

**Town of Auburn
Board of Selectmen
April 24, 2017
Town Hall
7:00 p.m.**

() Call to Order – Pledge of Allegiance

Approval of Payroll for Week of April 17th, 2017

Approval of Accounts Payable for Week of April 24th, 2017

Consent Agenda – as of April 24th, 2017

() Public Hearing

Consideration of Adoption of Proposed Building Permit Fee Schedule and
Building Permit Refund Policy

() Appointments with the Board

Amy Lachance, Parks & Rec Coordinator – Running Club Proposal

() New Business

Resignation – Alex Eisman, Parks & Recreation Commission

Eddows Filed Soils Testing Results / Fertilizing

2016 Encumbered Funds

Request to Close / Film on Lantern Lane

Dartmouth Drive Sink Hole

Payment Schedule Agreement for Library Funds

Lawn Mowing Proposals

() Old Business

Hooksett Road Drainage Review

() Other Business

() Minutes

- March 27th, 2017 Public Meeting
- March 27th, 2017 Non-Public Meeting
- April 10th, 2017 Public Meeting
- April 10th, 2017 Non-Public Meeting (x 4)

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

PUBLIC NOTICE

PUBLIC HEARING AUBURN, NEW HAMPSHIRE

The Auburn Board of Selectmen will hold a public hearing on Monday, April 24, 2017 beginning at 7:00 P.M. at the Auburn Town Hall for the purpose of receiving public comment concerning amending the Town of Auburn's "Building Permit Fee Schedule" pursuant to the provisions of Article 13.01 of the Town of Auburn Zoning Ordinance.

Immediately following the public hearing concerning the Building Permit Fee Schedule, the Board of Selectmen will consider adoption of a proposed "Building Permit Refund Policy".

Copies of the proposed Building Permit Fee Schedule and Building Permit Refund Policy are available for public review and inspection at the Auburn Town Hall, in addition to the Auburn Post Office and on the Town of Auburn web site (www.townofauburnnh.com).

BOARD OF SELECTMEN
AUBURN, NH
April 11, 2017



Town of Auburn, New Hampshire

Building Inspection/Code Enforcement

Building Permit Fee Schedule 2017

Individual Permit Fees

Improvement	Current Fee	Proposed Fee
Electrical Permit Residential	\$25.00	\$50.00
Commercial	\$50.00	\$75.00
Plumbing Permit		
Residential	\$25.00	\$50.00
Commercial	\$50.00	\$75.00
Mechanical Permits		
Residential	\$25.00	\$50.00
Commercial	\$50.00	\$75.00
Oil Burner Equipment	\$25.00	\$50.00
Chimney (wood burning)	\$25.00	\$50.00
Above Ground Swimming Pool	\$25.00	\$25.00
Pool Electrical	-	\$50.00
In-ground Swimming Pool	\$25.00	\$50.00
Pool Electrical	-	\$50.00
Shed	\$25.00	\$35.00
Septic Design Review	\$30.00	\$30.00
Septic Installation	\$30.00	\$50.00
Fire Suppression/Sprinkler	\$50.00	\$75.00
Sign (non illuminated)	\$25.00	\$50.00
Sign (Illuminated)	\$25.00	\$50.00
Sign electrical permit	\$50.00	\$75.00
Driveway (new)	\$50.00	\$50.00
Driveway Improvement	\$25.00	\$25.00

New Construction & Additions

Use Group and Type of Construction

ICC Building Valuation Data (reviewed annually as published by International Code Council)

Group (2015 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	226.92	219.10	213.80	205.04	192.95	187.36	198.56	176.18	169.73
A-1 Assembly, theaters, without stage	207.97	200.15	194.85	186.09	174.15	168.55	179.61	157.38	150.92
A-2 Assembly, nightclubs	177.89	172.85	168.07	161.49	151.98	147.78	155.80	137.68	132.99
A-2 Assembly, restaurants, bars, banquet halls	176.89	171.85	166.07	160.49	149.98	146.78	154.80	135.68	131.99
A-3 Assembly, churches	209.94	202.13	196.83	188.07	176.32	170.72	181.59	159.54	153.09
A-3 Assembly, general, community halls, libraries, museums	175.12	167.31	161.01	153.25	140.50	135.90	146.77	123.72	118.27
A-4 Assembly, arenas	206.97	199.15	192.85	185.09	172.15	167.55	178.61	155.38	149.92
B Business	181.12	174.43	168.67	160.26	146.18	140.70	153.97	128.34	122.72
E Educational	192.29	185.47	180.15	172.12	160.72	152.55	166.18	140.46	136.18
F-1 Factory and industrial, moderate hazard	108.98	103.99	97.83	94.17	84.37	80.56	90.16	69.50	65.44
F-2 Factory and industrial, low hazard	107.98	102.99	97.83	93.17	84.37	79.56	89.16	69.50	64.44
H-1 High Hazard, explosives	102.01	97.02	91.86	87.20	78.60	73.79	83.19	63.73	N.P.
H234 High Hazard	102.01	97.02	91.86	87.20	78.60	73.79	83.19	63.73	58.67
H-5 HPM	181.12	174.43	168.67	160.26	146.18	140.70	153.97	128.34	122.72
I-1 Institutional, supervised environment	180.72	174.14	169.28	161.12	149.06	145.04	161.12	133.69	129.43
I-2 Institutional, hospitals	304.80	298.11	292.36	283.95	268.92	N.P.	277.65	251.09	N.P.
I-2 Institutional, nursing homes	211.20	204.51	198.75	190.34	177.26	N.P.	184.05	159.42	N.P.
I-3 Institutional, restrained	206.08	199.38	193.63	185.22	172.62	166.14	178.93	154.78	147.16
I-4 Institutional, day care facilities	180.72	174.14	169.28	161.12	149.06	145.04	161.12	133.69	129.43
M Mercantile	132.61	127.57	121.79	116.21	106.35	103.15	110.52	92.05	88.36
R-1 Residential, hotels	182.28	175.70	170.83	162.68	150.87	146.84	162.68	135.49	131.23
R-2 Residential, multiple family	152.86	146.27	141.41	133.25	122.04	118.01	133.25	106.66	102.41
R-3 Residential, one- and two-family	143.93	139.97	136.51	132.83	127.95	124.61	130.57	119.73	112.65
R-4 Residential, care/assisted living facilities	180.72	174.14	169.28	161.12	149.06	145.04	161.12	133.69	129.43
S-1 Storage, moderate hazard	101.01	96.02	89.86	86.20	76.60	72.79	82.19	61.73	57.67
S-2 Storage, low hazard	100.01	95.02	89.86	85.20	76.60	71.79	81.19	61.73	56.67
U Utility, miscellaneous	77.82	73.48	69.04	65.52	59.23	55.31	62.58	46.83	44.63

Unfinished basement (all use groups) = \$15.00 per square foot

N.P. = not permitted

Construction of New Homes, Additions, Detached Accessory Structures, New Commercial Buildings

Calculate square footage x square foot construction costs per Building Valuation Data

Multiply by : **Town of Auburn Permit Fee Multiplier = 0.0034**

Minimum Permit fee shall be \$50.00

Example of Permit Fee Calculation

Use Group	R-3	Type of Construction		VB
	Length	Width	Total	
Story 1	<div><div></div><div>x</div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div>1200</div><div></div></div>	
Story 2	<div><div></div><div>x</div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div>1200</div><div></div></div>	
TOTAL LIVING AREA			<div><div>2400</div><div>x</div><div>\$112.65</div></div>	<div><div>\$270,360.00</div><div>=</div></div>
			<div><div>Total Sq Ft</div><div></div></div>	<div><div>Sq Ft Cost</div><div></div></div>
Basement, deck	<div><div></div><div>x</div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div>1244</div><div>x</div></div>	<div><div>Cost of Construction</div><div>\$18,660.00</div></div>
garage	<div><div></div><div>x</div><div></div></div>	<div><div></div><div>0</div><div></div></div>	<div><div></div><div>524</div><div>x</div></div>	<div><div>Cost of Construction</div><div>\$20,870.92</div></div>
	<div><div></div><div>x</div><div></div></div>	<div><div></div><div>0</div><div></div></div>	<div><div></div><div>0</div><div>x</div></div>	<div><div></div><div>\$0.00</div><div>=</div></div>

Total Cost of Construction	\$309,890.92
Cost per \$1000 PERMIT FEE	\$0.0034
	\$1,053.63

Renovations/Remodel

Renovation and remodel fees shall be calculated at one third ($1/3^{rd}$) the cost of new construction. Minimum permit fee shall be \$50.00

Demolition Permit - \$25.00

Renewals – New Home & Commercial

Permit renewal fees shall be based on a determination by the building inspector as to the percentage of completion of construction.

Fees shall be calculated as follows:

25% complete	\$ 200.00
50% complete	\$ 150.00
75% complete	\$ 100.00

Renewals – other Permits

Permit renewal fees shall be based on a determination by the building inspector as to the percentage of completion of construction.

Fees shall be calculated as follows:

- 50% of original permit fee if less than 50% complete.
- 25% of original permit fee if more than 50% complete.

Reinspection fees. There shall be no fee for the first inspection. However, the fee for any second or subsequent re-inspections shall be charged 50% of the fee for initial inspection.

Relocated Structures: The fees for relocated structures shall be the same as new structures whether residential, commercial, or industrial.



TOWN OF AUBURN, NEW HAMPSHIRE BUILDING DEPARTMENT

Building Permit Refund Policy

It shall be the policy of the Auburn Building Department to issue a refund under the following circumstances:

Pertaining to ALL permits:

- NO work shall have taken place associated with the permit.
- Request must be made in writing.
- Request must be made within thirty days of the date the permit was issued.
- Refunds may only be requested by the party that paid the fee.

Residential Building permits [major]: (ex. new homes, additions, solar array)
A \$25 application fee and \$25 review fee will be deducted from the refund.

Residential Building Permit (minor) (ex. sheds, decks, above ground pools)
A \$10 application fee will be deducted from the refund.

Residential Trade permits:
A \$10 application fee will be deducted from the refund.

Commercial Building Permit [major or minor]:
A \$100 application fee and 50% review fee will be deducted from the refund.

Commercial Trade permits:
A \$10 application fee will be deducted from the refund.

Policy adopted by Auburn Board of Selectmen Effective: June 1, 2017

**ALEX EISMAN
75 CHESTER ROAD
AUBURN, NEW HAMPSHIRE**

APRIL 10, 2017

To whom it may concern:

This letter is to formally announce my resignation from the Auburn Parks and Recreation Commission effective today, April 10, 2017. Due to unforeseen personal issues, I do not feel that I can adequately fulfill my obligation as Commissioner / Co- Chairman. While I regret my departure from the board, I am very pleased with the accomplishments we have made over the years.

Sincerely,

A handwritten signature in blue ink, appearing to read "Alex Eisman", with a stylized, cursive script.

Alex Eisman

Report To

CASELLA ORGANICS
4 CHENELL DRIVE
SUITE 200
CONCORD, NH 03301

Prepared For

MIKE ROLFE
AUBURN, NH

Sampled 04-12-2017
Tested 04-17-2017

Sample Number	Lab Number	pH		Organic Matter %	Analysis Result* and Rating		CEC	Base Saturation			Mehlich-3 PPM and Rating				
		Soil pH	Buffer pH		Phosphorus P	Potassium K		K %	Mg %	Ca %	Sulfur S	Boron B	Zinc Zn	Iron Fe	Copper Cu
MIKE 1	G34874	6.0	6.5	3.1	50 M	25 L	37 L	9.3	0.6	2.9	31.8				
MIKE 2	G34875	6.2	6.7	2.7	294 V	16 L	26 L	8.4	0.4	2.3	54.7				
MIKE 3	G34876	5.2	6.2	3.4	25 M	25 L	25 L	10.8	0.5	1.7	8.6				
MIKE 4	G34877	5.5	6.2	4.0	26 M	31 L	37 L	11.2	0.6	2.4	11.6				
MIKE 5	G34878	5.4	6.3	2.9	131 H	47 L	28 L	10.4	1.0	2.0	15.9				
MIKE 6	G34879	5.8	6.4	2.9	20 L	20 L	42 L	9.4	0.5	3.3	19.6				
BALL 2	G34880	6.0	6.8	2.1	24 L	25 L	104 M	4.8	1.1	15.9	33.1				
BALL 3	G34882	6.3	7.0	2.7	53 M	29 L	114 M	2.9	2.1	28.5	69.3				
BALL 4	G34883	6.4	7.0	2.2	82 G	35 L	128 M	2.8	2.7	33.1	64.3				
BALL 5	G34884	6.0	6.8	1.8	45 M	31 L	54 L	4.0	1.7	9.9	28.1				

* P, K, Mg and Ca are extracted by Mehlich-3 (ICP) and are reported in ppm

Sample Number	Lab Number	Year	Crop	Yield Goal	Acres	Nutrient recommendations expressed in broadcast rates of lbs/A except where noted									
						CaCO3** Lime	N	P2O5	K2O	Mg	S	B	Cu	Fg Follar	Mn Row
MIKE 1	G34874	17	Orchardgrass Hay Topdress	3 ton	5	3732 D	119	69	308	25					
MIKE 2	G34875	17	Orchardgrass Hay Topdress	3 ton	3	2014 D	123	0	308	25					
MIKE 3	G34876	17	Orchardgrass Hay Topdress	3 ton	1	8529 D	116	107	308	25					
MIKE 4	G34877	17	Orchardgrass Hay Topdress	3 ton	1	7556 D	110	105	308	25					
MIKE 5	G34878	17	Orchardgrass Hay Topdress	3 ton	10	7096 D	121	0	298	35					
MIKE 6	G34879	17	Orchardgrass Hay Topdress	3 ton	2	5069 D	121	116	308	24					
BALL 2	G34880	17	Orchardgrass Hay Topdress	3 ton	1	2091 D	129	116	308	11					
BALL 3	G34882	17	Orchardgrass Hay Topdress	3 ton	1	608 D	123	83	308	10					
BALL 4	G34883	17	Orchardgrass Hay Topdress	3 ton	1	408 D	128	45	303	10					
BALL 5	G34884	17	Orchardgrass Hay Topdress	3 ton	1	2091 D	132	90	307	20					

**Lime expressed in 100% pure CaCO3. Adjust accordingly. D = Dolomitic Lime. C = Calcitic Lime.

Orchardgrass Hay Topdress: Reduce N-10 lb/a, P2O5-20 lb/a, and K2O-40 lb/a if grazed, as credit for manure recycling. The recommendations are based on crop removal plus a 7 to 10 year P and K buildup program.

Report To

CASELLA ORGANICS
4 CHENELL DRIVE
SUITE 200
CONCORD, NH 03301

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MIKE ROLFE
AUBURN, NH

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Tested

04-12-2017
04-17-2017

Sample Number	Lab Number	pH		Organic Matter %	Analysis Result* and Rating				CEC	Base Saturation			Mehlich-3 PPM and Rating						
		Soil pH	Buffer pH		Phosphorus P	Potassium K	Magnesium Mg	Calcium Ca		K %	Mg %	Ca %	Sulfur S	Boron B	Zinc Zn	Iron Fe	Copper Cu	Mang. Mn	Alum. Al
BALL 6	G34885	5.5	6.7	1.0	58 M	19 L	27 L	201 M	4.6	0.9	4.3	16.4							

* P, K, Mg and Ca are extracted by Mehlich-3 (ICP) and are reported in ppm

Sample Number	Lab Number	Year	Crop	Yield Goal	Acres	Nutrient recommendations expressed in broadcast rates of lbs/A except where noted										
						CaCO3** Lime	N	P2O5	K2O	Mg	S	B	Cu	Fe Foliar	Mn Row	Zn
BALL 6	G34885	17	Orchardgrass Hay Topdress	3 ton	1	3711 D	140	69	308	25						

**Lime expressed in 100% pure CaCO3. Adjust accordingly. D = Dolomitic Lime. C = Calcitic Lime.

Orchardgrass Hay Topdress: Reduce N-10 lb/a, P2O5-20 lb/a, and K2O-40 lb/a if grazed, as credit for manure recycling. The recommendations are based on crop removal plus a 7 to 10 year P and K buildup program.

Bill Herman

From: Patrick Kelly <pat@kellyemail.net>
Sent: Tuesday, November 29, 2016 9:23 PM
To: Bill Herman; 'Zach Eaton'
Cc: d.nye@comcast.net; kmdobmeier@comcast.net; 'LISA'; rickeaton49@gmail.com; a.eisman@comcast.net; jimheadd@comcast.net
Subject: RE: Recreation Improvements
Attachments: GroundHog WE Baseball Commercial Service Proposal 2017-9.pdf; wayneeddows2016-17 Highest Quality Lawn Care.pdf; GroundHog WE Soccer Commercial Service Proposal 2017-9.pdf; Mainly Grass - Eddows Field Auburn Soccer.pdf; Mainly Grass - Eddows Field Little League.pdf

Hi Bill, I have received 3 sets of quotes from fertilizer companies per our discussion at the BOS meeting. Highest Quality, Groundhog, and Mainly Grass. Groundhog and Mainly Grass suggested 6 treatments, Highest Quality suggested 9. I think the 6 will be sufficient and the best pricing was from Mainly Grass out of Bedford. They were recommended by a local landscaping company. Zach plans to do reseeding on half of the baseball fields next year, so the Mainly grass quote is for only 2 of the baseball fields. I was unaware of this when I got the other two quotes but it's obvious how they would scale.

Vendor	Fields	Early Spring	Late Spring	Early Summer	Crabgrass	Late Summer	Fal
Highest Quality	Soccer	\$ 450	\$ 450	\$ 450	\$ 450	\$ 450	\$
Highest Quality	Baseball	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$
Groundhog	Soccer	\$ 350	\$ 350	\$ 350	Included		\$
Groundhog	Baseball	\$ 450	\$ 450	\$ 450	Included		\$
Mainly Grass	Soccer	\$ 275	\$ 275	\$ 275	Included		\$
Mainly Grass	Baseball*	\$ 228	\$ 228	\$ 228	Included		\$
*two fields only per Zach, other quotes are for 4 fields							

So the total I suggest we budget for the Wayne Eddows complex for 2017 would be \$2800. As I mentioned at the meeting, there has been a question in the past on whether this should be part of the BOS budget for town wide landscaping, or Parks and Rec budget for maintenance. Please advise.

Thanks,

Pat Kelly
603-289-4041

From: Bill Herman [mailto:townadmin@townofauburnnh.com]
Sent: Friday, November 18, 2016 10:08 AM
To: Pat Kelly <pat@kellyemail.net>; Zach Eaton <zach@prmulch.com>
Subject: Recreation Improvements

Good Morning –

Vendor	Fields	Early Spring	Late Spring	Early Summer	Crabgrass	Late Summer	Fall	Winterizer	Grub Control	Lime	total
Highest Quality	Soccer	\$ 450	\$ 450	\$ 450	\$ 450	\$ 450	\$ 450	\$ 450	\$ 450	\$ 1,350	\$ 4,950
Highest Quality	Baseball	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700		\$ 5,600
Groundhog	Soccer	\$ 350	\$ 350	\$ 350	Included		\$ 350		\$ 350		\$ 1,750
Groundhog	Baseball	\$ 450	\$ 450	\$ 450	Included		\$ 450		\$ 450		\$ 2,250
Mainly Grass	Soccer	\$ 275	\$ 275	\$ 275	Included		\$ 275		\$ 400	\$ 275	\$ 1,500
Mainly Grass	Baseball*	\$ 228	\$ 228	\$ 228	Included		\$ 228		\$ 342	\$ 228	\$ 1,254
*two fields only per Zach, other quotes are for 4 fields											

Auburn Soccer Club (Pat Kelly)
Lawn Care quote for Eddows Field (Soccer Field only)
27 Priscilla Ln. Auburn NH

2017

Step 1 Pre-emergent crabgrass control, Fertilization and Weed control.	\$275.00
Step 2 Fertilization and broadleaf weed control	\$275.00
Step 3 Fertilization and broadleaf weed control	\$275.00
Step 5 Fertilization and broadleaf weed control	\$275.00
Recommended beneficial services	
Lime	\$275.00
Grub control & surface insect control	\$400.00
Total 2017	\$1775.00

Fertilizer is a granular phosphorus free product. We use broadleaf weed control as needed. We can adjust the program as needed to meet your needs. Treatments are done at approximately 5-7 week intervals. This will vary slightly based on weather conditions

John Savage
Mainely Grass Inc.
Bedford NH
603-232-0357

Auburn Little League (Zack Eaton)
Lawn Care quote for Eddows Field (2 Little League Field only)
27 Priscilla Ln. Auburn NH

2017

Step 1 Pre-emergent crabgrass control, Fertilization and Weed control.	\$228.00
Step 2 Fertilization and broadleaf weed control	\$228.00
Step 3 Fertilization and broadleaf weed control	\$228.00
Step 5 Fertilization and broadleaf weed control	\$228.00
Recommended beneficial services	
Lime	\$228.00
Grub control & surface insect control	\$342.00
Total 2017	\$1482.00

Fertilizer is a granular phosphorus free product. We use broadleaf weed control as needed. We can adjust the program as needed to meet your needs. Treatments are done at approximately 5-7 week intervals. This will vary slightly based on weather conditions

John Savage
Mainely Grass Inc.
Bedford NH
603-232-0357

MEMO

Date: April 24, 2017

To: Board of Selectmen

From: Adele A. Frisella
Finance Director

Re: 2016 Encumbered Amounts

This is request an additional \$3,600.00 to the December 31, 2016 encumbered amounts. This amount is for records preservation which was contracted in October 2016 and completed in April 2017.

With this addition of \$3,600.00 the total encumbered amount for year ending December 31, 2016 would be \$250,093.46. The following is a list of the encumbered amounts.

\$ 3,600.00	Record Preservation	01-4140-6-620-2
33,682.36	Master Plan & CIP Updates	01-4191-3-390-2
127,190.96	Road Recon/Griffin Bridge	01-4909-9-930-0
<u>85,920.14</u>	Old Candia Road & Raymond	01-4909-9-930-7
	Road Hazardous Mitigation	
\$250,393.46		

Invoice

KOFILE TECHNOLOGIES
(Formerly Known as Kofile Preservation, Inc. and
Kofile Solutions, Inc.)

PO BOX 541028
DALLAS, TX 75354
Tel: 214-351-4800
AR@kofile.us

Invoice No 218003 **Page** 1
Invoice date 4/3/2017

Bill To:
TOWN OF AUBURN
TOWN CLERK'S OFFICE
PO BOX 309
47 CHESTER ROAD
Auburn, NH 03032

Ship To:
TOWN OF AUBURN
TOWN CLERK'S OFFICE
PO BOX 309
47 CHESTER ROAD
Auburn, NH 03032

Customer #		Order Number	Customer PO	Payment Terms	Sales Rep	
NHAUBU		2020737		Net 30 Days	101 William Stewart Jr.	
Quantity	Item No.	Description		Unit Price	Extended Price	
1.0000	20020	Planning Board Minutes / 1990-1996		350.0000	350.00	
1.0000	20020	Budget Committee / 1992-1998		350.0000	350.00	
1.0000	20010	MICROFILMING		800.0000	800.00	
1.0000	20020	Planning Board Minutes / 1966-1977		1,800.0000	1,800.00	
1.0000	20010	MICROFILMING		250.0000	250.00	

Subtotal: 3,550.00
Freight: 50.00
Sales tax: 0.00
Total Invoice Amount 3,600.00

Document Preservation Specialists™

DATE:	10.11.16	PHONE:	603 348 3381	FAX:	x107
Email Address:		0518			

2020737

☐ See below for additional instructions

SUBTOTAL	3,350 1200
SHIPPING & HANDLING:	50 30
TOTAL:	3,600 1230

Dedication Plate Information:

1558 Forrest Way
Carson City, NV 89706
Toll Free (855) 767-8697
(775) 885-7373 Fax

1122

Bill Herman

From: Jeffrey Allen <jeffrey.allen@deckers.com>
Sent: Thursday, April 13, 2017 2:36 PM
To: Bill Herman
Cc: Michael Blake
Subject: Film Project

Good Afternoon,

It was great talking with you this morning. So, outlined below is our desired plan and rough timeline. Please let me know how to proceed.

We would like to shoot part of a small film project in Auburn, NH. We would like to shoot a few running scenes on the street 20 Lantern Lane and surrounding neighborhood. We want to do whatever the Town of Auburn deems best: closure of the road, partial closure, police assisting traffic, etc.

We are also wanting to shoot a few scenes of our runners running on the Massabesic Lake Trails at night and during the day.

Our plan is to arrive in Auburn on May 22nd and shoot the above scenes from the 23rd-25th.

We are very excited to come to your town and work with Auburn.

Thanks for your help on this.

I've cc'ed Hoka's Brand Creative Producer, Michael Blake, for reference.

Best,

Jeff Allen
Independent Consultant
Hoka One One
jeffrey.allen@deckers.com

Bill Herman

From: Tatem, Dan <dan.tatem@stantec.com>
Sent: Thursday, April 13, 2017 10:33 AM
To: Bill Herman
Cc: mldro@comcast.net; LaBranche, Rene
Subject: Dartmouth Drive Sink Hole #2

Bill – As we discussed yesterday, another sink hole has appeared in Dartmouth Drive. This one is located several hundred feet further uphill of the previous one. We understand that the road has been blocked off with jersey barriers just uphill of the C-squared driveway. We recommend that the following steps be taken to attempt to determine the cause of the sinkhole:

1. Inspect the down gradient sewer manholes and electrical vaults for sediment accumulation. Accumulations may be found in these structures if soil is being transported through a broken pipe.
2. Saw-cut and remove the pavement around the sinkhole.
3. Excavate the gravels and fill material, chasing the limits of the sinkhole, attempting to find the void(s) where the gravels and soils are exiting the sinkhole.
4. If a broken pipe is found, it shall be repaired, and if a sewer pipe, re-pressure tested.
5. If no broken pipes are found and it is believed that the soils are being transported into a utility trench, voids in the subgrade, or voids in the blasted ledge, the excavation must be lined with Mirafi 180N fabric and backfilled in 12" lifts. Each lift must be properly compacted. The gravel and crushed gravels that are used must meet NHDOT 304.2 and 304.3, respectively.
6. The saw-cut pavement edges must be cleaned and tacked prior to placing the binder and wearing course.

Mike discussed this with us and he requested that we are on-site during the excavation to assist in attempting to determine the cause of the sinkhole and recommend the necessary repairs or measures that should be taken prior to backfilling the excavation.

Please have Mike call us the day before he is scheduled to start the repair work, so we can schedule Seth or myself to be on-site.

Thank you.

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.

PAYMENT SCHEDULE FOR LIBRARY FUNDS

Pursuant to the provisions of RSA 202-A:11, III, the Library Trustees shall *"expend all moneys raised and appropriated by the town for library purposes and shall direct that such moneys be paid over by the town treasurer pursuant to a payment schedule as agreed to by the library trustees and the selectmen."*

To meet the standards of the funding for the Griffin Free Public Library as outlined in state statute, the Board of Library Trustees and the Auburn Board of Selectmen are entering into this agreement for the payment schedule of moneys raised and appropriated by the town for library purposes.

A portion of the moneys raised and appropriated by the town are to cover the costs of personnel expenses for the staff of the Griffin Free Public Library. Under this payment schedule, the Board of Library Trustees and the Board of Selectmen agree the Town of Auburn will regularly pay the wages and associated personnel expenses of Social Security, Medicare and Retirement at the same time it does all the employees of the Town of Auburn based on the timely submission of approved time records to be provided to the Town by the Griffin Free Public Library.

The remaining operating funds raised and appropriated for the support of the Griffin Free Public Library will be paid to the Treasurer of the Griffin Free Library Board of Trustees on a quarterly basis. The quarterly schedule of payments shall be:

- Forty percent (40%) of previous year's operating fund paid in January
- Twenty percent (20%) of current year's operating fund paid in April
- Twenty percent (20%) of current year's operating fund paid in July
- Balance of budgeted amount of current year's operating fund paid in October

As close to the end of each fiscal year as possible, the Treasurer of the Board of Library Trustees shall return to the Town of Auburn any unspent or uncommitted funds from the moneys raised and appropriated by the Town for the library from the prior fiscal year.

This agreement shall remain in effect until specifically rescinded by either Board.

Griffin Free Public Library Trustees:

Auburn Board of Selectmen:

Nancy J. Mayland, Chair

James F. Headd, Chair

Elizabeth A. Michaud, Secretary

Richard W. Eaton, Selectman

Joseph G. Forest, Treasurer

Dale W. Phillips, Selectman

Date

Date

TITLE XVI LIBRARIES

CHAPTER 202-A PUBLIC LIBRARIES

Section 202-A:11

202-A:11 Powers and Duties. – Except in those cities where other provision has been made by general or special act of the legislature, the library trustees of every public library in the state shall:

I. Adopt bylaws, rules and regulations for its own transaction of business and for the government of the library;

II. Prepare an annual budget indicating what support and maintenance of the free public library will be required out of public funds for submission to the appropriate agency of the municipality. A separate budget request shall be submitted for new construction, capital improvements of existing library property;

III. Expend all moneys raised and appropriated by the town or city for library purposes and shall direct that such moneys be paid over by the town or city treasurer pursuant to a payment schedule as agreed to by the library trustees and the selectmen or city council. All money received from fines and payments for lost or damaged books or for the support of a library in another city or town under contract to furnish library service to such town or city, shall be used for general repairs and upgrading, and for the purchase of books, supplies and income-generating equipment, shall be held in a nonlapsing separate fund and shall be in addition to the appropriation;

IV. Expend income from all trust funds for library purposes for the support and maintenance of the public library in said town or city in accordance with the conditions of each donation or bequest accepted by the town or city;

V. Appoint a librarian who shall not be a trustee and, in consultation with the librarian, all other employees of the library and determine their compensation and other terms of employment unless, in the cities, other provision is made in the city charter or ordinances.

Source. 1917, 59:1. 1919, 35:1. PL 10:56. 1927, 82:4. 1933, 60:3. RL 15:59. 1943, 90:2. RSA 202:10. 1963, 46:1. 1983, 272:1. 2000, 9:4, eff. April 16, 2000.

This is a letter of agreement between the Board of Trustees of the Griffin Free Public Library and the Board of Selectmen of Auburn, NH regarding the disbursement of all moneys raised and appropriated by the town of Auburn for library purposes (other than payroll and benefits). Pursuant to amended RSA 202-A:11, III, the payment schedule shall be:

A. Twenty-five percent (25%) of previous year's budget	paid in January
Twenty-five percent (25%) of current year's budget	paid in April
Twenty-five percent (25%) of current year's budget	paid in July
Balance of budgeted amount of current year's budget	paid in October

B. The Board of Selectmen's office will issue payroll checks and administer employee benefits.

C. The Board of Selectmen's office will provide monthly financial reports to the Board of Library Trustees.

Dated: _____

Signed by:

Board of Trustees

Board of Selectmen

TOWN OF AUBURN, NEW HAMPSHIRE BID CANVAS REPORT

PROJECT: Lawn Care and Maintenance Proposals		Date: April 14, 2017 Time: 2:00 PM
Vendor	Bid Submitted	
Blue Sky Landscaping LLC Sean St. Pierre Deerfield	\$24,000.00	
Town Properties	\$21,345.00	
School District	\$ 3,175.00	
Hourly Rate: Mowing	\$60.00	
Cleanups	\$90.00	
Parker Landscapes, LLC Donny Parker Bedford	\$31,720	
Town Properties	\$26,520.00	
School District	\$ 5,200.00	
ASAP Landscape & Design, LLC Don Wescott Bow	\$27,000.00	
Town Properties	\$24,500.00	
School District	\$ 2,500.00	
Hourly Rate: Everything	\$125.00	
Shade Tree Landscaping, LLC Scott Malo Auburn	(See Attached Spreadsheet)	
Town Properties	(See Attached Spreadsheet)	
Auburn Village School	\$4,732 - \$8,580	
Lawn Maintenance & Fall Cleanup	\$ 500.00	
Shearing/Hand Pruning	\$ 474.00	
Spring Clean-up	\$ 326.00	
Edge & Mulch Plant Bends		
SumnerScape Kevin P. Sumner Farmington	\$42,000.00	

Town Properties	\$26,000.00
School District	\$16,000.00
Hourly Rate:	

4/19/05

SHADE TREE LANDSCAPING

Summary of Lawn Maintenance Proposal

Proprety	Spring Clean-up (Per Season)	Edging (Per Season)	Mulching (Per Season)	Lawn Maintenance (Per Weekly Visit)	Lawn Fertilizing (Twice a Year)	Liming (Once)	Hand Pruning (Per Season)	Shearing (Per Season)
Town Hall	\$173		\$294	\$56	\$184	\$90	\$254	\$78
Bicentennial Park	\$98		\$165	\$55			\$127	\$55
Safety Complex	\$1,164		\$1,688	\$206			\$1,582	\$452
Pingree Hill Fire Station	\$155		\$160	\$55			\$204	\$67
Griffin Library	\$133		\$305	\$55	\$202	\$100	\$356	\$109
Circle of Fun	\$450		\$345	\$119				
Eddows Field	\$714			\$357				
Welcome to Auburn	\$100		\$25	\$68			\$149	\$55
Chester Road Roadside	\$100			\$55				
Lacross Field	\$100			\$165				
Sun Valley	\$200			\$96				

(Average 26 mowings per year)	\$3,387	\$2,982	\$1,287	\$386	\$190	\$2,672	\$816
			\$33,462				

Total with Hand Pruning:	\$43,079
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Total with Shearing:	\$41,223
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BLUE SKY
Landscaping LLC

Annual Cost Breakdown

Cost breakdown to the town; \$21,345.00
8 Payments @ \$2,668.12
To begin May 1st and end December 1st 2017

Auburn Village School Breakdown

Total cost annually; \$3,175.00
8 payments @ \$396.87
To begin May 1st and end December 1st 2017

Received
4/18/17 *[Signature]*

Bill Herman

From: Bill Herman
Sent: Monday, April 17, 2017 9:35 AM
To: Sean St. Pierre
Subject: Question on 2017 Mowing Bid

Importance: High

Good Morning Sean –

We have received Blue Sky Landscaping, LLC proposal for the Town of Auburn and Auburn School District work for 2017 (and potentially 2018 and 2019). The lump sum seasonal cost of \$24,000 was all inclusive of the 12 properties listed, including the Auburn Village School.

As the Town and the School will be billed separately with payments coming from two different offices, we do not want to guess on our own what the cost breakdown might be between for the Town and the School.

Could you please let us know what the cost break down might be in lump sum fashion for the 11 Town of Auburn properties and the one Auburn School District property?

This will help both the Board of Selectmen and the Auburn School District to make a timely decision. The Board of Selectmen will be receiving the proposals at their next meeting on Monday, April 24th.

Thank you for your assistance.

Bill

Bill Herman, CPM
Town Administrator
Town of Auburn
PO Box 309
Auburn, NH 03032
(603) 483-5052, ext. 111

NOTICE: Privacy should not be assumed with e-mails associated with Town business. Under New Hampshire's Right-to-Know law (RSA 91-A), documents – including e-mail communications – in the possession of public officials or public agencies concerning Town business are classified as public records that may be subject to public disclosure.

TOWN OF AUBURN AND AUBURN SCHOOL DISTRICT
LAWN CARE & GROUNDS MAINTENANCE PROPOSAL

Name of Contractor / Vendor:

Blue Sky Landscaping LLC
Sean St. Pierre *Signature*

Address:

222e Raymond Road
Deerfield, NH 03037

Telephone: 603-867-7707

Per Hour Rate for care and maintenance of Town and School District-owned land and parks for the 2017 season:

\$60.00 for mowing. \$90.00 for cleanups.

Per Mow / Per Clean-up Cost (Attached Sheet):

Lump Sum, Seasonal Cost (Optional):

\$24,000.00 payments to begin May 1st
to December 1st. @ \$3,000.00 per month.

Properties the Contractor / Vendor IS NOT including in this proposal:

Equipment to be used for this project:

See Attached.



BLUE SKY
Landscaping LLC

Per Mow /Per Clean-Up Cost

Auburn Village School
\$100.00 Per Mow
\$360.00 Per Clean Up

Auburn Town Hall
\$45.00 Per Mow
\$135.00 Per Clean Up

Auburn Bicentennial Park
\$30.00 Per Mow
\$90.00 Per Clean Up

Auburn Public Safety Complex
\$80.00 Per Mow
\$270.00 Per Clean Up

Auburn Fire Station
\$30.00 Per Mow
\$135.00 Per Clean Up

Auburn Griffin Free Public Library
\$30.00 Per Mow
\$90.00 Per Clean Up

Auburn Wayne Eddows Memorial Fields
\$240.00 Per Mow
\$540.00 Per Clean Up

Circle of Fun Playground
\$60.00 Per Mow
\$270.00 Per Clean Up

Welcome to Auburn Sign
\$30.00 Per Mow
\$90.00 Per Clean Up

Roadside area between Griffin Dam and Route 121
\$40.00 Per Mow
\$90.00 Per Clean Up

Field adjacent to the Auburn Public Safety Complex
\$60.00 Per Mow
\$180.00 Per Clean Up

Apple Valley Park
\$45.00 Per Mow
\$135.00 Per Clean Up



BLUE SKY
Landscaping LLC

Lawn Maintenance Equipment List:

2015 Chevy 3500 Dump Truck
2016 Chevy 2500 Pick Up Truck
2017 Epic Hydroseeder
2013 20Ft Mowing Trailer
2010 12Ft Mowing Trailer
2015 16Ft Dump Trailer
2012 Ferris 61 inch Mower
2012 Ferris 48 inch Mower
2017 Wright 36 inch Mower
2017 21 inch Mower
2017 30 inch Mower
2016 Stihl Hand Held Trimmer x5
2016 Redmax Blowers x5
2016 Billy Goat Leaf Vacuum 18hp
2016 Billy Goat Large Leaf Blower 13hp
2016 Billy Goat Dethatcher
2004 John Deer 420 Tractor
2002 Bobcat Skid Steer
2006 Bobcat 344 Excavator
2008 S 300 Bobcat Skid Steer

References

Paul Vallee
654 Patten Hill Road
Candia, NH 03034
603-216-7033

Schibbelhute Construction
222e Raymond Road
Deerfield, N.H. 03037
603-244-6488

CSSI
513 Donald Street
Bedford, N.H. 03110
603-260-2228

March 22, 2017

To Whom It May Concern:

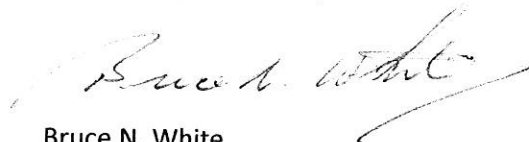
We recommend Blue Sky Landscaping for the following reasons.

The Town of Fremont contracted with Blue Sky Landscaping in Deerfield NH for removal of and the trimming of tree branches at the Fremont Village Cemetery.

We had two requirements: that all trees and debris had to be removed from the site and to pay particular attention to the sensitivity of the cemetery grounds.

After the completion of the work and upon inspection, all debris including trees, branches, leaves, etc. were removed and after further inspection of the grounds and work site there was absolutely no damage to grave sites or stones.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Bruce N. White", written in dark ink.

Bruce N. White
Supervisor
Fremont Village Cemetery
Fremont NH 03044



To Whom It May Concern:

Blue Sky Landscaping and Sean St. Pierre have been servicing Viking Propane Company since last fall as our sole plowing contractor. We have been VERY pleased with the work they have performed but more importantly, the contact Sean has maintained throughout the entire time.

Whenever a snow storm was imminent, Sean was in touch confirming what we wanted/needed cleared out and when. He made sure we had access to all the areas in our yard we needed, no small feat given the layout, at whatever time we designated. The one time he had an issue with his equipment, he again was in contact with us as the storm approached and kept us informed along the way. As a testament to his resourcefulness, he found an after-hours repair shop and still had everything ready for us in the morning when we needed it.

After every storm, Sean was here personally checking on the work of his staff and taking care of any last minute clean up that was required. He consistently follows up to be sure we were satisfied with the work performed. One time, a fence gate had been damaged by another contractor in our yard (dumpster company) and he proactively inquired to be sure it was not his folks that caused the damage.

The best comment I can make is that we never felt concerned we would not be able to get our vehicles out on time with Sean's care. This had been a major concern with our previous contractor.

In closing, although we have only been using Sean's services for the past 5 months or so, we could not be more pleased with everything he has done and feel very confident recommending him for any work he is currently seeking. In these days of impersonal contact, all too often shoddy workmanship, and disregard for the final product, Sean and Blue Sky are a breath of fresh air.

If you have any further questions or concerns, please feel to give me a call at 483-3446 or contact me via email at art@vikinglp.com.

Sincerely,

Art Burns

Managing Partner

Parker Landscapes LLC
446 Joppa Hill Rd.
Bedford, NH 03110
Tel – 603-396-3504
www.parkerlandscapesnh.com

Date: April 12, 2017

Property: Auburn Village School
11 Eaton Hill Road
Auburn, NH 03032

SPRING CLEAN-UP

- A. Rake out all turf areas.
- B. Sweeping up winter sand
- C. Edge and Mulch all planting beds (hemlock mulch
- D. Clean up all dead branches and winter de-brie \$ 900.00


LAWN MAINTENANCE - (Includes weekend mowing May, June.

- A. Mowing includes – Removal of all grass clipping
- B. All trimming around complex
- C. Blow down all walkways and parking areas. \$ 3,800.00

FALL CLEAN-UP

- A. Removal of all leaves and debris from complex \$ 500.00

2017 Landscaping Maintenance Service Contract Total is : \$ 5,200.00


Donny Parker
Parker Landscapes LLC.
446 Joppa Hill Rd.
Bedford, NH 03110

Authorized Signature Date

Title

Parker Landscapes LLC
446 Joppa Hill Rd.
Bedford, NH 03110
Tel – 603-396-3504
www.parkerlandscapesnh.com

Date: April 12, 2017

Property:

1. Wayne Eddows Memorial Fields	7. Circle of Fun Playground
2. Auburn Town Hall	8. Welcome to Auburn Sign
3. Auburn Bicentennial Park	9. Roadside area between GriffinDam
4. Auburn Public Safety Complex	10. Field at Auburn Safety Complex
5. Auburn Fire Station	11. Apple Valley Park
6. Griffin Free Public Library	

SPRING CLEAN-UP (includes all properties above)

- A. Rake out all turf areas.
- B. Sweeping up winter sand
- C. Edge and Mulch all planting beds (hemlock mulch
- D. Clean up all dead branches and winter de-brie \$ 4,300.00

LAWN MAINTENANCE - (Includes 2 mowings a week in the month of June at Wayne Eddows.

- A. Mowing includes – Removal of all grass clipping
- B. All trimming around complex
- C. Blow down all walkways and parking areas. \$ 18,000.00

PRUNING

- A. Prune all shrubbery as needed at town properties \$ 700.00

FERTILIZE PROGRAM

- A. Town Hall and Griffin Library 2 year. \$ 220.00


BRUSH HOG (Wayne Eddows Fields)

- A. Cut down all brush along back side of fence lines. \$ 2,000.00

FALL CLEAN-UP


- A. Removal of all leaves and debris from complex \$ 1,300.00

2017 Landscaping Maintenance Service Contract Total is : \$ 26,520.00


Donny Parker
Parker Landscapes LLC.
446 Joppa Hill Rd.
Bedford, NH 03110

Authorized Signature Date

Title

Received
4/18/17 

Parker Landscapes LLC
446 Joppa Hill Rd.
Bedford, NH 03110
Tel – 603-396-3504
www.parkerlandscapesnh.com

Date: April 12, 2017

Property:

1. Auburn Village School	7. Wayne Eddows Memorial Fields
2. Auburn Town Hall	8. Circle of Fun Playground
3. Auburn Bicentennial Park	9. Welcome to Auburn Sign
4. Auburn Public Safety Complex	10. Roadside area between Griffin Dam
5. Auburn Fire Station	11. Field at Auburn Safety Complex
6. Griffin Free Public Library	12. Apple Valley Park

SPRING CLEAN-UP (includes all properties above)

- A. Rake out all turf areas.
- B. Sweeping up winter sand
- C. Edge and Mulch all planting beds (hemlock mulch
- D. Clean up all dead branches and winter de-brie \$ 5,500.00

LAWN MAINTENANCE - (Includes weekend mowing at School and Double cut at Wayne Eddows Fields in June.

- A. Mowing includes – Removal of all grass clipping
- B. All trimming around complex
- C. Blow down all walkways and parking areas. \$ 22,000.00

PRUNING

- A. Prune all shrubbery as needed at town properties \$ 700.00

FERTILIZE PROGRAM

- A. Town Hall and Griffin Library 2 year. \$ 220.00


BRUSH HOG (Wayne Eddows Fields)

- A. Cut down all brush along back side of fence lines. \$ 2,000.00

FALL CLEAN-UP

- A. Removal of all leaves and debris from complex \$ 1,300.00

2017 Landscaping Maintenance Service Contract Total is : \$ 31,720.00


Dofny Parker
Parker Landscapes LLC.
446 Joppa Hill Rd.
Bedford, NH 03110

Authorized Signature Date

Title

Parker Landscapes LLC.
446 Joppa Hill Road
Bedford, NH 03110
Tel. 603-396-3504
www.parkerlandscapesnh.com

Equipment List.

- 1. 2013 – Exmark mowers 60”**
- 2. 2013 - Exmark mowers 52”**
- 3. 2016 - Exmark mowers 60”**
- 4. 2016 - Exmark mowers 52”**
- 5. 2012 - Ferris walkbehind 60”**

2015 Kubota tractor with brush hog.
2015 Bobcat E45 excavator with brush mower.
2015 Lesco Riding Lawn Fertilizer

- Please let us know if you need anything else.

Thank you.

Bill Herman

From: Tracy Westcott <asap_ld@yahoo.com>
Sent: Monday, April 17, 2017 10:19 AM
To: Bill Herman
Subject: Re: Question on 2017 Mowing Bid

Sorry Bill if I messed that up. We are doing the town for \$24,500 and the school for \$2500.00 (the town went down a little removing your old fire house).

I hope this works for both the town and school district.

Remember we are also offering to mulch all the existing areas at no charge for you (don knows a couple properties that need some freshening up). We also think dethatching the schools soccer fields will stimulate some early spring growth and this too is free of charge. We look forward to hearing from you.

Tracy Westcott

On Apr 17, 2017, at 9:29 AM, Bill Herman <townadmin@townofauburnnh.com> wrote:

Good Morning Tracy –

We have received ASAP Landscape and Design proposal for the Town of Auburn and Auburn School District work for 2017 (and potentially 2018 and 2019). The lump sum seasonal cost of \$27,000 was all inclusive of the 12 properties listed, including the Auburn Village School.

As the Town and the School will be billed separately with payments coming from two different offices, we do not want to guess on our own what the cost breakdown might be between for the Town and the School.

Could you please let us know what the cost break down might be in lump sum fashion for the 11 Town of Auburn properties and the one Auburn School District property?

This will help both the Board of Selectmen and the Auburn School District to make a timely decision. The Board of Selectmen will be receiving the proposals at their next meeting on Monday, April 24th.

Thank you for your assistance.

Bill

Bill Herman, CPM
Town Administrator
Town of Auburn
PO Box 309
Auburn, NH 03032
(603) 483-5052, ext. 111

TOWN OF AUBURN AND AUBURN SCHOOL DISTRICT
LAWN CARE & GROUNDS MAINTENANCE PROPOSAL

Name of Contractor / Vendor:

Asap landscape & Design LLC - Don Westcott

Address:

8 Ogden Drive
Bow NH 03304

Telephone: 603 490-6127 (Tracy Westcott)

Per Hour Rate for care and maintenance of Town and School District-owned land and parks for the 2017 season:

\$125/hr (includes everything) Based on 10hr day 26 mowings

Per Mow / Per Clean-up Cost (Attached Sheet): \$1200.00 - total (12 properties)

Lump Sum, Seasonal Cost (Optional): \$27,000.00 - 2 or 3 year lock in rate available.

Lump Sum
& Notes

* We will replenish mulch on any existing Bed at no additional charge
so no purchase order will be needed.

Properties the Contractor / Vendor IS NOT including in this proposal:

We included all

Equipment to be used for this project:

Commercial zero turn mowers, trimmers, Backpack blowers
Mulch truck, dump truck (same as years past)

Thatcher - to be used at School soccer field to "Kick start"
Season growth - no charge after speaking with Scott Dube & his concerns.

ASAP

Landscape & Design LLC

Commercial References:

Red Oak Properties (2 Years)

Ron Dupont
603-668-8282

Hallkeen Management

Deborah Guay (8 years)
207-852-7100

State of NH Properties 6 years

Jessy Propree & Larry Lubran
603-419-9757/603-783-1812

WindChimes - Great North Property

Jackie Peterson (3 years)
603-715-2612

Osram Sylvania- Exeter

6 years

Brian NewCombe
603-479-4720

Town Of Auburn (3 yrs)

Bill Herman
603-483-5052 x 111

Altid Enterprise LLC (9 years)

Mike Koonon
978-656-6340

SCG Property Management (4.5 years)

Scott Foster
603-659-5665

Osram Sylvania- Manchester -closed

Norman Carigan
603-621-6475

HillSide Estates Properties

Jess Howell (2 years)
603-231-0709

Good Will Industries- John Devine Manchester

5 years

Wendy Pesce
207-699-0743

Pines of Bow (6 years)

Renia Woods
603- 228-3827

* We have several more references that just couldn't fit on one page. The NH State properties listed above we have over 12 contracts with them, we have been working with Deb Guay on four property management companies as she relocates, Most other listed and non listed contracts have multiple locations we service; both landscape & snow removal.



April 11, 2017

Town of Auburn
47 Chester Road
Auburn, NH 03032

Dear Bill Herman and Board of Selectmen:

Enclosed, please find proposals for landscaping services at twelve (12) town-owned properties. The bids should be self-explanatory; however, if you should have any questions, please do not hesitate to contact me at 483-0943.

The prices are based on what I feel is necessary to properly maintain these properties. All properties could be done on an hourly basis based on Shade Tree Landscaping time, equipment and material if so requested. I am open to any suggestions and comments that you may have. Please check out our website at www.shadetreelandscapingnh.com for more information about us.

Please note:

- All bark mulch used is of a pine mix (light premium blend).
- Fall clean-ups are actually done by mowing and bagging throughout the fall season (estimate 4 mowings) to maintain the quality of appearance during the season. Also, if Mother Nature brings an early snow in the fall, most leaves would have been picked up. This would be done at the same cost as a regular mowing/visit (see mowing price).
- Please circle and initial items that you wish to have done and cross out items you do not want done.
- Trimming of shrubs can be done either by hand pruning or shearing. Please choose one option.
- If you choose to be charged for time, material and equipment only, our rates are below:

Spring Clean-Up Labor	\$50.00	Per Hour
Mulch Pine Mix	\$35.00	Per Yard
Mowing/Pruning Labor	\$55.00	Per Hour
Waste Disposal of Pruning/Shearing clippings only	\$15.00	Per Yard

As a resident and a small business owner in the town of Auburn, I appreciate the opportunity to bid on these projects and thank you again for considering me. I look forward to hearing from you.

Sincerely,

Scott Malo
President

SHADE TREE LANDSCAPING, INC.

Equipment	Manufacturer	Model #	Purchased Date
weedwhip	Shindaiwa	T242	10/01/09
weedwhip	Shindaiwa	T242	03/23/16
weedwhip	Shindaiwa	T242	10/01/09
weedwhip	Shindaiwa	T254	08/01/14
blower	Shindaiwa Blower	EB802	10/01/11
blower	Shindaiwa Blower	EB802	03/01/13
blower	Shindaiwa Blower	EB802	10/01/09
blower	Shindaiwa Blower	EB802	04/03/14
blower	Shindaiwa Blower	EB802	10/01/09
power broom	Shindaiwa Power Broom	PS344	10/17/13
power broom	Shindaiwa Power Broom	PS344	03/28/16
power broom	Shindaiwa Power Broom	PS344	04/01/12
edger	Power Trim Edger	TR150	
edger	Power Trim Edger	TR150	
push mower	Toro	20067	
push mower	Snapper		Used
push mower	Toro	20017	Used 4/3/16
walk behind mower	Scag	SW 48-14KH	1995
riding mower	Exmark	LZX749EKC606	03/01/12
riding mower	Exmark	LZUV3B	03/01/12
riding mower	Exmark	LZS801KA4SS	09/26/13
riding mower	Exmark	LZS801KAS24	11/14/14
walk behind mower	Exmark	MHP4817KA	2006
hedge trimmer	Echo Hedge Trimmer	HC152	Used 2013
hedge trimmer	Echo Hedge Trimmer	HC150	Roy's
hedge trimmer	Echo Hedge Trimmer	HC152-2	10/17/13
ground blower	Fradan Ground Blower		
leaf vacuum	Billy Goat	QL2000VE	

Vehicles	Year	Manufacturer	Model #
#1	2016	Ram	4500 4x4
#2	1992	International	4700
#3	2008	Dodge	4500 4x4
#6	2005	Dodge (7,100 lbs)	2500 4x4
#7	2009	Dodge (6,580 lbs)	2500 4x4
#8	2010	Dodge	2500 4x4



P.O. Box 577 • Auburn, NH 03032 • (603) 483-0943
www.shadetree Landscapingnh.com

To:

Auburn Town Hall
47 Chester Road
Auburn, NH 03032

PROPOSAL

JOB NAME NO

MAINTENANCE 2017

LOCATION

PHONE

DATE

April 11, 2017

We hereby submit specifications and estimates for:

SPRING CLEAN UP

\$173.00

Leaves and debris will be removed from lawn, walkway and planting bed areas. Weed growth will be removed from planting bed areas.

EDGE & MULCH PLANT BEDS

\$294.00

Plant beds will be edged and bark mulched.

LAWN MAINTENANCE

\$56.00 Per Weekly Visit

All lawn areas will be mowed and trimmed. Bagging will be done on an as needed basis only and at the sole discretion of Shade Tree Landscaping (determined mostly by weather conditions). The mowing height will be adjusted from season to season. All debris will be removed from lawn, walkway, and parking lot. This price includes mowing throughout the fall eliminating the need for a fall clean up and maintaining the quality of the appearance during the fall season. (Average 26 mowings per year.) Mowing price is based on a weekly visit. Shade Tree Landscaping will use their discretion whether the lawn needs mowing or not. In the event the customer requests that the lawn not be mowed, there may be additional charges for the next visit.

FERTILIZE PLANTS

\$55.00

WE PROPOSE hereby to furnish material and labor - complete in accordance with these specifications, for the sum of:

_____ dollars (\$_____).

Payable as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature _____

NOTE: This proposal may be withdrawn
by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL — The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Invoices not paid within 30 days are subject to a finance charge of 1 1/2 percent a month.

Signature _____ Date _____ Signature _____ Date _____



P.O. Box 577 • Auburn, NH 03032 • (603) 483-0943
www.shadetreelandscapingnh.com

To: Auburn Town Hall
47 Chester Road
Auburn, NH 03032

PROPOSAL

JOB NAME NO

MAINTENANCE 2017

LOCATION

PHONE

DATE

April 11, 2017

We hereby submit specifications and estimates for:

PRUNING SHRUBS

OPTION 1: HAND PRUNING

\$254.00

All shrubs will be pruned once (1) during the growing season. All plants will be pruned away from the building to allow for air circulation. Hand pruning will be done to keep the natural form of the shrub and pruned to a size that is consistent with other shrubs in the area.

OPTION 2: SHEARING

\$78.00

All shrubs will be sheared once (1) during the growing season. All plants will be sheared away from the building to allow for air circulation.

LAWN FERTILIZATION

\$92.00 Per Application

TOTAL FOR SEASON = \$184.00

All lawn areas will be fertilized two (2) times per year with the appropriate fertilizer. This price includes pre-emergent crabgrass control, broadleaf weed control and surface insect control.

LIMING

\$90.00

All lawn areas will be limed once (1) during the growing season.

WE PROPOSE hereby to furnish material and labor - complete in accordance with these specifications, for the sum of:

_____ dollars (\$_____).

Payable as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature _____

NOTE: This proposal may be withdrawn
by us if not accepted within _____ days.

30

ACCEPTANCE OF PROPOSAL — The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Invoices not paid within 30 days are subject to a finance charge of 1 ½ percent a month.

Signature _____ Date _____ Signature _____ Date _____



P.O. Box 577 • Auburn, NH 03032 • (603) 483-0943
www.shadetreelandscapingnh.com

To:
Auburn Bicentennial Park
Chester Road
Auburn, NH 03032

PROPOSAL

JOB NAME NO

MAINTENANCE 2017

LOCATION

PHONE

DATE

April 11, 2017

We hereby submit specifications and estimates for:

SPRING CLEAN UP

\$98.00

Leaves and debris will be removed from lawn, walkway and planting bed areas. Weed growth will be removed from planting bed areas.

EDGE & MULCH PLANT BEDS

\$165.00

Plant beds will be edged and bark mulched.

LAWN MAINTENANCE

\$55.00 Per Weekly Visit

All lawn areas will be mowed and trimmed. Bagging will be done on an as needed basis only and at the sole discretion of Shade Tree Landscaping (determined mostly by weather conditions). The mowing height will be adjusted from season to season. All debris will be removed from lawn, walkway, and parking lot. This price includes mowing throughout the fall eliminating the need for a fall clean up and maintaining the quality of the appearance during the fall season. (Average 26 mowings per year.) Mowing price is based on a weekly visit. Shade Tree Landscaping will use their discretion whether the lawn needs mowing or not. In the event the customer requests that the lawn not be mowed, there may be additional charges for the next visit.

WE PROPOSE hereby to furnish material and labor - complete in accordance with these specifications, for the sum of:

Payable as follows:

dollars (\$ _____).

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature _____

NOTE: This proposal may be withdrawn
by us if not accepted within _____

30 days.

ACCEPTANCE OF PROPOSAL — The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Invoices not paid within 30 days are subject to a finance charge of 1 ½ percent a month.

Signature _____

Date _____

Signature _____

Date _____



P.O. Box 577 • Auburn, NH 03032 • (603) 483-0943
www.shadetreelandscapingnh.com

To: Auburn Bicentennial Park
Chester Road
Auburn, NH 03032

PROPOSAL

JOB NAME NO

MAINTENANCE 2017

LOCATION

PHONE

DATE

April 11, 2017

We hereby submit specifications and estimates for:

PRUNING SHRUBS

OPTION 1: HAND PRUNING

\$127.00

All shrubs will be pruned once (1) during the growing season. All plants will be pruned away from the building to allow for air circulation. Hand pruning will be done to keep the natural form of the shrub and pruned to a size that is consistent with other shrubs in the area.

OPTION 2: SHEARING

\$55.00

All shrubs will be sheared once (1) during the growing season. All plants will be sheared away from the building to allow for air circulation.

WE PROPOSE hereby to furnish material and labor - complete in accordance with these specifications, for the sum of:

_____ dollars (\$_____).

Payable as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature _____

NOTE: This proposal may be withdrawn
by us if not accepted within _____ days.

30

ACCEPTANCE OF PROPOSAL — The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Invoices not paid within 30 days are subject to a finance charge of 1 ½ percent a month.

Signature _____

Date _____

Signature _____

Date _____



P.O. Box 577 • Auburn, NH 03032 • (603) 483-0943
www.shadetreelandscapingnh.com

To: Auburn Public Safety Complex
55 Eaton Hill Road
Auburn, NH 03032

PROPOSAL

JOB NAME NO

MAINTENANCE 2017

LOCATION

PHONE

DATE

April 11, 2017

We hereby submit specifications and estimates for:

SPRING CLEAN UP

\$1,164.00

Leaves and debris will be removed from lawn, walkway and planting bed areas. Weed growth will be removed from planting bed areas.

EDGE & MULCH PLANT BEDS

\$1,688.00

Plant beds will be edged and bark mulched.

LAWN MAINTENANCE

\$206.00 Per Weekly Visit

All lawn areas will be mowed and trimmed. Bagging will be done on an as needed basis only and at the sole discretion of Shade Tree Landscaping (determined mostly by weather conditions). The mowing height will be adjusted from season to season. All debris will be removed from lawn, walkway, and parking lot. This price includes mowing throughout the fall eliminating the need for a fall clean up and maintaining the quality of the appearance during the fall season. (Average 26 mowings per year.) Mowing price is based on a weekly visit. Shade Tree Landscaping will use their discretion whether the lawn needs mowing or not. In the event the customer requests that the lawn not be mowed, there may be additional charges for the next visit.

WE PROPOSE hereby to furnish material and labor - complete in accordance with these specifications, for the sum of:

dollars (\$ _____).

Payable as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature

NOTE: This proposal may be withdrawn
by us if not accepted within

30 days.

ACCEPTANCE OF PROPOSAL — The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Invoices not paid within 30 days are subject to a finance charge of 1 ½ percent a month.

Signature _____

Date _____

Signature _____

Date _____



P.O. Box 577 • Auburn, NH 03032 • (603) 483-0943
www.shadetreelandscapingnh.com

To:
Auburn Public Safety Complex
55 Eaton Hill Road
Auburn, NH 03032

PROPOSAL

JOB NAME NO

MAINTENANCE 2017

LOCATION

PHONE

DATE

April 11, 2017

We hereby submit specifications and estimates for:

PRUNING SHRUBS

OPTION 1: HAND PRUNING

\$1,582.00

All shrubs will be pruned once (1) during the growing season. All plants will be pruned away from the building to allow for air circulation. Hand pruning will be done to keep the natural form of the shrub and pruned to a size that is consistent with other shrubs in the area.

OPTION 2: SHEARING

\$452.00

All shrubs will be sheared once (1) during the growing season. All plants will be sheared away from the building to allow for air circulation.

WE PROPOSE hereby to furnish material and labor - complete in accordance with these specifications, for the sum of:

dollars (\$ _____).

Payable as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature

NOTE: This proposal may be withdrawn
by us if not accepted within

30 days.

ACCEPTANCE OF PROPOSAL — The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Invoices not paid within 30 days are subject to a finance charge of 1 ½ percent a month.

Signature _____ Date _____ Signature _____ Date _____



P.O. Box 577 • Auburn, NH 03032 • (603) 483-0943
www.shadetreeandscapingnh.com

To: Auburn Fire Station
6 Pingree Hill Road
Auburn, NH 03032

PROPOSAL

JOB NAME NO

MAINTENANCE 2017

LOCATION

PHONE

DATE

April 11, 2017

We hereby submit specifications and estimates for:

SPRING CLEAN UP

\$155.00

Leaves and debris will be removed from lawn, walkway and planting bed areas. Weed growth will be removed from planting bed areas.

EDGE & MULCH PLANT BEDS

\$160.00

Plant beds will be edged and bark mulched.

LAWN MAINTENANCE

\$55.00 Per Weekly Visit

All lawn areas will be mowed and trimmed. Bagging will be done on an as needed basis only and at the sole discretion of Shade Tree Landscaping (determined mostly by weather conditions). The mowing height will be adjusted from season to season. All debris will be removed from lawn, walkway, and parking lot. This price includes mowing throughout the fall eliminating the need for a fall clean up and maintaining the quality of the appearance during the fall season. (Average 26 mowings per year.) Mowing price is based on a weekly visit. Shade Tree Landscaping will use their discretion whether the lawn needs mowing or not. In the event the customer requests that the lawn not be mowed, there may be additional charges for the next visit.

WE PROPOSE hereby to furnish material and labor - complete in accordance with these specifications, for the sum of:

_____ dollars (\$_____).

Payable as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature _____

NOTE: This proposal may be withdrawn
by us if not accepted within _____

30 days.

ACCEPTANCE OF PROPOSAL — The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Invoices not paid within 30 days are subject to a finance charge of 1 ½ percent a month.

Signature _____ Date _____ Signature _____ Date _____



P.O. Box 577 • Auburn, NH 03032 • (603) 483-0943
www.shadetreeandscapingnh.com

To: Auburn Fire Station
6 Pingree Hill Road
Auburn, NH 03032

PROPOSAL

JOB NAME NO **MAINTENANCE 2017**

LOCATION

PHONE

DATE
April 11, 2017

We hereby submit specifications and estimates for:

PRUNING SHRUBS

OPTION 1: HAND PRUNING

\$204.00

All shrubs will be pruned once (1) during the growing season. All plants will be pruned away from the building to allow for air circulation. Hand pruning will be done to keep the natural form of the shrub and pruned to a size that is consistent with other shrubs in the area.

OPTION 2: SHEARING

\$67.00

All shrubs will be sheared once (1) during the growing season. All plants will be sheared away from the building to allow for air circulation.

WE PROPOSE hereby to furnish material and labor - complete in accordance with these specifications, for the sum of:

dollars (\$ _____).

Payable as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature _____

NOTE: This proposal may be withdrawn
by us if not accepted within 30 days.

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Signature _____ Date _____ Signature _____ Date _____



P.O. Box 577 • Auburn, NH 03032 • (603) 483-0943
www.shadetree Landscapingnh.com

To: Griffin Free Public Library
22 Hooksett Road
Auburn, NH 03032

PROPOSAL

JOB NAME NO **MAINTENANCE 2017**

LOCATION

PHONE

DATE
April 11, 2017

We hereby submit specifications and estimates for:

SPRING CLEAN UP

\$133.00

Leaves and debris will be removed from lawn, walkway and planting bed areas. Weed growth will be removed from planting bed areas.

EDGE & MULCH PLANT BEDS

\$305.00

Plant beds will be edged and bark mulched.

LAWN MAINTENANCE

\$55.00 Per Weekly Visit

All lawn areas will be mowed and trimmed. Bagging will be done on an as needed basis only and at the sole discretion of Shade Tree Landscaping (determined mostly by weather conditions). The mowing height will be adjusted from season to season. All debris will be removed from lawn, walkway, and parking lot. This price includes mowing throughout the fall eliminating the need for a fall clean up and maintaining the quality of the appearance during the fall season. (Average 26 mowings per year.) Mowing price is based on a weekly visit. Shade Tree Landscaping will use their discretion whether the lawn needs mowing or not. In the event the customer requests that the lawn not be mowed, there may be additional charges for the next visit.

WE PROPOSE hereby to furnish material and labor - complete in accordance with these specifications, for the sum of:

dollars (\$ _____).

Payable as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature _____

NOTE: This proposal may be withdrawn
by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL — The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Invoices not paid within 30 days are subject to a finance charge of 1 ½ percent a month.

Signature _____ Date _____ Signature _____ Date _____



P.O. Box 577 • Auburn, NH 03032 • (603) 483-0943
www.shadetree Landscapingnh.com

To: Griffin Free Public Library
22 Hooksett Road
Auburn, NH 03032

PROPOSAL

JOB NAME NO **MAINTENANCE 2017**

LOCATION

PHONE

DATE April 11, 2017

We hereby submit specifications and estimates for:

PRUNING SHRUBS

OPTION 1: HAND PRUNING

\$356.00

All shrubs will be pruned once (1) during the growing season. All plants will be pruned away from the building to allow for air circulation. Hand pruning will be done to keep the natural form of the shrub and pruned to a size that is consistent with other shrubs in the area.

OPTION 2: SHEARING

\$109.00

All shrubs will be sheared once (1) during the growing season. All plants will be sheared away from the building to allow for air circulation.

LIMING

\$100.00

All lawn areas will be limed once (1) during the growing season.

LAWN FERTILIZATION

\$101.00 Per Application

TOTAL FOR SEASON = \$202.00

All lawn areas will be fertilized two (2) times per year with the appropriate fertilizer. This price includes pre-emergent crabgrass control, broadleaf weed control and surface insect control.

WE PROPOSE hereby to furnish material and labor - complete in accordance with these specifications, for the sum of:

dollars (\$_____).

Payable as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature _____

NOTE: This proposal may be withdrawn
by us if not accepted within 30 days.

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Signature _____ Date _____ Signature _____ Date _____



P.O. Box 577 • Auburn, NH 03032 • (603) 483-0943
www.shadetreelandscapingnh.com

To: Circle of Fun Playground
Chester Road & Bunker Hill Road
Auburn, NH 03032

PROPOSAL

JOB NAME NO **MAINTENANCE 2017**

LOCATION

PHONE

DATE **April 11, 2017**

We hereby submit specifications and estimates for:

SPRING CLEAN UP

\$450.00

Leaves and debris will be removed from lawn, walkway and planting bed areas. Weed growth will be removed from planting bed areas.

EDGE & MULCH PLANT BEDS

\$345.00

Plant beds will be edged and bark mulched.

LAWN MAINTENANCE

\$119.00 Per Weekly Visit

All lawn areas will be mowed and trimmed. Bagging will be done on an as needed basis only and at the sole discretion of Shade Tree Landscaping (determined mostly by weather conditions). The mowing height will be adjusted from season to season. All debris will be removed from lawn, walkway, and parking lot. This price includes mowing throughout the fall eliminating the need for a fall clean up and maintaining the quality of the appearance during the fall season. (Average 26 mowings per year.) Mowing price is based on a weekly visit. Shade Tree Landscaping will use their discretion whether the lawn needs mowing or not. In the event the customer requests that the lawn not be mowed, there may be additional charges for the next visit.

WE PROPOSE hereby to furnish material and labor - complete in accordance with these specifications, for the sum of:

_____ dollars (\$_____).

Payable as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature _____

NOTE: This proposal may be withdrawn
by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL — The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Invoices not paid within 30 days are subject to a finance charge of 1 ½ percent a month.

Signature _____ Date _____ Signature _____ Date _____



P.O. Box 577 • Auburn, NH 03032 • (603) 483-0943
www.shadetreelandscapingnh.com

To: Wayne Eddows Memorial Field
26 Priscilla Lane
Auburn, NH 03032

PROPOSAL

JOB NAME NO **MAINTENANCE 2017**

LOCATION

PHONE

DATE **April 11, 2017**

We hereby submit specifications and estimates for:

SPRING CLEAN UP/TINE RAKE/THATCH

\$714.00

All leaves and debris will be removed from lawn areas. All lawn areas will be thatched with a tine rake attached to a mower. All debris will be cleaned from lawn.

LAWN MAINTENANCE

\$357.00 Per Visit

All lawn areas will be mowed and trimmed. Bagging will be done on an as needed basis only and at the sole discretion of Shade Tree Landscaping (determined mostly by weather conditions). The mowing height will be adjusted from season to season. All debris will be removed from lawn, walkway, and parking lot. This price includes mowing throughout the fall eliminating the need for a fall clean up and maintaining the quality of the appearance during the fall season. Shade Tree Landscaping will use their discretion whether the lawn needs mowing or not. In the event the customer requests that the lawn not be mowed, there may be additional charges for the next visit.

BRUSH HOG

\$55.00 Per Hour

Recommend using company that does roadside mowing in Auburn.

WE PROPOSE hereby to furnish material and labor - complete in accordance with these specifications, for the sum of:

_____ dollars (\$_____).

Payable as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature _____

NOTE: This proposal may be withdrawn
by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL — The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Invoices not paid within 30 days are subject to a finance charge of 1 ½ percent a month.

Signature _____ Date _____ Signature _____ Date _____



P.O. Box 577 • Auburn, NH 03032 • (603) 483-0943
www.shadetree Landscapingnh.com

To:

"Welcome to Auburn" Sign

Near Exit 2 off Rout 101

Auburn, NH 03032

PROPOSAL

JOB NAME NO

MAINTENANCE 2017

LOCATION

PHONE

DATE

April 11, 2017

We hereby submit specifications and estimates for:

SPRING CLEAN UP

\$100.00

Leaves and debris will be removed from lawn and planting bed areas. Weed growth will be removed from planting bed areas.

MULCH PLANT BEDS

\$25.00

LAWN MAINTENANCE

\$68.00 Per Weekly Visit

All lawn areas will be mowed and trimmed. Bagging will be done on an as needed basis only and at the sole discretion of Shade Tree Landscaping (determined mostly by weather conditions). The mowing height will be adjusted from season to season. All debris will be removed from lawn, walkway, and parking lot. This price includes mowing throughout the fall eliminating the need for a fall clean up and maintaining the quality of the appearance during the fall season. (Average 26 mowings per year.) Mowing price is based on a weekly visit. Shade Tree Landscaping will use their discretion whether the lawn needs mowing or not. In the event the customer requests that the lawn not be mowed, there may be additional charges for the next visit.

WE PROPOSE hereby to furnish material and labor - complete in accordance with these specifications, for the sum of:

_____ dollars (\$_____).

Payable as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature _____

NOTE: This proposal may be withdrawn
by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL — The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Invoices not paid within 30 days are subject to a finance charge of 1 ½ percent a month.

Signature _____

Date _____

Signature _____

Date _____



P.O. Box 577 • Auburn, NH 03032 • (603) 483-0943
www.shadetreelandscapingnh.com

To:

"Welcome to Auburn" Sign

Near Exit 2 off Rout 101

Auburn, NH 03032

PROPOSAL

JOB NAME NO

MAINTENANCE 2017

LOCATION

PHONE

DATE

April 11, 2017

We hereby submit specifications and estimates for:

PRUNING SHRUBS

OPTION 1: HAND PRUNING

\$149.00

All shrubs will be pruned once (1) during the growing season. All plants will be pruned away from the building to allow for air circulation. Hand pruning will be done to keep the natural form of the shrub and pruned to a size that is consistent with other shrubs in the area.

OPTION 2: SHEARING

\$55.00

All shrubs will be pruned once (1) during the growing season. All plants will be sheared away from the building to allow for air circulation.

WE PROPOSE hereby to furnish material and labor - complete in accordance with these specifications, for the sum of:

_____ dollars (\$_____).

Payable as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature _____

NOTE: This proposal may be withdrawn
by us if not accepted within _____ days.

30

ACCEPTANCE OF PROPOSAL — The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Invoices not paid within 30 days are subject to a finance charge of 1 ½ percent a month.

Signature _____ Date _____ Signature _____ Date _____



P.O. Box 577 • Auburn, NH 03032 • (603) 483-0943
www.shadetreelandscapingnh.com

To: Roadside Area Between Griffin Dam & Route 121
Route 121
Auburn, NH 03032

PROPOSAL

JOB NAME NO **MAINTENANCE 2017**

LOCATION

PHONE

DATE **April 11, 2017**

We hereby submit specifications and estimates for:

SPRING CLEAN UP

\$100.00

All leaves and debris will be removed from lawn areas.

LAWN MAINTENANCE

\$55.00 Per Weekly Visit

All lawn areas will be mowed and trimmed. Bagging will be done on an as needed basis only and at the sole discretion of Shade Tree Landscaping (determined mostly by weather conditions). The mowing height will be adjusted from season to season. All debris will be removed from lawn, walkway, and parking lot. This price includes mowing throughout the fall eliminating the need for a fall clean up and maintaining the quality of the appearance during the fall season. (Average 26 mowings per year.) Mowing price is based on a weekly visit. Shade Tree Landscaping will use their discretion whether the lawn needs mowing or not. In the event the customer requests that the lawn not be mowed, there may be additional charges for the next visit.

WE PROPOSE hereby to furnish material and labor - complete in accordance with these specifications, for the sum of:

_____ dollars (\$_____).

Payable as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature _____

NOTE: This proposal may be withdrawn
by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL — The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Invoices not paid within 30 days are subject to a finance charge of 1 ½ percent a month.

Signature _____ Date _____ Signature _____ Date _____



P.O. Box 577 • Auburn, NH 03032 • (603) 483-0943
www.shadetreelandscapingnh.com

To: Field Adjacent to the Auburn Public Safety Complex
Eaton Hill Road
Auburn, NH 03032

PROPOSAL

JOB NAME NO **MAINTENANCE 2017**

LOCATION

PHONE

DATE
April 11, 2017

We hereby submit specifications and estimates for:

SPRING CLEAN UP

\$100.00

All leaves and debris will be removed from lawn areas.

LAWN MAINTENANCE

\$165.00 Per Weekly Visit

All lawn areas will be mowed and trimmed. Bagging will be done on an as needed basis only and at the sole discretion of Shade Tree Landscaping (determined mostly by weather conditions). The mowing height will be adjusted from season to season. All debris will be removed from lawn, walkway, and parking lot. This price includes mowing throughout the fall eliminating the need for a fall clean up and maintaining the quality of the appearance during the fall season. (Average 26 mowings per year.) Mowing price is based on a weekly visit. Shade Tree Landscaping will use their discretion whether the lawn needs mowing or not. In the event the customer requests that the lawn not be mowed, there may be additional charges for the next visit.

WE PROPOSE hereby to furnish material and labor - complete in accordance with these specifications, for the sum of:

_____ dollars (\$_____).

Payable as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature _____

NOTE: This proposal may be withdrawn
by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL — The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Invoices not paid within 30 days are subject to a finance charge of 1 ½ percent a month.

Signature _____ Date _____ Signature _____ Date _____



P.O. Box 577 • Auburn, NH 03032 • (603) 483-0943
www.shadetreelandscapingnh.com

To: Apple Valley Park
Sun Valley Road & Apple Tree Road
Auburn, NH 03032

PROPOSAL

JOB NAME NO **MAINTENANCE 2017**

LOCATION

PHONE

DATE **April 11, 2017**

We hereby submit specifications and estimates for:

SPRING CLEAN UP

\$200.00

All leaves and debris will be removed from lawn areas.

LAWN MAINTENANCE

\$96.00 Per Weekly Visit

All lawn areas will be mowed and trimmed. Bagging will be done on an as needed basis only and at the sole discretion of Shade Tree Landscaping (determined mostly by weather conditions). The mowing height will be adjusted from season to season. All debris will be removed from lawn, walkway, and parking lot. This price includes mowing throughout the fall eliminating the need for a fall clean up and maintaining the quality of the appearance during the fall season. (Average 26 mowings per year.) Mowing price is based on a weekly visit. Shade Tree Landscaping will use their discretion whether the lawn needs mowing or not. In the event the customer requests that the lawn not be mowed, there may be additional charges for the next visit.

WE PROPOSE hereby to furnish material and labor - complete in accordance with these specifications, for the sum of:

Payable as follows: _____ dollars (\$ _____).

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature _____

NOTE: This proposal may be withdrawn
by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL — The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Invoices not paid within 30 days are subject to a finance charge of 1 ½ percent a month.

Signature _____ Date _____ Signature _____ Date _____

Bill Herman

From: Kevin Sumner <ksumner@sumnerscape.com>
Sent: Wednesday, April 19, 2017 3:00 PM
To: Bill Herman
Subject: re: Question on 2017 Mowing Bid

Hi Bill,

Thank you for contacting us. And my apologies for our delayed response-I was out of the office until today.

I spoke with Kevin about the price breakdown for the Bid for Auburn.

In regards to the bid for 2017 Auburn Mowing, our breakdown is as follows:
\$26,000 for the Auburn Town properties and \$16,000.00 for the Auburn School District.
These prices are valid if we are awarded the project in its entirety (both the town properties and the school district).

Please let us know if you have any other questions.

Valerie Hansen
Office Manager
SumnerScape
603-812-5721
www.SumnerScape.com

From: "Bill Herman" <townadmin@townofauburnnh.com>
Sent: Monday, April 17, 2017 9:40 AM
To: "ksumner@sumnerscape.com" <ksumner@sumnerscape.com>
Subject: Question on 2017 Mowing Bid

Good Morning Kevin -

We have received SumnerScape's proposal for the Town of Auburn and Auburn School District work for 2017 (and potentially 2018 and 2019). The lump sum seasonal cost of \$42,000 was all inclusive of the 12 properties listed, including the Auburn Village School.

As the Town and the School will be billed separately with payments coming from two different offices, we do not want to guess on our own what the cost breakdown might be between for the Town and the School.

Could you please let us know what the cost break down might be in lump sum fashion for the 11 Town of Auburn properties and the one Auburn School District property?

This will help both the Board of Selectmen and the Auburn School District to make a timely decision. The Board of Selectmen will be receiving the proposals at their next meeting on Monday, April 24th.

Thank you for your assistance.

Bill

Bill Herman, CPM
Town Administrator
Town of Auburn
PO Box 309
Auburn, NH 03032
(603) 483-5052, ext. 111

NOTICE: Privacy should not be assumed with e-mails associated with Town business. Under New Hampshire's Right-to-Know law (RSA 91-A), documents - including e-mail communications - in the possession of public officials or public agencies concerning Town business are classified as public records that may be subject to public disclosure.



April 14, 2017

Town of Auburn
Board of Slectmen
47 Chester Road
Auburn, NH 03032

Thank you for this opportunity to introduce ourselves to you and to present our bid for your lawn care services

With over thirty-five years of experience in the commercial landscape and maintenance industry, we have built a strong reputation for being a highly reliable, service-oriented company. We enjoy a long history of serving municipalities and commercial properties.

We currently provide the landscape maintenance services for Prospect Mountain High School in Alton, NH, Great Bay Community College in Portsmouth, and Drake Field in Pittsfield. We take pride in taking care of our community assets. We would look forward to bringing this same professionalism, pride and drive to the Town of Auburn.

Thank you again for your time and consideration.


Kevin P. Sumner



RELEVANT EQUIPMENT LIST

2015 Scag 61" advantage cutting deck
2 2014 Scag 52" deck mower
2012 Scag 48" walk-behind
3 2011 Scag 48" deck mowers
2011 Scag 48" deck mower
4 2010-12 Back pack blowers
9 Weed trimmers, power and hand tools
2016 Dodge 5500 Dump truck, w/ v plow
2014 Ford f250 Pick-up truck, w/ 8' plow
2009 Ford f350 Pick-up truck, w/ 8' plow
2006 Dodge RAM2500 Pick-up truck, w/ 8' plow
2 Mustang 940 Bobcat w/ 9' plow pusher
Trojan 1500 front end loader w/ 2 yard bucket
3 snow blowers



PAST AND PRESENT CLIENT LIST

- Avalon Bay Communities
- Avalon at Acton
- Avalon at Bedford Center
- Avalon at Chestnut Hill
- Avalon Estates of Hull
- Avalon at Faxon Park
- Avalon at Hingham Shipyard
- Avalon at Lexington
- Avalon at Lexington Hills
- Avalon at Newton Highlands
- Avalon at Northborough
- Avalon at The Pinehills
- Avalon at Prudential Center
- Beechstone Apartments
- Del Webb
- Eagle's Rest Senior Community
- Fahey Insurance
- Great Bay Community College
- Hall Estates
- Harborview Point at Navy Yard
- Highlands at Faxon Woods
- Highpoint Apartments
- H.O.M.E. Inc
(Housing Opportunities for the Milton Elderly)
- Katahdin Woods
- Longwood Towers
- Marina Bay Condominiums
- Osprey Landing
- Overlook Ridge
- Pittsfield, NH SAU 51
- Presidential Estates
- Prospect Mountain Regional High School
- Roseland Property Management Company
- Rowley Apartments
- The Gilmanton School
- Seton Highlands
- Shaheen Management
- Summit Apartments
- The James O'Reilly Group
- Toyota of Rochester
- Weymouth Ledges



REFERENCES FOR KEVIN SUMNER/ SUMNERSCAPE

Current References:

1. Andrew Callaghan (603) 509-0300 cell
Buildings and Grounds Director, Prospect Mountain High School
Date: 2013-present

Work performed: landscape maintenance of high school campus which includes baseball and softball fields, soccer fields, track and field area, common areas, wetland areas. The grass area is approximately 25 acres. Responsible for weekly maintenance, irrigation repair, field maintenance, mulching, flower planting, spring and autumn clean-ups, grading and raking infields, edging baselines, miscellaneous landscape work (i.e seeding, sod work, fence work).

2. Stephen Davis (603) 427-7642
Plant Maintenance Engineer II, Great Bay Community College
Date: June 2015-present

Work performed: landscape maintenance of college campus. The grass area is approximately 15 acres. Responsible for weekly maintenance, mulching, flower planting, spring and autumn clean-ups, event gardens and containers, miscellaneous landscape work such as planting new tree and flowers beds. Also responsible for snow removal, sanding, salting.

3. Jay Darah (603) 608-6840
Fields Director, Town of Pittsfield, NH
Date: April 2015-present

Work performed: landscape maintenance of Drake Field in Pittsfield, NH. Drake Field is approximately 10 acres and includes baseball, softball and soccer fields. Responsible for weekly maintenance, irrigation start-up, repair and winterization, field maintenance, spring and autumn clean-ups.

4. David Sykie (603) 393-8644 cell
Facilities Manager, The Gilmanton School
Date: 2013 and 2014:

Work performed: snow removal

Here are two past client references:

We worked on many Avalon properties for several years before moving the company to NH.

1. Fay Vitale (617) 332-9332
Senior Community Manager, Avalon Bay Communities
Date: 2001-2009
2. Kate Brown (617) 413-3431 cell
Senior Portfolio Operations Director, Avalon Bay Communities
Date: 2001-2009

TOWN OF AUBURN AND AUBURN SCHOOL DISTRICT
LAWN CARE & GROUNDS MAINTENANCE PROPOSAL

Name of Contractor / Vendor:

SUMNERSCAPE

Address:

1172 NH ROUTE 11 / UNIT 2
FARMINGTON, NH 03835

Telephone: 603-812-5721

Per Hour Rate for care and maintenance of Town and School District-owned land and parks for the 2017 season: \$

Per Mow / Per Clean-up Cost (Attached Sheet): \$

Lump Sum, Seasonal Cost (Optional): *\$ 42,000.00 PER YEAR

*PAID OVER 7 MONTHS: MAY THROUGH NOVEMBER IN EQUAL
INSTALLMENTS. THIS QUOTE IS FOR ALL LISTED TOWN PROPERTIES
AND AUBURN VILLAGE SCHOOL
Properties the Contractor / Vendor IS NOT including in this proposal:

Equipment to be used for this project:

PLEASE SEE ATTACHED