

**Town of Auburn  
Board of Selectmen  
April 22, 2019  
Town Hall**

**7:00 p.m.**

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

Approval of Payroll Manifest for the Week of April 15, 2019 – \$52,709.31  
Approval of Payroll Manifest for the Week of April 15, 2019 - \$1,566.57  
Approval of Accounts Payable Manifest for the Week of April 15, 2019 - \$480.00  
Approval of Accounts Payable Manifest for the Week of April 22, 2019  
Approval of Consent Agenda – Week of April 22, 2019

**( ) Appointments with the Board**

Fire Chief Michael Williams – Monthly Meeting

**( ) New Business**

Fire Department SOP #111 – Fire Permits  
Repairs of Fire Department Apparatus  
Sale of Surplus Police Cruiser  
Vehicle Purchase Request – Parks & Recreation

**( ) Old Business**

Potential Addition / Renovation of Police Department

**( ) Report / Comments of Ex-officio Board Representatives**

**( ) Other Business**

**( ) Next Meetings**

Monday, May 6, 2019 – Board of Selectmen Meeting – 7 PM

**( ) Minutes**

- April 8, 2019 Public Meeting
- April 8, 2019 Non-Public Meeting (x2)
- April 16, 2019 Site Walk

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

Consideration of the compensation of a public employee and Consideration of legal advice provided by legal counsel

**( ) 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, NEW HAMPSHIRE

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



### Auburn Fire-Rescue Department Monthly Report March 2019

The Auburn Fire Department responded to 36 Incidents in March, Incident responses are broken down as follows:

Building Fire:	0
Vehicle Fires:	0
Brush:	0
Fires, all other:	0
Alarm Call:	2
Hazardous conditions:	1
Rescue/EMS:	23
Service calls:	4
Good intent calls:	6
Total:	36

#### Chief Michael Williams Report

- Ongoing Work updating Operational Policies and Procedures.
- Hosted monthly Fire officers meeting.
- Hosted monthly Department meeting.
- Attended and assisted with ongoing Fire apparatus pump and driver training.
- Attended a selectmen's meeting to go over my monthly report and to give any necessary updates.
- Many vehicle maintenance issues this month with Engine 1, Forestry 1, Tanker 1 and Tanker 2
- Exported March's Firehouse reports to the State of N.H.
- Attended the AVS weekly meetings on School progress and looked at Fire department access to the rear of the school.
- Assisted with the annual blood drive here at the safety complex.
- Per Diem job posting deadline has come and gone, will be sorting through these resumes shortly to establish a per Diem list.
- Attended the NH Burning permit spring training session here in Auburn on March 27<sup>th</sup>. New burn permit rules and issuing hours now posted.
- Worked with the cleanup company who was hired to clean the mold at Station 2
- The Septic system was pumped out @ Station 2
- Responded to emergencies and meetings as needed and required



## **TOWN OF AUBURN, NEW HAMPSHIRE**

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



### **Deputy Fire Chief Bob Selinga's Report**

- Continually Assists with Policies and updates
- Working with Manchester Fire Department on Coordinating Auburn Fire Department involvement the Seabrook drill.
- Responds to emergencies as needed
- Assists the Fire Chief with many department related issues

### **Safety Complex Captain Jim Saulnier's Report**

- Capt. Saulnier is currently out on medical leave.

### **Station 2 Captain Dave Walter's Report**

- Worked on and coordinates monthly Fire and EMS training
- Assists with the administration of the lamresponding program
- Assists with QC of all EMS reports
- Completed monthly responsibilities @ Station 2
- Station Captain responsibilities

### **Lieutenant Alex Phillips Report**

- Inventorying all small tools and equipment.
- Working with new firefighter assigned to his crew on probationary requirements
- Worked with vendors on new equipment purchases
- Worked with his assigned crew on monthly training/crew activities, vehicle checks, etc.

### **Lieutenant Matt Barsaleau Report**

- Currently completing the inventory all personal protective equipment and will start inspecting all PPE soon.
- Working with new firefighter assigned to his crew on probationary requirements
- Worked with his assigned crew on monthly training/crew activities, vehicle checks, etc.



## TOWN OF AUBURN, NEW HAMPSHIRE

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



### Lieutenant Chris Szatynski Report

- Lt. Szatynski chairs the Safety committee, they are discussing cancer prevention guidelines.
- Lt. Szatynski oversee mobile and portable radios
- Lt. Szatynski is the AFD safety Officer

### Lieutenant Pat Glennon Report

- Responded to emergencies while on duty as required
- Filling in for Captain Saulnier with Fire prevention inspections and drills
- Daily assigned station duties
- Replaced Tanker 2 dashboard and overhead door piston
- Worked with greenwood Fire apparatus on Engine 1 hydraulic leak and scheduled appointments for repairs.
- Installed fire equipment in Car 2
- Tanker 1 went to liberty to fix defroster
- Programmed new Knox boxes in car 1 and 2, along with existing boxes in E1 & 2
- Repaired jack sensors on E1
- Removed old Kenwood radio out of Tanker 2
- Both station generators had PM completed
- Scheduled PM's on vehicle Plymovent systems
- Scheduled and completed ladder testing
- E1 Turbo failed, We have had it replaced @ NH Perbuilt.

Michael Williams

Chief of Department





# Auburn Fire March 2019 Statistics

## Calls by Day of the Week

	March 2019
Monday	5
Tuesday	1
Wednesday	4
Thursday	6
Friday	7
Saturday	6
Sunday	7
<b>Total</b>	<b>36</b>

## Fire / EMS Calls for March 2019

EMS Calls for Service 24

Fire Calls for Service 12

**Total Calls For Service 36**

## Calls by Response Area

	Mar 2019
Grid AFD1	8
Grid AFD2	6
Grid AFD3	5
Grid AFD4	8
Grid AFD5	3
Grid AFD6	1
Mutual Aid Given	5
<b>Total</b>	<b>36</b>

## Fire and Rescue Responses by Type

	March 2019
Building Fire	0
Vehicle/ Heavy Equipment Fire	0
Brush	0
Fires, other types	0
Alarm call no fire	2
Hazardous Condition	1
Good Intent	6
Service Call	4
Emergency Medical Services	23
<b>Total Responses</b>	<b>36</b>

Simultaneous Incidents	Occurrences	Total	Simultaneous Incidents
Single Call	36	36	N/A
Two Calls Simultaneously	0	0	0
Three Calls Simultaneously	0	0	0
Four Calls Simultaneously	0	0	0
Five or More Calls Simultaneously	0	0	0
<b>Totals</b>		36	0
<b>March 2019</b>			<b>0%</b>

## Mutual Aid/Auto Aid Given

	Mar 2019
Bedford	0
Candia	1
Chester	1
Deerfield	0
Derry	1
Hampstead	0
Hooksett	0
Hudson	1
Litchfield	0
Londonderry	1
Manchester	0
Pelham	0
Raymond	0
Salem	0
Sandown	0
Windham	0
<b>Total</b>	<b>5</b>

## Mutual Aid Received

	March 2019
Candia	1
Chester	0
Deerfield	0
Derry	0
Hampstead	0
Hooksett	1
Hudson	0
Litchfield	0
Londonderry	0
Manchester	0
Raymond	0
<b>Total</b>	<b>2</b>

## EMD Call Code

	March 2019
ALPHA	5
BRAVO	4
CHARLIE	1
DELTA	7
ECHO	0
NONE	7
OMEGA	0

**Grand Total 24**

## Time of Day

	Count
00:00 - 00:59	1
01:00 - 01:59	1
02:00 - 02:59	2
03:00 - 03:59	0
04:00 - 04:59	0
05:00 - 05:59	1
06:00 - 06:59	1
07:00 - 07:59	0
08:00 - 08:59	3
09:00 - 09:59	1
10:00 - 10:59	0
11:00 - 11:59	1
12:00 - 12:59	5
13:00 - 13:59	2
14:00 - 14:59	4
15:00 - 15:59	5
16:00 - 16:59	1
17:00 - 17:59	1
18:00 - 18:59	1
19:00 - 19:59	1
20:00 - 20:59	4
21:00 - 21:59	0
22:00 - 22:59	1
23:00 - 23:59	0
<b>Total Alarms</b>	<b>36</b>





# Town of Auburn Fire Department

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



## Auburn Fire Department Standard Operating Policy

Posting Date: 08/19/2017 Effective Date: 10/19/2017	SOP Category & Identification Number: SOP # 111	Policy Revision 04-22-2019
SOP Title: Fire Permits		
Approved by: Michael Williams	Re-evaluation Date: 04/2/2020	Number of pages: 3

### PURPOSE:

The purpose of this policy is to consistently enforce New Hampshire RSA 227- L: 17(H) *Woodland Fire control, Prohibitions, and Penalties*, and *Administrative Rules Chapter Res 5600 Forest Fire Service Rules*, and all local rules set forth by the Auburn Fire Department.

### SCOPE:

The scope of this policy applies to all personnel who have the authority to issue burn permits

### PROCEDURES AND INFORMATION:

#### Fire Permit Laws and Administrative Rules:

**Liability:** Any person, firm or corporation causing or kindling a fire without a permit, when a permit is required, and also any person by whose negligent or the negligence of his agents any fire shall be caused, is liable to the Town of Auburn for all expenses incurred in attending or extinguishing such fire.

**Penalty:** Any person violating any provisions of this section shall be guilty of a misdemeanor, and any person who causes or kindle a fire by any means, willfully or recklessly, which shall endanger a woodland shall be guilty of a misdemeanor if a natural person, or guilty of a felony if any other person.

#### Category I Fire Permit: (Will be issued for 7 days)

Means a small controlled fire, such as a camp or cooking fire, **not greater than 2 feet in diameter contained within a ring of fire resistive material or in a portable fireplace** except for public and private campgrounds or picnic sites. **The fire shall be at least 25 feet from any structure.** A Category I fire, conditions permitting, may be kindled with a permit at any time of day whether raining or not.

#### Category II Fire Permit: (Will be issued for 7 days)

Means a controlled fire, such as a camp or cooking fire, **not greater than 4 feet in diameter contained within a ring of fire resistive material or in a portable fireplace.** **The fire shall be at least 50 feet from any structure.** A category II fire permit, conditions permitting, may only be kindled with a permit between the hours of 5 p.m. and 9 a.m. unless it is actually raining.

**Category III Fire Permit: (Will be issued for 7 days)**

Means any other fire, not a category I or II fire or a **fire greater than 4 feet in diameter or a fire not contained within a ring of fire resistive material. The fire shall be at least 50 feet from any structure.** A category III fire, conditions permitting, may only be kindled with a permit between the hours of 5 p.m. and 9 a.m. unless it is actually raining.

**Permittee:** Means a landowner or a person having written permission from the landowner. Permittee must be 18 years of age or older.

**Permission:** No person shall kindle a fire upon the land of another without written permission from the owner, agent or caretaker thereof.

**Kindle:** Means from the point of ignition to the time of complete extinguishment.

**Completely extinguished:** means to extinguish so that it emits no smoke, heat or flame. The term does not include a buried fire.

**Attended:** means that an individual responsible for the fire and capable of extinguishing the fire is on the same property as the fire is able to immediately extinguish the fire and has the fire in plain view.

**Raining:** means sustained precipitation that is actively occurring of enough intensity and duration so as to prevent fire from spreading in woodland fuels.

**Seasonal Permit:** means a permit issued on an annual basis for category 1 and 2 fires.

**Specified Material:** The only material to be burned under this permit is cleaned, untreated wood or brush less than 5 inches in diameter.

**Auburn Fire Department Requirements:**

- Burn Permits can be obtained at the Auburn Fire Department Safety Complex Monday thru Friday from 8:00 am- 4:00pm. and Thursday night from 6:00 pm-7:00pm.
- The Fire Warden, Deputy Fire Wardens and all issuing agents may issue burning permits for "Category 1, 2, and 3 fires, including seasonal permits.
- All Fire permits will be issued on the N.H DNCR form 5601A form and documented in the NH burn permit database.
- The Forest Fire Warden will issue fire permits for all other categories of fire.
- Fire permits will not be issued on class 4 fire danger days and higher (Very High, Color orange) or during red Flag Conditions, The Class fire danger days can be obtained by calling 1-866-643-4737 or @ [www.nhdfi.org/community/daily-fire-danger](http://www.nhdfi.org/community/daily-fire-danger) or at the Towns website.
- The Forest Fire Warden shall be authorized to issue seasonal campground permits and commercial permits to developers.
- No outdoor fire shall be kindled within the Town of Auburn without first receiving permission from the Fire warden, Deputy Warden or issuing agents.
- Seasonal permits shall only be issued for Category 1 and 2 fires following an inspection of the fire area. Renewal of seasonal Fire permits are allowed without inspection if the fire pit location has not changed from the previous year.
- The Auburn Fire department reserves the right to rescind any fire permit at any time.
- Online burn permitting is legal in Auburn NH for category 1,2 and 3 fires.



### **Online Burn Permitting:**

*The New Hampshire Forests and Lands Division is pleased to offer citizens the option to purchase open burning permits online! Through our easy online process, you will be able to purchase an open burning permit 24 hours a day, 7 days a week, providing permits are being issued at the time. Although online burn permits can be purchased at any time, open burning can only be conducted after 5pm and before 9am. The only exception to the allowable burning times occurs if you have purchased a permit and there is a steady rain, or the ground is completely covered with snow. Depending on what town you are burning in, there are some variances to these times. Please read the minimum requirements on your permit carefully and make sure you have selected the proper location before starting your fire. Permits purchased for the wrong location are considered invalid. The online service is easy and payment by credit card (Mastercard, Visa, Discover) is quick and secure. You will be able to print your permit at the end of the online process. The small processing fee of \$3.00 is non-refundable, even in the event of weather condition changes deeming the permit invalid. The credit card charge will appear on your statement as "S3 NHFIS, Smyrna TN" (they are the third-party vendor holding the NH contract for this system).*

**END OF SOP 111**



## 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:** April 19, 2019

**Re:** Unanticipated Repairs for Fire Department Apparatus

At the Board's April 8<sup>th</sup> meeting, the issue of Engine 1 having been taken out of service on March 25<sup>th</sup> to first diagnose the fact the turbo in the engine went, and then to be repaired at a unanticipated cost of \$4,900.

Since then, two other equipment issues have occurred that will strain the Department's resources.

While the ladder was undergoing an annual inspection and service, a hydraulic leak was detected which had to be repaired in order for the ladder to be operated. This unanticipated repair resulted in a \$2,500 expense.

And the pump on the Forestry Truck seized while members were attempting to operate it. My understanding is this required the pump to be rebuilt and resulted in an unanticipated expense of \$4,422.

The Board may recall we were able to fund nearly \$4,600 for the cost to handle the \$4,900 expense to repair the turbo in Engine 1.

I am sure the Fire Chief would welcome any additional assistance possible with either of the other two repairs. Absent that, he may be forced to curtail some of the preventive maintenance planned for the Fire Department apparatus and equipment in order to cover the total \$6,922 expense between the ladder and forestry pump repair.

While Chief Williams is scheduled to meet with the Board at your April 22<sup>nd</sup> meeting, this would be a good opportunity to have a discussion with him on this. At this point, we have not gone through the overall Town budget to identify other funds the Board may have available that could be put towards these repairs if that is something the Board wants to do.

As mentioned at the last meeting, these situations point to perhaps a future consideration for the Board to consider establishing a third reserve fund for the support & maintenance of vehicles and equipment to cover larger expenses like this that are not anticipated in the operating budget.

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:** April 17, 2019

**Re:** Sale of Surplus Police Vehicle

During this past week, a 2014 Ford Explorer police cruiser has been taken out of service by the Auburn Police Department and is now surplus to be either repurposed or sold by the Town of Auburn.

The vehicle has a total of 91,658.1 miles on it and for the past several years has been dedicated as the canine unit.

We have confirmed the Building Inspector is still satisfied with her vehicle, which was just inspected in the past week and required no extra work or expense. She is not interested in swapping it for this vehicle.

The next State of New Hampshire Surplus Property Auction is scheduled to be held on Saturday, May 18<sup>th</sup> at the White Farm in Concord. It is a live auction that will include vehicles, equipment and property from the state government, in addition to municipalities and non-profit entities from around the state. This is a large annual event which the Town used successfully in 2018 for the sale of a 2013 Explorer which sold for a total of \$7,250. The auctioneer receives 10% of the sale price off the top, while the Town also had a \$100 expense to have the vehicle towed to the auction location. As a result, the net return to the Town was \$6,425.

We would seek the Board's approval to place this 2014 Ford Explorer in the State of New Hampshire Surplus Auction.

Should the Board be in agreement with this recommendation, the motion the Board should consider is as follows:

*Move to determine the 2014 Ford Explorer to be a surplus vehicle and to authorize the Town Administrator to place the vehicle for sale at absolute auction in the State of New Hampshire Surplus Property Auction.*

Thank you for your consideration.

Attachment



**JAMES R. ST. JEAN  
AUCTIONEERS**

APR - 3 2019

April 2019

TO: ALL MUNICIPALITIES & NON-PROFITS

**RE: STATE OF NH SURPLUS PROPERTY AUCTION**

This memo is to advise all City and Town Personnel that the State of NH allows, as well as encourages, your participation in the State of NH Surplus Property Auction to be held Saturday, May 18, 2019 at the White Farm, 144 Clinton Street, Concord, NH.

In the past the Cities and Towns who have participated have consigned many items such as vehicles, equipment, furniture and fixtures. Through the auction process many of these Cities and Towns have found the auction method to be very lucrative, especially in the sale of motor vehicles. In the fall of 2018 over 35 Cities and Towns throughout NH participated in the auction; visit our website: [www.jsjauctions.com](http://www.jsjauctions.com) for sale results. Should the May 18, 2019 date of the live auction not fit into your timeline, please note that St. Jean Auctioneers conducts online vehicle & equipment auctions throughout the year and would be happy to meet with you to discuss alternative auction methods. Please contact Jay or Sue at (603) 734-4348 and we'll provide detailed information on both live and online auction options.

The following are the live auction guidelines:

1. All items entered into the auction will be sold at **"absolute auction"**, **that is, with no minimum or reserve bids.**
2. We must have a complete inventory list on town letterhead or use the attached form
3. Vehicles year 2000 or newer need a Title of Ownership signed and dated 5/18/19. Vehicles older than year 2000 need: A copy of the Title of Ownership signed & dated 5/18/19 or a (TMDV 22A), it's a pink State of NH form with one of the following: A copy of the title, copy of last registration or a (TDMV-19A), it's a blue State of NH Verification of Vehicle Identification form.
4. All consignors are responsible for delivery of items to the auction site which is located at 144 Clinton Street, Concord, NH (exit 2 off of I-89).
5. Drop off times: Thursday, May 9 from 8am-3:30pm; Friday May 10, from 8am-2pm and by appointment with auctioneers. All consignors will be required to submit an inventory listing upon or before arrival and to assist with unloading. The State of NH will provide forklift/loader assistance for heavy equipment and palletized loads.

St. Jean Auctioneers will make payment approximately ten days after the auction sale. Our payment will include a listing of each item sold and the sale price. A check will be made payable in the manner you indicate to us minus a yard fee of ten percent of the gross sales amount.

We look forward to working with you and if you have any questions, please do not hesitate to contact our office at (603) 734-4348.

**Bill Herman**

---

**From:** Amy Lachance  
**Sent:** Thursday, April 18, 2019 1:40 PM  
**To:** Bill Herman  
**Subject:** P&R Truck  
**Attachments:** P&R Truck.pdf

The Parks and Recreation's 2019 budget included \$10,000 to purchase a vehicle for Parks and Recreation. As soon as that passed in March, we started looking for a reliable vehicle within our budget. Mike Dobmeier made many visits to dealers in the area as well as the State checking on surplus vehicles, all with no luck. We asked Denis Viera to keep watch out for a truck for us and Keith Leclair also asked a friend who had helped him in the past. Again, we could not find a vehicle that suited our needs.

Finally this week we found a truck for private sale in town. Mike Dobmeier quickly went to test drive it and found it had everything we needed all within our budget. Ms. Diorio was asking \$9500. Mike brought the truck in to a mechanic to check it out (report is attached) and although it was in good condition, it did need some work. Ms. Diorio dropped the price to \$9000.

The Parks and Recreation Commission will be voting on purchasing this vehicle Monday, April 22<sup>nd</sup> at 6:00 pm. If all are in favor, we would like to present it to the Board of Selectmen that evening for their approval.





~Amy

Amy Lachance, Coordinator  
Auburn Parks and Recreation  
47 Chester Road  
Auburn, NH 03032  
603-483-5052 x101





Concord Group Insurance Cos.

4 Bouton St  
Concord, NH 03301  
(603)225-1141 x6157  
chickey@concordgroupins.com

## Vehicle Information

Vehicle: 2006 GMC Light Duty Sierra 1500 Crew  
Cab SLE 4WD 5.3L V8  
Region: New England  
Period: April 15, 2019  
VIN: 2GTEK13T761222303  
Mileage: 115,519  
Base MSRP: \$34,345  
Typically Equipped MSRP: N/A  
Weight: 0



## NADA Used Cars/Trucks Values

Auction*	Base	Mileage Adj.	Option Adj.	Adjusted Value
Low	N/A	N/A	N/A	N/A
Average	N/A	N/A	N/A	N/A
High	N/A	N/A	N/A	N/A
Trade-In				
Rough	\$5,875	\$600	N/A	\$6,475
Average	\$7,100	\$600	N/A	\$7,700
Clean	\$8,100	\$600	N/A	\$8,700
Clean Loan	\$7,300	\$600	N/A	\$7,900
Clean Retail	\$10,900	\$600	N/A	\$11,500

\*The auction values displayed include typical equipment and adjustments for mileage and any of the following applicable accessories: engine size, drivetrain, and trim.

# PRO IMAGE AUTOMOTIVE

## Service Invoice 68453

Name	TOWN OF AUBURN	Contact	MIKE DOBMIER	Created	04/15/19	Year	2006
Address	ATTN.KATE	Address 2	P&R MIKE DOBMEIER	Time	1:55 PM	Make	GMC
	PO BOX 309			Invoiced	04/15/2019	Model	SIERRA 1500
	Auburn, NH 03032			Advisor	CHRISTINE	Lic.#	
Home		Hat#		Division	AR	PLow	
Work		V.I.N. #		PO#		COLOR	silver
Fax		Veh Data		Checked By		Miles In	128,123
				Page#	1 of 2	Miles Out	128,123

### Job Description

PRE SALE INSPECTION	Line Total	89.95
>PERFORM N.H. SAFETY INSPECTION		
>TEST DRIVE VEHICLE		
>INSPECT SUSPENSION COMPONENTS		
>INSPECT BRAKE SYSTEM		
>INSPECT HEATING AND COOLING SYSTEM		
>INSPECT STARTING AND CHARGING SYSTEM		
>INSPECT EXHAUST SYSTEM		
>INSPECT TIRES		
>INSPECT STEERING COMPONENTS		
>CHECK AL LIGHTS AND BODY		
>INSPECT BODY AND FRAME FOR RUST		
>INSPECT COOLING SYSTEM, RADIATOR AND HOSES.		
>INSPECT ENGINE/TRANSMISSION AND CLUTCH		
>INSPECT ALL ACCESSORIES AND OPERATION		
>SCAN FOR CODES AND CK ALL MONITORS FOR READINESS		
>RUN KELLY BLUE BOOK VALUE REPORT		
>INCLUDES ISSUING STICKER AFTER PURCHASE IF VEHICLE PASSES OR IS REPAIRED TO PASS STATE INSPECTION		
NOTE.... VEHICLE EMISSION TEST IS NOT PERFORMED DURING PRESALE INSPECTION		
OVER ALL TRUCK IS IN GREAT CONDITION, VERY LITTLE RUST, RUNS AND DRIVES GREAT. NO CK ENGINE LIGHT OR CODES AND ALL MONITORS ARE READY.		
WE FOUND THE FOLLOWING PROBLEMS THAT FAIL STATE IN SPECTION		
FRONT ROTORS RUSTED BADLY PADS VERY LOW EST IS 540.00		
MISSING RT FRONT SWAY BAR LINK, EST IS 136.00		
RT FRONT INNER TIE ROD LOOSE, EST IS 194.00 AND WILL NEED ALIGNMENT AFTER TIE ROD REPLACED EST IS 99.00		

PRO-IMAGE AUTOMOTIVE 254 Sheffield Rd.Manchester,NH 03103

Tel: 603-644-8480 Fax: 603-644-0139 Email:proimageautoservice@gmail.com  
 Unless otherwise specified,our work is guaranteed for 2 yrs. or 20,000 mls, parts & labor on all auto repair services,Non Commercial Vehicles only,Commercial Vehicles have a 12Mo/12,000Mls Warranty.Payment is due upon completion unless prior arrangements have been made.18% finance charge will be applied for balances over 30 days old. Any vehicle left on our property after 7 days will be subject to a \$45.00 per day fee. Free loaner car must be return to us within 24hrs of repairs, a fee of \$45.00 per day each day loaner is not returned will be charged.Returned check for NSF you authorize your acct to be drafted for the amount of the check plus collection fees. ALL SPECIAL ORDER PARTS & DEPOSITS ARE NON-REFUNDABLE.

Invoice Total	
Subtotal	\$89.95
Tax	\$0.00
<b>Total</b>	<b>\$89.95</b>

# PRO IMAGE AUTOMOTIVE

## Service Invoice 68453

Home Address	TOWN OF AUBURN ATTN.KATE PO BOX 309 Auburn, NH 03032	Contact Address 2	MIKE DOBMIER P&R MIKE DOBMEIER	Created Time	04/15/19 1:55 PM	Year Make Model	2006 GMC SIERRA 1500
Home Work Fax		Hat#		Invoiced Advisor	CHRISTINE	Lic.#	
		V.I.N. #		Division	AR	PLOW	
		Veh Data		PO#		COLOR	silver
				Checked By		Miles In	128,123
				Page#	2 of 2	Miles Out	128,123

### Job Description

ALSO NOT NEEDED FOR INSPECTION BUT RECOMENDED SOON

DRIVERS DOOR HINDGE PINS AND BUSHINGS 265.00  
RECOMEND OIL CHANGE 38.00


RECOMEND CHANGE ALL DRIVELINE FLUIDS AND FLUSH  
BRAKES EST IS 550.00

PRO-IMAGE AUTOMOTIVE 254 Sheffield Rd.Manchester,NH 03103

Tel: 603-644-8480 Fax: 603-644-0139 Email:proimageautoservice@gmail.com  
Unless otherwise specified,our work is guaranteed for 2 yrs. or 20,000 mls, parts & labor on all auto repair services,Non Commercial Vehicles only,Commercial Vehicles have a 12Mo/12.000Mls Warranty.Payment is due upon completion unless prior arrangements have been made.18% finance charge will be applied for balances over 30 days old. Any vehicle left on our property after 7 days will be subject to a \$45.00 per day fee. Free loaner car must be return to us within 24hrs of repairs, a fee of \$45.00 per day each day loaner is not returned will be charged.Returned check for NSF you authorize your acct to be drafted for the amount of the check plus collection fees. ALL SPECIAL ORDER PARTS & DEPOSITS ARE NON-REFUNDABLE.


Invoice Total	
Subtotal	\$89.95
Tax	\$0.00
<b>Total</b>	<b>\$89.95</b>






**CARFAX® Vehicle History Report™**  
An independent company established in 1986


**Vehicle Information:**  
 2006 GMC NEW SIERRA K1500  
 VIN: 2GTEK13T761222303  
 CREW PICKUP  
 5.3L V8 F  
 GASOLINE  
 REAR WHEEL DRIVE W/ 4X4  
Standard Equipment | Safety Options




No accidents reported to CARFAX




No damage reported to CARFAX




2 Previous owners




16 Service history records






Personal vehicle







115,519 Last reported odometer reading



This CARFAX Vehicle History Report is based only on information supplied to CARFAX and available as of 4/15/19 at 12:20:44 PM (CDT). Other information about this vehicle, including problems, may not have been reported to CARFAX. Use this report as one important tool, along with a vehicle inspection and test drive, to make a better decision about your next used car.

 <b>Ownership History</b> <small>The number of owners is estimated</small>		
	 Owner 1	 Owner 2
Year purchased	2006	2018
Type of owner	Personal	Personal
Estimated length of ownership	11 yrs. 10 mo.	6 months
Owned in the following states/provinces	Massachusetts, New Hampshire	New Hampshire
Estimated miles driven per year	9,612/yr	---
Last reported odometer reading	115,519	---

 <b>Title History</b> <small>CARFAX guarantees the information in this section</small>		
	 Owner 1	 Owner 2
Salvage   Junk   Rebuilt   Fire   Flood   Hail   Lemon	Guaranteed No Problem	Guaranteed No Problem
Not Actual Mileage   Exceeds Mechanical Limits	Guaranteed No Problem	Guaranteed No Problem
 <b>GUARANTEED</b> - None of these major title problems were reported by a state Department of Motor Vehicles (DMV). If you find that any of these title problems were reported by a DMV and not included in this report, CARFAX will buy this vehicle back. <a href="#">Register</a>   <a href="#">View Terms</a>		

 <b>Additional History</b> <small>Not all accidents / issues are reported to CARFAX</small>		
	 Owner 1	 Owner 2
Total Loss	 No Issues Reported	 No Issues Reported

No total loss reported to CARFAX.		
<b>Structural Damage</b> No structural damage reported to CARFAX.	<input checked="" type="checkbox"/> No Issues Reported	<input checked="" type="checkbox"/> No Issues Reported
<b>Airbag Deployment</b> No airbag deployment reported to CARFAX.	<input checked="" type="checkbox"/> No Issues Reported	<input checked="" type="checkbox"/> No Issues Reported
<b>Odometer Check</b> No indication of an odometer rollback.	<input checked="" type="checkbox"/> No Issues Indicated	<input checked="" type="checkbox"/> No Issues Indicated
<b>Accident / Damage</b> No accidents or damage reported to CARFAX.	<input checked="" type="checkbox"/> No Issues Reported	<input checked="" type="checkbox"/> No Issues Reported
<b>Manufacturer Recall</b> No open recalls reported to CARFAX. Check for open recalls on GM vehicles at <a href="http://recalls.gm.com">recalls.gm.com</a> .	<input checked="" type="checkbox"/> No Recalls Reported	<input checked="" type="checkbox"/> No Recalls Reported

<b>CARFAX</b>		<b>Detailed History</b>			Glossary
<b>Owner 1</b> Purchased: 2006 Type: Personal Where: Massachusetts, New Hampshire Est. miles/year: 9,612/yr Est. length owned: 8/3/06 - 6/7/18 (11 yrs. 10 mo.)		Date:	Mileage:	Source:	Comments:
		Original Equipment		OnStar	Vehicle equipped with OnStar  Get 3 free months of premium OnStar with Automatic Crash Response, Roadside Assistance and Remote Door Unlock by pressing the blue OnStar button <a href="#">Learn more</a>
		01/09/2006		Puritan Pontiac Buick GMC Truck, Inc. Hyannis, MA 508-775-7111 <a href="http://puritanautos.com">puritanautos.com</a>	Pre-delivery inspection completed
		08/01/2006	279	Moore GMC Truck Inc. Danvers, MA 978-774-0040 <a href="http://mooregmc.com">mooregmc.com</a> 4.9 ★★★★★ 17 Verified Reviews	Pre-delivery inspection completed Maintenance inspection completed Vehicle washed/detailed Fender flares installed
		08/03/2006		Massachusetts Motor Vehicle Dept.	Vehicle purchase reported Titled or registered as personal vehicle
		08/05/2006	293	Massachusetts Inspection Station Danvers, MA	Passed safety inspection <a href="#">View what was inspected</a>
		08/05/2006		Massachusetts Motor Vehicle Dept. Wakefield, MA Title #BD563305	Title issued or updated Registration issued or renewed First owner reported Vehicle color noted as Gray
		01/18/2007	3,950	Moore GMC Truck Inc. Danvers, MA 978-774-0040 <a href="http://mooregmc.com">mooregmc.com</a> 4.9 ★★★★★ 17 Verified Reviews	Oil and filter changed Wipers/washers checked Fluids checked Tire condition and pressure checked
		03/05/2007	5,312	Moore GMC Truck Inc. Danvers, MA	Wipers/washers checked

		978-774-0040 mooregmc.com 4.9 ★★★★★ 17 Verified Reviews	
04/25/2007		Lannan Chevrolet Woburn, MA 781-935-2000 lannan.com 4.6 ★★★★★ 38 Verified Reviews	Vehicle serviced
05/21/2007		Lannan Chevrolet Woburn, MA 781-935-2000 lannan.com 4.6 ★★★★★ 38 Verified Reviews	Recommended maintenance performed
09/04/2007	10,977	Massachusetts Inspection Station Wakefield, MA	Passed safety inspection <a href="#">View what was inspected</a>
11/14/2007	12,501	Moore GMC Truck Inc. Danvers, MA 978-774-0040 mooregmc.com 4.9 ★★★★★ 17 Verified Reviews	Steering/suspension checked Tires rotated Oil and filter changed Steering shaft replaced/repaired Fluids checked Tire condition and pressure checked
05/06/2008	16,448	Moore GMC Truck Inc. Danvers, MA 978-774-0040 mooregmc.com 4.9 ★★★★★ 17 Verified Reviews	Oil and filter changed Fluids checked Tire condition and pressure checked
07/01/2008		Massachusetts Motor Vehicle Dept. Wakefield, MA Title #BD563305	Registration issued or renewed Vehicle color noted as Gray
09/22/2008	19,492	Massachusetts Inspection Station Wakefield, MA	Passed safety inspection <a href="#">View what was inspected</a>
11/13/2008	20,780	Moore GMC Truck Inc. Danvers, MA 978-774-0040 mooregmc.com 4.9 ★★★★★ 17 Verified Reviews	Oil and filter changed Fluids checked Tire condition and pressure checked
05/12/2009	24,920	Moore GMC Truck Inc. Danvers, MA 978-774-0040 mooregmc.com 4.9 ★★★★★ 17 Verified Reviews	Oil and filter changed Fluids checked Tire condition and pressure checked
09/15/2009	28,371	Massachusetts Inspection Station Wakefield, MA	Passed safety inspection Passed emissions inspection
11/03/2009	29,520	Moore GMC Truck Inc. Danvers, MA 978-774-0040 mooregmc.com	Tires rotated Oil and filter changed Fluids checked Tire condition and pressure checked

4.9 ★ ★ ★ ★ ★

17 Verified Reviews


04/05/2010	33,310	Moore GMC Truck Inc. Danvers, MA 978-774-0040 mooregmc.com	Fluids checked Oil and filter changed Tire condition and pressure checked
		4.9 ★ ★ ★ ★ ★ 17 Verified Reviews	
06/02/2010	34,781	Moore GMC Truck Inc. Danvers, MA 978-774-0040 mooregmc.com	Engine/powertrain computer/module checked
		4.9 ★ ★ ★ ★ ★ 17 Verified Reviews	
07/01/2010		Massachusetts Motor Vehicle Dept. Wakefield, MA Title #BD563305	Registration issued or renewed Vehicle color noted as Gray
09/03/2010	38,241	Massachusetts Inspection Station Wakefield, MA	Passed safety inspection Passed emissions inspection
10/23/2010	39,502	Moore GMC Truck Inc. Danvers, MA 978-774-0040 mooregmc.com	Fluids checked Oil and filter changed
		4.9 ★ ★ ★ ★ ★ 17 Verified Reviews	
11/11/2010	39,981	Moore GMC Truck Inc. Danvers, MA 978-774-0040 mooregmc.com	Vehicle serviced
		4.9 ★ ★ ★ ★ ★ 17 Verified Reviews	
09/06/2011	46,285	Massachusetts Inspection Station Wakefield, MA	Passed safety inspection Passed emissions inspection
07/01/2012		Massachusetts Motor Vehicle Dept. Wakefield, MA Title #BD563305	Registration issued or renewed Vehicle color noted as Gray
09/10/2012	55,674	Massachusetts Inspection Station Wakefield, MA	Passed safety inspection Passed emissions inspection
09/23/2013	64,641	Massachusetts Inspection Station Wakefield, MA	Passed safety inspection Passed emissions inspection
07/01/2014		Massachusetts Motor Vehicle Dept. Wakefield, MA Title #BD563305	Registration issued or renewed Vehicle color noted as Gray
09/15/2014	75,579	Massachusetts Inspection Station Wakefield, MA	Passed safety inspection Passed emissions inspection
09/21/2015	86,540	Massachusetts Inspection Station Wakefield, MA	Passed safety inspection Passed emissions inspection



07/01/2016		Massachusetts Motor Vehicle Dept. Wakefield, MA Title #BD563305	Registration issued or renewed Vehicle color noted as Gray
09/06/2016	96,494	Massachusetts Inspection Station Wakefield, MA	Passed safety inspection Passed emissions inspection
06/07/2018	113,923	Sudbay Motors Gloucester, MA 978-283-4600 sudbay.com 4.9 ★★★★★ 52 Verified Reviews	Vehicle washed/detailed
06/07/2018		Sudbay Motors Gloucester, MA 978-283-4600 sudbay.com 4.9 ★★★★★ 52 Verified Reviews	Vehicle offered for sale
06/14/2018		Auto Auction New Hampshire	Vehicle sold at auction Listed as a dealer vehicle
06/19/2018		Sudbay Motors Gloucester, MA 978-283-4600 sudbay.com 4.9 ★★★★★ 52 Verified Reviews	Vehicle sold
06/28/2018		Dealer Inventory	Vehicle offered for sale
08/17/2018	115,519	New Hampshire Motor Vehicle Dept.	Vehicle purchase reported
08/31/2018		New Hampshire Motor Vehicle Dept. Concord, NH	Registration issued or renewed Vehicle color noted as Tan

Owner 2		Date:	Mileage:	Source:	Comments:
Purchased:	2018	09/27/2018		New Hampshire Motor Vehicle Dept. Concord, NH Title #14877367	Title issued or updated New owner reported Vehicle color noted as Tan
Type:	Personal				
Where:	New Hampshire				
Est. length owned:	9/27/18 - present (6 months)				

Have Questions? Please visit our Help Center at [www.carfaxonline.com](http://www.carfaxonline.com).


**Glossary**
[View Full Glossary](#)



**First Owner**  
When the first owner(s) obtains a title from a Department of Motor Vehicles as proof of ownership.

**Inspections**  
Many states or counties require annual or biennial emissions and/or safety inspections. Odometer readings are collected at the time of the inspection.

**New Owner Reported**  
When a vehicle is sold to a new owner, the Title must be transferred to the new owner(s) at a Department of Motor Vehicles.

**Ownership History**  
CARFAX defines an owner as an individual or business that possesses and uses a vehicle. Not all title transactions represent changes in ownership. To provide estimated number of owners, CARFAX proprietary technology analyzes all the events in a vehicle history. Estimated ownership is available for vehicles manufactured after 1991 and titled solely in the US including Puerto Rico. Dealers sometimes opt to take ownership of a vehicle and are required to in the following states: Maine, Massachusetts, New Jersey, Ohio, Oklahoma, Pennsylvania and South Dakota. Please consider this as you review a vehicle's estimated ownership history.

**Title Issued**  
A state issues a title to provide a vehicle owner with proof of ownership. Each title has a unique number. Each title or registration record on a CARFAX report does not necessarily indicate a change in ownership. In Canada, a registration and bill of sale are used as proof of ownership.

Follow Us:  [facebook.com/CARFAX](https://facebook.com/CARFAX)  [@CarfaxReports](https://twitter.com/CarfaxReports)

CARFAX DEPENDS ON ITS SOURCES FOR THE ACCURACY AND RELIABILITY OF ITS INFORMATION. THEREFORE, NO RESPONSIBILITY IS ASSUMED BY CARFAX OR ITS AGENTS FOR ERRORS OR OMISSIONS IN THIS REPORT. CARFAX FURTHER EXPRESSLY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. CARFAX®

© 2019 CARFAX, Inc., a unit of IHS Markit. All rights reserved.

Covered by United States Patent Nos. 7,113,853; 7,778,841; 7,596,512, 8,600,823; 8,595,079; 8,606,648; 7,505,838.

4/15/19 12:20:44 PM (CDT)

TOWN BUILDINGS CAPITAL RESERVE FUND  
(Status as of April 9, 2019)

Building Fund Balance (as of 12/31/2017) \$100,981

Projects Funded in 2018:

Renovation of Town Hall Front Entrance - 34,260

Painting of Exterior of Town Hall - 18,760

Door Replacement – Fire Department - 2,125

Water Softening System – Pingree Hill Station - 5,010

Replacement of Lights / Safety Complex - 5,425

Sally Port Lights – Police Department - 900

Recessed Lights – Town Hall Front Entrance - 2,149

Repair exterior lights – Town Hall - 3,200

*Total Spent or Obligated:* \$ 71,829

Balance: \$ 29,152

Committed for 2019:

Air Conditioning – Griffin Library - 3,895.00

Heat System Repair – Safety Complex - 2,609.37

Radiant Heat System Repair – Safety Complex - 705.60

Mold Remediation – Pingree Hill Station - 865.19

Balance \$21,076.84

2019 Warrant Article: + 60,000

Anticipated Balance for Remainder of 2019: \$81,076.84

**Town of Auburn  
Board of Selectmen  
April 8, 2019  
6:15 PM**

**Selectmen Present:** Richard Eaton, Keith Leclair and Todd Bedard

**Others Present** Mike DiPietro, Michael Rolfe, Russell Sullivan, Paula Marzloff, Road Agent Michael Dross, Linda Dross, Marion Miller, Christine McLaughlin, Susan Goodhue, Police Chief Ray Pelton, Town Administrator William Herman and Nancy Hoijer, Recording Secretary

**Non-Public Session – RSA 91-A: 3, II (c)** Consideration of the reputation of someone other than a member of the Board

***Mr. Eaton motioned to go into non-public session pursuant to the provision of RSA 91-A: 3 II (c) reputation of someone other than a member of the board. Mr. Leclair seconded the motion. A roll call vote was taken: Mr. Eaton – yes, Mr. Leclair – yes, Mr. Bedard – yes. All were in favor, the motion passed unanimously.***

The meeting room was closed to the public at 6:15 PM.

The meeting room was reopened to the public at 6:40 PM.

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

The Chairman recessed the meeting at 6:41 PM.

**Call to Order – Pledge of Allegiance**

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

**Approval of Payroll Manifest for the Week of April 1, 2019 - \$44,830.16**

***Mr. Leclair motioned to approve the Payroll Manifest for the Week of April 1, 2019 in the amount of \$44,830.16. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

**Approval of Accounts Payable Manifest for the Week of April 8, 2019 - \$667,407.09**

***Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of April 8, 2019 in the amount of \$667,407.09. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

**Approval of Consent Agenda for the Week of April 8, 2019**

Mr. Eaton read out loud and offered for inspection a copy of the Consent Agenda for the Week of April 8, 2019 some of which included: five (5) applications for Property Tax Credit/Veteran's Credit; one (1) Correspondence – Chief Law Enforcement Officer Waiver, Highway Safety Grant Programs, ten (10) applications for Property Tax Credit/Review & Denial, one (1) Tax Collector's Warrant/Land Use Change Tax, one (1) Cemetery Deed/Auburn Village Cemetery, and one (1) Pistol/Revolver License.



***Mr. Leclair motioned to approve the Consent Agenda for the Week of April 8, 2019. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

## **New Business**

### **Appointments with the Board**

Jeff Bruaw – Traffic Concerns Old Candia Road – Mr. Bruaw called to cancel his appointment this evening and will re-schedule with the Board at a later date.

### **Landfill Groundwater Monitoring Report – 2018**

Mr. Herman provided the Board with a copy of the DES Waste Management Division April, 2018 Groundwater Monitoring Data Submittal prepared by David A. Allwine, PG/Stantec Consulting Services for the closed Auburn Landfill, Site #199002015.

Mr. Herman noted expected compounds detected in the most recent testing of the monitoring wells at the closed landfill with two wells testing clean. Mr. Eaton asked if there were any contaminants detected or tested off-site. Mr. Herman noted there were no off-site contaminants found in previous tests so the Town has not been required to continue those tests.

### **Landfill GMP Monitoring Activity – 2019**

Mr. Herman provided the Board with Stantec Consulting Services, Inc.'s proposal for 2019 groundwater management testing and permit renewal for the former landfill property on Chester Turnpike. This agreement provides for pulling and testing samples from the four monitoring wells on the property and two surface water sampling points, and preparation and submittal of the annual report required by NH DES. The cost is \$6,400 for sampling and summary and \$1,800 for the 2019 renewal application process. The renewal is applied for 90 days prior to expiration on March 23, 2020. Funds have been budgeted in the Town Building Fund.

***Mr. Bedard moved to approve the proposed 2019 GMP Monitoring Activities at the former Auburn Town Landfill property for a total cost of \$8,200, and to authorize the Town Administrator to sign the agreement on behalf of the Town of Auburn. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

### **Unanticipated Repair for Engine 1**

Mr. Herman noted Engine 1 was taken out of service on March 25, 2019. Peterbilt diagnosed the turbo for the engine went. The cost to repair the vehicle and put it back in service is \$4,900 and was not specifically budgeted. The discretionary fund has a balance of \$4,567.86 as of December 31, 2018 which could be applied toward the balance with the remainder of \$332 covered by the operating budget of the Fire Department.

Mr. Eaton questioned whether this same engine had repairs a couple of years ago. Mr. Herman will pull the service history and warranty information on the vehicle. Mr. Rolfe noted the previous repairs were not related to this problem.

***Mr. Leclair moved to approve the use of the balance of the Insurance Retention Fund which was \$4,567.86 as of December 31, 2018 to cover repair costs for Engine 1 with the balance due to come from the operating budget of the Fire Department. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

Mr. Herman advised the Board the Chief has notified him the pump seized on the Forestry vehicle and will need to be rebuilt. The Chief is waiting for an estimate for that repair.

#### Discontinuance Request for Paper Street/Range Avenue

Mr. Herman provided a Memorandum dated March 26, 2019 concerning proposal for discontinuance of Range Avenue. The Planning Board at their March 20, 2019 meeting received and acted upon an application for lot-line adjustments between property owners on Finch Lane (Hathaway and Manchester Water Works). During discussions it was noted the property is encumbered by a paper right-of-way identified as Range Avenue originally planned in 1906. The paper road was never formally accepted by the Town. The Planning Board established a condition in its decision for approval that Range Avenue be discontinued as a paper street in addition to the merger of two remaining lots owned by MWW into one lot. RSA 231:51 (copy provided) allows the governing body to vote to release a dedicated way if no acceptance occurred within 20 years of the dedication. Town Counsel advises there is no Public Hearing required (copy provided). Planning Board minutes were included with a copy of *A Hard Road to Travel* 2015 Edition which indicated the BOS could act on this item. If the Board were to take no action the paper road would remain in place as it is today. If the Board were to take action the front lot abutters are presumed to own title to the center of a street or way with implied easements to back lot owners, which in this case is believed to be Manchester Water Works. The article noted other requirements for Planning Board to require frontage for any building lot. See also RSA 674:41, I (b) and RSA 676:12, V.

Mrs. Marzloff of the Planning Board noted Range Avenue was previously her parent's driveway many years ago, so she is familiar with the property. There is a brook that goes through. "The planned street may have looked good on paper but not in actuality." One small portion extends to Candia Road, the rest is Water Works owned. 101, the State is an abutter to that property and often considers surplus property sales.

Mr. Leclair questioned whether this was a recommendation by the Planning Board? Mr. Herman advised it was a condition of the Planning Board's decision. Mr. Leclair noted he was not sure the Town would benefit from the release of this paper street either way. Mr. Eaton questioned whether the lot-line adjustment was taken care of? Mr. Leclair noted there is no gain to the Town and the Town does not know where this will be 30 years from now. Mrs. Marzloff asked if it had any tax consequences. Mr. Eaton noted MWW is in lieu of taxes so there would be no added revenue. Mr. Eaton agreed there would be no benefit one way or another.

Road Agent Dross questioned lot developments for subdivisions. Mrs. Marzloff noted they are rights of way for future development.

Mr. Leclair and Mr. Eaton representing the majority of the Board, stated it was best to leave it alone.

#### Renewal of Health, Dental, Life and Disability Insurance Coverages

Mr. Herman presented the Board with a Memorandum concerning renewal of the Town employees' coverages with HealthTrust for health, dental, life, short-term and long-term disability. The rate for health insurance increased 4.9% in accordance with what the Town was

notified at budget season. Dental increased 2.3%. The other rates are the same. The renewal would be effective for the July 1, 2019 through June 30, 2020 year.

Mr. Leclair questioned what notice needed to be given to the Town employees if a change was to be made. Mr. Herman advised in the past 30 days' notice was required, but in the new collective bargaining agreement it has changed to 60 days. Mr. Herman noted everyone received the same notice when the last change was considered two years ago, but they did not participate in renewal discussions.

***Mr. Bedard moved to accept the renewal rates offered by HealthTrust for medical, dental, life, short-term and long-term disability coverages for the period of July 1, 2019 through June 30, 2020, and to authorize the Town Administrator to execute the renewal transmittal forms by the required June 7, 2019 deadline. Mr. Leclair seconded the motion, with all in favor the motion passed unanimously.***

#### Safety Complex Addition

Mr. Eaton noted he toured the Safety Complex and discussed the space needs of both the Fire Department and Police Department and proposed a \$40,000 plan which would mitigate some of the items in the MRI Report for less than the \$400,000 addition considered by the Committee last year. He also felt the smaller addition could be funded through the Town Building Fund, which the Board of Selectmen are agents to expend.

Mr. Eaton noted with the addition of one room at the back of the safety complex, which would not require additional plumbing and electrical drawings, things could be moved around, the hallway, a galley kitchen and breakroom, men's and women's bathrooms and locker rooms, and space for the copier and some files. Only the kitchen sink would have to be moved, approximately six feet.

Mr. Leclair would like to reconvene the Committee as they put a lot of work into the prior proposal. Mr. Eaton recommended the Selectmen, Building Inspector, Fire Chief and Police Chief meet at 7:30 AM prior to the workshop. Mr. Herman will notify the Building Inspector and Fire Chief Williams as well as other members of the Budget Committee and Planning Board. Chief Pelton will be present on behalf of the Police Department.

Chief Pelton noted this proposal took the best part of each plan, adding the women's locker room, and record storage, two items listed in the MRI Report. The Fire Department is also going to be looking for storage space and this would help them out as well.

#### Potential Unanticipated Revenues from NH State Budget

Mr. Herman provided a Memorandum concerning Potential Unanticipated Revenues from the NH State Budget together with a FY 09 Revenue Sharing spreadsheet showing Auburn's amount of \$31,522 of the \$25,216,053 surplus. Mr. Herman also provided a breakdown of Education Funding Analysis for Discussion Purposes prepared for House Finance Division II, in HB 2 showing Auburn's proposed share, which was an additional \$11,073 in FY 2020 and \$448,325 in FY 2021 estimated at \$448,325 for the Town reflective of capital gain's tax. However, he noted the increased educational funding is as a result of a proposed Capital Gains Tax, which the Governor has pledged to veto.

## **Old Business**

### **Report/Comments of Ex-Officio Board Representatives**

Mr. Leclair Budget Committee and Planning Board

Budget Committee meets on Thursdays during the months of Oct. – Jan.

Planning Board meets on the 1<sup>st</sup> & 3<sup>rd</sup> Wednesday, next meeting is April 17, 2019

Mr. Eaton Highway Safety Committee

Highway Safety's next meeting is on the 3<sup>rd</sup> Wednesday, April 17, 2019

Mr. Bedard Parks & Recreation Committee

Parks & Recreation will next meet on April 15, 2019

## **Other Business**

Mr. Eaton asked if there were any other business to come before the Board.

Dartmouth Drive

Road Agent Dross noted he met with Selectman Eaton and Dan Tatem of Stantec on Dartmouth Drive a week or so ago. He indicated Mr. Tatem has proposed tying in where the sinkhole was occurring which would require digging it up, putting in the stone, pipe tie-in and paving over, about one-day's work. Mr. Tatem advised Road Agent Dross he was uncertain what was actually causing the problem.

Manchester Water Works – Water main replacements

Road Agent Dross reported MWW will be replacing water mains on Neal Avenue, which they will begin grinding tomorrow, Orchard, Reading, Finch and Rockingham Roads.

## **Next Meetings**

Tuesday, April 16, 2019 – Selectmen and other officials tour Safety Complex – 7:30 AM

Town & School District Training Workshop – 9 AM

Monday, April 22, 2019 – Board of Selectmen Meeting – 7 PM

## **Minutes**

- March 25, 2019 Public Meeting

***Mr. Leclair motioned to approve the March 25, 2019 Public Meeting Minutes, as written.***

***Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

- March 25, 2019 Non-Public Session

***Mr. Leclair motioned to approve the March 25, 2019 Non-Public Meeting Minutes, as written. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***



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

Reputation of someone other than a member of the board

***Mr. Bedard motioned to go into non-public session pursuant to the provisions of RSA 91-A: 3, II (c) reputation of someone other than a member of the board. Mr. Leclair seconded the motion. A roll call vote was taken: Mr. Eaton – yes, Mr. Leclair – yes, Mr. Bedard – yes. All were in favor, the motion passed unanimously.***

The meeting room was closed to the public at 7:55 PM.

The meeting room was reopened to the public at 8:11 PM.

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

**Adjourn**

***Mr. Bedard motioned to adjourn the meeting at 8:11 pm. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary

**Town of Auburn  
Board of Selectmen  
Site Walk  
Safety Complex  
Police Department  
April 16, 2019**

**Selectmen Present:** Richard Eaton, Keith Leclair and Todd Bedard

**Also Present:** Police Chief Ray Pelton, Fire Chief Mike Williams, Building Inspector Carrie Rouleau-Cote, Fire Lieutenant Pat Glennon, Michael Rolfe and Bill Herman, Town Administrator.

The parties met in the main entry of the Safety Complex at 7:30 AM. The Chairman convened the site walk meeting and everyone moved to tour the Police Department space.

Selectman Eaton reported he has been looking at the space needs of the Police Department and had physically measured the space with the assistance of Police Chief Pelton and APD Office Manager Lil Deeb. In following the general layout of an expansion of the police department developed through discussions of the Building Advisory Committee in 2018, they were looking at adding a 10-foot by 24-foot addition to the current department space adjacent to the area that is currently a breakroom with a men's and a women's shower off of it. By adding this addition, the department could relocate the break room into the new addition, while the women's and men's shower rooms could be expanded to provide for a women's locker room and a men's locker room with the existing showers in this space. The current locker room could then be transformed into a file storage area.

Chief Pelton noted the plan the committee came up with was a very good one, but at \$400,000, he felt it was too much money at this point in time. He felt the scaled down version as described by Selectman Eaton took the best of the current plan and allowed the Police Department to address two of the three major points cited in the MRI Review of the department. He stressed that it is clear the department can't meet these items within the current square footage of the building. He was in support of trying to address the men's and women's' locker room and record storage at this time.

The Chief indicated the department is required to maintain its case files virtually forever. The department has been doing a good job to convert many files over to electronic files, but he said not all files can be converted. He felt electronic storage may cut in half the total volume of files the department will have, but there will always have paper originals.

When asked about the locker rooms, the Chief indicated they felt the space allocated to the women's locker room would hold four lockers for women officers, while there would be space for 15 men's locker.

Carrie Rouleau-Cote asked about plumbing issues, and Chief Pelton indicated they thought the current sink in the break room would need to be moved approximately six-foot away on the same wall that currently had the bathroom sinks and showers. Otherwise, there shouldn't be any other plumbing issues involved.

The group moved outside to the exterior area where the space for the potential addition was marked on the pavement. Chief Pelton suggested depending on timing and available funds, it would be desirable to at least complete the slab foundation, frame the addition, construct the roof and side the addition at a minimum before the year was over. He felt the addition could be finished in the following year if necessary in a similar manner that the second floor of the Safety Complex was completed by the Fire Department over time.

Selectman Eaton said he had been in contact with Alternative Design of Manchester about this potential project, and they have indicated they would be able to assist the Town with the design work in a timely manner. He did indicate they would need to involve a structural engineer to deal with the laying of a new roof for the addition to match into the truss system of the existing roof. Selectman Leclair asked when the current roof had been re-shingled and the belief is that the shingles are the originals from the initial construction in 1999 / 2000. Carrie Rouleau-Cote suggested the Town consider re-shingling at least this side of the current roof as part of the addition project in order to tie it all together.

Selectman Eaton also noted one of the current AC units on the exterior of the building will have to be re-located to construct the potential addition. Michael Rolfe suggested consideration also be given to fixing the drainage in the immediate area at the same time.

Selectman Leclair asked why should we stop with the 10-foot by 24-foot bump out and not continue down to the end of the building for additional storage space, noting basically the length of the storage pod that is currently in that immediate area. Chief Pelton indicated it would be mainly to keep costs down, while Selectman Leclair said it would be small money for the additional space now as opposed to re-visiting the project in four or five years.

Selectman Bedard joined the meeting at 7:50 PM.

Selectman Eaton noted consideration should still be given to a separate storage building / training space for at least the police department and the fire department. He asked Chief Pelton what larger items the Police Department

keep outside or in a storage trailer, and he reported vehicle parts and tires for the cruisers, ATV units and the motorcycle are in a storage pod, while the radar trailer outside. He also noted the need for storage of large items of evidence. Chief Williams and Lieutenant Glennon noted the Fire Department has a gator trailer stored outdoors which is difficult to get to in the winter months, while they will also be receiving a new boat from the Auburn Volunteer Firemen's Association that will add to storage concerns.

Selectman Eaton showed where a previous proposal for a stand-alone building had been suggested and stressed he felt there was a lot of advantages to a stand-alone building. He did believe it should contain at least one bathroom, and indicated infra-red heat in the ceiling would be something to consider.

The group moved back inside the Safety Complex, and Selectman Bedard was brought up to speed on the current facility and the proposed work for the break room, men's and women's locker rooms and records storage.

There was general sentiment if this project is considered for design, the need to potentially address the re-roofing of the current building and improvement of the drainage in the area around the air conditioning units on the exterior should be looked at as part of the project.

### **Adjournment**

***Mr. Eaton moved to adjourn the meeting at 8:07 am. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

Respectfully submitted,

William Herman  
Town Administrator