Wheeler Truck with Plow & Sander --	\$80.00 <u>85.00</u> per hour
10-Wheeler Truck --	\$70.00 per hour
10-Wheeler Truck with Plow & Sander --	\$90.00 <u>95.00</u> per hour
Tri-Axle Truck --	\$80.00 per hour
Backhoe --	\$100.00 per hour
Loader (2 yard bucket) --	\$85.00 <u>90.00</u> per hour
Loader (3 yard bucket)	\$105.00 <u>110.00</u> per hour
420 Loader (4 + yard bucket) --	\$120.00 <u>125.00</u> per hour
Dozer (D5) --	\$120.00 per hour
Grader --	\$130.00 per hour
316 Excavator --	\$130.00 per hour
325 Excavator --	\$145.00 per hour
Vibratory Compactor (Riding) --	\$250.00 per day

This list is representative of the type of equipment used by the Town of Auburn, but does not list all potential equipment that might be needed. Rates on this list should be adjusted accordingly for smaller or larger equipment not specifically listed.

TOWN OF AUBURN PURCHASING POLICY

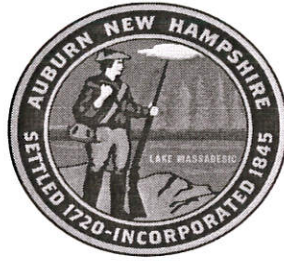
All rates are inclusive of driver / operator and/or equipment.

If a Town employee is hired to operate any of the above listed pieces of equipment, the rate of pay for that employee will be deducted from the rates specified above.

All contractors are required to provide and maintain a current proof of liability insurance and, if appropriate, workers compensation insurance coverage, before commencing work for the Town of Auburn.

Town of Auburn

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



Town Administrator

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

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: November 23, 2016

Re: Request for Proposals – Sand & Salt Storage Facility

On November 21st, we issued the attached Request for Proposal for pricing on the establishment of a salt & sand storage facility for the Highway Department, which you have discussed in recent months.

The Request for Proposal is basic and seeks pricing for both wooden structures and the fabric/plastic structures that seem to be in predominance in New Hampshire.

In August we did an electronic inquiry of New Hampshire municipalities seeking what they had done for similar facilities in the past five years. We received feedback and information from nine communities, and it appeared the majority of them had dealt with two firms – Rubb, Inc., of Sanford, ME and Iron Horse Structures of North Conway. So we sent the RFP directly to those two firms.

We have also published the RFP in Construction Summary of NH, Maine & Vermont; Construction Market Data (CMD); the Dodge Reports and Works in Progress of Vermont & New Hampshire. In addition, we have it posted on the Town's web site and have posted it at the Town Hall and Post Office.

Mike Dross and I have both already begun to receive telephone calls from potential vendors.

As written, the vendors are supposed to provide numbers that will be valid until at least April 1, 2017. It is clearly noted the project is contingent upon funding approval from the March 2017 Town Meeting voting.

Proposals are due in by December 9th, which will afford the Board time to make decisions before the 2017 budget process is completed.

Thank you for your consideration.

Attachment



TOWN OF AUBURN

PUBLIC NOTICE REQUEST FOR PROPOSALS

The Auburn Board of Selectmen is soliciting proposals for the establishment of a sand and salt shed storage facility for the Town of Auburn Highway Department on property located at 273 Chester Turnpike, Auburn.

Ideally, the Town would like to establish a facility large enough to contain 1,500 to 2,500 tons of salt, in addition to a supply of sand, and allow for mixing and loading inside the building.

All proposals submitted shall be valid until April 1, 2017. The vendor shall state in writing when the proposal will expire. Official awarding of the proposal shall not take place before the Auburn Town Meeting on March 14, 2017, but may be conditionally accepted prior to that date contingent upon voter approval of funding. Formal award will occur by April 1, 2017 if funding is approved.

Sealed bids marked "SAND & SALT BUILDING" will be accepted at the Selectmen's Office until 4:00 PM on Friday, December 9, 2016.

Specifications for the project are available at the Town Hall or online at the Town of Auburn web site (www.auburnnh.us) under "Requests for Proposals". Additional information may be obtained from Road Agent Michael Dross, telephone (603) 303-4223.

The Board of Selectmen reserves the right to accept or reject any or all proposals in the best interest of the Town of Auburn.

**TOWN OF AUBURN
BOARD OF SELECTMEN**

November 21, 2016

TOWN OF AUBURN

SPECIFICATIONS FOR SAND & SALT STORAGE FACILITY

The Town of Auburn is soliciting proposals for the establishment of a sand and salt shed for the Town of Auburn Highway Department on property located at 273 Chester Turnpike, Auburn, New Hampshire.

Ideally, the Town would like to establish a facility large enough to contain 1,500 to 2,500 tons of salt, in addition to a supply of sand, and allow for mixing and loading inside the building. It is believed a facility of approximately 30-feet by 50-feet would accomplish this, but the Town is looking for some direction from the vendor for the appropriate size.

Currently, the Town utilizes a small lean-to style storage facility that is approximately 17-feet by 28-feet, which does not provide much storage capacity for the Town.

The proposed storage facility would be placed on a slab with a cement wall of eight-to-10-feet in height. The top portion of the structure could either be a steel & fabric structure or a wooden structure with shingled roof.

Attached is a Town of Auburn Tax Map which highlights the outline of the property at 273 Chester Turnpike in yellow, and the approximate location for the proposed sand and salt shed in orange.

SCOPE OF WORK

Work that is anticipated to be done as part of this project includes:

- ✓ Design and install a storage structure that is fully enclosed on three sides with an opening on the fourth side.
- ✓ The facility shall have the capacity to store between 1,500 and 2,500 tons of road salt, in addition to a supply of sand
- ✓ The interior height provided by the structure will allow for unloading of materials by a trailer dump truck.
- ✓ The facility should feature cement walls eight-to-10-feet in height that could be either poured cement walls or interlocking, secured cement blocks.

- ✓ The structure must meet or exceed applicable building codes and snow load standards for this region.
- ✓ Successful contractor will need to pull a Town of Auburn building permit as part of the project, but there will be no fee charged for that permit.
- ✓ ***Town forces will handle all site work that is necessary for this project.***
- ✓ ***The Town will have its paving contractor handle the paving of the floor area.***

The successful contractor shall maintain a relatively clean work site, and will be allowed to maintain a disposal container on site for this purpose if needed.

Interested contractors wishing to view the job site shall contact the Auburn Rod Agent between the hours of 8:00 am and 4:00 p.m. No contractor is to view the job site without a Town representative present.

If subcontractors or contracted services are anticipated to be used by a contractor for this project, if at all possible, utilization of local Auburn vendors, services or contractors is urged.

All proposals submitted shall be good until April 1, 2017. The vendor shall state in writing when the proposal will expire. Official awarding of the proposal shall not take place before the Auburn Town Meeting on March 14, 2017, but may be conditionally accepted prior to that date based upon voter approval of funding. Formal award will occur by April 1, 2017 if funding is approved.

PAYMENT

Payment can be made in installments as the project progresses or with-in two weeks once all work is satisfactorily completed and all surrounding grounds are clear of all debris. Payment terms will be worked out between the chosen contractor and the Town.

PROFESSIONAL AND GENERAL LIABILITY INSURANCE

Chosen contractor shall file with the Town of Auburn evidence of professional liability and general liability insurance certifying coverage contained therein or, in the alternative, provide documentation of a self-insured program. Such insurance shall provide protection against professional and personal injury liability. The Certificate of Insurance shall identify the insurer and the Contractor, the type and amount of insurance, the location and operations to which the insurance applies, and the effective and expiration dates of the policies of insurance. Further, the contractor shall advise the Town of Auburn of any changes of insurance company, coverage, limits of liability and notices of cancellation of insurance.

Limits of liability shall be not less than: General Liability \$500,000 combined single limit and Worker's Compensation \$100,000 statutory insurance. Such insurance shall be maintained throughout the term of this contract and may not be canceled without providing at least thirty (30) days advance notice of such cancellation to the Town of Auburn.

INDEMNIFICATION

The Contractor agrees to hold harmless and indemnify the Town of Auburn against any and all claims, suits, damages, costs, or legal expense as a result of bodily injury or property damage resulting from the negligence of the Contractor.

PRE-AWARD CONFERENCE

The Town of Auburn shall conduct a pre-award conference with the apparent low bidder to evaluate the capabilities and resources of the apparent low bidder, and to review references of clients having similar requirements as set forth in this specification. Reference checks shall be an integral part of the final analysis of an award of contract. NOTE: Negative reference feedback may cause the bidder to be judged non-responsible and may result in rejection of the apparent low bid.

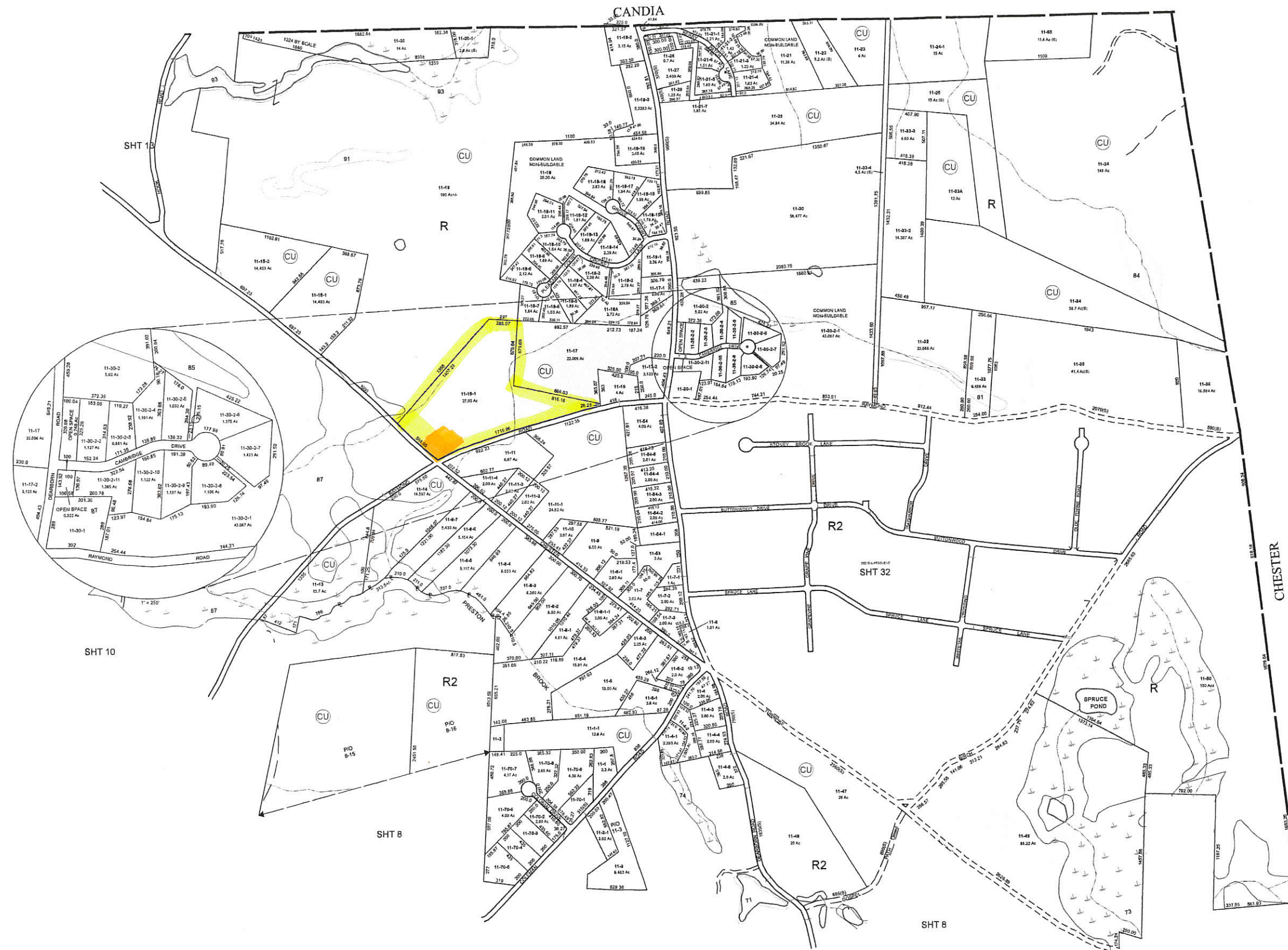
AWARD

The Town of Auburn reserves the right to select the proposal it feels best meets the needs of the Town. Proposals will be received by the Selectmen's Office until 4:00 P.M. on December 9, 2016.

All proposals submitted shall be good until April 1, 2017. The vendor shall state in writing when the proposal will expire. Official awarding of the proposal shall not take place before the Auburn Town Meeting on March 14, 2017, but may be conditionally accepted prior to that date based upon voter approval of funding. Formal award will occur by April 1, 2017 if funding is approved.

Questions may be directed to Michael Dross, Town of Auburn Road Agent, telephone (603) 303-4223 between the hours of 8:00 A.M. and 4:00 P.M.

The Town reserves the right to reject any or all submissions, or any part thereof; to waive any information in the solicitation of proposals; and to accept the proposal considered to be in the best interest of the Town.



THE DATA ON THIS MAP HAS BEEN COMPILED FROM A VARIETY OF SOURCES GRANTED VOLUNTARILY BY PRIVATE OWNERS AND OFFICIAL SOURCES AND IS NOT TO BE CONSIDERED LEGAL LOCATION OF PROPERTY BOUNDARY LINES. THE TOWN OF AUBURN ASSUMES NO RESPONSIBILITY FOR THE ACCURACY OF INDIVIDUAL PARCELS. MAPS ORIGINALLY COMPILED BY DOLLARD ASSOCIATES

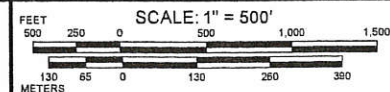
THE HORIZONTAL DATUM IS THE NEW HAMPSHIRE STATE PLANE COORDINATE SYSTEM, NAD 83

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LEGEND

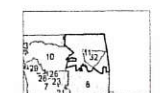
CURRENT USE	CU	CULVERT	→
PROPERTY LINE	FL	CATCH BASIN	●
SCALED	(S)	MANHOLE	●
PART OF ORIGINAL LOT	Z		



REVISED TO: APRIL 1, 2016

PROPERTY MAPS
AUBURN
NEW HAMPSHIRE

INDEX DIAGRAM



MAP NO.

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