

**Town of Auburn  
Board of Selectmen  
May 20, 2019  
Town Hall**

**6:00 p.m.**

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

**7:00 p.m.**

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

Approval of Payroll Manifest for the Week of May 13, 2019 - \$49,121.72  
Approval of Accounts Payable Manifest for the Week of May 20, 2019  
Approval of Consent Agenda – Week of May 20, 2019

- ( ) **Public Hearing** (Previously Advertised) -- Gift of boat, motor and trailer for Auburn Fire Department from Auburn Volunteer Firemen's Association

- ( ) **Appointments with the Board**

- John Kenyon – Robotic Lawn Mowing for Town Hall
- Shawn Matte – Applicant for ZBA Alternate Position
- John Farnum – Permission to trench conduit on Grey Point Road
- Fire Chief Michael Williams – Monthly Meeting

- ( ) **New Business**

Citizen Request – Haven Drive  
NH Department of Revenue Administration – Cyclical Revaluation Report  
USEPA – MS4 General Permit for Stormwater Discharges  
Appoint of Duck Race Committee 2019  
Potential of Need for Tax Anticipation Note in 2019

- ( ) **Old Business**

Proposal for Addition to Police Department  
NHDES – Groundwater Management Permit  
Citizen Petition for Warrant Article – Solar Energy Systems Property Tax Exemption  
Property Tax Exemptions and Tax Credits - 2018

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

- ( ) **Other Business**

- ( ) **Next Meetings / Events**

Monday, June 3, 2019 – Board of Selectmen's Meeting – 7 PM  
Tuesday, June 11, 2019 – Joint Meeting with Auburn School Board – 6:00 PM  
Monday, June 17, 2019 – Board of Selectmen Meeting – 7 PM

- ( ) **Minutes**

- May 6, 2019 Site Walk Meeting
- May 6, 2019 Public Meeting

- ( ) **Adjourn**

*Note: "Any person with a disability who wishes to attend this public meeting and needs to be provided reasonable accommodations in order to participate, please contact the Board of Selectmen's Secretary at (603) 483-5052 x100, so that arrangements can be made."*

## **PUBLIC NOTICE**

## **PUBLIC HEARING**

Pursuant to RSA 31:95-e and Article 18 of the 2000 Town Meeting, the Auburn Board of Selectmen will hold a public hearing on Monday, May 20, 2019 beginning at 7:00 P.M. at the Auburn Town Hall for the purpose of receiving public comment concerning the acceptance of the following personal property offered to the Town of Auburn:

- Receipt of a 2019 Tracker 2072 CC boat, Mercury Marine outboard motor and a Trailstar trailer with a MSRP of \$22,795 for use by the Auburn Fire Department. The boat is being offered to the Town by the Auburn Volunteer Firemen's Association. There are no Town funds required to be used to acquire this equipment.

Board of Selectmen  
Town of Auburn  
May 7, 2019

# TITLE III

## TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

### CHAPTER 31

#### POWERS AND DUTIES OF TOWNS

#### Miscellaneous

#### Section 31:95-e

**31:95-e Acceptance of Personal Property Donated to Towns and Village Districts. –**

I. Any town or village district at an annual meeting may adopt an article authorizing the board of selectmen or board of commissioners to accept gifts of personal property, other than money, which may be offered to the town or village district for any public purpose, and such authorization shall remain in effect until rescinded by a vote of town or village district meeting.

II. Prior to the acceptance of any such gift with a value of \$5,000 or more, the selectmen or board of commissioners shall hold a public hearing on the proposed acceptance. For gifts with a value of less than \$5,000, a public hearing on the proposed acceptance shall be at the discretion of the selectmen or board of commissioners. If no public hearing is held, the board of selectmen or board of commissioners shall post notice of the gift in the agenda and shall include notice in the minutes of the board of selectmen or board of commissioners meeting at which such gift is discussed. The acceptance of gifts under this paragraph shall be made in public session of any regular board of selectmen or board of commissioners meeting.

III. No acceptance of any personal property under the authority of this section shall be deemed to bind the town or village district to raise, appropriate or expend any public funds for the operation, maintenance, repair, or replacement of such personal property.

**Source.** 1991, 25:2, eff. June 18, 1991. 1997, 105:2, eff. Aug. 8, 1997. 1998, 196:1, eff. Aug. 17, 1998. 2008, 24:1, eff. July 11, 2008.

**APPLICATION FOR BOARDS/COMMITTEES**

NAME: Shawn Matte DATE: 5/13/19

ADDRESS: 13 Spruce Ln.

TELEPHONE: 603-540-0694

BOARD/COMMITTEE APPLYING FOR: Zoning Board of Adjustments alternate

ARE YOU AVAILABLE TO ATTEND EVENING MEETINGS? yes

Please list any experience, skills and/or qualifications which you feel would especially suit you for this position: I am a construction/remodeler in town. I also do light excavation and hard scaping

**EDUCATION**

	Name of School	Course of Study	Years Completed	Degree
Elementary	Auburn Village School		8	
Highschool	Memorial High School		4	
College				

Other (Specify) \_\_\_\_\_  
 \_\_\_\_\_

**CURRENT EMPLOYER**

Name of Company: Mattes Remodeling LLC Length of Employment: 25 yrs.

Describe your position: Owner  
 \_\_\_\_\_

Additional comments: \_\_\_\_\_  
 \_\_\_\_\_

Signature: 



Requested Completion Date: \_\_\_\_\_  
 Police Detail Needed: \_\_\_\_\_  
 Dig Safe Needed: \_\_\_\_\_

**Work Authorization**

Today's Date: 2/11/2019  
 Entity: 314

Vendor: \_\_\_\_\_

Project Type: Commercial H.S.I

*\* This information must be kept confidential and may not be used except as authorized by Comcast.*  
*\* Contractor is responsible to make contact with all property owner(s) prior to the start of any work.*  
*\* Please pull in an RG 11 drop through any existing conduits to the location we are*

SUPERVISOR	John LaRocque	COORD:	Scott Letzelter
STREET:	334 B Calef Highway	Cell:	603-765-3372
STATE:	New Hampshire	CITY:	Epping, NH
PHONE #:		Zip Code:	03042

PROJECT NAME: 24 Grey Point Ave

TOWN: 24 Grey Point Ave L/B Location: 0

PO Number: 0 Bldg. Type: 0

Project Number: NN314CO002 Ticket #: 21414019

Node Number: CoverH43

Total Invoice: \_\_\_\_\_ Tracking #: 21414019

Invoice Number: \_\_\_\_\_ Date Processed: \_\_\_\_\_

**Description:**  
 This project is for running 140' of aerial coax from take off pole # 132 / NT to riser pole # 132 - 2 where we will be trenching in conduit and pulling in coax for 520' to the ped location located behind the guardrail near the office. From there we will pull in a drop to the service office using the existing phone conduit so we won't have to trench and dig up asphalt and interrupt the business.

**CONTRACTOR INFO:**

CONTRACTOR: 0  
 CONTACT PERSON: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 PHONE NUMBER: \_\_\_\_\_

**Send Invoice To:**

Comcast  
 334B Calef Hwy.  
 Epping, NH 03042  
 Attn: Mary Burke

**EUSTIS CABLE ENTERPRISES, LTD**

www.eustiscable.com

**Communication System Services**  
 Aerial & UG construction • ADSS/Power space  
 CATV • Telephone • Networking • Tower Climbing  
 Wireless Solutions • Fire Alarm

**HDD - Horizontal Directional Drilling**  
**Fiber Optic Specialists**  
 design, placement, splicing & testing

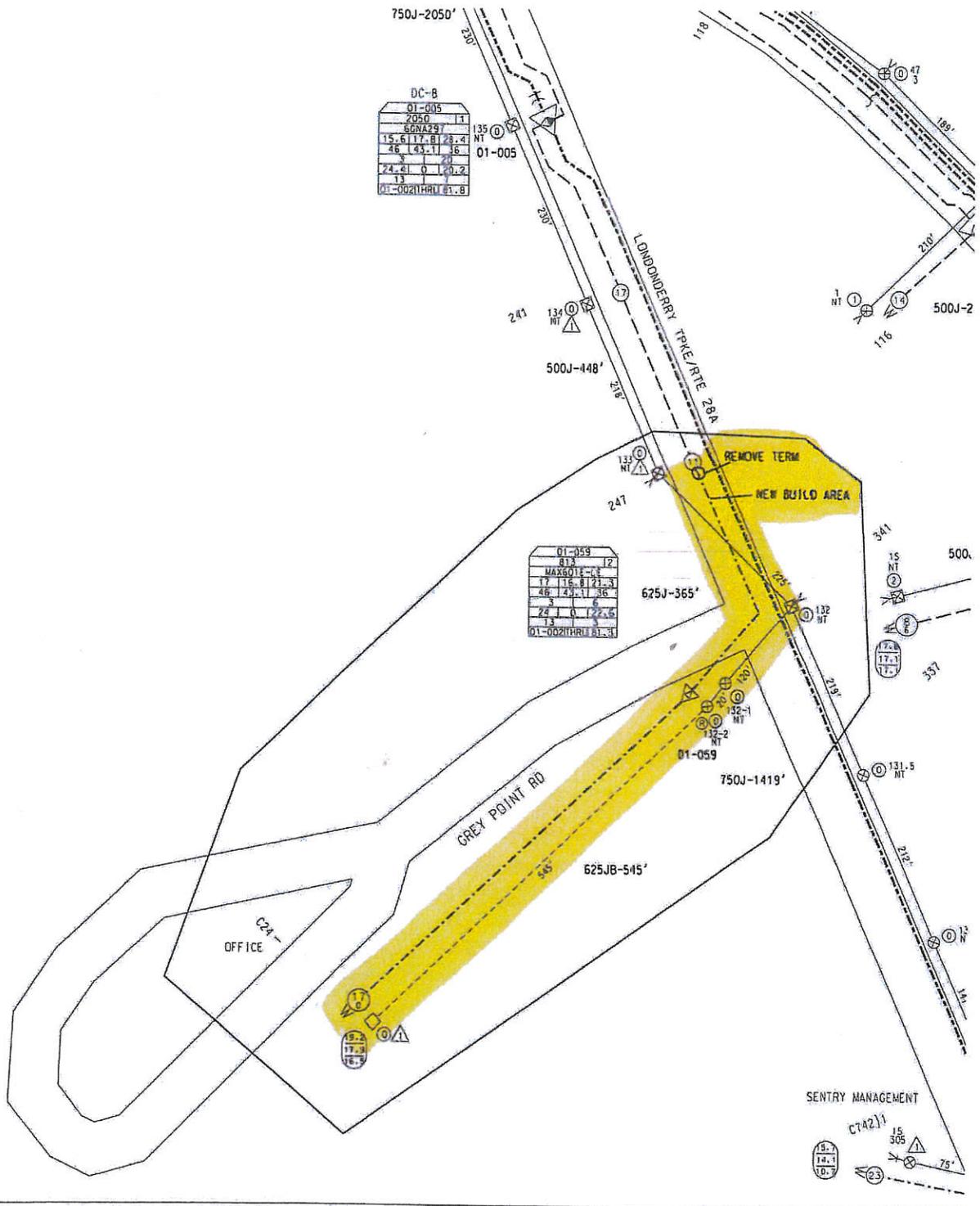
**Bedford Office**  
 513 Donald Street, Bedford, NH 03110  
 Tel: (603) 232-1275

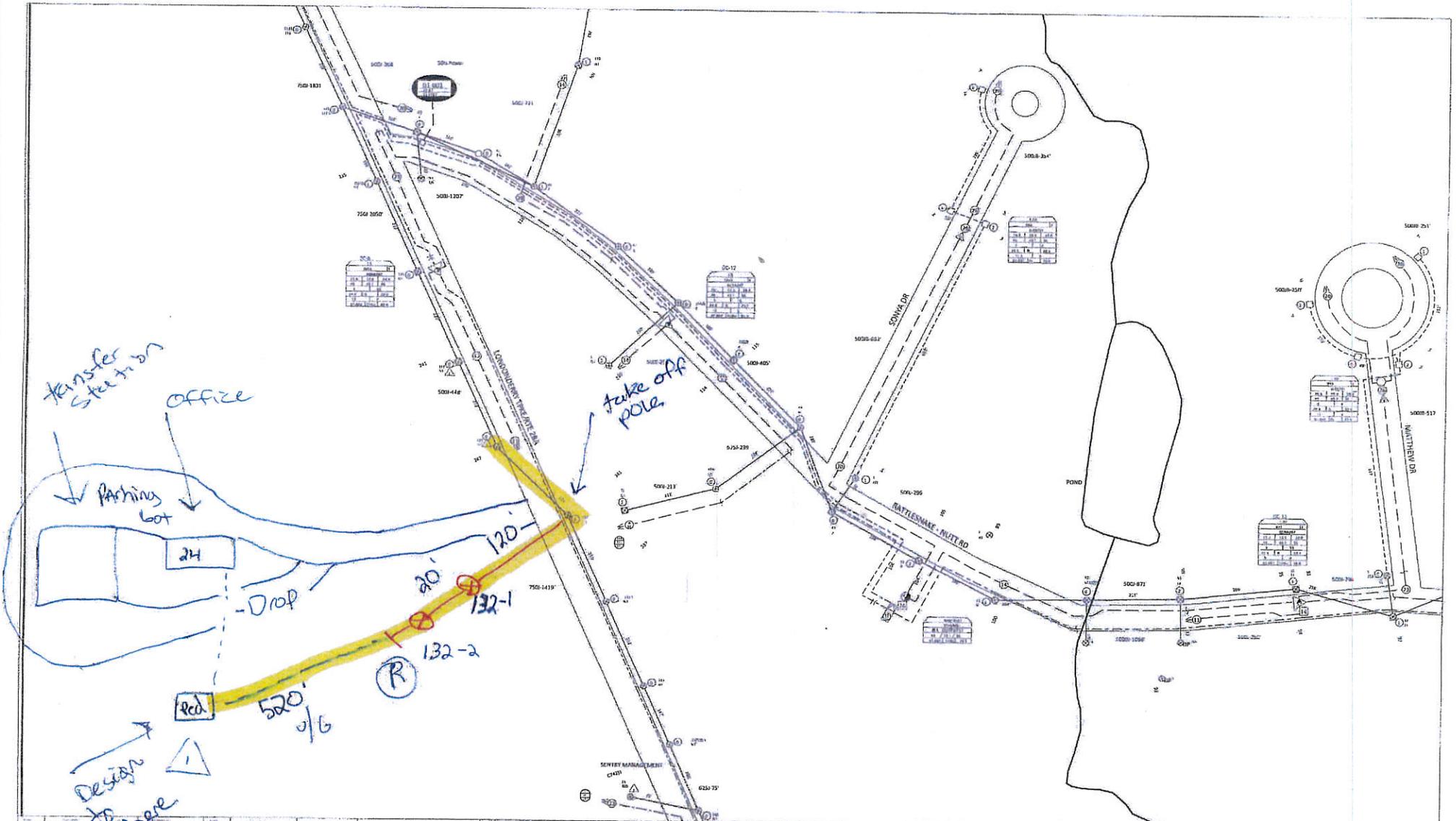
**Corporate Office** Tel: (802) 276-3565



**John Farnum**  
 Underground Project Coordinator  
 jfarnum@eustiscable.us

Cell: (603) 456-8706  
 Fax : (206)-202-0973





		<b>WAFI BLOCK</b> 	<b>AMP/FIBER BLOCK</b> 	<b>LEGACY FIBER BLOCK</b> 	<b>SEMI-COMMUTABLE FIBER BLOCK</b> 	<b>STRAND SYMBOLLOGY</b> 	2018-07-26 		494-510 493-510 492-510	494-511 493-511 492-511	494-512 493-512 492-512	LOCATION: Auburn, NH MAP: 493-511
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ped location

Waist Management

520'  
Total trench  
side of the  
road.

Turn around

45' Asphalt

Gray Point Ave

132-2



132-1



## LICENSE AGREEMENT

This License Agreement (“License”) is entered into between the Town of Auburn, New Hampshire (“Town”), a New Hampshire municipal corporation with a principal place of business at 47 Chester Road, Auburn, New Hampshire 03032, and Comcast (“Licensee”), a corporation with its principal place of business at 334B Calef Highway, Epping, NH 03042 and by the authority granted to the Town pursuant to N.H. RSA 231:161, *et seq.*

This License shall determine the rights, obligations and duties of the parties in regard to the use, maintenance, repair and replacement of a conduit located within the Town’s right-of-way for Grey Point Road, a Class V town approved road (the “Premises”). See “Proposed Comcast Work Oder and Plan 493-511, prepared by Eustis Cable Enterprises, Ltd for Comcast. Issue Date February 11, 2019”, attached hereto.

1. **License:** Subject to all the terms, conditions, obligations and requirements set forth in this agreement, the Town hereby grants to Licensee, and Licensee accepts, a personal, exclusive and nontransferable license to use the Premises for the purposes of installing, operating, maintaining, repairing or replacing cables/wires/fiber network for the provision of telecommunication services to business entities located along Grey Point Road.

2. **Term of License:** This License shall commence on \_\_\_\_\_, 2019 and shall continue unless terminated as provided herein.

3. **License Fee:** There shall be no License fee paid by Licensee.

4. **Termination of License:** The Town shall have the right to terminate this License, after notice to Licensee and public hearing, pursuant to NH RSA 231:163, as may be amended. Licensee’s failure to comply with any rights, conditions, obligations, duties or requirements of this License, or Licensee’s violation of any applicable federal, state or local laws, ordinances, rules or regulations related to its use of the Premises under this License, may be grounds for termination.

Licensee may terminate this License with 30 days’ written notice to the Town. As a condition of termination, Licensee shall remove its property, including cables, wires, fiber network and related equipment from the Premises and shall repair, replace and remediate any damage to the Premises occasioned by the removal of its property.

5. **Licensee’s Standard of Care:** Licensee shall repair, replace and remediate any and all damage to the Premises resulting from its use of the Premises, regardless of whether such damage resulted from Licensee’s, its servants’, its agent’s or employee’s negligence or misuse, except to the extent of the Town’s negligence or misuse of the Premises. Licensee shall immediately report any such damage to the Town through the Town’s Road Agent or Consulting Engineer.

Licensee shall provide the Town, through its Road Agent or Consulting Engineer, prior notice of any work within the Town's right-of-way. Repairs, replacements and remediation shall not commence until approved by the Town. Under no circumstances shall work be performed which impacts, impedes or limits the use of the traveled portion of Grey Point Road without the prior written authorization of the Town's Road Agent or Consulting Engineer.

6. **No Warranty:** The Town has made no representations or warranties concerning the suitability of the Premises for the Licensee's intended uses.

7. **Indemnification/Insurance:** The Licensee agrees to indemnify and save harmless the Town against and from any and all claims by or on behalf of any person or persons, firm or firms, corporation or corporations, arising from the Licensee's use of the Premises, or the conduct of its business or from any activity, work or thing done, permitted or suffered by the Licensee in or about the Premises, and will further indemnify and save the Town harmless against the performance of any rights, obligations, terms or conditions on the Licensee's part to be performed, pursuant to the terms of this License, or arising from any negligence of the Licensee, or of its agents, contractors, servants, employees, licensees or invitees, and from and against all costs, counsel fees, expenses and liabilities incurred as a result, except to the extent of negligence of willful misconduct on the part of the Town; and in case any action or proceeding be brought against the Town by reason of any such claim, the Licensee upon notice from the Town covenants to resist or defend at the Licensee's sole expense such action or proceeding by counsel mutually satisfactory to the Town. As an integral part of this indemnification, Licensee shall procure a public liability insurance policy in the amount of not less than One Million Dollars (\$1,000,000.00), which policy names Town as an additional insured. Licensee shall provide the Town with a certification of such insurance upon request.

8. **Licensee's Default:** Should the Licensee fail to meet, fulfill or perform its duties, obligations, or other requirements imposed by this License, the Town, at its sole discretion, may elect to perform such duties, obligations or other requirements. Should the Town so elect to undertake activities the Licensee should have performed pursuant to this License, Licensee shall pay to the Town all costs and expenses incurred by the Town in performance of such activities, including, but not limited to, costs of repairs, remediation, replacement and attorney fees and costs, including such costs and fees arising from the enforcement of this provision.

9. **Merger:** This License is the sole agreement between the parties relating to the subject matter hereof and supersedes all prior understandings, writings, proposals, representations or communications, oral or written, of either party. This License may be amended as provided for in RSA 231:163, as may be amended.

10. **Nontransferable License:** This Agreement and the License granted hereunder may not be transferred or assigned by Licensee without the prior written consent of the Town.

11. **Federal, State, and Local Laws:** Issuance of this License Agreement does not exempt the Licensee from any other applicable federal, state or local statutes, ordinances, rules or regulations.

12. **Governing Law:** This License shall be interpreted in accordance with the substantive laws of the State of New Hampshire. Any actions to enforce any rights, duties or obligations or conditions arising out of this License shall be brought in a New Hampshire state court of competent jurisdiction.

IN WITNESS WHEREOF, the Town of Auburn and Comcast have caused this License Agreement to be executed this \_\_\_\_ day of \_\_\_\_\_, 2019.

By: \_\_\_\_\_  
Richard Eaton, Chair  
Board of Selectmen  
Town of Auburn

STATE OF NEW HAMPSHIRE  
COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Notary Public/Justice of the Peace

COMCAST

By: \_\_\_\_\_

STATE OF NEW HAMPSHIRE  
COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Notary Public/Justice of the Peace

**GREY POINT ROAD, AUBURN, NH  
EUSTIS CABLE ENTERPRISES, LTD - FIBER OPTIC EXTENSION  
TRENCHING AND RESTORATION MONITORING**

Manhour Breakdown:

	<u>Hours</u>	<u>Total Hours</u>
1 <u>Utility System Work</u>		
Saw-cutting & trenching		
1 visit @ 2 hr. each	2	
Trench Backfill		
2 visit 2 hrs. each	4	
Shoulder and grass restoration		
2 visits 1 hr. each	2	
Binder Pavement Patch		
1 visit 2 hrs. each	2	
Final Trench Patching - Pavement and Joint Treatment		
1 visit 2 hrs. each	2	
As-Built Review		
	1	<u>13</u>
	Total Manhours	13

Summary:

A. Labor cost:				
	13	Hours	Straight time (\$102.00/hr)	\$1,326.00
B. Mileage				N/A
C. Construction Admin.				\$350.00
D. Preconstruction Meeting, Minutes, and Estimates				\$300.00
			<b>TOTAL</b>	<u><b>\$1,976.00</b></u>



## TOWN OF AUBURN, NEW HAMPSHIRE

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



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

The Auburn Fire Department responded to 52 Incidents in the month of April; Incident responses are broken down as follows:

Building Fire:	0
Vehicle Fires:	1
Brush:	4
Fires, all other:	0
Alarm Call:	7
Hazardous conditions:	5
Rescue/EMS:	22
Service calls:	8
Good intent calls:	5
Total:	52

#### 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 the NH fire chiefs meeting in Manchester
- Hosted a first responder awareness class on Fentanyl and drug emergencies.
- Attended the Town and school training retreat here at the Complex.
- Members assisted with the Seabrook drill preparedness in Manchester at Engine 8
- Attended a selectmen's meeting to go over my monthly report and to give any necessary updates.
- Engine 1 hydraulic leaks and ladder testing issues were repaired, Forestry 1 pump was rebuilt, Tanker 1 air leak repaired.
- Exported April's Firehouse reports to the State of N.H.
- Assisted with the town wide cleanup.
- Painting and floor waxing at both fire stations was completed, also the mold cleanup has been completed at 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 Station Captain responsibilities @ Station 2

### **Lieutenant Alex Phillips Report**

- Inventorying all small tools and equipment.
- Crew detail on 4-14-19 and completed vehicle checks
- Working with new firefighter assigned to his crew on probationary requirements
- Worked with his assigned crew on monthly training/crew activities, vehicle checks, etc.

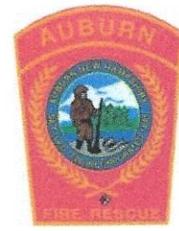
### **Lieutenant Matt Barsaleau Report**

- Currently completing the inventory all personal protective equipment and will start inspecting all PPE soon.
- Crew detail on 4-22-19 and completed vehicle checks
- Issued PPE as needed and requested
- 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
- Acquiring new mobile radio quotes for vehicles.
- 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 jack sensors on E1
- Repaired E2 hose bed cover
- Cleaned up E1 hydraulic leak under vehicle
- Worked with greenwood Fire apparatus on Engine 1 hydraulic leak and scheduled appointments for repairs.
- Completed numerous inspections for Captain Saulnier

Michael Williams

Chief of Department



# Auburn Fire April 2019 Statistics

Calls by Day of the Week	Apr 2019
Monday	9
Tuesday	7
Wednesday	16
Thursday	4
Friday	2
Saturday	7
Sunday	7
<b>Total</b>	<b>52</b>

<b>Fire / EMS Calls for Apr 2019</b>	
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<b>EMS Calls for Service</b>	<b>23</b>
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<b>Fire Calls for Service</b>	<b>29</b>
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<b>Total Calls For Service</b>	<b>52</b>
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Calls by Response Area	Apr 2019
Grid AFD1	15
Grid AFD2	4
Grid AFD3	10
Grid AFD4	13
Grid AFD5	3
Grid AFD6	1
Mutual Aid Given	6
<b>Total</b>	<b>52</b>

Fire and Rescue Responses by Type April 2019	
Building Fire	0
Vehicle/ Heavy Equipment Fire	1
Brush	4
Fires, other types	0
Alarm call no fire	7
Hazardous Condition	5
Good Intent	5
Service Call	8
Emergency Medical Services	22
<b>Total Responses</b>	<b>52</b>

Simultaneous Incidents	Occurrences	Total	Simultaneous Incidents
Single Call	42	42	N/A
Two Calls Simultaneously	0	0	0
Three Calls Simultaneously	0	0	0
Four Calls Simultaneously	1	4	4
Five or More Calls Simultaneously	1	6	6
<b>Totals</b>		<b>52</b>	<b>10</b>
<b>April 2019</b>			<b>19%</b>

Mutual Aid/Auto Aid Given	Apr 2019
Bedford	1
Candia	0
Chester	0
Deerfield	1
Derry	1
Hampstead	0
Hooksett	1
Hudson	0
Litchfield	0
Londonderry	0
Manchester	1
Pelham	0
Raymond	0
Salem	0
Sandown	0
Windham	1
<b>Total</b>	<b>6</b>

Mutual Aid Received	Count
Candia	0
Chester	1
Deerfield	0
Derry	1
Hampstead	0
Hooksett	2
Hudson	0
Litchfield	0
Londonderry	0
Manchester	0
Raymond	0
<b>Total</b>	<b>4</b>

Time of Day	Count
00:00 - 00:59	1
01:00 - 01:59	2
02:00 - 02:59	1
03:00 - 03:59	1
04:00 - 04:59	0
05:00 - 05:59	0
06:00 - 06:59	2
07:00 - 07:59	3
08:00 - 08:59	1
09:00 - 09:59	1
10:00 - 10:59	5
11:00 - 11:59	1
12:00 - 12:59	5
13:00 - 13:59	0
14:00 - 14:59	1
15:00 - 15:59	5
16:00 - 16:59	0
17:00 - 17:59	3
18:00 - 18:59	2
19:00 - 19:59	3
20:00 - 20:59	8
21:00 - 21:59	2
22:00 - 22:59	1
23:00 - 23:59	4
<b>Total Alarms</b>	<b>52</b>

EMD Call Code	April 2019
ALPHA	3
BRAVO	3
CHARLIE	4
DELTA	3
ECHO	2
NONE	8
OMEGA	0
<b>Grand Total</b>	<b>23</b>

## Bill Herman

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**From:** cmsmailer@civicplus.com on behalf of Carol Cloutier via Auburn NH  
<cmsmailer@civicplus.com>  
**Sent:** Monday, May 06, 2019 2:23 PM  
**To:** Bill Herman  
**Subject:** Haven Drive

Submitted on Monday, May 6, 2019 - 2:23pm Submitted by anonymous user: 73.119.154.16 Submitted values are:

What does this comment regard? **Road Agent**

Subject: Haven Drive

Message: Good Afternoon: Is there any way we can get a temporary sign at the top of Haven / Rattlesnake Road that says "Not a Thru way" and possibly change the speed sign to 25 mph instead of 35 mph. Unfortunately now, Google directions/maps is sending people down haven to get to the homes on the Pingree Hill / Haven end of Haven Dr. Google does not know this road is not "open" or an approved road and cars, delivery trucks, cement trucks are speeding down Haven Drive, getting to the corner of Highwood/Haven and realizing it's not a thru road and using our driveways here at the bottom of the road to turn. I've had people get out of their car, walk into my yard to get directions, twice now I've had people drive in my drive and ring my door bell asking for directions on how to get to the other side and today while working outside I watched a landscape truck coming flying down the road and slamming his brakes because he realized there was no where to go. If you come down today and have a look you see the brake marks that started at my neighbors driveway and ended at my driveway, that's about 200 feet of or more of slammed brakes. There are children who play down here and anything you can do to help ease this situation until the road opens would greatly be appreciated.  
Your Name: Carol Cloutier  
Your Email: zoest@comcast.net

The results of this submission may be viewed at:  
<https://www.auburnnh.us/node/5661/submission/3943>



# State of New Hampshire Department of Revenue Administration

109 Pleasant Street  
PO Box 487, Concord, NH 03302-0487  
Telephone (603) 230-5000  
www.revenue.nh.gov



MUNICIPAL AND PROPERTY  
DIVISION

James P. Gerry  
Director

Lindsey M. Stepp  
Commissioner

Carollynn J. Lear  
Assistant Commissioner

May 8, 2019

Town of Auburn  
ATTN: Board of Selectmen  
PO Box 309  
Auburn , NH 03032



RE: Cyclical Revaluation

Dear Members of the Board:

The Department of Revenue Administration (DRA), pursuant to RSA 21-J:11, is charged with the responsibility of monitoring revaluations and supporting municipalities with revaluation contract compliance. The Department has checked items for compliance with applicable Statutes and the REV 600 rules. The following is my final report for the 2018 Cyclical Revaluation for the Town of Auburn.

On November 16, 2017, the DRA received a signed contract between the Town of Auburn and Avitar Associates of New England, Inc to complete a cyclical revaluation of all taxable and non-taxable property effective April 1, 2018. The DRA received the list of employees working in town, and the certificate indicating liability insurance. The town did require a bond be posted. On April 16, 2018, a monitoring conference was held with the following in attendance: William Herman, Loren Martin, James Headd, Richard Eaton, Keith LeClair and Keith Gagon.

The DRA monitored a random sample of properties utilizing the "Monitoring Inspection Report". The monitoring reports were sent to Avitar for their review, and then to the Board of Selectmen.

During the revaluation, the DRA monitored a random sample of properties that sold between October 1, 2017 and July 31, 2018. These qualified sales were used in the analysis to establish the new 2018 assessed values. There were a total of 87 qualified sales. The monitoring reports were sent to Avitar for their review, and then to the Board of Selectmen.

Avitar reported that they did perform a parcel by parcel field review. Newly established values were turned over to the Municipal Assessing Officials on October 1, 2018 in accordance with the contract. Notices of newly established values were mailed to taxpayers and hearings were conducted by Avitar at the Auburn Town Office on July 16, 2018 and July 18, 20 & 23, 2018.

The Uniform Standards of Professional Appraisal Practice (USPAP) report was due to the 30 days after the MS1. On September 20, 2018, the USPAP report was delivered to the DRA. The report includes the rationale for the update, a summary of the analysis performed, copies of sales used, the results of

TDD Access: Relay NH 1-800-735-2964

*Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department.*

statistical testing of the new values and supporting documentation for the newly established values. A list of the qualified and unqualified sales is contained within the report. On January 4, 2019 a letter of compliance was mailed to the Board of Selectmen and to Avitar.

Time trending factors were identified from a study of the market. It was reported by Avitar that time trending was warranted. Time trending can be found in Section 3 of the USPAP report (Report).

The Report identified neighborhoods for land pricing, primary and secondary site values and excess acreage values and influence factors within the Town of Auburn. The land values can be found in section 9 of the Report.

The Report identified base building rates along with tables describing such things as depreciation, effective area factors, and quality adjustments. Market analysis was used to establish building base rates and adjustments. The 2018 newly established base rate land values can be found in section 9 of the USPAP Report.

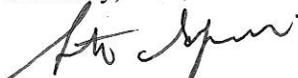
Prior to this update, the median level of assessment according to the 2017 DRA Equalization Study was 85.70, the coefficient of dispersion (COD) was 6.84 and the price related differential (PRD) was 1.01.

The 2018 DRA Equalization Study resulted in a median ratio of 99.70, a COD of 5.29 and a PRD of 1.00. These figures fall within the IAAO and ASB recommended ranges, and represent an improvement over the prior indicators of assessment level and equity.

The next scheduled update to comply with RSA 75:8-a five-year valuation is 2023.

I hope that this information is helpful, and look forward to continuing the support and assistance that the Department provides to your community. If I can be of any further assistance, please feel free to call me at 848-0153.

Sincerely,



Steven Griffin  
DRA Certified Assessor  
Municipal and Property Division  
NH Department of Revenue Administration

cc: File



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION 1  
5 POST OFFICE SQUARE, SUITE 100  
BOSTON, MA 02109-3912

**VIA EMAIL**

May 14, 2019

William Herman  
Town Administrator  
47 Chester Road  
Auburn, NH 03032  
townadmin@townofauburnnh.com

Re: National Pollutant Discharge Elimination System (NPDES) Permit ID: NHR041003, Town of Auburn, NH

Dear William Herman:

Your Notice of Intent (NOI) for coverage under the 2017 NPDES General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems in New Hampshire (MS4 General Permit) has been reviewed by EPA and appears to be complete. You are hereby granted authorization by EPA to discharge stormwater from your MS4 in accordance with applicable terms and conditions of the MS4 General Permit, including all applicable Appendices. This authorization to discharge expires at midnight on **June 30, 2023**.

For those permittees that certified Endangered Species Act eligibility under Criterion C in their NOI, this authorization letter also serves as EPA's concurrence with your determination that your discharges will have no effect on the listed species present in your action area, based on the information provided in your NOI.

As a reminder, your first annual report is due by **September 30, 2019** for the reporting period from May 1, 2018 through June 30, 2019.

Information about the permit and available resources can be found on our website: <https://www.epa.gov/npdes-permits/new-hampshire-small-ms4-general-permit>. Should you have

any questions regarding this permit please contact Suzanne Warner at [warner.suzanne@epa.gov](mailto:warner.suzanne@epa.gov) or (617) 918-1383.

Sincerely,

A handwritten signature in blue ink that reads "Thelma Murphy". The signature is written in a cursive style with a long, sweeping flourish at the end of the name.

Thelma Murphy, Chief  
Stormwater and Construction Permits Section  
Office of Ecosystem Protection  
United States Environmental Protection Agency, Region 1

## 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:** May 13, 2019

**Re:** Volunteer Appointments to 2019 Duck Race Committee

Auburn Historical Association President Dan Carpenter has requested the Board of Selectmen consider appointing volunteers to a Duck Race Committee for 2019.

This practice has taken place since 2015 to enable the Auburn Historical Association and participants in the annual Duck Race event to be covered under the blanket property & liability insurance coverage of the Town of Auburn for this community event.

Mr. Carpenter requested the following individuals be appointed for a term of April 1, 2019 through October 1, 2019:

- Susan Anderson
- Daniel Carpenter
- David Rogers
- Wendy Smith
- Pat Clement
- Lynn Bouchard

If you are agreeable with maintaining this approach to the Duck Race activity, it would be appropriate if the Board were to formally vote to appoint these individuals with the following motion:

*Move to appoint Susan Anderson, Daniel Carpenter, David Rogers, Wendy Smith, Pat Clement and Lynn Bouchard as volunteers to comprise the Duck Race Committee for the term of April 1 through October 1, 2019.*

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:** May 10, 2019

**Re:** Potential of Need for Tax Anticipation Note in 2019

As we are near the issuance of the first issue property tax bills for 2019, we wanted to alert the Board of the concern the Town may experience a cash flow shortage later in the year that could necessitate the need to borrow money in anticipation of tax payments to come. Legally referred to as a Tax Anticipation Note (TAN), the Board has been empowered by voters and state statute to borrow money on a short-term basis (usually less than 12-months) in anticipation of property taxes to be billed and paid during that time frame.

This concern is due to the significant change in cash flow expectations between now and the end of December. Most notably, this is the result of increased operating budgets for both the Town and the School which includes the first full year's payment of principal and interest on the bond for the renovation and addition of the Auburn Village School.

Recently, the Town received the payment schedule for the Auburn School District for the 2019-2020 year beginning July 1<sup>st</sup>. During the first six months of the year (July through December), the Town will need to pay to the school district a total of \$7 million, which is slightly more than half of the total \$12,622,000 obligation. This compares to \$6.7 million for the same period in the current year. The Town will also face paying the county appropriation around November.

The concern at hand is that state statutes direct the first issue property tax bill will be sent at one-half of the prior year's tax rate. So the funds to cover the additional appropriations approved by the voters will not be addressed until the 2019 tax rate is set and the second issue tax bills to go out in October/ November.

As a result, the Town may be pressed in terms of cash flow to meet all of its obligations particularly in the late fall. The means to address this would be taking out a TAN around that time to provide the cash flow to meet the Town's legal obligations, and to then repay the obligation before the end of the fiscal year after payments for the second issue tax bills have come in.

This is strictly informational for the Board at this point in time. Finance Director Adele Frisella and I will be watching the cash flow moving forward and can keep the Board updated in this area. Should it be necessary, a TAN process can happen quickly in a week to 10 days' time.

Also attached is a copy of an item the Tax Collector is putting in the June / July edition of the Auburn Village Crier and will post on the Town website. Her intent is to advise taxpayers of the anticipated tax rate increase in the second bill and warn how they can prepay small amounts prior to the end of the year to lessen the impact hitting all at once. Although not the intent, but any funds that come in early like this will only help the cash flow concerns outlined above.

Thank you for your consideration.

Attachment

Auburn School District  
Payment Schedule  
2019 - 2020

<b>APPROPRIATIONS</b>	<b>\$ 15,836,623.00</b>
Estimated Revenue	1,112,290.00
State Education Grant	<u>2,102,333.00</u>
<b>TOTAL PAYMENTS DUE</b>	<b>\$ 12,622,000.00</b>

Local Share	\$ 10,969,611.00
State Taxes	<u>1,652,389.00</u>
<b>TOTAL DUE SCHOOL DISTRICT</b>	<b>\$ 12,622,000.00</b>

<b>Assessments</b>	<b>Due</b>
July	\$ 1,500,000.00
August	1,500,000.00
September	1,000,000.00
October	1,000,000.00
November	1,000,000.00
December	1,000,000.00
January	1,250,000.00
February	1,000,000.00
March	1,000,000.00
April	750,000.00
May	750,000.00
June	872,000.00
<b>TOTAL DUE</b>	<b>\$ 12,622,000.00</b>

Bond Payment due 8/15/19  
Interest Payment due 2/15/20

Auburn School District  
 Payment Schedule  
 2018 - 2019

<b>APPROPRIATIONS</b>	<b>\$ 14,272,616.00</b>
Estimated Revenue	1,420,480.00
State Education Grant	<u>2,066,041.00</u>
<b>TOTAL PAYMENTS DUE</b>	<b>\$ 10,786,095.00</b>

Local Share	\$ 9,181,657.00
State Taxes	<u>1,604,438.00</u>
<b>TOTAL DUE SCHOOL DISTRICT</b>	<b>\$ 10,786,095.00</b>

Assessments	Due
July	\$ 1,500,000.00
August	1,000,000.00
September	1,500,000.00
October	900,000.00
November	900,000.00
December	900,000.00
January	900,000.00
<b>February</b>	<b>750,000.00</b>
<b>March</b>	<b>750,000.00</b>
<b>April</b>	<b>600,000.00</b>
<b>May</b>	<b>550,000.00</b>
<b>June</b>	<b>536,095.00</b>
<b>TOTAL DUE</b>	<b>\$ 10,786,095.00</b>

## Tax Rate Increase Expected in December - Be Prepared!

For 2019, the property tax rate for Auburn is expected to increase by a minimum of \$2 per thousand dollars.

**Why are my taxes going up so much?** There are several reasons which include increased budgets for the school district and town that were approved by voters in March, in addition to increased expenses for the county. The largest single increase for the school budget is the first full year principle and interest payment due on the bond for the addition/renovation of the Auburn Village School.

The July 2019 bill will be 1/2 of the total taxes paid in 2018. We are expecting the 2019 tax rate to be approximately \$19.25 per thousand dollar assessed value of your home, compared to the 2018 tax rate of \$17.06 per thousand dollar value of your home. **(This rate is for planning purposes only - the actual tax rate will be set by the State of NH in October)**



**Example:**

Assessed Value:	\$350,000
2018 Annual Tax:	\$5971
July 2019 Bill:	\$2986 (\$5971 divided by 2 - rounded up)
Annual Tax Bill for 2019:	\$6737 (350 X \$19.25)
December Bill:	\$3751 (annual tax (\$6737) minus July payment (\$2986))
<b>Increase of \$765</b>	

**Plan ahead** - You can make payments towards the December bill at any time to lessen the impact of the expected tax increase. If your taxes are escrowed you should make sure that you will not have a short fall in your escrow account - one way to do this is to make additional tax payments with the tax collector.

If you have any questions feel free to call or email me during regular office hours.

Monday 10 AM - 7 PM  
Tuesday - Closed  
Wednesday 8 AM - 2 PM  
Thursday 8 AM - 2 PM  
Friday 8 AM - Noon

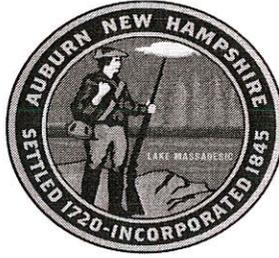
Phone: 483-2281 Ext 1

Email: [towntax@townofauburnnh.com](mailto:towntax@townofauburnnh.com)

Susan Jenkins  
Tax Collector

## 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:** May 17, 2019

**Re:** Design & Construction Drawings Proposal – Auburn Police Station Addition & Renovation

The Board has previously discussed and agreed to secure a cost estimate from Alternative Designs, Inc., of Manchester for the design work and construction drawings for a proposed addition and renovation to the Auburn Police Department facility to address separate male and female locker rooms; a records storage room and potentially a storage area for larger items of evidence and vehicle maintenance stock.

Attached for your review and information is a proposal submitted by Alternative Designs, Inc., for a total of \$3,200.

Selectman Eaton has had direct conversations with Cindy Nye of Alternative Designs and could address any questions the Board may have.

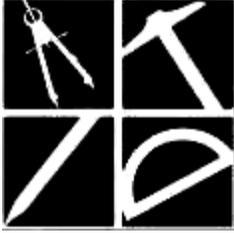
It has been my impression through past discussions the Board intended to fund this work effort through the Town Buildings Restoration Capital Reserve Fund.

If you are agreeable with the attached proposal and covering this expense from the Town Buildings fund, it would be appropriate if the Board were to formally vote to appoint these individuals with the following motion:

*Move to approve and accept the proposal for design and construction drawings for the Auburn Police Department addition and renovation submitted by Alternative Designs, Inc., of Manchester totaling \$3,200, to authorize the Town Administrator to execute the agreement, and further to authorize the withdrawal of \$3,200 from the Town Buildings Restoration Capital Reserve Fund for this purpose.*

Thank you for your consideration.

Attachment



## Alternative Designs Inc.

Alternative Designs Inc  
94 Old Granite Street  
Manchester, New Hampshire 03101  
[www.altdesigns.us](http://www.altdesigns.us)  
(603) 645.4388

May 15, 2019

To: Board of Aldermen  
Town of Auburn  
P.O. Box 309  
47 Chester Rd  
Auburn NH 03032

Attn: William G. Herman, CPM  
Town Administrator

Re: Auburn Police Station Kitchen Addition/storage

Dear Sirs;

Thank you for Considering Alternative Designs Inc. (ADI) to provide professional Design Services for your new Kitchen Addition for your Police Station.

**PROJECT SUMMATION:** The Town plans to build a structure for The Police Department to expand their kitchen and provide a locker space for the men's and women's rooms. Also a storage room accessed from the exterior of the building. The building will be approximately 10'6 x 38'. It will be one story and wood construction.

**OUR SERVICES INCLUDE THE FOLLOWING:**

Alternative Designs will provide the following Design Services for the proposed project in phases:

**PHASE 1: DESIGN**

- ADI will Review building code & any necessary research relative to the proposed use(s).
- ADI will then Develop a schematic floor plan and elevational design concept

**PHASE 2: CONSTRUCTION DRAWINGS**

- ADI will prepare construction documents for use by the town for acquiring construction permits. Documents will be Contractor grade Design Build documents; no written specifications will be provided. Drawings will show sufficient detail for construction and will specify all structural materials.
- The Structural Engineer will review how the new trusses will impact the existing ones. A field visit will be included for investigation.
- 1 set of full sized prints of the final design deliverable to the owner.

**WORK NOT INCLUDED:**

- Additional prints not referenced above.
- Structural/Civil/Mechanical/Electrical/Plumbing/sprinkler/Acoustical/Sound or other Engineering
- Attendance at City meetings
- Construction Administration

**BASIC SERVICE FEE/ SCHEDULE:**

- |                       |                    |
|-----------------------|--------------------|
| • DESIGN:             | \$ 1,600.00        |
| • Structural Engineer | \$ 1,600.00        |
| • <b>TOTAL</b>        | <b>\$ 3,200.00</b> |
- 
- One (1) set of blueprints are included. Additional sets are \$2.00 per sheet (24" x 18")
  - A retainer of **\$ 1,000.00** is requested upon signature of this agreement and will be posted to the final invoice.
  - Services not included in the above proposal will be considered "Extra Services". Extra Services will be billed at the hourly rate of \$85 an hour.

**SIGNATURE:**

This proposal is a firm offer and is good for 30 days and effective for 6 months after signing of contract. The signature below is duly authorized to bind Alternative Designs, Inc to this contract. If this Scope of Services and Fee Proposal meet with your approval, please sign below and return one copy to the office of Alternative Designs. This signed agreement will constitute a contract and will act as notice to proceed. Final payment is due at completion of project.

Respectfully,  
**Alternative Designs, Inc**

\_\_\_\_\_  
Cynthia Nye Owner/Designer

May 15, 2019  
\_\_\_\_\_  
Date

\_\_\_\_\_  
APPROVED FOR **Town of Auburn**

\_\_\_\_\_  
Date

\_\_\_\_\_  
PRINT NAME & Position



The State of New Hampshire  
**DEPARTMENT OF ENVIRONMENTAL SERVICES**



**Robert R. Scott, Commissioner**

EMAIL ONLY

May 15, 2019

Richard W. Eaton, Chairman  
Board of Selectmen  
Town of Auburn  
47 Chester Road, PO Box 309  
Auburn, NH 03032

**Subject:** **Auburn** – Town of Auburn Landfill, Chester Turnpike  
DES Site #199002015, Project #1521

**April 2018 Groundwater Monitoring Data Submittal**, prepared by Stantec  
Consulting Services, Inc. (Stantec), dated April 1, 2019

Dear Mr. Eaton:

The New Hampshire Department of Environmental Services (NHDES) has reviewed the above-referenced Data Transmittal for the Former Town Landfill, as recently submitted to comply with the on-going groundwater quality monitoring and reporting requirements of the site Groundwater Management Permit (**GWP-199002015-A-003**).

Based on our review of the most-recent results as provided in the above referenced report, we note that site water quality conditions with regard to the standard Permit parameters are generally consistent with historical results and overall trends.

### **Results for Per- and Polyfluoroalkyl Substances (PFAS)**

#### Initial PFAS Screening

Initial screening of PFAS was conducted in April 2017. Groundwater sampling included monitoring wells MW-1 through MW-4, the samples from which were analyzed for the nine individual PFAS currently recommended by NHDES. These nine PFAS include the NHDES-regulated PFAS perfluorooctanoic acid (PFOA) and perfluorooctane sulfonic acid (PFOS), for which the ambient groundwater quality standard (AGQS) of 70 nanograms per liter (ng/L) applies to the concentrations of PFOA and PFOS individually, or as a sum of the two concentrations combined (“PFOA+PFOS”). The results of the initial PFAS screening detected multiple PFAS in the groundwater samples from all four monitoring wells. Relative to the established AGQS, the PFOA+PFOS concentration at well MW-3 was 134 ng/L (PFOA concentration was 56 ng/L and PFOS concentration was 78 ng/L), which exceeds the relevant AGQS. The PFOA+PFOS concentration at well MW-4 was 87 ng/L (PFOA concentration was 26 ng/L and PFOS concentration was 61 ng/L), which also exceeds the relevant AGQS.

Based on these results, NHDES requested that additional sampling of select area supply wells and the two on-site surface water locations (SW-1 and SW-2) be conducted for PFAS to evaluate potential impacts to these receptors.

[www.des.nh.gov](http://www.des.nh.gov)

PO Box 95, 29 Hazen Drive, Concord, NH 03302-0095

Telephone: (603) 271-2908 Fax: (603) 271-2181 TDD Access: Relay NH 1-800-735-2964

### Supplemental PFAS Screening

On June 1, 2017, Stantec collected groundwater samples from two off-site residential properties at 518 and 612 Raymond Road. In addition, Stantec sampled an onsite dug well located northeast of the Town DPW building and collected surface water samples from locations SW-1 (southeast side of landfill) and SW-2 (northwest side of landfill). Results reported measurable concentrations of PFAS detected from the dug well and both surface water samples. Both of the closest water supply wells servicing residential properties did not find PFAS detected above laboratory reporting limits (i.e., non-detect). As stated by Stantec<sup>1</sup>, PFAS concentrations are detectable at all onsite sampling locations both upgradient and downgradient of the landfill. Stantec recommended revision of the Permit to include PFAS sampling and analysis, for PFAS sampling to continue at the two off-site water supply wells, and installation of additional monitoring wells down-gradient of MW-3 and MW-4. NHDES agreed with the recommendations in concept but requested an additional monitoring round during November 2017 for confirmation of the distribution of PFAS in advance of installing additional monitoring wells and/or revising the Groundwater Management Permit. NHDES requested sampling locations to be sampled for PFAS to include: MW-1 through MW-4, SW-1 and SW-2, the onsite dug well, and offsite supply wells at 518 and 612 Raymond Road.

### Confirmatory PFAS Screening

According to email communication from NHDES to Stantec on March 30, 2018, the requested November 2017 data had not been received within 45 days of sampling as required by Permit Condition #7. Stantec confirmed via email communication on April 2, 2018 that samples were collected, albeit in December 2017 rather than November 2017, and reported no detections in off-site supply wells (518 and 612 Raymond Road), the onsite supply well at a total PFAS concentration of 4 ng/L, and onsite monitoring wells ranged from 0.7 ng/L total PFAS at MW-1 to 13.9 ng/L total PFAS at MW-3. Results of SW-1 and SW-2 were not reported. Furthermore, the requested Data Submittal was not submitted to NHDES.

Based on additional email communication between NHDES and Stantec on April 5, 2018, NHDES requested additional sampling of the onsite dug well and all four on-site wells during the April 2018 Permit sampling event.

These letters and emails may be found in the NHDES OneStop file at <http://www4.des.state.nh.us/DESOnestop/BasicSearch.aspx> by using the project #199002015 in the subject block as the DES Interest ID.

Additional groundwater sampling for PFAS was conducted in April 2018 during the Permit sampling event and included MW-1 through MW-4 and the onsite dug well. The results of the April 2018 PFAS screening detected multiple PFAS in the groundwater samples from all four monitoring wells and the onsite dug well. Relative to the established AGQS, the PFOA+PFOS concentration at well MW-3 was 97.7 ng/L (PFOA concentration was 38.7 ng/L and PFOS concentration was 59 ng/L), which exceeds the relevant AGQS. The PFOA+PFOS concentration at well MW-4 was 49.8 ng/L (PFOA concentration was 21.8 ng/L and PFOS concentration was 28 ng/L), which is below the relevant AGQS. Please note the following;

- The April 2018 Groundwater Data Submittal was not submitted until April 1, 2019. We request that you comply with Permit Condition #7 which requires monitoring results submitted no later than 45 days after sampling.

---

<sup>1</sup> Results of June 2017 PFAS Sampling, by Stantec, dated June 30, 2017

- Summary Table 2 does not include the December 2017 data for MW-1 through MW-4 or SW-2. In addition, the December 2017 laboratory report needs to be submitted to NHDES to complete the project file.

### **Pending June 2019 Biennial Summary Report**

In accordance with Permit Condition #7, a summary of water quality shall be submitted to the NHDES in the month of June 2019. The Summary Report shall include the information listed in Env-Or 607.4 (a), as applicable. Based on our review of the above mentioned report and the project file, NHDES requests the following specific items to be addressed within the Summary Report:

- Within the required summary of work performed, a summary of the history, frequency and results specifically regarding PFAS sampling needs to be included to concisely memorialize all prior sampling events, communication and laboratory results.
- Please amend summary tables to include December 2017 as appropriate and provide the corresponding laboratory report as an appendix within the Summary Report.
- Include recommendations for locations and frequency regarding continued sampling of PFAS, and assess/re-evaluate the need for installation of additional monitoring wells down-gradient of MW-3 and MW-4, as appropriate.
- Provide further discussion of overall Site manganese concentrations and temporal trends, as the primary analyte historically detected at concentrations above AGQS (i.e., in addition to the recent AGQS exceedances for PFAS as discussed herein).

Finally, please note that along with the routine submittal of documents through NHDES' OneStop website, NHDES is requesting that all PFAS analytical results be uploaded to NHDES' Environmental Monitoring Database (EMD). Our records indicate that PFAS data collected at the Site has yet to be uploaded. Guidance for the EMD upload process can be found at:

<https://www.des.nh.gov/organization/commissioner/documents/pfas-emd-guidance.pdf>.

Technical questions regarding EMD data uploads should be directed to Melanie Cofrin at (603) 271-8803 or [Melanie.Cofrin@des.nh.gov](mailto:Melanie.Cofrin@des.nh.gov).

### **Pending Groundwater Management Permit Renewal Application**

For the Town's present planning purposes, please note that the current Permit is set to expire on March 23, 2020. In accordance with Permit Condition #4, the permittee shall apply for renewal of the Permit at least 90 days prior (December 3, 2019) to its expiration date. After NHDES has reviewed the pending June 2019 Summary Report, our response letter will formally request the submission of the Permit Renewal Application and will incorporate additional guidance relative to any proposed amendments to the groundwater sampling program based on recommendations the Town and Stantec may wish to provide in the June 2019 Summary Report.

Richard W. Eaton  
DES #199002015  
May 15, 2019  
Page 4 of 4

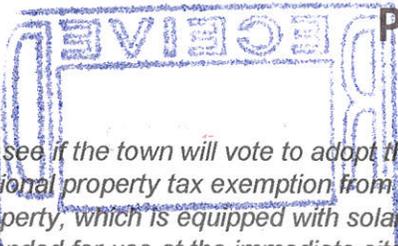
Should you have any questions, please contact me directly at NHDES' Waste Management Division.

Sincerely,



Matthew Taylor, PG  
Hazardous Waste Remediation Bureau  
Tel: (603) 271-2999  
Fax: (603) 271-2181  
Email: [Matthew.Taylor@des.nh.gov](mailto:Matthew.Taylor@des.nh.gov)

ec: Paul Rydel, PG, Supervisor, HWRB  
Don Watson, SWMB  
David A. Allwine, PG, Stantec  
Attention Health Officer, Town of Auburn



# Petition for Warrant Article

To see if the town will vote to adopt the provisions of RSA 72:61 through RSA 72:72 inclusively, which provide for an optional property tax exemption from the property's assessed value, for property tax purposes, for persons owning real property, which is equipped with solar energy systems, wind-powered energy systems or woodheating energy systems intended for use at the immediate site. Such property tax exemption shall be in the amount equal to 100% of the assessed value of qualifying equipment under these statutes.

Printed Name

Signature

Address

1. Shawn Stapp 42 Winchester Way ✓
2. Dan Frazee 81 Morgan Dr ✓
3. Jaime Faucher 23 Rockwood terr ✓
4. Cartney Frazier 81 Morgan Drive ✓
5. ~~Caro Ann Dwyer~~ Carrie Burnap 50 Lovers Lane ~~NO~~ ✓ OK
6. Nick Pappas 471 Bunker Hill Rd. ✓
7. Mark Crossman 90 Winchester Way ✓
8. Gaelan Sammartano 54 Winchester Way ✓
9. Linda Sammartano 54 Winchester Way ✓
10. Breanna Stapp 42 Winchester Way ✓
11. Erin Fernald 25 Westminster Ln Auburn ✓
12. Nicholas Folsom 59 WINCHESTER WAY AUBURN ✓
13. Christina Lanchelle 53 Winchester Way Auburn NH ✓
14. Amy Sweetman 12 Winchester Way, Auburn NH 03032 ✓
15. Todd Pover 8 Winchester Way Auburn, NH 03032 ✓
16. Patti Powers 8 Winchester Way Auburn, NH 03032 ✓
17. ~~Tim Bethke~~ 47 Winchester Way Auburn, NH 03032 ✓
18. Tina Bradley 48 Matthew Dr Auburn NH 03032 ✓
19. Nasreen Kalhori 195 Spofford Rd - Auburn 03032 ✓
20. Tom D'Amico 195 Spofford Rd Auburn 03032 ✓
21. Robert McMurray 94 Nathaniel Way Auburn 03032 ✓
22. Nicole Frygeris 99 Hooksett Rd Auburn ✓
23. Jana Ampuja 79 Winchester Way Auburn 03032 ✓
24. MARK AMPUJA 79 WINCHESTER WAY AUBURN NH ✓
25. Joan Coakley 26 Winchester Way, Auburn NH ✓

# What You Should Know About This Article

## THE SOLAR ENERGY TAX EXEMPTION

Did you know that by installing solar panels on your home you become liable for extra property taxes?

NH tax regulations require the assessment and taxation of solar panels if installed on your house.

This serves as a disincentive to people considering installing solar panels. Solar panels foster energy independence and are a “green”, renewable source of energy.

As of June 2018, 135 New Hampshire towns or municipalities have adopted a tax exemption for solar panels to encourage their use. How does it work?

**Renewable Energy Property Tax Exemption:** NH RSA 72:61-72 permits cities and towns to offer exemptions from local property taxes for certain renewable energy installations. The goal of the exemption is to create a **tax neutral policy** within a municipality that neither increases an individual's property tax, nor decreases the municipality's property tax revenues. By implementing it as a tax neutral policy, homeowners do not have a disincentive of higher property taxes for installing a renewable energy system, and since there is no net reduction in municipal tax revenues, other taxpayers in a municipality are not affected.

Below is a basic example of how the exemption might work:

\$200,000	Assessed value of the property
+ \$20,000	Ad valorem value of the renewable energy system *
\$220,000	New assessed value of the property
- \$20,000	Portion of assessed value exempt from property taxes
\$200,000	New assessed value of the property w/ the renewable energy exemption

\*"Ad valorem value" means the valuation of the property prior to any adjustment for Current Use, RSA 79-A or Conservation Restriction Assessment, RSA 79-B. [From New Hampshire Equalization Manual 2006, Department of Revenue Administration]

In other words: As it stands now, the value of solar panels would be added to the assessed value of a property and the taxes would automatically increase. If the tax exemption were in place it would not affect the taxes at all.

For more information visit

<https://www.nh.gov/osi/energy/saving-energy/index.htm>

See other side for Frequently Asked Questions

## Frequently asked questions:

What types of solar systems are taxable in NH?

All solar systems are taxable; this includes solar hot water systems and solar photovoltaic systems.

Why is this article necessary?

As it stands, the existing tax policy deters homeowners from investing in renewable energy in the form of solar energy. The purchase of a solar system requires a significant investment and the pay-back on the system is long, typically at least 20 years without any tax considerations. If a homeowner's taxes are increased as a result of the installation of a solar system, it would either make the investment in solar energy a net money loser or it would drastically increase the payback period, depending on how much it is taxed. This would effectively prevent anyone from considering purchasing a solar system.

Will I have to pay more taxes if this article passes?

No. This is a tax neutral policy to the town. Neither the homeowner nor other residents of the town would see an increase or decrease in their taxes (see example on reverse side)

Will the town's tax revenues decrease if this article passes?

No. This is a tax neutral policy, and tax revenues will not decrease.

For more information visit

<https://www.nh.gov/osi/energy/saving-energy/index.htm>



## 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:** May 13, 2019

**Re:** Property Tax Exemptions and Tax Credits

With interest being expressed in having the Town consider adding the Solar Energy Systems Exemption to the local property tax system, we thought we would provide the Board with a quick snapshot of the current property tax exemptions and credits currently in place in Auburn, and their overall impact on the annual tax rate.

As the numbers and values may change somewhat year to year, for this purpose we are using numbers and values from FY 2018. The exemptions and tax credits in place include:

- Improvements to Assist the Deaf (Tax Exemption)
- Discretionary Preservation Easements (Tax Exemption)
- Blind Exemption
- Elderly Exemption
- Disabled Exemption
- Veteran's Tax Credit
- Service Connected Total Disability

To briefly explain the difference, a property tax exemption impacts the overall assessed value of the property. An exemption reduces the assessed value of a property by a pre-determined amount. As an example, a property that is assessed for \$350,000 but has a \$50,000 exemption, will have an effective assessed value of \$300,000 for property tax calculations.

A tax credit on the other hand is a specified amount of money that is deducted directly off the property tax bill. The most common is a Veteran's Credit of \$500. Using the same example, in 2018, the home assessed for \$350,000 would yield a total tax bill of \$5,971. With a \$500 Veteran's Credit, the property tax bill would be \$5,471.

The amount of money the property tax needs to raise is not affected by either tax exemptions or credits. The amount to be raised is based on the total appropriations approved by the voters in March at Town and School District voting. But exemptions and tax credits do have an overall impact on the annual tax rate.

As the attached spreadsheet documents, based on the values and budgets in place for FY 2018, these exemptions and tax credits combined resulted in a 27-cent impact on the tax rate.

Thank you for your consideration.

Attachment

**TOWN OF AUBURN**  
**PROPERTY TAX EXEMPTIONS AND TAX CREDITS - 2018**

<u>Exemption or Credit</u>	<u>Statute</u>	<u># Issued</u>	<u>Dollar Value</u>	<u>Tax Rate Impact</u>
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**Exemptions**

Improvements to Assist the Deaf	RSA 72:38-b V	1	\$174,576	\$0.01
Discretionary Preservation Easements	RSA 79-D	5	\$35,252	>\$0.01

**Optional Exemptions**

Blind Exemption	RSA 72:37	1	\$50,000	>\$0.01
Elderly Exemption	RSA 72:39-a,b	23	\$4,156,600	\$0.08
Disabled Exemption	RSA 72:37-b	10	\$500,000	\$0.01

**Tax Credits**

Veteran's Tax Credit	RSA 72:28	270	\$135,000	\$0.16
Service Connected Total Disability	RSA 72:35	20	\$40,000	>\$0.01
<b>TOTAL</b>				<b>\$0.27</b>
Solar Energy Systems Exemption	RSA 72:62	44	\$945,000	\$0.02

Data based on 2018 Assessed Values and Property Records  
 2018 Total Net Assessed Valuation - \$845,294,116  
 2018 Tax Rate - \$17.06

**Town of Auburn  
Board of Selectmen  
May 6, 2019  
5:30 PM  
Site Walk  
Pingree Hill Fire Station**

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

**Others Present** Mike DiPietro, Russell Sullivan, Paula Marzloff, Susan Goodhue, Fire Chief Michael Williams, Deputy Fire Chief Bob Selinga, Station Captain Dave Walters, Firefighter Mike Mozer, Town Administrator William Herman and Nancy Hoijer, Recording Secretary

The meeting began with Chief Williams providing a handout to identify Fire Station problems they were aware of and to establish a plan for repairs. Chief Williams identified several issues concerning the sub-station which was built in 1985:

**Pest infestation in the trim boards and soffits**

Several holes were observed, some of which had been patched with foam insulation only to be reopened by carpenter bees and woodpeckers.

Mr. Eaton recommended obtaining an estimate to remove the pests this year. Discussion focused on whether it made sense to replace the damaged trim with wood or change to something such as vinyl or plastic since the pests would likely return with wood trim and siding.

**Rotting, Curling and Loosening of lower trim boards and entryway**

Chief Williams pointed out lower trim boards around the entire base of the foundation around the building which were rotted, curling and pulling away. The base of both sides of the entryway were observed to be completely rotted and need replacing immediately.

**Diesel Exhaust System & Grant**

Chief Williams indicated the air handlers and duct work in the apparatus bay which had been lowered for the cold air in-take. This system controls the intake of make up air which circulates into the interior of the building from the apparatus bay. Diesel exhaust fumes are being drawn into the system and the ducts were visibly blackened throughout the interior areas. Mr. Eaton recommended adding some duct work to have two zones for air circulation in the bays and in the rest of the building.

Chief Williams noted two federal Assistance to Firefighters grant was applied for that has a 95/5 match. If approved, one would provide roughly \$30-35,000 for the diesel exhaust venting system and another would provide \$15-20,000 for a clothing extractor system. Notification would go out in May or June.

**Interior and Connecting Doors**

Chief Williams would like to install rated doors between the apparatus bays and living quarters. A door in the office needed replacing with an interior door.

## **Kitchen & Floor**

The floor in the kitchen and living area was notably settled and cracked along the exterior walls. Mr. Eaton noted this would likely not settle any more than it had already and should be leveled. The tiles were replaced with a different color and style where the breakfast bar had been removed. The trim needs painting. The refrigerator was new, the other appliances and cabinets were original. The coffee maker did not work. These areas are also used as a shelter and warming facility open to the public during storms and extreme cold. Mr. Eaton noted the town does not have a maintenance manager for its facilities and historically has been reactive to problems. Captain Walters and Chief Williams noted much of the work is done in-house when possible at both stations.

## **Bathrooms**

The bathrooms are original and need updating.

## **Ceiling Tiles**

Ceiling tiles were stained throughout the building and need to be replaced.

## **Scout Project**

Captain Walters pointed out the wooden structure with staircase in the bay area that the Scouts had built for storage. The structure will be removed as the cost to repair is higher than removing it.

## **Attic/Insulation**

Mr. Eaton recommended the attic insulation at both the substation and safety complex be looked at when the weather warms up.

## **Roof Leaks and Mold Issues**

Chief Williams expressed concerns about evidence of prior roof leaks and the mold issues which had just been repaired. The roof was estimated to be 10 years old and no new leaks have been observed.

## **Septic and Pump Repair**

The pump alarm which was noted at an earlier meeting was located and repaired in the tanks adjacent the entry door which openings were raised and fitted with new covers to assist in identifying their location. The pump which had gone to the bottom of the tank and was pulled up, repaired and replaced.

## **Other**

Captain Walters noted the generator was inspected recently and appears to be operating fine. The Fire Station sign was done a year ago. Mr. DiPietro asked about the furnace. Captain Walters indicated it is original, was just serviced and appeared to be operating well. Captain Walters showed the water softener that had just been done which was located in the furnace room. The group also toured the bunk area, radio room and tool closet. Mr. Leclair asked

about lighting and converting to LEDs in the future. Chief Williams noted issues with the software working with the wireless technology.

Captain Walters noted Station Clean-Up Day is on May 19<sup>th</sup>.

Mr. Eaton recommended getting estimates for the pest removal and trying to do that this year. Mr. Leclair noted many of the other items would need to be put into next year's budget and recommended getting a list together and prioritizing the items. Mr. Eaton recommended getting an estimate for the floor.

### **Adjourn**

***Mr. Bedard motioned to adjourn the meeting at 6:22 pm. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary



## TOWN OF AUBURN, NEW HAMPSHIRE

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



**Purpose:** Fire Station 2 walkthrough with selectmen  
**Date:** 5-6-19  
**Time:** 1730  
**Purpose:** To Identify Fire Station problems and to establish a plan for repairs

The Pingree Hill fire station was built in 1985 and is currently being used as our sub-station protecting the residents of Auburn in this location of Town. Over the years this building has seen much use and is starting to show wear and tear. Listed below outlines issues which we are aware of and want to know how you would like us to proceed with repairs.

- Apparent roof leaks over the years, not sure if the roof is still leaking?
- Animals /birds living in the trim of the building (woodpeckers)
- Mold issues just repaired and repainted, not sure if more mold exists?
- Rotted wood around lower levels of building outside near the Wilson crossing side of Bldg. (Should we side the building with a material which won't rot?)
- Air quality issues, in the buildings makeup air apparently comes from the apparatus bays
- Building Needs a diesel exhaust system to capture diesel exhaust fumes in the apparatus bays, A grant has been written, (no guarantees)
- The Kitchen floor has settled, needs repairs
- Kitchens and bathrooms need updating?
- Needs new ceiling tiles throughout
- We should install rated doors between the apparatus bays and the living quarters.

I want to thank you for taking your time this evening walking thru Station 2 tonight, your support in fixing these issues are essential to ensure many more years of use in this facility. I also want to ensure our firefighters are operating in a safe and clean environment.

Thanks

Michael Williams

Fire Chief

Robert Selinga

Deputy Fire Chief

**Town of Auburn  
Board of Selectmen  
May 6, 2019  
7:00 PM**

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

**Others Present** Mike DiPietro, Michael Rolfe, Russell Sullivan, Marion Miller, Christine McLaughlin, Paula Marzloff, Susan Goodhue, Parks & Rec. Coordinator Amy Lachance, Deputy Fire Chief Bob Selinga, Building Inspector Carrie Rouleau-Cote, Alan Cote, Town Administrator William Herman and Nancy Hojer, Recording Secretary

**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 29, 2019 - \$45,947.43**

*Mr. Leclair motioned to approve the Payroll Manifest for the Week of April 29, 2019 in the amount of \$45,947.43. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.*

**Approval of Accounts Payable Manifest for the Week of April 29, 2019 - \$9,160.25**

*Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of April 29, 2019 in the amount of \$9,160.25. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.*

**Approval of Accounts Payable Manifest for the Week of May 6, 2019 - \$740,453.66**

*Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of May 6, 2019 in the amount of \$740,453.66. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.*

**Approval of Consent Agenda for the Week of May 6, 2019**

Mr. Eaton read out loud and offered for inspection a copy of the Consent Agenda for the Week of May 6, 2019 some of which included: one (1) cemetery deed; one (1) notice to excavate; one (1) Form MS-232 NHDRA; four (4) abatement/refund requests; and three (3) pistol/revolver licenses.

*Mr. Leclair motioned to approve the Consent Agenda for the Week of May 6, 2019. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.*

**Appointments with the Board**

Building Inspector Carrie Rouleau-Cote – Building Safety Month

Mrs. Rouleau-Cote presented May is Building Safety Month and recognized a five-week theme:

Week 1 (May 1-May 5) “Preparing for Disasters: Building Strong, build smart;”

Week 2 (May 6-May 12) “Ensuring a safer future through training and education;”

Week 3 (May 13-May 19) “Securing clean abundant water for all communities;”

Week 4 (May 20-May 26) "Construction professionals and homeowners: Partners in Safety;"

Week 5 (May 27-May 31) "Innovations in Building Safety."

Mrs. Rouleau-Cote, who is involved in Pinkerton's CTE program, indicated the need for code enforcement careers in the future.

The theme for Week 3, which is water safety, isn't just about private wells. She reported it also concerns protecting, filtering and using efficient products. Pool safety is a concern to the homeowner as well as visitors and the neighborhood.

Mrs. Rouleau-Cote gave some examples of new technologies in building design and products which come up regularly, such as a local nail salon finding innovations in ventilation of fumes. Home Depot will be working with local communities to set up information at their locations. Mrs. Rouleau-Cote concluded "the Building Department is there to assist homeowners with planning their projects as well as safety."

The Board of Selectmen signed a proclamation declaring May 2019 as Building Safety Month. Mr. Eaton thanked Mrs. Rouleau-Cote and stated the Town of Auburn is very lucky to have her as its Building Inspector.

Amy LaChance, Parks & Recreation – Old Home Day/Closure of Eaton Hill Road

Mrs. LaChance provided a map outlining the proposed closure of Eaton Hill Road for Old Home Day which will take place on June 1<sup>st</sup> at 4 PM followed by Fireworks. The road will be closed from 2 PM until 10 PM at Raymond Road and Eaton Road after the school parking lot.

***Mr. Leclair moved to approve the closure of Eaton Hill Road from Raymond Road to the Auburn School on June 1<sup>st</sup> from 2 PM to 10 PM. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

Vehicle Purchase – Parks & Recreation

Mr. Eaton reported that Parks & Recreation found and purchased a vehicle and displayed a picture of the truck, showing the proposed decal marking on the vehicle, which was being donated by a local resident. Mrs. LaChance also noted the kite design had become a logo brand for Parks & Recreation, and was designed by another Auburn resident.

Mr. Herman asked Mrs. LaChance about summer camps and the Senior Trip. Mrs. LaChance indicated there will be two summer camps this year, Adventure Camp and Basketball Camp. Registration doubled since last year. Adventure Camp will meet at the Safety Complex and is a full-day for 5<sup>th</sup> through 8<sup>th</sup> graders from 8:30-4:30 with teacher counselors, visiting new locations each day such as beaches, ponds and a water park. Mr. Leclair asked about student/counselor ratios. Mrs. Lachance indicated 4:10, which she had conferred with AVS Principal Lori Collins. Basketball Camp will take place at Tower Hill Church from 8:30 to 2:30 PM. The Senior Trip on June 19<sup>th</sup> is going to the Essex River Cruise in Ipswich, MA and has filled quickly with a waiting list. Another trip will be planned for the Fall. Mr. DiPietro added concerts are coming up also.

## **New Business**

Solar Energy Systems Property Tax Exemption

Mr. Herman noted a few residents have inquired about Auburn having a tax exemption for solar energy which is allowed by state statute. He reported the law requires the voters approval of the exemption by vote at the annual town meeting. Mr. Herman indicated there are currently 44

properties that have solar, with 8-9 additional permits pending. Mr. Herman noted a warrant article can be placed by the Board of Selectmen or it can be brought by citizen petition.

Mr. Leclair asked the tax impact. Mr. Herman advised the current 44 properties have an assessed valuation of \$945,000 for solar. Without that \$945,000 in the Town's assessed valuation, the tax rate would increase by \$0.02/thousand.

Mr. Leclair asked whether the Board of Selectman and the Budget Committee would be asked to recommend or endorse the petition. Mr. Herman indicated the Board of Selectmen could make a recommendation, however the Budget Committee would not be involved as the warrant article would not ask to directly appropriate or spend funds.

Mr. Bedard recommended seeing the interest and preferred to let those interested bring the petitioned article. Mr. Eaton and Mr. Leclair agreed. Mr. Leclair noted with other sources of alternative energy such as geo-thermal, wood and solar fields, they would have to get credits also. Mr. DiPietro added even energy efficient windows and things such as those add value to the properties. "That's what taxes are about." Mr. Leclair noted the homeowners convert to save money or become environmentally friendly. Mr. Herman noted any tax exemption ultimately shifts the burden to those who don't have them.

#### Statewide Fire Station Water Quality Testing

Mr. Herman provided a copy of an email he received from Fire Chief Williams forwarding the request letter of NH DES dated April 18, 2019 asking for water testing samples at fire station wells throughout the state for poly and perfluoroalkyl substances (PFAS). DES would do the testing. There is no cost to the Town. DES indicated contaminations are likely associated with Class B firefighting foam.

The Selectman were in agreement to allow Chief Williams to participate with the testing.

#### Police Detail Rates

Mr. Herman provided a Memo dated May 6, 2019 which detailed the proposed request for increase for police details. Mr. Herman noted that last July the Board set the hourly rate at \$55.25 per hour which included an hourly rate of \$40 for officers plus administrative costs and expenses with an additional rate of \$15.69 per hour for a police cruiser as part of that detail. With the approval of the new Collective Bargaining Agreement with the Auburn Police Union, the hourly rate paid to officers for Special Police Details increased to \$45.00 per hour effective April 1<sup>st</sup>. The retirement rate will decrease slightly as of July 1<sup>st</sup>. This would bring the minimum rate to \$61.44 per hour based on this breakdown and recommended rounding up to \$61.50 per hour effective June 1<sup>st</sup>. FEMA has not changed the rate for the cruiser so that would remain the same.

***Mr. Bedard moved to adjust the hourly rate or the Special Police Details to \$61.50 per hour for an officer and the related payroll benefits and administrative costs, and an additional \$15.69 per hour for a police cruiser used as part of the Special Police Detail. The rate change shall be effective June 1, 2019. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

Joint Meeting with School Board – Tuesday, June 11, 2019

Mr. Herman noted the School Board Chair invited the Board of Selectmen to their June 11, 2019 meeting to tour construction of the Auburn Village School project. The Board agreed to accept their invitation.

### Old Business

#### Potential Addition/Renovation of Police Department

Mr. Eaton reported since the Board's last meeting, an on-site meeting was held at the Safety Complex that unfortunately not too many people attended. But the consensus of those present was unanimous that the addition and renovation proposal for the Police Department was the right approach and needed a formal design and plan to be prepared.

Mr. Eaton advised he spoke to Cindy Nye at Alternative Designs who would come out within a week to review the building and provide an estimate. Mr. Eaton noted he should hear from them tomorrow and would anticipate having a proposal to the next Selectmen's meeting in a couple of weeks.

#### Unanticipated Repairs of Fire Department Apparatus

At the last Board meeting, Chief Williams reported vehicle maintenance issues on Engine 1, Forestry 1, Tanker 1 and Tanker 2. Mr. Leclair questioned whether the Fire Dept. could cover this in its budget with \$6,922 remaining to be addressed.

The cost for the seized pump in Forestry 1 which had to be rebuilt was \$4,422 and the repair of the hydraulic leak on the ladder truck came in at \$2,500. After a review of the overall Town budget the following areas were identified as potential excess or as reflecting a savings, to cover these expenses:

01-4130-6-620-1	Town Report	\$ 741.04
01-4130-6-660-2	Vote Guide	80.08
01-4140-6-660-0	Election Expenses	1,492.13
01-4153-3-350-1	Legal Expenditures	1,000.00
01-4153-3-350-2	Labor Relations	500.00
01-4155-2-290-0	Longevity Pay	1,000.00
01-4191-3-390-1	P/Z Legal Expenditures	500.00
01-4191-3-390-2	P/Z Master Plan & Regs	500.00
01-4299-0-391-0	Town Details	500.00
01-4316-3-390-1	Public Street Lighting	600.00

Mr. Herman noted with regard to the first three line items, the elections have already been held. Mrs. Marzloff noted the Planning Board expected to incur some legal fees in review of the proposed elderly housing ordinance. Mr. Herman noted there were funds in that line item to cover that expense. Mr. Herman noted the line item for longevity pay would be unused as the employee had left the position. This would leave a balance of \$8.75 to be covered from the Fire Department's operating account.

Mr. Leclair asked if the cost of the septic pump repair with Kent had come in yet – no.

**Mr. Bedard moved to approve the payment of a total of \$6,913.25 for the unanticipated repairs to the Fire Department apparatus from 10 specified Town budget accounts, with**

***the remaining balance to be covered by the operating budget of the Auburn Fire Department. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

#### Town Hall Front Porch & Exterior Painting Project

Mr. Herman noted the painting had been completed and all that was left was a change to the handrails cited by the Building Inspector. Mr. Eaton noted the work may have been slow going but overall was pleased with the quality of the work and the cost.

#### Dartmouth Drive

Mr. Bedard noted dumping had taken place over the barriers at the now closed Dartmouth Drive. A photograph was provided. Mr. Rolfe indicated some addresses had been recovered from the debris which alleged the dumping may have come from residents of Manchester and was under investigation.

#### **Next Meetings**

Saturday, May 11, 2019 – “Shred Day” – Town Hall Parking Lot, 9 AM-Noon.

Saturday, May 18, 2019 – “Faces of Auburn’s Elders” – Auburn Historic, 1 PM.

Monday, May 20, 2019 – Board of Selectmen Meeting – 7 PM.

#### **Minutes**

- April 22, 2019 Public Meeting

***Mr. Leclair motioned to approve the April 22, 2019 Public Meeting Minutes, as written. Mr. Bedard seconded his motion, with all in favor, the motion passed unanimously.***

- April 22, 2019 Non-Public Sessions x2

***Mr. Leclair motioned to approve the two April 22, 2019 Non-Public Meeting Minutes, as written. Mr. Bedard seconded his motion, with all in favor, the motion passed unanimously.***

#### **Adjourn**

***Mr. Bedard motioned to adjourn the meeting at 7:40 pm. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary