

**Town of Auburn
Board of Selectmen
November 18, 2019
Town Hall**

7:00 p.m.

() Call to Order – Pledge of Allegiance

Approval of Accounts Payable Manifest for the Week of November 11, 2019 -- \$77,537.57
Approval of Payroll Manifest for the Week of November 11, 2019 - \$49,781.98
Approval of Accounts Payable Manifest for the Week of November 18, 2019
Approval of Consent Agenda – Week of November 18, 2019

() Appointments with the Board

Potential Street Light Conversion – William Craig & George Samaras, Eversource

Kevin Dandrade – Pulling Water at corner of Pingree Hill & Steam Mill Roads

Auburn School Board – Quarterly Meeting of the Boards

() FY 2020 Town Budget Presentations

- Per Diem Firefighters – Fire Department Budget
- Mosquito Spraying Allocation – Health Officer
- Road Reconstruction
- Evaluation of Library Land & Building for Expansion

() New Business

Reduction of Surety – Illsely Hill Subdivision
Release of Reclamation Surety – 29 King Street

() Old Business

Allocation of 2019 Municipal Aid from State of New Hampshire
Addition to Police Department

() Report / Comments of Ex-officio Board Representatives

() Other Business

() Next Meetings / Events

Monday, November 25, 2019 – Board of Selectmen's Meeting – 7:00 PM
Monday, December 2, 2019 – Board of Selectmen's Meeting – 7:00 PM

() Minutes

- November 4, 2019 Public Meeting

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

Reputation of someone other than a member of the Board

() 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

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: October 26, 2019

Re: Street Lights and Potential Conversation to LED Units

Earlier this year, Selectman Bedard raised the idea of looking into the potential conversion of the Town's street lights from their current style to more energy efficient LED lighting. Many municipalities have successfully moved in this direction over the past five or more years.

Reaching out to Eversource, we have been able to determine a complete inventory of the street lights the Town has, which totals 82 lights scattered throughout the community.

Selectman Bedard was able to provide the detailed inventory to a recognized vendor and secure an initial proposal for the replacement of these 82 street lights. The proposal, which totals \$24,880, is attached and would be the capital cost for making this conversion.

Eversource has run a calculation of what the energy cost savings would be for the Town should it convert its current street lights to LED units. Their calculations are attached, but, in general, our monthly bill for street lights currently averages \$788.25. Their calculations indicate our monthly bill would be reduced to \$472.95 per month with this conversation providing a 40% reduction in monthly costs or a yearly estimated savings of \$3,783.60.

In addition, Eversource has a rebate program that provides funding towards the initial capital costs of the conversation. The program would provide Auburn with \$100 per unit that is changed or a total of \$8,200 towards the capital costs.

Based on these initial numbers, it would appear that Auburn's investment of \$24,880 could initially be reduced to \$16,680 by applying the rebate income to the project. With an estimated annual savings in electricity charges of \$3,783.60, it would appear the Town's payback time for this undertaking would be approximately 4.5 years.

I would anticipate that should the Board determine it would like to move in this direction, the Town should solicit competitive bids for the capital project. To that extent, I have received contact information from Eversource of a number of vendors who have successfully performed this work for other municipalities.

Representatives of Eversource are more than willing to attend a meeting of the Board of Selectmen to provide information and answer any questions of this potential effort.

Thank you for your consideration.

Attachments

Current Bill				
	Type	Fixture Count	Distribution Rate Per Fixture	Total
	HPS 4,000	57	\$9.17	\$522.69
	HPS 5,800	1	\$9.17	\$9.17
	HPS 9,500	1	\$11.28	\$11.28
	MH 8,000	10	\$12.59	\$125.90
	HPS 4,000	13	\$9.17	\$119.21
				\$788.25

Proposed Estimate 40% Reduction

New Bill	\$472.95
Savings	\$315.30

Yearly Estimated Savings	\$3,783.60
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Town of Auburn Rate EOL 8000957-01 Hooksett AWC		
NUMBER		
OF	RATE	SIZE
FIXTURES	CLASS	CODE
57	82	47
10	82	161
1	82	151
1	82	48
69		

Town of Auburn Rate EOL 8000957-03 Derry AWC		
NUMBER	RATE	SIZE
OF	CLASS	CODE
FIXTURES		
	82	47
13		

Town of Auburn Rate EOL
8000957-01
Hooksett AWC

Rate	Light Size	Street Name	Install Date	Pole Number	LED Wattage	LED Install Date
82	047	AUBURNDALE RD	09/07/2000	15/225		
82	047	AUBURNDALE RD	09/07/2000	15/228-1		
82	047	CHESTER RD	09/07/2000	89/29		
82	047	CHESTER RD	09/07/2000	89/33		
82	047	CHESTER RD	09/07/2000	89/37		
82	047	CHESTER RD	09/07/2000	89/40		
82	047	CHESTER RD	09/07/2000	89/44		
82	047	CHESTER RD	09/07/2000	89/48		
82	161	CHESTER RD	03/26/2012	89/18		
82	161	CHESTER RD	09/07/2000	89/ 1		
82	161	CHESTER RD	09/07/2000	89/ 4		
82	161	CHESTER RD	09/07/2000	89/ 7		
82	161	CHESTER RD	09/07/2000	89/10		
82	161	CHESTER RD	09/07/2000	89/14		
82	161	CHESTER RD	09/07/2000	89/22		
82	161	CHESTER RD	09/07/2000	89/25		
82	047	COLEMAN RD	09/07/2000	10/18		
82	047	COTTAGE AVE	09/07/2000	17/ 4		
82	047	DEARBORN RD	09/07/2000	53/34		
82	047	DEPOT RD	09/07/2000	22/44		
82	047	EATON HILL RD	02/01/2006	10/2		
82	047	HOOKSETT RD	09/07/2000	185/ 1		
82	047	HOOKSETT RD	09/07/2000	185/10		
82	047	HOOKSETT RD	09/07/2000	185/18		
82	047	HOOKSETT RD	09/07/2000	6/12		
82	047	HOOKSETT RD	09/07/2000	6/17		
82	161	HOOKSETT RD	09/07/2000	6/ 4		
82	161	HOOKSETT RD	10/07/2014	185/08		
82	047	KIMBALL POINT RD	09/07/2000	43/4		
82	047	LONDONDERRY TPK	02/01/2006	29/078		
82	047	LONDONDERRY TPK	09/07/2000	29/031		
82	047	LONDONDERRY TPK	09/07/2000	29/033		
82	047	MANCHESTER RD	09/07/2000	1/ 7		
82	047	MANCHESTER RD	09/07/2000	1/13		
82	047	MANCHESTER RD	09/07/2000	1/91		
82	047	MANCHESTER RD	09/07/2000	1/98		
82	047	MANCHESTER RD	09/07/2000	15/156		
82	047	MANCHESTER RD	09/07/2000	15/157		
82	047	MANCHESTER RD	09/07/2000	15/164		
82	047	MANCHESTER RD	09/07/2000	15/167		
82	047	MANCHESTER RD	09/07/2000	15/170		
82	047	MANCHESTER RD	09/07/2000	15/173		
82	047	MANCHESTER RD	09/07/2000	15/178-1		
82	047	NEAL AVE	09/07/2000	55/3		
82	047	OLD CANDIA RD	09/07/2000	15/236		
82	047	OLD CANDIA RD	09/07/2000	15/246		
82	047	ORCHARD ST	09/07/2000	68/3		
82	047	RATTLESNAKE HILL RD	09/07/2000	5/20		
82	047	RATTLESNAKE HILL RD	09/07/2000	5/26		
82	047	RATTLESNAKE HILL RD	09/07/2000	5/27		
82	047	RATTLESNAKE HILL RD	09/07/2000	5/34		
82	047	RATTLESNAKE HILL RD	09/07/2000	5/49		
82	047	RAYMOND RD	09/07/2000	67/ 7		
82	047	RAYMOND RD	09/07/2000	67/13		
82	151	RAYMOND RD	09/07/2000	67/15-1		
82	047	READING ST	09/07/2000	68/8		

82	047	ROCKINGHAM RD	09/07/2000	15/187		
82	047	ROCKINGHAM RD	09/07/2000	15/189		
82	047	ROCKINGHAM RD	09/07/2000	15/192		
82	047	ROCKINGHAM RD	09/07/2000	15/197		
82	047	ROCKINGHAM RD	09/07/2000	15/203		
82	047	ROCKINGHAM RD	09/07/2000	15/207		
82	047	ROCKINGHAM RD	09/07/2000	15/211		
82	047	ROCKINGHAM RD	09/07/2000	36/109		
82	047	ROCKINGHAM RD	09/07/2000	36/111		
82	047	ROCKINGHAM RD	09/07/2000	36/113		
82	047	ROCKINGHAM RD	09/07/2000	36/115		
82	047	SPOFFORD RD	09/07/2000	7/7		
82	048	SPOFFORD RD	09/07/2000	7/1		

Rate	Light Size	Street Name	Install Date	Pole Number	LED Wattage	LED Install Date
82	047	BUNKER HI	09/07/2000	2/44		
82	047	CHESTER R	09/07/2000	1/ 5		
82	047	CHESTER R	09/07/2000	1/12		
82	047	CHESTER R	09/07/2000	1/16		
82	047	CHESTER R	09/07/2000	1/31		
82	047	CHESTER R	09/07/2000	1/34		
82	047	CHESTER R	09/07/2000	1/45		
82	047	CHESTER R	09/07/2000	1/52		
82	047	NUTT RD	09/07/2000	64/4		
82	047	PINGREE H	09/07/2000	34/27Y		
82	047	PINGREE H	09/07/2000	34/44		
82	047	WILSON CR	09/07/2000	8/ 4		
82	047	WILSON CR	09/07/2000	8/26		

Town of Auburn Rate EOL
8000957-03
Derry AWC

Pine Ridge Technologies, Inc.

Quote



Date: 10/21/2019
 Payment Terms: Net 30
 Quote Valid Until: 30 days

Customer:

Auburn, NH

Quote/Project Description:

LED Streetlight Conversion

Bid Item #	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	50W HPS - LED EQUIVALENT - COBRA HEAD	71	EA	\$ 290.00	\$ 20,590.00
	150W HPS - LED EQUIVALENT - COBRA HEAD	11	EA	\$ 390.00	\$ 4,290.00
TOTAL					\$ 24,880.00

GENERAL PROJECT SCOPE OF WORK:

- perform 1 for 1 swap of existing HPS fixtures to LED

SPECIAL NOTES/EXCLUSIONS:

1	Prices subject to change if quantities vary more than 15% from totals
2	Assumes "standard" (i.e. not smart) photo cells and photo cell receptacles
3	Assumes fixtures will be installed without fusing
4	Quote does not include acquiring GPS coordinates
5	PRT will provide disposal/recycling
6	PRT will file rebate paperwork with utility company on behalf of Town
7	Assumes existing arms and wiring to be re-used
8	Quote assumes (1) mobilization.
9	If any items removed from this quote, quote becomes void.
10	Quote does not include: delays/denials, snow removal, scaffolding, temporary facilities/installations/fees, permit/utility fees, final grades/layouts/stations/elevations, clearing/grubbing, engineering design, on-site surveying, as-built drawings, pavement markings, signage, soil borings, performance/payment bond, traffic control, flagging, or police details.
11	Quote does not include removal/disposal of any existing conduit, foundations, or hand holes.
12	Quote based on normal daytime working hours, 7am-3:30pm, Monday-Friday.
13	Any extra work will be at \$180/hr (regular time with truck) with cost+20% on material/equipment, or quoted with a cost-forward proposal
14	PRT-generated trash to be put by PRT into Town-supplied dumpster on jobsite
15	Assumes insurance requirements for normal MassDOT projects. Any additional limits/types of insurance will be quoted as requested (i.e. railroad protective)
16	Assumes staging area will be provided for PRT's material/equipment at or in close proximity to the work.
17	Quote not subject to any terms/conditions of Customer/General Contractor. Future subcontract and subcontract language to be mutually agreed upon/negotiated.

Please confirm your acceptance of this quote by signing this document

PRT signature: *Andrew T. Rist*

Signature

Print Name/Title

Date

BUDGET COMPARISON -- FY '19 and FY '20 RUNNING TOTAL

Department	2019 Budget	2020 BOS Proposed	2020 Bud Com	Difference
Executive	279,499	283,544	283,544	4,045
Election & Registration	89,647	114,956	114,956	25,309
Financial Administration	107,854	100,890	100,890	(6,964)
Legal Expense	36,000	30,000	30,000	(6,000)
Personnel Administration	406,379	464,499	464,499	58,120
Planning & Zoning	49,151	49,151	47,151	(2,000)
General Government Buildings	139,230	100,939	100,939	
Cemeteries	33,960	34,382	34,382	422
Insurance	112,024	117,595	117,595	5,571
Regional Associations	9,313	9,337	9,337	24
Other General Government	115,437	111,871	111,871	(3,566)
Police	1,283,215	1,287,489	1,294,289	11,074
Ambulance	84,735	86,858	86,858	2,123
Fire	476,189	506,945	506,445	30,256
Building Inspection	72,518	73,404	73,404	886
Emergency Management	3	1,804	1,804	1,801
Other Public Safety (Details)	1,000	1,000	1,000	0
Highways & Streets	997,997	1,007,255	1,007,255	9,258
Street Lighting	18,000	14,000	14,000	(4,000)
Solid Waste	22,401	22,051	22,051	(350)
Health Officer	2,638	2,698	2,698	60
Animal Control	21,266	21,929	21,929	663
Health Agencies	5,875	5,875	5,875	0
Public Assistance	17,001	15,501	15,501	(2,000)
Intergovernmental Welfare	4,471	4,471	4,471	0
Parks & Recreation	125,867	117,487		
Library	183,324	201,099	201,099	17,775
Patriotic Purposes	6,500	11,500	11,500	5,000
Conservation Commission	2,571	2,139	2,139	(432)
Debt Service	3	3	3	0
<u>Capital Outlay</u>				
Fire Truck	120,910	120,910	120,910	0
Road Reconstruction	650,000			
Recreation Improvement	91,332	38,700		
TOTAL	\$5,566,310	\$4,960,282	\$4,808,395	\$147,075
Special Warrant Articles				
Collective Bargaining Agreement	46,052	14,842	14,842	
Building Rehabilitation CRF	60,000	0		
Proprety Improvement ETF	50,000	0		
GRAND TOTAL	\$5,722,362	\$4,975,124	\$4,823,237	\$147,075

As of November 4, 2019 Board of Selectmen's Meeting
As of November 14, 2019 Budget Committee Meeting
As of October 30, 2019 Joint Personnel Board Meeting

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: November 15, 2019

Re: Final Items for FY 2020 Operating Budget

At this point in the process of developing the FY 2020 operating budget, it appears there remain five or six items left for the Board's consideration before the operating budget might be considered complete. These items include:

Pay for Per Diem Firefighters: Fire Chief Mike Williams presented the Board with a proposal for wages for per diem/part-time firefighters who would be filling shifts in times of need over the weekend and after normal business hours. The Chief's proposal was a budget account totaling \$19,968.

Mosquito Spraying Allocation: Health Officer Paul Raiche has requested the Board to consider budgeting \$2,000 within the Health Officer's budget for the potential of spraying for mosquitos should a confirmed EEE case been determined in a neighboring community. The Board had agreed to consider this request.

Road Reconstruction: Road Agent Mike Dross has requested the Board maintain a \$650,000 appropriation for Road Reconstruction. Work on Squirrel Drive and the top portion of Pingree Hill Road are the projects anticipated in 2020.

Evaluation of Library Land & Building for Expansion: An item included in the current Capital Improvement Plan for FY 2020 is \$30,500 for an evaluation of the full two-and-a-half acre lot and the building that houses the Griffin Free Public Library as to what expansion possibilities the property and/or the building realistically offer. This evaluation is considered the first information gathering step of a multi-year process that could lead to a new community center / library facility on the Hooksett Road property.

Recreation Improvements: Depending on decision(s) the Board makes concerning the use of 2019 Municipal Aid funds and the softball field backstop and fence at Eddows Field, the Board may want to reconsider the Recreation Improvements budget account and the \$33,000 currently in the approved budget for that project.

Attached is supporting material on most of these items.

Thank you for your consideration.



**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

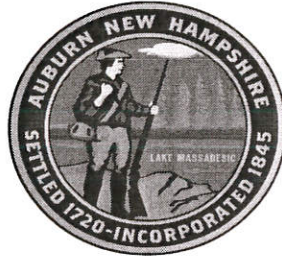
Total: \$19,968.00

Auburn Fire-Rescue Membership fact sheet

- AFD Current rostered Firefighters/EMT 33 total members
- AFD Active Firefighter/EMT's 10- 15 members
- Nights and weekends are tough times to get personnel to respond, its always the same few people responding most of the time and many responses only get minimal people responding.
- Both Saturday and Sundays are tough for members to respond due to many members working part time jobs, active with their families, personnel commitments.
- Both Saturday and Sunday's call volume has increased and is becoming busier than some week days per the 2018 fire statistics.
- Looking to put per diem/par time members on shift both Saturday and Sundays from 8-4, split shifts. (8-2 and 10-4)
- This is a nationwide issue, volunteerism has hit an all-time low, many of our personnel who we attract here in Auburn are future fulltime firefighters looking for experience.
- We have attracted new members to AFD by offering more training, pay by the call and a good working environment to members.
- AFD will continue to add members to our roster with the hopes to get more people active in times of need. We are on the right tract by building our roster, offering more training and offering pay by the call.
- We are currently working with the Chester Fire department on automatic responses. This will assist both communities with both personnel and apparatus response.

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
Cc: Michael Dross, Road Agent

From: Bill Herman, CPM, Town Administrator
Date: November 8, 2019
Re: Road Reconstruction 2020

As part of the Board's budget considerations for FY 2020 is the Road Reconstruction budget account. This account is in the Selectmen's portion of the budget and the Board needs to determine how much money you wish to budget for in this area in FY 2020.

In general terms, the Road Agent has indicated the roads that remain left to be dealt with include (in no particular order):

- Squirrel Drive
- Pingree Hill Road (Drainage near intersection with Rattlesnake Hill Road)
- Pingree Hill Road (Top of the hill – closed drainage)
- Hunting Road (Drainage improvement)
- Depot Road (from 184 Depot Road (Minakins) to Old Candia Road)
- Depot Road (from bridge to Crete / 93 Depot Road)
- Hills Road (Off-site improvements funds available)
- Dearborn Road (from Copley Court to Bunker Hill Road) (Off-site improvement funds available)
- Rockingham Road (remove cement base)
- Old Candia Road (remove cement base)
- Intersection of Depot Road & Hooksett Road

At your October 28th meeting, the discussion between the Board and the Road Agent indicated the roads to be worked on in 2020 include Pingree Hill Road and Squirrel Drive. The cost estimate for those construction projects is as follows:

- Pingree Hill Road (top of the hill – closed drainage with 12 catch basins) – Estimate of \$211 per foot for 1,500' of road - \$316,500
 - Squirrel Drive – Estimate of \$162 per foot for 1,500' of road - \$243,000
 - Top coast of paving for Lakeview Way, Spofford Road, and the intersection of Coleman Road, Dearborn Road and Chester Turnpike that were reconstructed in 2019 -- \$80,000 - \$100,000
- TOTAL -- \$639,500 - \$659,500

The Road Agent can certainly provide you any information or thoughts he may have on any given road or road project.

Thank you for your consideration.



August 3, 2018
File: 1951113285

Attention: Mr. William Herman, Administrator
Town of Auburn
47 Chester Road
Auburn, NH 03032

Dear Mr. Herman,

**Reference: Auburn, NH
Griffin Free Public Library Expansion Assessment
Proposed Scope and Fee – CIP Budget Estimate**

In accordance with our recent discussions, we have developed an approach that we have successfully used on past to facilitate the assessment of the existing library, in an effort to develop a recommendation for the expansion of the existing library, to provide the necessary space and facilities for the Town's present and future needs. The approach including having our team perform an expansion assessment that will include a facility inspection and presentation of our written report to the Town. In addition, we will evaluate the newly acquired abutting property as part of the proposed facility expansion.

Facility Assessment, Analysis, and Report:

Stantec will coordinate the noted design disciplines to develop the needs analysis report. The report will include the review of the existing facility and various functions. The report will identify the owner's needs, and the recommended upgrades/expansions required to meet the current and future needs. The Owner shall provide Stantec with a listing of facility needs, outlining the upgrades required by the expansion (i.e. types and sizes of rooms, total square footage needs, etc.).

Library Expansion Assessment Fee:

The fee for each discipline is as follows:

Architectural	\$11,500
Structural	\$ 2,500
Civil	\$ 9,450
Environmental	\$ 1,250
Permitting	\$ 1,150
Project Management	\$2,500
Expenses	\$500

Total Not-to-Exceed Fee - \$28,850



August 3, 2018
Mr. Bill Herman
Page 2 of 2

Reference: **Auburn, NH**
 Griffin Free Public Library Expansion Assessment
 Proposed Scope and Fee – CIP Budget Estimate

Should you have any questions regarding this proposal, please do not hesitate to call.

Sincerely,

STANTEC CONSULTING SERVICES INC.



J. Daniel Tatem
Project Manager
dan.tatem@stantec.com



Rene LaBranche
Senior Principal
rene.labranche@stantec.com



TOWN OF AUBURN

November 15, 2019

Town of Auburn
Board of Selectmen
47 Chester Road
Auburn, NH 03032

**Re: Illsley Hill Subdivision, Tax Map 8, Lot 29
Reduction of Surety to \$11,873.75**

Dear Mr. Eaton:

On November 6, 2019, the Planning Board voted to recommend The Board of Selectmen approve the reduction of surety currently held by the Town of Auburn in the amount of \$46,125.00. The recommendation is to reduce it by \$34,251.25 leaving a balance of \$11,873.75 to be held by the Town of Auburn for remaining outstanding items that need to be addressed. I have attached a copy of the minutes of that meeting for your review along with Stantec's recommendation letter dated October 15, 2019.

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

Sincerely,

Denise Royce
Planning & Zoning Administrator
Town of Auburn

Enc.

Cc: File

UNAPPROVED MINUTES
Town of Auburn
Planning Board
PUBLIC HEARING
November 6, 2019

Present: Ron Poltak, Chairman. Steve Grillo, Vice-Chairman. Michael Rolfe & Jeff Porter, Members. Paula Marzloff, Alternate. Keith Leclair, Selectmen's Representative. Minutes recorded by Patricia Rousseau and prepared by Denise Royce.

Absent: Jess Edwards & Tom Lacroix, Alternates.

Mr. Poltak called the meeting to order at 7:01pm. Mr. Poltak moved on to approval of the October 16th meeting minutes.

MINUTES

Mr. Grillo moved to approve the minutes for October 16th, 2019 as written. Mr. Porter seconded the motion. A vote was taken; all were in favor, the motion passed.

At this time, Mr. Poltak moved on to discuss the first item on the agenda.

GENERAL BUSINESS

**Keith Martel/Illsley Hill Subdivision
Copley Court, Tax Map 8, Lot 29
Discuss Surety Reduction & Road Acceptance
For Copley Court**

Mr. Poltak began by saying that there were two items to talk about and one was to reduce the surety and the second is a general discussion concerning Liberty Woods status. Mr. Poltak asked Mr. Tatem to speak with regard to the recommendation. Mr. Tatem began by saying that, there were two letters sent to the Board with regard to Nathaniel Way and Copley Court and that there was a miscommunication where by Stantec recommended that the surety being held be reduced and there recommendation still stands where those items have been completed so the letter sent on the 15th is still their recommendation. Mr. Tatem wanted to give the Board an update on both of those projects and informed the Board that, they have walked both of those roads with town staff including the road agent and there were a couple of minor items of which Mr. Martel has addressed them. All of the work to these two projects has been done prior to the November 1st deadline. The deeds for these roads along with the easements for the drainage are pending and they will be submitted to the town for review. The last thing to be done would be the As-Built to be submitted and therefore suggested to Mr. Martel that it not be accepted as conditional and will be asked to be on the next meeting in two weeks for the acceptance

of the roads where he will have everything in place. In conclusion, their recommendation that it be reduced down to \$11,873.75 still stands. Mr. Poltak asked the Board members if they had any questions or comments. None were noted. Mr. Poltak indicated that, a motion would be in order.

Mr. Grillo made a motion to reduce the surety bond for Copley Court, Tax Map 8, Lot 29 to \$11,873.75. Mr. Rolfe seconded the motion. All were in favor, the motion passed unanimously.

**Keith Martel/Liberty Woods Subdivision
Discuss Update on Liberty Woods
Subdivision, Tax Map 8, Lot 42**

Mr. Poltak asked Mr. Martel to give a brief update of what has occurred with regard to the Liberty Woods Subdivision. Mr. Martel began by saying that the base pavement has been put in place and that they are in the process of cleaning up swales and housekeeping sort of things. They have a cistern that is due to be put in place sometime at the end of the month and they have a wetland crossing to do on an individual driveway and once those things are completed, he will ask Mr. Tatem to prepare a performance surety because they are still under a reclamation surety as they intend to start building houses over the winter. Mr. Martel talked about the staging area along with the lots within the Liberty Woods Subdivision which included 16 lots within the subdivision. Mr. Martel talked about the diversion swale along the property line which was complete.

Mr. Poltak asked the Board members if there were any questions or comments for Mr. Martel. None were noted. Mr. Poltak thanked Mr. Martel for the update and Mr. Martel also thanked the Board and exited the meeting.

**Keith Martel/Tilton Place Subdivision
Nathaniel Way, Tax Map 5, Lot 104
Discuss Road Acceptance for
Nathaniel Way**

The acceptance of Nathaniel Way will take place at the next Planning Board Public Hearing to be held on November 20th along with Copley Court being accepted as well.

**Matthew Scott/HQ Properties
29 King Street, Tax Map 25, Lot 47
Request Release of Reclamation Surety**

Mr. Poltak asked Mr. Tatem to speak with regard to this project. Mr. Tatem stated that this project is complete and has been complete and therefore requested that the surety be released. Mr. Tatem asked the Board if they wanted to act on that and then they would talk about the lighting.



October 15, 2019
File: 195112674

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

Dear Mr. Poltak:

**Re: Auburn, NH
Illsley Hill Subdivision
Surety Recommendation #4**

We visited the subject site on October 14, 2019 to walk the project to view the remaining work items. We have generated the attached, surety reduction estimate worksheet for the subject project. We understand that the Town is currently holding surety in the amount of \$46,125.00. We recommend that the current surety amount be decreased by \$34,251.25, reducing the total surety to \$11,873.75. Please find the attached recommended surety reduction worksheet.

Please call if you have any questions.

Sincerely,

STANTEC CONSULTING SERVICES INC.

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

J. Daniel Tatem
Associate
Tel: (603) 669-8672
Fax: (603) 669-7636
dan.tatem@stantec.com

Attachment: Subdivision Improvements Surety Reduction Estimate Worksheet

c: Keith Martel, Owner
Carrie Cote, Building Department
Rene LaBranche, Stantec

TOWN OF AUBURN, NEW HAMPSHIRE
SUBDIVISION IMPROVEMENTS SURETY REDUCTION ESTIMATE WORKSHEET

Tax Map 8 / Lot 29

Name of Project:

Illsley Hill Subdivision - Approx. 1,250 lf

Date: January 2, 2013

Date Reduced: October 15, 2019

ITEM	QUANTITY	MEASURE	UNIT PRICE	TOTAL PRICE
1 Site Work				
a Erosion Control (Remove)	860	L.F.	\$2.50	\$2,150.00
2 Paving				
a 3/4" Crushed Gravel (Shoulders)	35	C.Y.	\$45.00	\$1,575.00
b Striping (Stop Bars)	1	EA.	\$250.00	\$250.00
3 Drainage Work				
a Clean CB Sumps	10	EA.	\$400.00	\$4,000.00
4 Miscellaneous				
a As-built plans	2	Sheets	\$1,250.00	\$2,500.00
b Deeds or Agreements	1	L.S.	\$2,000.00	\$2,000.00
SUBTOTAL:				\$10,325.00
5 Contingencies (15% of Subtotal)				
SUBTOTAL:				\$1,548.75
TOTAL:				\$11,873.75

PLANNING BOARD
TOWN OF AUBURN

November 15, 2019

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

**Re: Matthew Scott/HQ Properties
29 King Street, Tax Map 25, Lot 47
Release of Reclamation Surety**

Dear Mr. Eaton:

On November 6, 2019, the Planning Board voted to recommend The Board of Selectmen approve the release of the reclamation surety currently being held by the Town of Auburn in the amount of \$6,820.00 for 29 King Street. Mr. Tatem of Stantec has sent a recommendation letter dated October 11, 2019 of which is attached hereto for your reference. The letter indicates a recommendation to release the remaining \$6,820.00 in reclamation surety. I have also attached the Planning Board meeting minutes of November 6th for the Board's review.

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

Sincerely,

A handwritten signature in cursive script that reads "Denise Royce".

Denise Royce
Land Use Administrator

cc: Auburn Planning Board

of the roads where he will have everything in place. In conclusion, their recommendation that it be reduced down to \$11,873.75 still stands. Mr. Poltak asked the Board members if they had any questions or comments. None were noted. Mr. Poltak indicated that, a motion would be in order.

Mr. Grillo made a motion to reduce the surety bond for Copley Court, Tax Map 8, Lot 29 to \$11,873.75. Mr. Rolfe seconded the motion. All were in favor, the motion passed unanimously.

**Keith Martel/Liberty Woods Subdivision
Discuss Update on Liberty Woods
Subdivision, Tax Map 8, Lot 42**

Mr. Poltak asked Mr. Martel to give a brief update of what has occurred with regard to the Liberty Woods Subdivision. Mr. Martel began by saying that the base pavement has been put in place and that they are in the process of cleaning up swales and housekeeping sort of things. They have a cistern that is due to be put in place sometime at the end of the month and they have a wetland crossing to do on an individual driveway and once those things are completed, he will ask Mr. Tatem to prepare a performance surety because they are still under a reclamation surety as they intend to start building houses over the winter. Mr. Martel talked about the staging area along with the lots within the Liberty Woods Subdivision which included 16 lots within the subdivision. Mr. Martel talked about the diversion swale along the property line which was complete.

Mr. Poltak asked the Board members if there were any questions or comments for Mr. Martel. None were noted. Mr. Poltak thanked Mr. Martel for the update and Mr. Martel also thanked the Board and exited the meeting.

**Keith Martel/Tilton Place Subdivision
Nathaniel Way, Tax Map 5, Lot 104
Discuss Road Acceptance for
Nathaniel Way**

The acceptance of Nathaniel Way will take place at the next Planning Board Public Hearing to be held on November 20th along with Copley Court being accepted as well.

**Matthew Scott/HQ Properties
29 King Street, Tax Map 25, Lot 47
Request Release of Reclamation Surety**

Mr. Poltak asked Mr. Tatem to speak with regard to this project. Mr. Tatem stated that this project is complete and has been complete and therefore requested that the surety be released. Mr. Tatem asked the Board if they wanted to act on that and then they would talk about the lighting.

Mr. Grillo made a motion to approve the release of the remaining reclamation surety in the amount of \$6,820 for 29 King Street, Tax Map 25, Lot 47. Mr. Porter seconded the motion. All were in favor, the motion passed unanimously.

Mr. Poltak asked to talk about the lighting. Mr. Tatem began by saying that, when the Board went out to review the lighting at C-Squared on Dartmouth Drive that somebody noted the lighting located at the bus terminal and indicated that, that was the brightest light ever seen and it is very bright. Mr. Tatem explained that, Mr. Scott has a tenant that changed the light fixture without permission and just did it. Discussion ensued with regard to the wall packs that were put in place. Mr. Tatem explained that, Mr. Scott would like to remove both of those wall packs and replace it with two compliant wall packs and call it a day and believed it was the appropriate thing to do. Mr. Tatem did not believe that Mr. Scott needed to do a lighting plan for such a small issue. The Board members were in agreement and Mr. Scott indicated that he would have it done by the end of the month.

With that said, Mr. Poltak thanked Mr. Scott and Mr. Scott in turn thanked the Board and exited the meeting.

**Eric C. Mitchell
Longmeadow Congregational Church
Wilsons Crossing Road, Tax Map 5, Lot 50
Discuss Completion of Church Parking Lot**

Mr. Poltak turned the discussion over to Mr. Mitchell with regard to the Longmeadow Church parking lot. Mr. Mitchell began by saying that he has small plans and big plans and passed out copies to each of the Board members. Mr. Mitchell indicated that, at the last meeting Mr. Hickey was present and stated that there were some comments with regard to the layout that they had and therefore wanted to address those to see if they were going down the right path. Mr. Mitchell talked about the plan and the entrance and exit to the site. Mr. Mitchell then moved on to discuss the parking availability and came up with 19 parking spaces on top and 13 below with a few being handicap parking. Mr. Mitchell stated that, he wasn't here at the last meeting and asked the Board if they had any questions or comments that he would be happy to answer.

At this time, the Board reviewed the proposed plan. Mr. Poltak asked the Board members if they had any questions or comments. None were noted from the Board members. Mr. Poltak asked if 32 spaces total was enough parking for their biggest event. Mr. Wood said no, that it would max it out. Mr. Poltak asked if they would be putting one-way signs up. Mr. Woods said they just discussed this and believed that they would probably put "enter only" and "exit only" signs. Mr. Mitchell commented that, because of the angle of the parking spaces that you pretty much have to go out that exit and added that they could put up a "Do Not Enter" sign at the top so that they do not go down into the lower parking area and so that all the traffic is moving in one direction.

Mr. Poltak stated that, his major concern going in and his major concern going out is what they just touched upon with regard to the culvert and stormwater runoff. Mr. Poltak went on to say that, he views this as an amendment to the site plan and asked Mr. Mitchell if



October 11, 2019
File: 195113337

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

Dear Mr. Poltak,

**Reference: Auburn, NH
HQ Properties Site Plan – Map 25 Lot 47
Final Surety Release Recommendation**

We visited the site on October 1, 2019 to view the completed site work for the referenced project. It appears that the site work was completed per the approved site plan. Considering this, we recommend that the Board waive the requirement for the **submittal of an as-built plan and release the remaining \$6,820 in reclamation surety.** In addition, because no structures were constructed and a certificate of occupancy is not appropriate, we recommend that a letter be provided to the Owner, authorizing them to utilize the newly constructed parking area.

Please call if you have any questions.

Sincerely,

STANTEC CONSULTING SERVICES INC.

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

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

c. Matthew Scott - HQ Properties, Owner

Denise Royce

From: Carrie Rouleau-Cote
Sent: Tuesday, November 5, 2019 2:27 PM
To: Ronald Poltak
Cc: Tatem, Dan; Denise Royce
Subject: Matthew Scott Bus Terminal lighting

Ron

I spoke with representative at the Bus Company on King Street – Matthew Scott property. She stated that two light fixtures were added to the bus company building to illuminate new walk ways around the building. I have asked her to provide the Town of Auburn with cut sheets for any new lighting added to the bus building. When asked about parking lot lighting, she stated that the bus company has made no changes to the parking lot lighting.

Ron – I believe you had a concern with the Matthew Scott property lighting as being offensive when you were at the Rockingham Rd/King St intersection. The lighting from the bus company building is not visible from that intersection, but the parking lot lighting is.

I have not received any complaints from abutters, the inquiry about the site lighting has been made based on your observations after a planning board meeting. Once I have information from regarding the lighting fixtures I can forward to Dan. If new walk ways were created during the recent site improvements then illumination of those areas would be necessary, be it the lighting type should comply with town regulations.

Not sure how you and/or the board would like to proceed.

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

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: November 14, 2019

Re: Municipal Aid Funds 2019

To follow-up on discussions from the Board's November 4th meeting, we are focusing on the Municipal Aid funds the Town of Auburn has received from the State of New Hampshire totaling \$43,330.77. As these funds came well after the Town's 2019 budgeting process, the Board is empowered to treat them as unanticipated revenues and spend them on items outside of the current budget.

At your meeting on October 28, 2019, the Board allocated \$19,500 of these funds to be used towards the addition to the police department.

This leaves a balance of \$23,830.77 for the Board to allocate towards other items or projects. On November 4th, the Board appeared to be interested in potentially either funding a portion of repairs to the Pingree Hill Fire Station with those funds or possibly replacing the backstop and fencing for the softball field at Wayne Eddows Recreational Fields if the costs were appropriate. Since your last meeting, it is my understanding a new cost estimate for the backstop and fence replacement has come in at approximately \$19,500.

With the lowered cost for the backstop and fence, the Board could be in a position to do the following with the remaining balance of Municipal Aid funds:

- Softball Field Backstop and Fence \$19,500
- Replacement of Highway Garage Doors Panels \$ 2,500
- Snowblower Replacement \$ 1,500

We need to have the Board make a determination on the use of these funds so we can timely schedule this year the formal public hearing required for the Board to accept and expend unanticipated revenues (RSA 31:95-b). In addition, we need to provide adequate time to perform work, make a purchase or initiate a contract to ensure the funds are either spent or encumbered by December 31st.

Thank you for your consideration.

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

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

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

The Genuine. The Original.



Proposal #: 1-11040
 Q 14764

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

FURNISH AND INSTALL:

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

PROPOSAL TO INCLUDE THE FOLLOWING:

Item 1 above to feature the following:

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

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

Two Thousand Five Hundred Dollars and No Cents

\$ 2,500.00

Signature

Kevin Ramsdell

Direct Dial: 1-800-477-2911

TERMS AND CONDITIONS

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

Prices subject to change if not accepted in 30 days.

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

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

Purchaser: _____

Signature

Title

Date of Acceptance

**Town of Auburn
Board of Selectmen
November 4, 2019
7:00 PM
Minutes**

Selectmen Present: Richard Eaton, Keith Leclair and Todd Bedard

Others Present Road Agent Michael Dross, Linda Dross, Police Chief Ray Pelton, Health Officer Paul Raiche, Russell Sullivan, Susan Goodhue, Paula Marzloff, Marion Miller, Cynthia McLaughlin, Conservation Commission Chair Jeffrey Porter, Michael Rolfe, Tom LaCroix, Michael DiPietro, 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 November 4, 2019 - \$682,741.97.

Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of November 4, 2019 in the amount of \$682,741.97. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of November 4, 2019

Mr. Eaton read out loud and offered for inspection a copy of the Consent Agenda for the Week of November 4, 2019 some of which included: five (5) abatement/refund requests; one (1) application for property tax credit/exemption – veteran's credit; and one (1) Deed to Cemetery Lot/Longmeadow Cemetery.

Mr. Leclair motioned to approve the Consent Agenda for the Week of November 4, 2019. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Appointments with the Board

FY 2020 Town Budget Presentations

Health Officer – Paul Raiche

Health Officer Paul Raiche presented the proposed Health Administration budget for FY2020 in the amount of \$355 which is level funded from last year.

Mr. Leclair motioned to approve the FY 2020 Health Administration budget in the amount of \$355. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Mr. DiPietro recommended putting something in the budget next year for the potential of mosquito spraying if needed. In 2019 the Town spent \$1,600 and the Auburn Soccer Club an additional \$400 for a total of two applications on four Town properties.

Conservation Commission – Jeff Porter

Conservation Commission Chairman Jeffrey Porter presented the Commission's proposed budget for FY2020 in the amount of \$1,951 which is level funded from last year.

Mr. Leclair questioned the maps and supplies line of \$350 noting the entire amount has not been spent since 2016. Mr. Porter noted this is for wetland overlays which are required by the Planning Board.

Mr. Leclair questioned the dues and membership line of \$600 which he noted has not expended more than \$350 since 2016. Mr. Bedard agreed it was not used much. Mr. Porter noted while it is difficult for members to attend seminars during the workday but it is necessary to have the funds in the event a new member can attend.

Mr. Leclair questioned to professional services line of \$500 which had \$0.00 expended since 2016 and Mr. Porter explained it was required for opportunities such as with Southeast Land Trust.

Mr. Leclair recommended reducing the bottom line of the budget to \$1,500.

Mr. Leclair motioned to approve the FY 2020 Conservation Commission budget in the amount of \$1,500. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Patriotic Purposes – Auburn's 175th Anniversary

Mr. Leclair noted this budget was approved at a previous meeting but, following Mr. Carpenter's presentation concerning the Town's 175th Anniversary celebration, Mr. Leclair noted the Budget Committee had approved raising the budget by \$5,000 so that in addition to the historic marker requested by the Auburn Historical Association for Underhill Edge Tools, other observances might be made such as additional flags, buntings or banners, or events to commemorate the milestone.

Mr. Leclair proposed the Board of Selectmen could likewise vote to raise the budget by a one-time amount of \$5,000 to \$6,500.

Mr. Leclair motioned to approve an increase in the FY2020 Patriotic Purposes budget in the amount of \$5,000 to \$6,500. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Family Promise of Southern NH Funding Request

Mr. Herman provided the Board with a copy of a letter received from Family Promise of Southern New Hampshire dated October 15, 2019 requesting a \$5,000 donation. Family Promise of Southern New Hampshire is located in Hudson, NH and states their program services families who are temporarily experiencing homelessness with municipalities in Hillsborough County and 13 municipalities in Western Rockingham County, including Auburn.

Mr. Leclair noted the Board has already acted on the Health and Social Services budget and this might be an items that could be considered for the 2021 budget.

New Business

Status of FY 2020 Budget

Mr. Herman provided the Board with a comparative report on the FY 2020 budget work done by both the Board of Selectmen and the Budget Committee as of the end of October 2019 and a 2020 Full Budget breakdown. He noted the Board is nearly done with approximately five or six items to complete, as well as the capital items. Mr. Herman noted the lawn mowing contract is out to bid and is due at the end of this month, and there has been no action taken on a few operating budget items.

FY 2018 Audit Report

Mr. Herman provided the Board with the audit reports for FY 2018 from Vachon Clukay & Company, PC dated October 21, 2019.

Mr. Eaton reviewed the reports and noted overall, they seemed good.

Mr. Leclair noted one of the items outlined in the report concerned the auditor's observations concerning specific lack of supporting documents for credit cards which was a concern raised by Ms. Frisella at the last meeting. The Fire Department recently requested a general credit card. Mr. Eaton compared the credit card request to charge accounts at businesses such as lumber yards, etc. Mr. Leclair asked Road Agent Dross if when those charges are presented if the bill comes with receipts and Mr. Dross responded yes.

Mr. Leclair noted they will discuss this further with Chief Williams when he is present.

2019 Household Hazardous Waste Collection Event

Mr. Herman provided the Board with a Summary dated October 29, 2019 from the Raymond Public Works concerning the HHW Collection for 2019. Three Towns participated and Auburn had 132 participants of 350. The final community cost broken down as raw cost minus corresponding grant share worked out with Auburn \$4,912-\$1,203 in grants, total \$3,708.

Mr. Bedard questioned how the information was collected and Mr. Herman noted residency is checked. Mr. Leclair noted a heavier participation than year's past. Mr. Bedard asked what items they collected and Road Agent Dross noted there were two kinds of antifreeze, one which is hazardous and one that isn't. Mr. Dross has had calls in the past two weeks requesting disposal services. Mr. Herman noted some of the items collected at the event are oil and non-latex paint and he will check on whether antifreeze is one of the items collected and which one.

Old Business

Allocation of 2019 Municipal Aid from State of New Hampshire

Mr. Herman provided a Memorandum dated October 31, 2019 concerning Municipal Aid Funds 2019 as a follow-up on discussions from the past several Board meetings. Mr. Herman noted the Board allocated \$19,500 of the \$43,330.77 to the addition to the police department leaving a balance of \$23,830.77. In addition, Mr. Eaton noted Parks & Recreation may be turning back in the \$4,000 for the skating rink repairs.

Mr. Herman noted a public hearing needs to be held once the Board makes a determination on the use of the remaining funds and to initiate a contract or encumber the funds before

December 31st. Some of the items being considered are: Insulation of the Safety Complex, Repairs to the Pingree Hill Fire Station; and Conversion of Street Lights to LED.

Insulation of the Safety Complex - \$18,315

Mr. Leclair noted he was in favor of getting the Safety Complex done. Mr. Eaton noted insulation shouldn't be done in the winter.

Repairs to Pingree Hill Fire Station - \$28,000

Mr. Leclair noted some of the repairs would be put in next year's budget once more estimates are provided. Mr. Bedard felt the repairs would be better suited with the right numbers.

Fencing at Wayne Eddows Fields

Mr. Eaton reported he met with Zachary Eaton and a sales representative from Fence's Unlimited who is going to provide two quotes this week. One quote is to replace the fencing and the other is to utilize the existing top rail which is covered with a yellow topper, rather than replace it. The proposal would be to drive new 8' posts down using a bobcat where the poles are now experiencing frost heaving, which would be done in the Fall when the ground is cold, and could be ready for softball to use in the Spring. Some money could be saved in buying this ahead.

Mr. Bedard asked if the project would be a complete tear down and Mr. Eaton noted only the top rail pieces would be re-used as they are in good shape and not seen.

Mr. Leclair asked about cementing posts and Mr. Eaton responded yes, and noted a drainage swale runs past some of them.

Lights at Softball Fields

Mr. Eaton noted the lights could be revisited with the savings from the poles being installed and this could finish up the softball field. The Board previously approved \$38,700 for the softball field backstop and fence and security camera, in addition to Circle of Fun fence repairs. If this were increased by \$3,700, the lights for the softball field could also be achieved. Mr. Leclair noted lights were not at the top of his list or that of the Parks and Recreation Commission. He also recommended following the CIP in their budget planning.

Addition to Police Department

Mr. Eaton reported the drywall will be done on Wednesday morning and the insulation with an inspection by the Building Inspector on Thursday.

Mr. Eaton thanked the Road Agent and his crew for patching the parking lot before it snows.

Report/Comments of Ex-Officio Board Representatives

Mr. Leclair noted Planning Board meets again November 6, 2019.

Mr. Leclair provided some information at the Budget Committee meeting regarding storage, cistern fund maintenance, proposed Fire Equipment Maintenance Trust Fund and re-funding the Building Rehabilitation Fund.

Mr. Bedard reported he visited with some of the Parks & Recreation members and some of the sites where items were being stored. Mr. Bedard noted he observed a significant expense by the Town in purchasing tools and other items which should be stored in a central location where they can be accessed. The storage unit on 28 Bypass could be more effective and efficient with shelving to maximize storage. Mr. Bedard while a 20'x40' shed may be large, it will provide for growth and shared storage with the Police and Fire Departments.

Other Business

Road Agent Dross reported the intersections have been paved and the four driveways will be connected tomorrow.

Mr. Herman reported the fire rescue vehicle has arrived and plates were put on it today. The old rescue vehicle, which is now parked at the Highway Dept., will be for sale and could either just generally advertised or we could wait and sent it to the State auction in May. Road Agent Dross noted he received a call from someone who was interested, and Mr. Herman confirmed that he had also been contacted. Mr. Eaton questioned what the vehicle would be worth? Mr. Leclair noted it would depend on who needs or wants it. Mr. Leclair recommended advertising the sale by closed bid and if a reasonable bid is not received, it could then be sent to the auction. Mr. Bedard asked how it could be advertised and Mr. Herman noted it could be posted on the Town webpage, in various bulletin boards in Town and to other towns through the NHMA website. He would also notify the individual who has reach out directly already.

Mr. Eaton reported Michael Dobmeier is requesting a larger snowblower which is used for Town Hall, the Library and the Safety Complex. The current 7/8 HP 24-25" snowblower is 4-5 years old and was sized by Mr. Dobmeier. Three quotes were provided from Dave's Small Engine, Superior and Turf Depot. Mr. Eaton recommended funding through Parks & Recreation's budget if possible and will follow up on that. Mr. Herman indicated that this was not a Parks & Recreation function, but is funded through the General Government buildings account.

Next Meetings/Events

Monday, November 18, 2019 – Board of Selectman's Meeting – 7:00 PM

*Quarterly Meeting with Auburn School Board at Town Hall Meeting Room

Monday, November 25, 2019 – Board of Selectman's Meeting – 7:00 PM

Minutes

- October 28, 2019 Public Meeting

Mr. Bedard motioned to approve the minutes of the October 28, 2019 Public Meeting. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Adjourn

Mr. Bedard motioned to adjourn the meeting at 7:44 PM. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary