

**Town of Auburn  
Board of Selectmen  
June 4, 2018  
Town Hall**

**6:00 p.m.**

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

Approval of Accounts Payable for the Week of June 4, 2018

Approval of Consent Agenda – Week of June 4, 2018

**( ) Appointments with the Board**

Officers of Auburn Fire Department

**7:00 p.m.**

**( ) Public Hearing / Accept & Expend Unanticipated Revenues**

Receipt of \$1,650 from multiple donations, and to authorize the expenditure of \$1,650 for twelve (12) 24' x 48' full color "Welcome to Auburn" banners featuring artwork from Auburn Village School students and hardware to hang the banner on parking lot lamp posts and other poles at several Town property locations.

**( ) New Business**

Acceptance of Fire Chief Resignation

Sale of Surplus Cruiser

E-Waste Collection Day – Saturday, October 13<sup>th</sup>

Sealed Bids – Hooksett Road Property Offered for Sale

**( ) Old Business**

Town Hall Front Entrance Renovation

**( ) Other Business**

**( ) Minutes**

- May 21, 2018 Public Meeting
- May 21, 2018 Non-Public Session
- May 29, 2018 Public Meeting

**( ) Adjourn**

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

## **PUBLIC NOTICE**

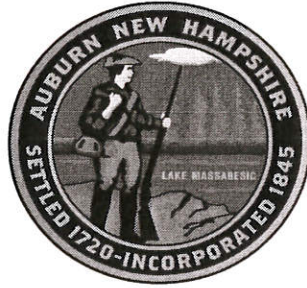
Pursuant to RSA 31:95-b and Article 14 of the 2000 Town Meeting, the Auburn Board of Selectmen will hold a public hearing on Monday, June 4, 2018 beginning at 7:00 P.M. at the Auburn Town Hall for the purpose of receiving public comment concerning the acceptance and expenditure of the following unanticipated revenues:

- Receipt of \$1,600 from multiple donations, and to authorize the expenditure of \$1,600 for twelve (12) 24" x 48" full color "Welcome to Auburn" banners featuring artwork from Auburn Village School students and hardware to hang the banners on parking lot lamp posts at several Town properties.

Board of Selectmen  
Town of Auburn  
May 15, 2018

## Town of Auburn

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



## Town Administrator

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

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: May 31, 2018

Re: Auburn Lamp Post Banner Project

Since the Board's approval of moving forward with the creation of "Welcome to Auburn" lamp post banners on April 16<sup>th</sup>, the project has moved forward to completion with the receipt of 12 banners (four each of three different pieces of art) on May 30<sup>th</sup>. At this point, the Auburn Fire Department has the banners and hardware and were going to hang the banners on May 31<sup>st</sup> and June 1<sup>st</sup>.

The banners were going to be hung in the following locations:

- Six banners – Safety Complex parking lot
- Three banners – Town Hall parking lot
- One banner – Griffin Free Public Library
- One banner – Circle of Fun Playground
- One banner – Town-owned pole on Eaton Hill Road across from Auburn Village School

The total cost for the project has come to \$1,770, of which we have received or have pledges for \$1,650. The balance of \$120 can be covered through the Miscellaneous Expense account of \$750 in the Board's General Government expenses budget.

The final formal step in this process is the Board holding the public hearing scheduled for its June 4<sup>th</sup> meeting to accept the donated funds and authorize their expense for the banners.

Following the holding of the public hearing on June 4<sup>th</sup>, it would be appropriate if a motion to complete the process for the lamp post banners be acted on. The motion could be as follows:

*Move to accept and expend \$1,650 in donations for the design, development and purchase of 12 "Welcome to Auburn" lamp post banners featuring artwork by Auburn Village School students and associated hardware for hanging the banners, with the final \$120 to come from the General Government Miscellaneous Expense account.*

Thank you for your consideration.

## Bill Herman

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**From:** JAMES F HEADD <jimheadd@comcast.net>  
**Sent:** Tuesday, May 22, 2018 2:25 PM  
**To:** Bill Herman  
**Subject:** Fwd: Effective Immediately

----- Original Message -----

From: Ed Gannon <egannon@auburnnhfire.org>  
To: Jim Headd <JimHeadd@comcast.net>, Keith Leclair <kleclair@ctslogistics.com>, Richard Eaton <RickEaton49@gmail.com>  
Date: May 22, 2018 at 11:58 AM  
Subject: Effective Immediately

Gentlemen,

After last night meeting it is clear to me that you have little to no intention of reappointing me therefore effectively immediately I resign my position.

Respectfully

Chief Edward Gannon

chief@auburnnhfire.org

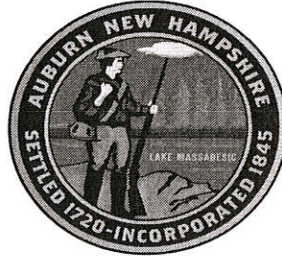
603-483-8141





## Town of Auburn

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



## Town Administrator

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

**To:** Board of Selectmen

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

**Date:** May 30, 2018

**Re:** Sale of Surplus Police Vehicle

As authorized by the Board of Selectmen, we placed the surplus police cruiser (a 2013 Ford Explorer) in the State of New Hampshire Surplus Property auction held in Concord on May 19<sup>th</sup>.

Auburn fared much better using this process than past efforts at offering surplus vehicles by sealed bid. The vehicle sold for a total of \$7,250. The auctioneer receives 10% of the sale price off the top, so the Town has received a payment of \$6,525 for the vehicle.

There was an expense of \$100 for the Town to have the vehicle towed to the auction site in Concord as it was no longer registered once the Police Department swapped the registrations and plates for the new vehicle that was placed into service to replace this vehicle. As a result, the net gain to the Town was \$6,425. That compares to a range of \$500 to \$2,500 that has been received in years past for various vehicles sold by sealed bid.

It appears of the nearly 200 cars, pick-up trucks and SUV vehicles that were included in the auction, Auburn's Explorer brought in the most money of any of the vehicles. That is likely due to the relatively low mileage (58,613) on the vehicle compared to the rest of the vehicles whose mileage ranged between 100,000 and 200,000 miles.

There is a second State of New Hampshire Surplus Auction held in October, and it would be my recommendation the Town place in the fall auction the two surplus vehicles it will have this year once the new cruisers placed in service.

Thank you for your consideration.

Attachments

**Consignor Settlement**

v9.06-COPay-11

CO #:	483
Date:	5/15/2018
Page:	1

**Consignor: AUBURN**

Town of Auburn  
PO Box 309  
Auburn, NH 03032

Description	Quantity	Unit Price		10% Yard Fee	Expenses
2013 FORD EXPLORER WHITE 58613 MILES	1.00	7,250.00	7,250.00	-725.00	0.00

Total Quantity: 1.00

Balance: \$6,525.00

Positive Balance, Monies Owed to Consignor  
No inventory remains for this consignment order

## Bill Herman

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**From:** Alisha Carney <alisha@ecerinc.com>  
**Sent:** Tuesday, May 22, 2018 1:37 PM  
**To:** Bill Herman  
**Subject:** RE: 2017 collection event Auburn NH.docx

Good Afternoon Bill

The two trailers will be the same at \$3900. To do the 6 containers with our box truck and helpers it will be \$4800. As far as dates go we have all weekends available in October other than October 6<sup>th</sup>. Let me know what works best for you and I will get the proposals typed up and sent your way.

Thank You

Alisha Carney  
ECER Inc  
978-537-9940

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**From:** Bill Herman [mailto:townadmin@townofauburnnh.com]  
**Sent:** Monday, May 14, 2018 11:44 AM  
**To:** Alisha Carney  
**Subject:** RE: 2017 collection event Auburn NH.docx

Hi Alisha –

I wanted to follow-up on this exchange of messages from November to see if we could look at the quote for using the containers versus the trailers . . . . . and also potential open dates in October so we could get our event scheduled.

Thank you for your continued interest in the Town of Auburn.

*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.*

[illegible]

TODD VAN DER HEYDEN  
805 Hooksett Road  
Auburn, NH 03032

May 21, 2018

Selectman's Office  
47 Chester Road  
Auburn, NH 03032

RE: Sale of Town Owned Land Parcel – Tax Map 9, Lot 39

To Whom it May Concern:

In response to correspondence received seeking interested bidders for the land parcel owned by the Town of Auburn designated as Tax Map 9, Lot 39 totaling .4 acres, I hereby bid \$2,450 for this parcel.

I look forward to your response to my bid and instructions regarding next steps.

Thank you.

Sincerely,

***Todd Vander-Heyden***

Todd van der Heyden



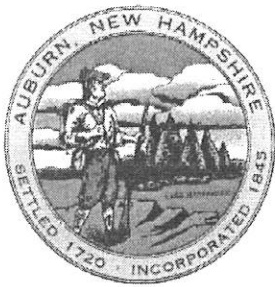
Selectman-Town of Auburn  
P.O. Box 309  
47 Chester Road  
Auburn, NH 03032

I would like to offer \$151.00 (one hundred fifty one dollars) for the 0.4 Acres at Hooksett Road, identified as Tax Map #9, Lot #39, Located in Auburn NH

I am an abutter of the property.

Regards,

William Roy  
84 Auburn Road  
Hooksett, NH 03106



# TOWN OF AUBURN

## **PUBLIC NOTICE AUBURN, NEW HAMPSHIRE**

### **PUBLIC SALE**

The Town of Auburn is offering the following parcel of land for sale by sealed bid:

0.4-acres  
Hooksett Road  
Identified as Tax Map #9, Lot #39

The parcel of land was deeded to the Town of Auburn in 2011 by Tax Collector's Deed, which is recorded at the Rockingham County Registry of Deeds (Book 5214, Page 2435).

In accordance with RSA 80:80, II-a, the Board of Selectmen is offering this parcel of land for sale on an "as is" basis with no warranty expressed or implied through an advertised sealed bid.

Sealed bids indicating the amount offered should be submitted in a sealed envelope marked "PROPERTY BID". Bids must be received at the Selectmen's Office, 47 Chester Road (P.O. Box 309), Auburn, NH 03032 no later than 2:00 P.M. on Thursday, May 31, 2018.

Successful bidder will be expected to close on the sale within 30 days of being notified their bid was accepted by the Town of Auburn.

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

TOWN OF AUBURN  
May 2, 2018



## Town of Auburn

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



## Town Administrator

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

**To:** Board of Selectmen

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

**Date:** June 1, 2018

**Re:** Town Hall Front Entrance Renovation

In follow-up to the Board's May 21<sup>st</sup> meeting with the principals of Target New England, Historical Restorations of Alton Bay, we have received their additional proposal for potentially painting the entirety of the Town Hall as requested by the Board. We have also checked with a number of references they provided the Board concerning their work on past projects.

Their proposal for painting the remaining three sides of the building (not including the front, which was included as part of the renovation proposal) is \$18,760. I have also been able to go back and verify that the last time the Town Hall exterior was painted was in 2008 at a total cost of \$15,754.

Also attached is a report on the reference checks done with other municipalities for whom Target New England has handled projects.

Should the Board be of the mind to move forward with one or both projects with Target New England, I would recommend two separate motions be made concerning the potential project award(s).

If the Board is of the mind to accept and move forward with the Town Hall Front Entrance Renovation, an appropriate motion would be as follows:

*Move to accept the proposal of Target New England, Historical Restoration dated May 9, 2018 for the renovation of the front entrance of the Auburn Town Hall for the price of \$32,460.00.*

If the Board is of the mind to also accept and move forward with the painting of the remainder of the Town Hall building, an appropriate motion would be as follows:

*Move to accept the proposal of Target New England, Historical Restoration of Alton Bay dated May 29, 2018 for the painting of three side, not including the front, of the Auburn Town Hall for the price of \$18,760.00.*

Thank you for your consideration.

Attachments



Town of Auburn

May 29, 2018

47 Chester Road

Auburn, NH 03032

Att: William Herman, Town Administrator

### PROPOSAL

The following is a proposal for the painting of three sides, not including the front, of the Auburn Town Hall.

Included in this price: All scraped wood will be primed. The entire building will be caulked and painted with Sherwin & Williams Industrial Acrylic Paint.

Also included in this price are all labor, insurance and materials which include a 65 foot man lift.

**Total Proposed Price.....\$18,760.00**

Thank you,

James Doherty, Owner

Target New England, Historical Restorations



## Town of Auburn

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



## Town Administrator

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

**To:** Board of Selectmen

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

**Date:** June 1, 2018

**Re:** References for Target New England

In follow-up to the Board's request to check in with some of the references of Target New England, we can offer the following for the Board.

David Jodoin, Town Administrator, Pembroke: The Town of Pembroke has utilized Target New England for a number of projects over the years, nearly all of which have been on an older historical building with a clock tower. David indicated the firm has probably done more than a quarter million dollars of work over the years in various projects, the most recent of which was for \$17,000 and completed in April. He indicated they have done good work, have been easy going and good to work with. They have performed timely and worked within their quoted prices. They have also been cautious about affecting the area and people around them, particularly where they have to work around sidewalks adjacent to their project area. He indicated Pembroke has had no issues with their work and he anticipates they will be utilized again in the future for more projects.

I have been trading telephone calls with individuals in a couple of other communities, which we should have information from in time for the Board's June 4<sup>th</sup> meeting.

New Durham: Approximately 16 or so years ago, Target New England was hired by the Town of New Durham while I was Town Administrator there. They were hired to renovate the clock tower attached to the front of the Town Hall, and to restore the antique weathervane and the mechanical clock as well. I do not recall the cost of the project, but New Durham's experience was the same as that described by David Jodoin in Pembroke. The quality of the work was very good, they were careful to ensure the work efforts did not impede the public's access to the Town Hall for the duration of the project, and they kept the overall job site clean on a daily basis. They did good work and stayed within the quoted amount for the project. The Town has not had to re-do any of the work since that time. I do not know if they have done any further work for the Town.

Thank you for your consideration.



[illegible]



Town of Auburn

May 9, 2018

47 Chester Road

Auburn, NH 03032

Attn: William Herman, Town Administrator

## PROPOSAL

The following is a proposal for the renovation of the front entrance of the Auburn Town Hall, Auburn, NH.

After an onsite inspection and a careful review of the specifications provided by the Town of Auburn, Target New England, Historical Restorations proposes the following price:.....**\$32,460.00**

This proposed price includes all insurance, materials and labor.

References will be provided upon request.

Thank you,

James Doherty, Owner

Target New England, Historical Restorations





# TOWN OF AUBURN

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## **PUBLIC NOTICE REQUEST FOR PROPOSALS**

The Town of Auburn is soliciting proposals for a building renovation of the Auburn Town Hall located at 47 Chester Road (NH Route 121). The renovation work includes the removal of the existing covered front porch and associated stairs, structure and foundation, to be replaced with a new covered front porch and associated stairs, structure and foundation as designed by Alternative Designs, Inc. of Manchester and Team Engineering, Inc. of Bedford.

Due to the Town Hall being a customer service facility, access to the building will have to be shifted to the rear of the building during construction, while contractor will need to provide appropriate barricades during construction to provide for public safety.

Sealed bids marked "TOWN HALL RENOVATION" will be accepted at the Selectmen's Office until 2:00 PM on Thursday, May 10, 2018. All proposals will be provided to the Board of Selectmen for consideration at their next meeting, which would be held on Monday, May 14, 2018.

Specifications for the project are available at the Town Hall or online at the Town of Auburn web site ([www.auburnnh.us](http://www.auburnnh.us)) under "Requests for Proposals" found under "Board of Selectmen".

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

**TOWN OF AUBURN  
BOARD OF SELECTMEN**

April 25, 2018

# **TOWN OF AUBURN**

## **SPECIFICATIONS FOR FRONT ENTRANCE RENOVATION**

### **OF THE AUBURN TOWN HALL**

The Town of Auburn is soliciting proposals for the renovation of the front entrance of the Auburn Town Hall located at 47 Chester Road (NH Route 121).

The work includes the removal of the existing covered front porch and associated stairs, structure and foundation, to be replaced with new covered front porch and associated stairs, structure and foundation as designed by Alternative Designs, Inc. of Manchester and Team Engineering, Inc. of Bedford.

### **SCOPE OF WORK**

Work that is anticipated to be done as part of this project has been detailed in plans dated May 3, 2017 prepared by Alternative Designs, Inc. of Manchester with Team Engineering of Bedford as the Engineer of Record. In general, the project includes:

- ✓ Demo and remove completely the existing covered porch and associated stairs, structure and foundation that serve as the front entry to the Auburn Town Hall.
- ✓ Construct new covered porch and associated stairs, structure and foundation as designed by Alternative Designs, Inc., which includes details of:
  - ✓ Codes, Design Loads, Foundations, Concrete, Reinforcing Steel, and Wood, and provides specifics for:
  - ✓ Deck Plan @ Main Level
  - ✓ Deck Plan @ Ground Level
  - ✓ Landscaping Plan
  - ✓ Foundation Plan
  - ✓ Front Elevation
  - ✓ Side Elevation
  - ✓ Door Detail (Exterior and Interior Face)
  - ✓ Stair Section



- ✓ Stair Code
- ✓ Stair Detail
- ✓ Soffit Detail (Low Eve)
  
- ✓ Repair and replace existing siding of Town Hall as affected by removing existing porch and stairs.
- ✓ Provide barricades during construction process to prevent people from falling or being hurt.
- ✓ Provide signage to direct individual to rear entry of building during construction process.
- ✓ Power wash and paint entire front to Town Hall to match the existing color.

**Copies of the plans prepared by Alternative Design, Inc., are available for review and inspection at the Auburn Town Hall or appear on the Town's website site ([www.auburnnh.us](http://www.auburnnh.us)) under "Requests for Proposals" on the Board of Selectmen's page.**

**A copy of the plan may be purchased through Alternative Design by contacting Scott Boren, Alternative Design, Inc., 94 Old Granite Street, Manchester, NH. Telephone (603) 645-4388.**

The successful contractor shall pull a permit from the Town of Auburn Building Inspector for this project, but there shall be no charge for the permit.

The successful contractor shall clean-up all materials on a daily basis, and will be allowed to maintain a disposal container on site for this purpose.

As part of the proposal, contractors are encouraged to estimate the total time frame that is anticipated to be need for the completion of the project.

Interested contractors wishing to view the job site are welcome to do so during business hours of Monday through Friday 8:00 AM to 4:30 PM. Individuals shall advice personnel in the Selectmen's Office of their presence on site before commencing their inspection and estimating activity.

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

**PAYMENT**

Payment can be made as work progresses and percentage of completion is documented by the Contractor. Final payment will be made within two weeks once all work is satisfactory completed and all surrounding grounds are clear of all debris. Specific payment terms will be worked out between the chosen contractor and the Town.

**PROFESSIONAL AND GENERAL LIABILITY INSURANCE**

Contractor shall file with the Town of Auburn evidence of professional liability and general liability insurance certifying coverage contained therein or, in the alternative, provide documentation of a self-insured program. Such insurance shall provide protection against professional and personal injury liability. The Certificate of Insurance shall identify the insurer and the Contractor, the type and amount of insurance, the location and operations to which the insurance applies, and the effective and expiration dates of the policies of insurance. Further, the contractor shall advise the Town of Auburn of any changes of insurance company, coverage, limits of liability and notices of cancellation of insurance. Limits of liability shall be not less than: General Liability \$500,000 combined single limit and Worker's Compensation \$100,000 statutory insurance. Such insurance shall be maintained throughout the term of this contract and may not be canceled without providing at least thirty (30) days advance notice of such cancellation to the Town of Auburn.

**INDEMNIFICATION**

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

**PRE-AWARD CONSIDERATIONS**

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

**AWARD**

The Town of Auburn reserves the right to award this contract in the best interests of the Town of Auburn. Proposals will be received by the Selectmen's Office until 2:00 P.M. on May 10, 2018.

Proposals will initially be shared with the Board of Selectmen. They will be included on the agenda of the Board of Selectmen meeting at their next regularly scheduled meeting, which be on Monday, May 14, 2018. The awarding of the project contract shall follow a decision by the Board of Selectmen.

General questions concerning the project may be directed to William G. Herman, Town Administrator, Town of Auburn, P.O. Box 309, Auburn, NH 03032, telephone (603) 483-5052 between the hours of 8:00 A.M. and 4:30 P.M.

Questions concerning the specifics of the plan should be directed to Scott Boren, Alternative Design, Inc., 94 Old Granite Street, Manchester, NH 03101, telephone (603) 645-4388.

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

**Town of Auburn  
Board of Selectmen  
May 21, 2018  
Town Hall  
5:00 pm**

**Selectmen Present:** James Headd, Richard Eaton and Keith Leclair

**Also Present:** Carrie Rouleau-Cote, Building Inspector; Denise Royce, Land Use Administrator; Bob Gonyea and Jim Doherty of Target New England, Fire Chief Ed Gannon, Budget Committee Members Peter Miles, Dan Carpenter, David Wesche and Alan Villeneuve, Road Agent Mike Dross, Mickey Rolfe, Nancy Mayland, Linda Dross, Pauline and Dennis Vieira, William Herman, Town Administrator and Nancy Hoijer, Recording Secretary

**Appointments with the Board: Town Hall Office Space – Town Hall Staff**

The Selectmen and Mr. Herman met with Mrs. Rouleau-Cote and Mrs. Royce in their offices to discuss potential changes to the layout of the office to increase privacy and eliminate distractions in order to be more conducive to concentrating on work efforts.

Mrs. Rouleau-Cote and Mrs. Royce stated they were in favor of a movable half-wall petition with a clear top to allow light to pass through which would project half way from the wall to the rear of her desk toward the location of the copier. The proposed petition is about 70" high and 33" per panel and would require no more than two at an estimated \$187 each. Portable rather than permanent walls would promote ventilation, circulation, light and sound while eliminating distractions.

Mrs. Royce stated Mrs. Rouleau-Cote needs more privacy as people often walk in while she is meeting with others.

Mr. Headd suggested moving the copier. Mr. Leclair added the panels were available in all shapes and sizes. Mr. Herman added it would be good to match what existed in the room, and he would locate the vendor information for the original panels. Mr. Eaton asked if having petitions down the length of the room leaving a 33" walkway would make sense.

Mrs. Rouleau-Cote suggested another option would be moving the file cabinets to create a wall and move the copier around the corner. It was decided to move the two file cabinets to the position where the panels were desired to give it a trial run.

Mr. Herman noted if the Board decided to perform work on the front entrance of the Town Hall, for the short-term duration of the work the likely main entrance to the Town Hall would be the rear access door by the Building Inspector's work area.

The Selectmen with Mr. Herman, Mrs. Rouleau-Cote and Mrs. Royce then checked which rear entrance would be more suitable during the construction, the basement access or the side door to the rear of the building. It was determined that the basement was too restrictive and the side door would provide more suitable access for the public with only concerns about access for the public through the adjoining parking lot where currently traffic passes one-way. The lift was right there as well.

Mrs. Rouleau-Cote and Mrs. Royce left the meeting at 5:30 pm

### **Rob Gonyea and James Doherty of Target New England Historical Restorations**

The Selectmen met in the meeting room to review Target New England's bid for the front entrance renovation work at the Town Hall and questioned since the bid was much lower than the others if they had fully planned for the scope of the work.

Mr. Doherty answered while they had not figured for the overhead, they were not going to change the price. He provided copies to each of the Selectmen of a portfolio that showcased some of the work they had done recently for renovations to the Pembroke Town Hall Clock Tower, the Effingham Library cupola and for the Town of Peterborough as well as providing eight references.

Mr. Eaton asked them if they thought it could be accomplished in a timely manner and Mr. Gonyea stated it should take 2-3 days to do the removal of the existing stairs and all the trash would be removed from the site directly after. The restoration work would take six to eight weeks.

Mr. Eaton asked if they would do the work themselves or had other workers. Mr. Doherty stated they have some laborers and carpenters they use in addition to themselves. Mr. Gonyea gave a history of their background which included teaching and working in the industry his whole life.

Mr. Gonyea asked about the walkway pavement whether it would be removed or kept. Mr. Eaton explained they would try to keep it. Mr. Eaton explained the objective is to keep the rain from dripping, hitting the stairs.

Mr. Gonyea asked about the slabs which are to be 12', 4' down and filled.

Mr. Doherty stated there was plenty of wiggle room. Mr. Doherty asked about the handrails. Mr. Gonyea suggested they could either go with a wooden historic look or remove the wrought iron, sandblast it and paint on a black sheen.

Mr. Eaton suggested a wooden painted turn spindle in white and asked if painting was included and Mr. Doherty stated it was. They were additionally willing to power wash the front of the building and were willing to work out a price to paint the rest of the building which hasn't been done for eight years.

The Selectmen and Mr. Herman went outside with Mr. Gonyea and Mr. Doherty to look at the area to be restored. Mr. Herman and Mr. Eaton showed where they believed the leach field and other utilities were located and it was determined the trucks and lift should access the site to its left. Mr. Herman indicated which flood lights were still working and the center alarm which was not connected. The plans were reviewed, and Mr. Doherty indicated the soffits shown on the left of the plan. Colors were discussed for the stair treads which were shown as composite on the plan for the deck and treads. Mr. Gonyea opined white may be too bright and that grey or charcoal might look nice. Mr. Eaton requested samples be brought in before selecting the paint.

Mr. Leclair asked the payment terms. Mr. Doherty stated they would require one third as a deposit, one-third at the half way mark and the remainder when signed off.

Mr. Leclair suggested a change order to include painting the building as well.

Mr. Gonyea and Mr. Doherty departed at 6:00 pm

#### **Non-Public Session pursuant to RSA 91-A: 3, II (c) and (I)**

***At 6:03 pm, Mr. Eaton motioned to go into non-public session pursuant to RSA 91-A: 3, II (c) and (I). Mr. Leclair seconded the motion. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes; Mr. Leclair – yes. The motion passed unanimously.***

Meeting in Non-Public Session with the Selectmen were Fire Chief Ed Gannon, Town Administrator Herman and Recording Secretary Hoijer.

***At 7:01 pm, Mr. Eaton motioned to come out of non-public session. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mr. Eaton motioned to seal the minutes of the non-public session. Mr. Leclair seconded his motion, with all in favor, the motion passed unanimously.***

#### **Call to Order – Pledge of Allegiance**

Mr. Headd resumed the public meeting at 7:03 pm and led the Pledge of Allegiance.

#### **Approval of Payroll for the Week of May 14, 2018 - \$603.04**

***Mr. Eaton motioned to approve the Payroll for the Week of May 14, 2018 in the amount of \$603.04. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

#### **Approval of Accounts Payable for the Week of May 21, 2018 - \$143,027.16**

***Mr. Eaton motioned to approve the Accounts Payable for the Week of May 21, 2018 in the amount of \$143,027.16. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

#### **Approval of Consent Agenda for the Week of May 21, 2018**

Mr. Headd read the Consent Agenda items some of which included a Tax Collector's Warrant for property tax, and for betterment assessment, Manchester Water Works payment, a Revenue Administration MS232 form, Notice of Intent to Cut Timber, Three deeds to Cemetery Plots and Application for the 2018 Duck Race with NH DOT.

***Mr. Eaton motioned to approve the Consent Agenda for the Week of May 21, 2018. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

#### **Appointments with the Board**

#### **Discussion with Budget Committee on Potential Town Garage/Storage Building Project**

Mr. Headd reported both the Police Department and Parks and Recreation needed storage space, and the Budget Committee expressed concerns about a proposal considered in the last budget cycle. The Board felt it would be beneficial to pick-up its conversations from there with the Budget Committee. Budget Committee Chair Peter Miles stated in the last budget cycle, the Budget Committee wanted to wait to see if the school project passed, which would have the



two portable classrooms available for potential use. Mr. Leclair asked about the ages of the portables which were eight years or so and expressed concerns that they would not move well. Mr. Leclair stated they should know the proposed locations and uses of the portables in order to make a reasoned decision.

Mr. Eaton gave a brief history of their efforts to get storage space since 2011 when Stantec recommended a 48'x28' garage. In 2015 an expanded Sally port was considered. In 2016 the MRI study recommended storage for evidence and a female locker-room. In 2017 there was a Warrant Article to establish a reserve fund for a future project that failed, and available money went into the general fund. Now in 2018 they are looking for storage for both Parks & Recreation and the Police Department.

Mr. Leclair stated they had needed a clear direction for Parks and Recreation in the form of a 5-10-year plan, which is work that is currently in process.

Mr. Vieira stated one building for two separate purposes would provide too much access. The police department has equipment and evidence which has to be handled by them. He felt the needs for the police department and for parks and recreation should be handled separately.

Mr. Dross was asked if the portables were on slabs and Mr. Vieira asked about moving them, since that would be the cheapest way to go.

Mrs. Mayland suggested investigating the pods, they were just for storage and did not take a lot of abuse and wondered why they needed to be heated. Reasons were cited included storage of paint products and having a toilet. Mrs. Mayland stated toilets were too expensive. Mr. Villeneuve suggested establishing what it is that they want to store. Mrs. Mayland suggested establishing what they want and what they need, as there is a difference that can be worked around. Mr. Eaton added putting portables across town they will get broken into.

Mr. Vieira stated we are a town of 5,200-5,500 people and the voters are getting used to the expense of the school and suggested these things should be done incrementally or there will be some pushing back. Mrs. Mayland stated she has heard people say the Parks & Recreation budget is out of control. They have gone from a budget of zero to \$130,000 in a short period of time.

Mrs. Mayland stated for years things were done by volunteers such as the Senior Dinner that used to cost nothing, china dishes were washed by hand and reused instead of buying expensive disposable plates and centerpieces for everyone to take home, everyone pitched in, someone did the cooking and there were volunteers relied upon for the Duck Race. Mr. Leclair and Mr. Villeneuve both agreed finding volunteers was something that was increasingly falling by the wayside because people are too busy. Mr. Vieira stated establishing communication, cooperation and community involvement was key, and he has been very impressed with how Auburn has been working in that direction in recent years.

Mr. Villeneuve asked about the revenues from the property the town sold and the overall financial picture as he expected the revenue to be spent back into infrastructure items. Mr. Eaton stated he would ask Ms. Frisella. They sold the land for approximately \$317,000 and the old fire house for \$141,000. After deducting the \$100,000 for the fire truck and the \$200,000 for the library land, there should be approximately \$158,000 left in town accounts.



## **Old Business**

Mr. Herman asked if there was any direction from the Selectmen for Target New England concerning their bid for the renovation of the front of the building. With questioning, the Board indicated there would be no bond posted and the payment schedule called for 1/3 deposit, 1/3 at the half-way mark and 1/3 at sign-off. Mr. Leclair asked Mr. Herman to follow up on their references and to secure their additional quote for painting the remainder of the Town Hall building.

Mr. Villeneuve suggested that if they were going to spend \$80,000 they should consider the long-term use of the property, perhaps updating to make it ADA accessible, more than with the existing lift. Mr. Headd noted that would require space that would eliminate the kitchen and boiler room and be a dramatic change. Mr. Villeneuve suggested moving it forward and Mr. Headd reminded of the septic. Mr. Leclair stated they were not interested in spending \$80,000. Mr. Eaton advised they were also going to provide a quote for painting the rest of the building which had not been done for eight years.

## **Minutes**

### **May 14, 2018 – Public Meeting**

***Mr. Eaton motioned to accept the Public Meeting Minutes of May 14, 2018 as written. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

### **May 14, 2018 Non-Public Sessions (x3)**

***Mr. Leclair motioned to accept the Non-Public Meeting Minutes of May 14, 2018 as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

## **Adjournment**

***Mr. Headd motioned to adjourn the meeting at 7:47 pm. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy J. Hoijer  
Recording Secretary

**Town of Auburn  
Board of Selectmen  
May 29, 2018  
Town Hall  
5:00 pm**

**Selectmen Present:** James Headd, Richard Eaton and Keith Leclair

**Also Present:** Brent Lemire, Paula Marzloff, William Herman, Town Administrator and Nancy Hoijer, Recording Secretary

**Call to Order – Pledge of Allegiance**

Mr. Headd called the meeting to order at 5:00 pm and led with the Pledge of Allegiance.

**Non-Public Session pursuant to RSA 91-A:3, II (c)**

***Chairman Headd motioned to go into non-public session under RSA 91-A:3 II,(c) reputation of persons other than a Board member.***

Mr. Leclair and Mr. Eaton stated they did not wish to go into non-public session unless it was necessary and asked Mr. Lemire, who was present, if he had concerns with advising them concerning the Fire Chief's vacancy and potential considerations to filling the position of Fire Chief in public session. Mr. Lemire stated as he could not be certain what their questions might be, he advised that it should begin in non-public and when the meeting was reopened to the public the information could be recapped without risk of injury to anyone's reputation. Mr. Leclair and Mr. Eaton stated they did not wish to discuss prior employees, or name any names, this session was about moving forward, and it would benefit the public to know.

***There was no second to the motion; the motion failed.***

Mr. Lemire is currently a Selectman with the Town of Litchfield and a retired Fire Chief. He also has served as a Town Administrator and was the Business Administrator for the Manchester Fire Department for more than 30 years. He currently serves as the Executive Director of the NH Fire Chiefs Association. Mr. Lemire stated he was here to offer input on how possibly to move forward with the selection of a new Fire Chief, and to answer questions the Board may have. It was indicated the Auburn Firemen's Association should recommend someone for the position. Mr. Lemire stated State law governs how to choose the Chief and who is responsible.

Mr. Leclair thanked him for coming.

Mr. Lemire advised the Board should first have an idea of where they would like to go, and it would help to know the current structure of the department.

Mr. Herman advised the Chief's position was essentially a part-time position with "office hours" of 24 hours per week for which a salary or stipend was paid. But the Chief also responded to calls and performed details for an additional hourly rate of pay. The Department also includes two full-time positions, a Captain and a Lieutenant, whose hours are Monday through Friday days. In addition, there are approximately 35 or so call firefighters.

Mr. Lemire advised he should first point out that he was a friend of and had a professional relationship with the former Chief.

Mr. Lemire talked about the history of Litchfield where the voters had elected Fire Chiefs on an annual basis. He said Litchfield was only one of two municipalities in the state that had elected their Fire Chief. As the town got bigger and calls increased, apparatus got more significant and rapid growth was experienced with little or no commercial base. The first thing they did was to hire two full-time firefighters for week day coverage. One of his concerns had been with the school and not being able to get a truck there in 10 minutes. Mr. Leclair asked about their population, which Mr. Lemire responded was about 6,000 then, similar then to what you have now, but without the interstate Auburn has running through it. Mr. Lemire stated he was fortunate to have an employer who allowed him to leave for fire calls. Now the population is about 8,700 with many emergency medical calls and mature housing projects. They cooperate with Hudson, which is especially helpful with Hudson providing both dispatch and ambulance service to Litchfield.

Mr. Lemire stated he retired from being Litchfield's Fire Chief in 2001 after 24 years and Manchester in 2005. He then went on the Board of Selectmen. Issues manifested the change from an elected position to one appointed by the Board of Selectmen.

Mr. Lemire advised RSA 154 governs operational setup of a fire department. The BOS should appoint the Fire Chief and the Fire Chief appoints the members if that is the way it is set up in your charter.

Mr. Lemire advised as Executive Director of the Fire Chief's Association he knew of several skilled retired Chiefs who still wanted to work 24-48 hours per week. Mr. Lemire stated, "I can't tell you how well that's worked out for us."

Mr. Lemire stated it took roughly eight months to get everything running smoothly. It's helpful to listen, to have someone unbiased, issues need to be heard.

Mr. Lemire advised more recently the Board of Selectmen consolidated the position with Building Inspector, Health and Code Enforcement, and EMT inside the Fire Department. It was helpful to have a multi-certified person and it made overall sense when often you have to track down both the Fire Chief and the Building Inspector when there are issues.

Mr. Leclair asked how many calls they got each week. Mr. Lemire answered 4-5-day, 15-20 week.

Mr. Lemire stated a new fire station approved in March 2018 and how it had been helpful to get the firefighters to present the proposals. The vote was more than the 3/5ths they needed. "Since that time, we've had a full roster and good attendance."

Mr. Leclair asked how much turnover they had. Mr. Lemire answered that there was very little now. Three or four left initially, but after the first eight months the roster has been full.

Mr. Lemire advised for the Fire Chief search, they had put together a command staff of all the officers and then formed an interview committee and recommended that it's a good idea to include other communities if you are doing mutual aid.

Mr. Lemire advised to be careful with the setup and it was good to get input from members of the department provided it was understood the Board of Selectmen was responsible for running the town and making the decision. "The tail doesn't wag the dog."

Mr. Leclair stated that they would like to have a roundtable with the current department officers to gain their insights and input.

Mr. Lemire recommended the Board discuss whether they were looking to hire from outside or inside. Mr. Lemire stated input from others is great, but you must make the final decision.

Mr. Eaton asked about their budget. Mr. Lemire advised that they ran at about \$506,000 but that does not include the building and health inspector. Auburn runs at approximately \$350,000. Ambulance cost increases that to \$455,000. Their population is 8,700 and Auburn's is about 5,200.

Mr. Herman stated Auburn had 10-12 this weekend, which Mr. Leclair noted may have been due to the holiday weekend. It was estimated the department has three to four calls per day on average, including alarm activations, assisting the elderly, MV accidents, etc.

Mr. Lemire added despite his experience as a Fire Chief for many years, he is careful as a Selectman not to impose his judgment with the new Chief.

Mr. Lemire stated advertising was easy, but you needed to know where you wanted to be in five years, long term. As an example, Mr. Lemire talked about the hazardous materials and PFOAs with the river situation they had experienced in Litchfield.

Mr. Eaton asked about RSA 154-7, specifically how did Litchfield handle it when roads had to be closed for a hazardous situation. "Who was responsible to close the road?"

Mr. Lemire stated that during any hazard, the Fire Chief is in charge. It is the responsibility of the incident commander, in the event the Fire Chief isn't there, until the hazard is removed.

Sometimes, Mr. Lemire advised, it is a gray area and you must look at the circumstances and consult with legal. "Sometimes one thinks the hazard is bigger than it is or than the other does."

The Board thanked Mr. Lemire for coming in. Mr. Lemire departed the meeting at 5:43 pm.

Mr. Eaton asked about formally accepting Mr. Gannon's resignation. Mr. Headd suggested it should be announced formally next Monday. Mr. Leclair added that it could be put on the town's webpage.

Mr. Eaton advised he had gone down and talked with the fire station and the deputy chief would be handling everything.

The Board discussed whether they should hire from inside or outside, and it was unanimously agreed it was better to hire from outside and have someone who is unbiased.

The Board indicated they should meet with the officers of the Fire Department as soon as possible. Mr. Herman indicated he has them tentatively lined up for Monday, June 4<sup>th</sup> at 6 PM if that is agreeable to the Board. The Board was in agreement with that schedule. There was a unanimous sense it is important they know they will be part of the process.

Mr. Eaton agreed we should keep this as public as we can.

Mr. Leclair stated the minutes from the prior non-publics could be unsealed. Mr. Leclair noted he was concerned the minutes may include the names of certain individuals and how that should be handled. Mr. Herman suggested he could forward copies of the minutes to Town Counsel for review and Counsel could provide input to the Board about unsealing the minutes. The Board members were unanimously in agreement with that process.

Mr. Herman advised the Board has a meeting on June 6<sup>th</sup> at 5:00 pm with the Police Commission and Town Counsel to begin discussing upcoming contract negotiations with the Auburn Police Union.

#### **Approval of Payroll for the Week of May 29, 2018 - \$45,492.05**

***Mr. Eaton motioned to approve the Payroll for the Week of May 29, 2018 in the amount of \$45,492.05. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

#### **Consideration of Surety for Liberty Woods LLC, M/L #8-42, 58 Dearborn Road, Plan No. D-39482**

Mr. Herman advised they had a bond due to expire on May 31<sup>st</sup> for the Liberty Woods development and the bank wanted to give an extension letter until August while they were looking overall at finances with their client. Most likely, after they've completed their process, they will give a one-year extension. Mr. Herman advised town counsel has looked over the letter and recommended the Board accept the proposed extension.

Mr. Eaton stated that he had been out there and there is still a lot of work to be done. He felt the Town should accept the extension of the letter of credit as presented.

***Mr. Leclair motioned to accept the Irrevocable Standby Letter of Credit 2016-104 for Liberty Woods, LLC in the amount of \$176,572.00 with a maturity date of August 27, 2018. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

#### **Adjournment**

***Mr. Eaton motioned to adjourn the meeting at 6:02 pm. Mr. Leclair seconded his motion, with all in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy J. Hoijer  
Recording Secretary