

**Town of Auburn  
Board of Selectmen  
August 19, 2019  
Town Hall**

**7:00 p.m.**

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

Approval of Accounts Payable Manifest for the Week of August 12, 2019 -- \$1,607,672.50

Approval of Payroll Manifest for the Week of August 19, 2019

Approval of Consent Agenda – Week of August 19, 2019

**() Appointments with the Board**

- Fire Chief Mike Williams – Monthly Meeting
- Proposed Auburn Fire Department Standard Operating Guideline / Policy
  - SOG #302 – Incident Command System
  - SOP #314 – Fire Scene Decontamination

**() New Business**

Surety Release – Wethersfield – Phase II, Winchester Way

Repair of Overhead Doors at Highway Garage

Age Friendly Mini Grant / Tufts Health Plan – Momentum Fund Grant Program

**() Old Business**

Easement & Maintenance Agreement with Auburn School District

Addition to Police Department

Schedule / Format of Community Forum – September 12th

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

**() Other Business**

**() Next Meetings / Events**

Monday, August 26, 2019 – Board of Selectmen's Workshop Meeting – 7:00 PM

Monday, September 9, 2019 – Board of Selectmen's Meeting – 7:00 PM

Saturday, September 14, 2019 – Household Hazardous Waste Collection Day – across from the Raymond Safety Complex – 8:00 AM to Noon

**() Minutes**

- July 31, 2019 Site Walk Meeting
- August 5, 2019 Public Meeting
- August 5, 2019 Non-Public Meeting

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

Consideration of the compensation of a public employee

**() 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 July 2019

The Auburn Fire Department responded to 43 Incidents in the month of July, Incident responses are broken down as follows:

Building Fire:	0
Vehicle Fires:	0
Brush:	0
Fires, all other:	0
Alarm Call:	6
Hazardous conditions:	1
Rescue/EMS:	24
Service calls:	6
Good intent calls:	6
Total:	43

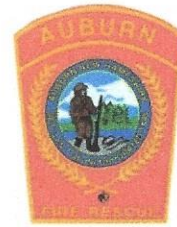
#### Chief Michael Williams Report

- Ongoing Work updating Operational Policies and Procedures.
- Working on preparing the Operational and Emergency Management budgets
- Hosted monthly Fire officers meeting.
- Completed boat training on the new boat #1
- Completed auto extrication training
- Attended the Department head meeting @ Town Hall
- Hosted a NH boating safety class at the Safety Complex for AFD members and citizens
- Opened a cooling center @ the safety Complex during our heat wave
- New radio equipment has been installed on the Chester tower site for Auburn and Chester radios.
- Annual Dry hydrant and Cistern inspections are now being completed around town.
- The new rescue vehicle delivery date is now into September
- I Exported July's NHIFRS reports to the State of N.H.
- 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 Policy and procedure updates
- Working on checking members off on fire apparatus as operators
- 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**

- Coordinates monthly EMS training
- Assists with the administration of the lamresponding program
- Assists with the QC of all EMS reports
- Completed monthly Station Captain responsibilities @ Station 2

### **Acting Lieutenant Todd Dignard's Report**

- Crew detail to complete vehicle checks on 7-28-19
- Looking into large area search equipment
- Purchased some small tool and equipment for vehicles
- Annual cistern and dry hydrant testing completed
- Worked with his assigned crew on monthly training/crew activities, vehicle checks, etc.

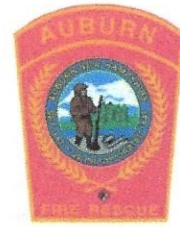
### **Lieutenant Matt Barsaleau's Report**

- Currently working on completing the inventory all personal protective equipment and will start inspecting all PPE soon.
- Crew detail to complete vehicle checks
- Issued PPE as needed and requested
- Annual cistern and dry hydrant testing completed
- 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's Report

- Lt. Szatynski chairs the Safety committee, they are discussing cancer prevention awareness guidelines and policies.
- Lt. Szatynski was reassigned to training new members, all new members are now assigned to Chris.
- Working with many new members on completing probationary manual requirement
- Lt. Szatynski oversee all mobile and portable radios
- New radio was ordered for Car 1, these 2 current radios in car 1 will be installed in Gator 1 and boat 1
- Lt. Szatynski is the AFD safety Officer, Chris is working on cancer awareness policies

### Lieutenant Pat Glennon's Report

- Responded to emergencies while on duty as required
- Filling in for Captain Saulnier with Fire prevention inspections and drills.
- Flushed out culverts around town when requested
- Relined the apparatus bay floors @ both fire stations
- Assisted at the AVS field day events
- Repaired emergency lights on Tanker 1
- Replaced headlight on Tanker 2
- Escorted 2 AVS students to school in the fire truck
- Repaired E2 Knox box release
- Tanker 1 PM was completed
- Working with Rosenbauer on new rescue vehicle
- Weekly vehicle checks
- Annual hose testing was completed
- Annual cistern and dry hydrant testing completed
- Daily assigned station duties

Michael Williams

Chief of Department





# Auburn Fire July 2019 Statistics

## Calls by Day of the Week

	July 2019
Monday	7
Tuesday	5
Wednesday	6
Thursday	11
Friday	4
Saturday	5
Sunday	5
<b>Total</b>	<b>43</b>

## Fire / EMS Calls for July 2019

EMS Calls for Service 26

Fire Calls for Service 17

**Total Calls For Service 43**

## Calls by Response Area

	July 2019
Grid AFD1	14
Grid AFD2	1
Grid AFD3	9
Grid AFD4	10
Grid AFD5	3
Grid AFD6	3
Mutual Aid Given	3
<b>Total</b>	<b>43</b>

## Fire and Rescue Responses by Type

	July 2019
Building Fire	0
Vehicle/ Heavy Equipment Fire	0
Brush	0
Fires, other types	0
Alarm call no fire	6
Hazardous Condition	1
Good Intent	6
Service Call	6
Emergency Medical Services	24
<b>Total Responses</b>	<b>43</b>

Simultaneous Incidents	Occurrences	Total	Simultaneous Incidents
Single Call	37	37	N/A
Two Calls Simultaneously	3	6	6
Three Calls Simultaneously	0	0	0
Four Calls Simultaneously	0	0	0
Five or More Calls Simultaneously	0	0	0
<b>Totals</b>		<b>43</b>	<b>6</b>
<b>July 2019</b>			<b>14%</b>

## Mutual Aid/Auto Aid Given

	July 2019
Bedford	0
Candia	1
Chester	1
Deerfield	1
Derry	0
Hampstead	0
Hooksett	0
Hudson	0
Litchfield	0
Londonderry	0
Manchester	0
Pelham	0
Raymond	0
Salem	0
Sandown	0
Windham	0
<b>Total</b>	<b>3</b>

## Mutual Aid Received

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

## EMD Call Code July 2019

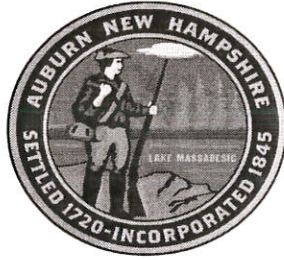
	July 2019
ALPHA	3
BRAVO	4
CHARLIE	2
DELTA	8
ECHO	1
NONE	7
OMEGA	1
<b>Grand Total</b>	<b>26</b>

## Time of Day

	Count
00:00 - 00:59	0
01:00 - 01:59	1
02:00 - 02:59	1
03:00 - 03:59	0
04:00 - 04:59	1
05:00 - 05:59	0
06:00 - 06:59	1
07:00 - 07:59	0
08:00 - 08:59	5
09:00 - 09:59	4
10:00 - 10:59	3
11:00 - 11:59	2
12:00 - 12:59	0
13:00 - 13:59	2
14:00 - 14:59	1
15:00 - 15:59	5
16:00 - 16:59	2
17:00 - 17:59	5
18:00 - 18:59	3
19:00 - 19:59	0
20:00 - 20:59	1
21:00 - 21:59	2
22:00 - 22:59	3
23:00 - 23:59	1
<b>Total Alarms</b>	<b>43</b>

## 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:** August 15, 2019

**Re:** Proposed AFD Standard Operating Guideline and Procedure

Fire Chief Michael Williams is advancing two proposed Standard Operating Guideline or Procedure for the Board's consideration.

One is SOG #302 – Incident Command System, while the other is SOP #314 – Fire Scene Decontamination.

The Chief will discuss with you the two proposals and answer any question the Board may have.

Assuming the Board will be inclined to approve the two proposals, the following motion would be appropriate for the record:

*Move to approve the proposed SOG #302 - "Incident Command System" and SOP #314 - "Fire Scene Decontamination" for the Auburn Fire Department as recommend by the Fire Chief.*

Thank you for your consideration.

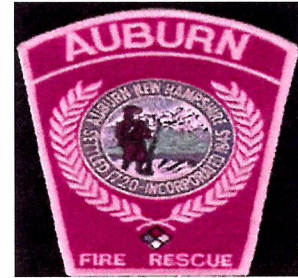
Attachments





# Town of Auburn Fire Department

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



## Auburn Fire Department Standard Operating Guideline

Posting Date: 08/19/2017 Effective Date: 10/19/2017	SOG Category & Identification Number: SOG #302	Guideline Revision: 08/19/2019
SOP Title: Incident Command System, prepared by Robert Selinga		
Approved by: Michael Williams	Re-evaluation Date: 08/19/2020	Number of pages: 2

### PURPOSE:

To insure safe and orderly management of all fire and rescue incidents; the National Fire Administration system of Incident Command and Management shall be implemented.

### SCOPE:

This guideline shall cover all incidents of a nature that warrants a multiple company response i.e., fire and rescue. In house medical, service calls, etc. do not warrant ICS.

### PROCEDURES, GUIDELINES AND INFORMATION

#### Implementation Fire Example:

It shall be the responsibility of the first arriving officer or firefighter to establish incident command (I.C.) and broadcast an initial incident size up consisting of a minimum of the following perimeters:

- 1) Occupancy type size and construction
- 2) Involvement
- 3) Exposures
- 4) Initial action
- 5) Person in command

#### Execution (Incident Command Structure):

The fire ground officer or firefighter shall assume responsibility for management of the incident until transfer of command to a more senior officer or firefighter.

The Incident Commander (I.C.) shall make assignment for the nationally recognized divisions of Operations, Planning, Logistics, Finance and Command.

Given the predominate and typical Auburn suppression incident of a single family, wood frame detached residential fire, incident sectoring can be anticipated to be as follows: water supply, operations, safety, rehab resources, and command. The I.C. should keep in mind any sections not assigned shall be maintained by the I.C. whether spoken or otherwise.

**Transfer:**

Command shall be transferred to arriving senior officers unless the senior officer allows the junior officer to retain command. However, regardless of who has authority for command, the senior fire officer has responsibility for the incident outcome. Transfer of command shall be made in person, face to face, only after the fire officer receiving command has been fully updated and apprised of the situation. Each officer upon assuming command shall re-broadcast an incident size up.

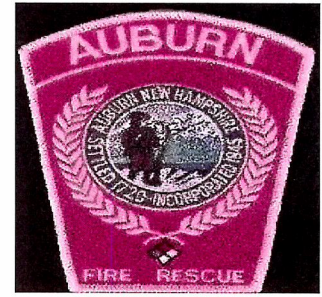
**END OF SOP 302**





# Town of Auburn Fire Department

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



## Auburn Fire Department Standard Operating Policy

Posting Date: 08-19-19 Effective Date: 08-19-19	SOP Identification Number: #314	New SOP #314
SOG/ SOP Title: Fire Scene Decontamination, Prepared by Lt, Chris Szatynski		
Approved by: Michael Williams	Re-evaluation Date: 08/19/2020	Number of pages: 1

**PURPOSE:** The purpose of this policy is to give Auburn Fire personnel who are working at a fire in an IDLH clear instructions as to what is required for fire scene decontamination.

**SCOPE:** The scope of this policy Applies to all personnel who make entry into an IDLH atmosphere at the scene of a fire.

### **PROCEDURES AND INFORMATION:**

The following decontamination steps outline what is expected from Auburn Fire members operating on the scene of a fire. These are steps to limit the amount of exposures to carcinogens found on the fire ground and on our equipment. Responder wipes will now be placed on all Auburn Fire apparatus to be used to decontaminate ourselves. All tools and equipment shall be decontaminated with soap and water

### **Fire Scene Decontamination**

1. Once the fire scene is declared under control and all mop up operations are completed, Fire personnel shall proceed to the engine on scene to be gross decontaminated by a garden hose removing all debris or materials which are now on your PPE. Members shall keep their SCBA on and continue breathing air until all gross decontamination has been removed.
2. After members are rinsed thoroughly, then SCBA masks and air packs can be removed. The back of their coat and the SCBA shall be rinsed off again once they have been removed from the firefighter.
3. While picking up at the scene, members shall keep their coats and gloves on while picking up hose and collecting tools and equipment. All tools including electrical reels, and hose shall be collected and rinsed off prior to returning to the respective apparatus.
4. After members have picked up, and before leaving the scene, Responder wipes shall be used to remove as much soot as possible on exposed skin, arms, face, ears, hands, underarms, wrists and neck. Any radios, handheld lights, or other small tools that were used shall be wiped down. Any apparatus seat that was used by a member on scene shall be wiped down also.
5. Once back at the station all tools that were used shall be removed from the apparatus and placed in a pile. Each tool shall be rinsed again and cleaned using a brush and soap.
6. Safety gloves shall be donned prior to removing gear from the apparatus and placing it by the washer. The apparatus shall then be wiped down from where the gear was removed from.
7. When in doubt, Don rubber gloves while the decontamination process is taken place.

**END OF SOP 314**

August 9, 2019

Mr. Richard Eaton, Chairman  
Town of Auburn  
Board of Selectmen  
47 Chester Road  
Auburn, NH 03032

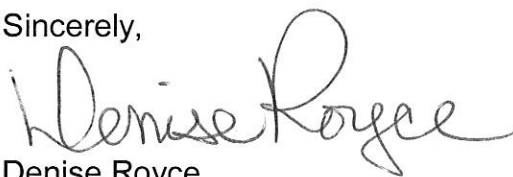
Re: **Winchester Way, Station 0+00 to 23+53 (Complete)**  
**Maintenance Surety Release Recommendation**

Dear Mr. Eaton:

On August 7, 2019, the Planning Board voted to recommend The Board of Selectmen approve the release of the maintenance surety currently being held by the Town of Auburn in the amount of \$18,664.64 for Winchester Way. Mr. Tatem of Stantec has sent a recommendation letter dated July 12, 2019 of which is attached hereto for your reference. The letter indicates a request to release the surety in the amount of \$18,664.64, 2-year maintenance surety, of which the 2-year term was completed on May 24, 2019.

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

Sincerely,

A handwritten signature in cursive script that reads "Denise Royce". The signature is written in dark ink and is positioned above the printed name and title.

Denise Royce  
Land Use Administrator

cc: Auburn Planning Board

Mr. Poltak asked if there were any further questions for the Board. None were noted. Mr. Poltak asked Mr. Tatem about Sheet #5 with regard to the fence note. Mr. Gilbert commented that he had spoken with Mr. Lacey with regard to the fence and that Mr. Lacey wanted it that way and so he was going to do it the way that Mr. Lacey wanted it to make him happy.

Mrs. Marzloff asked about signage. Ms. McCourt indicated that they would not have any signage. Mr. Gilbert mentioned that there would be a stop sign at the exit and that was it. There would be no signage on the building either except for maybe on the door.

Mr. Poltak asked if there were any abutters present. None were noted. There was one person present that was just there observing the meeting.

**Mr. Grillo made a motion to accept the application for a minor site plan amendment to approved site plan as presented for 254 Rockingham Road, Tax Map 25, Lot 45. Mr. Rolfe seconded the motion. All were in favor, and the motion passed unanimously.**

**Mr. Grillo made a motion to approve the minor site plan amendment to approved site plan as presented for 254 Rockingham Road, Tax Map 25, Lot 45. Mr. Leclair seconded the motion. All were in favor, and the motion passed unanimously.**

Mr. Gilbert and Ms. McCourt thanked the Board for their time and exited the meeting.

## **Wethersfield Phase II**

### **Winchester Way, Sta. 0+00 to 23+53 (Complete)**

#### **Maintenance Surety Release Recommendation**

Mr. Poltak began with the recommendation letter from Stantec dated July 12, 2019 for Winchester Way. Mr. Poltak read the letter to the Board members of which Stantec recommends the release of the 2-year maintenance surety in the amount of \$18,664.64 of which the 2-year term was completed on May 24, 2019.

With that said, Mr. Poltak asked the Board for a motion to release the remaining surety.

**Mr. Grillo made a motion to release the remaining maintenance surety in the amount of \$18,664.64 which is currently being held by the Town of Auburn for the 2-year maintenance surety for Winchester Way, Sta. 0+00 to 23+53, which the 2-year term was completed on May 24, 2019. Mr. Rolfe seconded the motion. A vote was taken; all were in favor, the motion passed.**

At this time, Mr. Poltak moved on to discuss the Capital Improvement Plan for 2020 to 2025.





July 12, 2019  
File: 195110837

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

Dear Mr. Poltak,

**Reference: Auburn, NH  
Wethersfield - Phase II  
Winchester Way, Sta. 0+00 to 23+53 (Complete)  
Maintenance Surety Release Recommendation**

At the request of the Town, we met on-site with Town Staff and the Developer on May 29, 2019 to walk the subject roadway to view the condition of the roadway and the related infrastructure improvements, in order to provide a recommendation regarding the release of the \$18,664.64, 2-year maintenance surety, of which the 2-year term was completed on May 24, 2019. During our site walk we noted several minor areas of cracking in the wearing course pavement, a riprap apron that needed repair and a number of empty telephone conduits which were not properly covered/protected. It was agreed that the Developer would contract with a crack sealing contractor to clean and seal the pavement cracks, repair the rip rap apron and add appropriate covers to the empty conduit. As of the date of this letter, the crack sealing has been completed, the rip rap apron has been repaired and the conduit covers have been installed; therefore, we recommend the release of the maintenance surety, currently held by the Town.

Please call if you have any questions.

Sincerely,

**STANTEC CONSULTING SERVICES INC.**

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

J. Daniel Tatem  
Associate  
Phone: (603) 669-8672  
Fax: (603) 669-7636  
[dan.tatem@stantec.com](mailto:dan.tatem@stantec.com)

c. Mike Dross, Carrie Cote, Denise Royce, Bill Herman Town of Auburn  
Rick Eaton, Developer  
R. LaBranche, Stantec

V:\1951\active\195110837\documents\correspondence\Ltrs\let\_Poltak Maintenance Surety Release Recommendation Winchester Way o



## 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:** August 9, 2019

**Re:** Repair of Overhead Doors at Highway Garage

The Road Agent has advised that the bottom sections of the two overhead doors at the Highway Garage are in bad shape and are in need of repair. The doors were originally installed in 2006 when the Board of Selectmen decided to do work on the former incinerator building and convert it into a garage.

A representative of Overhead Door Company of Manchester has inspected the doors and provided the attached proposal to replace the bottom section of one door and the bottom two sections of a second door for a total cost of \$2,500.

This is not an item that had been anticipated in the FY 2019 Town budget, so we are seeking the input and direction from the Board as to how they might want to proceed with this item.

If the Board wanted to act sooner than later on this, it is something that could be covered through the Town Buildings reserve fund (which would have approximately \$31,450 available after accounting for the \$47,200 reserved for the addition to the Police Department).

Or we can include this repair in the FY 2020 budget that is currently being developed and plan for the work to be done next year.

At this point, we are seeking the Board's direction as to how they may want to deal with this repair so we may act accordingly.

Thank you for your consideration.

Attachment

*Attention: Mike Dross***Overhead Door Company Of Manchester**

10 Liberty Drive  
 Londonderry, NH 03053  
 Telephone: (603) 434-2911  
 Fax: (603) 434-4302

Div. of Maine Building Specialties Co.  
 Portland, ME  
 Portsmouth, NH  
 Augusta, ME  
 Manchester, NH

**The Genuine. The Original.**

Proposal #: 1-11040

Q 14764

PROPOSAL SUBMITTED TO: Auburn, Town Of				Date 6/28/2019		Attention Mike Dross- Road Agent			
STREET PO Box 339				Job Name DPW Replacement sections- BUDGET PROPOSAL					
City Auburn		State Nh	Zip Code 03032		Job Location 273 Chester Turnpike				
Phone Number Mike Dross 603-303-4223		Fax Number 483-0518 ATTN. Mike		Job Phone Mike Dross 603-303-4223 Cell					
ITEM #	QTY	SERIES	SECTION WIDTH	SECTION HEIGHT	SECTION	BOTTOM SEAL	COLOR	HEAD ROOM	JAMB TYPE
1	2	WB175	16' 2"	24"	Bottom	Included	White	N/A	N/A
2	1		12' 2"	24"	Bottom	Included	White	N/A	N/A

**FURNISH AND INSTALL:**

Replace sections to match existing doors.  
 Work To Include: Remove and dispose of damaged rusted out sections.

**PROPOSAL TO INCLUDE THE FOLLOWING:**

Item 1 above to feature the following:

NOTE: Any Miscellaneous parts hinges, rollers etc that installer sees that need replacing will be added to total below.

We hereby propose to complete in accordance with above specification, for the sum of:

**Two Thousand Five Hundred Dollars and No Cents**

**\$ 2,500.00**

Signature

Kevin Ramsdell

Direct Dial: 1-800-477-2911

**TERMS AND CONDITIONS**

Payment to be made as follows: Net 10 days with signed contract

Prices subject to change if not accepted in 30 days.

BY OTHERS: Jambes, spring pads, all wiring to motors and control stations, unless otherwise stated above, are not included. Purchaser agrees that doors shall remain in Seller's possession until paid in full. In the event Purchaser breaches or defaults under the terms and provisions of this Agreement, the Purchaser shall be responsible for the costs of collection, including reasonable attorneys' fees. There shall be a 1 1/2% service charge per month for all payments due and owing after 30 days. (Agreements are contingent upon strikes, accidents, or delays beyond our control.) Authorization is given for credit inquiries as needed for this contract.

ACCEPTANCE: Terms, Price, and specifications on all pages of this proposal are hereby accepted and the work authorized.

Purchaser: \_\_\_\_\_

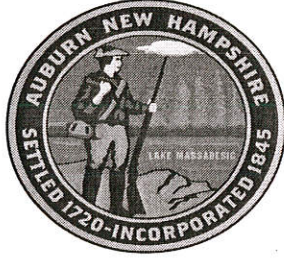
Signature

Title

Date of Acceptance

## 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:** August 12, 2019

**Re:** Tufts Health Plan Foundation Momentum Fund Grant Program

Through the Southern NH Planning Commission, we have been made aware of a grant program offered by the Tufts Health Plan Foundation that is called the "Momentum Fund Grant Program".

As we understand it, the intent of the mini-grant program is to assist communities with funding multi-generational and senior programs toward creating age-friendly services, projects, or programs.

The Momentum Fund mini-grants support communities in New England, including New Hampshire communities, who are promoting healthy aging. One-year mini-grants of up to \$10,000 will be awarded and up to 10 communities will be awarded grants.

I have initially shared this with Library Director Kathryn Growney and Parks & Recreation Coordinator Amy Lachance, who have begun developing ideas of efforts that might be of interest or benefit to Auburn. A few concepts at this point include offering some workshops like "iPhone 101 for Seniors" taught by an Eagle Scout or "iPad or Tablet 101", and purchasing some iPads that could be used while at the library. Or purchasing some specific outdoor exercise equipment designed for seniors that could be added to the Circle of Fun Park.

Our understanding at this point is that no Town matching funds are required to be eligible for one of the \$10,000 grants. We all will know more specific details after an informational webinar is held on August 22<sup>nd</sup>.

I have offered to assist in writing the grant application, which has to be submitted by 4 PM EST on September 19<sup>th</sup>. Applicants will be notified of decisions during the week of October 28<sup>th</sup> with grant awards beginning November 1<sup>st</sup>.

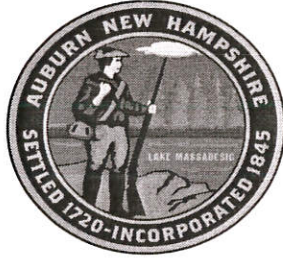
At this time, there is no action required of the Board of Selectmen. We wanted you to be aware of this potential opportunity for Auburn.

Thank you for your consideration.



## Town of Auburn

Town Hall  
47 Chester Road  
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Auburn, NH 03032



## Town Administrator

William G. Herman, CPM  
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townadmin@townofauburnnh.com

**To:** Board of Selectmen

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

**Date:** August 15, 2019

**Re:** Easement and Maintenance Agreement with Auburn School District

We wanted to provide the Board a follow-up report since your approval at the August 5<sup>th</sup> meeting of an "Access and Maintenance Easement" and a "Memorandum of Understanding – Conditions of Agreement" between the Town of Auburn and the Auburn School District that formally identifies the location of additional underground propane fuel tanks to serve the expanded Auburn Village School.

The Auburn School Board met on August 13<sup>th</sup> and approved both documents as signed by the Board of Selectmen. Both documents have now also been signed by the Chairman of the Auburn School Board and the Superintendent of Schools.

We have already sent the "Access and Maintenance Easement" to the Rockingham County Registry of Deeds for recording, while copies of the "Memorandum of Understanding – Conditions of Agreement" are now in the files of both the Town of Auburn and the Auburn School District.

There is no further action that is required by either the Town or the School District on these items.

Thank you for your consideration.



## Bill Herman

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**From:** Todd Bedard <tbedard@townofauburnnh.com>  
**Sent:** Tuesday, August 13, 2019 12:18 PM  
**To:** Ray Pelton; Mike Williams; Kathleen Sylvia; Carrie Rouleau-Cote; Adele Frisella; Susan Jenkins; Kathryn Gowney; Amy Lachance; alanv@sau15.net; Lori Collins; Bill Herman  
**Subject:** Community Forum Meeting

I wanted to reach out to each of you as a follow up to any contact you've had from Bill Herman concerning the Community forum meeting.

As you may know, I brought this idea to the board in an attempt to give residents another way to have an idea of what is going on in town at a high level. I've seen it done in other towns with varying levels of success, and my hope is that people may be more willing to attend an "all in one" meeting (that just happens to be right before the open house at the school) in order to have better idea of where our town is currently situated and where it is going. I have no allusions that everyone will suddenly think its a great idea and we will have an overflow crowd, but my hope is to provide another opportunity for residents to engage and be informed.

With that said, If you are interested in having a few minutes to provide a higher level view about what is happening in your department, please let Bill or myself know at your earliest convenience. We will be working on the agenda and "order of operations" at the next Selectmen's meeting on Monday, August 19th, so having any and all input possible from each of you would be helpful.

Please feel free to contact at any time if you have any questions, comments, or concerns.

Thank you,

--

Todd Bedard  
Selectman, Town of Auburn  
603-370-7939

## Bill Herman

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**From:** Carrie Rouleau-Cote  
**Sent:** Tuesday, August 13, 2019 2:04 PM  
**To:** Todd Bedard  
**Cc:** Bill Herman  
**Subject:** RE: Community Forum Meeting

Todd/Bill

I will be happy to attend the Community Forum on September 12th to represent the Auburn Building Department. I can address the number of permits, new homes, various commercial projects and implementation of updated State Building Codes (2009 versions will be replaced with 2015 codes on Sept 15th state wide. I can also address any zoning questions. Let me know if you are preparing a power point and I will try to provide information/graphics.

Carrie Rouleau-Cote  
Building Official/Code Enforcement Officer Town of Auburn, New Hampshire P.O. Box 309 Auburn, New Hampshire 03032  
(603) 483-5052 X 3  
bldginsp@townofauburnnh.com

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

From: Todd Bedard <tbedard@townofauburnnh.com>  
Sent: Tuesday, August 13, 2019 12:18 PM  
To: Ray Pelton <rpelton@townofauburnnh.com>; Mike Williams <mwilliams@auburnnhfire.org>; Kathleen Sylvia <townclerk@townofauburnnh.com>; Carrie Rouleau-Cote <bldginsp@townofauburnnh.com>; Adele Frisella <budgetfinance@townofauburnnh.com>; Susan Jenkins <towntax@townofauburnnh.com>; Kathryn Gowney <Director@griffinfree.com>; Amy Lachance <recreation@townofauburnnh.com>; alanv@sau15.net; Lori Collins <lcollins@sau15.net>; Bill Herman <townadmin@townofauburnnh.com>  
Subject: Community Forum Meeting

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As you may know, I brought this idea to the board in an attempt to give residents another way to have an idea of what is going on in town at a high level. I've seen it done in other towns with varying levels of success, and my hope is that people may be more willing to attend an "all in one" meeting (that just happens to be right before the open house at the school) in order to have better idea of where our town is currently situated and where it is going. I have no illusions that everyone will suddenly think its a great idea and we will have an overflow crowd, but my hope is to provide another opportunity for residents to engage and be informed.

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Please feel free to contact at any time if you have any questions, comments, or concerns.

## **Announcement**

### **Household Hazardous Waste Collection**

**SEPTEMBER 14, 2019**

**8:00 A.M. TO 12 NOON**

**The end of Industrial Drive  
Off Old Manchester Road (exit 4)  
(across from the Safety Complex, Raymond, NH )**

*Auburn, Nottingham and Raymond Residents Only*

- Maximum quantity per household is 5 gallons or 5 pounds whichever is higher
- No motor oil or latex paint will be accepted

Any questions please call Raymond Public Works at 895-7036.

**Town of Auburn  
Board of Selectmen  
Site Walk  
Wayne Eddows Memorial Fields  
July 31, 2019**

**Selectmen Present:** Richard Eaton; Keith Leclair

**Others Present:** Zach Eaton, Parks & Rec Commissioner; Mike Dobmeier, Parks & Rec Facilities Manager; Amy Lachance, Parks & Rec Coordinator; John Kenyon; Chris Kenyon; Will Dreckmann

Mr. R. Eaton called the meeting to order at 5:02 pm

Mr. Z. Eaton began the meeting discussing the mowing of the fields at Wayne Eddows. He had concerns with the lack of weedwacking and bagging the grass. Mr. Kenyon said bagging the grass is not in the contract. Ms. Lachance will confirm. If not in current contract, it should be added to the 2020 contract.

Mr. Leclair also had concerns that there have been occasions where the fields look like they were not mowed or areas were missed. Mr. Kenyon said they take pictures after each visit and have GPS records that can be available to verify.

The brush hog has been done. It is in the contract for once a year. That will need to be updated in the 2020 contract for twice a year. Once in late spring and once towards the end of August. Maybe even go a bit deeper into the woods.

The discussion continued on to the grass length on the baseball/softball fields. Per the contract, the infield should be mowed at 2 ¼" per Little League regulations. Little League season is done by mid-June. Mr. Kenyon said the commercial mowers don't go that short and has been mowing at 3". Add to the required grass heights and timeline to the 2020 contract.

The discussion moved on to the soccer field. The concern is that the goals and bleachers are not always moved during the mowing. Mr. Kenyon stated that it is not in the contract to move nets. He said they will tip/move the nets and replace the sandbags for the rest of the year but there needs to be a different solution for next year. There were suggestions that either Auburn Soccer Club volunteers or Parks and Recreation staff could move the nets the day before the mowers arrive.

Mr. Kenyon also requested that the sprinklers not run before they arrive. The typical time to mow Wayne Eddows is Thursdays between 7:15 am and noon.

Mr. R. Eaton suggested that the area under the soccer bleachers be paved so there is no concern to move them to mow in the future.

As for the other properties, Mr. Dobmeier commented that the Appletree/Sun Valley Park isn't looking its best because the clippings have not been bagged. Again, it will need to be confirmed if bagging is in the current contract. If not, that should be added to the 2020 contract.

Meeting adjourned at 5:38 pm



**Town of Auburn  
Board of Selectmen  
August 5, 2019  
7:00 PM**

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

**Others Present** Michael Rolfe, Mike DiPietro, Dale Phillips, Christine McLaughlin, Alan Villeneuve, Pat Kelly and David Oliveria, Parks and Recreation Commissioners, Tom LaCroix, Police Chief Ray Pelton, Town Administrator William Herman and Nancy Hoijer, Recording Secretary

**Call to Order – Pledge of Allegiance**

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

**Approval of Accounts Payable Manifest for the Week of July 29, 2019 - \$232,379.41**

*Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of July 29, 2019 in the amount of \$232,379.41. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.*

**Approval of Payroll Manifest for the Week of August 5, 2019 - \$47,772.45**

*Mr. Leclair motioned to approve the Payroll Manifest for the Week of August 5, 2019 in the amount of \$47,772.45. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.*

**Approval of Consent Agenda for the Week of August 5, 2019**

Mr. Eaton read out loud and offered for inspection a copy of the Consent Agenda for the Week of August 5, 2019 some of which included: two (2) Escrow Agreement/Construction Monitoring; one (1) Correspondence – Resignation of Town Moderator, Kathleen Porter, one (1) Pole License/Permit and five (5) Pistol/Revolver Licenses.

*Mr. Leclair motioned to approve the Consent Agenda for the Week of August 5, 2019. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.*

**Public Hearing** – Acceptance and expenditure of unanticipated revenues from private donations

Mr. Eaton opened the hearing to the public for comments and questions at 7:02 PM.

Mr. Eaton indicated the Public Hearing was for the purpose of the acceptance and expenditure of \$2,904.00 from multiple donations from individuals, businesses and the Auburn Police Benevolent Association to be used for the purchase of a new radar message sign and trailer for the Auburn Police Department, to be combined with grant funds received from the NH Department of Safety and other funds previously accepted and donated.

Mr. Herman noted within the list of donors was \$1,300 which was the combined donations of Dairy Queen and ProMariner. There were other individual donors and the Auburn Police Benevolent Association raised \$810.

The public hearing was closed at 7:04 PM.

***Mr. Bedard motioned to accept \$2,904 in donations from multiple sources in 2018 and 2019 to secure the new radar message sign and trailer for the Auburn Police Department and to authorize the expenditure of these funds for this purpose. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

### **Appointments with the Board**

Representative Jesse Edwards – State Budget

Representative Edward noted he was on the House Ways and Means Committee. He reported there has been no resolution to the State budget, but he wanted to be able to represent Auburn's interests in this process. Mr. Eaton indicated that any funds intended for the Town of Auburn and the Auburn School District not be cut short. Mr. Edwards noted those are routinely fully funded as with past budgets. The funds received on a one-time basis are questionable for spending on ongoing programs. Mr. Eaton noted it was not a good idea, it would be like taking the Town's unreserved fund balance and waiving taxes for the year, doesn't do us any good in the long run.

Patrick Kelly – Eddows Field Lighting Project

Mr. Kelly provided the Board with an itemized estimate from Levasseur Electrical Contractors, Inc. dated July 31, 2019 for \$1,900 for the Baseball Field and \$15,970 for the Soccer Field. Mr. Kelly noted Levasseur recommends new disconnects on the baseball field lights.

Mr. Leclair asked if Levasseur went up the poles or inspected from the ground. Mr. Kelly noted they provided the recommendation based on the issues reported. Gemini and Auburn Electric were unresponsive, Levasseur is available. Trenching is \$4,800 and will take up to three days with equipment rental and labor, depending on the ground conditions.

Mr. Kelly provided an updated spreadsheet for the budget for the soccer field which he noted is right on budget and, if necessary, funds from grass and asphalt could come from the Soccer Club. Baseball is \$676 over and Soccer is over by \$6, but overall they remain safely within budget with \$7,500 remaining.

Mr. Leclair asked about irrigation repairs. Mr. Kelly noted there would need to be some lines spliced and the Soccer Club could cover that as well.

Mr. Kelly reported the Parking lot wiring could be continued overhead from the clubhouse to the new poles, rather than trenching. Mr. Kelly noted the fixtures were shown on Sheet 3. Mr. Skeffington could begin the week of the 19<sup>th</sup> to set poles and Levasseur would be available this month in a couple of weeks.

***Mr. Leclair motioned to accept the quote of Levasseur Electrical Contractors, Inc. and to authorize the expenditure of up to \$17,870 for the lights at Wayne Eddows Fields and to authorize Pat Kelly to contract with Levasseur Electrical Contractors, Inc. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

***Mr. Leclair motioned to accept the quote of Light Poles Plus and to authorize the expenditure of up to \$3,352 for the lighting in the parking lot and walkways at Wayne***

***Eddows Fields and to authorize Pat Kelly to contract with Light Poles Plus. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

Alan Villeneuve – Rockingham Road Property Discussion

Mr. Villeneuve provided the Board with a map of an area of Dartmouth Drive and Rockingham Road situated along Route 101 dated July 31, 2019.

Mr. Villeneuve advised he has gone to the State to ask them to designate a small one-third acre parcel abutting his property as surplus. Mr. Villeneuve explained the process wherein the State would first offer it to other state agencies and then to the municipality in which it lies, and if they had no use for it, would entertain bids from individuals. Mr. Herman reported the lot is not a subdivided lot, but is part of the right of way for Route 101. However, it could be conveyed to an abutter by a lot line adjustment process.

### **New Business**

Easement & Maintenance Agreement for the Auburn School District/Town Property

Mr. Herman provided the Board with a Memorandum dated July 29, 2019 and copy of the proposed Easement and Maintenance Agreement with the Auburn School District and Memorandum of Understanding – Conditions of Agreement to accommodate the underground propane tanks in the eastern corner of the School property between the parking lot and the fence of the Auburn Village Cemetery in the general area where heating fuel tanks have historically been located. These tanks support the HVAC system for the Auburn Village School. The AVS is responsible for the underground tanks, their operation, maintenance and support for the duration the storage tanks remain in this location and will provide the Town with a Certificate of Liability Insurance with the Town named as a coinsured party

Mr. Villeneuve noted the School did not want to lose any of their parking area. Mr. Leclair noted it was a good idea to memorialize the agreement to have a paper trail for the future without involving lot line changes.

***Mr. Bedard moved to approve the proposed “Access and Maintenance Easement” and the “Memorandum of Understanding – Conditions of Agreement” between the Town of Auburn and the Auburn School District for an easement on Town property. This approval is contingent upon the mutual approval of the Auburn School District. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

Total Image Running – Auburn Road Race – September 19<sup>th</sup>

Mr. Herman provided the Board with a copy of an email received from Chief Pelton dated July 31, 2019 informing the Board of a road race to be held by Total Image Running on September 19, 2019 to support the NH Food Bank. Traffic on Rockingham Road heading east will be diverted for about 30 minutes, with the race beginning at 6:20 PM. Detail officers and signage will be on hand to assist residents. The Fire Chief will be notified by Chief Pelton.

Chief Pelton clarified the road had not been closed during their last race event and details were provided. The traffic was diverted on one lane for 20 minutes, but the road remained open.

Mr. Bedard asked about the parking complaints. Chief Pelton noted there was no one parked illegally. In addition there will be a shuttle from the new office on Dartmouth Street.

Mr. Leclair indicated one issue is the Selectmen were not informed last time. Chief Pelton noted that was because there was no road closure. Mr. Eaton asked if they could come in before the race. Mr. Leclair noted as long as the Selectmen are informed in some way and the road isn't being closed, he felt there wasn't a need for them to meet with the Selectmen. It was a traffic concern for the police department to handle. The Board was in concurrence.

#### Resignation of Town Moderator

Mr. Herman advised the Town Moderator has resigned effective August 15, 2019.

Mr. Leclair asked when her replacement was needed by. Mr. Herman noted the Supervisors of the Checklist have begun the process, and would be needed by the January Presidential Primary.

***Mr. Leclair motioned to accept the resignation of Kathleen Porter as Town Moderator, with regret, effective August 15, 2019. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

#### Possible Amendment to Fireworks Ordinance

Mr. Herman provided the Board with a Memorandum dated July 30, 2019 and copy of the Town Fireworks Ordinance dated June 30, 2016 concerning potential amendments to the Town Firework's Ordinance. Complaints have been received for activity on Anderson Way and the area of Pasture Road. Some additions for consideration include further limiting the overall days/hours; requiring a free permit and/or requiring notification of neighbors and property owners within a specific radius.

Mrs. Phillips noted the Anderson Way display was within the time limits provided in the existing ordinance, although the fireworks were loud.

Mr. Eaton noted the existing ordinance was sufficient; it indicates when you can and can't. He felt notifying people in a radius around your home is unnecessary, and permits were discussed before and felt were not necessary. He did not see any need to amend the current ordinance.

Chief Pelton noted homeowners cooperate when complaints are generated concerning livestock and the police have asked to curtail activity.

Mr. Bedard noted he was aware of some local fireworks that are aimed over someone else's house and makes a mess in their yard. He said if he read the ordinance correctly, it is the responsibility of the party shooting off the fireworks for the clean-up. Chief Pelton indicated that was accurate, and said anyone with issues like that should contact the police department for assistance.

#### Old Business

##### Addition to the Police Department

Mr. Eaton provided the Board with an itemized estimate totaling \$47,200 relative to the Addition to the Police Department at the Safety Complex. Mr. Herman provided the Board with a report as of July 31, 2019 relative to the Town Buildings Capital Reserve Fund showing an anticipated balance for the remainder of 2019 of \$78,660.55.



Mr. Eaton noted the roof would be re-shingled at the back of the Police Department. Mrs. Phillips asked in which direction, and Mr. Leclair noted off the back 10-12' before the bays, straight back.

Mr. Eaton noted the estimate was for the exterior work and not for any interior work. The estimate for the plumber is \$6,060 and a pipe would need to be run from the sink to the sally port clean out and from the bathroom. The current sink is cracked would be replaced, and also includes a new toilet and shimming of another.

Mr. Villeneuve asked about running conduits for future use.

Mr. Rolfe asked about moving the air conditioning condenser. Mr. Eaton read out loud the \$2,915 quote for that which includes electrical. Mr. Villeneuve asked where the unit was that it served. Mr. Eaton noted the attic unit serves the kitchen area in the fire department. Mr. Villeneuve recommended moving the air handler to a heated space. Mr. Eaton reported there were three air handlers in the attic, and Mr. Leclair noted next year they anticipate doing spray foam insulation to address that concern.

***Mr. Leclair motioned to move forward with the addition to the Police Department at the Safety Complex and to expend \$47,200 from the Town Building Capital Reserve Fund. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

***Mr. Leclair motioned to authorize Richard Eaton to act on behalf of the Town as Construction Manager of this project. Mr. Bedard seconded the motion. A vote was taken; two were in favor (Leclair and Bedard) and one (Eaton) abstained. The motion was approved.***

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

Mr. Leclair indicated the Planning Board meets this Wednesday. He has not seen the proposed agenda yet.

Mr. Leclair and Mr. Eaton met with Mr. Kenyon concerning the concerns with mowing at Eddows Fields. Some of the items were not contracted and some need some tightening up. Mr. Kenyon provided some detail as to how other Towns move their soccer nets.

#### **Other Business**

Mr. Villeneuve discussed the workshop meeting on August 26<sup>th</sup>. Mr. Leclair indicated some issues should be memorialized in a living document or appendix to the PILOT agreement.

Mr. Eaton asked whether a dredge and fill permit will be necessary for the possible irrigation system the School District was considering for the athletic field. Mr. Villeneuve indicated Manchester Water Works has special rules that differ from what an individual property owner can and can't do, and a permit is likely not necessary.

Mr. Villeneuve discussed the Calef Homestead and the potential baseball field indicating they were working with archeological studies and advised the foundation could be marked out and buried.

## **Next Meetings/Events**

Tuesday, August 6, 2019 – Auburn Night Out (AVS v. Auburn Safety Complex) Softball at Eddows Field – 6:00 PM

Monday, August 19, 2019 – Board of Selectmen's Meeting – 7:00 PM

Monday, August 26, 2019 – Board of Selectmen's Workshop Meeting – 7:00 PM

## **Minutes**

- July 22, 2019 Public Meeting

***Mr. Bedard motioned to approve the July 22, 2019 Public Meeting Minutes, as written.***

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

**Non-Public Session – RSA 91-A: 3 II, (I) and (a) Consideration of legal advice provided by legal counsel and consideration of the compensation of a public employee**

***Mr. Eaton motioned to go into non-public session under RSA 91-A: 3 II, (I) - consideration of legal advice provided by legal counsel, and (a) - consideration of the compensation of a public employee. Mr. Bedard 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 8:16 PM.

The Tax Collector will be marking her 11<sup>th</sup> year of employment with the Town on August 6, 2019. Mr. Herman noted as this is an elected position, for the purpose of step increases, the Town has generally noted the employment anniversary. Mr. Leclair noted she did a good job and cleaned up a lot of pending items. Mr. Eaton noted she remained on top of things.

The meeting room was reopened to the public at 8:25 PM.

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

***Mr. Bedard motioned to approve a step increase for the Tax Collector from a Labor Grade 8, Step 10 to a Labor Grade 8, Step 11 upon the individual's August 6, 2019 anniversary date. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

## **Adjourn**

***Mr. Bedard motioned to adjourn the meeting at 8:26 PM. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary