

**Town of Auburn
Board of Selectmen
November 25, 2019
Town Hall**

7:00 p.m.

() Call to Order – Pledge of Allegiance

Approval of Payroll Manifest for the Week of November 25, 2019
Approval of Consent Agenda – Week of November 25, 2019

() Appointments with the Board

David Rogers – Marion Heald Scholarship Fund

Shawn Stapp – Solar Energy Systems Property Tax Exemption

Patricia Rousseau – Community Room Usage Policy

Fire Chief Mike Williams – Monthly Meeting

- 2020 Volunteer Fire Assistance Funds
- FY2020 Budget – Per Diem Firefighters Wages

() FY 2020 Town Budget and Warrant Articles

- Town Buildings Rehabilitation Capital Reserve Fund
- Town Properties Rehabilitation Expendable Trust Fund
- Apparatus and Vehicles Expendable Trust Fund
- Storage Garage Building
- Insulation of Safety Complex

() New Business

Primex Cyber Pilot Program

() Old Business

2019 Groundwater Monitoring Periodic Summary Report
Addition to Police Department

() Report / Comments of Ex-officio Board Representatives

() Other Business

() Next Meetings / Events

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

Monday, December 16, 2019 – Board of Selectmen's Meeting – 7:00 PM

() Minutes

- November 18, 2019 Public Meeting

() Adjourn

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

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 18, 2019

Re: Marion Heald Scholarship Fund

We have scheduled David Rogers of Rockingham Road to meet with the Board on February 25th to discuss the future of the Marion Heald Scholarship Fund and the potential of the Town of Auburn accepting the fund through the guise of the Trustees of Trust Funds. Currently, the fund is managed by a non-profit charitable corporation known as the Marion Heald Scholarship Foundation, which Mr. Rogers represents.

Based on Mr. Rogers approach to the Town, I have had conversations with Terry Knowles (Assistant Director of the Charitable Trusts Unit in the Attorney General's Office) and now feel I fully understand what Auburn would need to do to make this take place.

The prevailing statute in this instance is RSA 31:19-a, IV, which would require Town Meeting voters to *"authorize the acceptance of privately donated gifts, legacies, and devises to be utilized for the same purposes as a trust fund"*.

The warrant article question would be as follows: *"To see if the Town will vote to accept the Marion Heald Scholarship to be administered and invested by the Trustees of Trust Funds, who will manage the fund for the purpose for which the Marion Heald Scholarship Foundation was established, pursuant to the provisions of RSA 31:19-a, IV."*

Mrs. Knowles advises me this is not an amendable article, but one which is either voted up or down by the voters. She also assures me that a scholarship fund is something that is perfectly allowed for the Trust Fund Trustees to handle under the law.

Our understanding is the Trustees of Trust Funds have indicated they are willing to accept the fund. The purpose of Mr. Rogers meeting with the Board is so he can present the issue and the warrant article to the Selectmen in order to determine your willingness to place the article. If for any reason you are not willing to do so, he would have time to submit the article by petition if he chose to do so.

Assuming the Board is agreeable and the article is going on the warrant, the other steps that should be taken include:

- The Marion Heald Scholarship Foundation needs to define in writing the intent, purpose and authorization information for how funds are to be spent from the fund if the Town accepts them; who is authorized to make requests for funds from the Trustees, etc. This is only something the Foundation can do to meet its fiduciary responsibilities as they are now established.
- Representative(s) of the Marion Heald Scholarship Fund should attend the February 1st Deliberative Session of Town Meeting to speak to the warrant article and to answer any questions voters may have.
- The Foundation should provide the Selectmen's Office the information outlined in Bullet #1 by February 5th at the latest (sooner if possible) for inclusion in the Voter Guide that is prepared to be sent to all voters prior to the March 10th Town voting day.
- No transfer of funds can take place until after the March 10, 2020 Town Meeting voting assuming the article is passed. We cannot act in anticipation of a positive vote as the Town, through the Trustees of Trust Funds, will not have authority to act unless the warrant article is approved by voters.

I think this is fairly straight forward and not too difficult a process. It is the process which the statutes require us to take if having the Trustees of the Trust Funds accept the scholarship fund to administer and invest the Heald Scholarship Fund is what people want to happen.

My understanding is that there is currently a little more than \$22,000 in the scholarship fund, and \$1,000 is spent annual on a scholarship. Mrs. Knowles has indicated that if the fund is accepted by the Town, additional funds cannot be added to it in the future by any party. The Town would be accepting it as is, and would administer it for as long as the current funds and any interest they generate remain.

Thank you for your consideration.

TITLE III

TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 31

POWERS AND DUTIES OF TOWNS

Trust Funds

Section 31:19-a

31:19-a Trust Funds Created by Towns. –

I. A town may at any annual or special meeting grant and vote such sums of money as it deems necessary to create trust funds for the maintenance and operation of the town; and any other public purpose that is not foreign to the town's institution or incompatible with the objects of its organization. The town may appoint agents to expend any funds in the trust for the purposes of the trust. An annual accounting and report of the activities of the trust shall be presented to the selectmen and published in the annual report.

II. Trust funds created pursuant to this section shall be revocable by majority vote of the legal voters present and voting at any annual meeting, unless the vote creating the trust expressly provides that the trust shall be irrevocable, and upon revocation the trustees of trust funds holding the account for said trust shall pay all the moneys in such fund to the town treasurer.

III. Notwithstanding any other provision of this chapter, any trust fund created under this section shall be subject to the same provisions concerning custody, investment, expenditure, change of purpose, and audit as are reserve funds established under RSA 34:1, 34:1-a, 35:1 or 35:1-c. The legal validity of such a fund properly established shall not be affected by its designation as a "trust," "reserve," "capital reserve," or any other designation.

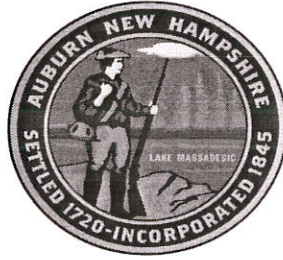
IV. The local legislative body may authorize the acceptance of privately donated gifts, legacies, and devises to be utilized for the same purposes as a trust fund created under this section; provided, however, that such gifts, legacies, or devises shall be invested and accounted for separately from, and not commingled with, amounts appropriated under paragraph I, and shall be subject to the custody and investment provisions applicable to trust funds accepted under RSA 31:19.

V. A trust fund created under the provisions of this section that is established for the purpose of maintaining health insurance funds for the benefit of employees and retired employees of any town shall be exempt from the provisions of RSA 35:8 or 34:4, and, when so established, the town may name its own trustees who may expend any funds in the trust for the payment of health claims or health insurance premiums for the benefit of any employees or retired employees of the town. An annual accounting and report of the activities of the trust shall be presented to the selectmen and published in the annual report.

Source. 1983, 264:2. 1991, 231:1. 1993, 176:1, 2. 1995, 20:2, 3, eff. June 11, 1995. 1998, 44:1, eff. July 4, 1998.

Town of Auburn

Town Hall
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Town Administrator

William G. Herman, CPM
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Fax: (603) 483-0518
E-Mail:
townadmin@townofauburnnh.com

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: November 20, 2019

Re: Solar Energy Systems Property Tax Exemption

As the Board is aware, there is interest by some residents in advancing a petition warrant article for the enactment of the Solar Energy Systems Property Tax Exemption allowed by state statute (RSA 72:61 - 64), which is a discretionary exemption left to the local legislative body to adopt if it chooses to do so.

This is not an exemption that is currently available in the Town of Auburn. Looking at information available through the NH Office of Strategic Initiatives (formerly the NH Office of Energy and State Planning), as of June 11, 2018, there were 135 municipalities offering some form of solar exemption.

RSA 72:61 – 64 establishes the warrant article question for the adoption of the Solar Energy Systems exemption as follows: *"Shall the town adopt the provisions of RSA 72:61-64 inclusively, which provide for an optional tax exemption from the property's assessed value, for property tax purposes, for persons owning real property, which is equipped with solar energy systems intended for use at the immediate site. Such property tax exemption shall be in the amount equal to (a **specific dollar amount or a % of assessed value**) of the assessed value of qualifying solar energy system equipment under these statutes."*

The discretionary item that would need to be defined for the warrant article is the value of the exemption, which can be set at a specific dollar amount or a specific percentage of the assessed value of the solar energy systems. I have been advised by the NH Department of Revenue Administration the statutes only allow a fixed, determined dollar amount or percentage. We would not have the ability to approve a sliding depreciation scale or some other type of formula to set an exemption.

Currently, there are 44 residential and commercial properties in Auburn that are assessed for solar energy systems. These assessments have added \$945,000 to the Town's net assessed valuation. In addition, during the past year, the Building Inspector has had an additional eight permits for additional solar installations at residential properties which could add an additional \$171,818 to the Town's assessed valuation in 2020, bringing the solar total to \$1,116,818.

As a result, the adoption of a solar energy systems property tax exemption in Auburn would remove some or all of this assessed value from the Town's current tax base, resulting in a tax rate increase of up to approximately 1.5-cents.

Thank you for your consideration.

Attachments

Source. 1975, 391:1. 1993, 93:1, eff. April 1, 1993. 2019, 327:1, eff. Oct. 15, 2019.">

TITLE V TAXATION

CHAPTER 72 PERSONS AND PROPERTY LIABLE TO TAXATION

Solar Energy Systems Exemption

Section 72:61

72:61 Definition of Solar Energy Systems. – In this subdivision "solar energy system" means a system which utilizes solar energy to heat or cool the interior of a building or to heat water for use in a building and which includes one or more collectors and a storage container. "Solar energy system" also means a system which provides electricity for a building by the use of photovoltaic panels.

Source. 1975, 391:1. 1993, 93:1, eff. April 1, 1993.

72:61 Definition of Solar Energy Systems. –

I. For purposes of an exemption under RSA 72:62 adopted before January 1, 2020, in this subdivision "solar energy system" means a system which utilizes solar energy to heat or cool the interior of a building or to heat water for use in a building and which includes one or more collectors and a storage container. "Solar energy system" also means a system which provides electricity for a building by the use of photovoltaic panels.

II. In a municipality that adopts or re-adopts the exemption under RSA 72:62 on or after January 1, 2020, "solar energy system" means, in addition to the definition in paragraph I, a system which utilizes solar energy to produce electricity for a building and includes all photovoltaics, inverters, and storage. Systems may be off grid or connected to the grid in a net metered or group net metered arrangement pursuant to RSA 362-A:9 or in a direct retail sale arrangement pursuant to RSA 362-A:2-a.

Source. 1975, 391:1. 1993, 93:1, eff. April 1, 1993. 2019, 327:1, eff. Oct. 15, 2019.

TITLE V TAXATION

CHAPTER 72 PERSONS AND PROPERTY LIABLE TO TAXATION

Solar Energy Systems Exemption

Section 72:62

72:62 Exemption for Solar Energy Systems. – Each city and town may adopt under RSA 72:27-a an exemption from the assessed value, for property tax purposes, for persons owning real property which is equipped with a solar energy system as defined in RSA 72:61.

Source. 1975, 391:1. 1991, 70:26. 1993, 93:2. 2003, 299:17, eff. April 1, 2003.

Source. 2003, 299:1; 299:23. 2004, 170:3. 2008, 224:3, eff. July 1, 2008. 2016, 217:2, eff. Aug. 8, 2016. 2017, 179:1, eff. Aug. 28, 2017. 2019, 327:3, eff. Oct. 15, 2019.">

TITLE V TAXATION

CHAPTER 72 PERSONS AND PROPERTY LIABLE TO TAXATION

Property Taxes

Section 72:27-a

72:27-a Procedure for Adoption, Modification, or Rescission. –

I. Any town or city may adopt the provisions of RSA 72:28, RSA 72:28-b, RSA 72:29-a, RSA 72:35, RSA 72:37, RSA 72:37-b, RSA 72:38-b, RSA 72:39-a, RSA 72:62, RSA 72:66, RSA 72:70, RSA 72:76, or RSA 72:82 in the following manner:

(a) In a town, other than a town that has adopted a charter pursuant to RSA 49-D, the question shall be placed on the warrant of a special or annual town meeting, by the governing body or by petition pursuant to RSA 39:3.

(b) In a city or town that has adopted a charter pursuant to RSA 49-C or RSA 49-D, the legislative body may consider and act upon the question in accordance with its normal procedures for passage of resolutions, ordinances, and other legislation. In the alternative, the legislative body of such municipality may vote to place the question on the official ballot for any regular municipal election.

II. The vote shall specify the provisions of the property tax exemption or credit, the amount of such exemption or credit, and the manner of its determination, as listed in paragraph I. If a majority of those voting on the question vote "yes," the exemption or credit shall take effect within the town or city, on the date set by the governing body, or in the tax year beginning April 1 following its adoption, whichever shall occur first.

III. A municipality may modify, if applicable, or rescind the exemption or credits provided in paragraph I in the manner described in this section.

IV. An amendment to a statutory provision listed in paragraph I related to an exemption or credit amount or to the eligibility or application of an exemption or credit, shall apply in a municipality which previously adopted the provision only after the municipality complies with the procedure in this section, unless otherwise expressly required by law.

Source. 2003, 299:1; 299:23. 2004, 170:3. 2008, 224:3, eff. July 1, 2008. 2016, 217:2, eff. Aug. 8, 2016. 2017, 179:1, eff. Aug. 28, 2017.

72:27-a Procedure for Adoption, Modification, or Rescission. –

I. Any town or city may adopt the provisions of RSA 72:28, RSA 72:28-b, RSA 72:29-a, RSA 72:35, RSA 72:37, RSA 72:37-b, RSA 72:38-b, RSA 72:39-a, RSA 72:62, RSA 72:66, RSA 72:70, RSA 72:76, RSA 72:82, or RSA 72:85 in the following manner:

(a) In a town, other than a town that has adopted a charter pursuant to RSA 49-D, the question shall be placed on the warrant of a special or annual town meeting, by the governing body or by petition

pursuant to RSA 39:3.

(b) In a city or town that has adopted a charter pursuant to RSA 49-C or RSA 49-D, the legislative body may consider and act upon the question in accordance with its normal procedures for passage of resolutions, ordinances, and other legislation. In the alternative, the legislative body of such municipality may vote to place the question on the official ballot for any regular municipal election.

II. The vote shall specify the provisions of the property tax exemption or credit, the amount of such exemption or credit, and the manner of its determination, as listed in paragraph I. If a majority of those voting on the question vote "yes," the exemption or credit shall take effect within the town or city, on the date set by the governing body, or in the tax year beginning April 1 following its adoption, whichever shall occur first.

III. A municipality may modify, if applicable, or rescind the exemption or credits provided in paragraph I in the manner described in this section.

IV. An amendment to a statutory provision listed in paragraph I related to an exemption or credit amount or to the eligibility or application of an exemption or credit, shall apply in a municipality which previously adopted the provision only after the municipality complies with the procedure in this section, unless otherwise expressly required by law.

Source. 2003, 299:1; 299:23. 2004, 170:3. 2008, 224:3, eff. July 1, 2008. 2016, 217:2, eff. Aug. 8, 2016. 2017, 179:1, eff. Aug. 28, 2017. 2019, 327:3, eff. Oct. 15, 2019.

Non-Monetary	Adopt Solar Exemption	Shall the town adopt the provisions of RSA 72:61-64 inclusively, which provide for an optional property tax exemption from the property's assessed value, for property tax purposes, for persons owning real property, which is equipped with solar energy systems intended for use at the immediate site. Such property tax exemption shall be in the amount equal to {ENTER \$ AMOUNT OR %} of the assessed value of qualifying solar energy system equipment under these statutes. (Majority vote required)
Non-Monetary	Adopt Wind Powered Exemption	Shall the town adopt the provisions of RSA 72:65-68 inclusively, which provide for an optional property tax exemption from the property's assessed value, for property tax purposes, for persons owning real property, which is equipped with wind powered energy systems intended for use at the immediate site. Such property tax exemption shall be in the amount equal to {ENTER \$ AMOUNT OR % } of the assessed value of qualifying wind-powered energy system equipment under these statutes. (Majority vote required)
Non-Monetary	Adopt Wood Heating Exemption	Shall the town adopt the provisions of RSA 72:69-72 inclusively, which provide for an optional property tax exemption from the property's assessed value, for property tax purposes, for persons owning real property, which is equipped with wood heating energy systems intended for use at the immediate site. Such property tax exemption shall be in the amount equal to {ENTER \$ AMOUNT OR %} of the assessed value of qualifying wood-heating energy system equipment under these statutes. (Majority vote required)
Non-Monetary	Adopt/Modify Blind Exemption	Shall the town {ADOPT/MODIFY} the provisions of RSA 72:37, Exemption for the Blind, to allow an inhabitant who is legally blind as determined by the blind services program, to be exempt each year on the assessed value, for property tax purposes, of his or her residential real estate to the value of \${AMOUNT \$15,000 OR GREATER} as determined by legislative body} (Majority vote required)
Non-Monetary	Adopt/Modify Disabled Exemption	Shall the town {ADOPT/MODIFY} the provisions of RSA 72:37-b, Exemption for the Disabled from property tax, based on assessed value for qualified taxpayers to be \${AMOUNT}. To qualify the person must have been a New Hampshire resident for at least 5 years, own the real estate individually or jointly, or if the real estate is owned by such person's spouse, they must have been married for at least 5 consecutive years. In addition the taxpayer must have a net income of not more than \${AMOUNT not less than \$13,400} or if married, a combined net income of not more than \${AMOUNT not less than \$20,400}, and own net assets not in excess of \${AMOUNT not less than \$35,000} excluding the value of the person's residence. (Majority vote required)

Municipalities with Solar Property Tax Exemptions in New Hampshire

January 2017

Source: NH Dept. of Revenue Administration

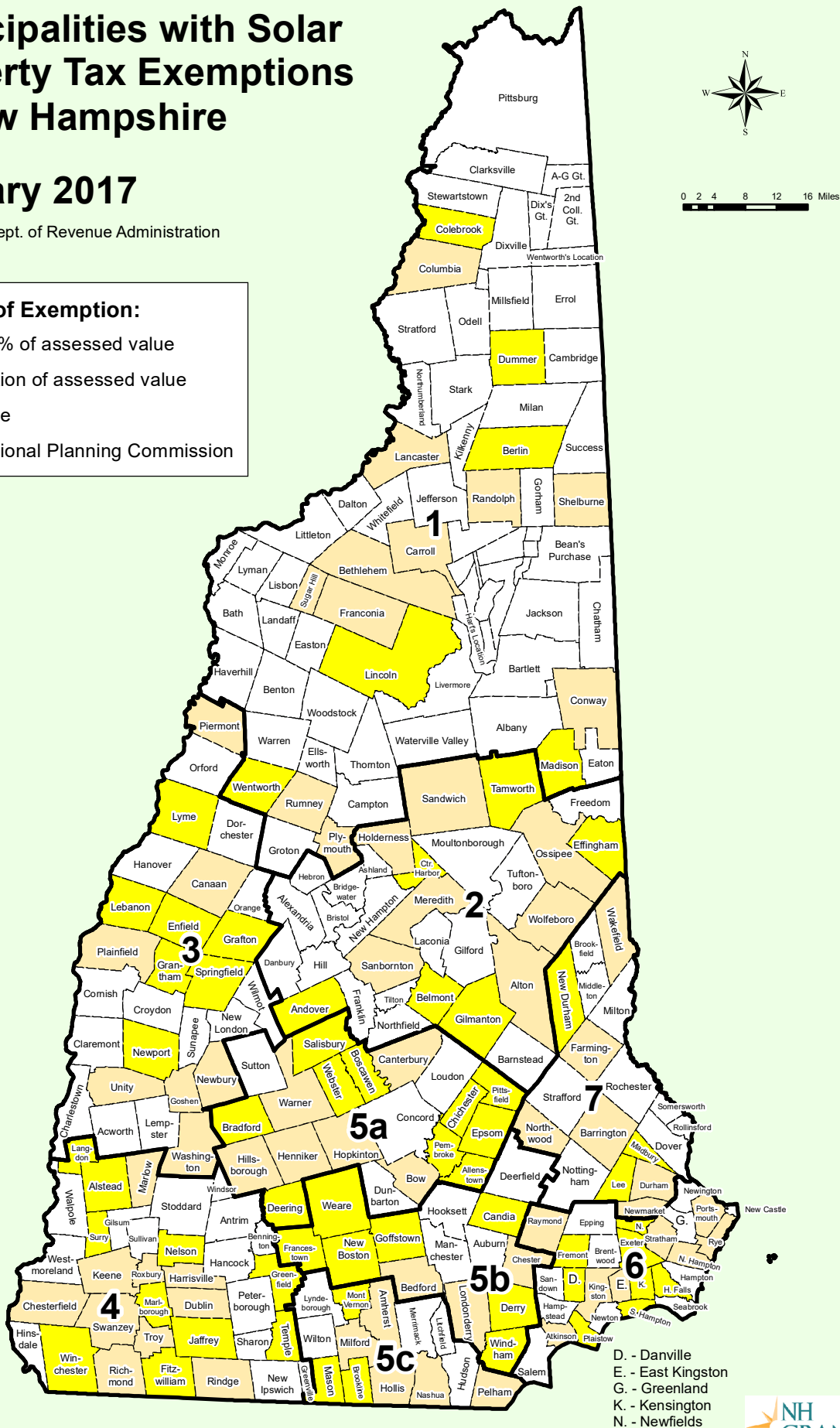
Amount of Exemption:

100% of assessed value

Portion of assessed value

None

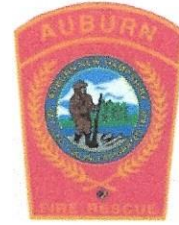
Regional Planning Commission





TOWN OF AUBURN, NEW HAMPSHIRE

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



Auburn Fire-Rescue Department Monthly Report October 2019

The Auburn Fire Department responded to 53 Incidents in the month of October, Incident responses are broken down listed below:

Building Fire:	0
Vehicle Fires:	1
Brush:	2
Fires, all other:	0
Alarm Call:	11
Hazardous Conditions:	2
Rescue/EMS:	18
Service calls:	10
Good intent calls:	9
Total:	53

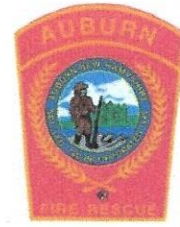
Chief Michael Williams Report

- Continually updating Operational Policies and Procedures.
- I Hosted the monthly Fire officers meeting.
- I Hosted the monthly Department meeting.
- I Attended the selectmen's meeting to go over monthly Fire Department report.
- I Exported the monthly NHIFRS reports to the State of N.H.
- The new Rescue 1 is here, members are placing it into service and training is ongoing.
- AFD received notification from NH State Forestry that we received a NH Forest Fire matching grant for \$1,950.00, this money will be used to purchase a new floating pump for Forestry 1 early next year.
- Completed Fire prevention week activities at both the AVS and at local daycares in Town.
- AFD and APD members attended a WEB EOC class held my NH Homeland Security at the Safety Complex.
- AFD Held our annual Open House at the Safety Complex
- Working on scheduling our 2020 Fire and EMS training, EMS training will now be instructed by an outside EMS provider.
- AFD Crews removed the old mezzanine @ station 2
- I attended the NH fire code update class at the NH Fire Academy.
- I Responded to emergencies and meetings as needed and required.
- I met with Fire officers and Department members as needed as required.



TOWN OF AUBURN, NEW HAMPSHIRE

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



Deputy Fire Chief Bob Selinga's Report

- Continually Assists with Policy and procedure updates
- Working on checking members off on fire apparatus as operators
- Responds to emergencies as needed
- Assists the Fire Chief with many department related issues

Safety Complex Captain Jim Saulnier's Report

- Capt. Saulnier is currently out on medical leave.

Station 2 Captain Dave Walter's Report

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

Acting Lieutenant Todd Dignard's Report

- Crew detail to complete vehicle checks on Sundays
- Assisting with setting up the new R1
- Annual cistern and dry hydrant testing completed
- Worked with his assigned crew on monthly training/crew activities, vehicle checks, etc.

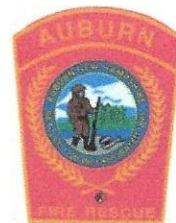
Lieutenant Matt Barsaleau's Report

- Crew detail to complete vehicle checks completed
- Issued PPE as needed and requested
- Annual cistern and dry hydrant testing completed
- Worked with his assigned crew on monthly training/crew activities, vehicle checks, etc.



TOWN OF AUBURN, NEW HAMPSHIRE

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



Lieutenant Chris Szatynski's Report

- Working with many new members on completing probationary manual requirement.
- Lt. Szatynski oversee all mobile and portable radios and serves as the Fire Training Officer.
- Lt. Szatynski is the AFD safety Officer, Chris is working on an immunization policy.
- Assisted with Radio reprogramming
- Assisted with monthly Fire training
- Working on organizing a drill for January at AVS
- Working on assigning SCBA masks to all members, still need to purchase more masks
- Working on Fire Training with C1, scheduling the EMS in the warm zone, Active shooter drill for January.

Lieutenant Pat Glennon's Report

- Responded to emergencies while on duty as required.
- Filling in for Captain Saulnier with Fire prevention inspections and drills.
- Working on getting the new R1 into service.
- Working with Greenwood fire apparatus on repairs for ladder 1 jack.
- Attended WEB EOC training
- Assisted with monthly Training
- Removed Boat 1 from the lake
- Tanker 1 went to liberty for repairs
- Completed Monthly vehicle inspections
- Daily assigned station duties


Michael Williams

Chief of Department



Auburn Fire October 2019 Statistics

Calls by Day of the Week

	Oct 2019
Monday	5
Tuesday	6
Wednesday	9
Thursday	12
Friday	6
Saturday	9
Sunday	6
Total	53

Fire / EMS Calls for Oct 2019

EMS Calls for Service	19
Fire Calls for Service	34
Total Calls For Service	53

Calls by Response Area

	Oct 2019
Grid AFD1	12
Grid AFD2	6
Grid AFD3	11
Grid AFD4	11
Grid AFD5	3
Grid AFD6	3
Mutual Aid Given	7
Total	53

Fire and Rescue Responses by Type October 2019

Building Fire	0
Vehicle/ Heavy Equipment Fire	1
Brush	2
Fires, other types	0
Alarm call no fire	11
Hazardous Condition	2
Good Intent	9
Service Call	10
Emergency Medical Services	18
Total Responses	53

Simultaneous Incidents	Occurrences	Total	Simultaneous Incidents
Single Call	44	44	N/A
Two Calls Simultaneously	2	4	4
Three Calls Simultaneously	0	0	0
Four Calls Simultaneously	0	0	0
Five or More Calls Simultaneously	1	5	5
Totals		53	9
Oct 2019			17%

Mutual Aid/Auto Aid Given Oct 2019

Bedford	0
Candia	0
Chester	7
Deerfield	0
Derry	0
Hampstead	0
Hooksett	0
Hudson	0
Litchfield	0
Londonderry	0
Manchester	0
Northwood	0
Pelham	0
Raymond	0
Salem	0
Sandown	0
Windham	0
Total	7

Mutual Aid Received

Candia	0
Chester	19
Deerfield	0
Derry	1
Hampstead	0
Hooksett	3
Hudson	0
Litchfield	0
Londonderry	0
Manchester	0
Raymond	0
Total	23

EMD Call Code Oct 2019

ALPHA	0
BRAVO	4
CHARLIE	1
DELTA	3
ECHO	3
NONE	8
OMEGA	0
Grand Total	19

Time of Day Count

00:00 - 00:59	0
01:00 - 01:59	2
02:00 - 02:59	0
03:00 - 03:59	1
04:00 - 04:59	5
05:00 - 05:59	1
06:00 - 06:59	3
07:00 - 07:59	3
08:00 - 08:59	3
09:00 - 09:59	2
10:00 - 10:59	3
11:00 - 11:59	5
12:00 - 12:59	1
13:00 - 13:59	3
14:00 - 14:59	0
15:00 - 15:59	2
16:00 - 16:59	6
17:00 - 17:59	2
18:00 - 18:59	4
19:00 - 19:59	0
20:00 - 20:59	3
21:00 - 21:59	1
22:00 - 22:59	0
23:00 - 23:59	3
Total Alarms	53



STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL and CULTURAL RESOURCES
DIVISION OF FORESTS AND LANDS

172 Pembroke Road, Concord, New Hampshire 03301
Phone: 271-2214 Fax: 271-6488 www.nhdfi.org

Michael Williams
Town of Auburn
55 Eaton Hill Rd
Auburn NH 03032

October 25, 2019

Dear Mr. Williams,

Your town has been awarded 2020 Volunteer Fire Assistance funds, as specified in the enclosed Memorandum of Understanding (MOU). In order to satisfy state and federal fiscal requirements, your community must match the amount of this grant. (For example if your town received \$500.00 in grant money, you must show expenditures of at least \$1,000.00.) You must come up with the total grant amount and we will reimburse you at 50%. You cannot use other federal funds for the 50% match. The amount shown on the enclosed MOU is the amount of grant money your town has been awarded.

The enclosed Memorandum of Understanding (MOU) must be signed and the **original** returned to our office before checks are mailed out. We require the MOU to be signed and returned within 30 days of this letter so we know that these funds are committed. No checks will be sent out until we receive the MOU, bill of sale/invoice for all items and copy of cancelled check(s) or bank statement.

Please note what is to be purchased with these funds:

These funds can only be utilized to purchase the items listed on the MOU

**** We are required to obtain from each fire department the Financial Capability Checklist for Grants and Cooperative Agreements. Please fill out, sign and return with your signed MOU****

To place an order with the Town Tools Program, you can obtain an order form our website at: <https://www.nh.gov/nhdfi/community/community-wildfire-protection-program.htm>. Please follow the directions on the form. In order to allow for processing to meet the VFA deadline of August 31st, orders through the Town Tool Program MUST be placed by June 1st. Orders placed after this date may not be processed and invoiced in time to meet the deadline which will result in the funds being de-obligated.

If the original purchase and reimbursement for these items is from community (town/city) funds, all should be okay for reimbursement. If the purchase funds/reimbursement is to another organization (firemen's association, etc.) we need to know that so the reimbursement check is made out correctly. This alternative organization shall have a tax ID number and will be required to complete an Alternate W-9 Form to set up a vendor account with the State of New Hampshire.

A copy of your Town's cancelled check(s) and paid invoice(s) needs to be sent to us no later than August 31, 2020. If they are not received by that date, the funds will be de-obligated.

If you have any question, please do not hesitate to contact Leslie Sherman by phone at 271-2214 or by email leslie.sherman@dn-cr.nh.gov

Enclosures:
Town Application (Copy)
MOU
Financial Capability Checklist

Sincerely,

Steven Sherman
Steven Sherman
Chief, Forest Protection

**Division of Forests & Lands
172 Pembroke Rd
Concord NH 03301
Memorandum of Understanding
For State Assistance
Volunteer Fire Assistance
2020**

In consideration of the performance of the terms and conditions hereinafter set forth, the State of New Hampshire, Department of Natural and Cultural Resources, Division of Forests and Lands, hereby awards the: **Town of: Auburn**
For: 1fy floating pump, suction hose, accessories; Hereafter called the recipient, the Sum of: \$ 1950.00 pursuant to the
provisions of the Rural Development Act of 1972 (P.L. 92-419, Title IV) upon the following terms and conditions:

1. **EXPENDITURES.** The sum hereinbefore mentioned, or any part of it, shall be spent only for supplies, equipment or services listed as "Items" on the previously submitted, now approved, application for assistance and no others, without the express written consent of the Director, Division of Forests and Lands or his agent.
2. **MATCHING FUNDS.** The recipient shall provide an amount equal to or greater than the State's award to fund the expenditures authorized in Section 1, in such form and at such times as the Division of Forests and Lands may direct. The State 50% is a reimbursement.
3. **DEADLINE.** All requests for reimbursement MUST be submitted by the close of business on August 31 of each year or funds will be de-obligated. This request would be a copy of your cancelled check(s) and a copy of paid invoice (s).
4. **FEDERAL LAW.** The recipient shall, in good faith, abide by all applicable federal laws, rules, regulations and guidelines in the performance of its obligations hereunder.
5. **REPORTS.** The Division shall have access to and the right to examine all records, books, papers and documents related to this grant for at least three (3) years after completion of the project. A final report on the expenditure of the project funds shall be submitted, together with copies of warrant numbers, receipts and other evidences of expenditures, to the Division within 30 days after the completion of the project.
6. The State retains the right to place a property inventory tag on any items purchased with these funds and retains the right to inspect this property for duration of its life.
7. **UNEXPENDED FUNDS.** The recipient shall return any unexpended funds under this grant to the State, by check made out to the Treasurer, State of New Hampshire and delivered to the office of the Director, Division of Forests and Lands, no later than 30 days after the completion of the project.
8. **PERFORMANCE.** The recipient shall return to the State, in this manner prescribed in Section 1, any funds advanced under this agreement upon the written demand of Director, Division of Forests and Lands, when in his sole discretion, he determines that there has been a breach of this Memorandum of Understanding or any of its terms or the performance of the recipient or any contractor receiving funds under this grant is unsatisfactory by reason of failure to provide equipment of services reasonably adequate to meet the fire protection needs under this grant in a timely manner.
9. **LIABILITY.** The recipient agrees to defend or cause to be defended and to indemnify and hold the State of New Hampshire harmless against any and all claims, suits, damages or causes of action for damages and against any orders, decrees, or judgments which may be entered thereon, brought for damages or alleged damages from any injury, for any injury to person or property or loss of life sustained in any manner arising out of the performance of this agreement, or where such damages or alleged damages are attributable to acts of employees, contractors, or agents of the recipient.

Dated this _____ day of _____ 20 _____

By _____
Forest Fire Warden

By _____
Chief, Forests Protection



**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

From: Bill Herman, CPM, Town Administrator

Date: November 19, 2019

Re: Final Items for FY 2020 Operating Budget or Warrant Articles

At this point in the process of developing the FY 2020 operating budget, it appears there remain six items left for the Board's consideration. The Board need to determine id they are going to move the items forward to the voters. These items include:

Town Buildings Rehabilitation Capital Reserve Fund: Established in 2006, the initial goal was to attempt to maintain a \$100,000 balance in this fund. During 2018 and 2019, a number of projects were undertaken leaving a balance of approximately \$31,000 in the fund. An appropriation of up to \$70,000 would restore this fund to \$100,000.

Town Properties Rehabilitation Expendable Trust Fund: Established in 2019, an initial deposit of \$50,000 was placed into this fund. During its first year, there were no projects or uses made of any money in the fund. The CIP calls for an appropriation of an additional \$50,000 to this fund, but the Board may want to consider a smaller amount.

Apparatus and Vehicles Capital Reserve Fund: The Board and the Fire Chief have both discussed the potential of establishing a new reserve fund to address large, unanticipated expenses in the operation and maintenance of the fleet of vehicles and equipment utilized by Town departments. The CIP calls for the fund to be established in 2020 with an initial \$10,000 appropriation.

Storage Garage Building: The Board has been discussing the potential of building a 20' x 40' storage building on the Safety Complex property at 55 Eaton Hill Road. The cost of the project is estimated to be approximately \$40,000. The Board could dedicate the 2020 allocation of Municipal Aid from the State for this project in a warrant article.

Insulation of Safety Complex: The Board has agreed insulating the attic area of the Safety Complex was a priority item. The most recent cost estimate for this work was \$18,315. The Board would need to decide whether to budget for this in the Town operating budget, as an individual warrant article, or chose to utilize the Town Building Rehabilitation Reserve Fund.

Street Lights LED Conversion: The Board has been discussing the potential of converting the 82 existing street lights in Auburn to energy efficient LED units. My understanding from your November 18th meeting is to look at this for FY 2021.

Attached to this brief summary of items are possible warrant articles concerning most of them for the Board's consideration.

Thank you for your consideration.

Attachment

Warrant Article – Collective Bargaining Agreement – Auburn Police Union

To see if the Town will vote to approve the cost items for year two of a three-year collective bargaining agreement which resulted from negotiations between the Auburn Board of Selectmen, the Auburn Police Commission and the Auburn Police Union, Local 216 and which represents an estimated increase of \$14,482 over FY 2019 salaries, fringe benefits and other cost items at the current staffing level for the ensuing year; and further to raise and appropriate the sum of Fourteen thousand four hundred eighty-two dollars (**\$14,482**), such sum representing the negotiated increase over 2019 salaries, fringe benefits and other cost items at the current staffing levels.

(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)

Warrant Article – Appropriation to Town Buildings Rehabilitation CRF

To see if the Town will vote to raise and appropriate the sum of Seventy-thousand dollars (**\$70,000**) to be placed into the Town Buildings Rehabilitation Capital Reserve Fund previously established. This sum to come from the unreserved fund balance (surplus) as of December 31, 2019 with no additional amount to be raised by taxation in 2020.

**(Recommended / Not Recommended by the Board of Selectmen)
(Recommended / Not Recommended by the Budget Committee)**

Warrant Article – Appropriation to Town Properties CRF

To see if the Town will vote to raise and appropriate the sum of Ten-thousand dollars (**\$10,000**) to be placed into the Town Properties Rehabilitation Expendable Trust Fund previously established. This sum to come from the unreserved fund balance (surplus) as of December 31, 2019 with no additional amount to be raised by taxation in 2020.

**(Recommended / Not Recommended by the Board of Selectmen)
(Recommended / Not Recommended by the Budget Committee)**

Warrant Article – Apparatus and Vehicles Expendable Trust Fund

To see if the Town will vote to establish an Expendable Trust Fund pursuant to the provisions of RSA 31:19-a, to enable the Town to address large, unanticipated expenses in the operation, maintenance and/or replacement of the fleet of vehicles and equipment utilized by Town departments; to raise and appropriate **\$10,000.00** to put in the fund, with this amount to come from the unexpended fund balance as of December 31, 2019; and to designate the Board of Selectmen as agents to expend from this fund.

(Recommended / Not Recommended by the Board of Selectmen)
(Recommended / Not Recommended by the Budget Committee)

Warrant Article – Storage Garage Building

To see if the Town will vote to raise and appropriate the sum of Forty-three thousand dollars (**\$43,000**) for the purpose of building a 20' x 40' storage building on Town property at 55 Eaton Hill Road. This sum to come from the Municipal Aid revenue from the State of New Hampshire with no additional amount to be raised by taxation in 2020.

(Recommended / Not Recommended by the Board of Selectmen)
(Recommended / Not Recommended by the Budget Committee)

Warrant Article – Rescind Bond Authorization for Conservation Easements

To see if the Town will vote to rescind the 2003 Town Meeting vote under Article #3 to authorize the issuance of up to Two million dollars (**\$2,000,000**) in bonds and/or notes for the acquisition of conservation easements or open space lands by the Town. (Two-Thirds Vote Required)

(Recommended / Not Recommended by the Board of Selectmen)
(Recommended / Not Recommended by the Budget Committee)

Other Warrant Articles or Expense Items:

Solar Property Tax Exemption (Petition Article)
Acceptance of Marion Heald Scholarship Fund
Insulation of Safety Complex - \$18,315
Street Lights LED Conversion -- \$24,880

Excavation and Soil Removal: Excavation and Soil Removal is permissible as a commercial and industrial activity provided that a permit is issued pursuant to the Town of Auburn Excavation Regulations and Site Plan approval is secured from the Planning Board. No permit or Site Plan Approval shall be issued without independent studies confirming that the activity would have no negative impact on the surrounding area, evidenced by, but not limited to: a diminution in surrounding property values, unreasonable change in the character of the neighborhood, unreasonable acceleration in the deterioration of highways, creation of health or safety hazards, negative impact on water supplies including aquifers and aquifer recharge areas, negative impact on wetlands or other natural environmental conditions and where the activity would create a general nuisance.

(By Petition) **(Not Recommended by the Planning Board)**

YES 447

NO 386

.....
On Saturday, March 15, 2003, the Moderator, C. Donald Stritch, opened the reconvened meeting at 1:00 PM. There were 231 registered voters in attendance. Each voter was checked in on the checklist and given a voter ID card to be used when a hand count was called. The moderator gave the rules for the meeting.

Third: On petition of the Conservation Commission and at least (25) registered voters of the Town of Auburn; to see if the Town will vote to raise and appropriate up to the sum of Two Million dollars (\$ 2,000,000) for the acquisition of conservation easements or open space lands by the Town, all for the permanent protection of appropriate undeveloped land in the Town of Auburn, and to authorize the Selectmen and Conservation Commission to act on behalf of the Town in connection with such acquisitions of conservation easements or open space lands pursuant to NH RSA 36-A, and to further authorize the issuance of not more than two million dollars (\$2,000,000) of bonds and/or notes in accordance with the provisions of the Municipal Finance Act (NH RSA, Chapter 33), and to authorize the Selectmen to issue, negotiate, and regulate such bonds and/or notes and to determine the rates of interests thereon. No such bonds shall be issued with a term of maturity of less than fifteen (15) years.

Provided further, that the Selectmen SHALL NOT ISSUE SUCH BONDS until such time as they have been presented to either an annual special town meeting, a warrant article asking the meeting to ratify, by a simple majority vote, the particular parcel and the parcel ownership interest chosen by the Conservation Commission and Selectmen for purchase and said meeting has approved such warrant article. **(Not Recommended by the Board of Selectmen) (Recommended by the Budget Committee) (2/3 Ballot Vote Required)**

Article Three was moved by Deidre Cleary, seconded by Richard Vecchione. Deidre Cleary explained the article and answered questions. After a lengthy discussion, paper ballot voting began at 1:50PM. The polls remained open until 2:50PM. 231 voted, (154 for a 2/3 vote.) **Yes 158 No 73. Article Three passed.**

Fourth: To see if the Town of Auburn will vote to raise and appropriate the sum of Three Hundred Sixty Five Thousand dollars (\$ 365,000) to add to the existing Capital Reserve Fund in accordance with RSA 35:5 for the closure of the Solid Waste/Incinerator site. The said funds will come from the Unexpended Fund Balance and will have no impact on the tax rate. **(Recommended by Board of Selectmen) (Recommended by the Budget Committee)**

Article Four was moved by Harland Eaton, seconded by Bruce Knox. Charles Kellett gave details on this article. He explained that no future funds will be needed. We need to expend this amount now in order to take advantage of a state grant that will expire in December 2003. There being no further discussion, vote was taken and **Article Four passed.**



The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES



Robert R. Scott, Commissioner

EMAIL ONLY

November 20, 2019

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

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

2019 Groundwater Monitoring Periodic Summary Report, prepared by Stantec Consulting Services Inc. (Stantec), dated October 24, 2019

Dear Mr. Eaton:

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

In accordance with Condition #7 of your Permit, please note that the Periodic Summary Report was due in the month of June 2019. Please note the submittal schedules under the Permit, so that compliance with these requirements can be maintained in the future.

Based on our review of the most-recent results as provided in the above referenced report, we note that site water quality conditions with regard to the standard Permit parameters are generally consistent with historical results and overall trends. We prepared this letter to provide our review comments (note that comments requiring follow-up actions from the Town or Stantec are indicated in **bold font**).

Required Analysis of 1,4-Dioxane

The Ambient Groundwater Quality Standard (AGQS) for 1,4-dioxane was decreased on September 1, 2018 from 3.0 micrograms per liter (ug/L) to 0.32 ug/L. In accordance with Condition #7, the April 2019 groundwater quality sampling event required analysis for the NHDES Waste Management Division Full List of Analytes for Volatile Organic Compounds (VOCs) plus 1,4-dioxane using a 0.25 ug/L reporting limit. In review of the laboratory results, 1,4-dioxane was reported using a 3.0 ug/L laboratory reporting limit. However, Stantec appears to have requested the lower reporting limit (0.25 ug/L) on the laboratory chain-of-custody. NHDES contacted Stantec for clarification and requested the 1,4-dioxane data at the 0.25 ug/L reporting limit. Based on Stantec's response on November 12, 2019, NHDES understands that the groundwater samples were collected with incorrect sampling containers and therefore the lower reporting limit was not achievable by the laboratory. The current Permit only requires VOC analysis once per Permit (or once every 5 years). The next required groundwater sampling event to include VOC analysis is not anticipated until April 2024. **NHDES requires the next Permit groundwater quality**

www.des.nh.gov

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

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

sampling event (April 2020) to include collection of VOC samples for analysis of 1,4-dioxane only; in addition to the standard Permit parameters required yearly.

Results for Per- and Polyfluoroalkyl Substances (PFAS)

Initial screening of PFAS was conducted in April 2017 with additional sampling conducted in June 2017, December 2017, April 2018 and April 2019. Sampling locations included the four onsite monitoring wells (MW-1 through MW-4), an onsite dug well, two surface water sample locations (SW-1 and SW-2) and two residential drinking water wells (518 and 612 Raymond Road). Results reported concentrations of PFAS exceeding the then-applicable AGQS for perfluorooctanoic acid (PFOA), perfluorooctane sulfonic acid (PFOS), and PFOA+PFOS (combined) of 70 nanograms per liter (ng/L) at MW-2, MW-3, and MW-4. PFAS were also detected in the samples collected from the onsite dug well but at concentrations below the applicable AGQS. Low concentrations of PFAS were also reported in surface water samples collected. No PFAS were detected above laboratory detection limits in samples collected from either off-site residential drinking water well.

As noted by Stantec, on July 26, 2019, NHDES adopted rules that established Maximum Contaminant Levels (MCLs) and either revised or added AGQS for four individual PFAS, which became effective on September 30, 2019. The four PFAS and their revised AGQS include:

- PFOA – 12 ng/L;
- PFOS – 15 ng/L;
- perfluorohexane sulfonic acid (PFHxS) – 18 ng/L; and,
- perfluorononanoic acid (PFNA) – 11 ng/L.

As summarized by Stantec, a comparison of the available groundwater PFAS results to the new standards shows that PFOS exceeds the AGQS at MW-3 and MW-4. PFOA exceeds the new AGQS at MW-2, MW-3, and MW-4. Currently, no detections of PFHxS or PFNA exceeded their new AGQS.

Please note that, consistent with current NHDES guidance, samples collected for PFAS analysis should be analyzed using an isotope dilution method following the protocols for PFAS by LC/MS/MS outlined in Table B-15 of the U.S. Department of Defense Quality Systems Manual 5.2 (or later version), or USEPA Method 537.1. NHDES further recommends that samples be submitted for a broad PFAS analysis to evaluate the potential source(s), transport, and fate of PFAS impacts. Quantification of linear and branched isomers should be completed as required by USEPA Method 537.1. The laboratory should report acid forms, accounting for the mass of the counterion as described in USEPA Method 537.1. NHDES also recommends that analytical data summary tables and laboratory reports include both CAS Nos. and analyte names, with PFAS ordered by carbon chain length and split by families.

NHDES' current laboratory testing guidelines for PFAS can be found at:

https://www4.des.state.nh.us/nh-pfas-investigation/wp-content/uploads/2019/05/201905_Lab-Guidance-1.pdf

Please incorporate the newly-adopted AGQS into future reporting for this site. NHDES concurs with Stantec's recommendation that PFAS monitoring should continue to be conducted and the data be reviewed to assess potential trends.

Finally, please note that along with the routine submittal of documents through NHDES' OneStop website, NHDES is requesting that all PFAS analytical results be uploaded to NHDES' Environmental Monitoring Database (EMD). **Currently, none of the available PFAS data has been uploaded as requested to the EMD system; please provide.** Guidance for the EMD upload process can be found at:

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

Technical questions regarding EMD data uploads should be directed to Sam Fontaine at (603) 271-2979 or Samuel.Fontaine@des.nh.gov.

Pending Groundwater Management Permit Renewal Application

Please note that the current Permit is set to expire on March 23, 2020. In accordance with Permit Condition #4, the permittee shall apply for renewal of the Permit at least 90 days prior (December 3, 2019) to its expiration date.

Stantec proposes no changes to the current sampling program, except for the following additions:

- Annual (April) analysis for PFAS at MW-1 through MW-4, SW-1 and SW-2, and the onsite dug well; and,
- April 2022 analysis of PFAS at residential wells located at 518 and 612 Raymond Road.

NHDES concurs with the proposed changes to the GMP. Please incorporate your recommendations within the pending Renewal Application. Please also include sampling and analysis for 1,4-dioxane during the April 2020 groundwater quality sampling event with the full list for VOCs in April 2024. The yearly analysis of the standard landfill leachate parameters will remain unchanged.

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

Sincerely,



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

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

**Town of Auburn
Board of Selectmen
November 18, 2019
7:00 PM
Minutes**

Selectmen Present: Richard Eaton, Keith Leclair and Todd Bedard

Others Present Kevin Dandrade, Kevin C. Scott, Enzo C. Scott (Scout Citizenship Badge), Road Agent Michael Dross, Linda Dross, Health Officer Paul Raiche, Russell Sullivan, Susan Goodhue, Paula Marzloff, Marion Miller, Christine McLaughlin, Michael Rolfe, Tom LaCroix, School Board members Alan Villeneuve, Janice Baker and Samantha Belcourt, Michael DiPietro, Library Director Kathryn Growney, Library Trustees Elizabeth Michaud and Brenda Beer, 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 11, 2019 - \$77,537.57

Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of November 11, 2019 in the amount of \$77,537.57. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Payroll Manifest for the Week of November 11, 2019 - \$49,781.98

Mr. Leclair motioned to approve the Payroll Manifest for the week of November 11, 2019 in the amount of \$49,781.98. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of November 18, 2019 - \$148,865.48

Mr. Leclair motioned to approve the Accounts Payable Manifest for the week of November 18, 2019 in the amount of \$148,865.48. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of November 18, 2019

Mr. Eaton read out loud and offered for inspection a copy of the Consent Agenda for the Week of November 18, 2019 some of which included: NH DRA 2019 Equalization, two (2) abatement/refund requests; one (1) Tax Collector's Warrant/Land Use Change Tax; one (1) Notice of Intent to Cut Wood or Timber; two (2) applications for property tax credit/exemption – veteran's credit; one (1) Property Lien Discharge and six (6) pistol/revolver licenses.

Mr. Leclair motioned to approve the Consent Agenda for the Week of November 18, 2019. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Appointments with the Board

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

Mr. Herman provided a Memorandum dated October 26, 2019 concerning Street Lights and Potential Conversion to LED Units. Mr. Herman reached out to Eversource and determined the Town has 82 lights throughout the community. Selectman Bedard provided the inventory to a recognized vendor to secure a proposal dated October 21, 2019 for replacement totaling \$24,880.

Mr. Herman provided a copy of Eversource's calculation of the energy cost savings to the Town should it convert to LED for the streetlights. At an estimated reduction in costs of \$315.30 per month, there would be a 40% reduction or a yearly estimated savings of \$3,783.60. Additionally, Eversource offers a rebate program toward cost of conversion which is \$100 per unit replaced, or \$8,200 toward the capital costs. The payback time would be approximately 4.5 years.

Mr. Craig and Mr. Samaras appeared before the Board on behalf of Eversource. Mr. Craig is in account management and Mr. Samaras in community relations.

Mr. Leclair asked if the rebate would go away anytime soon and Mr. Craig indicated it would not be.

Mr. Eaton asked if the LEDs were any brighter and cause complaints from residents and Mr. Samaras indicated you could choose the color/temp and brightness. Manchester is a good example of how bright they can be on Main Street. The contractor that the Town chooses should be informed of the Town's choices and whether they wish to add or subtract any lights. Mr. Leclair noted if the Town chose to decommission some of them the contractor would remove them and that would help with the bill too. LEDs last three times longer.

Mr. Bedard asked how long it would take for a project this size and Mr. Samaras indicated a month or less. Mr. Eaton asked if they changed the whole fixture – yes. Mr. Eaton asked how many contractors were available, and Mr. Samaras indicated he has dealt with seven or eight through municipalities. Mr. Eaton if Eversource replaced lights once they were installed, and Mr. Samaras said the Town would work that out with their chosen vendor.

Mr. Leclair indicated he would like to get five or six quotes and take a ride out to see why some of these fixtures are located where they are.

Mr. Herman suggested the first step would be to finalize a list of the lights for conversion so all vendors to work off the same information.

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

Mr. Dandrade noted he was before the Board to discuss concerns raised in his August 2017 letter concerning water withdrawals at Pingree Hill and Steam Mill Roads but added he has additional concerns about the all way stop at Wethersfield.

Mr. Dandrade indicated contractors start pulling up to withdraw water at 5:30 AM, the pumps are noisy, cleaning pumps, especially fertilizer is not allowed, and the road is dangerous with limited site lines. The Town's pumper truck uses this area. Mr. Dandrade is a transportation engineer

and feels the Town has been dismissive and ill-informed. There have almost been accidents, and this puts people at risk. He has asked the area be posted "no water withdrawals."

Mr. Dandrade indicated he has experienced unprofessional rude behavior from one of the Town's contractors and had to call police. Road Agent Dross noted there have been no accidents at this location caused by the drawing water.

Mr. Dandrade added trucks have been lined up to withdraw water in early morning hours and do three-point turns. Mr. Leclair noted the area has not changed.

Mr. Eaton noted the area was ideal spot for contractors to get water. Contractors need to get water somewhere. They cannot just throw a hose in the Lake because Manchester Water Works would not allow it. There are a limited number of areas where you can pump water from. Mr. Eaton indicated there are safe places where contractors can turn around that are not dangerous. Mr. Eaton indicated when people see a hydroseeding truck they mistakenly believe they are pumping out, not in. He felt the Town could not prevent the pumping of water they do not control or regulate. He also noted there is no noise ordinance in Auburn, but he felt between 7 AM and 4:30 PM are congenial hours, not beginning at 5:30 or 6 AM.

Mr. Dandrade opined the contractors should pay for the water or take it from private sources rather than taking it from the public. He also indicated operators should not be letting pumps run unattended.

Mr. Leclair noted he should visit with Highway Safety who meets this Wednesday evening and talk with police and hear from professionals.

Mr. Dandrade would like the Town to reach out to have the Town's engineering firm inspect the site lines when they are next out.

Mr. Dandrade noted his second complaint was concerning the all-way stop at Steam Mill Road and Wellesley Circle and that he is shocked and disappointed the Town is not adhering to recognized standards which indicate all way stops should not be used to control speed. He realizes this is a trial and thinks it sets a dangerous precedent. The roadway design is open with no curbing or sidewalks. There are better ways to control speed. Mr. DiPietro, the Chair of the Highway Safety Committee noted the Committee is interested in other things. Mr. Eaton requested Mr. Dandrade email some recommendations if he is unable to attend that meeting. The Town is trying to slow traffic down in that area where there are young families and children. Road Agent Dross noted the Town has taken action by narrowing larger 30' roads to 22' and the narrower roads slow people down.

Auburn School Board – Quarterly Meeting of the Boards

Mr. Villeneuve, Mrs. Baker and Mrs. Belcourt presented their quarterly report to the Board for the Auburn School Board. Mr. Villeneuve discussed budget updates with three outstanding lines left and some of the budget drivers which were a fourth grade teacher, guidance, custodians and SPED transport as well as private high school tuition and services. Mr. Villeneuve reported the School Board has cut \$100,000 from the initial proposal already. . There were cuts to the administrative office and the budget is up 2.5% which is a \$350,000 increase for the \$15.7 million dollar budget.

Mowing is still out to bid. Mr. Villeneuve noted there is a lot more grass due to the softball and soccer fields, and they anticipate the mowing cost will be similar to what the Town pays.

Tuition is estimated for Pinkerton to have a four percent increase, but it went from 3% to 6% last year. Auburn enrollment is up by 20 students. The teacher contract is being negotiated and Warrant Articles are being discussed. A labor contract would be a separate warrant article. Mr. Bedard noted they have two of five custodians and wondered if that was a budget issue.

There will be a tour of the school for the Budget Committee at 5:30 on Thursday, and Mr. Villeneuve indicated anyone else interested may attend. Mr. Villeneuve noted he liked the overall look of the addition which maintained a small town, country look and feel to it. There were some unexpected abatement/structural issues. Mr. Villeneuve indicated the Fire Department is working with them on the water capacity in some areas such as the kitchen which required different sort of protection.

Mrs. Baker reported on construction and indicated their focus was on other areas of renovation from restrooms to classrooms, administration and nursing which is expected to be done by the end of December, with functions being moved back into those areas during the Christmas holiday break. She noted there has been work on four more classrooms, hallways, new windows, the rear bathrooms, locker rooms and the baseball field that were not in the original plans, but have been achieved due to tight financial management.

Baseball field construction will be finished for use in spring of 2021 in the area near the old Griffin/Calef homestead. The softball and soccer fields are done. They have irrigation, a pump house, garden boxes, drip lines and most importantly home games.

Mr. Villeneuve noted Manchester Water Works will be putting in gates and graveling the stone border along the forest road at the front portion of the Auburn school property. Mr. Eaton noted the left side of Water Works property looked ragged and asked if they could mention keeping that up a bit more. Mr. Villeneuve felt Manchester Water Works has been very accommodating.

Mr. Villeneuve asked about the potential of having a ribbon cutting at the deliberative session in February with a tour afterward. The Board of Selectmen agreed that would be a good time while the public was present. Road Agent Dross noted the people who have contributed to the overall management of this project should be recognized at that time.

Mrs. Belcourt spoke to the transportation issue at Lovers Lane and Juniper Circle as she chairs the School District's Transportation Committee. There was a miscommunication last month with an angry parent about an unsafe bus stop and recommended calling the Superintendent with issues rather than using mail which is slower. Mr. Eaton recommended they should seek input from the Town's Highway Safety Committee before making any decisions.

FY 2020 Town Budget Presentations

Per Diem Firefighters – Fire Department

The Fire Chief is scheduled to attend the Board's November 25th meeting, so the Board tabled this item until that meeting.

Mosquito Spraying Allocation - Health Officer, Paul Raiche

At the last Selectmen's meeting Mr. DiPietro recommended putting something in the Health Officer budget next year for mosquito spraying. In 2019 the Town spent \$1,200 for each of two applications with a portion paid by Soccer Club. Health Officer Paul Raiche requested the Board add \$2,000 to the Health Office budget for this purpose.

Mr. Raiche noted it was likely the Town would have to spray this coming year and the Town should be prepared when the emergency happens.

Mr. Leclair indicated the funds were easily found in the Town's budget and a property improvements fund was created and costs could come out of that. Mr. Leclair indicated he would commit to doing so if needed and the \$355 original budget will stand approved with no increase at this time.

Road Reconstruction

Mr. Herman provided a Memorandum dated November 8, 2019 concerning Road Construction for FY2020. Mr. Dross has requested the Board maintain a \$650,000 appropriation for Road Reconstruction anticipated in 2020 for work on Pingree Hill Road and Squirrel Drive. Cost estimates totaling \$659,500 were discussed for Pingree Hill and Squirrel Drive, as well as topcoats for Lakeview Way, Spofford Road, and the intersection of Coleman, Dearborn Roads and Chester Turnpike which were reconstructed in 2019.

Mr. Eaton asked if the work could be spread out over two or three years and Road Agent Dross indicated Pingree Hill should not be, but Squirrel Drive could. However, he does not recommend. Mr. Rolfe agreed that the Town would lose money by delaying the work. Road Agent Dross noted if the Town cuts back the funding to \$500,000 only one project would get done. Mr. Leclair indicated he would like to stick to the CIP, but questioned where those figures came from, who provided them. Road Agent Dross noted he did not provide the estimates for the CIP. Mr. Herman noted they have been on the table for a couple of years and did not know where the figures originated. Road Agent Dross noted Pingree Hill has problems with catch basins which alone will cost \$312,000.

Mr. Eaton noted he was uncertain whether the CIP document should be supported in light of the question concerning the adequacy of the estimates used. Mr. Sullivan agreed that if the estimates were provided by Stantec they could be supported, however if a figure was just pulled from the air, it is just a number to use as a guideline and how much work could be done for that number. Mr. Herman noted the Road Reconstruction budget has always been "just a number" that the Board has felt to be an appropriate amount. He indicated it has ranged from \$400,000 up to \$800,000.

Mr. Leclair indicated the real costs won't be known until Pingree Hill Road is finished and Mr. Bedard agreed the Town could work within the money or give the Department what it needs to work with. Mr. Leclair recommended updating the CIP next year with more accurate numbers. Road Agent Dross expressed concerns that once reduced the amount will never go back up. Mr. Sullivan opined the road reconstruction is the best thing Auburn ever did.

Road Agent Dross noted Griffin Mill Bridge is not in the list provided. Mr. Herman indicated it was because it does not come out of Road Reconstruction and the Town is holding encumbered for Bridge Aid funds.

Mr. Leclair motioned to approve the Road Reconstruction budget for FY2020 in the amount of \$500,000. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Evaluation of Library Land & Building for Expansion

Mr. Herman provided a proposal by Stantec dated August 3, 2018 concerning the proposed Library Expansion. The Expansion Assessment cost of \$30,500 is included in the FY2020 CIP for evaluation of the full two and a half acre lot and building that houses the Griffin Free Public Library to gather information for a multi-year process that could lead to a community center/expansion of the library facility on the Hooksett Road property.

Ms. Growney addressed the expansion evaluation and the growth of the library. Patrons rose by 25%, from 2015 to 2018 circulation went up 40% with the programs quadrupled. In September active patrons increased 14%. The Library is ranked 209 in size out of 220 as one of the smallest in the state and is comparatively the same as in 1893 with a small addition added approximately 20 years ago.

Mr. Eaton spoke to the benefits of having a community center considering the growth of the Town. Mr. Villeneuve recommended seeking assistance from SNHPC. Mr. Eaton recommended using Stantec for civil/environmental and permitting and reaching out to an architect who will be on board and is familiar with local municipal buildings.

The 2018 warrant article demonstrated overwhelming support for the purchase of land for the Library. Mr. Eaton recommended putting in the budget since it was overwhelmingly supported and commented he enjoyed the Chamber of Commerce presentation he attended there.

Mr. Eaton stressed to Ms. Growney the importance of presenting the expansion to include a community center.

Mr. Leclair motioned to approve the FY2020 Library Expansion Assessment line of \$28,850 contingent upon obtaining other estimates besides Stantec. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

New Business

Reduction of Surety – Illsely Hill Subdivision

Mr. Herman provided the Board with a letter dated November 15, 2019 from Planning & Zoning Administrator Denise Royce relative to the reduction of surety at Illsely Hill Subdivision (Map 8, Lot 29).

Mrs. Royce indicated the Planning Board recommended reduction of surety at its November 6, 2019 meeting by \$34,251.25 to a balance of \$11,873.75 to be held by the Town to address outstanding items. A copy of the Planning Board's November 16, 2019 meeting minutes and recommendation of Stantec dated October 15, 2019 were attached.

Mr. Leclair motioned to approve the request to reduce the reduction of surety for Map 8, Lot 29, Illsely Hill Subdivision to \$11,873.75. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Release of Reclamation Surety – 29 King Street

Mr. Herman provided the Board with a letter dated November 15, 2019 from Planning & Zoning Administrator Denise Royce relative to the release of the reclamation surety for 29 King Street (Map 25, Lot 47).

Mrs. Royce indicated the Planning Board recommended release of the \$6,820 reclamation surety at its November 6, 2019 meeting. A copy of the Planning Board's 11/6/19 meeting minutes and recommendation of Stantec dated October 11, 2019 were attached.

Mr. Leclair motioned to approve the request to release the remaining surety for Map 25, Lot 47, 29 King Street. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Old Business

Allocation of 2019 Municipal Aid from State of New Hampshire

Mr. Herman provided a Memorandum dated November 14, 2019 as a follow up to discussions at the November 4th Selectmen's meeting regarding \$43,330.77 in Municipal Aid Funds received from the State in 2019.

At the October 28, 2019 meeting the Board allocated \$19,500 to the addition to the police department. Mr. Herman indicated some of the projects the Board is still considering were replacement of the backstop and fencing for the softball field at Wayne Eddows Recreational Fields \$19,500, Replacement of Highway Garage Door Panels \$2,500 and Snowblower Replacement, \$1,500, or addressing some of the requested repairs to the Pingree Hill Fire Station.

Mr. Herman noted there would need to be a public hearing to accept and expend unanticipated revenues pursuant to RSA 31:95-b and procurement of a contract to encumber the funds before December 31st. At this evenings meeting, he was seeking direction from the Board as to how they wanted to allocate the remaining funds.

Mr. Eaton provided an estimate from Fence's Unlimited which he reviewed. 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. Mr. Eaton recommended working with Halco to get the smaller fence repaired at the Circle of Fun playground. Mr. Eaton asked Mr. Herman to speak with Patty at Fences Unlimited and have Amy Lachance stay in touch with her to do the work next August.

After discussion, the Board was in agreement to fund the replacement of the backstop and fencing for the softball field at Wayne Eddows Recreational Fields \$19,500, Replacement of Highway Garage Door Panels \$2,500 and Snowblower Replacement, \$1,500

Pingree Hill Station Repairs

Mr. Leclair noted the repairs proposed for Pingree Hill Station were already cut for the kitchen costs from \$10,000 to \$5,000, resulting in a total project allocation of \$28,000.

Mr. Leclair motioned to approve the Fire Department's FY2020 budget line for repairs at Pingree Hill Station in the amount of \$28,000. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Recreation Improvements

Mr. Leclair noted the Recreation Improvements budget account previously approved included \$33,000 for the softball field backstop and fence at Eddows field. With the Board choosing to fund that project through the Municipal Aid revenues from the State of New Hampshire, he recommended the Board adjust the Recreation Improvement account.

Mr. Leclair motioned to reduce the previously approved Recreation Improvements account by \$33,000 leaving a revised budget of \$4,700 in the FY2020 budget. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Addition to Police Department

Mr. Eaton reported the sheetrock is being taped and sanded tomorrow, the three doors are being installed, painting is being done and the kitchen floor is in. Monday the cabinets will be in. The electric and LEDs and smoke and heat sensor for the extra wiring are scheduled for December 2nd and the plumber on December 9th. The ceiling contractor will be in this weekend to frame the ceiling for the contractors to put the lights and diffusers in.

Mr. Leclair asked how the budget looks to finish the project and Mr. Eaton noted it is on track.

Report/Comments of Ex-Officio Board Representatives

Mr. Leclair noted Planning Board in addition to releasing/reducing the two bonds worked on revisions to the first draft of 55 and over housing which is not referred to as elderly anymore.

Mr. Leclair noted this week the Budget Committee cut \$500 from a Fire Department line item that wasn't being used.

Other Business

Next Meetings/Events

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

Monday, December 2, 2019 – Board of Selectman's Meeting – 7:00 PM

Mr. Leclair asked which budgets were left and Mr. Herman noted the Fire Department per diem wages, lawn mowing that is out to bids, warrant articles and Capital Improvements.

Minutes

- November 4, 2019 Public Meeting

Mr. Bedard motioned to approve the minutes of the November 4, 2019 Public Meeting. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Non-Public Session pursuant to 91-A: 3, II (c)

Mr. Eaton motioned to go into non-public session pursuant to RSA 91-A: 3 II (c) to discuss an item that could affect the reputation of someone other than a Board member. Mr. Leclair seconded the motion. A roll call vote was taken: Mr. Eaton – Yes, Mr. Leclair – Yes, Mr. Bedard – Yes. The motion was approved.

The meeting room was closed to the public at 9:13 PM.

The meeting room was reopened to the public at 9:44 PM.

Mr. Bedard moved to come out of Non-Public Session at 9:44 PM. Seconded by Mr. Leclair. A vote was taken, all were in favor, the motion carried unanimously.

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

Adjourn

Mr. Eaton motioned to adjourn the meeting at 9:44 PM. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary