

**Town of Auburn
Board of Selectmen
December 17, 2018
Town Hall**

7:00 p.m.

() Call to Order – Pledge of Allegiance

Approval of Payroll for the Week of December 10, 2018 -- \$53,948.51

Approval of Accounts Payable for Week of December 10, 2018 – \$17,367.24

Approval of Accounts Payable for Week of December 17, 2018

Approval of Consent Agenda – Week of December 17, 2018

() Public Hearings (Previously Advertised)

Robie Family Burial Ground

Withdrawals & Expenditures from Town Buildings Capital Reserve Fund

() Appointments with the Board

Mike Williams – Monthly Report, Policy Proposals and Tower License Agreement

() FY 2019 Budget Presentations

- Griffin Free Public Library – Bill Herman
- Police Department – Bill Herman
- Parks and Recreation – Amy Lachance & P&R Commission
- Recreation Improvements – Amy Lachance & P&R Commission
- Financial Administration – Bill Herman
- General Government Buildings – Bill Herman
- Other General Government – Bill Herman
- Health Officer -- Bill Herman

() New Business

Surety Reduction – Haven Drive Subdivision

Potential Use of Severance School Building

() Old Business

March 2018 Severe Storm and Flooding Declaration

Town Hall Porch and Painting Project

() Other Business

Next Meeting – Monday, January 7, 2019 – 7:00 PM

() Minutes

- December 3, 2018 Non-Public & Public Meeting

() Non-Public Session – RSA 91-A: 3, II (a) and (c)

Consideration of compensation of any public employee and reputation of someone other than a member of the board.

() 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

Notice of Hearing on Request to Declare a Burial Ground in the Town of Auburn as an Abandoned Burial Ground

The Auburn Board of Selectmen has scheduled a public hearing on Monday, December 17, 2018 beginning at 7:00 P.M. at the Auburn Town Hall, pursuant to the provisions of RSA 289:19 through RSA 289:21:21 for the purposes of considering a request from the Trustees of the Cemetery to declare the Robie Family Burial Ground as an abandoned burial ground for the purposes of preservation and maintenance.

This public notice announces the intent of the Town, after determining that the Robie Family Burial Ground has been abandoned for 20 years or more, to have the Robie Family Burial Ground declared an abandoned burial ground. This will enable the Town, through its Cemetery Trustees, to provide basic maintenance to the property.

The Robie Family Burial Ground is a small, private family burial ground located near the Auburn / Derry town line in a wooded area off Hemlock Spring Road, which today is known as Winters Way. The name "Robie" is also spelled "Roby" on a few headstones. The Robie Family Burial Ground is clearly identified with a granite fence post boundary and is properly identified in subdivision plans of the surrounding property.

It appears to be the burial site for at least six members of the Robie family. The names and dates on the gravestones in the burial grounds include:

ROBIE, Emeline W., d. Dec 18, 1860, a 30 y.

Mary J., dau. Of Nathan and Sophia, d. May 28, 1843, a. 20 y.

ROBY, Nancy, d. June 20, 1864, a. 36 y.

SHELDON, Lucinda (Roby), wife of Jacob, d. June 13, 1858, a. 37 y.

Mary J., dau. Of Jacob and Lucinda, d. Jan.28, 1849, a. 2y – 9m.

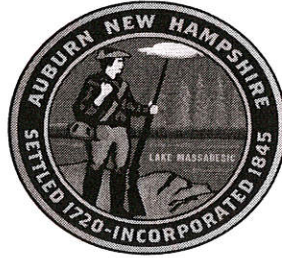
WELCH, Sidney B., son of Orlando and Hannah, d. July 9, 1858, a. 1y 7 m

The Town of Auburn is requesting any direct descendent of the Robie Family to contact the Selectmen's Office by mail (P.O. Box 309, Auburn, NH 03032), by telephone (603-483-5052) or by e-mail (townadmin@townofauburnnh.com) concerning the status of the burial ground as soon as possible or by December 17, 2018.

Board of Selectmen
Town of Auburn
September 27, 2018

Town of Auburn

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



Town Administrator

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

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: December 11, 2018

Re: Robie Family Burial Ground

At the Board's September 24, 2018 meeting, a request received by the Cemetery Trustees from the Wethersfield Homeowners Association for the Town to consider accepting maintenance of the Robie Family Burial Ground was discussed and the Board agreed to commence the statutory process of determining if any descendants of the Robie Family have an interest in maintaining the cemetery.

Under the statute, the Town is required to run a notice in a newspaper of general circulation in the area, which was done in The Union Leader on October 1st. We also have placed notices on bulletin boards around the community, on the Town of Auburn website and in the December edition of the Auburn Village Crier. As of today, which is 72 days of a 60 to 90 day window provided under RSA 289:20, no one has come forward to express an interest in maintain this burial grounds.

The Board of Selectmen is authorized under the statutes, after following this process, to hold a public hearing to determine the Robie Family Burial Ground has been neglected and not maintained for a period of 20 or more years and, as such, declare the burial ground to be abandoned.

Under the provisions of RSA 289:21, "any burial ground declared abandoned under these provisions shall become a municipal cemetery for management purposes and shall be managed by the cemetery trustees, who shall assume all the authorization and rights of natural lineal descendants."

As you may recall, the Cemetery Trustees included a \$2,000 line item in their FY 2019 budget proposal for the Robie Family Burial Ground in anticipation of this action.

It would be appropriate for the Board to consider the following motion:

Move to formally determine the Robie Family Burial Ground has been neglected for a period of 20 or more years and, as a result, we declare the burial ground to be abandoned.

Thank you for your consideration.

Attachments

Legal Notice

ADVERTISEMENT FOR BIDS
The Pease Development Authority ("PDA") invites bids for Airport Parking Access and Revenue Control System Equipment Procurement at Portsmouth International Airport at Pease in Portsmouth, New Hampshire.

Bids will be received at the office of the PDA, 55 International Drive, Pease International Tradeport, Portsmouth, New Hampshire until **2:00 PM local time, October 19, 2018** at which time they will be opened publicly and read aloud. The mailing address is:

Pease Development Authority
Attn: Engineering Department
55 International Drive
Portsmouth, NH 03801

Bid documents may be examined on or after October 1, 2018 at Pease Development Authority, 55 International Drive, Portsmouth, NH 03801

Copies of the Contract Documents including specifications, proposals, addendums (if issued) will be available for examination and downloading beginning on October 1, 2018 at the following website: <http://bidportal.mjinc.com/index> under the project name "Portsmouth International Airport at Pease Airport Parking Access and Revenue Control System Equipment Procurement."

Prospective contractors must be fully insured. Bids must be accompanied by a certified check or bond in the amount of 5% for bid security.

In the event that the contractor discovers discrepancies and/or omissions in the bid documents or is in doubt as to the intent, the contractor should contact Dave Nelson, P.E., at McFarland Johnson, Inc. at 603-225-2978 or dnelson@mjinc.com.

Disadvantaged Business Enterprises will be afforded full opportunity to submit bids in response to this advertisement. No contractor will be discriminated against on grounds of race, sex, religion, color or national origin.

No contractor may withdraw his/her bid before March 30,2018. The PDA reserves the right to reject any and all bids, waive any informality, and to accept any bid that it may deem in its sole discretion to be in its best interest.
(UL - Oct. 1, 2)

Legal Notice

MORTGAGEE'S NOTICE OF SALE OF REAL PROPERTY

By virtue of a Power of Sale contained in a certain mortgage given by **Anthony W. Secord, Jr.** ("the Mortgagor(s)") to Mortgage Electronic Registration Systems, Inc. as nominee for The Federal Savings Bank, dated January 23, 2017 and recorded in the Cheshire County Registry of Deeds in Book 2975, Page 34, (the "Mortgage"), which mortgage is held by CMG Mortgage, Inc., the present holder of said Mortgage, pursuant to and in execution of said power and for breach of conditions of said Mortgage and for the purposes of foreclosing the same will sell at:

Public Auction
on
November 19, 2018
at
1:00 PM

Said sale being located on the mortgaged premises and having a present address of 51 Pleasant Street, Marlborough, Cheshire County, New Hampshire. The premises are more particularly described in the Mortgage.

For mortgagor's(s) title see deed recorded with the Cheshire County Registry of Deeds in Book 2589, Page 58.

NOTICE

PURSUANT TO NEW HAMPSHIRE RSA 479:25, YOU ARE HEREBY NOTIFIED THAT YOU HAVE A RIGHT TO PETITION THE SUPERIOR COURT FOR THE COUNTY IN WHICH THE MORTGAGED PREMISES ARE SITUATED, WITH SERVICE UPON THE MORTGAGEE, AND UPON SUCH BOND AS THE COURT MAY REQUIRE TO ENJOIN THE SCHEDULED FORECLOSURE SALE.

The address of the mortgagor for service of process is 425 Phillips BLVD, Ewing, NJ 08618 and the name of the mortgagee's agent for service of process is Cenlar FSB Attn: Legal Department.

You can contact the New Hampshire Banking Department by e-mail at nhbd@banking.nh.gov. For information on getting help with housing and foreclosure issues, please call the foreclosure information hotline at 1-800-437-5991. The hotline is a service of the New Hampshire Banking Department. There is no charge for this call.

The Property will be sold subject to all unpaid real estate taxes and all other liens and encumbrances which may be entitled to precedence over the Mortgage. Notwithstanding any title information contained in this notice, the Mortgagee expressly disclaims any representations as to the state of the title to the Property involved as of the date of the notice of the date of sale. The property to be sold at the sale is "AS IS WHERE IS".

TERMS OF SALE

A deposit of Five Thousand (\$5,000.00) Dollars in the form of a certified check or bank treasurer's check or other check satisfactory to Mortgagee's attorney will be required to be delivered at or before the time a bid is offered. The successful bidder(s) will be required to execute a purchase and sale agreement immediately after the close of the bidding. The balance of the purchase price shall be paid within thirty (30) days from the sale date in the form of a certified check, bank treasurer's check or other check satisfactory to Mortgagee's attorney. The Mortgagee reserves the right to bid at the sale, to reject any and all bids, to continue the sale and to amend the terms of the sale by written or oral announcement made before or during the foreclosure sale. The description of the premises contained in said mortgage shall control in the event of an error in this publication.

Dated at Newton, Massachusetts, on September 18, 2018.

CMG Mortgage, Inc.
By its Attorney,
Patrick J Martin
Harmon Law Offices, P.C.
PO Box 610389
Newton Highlands, MA 02461
603-669-7963
11807-5657

(UL - Oct. 1, 8, 15)

Legal Notice

CARE AND PROTECTION, TERMINATION OF PARENTAL RIGHTS, SUMMONS BY PUBLICATION, DOCKET NUMBER: 17CP0296CA, Trial Court of Massachusetts, Juvenile Court Department, COMMONWEALTH OF MASSACHUSETTS Middlesex County Juvenile Court, 121 Third Street, Cambridge, MA 02141

TO: Tyler Sartwell: A petition has been presented to this court by DCF Malden, seeking, as to the following child, **Joseph J. Boti, IV**, that said child be found in need of care and protection and committed to the Department of Children and Families. The court may dispense the rights of the person(s) named herein to receive notice of or to consent to any legal proceeding affecting the adoption, custody, or guardianship or any other disposition of the child named herein, if it finds that the child is in need of care and protection and that the best interests of the child would be served by said disposition.

You are hereby ORDERED to appear in this court, at the court address set forth above, on the following date and time: **11/01/2018 09:00 AM Hearing on Merits (CR/CV)**

You may bring an attorney with you. If you have a right to an attorney and if the court determines that you are indigent, the court will appoint an attorney to represent you.

If you fail to appear, the court may proceed on that date and any date thereafter with a trial on the merits of the petition and an adjudication of this matter.

For further information call the Office of the Clerk-Magistrate at (617) 494-4100.

WITNESS: Hon. Jay D Blitzman, FIRST JUSTICE, DATE ISSUED 09/13/2018 Elizabeth Sheehy, Clerk-Magistrate (UL - Sept. 21, 24; Oct. 1)

Legal Notice

UNITED STATES DISTRICT COURT FOR THE DISTRICT OF VERMONT North Country Federal Credit Union, Plaintiff,

v.
The Vessel, The Northern Star; Memphremagog Navigation Company, Inc.; Christopher D. Johansen; Vermont Small Business Development Corp.; Fred Oeschger; Joyce Oeschger; and American Express Bank, FSB; Defendants.

Civil No. 2:17-cv-229
NOTICE OF SALE OF THE VESSEL, THE NORTHERN STAR
TAKE NOTICE that U.S. District Court for the District of Vermont, Judge Christina Reiss, has entered an Order authorizing the sale of the Vessel, The Northern Star (Official No. 1090996, Hull I.D. ADM00001K199), her boats, tackle, apparel, furniture, engines and appurtenances (the "Vessel"), and has ordered that the Vessel be sold to satisfy the obligations owing under preferred ship mortgages and the obligations secured thereby.

TAKE FURTHER NOTICE that the Vessel shall be sold AS IS, WHERE IS with no representations or warranties, express or implied, of any kind, at public auction by the United States Marshal beginning at 12:00 p.m. on Friday, October 26, 2018 at the Vessel, located at Gateway Center, 84 Fyfe Drive, Newport, Vermont to the highest bidder. The terms of the sale are payment in U.S. funds, by cashier's check or money order, in the amount of ten percent (10%) of the highest bid on the day of sale. The minimum bid for the Vessel will be \$100,000. If North Country Federal Credit Union (the "Plaintiff") makes the highest bid at the auction, Plaintiff shall be required to pay by cashier's check or money order only to the extent that its bid is in excess of the sum due it under its preferred ship mortgage and related loan documents up through the date of sale, inclusive of all costs, expenses and attorney's fees. If Defendants Fred and Joyce Oeschger (the "Oeschger Defendants") make the highest bid at the auction, the Oeschger Defendants shall be required to pay by cashier's check or money order only to the extent that their bid is in excess of the sum due to them under their preferred ship mortgage and related loan documents up through the date of the sale, inclusive of all costs, expenses and attorney's fees. In all other cases, the purchaser shall pay in U.S. funds by cashier's check or money order to the United States Marshal.

The Plaintiff will hold an open viewing of the Vessel on Thursday, October 18, 2018, from 2:00 p.m. to 5:00 p.m.

TAKE FURTHER NOTICE that written bids must be received by the United States Marshal at P.O. Box 946, Burlington, VT 05402 or 11 Elmwood Ave., Suite #601, Burlington, VT, by close of business on October 24, 2018 and must be accompanied by a cashier's check or money order, made payable to the U.S. District Court, in the amount of ten percent (10%) of the bid submitted. The balance of the successful bid shall be paid within seven (7) days of the sale, excluding Saturdays, Sundays, and holidays. The deposit will be forfeited by the highest bidder and applied to the costs of this action if the bid is not paid in full when due.

TAKE FURTHER NOTICE that the United States Marshal may, for good cause, adjourn the sale of the Vessel for a period up to 30 days, until it is completed, by announcing a new sale date to those present at such adjournment or posting a notice of sale in a conspicuous place at the sale site. The sale may be adjourned for more than 30 days by agreement of the Parties or by Court Order.

The Vessel is a 65 foot custom built passenger yacht of all welded steel construction, built by A&M Manufacturing of Old Town, Florida in 1999. The Vessel replicates the yacht design of the 1920s, with plum stern and elliptical stern. Interested parties may contact Alexandra Edelman of Primer Piper Eggleston & Cramer PC in Burlington, Vermont at (802) 864-0880 or aeelman@primer.com for further details concerning the Vessel.

JOHN P. HALL
Acting United States Marshal
U.S. Marshals Service
District of Vermont

(UL - Oct. 1, 8, 15)

Legal Notice

MORTGAGEE'S NOTICE OF SALE OF REAL PROPERTY

By virtue and in execution of the Power of Sale contained in a certain mortgage given by **Steve J. Marquis**, (the "Mortgagor") to Mortgage Electronic Registration Systems, Inc. as nominee for Residential Mortgage Services, Inc. and now held by **Freedom Mortgage Corporation** (the "Mortgagee"), said mortgage dated April 28, 2017, and recorded with the Merrimack County Registry of Deeds in Book 3554 at Page 959 (the "Mortgage"), pursuant to and for breach of the conditions in said Mortgage and for the purpose of foreclosing the same will be sold at:

Public Auction
On
November 29, 2018 at 2:00PM
Said sale to be held on the mortgaged premises described in said mortgage and having a present address of 8 Riverside Drive, Allenstown, Merrimack County, New Hampshire.

NOTICE
PURSUANT TO NEW HAMPSHIRE RSA 479:25, YOU ARE HEREBY NOTIFIED THAT YOU HAVE A RIGHT TO PETITION THE SUPERIOR COURT FOR THE COUNTY IN WHICH THE MORTGAGED PREMISES ARE SITUATED, WITH SERVICE UPON THE MORTGAGEE, AND UPON SUCH BOND AS THE COURT MAY REQUIRE TO ENJOIN THE SCHEDULED FORECLOSURE SALE.

YOU ARE ALSO NOTIFIED THAT THE ADDRESS OF THE MORTGAGEE FOR SERVICE OF PROCESS IS: 2 1/2 BEACON STREET, CONCORD, NH, 03301. THE NAME OF THE MORTGAGEE'S AGENT FOR SERVICE OF PROCESS IS: C T CORPORATION SYSTEM.

For information on getting help with housing and foreclosure issues, please call the foreclosure information hotline at 1-800-437-5991. The hotline is a service of the New Hampshire banking department. There is no charge for this call. The contact information for the New Hampshire banking department is 53 Regional Drive, Suite 200, Concord, NH 03301, with an email address of nhbd@banking.nh.gov.

The Property will be sold subject to all unpaid real estate taxes and all other liens and encumbrances, which may be entitled to precedence over the Mortgage. Notwithstanding any title information contained in this notice, the Mortgagee expressly disclaims any representations as to the state of the title to the Property involved as of the date of the notice of the date of sale. The property to be sold at the sale is "AS IS WHERE IS".

TERMS OF SALE

A deposit of Five Thousand (\$5,000.00) Dollars in the form of a certified check, bank treasurer's check or other check satisfactory to Mortgagee's attorney will be required to be delivered at or before the time a bid is offered. The successful bidder(s) will be required to execute a purchase and sale agreement immediately after the close of the bidding. The balance of the purchase price shall be paid within sixty (60) days from the sale date in the form of a certified check, bank treasurer's check or other check satisfactory to Mortgagee's attorney. The Mortgagee reserves the right to bid at the sale, to reject any and all bids, to continue the sale and to amend the terms of the sale by written or oral announcement made before or during the foreclosure sale.

Dated at Plainville, Massachusetts, on September 27, 2018

Freedom Mortgage Corporation
By its Attorney,
/s/ Mark H. Lamper
Mark H. Lamper, Esq.
Bendett & McHugh, P.C.
270 Farmington Avenue, Ste. 151
Farmington, CT 06032
(860) 677-2868
(UL - Oct. 1, 8, 15)

Legal Notice

PUBLIC NOTICE
Notice of Hearing on
Request to Declare a Burial Ground in the Town of Auburn as an Abandoned Burial Ground

The Auburn Board of Selectmen has scheduled a public hearing on **Monday, December 17, 2018 beginning at 7:00 P.M.** at the Auburn Town Hall, pursuant to the provisions of RSA 289:19 through RSA 289:21:21 for the purposes of considering a request from the Trustees of the Cemetery to declare the Robie Family Burial Ground as an abandoned burial ground for the purposes of preservation and maintenance.

This public notice announces the intent of the Town, after determining that the Robie Family Burial Ground has been abandoned for 20 years or more, to have the Robie Family Burial Ground declared an abandoned burial ground. This will enable the Town, through its Cemetery Trustees, to provide basic maintenance to the property.

The Robie Family Burial Ground is a small, private family burial ground located near the Auburn / Derry town line in a wooded area off Hemlock Spring Road, which today is known as Winters Way. The name "Robie" is also spelled "Roby" on a few headstones. The Robie Family Burial Ground is clearly identified with a granite fence post boundary and is properly identified in subdivision plans of the surrounding property.

It appears to be the burial site for at least six members of the Robie family. The names and dates on the gravestones in the burial grounds include:

ROBIE, Emeline W., d.
Dec 18, 1860, a 30 y.,
Mary J., dau. Of Nathan and
Sophia, d. May 28, 1843, a 20 y.,
ROBY, Nancy, d.
June 20, 1864, a. 36 y.,
SHELDON, Lucinda (Roby), wife of
Jacob, d. June 13, 1858, a. 37 y.,
Mary J., dau. Of Jacob and Lucinda,
d. Jan. 28, 1849, a. 2y 9m.,
WELCH, Sidney B., son of
Orlando and Hannah,
d. July 9, 1858, a. 1y 7 m.,
The Town of Auburn is requesting any direct descendant of the Robie Family to contact the Selectmen's Office by mail (P.O. Box 309, Auburn, NH 03032), by telephone (603-483-5052) or by e-mail (townadmin@townofauburnnh.com) concerning the status of the burial ground as soon as possible or by **December 17, 2018.**

Board of Selectmen
Town of Auburn
September 27, 2018

(UL - Oct. 1)

Legal Notice

Auto City of Manchester will be holding sealed bids on the following vehicles:

2003 DODGE DURANGO SLT, TAN
1D4HS48N03F522877
2006 DODGE DAKOTA
QUADACAB ST. BLUE
1D7HW28K96S536791
2013 MERCEDES C300
4 MATIC, BLACK
WDDGF8AB5DR240955
Vehicle may be viewed from 9:30am to 10am. Auction will be begin promptly at **10am on Tuesday, October 16th, 2018** at 90 South Commercial St, Manchester, NH 03101 (UL - Oct. 1)

Legal Notice

MORTGAGEE'S NOTICE OF SALE OF REAL PROPERTY

By virtue and in execution of the Power of Sale contained in a certain mortgage given by **GREGG L. OTTO & CAROLINE R. OTTO** (the "Mortgagors") to TD BANK, N.A., f/k/a TD BANKNORTH, N.A., as lender, its successors and assigns (the "Mortgagee"), said Mortgage dated May 3, 2007 and recorded in the Hillsborough County Registry of Deeds in Book 7850, Page 0278 in execution of said power, pursuant to and for breach of the conditions in said Mortgage and for the purpose of foreclosing the same will be sold at:

Public Auction
on
October 23, 2018 @ 1:00 P.M.

Said sale to be held directly on the mortgaged premises hereinafter described and having a present address of **340 Winn Road f/k/a 340 Cram Road, Lyndeborough, Hillsborough County, New Hampshire**. The premises are more particularly described in the mortgage.

NOTICE

PURSUANT TO NEW HAMPSHIRE RSA 479:25, II(c) YOU ARE HEREBY NOTIFIED THAT YOU HAVE A RIGHT TO PETITION THE SUPERIOR COURT FOR THE COUNTY IN WHICH THE MORTGAGED PREMISES ARE SITUATED, WITH SERVICE UPON THE MORTGAGEE, AND UPON SUCH BOND AS THE COURT MAY REQUIRE TO ENJOIN THE SCHEDULED FORECLOSURE SALE.

PURSUANT TO NEW HAMPSHIRE RSA 479:25, II(b)(1), THE ADDRESS OF THE MORTGAGEE FOR SERVICE OF PROCESS AND THE NAME OF THE MORTGAGEE'S AGENT FOR SERVICE OF PROCESS ARE AS FOLLOWS:

TD Bank, N.A.
Agent for Service of Process:
Brett L. Messinger
c/o Duane Morris LLP
30 South 17th Street
Philadelphia, PA 19103-4196
Pursuant to New Hampshire RSA 479:25, II(b)(2), the New Hampshire Banking Department can be contacted by mail at: New Hampshire Banking Department, 53 Regional Drive, Suite 200, Concord, NH 03301; by email at: nhbd@banking.nh.gov; by phone at (603) 271-3561 or (603) 271-8675; or by fax at (603) 271-1090 or (603) 271-0750.

For information on getting help with housing and foreclosure issues, please call the foreclosure information hotline at 1-800-437-5991. The hotline is a service of the New Hampshire banking department. There is no charge for this call.

The Property will be sold subject to all unpaid real estate taxes and all other liens and encumbrances, which may be entitled to precedence over the Mortgage. Notwithstanding any title information contained in this notice, the Mortgagee expressly disclaims any representations as to the state of the title to the Property involved as of the date of the notice of the date of sale. The property to be sold at the sale is "AS IS WHERE IS".

TERMS OF SALE

A deposit of \$5,000.00 in the form of a certified check, bank treasurer's check or other check satisfactory to the Mortgagee's attorney will be required to be delivered at or before the time a bid is offered. The successful bidder(s) will be required to execute a purchase and sale agreement immediately after the close of the bidding. The balance of the purchase price shall be paid within forty (40) days from the sale date in the form of a certified check, bank treasurer's check or other check satisfactory to the Mortgagee's attorney. The Mortgagee reserves the right to bid at the sale, to reject any and all bids, to cancel or continue the sale and to amend the terms of the sale by written or oral announcement made before or during the foreclosure sale.

Dated at Hartford, CT, Monday, August 20, 2018

TD BANK, N.A.
By its Attorney,
Elizabeth M. Lacombe
DUANE MORRIS LLP
100 Pearl Street, Suite 1415
Hartford, CT 06103
(UL - Sept. 24; Oct. 1, 8)

Legal Notice

PUBLIC NOTICE
NEW HAMPSHIRE DRAFT 2018 ACTION PLAN SUBSTANTIAL AMENDMENT AND DRAFT 2019 ACTION PLAN PUBLIC COMMENT PERIOD

The Draft 2018 Action Plan Substantial Amendment and the Draft 2019 Action Plan concerning the use and distribution of HUD block grants to the State of New Hampshire including Community Development Block Grant, HOME, and Emergency Solutions Grant will be available for review and comment no later than October 1, 2018 at <https://www.nhhfa.org/consolidated-plan>. A public comment period will extend from then through October 30, 2018. Written comments can be submitted by mail or email sent to:

Draft 2018 Action Plan Amendment and 2019 Action Plan Comments
New Hampshire Housing
PO Box 5087
Manchester, NH 03108
or
Comments@nhhfa.org

Verbal comments will be accepted at a public hearing on Wednesday, October 10, 2018 at 2:00 to 4:00 pm in the Board Room of New Hampshire Housing, 32 Constitution Drive, Bedford, NH. Please call 603-310-9269 if you will require any accommodations in order to participate in this meeting or have any questions.
(UL - Sept. 28, 30; Oct. 1)

Legal Notice

In accordance with National Flood Insurance Program regulation 65.7(b)(1), the Mayor and Board of Alderman, hereby gives notice of the City of Manchester's intent to revise the flood hazard information, generally located along the Piscataquog River and North Channel Piscataquog River. The revision for the flood hazard information is due to the improvements completed by the N.H. Department of Transportation at the I-293, Exit 4 (Queen City) interchange with the F. E. Everett Turnpike, (I-293). Specifically, the flood hazard information shall be revised along the Piscataquog River and North Channel Piscataquog River from its mouth at Merrimack River to just downstream of Second Street.

As a result of the revision, the Piscataquog River floodway will widen and narrow and the 1-percent-annual-chance floodplain shall narrow within the area of revision. Also, the North Channel Piscataquog River floodway shall widen and narrow and the 1-percent-annual-chance floodplain shall widen and narrow within the area of revision.

Maps and detailed analysis of the revision can be reviewed at the City of Manchester City Hall at 1 City Hall Plaza, West Wing. Interested persons may call Leon LaFreniere, AICP, Director of Planning and Community Development at 603-624-6450 for additional information.
(UL - Oct. 1)

Legal Notice

MORTGAGEE'S NOTICE OF SALE OF REAL PROPERTY

By virtue of a Power of Sale contained in a certain mortgage given by **Bruce J. Bismore, Patricia A. Bismore** ("the Mortgagor(s)") to Mortgage Electronic Registration Systems, Inc., as nominee for MetLife Home Loans, a Division of MetLife Bank, N.A., dated May 18, 2011 and recorded in the Merrimack County Registry of Deeds in Book 3256, Page 208, (the "Mortgage"), which mortgage is held by MTGLQ Investors, L.P., the present holder of said Mortgage, pursuant to and in execution of said power and for breach of conditions of said Mortgage and for the purposes of foreclosing the same will sell at:

Public Auction
on
November 2, 2018
at
2:00 PM

Said sale being located on the mortgaged premises and having a present address of 620 NH Route 4A, Wilnot, Merrimack County, New Hampshire. The premises are more particularly described in the Mortgage.

For mortgagor's(s) title see deed recorded with the Merrimack County Registry of Deeds in Book 1949, Page 1239. See deed recorded with said Registry of Deeds in Book 1946, Page 1736.

NOTICE

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The address of the mortgagor for service of process is 9 Capitol Street, Concord, NH 03301 and the name of the mortgagee's agent for service of process is CT Corporation System.

You can contact the New Hampshire Banking Department by e-mail at nhbd@banking.nh.gov. For information on getting help with housing and foreclosure issues, please call the foreclosure information hotline at 1-800-437-5991. The hotline is a service of the New Hampshire Banking Department. There is no charge for this call.

The Property will be sold subject to all unpaid real estate taxes and all other liens and encumbrances which may be entitled to precedence over the Mortgage. Notwithstanding any title information contained in this notice, the Mortgagee expressly disclaims any representations as to the state of the title to the Property involved as of the date of the notice of the date of sale. The property to be sold at the sale is "AS IS WHERE IS".

TERMS OF SALE

A deposit of Five Thousand (\$5,000.00) Dollars in the form of a certified check or bank treasurer's check or other check satisfactory to Mortgagee's attorney will be required to be delivered at or before the time a bid is offered. The successful bidder(s) will be required to execute a purchase and sale agreement immediately after the close of the bidding. The balance of the purchase price shall be paid within thirty (30) days from the sale date in the form of a certified check, bank treasurer's check or other check satisfactory to Mortgagee's attorney. The Mortgagee reserves the right to bid at the sale, to reject any and all bids, to continue the sale and to amend the terms of the sale by written or oral announcement made before or during the foreclosure sale. The description of the premises contained in said mortgage shall control in the event of an error in this publication.

Dated at Newton, Massachusetts, on September 7, 2018.
MTGLQ Investors, L.P.
By its Attorney,
Elena Peterson
Harmon Law Offices, P.C.
PO Box 610389
Newton Highlands, MA 02461
603-669-7963
2017060452
(UL - Sept. 17, 24; Oct. 1)

Legal Notice

MORTGAGEE'S NOTICE OF SALE OF REAL PROPERTY

By virtue and in execution of the Power of Sale contained in a certain mortgage given by **JANET M. BURNHAM a/k/a JANET A. MAKIN** (the "Mortgagor") to TD BANK, N.A. f/k/a TD BANKNORTH N.A. f/k/a BANKNORTH N.A. s/b/m to BANK OF NEW HAMPSHIRE, N.A. as lender, its successors and assigns (the "Mortgagee"), said Mortgage dated November 3, 2000 and recorded in the Rockingham County Registry of Deeds in Book 3518, Page 0477 in execution of said power, pursuant to and for breach of the conditions in said Mortgage and for the purpose of foreclosing the same will be sold at:

Public Auction
on
October 23, 2018 @ 10:00 A.M.

Said sale to be held directly on the mortgaged premises hereinafter described and having a present address of **119 Sagamore Road, Rye, Rockingham County, New Hampshire**. The premises are more particularly described in the mortgage.

NOTICE

PURSUANT TO NEW HAMPSHIRE RSA 479:25, II(c) YOU ARE HEREBY NOTIFIED THAT YOU HAVE A RIGHT TO PETITION THE SUPERIOR COURT FOR THE COUNTY IN WHICH THE MORTGAGED PREMISES ARE SITUATED, WITH SERVICE UPON THE MORTGAGEE, AND UPON SUCH BOND AS THE COURT MAY REQUIRE TO ENJOIN THE SCHEDULED FORECLOSURE SALE.

PURSUANT TO NEW HAMPSHIRE RSA 479:25, II(b)(1), THE ADDRESS OF THE MORTGAGEE FOR SERVICE OF PROCESS AND THE NAME OF THE MORTGAGEE'S AGENT FOR SERVICE OF PROCESS ARE AS FOLLOWS:

TD Bank, N.A.
Agent for Service of Process:
Brett L. Messinger
c/o Duane Morris LLP
30 South 17th Street
Philadelphia, PA 19103-4196

Pursuant to New Hampshire RSA 479:25, II(b)(2), the New Hampshire Banking Department can be contacted by mail at: New Hampshire Banking Department, 53 Regional Drive, Suite 200, Concord, NH 03301; by email at: nhbd@banking.nh.gov; by phone at (603) 271-3561 or (603) 271-8675; or by fax at (603) 271-1090 or (603) 271-0750.

For information on getting help with housing and foreclosure issues, please call the foreclosure information hotline at 1-800-437-5991. The hotline is a service of the New Hampshire banking department. There is no charge for this call.

The Property will be sold subject to all unpaid real estate taxes and all other liens and encumbrances, which may be entitled to precedence over the Mortgage. Notwithstanding any title information contained in this notice, the Mortgagee expressly disclaims any representations as to the state of the title to the Property involved as of the date of the notice of the date of sale. The property to be sold at the sale is "AS IS WHERE IS".

TERMS OF SALE

A deposit of \$5,000.00 in the form of a certified check, bank treasurer's check or other check satisfactory to the Mortgagee's attorney will be required to be delivered at or before the time a bid is offered. The successful bidder(s) will be required to execute a purchase and sale agreement immediately after the close of the bidding. The balance of the purchase price shall be paid within forty (40) days from the sale date in the form of a certified check, bank treasurer's check or other check satisfactory to the Mortgagee's attorney. The Mortgagee reserves the right to bid at the sale, to reject any and all bids, to cancel or continue the sale and to amend the terms of the sale by written or oral announcement made before or during the foreclosure sale.

Dated at Hartford, CT, Monday, August 20, 2018

TD BANK, N.A.,
By its Attorney,
Elizabeth M. Lacombe
DUANE MORRIS LLP
100 Pearl Street, Suite 1415
Hartford, CT 06103
(UL - Sept. 24; Oct. 1, 8)

Legal Notice

TITLE XXVI CEMETERIES; BURIALS; DEAD BODIES

CHAPTER 289 CEMETERIES

Abandoned Burial Grounds

Section 289:19

289:19 Neglected Burial Ground. – Whenever a burial ground within the boundaries of the town has been neglected for a period of 20 years or more, the municipality may declare it abandoned for purposes of preservation, maintenance or restoration.

Source. 1994, 318:2, eff. Aug. 7, 1994.

TITLE XXVI

CEMETERIES; BURIALS; DEAD BODIES

CHAPTER 289

CEMETERIES

Abandoned Burial Grounds

Section 289:20

289:20 Procedure. –

To declare a burial ground abandoned:

I. The municipality shall place an advertisement in at least one newspaper having general distribution in the municipality and surrounding area. The advertisement shall state the intent of the municipality, identifying the burial ground by name, if known, and by names and dates of the oldest stones in the burial ground, with a request for any direct descendent to contact the town selectmen's office, the town manager, or mayor, as applicable. If the burial ground contains no stones with legible inscriptions, the site may be identified by a detailed description of its location.

II. Not less than 60 days nor more than 90 days after the notice of the intent has been published, the notice shall be read at a regularly scheduled selectmen's meeting or in the case of a city, a city council meeting.

III. If any descendants were located and grant permission, or if no descendants were located, then, after a public hearing, the municipality may declare the burial ground abandoned by a majority vote of the selectmen or city councilmen present and voting.

Source. 1994, 318:2, eff. Aug. 7, 1994.

TITLE XXVI CEMETERIES; BURIALS; DEAD BODIES

CHAPTER 289 CEMETERIES

Abandoned Burial Grounds

Section 289:21

289:21 Rights and Responsibilities. – Any burial ground declared abandoned under these provisions shall become a municipal cemetery for management purposes and shall be managed by the cemetery trustees, who shall assume all the authorization and rights of natural lineal descendants.

Source. 1994, 318:2, eff. Aug. 7, 1994.

PUBLIC NOTICE

Pursuant to RSA 35 and Article 4 of the 2006 Town Meeting, the Auburn Board of Selectmen will hold a public hearing on Monday, December 17, 2018 beginning at 7:00 P.M. at the Auburn Town Hall for the purpose of receiving public comment concerning the withdrawal and expenditure of:

- The amount of \$2,125 from the Town Building Rehabilitation Capital Reserve Fund for the removal and replacement of a steel door, frame, closer, threshold, weatherstripping and hinges at the Auburn Fire Department at 55 Eaton Hill Road.
- The amount of \$5,010 from the Town Building Rehabilitation Capital Reserve Fund for the replacement of the water softening system at the Pingree Hill Fire Station.
- The amount of \$5,425 from the Town Building Rehabilitation Capital Reserve Fund for the removal of 13 2x2 light panels and nine 2 x 4 light panels in the main front entry hall and the community room at the Safety Complex at 55 Eaton Hill Road, and to replace those units with LED panels.
- The amount of \$900 from the Town Building Rehabilitation Capital Reserve Fund for the replacement of three surface wrapped light fixtures with LED units in the Sally Port area of the Auburn Police Department at 55 Eaton Hill Road.
- The amount of \$3,200 from the Town Building Rehabilitation Capital Reserve Fund for the repair, cleaning and caulking of eight parking lot light fixtures to prevent moisture leaks and the replacement of eight LED lamps at the Town Hall at 47 Chester Road.

Board of Selectmen
Town of Auburn
November 21, 2018

Town of Auburn

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



Town Administrator

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

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: December 12, 2018

Re: Building Improvement Projects – Town Building Rehabilitation Capital Reserve Fund

During the latter half of 2018, the Board of Selectmen authorized a number of building improvement efforts for work at the Safety Complex, the Pingree Hill Fire Station and the Town Hall.

In authorizing these work efforts at various Board meetings, the Board had indicated their intention of covering the expense of the work through the Town Building Rehabilitation Capital Reserve Fund.

The formal withdrawal of these funds for these purposes requires the Board of Selectmen, as the designated agents to expend, to hold a public hearing to do so.

Upon the conclusion of the public hearing, it would be appropriate for the Board to consider the following motion:

Move to withdraw and expend the following amounts from the Town Building Rehabilitation Capital Reserve Fund as follows:

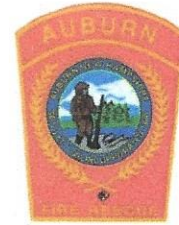
- ❖ *\$2,125 for the removal and replacement of a steel door, frame, closer, threshold, weather-stripping and hinges at the Auburn Fire Department;*
- ❖ *\$5,010 for the replacement of the water softening system at the Pingree Hill Fire Station;*
- ❖ *\$5,425 for the removal of 13 2x2 light panels and nine 2x4 light panels in the main front entry hall and the community room at the Safety Complex, and to replace those units with LED panels;*
- ❖ *\$900 for the replacement of three surface wrapped light fixtures with LED units in the Sally Port of the Auburn Police Department, and*
- ❖ *\$3,200 for the repair, cleaning and caulking of eight parking lot light fixtures and replacement of LED lamps at the Town Hall.*

Thank you for your consideration.



TOWN OF AUBURN, NEW HAMPSHIRE

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



Auburn Fire-Rescue Department Monthly Report November 2018

The Auburn Fire Department responded to 35 Incidents in November, Incident responses are broken down as follows:

| | |
|-----------------------|----|
| Building Fire: | 1 |
| Vehicle Fires: | 0 |
| Brush: | 0 |
| Fires, all other: | 0 |
| Alarm Call: | 1 |
| Hazardous conditions: | 3 |
| Rescue/EMS: | 21 |
| Service calls: | 6 |
| Good intent calls: | 3 |
| Total: | 35 |

Chief Michael Williams Report

- Presented the calendar year 2019 Fire Department operating budget to the budget committee.
- Still working on computer/server work at both fire stations.
- Worked on updating Policies and procedures.
- Hosted monthly Fire officers meeting.
- Currently going through the newly implemented hiring process on 2 new prospective members.
- Crews are training on the new self-contained breathing apparatus. Training and fit testing coming up in December.
- The parks and recreation department hosted a cookout here at the complex for fire and police personnel.
- Attended mutual aid area fire chiefs meeting in Derry.
- Attended Department heads meeting here at town hall.
- Completed the training burn on Manchester road, Hooksett, Candia and Chester assisted with the water supply drill, we maintained 500 GPM for 1 hour from the tanker shuttle drill itself.
- Responded to emergencies and meetings as needed



TOWN OF AUBURN, NEW HAMPSHIRE

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



Safety Complex Captain Jim Saulnier's Report

- Numerous inspections completed around town
- Responded to emergencies while on duty as required
- Attended numerous meeting reference to the Auburn Village school construction.
- Completed the rear entry door repairs at the Complex
- Daily assigned station duties
- Worked on issuing new ID cards to all members
- Completed monthly tasks @ the Complex

Station 2 Captain Dave Walter's Report

- Worked on Monthly Fire and EMS training
- Present monthly training to members
- Assisted with the administration of the lamresponding program
- Completed monthly tasks @ Station 2

Lieutenant Alex Phillips Report

- Inventorying all small tools and equipment, in progress
- Worked with his assigned crew on monthly training, vehicle checks, etc.

Lieutenant Matt Barsaleau Report

- Currently completing the inventory all personal protective equipment and will start inspecting all PPE soon.
- Worked with his assigned crew on monthly training, vehicle checks, etc.

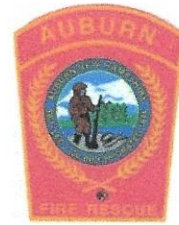
Lieutenant Chris Szatynski Report

- Working on the new SCBA's, writing new SCBA policy, will inventory and place in service the new equipment once training is complete.
- Chris is chairing the safety committee, more updates to come
- Mobile/portable Radio work as required.



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 hydraulic leak on E1
- Had Engine 1 brakes adjusted
- Replaced the digital display on E1 pump panel
- Repaired coolant leak on E1
- Winterized pump on F1 and put snow plow on vehicle
- Working on Vehicle checkoff sheets for new probationary manual
- Working with Alex Chapdelaine on EMS equipment from grant
- Repaired vehicles as required
- Daily assigned station duties

Michael Williams

Chief of Department



Auburn Fire November 2018 Statistics

| Calls by Day of the Week | | November 2018 | Fire and Rescue Responses by Type November 2018 | | | | Given | 2018 | Candia | 0 | 01:00 - 01:59 | 1 | | | | |
|---------------------------------------|--|---------------|--|--|----|----|--------------|---------------|------------------------|----------|---------------|---------------|---------------|---------------|---------------|---|
| Monday | | 5 | Building Fire | | 1 | | Bedford | 0 | Chester | 2 | 02:00 - 02:59 | 1 | | | | |
| Tuesday | | 5 | Vehicle/ Heavy Equipment Fire | | 0 | | Candia | 0 | Deerfield | 0 | 03:00 - 03:59 | 0 | | | | |
| Wednesday | | 5 | Brush | | 0 | | Chester | 0 | Derry | 1 | 04:00 - 04:59 | 0 | | | | |
| Thursday | | 0 | Fires, other types | | 0 | | Deerfield | 0 | Hampstead | 0 | 05:00 - 05:59 | 1 | | | | |
| Friday | | 5 | Alarm call no fire | | 1 | | Derry | 0 | Hooksett | 2 | 06:00 - 06:59 | 4 | | | | |
| Saturday | | 6 | Hazardous Condition | | 3 | | Hampstead | 0 | Hudson | 0 | 07:00 - 07:59 | 1 | | | | |
| Sunday | | 9 | Good Intent | | 3 | | Hooksett | 0 | Litchfield | 0 | 08:00 - 08:59 | 0 | | | | |
| Total | | 35 | Service Call | | 6 | | Litchfield | 0 | Litchfield | 0 | 09:00 - 09:59 | 2 | | | | |
| Fire / EMS Calls for November 2018 | | | Emergency Medical Services | | 21 | | Lawrence, Ma | 0 | Londonderry | 1 | 10:00 - 10:59 | 0 | | | | |
| | | | Total Responses | | 35 | | Londonderry | 0 | Manchester | 0 | 11:00 - 11:59 | 1 | | | | |
| | | | | | | | Manchester | 0 | Manchester | 0 | 12:00 - 12:59 | 1 | | | | |
| | | | | | | | Pelham | 1 | Raymond | 0 | 13:00 - 13:59 | 3 | | | | |
| EMS Calls for Service | | 24 | Simultaneous Incidents | | | | Raymond | 0 | Total | 6 | 14:00 - 14:59 | 3 | | | | |
| Fire Calls for Service | | 11 | | | | | Occurrences | Total | Simultaneous Incidents | Salem | 1 | | | 15:00 - 15:59 | 3 | |
| Total Calls For Service | | 35 | Single Call | | 32 | 32 | N/A | Sandown | 0 | | | 16:00 - 16:59 | 2 | | | |
| Calls by Response Area | | | Two Calls Simultaneously | | 0 | 0 | 0 | Windham | 0 | | | 17:00 - 17:59 | 2 | | | |
| | | | Three Calls Simultaneously | | 1 | 3 | 3 | Total | 2 | | | | | 18:00 - 18:59 | 1 | |
| | | | Four Calls Simultaneously | | 0 | 0 | 0 | EMD Call Code | | Nov 2018 | | | | 19:00 - 19:59 | 2 | |
| | | | Five or More Calls Simultaneously | | 0 | 0 | 0 | ALPHA | 6 | | | | | 20:00 - 20:59 | 0 | |
| | | | Totals | | | | 35 | 3 | BRAVO | 2 | | | | | 21:00 - 21:59 | 6 |
| | | | Nov 2018 | | | | | 10% | CHARLIE | 4 | | | | | 22:00 - 22:59 | 1 |
| | | | | | | | | | | | | | 23:00 - 23:59 | 0 | | |
| | | | | | | | | | | | | | Total Alarms | 35 | | |
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AGREEMENT ON TOWER LICENSE FEES, COSTS, AND MAINTENANCE

Agreement made this 19th day of November, 2018, by and between the Town of Chester, New Hampshire, the Town of Derry, New Hampshire, and the Town of Auburn, New Hampshire as follows:

WHEREAS, the Town of Chester has agreed to an amendment of its Tower License Agreement with SBA Towers II, LLC to install new equipment on the tower; and

WHEREAS, the amended Tower Lease Agreement substantially increases the annual license fee that must be paid by the Town of Chester; and

WHEREAS, the Town of Derry through its fire department has agreed to fund the costs for the new equipment, installing it on the tower, and maintaining it; and

WHEREAS, the Town of Derry and Town of Auburn are willing to each pay one-third of the annual license fee.

NOW, THEREFORE, the Town of Chester, the Town of Derry, and the Town of Auburn agree as follows:

1. The Town of Derry shall purchase and pay for the new equipment and for its installation on the SBA Towers II, LLC tower located at 132 Derry Road, Chester, New Hampshire. The new equipment is described in Schedule 1-A of the December, 2018 Amendment to Tower License Agreement and shall be owned by the Town Of Derry.

2. The Town of Derry shall assume all maintenance and repair responsibility for the new equipment.

3. The Town of Derry and Town of Auburn shall each pay the Town of Chester one-third of the \$5,826.00 annual license fee including any escalations.

4. This Agreement shall remain in effect for the duration of the Town of Chester's Tower License Agreement with SBA Towers II, LLC or any of its successors or assigns.

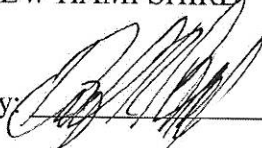
TOWN OF CHESTER,
NEW HAMPSHIRE

By: _____

Its duly authorized : _____

Date: _____

TOWN OF DERRY,
NEW HAMPSHIRE

By:  _____

Its duly authorized: _____

Date: 12/6/18

TOWN OF AUBURN,
NEW HAMPSHIRE

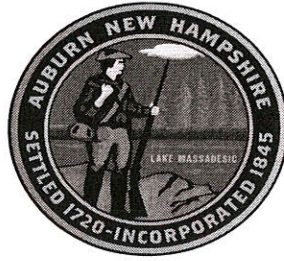
By: _____

Its duly authorized : _____

Date: _____

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: December 7, 2018

Re: Sign Proposals for Griffin Free Public Library

In follow-up to the Board's discussion at your December 3rd meeting concerning the budgeting for a replacement sign at the Griffin Free Public Library, you had inquired whether the library anticipates having funds available in the FY 2018 budget that could be used to cover the anticipated \$1,172 cost of the sign.

I asked Library Director Kathy Growney the Board's question and the answer is the funds from the current budget have all been committed with orders placed, but product not yet delivered. She is working with the Finance Director on encumbering these funds should orders not be delivered by December 31st. So effectively, the FY 2018 appropriation has been spent.

At this point in time, the Board has not taken any action on the proposed Library budget pending resolution of the potential funding for the sign. Depending on what the Board's thought process is, one of the following motions would be in order:

Move to approve the Library budget proposal of \$49,450 for 2019. (Includes original \$2,763.50 for the sign.)

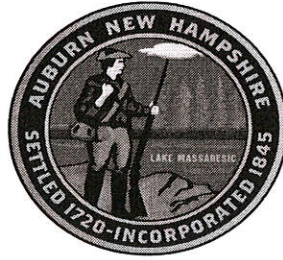
Move to approve the Library budget proposal of \$47,859 for 2019. (Includes funding for the second proposal of \$1,172 for the sign.)

Move to approve the Library budget proposal of \$46,687 for 2019. (Does not include any funds for a replacement sign.)

Thank you for your consideration.

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: December 6, 2018

Re: Approval of 2019 Budget Proposal – Auburn Police Department

At the Board's November 5, 2018 meeting, you had a full presentation on the budget proposal for the Auburn Police Department for 2019. During the presentation, there was a question remaining concerning the replacement cycle of computers – both PCs in the office and laptops in the cruisers – and the Police Commission was going to work on that item further.

As a result, it appears the Board held off on taking any action on the department's budget proposal at that meeting.

At the Board's December 3rd meeting, the Police Department secured the Board's approval to purchase the office PC's and cruiser laptops from remaining funds in the FY 2018 budget appropriation. The Board also approved an FY 2019 appropriation of \$23,100 for computer services.

In reviewing the minutes of the Board's November 5th meeting, it appears the Board never voted on the remainder of the Police Department budget proposal for 2019. Attached is a copy of the minutes of the Board's November 5th meeting where the budget was originally presented.

Assuming the Board has no other issues or concerns, the original budget request of the Police Department totaled \$232,261 including the \$23,100 for Computer Services. When you subtract that from the total, because you have approved it separately, that leaves a budget total of \$209,161 for the remainder of the police budget requiring approval by the Board.

It would be appropriate for the Board to consider the following motion:

Move to approve the police budget proposal for FY 2019 of \$232,261, which includes \$23,100 for computer services previously approved at the December 3, 2018 meeting.

Thank you for your consideration.

Attachment

**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

2019 PROPOSED PARKS & RECREATION

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 December | | | | |
| General Fund | | | | | | | | | |
| Parks & Recreation | | | | | | | | | |
| 1 01-4520-5-550-4 Recreation Ice Rink | 150.00 | 1,183.57 | 2,502.65 | 1,800.00 | 1,865.28 | 13,000.00 | 722% | 0.00 | |
| Narrative for Column # 6 | | | | | | | | | |
| REPAIR ICE RINK | | | | | | | | | |
| Parks & Recreation Total | 150.00 | 1,183.57 | 2,502.65 | 1,800.00 | 1,865.28 | 13,000.00 | 722% | 0.00 | 0.00 |
| Grand Total: | 150.00 | 1,183.57 | 2,502.65 | 1,800.00 | 1,865.28 | 13,000.00 | 722% | 0.00 | 0.00 |

2019 LAND & LAND IMPROVEMENTS

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 December | 6 Dept/Comm Request 2019 | 7 % Chg 18/19 | 8 BOS Approved 2019 | 9 Budget Comm Approved 2019 |
|---|---|---|---|---|---|-----------------------------------|---------------------|------------------------------|--------------------------------------|
| General Fund | | | | | | | | | |
| Land & Improvements | | | | | | | | | |
| 1 01-4901-3-910-3 Recreation Improvements | 0.00 | 59,189.36 | 23,922.93 | 20,000.00 | 9,343.20 | 350,000.00 | 1,750% | | |
| Narrative for Column # 6 | | | | | | | | | |
| COMPLETE PHASE 1&2 WAYNE EDDOWS (PENDING 50% FUNDING FROM LWCF GRANT) \$157,990 | | | | | | | | | |
| MAINTENANCE STORAGE BUILDING \$110,000 | | | | | | | | | |
| MAJORS LIGHT UPGRADE \$30,000 | | | | | | | | | |
| FENCE AT SAFETY COMPLEX \$3,800 | | | | | | | | | |
| SHED AT THE SAFETY COMPLEX FIELD \$2,000 | | | | | | | | | |
| WALKING PATH AT CIRCLE OF FUN \$15,000 | | | | | | | | | |
| PAVE WALLBALL AREA AT CIRCLE OF FUN \$15,000 | | | | | | | | | |
| FENCE AT WAYNE EDDOWS \$10,000 | | | | | | | | | |
| SOCCER FIELD LIGHTS PHASE 1 (POLE,TRENCHING,WIRING) \$20,000 | | | | | | | | | |
| Grand Total: | 0.00 | 59,189.36 | 23,922.93 | 20,000.00 | 9,343.20 | 350,000.00 | 1,750% | 0.00 | 0.00 |

2019 PROPOSED FINANCIAL ADMINISTRATION

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 November | 6 Dept/Comm Request 2019 | 7 % Chg 18/19 | 8 BOS Approved 2019 | 9 Budget Comm Approved 2019 |
|---------------------------------------|---|---|---|---|---|-----------------------------------|---------------------|------------------------------|--------------------------------------|
| General Fund | | | | | | | | | |
| Financial Administration | | | | | | | | | |
| 1 01-4150-3-310-1 Audit | 16,579.00 | 13,818.75 | 11,500.00 | 14,000.00 | 11,950.00 | 13,000.00 | 93% | | |
| Financial Administration Total | 16,579.00 | 13,818.75 | 11,500.00 | 14,000.00 | 11,950.00 | 13,000.00 | 93% | 0.00 | 0.00 |
| Grand Total: | 16,579.00 | 13,818.75 | 11,500.00 | 14,000.00 | 11,950.00 | 13,000.00 | 93% | 0.00 | 0.00 |

2019 PROPOSED GOVERNMENT BUILDINGS & MAINTENANCE

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 December | 6 Dept/Comm Request 2019 | 7 % Chg 18/19 | 8 BOS Approved 2019 | 9 Budget Comm Approved 2019 |
|---|------------------------------|---|---|---|---|---|-----------------------------------|---------------------|------------------------------|--------------------------------------|
| Government Buildings & Mainten | | | | | | | | | | |
| 1 01-4194-5-510-1 | Town Hall Telephone/Internet | 0.00 | 0.00 | 4,594.77 | 5,100.00 | 3,700.92 | 4,500.00 | 88% | | |
| 2 01-4194-5-510-2 | Highway Telephone/Internet | 0.00 | 0.00 | 1,069.73 | 1,200.00 | 1,042.04 | 1,200.00 | 100% | | |
| 3 01-4194-5-510-3 | PD/ACO Telephone/Internet | 0.00 | 0.00 | 9,932.18 | 10,250.00 | 8,427.51 | 10,000.00 | 98% | | |
| 4 01-4194-5-510-4 | FD/OEM Telephone/Internet | 0.00 | 0.00 | 7,058.86 | 6,900.00 | 7,168.38 | 7,500.00 | 109% | | |
| 5 01-4194-5-510-5 | P & R Telephone/Internet | 0.00 | 0.00 | -13.23 | 600.00 | 0.00 | 100.00 | 17% | | |
| 6 01-4194-5-520-1 | Town Hall Electric | 8,225.55 | 6,500.90 | 4,264.46 | 4,000.00 | 2,841.26 | 4,800.00 | 120% | | |
| 7 01-4194-5-520-2 | Highway Electric | 0.00 | 0.00 | 2,561.58 | 2,800.00 | 1,581.86 | 3,000.00 | 107% | | |
| 8 01-4194-5-520-3 | Safety Complex Electric | 0.00 | 0.00 | 13,097.53 | 13,500.00 | 9,123.67 | 13,500.00 | 100% | | |
| 9 01-4194-5-520-4 | Pingree Hill Electric | 0.00 | 0.00 | 1,993.53 | 2,200.00 | 1,331.54 | 2,500.00 | 114% | | |
| 10 01-4194-5-520-5 | P & R Electric | 0.00 | 0.00 | 2,093.10 | 2,000.00 | 2,074.26 | 2,200.00 | 110% | | |
| 11 01-4194-5-530-1 | Town Hall Heating | 16,596.70 | 10,417.56 | 2,377.19 | 3,940.00 | 3,632.59 | 5,200.00 | 132% | | |
| 12 01-4194-5-530-2 | Highway Heating | 0.00 | 0.00 | 6,661.49 | 7,500.00 | 2,286.44 | 4,500.00 | 60% | | |
| 13 01-4194-5-530-3 | Safety Complex Heating | 0.00 | 0.00 | 8,862.29 | 11,000.00 | 10,981.15 | 14,000.00 | 127% | | |
| 14 01-4194-5-530-4 | Pingree Hill Heating | 0.00 | 0.00 | 2,128.55 | 2,500.00 | 2,772.84 | 3,000.00 | 120% | | |
| 15 01-4194-5-550-1 | Repairs & Maintenance | 6,418.31 | 7,759.66 | 2,760.26 | 5,900.00 | 2,499.50 | 4,900.00 | 83% | | |
| Narrative for Column # 6 | | | | | | | | | | |
| TH Furnance Clean/Repair \$1,000, Highway Furnance Clean/Repair \$500, TH Generator Maint. \$500, Smoke Detectors \$250, Fire Extinguishers \$150, Lighting Repairs \$1,000, Misc. \$1,500. | | | | | | | | | | |
| 16 01-4194-5-550-2 | Municipal Property Mowing | 28,986.00 | 25,991.00 | 25,807.00 | 28,000.00 | 27,910.00 | 30,000.00 | 107% | | |
| Narrative for Column # 6 | | | | | | | | | | |
| Mowing Est. \$28,000, Fertilizer Est \$2,000. | | | | | | | | | | |
| 17 01-4194-5-560-1 | Plant Costs | 1,654.11 | 1,856.00 | 4,974.61 | 4,810.00 | 4,157.62 | 4,660.00 | 97% | | |
| Narrative for Column # 6 | | | | | | | | | | |
| Trash P/U \$300, Lift Insp \$350, State Safety Checks Boiler/Lift \$300, TH Fire Alarm Monitoring \$450, Storage Units \$2,760, Misc. \$500. | | | | | | | | | | |
| 18 01-4194-6-660-1 | Bottled Water | 276.48 | 273.59 | 325.83 | 300.00 | 152.23 | 300.00 | 100% | | |
| 19 01-4194-6-660-2 | Janitorial Supplies | 362.93 | 126.04 | 565.21 | 500.00 | 6.26 | 400.00 | 80% | | |
| Grand Total: | | 62,520.08 | 52,924.75 | 101,114.94 | 113,000.00 | 91,690.07 | 116,260.00 | 103% | 0.00 | 0.00 |

2019 PROPOSED GENERAL GOVERNMENT 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 December | 2019 | | 2019 | 2019 |
| General Fund | | | | | | | | | | |
| General Government | | | | | | | | | | |
| 1 | 01-4199-2-290-2 | General Reimbursement | 4,217.79 | 4,136.87 | 4,246.29 | 4,200.00 | 3,384.20 | 3,700.00 | 88% | |
| 2 | 01-4199-3-310-2 | General Consulting Services | 31,886.19 | 14,528.75 | 31,057.68 | 21,490.00 | 12,349.30 | 32,490.00 | 151% | |
| | Narrative for Column # 6 | | | | | | | | | |
| | ANS Monthly maint (\$332.50 x 12) \$3,990; Est In house support \$2,000; Stantec \$15,000; CIP Yearly update \$3,500; MRI Review of Griffin Library \$8,000. | | | | | | | | | |
| 3 | 01-4199-3-340-1 | Contracts Software & Maintenance | 28,264.61 | 44,728.69 | 31,690.85 | 33,544.00 | 33,232.69 | 41,528.00 | 124% | |
| | Narrative for Column # 6 | | | | | | | | | |
| | Harris \$12,972; Avitar (\$6,700) \$6,800; Precision Forecasting (\$1,200) \$1,200; Civicplus \$2,000; Cloud Back Up (\$1,260) \$1,300; E-Mail (\$2,000) \$2,500; Archive E-Mail (\$700) \$800; Copier Service (\$600) \$700; Interware \$5,611. No request for on line tax payments. New server for Town Hall \$5,644.91 hardware plus \$2,000 installation. | | | | | | | | | |
| 4 | 01-4199-3-390-1 | Tax Map Update | 119.50 | 7,900.00 | 5,250.00 | 6,100.00 | 2,400.00 | 6,100.00 | 100% | |
| | Narrative for Column # 6 | | | | | | | | | |
| | GIS \$2,400; Mapping \$3,700 | | | | | | | | | |
| 5 | 01-4199-3-390-4 | General Recording Fees | 431.74 | 563.13 | 298.22 | 600.00 | 248.70 | 450.00 | 75% | |
| 6 | 01-4199-5-410-1 | Bank Charges/Fees | 0.00 | 140.80 | 393.49 | 300.00 | 317.75 | 320.00 | 107% | |
| 7 | 01-4199-6-610-1 | General Office Equipment | 5,623.49 | 4,447.35 | 6,080.86 | 5,500.00 | 4,474.73 | 5,500.00 | 100% | |
| 8 | 01-4199-6-611-1 | Copy Machine Lease | 669.00 | 1,188.00 | 1,128.39 | 1,200.00 | 653.61 | 1.00 | 0% | |
| 9 | 01-4199-6-620-3 | Newsletter | 15,408.85 | 16,193.00 | 19,355.39 | 18,500.00 | 18,423.90 | 18,500.00 | 100% | |
| 10 | 01-4199-6-630-1 | General Postage | 9,617.47 | 6,516.06 | 7,467.92 | 7,500.00 | 5,826.87 | 7,000.00 | 93% | |
| 11 | 01-4199-6-645-1 | Conferences, Seminars & Dues | 2,275.21 | 1,006.25 | 1,345.39 | 3,300.00 | 2,839.59 | 4,000.00 | 121% | |
| 12 | 01-4199-6-670-1 | General Office Supplies | 7,643.44 | 5,714.51 | 4,831.69 | 7,500.00 | 4,496.81 | 6,000.00 | 80% | |
| 13 | 01-4199-6-680-1 | General Advertising | 1,106.35 | 754.89 | 582.56 | 1,000.00 | 298.15 | 600.00 | 60% | |
| 14 | 01-4199-6-690-1 | Miscellaneous Budget Expenditures | 95.63 | 376.80 | 958.95 | 750.00 | 1,451.89 | 1,250.00 | 167% | |
| | Narrative for Column # 6 | | | | | | | | | |
| | Dump stickers \$750; Other \$500. | | | | | | | | | |
| General Government Total | | 107,359.27 | 108,195.10 | 114,687.68 | 111,484.00 | 90,398.19 | 127,439.00 | 114% | 0.00 | 0.00 |
| Grand Total: | | 107,359.27 | 108,195.10 | 114,687.68 | 111,484.00 | 90,398.19 | 127,439.00 | 114% | 0.00 | 0.00 |

QUOTE CONFIRMATION



DEAR BRIAN CHASSE,

Thank you for considering CDW for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

| QUOTE # | QUOTE DATE | QUOTE REFERENCE | CUSTOMER # | GRAND TOTAL |
|---------|------------|-----------------|------------|-------------|
| JZRF808 | 8/13/2018 | SERVER | 6005660 | \$5,644.91 |

| QUOTE DETAILS | | | | |
|---|-----|---------|------------|------------|
| ITEM | QTY | CDW# | UNIT PRICE | EXT. PRICE |
| <u>HPE ProLiant ML350 Gen10 Base - tower - Xeon Silver 4110</u> <u>2.1 GHz - 16 GB -</u> Mfg. Part#: 877621-001 UNSPSC: 43211501 | 1 | 4896629 | \$2,254.27 | \$2,254.27 |
| <u>HPE - hard drive - 600 GB - SAS</u> Mfg. Part#: 872477-B21 UNSPSC: 43201803 Contract: Standard Pricing | 6 | 4503486 | \$225.03 | \$1,350.18 |
| <u>HPE SmartMemory - DDR4 - 16 GB - DIMM 288-pin</u> Mfg. Part#: 835955-B21 UNSPSC: 32101602 Contract: Standard Pricing | 1 | 4708375 | \$492.75 | \$492.75 |
| <u>HPE storage fan cage kit (4 fan modules)</u> Mfg. Part#: 874572-B21 UNSPSC: 43211612 | 1 | 4865315 | \$135.79 | \$135.79 |
| <u>HPE Foundation Care Next Business Day Service - extended service agreement</u> Mfg. Part#: H9GE4E UNSPSC: 81111812 Electronic distribution - NO MEDIA Contract: Standard Pricing | 1 | 4880174 | \$467.99 | \$467.99 |
| <u>Microsoft Windows Server 2016 Standard - license</u> Mfg. Part#: 9EM-00124 UNSPSC: 43233004 Electronic distribution - NO MEDIA Contract: Standard Pricing | 8 | 4322548 | \$106.88 | \$855.04 |

| PURCHASER BILLING INFO | | SUBTOTAL | |
|---|--|---------------------------|-------------------|
| Billing Address: ANS INC ACCTS PAYABLE 53 COBURN WOODS RD NEW DURHAM, NH 03855-3102 Phone: (603) 859-8900 Payment Terms: NET 30-VERBAL | | SHIPPING | \$88.89 |
| | | GRAND TOTAL | \$5,644.91 |
| | | Please remit payments to: | |
| DELIVER TO | | | |

01-4199-3340-1

Shipping Address:

ANS INC
BRIAN CHASSE
53 COBURN WOODS RD
NEW DURHAM, NH 03855-3102
Shipping Method: FEDEX Ground

CDW Direct
P.O. Box 75723
Chicago, IL 60675-5723

Need Assistance? CDW SALES CONTACT INFORMATION

Jeff Gorin

|

(877) 551-4013

|

jeffg@cdw.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at

<http://www.cdw.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager

© 2018 CDW LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.800.4239

Adele Frisella

From: Brian Chasse <brianc@ansnetworking.com>
Sent: Tuesday, August 14, 2018 9:23 AM
To: Adele Frisella
Subject: FW: CDW Quote Confirmation: Quote #JZRF808/P.O. Ref. SERVER
Attachments: JZRF808.pdf

Hi Adele- I finally got the quote for the new server. I would expect the labor to be in the 3-5 day range. The last server took four working days to complete due to application setup with vendors after installation. This range is a safe bet.

If you have any questions, let me know. Have a great day.

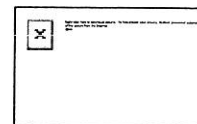
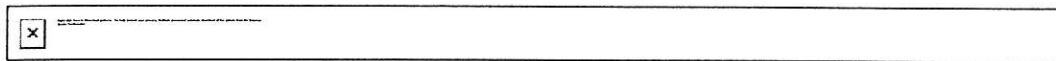
Brian

A.N.S. Networking, Inc.
Office 603.859.8900
Mobile 603.817.1220
brianc@ansnetworking.com
www.ansnetworking.com



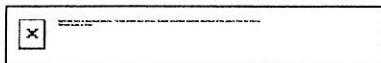
From: Jeff Gorin <jeffg@cdw.com>
Sent: Tuesday, August 14, 2018 8:59 AM
To: Brian Chasse <brianc@ansnetworking.com>
Subject: CDW Quote Confirmation: Quote #JZRF808/P.O. Ref. SERVER

[View in a browser](#)



DEAR BRIAN CHASSE,

Thank you for considering CDW for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.



| QUOTE # | QUOTE DATE | QUOTE REFERENCE | CUSTOMER # | GRAND TOTAL |
|---------|------------|-----------------|------------|-------------|
| JZRF808 | 8/13/2018 | SERVER | 6005660 | \$5,644.91 |

QUOTE DETAILS



Invoice **MN00113190**
 Date **10/23/2018**
 Page **1 of 1**

Remit To: Harris School Solutions,
 a division of N. Harris Computer Corporation
 PO Box 74007259
 Chicago, IL 60674-7259

Bill to

Town of Auburn
 PO Box 309
 Auburn, NH 03032
 USA

Ship To

Town of Auburn
 Accounts Payable
 PO Box 309
 Auburn, NH 03032
 USA

| PO Number | Customer No. | Salesperson ID | Shipping Method | Payment Terms |
|-----------|--------------|----------------|-----------------|---------------|
| | AUB90 | SPECTRUM 2 | DELIVERY | MN JAN |

| Ordered | Item Number | Description | Unit Price | Ext Price |
|--|-----------------------|---|----------------|---------------|
| 1.00 | MUNI MAINT - PROP | Fixed Assets: 1/1/2019 to 12/31/2019 | US\$2,032.58 | US\$2,032.58 |
| 1.00 | MUNI MAINT - PROP | Accounts Payable: 1/1/2019 to 12/31/2019 | US\$1,425.84 | US\$1,425.84 |
| 1.00 | MUNI MAINT - PROP | Budget Preparation: 1/1/2019 to 12/31/2019 | US\$1,604.30 | US\$1,604.30 |
| 1.00 | MUNI MAINT - PROP | Bank Reconciliation: 1/1/2019 to 12/31/2019 | US\$926.17 | US\$926.17 |
| 1.00 | MUNI MAINT - PROP | General Ledger: 1/1/2019 to 12/31/2019 | US\$1,889.82 | US\$1,889.82 |
| 1.00 | MUNI MAINT - PROP | Payroll: 1/1/2019 to 12/31/2019 | US\$2,032.58 | US\$2,032.58 |
| 1.00 | MUNI MAINT - PROP | Property Taxes: 1/1/2019 to 12/31/2019 | US\$2,032.58 | US\$2,032.58 |
| 1.00 | MUNI MAINT - PROP | Main Menu: 1/1/2019 to 12/31/2019 | US\$747.72 | US\$747.72 |
| 1.00 | MUNI MAINT - 3RD. PAR | Pervasive PSQL v11: 1/1/2019 to 12/31/2019 | US\$280.06 | US\$280.06 |
| <div style="position: relative; height: 150px;"> <div style="position: absolute; top: 10px; right: 10px; background-color: #ccc; padding: 10px; border: 1px solid #000;"> Pay in 2019 </div> <div style="position: absolute; bottom: 10px; left: 10px;"> OK to pay 01-4199-3-340-1 </div> </div> | | | | |
| Please note we do require 90-day written notice in order to cancel modules without a penalty fee. | | | Subtotal | US\$12,971.65 |
| Invoice Questions? Please call John Calpito at 1-888-847-7747 ext 2597 OR e-mail JCalpito@harriscomputer.com | | | Misc | US\$0.00 |
| | | | Tax | US\$0.00 |
| | | | Freight | US\$0.00 |
| | | | Trade Discount | US\$0.00 |
| | | | Total | US\$12,971.65 |

August 24, 2018

Kathleen Sylvia, Town Clerk
Auburn, Town of
PO Box 309
334 Chester Rd
Auburn, NH 03032

This is not an invoice

RE: Support Notification for Budgeting Purposes ONLY

The following items are scheduled to be billed as part of your existing support and/or services contract.
Please call with any questions concerning your upcoming bill for 2019- 2020 budget year.

Items to be billed one Month prior to support begin date:

| | | | | | | |
|-------------------------|------------|------------|----------|----------|----|------------|
| Boat Support | 05/01/2019 | 04/30/2020 | 1.00 | 60.00 | YR | \$60.00 |
| ClerkWorks User License | 01/04/2019 | 01/03/2020 | 1.00 | 295.00 | YR | \$295.00 |
| QA - Auto / Redbook | 01/04/2019 | 01/03/2020 | 8,152.00 | 0.05 | YR | \$407.60 |
| ClerkWorks User License | 01/04/2019 | 01/03/2020 | 1.00 | 0.00 | YR | \$0.00 |
| ClerkWorks Support | 01/04/2019 | 01/03/2020 | 1.00 | 4,788.00 | YR | \$4,788.00 |
| SwapOut Plan iSC250 | 02/01/2019 | 01/31/2020 | 1.00 | 60.00 | YR | \$60.00 |

Total To Be Billed: \$5,610.60

Please direct inquiries to: **Sandra J. Rowe**
Interware Development Co., Inc.
PO Box 6240
199 Route 101; Building 7A
Amherst, NH 03031

Phone: 603-673-7155
Fax: 603-673-2241
EMail: srowe@interwaredev.com

01-41443-340-1

2019 PROPOSED HEALTH 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 |
| | | | | | | 2019 | | 2019 | 2019 |
| | As of December | As of December | As of December | As of December | As of December | | | | |
| General Fund | | | | | | | | | |
| Health Administration | | | | | | | | | |
| 1 01-4411-2-250-1 Health Mileage | 25.30 | 17.28 | 8.42 | 100.00 | 0.00 | 100.00 | 100% | | |
| 2 01-4411-6-645-1 Health Dues & Memberships | 175.00 | 105.00 | 255.00 | 255.00 | 70.00 | 255.00 | 100% | | |
| Health Administration Total | 200.30 | 122.28 | 263.42 | 355.00 | 70.00 | 355.00 | 100% | 0.00 | 0.00 |
| Grand Total: | 200.30 | 122.28 | 263.42 | 355.00 | 70.00 | 355.00 | 100% | 0.00 | 0.00 |

PLANNING BOARD
TOWN OF AUBURN

December 7, 2018

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

Re: Map 5, Lot 29
Haven Drive Subdivision
Surety Reduction Recommendations – Phase I and Phase II

Dear Mr. Headd:

On December 5, 2018, the Planning Board met and voted to recommend The Board of Selectmen approve the reduction of the Letter of Credit for **Phase I** currently being held by the Town of Auburn in the amount of **\$336,562.50** down to **\$30,187.50**. The Planning Board also voted to recommend The Board of Selectmen approve the reduction of the Letter of Credit for **Phase II** currently being held by the Town of Auburn in the amount of **\$809,568.75** down to **\$70,141.95**. The Planning Board also approved the request to have one Letter of Credit in the amount of **\$100,329.45** with the condition that the Letter of Credit references the two estimates, for each phase if allowed by the Bank. If not, two (2) separate Letters of Credit renewed with the revised amounts indicated above will be acceptable. I have attached a copy of Stantec's letter dated December 5, 2018 showing the remaining work items surety recommendation for both Phase I and Phase II.

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

Sincerely,



Denise Royce
Land Use Administrator

Enclosure



December 5, 2018
File: 195113215

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
Haven Drive Subdivision
Surety Reduction Recommendations
Phase I – Station 0+00 to 12+75
Phase II – Station 12+75 to 28+45**

At the request of the Town, we visited the subject project on December 5, 2018 to view the remaining work items for Phase I and Phase II. We have generated the attached, surety recommendations for the project.

Phase I Remaining Work Items Surety Recommendation

Currently the Town is holding the surety for Phase I in the amount of **\$336,562.50**. Per the attached Phase I updated surety estimate, we recommend that the surety be reduced to **\$30,187.50**.

Phase II Remaining Work Items Surety Recommendation

Currently the Town is holding the surety for Phase I in the amount of **\$809,568.75**. Per the attached Phase II updated surety estimate, we recommend that the surety be reduced to **\$70,141.95**.

If acceptable to the Board, the Developer has requested that he provide one Letter of Credit, incorporating both Phase I and Phase II estimates, for a total amount of **\$100,329.45**. With the condition that the Letter of Credit references the two estimates, for each Phase, we take no exception to this request.



December 5, 2018
Mr. Ron Poltak
Page 2 of 2

Reference: **Auburn, NH**
 Haven Drive Subdivision
 Surety Reduction Recommendations
 Phase I – Station 0+00 to 12+75
 Phase II – Station 12+75 to 28+45

Please call if you have any questions.

Sincerely,

STANTEC CONSULTING SERVICES INC.

J. Daniel Tatem
Project Manager
Stantec
5 Dartmouth Drive, Suite 101
Auburn, NH 03032-3984
Phone: (603) 206-7539
Cell: (603) 218-9739
Fax: (603) 669-7636
dan.tatem@stantec.com

c. Carrie Cote, Denise Royce, Town of Auburn
Steve Febonio, Owner
Rene LaBranche, Stantec

TOWN OF AUBURN, NEW HAMPSHIRE
SUBDIVISION IMPROVEMENTS SURETY ESTIMATE

Tax Map 5 / Lot 29 & 36

Name of Project: Haven Drive, Phase I - 1,350 lf (including turn-around)

Station 0+00 to 12+75

Date: June 30, 2016

Reduced: December 5, 2018

| ITEM | QUANTITY | MEASURE | UNIT PRICE | TOTAL PRICE |
|--|----------|---------|------------|--------------------|
| 1 Site Work | | | | |
| a Erosion Control (Remove Only) | 300 | L.F. | \$2.50 | \$750.00 |
| 2 Paving | | | | |
| a 1" Finish Course Pavement (24' wide) | 205 | TON | \$85.00 | \$17,425.00 |
| b Prep Work | 1,350 | L.F. | \$1.00 | \$1,350.00 |
| c Tack Coat | 4,050 | S.Y. | \$0.50 | \$2,025.00 |
| 3 Miscellaneous | | | | |
| a Granite Bounds | 1 | EA. | \$200.00 | \$200.00 |
| b As-Built Plans | 2 | L.S. | \$1,500.00 | \$3,000.00 |
| c Deeds or Agreements | 1 | L.S. | \$1,500.00 | \$1,500.00 |
| SUBTOTAL: | | | | \$26,250.00 |
| 4 Contingencies (15% of Subtotal) | | | | \$3,937.50 |
| TOTAL: | | | | \$30,187.50 |

TOWN OF AUBURN, NEW HAMPSHIRE
SUBDIVISION IMPROVEMENTS SURETY ESTIMATE

Tax Map 5 / Lot 29 & 36

Name of Project: Haven Drive, Phase II - 1,570 lf

Station 12+75 to 28+45

Date: June 30, 2016

Reduced: December 5, 2018

| ITEM | QUANTITY | MEASURE | UNIT PRICE | TOTAL PRICE |
|--|----------|---------|------------|--------------------|
| 1 Site Work | | | | |
| a Erosion Control (Remove Only) | 150 | L.F. | \$5.00 | \$750.00 |
| 2 Paving | | | | |
| a 1" Finish Course Pavement (24' wide) | 238 | TON | \$85.00 | \$20,230.00 |
| b Prep Work | 1,570 | L.F. | \$1.00 | \$1,570.00 |
| c Tack Coat | 4,190 | S.Y. | \$0.50 | \$2,095.00 |
| 3 Drainage Work | | | | |
| a Detention Basin Access Road | 1 | EA. | \$2,500.00 | \$2,500.00 |
| 4 On-site Improvements | | | | |
| a Loam & Seed (Re-seeding Only) | 8,048 | S.Y. | \$1.00 | \$8,048.00 |
| b W-Beam Guardrail | 350 | L.F. | \$20.00 | \$7,000.00 |
| c Guardrail End Sections | 4 | L.F. | \$1,800.00 | \$7,200.00 |
| d Traffic Signs | 2 | EA. | \$150.00 | \$300.00 |
| 5 Miscellaneous | | | | |
| a Granite Bounds | 34 | EA. | \$200.00 | \$6,800.00 |
| b As-Built Plans | 2 | L.S. | \$1,500.00 | \$3,000.00 |
| c Deeds or Agreements | 1 | L.S. | \$1,500.00 | \$1,500.00 |
| SUBTOTAL: | | | | \$60,993.00 |
| 6 Contingencies (15% of Subtotal) | | | | \$9,148.95 |
| TOTAL: | | | | \$70,141.95 |

**UNAPPROVED MINUTES
Town of Auburn
Planning Board
December 5, 2018**

Present: Ron Poltak, Chairman. Steve Grillo, Vice-Chairman. Michael Rolfe & Jeff Porter, Members. Paula Marzloff, Jess Edwards & Tom LaCroix, Alternates. Keith Leclair, Selectmen's Representative. Minutes recorded by Denise Royce.

Absent: None

Mr. Poltak called the meeting to order at 7:00 p.m. and asked the Board members to introduce themselves to everyone present tonight.

Mr. Poltak moved on to the approval of the minutes for October 3rd as well as the minutes of November 14th.

MINUTES

Mr. Grillo moved to approve the minutes for October 3rd, 2018 as written, Mr. Porter seconded the motion. A vote was taken; all were in favor, the motion passed unanimously.

Mr. Porter moved to approve the minutes for November 14th, 2018 as written, Mr. Rolfe seconded the motion. A vote was taken; all were in favor, the motion passed unanimously.

GENERAL BUSINESS

**Steve Febonio
Maverick Development
Haven Drive Subdivision, Tax Map 5, Lot 29
Zoned Residential One
Request Reduction of Surety**

Mr. Poltak moved on to the request for reduction of surety regarding Haven Drive Subdivision. Mr. Poltak went through Stantec's letter dated December 5th, 2018 and stated that, Stantec recommends the reduction of Phase I and Phase II with the following recommendations:

Phase I Remaining Work Items Surety Recommendation. Currently the Town is holding the surety for Phase I in the amount of \$336,562.50. Per the attached Phase I

updated surety estimate, we recommend that the surety be reduced to \$30,187.50. (a copy can be found in the file)

Phase II Remaining Work Items Surety Recommendation. Currently the Town is holding the surety for Phase II in the amount of \$809,568.75. Per the attached Phase II updated surety estimate, we recommend that the surety be reduced to \$70,141.95. (a copy can be found in the file)

If acceptable to the Board, the Developer has requested that he provide one Letter of Credit, incorporating both Phase I and Phase II estimates, for a total amount of \$100,329.45. With the condition that the Letter of Credit references the two estimates, for each Phase, Stantec takes no exception to this request.

Mr. Poltak asked the Board members how they would like to proceed.

Mr. Grillo made a motion to Approve the release of surety (Letters of Credit) currently held by the Town of Auburn for Haven Drive Subdivision, Tax Map 5, Lot 29, with the condition that the Developer provide one Letter of Credit referencing both Phase I (\$30,187.50) and Phase II (\$70,141.95) totaling \$100,329.45 to complete the remaining work noted in the Stantec's letter dated December 5th. Mr. Porter seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Edwards wanted to point out that there were a few scouts in the audience tonight and they were attending tonight's hearing in order to achieve their Communication's Merit Badge.

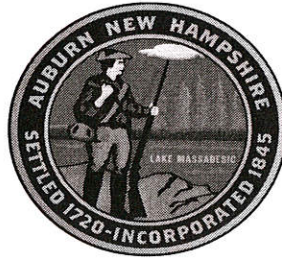
**Informal – Wayne Kenney
11 Rockingham Road, Tax Map 31, Lot 19
Zoned Commercial Two
Discuss Landscaping and Reduction of Surety**

Mr. Poltak asked if Mr. Kenney was present and believed that Mr. Kenney was supposed to come before the Board tonight. Mr. Kenney was not present at this time and therefore Mr. Poltak stated that they would hold off to see if Mr. Kenney would be arriving later on in the meeting.

**Crown Energy
692 Londonderry Turnpike, Tax Map 1, Lot 11
Zoned Industrial
Discuss Administrative Waiver request to not have all
Of the binder on the parking lot prior to a C.O. being
Issued**

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

Amy Lachance
Parks & Recreation Coordinator

Date: December 13, 2018

Re: Severance School Building (515 Manchester Road)

As the Board I believes knows, the Manchester Water Works acquired the former Fair Haven Baptist Church building at 515 Manchester Road within the past few months. This building was originally established in 1921 as a two-room school house known as the Severance School, which ceased operation in 1956.

Since its purchase, the MWW has followed through on previous informal discussions it had with past Boards of Selectmen and approached the Town about providing the use of the building to the Town of Auburn for needs it may have for community meetings, social organizations, storage and the like.

Amy Lachance and I have had a couple of on-site visits to the property and conversations with MWW officials. The MWW Board of Commissioners have endorsed this potential and is allowing the management of MWW to move in this direction.

The overall potential of what the building offers is an almost turnkey ready facility that has a large meeting room (approximately the size of the Stritch Meeting Room at Town Hall), and four smaller rooms, two of which the MWW has suggested they are willing to take a dividing wall down and establish a second good size meeting room. There are bathrooms with a brand new septic system in place (although the bathrooms will require some work). The MWW is also open to allowing the Town of Auburn to place a storage shed on the property, in addition to utilizing the property for events.

This building can meet some space needs or interests for Parks & Recreation programs, in addition to providing storage capacity for a lot, but not all, of Parks & Recreation items. It is anticipated it could allow us to eliminate the self-storage space we pay a monthly rent for at a minimum.

Potentially, this building could enable the Town to move a lot of community functions like scout meetings and the like from the Community Room at the Safety Complex to this site. That step could potentially open up space within the Safety Complex to help address some of the space needs being discussed for the Police Department.

The MWW would like to occasionally hold some meetings in the building and likely allow their patrol officers to have occasional access to be able to do reports or some work. However, they want Auburn to handle the scheduling of the building and that MWW not have a priority consideration.

In a conversation with Lt. Pelton, he indicated allowing APD Officers access to the building would also be beneficial. In both cases, it would support security and an activity at this property.

Verbally, MWW is proposing they will work with the Town to make improvements to the building at their expense to make it appropriate to the Town's use including modernizing the bathrooms, replacing carpeting; painting, replacing light fixtures; possibly taking down a wall, potentially replacing windows in another year, etc. They also would maintain the building which includes heat, electricity, alarm system, snowplowing in the winter and lawn mowing in the summer.

They are not looking for any formal rent from the Town, but potentially a delay in the increase of the CPI escalator on the PILOT payment to the Town as a tradeoff for this effort.

With our current PILOT agreement, provision has been made for the use of a parcel of MWW land on Hooksett Road for the building of a community center for Auburn. I believe this may be a better approach from the MWW perspective to utilize an existing asset and not disturb a virgin parcel of land. From the Town's perspective, we would not be looking at the need for a capital investment or even significant operational expenses, while at the same time more quickly accommodating some identified needs for the Parks & Recreation Commission.

Amy Lachance shared this potential with the Parks & Recreation Commission at their meeting on December 10th and there is support from the Commission to move forward.

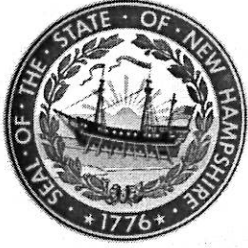
The devil is always in the details, and we are seeking the Board's approval to further conversations with the Manchester Water Works in the new year to develop and capture in writing the terms and expectations of both MWW and the Town of Auburn for this potential venture. The Board could then formally make a decision whether to engage and move forward with this potential venture or not.

We also would like to schedule an onsite visit for the Board with Amy Lachance and John O'Neil if possible before the end of the year so you can get a first-hand view of the building and what its potential might be.

If furthering this process is agreeable to the Board, the following motion would be appropriate to consider:

Move to authorize the Town Administrator and the Parks & Recreation Coordinator to further discussions with Manchester Water Works officials concerning the potential use of the former Severance School Building by the Town of Auburn, and to develop a formal terms of agreement for the Board's consideration.

Thank you for your consideration.



State of New Hampshire Department of Safety

John J. Barthelmes, Commissioner

Robert L. Quinn, Assistant Commissioner

Richard C. Bailey, Jr., Assistant Commissioner

Homeland Security and Emergency Management

Perry E. Plummer, Director

Jennifer L. Harper, Assistant Director



December 5, 2018

Auburn, Town of
PO Box 309
Auburn, NH 03032

On June 8, 2018 FEMA declared a Major Disaster (FEMA-4371-DR-NH) for the State of New Hampshire due to Severe Storm and Flooding which occurred on March 13, 2018. This authorized the Public Assistance Grant Program (CFDA # 97.036) for eligible applicants within Rockingham, Strafford, and Carroll counties. The Town of Auburn currently has one project under this disaster that has been deemed eligible for reimbursement. A check or direct deposit to your financial account will be sent *separately* for **\$40,286.10**, representing the federal share of the total approved eligible costs of your awarded projects.

Included in this correspondence are the following documents for your files:

- **Award Summary Sheet**
- **Project Report:**
 - **PW 6 – Grants Portal Project 62328**

Click the link(s) below to complete additional required documentation.

The Town of Wentworth has opted into the PAAP DAC program for all projects completed under FEMA-4371-DR-NH. In order to receive the PAAP DAC payment, you must complete the Project Certification and Completion Report for the PW shown above no later than **3/8/2019**.

- **Project Certification and Completion Report**

Additionally, you must complete the Federal Funding Accountability and Transparency Act (FFATA) paperwork within **14 calendar days** of receipt of this award letter.

- **Federal Funding Accountability and Transparency Act (FFATA)**

If there are any questions, please contact Fallon Reed, State Coordinating Officer, for assistance at (603) 223-3628 or fallon.reed@dos.nh.gov. All correspondence should be directed to this office.

Sincerely,

Perry E. Plummer
Director



New Hampshire Department of Safety
Division of Homeland Security and Emergency Management
Public Assistance - CFDA #97.036

Award Summary Sheet

Subrecipient Summary

| | | | |
|---------------------|-----------------|-----------------------|-----------------|
| Disaster | FEMA-4371-DR-NH | Funding Code | 12320000-500574 |
| Subrecipient | Auburn, Town of | Activity Code | 23PA4371 |
| Vendor Code | 177355-B001 | Total Payment: | \$40,286.10 |

EMMIE PW #6 v0 | Grants Portal Project #62328

| | | | |
|------------------------|----------------|--------------------------|-----------------------------------|
| Type of Work | Emergency | Work Category | B - Emergency Protective Measures |
| % Cost Share | 75% | CRC Net Cost | \$53,714.80 |
| Invoice Number | 4371PA2018P006 | Non-Federal Share | \$13,428.70 |
| Type of Project | Small | Federal Share | \$40,286.10 |

Department of Homeland Security Federal Emergency Management Agency

General Info

| | | | |
|-------------------------|-----------------------------------|---------------------|-----------------------------------|
| Project # | 62328 | Project Type | Work Completed / Fully Documented |
| Project Category | B - Emergency Protective Measures | Applicant | Auburn, Town of (015-02820-00) |
| Project Title | Auburn Snow Removal | Event | 4371DR-NH (4371DR) |

Damage Description and Dimensions

The Disaster # 4371DR, which occurred between 03/13/2018 and 03/14/2018, caused:

Damage # 126083; Emergency Protective Measures (Emergency Protective Measures)

During the incident period of 3/13/2018 through 3/14/2018, a(n) Winter Storm created an immediate threat to the health and safety of the general public requiring emergency response and protective measures.

- Provided Snow removal for Snow Storm at Town of Auburn, NH from 3/13/2018 to 3/15/2018.

GPS: 43.001760, -71.345684

Scope of Work

126083 Emergency Protective Measures

Work Completed

The applicant utilized force account materials, and contracts for the Emergency Protective Measures to removal of snow.

Cost share for this version is 75 %. All work and costs in this project fall between 3/13/2018 and 3/15/2018.

A. Snow removal was preformed through force account materials.

1. Force account Materials - \$18,874.80

Contracts:

A. Snow removal was performed through contracts.

1. Mike Dross – 28 hours = \$2,660.00

2. Elegant Landscaping – 126 hours = \$10,360.00

3. J.H. Rolfe – 70 hours = \$6,300.00

4. David Nye – 36 hours = \$3,060.00

5. On-Grade Construction – 28 hours = \$2,380.00

6. Ray's Excavation – 70 hours = \$5,880.00

7. Rolfe Builders – 28 hours = \$1,960.00

8. SRW Trucking – 28 hours = \$2,240.00

Total – 414 hours = \$34,840.00

Work Completed Total: \$53,714.80

Project Notes:

1. All costs associated with this project have been validated, see attachment labeled 62328 Validation Summary.xlsx

2. All procurement documents attached have been reviewed. See attachment labeled Project 62328 - DR 4371(NH) - Contract Document.pdf

3. DAC Alternative Procedures: The Applicant has elected to participate in the Public Assistance Alternative Procedures for Direct Administrative Costs described in the FEMA Recovery Policy dated June 12, 2018. In accordance with the policy, all Direct Administrative Costs (DAC) for the sub-recipient will be awarded on a single consolidated DAC Project for the sub-recipient.

Cost

| Code | Quantity | Unit | Total Cost | Section |
|-----------------|----------|----------|-------------|-----------|
| 9009 (Material) | 1.00 | Lump Sum | \$18,874.80 | Completed |
| 9001 (Contract) | 1.00 | Lump Sum | \$34,840.00 | Completed |

| | |
|----------------------------|-------------|
| CRC Gross Cost | \$53,714.80 |
| Total Insurance Reductions | \$0.00 |
| CRC Net Cost | \$53,714.80 |
| Federal Share (75.00%) | \$40,286.10 |
| Non-Federal Share (25.00%) | \$13,428.70 |

Subgrant Conditions

- As described in 2 CFR, Part 200 § 200.333, financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a sub-recipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. Exceptions, Part 200.333, (a) – (f), (1), (2). All records relative to this Project Worksheet are subject to examination and audit by the State, FEMA and the Comptroller General of the United States and must reflect work related to disaster-specific costs.
- In the seeking of proposals and letting of contracts for eligible work, the Applicant/Subrecipient must comply with its Local, State (provided that the procurements conform to applicable Federal law) and Federal procurement laws, regulations, and procedures as required by FEMA Policy 2 CFR Part 200, Procurement Standards, §§ 317-326.
- The Applicant has elected to participate in the Public Assistance Alternative Procedures for Direct Administrative Costs described in the FEMA Recovery Policy dated June 12, 2018. In accordance with the policy, all Direct Administrative Costs (DAC) for the sub-recipient will be awarded on a single consolidated DAC Project for that sub-recipient. The sub-recipient may not claim DAC on individual projects.
- The Recipient must submit its certification of the applicant's completion of all of its small projects and compliance with all environmental and historic preservation requirements within 180 days of the applicant's completion of its last small project.
- The terms of the FEMA-State Agreement are incorporated by reference into this project award under the Public Assistance grant and the applicant must comply with all applicable laws, regulations, policy, and guidance. This includes, among others, the Robert T. Stafford Disaster Relief and Emergency Assistance Act; Title 44 of the Code of Federal Regulations; FEMA Policy No. 104-009-2, Public Assistance Policy and Program Guide; and other FEMA policy and guidance.
- The DHS Standard Terms and Conditions in effect as of the date of the declaration of this major disaster are incorporated by reference into this project award under the Public Assistance grant, which flow down from the Recipient to subrecipients unless a particular term or condition indicates otherwise.
- The Uniform Administrative Requirements, Cost Principles, and Audit Requirements set forth at 2 C.F.R. pt. 200 apply to this project award under the Public Assistance grant, which flow down from the Recipient to all subrecipients unless a particular section of 2 C.F.R. pt. 200, the FEMA-State Agreement, or the terms and conditions of this project award indicate otherwise. See 2 C.F.R. §§ 200.101 and 110.
- The applicant must submit a written request through the Recipient to FEMA before it makes a change to the approved scope of work in this project. If the applicant commences work associated with a change before FEMA approves the change, it will jeopardize financial assistance for this project. See FEMA Policy No. 104-009-2, Public Assistance Program and Policy Guide.

Insurance

Additional Information

9/6/2018:

Property insurance coverage for the Emergency Protective Measures represented on this project are not anticipated. No insurance relief is anticipated.

FEMA requires the Applicant to take reasonable efforts to pursue claims to recover insurance proceeds that it is entitled to receive from its insurer(s). In the event that any insurance proceeds are received for these expenses those proceeds must be reduced from FEMA Public Assistance funding to ensure no duplication of benefits has occurred.

No insurance Narrative will be produced or uploaded into documents or attachments.

No insurance is required for category B work. Insurance requirements are specific to permanent work projects.

No insurance requirements are mandated for emergency work.

- Patrick Barker – Insurance Specialist – TX CRC

O&M Requirements

There are no Obtain and Maintain Requirements on **Auburn Snow Removal**.

Environmental Historical Preservation

Is this project compliant with EHP laws and orders?

Yes

EHP Conditions

- Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.
- This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize funding.
- If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archaeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.

EHP Additional Info

There is no additional environmental historical preservation on **Auburn Snow Removal**.

Final Reviews

Final Review

Reviewed By ALI, JIM F.

Reviewed On 10/10/2018 7:01 AM EST

Review Comments

Yes

Recipient Review

Reviewed By Reed, Fallon

Reviewed On 10/10/2018 2:30 PM EST

Review Comments

No comments available for the Recipient Review step

Project Signatures

Signed By Herman, William

Signed On 10/18/2018

Town of Auburn

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



Town Administrator

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

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: December 11, 2018

Re: Town Hall Porch and Painting Project

In follow-up to the Board's December 3rd discussions regarding the completion of the front porch and painting project, and the remaining punch list of items the Town had identified, we reached out to Target New England for a breakdown of the cost items which were above and beyond what was defined in the original agreement.

These items included the installation of one-hour fire resistant rated cement board in the usable enclosure under the exterior front stairs; installation of handrails with extensions applied to the wood posts on the outside portion of the stairs, and installation of clear 3/8" PVC board (white) four-feet from bottom of trim board in the rear of the air conditioning units. The quoted price for all of this work was \$5,540, including materials and labor.

In asking for a breakdown between the three items, we have been provided the following information:

- Manufacture, painting and installation of handrails - \$1,230.00
- The installation of clapboards, corner boards and baseboard in the rear of air conditioning units - \$570.00
- The installation of fire-rated cement board in the usable enclosure under the front stairs - \$3,740.00

The handrails were installed on December 7th, as was addressing of the space beneath the wooden hand rails and the stairs. They were anticipating being back on December 13th and 14th to address the soffits in the roof of the porch to better accommodate the recessed lighting fixtures. In general, the painting remaining would not take place until the spring.

At a minimum, we are seeking the Board's action on the attached information and the additional cost of \$1,800 for the handrails and repair of the rear corner of the building which were not part of the original plan. If approved, we would formally identify this as Change Order #2.

Thank you for your consideration.

Attachment

December 1, 2018

Town of Auburn;

Proposal for the two items not included in the line item agreement.

- (1) Installation of one-hour fire resistant rated cement board in the usable enclosure under the exterior exit stairs.
- (2) Installation of handrails with extensions applied to the wood posts on the outside portion of the stairs.
- (3) Installation of Clear 3/8" PVC board (white) 4' from bottom of trim board in the rear of air conditioning units. Replace corner boards and baseboard with white 3/4" PVC. This will alleviate rot caused by condensation from air conditioning units.

Total price for this quote will be \$5,540.00 which includes material and labor.

Bill Herman

From: bgonyea1203@comcast.net
Sent: Thursday, December 06, 2018 9:59 AM
To: Bill Herman
Subject: Re: Revised bid for work to be done

Bill, manufacturing and painting of handrails with installation will be \$1230.00. With installation of board and trim in the back total bill will be \$1800.00. I will send you out a hard copy when I get home tonight. Thanks,
bob

Sent from XFINITY Connect Mobile App

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

From: Bill Herman
To: BOB GONYEA
Sent: December 4, 2018 at 9:41 AM
Subject: RE: Revised bid for work to be done

Thanks Bob.

I shared the original proposal for the cement board under the exterior exit stairs and the installation of handrails with the BOS last evening. They asked that I ask for a breakdown of cost between the two items as it is possible we will not do the cement board piece at this time. So they were asking how the \$4,970 broke down between the two items.

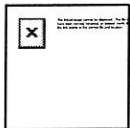
With the new proposal you have provided, clearly the installation of the PVC board on the rear corner of the building comes to \$570 (the difference from the \$4,970 quote and the new \$5,540 quote).

The Board is next meeting on December 17th, so if I could have the information by December 13th to include in their meeting package, I think we can bring this to a conclusion.

Thanks!

Bill

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



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From: BOB GONYEA [mailto:bgonyea1203@comcast.net]
Sent: Monday, December 03, 2018 9:02 PM
To: Bill Herman <townadmin@townofauburnnh.com>
Subject: Revised bid for work to be done

Bill,

This is the revised bid which includes the PVC sheeting around Air Conditioning units.

Any questions please feel free to contact me at 603-340-4300 or email

Thanks, Bob

**Town of Auburn
Board of Selectmen
December 3, 2018
6:30 PM**

Selectmen Present: James Headd, Richard Eaton and Keith Leclair

Others Present: Michael Rolfe, Dale Phillips, Paula Marzloff, Susan Goodhue, Russell Sullivan, Michael DiPietro, Loren Martin, Avitar Associates, Road Agent Mike Dross, Police Lt. Ray Pelton, Parks & Recreation Coordinator Amy Lachance, Parks & Recreation Commission members Lisa Canavan, Marge McEvoy, David Oliviera, Zach Eaton and Pat Kelly, Gaetano Sammartano, Cynthia McLaughlin, Corey Joy, William Herman, Town Administrator and Nancy Hoijer, Recording Secretary

Mr. Headd convened the meeting at 6:30 PM.

Non-Public Session – RSA 91-A: 3, II (e) Consideration of negotiation of pending claim or litigation.

Mr. Leclair moved to go into Non-Public session under RSA 91-A: 3, II (e) consideration of negotiation of pending claim or litigation. 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 6:29 pm.

Mr. Herman advised a letter was received from Gary Roberge, Sr. Utility Assessor on November 7, 2018, copy provided, concerning the NNETC (FairPoint) Offer to Settle regarding the Public Right of Way valuation for the Town of Auburn. Mrs. Martin was present to discuss the issue with the Board and answer questions.

The final offer from NNETC to settle their outstanding appeals for 2016 and 2017 with no interest is \$9,059. They further offer to non-suit 2018 for an additional \$3,700 for a total of \$12,759. Mr. Roberge recommends accepting full settlement ending all appeals. Mr. Roberge advised the equalization ratios of 90% for 2016 and 85% for 2017 had a large impact which is why it is significantly higher than he had planned.

Mrs. Martin advised this result would remain the standard moving forward until either a court decision is issued or legislation is passed changing the process.

Mrs. Martin advised to stay in the fight would risk other Towns settling and dropping out of the pool which would cost those Towns left in, more money both in legal expenses to stay in the fight as well as potential settlements of the appeals. Currently those legal fees are costing about \$11,000 per year.

Mr. Roberge advises that as part of the settlement they would be using the Public Right of Way (PRW) valuation approach similar to 2018 in determining the PRW acre value. However, based on the Superior Court decision, we will now divide that per acre value by the number of users to determine the per acre value for each user.

Mr. Headd stated he was in favor of paying the \$12,000 and having it end. Mr. Eaton agreed. Mr. Leclair stated that he agreed, be done with it.

Mr. Herman advised the \$175,000 overlay funds are available this year, which would be where the \$12,759 would be paid.

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

The meeting room was reopened to the public at 6:47 pm.

Mr. Leclair moved to accept the settlement offer with Northern New England Telephone Company for tax years 2016, 2017 and 2018 totaling \$12,759. Mr. Eaton seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Call to Order – Pledge of Allegiance

At 7:00 pm, Mr. Headd led the Pledge of Allegiance.

Approval of Payroll for the Week of November 26, 2018 - \$46,296.08

Mr. Eaton motioned to approve the Payroll for the Week of November 26, 2018 in the amount of \$46,296.08. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Accounts Payable Item for the Week of December 3, 2018 - \$1,815,663.53

Mr. Eaton motioned to approve the Accounts Payable Item for the Week of December 3, 2018 in the amount of \$1,815,663.53. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Longevity Payroll for FY 2018 - \$8,239.91

Mr. Eaton motioned to approve the Longevity Payroll for FY 2018 in the amount of \$8,239.91. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of December 3, 2018

Mr. Headd read out loud and offered for inspection a copy of the Consent Agenda for the Week of December 3, 2018 which included: three (3) abatement/refund requests; one correspondence – Longevity Pay Letter to Town Employees; one NH Department of Revenue Administration 2018 Equalization, Municipal Assessment Data Certificate and one (1) Municipal Finance Application – Two Police Patrol Vehicles.

Mr. Eaton motioned to approve the Consent Agenda for the Week of December 3, 2018. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Appointments with the Board

Loren Martin – Assessing Agreement 2019-2023

Mr. Herman provided a copy of the proposed five-year contract renewal with Avitar Associates of New England, Inc. for the Town's multi-year assessing service, which is due to expire on December 31, 2018. The Board discussed the proposed contract and options with Mrs. Martin.

Mr. Eaton stated the five-year renewal, without utilities, would be \$206,700. Mr. Leclair noted it represented an increase of 8.5% over five years, or 1.5% annually. Mr. Eaton indicated he felt Avitar was doing a good job for Auburn. Mr. Headd agreed.

Mr. Leclair motioned to enter into the new five-year contract with Avitar Associates of New England, Inc. for assessing , Cycled inspections and full update without utilities beginning January 2019 through December 31, 2023 for a total cost of \$206,700 over the five years. Seconded by Mr. Eaton. A vote was taken, all were in favor, the motion carried unanimously.

Mr. Sammartano asked how the common land in his development was assessed and if the property was physically walked and detracted for wetlands and other features.

Mrs. Martin advised that the common land is valued to each owner as an amenity. They do not physically walk the property to appraise it. The value is the residual portion based on the value of the land and buildings. For example, sales are extracted, so if you have a \$500,000 sale and \$300,000 is the value of the building and \$175,000 is land, the remainder value is placed on the amenity. While Mr. Sammartano's development is cluster lots with less than the minimum buildable acres, the value is comparable to someone with a standard sized building lot.

Corey Joy, 40 McQueston Drive – Request for Street Light

Mr. Joy stated he is new to Auburn, lives on 40 McQueston Drive and is requesting a street light be put either at Wilsons Crossing and McQueston Drive or Wilsons Crossing and Nutt Road. Mr. Joy stated it is dark when the school bus arrives to pick up the children and cars have difficulty seeing the children who are standing waiting for the bus and there could be an accident. He has already observed cars skidding around the corner.

Mr. Headd asked if there were stop signs – yes. Mr. Leclair advised it is a cul-de-sac with approximately 10 homes.

Mr. Sullivan advised residents had a street light on Parker Way that they paid for and he believes it is no longer on. He also indicated the Town Zoning Ordinance is supportive of Dark Skies that generally indicates the Town does not want street lights. He felt Mr. Joy may need to go to the Planning Board for a street light.

Mr. Joy asked how he would find out who put the street lights up that exist in other neighborhoods. Mr. Joy stated he is interested in documenting his efforts for liability issues.

Mrs. Marzloff recommended having Highway Safety review the matter.

Mr. Joy stated that he contacted Eversource who would not discuss cost with him and advised him to go to the Town who pays to maintain any street lights.

Mr. Eaton advised that if the Town were to do one, they would have to do the same on all. Some residents support that, others don't. Many of the existing street lights were put up 30-40 years ago. Mr. Eaton suggested Mr. Joy get on the agenda for the next Highway Safety meeting. Mr. Leclair advised the request would need to comply with the Town ordinance.

Mr. Herman will check on the feasibility of the homeowners putting up the street light.

FY 2019 Budget Presentations

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

Police Department – Computer Services

Lieutenant Pelton returned to present the remainder of the Police Department budget for FY 2019 which included Computer Services.

Lieutenant Pelton advised he went back to the Police Commission to see about using surplus funds from the current year budget for some of the computer needs and they agreed, but in order to spend they have to get the Board of Selectmen's permission.

Lieutenant Pelton advised the cost for two mobile data terminals for the cruisers would be \$11,290 and there are nine desktop workstations and nine monitors needing to be replaced for a cost of \$7,830. The total cost would be \$19,120, and Lieutenant Pelton believed the department would have approximately \$30,000 remaining in part-time wage account.

Mr. Leclair asked the life expectancy. Lieutenant Pelton advised the average user expects to have the computer for five years due to technology improvements, however these would be expected to last from eight to ten years.

Mr. Leclair motioned to approve the Police Department's use of 2018 surplus funds for the purchase of two Toughbooks and nine PCs and monitors at \$19,120. Mr. Eaton seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Leclair motioned to approve the Police Department's Computer Services budget for FY 2019 in the amount of \$23,100. Mr. Eaton seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Parks & Recreation – Amy Lachance & P&R Commission

Mrs. Lachance presented a request for \$13,000 for the Recreation Ice Rink.

Mr. Eaton asked if the proposal had any guaranty or warranty. Mrs. Lachance stated she asked but still doesn't know. Mr. Eaton advised if it fails, they are out \$17,000. Mr. Leclair agreed he would like to see case studies, how many years successful, that the process works, has it been done before, have guarantees and recommendations. Mr. Eaton would like to know how the liquid emulsion is applied and noted the repair order does not say anything about digging down around the rink as David Nye had indicated was required.

Mr. Eaton will contact Dave Romano at Brox to see if he can get information on NH Bituminous to see if they still come out and spray liquid asphalt on rinks as they have in the past, which only

cost a few hundred dollars. It may be worthwhile to see if a roof company would do it. Mrs. McAvoy advised they looked into that and the company would not guarantee the work.

Mr. Leclair recommended putting the repair on hold to get more information and explore other options.

Recreation Improvements – Amy Lachance & P&R Commission

Mrs. Lachance returned to present the remainder of Parks & Recreation's Recreation Improvements' budget for FY 2019.

Mr. Leclair advised of the original \$350,000 proposed, the amount for the proposed LWCF grant at Wayne Eddows had been removed, as well as the Walking Path and the paving of the Wall Ball Area at Circle of Fun.

A spreadsheet with proposed costs from several companies was provided concerning the proposed LED fixtures, poles, trenches and wiring for the baseball, soccer and softball fields. Mr. Eaton suggested using the Town's forces to do the trenching.

Mrs. Lachance advised a shed could be purchased at Home Depot for about \$2,000 to store sports equipment at the field next to the Safety Complex.

Mrs. Lachance obtained an estimate for a guardrail option as the Selectmen had requested instead of a fence to separate the parking area from the field next to the Safety Complex. It would cover 133' and cost \$3,724.

Mr. Leclair stated he would like to see the conclusion of the Town's other budget proposals for FY 2019 before approving any of these discretionary improvements. Mr. Eaton advised the budget season will be ending in the next couple of weeks and he was still uncomfortable with the metal guardrail to separate the parking area and possible use timber or something more aesthetically pleasing. Mr. Leclair would like to see the lighting projects completed in totality and not be piece meal and possibly not completed over time. Mr. Headd agreed he would like to see this all at once and have Mrs. Lachance get more information.

Griffin Free Public Library – Bill Herman

Mr. Herman advised the Library Trustees had presented their budget earlier and the Board took no action while waiting to receive additional quotes for the repair of the sign. The Library Director had received one additional quote for \$1,172, which the Board reviewed and agreed was acceptable.

Mr. Leclair asked if they had any unexpended funds remaining that could be used to pay for the sign repair this year. Mr. Herman will check with the Trustees to see if they have unexpended funds remaining and would be willing to fund the repair this year with those.

Insurance – Bill Herman

Mr. Herman presented the proposed Insurance budget for FY 2019 in the amount of \$118,939. Mr. Herman advised the budget covered Municipal Property Liability, Unemployment Compensation, Worker's Compensation and Insurance Retention (Claims). Unemployment and Insurance Retention are level funded from 2018. Property Liability increased by 1.1% and Worker's Compensation, which premiums are claim-based, increased by 8%.

Mr. Leclair motioned to approve the Insurance budget for FY 2019, as presented, in the amount of \$118,939. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Personnel Administration – Bill Herman

Mr. Herman presented the proposed Personnel Administration budgets for FY 2019.

Mr. Herman advised the Health Insurance account reflects a 10 percent reduction based on the policy change the Board made last year, while Dental reflects a 14% increase due to a six (6%) percent rate increase as well as some change in employee coverage. Disability Insurance is based on payroll. Life Insurance premiums increased a little over 2%.

Mr. Leclair motioned to approve the Personnel Administration budget for FY 2019, as presented, in the amount of \$312,786. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Mr. Herman advised the proposed Longevity Pay budget of \$10,900 is \$300 more than current and covers 28 people. Per the Personnel Policy and Police Union Collective Bargaining Agreement, in 2019, of the 28 eligible employees there are 10 with 5-9 years, seven employees with 10-14 years, six employees with 15-19 years, one employee with 20-24 years and four employees with 25+ years.

Mr. Leclair motioned to approve the Personnel Administration Longevity Pay budget for FY 2019, as presented, in the amount of \$10,900. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

New Business

Application – Parks & Recreation Commission

Mr. Herman presented an application to the Parks & Recreation Commission of Mary Royer who has been a resident of Auburn for 65 years.

Mr. Headd stated he was very comfortable with the appointment, as were Mr. Leclair and Mr. Eaton. Mr. Herman advised this was for a three-year term to expire in March 2021.

Mr. Leclair motioned to appoint Mary Royer to the Parks & Recreation Committee with a term to expire at the end of March 2021. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Scheduling of 2019 Deliberative Session of Town Meeting

Mr. Herman advised the Board the statutory window for the holding of the 2019 Deliberative Session is February 2nd to February 9th. Historically, the Board has chosen the first Saturday to hold the meeting with the second Saturday to be a back-up snow date if necessary.

The Board agreed unanimously to schedule the Deliberative Session of Town Meeting on Saturday, February 2, 2019.

Mr. Herman also noted the Selectmen and School Board has previously discussed the possibility of holding the two deliberative sessions on the same day, one after the other. He indicated the Boards would need to decide soon on this possibility if it is to be tried for 2019.

Mr. Headd expressed some concerns about having enough time in one day to hold both meetings. Mr. Herman advised in the past the Town Deliberative Session has taken approximately one hour, with he understood the School District Deliberative Session being about half an hour. Mr. Leclair felt there may be better participation in both meetings and if they are held on the same date, there may be some costs savings as opposed to holding two separate meetings.

The consensus of the Board is they were willing to try the process in 2019 as long as the two meetings were held on a Saturday and the Town Deliberative Session was held first. Mr. Herman will reach out to the School District.

2019 Lawn Mowing Request for Proposal

Mr. Herman advised he had issued a joint request for proposals for Town and School District to solicit proposals for the care and maintenance of approximately eleven (11) Town-owned lawns, parks and other properties for the 2019 season. He indicated the Cemetery Trustees asked to include the two cemeteries in this process as well as the current vendor for the cemeteries is in his last year and does not want to continue next year. Mr. Herman provided the Board with a copy of the RFP and reported bids were due in on Thursday, December 27, 2018.

Initial Draft of 2019 Warrant Articles

Mr. Herman presented the first draft of proposed FY 2019 Warrant Articles to the Board of Selectmen for review and comments, which included:

Collective Bargaining Agreement – Auburn Police Union

Amendment to Special Details Revolving Fund

Appropriation to Town Buildings Rehabilitation CRF

Multi-Use Path Capital Reserve Fund; and

Amendment to Land Use Change Tax Appropriation.

Mr. Leclair stated he would like to see the Capital Reserve Fund have a broader potential than the Multi-Use Path. Mr. Eaton agreed this would give the Town an opportunity to utilize the funds in the event the Multi-Use Path is not approved. Mr. Herman advised the Town has a fund for buildings and this fund could be used for land improvements. Mr. Leclair felt it made sense to have one fund for buildings and one for property.

Old Business

Town Hall Porch and Painting Project

Mr. Herman advised the Board that representatives from Target New England came in concerning the completion of the front porch and painting project. They did not dispute any of the six items on the punch list remaining to be completed. They advised that painting would have to wait until spring

Two additional items, that were not in the project design or original contract, were raised by Building Inspector Carrie Rouleau-Cote who cited code compliance would require the installation of the one-hour fire rated cement board in the enclosure under the front stairs, in the

event combustible items such as the snowblower were to be stored there; and installation of an additional handrail. Target New England provided an estimate for Change Order #2 on November 27, 2018 in the amount of \$4,970 for the fire-resistant material under the stairs and the installation of the handrails (one of which they had to have made and is finished and only requires painting).

Target New England requested if they finished the bulk of the work, excluding painting, within the next few weeks, they would like the Board to consider paying a portion of the balance owed, retaining an amount until spring when the painting would be completed. Slightly more than two-thirds of the project has already been paid.

The Board felt the estimate for Change Order #2 was a bit high and requested a breakdown for the items proposed. Mr. Herman reported the contractors have indicated they had already made the handrail and have completed that part already. Mr. Herman he would check with the Building Inspector to see if the area under the porch was not used for storage, would they have to install the cement board. Currently the snow blower is stored at the Safety Complex and has to be trucked over to the Town Hall to be used. The Board agreed not to store any combustibles under the porch and to hold off on any additional payment to Target New England until spring when the project is completed.

Other Business

Workshop Meeting – Thursday, December 13th at 9 AM

Next Meeting – Monday, December 17, 2018 at 7:00 PM

Minutes

- November 19, 2018 Public Meeting
- November 19, 2018 BOS & Police Commission Meeting

Mr. Leclair motioned to approve the November 19, 2018 Public Meeting Minutes, as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Mr. Leclair motioned to approve the November 19, 2018 BOS & Police Commission Meeting Minutes, as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Adjourn

Mr. Headd motioned to adjourn the meeting at 8:28pm. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary