

**Town of Auburn
Board of Selectmen
November 19, 2018
Town Hall**

7:00 p.m.

() Call to Order – Pledge of Allegiance

Approval of Payroll for the Week of November 12, 2018 -- \$44,743.57
Approval of Accounts Payable for Week of November 19, 2018
Approval of Consent Agenda – Week of November 19, 2018

() Appointments with the Board

Brenda Beer – Appointment as Alternate Library Trustee

Fire Chief Michael Williams

Monthly Meeting

Consideration & Ratification of Proposed Fire Department SOPs

Per Diem Firefighter / EMT

() FY 2019 Budget Presentations

- Tax Collector – Susan Jenkins
- Supervisors of the Checklist – Susan Jenkins

() New Business

Resignation – Highway Safety Committee

Health, Dental and Disability Insurance Rates – 7/1/2019 – 6/30/2020

Surety Reduction – Mountain Road Extension

Surety Reduction – Lovers Lane

Alternate Selectman Budget Committee Representative – November 29th Meeting

Goal Setting Meeting for 2019

() Old Business

() Other Business

Next Meeting – Monday, December 3rd, 2018

() Minutes

- November 5, 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."

Town of Auburn

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



Town Administrator

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

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: November 16, 2018

Re: Recommendation – Alternate Library Trustee

The Board of Library Trustees is requesting that a third alternate member be appointed to the board as is allowed by state statute.

Under the provisions of RSA 202-A: 10, the Trustees are allowed to have up to three alternate members, who are appointed by the Board of Selectmen. Under the statute, the alternate's term of office is set at one-year with no limitations on how many consecutive terms an individual could be appointed. For this initial appointment, we would recommend an appointment until March 2019 so that all three Alternate Trustees' terms would be the same.

At their meeting on November 12th, the Library Trustees met with Brenda Beer of Peachtree Road concerning the potential of serving as an alternate trustee, and they are recommending her appointment by the Board of Selectmen.

Attached for your reference is RSA 202-A: 10 concerning Library Trustees; Vacancies; Alternates.

Assuming the Board is in agreement with the Library Trustees' recommendation, the following motion would be appropriate:

Move to appoint Brenda Beer as an Alternate Trustee of the Library for a term to expire in March 2019.

Thank you for your consideration.

Attachment

TITLE XVI LIBRARIES

CHAPTER 202-A PUBLIC LIBRARIES

Section 202-A:10

202-A:10 Library Trustees; Vacancies; Alternates. – Vacancies occurring on any board of library trustees in a town shall be filled as provided in RSA 669:75. A vacancy occurring among the publicly elected members of the board of library trustees of a city library shall be filled by the city council or other appropriate appointing authority within 2 months of the notice by the remaining members of the board of trustees. The board of library trustees may recommend to the appointing authority names of persons for appointment to vacancies on expired terms. The board of library trustees may recommend to the appointing authority the names of no more than 3 persons who may serve as alternate members on the board when elected members of the board are unable to attend a board meeting. The alternate members shall be appointed to one-year terms.

Source. 1917, 59:1. PL 10:55. RL 15:58. RSA 202:9. 1963, 46:1. 1979, 410:19. 2000, 9:3, eff. April 16, 2000.



TOWN OF AUBURN, NEW HAMPSHIRE

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



Department Monthly Report October 2018

The Auburn Fire Department responded to 37 incidents in the month of October, broken down as follows:

Building Fire:	0
Vehicle Fires:	0
Brush:	0
Fires, all other:	0
Alarm Call:	2
Hazardous conditions:	4
Rescue/EMS:	20
Service calls:	9
Good intent calls:	2
Total:	37

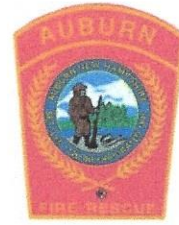
Listed below outlines October's Fire Department activities

- Fire prevention week was October 7-14, we completed many fire prevention activities at the Auburn Village School along with the Open house at the Complex and the annual fire truck parade around town. The Firefighters also hosted the semiannual firefighters Challenge which was a huge success. Many thanks to all who made this a success.
- Assisted in the Missy 5K road race with Gator 1
- Prepared and presented the calendar year 2019 Fire Department operating budget.
- Completed allot of computer work at both fire stations to setup a server network, still working on completing this task.
- Worked on updating Policies and procedures
- Attended monthly Fire officers meeting
- We are now in compliance with the NH Fire Academy with the official Fire department roster.
- Looking into the feasibility of offering an online burning permit program through the NH Forestry Division.
- Attended a meeting with Derry Fire on dispatching, Ambulance service and other services they provide the to the Town of Auburn
- Completed and submitted the 2018 AFG grant for a PPE clothing extractor, gear dryer and Plymovent for Station 2.
- The new self-contained breathing apparatus have arrived, training and fit testing coming up in November/December.



TOWN OF AUBURN, NEW HAMPSHIRE

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



Safety Complex Captain Jim Saulnier's Report

- Assisted the building inspector with various inspections
- Responded to emergencies while on duty as required
- Attended numerous meeting reference to the Auburn Village school construction.
- Attended an Emergency preparedness meeting at Town hall
- Assisted with AVS evacuation drill
- Numerous plans review completed
- Working on getting rear door repaired at the Complex
- Assisted with the 2018 AFG grant request
- Daily assigned station duties
- Irrigation systems were winterized @ both fire stations

Station 2 Captain Dave Walter's Report

- Worked on Monthly Fire and EMS training
- 3 Auburn Fire members attended an auto extrication class
- Present monthly chimney fire training to members
- Crews cleaned up Station 2

Lieutenant Alex Phillips Report

- Starting to inventory all small tools and equipment

Lieutenant Matt Barsaleau Report

- Starting to inventory all personal protective equipment

Lieutenant Chris Szatynski Report

- Prepared and completed fire prevention activities at the Auburn Village School with over 20 hours of time invested. Thank you Chris!
- Started to work on new radio assignment with inventory and assessments being completed.



TOWN OF AUBURN, NEW HAMPSHIRE

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



Lieutenant Pat Glennon Report

- Responded to emergencies while on duty as required
- Assisted Captain Saulnier with Fire prevention inspections and drills
- Repaired lights on Tanker 1
- Replaced batteries on Rescue 1
- Worked with electricians on new illuminated station signs
- Serviced Engine 1
- Serviced Engine 2
- Serviced Forestry 1
- Pat is attending Fire officer 2 class at the N.H. Fire academy
- Assisted with the 2018 AFG grant request
- Daily assigned station duties

Michael Williams

Chief of Department



Auburn Fire October 2018 Statistics

Calls by Day of the Week	October 2018
Monday	2
Tuesday	11
Wednesday	3
Thursday	1
Friday	7
Saturday	7
Sunday	6
Total	37

Fire / EMS Calls for October 2018

EMS Calls for Service	22
Fire Calls for Service	15
Total Calls For Service	37

Calls by Response Area	October 2018
Grid AFD1	9
Grid AFD2	4
Grid AFD3	7
Grid AFD4	9
Grid AFD5	1
Grid AFD6	2
Mutual Aid Given	5
Total	37

Fire and Rescue Responses by Type	
October 2018	
Building Fire	0
Vehicle/ Heavy Equipment Fire	0
Brush	0
Fires, other types	0
Alarm call no fire	2
Hazardous Condition	4
Good Intent	2
Service Call	9
Emergency Medical Services	20
Total Responses	37

Simultaneous Incidents	Occurrences	Total	Simultaneous Incidents
Single Call	31	31	N/A
Two Calls Simultaneously	3	6	6
Three Calls Simultaneously	0	0	0
Four Calls Simultaneously	0	0	0
Five or More Calls Simultaneously	0	0	0
Totals		37	6
Oct 2018			16%

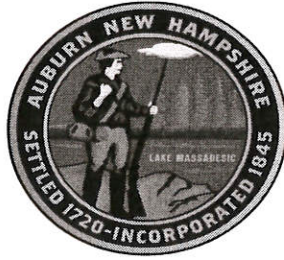
Mutual Aid/Auto Aid Given	Oct 2018
Bedford	0
Candia	3
Chester	0
Deerfield	0
Derry	0
Hampstead	0
Hooksett	0
Litchfield	0
Lawrence, Ma	0
Londonderry	0
Manchester	0
Pelham	0
Raymond	0
Salem	0
Sandown	0
Windham	2
Total	5

Mutual Aid Received	Time of Day	Count
Candia	00:00 - 00:59	2
Chester	01:00 - 01:59	0
Deerfield	02:00 - 02:59	0
Derry	03:00 - 03:59	2
Hampstead	04:00 - 04:59	1
Hooksett	05:00 - 05:59	0
Hudson	06:00 - 06:59	1
Litchfield	07:00 - 07:59	3
Londonderry	08:00 - 08:59	3
Manchester	09:00 - 09:59	1
Raymond	10:00 - 10:59	4
Total	11:00 - 11:59	5
	12:00 - 12:59	2
	13:00 - 13:59	0
	14:00 - 14:59	2
	15:00 - 15:59	1
	16:00 - 16:59	2
	17:00 - 17:59	4
	18:00 - 18:59	1
	19:00 - 19:59	0
	20:00 - 20:59	2
	21:00 - 21:59	0
	22:00 - 22:59	1
	23:00 - 23:59	
	Total Alarms	37

EMD Call Code	Oct 2018
ALPHA	6
BRAVO	2
CHARLIE	1
DELTA	5
ECHO	0
NONE	8
OMEGA	0
Grand Total	22

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Town Administrator

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

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: November 13, 2018

Re: Auburn Fire Department – Standard Operating Policies

With the Board's decision at your November 5th meeting not to rescind the "Town of Auburn Adoption of Fire Department Policy", Chief Williams is seeking the Board's ratification of five new and/or revised policies.

At the Board's meeting on October 22nd, you reviewed two policies with Chief Williams, but did not take any ratification action concerning the policies. Those policies included:

SOP #004 – Call Firefighter Attendance
SOP #013 – Call Firefighter Hiring Policy

The three additional policies the Chief is bringing before the Board include:

SOP #010 – Scene Support
SOP #012 – Pay Rates and Stipends (Call Personnel)
SOP #014 – Fire Department Positions / Titles

Attached for your review are all five policies. Chief Williams will be meeting with the Board on November 19th and is prepared to review and discuss any or all of these with the Board.

Should the Board be of the mind to ratify the proposed policies, the following motion would be appropriate:

Move to ratify the following Standard Operating Policies for the Auburn Fire Department:

SOP #004 – Call Firefighter Attendance dated October 2018
SOP #013 – Call Firefighter Hiring Policy dated October 1, 2018
SOP #010 – Scene Support dated November 2018
SOP #012 – Pay Rates and Stipends (Call Personnel) dated November 2018
SOP #014 – Fire Department Positions / Titles dated November 2018

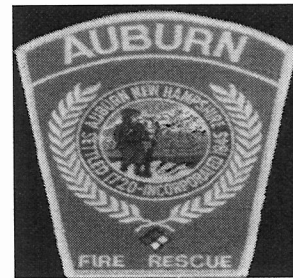
Thank you for your consideration.

Attachments



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.

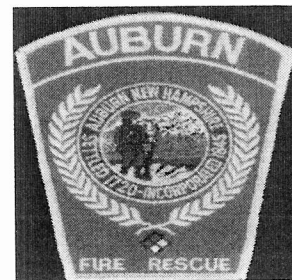
We value everyone's busy lifestyles, but understand we provide life safety services

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 Effective Date: 10/01/2018	Category & Identification Number: SOP # 013	New Policy 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.

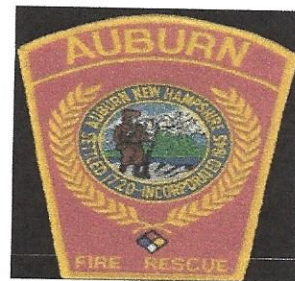
This flowsheet applies to all newly hired candidates regardless of membership titles. Example: Firefighter, EMT, Support Personnel, etc.

END OF SOP 013



Town of Auburn Fire Department

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



Auburn Fire Department Standard Operating Policy		
Posting Date: 11//2018 Effective Date: 11//2018	SOG Category & Identification Number: SOP #010	Procedure Revision
SOP Title: Scene Support		
Approved by: Michael Williams	Re-evaluation Date: 11//2019	Number of pages: 2

PURPOSE:

This policy is designed to give clear definition as to what the role of a scene support member is and outlines their primary responsibilities. It is understood that scene support personnel are not allowed in any unsafe situations.

SCOPE:

The scope of this policy applies to scene support personnel only.

PROCEDURES AND INFORMATION:

- This program will apply to all non-certified Firefighting or EMS personnel.
- All new Auburn Firefighter Hires will complete the scene support manual in their first 3 months of employment, regardless of the levels of certifications they possess.
- This program is designed for people who want to assist the Auburn Fire department in a non-emergency role. Scene support personnel are not to enter or be exposed to an IDLH atmosphere or be placed in harm's way on an Emergency scene, regardless if it's a Fire, EMS or hazardous material scene.
- Fire officers will be eligible to sign off on any modules and on the final sign-off sheet for scene support personnel once they are completed.
- Scene support personnel may act in a role designated by the Fire Chiefs on or off the fire ground as requested, including but not limited to chief's aid, administrative assistance, or for a specific assigned task per the chief officers.
- All scene Support personnel will *only* respond to the Safety complex or Station 2 with traffic and will not respond directly to any scene.
- SOP #013 is a requirement for all scene support candidates.
- Scene support functions include assisting on the fire ground outside of the IDLH atmosphere, on emergency medical calls and hazardous material incident in a safe working environment. No interior firefighting is allowed.

JOB OUTLINE

Requirements: CPR and AED Certified

Water Supply:

- Assist setting up Portable Pond; Drain DOWNHILL
- Assist attaching hard suction hose to truck, dry hydrants, and strainers for drafting
- Assist with stretching supply hose

Fire Scenes:

- Assist in packing and rolling hoses
- Set up salvage cover with required hand tools and equipment outside of the building
- Setting up extensions cords and required lighting equipment outside of the building
- Assist IC at they're discretion
- Set up rehab at the designated location (Water, bucket system, EMS equipment)
- Assist in cleaning tools, hose lines, and apparatus after at the firehouse
- Refill SCBA bottles using the Cascade on R1, and Refilling the cascade

EMS Scenes:

- Write patient information for the lead EMT giving patient care
- Retrieve necessary equipment needed by the EMT

Motor Vehicle Accidents:

- EMS papers for patient information
- Retrieve necessary equipment needed by the EMT
- Set up salvage cover with needed tools and equipment
- Assist setting up portable generator and light equipment
- Assist in cleaning debris after hazard is removed from scene

Truck Familiarization:

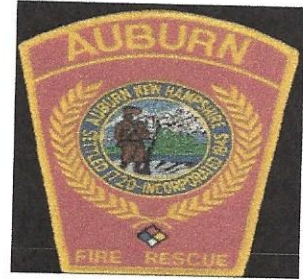
- Knowing where equipment is located on each apparatus
- Passing a written truck check test determining competency of the apparatus and equipment

END OF SOP 010



Town of Auburn Fire Department

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



Auburn Fire Department Standard Operating Policy		
Posting Date: 08/19/2017	Category & Identification Number:	Policy Revision – November 2018
Effective Date: 01/01/2018	SOP # 012	
SOP Title: Pay Rates and Stipends (Call personnel)		
Approved by: Michael Williams	Re-evaluation Date: 11/01/2019	Number of pages: 2

PURPOSE:

To insure all members are paid at the appropriate rate of pay for incident responses and training.

SCOPE:

This policy applies to all call personnel which have the applicable job title listed below.

PROCEDURES AND INFORMATION:

- Pay rates for Incident responses are based on a one (1) hour minimum pay unless the call is cancelled.
- Cancelled incident responses are based on ½ hour increments.
- Any incident response which last longer than one (1) hour will be calculated in half hour increments over 1 hour.
- Time is calculated from the time of the tone until fire apparatus is restored to service.
- Monthly Training sessions will be paid in half (½) hour increments.
- All Members must sign in on the call roster sheet located in dispatch to receive payment any for incidents or trainings attended.

Time calculation examples:

Example: Cancelled incident response = ½ hour increments

Example: An incident response lasting 0-60 minutes = 1 hours pay

Example: An Incident response lasting 1 hour and 10 minutes = 1- 1/2 hours pay

Example: An incident response lasting 1 hour and 31 minutes = 2 hours of pay

Pay periods for emergency response time shall be paid quarterly on the following months: March, June, September and December

Pay Rates effective November 2018

Scene Support:	\$8.00 per hour
Engineer/Operator:	\$9.00 per hour
EMR, EMT, AEMT, No Firefighter Training:	\$10.00 per hour
EMTP, No Firefighter Training:	\$11.00 per hour
Firefighter / EMTP:	\$13.00 per hour
Firefighter, No EMS Training:	\$10.00 per hour
Firefighter/EMT, EMR, AEMT:	\$11.00 per hour
Fire Lieutenant:	\$13.00 per hour
Fire Captain:	\$14.00 per hour
Deputy Fire Chief:	\$15.00 per hour

Pay rates will be reviewed annually during the budget process.

The following stipends will be paid out on the first pay period of December for the following positions

Stipends	Rate
Deputy Chief	\$3,500.00
Lieutenant	\$500.00
Captain	750.00
Deputy Wardens/Issuing Agents	\$300.00

END OF SOP 012



Town of Auburn Fire Department

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



Auburn Fire Department Standard Operating Policy

Posting Date: 11//2018	Category & Identification Number:	Policy Revision:
Effective Date: 11//2018	SOP # 014	
SOP Title: Fire Department Positions/Titles		
Approved by: Michael Williams	Re-evaluation Date: 11//2019	Number of pages: 1

PURPOSE:

The purpose of this policy is to outline what operational position or title the Auburn Fire department has within its organizational structure. Each position/titles have specific tasks and functions associated with them

SCOPE:

This policy applies to all personnel within the organization as to their applicable position

PROCEDURES AND INFORMATION:

Current Positions/Titles

Call Positions:

- Deputy Fire Chief
- Fire Captain
- Fire Lieutenant
- Firefighter
- Firefighter/EMT
- EMR,EMT,AEMT
- EMT-P
- Engineer/Operator
- Scene Support
- EMS Coordinator

Fulltime/Part Time Positions:

- Fire Chief
- Fire Captain
- Fire Lieutenant
- Firefighter

END OF SOP 014



TOWN OF AUBURN, NEW HAMPSHIRE

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



Auburn Fire Department

Per Diem Firefighter/EMT

The Auburn Fire department is accepting applications for the position Per Diem Firefighter/EMT.

The Auburn Fire Department is a combination fire department responding to approximately 600 call per year, serving over 5000 residents.

Per Diem personnel will provide station coverage Monday through Friday when a full time position becomes vacant. The position is responsible for Suppression, emergency medical services and fire prevention. Compensation is based on qualifications.

Minimum Qualifications:

- National Registered EMT with NH providers License
- Certified Firefighter Level 1
- CPR Certified
- High School Diploma
- State of NH Drivers License with CDL endorsement

Preferred Qualifications:

- * EMTA or EMTP
- * Certified Firefighter Level 2 or higher

Please submit your resume with application by _____, 2018.

Auburn Fire Department

6 Pingree Hill Road

Auburn NH 03032

Attention: Chief Michael Williams

The Auburn Fire Department conducts pre-employment interviews, background and driving record checks.

The Town of Auburn is an equal opportunity employer.

2019 PROPOSED FINANCIAL ADMINISTRATION 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
	As of December	As of December	As of December	As of December	As of November	2019		2019	2019
General Fund									
Financial Administration									
1 01-4150-3-310-2 Deed Research	0.00	210.00	320.00	500.00	528.00	550.00	110%		
01-4150-3-330-2 Annual Assessing Update	66,077.81	66,175.00	67,104.00	66,100.00	70,100.00	34,000.00	88%		
Narrative for Column # 6									
Annual assessing \$20,000, independent electric assessing \$6,000.									
3 01-4150-6-620-1 Tax Bill Printing	2,283.75	3,494.54	2,776.84	3,000.00	2,274.56	3,050.00	102%		
4 01-4150-6-645-1 Tax Collector Education	1,735.85	946.00	870.00	1,100.00	946.25	1,000.00	91%		
Financial Administration Total	30,996.81	32,825.54	31,391.80	91,000.00	76,858.71	38,600.00	42%	0.00	0.00
Grand Total:	30,996.81	32,825.54	31,391.80	91,000.00	76,858.71	38,600.00	42%	0.00	0.00

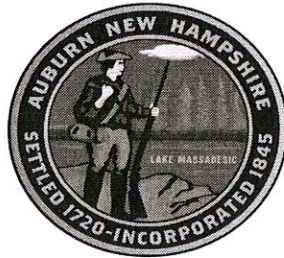
2019 PROPOSED ELECTION, REGISTRATION & VITAL STATS

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 November				
General Fund									
Election, Regis & Vital Stats									
1 01-4140-1-165-5 Checklist Supervisors	640.00	5,187.25	2,883.65	3,200.00	883.02	950.00	30%		
Election, Regis & Vital Stats Total	640.00	5,187.25	2,883.65	3,200.00	883.02	950.00	30%	0.00	0.00
Grand Total:	640.00	5,187.25	2,883.65	3,200.00	883.02	950.00	30%	0.00	0.00

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Town Administrator

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townadmin@townofauburnnh.com

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: November 13, 2018

Re: Committee Resignation – Highway Safety Committee

The Town has received the resignation of Eva Komaridis as a member of the Highway Safety Committee. Mrs. Komaridis sent the Board of Selectmen the attached note dated November 8, 2018 indicating her decision.

Mrs. Komaridis has served as a member of the Highway Safety Committee for approximately 15 years.

To maintain a clear record of appointments and vacancies, it would be appropriate for the Board to make the following motion for the record:

Move to appoint accept with regret the resignation of Eva Komaridis as a member of the Highway Safety Committee.

Thank you for your consideration.

Attachment

Nov 8, 18

To the Selectman

I am resigning my seat
on the Highway Commission for
personal reasons. Thank-you
for the privilege to serve.

Sincerely


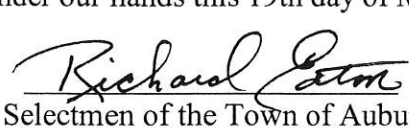
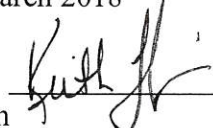
Eva Komandis

APPOINTMENT OATH OF OFFICE

To Eva Komaridis of Auburn in the County of Rockingham

WHEREAS, there is a vacancy on the Highway Safety Committee in said town and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you the said, **Eva Komaridis a member of the Highway Safety Committee** of the Town of Auburn and upon your taking the oath of office, and having this appointment and the certificate of said oath of office recorded by the Town Clerk, you shall have the powers, perform the duties, and be subject to the liabilities of such office. Term to expire March 2019, or upon the selection of your successor.

Given under our hands this 19th day of March 2018

  
Selectmen of the Town of Auburn

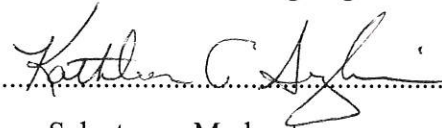
"I, Eva Komaridis, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a member of the Highway Safety Committee for the Town of Auburn to the best of my abilities, agreeably to the rules and regulations of the Constitution and Laws of the State of New Hampshire; So help me God."

Signature Eva Komaridis
Address 6 Hunting Rd
Phone 483 8012
E-Mail EVAKE@comcast.net

Personally appeared the above named, Eva Komaridis took and subscribed the foregoing oath.

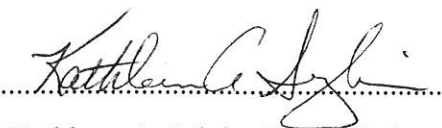
State of New Hampshire, Rockingham County

On the 3rd day of May of 2018


Selectman, Moderator,

Town Clerk or Deputy Town Clerk

Received and Recorded May 3, 2018


Kathleen A. Sylvia, Town Clerk



October 15, 2018

Mr. James Headd
Chairman, Board of Selectmen
Town of Auburn
PO Box 309
Auburn, NH 03032



Dear Mr. Headd:

Enclosed are the Guaranteed Maximum Rates (GMR) for your Group's renewal of medical coverage for the period of July 1, 2019 through June 30, 2020 for your current benefit plans. Also included are the renewal rates for dental, life, short-term and long-term disability coverage, if applicable. Your Benefits Advisor, Stacy Allen, can work directly with you to provide alternative benefit options and applicable rates.

The renewal rates were set by the HealthTrust Board of Directors (HealthTrust Board) on October 9, 2018 as the last step in our comprehensive rate setting process. HealthTrust's consulting actuaries, with staff assistance, first establish proposed rates which are presented for review to HealthTrust's Finance & Personnel Committee. The Finance & Personnel Committee determines the recommended renewal rates, which are then presented at two Member public hearings. Finally, the HealthTrust Board adopts the renewal rates taking into consideration feedback received from the two public hearings and the recommendation by the Finance & Personnel Committee.

MEDICAL COVERAGE

Medical Rates

The rate adjustment for all Member Groups renewing medical coverage for July 2019 is an overall average increase of 8.3%. ***Your Group's rate change will vary from this overall increase based in part on your Group's own claims experience.*** If you are a Group in the "50 and Under Rating Unit," or part of a combined rating unit, your rate reflects the claims experience of that combined group.

The overall medical rates are comprised of several components. Net of investment income, approximately 92.1% of the rates charged are for expected claims, 3.4% for claims administration, 1.6% for wellness and SmartShopper, and 1.6% for HealthTrust's operations. The remainder of the rate is for required state vaccine fees (0.3%) and risk charges recommended by the actuary (1.0%). In addition, a 2% GMR Risk Charge is included in the rate calculation due to the advanced timing of this rate process.

Medical Plan Relativities

HealthTrust works with its actuaries to determine the relative cost of the different benefit option types it offers. In reviewing the relativities currently in place, it has been determined that no adjustments are required for this renewal. Therefore, the percent of change for each benefit option on the attached *Medical Rate Exhibit* is the same as the overall percentage of change for your Group.

Medical Rate Exhibit

On the enclosed *Medical Rate Exhibit*, we have included monthly contribution rates for your existing medical and prescription benefit options. We have also included some plan options that you may be interested in considering as alternatives. Your Benefits Advisor is available to review these changes, to discuss options, and to provide cost-sharing schedules for any alternative plans that you may be considering. Please know that your Benefits Advisor is always available to assist you in this process.

You Asked, We Listened – New Benefit Plans and Enhancements

HealthTrust has been gathering feedback from Members regarding the benefit options and services offered to Members. As a result, HealthTrust is implementing some exciting new enhancements, benefit plan options, and service updates for 2019, which are outlined below. More detail regarding these enhancements can be found in the *2019 Plan Updates and Enhancements* flyer enclosed with this letter.

LiveHealth Online Copay Enhancement – Effective 7/1/19

Copays have been lowered to encourage Enrollees to use this cost-effective service option. The cost for a LiveHealth Online “medical office visit” has been reduced from the current standard PCP visit copay to just \$10 for all benefit options (with the exception of the current benefit options that have a \$5 PCP visit copay, which will remain at \$5; and the Lumenos and new ABHD/5K/20COIN plans, for which the visit cost would be subject to deductible).

Access Blue Site of Service (SOS) and AB15/40IPDED Plan Copay Enhancements – Effective 7/1/19

Copays lowered to the PCP visit copay (currently subject to specialist visit copay) for the following:

- Physical/ Occupational/Speech Therapy
- Chiropractic services
- Acupuncture services
- Cardiac Rehabilitation services
- Walk-in Facilities (such as ConvenientMD, ClearChoiceMD, and CVS MinuteClinics)

New HSA Qualified High Deductible Health Plan Option ABHD/5K/20COIN

This is a new Health Savings Account (HSA)-qualified High Deductible Health Plan benefit option, which utilizes the same Access Blue New England network as the current HMO and SOS benefit options. This benefit option is now our lowest-cost medical plan offering, providing Member Groups with a less expensive alternative that may be paired with a qualified HSA or HRA. Contact your Benefits Advisor to request a cost-sharing schedule.

New Site of Service (SOS) Benefit Option ABSOS30/60/5KDED

This new lower cost Site of Service option has the lowest rates of all our SOS plan offerings. This allows Member Groups to have a full range of comprehensive Site of Service benefit options available. It is important to note that this new SOS plan does have higher copayments, deductibles, and maximum out-of-pocket limits than our other SOS options. Contact your Benefits Advisor to request a cost-sharing schedule for this plan.

ConvenientMD – New Service – Infusion Therapy – Effective 1/1/19

HealthTrust medically covered Enrollees can have their infusions in a sterile, comfortable setting, supervised by licensed, trained nurses and doctors, usually at much lower costs than hospital-based infusion therapy. The cost of the service will be subject to the applicable cost share (copay or deductible) of the plan.

Slice of Life 2019

HealthTrust is pleased to announce that there are no changes to the plan design for the Slice of Life wellness program for calendar year 2019. We will continue to focus on making the program simple to use, with more ways to engage throughout the year in order for eligible covered individuals to earn the maximum reward of up to \$475 in cash rewards plus up to \$100 toward the purchase of a wearable fitness tracker or smart scale. A total value of up to \$575. Participants will see even more ways to track and earn dollars toward their quarterly Personal Wellness Journey Reward this year.

BENEFIT ADVANTAGE **HRA and FSA Services**

Benefit Advantage is HealthTrust's Health Reimbursement Arrangement (HRA) and enhanced Flexible Spending Account (FSA) services. Highlights of this service option are:

- No separate Benefit Advantage (HRA or FSA) administrative fees for participants who are enrolled in one of the following HealthTrust medical plan benefit options:
 - AB15/40IPDED
 - ABSOS20/40/1KDED
 - ABSOS25/50/3KDED
 - ABSOS30/60/5KDED – *New benefit option available 2019*
 - ABHD/5K/20COIN – *New benefit option available 2019*
 - Lumenos
- Automatic HRA claims feeds from Anthem
- User-friendly website with direct-deposit option
- HealthTrust Benefit Advantage mobile app enables participants to view their account balances, capture and upload pictures of their receipts and submit and track claims.

For FSA participants who are not enrolled in one of the medical plan benefit options listed above, the FSA administrative fee for the 2019 plan year will remain at \$2.75 per participant per month.

Our Benefit Advantage HRA includes some underwriting guidelines relative to the employer funding of the deductible and plan design requirements. Please contact your Benefits Advisor for more details.

DENTAL COVERAGE

For Member Groups currently participating in HealthTrust's dental coverage, there is an increase of 2.3% to the current rates. Please see the enclosed transmittal for the renewal rates specific to your coverage option(s).

SHORT-TERM DISABILITY COVERAGE

For Member Groups currently participating in HealthTrust's Short-Term Disability coverage, there is a reduction of 6.6% in the base rates for the plan year beginning July 1, 2019. ***However, your Group's actual rate adjustment will vary depending on your Group's experience and demographic makeup.*** Please see the enclosed transmittal for your specific renewal rates.

LIFE AND LONG-TERM DISABILITY COVERAGE

For Member Groups currently participating in HealthTrust's Long-Term Disability (LTD) and Life coverages, your rate will not change for your existing benefit amounts. Please see the enclosed transmittal for your actual rates for the upcoming renewal.

CAPITAL ADEQUACY RESERVE LEVEL

Annually the HealthTrust Board determines the target level for HealthTrust's capital adequacy reserve. The purpose of a capital adequacy reserve is to ensure that all future obligations for the payment of claims and expenses are fully paid even if HealthTrust's actual experience differs from the rating assumptions used to set the contribution rates.

HealthTrust locks in the rates it charges for future coverage based on the actuaries' best information known at this time. However, actual future claims costs may be significantly higher than predicted for numerous reasons. The capital adequacy reserve exists to make sure HealthTrust can pay claims and expenses even if future performance differs from the projections used to set rates. This is different than the IBNR (incurred but not reported) reserves that cover claims that happened in the past, but have not yet been reported for payment.

The HealthTrust Board has established a policy that it shall rely on the opinion of a qualified actuary using a sound actuarial methodology to determine the target capital adequacy reserve level for HealthTrust to meet its obligations to pay claims and expenses, even if the rating assumptions end up being too low. This policy is consistent with the NH Supreme Court's 2014 decision which addresses how such reserves should be set.

HealthTrust retained the Milliman firm, one of the preeminent actuarial firms in the country, to determine, using an actuarially sound methodology, how much capital adequacy reserve HealthTrust needs as of the start of this fiscal year. Milliman recommended that HealthTrust should target a capital adequacy reserve level of at least \$85 million. This amount provides HealthTrust with a 95% confidence level that it can meet all its obligations over a 5-year period, provided it has pricing flexibility to respond to adverse situations as they develop. Milliman recommends that HealthTrust use that confidence level as it provides only a 5% chance of insolvency over the next five years.

Based on this actuarial recommendation, the HealthTrust Board established a capital adequacy reserve target level of \$85 million as of June 30, 2018.

RETURN OF SURPLUS

After the Board sets the capital adequacy reserve level, it determines whether there is any surplus to return to Members. Since the ending Net Position in HealthTrust's 2018 Fiscal Year audited financial statement is \$79.5 million, which is below the \$85 million capital adequacy reserve target, there will not be a Return of Surplus to Members for this fiscal period.

IMPLEMENTING PLAN CHANGES

Timeline

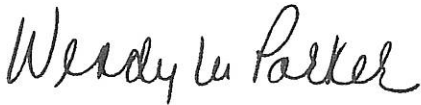
Your Benefits Advisor, Stacy Allen, will be contacting you to discuss the renewal and work with you to review available options and assist with any changes you may be considering. Please note that requests for any coverage changes as of July 1, 2019 must be communicated to us and completed prior to May 24, 2019.

Benefit Education Sessions

Whether you are making changes or not, it is important to keep your employees well informed of the benefits offered to them as valued employees of your organization. We encourage you to schedule benefit education sessions with your Advisors so employees can better understand their benefit plans, medical consumerism, their wellness benefits and how they can access tools and resources through the HealthTrust Secure Enrollee Portal.

Thank you for your continued participation with HealthTrust. If you have any questions or concerns, please do not hesitate to contact Stacy at 800.527.5001.

Sincerely,



Wendy Lee Parker
Executive Director

Enclosures

cc: James Huard, Police Union President, Town of Auburn



Medical Rate Exhibit
Town of Auburn

Rating Renewal: July
Rating Tier: Small
Rating Type: Standard

Current Benefit Option(s)	Enrollment Type	Enrollee Counts	7/18 Rates	7/19 GMR Rates	% Change
AB10(07S)-RX10/20/45/3K(S)	Single	9	\$809.51	\$849.18	4.9%
	2-Person	6	\$1,619.02	\$1,698.35	4.9%
	Family	4	\$2,185.68	\$2,292.77	4.9%
MC3(07S)-RX10/20/45(SCY)	Single	2	\$520.04	\$545.52	4.9%
MCNRX(07S)	Single	0	\$207.98	\$218.17	4.9%
Monthly Total		21	\$26,782.51	\$28,094.84	4.9%

Alternative Benefit Option(s): As you consider your benefit offerings for July 1, 2019, please refer to the sampling of Benefit Option(s) provided below. It is important to note that not all of the sample plans listed below can be offered along with your current Benefit Option(s). Your Benefits Advisor is available to help you select the plans that best meet your Group's needs and work within HealthTrust's underwriting guidelines.

Alternative Benefit Option(s)	Enrollment Type	7/19 GMR Rates
AB20(07S)-R10/25/40M10/40/70/3K(S)	Single	\$788.26
	2-Person	\$1,576.51
	Family	\$2,128.29
ABSOS20/40/1KDED(07S)-R10/25/40M10/40/70/5K(S)*	Single	\$635.40
	2-Person	\$1,270.79
	Family	\$1,715.57
MC3(07S)-R10/25/40M10/40/70(SCY)	Single	\$527.77

**Maximum of 50% Employer funding of deductible allowed.*

Town of Auburn ("Member")

HealthTrust, Inc. ("HealthTrust") hereby provides the following rates for coverage(s) currently offered to Member with respect to the July 1, 2019 to June 30, 2020 Coverage Period:

Medical Coverage and Rates

July 2019 Medical Renewal

The following Guaranteed Maximum Rates shall apply from July 1, 2019 to June 30, 2020

Rating Renewal July
Probationary Period 0M

Rating Tier Small
Rating Type Standard

Benefit Option(s)	Single	2-Person	Family
AB10(07S)-RX10/20/45/3K(S)	\$849.18	\$1,698.35	\$2,292.77
MC3(07S)-RX10/20/45(SCY)	\$545.52		
MCNRX(07S)	\$218.17		

Monthly rates and continued Member Group coverage are subject to applicable HealthTrust minimum participation requirements including, without limitation:

- 1) at least 75% participation of Eligible Employees who do not otherwise have group medical coverage; and
- 2) Employees who elect to cover dependents must enroll all of their Eligible Dependents (other than dependent children age 19 and over) who do not otherwise have group medical coverage.

HealthTrust reserves the right to change the rates at any time if there is a 10% or more increase or decrease in enrollment.

*PROBATIONARY PERIOD EXCEPTIONS

None

SPECIAL NOTES

None

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Dental Coverage and Rates

July 2019 Dental Renewal

The following rates shall apply from July 1, 2019 to June 30, 2020

Rating Renewal July
Probationary Period 30D

Benefit Option(s)	Single	2-Person	Family
OPTION 1	\$43.20	\$83.60	\$152.12

Monthly rates and continued Member Group coverage are subject to applicable HealthTrust minimum participation requirements including, without limitation:

- 1) at least 75% participation of Eligible Employees who do not otherwise have group dental coverage; and
- 2) Employees who elect to cover dependents must enroll all of their Eligible Dependents (other than dependent children age 19 and over) who do not otherwise have group dental coverage.

BENEFIT SCHEDULE

Benefit Option(s)	Coverage A	Coverage B	Coverage C	Plan Year	Coverage D	Coverage D	Deductible
				Maximum		Maximum	
OPTION 1	100%	80%	50%	\$1,000	50%	\$1,000	\$25/\$75

*PROBATIONARY PERIOD EXCEPTIONS

None

SPECIAL NOTES

None

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Short-term Disability Coverage and Rates

July 2019 STD Renewal

The following rates shall apply from July 1, 2019 to June 30, 2020

Rating Renewal July
Carrier ID # 217

BENEFIT SCHEDULE

Class	Class Name	Probation- ary Period	Benefit Amount (%)	Maximum Weekly Benefit	Maximum Benefit Period	Waiting Period	
			of Base Weekly Earnings)			Accident	Illness
1	All Eligible Employees	0M	66.67%	\$700	52 weeks	8 days	8 days

CONTRIBUTORY STATUS AND PARTICIPATION REQUIREMENTS

Class	Class Name	Contributory Y/N	Participation
1	All Eligible Employees	N	100%

RATE

For Each \$10 of Weekly Benefit Per Month	\$0.41
-------------------------------------------	--------

Monthly rates and continued Member Group coverage are based on 75% participation of Eligible Employees if contributory status is Y or 100% participation if contributory status is N, per applicable HealthTrust minimum participation requirements.

*PROBATIONARY PERIOD EXCEPTIONS

None

SPECIAL NOTES

-Pregnancy covered the same as an illness.

Life Coverage and Rates

July 2019 Life Renewal

The following rates shall apply from July 1, 2019 to June 30, 2020

Rating Renewal July
Carrier ID # 217
BAE means Base Annual Earnings

BASIC LIFE BENEFIT SCHEDULE

Class	Class Name	Probation- ary Period	Coverage	AD&D	Guarantee Issue	Maximum Benefit
1	All Eligible Employees	0M	\$50,000	\$50,000	\$50,000	\$50,000

CONTRIBUTORY STATUS AND PARTICIPATION REQUIREMENTS

Class	Class Name	Basic Life		Supplemental		Dependent	
		Contributory Status Y/N	Basic Life Participation	Contributory Status Y/N	Supplemental Participation	Contributory Status Y/N	Dependent Participation
1	All Eligible Employees	N	100%	N/A	N/A	N/A	N/A

RATES

BASIC LIFE FOR EACH \$1,000 OF BENEFIT	\$0.18
BASIC AD&D FOR EACH \$1,000 OF BENEFIT	\$0.04

Monthly rates and continued Member Group coverage are subject to applicable minimum participation requirements including, without limitation: 75% participation of Eligible Employees if contributory status is Y or 100% participation if contributory status is N for Basic Life. Other requirements may apply.

*PROBATIONARY PERIOD EXCEPTIONS

None

SPECIAL NOTES

-Basic Life Evidence of Insurability required for: Any amount in excess of the Guarantee Issue; all late applicants (contributory groups only); salary increases greater than \$25,000.
-Life and AD&D benefits reduce to 50% at age 70.

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BILLING SERVICES

Member Group has separately contracted with HealthTrust for the following Billing Services with respect to any selected medical and dental plan coverages:

☐ COBRA ☒ Retirees

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Additional Terms

SBC Compliance: HealthTrust, Inc. agrees to prepare and provide Member with a Summary of Benefits and Coverage ("SBC") for each medical plan coverage option listed on this transmittal. Member must distribute the SBCs to applicable eligible individuals. These obligations will be performed in accordance with (i) the statutory and regulatory requirements for SBCs under the Affordable Care Act ("ACA"), and (ii) related SBC compliance information provided to Member by HealthTrust, Inc.

Maximum Probationary Period Compliance: Member represents that the eligibility conditions and probationary period requirements for enrollment in each medical plan coverage option listed on this transmittal comply with the 90-Day Maximum Waiting Period rule of the ACA.

The rates and coverages offered herein are subject to the terms and conditions of the HealthTrust Membership Agreement, the HealthTrust Bylaws and applicable Coverage Documents.

Note: This Transmittal is for informational purposes and not for signature. You will receive the final Transmittal for signature in March 2019.

PLANNING BOARD
TOWN OF AUBURN

November 16, 2018

Mr. James Headd, Chairman
Town of Auburn
Board of Selectmen
47 Chester Road
Auburn, NH 03032

Re: Mountain Road Extension Subdivision
Tax Map 9, Lot 4
Warranty Surety Reduction Recommendation

Dear Mr. Headd:

On November 14, 2018, the Planning Board voted to recommend The Board of Selectmen approve the reduction of surety currently held by the Town of Auburn in the amount of \$6,618.48. The recommendation is to reduce it by \$5,618.48 leaving a balance of \$1,000.00. This remaining surety is for the small unstabilized area within the detention basin, which was recently seeded and stabilized with erosion fabric. Stantec will revisit the site again in the spring of 2019 and if the area has been fully stabilized with vegetation, they will recommend the final release of the remaining surety.

Thank you for your attention to this matter. Please feel free to contact me with any questions.

Sincerely,



Denise Royce
Land Use Administrator

cc: Auburn Planning Board

Steve
and Jeff



November 9, 2018
File: 195113027

Attention: Mr. Ron Poltak, Chairman
Office of the Planning Board
P.O. Box 309, 47 Chester Road
Auburn, NH 03032-0309

Dear Mr. Poltak,

**Reference: Auburn, NH
Mountain Road Extension Subdivision
Tax Map 9 Lot 4
Warranty Surety Reduction Recommendation**

At the request of the Town, we visited the subject site on November 1, 2018 to walk the project to view the roadway and its associated infrastructure to recommend a reduction or release of the 2-year Warranty Surety. We understand that the Town is currently holding surety in the amount of \$6,618.48. We recommend that the current surety amount be decreased by \$5,618.48, reducing the total surety amount to **\$1,000.00**. This remaining surety is for the small unstabilized area within the detention basin, which was recently seeded and stabilized with erosion fabric. We will visit the site again in the spring of 2019 and if this area has been fully stabilized with vegetation, we will recommend the final release of the remaining surety.

Please call if you have any questions.

Sincerely,

STANTEC CONSULTING SERVICES INC.

A handwritten signature in black ink, appearing to read 'J. Daniel Tatem'.

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

c. John Bacheller, Developer
Mike Dross, Road Agent
Jim Headd, BOS Chairperson
R. LaBranche, Stantec

Design with community in mind

PLANNING BOARD
TOWN OF AUBURN

November 16, 2018

Mr. James Headd, Chairman
Town of Auburn
Board of Selectmen
47 Chester Road
Auburn, NH 03032

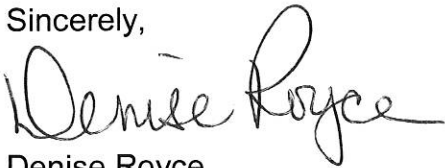
Re: **Lovers Lane Subdivision**
Road Surety Recommendation

Dear Mr. Headd:

On November 14, 2018, the Planning Board voted to recommend The Board of Selectmen approve to release the current Letter of Credit for \$22,877.30, held by the Town, be released, with the condition that the Developer provide cash surety in the amount of \$2,500 to complete the outstanding items stated in Stantec's letter dated October 25, 2018. A copy of that letter is attached hereto for your reference along with a copy of the check in the amount of \$2,500 which was submitted to the Town of Auburn on November 13, 2018.

Thank you for your attention to this matter. Please feel free to contact me with any questions.

Sincerely,



Denise Royce
Land Use Administrator

cc: Auburn Planning Board

*moved by Steve
2nd by Taff*



October 25, 2018
File: 195112159

Mr. Ron Poltak, Chairman
Office of the Planning Board
P.O. Box 309, 47 Chester Rd.
Auburn, NH 03032-0309

**Reference: Auburn, NH
Lovers Lane Subdivision
Road Surety Recommendation**

Dear Mr. Poltak:

At the request of the Town, we visited the site with Jean Gagnon (Developer) on October 23, 2018 to view the status of the stabilization of the treatment swales and roadway side slopes, noted in our October 31, 2016 surety recommendation letter. Based on our observations made during our site visit, we noted that the treatment swale at the end of Seavey Drive is only partially stabilized with vegetation. The remainder of the swale is saturated with standing water. It appears that the swale should be regraded to eliminate the standing water, then stabilized with vegetation. This area must be fully stabilized with vegetation.

Considering that the 2018 growing season is over, we recommend that the Developer complete the work to the treatment swale in the spring of 2019. We recommend that the current Letter of Credit for \$22,877.30, held by the Town, be released, with the condition that the Developer provide cash surety in the amount of \$2,500 to complete the above-noted work. It is recommended that the Town require that the remaining work be completed by July 1, 2019.

Please call if you have any questions.

Sincerely,

STANTEC CONSULTING SERVICES INC.

A handwritten signature in black ink, appearing to read "J. Daniel Tatem".

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

c: Jean Gagnon, Owner
Jim Headd, BOS Chairman
Mike Dross, Road Agent
Carrie Cote, Building Inspector
Rene LaBranche, Stantec

**Town of Auburn
Board of Selectmen
November 5, 2018
6:30 p.m.**

Selectmen Present: James Headd, Richard Eaton and Keith Leclair

Others Present: William Wood, Margaret Neveu, Rick Calder, Chief Edward Picard, Detective Charles Pelton, David Dion, Police Commission, Michael Rolfe, Police Commission, Patricia Rousseau, Finance Assistant, Tom Lacroix, Dale Phillips, Christine McLaughlin, Marion Miller, Dan Carpenter, Dorothy Carpenter, Nancy Mayland, Paula Marzloff, Susan Goodhue, Russell Sullivan, Road Agent Mike Dross, Linda Dross, Michael DiPietro, Police Lieutenant Ray Pelton, William Herman, Town Administrator and Nancy Hoijer, Recording Secretary

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

Mr. Headd motioned to go into non-public session pursuant to RSA 91-A: 3, II (c). Mr. Eaton seconded the motion. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes; Mr. Leclair – yes. All were in favor, the motion passed unanimously.

The meeting room was closed to the public at 6:30 pm.

Mr. Headd motioned to come out of non-public session. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

The meeting room was opened to the public at 6:45 pm.

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

Call to Order – Pledge of Allegiance

Mr. Headd called the meeting to order at 6:58 pm and led the Pledge of Allegiance.

Approval of Accounts Payroll for the Week of October 29, 2018 - \$46,500.86

Mr. Eaton motioned to approve the Payroll for the Week of October 29, 2018 in the amount of \$46,500.86. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Approval of Accounts Payable Item for the Week of November 5, 2018 - \$1,124,398.32

Mr. Eaton motioned to approve the Accounts Payable Item for the Week of November 5, 2018 in the amount of \$1,124,398.32. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of November 5, 2018

Mr. Headd read out loud and offered for inspection a copy of the Consent Agenda for the Week of November 5, 2018 some of which included: one (1) Warrant/Second Issue Payment in Lieu of Tax Agreement, one (1) Raffle Permit/Griffin Free Public Library, nine (9) Applications for

Abatement/Refund Request, two (2) Applications for Property Tax Credit/Veteran's Credit, and one (1) pistol/revolver license.

Mr. Eaton motioned to approve the Consent Agenda for the Week of November 5, 2018. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

FY 2019 Budget Presentations

Mr. Herman presented a table showing Budget Comparison FY 18-19 Running Totals as of October 22, 2018.

Public Assistance – Patricia Rousseau

Ms. Rousseau presented the Public Assistance budget for FY 2019 in the amount of \$17,000.00, which is \$500 lower than FY 2018. Ms. Rousseau felt it was not likely the expenditures for 2018 would reach \$17,000. Mr. Leclair asked if more than \$15,400 had ever been expended – no. Mr. Leclair suggested approving the amount for FY 2019 and considering lowering it next year.

Mr. Leclair motioned to approve the Public Assistance budget for FY 2019 in the amount of \$17,000.00. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Patriotic Purposes – Bill Herman

Mr. Herman presented the Patriotic Purposes budget for FY 2019 in the amount of \$6,500.00 which is level funded from FY 2018. Mr. Herman advised there was \$1,500 for flags, with nearly 10 large flag poles throughout the community, approximately 35 on telephone poles in the center and flags for veteran's graves at the cemeteries.

Mr. Leclair motioned to approve the Patriotic Purposes budget for FY 2019 in the amount of \$6,500.00. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Police Department – Chief Picard

Chief Picard presented the Police Department budget for FY 2019 in the amount of \$228,160.00, which represents a proposed increase of \$9,225.00 over FY 2018 with many of the increases identified in the Power Point presentation presented by Lt. Pelton, together with a list of State Enforcement Grants proposed at \$11,001.00 which is level funded from FY 2018.

Lt. Pelton provided an overview of statistics for the year including major crimes and overdoses which were down, service calls – up, arrests – steady and motor vehicle incidents down. There have been drills at the school and "Less Lethal" training. Lt. Pelton advised of two new hires, one full-time and one part-time.

Line 3-340-1 for Computer Services showed a proposed increase of \$6,500.00 over FY 2018 due to the need to replace nine computers that have Windows 7 not supported after next year. Should a separate warrant article for the use of funds in the Special Detail account be approved, this could be used for the replacement of those systems in cruisers. It was agreed this Line Item will remain open until the next meeting so that the Department can continue its discussions with the Commission and Budget Committee at their next meetings.

Line 3-390-1 for Police Radar was negotiated down by \$195.00.

Line 6-610-1 for Equipment shows an increase of \$1,000 for a contract concerning the taser cartridge replacements.

Line 7-700-1 for Police Cruisers shows an increase of \$3,390. Mr. Eaton stated he fully supports the program of replacing two patrol cars annually, it's a good program, it works well and Auburn is ahead of other towns with this and doesn't feel it should be discontinued. Alternating years with replacement of one cruiser then two has been tried before and cost the town more money. The Police Commissioners will be discussing this issue further at their November 13th meeting.

Line 7-720-1 for Fuel is \$25,000 level funded, not \$20,000.

Chief Picard advised that he included \$1.00 in line item 1-150-4 for grants in the event Fish & Game grants come in.

Lt. Pelton estimated \$30,000 will be unexpended from the 2018 budget and could be used for some of the computer purchases as well. It was agreed to table voting on the Police Department budget until the next meeting for further discussions.

Mr. Headd advised that he will be at the Budget Committee meeting, and he will advise the Budget Committee of the additional information the Selectmen are waiting for.

New Business

NH DOT Biennial Inspection Report – Municipally Owned Bridges

Mr. Herman provided a copy of the DOT letter dated October 24, 2018 which addresses its recommendations for eight municipally owned bridges in the Town. Mr. Herman advised that seven were ok. Griffin Mill Road over Maple Falls Brook was identified as closed in compliance, therefore no further posting or closure action is required by the Town. Repairs will be scheduled in a couple of years when Municipal Bridge Aid funds are available through NH Department of Transportation.

2018 Second Issue Property Tax Bills

Mr. Herman advised of a computer error made concerning itemization of "other values," on the first run of the property tax bills. However, this did not affect the bills having the right total values. The company who prints the tax bills that just went out has replaced the first bills runs with the green copies. The company took responsibility for the error and paid to send out the replacements.

Old Business

Rescind "Adoption of Fire Department Policy" Policy?

Mr. Herman advised at the last meeting the Board discussed rescinding the policy concerning review of the Fire Department's operating procedures. Mr. Eaton stated the Board should be involved in some way without sticking their nose into Fire Department business in the event of complaints about the policy or grievances. Mr. Headd stated that he had second thoughts also.

Mr. Herman advised the current policy calls for the policies to be prepared by the Fire Department and reviewed by the Board of Selectmen for adoption. It was agreed to keep the current policy.

Other Business

Reminder – State General Election – Tuesday, November 6, 2018 from 7 AM to 7 PM.

Road Agent Report – Mike Dross

Road Agent Dross reported there was a large tree down at Wilson Crossing during the last storm. Police and Fire worked together to notify the Road Agent to monitor the road closure. There was some minor flooding, washed out driveways and water was monitored for possible closures as the water rose close to the shoulder.

Next Meeting – Monday, November 19, 2018 at 7:00 PM

Minutes

- October 22, 2018 Public Meeting

Mr. Leclair motioned to approve the October 22, 2018 Public Meeting Minutes, as amended. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Adjourn

Mr. Headd motioned to adjourn the meeting at 8:07 pm. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary