

**Town of Auburn  
Board of Selectmen  
September 30, 2019  
Town Hall**

**7:00 p.m.**

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

Approval of Payroll Manifest for the Week of September 30, 2019  
Approval of Consent Agenda – Week of September 30, 2019

**() Appointments with the Board**

**() FY 2020 Town Budget Presentations**

- Building Inspection / Code Enforcement – Carrie Rouleau-Cote
- Planning and Zoning – Ron Poltak
- Audit – Bill Herman
- Assessing – Bill Herman
- Longevity Pay – Bill Herman
- Town Details – Bill Herman
- Patriotic Purposes / Flags – Bill Herman
- Long Term Bonds and Tax Anticipation Note – Bill Herman
- Fire Protective Clothing – Bill Herman
- Fire Apparatus Lease / Purchase – Bill Herman
- Court Appointed Special Advocates for Children Request

**() New Business**

**() Old Business**

Parks & Recreation – Brush Clearing Project – Skating Rink  
State Budget Update  
Addition to Police Department

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

**() Other Business**

**() Next Meetings / Events**

Monday, October 7, 2019 – Board of Selectmen's Meeting – 7:00 PM  
Monday, October 21, 2019 – Board of Selectmen's Meeting – 7:00 PM

**() Minutes**

- September 23, 2019 Public Meeting
- September 23, 2019 Non-Public Meeting

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

# 2020 PROPOSED BUILDING INSPECTOR 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>Building Inspection</b>										
1	01-4240-3-320-1 Building Inspector Engineering Services Narrative for Column # 6 Unchanged	0.00	0.00	0.00	500.00	0.00	500.00			
2	01-4240-3-350-1 Building Inspector Legal Expenditure Narrative for Column # 6 Unchanged	4,714.89	5,438.49	-862.67	5,000.00	-1,000.00	5,000.00			
3	01-4240-5-510-1 Building Inspector Cell Phone Reimbursemen Narrative for Column # 6 Unchanged	420.00	600.00	600.00	600.00	350.00	600.00			
4	01-4240-6-610-1 Building Inspector Office Equipment Narrative for Column # 6 Unchanges	0.00	409.99	449.99	500.00	0.00	500.00			
5	01-4240-6-645-0 BI Dues, Workshop, Seminars Narrative for Column # 6 Unchanged	3,607.86	1,080.00	3,235.17	3,500.00	1,420.00	3,500.00			
6	01-4240-6-650-1 Building Inspector Books Narrative for Column # 6 Unchanged	391.03	240.99	501.99	500.00	620.89	500.00			
7	01-4240-6-660-1 Building Inspector Safety Equipment Narrative for Column # 6 Unchanged	129.00	109.99	0.00	150.00	0.00	150.00			
8	01-4240-6-670-1 Building Inspector Printing, Forms & Supplies Narrative for Column # 6 Unchanged	252.50	350.50	0.00	300.00	0.00	300.00			
9	01-4240-7-710-1 Building Inspector Vehicle Repairs & Maintena Narrative for Column # 6 Unchanged	671.38	816.02	158.12	750.00	64.95	750.00			
10	01-4240-7-720-1 Building Inspector Fuel/Mileage Narrative for Column # 6 Unchanged	554.55	518.05	586.46	500.00	366.39	500.00			
<b>Grand Total:</b>		<b>10,741.21</b>	<b>9,564.03</b>	<b>4,669.06</b>	<b>12,300.00</b>	<b>1,822.23</b>	<b>12,300.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>

# 2020 PROPOSED PLANNING & ZONING

## 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>Planning &amp; Zoning</b>										
1 01-4191-2-250-1	P/Z Mileage	530.28	263.22	0.00	500.00	284.20	500.00			
Narrative for Column # 6										
Unchanged										
2 01-4191-3-320-1	P/Z Engineering Services	595.80	378.00	0.00	3,000.00	3,624.50	3,000.00			
Narrative for Column # 6										
Unchanged										
3 01-4191-3-350-1	P/Z Legal Expenditures	15,917.98	14,656.46	12,604.60	20,000.00	2,800.00	20,000.00			
Narrative for Column # 6										
Unchanged										
4 01-4191-3-390-1	P/Z Maps	0.00	-650.00	650.00	650.00	0.00	650.00			
Narrative for Column # 6										
Unchanged										
5 01-4191-3-390-2	Master Plan & Regulatory Updates	7,823.39	32,879.21	8,370.50	20,000.00	817.50	20,000.00			
Narrative for Column # 6										
Unchanged Intended use for 2019 for Elderly Housing and Village District changes.										
6 01-4191-3-390-3	P/Z Recording Fees	82.30	0.00	0.00	250.00	0.00	250.00			
7 01-4191-6-620-1	P/Z Printing	0.00	0.00	547.16	1,000.00	0.00	1,000.00			
8 01-4191-6-645-0	P/Z Dues, Workshops, Seminars	655.00	50.00	270.00	1,200.00	125.00	1,200.00			
9 01-4191-6-650-1	P/Z Books	917.00	167.75	0.00	500.00	174.50	500.00			
10 01-4191-6-670-1	P/Z Printed Forms & Supplies	0.00	0.00	0.00	50.00	0.00	50.00			
11 01-4191-6-680-1	P/Z Legal Ads	2,674.47	2,790.75	3,593.77	2,000.00	2,661.90	2,000.00			
<b>Grand Total:</b>		<b>29,196.22</b>	<b>50,535.39</b>	<b>26,036.03</b>	<b>49,150.00</b>	<b>10,487.60</b>	<b>49,150.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>

2020 PROPOSED FINANCIAL ADMINISTRATION  
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				
<hr/>										
General Fund										
Financial Administration										
1 01-4150-3-310-1	Audit	13,818.75	11,500.00	11,950.00	13,000.00	7,802.22	13,000.00			
Financial Administration Total		13,818.75	11,500.00	11,950.00	13,000.00	7,802.22	13,000.00	0%	0.00	0.00
Grand Total:		13,818.75	11,500.00	11,950.00	13,000.00	7,802.22	13,000.00	0%	0.00	0.00



# 2020 PROPOSED FINANCIAL ADMINISTRATION

## 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				
<hr/>										
<b>General Fund</b>										
<b>Financial Administration</b>										
1 01-4150-3-330-2	Annual Assessing Update	28,175.00	27,424.96	88,459.25	34,000.00	28,616.20	28,000.00	-18%		
<b>Financial Administration Total</b>		<b>28,175.00</b>	<b>27,424.96</b>	<b>88,459.25</b>	<b>34,000.00</b>	<b>28,616.20</b>	<b>28,000.00</b>	<b>-18%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>		<b>28,175.00</b>	<b>27,424.96</b>	<b>88,459.25</b>	<b>34,000.00</b>	<b>28,616.20</b>	<b>28,000.00</b>	<b>-18%</b>	<b>0.00</b>	<b>0.00</b>

# 2020 PROPOSED PERSONNEL 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>Personnel Administration</b>									
1 01-4155-2-290-0 Longevity Pay	9,900.00	9,600.00	9,850.00	10,900.00	1,000.00	9,600.00	-12%	0.00	0.00
Narrative for Column # 6									
10 @ \$150 = \$1,500 5 - 9 years of service									
6 @ \$300 = \$1,800 10- 14 years of service									
6 @ \$450 = \$2,700 15 - 19 years of service									
1 @ \$600 = \$ 600 20 - 24 years of service									
3 @ \$1,000 = \$3,000 25+ years of service									
<b>Grand Total:</b>	<b>9,900.00</b>	<b>9,600.00</b>	<b>9,850.00</b>	<b>10,900.00</b>	<b>1,000.00</b>	<b>9,600.00</b>	<b>-12%</b>	<b>0.00</b>	<b>0.00</b>

# 2020 OTHER PUBLIC SAFETY 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	Requested	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>Other Public Safety</b>										
01-4299-0-391-0	Town Details	1,084.23	0.00	244.54	1,000.00	500.00	1,000.00			
<b>Other Public Safety Total</b>		<b>1,084.23</b>	<b>0.00</b>	<b>244.54</b>	<b>1,000.00</b>	<b>500.00</b>	<b>1,000.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>		<b>1,084.23</b>	<b>0.00</b>	<b>244.54</b>	<b>1,000.00</b>	<b>500.00</b>	<b>1,000.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>

# 2020 PROPOSED PATRIOTIC PURPOSES

## TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expended	Budgeted	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>Patriotic Purposes</b>										
1 01-4583-0-001-1	Flags	1,899.00	1,482.50	756.62	1,500.00	569.84	1,500.00			
<b>Patriotic Purposes Total</b>		<b>1,899.00</b>	<b>1,482.50</b>	<b>756.62</b>	<b>1,500.00</b>	<b>569.84</b>	<b>1,500.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>		<b>1,899.00</b>	<b>1,482.50</b>	<b>756.62</b>	<b>1,500.00</b>	<b>569.84</b>	<b>1,500.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>

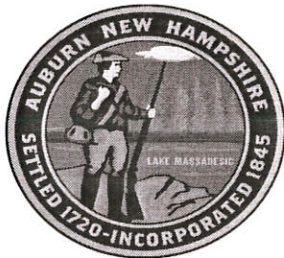
# 2020 PROPOSED DEBT SERVICE

## 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>Principle on LT Bonds &amp; Notes</b>									
1 01-4711-4-410-1 Long Term Bond Principle	0.00	0.00	0.00	1.00	0.00	1.00			
<b>Principle on LT Bonds &amp; Notes Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>	<b>0.00</b>	<b>1.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>
<b>Interest on LT Bonds &amp; Notes</b>									
2 01-4721-4-420-1 Long Term Bond Interest	0.00	0.00	0.00	1.00	0.00	1.00			
<b>Interest on LT Bonds &amp; Notes Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>	<b>0.00</b>	<b>1.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>
<b>Interest on Tax Anticipation</b>									
3 01-4723-4-420-1 Tax Anticipation Interest	0.00	0.00	0.00	1.00	0.00	1.00			
<b>Interest on Tax Anticipation Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>	<b>0.00</b>	<b>1.00</b>	<b>0%</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>3.00</b>	<b>0.00</b>	<b>3.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</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: September 25, 2019

Re: Update and Info on Fire Department Budget Items

At your meeting on September 23<sup>rd</sup>, there were a few items the Board had questions on and requested confirming information. There items included:

**Hydrants:** In general, the questions focused on how many hydrants we have that are through Manchester Water Works and how are they billed. In looking at the data, we have a total of 21 hydrants – all in the western area of Town on and off Manchester Road and Rockingham Road near the Manchester city line. The MWW invoices for these hydrants on a quarterly basis at the end of each quarter. The rate charged is \$160 per hydrant per quarter. From the expense printout, two quarters had been paid at a total of \$6,720. The two remaining quarters will also be at \$6,720, indicating that budget account line will be fully expended.

**Uniform Allowance for Full-Time Members:** In establishing a budget amount for a uniform allowance for full-time members, the Board indicated they would like to establish the same standard as what is used for the police department. At your meeting, it was thought that amount to be \$650 per person per year. In looking at the current collective bargaining agreement for the Auburn Police Union, the amount is actually \$600 per person per year.

**Equipment / Apparatus:** The Board asked how many more years do we have on the lease/purchase agreement for Engine 1. Adele Frisella reports the lease / purchase agreement runs through 2021. So we have two more years of payments on this vehicle in 2020 and 2021.

Unfortunately, looking at this account, the Finance Director noted an error in the amount presented for the Board's approval. At your meeting you had a budget amount of \$114,004 which included \$72,695.61 for Engine 1 and \$41,308.31 for the new rescue vehicle. The amount listed for the new rescue vehicle was only the principal amount due that year, not the principal and interest total. The full amount due for the rescue vehicle is \$48,214, which would bring this account line up to a total of \$120,910.

Based on the information above, we believe there are two actions for the Board to consider – one with respect to uniform allowance and one concerns Equipment / Apparatus. The motions the Board should consider for these items are as follows:

*Move to amend the Board's approval of Fire Protective Clothing at a total of \$17,050 for FY 2020 to a revised total of \$16,950 by establishing a \$600 annual clothing allowance for full-time firefighters.*

*Move to amend the Board's approval of Fire Apparatus / Lease Purchase at a total of \$114,004 for FY 2020 to a revised total of \$120,910.*

Thank you for your consideration.

Attachments

Run: 9/24/19  
10:17AM

## Current Year Expenditures

Page: 1  
Bill  
ReportSortedActualExp

TOWN OF AUBURN  
As Of: September, GL Year 2019  
YTD Expended Transaction Detail

Account Number							Budget	MTD Exp	YTD Exp	Balance	%Used
General Fund											
01-4220-6-611-1	Fire Water Hydrants						13,112.00	0.00	6,720.00	6,392.00	51.251
Batch		Orig Year	Date	Src	Type	Ref#	Amt	Description			
17,332		2019	4/03/2019	AP INV	A	19-251	3,360.00	CITY OF MANCHESTER, NH - MUNICIPAL FIRE PROTECTION MONTH			
17,791		2019	7/02/2019	AP INV	A	20-012	3,360.00	CITY OF MANCHESTER, NH - APRIL-JUNE 2019 FIRE PROTECTION			
Total for Account #			01-4220-6-611-1				6,720.00				
Totals		General Fund					13,112.00	0.00	6,720.00	6,392.00	51.251
Grand Total							13,112.00	0.00	6,720.00	6,392.00	51.251



# INVOICE

Manchester Water Works  
281 Lincoln St  
Manchester NH 03103  
PHONE: 603-624-6494  
FAX: 603-628-6020

Invoice Date  
Invoice Number  
Payment Due By  
Job #

July 2, 2019
20-012
August 1, 2019

**Bill To**

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

prousseau@townofauburnnh.com

Acct Number	Description	QTY	Unit Price	Amount
1-12-115-4015	Quarterly charge Municipal Fire Protection April 1, 2019 thru June 30 2019	21	160.00	3,360.00
<div>Payment Approval</div> <div>Vendor # <u>000048</u> Dept. <u>BOS</u></div> <div>Acct # _____</div> <div>Acct # <u>01-4220-10-001</u></div> <div>Approval <u>NA</u></div>				
1-00-000-2205	LESS DEPOSIT			

**\*A FINANCE CHARGE OF 18% ANNUAL PERCENTAGE RATE  
WILL BE ADDED TO ANY AMOUNT ON THIS INVOICE UNPAID  
AFTER THE ABOVE SHOWN DUE DATE. ADDITIONAL  
CHARGES MAY APPLY.**

SUBTOTAL	\$3,360.00
FINANCE CHARGE	\$0.00
<b>TOTAL</b>	<b>\$3,360.00</b>

In case of any questions concerning this invoice please email us at: [kstjean@manchesternh.gov](mailto:kstjean@manchesternh.gov)  
or call us at: 603-792-2823

Thank you for your business



Chief. Failure to comply with said Program and direction may result in disciplinary action. All costs of random and initial testing are to be borne by the Town of Auburn.

Prior to implementation of said policy, the Standard Operating Procedures of the Auburn Police Department must state the standards and criteria of said policy, including the laboratory to be utilized and all safety precautions to include confidentiality. The Union must be involved in all phases of development of said procedure.

#### **18.4 Safety**

It is understood that the Town shall have the right to make and enforce regulations for the safety and health of its employees during their hours of employment. Employees shall comply with all safety rules and regulations established by the Town at all times, to include the use and care of such safety devices as may be assigned in accordance with their intended purpose. Employees who violate Town safety policies or willfully engage in unsafe conduct during work hours shall be subject to disciplinary proceedings, up to and including discharge.

#### **18.5 Joint Loss Management Committee**

In compliance with RSA 281-A: 64, the Town has established a Joint Loss Management Committee (JLMC) which is comprised of equal members representing management and labor. The Town has established a four-member JLMC for the entire Town organization.

The Union shall delegate participation of one of its members to serve on the JLMC and an alternate to serve when the regular delegate is unable. Within forty-eight (48) hours of their selection, the Union shall notify the Police Chief, the Commission and the Town Administrator of the names and ranks of those members delegated at the member and alternate member of the JLMC.

Participation in the JLMC is employment-related. Management will strive to ensure that the designated Union JLMC member shall be allowed to participate in committee meetings and activities during normal work hours. Advance notice of the JLMC meetings shall be provided to management to ensure scheduling is accommodated.

### **ARTICLE 19** **UNIFORMS AND EQUIPMENT**

- 19.1** Full-time officers shall be provided with up to \$600 per year for the purchase and maintenance of uniforms. Part-time officers shall be provided with up to \$400 per year for the purchase and maintenance of uniforms. Officers may either submit purchase orders through the Police Department or may request reimbursement upon presentation of receipts.

Run: 9/20/19  
9:05AM

2020 MACHINERY, VEHICLES & EQUIPMENT  
TOWN OF AUBURN

Page: 1  
Adele  
ReportBudgetSF

		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
		As of December	As of December	As of December	As of December	As of September	2020		2020	2020
<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 FIRE 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>Fire Department</b>									
1 01-4220-6-660-2 Fire Protective Clothing	12,198.42	10,135.77	14,600.19	14,000.00	9,706.23	21,250.00	52%	17,050.00	
<i>Narrative for Column # 6</i> 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 due to budgeting for uniforms for the Call and Fulltime staff. *5 New set of PPE - \$12,500 *Spare Hoods, boots and gloves - \$1,500 *2 Fulltime firefighter uniforms - \$2,000 *35 Call firefighters' uniforms x \$150 Total: \$21,250  <i>Narrative for Column # 8</i> Reduced *2 Full Time @ \$650 ea = \$1,300 *35 Call @ \$50 ea = \$1,750 BOS approved 9/23/2019									
<b>Fire Department Total</b>	<b>12,198.42</b>	<b>10,135.77</b>	<b>14,600.19</b>	<b>14,000.00</b>	<b>9,706.23</b>	<b>21,250.00</b>	<b>52%</b>	<b>17,050.00</b>	<b>0.00</b>
<b>Grand Total:</b>	<b>12,198.42</b>	<b>10,135.77</b>	<b>14,600.19</b>	<b>14,000.00</b>	<b>9,706.23</b>	<b>21,250.00</b>	<b>52%</b>	<b>17,050.00</b>	<b>0.00</b>

# 2020 MACHINERY, VEHICLES & EQUIPMENT

## 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>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	120,910.00			
Narrative for Column # 6									
Engine #1 \$72,695.61 and Rescue \$41,308.31.									
BOS approved \$114,004 on 9/23/2019									
Need to add interest to Rescue of \$6,905.15									
<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>120,910.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>

September 16, 2019

Selectmen  
Town of Auburn  
47 Chester Rd  
P.O. Box 309  
Auburn, NH 03032



Dear Selectmen,

Thank you so much for including CASA of NH in your town budget in previous years. This year, I'm asking the Town of Auburn to consider an appropriation of \$1000 in order to continue the advocacy services we are providing to children of abuse and neglect in your area. Your past support has helped to increase our volunteer advocate base and allowed us to serve more children than ever. We are so appreciative of the Town of Auburn for supporting our mission as we continue to serve our communities as the only organization in the state providing volunteer advocacy services to victimized children in need.

CASA of NH provides a voice for abused and neglected children and youth by empowering a statewide network of trained volunteers to advocate on their behalf so they can thrive in safe, permanent homes. We envision a world where every abused or neglected child is given the opportunity to thrive in a safe, permanent and loving home.

In the past fiscal year (FY 19), CASA of NH's neglect and abuse caseload increased exponentially due to the opioid and substance misuse epidemic. Our goal is to serve 100% of abuse and neglect cases that come to the attention of our state's child protection services, but the demand for CASA services currently exceeds volunteer capacity. **Last fiscal year CASA of NH turned down 88 cases involving 173 children due to inability to assign a CASA volunteer advocate to the cases.** In these instances, the State of New Hampshire must hire a board-certified Guardian ad Litem (GAL) at the rate of \$60/hour, plus the cost of travel and other fees that may pertain to the case. We estimate that our CASA volunteer advocates saved our state more than \$5.3 million in advocacy services last fiscal year.

Year over year we continue to see an increase of cases largely due to substance misuse within families. Children continue to be the silent victims; seventy-five percent of CASA cases contain a substance misuse component which includes the use of opioids. In order to meet the demand for CASA services in an ever-growing population of abused and neglected children, we must increase our volunteer base through recruitment and retention efforts.

CASA volunteer advocates can provide significant long-term benefits for our communities' most vulnerable children. National research reports that children with a CASA volunteer advocating for them are more likely to find a safe, permanent home than those children who do not. These children are also more likely to receive the services they need, do better in school, and develop positive attitudes about themselves. Having observed this impact first-hand, NH Judges presiding over child welfare cases



requested that CASA expand to serve 100% of children in need.

In the Town of Auburn, CASA works with residents who are volunteers, children of abuse and neglect cases and their families, as well as public school personnel and foster families. **New Hampshire's abused and neglected children are a part of every community within our state** and range in age from birth to 21. They attend our schools and are often moving from one town to the next due to changes in a caretaker's residence or foster home. A CASA volunteer is often the one constant in these children's lives, meeting with them regularly to get a sense of their situation and giving them hope and encouragement for a better future.

Our partnership with the Town of Auburn is vital in the mission of our organization and in helping to reach our goal of serving 100% of abused and neglected children in NH. Last fiscal year, 618 volunteer advocates spoke for the best interests of 1,533 children from 951 families across the state; **3 of these children were from the Town of Auburn**. Below are statistics as they pertain to your town's county for FY 19:

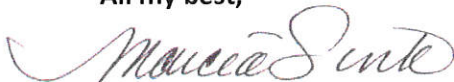
**FY 2019**  
BY THE NUMBERS

	<u>Statewide</u>	<u>In Rockingham Co.</u>
Children Served	1,533	163*
Volunteers	618	97
Miles Traveled	657,052	57,882
Hours of Volunteer Time	89,120	7,730
Value of Volunteer Advocacy	\$5.3M	

*\*This number includes children who may use your towns' schools and resources and live with foster parents or extended family members in your community. (July 1, 2018 – June 30, 2019.)*

Thank you so much for your consideration of this request for your next funding cycle. Should you require additional materials to support this letter, please contact Julia LaFleur, Development Assistant at (603) 626-4600 or by emailing [jlafleur@casanh.org](mailto:jlafleur@casanh.org). I look forward to updating you with our progress and the impact that your support will have on NH's victimized children.

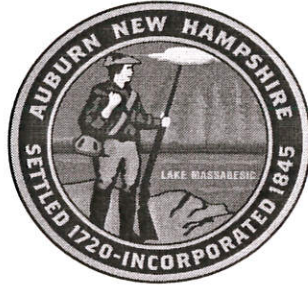
All my best,



Marcia R. Sink  
President & CEO

## 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: September 27, 2019

Re: State Budget – Municipal Revenue Sharing

As you are aware, the Governor and legislative leaders reached an agreement on a new two-year budget for the state last week, and the Legislature voted on September 25<sup>th</sup> by an overwhelming margin to approve the budget.

Attached is a one page sheet with 12 bullet items of some of the main highlights of the budget which includes "\$40 million in municipal revenue sharing". This is a new source of funds for municipalities that we have not had in recent years. For Auburn, it means we will receive \$42,588.50 both years of the two year budget for a total of \$85,177.

With the budget just passed, it is our understanding the payment of the fiscal year 2020 municipal aid is to be made by the State Treasurer on or before October 15, 2019. This money can either be used as a revenue source to reduce the 2019 property tax rate or may be considered unanticipated revenue and expended under the provisions of RSA 31:95-b by determination of the Board of Selectmen.

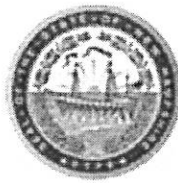
The fiscal year 2021 municipal aid is not unanticipated revenue under RSA 31:95-b, and that money may be used to reduce the 2020 property tax rate or appropriated in municipal budget next year.

The initial decision for the Board is to determine if you want to use this revenue to reduce the 2019 property tax rate or if you would rather chose to allocate the funds for a specific project or purchase, such as the addition to the police department and potentially completing the interior of the addition before the end of the year.

When the Legislature voted on the state budget on September 25<sup>th</sup>, the Auburn State Representatives were split on the package with Representatives Jess Edwards of Auburn and Tony Piemonte of Sandown voting in favor of the budget and Representative Chris True of Sandown voting opposed. Representatives Becky Owens of Chester and Jason Osborne of Auburn did not vote. Senator Sharon Carson of Londonderry voted to approve the budget.

Thank you for your consideration.

Attachments



## **THIS BUDGET COMPROMISE INCLUDES:**

### **A WIN FOR TAXPAYERS**

- Tax rates remain at current levels through 2020
- In fiscal year 2020, if total revenue is 6% over projected revenue - business taxes will trigger down to 7.5% BPT and .5% BET for calendar year 2021
- In fiscal year 2020, if total revenue is between 106% projected revenue and 94% of projected revenue, taxes will remain at 2020 levels for calendar year 2021
- In fiscal year 2020, if total revenue is 6% below projected revenue - business taxes will trigger up to 7.9% BPT and .675% BET for calendar year 2021

### **FINANCIAL PROMISES THAT CAN BE KEPT**

- This budget reduces the structural deficit by 75% - a total of \$70 million - from the legislature's proposed budget, ensuring that no programs will face funding cuts if an economic downturn occurs

### **INCREASES RAINY DAY FUND**

- Increases the Rainy Day Fund by \$5 million

### **PRESERVES FISCALLY RESPONSIBLE MEDICAID EXPANSION**

- Guarantees the 2014 bipartisan agreement prohibiting General Funds from going towards Medicaid Expansion remains

### **PROVIDING FOR OUR HEALTH CARE WORKFORCE**

- 3.1% across the board Medicaid rate increases annually

### **HISTORIC FUNDING INCREASES TO OUR EDUCATION SYSTEM WHICH WILL HELP PROPERTY TAX RELIEF**

- Total education funding at 100% of the Committee of Conference education funding proposal

### **MUNICIPAL AID**

- \$40 million in municipal revenue sharing

### **INVESTMENTS IN HIGHER EDUCATION**

- Funding to freeze tuition at the University and Community College System
- \$9 million to the University System to double the amount of nurses



MUNICIPAL AID DISTRIBUTION,  
HOUSE PROPOSED VS. SENATE PROPOSED - FOR DISCUSSION ONLY

TOWN/CITY	House Proposed FY 2020-2021 Municipal Aid	Senate Proposed FY 2020-2021 Municipal Aid
STATE TOTAL	\$ 12,500,000	\$ 40,000,000
Acworth	4,819	43,206
Albany	2,788	32,607
Alexandria	7,032	53,966
Allenstown	45,395	169,344
Alstead	8,550	66,641
Alton	15,668	127,542
Amherst	43,023	146,398
Andover	11,243	64,150
Antrim	15,749	92,027
Ashland	34,226	67,106
Atkinson	15,312	60,175
<b>Auburn</b>	<b>15,626</b>	<b>85,177</b>
Barnstead	21,077	173,923
Barrington	32,021	184,199
Bartlett	7,500	58,136
Bath	4,127	23,497
Bedford	77,128	371,352
Belmont	38,534	319,069
Bennington	25,366	52,632
Benton	796	6,076
Berlin	517,256	477,092
Bethlehem	16,468	64,132
Boscawen	24,672	138,894
Bow	50,230	128,559
Bradford	12,834	44,667
Brentwood	14,611	66,360
Bridgewater	2,761	20,056
Bristol	33,381	117,412
Brookfield	2,584	20,179
Brookline	14,920	99,210
Campton	16,754	110,177
Canaan	20,037	141,479
Candia	15,960	83,280
Canterbury	7,887	40,376
Carroll	3,047	18,380
Center Harbor	12,854	21,172
Charlestown	43,014	203,594
Chatham	623	2,185
Chester	11,292	67,134
Chesterfield	16,319	71,687
Chichester	8,519	49,709
Claremont	233,297	666,971
Clarksville	654	9,748
Colebrook	31,937	84,616
Columbia	4,272	25,617
Concord	614,329	1,331,556

**Town of Auburn  
Board of Selectmen  
September 23, 2019  
7:00 PM**

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

**Others Present** Paula Marzloff, Don Dollard and Jim Thompson, Cemetery Trustees, Michael Rolfe, Road Agent Mike Dross, Linda Dross, Parks & Recreation Coordinator Amy Lachance, Fire Chief Mike Williams, Police Chief Ray Pelton, Deputy Fire Chief Bob Seling, Michael DiPietro, Tax Collector Susan Jenkins, Larry Marino, JP Pegun and Steve Gallinaro, Wethersfield HOA, 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 Accounts Payable Manifest for the Week of September 23, 2019 - \$131,081.61**

***Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of September 23, 2019 in the amount of \$131,081.61. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

**Approval of Consent Agenda for the Week of September 23, 2019**

Mr. Eaton read out loud and offered for inspection a copy of the Consent Agenda for the Week of September 23, 2019 some of which included: two (2) Pistol/Revolver Licenses.

***Mr. Leclair motioned to approve the Consent Agenda for the Week of September 23, 2019. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

**Appointments with the Board**

Amy LaChance – Parks & Recreation

Mrs. LaChance provided handouts showing the brush and trees proposed for removal along the ice rink. Many are overgrown and high up. Alliance provided an estimate for the work for \$3,000. Mike Dobmeier and Margie McEvoy removed the brush themselves at Appletree Park, so the \$3,000 in the current budget for that work could be applied here.

Mr. Eaton would like to see another quote as he believes \$3,000 is high. The Road Agent has used Accurate Tree Service for other Town projects and Mr. Eaton believes they would charge closer to \$1,500. Mr. Dross will contact Accurate tomorrow morning. Mrs. Lachance will secure additional pricing and bring this item back for the Board's consideration.

Mr. Eaton reported Mrs. Lachance noted the Community Room at the Safety Complex needed some sprucing up and asked if it could be painted. Mr. Eaton also noted there was additional work to replace 10-12 ceiling tiles, cleaning up of hanging cables, and blackened duct work.

The Board was in general agreement. Mrs. Lachance will see if this is something Mike Dobmeier can do. Bill Herman recommended consideration be given to the Rockingham

County House of Correction workers who are working at Wayne Eddows now. Mr. Eaton suggested it would take approximately four gallons of paint. Mrs. LaChance will check on the availability of the Trustees.

#### Larry Marino, Wellesley Circle – Stop Signs

Mr. Marino spoke to the Board about dangerous traffic situations in Wellesley Circle, Steam Mill Road, and Windsor Drive. Mr. Marino visited the Highway Safety Meeting on September 18<sup>th</sup> where he and other members of the Wethersfield Homeowners Association (HOA) brought to their attention regular traffic safety issues, as well as two incidents involving a motorist rolling through a stop sign and striking a child on a bike and in another incident a dog was hit. There was another incident this morning where a motorist sped past children boarding the school bus. The Police Department set up the radar trailer for three days and recorded the number of cars, and speeds discarding the high and low. Chief Pelton noted 200 cars were recorded with an average speed of 35 mph. Mr. Marino noted this was done on a Friday, Saturday and Sunday, and would like to see the study done when traffic is at its highest volume, Monday through Thursday.

Sgt. Cashman had proposed a number of recommendations at the Highway Safety Meeting to slow cars down including additional stops signs, flashing signs and reducing the visual road width with fog lines. It was generally felt fog lines would make the neighborhood feel commercial. Mr. Marino noted they were in favor of a second stop sign with perhaps a warning sign ahead of it. They asked about an electronic speed sign which Mr. Leclair indicated the Town would not pay for that, but would consider allowing the HOA to cover the cost. Chief Pelton provided information on the cost of such a unit, which he indicated ran between \$2,800-\$3,500.

Mr. DiPietro and Mr. Dross did not find traffic problems unique to this neighborhood, noting other streets throughout Town had more significant issues and were not in favor of setting a precedent. Mr. Marino noted it may be time for the Town to try something new. Mr. Eaton reported the Manual for Uniform Traffic Control Devices noted stop signs should not be used to control speed, and would not have prevented the accident where the motorist rolled out of the existing stop sign. Mr. Eaton stated he was willing to test this recommendation on a trial basis to see how it would work if applied in other situations in Town. Mr. Bedard estimated the stop signs are approximately \$150-200 each including installation.

***Mr. Bedard motioned to have two stop signs installed at Wellesley and Steam Mill. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

Mr. Dross said he will order the signs this week. Chief Pelton reminded the homeowners that videotaping is not allowed of vehicle activity in New Hampshire.

#### Fire Chief Michael Williams – Monthly Meeting

Chief Williams gave his monthly meeting report to the Board noting 57 incidents in August. Chief Williams reported the boat is in the water, docked across the street. The AVS has had its inspections and the Chief felt Mrs. Rouleau-Cote, the Building Inspector, did a great job through this difficult project. The new rescue vehicle has arrived in CT for final preparations before being delivered to Auburn. Cistern inspections have been completed and all passed their flow

tests and will be painted. Working to install no parking signs. Engine 2 had a front suction valve leak and main cross lay feeder line repair. All pumps have passed their annual inspection and are in service.

The 2020 Operational and Emergency Management Budgets have been submitted. The Forestry Grant for a new floating fire pump with accessories has been submitted. This is a 50-50 matching grant.

### **FY 2020 Town Budget Presentations**

Tax Collector – Susan Jenkins

Mrs. Jenkins presented the 2020 Proposed Financial Administration Budget of \$4,800 which is a \$200 increase over the current year. Mrs. Jenkins noted deed research is up, while the education line is down from \$1,000 to \$950. In 2020, the Deputy Collector will be going through the certification program. Tax bill printing has a small increase of \$50. Last year \$3,050 was budgeted with \$2,380 spent to date with December's bills still to be printed at a cost of approximately \$890.

***Mr. Leclair motioned to approve the FY 2020 Financial Administration Budget of \$4,800. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

Supervisors of the Checklist – Susan Jenkins

Mrs. Jenkins presented the 2020 Proposed Election Registration & Vital Stats budget of \$6,500 which had a significant increase over the current year due to there being four elections to be held in 2020. The budget proposal was based on expenditures experienced in 2016, which was the last time there were four elections held in one year.

***Mr. Leclair motioned to approve the FY 2020 Election, Registration & Vital Stats Budget of \$6,500. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

Cemeteries – Cemetery Trustees

Mr. Dollard presented the 2020 Proposed Cemetery Budget of \$33,510 which is a 1% percent increase from last year. Mowing and Mileage are both increased by \$200. Mr. Leclair noted he wanted to see the Town revised the RFP for mowing services and put it back out to bid with more specifications for next year. Mr. Herman indicated they will do that, but most of the changes would be for Parks & Recreation as there are no other major issues elsewhere. Mr. Dollard felt the contractor was mowing the cemetery properties too short. He said fertilizer is making a big difference and no grubs have been seen this year. Mr. Leclair asked about the property maintenance line of \$6,500, none of which has been spent. Mr. Dollard said the Trustees were looking to repair of the wall at the Longmeadow Cemetery, but Mr. Herman noted that project was expected to come from a cemetery trust fund and not the operating budget. Mr. Dollard noted that is a major project, and Stantec is helping with the specifications for the required work. He indicated he had a verbal estimate for \$10,000, while the CIP has a project cost of \$15,000. Mr. Thompson noted the Robie Cemetery line of \$2,000 will remain the same as the extent of the project is uncertain.

***Mr. Leclair motioned to approve the FY 2020 Cemetery Budget of \$33,510. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***



Fire Department – Mike Williams

Chief Williams presented the 2020 Operating Budget of \$250,397, which was an increase over the current year's budget of \$223,243.

Mr. Leclair complimented the Chief on his presentation, detail and good backup materials. Chief Williams recognized Deputy Chief Seling and the other Fire Officers for assisting in pulling all the information together.

Chief Williams indicated the first item is to re-establish a Fire Occupational Health and Safety line for immunizations and dealing with blood borne pathogens. The immunizations for TDAP would be offered the first year. \$1,000 is for safety glasses and PPE Gowns and \$2,205 for TDAP testing @ \$63 per person. Chief Williams also proposed \$1,225 Mr. Leclair recommended doing a survey to see how many firefighters would take advantage of these. Chief Williams noted a policy was being worked on in the past and funding would come first. The Board agreed to remove the \$1,225 for flu shots from the proposed budget as many are offered through free clinics.

***Mr. Leclair motioned to approve the FY 2020 Fire Occupational Health & Safety budget of \$3,205. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

Chief Williams left a \$1 line item in Forest Fires which reflected no increase.

***Mr. Leclair motioned to approve the FY 2020 Forest Fire Budget of \$1. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

Fire Equipment Maintenance was level funded from last year at \$4,500. Chief Williams noted the Department was working to service saws this year.

***Mr. Leclair motioned to approve the FY 2020 Fire Equipment Maintenance budget of \$4,500. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

Fire Radio Repair was level funded from last year at \$1,000. Chief Williams noted the Department was working to repair some older model digital radios that were not working.

***Mr. Leclair motioned to approve the FY 2020 Fire Radio Repair budget of \$1,000. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

Derry Dispatch is budgeted for \$55,772 which is a four percent increase over last year.

***Mr. Leclair motioned to approve the FY 2020 Derry Dispatch budget of \$55,772. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

Fire & Rescue Training budget of \$20,300 was level funded from last year. Chief Williams noted this makes up a training allowance of \$580 per person with 35 Fire/EMS members, which was an item discussed in the MRI study. Mr. Leclair noted this line has never exceeded \$17,500 and proposed reducing it to \$17,500 which is \$500 per person.

***Mr. Leclair motioned to approve the FY 2020 Fire & Rescue Training budget of \$17,500. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

Fire Hazmat proposed budget of \$7,249 represented a \$549 increase from last year with dues increasing. This covers the Town's participation in the Southeastern New Hampshire Hazardous Materials Mutual Aid District.

**Mr. Leclair motioned to approve the FY 2020 Fire Hazmat budget of \$7,249. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.**

Building Maintenance of \$18,697 which is an 87% increase over last year. Chief Williams presented an itemized list of work required at both fire stations with the related costs.

Painting (both stations)	\$2,500.00
Interior repairs (both stations)	\$1,000.00
Exterior repairs (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
Plymovement 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 (Complex)	\$ 575.00
Repairs (Complex) trim, roof over bay dr. Install rain diverter	\$1,950.00

Chief Williams noted the AAA HVAC Agreement is shared 50% with the Police Department.

Mr. Eaton noted the Town does not have a maintenance position who could clean up a lot of the items. Mr. Leclair indicated the Town and School District had discussed having the District's maintenance director taking on the project part-time, but it was put on hold until after the School project is completed.

**Mr. Leclair motioned to approve the FY 2020 Fire Building Maintenance budget of \$18,697. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.**

Fire & Rescue New Equipment of \$15,896 is down 1% from last year. Chief Williams noted new forestry equipment, new fire hose, hydraulic rescue ram, fire hooks, entry tools, Zoll service agreement and maintenance contract.

**Mr. Leclair motioned to approve the FY 2020 Fire Rescue New Equipment budget of \$15,896. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.**

New Radios in the amount of \$7,700 which is level funded from last year. The budget represents digital radio replacements for Engine 1 and 2 to phase out two 20-year old models. Mr. Leclair asked how many total radios the department have. Chief Williams will provide that information.

**Mr. Leclair motioned to approve the FY 2020 Fire New Radios budget of \$7,700. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.**

SCBA Maintenance in the amount of \$6,130 which shows a 23% increase over last year. Chief Williams indicated the increase is for \$1,130 in semiannual SCBA air testing which is an IRC standard.

***Mr. Leclair motioned to approve the FY 2020 Fire SCBA Maintenance budget in the amount of \$6,130. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

Fire Water Hydrants in the amount of \$13,112 which is level funded from last year.

Chief Williams noted this is a direct cost billed by Manchester Water Works for hydrants in Auburn. Mr. Eaton noted it seemed high for four or five hydrants and felt the Town should talk to MWW. Mr. Herman believes there are more than four or five hydrants in Auburn. He would need to check, but he was certain there were at least a dozen. Mr. Leclair questioned only half the budgeted amount having been spent. Mr. Herman believes it is billed twice per year. He will verify this information and report back to the Board.

***Mr. Leclair motioned to approve the FY 2020 Fire Water Hydrants budget in the amount of \$13,112 pending review of the information. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

Fire Dues, Subscriptions and Software in the amount of \$4,600 which is down eight percent from last year. Chief Williams noted computers will be upgraded to Office 365 at a total cost of \$1,900. Chief Williams noted the Windows may need upgrading as well to access My Domain.

***Mr. Leclair motioned to approve the FY 2020 Fire Dues, Subscriptions and Software budget in the amount of \$4,600. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

Fire Rescue Supplies in the amount of \$3,000 which is level funded from last year. Chief Williams detailed some of the items which included durable rubber gloves, nasal cannulas, Lifepack-12 Cardiac Defibrillators to be compatible with Derry.

***Mr. Leclair motioned to approve the FY 2020 Fire Rescue Supplies Budget in the amount of \$3,000. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

Fire Protective Clothing in the amount of \$21,250 which is a 52% increase from last year. Chief Williams indicated he would like to provide 35 call firefighters uniforms (shirts, pants and boots) @ \$150 ea. Mr. Leclair was in favor of providing 35 shirts at \$50 each. Mr. Eaton noted he would be in favor of \$75. After discussion, the Board's consensus was to provide a \$50 allowance for the call firefighter uniforms.

Chief Williams was also proposing a \$1,000 clothing allowance for each of the two full-time firefighters. Mr. Leclair asked Chief Pelton what was in the police contract for uniforms for full-time officers, and it was believed to be \$650 per officer. Mr. Leclair noted it could be changed later if it was determined to be a different amount.

***Mr. Leclair motioned to approve the FY 2020 Fire Protective Clothing budget in the amount of \$17,050. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

Fire Office & Cleaning Supplies in the amount of \$2,500 which is level funded from last year.

***Mr. Leclair motioned to approve the FY 2020 Fire Office & Cleaning Supplies budget in the amount of \$2,500. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

Fire Misc. Grant Budget in the amount of \$5,000 which is level funded from last year.

***Mr. Leclair motioned to approve the FY 2020 Fire Misc. Grant budget in the amount of \$5,000. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

Fire Dry Hydrants in the amount of \$2,000 which is level funded from last year. The Chief reported there are 24 plus cisterns. Chief Williams indicated he will be looking into adding the chlorine tabs recommended by Mr. Eaton. Chief Williams explained that a dry hydrant is a pipe in the ground to a water supply source like a river, stream, brook, etc.

***Mr. Leclair motioned to approve the FY 2020 Fire Dry Hydrants budget in the amount of \$2,000. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

Fire Information Technology Budget in the amount of \$5,560 which reflects an 11% increase from last year. Chief Williams indicated the increase is \$560 due to cloud backups on servers, annual maintenance and service contracts on fire department IT equipment and unexpected replacement parts. The monthly maintenance contract with the IT vendor is \$285 per month.

***Mr. Leclair motioned to approve the FY 2020 Fire Information Technology budget in the amount of \$5,560. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

Fire Truck Maintenance in the amount of \$41,200 which is an increase of seven percent over last year - for annual vehicle service, pump service and testing, aerial service and ladder testing, annual host testing, state inspections, tanker 2 pump work, unforeseen repairs, and tires. Mr. Leclair recommended eliminating the \$9,300 for tanker 2 pump work since Chief Williams indicated it passed this year's inspection and is the next vehicle scheduled for replacement. Mr. Leclair reduced the unforeseen repair line by \$4,000 to \$5,000 with the understanding the Selectmen are anticipating requesting the establishment of a reserve fund for the larger expenses associated with vehicles and equipment.

***Mr. Leclair motioned to approve the FY 2020 Fire Truck Maintenance Budget in the amount of \$27,900. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

Fire Apparatus Fuel in the amount of \$9,000 which is level funded from last year. Chief Williams discussed use of Wex cards, which is the same purchasing tool used by the Police Department, Building Inspector and Parks & Recreation.

***Mr. Leclair motioned to approve the FY 2020 Fire Apparatus Fuel Budget in the amount of \$9,000. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***



#### Ambulance Service – Mike Williams

Chief Williams presented the proposed FY 2020 Ambulance Service Budget in the amount of \$86,858 which is a three percent increase over last year for the contract with Derry Ambulance Service.

***Mr. Leclair motioned to approve the FY 2020 Ambulance Service Budget in the amount of \$86,858. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

#### Fire Apparatus – Mike Williams

Chief Williams presented the proposed FY 2020 Fire Apparatus Lease/Purchase Budget in the amount of \$114,004 which is a six percent decrease from last year. Chief Williams indicated this is for Engine 1 (\$72,695.61) and the new Rescue vehicle (\$41,308.31).

***Mr. Leclair motioned to approve the FY 2020 Fire Apparatus Lease/Purchase budget in the amount of \$114,004. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

#### Emergency Management – Mike Williams

Chief Williams presented the proposed FY 2020 Emergency Management Budget in the amount of \$4,604. Chief Williams indicated the FEMA Expenditures line would be held open with a \$1 placeholder as well as the OEM Training line, Public Media line and OEM Communication line. \$4,000 is requested for a TV and bracket and Smart Board. Mr. Leclair recommended reducing the Equipment and Gear line from \$4,600 to \$1,800, which would provide for a new TV and wall bracket and a replacement white board.

***Mr. Leclair motioned to approve the FY 2020 Emergency Management budget in the amount of \$1,804. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

#### Pingree Hill Station Repairs & Upgrades – Mike Williams

Chief Williams presented the proposed FY 2020 Improvements to Buildings Budget in the amount of \$56,680 which are estimates to make the repairs and upgrades to Station 2 discussed at the site walk.

Kitchen Floor Repairs	\$ 7,000
Replace Kitchen Cabinets/Appliances	\$10,000
Upgrade Bathroom Fixtures/Appliances/Floor	\$ 8,000
Fire rated Doors Bays to Station Entrances	\$ 8,000
New Exterior Siding – Building	\$23,680

Mr. Leclair recommended tabling these until the end of the budget process and unexpended funds are reviewed at the end of the year. He felt it was likely the work may be spread out over several years.

Mr. Herman noted the Chief had included a proposal for wages for per diem firefighters, which was a new proposal. Although wages are not on the table tonight, he thought the Chief wanted to discuss the idea with the Selectmen.

Chief Williams is recommending a proposed line item totaling \$19,968 for per diem firefighters to cover filling shifts in times of need over the weekend and after normal business hours. The Chief provided a fact sheet relative to Fire-Rescue Membership detailing the number of rostered firefighters and Active Firefighter/EMTs. His proposal for per diem coverage was for multiple part-time shifts from 8-2 PM and 10-4 PM on weekends. He is also developing a potential automatic mutual aid system with the Chester Fire Department that could also help provide some additional coverage support.

### **New Business**

#### **Town & Library Trustees Draft Memorandum of Understanding**

Mr. Herman provided a copy of a draft Memorandum of Understanding between the Auburn Board of Selectmen and the Griffin Free Public Library Trustees. This will enable the Town to assist the Trustees with processing payments of bills instead of the Trustees paying all of their operating expenses. The Trustees are also reviewing the document, and their Treasurer would like to see it commence with the new year in January 2020.

It is likely the Selectmen and Library Trustees will meet on this before the end of October.

### **Old Business**

#### **Mosquito Spraying – Town Parks & Property**

Mr. Herman indicated spraying was posted to begin Wednesday, September 25, 2019 from 5:30-9:30 at Circle of Fun Playground, Auburn Village School, Sun Valley Park and the Safety Complex Lacrosse Field. He also reported Manchester Water Works gave their permission.

#### **Addition to Police Department**

Mr. Eaton indicated the structure is up, the trusses are up, the plywood is next and framing will be done by Thursday. Mr. Eaton talked to the roofer about next week to re-roof the back section where the roof connects. Siding will be ordered and should be installed within the next few weeks.

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

Mr. Eaton noted Highway Safety met September 18<sup>th</sup> and discussed Wethersfield's traffic issues. The Committee also met with a representative from the Southern NH Planning Commission to discuss traffic safety audits.

Mr. Leclair noted Planning Board met September 18<sup>th</sup> and discussed elderly housing ordinance and signs. He also reported there is a one lot subdivision on the Sanborn property.

### **Other Business**

Mr. Bedard discussed changing streetlights to LEDs and noted he had had discussions with two Manchester Aldermen to get information on costs to switch, savings and rebates/incentives from Eversource.

## **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

***Mr. Bedard motioned to approve the minutes of the September 16, 2019 Public Meeting. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

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

Consideration of the compensation of a public employee

***Mr. Leclair motioned to go into non-public session at 9:45 pm pursuant to 91-A: 3, II (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 9:45 PM.

***Mr. Leclair motioned to come out of non-public session at 9:53 PM. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

The meeting room was reopened to the public at 9:53 PM.

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

***Mr. Leclair motioned to approve a salary increase for the Fire Chief from \$27,000 to \$28,000 based on a positive performance appraisal and successful completion of a one-year probation period effective September 14, 2019. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

## **Adjourn**

***Mr. Leclair motioned to adjourn the meeting at 9:54 PM. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary