

**Town of Auburn  
Board of Selectmen  
September 23, 2019  
Town Hall**

**7:00 p.m.**

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

Approval of Accounts Payable Manifest for the Week of September 23, 2019  
Approval of Consent Agenda – Week of September 23, 2019

**( ) Appointments with the Board**

- Amy Lachance – Parks & Recreation
- Larry Marino, Wellesley Circle – Stop Signs
- Fire Chief Michael Williams – Monthly Meeting

**( ) FY 2020 Town Budget Presentations**

- Tax Collector – Susan Jenkins
- Supervisors of the Checklist – Susan Jenkins
- Cemeteries – Cemetery Trustees
- Fire Department – Mike Williams
- Ambulance Service – Mike Williams
- Fire Apparatus – Mike Williams
- Emergency Management – Mike Williams
- Pingree Hill Station Repairs & Upgrades

**( ) New Business**

**( ) Old Business**

Mosquito Spraying – Town Parks & Property  
Addition to Police Department

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

**( ) Other Business**

**( ) Next Meetings / Events**

Saturday, September 28, 2019 – E-Waste Collection Event – 9 AM to 2 PM  
Monday, September 30, 2019 – Board of Selectmen's Meeting – 7:00 PM

**( ) Minutes**

- September 16, 2019 Public Meeting

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

Consideration of the compensation of a public employee

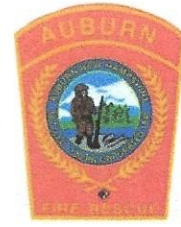
**( ) Adjourn**

*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 August 2019

The Auburn Fire Department responded to 57 Incidents in the month of August, Incident responses are broken down as follows:

Building Fire:	0
Vehicle Fires:	0
Brush:	1
Fires, all other:	1
Alarm Call:	12
Hazardous conditions:	1
Rescue/EMS:	27
Service calls:	11
Good intent calls:	4
Total:	57

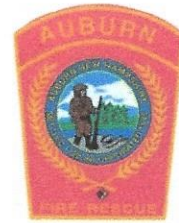
#### Chief Michael Williams Report

- I continue with the ongoing process of updating Operational Policies and Procedures.
- Submitted the 2020 Operational and Emergency Management budgets
- Hosted monthly Fire officers meeting.
- Hosted monthly Department meeting
- The new school superintendent came into AFD to meet with AFD.
- Submitted a forestry grant for a new floating pump with accessories, this is a 50-50 matching grant.
- I Attended the selectmen's meeting to go over monthly Fire Department report.
- I Assisted with the Auburn Village school project's life safety inspections.
- Auburn Fire completed a building walkthrough at the new school to familiarize responders with the building layout and locations of all life safety equipment.
- The new rescue vehicle delivery date is now into September
- I Exported July's NHIFRS reports to the State of N.H.
- I Responded to emergencies and meetings as needed and required
- I Met with Fire officers and department members as needed



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

Fire Department  
6 Pingree Hill Road  
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### **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 Sundays
- Purchased some small tool and equipment for vehicles
- Working on getting all saws serviced at Mowtown power equipment
- 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 on 8-11-19
- Issued PPE as needed and requested
- Assisted with rope training this month
- Annual cistern and dry hydrant testing completed
- 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

- Working with many new members on completing probationary manual requirement
- Lt. Szatynski oversee all mobile and portable radios and serves as the Fire Training Officer
- Lt. Szatynski is the AFD safety Officer, Chris is working on cancer awareness policies
- August training was ropes and knots and building familiarization
- Started to work on assigning SCBA masks to members
- Placed Fire scene Decon procedure into effect, apparatus now have Decon wipes in them.

### Lieutenant Pat Glennon's Report

- Responded to emergencies while on duty as required
- Filling in for Captain Saulnier with Fire prevention inspections and drills.
- Completed many inspections at the AVS project
- Tanker 2 annual service completed
- Scheduled boat 1 lights installation
- Worked on the new rescue process with Rosenbauer
- E2 front suction valve repaired
- E2 cross lay discharge line was repaired
- Greased ladder 1
- All apparatus fire pumps were serviced by Perkins
- Assisted with APD addition and concrete cutting
- Gator 1 was serviced by Rosencrantz
- Worked with Manchester water on getting new dock installed
- Daily assigned station duties

Michael Williams

Chief of Department





# Auburn Fire August 2019 Statistics

Calls by Day of the Week	Aug 2019
Monday	14
Tuesday	8
Wednesday	8
Thursday	4
Friday	10
Saturday	9
Sunday	4
<b>Total</b>	<b>57</b>

## Fire / EMS Calls for August 2019

EMS Calls for Service	33
Fire Calls for Service	24
<b>Total Calls For Service</b>	<b>57</b>

Calls by Response Area	August 2019
Grid AFD1	18
Grid AFD2	5
Grid AFD3	8
Grid AFD4	16
Grid AFD5	4
Grid AFD6	3
Mutual Aid Given	3
<b>Total</b>	<b>57</b>

Fire and Rescue Responses by Type August 2019	
Building Fire	0
Vehicle/ Heavy Equipment Fire	0
Brush	1
Fires, other types	1
Alarm call no fire	12
Hazardous Condition	1
Good Intent	4
Service Call	11
Emergency Medical Services	27
<b>Total Responses</b>	<b>57</b>

Simultaneous Incidents	Occurrences	Total	Simultaneous Incidents
Single Call	50	50	N/A
Two Calls Simultaneously	2	4	4
Three Calls Simultaneously	1	3	3
Four Calls Simultaneously	0	0	0
Five or More Calls Simultaneously	0	0	0
<b>Totals</b>		57	7
<b>August 2019</b>			<b>12%</b>

Mutual Aid/Auto Aid Given	August 2019
Bedford	0
Candia	1
Chester	0
Deerfield	0
Derry	1
Hampstead	0
Hooksett	1
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	Time of Day	Count
Candia	00:00 - 00:59	2
Chester	01:00 - 01:59	1
Deerfield	02:00 - 02:59	2
Derry	03:00 - 03:59	1
Hampstead	04:00 - 04:59	1
Hooksett	05:00 - 05:59	0
Hudson	06:00 - 06:59	3
Litchfield	07:00 - 07:59	1
Londonderry	08:00 - 08:59	6
Manchester	09:00 - 09:59	3
Raymond	10:00 - 10:59	2
<b>Total</b>	11:00 - 11:59	4
	12:00 - 12:59	1
	13:00 - 13:59	4
	14:00 - 14:59	5
	15:00 - 15:59	2
	16:00 - 16:59	1
	17:00 - 17:59	6
	18:00 - 18:59	3
	19:00 - 19:59	4
	20:00 - 20:59	2
	21:00 - 21:59	1
	22:00 - 22:59	1
	23:00 - 23:59	1
	<b>Total Alarms</b>	<b>57</b>

EMD Call Code	August 2019
ALPHA	7
BRAVO	3
CHARLIE	3
DELTA	7
ECHO	0
NONE	13
OMEGA	0
<b>Grand Total</b>	<b>33</b>

# 2020 PROPOSED FINANCIAL ADMINISTRATION TOWN OF AUBURN

	1 Expended 2016  As of December	2 Expended 2017  As of December	3 Expended 2018  As of December	4 Budgeted 2019  As of December	5 Expended YTD 2019  As of September	6 Dept/Comm Request 2020	7 % Chg 19/20	8 BOS Approved 2020	9 Budget Comm Approved 2020
<b>General Fund</b>									
<b>Financial Administration</b>									
1 01-4150-3-310-2 Deed Research	210.00	320.00	528.00	550.00	720.00	750.00	36%		
2 01-4150-3-330-2 Annual Assessing Update	28,175.00	27,424.96	88,459.25	34,000.00	26,371.20	28,000.00	-18%		
3 01-4150-6-620-1 Tax Bill Printing	3,494.54	2,776.84	2,852.58	3,050.00	2,380.94	3,100.00	2%		
4 01-4150-6-645-1 Tax Collector Education	946.00	870.00	946.25	1,000.00	730.00	950.00	-5%		
<b>Financial Administration Total</b>	<b>32,825.54</b>	<b>31,391.80</b>	<b>92,786.08</b>	<b>38,600.00</b>	<b>30,202.14</b>	<b>32,800.00</b>	<b>-15%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>	<b>32,825.54</b>	<b>31,391.80</b>	<b>92,786.08</b>	<b>38,600.00</b>	<b>30,202.14</b>	<b>32,800.00</b>	<b>-15%</b>	<b>0.00</b>	<b>0.00</b>
	465054	396684	432683	460000	383094	480000			

# 2020 PROPOSED ELECTION, REGISTRATION & VITAL STATS

## TOWN OF AUBURN

	1 Expended 2016  As of December	2 Expended 2017  As of December	3 Expended 2018  As of December	4 Budgeted 2019  As of December	5 Expended YTD 2019  As of September	6 Dept/Comm Request 2020	7 % Chg 19/20	8 BOS Approved 2020	9 Budget Comm Approved 2020
<b>General Fund</b>									
<b>Election, Regis &amp; Vital Stats</b>									
1 01-4140-1-165-5 Checklist Supervisors	5,187.25	2,883.65	3,148.03	950.00	1,169.08	6,500.00	584%		
<b>Election, Regis &amp; Vital Stats Total</b>	<b>5,187.25</b>	<b>2,883.65</b>	<b>3,148.03</b>	<b>950.00</b>	<b>1,169.08</b>	<b>6,500.00</b>	<b>584%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>	<b>5,187.25</b>	<b>2,883.65</b>	<b>3,148.03</b>	<b>950.00</b>	<b>1,169.08</b>	<b>6,500.00</b>	<b>584%</b>	<b>0.00</b>	<b>0.00</b>

# 2020 PROPOSED CEMETERY

## TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2016	2017	2018	2019	2019	Request	19/20	Approved	Approved
							2020		2020	2020
		As of December	As of December	As of December	As of December	As of September				
<b>General Fund</b>										
<b>Cemeteries</b>										
1 01-4195-3-380-0	Cemetery Mowing	11,855.00	12,505.00	14,010.00	12,000.00	7,731.25	12,200.00	2%		
2 01-4195-3-380-1	Cemetery Fertilization	1,130.00	1,130.00	3,784.00	10,010.00	5,004.75	10,010.00			
3 01-4195-3-388-0	Cemetery Property Maintenance	0.00	8,835.55	1,946.00	6,500.00	0.00	6,500.00			
4 01-4195-3-390-0	Cemetery Mapping	6,132.50	1,022.50	813.00	1,200.00	0.00	1,200.00			
5 01-4195-5-550-1	Robie Cemetery	0.00	0.00	0.00	2,000.00	1,150.00	2,000.00			
6 01-4195-5-550-2	Longmeadow Cemetery	0.00	4,455.50	5,336.00	0.00	0.00	0.00			
7 01-4195-5-660-0	Cemetery Supplies	722.21	92.50	245.74	600.00	0.00	600.00			
8 01-4195-5-690-0	Cemetery Miscellaneous	0.00	206.87	0.00	300.00	0.00	300.00			
9 01-4195-5-720-0	Cemetery Mileage	0.00	0.00	445.81	300.00	0.00	500.00	67%		
10 01-4195-6-645-0	Cemetery Dues & Membership	50.00	50.00	80.00	200.00	120.00	200.00			
<b>Cemeteries Total</b>		<b>19,889.71</b>	<b>28,297.92</b>	<b>26,660.55</b>	<b>33,110.00</b>	<b>14,006.00</b>	<b>33,510.00</b>	<b>1%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>		<b>19,889.71</b>	<b>28,297.92</b>	<b>26,660.55</b>	<b>33,110.00</b>	<b>14,006.00</b>	<b>33,510.00</b>	<b>1%</b>	<b>0.00</b>	<b>0.00</b>



		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2016	2017	2018	2019	2019	Request	19/20	Approved	Approved
							2020		2020	2020
		As of December	As of December	As of December	As of December	As of September				
General Fund										
Fire Department										
1	01-4220-3-370-1	Fire Occupational Health & Safety	1,000.00	0.00	242.00	1,000.00	0.00	4,430.00	343%	
	Narrative for Column # 6									
	This line item represents our infectious control program and safety equipment required by department level standards. This line reflects an increase of \$3,430 to purchase occupational equipment and to implement an infectious control policy currently not in place.									
	*Safety Glasses, PPE Gowns - \$1,000									
	*35 members Tdap testing x \$63 per person - \$2,205									
	*35 members x Flu shots x \$35 - \$1,225									
	Total: \$4,430.00									
2	01-4220-3-390-2	Forest Fires	0.00	0.00	0.00	1.00	0.00	1.00		
	Narrative for Column # 6									
	This line represents a budget line number for reimbursement purposes. This line reflects no increase									
	Total: \$1.00									
3	01-4220-3-390-3	Fire Equipment Maintenance	4,195.64	1,035.11	5,013.38	4,500.00	1,145.44	4,500.00		
	Narrative for Column # 6									
	This line represents all fire department equipment maintenance including, small tools and equipment, saws, pumps, etc. This line reflects no increase.									
	*Small Tools and equipment maintenance - \$1,000									
	*Gas, oil, saw blades, batteries etc. - \$1,000									
	*Gas meter supplies - \$1,500									
	*Power equipment maintenance - \$1,000									
	Total: \$4,500									
4	01-4220-3-390-4	Fire Radio Repair	860.52	1,111.32	199.30	1,000.00	2,347.13	1,000.00		
	Narrative for Column # 6									
	This line represents all mobile and portable radio repairs including batteries, antennas, microphones etc. This line reflects no increase.									
	Total: \$1,000									
5	01-4220-3-390-5	Derry Dispatch	43,757.00	45,944.50	48,241.50	53,830.00	52,711.36	55,772.00	4%	
	Narrative for Column # 6									
	This line represents all associated dispatching fees for Derry Fire to dispatch Auburn Fire Department on all emergency and non-emergency incidents. This line reflects an increase of \$1,942 due to contractual obligations with the Chester Tower Lease agreement for our radio equipment.									
	*Derry dispatch cost agreement - \$53,830									
	*Chester tower lease agreement - \$1,942									
	Total: \$55,772									
6	01-4220-3-390-7	Fire & Rescue Training	17,473.11	13,516.11	4,356.19	20,300.00	4,482.63	20,300.00		
	Narrative for Column # 6									
	This line item represents all training including outside vendors brought in to teach certain levels of training. Training was discussed in the MRI study. This line reflects no increase for fire and EMS training. This line reflects no increase.									
	*35 Fire/EMS members training allowances @ \$580 per person									
	Total: \$20,300									
7	01-4220-3-390-8	Fire Hazmat	6,290.23	6,556.68	6,623.70	6,700.00	7,249.01	7,249.00	8%	
	Narrative for Column # 6									
	This line item represents associated annual due to be part of the Regional Hazardous Material Team. This line reflects an increase of \$549 due to annual dues increasing.									
	Total: \$7,249									
8	01-4220-5-550-1	Fire Building Maintenance	9,464.76	11,478.96	18,341.17	10,000.00	15,970.71	18,697.00	87%	
	Narrative for Column # 6									

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2016	2017	2018	2019	2019	Request	19/20	Approved	Approved
							2020		2020	2020
		As of December	As of December	As of December	As of December	As of September				
This line represents building maintenance for both fire stations. This line reflects a \$8,797 increase due to many items listed below never being budgeted for in the past for both fire stations.										
*Painting (both stations) - \$2,500										
*Interior repairs, carpet, flooring, etc. (both stations) - \$1,000										
*Exterior repairs, seed, painting, etc. (both stations) - \$1,000										
*HVAC maintenance agreement (complex) - \$1,332										
*HVAC maintenance (station 2) - \$1,000										
*Unexpected repairs (both stations) - \$4,500										
*Plymovement service contract (complex) - \$600										
*Floor buffing (both Stations) - \$600										
*Fire alarm monitoring (both stations) - \$1,140										
*New air compressor (complex) - \$2,000										
*Trash pickup (both stations) - \$600										
*Pressure wash the safety complex - \$575										
*Repair rotted trim, build roof over bay door, Install rain diverter - \$1,950										
Total: \$18,697										
9 01-4220-6-610-1	Fire & Rescue New Equipment	33,383.88	19,282.15	14,306.51	16,000.00	7,843.40	15,896.00	-1%		
Narrative for Column # 6										
This line represents all new fire equipment purchases, and replacement of such equipment which falls over the calendar year. This line reflects a decrease of \$104										
*New forestry equipment - \$1,000										
*New Fire Hose, 2.5 and 4 inch - \$2,000										
*Hydraulic rescue ram - \$5,325										
*New fire hooks, forcible entry tools - \$1,000										
*Zoll service agreement and maintenance contract - \$6,571										
Total: 15,896										
10 01-4220-6-610-4	Fire New Radios	4,214.25	3,443.77	2,714.30	7,700.00	0.00	7,700.00			
Narrative for Column # 6										
This line item represents all new radio purchases which either need replacing or break over the calendar year. This line reflects no increase.										
*Engine 1 digital radio - \$3,850										
*Engine 2 digital radio - \$3,850										
Total: \$7,700										
11 01-4220-6-610-6	Fire SCBA Maintenance	4,383.76	3,637.54	2,146.95	5,000.00	1,855.58	6,130.00	23%		
Narrative for Column # 6										
This line item represents all Self-contained breathing apparatus maintenance or replacement of such equipment over the calendar year. We are also working towards assigning SCBA face masks per the MRI study completed. This line reflects an increase of \$1,130 for semiannual SCBA air testing.										
*10 Replacement face pieces - \$3,150										
*Replacement associated parts - \$1,850										
*SCBA Breathing air semiannual testing - \$1,130										
Total: \$6,130										
12 01-4220-6-611-1	Fire Water Hydrants	12,132.52	9,806.08	11,945.50	13,112.00	6,720.00	13,112.00			
Narrative for Column # 6										
This line represents fire hydrant fees paid out over the calendar year. This line reflects no increase.										
Total: \$13,112										
13 01-4220-6-640-0	Fire Dues, Subscription and Software	2,412.54	4,023.10	3,047.44	5,000.00	5,383.12	4,600.00	-8%		
Narrative for Column # 6										
This line represents all fire department subscriptions, dues, and new replacement software for fire department functions. This line reflects a decrease of \$400										
*Firehouse software - \$1,700										
*Membership dues - \$1,000										
*Office 365 upgrade - \$1,900										
Total: \$4,600										
14 01-4220-6-660-1	Fire Rescue Supplies	1,989.87	4,692.20	2,060.12	3,000.00	1,730.71	3,000.00			
Narrative for Column # 6										

[illegible]

	1 Expended 2016  As of December	2 Expended 2017  As of December	3 Expended 2018  As of December	4 Budgeted 2019  As of December	5 Expended YTD 2019  As of September	6 Dept/Comm Request 2020	7 % Chg 19/20	8 BOS Approved 2020	9 Budget Comm Approved 2020
This line item represents all fire apparatus fuel, small equipment fuel, station fuel, etc. This line reflects no increase. *10 Fire apparatus vehicles with either diesel or gasoline and portable cans.									
Fire Department Total	205,279.40	178,230.17	206,697.08	223,243.00	153,560.99	248,897.00	11%	0.00	0.00
Grand Total:	205,279.40	178,230.17	206,697.08	223,243.00	153,560.99	<del>248,897.00</del> + 1500.00 250,397.00	11%	0.00	0.00





**Auburn Fire Department  
Calendar Year 2020  
Operating Budget Proposal**

*Please accept my proposed calendar year 2020 Fire Department Operating Budget. Listed below outlines line item descriptions and justifications. Fire Department Fulltime Salaries and benefits are budgeted in a separate account with all fulltime town employees. This budget reflects three new line items, Per diem/part time firefighters, fire prevention and a Station 2 renovation budget. Each line item illustrates the reasoning for the increase or decrease being requested. This budget also addresses items which were brought up in the MRI study completed prior to my arrival as Fire Chief.*

**Fire Personnel Stipend/Wages**

**01-4220-1-160-1**

This line item represents applicable stipends and call firefighter wages.

- **Stipends:** 1 Deputy Chief, 2 Captains, 4 Lieutenants, 11 Deputy Wardens \$11,863.00
  - **Call Firefighter Wages:** 3,200 hours @ \$12.50 per hour average \$40,000.00
- Total: \$51,863.00**

**Fire Chiefs Wages**

This line item represents the fire chiefs part time wages.

**Total: \$28,005.00**

**Per Diem Firefighters**

This line item represents wages for per diem/part time firefighters filling shifts in times of need over the weekend and after normal business hours, these times and days will be based on our current incident response statistical reports. This is a new budget request

- 24 hours per week x \$16.00 per hour x 52 weeks

**Total: \$19,968.00**

### **Fire Occupational Health and Safety**

#### **01-4220-3-370-1**

This line item represents our infectious control program and safety equipment required by department level standards. This line reflects an increase of \$3,430.00 to purchase occupational safety equipment and to implement an infectious control policy currently not in place.

- |  |                   |
|--|-------------------|
| • Safety glasses, PPE, gowns,                  | \$1,000.00        |
| • 35 members Tdap testing x \$63.00 per person | \$2,205.00        |
| • 35 members x Flu shots X \$35.00             | \$1,225.00        |
| <b>Total:</b>                                  | <b>\$4,430.00</b> |

### **Forest Fires**

#### **01-4220-3-390-2**

This line item represents a budget line number for reimbursement purposes. This line reflects no increase

**Total: \$1.00**

### **Fire Equipment Maintenance**

#### **01-4220-3-390-3**

This line item represents all fire department equipment maintenance including, small tools and equipment, saws, pumps, etc. This line reflects no increase.

- |   |                   |
|---|-------------------|
| • Small tools and equipment maintenance | \$1,000.00        |
| • Gas, oil, saw blades, batteries etc.  | \$1,000.00        |
| • Gas meter supplies                    | \$1,500.00        |
| • Power equipment maintenance           | \$1,000.00        |
| <b>Total:</b>                           | <b>\$4,500.00</b> |

### **Fire Radio Repairs**

#### **01-4220-3-390-4**

This line represents all mobile and portable radio repairs including batteries, antennas, microphones etc. This line reflects no increase

**Total: \$1,000.00**

### **Derry Dispatch**

#### **01-4220-3-390-5**

This line represents all associated dispatching fees for Derry Fire to dispatch Auburn Fire Department on all emergency and non-emergency incidents. This line reflects an increase of \$1,942.00 due to contractual obligations with the Chester Tower lease agreement for our radio equipment.

- |                                 |                    |
|---------------------------------|--------------------|
| • Derry dispatch cost agreement | \$53,830.00        |
| • Chester tower lease agreement | \$1,942.00         |
| <b>Total:</b>                   | <b>\$55,772.00</b> |

### **Fire & Rescue Training**

#### **01-4220-3-390-7**

This line item represents all training including outside vendors brought in to teach certain levels of training. Training was discussed in the MRI study. This line reflects no increase for fire and EMS training. This line reflects no increase.

- 35 Fire/EMS members training allowances @ \$580.00 per person

**Total: \$20,300.00**

### **Fire Haz Mat**

#### **01-4220-3-390-8**

This line item represents associated annual due to be part of the Regional Hazardous Material Team. This line reflects an increase of \$549.00 due to annual dues increasing.

**Total: \$7,249.00**

### **Fire Building Maintenance**

#### **01-4220-5-550-1**

This line represents building maintenance for both fire stations. This line reflects a \$8,797.00 increase due to many items listed below never being budgeted for in the past for both fire stations.

• Painting (both stations)	\$2,500.00
• Interior repairs, carpet, flooring, etc. (both stations)	\$1,000.00
• Exterior repairs, seed, painting, etc. (both stations)	\$1,000.00
• HVAC maintenance agreement (Complex)	\$1,332.00
• HVAC maintenance (Station 2)	\$1,000.00
• Unexpected repairs (both stations)	\$4,500.00
• Plymovent service contract (Complex)	\$600.00
• Floor buffing (both Stations)	\$600.00
• Fire alarm monitoring (both stations)	\$1,140.00
• New air compressor (Complex)	\$2,000.00
• Trash pickup (both stations)	\$600.00
• Pressure wash the safety Complex	\$575.00
• Repair rotted trim, build roof over bay door, install rain diverter	\$1,950.00
<b>Total:</b>	<b>\$18,697.00</b>

### **Fire Station 2 Repairs/Upgrades:**

This is a separate budget item for Station 2 repairs which were discussed during the building walkthrough earlier this year, these issues were also brought up in the MRI study completed prior to my arrival as fire chief.

• Repairs to kitchen floor due to settling of building:	\$7,000.00
• Replace Kitchen cabinets and appliances:	\$10,000.00
• Upgrading bathroom fixtures and appliances and flooring:	\$8,000.00
• Install 2 rated fire doors from apparatus bays to station entrances:	\$8,000.00
• Install new siding on the exterior of the building	\$23,680.00
<b>Total:</b>	<b>\$56,680.00</b>



**Fire & Rescue New Equipment and equipment PM contracts****01-4220-6-610-1**

This line item represents all new fire equipment purchases, and replacement of such equipment which fails over the calendar year. This line reflects a decrease of \$104.00

• New forestry equipment	\$1,000.00
• New Fire Hose, 2.5 and 4 inch	\$2,000.00
• Hydraulic rescue ram	\$5,325.00
• New fire hooks, forcible entry tools	\$1,000.00
• Zoll service agreement and maintenance contract	\$6,571.00
	<b>Total: \$15,896.00</b>

**Fire Radios New****01-4220-6-610-4**

This line item represents all new radio purchases which either need replacing or break over the calendar year. This line reflects no increase.

• Engine 1 digital radio	\$3,850.00
• Engine 2 digital radio	\$3,850.00
	<b>Total: \$7,700.00</b>

**Fire SCBA Maintenance****01-4220-6-610-6**

This line item represents all Self-contained breathing apparatus maintenance or replacement of such equipment over the calendar year. We are also working towards assigning SCBA face masks per the MRI study completed This line reflects an increase of \$1,130.00 for semiannual SCBA air testing.

• 10 Replacement face pieces	\$3,150.00
• Replacement associated parts	\$1,850.00
• SCBA Breathing air semiannual testing	\$1,130.00
	<b>Total: \$6,130.00</b>

**Fire Water Hydrants****01-4220-6-611-1**

This line item represents fire hydrant fees paid out over the calendar year. This line reflects no increase.

**Total: \$13,112.00**

**Fire Prevention**

This line represents fire prevention supplies used during fire prevention week at the school and public events.

**Total: \$1,500.00**



**Fire Due, Subscriptions and Software****01-4220-6-640-0**

This line item represents all fire department subscriptions, dues, and new or replacement software for fire department functions. This line reflects a decrease of \$400.00.

• Firehouse software	\$1,700.00
• Membership dues	\$1,000.00
• Office 365 upgrade	\$1,900.00
<b>Total:</b>	<b>\$4,600.00</b>

**Fire Rescue Supplies****01-4220-6-660-1**

This line item covers all fire department supplies, example: batteries, gas meter sensors, rehab supplies, tools etc. This line reflects no increase.

• Durable medical equipment	\$2,000.00
• Rechargeable Batteries	\$1,000.00
<b>Total:</b>	<b>\$3,000.00</b>

**Fire Protective Clothing/Station wear****01-4220-6-660-2**

This line item represents all personal protective equipment worn by firefighters and station wear. All PPE must be replaced after 10 years of in-service time per NFPA 1971 requirements. This line reflects an increase of \$7,250.00 due to budgeting for uniforms for the Call and Fulltime staff.

• 5 New set of PPE	\$12,500.00
• Spare Hoods, boots and gloves	\$1,500.00
• 2 Fulltime firefighter uniforms	\$2,000.00
• 35 Call firefighters' uniforms x \$150.00	\$5,250.00
<b>Total:</b>	<b>\$21,250.00</b>

**Fire Office and Cleaning Supplies****01-4220-6-670-1**

This line item represents all cleaning supplies for both the fire stations and for the apparatus, It also cover all office supplies, including pens, paper, tables, office chairs, printer cartridges, etc. This line reflects no increase.

**Total: \$2,500.00**

**Fire Miscellanies Grant****01-4220-6-690-1**

This line item represents money need to cover grant co pays, if grants are written and approved. This line reflects no increase.

**Total: \$5,000.00**

**Fire Dry Hydrants****01-4220-6-690-2**

This line item covers maintenance and repairs on all 24 dry hydrants and cisterns throughout town. This line reflects no increase.

**Total: \$2,000.00**

**Fire Information Technology****01-4220-6-690-3**

This line item represents all IT services and repairs of such equipment. This line reflects an increase of \$560.00 due to cloud backups on servers, annual maintenance and service contracts on Fire Department IT equipment and unexpected replacement parts.

• Monthly maintenance	\$285.00 x 12	\$3,420.00
• Cloud backup	\$95.00 x 12	\$1,140.00
• Unexpected costs	\$1,000.00	\$1,000.00
		<b>Total: \$5,560.00</b>

**Fire Truck Maintenance****01-4220-7-710-1**

This line item represents all fire apparatus maintenance and repairs on all fire apparatus including but not limited to: This line reflects an increase of \$2,600.00

2020 Vehicle Budget	E1	E2	T1	T2	R1	F1	GATOR	BOAT	C1	C2	
Vehicle Annual Service	1200	1200	1200	1200	1000	500	500	100	400	400	\$ 7,700.00
Pump Service & Testing	600	600	600	600							\$ 2,400.00
Aerial Service	1000										\$ 1,000.00
Aerial/Ground Ladder Test	1200										\$ 1,200.00
Hose Testing											\$ 3,200.00
Tires	1600	1600	1600	1600		200			200	200	\$ 7,000.00
State Inspection	50	50	50	50	50	50			50	50	\$ 400.00
Tanker 2 Pump Work				9300							\$ 9,300.00
Unforeseen Repairs	2000	2000	2000	2000	200	200	200	200	100	100	\$ 9,000.00
											<b>\$ 41,200.00</b>

**Total: \$41,200.00**

**Fire Apparatus Fuel**

**01-4220-7-720-1**

This line item represents all fire apparatus fuel, small equipment fuel, station fuel etc. This line reflects no increase.

- 10 Fire apparatus vehicles with either diesel or gasoline and portable cans

**Total: \$9,000.00**

*The members of the Auburn Fire Rescue Department ask for your support on our 2020 Operating budget proposal.*

*Thank you*



*Michael Williams  
Fire Chief*

# 2020 PROPOSED AMBULANCE TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2016	2017	2018	2019	2019	Request	19/20	Approved	Approved
							2020		2020	2020
		As of December	As of December	As of December	As of December	As of September				
<b>General Fund</b>										
<b>Ambulance</b>										
1 01-4215-3-390-1	Derry Ambulance Service	72,802.50	80,082.50	83,896.00	84,735.00	84,735.00	86,858.00	3%		
<b>Ambulance Total</b>		<b>72,802.50</b>	<b>80,082.50</b>	<b>83,896.00</b>	<b>84,735.00</b>	<b>84,735.00</b>	<b>86,858.00</b>	<b>3%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>		<b>72,802.50</b>	<b>80,082.50</b>	<b>83,896.00</b>	<b>84,735.00</b>	<b>84,735.00</b>	<b>86,858.00</b>	<b>3%</b>	<b>0.00</b>	<b>0.00</b>



# 2020 MACHINERY, VEHICLES & EQUIPMENT

## TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2016	2017	2018	2019	2019	Request	19/20	Approved	Approved
							2020		2020	2020
		As of December	As of December	As of December	As of December	As of September				
<b>Machinery, Vehicles &amp; Equipmen</b>										
1 01-4902-7-700-1	Fire Apparatus Lease/Purchase	72,695.61	72,695.61	172,695.61	120,910.00	120,909.07	114,004.00	-6%		
Narrative for Column # 6										
Engine #1 \$72,695.61 and Rescue \$41,308.31.										
<b>Grand Total:</b>		<b>72,695.61</b>	<b>72,695.61</b>	<b>172,695.61</b>	<b>120,910.00</b>	<b>120,909.07</b>	<b>114,004.00</b>	<b>-6%</b>	<b>0.00</b>	<b>0.00</b>

# 2020 PROPOSED EMERGENCY MANAGEMENT TOWN OF AUBURN

	1 Expended 2016  As of December	2 Expended 2017  As of December	3 Expended 2018  As of December	4 Budgeted 2019  As of December	5 Expended YTD 2019  As of September	6 Dept/Comm Request 2020	7 % Chg 19/20	8 BOS Approved 2020	9 Budget Comm Approved 2020
<b>General Fund</b>									
<b>Emergency Management</b>									
1 01-4290-0-550-0 OEM (FEMA) Expenditure	0.00	0.00	40,286.10	1.00	0.00	1.00			
Narrative for Column # 6									
This line represents any FEMA expenditures									
Total: \$1									
2 01-4290-3-390-1 OEM Training	42.48	0.00	0.00	1.00	0.00	1.00			
Narrative for Column # 6									
This line represents any Emergency management training									
Total: \$1									
3 01-4290-3-395-1 OEM Public Media	0.00	0.00	8,100.00	0.00	0.00	1.00	100%		
4 01-4290-5-510-1 OEM Communications	857.20	-53.96	0.00	0.00	0.00	1.00	100%		
5 01-4290-6-610-1 OEM Equipment & Gear	396.87	293.27	0.00	1.00	0.00	4,600.00	459,900%		
Narrative for Column # 6									
This line represents new equipment or gear for the Towns EOC or for Emergency Management.									
*TV and bracket for Town's EOC - \$1,500									
*Smart board for Town's EOC - \$3,100									
Total: \$4,600									
<b>Emergency Management Total</b>	<b>1,296.55</b>	<b>239.31</b>	<b>48,386.10</b>	<b>3.00</b>	<b>0.00</b>	<b>4,604.00</b>	<b>153,367%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>	<b>1,296.55</b>	<b>239.31</b>	<b>48,386.10</b>	<b>3.00</b>	<b>0.00</b>	<b>4,604.00</b>	<b>153,367%</b>	<b>0.00</b>	<b>0.00</b>



**Auburn Fire Department  
Calendar Year 2020  
Emergency Management Budget Proposal**

***Please accept my proposed calendar year 2020 Emergency Management Budget. Listed below outlines line item descriptions and justifications. Each line item illustrates the reasoning for the increase or decrease being requested.***

**OEM FEMA Expenditures**

**01-4290-0-555-0**

This line item represents any FEMA expenditures

**Total: \$1.00**

**OEM Training**

**01-4290-3-390-1**

This line item represents and Emergency management training

**Total: \$1.00**

**OEM Equipment and Gear**

**01-4290-6-610-1**

This line item represents new equipment or gear for the Towns EOC or for Emergency Management.

- TV and bracket for Town's EOC
- Smart board for Town's EOC

\$1,500.00

\$3,100.00

**Total: \$4,600.00**

**OEM Public Media**

**01-4290-3-395-1**

**Total: \$1.00**

**OEM Communications**

**01-4290-5-510-1**

**Total: \$1.00**

Thank you

**Michael Williams  
Fire Chief**

# 2020 PROPOSED IMPROVEMENTS TO BUILDINGS

## TOWN OF AUBURN

	1 Expended 2016  As of December	2 Expended 2017  As of December	3 Expended 2018  As of December	4 Budgeted 2019  As of December	5 Expended TYD 2019  As of September	6 Dept/Comm Request 2020	7 % Chg 19/20	8 BOS Approved 2020	9 Budget Comm Approved 2020
<b>General Fund</b>									
<b>Buildings</b>									
1 01-4903-9-920-0 Fire Station #2 Repairs/Upgrades	0.00	0.00	0.00	0.00	0.00	56,680.00	100%		
<i>Narrative for Column # 6</i> This is a separate budget item for Station #2 repairs which were discussed during the building walk through earlier this year. These issues were also brought up in the MRI study completed prior to my arrival as Fire Chief. *Repairs to kitchen floor due to settling of building - \$7,000 *Replace kitchen cabinets and appliances - \$10,000 *Upgrading bathroom fixtures, appliances and flooring - \$8,000 *Install 2 rated fire doors from apparatus bays to station entrances - \$8,000 *Install new siding on the exterior of the building - \$23,680									
<b>Buildings Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>56,680.00</b>	<b>100%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>56,680.00</b>	<b>100%</b>	<b>0.00</b>	<b>0.00</b>



**Town of Auburn  
Board of Selectmen  
September 16, 2019  
7:00 PM**

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

**Others Present** Paula Marzloff, Russell Sullivan, Susan Goodhue, Library Trustee Nancy Mayland, Marilyn Cavanaugh, Tom LaCroix, Finance Assistant Patricia Rousseau, Animal Control Officer Jarlene Cornett, Police Sgt. Daniel Goonan, 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 and led the Pledge of Allegiance.

**Approval of Payroll Manifest for the Week of September 16, 2019 - \$49,251.22**

***Mr. Leclair motioned to approve the Payroll Manifest for the Week of September 16, 2019 in the amount of \$49,251.22. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

**Approval of Consent Agenda for the Week of September 16, 2019**

Mr. Eaton read out loud and offered for inspection a copy of the Consent Agenda for the Week of September 16, 2019 which included: one (1) Abatement/Refund Request, one (1) Void Check Manifest and three (3) Pistol/Revolver Licenses.

***Mr. Leclair motioned to approve the Consent Agenda for the Week of September 16, 2019. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

**Appointments with the Board**

Library Trustees – Marilyn Cavanaugh

Mr. Herman provided a Memorandum dated September 12, 2019 regarding the recommendation of the Library Trustees to appoint Marilyn Cavanaugh as an Alternate Library Trustee. The Trustees are allowed to have up to three alternates and have two already, all with terms that expire in March 2020. Mrs. Cavanaugh has been a resident of Auburn for 40 years. Mrs. Mayland spoke in support of Ms. Cavanaugh's appointment.

***Mr. Bedard motioned to appoint Marilyn Cavanaugh as Alternate Trustee of the Library for a term to expire in March 2020. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

**FY 2020 Town Budget Presentations**

Animal Control – Jarlene Cornett

The 2020 proposed Animal Control Officer operating budget totaling \$2,390.00, which shows a decrease of 2% from last year in the miscellaneous line. Jarlene Cornett presented the budget and noted the miscellaneous line is for a range of equipment and supplies from signs and

uniforms to leashes and traps (which she often lends out and doesn't get back). Ms. Cornett uses her own vehicle and it is recommended to be detailed at least once per year.

***Mr. Leclair motioned to approve the Animal Control Officer's budget for FY 2020 in the amount of \$2,390. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

Direct Assistance – Patricia Rousseau

The 2020 proposed Direct Assistance budget in the amount of \$15,500 reflects a 9% decrease from last year. Mrs. Rousseau presented the budget and noted she has only spent \$150 so far as she is able to direct applicants to other programs and sources, but sees an increase when the cold weather comes. Mrs. Rousseau noted assistance comes in the forms of rent, heat, electric and food, and is calculated by an equation that takes into consideration income, assets and necessities.

Mr. Leclair noted \$15,500 is the three-year high. The recent assessments and tax increase could affect the elderly and those with fixed incomes.

***Mr. Leclair motioned to approve the Direct Assistance budget for FY 2020 in the amount of \$15,500. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

Auburn Village Crier – Patricia Rousseau

The 2020 proposed Auburn Village Crier budget in the amount of \$22,000 reflects a 19% increase from last year. Mrs. Rousseau presented the budget and noted the printing costs of the Town Crier as well as an increase in postage, noting revenue through the end of August of \$7,910. Advertising revenues are projected to increase during election season.

***Mr. Leclair motioned to approve the General Government budget for FY 2020 in the amount of \$22,000. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

Executive Department – Bill Herman

The 2020 proposed Executive Department budget in the amount of \$9,650 reflects a 4% decrease from last year. Mr. Herman noted the budget includes Selectmen Expenses, the Town Report and Vote Guide which is broken down into Pre-Deliberative Session Mailer \$1,600 (printing and postage) and Voter Guide Mailer \$2,800 (printing and postage). Mr. Herman noted these reports are also available online. Efforts are being made to not print more Town Reports than are needed. There remain about 50 copies on hand from 2018 and Finance is working to reduce that number further.

***Mr. Leclair motioned to approve the Executive Department budget for FY 2020 in the amount of \$9,650. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

Legal Expenses – Bill Herman

The 2020 proposed Legal Expenditures budget in the amount of \$30,000 reflects a 17% decrease from last year. Mr. Herman presented the budget noting there is currently only one

pending litigation case involving electric utility property assessments, which is heading to mediation before the end of the month and may be resolved by the end of the year.

***Mr. Leclair motioned to approve the Legal Expenditures budget for FY 2020 in the amount of \$30,000. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

#### Advertising & Regional Associations – Bill Herman

The 2020 proposed Advertising & Regional Associations budget in the amount of \$9,337.31 which reflects an increase of less than 1% due to a small increase in the NH Municipal Association line and a small decrease in the Southern NH Planning line which is assessed by population and runs from July to June.

***Mr. Leclair motioned to approve the Advertising & Regional Expenditures budget for FY 2020 in the amount of \$9,337.31. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

#### Public Street Lighting – Bill Herman

The 2020 proposed Public Lighting (Street) budget in the amount of \$14,000 reflects a 22% decrease from last year. Mr. Herman noted there was a large spike anticipated last year due to a proposed rate increase which did not materialize. The Town has approximately 60 streetlights with 8-10 in the NHEC territory that are very old. Mr. Bedard asked about changing over to LEDs with programs that payback over time, changing out 5-10 fixtures each year. Mr. Herman will look into that and bring information back to the Board.

***Mr. Leclair motioned to approve the Public Lighting (Street) budget for FY 2020 in the amount of \$14,000. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

#### Solid Waste – Bill Herman

The 2020 proposed Solid Waste budget in the amount of \$22,051 reflects a 2% decrease from last year. Mr. Herman noted there are four monitoring wells around the closed landfill that require annual testing, in addition to several groundwater sites that now also require samples to be pulled from for PFOA testing. Shred Day, E-Waste Collection Event and Household Hazardous Waste Day are included in this budget. Mr. Leclair noted the turnouts for the past year were quite high and recommended checking in residents with i.d. or dump sticker and charging a reasonable amount for non-residents. Mr. Herman will find out what dump fees are for large items such as washers, dryers, televisions and air-conditioners.

***Mr. Leclair motioned to approve the Solid Waste budget for FY 2020 in the amount of \$22,051. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

#### Health Agencies – Bill Herman

The 2020 proposed Health Agencies & Hospitals budget in the amount of \$5,875 which is level funded from last year. Mr. Herman presented the budget noting it includes Visiting Nurse, Child and Family Services, Home Health & Hospice Care, Lamprey Health Care, and Social Services – Meals on Wheels.

***Mr. Leclair motioned to approve the Health Agencies & Hospitals budget for FY 2020 in the amount of \$5,875. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

Community Action Program – Bill Herman

The 2020 proposed Intergovernmental Welfare Payments budget in the amount of \$4,471 is level funded from last year. Mr. Herman presented the budget referencing the statistic sheet provided by Rockingham Community Action which showed 122 Auburn Households serviced between 10/1/17 to 9/30/18 with a direct value of benefits provided in the amount of \$107,860. Mr. Herman noted Fuel Assistance was the largest portion of the services provided.

***Mr. Leclair motioned to approve the Intergovernmental Welfare Payments budget for FY 2020 in the amount of \$4,471. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

### **New Business**

Resignation of Parks & Recreation Commission Chair

Mr. Herman provided a Memorandum dated September 10, 2019 relative to the resignation and potential appointment of a member of the commission. Mrs. Canavan submitted her letter of resignation effective September 10, 2019, copy attached.

Mr. Herman also provided a copy of the application of Patricia Rousseau to fill the unexpired term of Mrs. Canavan which expires March 2020.

***Mr. Bedard motioned to accept with regret the resignation of Lisa Canavan as a member of the Auburn Parks & Recreation Commission effective September 10, 2019. Mr. Leclair seconded the motion, with all in favor the motion passed unanimously.***

***Mr. Bedard motioned to appoint Patricia Rousseau to fill the unexpired term of Lisa Canavan on the Parks and Recreation Commission which expires in March 2020. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

Update on Town Cash Flow

Mr. Herman provided a Memorandum dated September 13, 2019 relative to the status of Town Cash Flow as it relates to concerns raised earlier this year in May. Mr. Herman noted it was projected that as the Town neared issuance of the first property tax bills for 2019 the Town may experience a cash flow shortage later in the year which would necessitate the need for the Town to borrow money in anticipation of tax payments to come (Tax Anticipation Note). At this point it appears the Town may be able to make it through to the second issue property tax bill without having to borrow funds – although it will become tight in late October/early November.

For the months of October through December the Town owes the Auburn School District \$1 million per month. With \$3 million currently in the Town accounts that would be adequate to cover the school district with other revenue sources covering Town expenses.

Mr. Herman noted the State Budget is likely to be acted on at the end of this week or another continuing resolution will be approved. The only impact for municipalities is the various state

revenue programs which may be affected depending on what action happens on the budget. Mr. Herman indicated he will monitor the situation closely and keep the Board informed.

#### 2019 Road Salt Pricing

Mr. Herman provided a Memorandum dated September 16, 2019 relative to Bulk Road Salt Cost for the 2019-2020 Season together with a letter from Eastern Minerals dated September 10, 2019 and the NH Bureau of Purchase & Property dated September 4, 2018 for the contract period 8/13/2018 through 8/31/2019. Road Agent Dross received the per ton cost for the delivery of bulk road salt last week at \$49.50 per ton.

#### Old Business

##### Request for Mosquito Spraying – Town Parks & Property

Mr. Herman provided a Memorandum dated September 16, 2019 relative to potential spraying for mosquito control which was raised at the last meeting. Based on the Board's request Mr. Herman reached out to both the Auburn School District and the Manchester Water Works (MWW) to determine their sentiments concerning spraying on their property as well.

Superintendent Rearick brought the question of spraying to the Auburn School Board at their meeting on September 10<sup>th</sup>. The School Board approved the spraying of the school property provided the vendor is mindful of the AVS proximity to the watershed. The School District agreed to notify parents of the spraying a few days beforehand.

Unfortunately John O'Neil of MWW is away and was not able to be contacted. MWW owns the property where the Circle of Fun Playground is situated and previously indicated they prefer there to be no activity of this type on their watershed property. Previously however when EEE was tested positive MWW did allow spraying for mosquitos at Circle of Fun and Mr. Herman had no reason to believe that wouldn't be the case again once the Town has made contact with them.

At the September 9, 2019 meeting the Board expressed interest in spraying at the Circle of Fun Playground, Appletree Park and the playing fields adjacent to the Safety Complex. The Town's cost for those three properties would be \$1,200 and is recommended to be taken from the Town's legal services account.

***Mr. Bedard motioned to approve the mosquito control spraying at the Circle of Fun Playground, Appletree Park and the playing field adjacent to the Safety Complex, in addition to coordinating spraying of the Auburn School District property and to engage Dragon Mosquito Control, Inc. of Stratham for this purpose at a cost of \$1,200 for the three properties. Spraying at the Circle of Fun Playground will be contingent upon approval of the Manchester Water Works. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

##### Addition to Police Department

Mr. Eaton reported the trusses will be in on September 23<sup>rd</sup>; the lumber has been ordered today and the framer will be out on Saturday-Sunday to commence work. The roofer will be out the first week of October and the sider is ready to go when we are.



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

Mr. Eaton noted Highway Safety meets this Wednesday.

Mr. Leclair noted Planning Board meets next Wednesday.

### **Other Business**

Mr. Herman received a message from Road Agent Mike Dross noting the first coat of pavement was applied to Lakeview Way and the top coat to Lover's Lane today. Spofford Road will have shim and overlay tomorrow.

Mr. Leclair asked about Wildwood. Mr. Herman will find out.

Mr. Eaton recommended getting an accounting of what's left to see if there are funds to do some other roads.

Mr. Eaton reported Dan Tatem of Stantec had advised him the Martel property paving would begin next month on October 21<sup>st</sup>, and should be completed this year.

### **Next Meetings/Events**

Tuesday, September 17, 2019 – Chamber of Commerce "Meet & Greet" – 7:30 AM

Monday, September 23, 2019 – Board of Selectmen's Meeting – 7:00 PM

Saturday, September 28, 2019 – E-Waste Collection Event – 9 AM to 2 PM

### **Minutes**

- September 9, 2019 Public Meeting
- September 9, 2019 Non-Public Workshop Meeting

***Mr. Bedard motioned to approve the minutes of the September 9, 2019 Public Meeting. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

***Mr. Bedard motioned to approve the three Non-Public Meeting Minutes of September 9, 2019. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

### **Adjourn**

***Mr. Bedard motioned to adjourn the meeting at 7:54 PM. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary