

**Town of Auburn  
Board of Selectmen  
October 22, 2018  
Town Hall  
7:00 p.m.**

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

Approval of Accounts Payable for the Week of October 22, 2018

Approval of Consent Agenda – Week of October 15, 2018

**( ) Public Hearing**

Adoption of proposed update to Town of Auburn Hazard Mitigation Plan

**( ) FY 2019 Budget Presentations**

- Fire Department – Michael Williams
- Ambulance Service – Michael Williams
- Fire Vehicles – Michael Williams
- Emergency Management – Michael Williams
- Road Reconstruction

**( ) New Business**

Proposed AFD SOPs for Call Firefighter Attendance and Call Firefighter Hiring Policy  
Proposals for Pingree Hill Fire Station Water Softener System

**( ) Old Business**

Update of Transportation Alternative Program (TAP) Grant Application  
Update of LWCF Grant Approval and Pending Action

**( ) Other Business**

Next Meeting – Monday, November 5<sup>th</sup> at 7:00 PM

**( ) Minutes**

- October 15, 2018 Public Meeting
- October 15, 2018 Non-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**

### **AUBURN, NEW HAMPSHIRE**

The Town of Auburn Board of Selectmen will be holding a public hearing on Monday, October 22, 2018 at 7:00 PM at the Town Hall on the adoption of the proposed update of the Town of Auburn Hazard Mitigation Plan.

A copy of the draft plan is available for review on the Town of Auburn web site at: <http://www.auburnnh.us> . Copies are also available for review at the Auburn Town Hall, 47 Chester Road, Auburn; and the Southern New Hampshire Planning Commission, 438 Dubuque Street, Manchester.

The plan was originally developed in 2006 and updated in 2011. The current update was led by Auburn officials with assistance from the Southern New Hampshire Planning Commission and funded through the NH Bureau of Homeland Security and Emergency Management.

AUBURN, NH  
October 11, 2018

# BUDGET COMPARISON -- FY '18 and FY '19 RUNNING TOTAL

<u>Department</u>	<u>2018 Appropriations</u>	<u>2019 BOS Approved</u>	<u>Difference</u>
Executive	268,768	10,025	0
Election & Registration	95,810	14,600	0
Financial Administration	160,833	0	0
Legal Expense	42,000	36,000	(6,000)
Personnel Administration	433,853	0	0
Planning & Zoning	37,651	41,650	3,999
General Government Buildings	127,443	0	0
Cemeteries	25,280	33,110	0
Insurance	115,065	0	0
Regional Associations	8,829	9,313	484
Other General Government	113,213	0	0
Police	1,209,875	0	0
Ambulance	83,896	0	0
Fire	416,943	0	0
Building Inspection	69,864	12,300	0
Emergency Management	8,427	0	0
Other Public Safety (Details)	1,000	1,000	0
Highways & Streets	942,865	995,802	52,937
Bridges	0	0	0
Street Lighting	13,500	18,000	4,500
Solid Waste	18,800	22,401	3,601
Health Officer	2,564	0	0
Animal Control	20,471	2,440	0
Health Agencies	5,875	5,875	0
Public Assistance	19,521	0	0
Intergovernmental Welfare	4,471	4,471	0
Parks & Recreation	111,171	71,525	0
Library	169,272	0	0
Patriotic Purposes	6,650	0	0
Conservation Commission	2,351	2,351	0
Debt Service	3	3	0
<u>Capital Outlay</u>			
Fire Truck	72,696	0	0
Road Reconstruction	700,000	0	0
Recreation Improvement	20,200	0	0
TOTAL	\$5,329,160	\$1,280,866	\$59,521
Special Warrant Articles			
Collective Bargaining Agreement	13,865	0	0
AFD Rescue Vehicle	100,000	0	0
Land Acquisition / Library	200,000	0	0
GRAND TOTAL	\$5,643,025	\$1,280,866	\$59,521

THIS LINE REPRESENTS ALL BUILDING MAINTENANCE FOR BOTH FIRE STATIONS.  
THIS LINE REFLECTS A \$3,000 INCREASE DUE TO REPAIRS NEEDED ON THE MEZZANINE AT STATION 2 AND HVAC REPAIRS NEEDED AT THE SAFETY COMPLEX.  
\* PAINTING = \$2,500  
\* INTERIOR REPAIRS, CARPET, FLOORING, ETC. = \$1,000  
\* EXTERIOR REPAIRS, SEED, PAINTING, ETC. = \$1,000  
\* HVAC MAINTENANCE = \$1,000  
\* UNEXPECTED REPAIRS = \$4,500



# 2019 PROPOSED FIRE TOWN OF AUBURN

		1 Expended 2015 As of December	2 Expended 2016 As of December	3 Expended 2017 As of December	4 Budgeted 2018 As of December	5 Expended YTD 2018 As of October	6 Dept/Comm Request 2019	7 % Chg 18/19	8 BOS Approved 2019	9 Budget Comm Approved 2019
9	01-4220-6-610-1	Fire & Rescue New Equipment	16,094.99	33,383.88	19,282.15	15,000.00	5,002.50	16,000.00	107%	
		Narrative for Column # 6								
		THIS LINE REPRESENTS ALL NEW FIRE EQUIPMENT PURCHASES, AND REPLACEMENT OF SUCH EQUIPMENT WHICH FAILS OVER THE CALENDER YEAR.								
		THIS LINE REFLECTS A \$1,000 INCREASE FOR A NEW FORESTRY PUMP AND AED.								
		* NEW FORESTRY BACKPACK PUMP = \$1,500								
		* NEW AED = \$1,000								
		* NEW FIRE HOSE = \$1,000								
		* NEW RESCUE SAWS = \$2,500								
		* NEW HYDRAULIC POWER PLANT = \$8,000								
		* NEW EXTRICATION TOOLS = \$2,000								
10	01-4220-6-610-4	Fire New Radios	3,726.70	4,214.25	3,443.77	4,200.00	2,714.30	7,700.00	183%	
		Narrative for Column # 6								
		THIS LINE ITEM REPRESENTS ALL NEW RADIO PURCHASES WHICH EITHER NEED REPLACING OR BREAK OVER THE CALENDAR YEAR. THIS LINE REFLECTS A \$3,500 INCREASE TO REPLACE OLD ANALOG MOBILE RADIOS TO DIGITAL CAPABILITIES.								
		* GATOR 1 RADIO = \$1,500								
		* TANKER 1 RADIO = \$3,500								
		* COMMUNICATIONS ROOM RADIO = \$2,700								
11	01-4220-6-610-6	Fire SCBA Maintenance	4,515.56	4,383.76	3,637.54	5,000.00	1,437.81	5,000.00	100%	
		Narrative for Column # 6								
		THIS LINE ITEM REPRESENTS ALL SELF-CONTAINED BREATHING APPARATUS MAINTENANCE OR REPLACEMENT OF SUCH EQUIPMENT OVER THE CALENDER YEAR.								
		* REPLACEMENT FACE PIECES = \$3,000								
		* REPLACEMENT ASSOCIATED PARTS = \$2,000								
		NO INCREASE								
12	01-4220-6-611-1	Fire Water Hydrants	9,991.24	12,132.52	9,806.08	10,000.00	8,585.50	13,112.00	131%	
		Narrative for Column # 6								
		THIS LINE REPRESENT FIRE HYDRANT FEES PAID OUT OVER THE CALENDER YEARS. REFLECTS AN INCREASE OF \$3,112 DUE TO INCREASED WATER WORK RATES.								
13	01-4220-6-640-0	Fire Dues, Subscription and Software	0.00	2,412.54	4,023.10	4,000.00	2,009.10	5,000.00	125%	
		Narrative for Column # 6								
		THIS LINE ITEM REPRESENTS ALL FIRE DEPARTMENT SUBSCRIPTIONS, DUES, AND NEW OR REPLACED SOFTWARE FOR FIRE DEPARTMENT FUNCTIONS. LINE REFLECTS A \$1,000 INCREASE.								
		* FIREHOUSE SOFTWARE = \$1,700								
		* MEMBERSHIP DUES = \$1,000								
		* UPGRADING WINDOWS SOFTWARE = \$2,300								
14	01-4220-6-660-1	Fire Rescue Supplies	1,557.85	1,989.87	4,692.20	2,000.00	1,831.56	3,000.00	150%	
		Narrative for Column # 6								
		THIS LINE ITEM COVERS ALL FIRE DEPARTMENT SUPPLIES, EXAMPLE: BATTERIES, GAS METER SENSORS, REHAB SUPPLIES, TOOLS, ETC. LINE REFLECTS A \$1,000 INCREASE DUE TO DURABLE MEDICAL EQUIPMENT BEING PURCHASED.								
		* DURABLE MEDICAL EQUIPMENT = \$2,000								
		* RECHARGEABLE BATTERIES = \$1,000								
15	01-4220-6-660-2	Fire Protective Clothing	9,266.35	12,198.42	10,135.77	14,000.00	7,756.25	14,000.00	100%	
		Narrative for Column # 6								
		THIS LINE ITEM REPRESENTS ALL PERSONAL PROTECTIVE EQUIPMENT WORN BY FIREFIGHTERS AND STATION WEAR. ALL PPE MUST BE REPLACED AFTER 10 YEARS OF IN-SERVICE TIME PER NFPA REQUIREMENTS.								
		* 5 NEW SETS OF PPE = \$12,500								
		* SPARE HOODS, BOOTS AND GLOVES = \$1,500								
		NO INCREASE								
16	01-4220-6-670-1	Fire Office & Cleaning Supplies	5,732.25	3,521.50	2,500.76	2,500.00	2,635.52	2,500.00	100%	
		Narrative for Column # 6								

# 2019 PROPOSED FIRE TOWN OF AUBURN

		1 Expended 2015  As of December	2 Expended 2016  As of December	3 Expended 2017  As of December	4 Budgeted 2018  As of December	5 Expended YTD 2018  As of October	6 Dept/Comm Request 2019	7 % Chg 18/19	8 BOS Approved 2019	9 Budget Comm Approved 2019
THIS LINE ITEM REPRESENTS ALL CLEANING SUPPLIES FOR BOTH THE FIRE STATIONS AND FOR THE APPARATUS. IT ALSO COVERS ALL OFFICE SUPPLIES, INCLUDING PENS, PAPER, TABLES, OFFICE CHAIRS, PRINTER CARTRIDGES, ETC. NO INCREASE										
17	01-4220-6-690-1	Fire Misc Grant	8,065.60	7,972.05	7,236.00	7,236.00	750.00	5,000.00	69%	
	Narrative for Column # 6									
THIS LINE ITEM REPRESENTS MONEY NEEDED TO COVER GRANT CO PAYS, IF GRANTS ARE WRITTEN AND APPROVED. LINE REFLECTS A DECREASE OF \$2,236.										
18	01-4220-6-690-2	Fire Dry Hydrants	605.01	665.57	520.74	500.00	0.00	2,000.00	400%	
	Narrative for Column # 6									
THIS LINE ITEM COVERS MAINTENANCE AND REPAIRS ON ALL 24 DRY HYDRANTS AND CISTERNS THROUGHOUT TOWN. LINE REFLECTS AN INCREASE OF \$1,500 OR INTERNAL INSPECTIONS AND SEASONAL MAINTENANCE, PAINTING AND SIGNAGE.										
19	01-4220-6-690-3	Fire Information Technology	0.00	0.00	0.00	2,000.00	2,355.00	5,000.00	250%	
	Narrative for Column # 6									
THIS LINE ITEM REPRESENTS ALL IT SERVICES AND REPAIRS OF SUCH EQUIPMENT. LINE REFLECTS AN INCREASE OF \$3,000 DUE TO CLOUD BACKUPS ON SERVERS, ANNUAL MAINTENANCE AND SERVICE CONTRACTS ON FIRE DEPARTMENT IT EQUIPMENT AND UNEXPECTED REPLACEMENT PARTS.										
20	01-4220-7-700-1	Fire Truck Lease/Purchase	19,212.14	13,024.82	6,513.41	0.00	0.00	0.00		
21	01-4220-7-710-1	Fire Truck Maintenance	24,703.62	18,282.98	19,099.19	34,000.00	37,454.97	38,600.00	114%	
	Narrative for Column # 6									
THIS LINE ITEM REPRESENTS ALL FIRE APPARATUS MAINTENANCE AND REPAIRS. LINE REFLECTS AN INCREASE OF \$4,600 DUE TO PUMP REPAIRS ON TANKER 2. * ANNUAL SERVICE: E1,E2,T1,T2,R1,F1,GATOR,BOAT,C1,C2 = \$8,400 * PUMP SERVICE: E1,E2,T1,T2 = \$3,200 * AERIAL SERVICE: E1 = \$1,000 * AREIAL/GROUND LADDER TEST: E1 = \$1,200 * HOSE TESTING = \$3,200 * TIRES: E1,E2,T1,T2,R1 = \$6,800 * STATE INSPECTION: E1,E2,T1,T2,R1,F1,C1,C2 = \$400 * PUMP WORK: T2 = \$8,000 * UNFORESEEN REPAIRS: E1,E2,T1,T2,R1,F1,GATOR,BOAT,C1,C2 = \$6,400										
22	01-4220-7-720-1	Fire Apparatus Fuel	14,588.19	8,055.98	7,696.78	9,000.00	5,399.91	9,000.00	100%	
	Narrative for Column # 6									
THIS LINE ITEM REPRESENTS ALL FIRE APPARATUS FUEL, SMALL EQUIPMENT FUEL, STATION FUEL, ETC. * 10 FIRE APPARATUES VEHICLES WITH EITHER DIESEL OR GASOLINE NO INCREASE										
Fire Department Total		201,290.36	205,279.40	178,230.17	196,079.00	154,401.44	221,301.00	113%	0.00	0.00
Grand Total:		201,290.36	205,279.40	178,230.17	196,079.00	154,401.44	221,301.00	113%	0.00	0.00

**Auburn Fire Department  
Calendar Year 2019  
Budget Proposal**

*Please accept my propose budget request for the calendar year 2019 Operating Budget. Listed below outlines all line item descriptions and justification. Each budget line illustrates the reasoning for the increase or decrease being requested. Certain line items do not have totals due to not having this information from the Finance Department.*

**Fire Fulltime Salaries**

**01-4220-1-110-0**

This line item represents wages for the 2 fulltime Firefighters

**Total:**

**Fire Personnel Stipend**

**01-4220-1-160-1**

This line item represents applicable stipends and call firefighter wages.

- |  |             |
|--|-------------|
| • <b><u>Stipends:</u></b> 1 Deputy Chief, 2 Captains, 4 Lieutenants, 11 Deputy Wardens | \$10,300.00 |
| • <b><u>Call Firefighter Wages:</u></b> 3,000 hours @ \$12.00 per hour average         | \$36,000.00 |
|  | \$          |

**Total: \$46,300.00**

*This line doesn't reflect the Fire Chiefs wages*

**Fire Social Security**

**01-4220-2-220-1**

This line item represents payroll social security for all members.

**Total:**

**Fire Medicare**

**01-4220-2-221-0**

This line item represents payroll Medicare for all members.

**Total:**

**Fire Retirement (Group 2)****01-4220-2-235-0**

This line represents retirement benefits for the 2 fulltime firefighters.

***Total:*****Fire Occupational Health and Safety****01-4220-3-370-1**

This line item represents any vaccinations or safety equipment required by department level standards.

This line reflects an increase of \$500.00 due to increased costs in health and safety.

- Immunization shots and safety glasses

***Total: \$1,000.00*****Forest Fires****01-4220-3-390-2**

This line item represents a budget line number for reimbursement purposes. This line reflects no increase

***Total: \$1.00*****Fire Equipment Maintenance****01-4220-3-390-3**

This line item represents all fire department equipment maintenance including, small tools and equipment, saws, pumps, etc. This line reflects a \$300.00 increase due to previous years cost associated with maintaining equipment.

- |   |            |
|---|------------|
| • Small tools and equipment maintenance | \$1,000.00 |
| • Gas, oil, saw blades, batteries etc.  | \$1,000.00 |
| • Gas meter supplies                    | \$1,500.00 |
| • Power equipment maintenance           | \$1,000.00 |

***Total: \$4,500.00*****Fire Radio Repairs****01-4220-3-390-4**

This line represents all mobile and portable radio repairs including batteries, antennas, microphones etc.

This line reflects no increase

***Total: \$1,000.00***

**Derry Dispatch****01-4220-3-390-5**

This line represents all associated dispatching fees for Derry Fire to dispatch Auburn Fire Department on all emergency and non-emergency incidents. This line reflects a \$3,646.00 increase due to contractual obligations.

**Total: \$51,888.00**

**Fire & Rescue Training****01-4220-3-390-7**

This line item represents all training including outside vendors brought in to teach certain levels of training. This line reflects a \$3,000.00 increase due to increased requests for fire and EMS training.

- 29 Fire/EMS members training allowances @ 700.00 per person per year

**Total: \$20,300.00**

**Fire Haz Mat****01-4220-3-390-8**

This line item represents associated annual due to be part of the Regional Hazardous Material Team. This line reflects no increase.

**Total: \$6,700.00**

**Fire Building Maintenance****01-4220-5-550-1**

This line represents all building maintenance for both fire stations. This line reflects a \$3,000.00 increase due to repairs needed on the mezzanine at Station 2 and HVAC repairs needed at the safety Complex

- |  |            |
|--|------------|
| • Painting                                 | \$2,500.00 |
| • Interior repairs, carpet, flooring, etc. | \$1,000.00 |
| • Exterior repairs, seed, painting, etc.   | \$1,000.00 |
| • HVAC maintenance                         | \$1,000.00 |
| • Unexpected repairs                       | \$4,500.00 |

**Total: \$10,000.00**

**Fire & Rescue New Equipment****01-4220-6-610-1**

This line item represents all new fire equipment purchases, and replacement of such equipment which fails over the calendar year. This line reflects a \$1,000.00 increase.

- New forestry backpack pump \$1,500.00
- New AED \$1,000.00
- New Fire Hose \$1,000.00
- New Rescue saws \$2,500.00
- New Hydraulic Power Plant \$8,000.00
- New extrication tools \$2,000.00

**Total: \$16,000.00**

**Fire Radios New****01-4220-6-610-4**

This line item represents all new radio purchases which either need replacing or break over the calendar year. This line reflects a \$3,500 increase to replace old analog mobile radios to digital capabilities.

- Gator 1 radio \$1,500.00
- Tanker 1 radio \$3,500.00
- Communications room radio \$2,700.00

**Total: \$7,700.00**

**Fire SCBA Maintenance****01-4220-6-610-6**

This line item represents all Self-contained breathing apparatus maintenance or replacement of such equipment over the calendar year. This line reflects no increase

- Replacement face pieces \$3,000.00
- Replacement associated parts \$2,000.00

**Total: \$5,000.00**

**Fire Water Hydrants****01-4220-6-611-1**

This line item represents fire hydrant fees paid out over the calendar year. This line reflects an increase of \$3,112.00 due to increased water works rates.

**Total: \$13,112.00**

**Fire Due, Subscriptions and Software****01-4220-6-640-0**

This line item represents all fire department subscriptions, dues, and new or replacement software for fire department functions. This line reflects a \$1,000.00 increase

- Firehouse software \$1,700.00
- Membership dues \$1,000.00
- Upgrading windows software \$2,300.00

**Total: \$5,000.00**

**Fire Rescue Supplies****01-4220-6-660-1**

This line item covers all fire department supplies, example: batteries, gas meter sensors, rehab supplies, tools etc. This line reflects a \$1,000.00 increase due to durable medical equipment being purchased.

- Durable medical equipment \$2,000.00
- Rechargeable Batteries \$1,000.00

**Total: \$3,000.00**

**Fire Protective Clothing****01-4220-6-660-2**

This line item represents all personal protective equipment worn by firefighters and station wear. All PPE must be replaced after 10 years of in-service time per NFPA requirements. This line reflects no increase

- 5 New set of PPE \$12,500.00
- Spare Hoods, boots and gloves \$1,500.00

**Total: \$14,000.00**

**Fire Office and Cleaning Supplies****01-4220-6-670-1**

This line item represents all cleaning supplies for both the fire stations and for the apparatus, It also cover all office supplies, including pens, paper, tables, office chairs, printer cartridges, etc. This line reflects no increase.

**Total: \$2,500.00**

**Fire Miscellanies Grant****01-4220-6-690-1**

This line item represents money need to cover grant co pays, if grants are written and approved. This line reflects a decrease of \$2,236.00

**Total: \$5,000.00**

**Fire Dry Hydrants****01-4220-6-690-2**

This line item covers maintenance and repairs on all 24 dry hydrants and cisterns throughout town. This line reflects an increase of \$1,500.00 for internal inspections and seasonal maintenance, painting and signage.

**Total: \$2,000.00**

**Fire Information Technology****01-4220-6-690-3**

This line item represents all IT services and repairs of such equipment. This line reflects an increase of \$3,000.00 due to cloud backups on servers, annual maintenance and service contracts on Fire Department IT equipment and unexpected replacement parts.

**Total: \$5,000.00**

**Fire Truck Maintenance****01-4220-7-710-1**

This line item represents all fire apparatus maintenance and repairs on all fire apparatus including but not limited to: This line reflects an increase of \$4,600.00 due to pump repairs on Tanker 2

2019 Vehicle Budget	E1	E2	T1	T2	R1	F1	GATOR	BOAT	C1	C2		
Vehicle Annual Service	1500	1500	1500	1500	1500	500	100	100	100	100		\$ 8,400.00
Pump Service	800	800	800	800								\$ 3,200.00
Aerial Service	1000											\$ 1,000.00
Aerial/Ground Ladder Test	1200											\$ 1,200.00
Hose Testing											3200	\$ 3,200.00
Tires	1600	1600	1600	1600	400							\$ 6,800.00
State Inspection	50	50	50	50	50	50			50	50		\$ 400.00
Tanker 2 Pump Work				8000								\$ 8,000.00
Unforeseen Repairs	1000	1000	1000	1000	500	500	200	200	500	500		\$ 6,400.00
												\$ 38,600.00

**Total: \$38,600.00**



**Fire Apparatus Fuel**

**01-4220-7-720-1**

This line item represents all fire apparatus fuel, small equipment fuel, station fuel etc. This line reflects no increase

- 10 Fire apparatus vehicles with either diesel or gasoline

**Total: \$9,000.00**

Thank you



Michael Williams  
Fire Chief

# 2019 PROPOSED AMBULANCE TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2015	2016	2017	2018	2018	Request	18/19	Approved	Approved
							2019		2019	2019
		As of December	As of December	As of December	As of December	As of October				
<b>General Fund</b>										
<b>Ambulance</b>										
1 01-4215-3-390-1	Derry Ambulance Service	66,184.00	72,802.50	80,082.50	83,896.00	83,896.00	84,735.00	101%		
<b>Ambulance Total</b>		<b>66,184.00</b>	<b>72,802.50</b>	<b>80,082.50</b>	<b>83,896.00</b>	<b>83,896.00</b>	<b>84,735.00</b>	<b>101%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>		<b>66,184.00</b>	<b>72,802.50</b>	<b>80,082.50</b>	<b>83,896.00</b>	<b>83,896.00</b>	<b>84,735.00</b>	<b>101%</b>	<b>0.00</b>	<b>0.00</b>

# 2019 PROPOSED MACHINERY, VEHICLES & EQUIPMENT

## TOWN OF AUBURN

	1	2	3	4	5	6	7	8	9
	Expended	Expended	Expended	Expended	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
	2015	2016	2017	2018	2018	Request	18/19	Approved	Approved
	As of December	As of December	As of December	As of December	As of October	2019		2019	2019
<b>General Fund</b>									
<b>Machinery, Vehicles &amp; Equipmen</b>									
1 01-4902-7-700-1 Fire Apparatus Lease/Purchase	72,695.61	72,695.61	72,695.61	172,696.00	172,695.61	120,910.00	70%		
Narrative for Column # 6									
Engine 1=\$72,655.61									
Medium Rescue Vehicle=\$48,213.46									
<b>Machinery, Vehicles &amp; Equipmen Total</b>	<b>72,695.61</b>	<b>72,695.61</b>	<b>72,695.61</b>	<b>172,696.00</b>	<b>172,695.61</b>	<b>120,910.00</b>	<b>70%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>	<b>72,695.61</b>	<b>72,695.61</b>	<b>72,695.61</b>	<b>172,696.00</b>	<b>172,695.61</b>	<b>120,910.00</b>	<b>70%</b>	<b>0.00</b>	<b>0.00</b>

# 2019 PROPOSED EMERGENCY MANAGEMENT TOWN OF AUBURN

		1 Expended 2015  As of December	2 Expended 2016  As of December	3 Expended 2017  As of December	4 Budgeted 2018  As of December	5 Expended YTD 2018  As of October	6 Dept/Comm Request 2019	7 % Chg 18/19	8 BOS Approved 2019	9 Budget Comm Approved 2019
<b>General Fund</b>										
<b>Emergency Management</b>										
1 01-4290-0-550-0	OEM (FEMA) Expenditure	26,527.58	0.00	0.00	1.00	0.00	1.00	100%		
2 01-4290-3-390-1	OEM Training	200.00	42.48	0.00	200.00	0.00	1.00	1%		
3 01-4290-3-395-1	OEM Public Media	0.00	0.00	0.00	8,100.00	8,100.00	7,500.00	93%		
4 01-4290-5-510-1	OEM Communications	1,014.48	857.20	-53.96	0.00	0.00	0.00			
5 01-4290-6-610-1	OEM Equipment & Gear	0.00	396.87	293.27	126.00	0.00	1.00	1%		
<b>Emergency Management Total</b>		<b>27,742.06</b>	<b>1,296.55</b>	<b>239.31</b>	<b>8,427.00</b>	<b>8,100.00</b>	<b>7,503.00</b>	<b>89%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>		<b>27,742.06</b>	<b>1,296.55</b>	<b>239.31</b>	<b>8,427.00</b>	<b>8,100.00</b>	<b>7,503.00</b>	<b>89%</b>	<b>0.00</b>	<b>0.00</b>

Run: 10/18/18  
3:28PM

# 2019 PROPOSED IMPROVEMENTS OTHER THAN BUILDINGS

## TOWN OF AUBURN

Page: 1  
Adele  
ReportBudgetSF

	1	2	3	4	5	6	7	8	9
	Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
	2015	2016	2017	2018	2018	Request	18/19	Approved	Approved
						2019		2019	2019
	As of December	As of December	As of December	As of December	As of October				
<hr/>									
General Fund									
Improvements Other Than Bldgs									
1 01-4909-9-930-0 Road Reconstruction	705,781.19	936,031.18	752,627.47	700,000.00	492,190.23	650,000.00	93%		
Improvements Other Than Bldgs Total	705,781.19	936,031.18	752,627.47	700,000.00	492,190.23	650,000.00	93%	0.00	0.00
Grand Total:	705,781.19	936,031.18	752,627.47	700,000.00	492,190.23	650,000.00	93%	0.00	0.00

## Town of Auburn

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



## Town Administrator

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

**To:** Board of Selectmen  
**Cc:** Michael Dross, Road Agent

**From:** Bill Herman, CPM, Town Administrator  
**Date:** October 3, 2018  
**Re:** Road Reconstruction 2019

As part of the Board's budget considerations for FY 2019 is the Road Reconstruction budget account. This is an account in the Selectmen's portion of the budget and the Board needs to determine how much money you wish to budget for in this area in FY 2019.

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

- Squirrel Drive
- Lakeview Way
- Spofford Road (between Wildwood and Doug Hill)
- Coleman Road, Dearborn Road and Chester Turnpike Intersection
- Pingree Hill Road (Drainage near intersection with Rattlesnake Hill Road)
- Pingree Hill Road (Top of the hill – closed drainage)
- Hunting Road (Drainage improvement)
- Rockingham Road (remove cement base)
- Old Candia Road (remove cement base)
- Intersection of Depot Road & Hooksett Road

At your meeting on October 1<sup>st</sup>, the discussion between the Board and the Road Agent indicated the roads to be worked on in 2019 include:

- Lakeview Way
- Spofford Road
- Coleman Road, Dearborn Road and Chester Turnpike Intersection

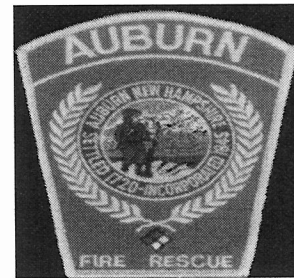
The Road Agent can certainly provide you any information or thoughts he may have on any given road or road project. Hopefully this list will at least provide initial information to assist the Board in making a decision concerning funding for road reconstruction in 2019.

Thank you for your consideration.



# Town of Auburn Fire Department

6 Pingree Hill Road  
Auburn, NH 03032  
(603)483-8141



## Auburn Fire Department Standard Operating Policy

Posting Date: 08/01/2017 Effective Date: 12/01 2017	Category & Identification Number: SOP #004	Policy Revision – October 2018
SOG/ SOP Title: Call Firefighter Attendance		
Approved by: Michael Williams	Re-evaluation Date: 04/01/2018	Number of pages: 1

**PURPOSE:** This Policy will establish a standard for call member's attendance for both emergency and non-emergency responses made by department members.

**SCOPE:** Your attendance to all organized fire department functions is extremely important. It is imperative that all members are active and engaged in the fire department operations.

### PROCEDURES AND INFORMATION:

1. To remain an active member of the Fire Department all members are required to respond to as many incident responses as possible, both emergency and non-emergency calls including trainings, meetings and drills.
2. Line Fire Officers are responsible to monitor your crew's attendance.
3. On a Semiannual basis, Fire officers are to report any issues or perceived attendance problems with personnel assigned to their crews to a Chief Fire Officer for review.
4. Each member's attendance records will be reviewed on a case by case basis. It is understood that people are busy and deal with unforeseen emergencies and issues as we all do.
5. Issues or attendance problems will be reviewed semiannually by a Chief Fire Officer individually on a case by case basis if attendance is low or issues are being reported.
6. Members are asked to notify a Chief Fire Officer if you perceive an upcoming attendance issue, this will eliminate the "where is he or she issue"
7. Attendance issues could result in probation, suspensions or termination if applicable.

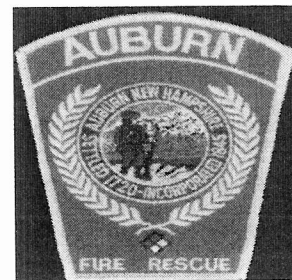
*We value everyone's busy lifestyles, but understand we provide life safety services*

**END OF SOP 004**



# Town of Auburn Fire Department

6 Pingree Hill Road  
Auburn, NH 03032  
(603)483-8141



Auburn Fire Department Standard Operating Policy		
Posting Date: 10-01-18	Category & Identification Number:	New Policy
Effective Date: 10/01/2018	SOP # 013	October 2018
SOG/ SOP Title: Call Firefighter hiring policy		
Approved by: Michael Williams	Re-evaluation Date:	Number of pages: 1

## PURPOSE:

To insure the Auburn Fire Department follows proper recognized hiring practices.

## SCOPE:

This policy applies to all new Call firefighter candidates which have applied to the Auburn Fire Department. This policy applies to all new personnel.

## PROCEDURES AND INFORMATION:

All personnel applying for employment with the Town of Auburn Fire Department must complete the following information prior to starting as a call firefighter. An Auburn Fire Department hiring package will be prepared with the following information, this information must be completed and reviewed prior to being accepted onto a 12-month probationary period with a 90 day review process.

All information obtained below will be kept confidential during the entire process and placed into his/her personnel file. The N.H motor vehicle driving record and N.H. Criminal background check is the responsibility of the candidate to complete and obtain. Copies must be submitted to the Fire Administration prior to moving forward in the hiring process.

- A N.H. motor vehicle driving record check must be completed. Form (DSMV 505)
- A N.H. criminal background check must be completed
- Complete the Town of Auburn new hire paperwork package from the Finance department and an Auburn Police background check.

Once all paperwork is complete and result have been obtained. A Final decision will be made by a Chief Fire Officer for you to begin your 12-month probationary period.

Once you have been accepted as a probationary firefighter, you will receive a probationary firefighter welcome package along with a probationary manual which needs to be completed prior to the completing of your 12 month probation.



## New Firefighter Hiring Flowsheet

All new Auburn Firefighters candidates must follow the appropriate steps in order to become an active member. No members will be placed on the official Auburn Fire Department Roster until all required steps have been completed.

- 1. APPLICATION PROCESS:** All new prospective members must complete an Auburn Fire Department application for Fire Officers review and interview.
- 2. REVIEW PROCESS:** Once application review and interview is complete, prospective members will be notified if they will or will not move forward towards membership.
- 3. ADMINISTRATION PROCESS:** If the candidate continue moving forward in the process, You be given all required paperwork needed to be completed including but not limited to a NH driving record check, NH criminal record check and all required Town of Auburn Paperwork. The driving record check and the Criminal record check is the responsibility of the candidate. Auburn Fire department will not accept driving or criminal record checks older than 30 days.
- 4. FINAL REVIEW:** Once all paperwork has been completed and returned, including the background and driving record checks. The candidate will officially be notified by the Fire Chief if they are being hired as a probationary Auburn Firefighter or not.

No candidates will perform any Fire Department Official functions until they have been officially accepted as a probationary member by the Fire Chief.

This flowsheet applies to all newly hired candidates regardless of membership titles. Example: Firefighter, EMT, Support Personnel, etc.

**END OF SOP 013**



## TOWN OF AUBURN, NEW HAMPSHIRE

Fire Department  
6 Pingree Hill Road  
Auburn, NH 03032  
(603) 483-8141



### Department Monthly Report September 2018

The Auburn Fire Department responded to 33 emergency incidents in the month of September broken down as follows:

Fire:	1
Rescue/EMS:	19
Service calls:	5
Good intent calls:	4
False alarms:	4
Total:	33

Listed below outlines September's Fire department activities

- The drainage issues at Station 2 were repaired by the Road agent.
- The Fire Department is currently working with the State Fire Marshall office on the plans review process on the Village School.
- The Fire Department attended the annual Duck Drop events, assisting with the duck removal from the water.
- Currently working on plans to complete a water supply drill and plans on burning down the house located directly across from Hobbs Auto as training. The drill will most likely be in November as training.
- Fire prevention week is October 7-14, we will be completing fire prevention activities at the Auburn Village School along with the Open house.
- Fire Department is training at the building across from Hobbs on Self-contained breathing apparatus.
- Updating the NH Fire academy required annual documents.
- Updating NH State Forestry Fire Warden Deputy warden lists.
- Looking into the feasibility of offering an online burning permit program through the NH Forestry Division.
- Rescue 1 is experiencing mechanical problems, we have reduced its response until the new Rescue arrives.
- Working on completing the 2018 AFG grant for a clothing extractor and gear dryer.

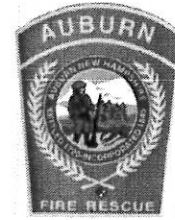
Michael Williams

Chief of Department



## TOWN OF AUBURN, NEW HAMPSHIRE

Fire Department  
6 Pingree Hill Road  
Auburn, NH 03032  
(603) 483-8141



### Fire Officer Assignments

**Deputy Chief Bob Selinga**

Administrative/Operations

Assists the Fire Chief with both the administration and Operations of the Department.

**Captain Dave Walters (Station 2 Captain)**

Training: (Fire/EMS)

Coordinates all Fire and EMS training, Ensures all training records are kept up to date, also works as the public relations officer.

**Captain Jim Saulnier (Safety Complex Captain)**

Fire prevention:

Coordinates and Completes all fire prevention activities, schedules all fire prevention activities including, fire drills, daily fire prevention needs along with fire prevention week activities.

**Lieutenant Matt Barsaleau Crew # 1**

PPE:

Coordinates and Inventories all personal protective equipment, completes annual inspections on all PPE, Coordinated all repairs and tracks all equipment in a database.

**Lieutenant Alex Phillips Crew #2**

Small Tools and Equipment:

Coordinates and inventories all small tools and equipment, including power equipment, schedules maintenance and repairs on such equipment.

**Lieutenant Chris Szatynski**

SCBA, Radios and Safety Officer:

Coordinates Maintenance and repairs of such equipment, Stocks spare parts along with an inventory of equipment, coordinates all maintenance and repairs. Serves as the Safety Officer both on and off the fire ground.

**Lieutenant Pat Glennon**

Vehicle maintenance:

Coordinates all maintenance and repairs on all fire apparatus, completes inventories for each piece of equipment and manages/coordinates all repairs.

[illegible]





To	FLUBURN FIREHOUSE 6 PINGREE HILL RD AUBURN BOB 483 2863	Date	AUG 13 2018
		Subject	

### QUOTE

- QUOTE FOR FIREHOUSE (6 PINGREE HILL RD)  
IRON 1.2 MANGANESE 0.087 NITRATE <2  
PH 6.78 HARDNESS 340 or 20

I RECOMMEND "WATER RIGHT" 1054 SANITIZER PLUS. SINCE IRON IS SO HIGH I WOULD ALSO ADD AN IRON FILTER CANISTER BACK UP.

LABOR & "SANITIZER" - \$3200.00  
LABOR & "4X20 FILTER" 500.00  
BAL \$3700.00

- QUOTE FOR PRESSURE TANK & TANK TEE AND ALL FITTINGS & LABOR \$1100.00

\* NOTE: DRAIN WOULD HAVE TO BE INSTALLED BY THIRD PARTY





Customer Name: Auburn Station

Tech Name: Steven

Date: 8/12/18

Phone Number: 603-512-3654

Work Order #: 453754

## SUMMARY OF FINDINGS

### Observations

0% 12 months. Everything Option \$/525 per month  
before Home Advantage

### Findings

A will not run drain line!

<u>\$1902.00</u>	<u>- Install new 32 gallon well tank complete with "Tara T" Package. 1yr Warranty</u>
<u>\$5562.00</u>	<u>- Above option with standard settler in mechanical room with well tank. This includes an in line sediment filter.</u>
<u>\$739.00</u>	<u>- Thermostatic Mixing Valve to existing water heater to meet N.H. code. This prevents Legionella and Scalding.</u>
<u>\$6301.00</u>	<u>- Everything</u>
<u>\$69.00</u>	<u>- Home Advantage Plan 1yr. Saves 50%.</u>

\$5562  
NOT INCL  
VALVE  
MIXING

# CUSTOMER CONTRACT



The Man with Many Hats

76 Maple Street

Manchester, NH 031013

1-888-TROMBLY(876-6259)

MANCHESTER 668-5713    CONCORD 224-0275    NASHUA 594-0450    HAMPTON 926-5550    LACONIA 524-1271

CUSTOMER NAME: Auburn Fire Department c/o Bob Seligna

DATE: 9/14/18

BILLING ADDRESS: 6 Pingree Hill Rd.

CITY: Auburn

STATE: NH

ZIP CODE: 03032

JOB ADDRESS: Same

CITY:

STATE:

ZIP CODE:

HOME PHONE: 483-3500

MOBILE PHONE:

JOB SITE PHONE:

EMAIL ADDRESS: schwing2@comcast.net

We agree to furnish and install the equipment listed below at the price, terms and conditions outlined on both sides of this agreement.

TYPE OF BUILDING: ☒ Commercial ☐ Industrial ☐ Residential # of Units: 1 TYPE OF IMPROVEMENT: ☒ New ☐ Repair ☐ Replacement

SYSTEM TYPE: ☐ Forced Hot Water ☐ Forced Hot Air ☐ Steam ☐ AC ☐ Heat Pump ☐ Air Handler ☐ Geo-Thermo ☐ Water Heater ☐ Generator

SYSTEM FUEL TYPE: ☐ Fuel Oil ☐ Natural Gas ☐ LP Gas ☐ Electric

PLUMBING TYPE: ☐ Well ☒ Water Filter ☐ Septic ☐ Drainage Piping ☐ Water Piping

## WARRANTIES:

- ☒ 1 year Parts & Labor—All parts & labor warranties require annual maintenance performed each year by TEI at normal rates for the term of the agreement.
- ☐ Design temperature \_\_\_\_\_ On a \_\_\_\_\_ day for heating On a \_\_\_\_\_ day for cooling.
- ☒ first first annual maintenance included.

## WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATE FOR:

In house water test revealed: 20 grains per gallon of hardness and 1 milligram per liter of iron.

Industry standards of hardness: Less than 1 gpg = soft, 1.0-3.5 gpg = slightly hard, 3.5-7.0 gpg = moderately hard, 7.0-10.5 = hard, 10.5 and over = very hard.

Industry standards of iron: less than .3 mg/l is acceptable, over .3 mg/l will cause staining of fixtures and laundry.

1) Furnish and install metered head water softener system with media and brine tanks. System to remove up to 50 gpg of hardness and 5 mg/l of iron. Includes: new GFCI outlet for metered head, by-pass valves, 4 bags of solar salt, approximately 50 feet of drain pipe run along interior wall of garage and out back wall of garage to drain piping(installed by others) to ground drain, retest of water quality to be sure of proper operation. \$3,130

2) Furnish and install mixing valve on existing water heater. \$245

3) Replace corroded well tank "tee" system on existing well tank. \$425

4) Replace 32 gal well tank (will need to confirm size). \$1,210

1/2 down to schedule, remainder due on completion.

#4765  
NOT INCL  
MIXING VALVE

\$5010.00 MIXING ON  
W/ VALVE ON  
HOT WATER  
TANK.

JOB DESCRIPTION			INVESTMENT
Check #	Amount \$	Rebate/	\$ ( )
Name on Card:		Total Investment	\$
Credit Card #		Initial Deposit	\$ ( )
Exp. Date:	Sec #	Amount Due Upon Completion	\$
Authorization by:		Amount Financed	\$

I hereby authorize Trombly Enterprises, Inc to charge my credit card the amount listed above.

PAYMENT TO BE MADE AS FOLLOWS: Half the above amount upon signing of contract. Any unpaid balances due upon job completion or in accordance with financing agreement, if payment is not received as agreed, interest shall be charged at 2% per month on the unpaid balances. Progress billings will be made each month. This price is only valid if work is completed within 6 months of contract signing. You are responsible for all costs and fees required to collect in the event of non-payment, but not limited to, all court costs and reasonable attorney's fees incurred by this company.

Authorization by: Jeff McCormack  
Trombly Enterprises, Inc. Date: 9/14/18

Acceptance by: \_\_\_\_\_ Date: \_\_\_\_\_

Acceptance by: \_\_\_\_\_ Date: \_\_\_\_\_

I acknowledge that I have read, understand and agree to the terms and conditions set forth on the front and back pages of this contract. I have the authority to order the above work and do so order as outlined. It is agreed that the TEI will retain title to any equipment or material furnished until final & complete payment is made, and if settlement is not made as agreed, TEI shall have the right to remove same and TEI will be held harmless for any damages resulting from the removal thereof.

## Town of Auburn

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



## Town Administrator

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

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: October 18, 2018

Re: Transportation Alternatives Program (TAP) Grant Application

As an update to the Board, the Southern New Hampshire Planning Commission's Technical Advisory Committee has reviewed and scored the five grant applications submitted by member municipalities for the current round of funding available through the NH Department of Transportation (NHDOT).

Of the five projects, Auburn's application was rated fourth behind projects from Londonderry, Manchester and Goffstown. Only Hooksett's project was deemed to be non-responsive to the requirements of the TAP program.

Although not out of the running, this ranking likely will result in the Londonderry project being selected for funding by the NHDOT with no other project from the SNHPC region making the cut.

The attached report on the scoring evaluations indicates the Auburn project did not fare well in the areas of financial feasibility, multi-modal connectivity and socioeconomic benefits. The latter is something the Town has no real ability to change. There are a number of social service and other categories for which statistics are kept and Auburn does not fare well in those areas as statistics would indicate Auburn is not a community in need.

For the area of financial feasibility, this gets to the commitment to raise the Town's share of funds to meet the local match requirement. The Board may want to consider proposing the establishment of a Capital Reserve Fund for this project and appropriate portions of money into the fund that could be used for the Town's match against this project in another funding cycle.

At this point, the final step for the current process rests with the NHDOT Commissioner who will make the final determinations for the grant recipients. That announced is anticipated in late December to early January.

Thank you for your consideration.

Attachment



## **REPORT**

**TO:** Technical Advisory Committee  
Southern New Hampshire Planning Commission

**FROM:** Nathan Miller, AICP, Deputy Executive Director, SNHPC, (603) 669-4664,  
[nmiller@snhpc.org](mailto:nmiller@snhpc.org)

**DATE:** October 18, 2018

**RE:** Transportation Alternatives Program (TAP) Project Prioritization

---

## **RECOMMENDED ACTION**

Review Subcommittee scoring and recommend TAP project priorities for the SNHPC MPO's consideration.

## **SUMMARY**

At the August 16, 2018 meeting, the SNHPC TAC adopted the weighted criteria to be used for evaluating and prioritizing the region's 2018 Transportation Alternatives Program (TAP) project applications. At the same meeting, the TAC appointed a four-person Scoring Subcommittee to work with SNHPC staff in evaluating the projects and developing a prioritization recommendation. The TAC members appointed to the Subcommittee were Rebecca Harris of Franconia, Dick Snow of Candia, Mark Suennen of New Boston, and Mike Whitten of the MTA.

On October 3, 2018, the Subcommittee met to evaluate the region's TAP applications. The Subcommittee rated each individual criterion on a scale of 1 through 10, with 10 being the highest score in each category and 1 being lowest score in each category.

The results of the Subcommittee's scoring process are detailed on the enclosed table and are summarized below.

- #1- Londonderry (7.75 Weighted Score)
- #2- Manchester (7.66 Weighted Score)
- #3- Goffstown (7.13 Weighted Score)
- #4- Auburn (5.86 Weighted Score)
- #5- Hooksett (Application deemed by the Subcommittee to be non-responsive to the requirements of the TAP Program)

At the October 18, 2018 meeting, staff will provide a project-by-project explanation of the reasoning behind the Subcommittee's scoring recommendation. As discussed at the August

meeting, the Subcommittee's rankings are a recommendation, and may be accepted or modified by the full TAC at the October 18, 2018 meeting.

#### DRAFT SNHPC TAC SCORING SUBCOMMITTEE TAP PROJECT EVALUATIONS

		<b>Auburn</b>			<b>Goffstown</b>			<b>Londonderry</b>			<b>Manchester</b>		
<b>Category</b>		<i>Raw Score</i>	<i>Weight</i>	<i>Weighted Score</i>	<i>Raw Score</i>	<i>Weight</i>	<i>Weighted Score</i>	<i>Raw Score</i>	<i>Weight</i>	<i>Weighted Score</i>	<i>Raw Score</i>	<i>Weight</i>	<i>Weighted Score</i>
<b>Potential for Success</b>	Project Readiness and Support	8	6%	0.48	10	6%	0.6	10	6%	0.6	8	6%	0.48
	Financial Readiness	6	18%	1.08	9	18%	1.62	4	18%	0.72	5	18%	0.9
	Feasibility	3	13%	0.39	9	13%	1.17	7	13%	0.91	7	13%	0.91
<b>Safety</b>	Level of Stress Analysis	8	10%	0.8	5	10%	0.5	10	10%	1	9	10%	0.9
	Improve Safety Conditions	7	14%	0.98	5	14%	0.7	8	14%	1.12	8	14%	1.12
<b>Project Connectivity</b>		7	24%	1.68	6	24%	1.44	10	24%	2.4	10	24%	2.4
<b>Socioeconomic Benefits</b>		4	10%	0.4	9	10%	0.9	6	10%	0.6	6	10%	0.6
<b>Multi-Modal Connectivity</b>		1	5%	0.05	4	5%	0.2	8	5%	0.4	7	5%	0.35
<b>Total</b>		44		5.86	57		7.13	63		7.75	60		7.66

If prior to the October 18, 2018 meeting, any member wishes to review the full application materials or supporting documents for any or all of the region's TAP applications, please contact Nate Miller ([nmiller@snhpc.org](mailto:nmiller@snhpc.org)).

## 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, Town Administrator

**Date:** October 17, 2018

**Re:** Land and Water Conservation Fund Grant Application – Eddows Fields

As indicated at the Board's meeting on October 15, 2018, the Town received an e-mail notification that evening the State has received the federal funds needed to award Land and Water Conservation Fund (WCF) grants for the coming year. Among these grants was the Town of Auburn's Eddows Recreational Fields – Support Facilities, which included the expanded parking lot and connecting walkway.

I believe it was clear at the October 15<sup>th</sup> meeting the priorities of the Parks & Recreation Commission has changed and that advancing this project is not something they favor. Instead, they are more interested in having lights improved and expanded to cover the majors field and the soccer field.

To ensure nothing was overlooked, I made an inquiry of the LWCF Program officials to see if the potential of changing Auburn's grant project from the parking lot and connecting walkway to lights for the fields to expand the hours the facilities can be used might be acceptable. I was advised by a LWCF Program Specialist that: *"it's safe to say that the proposed enhancements to parking, safety and general accessibility is what earned it a high enough score to funded. Especially whereas accessibility was/is considered a priority during the review process. I cannot offer any assumptions on how a lighting proposal would have ranked otherwise. A change this significant, even if you just wanted to add it to the current proposal, would require a whole new application packet to be submitted in the next grant round to be opened in 2019."*

Where there have been a couple of past votes by the Board of Selectmen to apply for the LWCF funding for this project, it would be appropriate for the Board to consider approving the following motion:

*Move to authorize the Town Administrator to withdraw the Town of Auburn's project "Eddows Recreation Filed – Support Facilities" from further consideration and funding under the Land and Water Conservation Fund – NH Grant Round 29.*

Thank you for your consideration.

Attachments

## Bill Herman

---

**From:** DNCR: Land & Water Conservation Fund <LWCF@dn-cr.nh.gov>  
**Sent:** Monday, October 15, 2018 5:29 PM  
**To:** DNCR: Land & Water Conservation Fund  
**Subject:** LWCF GR-29 (Group B) Status

Greetings,

If you are in receipt of this email you should already know that your project was selected for financial assistance under LWCF GR-29, pending availability of funds and final review by the National Park Service.

Well, we've recently confirmed available funding, which from this point is step one (of several). Secretary Zinke, of the US Department of the Interior, announced the States' FY-2018 apportionment amounts which will be used to encumber your projects once approved by NPS.

That moves us onto step two. We have started to assemble the Federal grant application forms to submit to the NPS. We are aiming at the next submission period which begins in early December 2019. As we mentioned before we will need all of your state application docs submitted to us electronically so we can merge them into the federal application. **PLEASE FORWARD THESE TO US AS SOON AS POSSIBLE** via email, flash drive, CD-R, etc. We'll also be in contact with you with any questions as we navigate this step.

Also, please confirm that your project has not been amended in any way, or is being withdrawn. If you have made any significant changes to the proposed scope let us know ASAP as this could potentially impact your pending award.

Please let Eric or me know if you have any questions. We look forward to getting you some Fed money!

Sincerely,

Bill Gegas  
LWCF Program Specialist  
NH Department of Natural and Cultural Resources  
Division of Parks and Recreation  
172 Pembroke Road  
Concord, NH 03301-5767  
(603) 271-3556 p  
(603) 271-3553 f  
[bill.gegas@dn-cr.nh.gov](mailto:bill.gegas@dn-cr.nh.gov)  
[www.nhstateparks.org](http://www.nhstateparks.org)



STATE OF NEW HAMPSHIRE  
DEPARTMENT of NATURAL and CULTURAL RESOURCES  
OFFICE OF THE COMMISSIONER

172 Pembroke Road Concord, New Hampshire 03301  
Phone: 271-2411 Fax: 271-2629

March 22, 2018

William G. Herman, Town Administrator  
Town of Auburn  
PO Box 309  
Auburn, NH 03032

30 2018

**RE: Land and Water Conservation Fund-NH Grant Round 29: PROJECT SELECTIONS**

Dear Mr. Herman;

The initial phase of the application and selection process for Grant Round 29 of the Land and Water Conservation Fund is now complete. I am pleased to inform you that your Eddows Recreational Fields-Support Facilities project proposal has scored high enough to be considered for possible funding. Based on the uncertainty of our impending 2018 federal fiscal year program apportionment, your project may or may not be funded.

We will hold onto your proposal until the 2018 federal fiscal year apportionment is made available by the National Park Service (NPS). We anticipate receiving the notice of apportionment from the NPS before the end of the federal fiscal year (September 30, 2018). At that time our program staff will reach out to you following an assessment of available funds.

We look forward to working with you to achieve our goal of securing funding for your outstanding public outdoor recreation project. If you have any questions please feel free to contact Eric Feldbaum, Community Recreation Specialist/Alternate State Liaison Office, or Bill Gegas, LWCF Program Specialist, at (603) 271-3556 or lwcf@dncr.nh.gov.

Sincerely,

Jeffrey J. Rose  
Commissioner/LWCF State Liaison Officer

JJR/vng



**Town of Auburn  
Board of Selectmen  
October 15, 2018  
7:00 PM**

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

**Others Present:** Paula Marzloff, Linda Dross, Library Director Kathy Growney, Michael Rolfe, Mike Dobmeier, Parks & Recreation Maintenance, Cemetery Trustees Don Dollard and Jim Thompson, Parks & Recreation Commission members Marge McEvoy, Pat Kelly, Zach Eaton, David Oliveira and Lisa Canavan; Russell Sullivan, Planning Board Chair Ron Poltak, Dennis Vieira, Parks & Recreation Coordinator Amy Lachance, Conservation Commission Chair Jeff Porter, Christine McLaughlin, Marion Miller, Mary Ann Rolfe and John Rolfe, Deputy Fire Chief Bob Seling, Susan Goodhue, Michael DiPietro, William Herman, Town Administrator and Nancy Hoijer, Recording Secretary

**Call to Order – Pledge of Allegiance**

Mr. Headd called the meeting to order at 6:59 PM and led with the Pledge of Allegiance.

**Approval of Payroll for the Week of October 8, 2018 - \$77.53**

***Mr. Eaton motioned to approve the Payroll for the Week of October 8, 2018 in the amount of \$77.53. Mr. Leclair seconded the motion, with all in favor the motion passed unanimously.***

**Approval of Accounts Payable for the Week of October 8, 2018 - \$1,001,159.88**

***Mr. Eaton motioned to approve the Accounts Payable for the Week of October 8, 2018 in the amount of \$1,001,159.88. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

**Approval of Payroll for the Week of October 15, 2018 - \$47,768.02**

***Mr. Eaton motioned to approve the Payroll for the Week of October 15, 2018 in the amount of \$47,768.02. Mr. Leclair seconded the motion, with all in favor the motion passed unanimously.***

**Approval of Consent Agenda for the Week of October 15, 2018**

Mr. Headd read out loud and offered for inspection a copy of the Consent Agenda for the Week of October 15, 2018 some of which included: two (2) Cemetery Plot Deed/Auburn Village Cemetery; one (1) Annual Report Submission/NHDRA; two (2) Void Check Manifest/Accounts Payable; one (1) Warrant for State General Election – November 6<sup>th</sup> from 7am-7pm at AVS; one (1) Tax Collector's Warrant/Land Use Change Tax; two (2) applications for Property Tax Credit/Veteran's Credit and two (2) Pistol/Revolver licenses.

***Mr. Eaton motioned to approve the Consent Agenda for the Week of October 15, 2018. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

## **FY 2019 Budget Presentations**

Mr. Herman presented an updated table showing Budget Comparison FY 18-19 Running Total as of the October 1, 2018 Board of Selectmen's Meeting.

### **Griffin Free Public Library Budgeted (tabled) – Supplemental Information - Library Director Kathy Growney**

Ms. Growney presented the requested two estimates for replacement of the Library's air conditioning unit, one from Jim Trombly, in the amount of \$3,895 and another from Viking, in the amount of \$4,487.

Mr. Leclair recommended getting an update of the \$2,763.50 estimate for repair of the Library sign provided by TurnOne Graphics.com in April and would like to see at least one more estimate provided for consideration. Mr. Eaton recommended getting this information to the Board of Selectmen within the next four weeks.

### **Conservation Commission – Jeff Porter**

Mr. Porter presented the Conservation Commission budget for 2019, noting it was the same as last year.

***Mr. Leclair motioned to approve the 2019 Conservation Commission budget in the amount of \$1,951 as presented. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

### **Planning & Zoning – Ronald Poltak**

Mr. Poltak presented the Planning & Zoning budget for 2019.

Mr. Poltak stated the Planning Board has five priority areas to work on in terms of regulations: Senior Housing, Sign Ordinances, Lighting for Commercial & Industrial property, Architectural Standards for Commercial & Industrial property, and a water resources protection overlay.

Mr. Poltak stated they would fund studies and legal costs for the Planning Board to work on these items, noting senior housing was the top priority including in determining where, when and how to move forward with Senior Housing. He felt the Planning Board and the Board of Selectmen will need to partner with others for assistance. He indicated the town needs to get the Sign Ordinance up to date and into compliance with a U.S. Supreme Court decision on this issue. Get consistency in architectural areas in commercial and industrial zones, and facilitate management resources to develop programs to further protect the water supply. Mr. Poltak suggested the Planning Board would work with the Southern New Hampshire Planning Commission on a number of these items, while they could utilize Stantec for some areas, such as lighting.

***Mr. Eaton motioned to approve the 2019 Planning & Zoning budget in the amount of \$41,650. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

### **Cemeteries – Cemetery Trustees - Don Dollard, Jim Thompson**

Mr. Dollard presented the Cemeteries budget for 2019. Mr. Dollard advised there is a typo on Line 4 which should be \$600.00.

Mr. Dollard included a line item of \$2,000 for initial clean-up of the Robie cemetery area and the brush removal.

Mr. Dollard advised they are having problems with grubs and the grass, and their budget increase is for a fertilizer professional to apply multiple stages of fertilizer.

***Mr. Leclair motioned to approve the 2019 Cemetery budget in the amount of \$33,110. Mr. Headd seconded the motion, with all in favor, the motion passed unanimously.***

**Parks & Recreation Commission – Amy Lachance, Parks & Recreation Coordinator**

Ms. Lachance presented Parks & Recreation's 2019 proposed budget.

The Board discussed the line items for Recreation and Family Events, Recreation General Maintenance, the \$13,000 ice rink repair and the \$5,000-line item for hand tools was reduced to \$3,500.00.

Mr. Leclair asked for a breakdown of what were the cost items for the concerts, and was advised it was mostly the cost of the band and some refreshments.

The Board asked if the Commission would still be able to hold the Winter Carnival with both ice rinks in disrepair. Ms. McEvoy advised the rinks leaked unless the weather stayed consistently cold enough and needed repair. The line item for the Winter Carnival was reduced from \$1,800 to \$1,000. Mr. Rolfe asked whether spray asphalt was still being used for recreational rinks. Mr. Eaton recommended looking into that. The \$13,000-line item for the rink was tabled for further investigation.

The Board recommended getting quotes from a professional tree service rather than having staff members perform the work.

Mr. Herman will get some numbers for the paving of the apron area at Circle of Fun. Mr. Eaton believes this should be increased to between \$2,500 to \$2,800.

***Mr. Leclair moved to approve the 2019 Parks & Recreation budget in the amount of \$71,525. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

**Recreational Improvements – Amy Lachance, Parks & Recreation Coordinator (tabled)**

Ms. Lachance presented Parks & Recreation's 2019 proposed Recreational Improvement's budget.

With the third of three phases of Eddows Fields expansion unlikely to be developed, it was recommended by Parks & Recreation Commissioners that Auburn withdraw from the proposed Wayne Eddows area LWCF grant which would require the Town to match 50% of the \$157,900 cost. It was recommended to shift focus to priority projects such as lighting at the majors and the soccer fields. Approximately 160 kids are using the soccer fields twice per week. The panel for lights on the Majors Field is overheating or not working well or at all. Changing over to LEDs will allow the Commission to utilize the existing power system without upgrading that. LED fixtures upgrade cost was projected to be \$29,600 for the Majors field. The full project of establishing lights on the soccer field was estimated to be \$55,000 to \$60,000. It was agreed to remove the line item of \$15,000 for the walking path in favor of the lighting.



Developing of fields for rental revenues was discussed briefly and it was decided not to be worth the effort and cost as the fields are too small to be of interest to large tournaments.

The request for the fence was discussed to provide separation from the field and the parking lot at the lacrosse field adjacent to the Safety Complex by extending the existing four- foot fence. Mr. Eaton asked if a guardrail would be suitable and less expensive. It was recommended that quotes be obtained whether or not they went with fencing or a guardrail, and also for the storage shed line item of \$2,000. Mr. Eaton would like to see the shed located near the Safety Complex.

Paving for the small area at Circle of Fun is \$1,900 not \$15,000 (does not change bottom line).

#### **Legal Services – Bill Herman**

Mr. Herman presented the Legal Services budget for 2019 of \$36,000 of which he advised \$6,000 is set aside for labor relations.

***Mr. Leclair motioned to approve the 2019 Legal Services budget in the amount of \$36,000 as presented. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

#### **New Business**

##### **Decline of Re-Appointment to Parks & Recreation Commission**

Mr. Herman brought to the Board's attention Mr. Nye, who was appointed earlier has since declined his re-appointment to Parks & Recreation Commission.

***Mr. Leclair moved to accept with regret the decision of David Nye to not accept re-appointment to the Parks & Recreation Commission as of October 2, 2018. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

##### **Proposed Assessing Agreement – 2019 through 2023**

Mr. Herman provided a copy of the proposed renewal of the Assessing Agreement with Avitar Associates. The current term expires on December 31, 2018.

Mr. Leclair noted it was a big increase of 13-14%.

Mr. Herman will schedule a meeting with them to discuss the proposed renewal terms with the Board.

#### **2018 Tax Rate**

Mr. Herman advised on October 11<sup>th</sup> the Town received the 2018 property tax rate from the NH Department of Revenue Administration which totals \$17.06/thousand. Mr. Leclair noted this included a \$350-\$370,000 interest only payment for the construction bond on the school side, while a \$175,000 overlay fund was on the Town side.

##### **Website Platform Change Pending January 1, 2019**

Mr. Herman notified the Board the Town has received notice from Virtual Towns & Schools/Civic Plus the current website platform will end on January 31, 2019. The Town will need to either move to a "Responsive Design" platform or face closure of its current web site. The cost to

move the Town's website to the desired new platform is \$1,800 as a single payment or spread out over three fiscal years.

Mr. Leclair recommended paying for it all at once out of the legal budget. Mr. Headd and Mr. Eaton agreed.

### **Highway Safety Grant Agreement**

The Auburn Police Department applied for funding through the NH Office of Highway Safety for several different preventative patrol programs which were bundled into one master Office of Highway Safety Grant Agreement with the Town totaling \$23,460 which includes: Sustained Traffic Enforcement Patrols (STEP) \$2,076.00; Operation Safe Commute \$699.00; Join the NH Clique \$310.00; Distracted Driver, \$1704.00; DWI Patrols & Mobilizations \$3,141.00; and Speed Enforced Data Collection Equipment \$15,500.00 (of which \$7,500 is matched with local funds which were raised for the radar trailer). Grant provisions were provided in accompanying Exhibits A.1 through A.7.

***Mr. Leclair moved to accept and expend funding in the amount of \$15,680.00 through an Office of Highway Safety Grant Agreement for specific patrol and equipment purchase allocations to be conducted between October 1, 2018 and September 30, 2019. And to authorize Jim Headd and Keith Leclair to sign the agreement on behalf of the Town of Auburn, and to further authorize Town Administrator William Herman to sign as the Authorized Contract Signatory. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

### **Old Business**

#### **Revised Job Description – Parks & Recreation Coordinator**

Mr. Herman provided an update to the Job Description of the Parks & Recreation Coordinator in accordance with what was discussed at the earlier workshop meetings. Ms. Lachance has reviewed the modified description and understands the modifications.

Mr. Herman recommends a Step Increase for Ms. Lachance from Labor Grade 4, Step 8 to Labor Grade 6, Step 8 moving forward.

***Mr. Leclair moved to approve the proposed modifications to the job description of the Parks & Recreation Coordinator dated October 9, 2018 including the change in labor grade to be effective October 15, 2018. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

#### **Reclamation Surety for Liberty Hill Subdivision**

Mr. Herman provided copies of the Irrevocable Standby Letter of Credit from the Provident Bank dated October 12, 2018, good through October 12, 2019 relative to Liberty Woods, LLC.

Mr. Leclair asked if there is a better system for tracking there items, and Mr. Herman noted these are usually flagged for renewal notices 60-90 days prior to expiration, and they are routinely handled and renewed timely. This particularly one has been difficult. Mr. Leclair stated he is not in favor of granting another extension after this one.

***Mr. Leclair moved to accept the Standby Letter of Credit from Provident Bank dated October 12, 2018 extended to October 12, 2019 issued to Liberty Woods, LLC. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

#### **Other Business**

##### **Pingree Hill Fire Station – donated time**

Mrs. Dross noted at the last Board meeting it was stated Mr. Dross and Mr. Rolfe had been paid for drainage improvement work done at the Pingree Hill Fire Station when they had not. She felt the record should be corrected. Mr. Rolfe stated he did not charge for his time for any of the work done there and the bill showed no charge. Mr. Eaton stated the bill came in and was misallocated to the wrong account. Mr. Leclair and Deputy Fire Chief Selinga thanked him and Mr. Dross for volunteering his time.

#### **Other Business:**

Next Meeting - Monday, October 22<sup>nd</sup> at 7:00 PM

AHA Carriage Shed Open House & Dedication – Saturday, October 20<sup>th</sup> from 1 to 4 PM

#### **Minutes**

- October 1, 2018 Public Meeting

***Mr. Leclair motioned to approve the October 1, 2018 Public Meeting Minutes, as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

**Non-Public Session pursuant to RSA 91-A: 3, II (I) Consideration or negotiation of pending claims.**

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

The meeting room was closed to the public at 9:02 PM.

The meeting room was reopened to the public at 9:10 PM.

***Mr. Leclair motioned to come out of non-public session at 9:10 PM. Mr. Eaton seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mr. Leclair motioned to seal the minutes indefinitely. Mr. Eaton seconded the motion. All were in favor, the motion passed unanimously.***

#### **Adjourn**

***Mr. Headd motioned to adjourn the meeting at 9:10 pm. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary