

**Town of Auburn  
Board of Selectmen  
March 11, 2019  
Town Hall**

**7:00 p.m.**

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

Approval of Payroll Manifest for the Week of March 4, 2019 – \$42,742.89  
Approval of Supplemental Payroll Manifest for the Weeks of March 4, 2019 -- \$1,527.49  
Approval of Accounts Payable Manifest for the Week of March 11, 2019  
Approval of Consent Agenda – Week of March 11, 2019

**( ) Appointments with the Board**

**( ) New Business**

Re-Appointment – Alternate Library Trustees  
NH 10 Miler Road Race – Saturday, August 24th  
Joint Town & School District Leadership Training – Tuesday, April 16th

**( ) Old Business**

Posting for Per Diem Firefighters

**( ) Other Business**

**( ) Next Meetings**

Monday, March 18, 2019 – Swearing In of 2019 Elected Officials – 6 PM  
Monday, March 25, 2019 – APD Promotions & Awards – 6 PM  
Monday, March 25, 2019 – Board of Selectmen Meeting – 7 PM

**( ) Minutes**

- February 25, 2019 Public Meeting

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

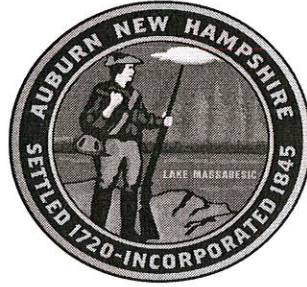
Consideration of the reputation of someone other than a member of the board.

**( ) 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."*

## 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](mailto:townadmin@townofauburnnh.com)

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: March 8, 2019

Re: Consent Agenda – Week of March 11, 2019

### **Tax Collector's Warrant / Land Use Change Tax:**

- ❖ 876 Londonderry Turnpike (Tax Map #1, Lot #22) – \$2,500.00

### **Corrected Notice of Lot Restoration:**

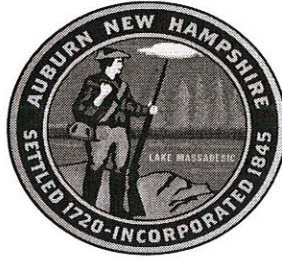
- ❖ 11 Pinetree Road (Tax Map #17, Lot #3)

### **Pistol / Revolver License:**

- ❖ Two (2) Pistol / Revolver Licenses

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townadmin@townofauburnnh.com

**To:** Board of Selectmen

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

**Date:** March 5, 2019

**Re:** Recommendation – Alternate Library Trustees

The Board of Library Trustees is requesting the Board of Selectmen re-appoint two current alternate Library Trustees for another one-year term in 2019.

Under the provisions of RSA 202-A: 10, the Trustees are allowed to have up to three alternate members, who are appointed by the Board of Selectmen. Under the statute, the alternate's term of office is set at one-year with no limitations on how many consecutive terms an individual could be appointed.

On March 4<sup>th</sup>, Library Trustee Chair Nancy Mayland informed me the Trustees are recommending the reappointment of Sharon Bluhm of Wilsons Crossing Road and Brenda Beer of Peachtree Road by the Board of Selectmen.

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

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

*Move to appoint Sharon Bluhm and Brenda Beer as Alternate Trustees of the Library for terms to expire in March 2020.*

Thank you for your consideration.

Attachment

# TITLE XVI LIBRARIES

## CHAPTER 202-A PUBLIC LIBRARIES

### Section 202-A:10

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

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

**Bill Herman**

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**From:** Nancy MAYLAND <n.mayland@comcast.net>  
**Sent:** Monday, March 04, 2019 4:20 PM  
**To:** Bill Herman  
**Subject:** alternate trustees

Good afternoon Bill;

Well, we made it through another snow storm. Went out this morning and our roads were already nice & clean! Good job by Mike and crew as usual.

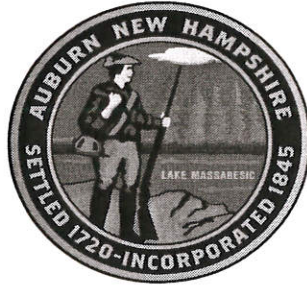
Just wanted to let you know that the Board of Library Trustees are recommending Brenda Beer and Sharon Bluhm for Alternate Trustees.

I know you announced when they would be sworn in, but I didn't write it down and have forgotten. Would you let me know when that will happen? Thanks.

Nancy

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Fax: (603) 483-0518  
E-Mail:  
townadmin@townofauburnnh.com

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: March 4, 2019

Re: New Hampshire 10 Miler Road Race – August 24, 2019

The Town, through Police Chief Ray Pelton and I, have received the attached communications from Millennium Running concerning the planned annual New Hampshire 10 Miler Road Race to go through Auburn on Saturday, August 24<sup>th</sup>.

Chief Pelton is in support of the request and will work out the appropriate level of police details for the event with the race sponsor, which they cover each year.

As the regulator of local roads, the Board needs to indicate whether they are in support of the use of Town roads as proposed for this purpose on this date. There was a concern expressed two years ago I believe about the use of a small portion of Audubon Way because it effectively closed the road for a period of time to individuals who wanted to access the Audubon Center. Race planners altered their course last year to prevent that and have continued to avoid Audubon Way with their course this year.

Chief Pelton can work the required details out with the race sponsors as long as the Board is in agreement with allowing the Town's roads to be used for this purpose on August 24<sup>th</sup>.

The Board could take a formal vote to allow it if they wish, or the record could should a consensus in support of the proposed race course.

Thank you for your consideration.

Attachments





**Millennium Running**  
138 Bedford Center Road  
Bedford, NH 03110  
[www.millenniumrunning.com](http://www.millenniumrunning.com)

February 25, 2019

Mr. William G. Herman, Town Administrator  
Town of Auburn  
PO Box 309  
Auburn, NH 03032  
[townadmin@townofauburnnh.com](mailto:townadmin@townofauburnnh.com)

Dear Mr. Herman:

It is that time of year again, we have begun to plan for the annual New Hampshire 10 Miler Road Race. We are looking to once again have approximately 1,200 participants for what has become the premier 10-mile race in New Hampshire. This year's event is scheduled for ***Saturday, August 24<sup>th</sup>, 2019.***

As normal we wanted to touch base as a matter of pre-planning, it is essential that we reach out to all parties that are affected in any way by this event. In this case, the Town of Auburn is critical for the organization and implementation of the race.

Here is a link to a map of the course that has been used for the past 8 years via the Millennium Running website:  
[http://www.millenniumrunning.com/wp-content/uploads/2014/09/USATF-NH10Miler\\_AdjustedCourseCertification\\_2016.pdf](http://www.millenniumrunning.com/wp-content/uploads/2014/09/USATF-NH10Miler_AdjustedCourseCertification_2016.pdf)

As you can see, there are no course changes proposed from last year. The proposed road closures, delays, and detours that were used to ensure the safety of all participants and spectators was very successful last year. The Police and Fire Departments work hand-in-hand with Millennium Running to ensure the safety of all participants.

Please keep in mind that my hope is to create a very successful event for runners in New Hampshire and benefits some very deserving local charities. There is nothing that exists like this in the area; therefore, this is a premier event that puts a spotlight on the Town of Auburn and Lake Massabesic.

If you have any questions or concerns about this year's event, please reach out and let's discuss the potential problem areas so that once again we can showcase the beauty of the Town of Auburn and Lake Massabesic during the 9<sup>th</sup> Annual New Hampshire 10 Miler.

Respectfully submitted,

Cullen P. Madden  
Sr. Event Manager, Millennium Running

**STATE OF NEW HAMPSHIRE**  
Application for Parade Permit or Other  
Activity Conducted on State Highway System

Today's Date: February 25, 2019

To: Department of Transportation  
Transportation Management Center (attn: Janelle Marquez)  
PO Box 483, 110 Smokey Bear Blvd  
Concord, New Hampshire 03302-0483  
Phone (603) 271-6862  
Fax (603) 271-8626  
Email [jmarquez@dot.state.nh.us](mailto:jmarquez@dot.state.nh.us)

**Under provisions of RSA 286:2 and RSA 236:1, application is made for a parade / activity on the state highway system.**

Indicative data is shown below:

Type of activity?

If so, what type (foot, bike, etc.)?

Will event effect highway safety?

Will highway traffic be delayed?

If so, how long?

Will highway traffic be detoured?

Name of sponsoring organization:

Mail permit to:

Phone no. where I may be reached:

Purpose of activity:

Name of Municipality:

Date of activity:

Starting and ending times:

State route(s) to be traveled:

Traffic control provided by:

Road Race

Foot

No

N/B traffic on ByPass 28 will be delayed  
b/n Auburn Traffic Cir. & Spofford Rd.

N/B breakdown lane will use cones to  
create runner lane.

Millennium Running LLC

Millennium Running

70 Brick Mill Rd.

Bedford, NH 03110

603-488-1186

Road Race

Town of Auburn

August 24, 2019

8:00am – 11:30am

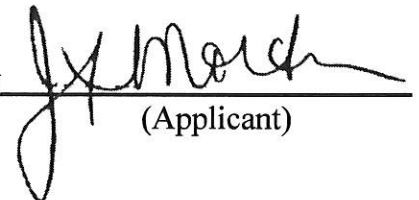
ByPass 28

Auburn Police Department

Approved by Town Officials

\_\_\_\_\_  
Selectmen / Town Manager / Police Chief  
(circle one)

Signed by

  
(Applicant)

Please attach a simple map or sketch plotting the start, finish, route(s) of travel, detour(s),  
and parking area(s) if provided.

Recommended:

\_\_\_\_\_  
District Engineer



## **Pedestrians' Rights and Duties**

**265:34 Pedestrians Subject to Traffic Signs and Regulations.** A pedestrian shall obey the instructions of any traffic sign or regulation specifically applicable to him, unless otherwise directed by a police officer. Pedestrians shall be subject to traffic and pedestrian control signals as provided in RSA 265:9 unless required by local ordinance to comply strictly with such signals. At all other places, pedestrians shall be accorded the privileges and shall be subject to the restriction stated in this chapter.

### **265:35 Pedestrian's Right of Way in Crosswalks.**

I. When traffic control signals are not in place or not in operation the driver of a vehicle shall yield the right of way, slowing down or stopping if need be to so yield, to a pedestrian crossing the roadway within a crosswalk when the pedestrian is upon the half of the roadway upon which the vehicle is traveling, or when the pedestrian is approaching so closely from the opposite half of the roadway as to be in danger.

II. No pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close as to constitute an immediate hazard.

III. Paragraph I shall not apply under the conditions stated in RSA 265:36.

IV. Whenever any vehicle is stopped at a marked crosswalk or at any unmarked crosswalk at an intersection to permit a pedestrian to cross the roadway, the driver of any other vehicle approaching from the rear shall not overtake and pass such stopped vehicle.

### **265:36 Crossing at Other Than Crosswalks.**

I. Every pedestrian crossing a roadway at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right of way to all vehicles upon the roadway.

II. Any pedestrian crossing a roadway at a point where a pedestrian tunnel or overhead pedestrian crossing has been provided shall yield the right of way to all vehicles upon the roadway.

III. Between adjacent intersections at which traffic control signals are in operation pedestrians shall not cross at any place except in a marked crosswalk.

IV. No pedestrian shall cross a roadway intersection diagonally unless authorized by traffic control devices; and, when authorized to cross diagonally, pedestrians shall cross only in accordance with the official traffic control devices pertaining to such crossing movements.

**265:37 Drivers to Exercise Due Care.** Notwithstanding the foregoing provisions of this chapter or the provisions of any local ordinance, every driver of a vehicle shall exercise due care to avoid colliding with any pedestrian or any person propelling a human-powered vehicle and shall give an audible signal when necessary and shall exercise proper precaution upon observing any child or any obviously confused, incapacitated or intoxicated person.

**265:38 Pedestrians to Use Right Half of Crosswalks.** Pedestrians shall move, whenever practicable upon the right half of crosswalks.

### **265:39 Pedestrians on Roadway.**

I. Where sidewalks are provided it shall be unlawful for any pedestrian to walk along and upon an adjacent roadway.

II. Where a sidewalk is not available, any pedestrian walking along and upon a way shall walk only on a shoulder, as far as practicable from the edge of the roadway. Where neither a sidewalk nor a shoulder is available, any pedestrian walking along and upon a way shall walk as near as practicable to an outside edge of the roadway, and if on a two-way roadway, shall walk only on the left side of the roadway.

III. Except as otherwise provided in this chapter, any pedestrian upon a roadway shall yield the right of way to all vehicles upon the roadway.

### **265:40 Pedestrians Soliciting Rides or Business.**

I. No person shall stand on the traveled portion of a roadway for the purpose of soliciting a ride, employment, business or contributions from the occupant of any vehicle.

II. No person shall stand on or in proximity to the traveled portion of a street or way for the purpose of soliciting the watching or guarding of any vehicle while parked or about to be parked on a street or way.

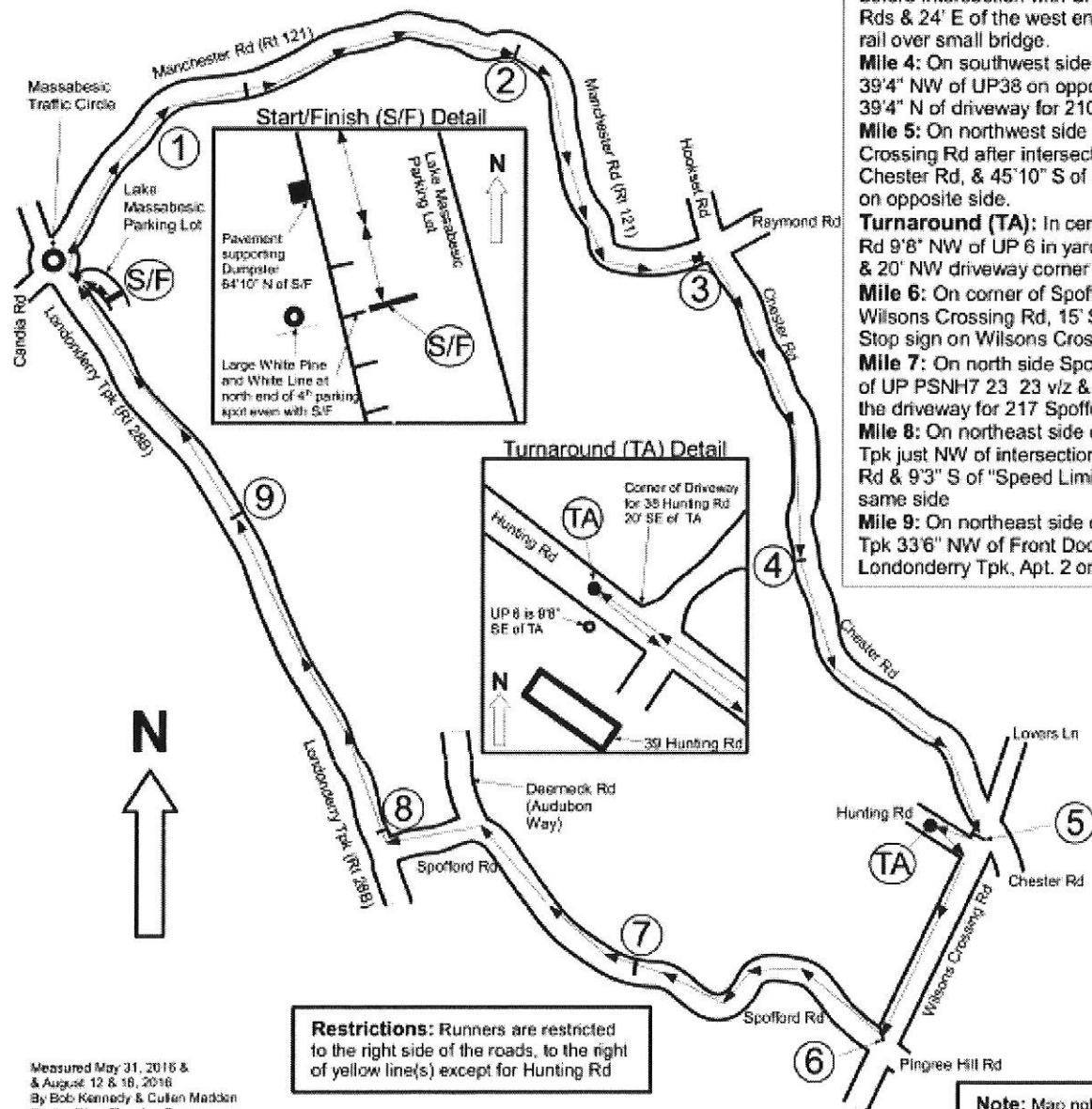
III. It shall be lawful for any person to hitchhike or solicit a ride from the occupant of any vehicle upon any road or way, or limited access road and highway provided that the individual is not, when so doing, standing on the paved portion of the road or way.

IV. No person shall signal a moving vehicle or stop a vehicle on any public way in order to solicit or sell a ticket of admission to an entertainment or sports event.

# New Hampshire 10 Miler Manchester, New Hampshire



USATF Certificate NH16012BK  
Effective August 19, 2016 - December 31, 2026



Start/Finish, Turnaround and miles are marked white paint and P-K nails (UP = Utility Pole).

**Start/Finish/Mile 10:** In Lake Massabesic Parking Lot off of Londonderry Tpk (Rt. 28B) near the south end on the west side, even with the south side of a large White Pine and a white stripe marking the north end of the 4<sup>th</sup> parking spot on the west side from the south, and 64'10" S of pavement supporting a dumpster, 12' from the edge of the parking lot. **Mile 1:** On south side of Manchester Rd (Rt 121) 16' E of UP 25T with "Cottage" Ave sign on opposite side, & just E of the Portsmouth Branch - Rockingham Rail Trail.

**Mile 2:** On south side of Manchester Rd 50' W of UP5 on same side.

**Mile 3:** On south side of Manchester Rd before intersection with Chester/Hookset Rds & 24' E of the west end of the guard rail over small bridge.

**Mile 4:** On southwest side of Chester Rd 39'4" NW of UP38 on opposite side, & 39'4" N of driveway for 210 Chester Rd.

**Mile 5:** On northwest side of Wilsons Crossing Rd after intersection with Chester Rd, & 45'10" S of UP PSNH 81 on opposite side.

**Turnaround (TA):** In center of Hunting Rd 9'8" NW of UP 6 in yard of 39 Hunting & 20' NW driveway corner for 38 Hunting.

**Mile 6:** On corner of Spofford Rd & Wilsons Crossing Rd, 15' S of base of Stop sign on Wilsons Crossing Rd.

**Mile 7:** On north side Spofford Rd 32' W of UP PSNH 7 23 23 1/2 & about 60' E of the driveway for 217 Spofford Rd.

**Mile 8:** On northeast side of Londonderry Tpk just NW of intersection with Spofford Rd & 9'3" S of "Speed Limit 45" sign on same side

**Mile 9:** On northeast side of Londonderry Tpk 33'6" NW of Front Door to 161 Londonderry Tpk, Apt. 2 on same side.

Measured May 31, 2016 &  
& August 12 & 18, 2016  
By Bob Kennedy & Cullen Madden  
Oyster River Running Company  
osrcpry02554@yahoo.com  
508-677-4105

## 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: March 6, 2019

Re: Town & School District Training Retreat – April 16<sup>th</sup>, 2019

I wanted to report to the Board plans for the third annual half-day training activity focused on decision making and leadership that we have been able to arrange for employees and elected officials of both the Town of Auburn and Auburn School District.

We are planning on holding the program again at the Safety Complex on Tuesday, April 16<sup>th</sup> from approximately 9 AM until Noon. As we have the past two years, we plan on including breakfast and lunch for the participants attending the program.

This year will feature two separate presentations. The first program is on "Effective Time Management" and will be presented by Sally Tanner, Primex Member Service Consultant. The program is very popular when offered by Primex and is intended to provide insight, skill and tools to help master multiple priorities and projects in demanding, multi-tasking workplace environments.

Primex is an accredited training provider by the International Association for Continuing Education & Training (IACET), and those attending this program will receive CEU credit that they may use in various certification and re-certification standards they may need to meet.

Our second program will be presented by Dan Szczesny, one of the Griffin Free Public Library Assistants. In addition, Dan is also an owner of The Hippo Press in Manchester and is a long-time journalist, author and speaker with nine published books to his credit.

His latest book, *The White Mountain*, is the basis of Dan's presentation and is the end result of spending a year exploring the very heart of the White Mountains. But as he reports, the Mount Washington—home of the world's worst weather—is more than just a Rock Pile, it's the cultural and natural soul of climbers and tourists from around the world. From car races to bird watching, from bikes to motorcycles, from the railroad to the stars to a centuries old observatory, Mount Washington speaks to the adventurer in all of us, and Dan turned his veteran journalist's eye toward capturing it all in *The White Mountain*.

Dan will have books available should attendees want to make a purchase.

The only cost we face for this event is going to be providing the food for the participants. There is no cost to the Town for either programs.

Thank you for your consideration.



# Effective Time Management

**WHERE:** Primex<sup>3</sup> Training Facility, Concord, NH

**WHEN:** Thursday, January 31, 2019 ▪ 9:00 am to 11:00 am

The ability to manage your time efficiently is an important skill used by successful supervisors. This session provides insight, skills, and tools to help master multiple priorities and projects in demanding, multi-tasking workplace environments.

## Learning objectives for this session include:

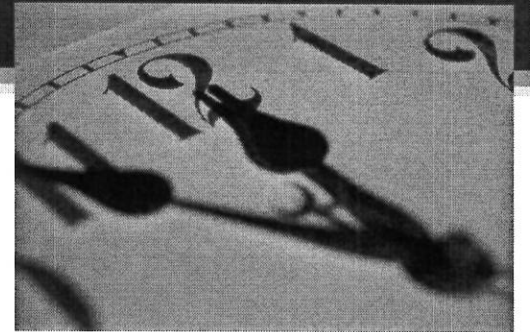
- Assess time management and planning skills
- Determine "Time Stealers"
- Identify strategies to handle time management challenges
- Learn to incorporate effective time management habits

## Topics to be covered:

- Barriers to Time Management
- Planning and Prioritizing
- Time Matrix
- Overcoming Procrastination
- Practical Time Management Tips

**Presenters:** Sally Tanner, Member Service Consultant, Primex<sup>3</sup>

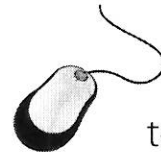
Sally Tanner, Member Services Consultant, joined the Primex<sup>3</sup> Member Services Team in August 2009. Sally's background included 20 plus years of experience in employee benefit and wellness programming. Sally served 15 years as a Senior Account Manager for Anthem BCBS of NH working with large employer groups as well as various associations. Sally was responsible for member growth and retention for health benefits as well as ancillary lines. Sally received her Bachelor of Science Degree in Business from Skidmore College. She is a licensed NH State Producer for Life, Accident, and Health Insurance. Sally also earned the Certificate of Achievement in Public Plan Policy from the International Foundation of Employee Benefit Plans.



**Click here** for directions to Primex<sup>3</sup>.

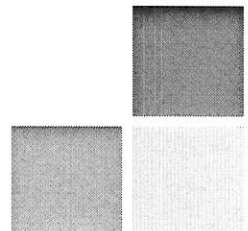


Members will receive .2 CEU credits for attending.



**Click here**  
to register online.

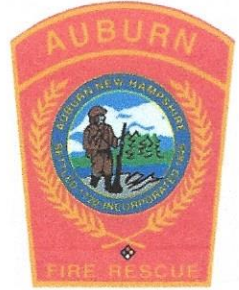
**Primex<sup>3</sup>**  
NH Public Risk Management Exchange





## TOWN OF AUBURN, NEW HAMPSHIRE

Fire Department  
55 Eaton Hill Road  
Auburn, NH 03032  
(603) 483-8141



### Auburn Fire Department

#### Per Diem Firefighter/EMR

The Auburn Fire Department is accepting resumes for the position Per Diem Firefighter/EMT.

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

Per Diem personnel will provide coverage Monday through Friday when a Full-Time position becomes vacant or when coverage is needed. This position is responsible for Fire Suppression, Emergency Medical Services and Fire Prevention activities. See job description attached.

Compensation is based on qualifications.

#### ***Minimum Qualifications:***

- National Registered EMR with N.H. providers License
- Certified Firefighter Level 1
- CPR Certified
- High School Diploma
- State of NH Operator Driver's License

#### ***Preferred Qualifications:***

- \* EMT or higher level of EMS certifications
- \* Firefighter Level 2 or higher
- \* N.H. CDL license

Please submit your resume by April 1, 2019 addressed to:

Auburn Fire Department

55 Eaton Hill Road

Auburn NH 03032

Attention: Chief Michael Williams

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

The Town of Auburn is an equal opportunity employer

**Auburn N.H. Fire Department**  
**Per Diem Firefighter/EMR**

**Date:** October 2018

**General Position Description:** Protects life and property by performing firefighting, rescue operations, emergency medical aid, hazardous materials mitigation and fire prevention duties to the extent of his/her training, qualification and certification. Carries out duties in conformance with Federal, State, County and City laws and ordinances. This job is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee it applies to.

**Accountability:** The Firefighter/EMT/EMR reports to the Lieutenant or a Senior Fire Officer.

**Equipment Used:** The Firefighter/EMR will utilize all office related equipment including computers, printer/scanner copy machine, office equipment, ambulances/fire department apparatus and all vehicles and equipment utilized by the department.

**Environment:** Inside: 50%    Outside: 50%

**Duties and Responsibilities:**

1. Protect life and property by performing firefighting and support activities on the fire ground and during training.
2. Perform emergency medical services and support activities on the incident scene and during training.
3. Perform duties as assigned by an officer.
4. Serves as a member of various employee committees.
5. Perform other duties as specified.

**Support:** The Firefighter EMR supports the day-to-day operation of the fire department.

**Computer Operation:** The Firefighter/EMR performs various computer related skills in relation to Firehouse Reports, Temsis Reports and other various computer related skills to accomplish the duties of a firefighter.

**Cognitive and Sensory Requirements:**

- **Vision:** Necessary for visual operation in all aspects of the position such as equipment use, observance of vehicle traffic, paperwork, observing safety of co-workers, public, etc.
- **Hearing:** Necessary for receiving instructions and for safety while working.
- **Speaking:** Necessary for communicating with supervisors, employees, auditors, vendors, insurance representatives, residents, and the general public.
- **Taste and Smell:** Necessary for detecting fumes and gases.
- **Dexterity:** Necessary for operating equipment, handwriting, computer keyboard operations and for operating all equipment and tools associated with mechanical needs, etc.
- **Mobility:** Needed to walk around department locations, equipment/vehicle sites, breakdown sites and around vehicles and equipment.

**Physical Requirements:**

Lift up to 10 pounds: Constantly required.  
Lift 11 to 25 pounds: Frequently required.  
Lift 26 to 50 pounds: Frequently required.  
Lift over 50 pounds & over: Frequently required. Assistance may be available.  
Carry up to 10 pounds: Constantly required.  
Carry 11 to 25 pounds: Frequently required.  
Carry 26 to 50 pounds: Frequently required.



Carry over 50 pounds & over: Frequently required. Assistance may be available.

Balancing: Frequently required.

Push/pull: Constantly required.

Reach above shoulder height: Frequently required.

Reach at shoulder height: Frequently required.

Reach below shoulder height: Frequently required.

Sit: One total hour per day.

Stand: Six plus hours per day.

Walk: Four plus hours per day.

Twisting: Occasionally required.

Bending: Frequently required.

Crawling: Occasionally required.

Squatting: Occasionally required.

Kneeling: Occasionally required.

Crouching: Occasionally required.

Climbing: Occasionally required.

Driving: Frequently required.

**Fine motor skills (hands, wrists, fingers, feet, toes, etc):**

- Grasping: Constantly required.
- Handling: Constantly required.
- Torqueing: Occasionally required.
- Fingering: Frequently required. Keyboards, hand tools, etc.
- Foot/feet: Constantly required. Operating vehicle and equipment foot pedals, walking on properties for inspections, etc.
- Toes: Rarely required.
- Controls and equipment: Hand and power tools, light and heavy equipment, motor vehicles, office equipment, telephone, etc.

**Work Surfaces:**

- Rough, wet, slippery terrain.
- Concrete, asphalt, brick, linoleum, ceramic tile surfaces, etc.
- Dirt surfaces, trails, woods, moss covered logs, sand, beaches, rocks, ledges, etc.
- Office area includes workstation with desk, computers and cupboards.
- Table, filing cabinets, closet with shelves, bookshelf and bulletin boards.
- All surfaces are at various heights.
- Structure interior and exterior surfaces.
- Non-structure interior and exterior surface.
- Equipment and vehicle cab interiors and exteriors.
- Rough, harsh, slippery, dangerous, wooded, flooded, uneven ground surfaces and/or areas.
- Grass, dirt, gravel, mud, rain, snow, sleet, hail, ice and flooded areas and surfaces.
- Vertical and horizontal step surfaces.

**Summary of Occupational Exposures:**

- May be exposed to herbicides, pesticides, fuels, paints, solvents, hydraulic fluids, and fertilizers.
- May be exposed to long periods of sunlight and unfavorable climatic conditions.
- May be exposed to poison ivy, oak, or sumac; and insects such as wasps, hornets, bees, etc.
- Some work occurs within the office setting.
- Travel in a motor vehicle is required.
- Occasionally, home visits may involve temporary exposure to uninhabitable conditions.
- May be exposed to short periods of sunlight and unfavorable climatic conditions when out of the office.
- When in the office may be exposed to long periods of unnatural light, office equipment noises, office product chemicals, air conditioning, etc.

- May be exposed to blood and body fluids, fire and smoke and hazardous materials in the performance of assigned duties.
- Work is often performed in emergency and stressful situations.

**Other Training, Skills and Experience Requirements:**

- Completion of Fire Fighter Level I or higher.
- N.H. EMR certification status and complete all requirements thereof.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

**License/Certification Requirements:**

- Must be 18 years of age.
- High school graduate or GED equivalent.
- Successfully pass a background investigation.
- Successfully pass a N.H. motor Vehicle record check
- Must obtain a N.H. operators license

**Schedule:** The Firefighter/EMR works on a Per Diem basis.

Signature of acceptance:

Date:

**Town of Auburn  
Board of Selectmen  
February 25, 2019**

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

**Others Present** Mike DiPietro, Michael Rolfe, Paula Marzloff, Police Chief Ray Pelton, Nancy Mayland, Fire Chief Michael Williams, Deputy Fire Chief Robert Seling, Marion Miller, Christine McLaughlin, William Herman, Town Administrator and Nancy Hoijer, Recording Secretary

**Call to Order – Pledge of Allegiance**

Mr. Headd called the meeting to order at 7:00 pm.

**Approval of Accounts Payable Manifest for the Week of February 11, 2019 - \$876,862.50**

*Mr. Eaton motioned to approve the Accounts Payable Manifest for the Week of February 11, 2019 in the amount of \$876,862.50. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.*

**Approval of Payroll Manifest for the Week of February 18, 2019 - \$88,985.98**

*Mr. Eaton motioned to approve the Payroll Manifest for the Week of February 18, 2019 in the amount of \$88,985.98. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.*

**Approval of Accounts Payable Manifest for the Week of February 25, 2019 - \$186,000.02**

*Mr. Eaton motioned to approve the Accounts Payable Manifest for the Week of February 25, 2019 in the amount of \$186,000.02. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.*

**Approval of Consent Agenda for the Week of February 25, 2019**

Mr. Headd read out loud and offered for inspection a copy of the Consent Agenda for the Week of February 25, 2019 some of which included: one (1) Tax Collector's Warrant/Yield Tax; three (3) Abatement Applications/Determinations, one (1) Master Equipment Lease-Purchase Agreement/Ford Motor Company for 2019 Ford Police Interceptor Utility; one (1) Abatement Application/Refund Request, one (1) Application for Property Tax Credit/Disabled Exemption; and two (2) Pistol/Revolver licenses.

*Mr. Eaton motioned to approve the Consent Agenda for the Week of February 25, 2019. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.*

**Public Hearing**

Mr. Headd convened a public hearing to consider the withdrawal and expenditure of funds from the Town Buildings Rehabilitation Capital Reserve Fund and the Accrued Benefits Expendable Trust Fund.

Mr. Herman provided the Board with work and expense amounts for the installation of recessed lights and emergency lights at the entrance to the Auburn Town Hall, which had been previously

approved by the Board, and for the removal and replacement of a single zone mini-split air-conditioning system at the Griffin Free Public Library to be done in the spring. Both of these projects had been anticipated to be funded through the Town Building Rehabilitation Capital Reserve Fund.

Mr. Herman also provided the Board with information on the costs of making payment of the accrued benefits of a Town employee who retired in 2019 inclusive of related NHRS contribution and Medicare taxes which totaled \$19,403.05. He noted the Town had previously established an Accrued Benefits Expendable Trust to cover these type of expenses, which has a balance of approximately \$50,000.

There was no public comment offered, and Mr. Headd closed the public hearing.

***Mr. Leclair moved to withdraw the amount of \$2,149.00 from the Town Building Rehabilitation Capital Reserve Fund for the installation of five recessed lights and timers for the front entrance of the Town Hall, removal of two motion lights and two wall sconce EBU's and installation of "Emergency" light at front and rear exits at the Auburn Town Hall at 47 Chester Road. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

***Mr. Leclair moved to withdraw the amount of \$3,895.00 from the Town Building Rehabilitation Capital Reserve Fund for the removal and replacement of the single zone mini split air conditioning system at the Griffin Free Public Library on Hooksett Road. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

***Mr. Leclair moved to withdraw the amount of \$19,403.05 from the Accrued Benefits Expendable Trust for the total cost of accrued benefits paid out to a Town employee who retired in 2019. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

### **Appointments with the Board**

#### **Fire Chief Michael Williams – Monthly Report and Proposed SOPs**

Chief Williams presented the monthly report of the Auburn Fire-Rescue Department for January 2019 which included 42 responses to incidents. Chief Williams reported the Department participated in training with Station 2 for Rapid Intervention Training (RIT) which trains responders how to extricate themselves or other responders if they should become trapped. Chief Williams advised there was training with the digital radio system at the Chester site and the base site is being worked on. Chief Williams reported the addition of three new members, Hanna Cote who has completed her EMT training and is currently in Fire school; Dan Roberts who has completed his EMT training; and Kegan Williams who is a Firefighter/EMT. Chief Williams reported the AVS Emergency Preparedness Meeting was held at the Auburn Village School relative to evacuation drills and Chief Pelton was in attendance.

Chief Williams presented two new SOPs, #202 and #006. SOP #202 is a revision of a policy concerning duties, tasks and responsibilities expected for full-time employees on a daily and weekly basis; and SOP #006 revises the driver operator training policy to ensure that all operators of apparatus and equipment are properly trained and authorized to drive fire department apparatus. Chief Williams reported the first pumping class went well.



Mr. Headd asked if drivers were required to have special licenses. Chief Williams explained firefighters are exempt from the CDL requirement, however it is recommended.

***Mr. Leclair moved to adopt SOP #006 and #202 as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

### **New Business**

#### **Nomination of Deputy Forest Fire Wardens**

Chief Williams, who is Auburn's Forest Fire Warden, stated the goal of nominating all officers as Deputy Forest Fire Wardens is to bring all officers into that rank which is standard in most departments.

Mr. Herman advised the Board of Selectmen nominate the candidates and the appointments would be made by the Director of New Hampshire Division of Forest and Lands. A copy of each officer's application was attached for review.

***Mr. Leclair moved to nominate Robert Selinga, David Walters, Christopher Szatynski, and Matthew Barsaleau as Deputy Fire Wardens. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

#### **Appointment – Inspector of the Election**

Mr. Herman advised Town Clerk Kathy Sylvia requested to have Joan Noga appointed as Inspector of the Election for the March election. While the Town Clerk has eight or nine inspectors, not all are available in March.

***Mr. Leclair moved to appoint Joan Noga as Inspector of the Election of the Town of Auburn with a term to expire July 2019. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

#### **Re-Appointment – Parks & Recreation Commission Member**

Mr. Herman advised Mr. Eaton should have been appointed last March. This appointment is for two-years in order to keep him in the original three-year cycle.

***Mr. Leclair moved to appoint Zachary Eaton as a member on the Parks and Recreation Commission with a term to expire in March 2021 or upon election of a successor. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

#### **2018 Encumbered Funds**

Mr. Herman presented a Memo dated February 25, 2019 from Finance Director Adele Frisella concerning expenditures not made before the end of 2018 for projects underway in 2018 or prior. Ms. Frisella advised construction for Griffin Mill Bridge is not anticipated to begin until July of 2020, and 2017 funds for Longmeadow Trust were added to in 2018 from a Trust Fund account for Longmeadow Cemetery.

Mr. Leclair asked if the \$2,200 held for Longmeadow would be encumbered for a specific purpose. Mr. Herman advised that it would be specifically for any purpose at Longmeadow, which is the stipulation of the Trust account.

***Mr. Leclair moved to encumber \$115,678.96 for the reconstruction of Griffin Mill Bridge and \$2,208.50 for Longmeadow Cemetery. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

## **2018 Town Report**

Mr. Herman advised Patty Rousseau had done an excellent job with the Town Report and showed the reversible covers which gives the Town and School both a front cover. The photo on the Town Report cover was taken by Dave Jenkins. He noted there are hard copies of the report, in addition to it being posted on the Town's web site.

## **Other Business**

Mr. Headd asked if there were any other business to come before the board.

Mr. Eaton advised the Safety Complex had insulation problems especially at the Police Department. Mr. Eaton is concerned with the heating system in the attic working properly and with no insulation in the ceiling of the office which must have been moved and not replaced over time during the installation of wiring or HVAC repairs. There has been condensation in metal pipes above the ceiling tiles which has left water marks. Mr. Eaton recommended spraying in foam insulation to the rafters and then applying fire retardant. The expenses could be covered by the Building Rehabilitation Fund. Chief Pelton reported when one of the tiles was pushed up you could see areas of daylight and the furnace is having to run non-stop. Mr. DiPietro suggested the whole building should be looked at, it is 20 years old. Mr. Rolfe added the addition is at least two years out. Mr. Eaton stated the Town does not have a regular maintenance person to look at things like this, and Mr. Leclair noted that while the school did not want to share their maintenance director while the addition is being built, it may be worthwhile to revisit that once work on the school is finished.

The board agreed Mr. Eaton would get estimates in the next couple of months to have the insulation work done over the summer.

Mr. DiPietro advised at the Highway Safety meeting an officer was looking for an update on Depot Road's entrance to Hooksett Road which considered engineering and moving the intersection for safety purposes. Mr. Herman advised the surveying was all that had been done so far. He indicated there will need to be negotiations with Manchester Water Works over the swapping of land for this purpose, and then the Town would need to plan the work into its road reconstruction schedule.

Mr. Leclair congratulated Chief Pelton for his appointment as Chief of Police for anyone who was not aware yet, and expressed that it was well deserved.

## **Next Meetings**

Monday, March 11, 2019

Tuesday, March 12, 2019 Town Election Day

Monday, March 25, 2019 – Swearing in of 2019 Elected Officials



## Minutes

- February 4, 2019 Public Meeting

***Mr. Leclair motioned to approve the February 4, 2019 Public Meeting Minutes, as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

### **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. Three separate personnel items.

***Mr. Headd motioned to go into non-public session under the provisions of RSA 91-A: 3, II, (a) and (c) compensation of any public employee. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

The meeting room was closed to the public at 7:28 pm.

The meeting room was reopened to the public at 7:42 pm.

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

***Mr. Leclair moved to approve a step increase for Deputy Clerk Lauren Fanning from a Labor Grade 4, Step 2 to a Labor Grade 4, Step 3 based on a positive performance evaluation. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

***Mr. Leclair moved to approve a step increase for the Parks & Recreation Coordinator from a Labor Grade 6, Step 8 to a Labor Grade 6, Step 9 based on a positive performance evaluation. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

***Mr. Leclair moved to approve a temporary wage increase for Lieutenant Patrick Glennon while he assumes the additional duties of Fire Captain on a temporary basis. The increase would be based on moving from a Labor Grade 9, Step 10 to a Labor Grade 11, Step 12. This temporary increase shall become effective on March 7, 2019 and will end upon the return of Captain Saulnier to active duty, at which point Lieutenant Glennon will return to a Labor Grade 9, Step 10. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

## Adjourn

***Mr. Headd motioned to adjourn the meeting at 7:44 pm. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary