

**Town of Auburn
Board of Selectmen
December 2, 2019
Town Hall**

7:00 p.m.

() Call to Order – Pledge of Allegiance

Approval of Accounts Payable Manifest for the Week of December 2, 2019
Approval of Consent Agenda – Week of December 2, 2019

() Public Hearing

Consideration of accepting and expending unanticipated revenue -- \$43,330.77 in Municipal Aid from the State of New Hampshire

() Appointments with the Board

Mark Ampuja – Conservation Commission Alternate Member

() New Business

Road Acceptance – Copley Court / Illsely Hill Subdivision
Road Acceptance – Nathaniel Way / Tilton Place Subdivision
Surety Release – Mountain Road Extension
Offer for Storage Trailer
Lawn Mowing Proposals

() Old Business

Adoption of Policy for Use of Training Room at Auburn Safety Complex
Addition to Police Department

() Report / Comments of Ex-officio Board Representatives

() Other Business

() Next Meetings / Events

Monday, December 16, 2019 – Board of Selectmen's Meeting – 7:00 PM
Monday, January 6, 2020 – Board of Selectmen's Meeting – 7:00 PM

() Minutes

- November 25, 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."

PUBLIC NOTICE

PUBLIC HEARING

Pursuant to RSA 31:95-b and Article 21 of the 1999 Town Meeting, the Auburn Board of Selectmen will hold a public hearing on Monday, December 2, 2019 beginning at 7:00 P.M. at the Auburn Town Hall for the purpose of receiving public comment concerning the acceptance and expenditure of unanticipated revenues in the amount of \$43,330.77 in Municipal Aid from the State of New Hampshire.

These funds are to be allocated for expenses associated with the following projects or purchases:

- Addition to Auburn Police Department - \$19,801.81
- Replacement of softball field backstop and fence at Eddows Recreational Fields - \$19,319.00
- Replacement of Highway Garage Door Panels - \$2,500.00
- Purchase of Snowblower for Town properties - \$1,709.96

Board of Selectmen
Town of Auburn
November 19, 2019

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 27, 2019

Re: Acceptance and Expenditure of Funds from State of New Hampshire

The Board has discussed over several recent meetings the various projects it was interested in accomplishing with the unanticipated revenue received from the State of New Hampshire through a Municipal Aid distribution.

The Town of Auburn received a total of \$43,330.77 in Municipal Aid in October 2019.

In order to fully comply with the statutory requirements, the Board is required to hold a public hearing to give notice of it intend to accept and expend these funds. The hearing has been included as part of your December 2nd meeting.

Following the hearing and assuming the Board's intentions remain unchanged, it would be appropriate to make the following motion for the record:

Move to accept the unanticipated revenue totaling \$43,330.77 in Municipal Aid from the State of New Hampshire and to approve the expenditure of these funds as follows:

- *Addition to the Auburn Police Department - \$19,981.81*
- *Replacement of softball field backstop and fence at Eddows Recreational Fields - \$19,319.00*
- *Replacement of Highway Garage Door Panels - \$2,500.00*
- *Purchase of Snowblower for Town properties - \$1,529.96*

Thank you for your consideration.

APPLICATION FOR BOARDS/COMMITTEES

NAME: MARK AMPUTA DATE: 11-20-19

ADDRESS: 79 WINCHESTER WAY AUBURN NH 03032

TELEPHONE: 603-370-0854

BOARD/COMMITTEE APPLYING FOR: CONSERVATION COMMITTEE

ARE YOU AVAILABLE TO ATTEND EVENING MEETINGS? YES

Please list any experience, skills and/or qualifications which you feel would

especially suit you for this position: NO FORMAL TRAINING BUT WORKED

W/ CONSERVATION COMMITTEE FOR VILLAGE OF LAKE FOREST

FOR 10+ YEARS. FORMAL TRAINING FOR NEWS & MEDIA
FOR MEETINGS

EDUCATION

| | Name of School | Course of Study | Years Completed | Degree |
|------------|-------------------|-------------------------------|-----------------|--------|
| Elementary | HANLOCK ELEM. | GENERAL | 8 | YES |
| Highschool | BROCKTON H.S. | GENERAL | 4 | YES |
| College | BRIDGEWATER STATE | SOCIOLOGY/ LAW ENFORCEMENT | 4 | BA |

Other (Specify) _____

CURRENT EMPLOYER

① CITY OF HANCHESTER - POLICE 23 YEARS
Name of Company: ② PERSPECTA Length of Employment: 1 YEAR

① POLICE OFFICER
Describe your position: ② GOVERNMENT BACKGROUND INVESTIGATOR

Additional comments: _____

Signature: Mark Amputa

APPOINTMENT OATH OF OFFICE

To Mark J. Ampuja of Auburn in the County of Rockingham

WHEREAS, there is a vacancy on the Conservation Commission in said town and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you the said, **Mark J. Ampuja, an alternate member of the Conservation Commission** of the Town of Auburn and upon your taking the oath of office, and having this appointment and the certificate of said oath of office recorded by the Town Clerk, you shall have the powers, perform the duties, and be subject to the liabilities of such office. Term to expire March 2021, or upon the selection of your successor.

Given under our hands this 2nd day of December 2019

Selectmen of the Town of Auburn

"I, Mark J. Ampuja, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as an alternate member of the Conservation Commission for the Town of Auburn to the best of my abilities, agreeably to the rules and regulations of the Constitution and Laws of the State of New Hampshire; So help me God."

Signature

Address

Phone

E-Mail

Personally appeared the above named, Mark J. Ampuja, took and subscribed the foregoing oath.

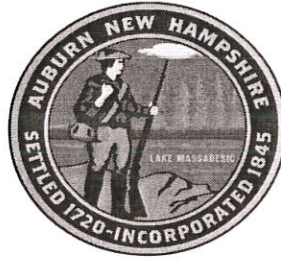
State of New Hampshire, Rockingham County

On the ____ day of _____ of 2019
Selectman, Moderator,
Town Clerk or Deputy Town Clerk

Received and Recorded
Kathleen A. Sylvia, Town Clerk

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 27, 2019

Re: Road Acceptance and Surety Release

The Planning Board has recently taken action to recommend the Board of Selectmen conditionally accept two different subdivision roads as Town roads – Copley Court and Nathaniel Way. In addition, they are recommending the release of the remaining surety being held for Mountain Road Extension.

Under state statute (RSA 674-40-a), the Board of Selectmen is required to hold a public hearing concerning the acceptance of potential new Town roads, so no action can be taken at the Board's meeting on December 2nd on these two roads. We have posted the attached public notice for the required hearing at the Board's next meeting on December 16th.

As you will see from the attached information from the Planning Board, both roads are recommended for acceptance conditioned on the successful review and completion of Stantec's punch list, which consists of the provision of the As-Built Plans, the Deed to the Roads and the Easement Deeds from the developer.

With respect to Mountain Road Extension, the Planning Board is recommending the Board release the remaining surety currently being held by the Town in the amount of \$1,000. A copy of their meeting minutes and recommendation are attached.

Assuming the Board is in agreement with the Planning Board's recommendation, it would be appropriate to make the following motion for the record:

Move to accept the recommendation of the Planning Board and release the remaining surety being held by the Town of Auburn in the amount of \$1,000.00 for Mountain Road Extension.

Thank you for your consideration.

Attachments

PUBLIC NOTICE

PUBLIC HEARING AUBURN, NEW HAMPSHIRE

The Auburn Board of Selectmen will hold a public hearing on Monday, December 16, 2019 beginning at 7:00 P.M. at the Auburn Town Hall for the purpose of receiving public comment concerning acceptance of Copley Court and Nathaniel Way as Class V roads pursuant to the provisions of NH RSA 674:40-a and the Town of Auburn "Policy for the Acceptance of Town Roads".

BOARD OF SELECTMEN
AUBURN, NH
November 27, 2019



TOWN OF AUBURN

November 26, 2019

Board of Selectmen
Town of Auburn
PO Box 309
Auburn, New Hampshire 03032

Re: Road Acceptance – Copley Court/Illsley Hill Subdivision
Nathaniel Way/Tilton Place Subdivision
Keith Martel

Dear Board of Selectmen:

The Auburn Planning Board met on November 20, 2019 to discuss a request that the town accept Copley Court and Nathaniel Way as town roads.

During discussions, the Planning Board agreed and made a motion to accept both Copley Court and Nathaniel Way conditioned upon successful review and completion of Stantec's punch list.

In speaking with Dan Tatem of Stantec Consulting Services, Inc., Mr. Tatem indicated that, the Planning Board at their last meeting on November 6th agreed not to write the final review letter until Mr. Martel was 100% complete. The punch list consists of the As-Built Plans, the Deed to the Road and the Easement Deed.

I have attached a copy of the Planning Board minutes for Wednesday, November 20th for the Board's review. Also attached is the form for acceptance of road which has not yet been signed by the Planning Board Chairman and is now ready for signature by the Road Agent as well as the Board of Selectmen once the Board approves the request.

Please feel free to contact me with any questions.

Sincerely,

Denise Royce, Administrator
Auburn Planning Board

Enc.

Denise Royce

From: Tatem, Dan <dan.tatem@stantec.com>
Sent: Tuesday, November 26, 2019 5:07 PM
To: Denise Royce
Cc: Ron Poltak
Subject: RE: Copley Court and Nathaniel Way

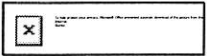
We are waiting for the as-builts and the deeds, and easements. We agreed at the last meeting not to write the letter until he's 100% done.

Dan Tatem

Associate

Direct: 603 206-7539
Mobile: 603 218-9739
Fax: 603 669-7636
dan.tatem@stantec.com

Stantec
5 Dartmouth Drive Suite 200
Auburn NH 03032-3984



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From: Denise Royce <planning@townofauburnnh.com>
Sent: Tuesday, November 26, 2019 3:43 PM
To: Tatem, Dan <dan.tatem@stantec.com>
Subject: Copley Court and Nathaniel Way
Importance: High

Good Afternoon,

Whenever you get a chance I will need the letters from Stantec recommending the Planning Board and Selectmen accept the roads for Copley Court and Nathaniel Way.

Also, I believe Ron Poltak is trying to get a hold of you regarding the 55 and older regulations.

Thank you,

Denise Royce

Land Use Administrator
Town of Auburn
47 Chester Road
Auburn, NH 03032
603-483-5052 ext. 4

UNAPPROVED MINUTES
Town of Auburn
Planning Board
PUBLIC HEARING
November 20, 2019

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

Absent: None.

Mr. Poltak called the meeting to order at 7:01pm. Mr. Poltak asked the Board members to introduce themselves to everyone present. Mr. Poltak informed everyone present tonight that, they had a healthy agenda of which they would get right into. At this time, Mr. Poltak moved on to approval of the October 16th meeting minutes.

MINUTES

Mr. Grillo moved to approve the minutes for November 6th, 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

Road Acceptances

• Copley Court

Mr. Poltak began with the acceptance of Copley Court as the road has been completed. November 15th is usually the deadline for approval of roads for plowing in case of snow of which we are getting close. Mr. Poltak talked about the Stantec punch list and wanted to be sure that everything has been done and therefore asked the Board for a motion to accept the two (2) roads with one being Copley Court and the other being Nathaniel Way with the condition that the punch list be completed prior to this Board sending a letter to the Board of Selectmen for acceptance.

Mr. Grillo made a motion to accept Copley Court conditioned upon successful review and completion of Stantec's punch list. Mr. Rolfe seconded the motion. All were in favor, the motion passed unanimously.

- **Nathaniel Way**

Mr. Grillo made a motion to accept Nathaniel Way conditioned upon successful review and completion of Stantec's punch list. Mr. Rolfe seconded the motion. All were in favor, the motion passed unanimously.

Real Ashby

88 Priscilla Lane, Tax Map 1, Lots 16-1 & 16-2

Discuss Utility Upgrade

Mr. Poltak turned the meeting over to Real Ashby for discussion. Mr. Ashby began by saying that, what he's looking to do is, sell the two (2) units that he owns at 88 Priscilla Lane. Mr. Ashby explained that, the proposed purchaser would like to upgrade the electrical service and to run the utilities underground would be very expensive so what they would like to do is, install two above-ground poles to come off of Londonderry Turnpike and to connect on the outside of the end unit. Mr. Ashby showed the location on a proposed plan to the Board members. The Board members reviewed the plan with Mr. Ashby. Mr. Ashby stated that, the proposed occupant is a printing company who makes playing cards and that the current electrical service does not have enough power as it is. With that said, Mr. Ashby asked the Board that, if it's zoned to have underground utilities, could he run the power above ground because to run it underground gets really costly. Mr. Poltak asked how the power was run currently? Mr. Ashby stated that it was run underground. A brief discussion ensued with regard to running above ground power. Mr. Poltak commented that, this was not something that the Board looks favorably upon. Mr. Poltak asked what the cost difference was. Mr. Ashby stated that, he did not go there because when he was talking to the Co-op that they informed him that he did not want to go there because it was very expensive to go underground and that going above ground would be the cheaper way.

At this time, Mr. Michael Reed who was the realtor for Mr. Ashby explained that, to go underground would be well in excess of \$25,000 which is really the tipping point for the buyer who happens to be present tonight. In terms of the deal itself, if it goes even a penny beyond \$20,000, it's probably not going to happen and they will probably have to surrender and walk away. Mr. Reed talked about bring the power in with the two (2) overhead poles would be the only way where the economic end of the deal will work for both parties. Mr. Porter asked what the cost would be. Mr. Reed stated that, they know it's going to be \$14,000 with the proposed entrance that the Board has in front of them and then another \$5,000 to \$6,000 to bring it into the building. Mr. Reed further explained that, to bring the power underground as shown on the plan before the Board would be well in excess of \$25,000 would basically not occur between both parties. If this is not likely to occur with above ground power then the buyer would likely walk away from the deal and they would go on to market the two (2) units.



TOWN OF AUBURN

AUBURN PLANNING BOARD NOTICE OF PLANNING BOARD DECISION

DATE: November 26, 2019

On November 20, 2019 the Auburn Planning Board voted to APPROVE the following proposal.

APPLICANT: Keith Martel
Tilton Place Subdivision

PROPERTY LOCATION: Nathaniel Way
Auburn, New Hampshire

TAX MAP AND LOT NUMBER: Map 5, Lot 104

PROPOSAL: Road Acceptance

Signed,

Denise Royce
Planning Board Administrator
483-5052, Line 4

Cc: Board of Selectmen
Auburn Building Inspector
Applicant



**Town of Auburn, New Hampshire
Acceptance of Road**

Road Name: NATHANIEL WAY

Name of Development: TILTON PLACE

Name of Developer: KEITH MARTEL

Tax Map: 5 Lot Number: 104 Zoning District: R2

Owner of Record: SUMMIT VIEW DEVELOPMENT, LLC

Date Recorded: 11/1/07 Recorded Plan #: D-35093

Date Deed Recorded: _____ Book _____ Page _____

Date of Stantec Approval: _____

(attach a copy of Stantec's Punchlist for final approval)

Date of Planning Board Approval: 11/20/19

Date of Road Agent Approval: _____

Date of Board of Selectmen Approval: _____

Date Completed: _____

Planning Board Chairman

Road Agent

Board of Selectmen

(1) Review Process:

(a) Once the road is complete and Stantec has submitted a letter of completion to the Planning Board and the Road Agent approves the acceptance of the road it would then go before the Planning Board for approval. Once the Planning Board has approved and accepted the road it would then go before the Board of Selectmen for final approval.

(b). Stantec's Punchlist must be completed prior to final acceptance of road and Board of Selectmen approval.

(c). Once the road has obtained all the approvals, this form would be signed by all departments and then submitted to the Town Clerk to be added to the list of accepted roads by the town.

(d). No road will be accepted by the Road Agent after November 1st. All road applications should be submitted to the Road Agent by October 15th in order to allow enough time for review by Stantec and to obtain all necessary approvals.



TOWN OF AUBURN

AUBURN PLANNING BOARD NOTICE OF PLANNING BOARD DECISION

DATE: November 26, 2019

On November 20, 2019 the Auburn Planning Board voted to APPROVE the following proposal.

APPLICANT: Keith Martel
Illsley Hill Subdivision

PROPERTY LOCATION: Copley Court
Auburn, New Hampshire

TAX MAP AND LOT NUMBER: Map 8, Lot 29

PROPOSAL: Road Acceptance

Signed,

Denise Royce
Planning Board Administrator
483-5052, Line 4

Cc: Board of Selectmen
Auburn Building Inspector
Applicant



Town of Auburn, New Hampshire
Acceptance of Road

Road Name: COPLEY COURT
Name of Development: JILLSLEY HILL SUBDIVISION
Name of Developer: KEITH MARTEL
Tax Map: 8 Lot Number: 29 Zoning District: _____
Owner of Record: CHESTER HILL, LLC
Date Recorded: 1/13/13 Recorded Plan #: D-37587
Date Deed Recorded: _____ Book _____ Page _____
Date of Stantec Approval: _____
(attach a copy of Stantec's Punchlist for final approval)
Date of Planning Board Approval: 11-20-19
Date of Road Agent Approval: _____
Date of Board of Selectmen Approval: _____
Date Completed: _____

Planning Board Chairman

Road Agent

Board of Selectmen

(1) Review Process:

(a) Once the road is complete and Stantec has submitted a letter of completion to the Planning Board and the Road Agent approves the acceptance of the road it would then go before the Planning Board for approval. Once the Planning Board has approved and accepted the road it would then go before the Board of Selectmen for final approval.

(b). Stantec's Punchlist must be completed prior to final acceptance of road and Board of Selectmen approval.

(c). Once the road has obtained all the approvals, this form would be signed by all departments and then submitted to the Town Clerk to be added to the list of accepted roads by the town.

(d). No road will be accepted by the Road Agent after November 1st. All road applications should be submitted to the Road Agent by October 15th in order to allow enough time for review by Stantec and to obtain all necessary approvals.

PLANNING BOARD
TOWN OF AUBURN

November 26, 2019

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

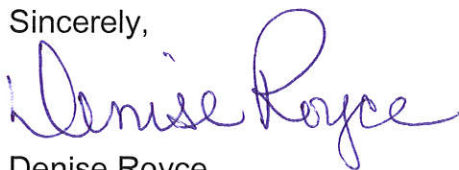
**Re: Mountain Road Extension Subdivision
Warranty Surety Release Recommendation**

Dear Mr. Eaton:

On November 20, 2019, the Planning Board voted to recommend The Board of Selectmen approve the release of the remaining surety currently being held by the Town of Auburn in the amount of \$1,000.00 for Mountain Road Extension. A copy of the meeting minutes is attached hereto. Mr. Tatem of Stantec has sent a recommendation e-mail dated November 1, 2019 of which is attached as well for your reference. The e-mail indicates that the project has been closed for several years now and therefore is recommending that the Board release the remaining surety to the Developer.

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

Sincerely,



Denise Royce
Land Use Administrator

cc: Auburn Planning Board

**Maverick Homes/Steve Febonio
Haven Drive Subdivision
Request five (5) more Building Permits**

Mr. Poltak moved on to inform the Board of a request from Maverick Development for a request for five (5) more Building Permits and then he believed that development would be complete. Mr. Poltak explained to the Board members that, according to our growth ordinance that they had 65 permits and that only 20 permits have been issued so he would recommend a motion for the request for five (5) more Building Permits for Maverick Development Haven Drive.

Mr. Grillo made a motion to grant five (5) additional Building Permits for Maverick Development, Haven Drive Subdivision. Mr. Leclair seconded the motion. All were in favor, the motion passed unanimously.

**Dane Development
Mountain Road, Tax Map 9, Lot 4
Release of Remaining Surety**

Mr. Poltak moved on to a surety release for Mountain Road in the amount of \$1,000 which was being held for an area that needed to be stabilized with vegetation. Mr. Tatem of Stantec has recommended that the Planning Board approve the release of the remaining surety to the developer.

Mr. Grillo made a motion to approve the release of the remaining surety in the amount of \$1,000 to Dane Development, Mountain Road, Tax Map 9, Lot 4. Mr. Rolfe seconded the motion. All were in favor, the motion passed unanimously.

PUBLIC HEARING

**Randall Sanderson
On Behalf of Dennis Demers &
Mary Alana Demers
376 Rattlesnake Hill Road, Tax Map 4, Lots 15, 16, 18 & 18-1
Zoned Residential Two
Lot Line Adjustment & Lot Consolidation**

Mr. Poltak began with the Public Hearing for Randall Sanderson on behalf of Dennis Demers and Mary Alana Demers. Mr. Poltak explained the procedure for tonight's Public Hearing to everyone present tonight.

Mr. Doug McGuire of the Dubay Group presented on behalf of the applicant. Mr. McGuire began by saying that, basically what they have is a series of parcels all owned by the same owner. The parcels all amount to 84.17 acres and there are four (4) different parcels. What they are before the Board tonight is for a Lot Line Adjustment between

Denise Royce

From: Tatem, Dan <dan.tatem@stantec.com>
Sent: Friday, November 1, 2019 8:23 PM
To: Ron Poltak; Carrie Rouleau-Cote; Denise Royce; 'Rick Eaton (Town)'
Cc: bachjandk@comcast.net
Subject: Mountain Road Extension Surety Release
Attachments: Let_Poltak Mountain Road Extension Warranty Surety Reduction Recommendation #1 11.18.pdf

Ron – Last year, the maintenance surety for the Mountain Road Extension project was released except for \$1,000 for an area that needed to be stabilized with vegetation (see attached letter). We visited the site on Tuesday and the stabilization of this area has been completed. Because the project file has been closed for several years now, please accept this email as our formal recommendation to release the remaining surety to the Developer.

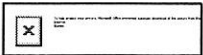
Thank you.

Dan Tatem

Associate

Direct: 603 206-7539
Mobile: 603 218-9739
Fax: 603 669-7636
dan.tatem@stantec.com

Stantec
5 Dartmouth Drive Suite 200
Auburn NH 03032-3984



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November 9, 2018
File: 195113027

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
Mountain Road Extension Subdivision
Tax Map 9 Lot 4
Warranty Surety Reduction Recommendation**

At the request of the Town, we visited the subject site on November 1, 2018 to walk the project to view the roadway and its associated infrastructure to recommend a reduction or release of the 2-year Warranty Surety. We understand that the Town is currently holding surety in the amount of \$6,618.48. We recommend that the current surety amount be decreased by \$5,618.48, reducing the total surety amount to **\$1,000.00**. This remaining surety is for the small unstabilized area within the detention basin, which was recently seeded and stabilized with erosion fabric. We will visit the site again in the spring of 2019 and if this area has been fully stabilized with vegetation, we will recommend the final release of the remaining surety.

Please call if you have any questions.

Sincerely,

STANTEC CONSULTING SERVICES INC.

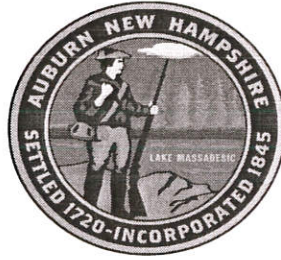
A handwritten signature in black ink, appearing to read "J. Daniel Tatem", written over the printed name.

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

c. John Bacheller, Developer
Mike Dross, Road Agent
Jim Headd, BOS Chairperson
R. LaBranche, Stantec

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 26, 2019

Re: Safety Complex Training Room Usage Policy

At the Board's November 25th meeting, a full discussion was held concerning potential amendments to the existing policy for the use of the training room at the Safety Complex.

The Board indicated its support for the amended policy with a couple of tweaks to language, which has been made and is presented for your final review.

I would note the adjustments made since the Board's November 25th meeting include:

- A better clarification of the room in first paragraph on Page 1.
- A better clarification of individual entities, scout troops and organizations in the fourth paragraph under "Scheduling" on Page 1. Also indicating the schedule for the following month can begin on the 15th of each month.
- The adjusted rental fee for four or more uses per entity per month under Rental Fees on Page 2, and
- The establishment of an effective date of January 1, 2020.

Assuming the Board is still in agreement with the overall amendments to the policy as previously discussed, it would be appropriate to make the following motion for the record:

Move to accept and adopt the amended "Policy for the Use of the Training Room at the Auburn Safety Complex" to be effective January 1, 2020.

Thank you for your consideration.

Attachment

POLICY FOR THE USE OF THE TRAINING ROOM AT THE AUBURN SAFETY COMPLEX

The Town of Auburn maintains a training room at the Auburn Safety Complex (55 Eaton Hill Road) which has been allowed to be used as a multi-purpose room for a variety of community and town meetings, gatherings and functions when not in use by the Town of Auburn.

The Town governmental uses of the Community Room shall take priority over all others.

In order to ensure the appropriate use of the facility, the Auburn Board of Selectmen has adopted the following policy to govern the scheduling and use of the facility.

Scheduling:

Scheduling for the Community Room shall be handled through the Selectmen's Office. In general terms, scheduling shall be accommodated on a first-come, first-serve basis. However, the emphasis for the use of the room shall be to first meet the needs of the Town of Auburn and its boards, committees, commissions and departments, including the programs offered through or sponsored by Parks and Recreation, the Griffin Free Public Library or the Auburn Village School. These Town governmental uses of the Community Room shall take priority over all others.

The Community Room shall be reserved for Town use on Mondays, Tuesdays and Thursdays. It shall be generally available for other public uses on Wednesdays, Fridays, Saturdays and Sundays.

A request form for use of the facility is available from the Selectmen's Office. Once a completed form is returned to the Selectmen's Office, the requested use is approved by the Fire Chief, Police Chief and Town Administrator.

The Town will schedule only one-month at a time for non-Town government requests. Individual entities, scout troops and organizations are limited to requests for three days per month. Requests for a given month will be accepted beginning the 15th of the prior month.

Understanding multi-entities could utilize the Community Room for different events during the course of a day, the scheduling of the use of the Community Room will provide a minimum one-half hour break in-between scheduled uses in order to allow for the clean-up of the room by one user and the potential set-up of the room by the next user.

Beyond what could be considered official Town of Auburn uses, the Community Room is available for use by local organizations in the community for meetings, local residents for family functions or events, hosting of "Town Meeting" style political meetings, and potentially for classes, workshops or other activities (i.e. – dance classes, art or painting classes, aerobics, etc.) where participants pay a fee to participate.

POLICY FOR THE USE OF THE TRAINING ROOM AT THE AUBURN SAFETY COMPLEX

A failure of any non-Town government entity or organization to schedule and reserve the Community Room which leads to a conflict with other scheduled events may lead to the offending entity or organization being denied future use of the Community Room.

Rental Fees:

Through this policy, the Town of Auburn is establishing rental fees standards for the use of the Community Room.

Auburn Non-Profit Organizations: \$5.00 per day for any day more than three (3) per month

Resident (Individual or Family) \$25.00

Resident Business Use: \$50.00

Non-Resident (Individual, Family or Business): \$150.00

The fees above are established per day/evening use of the Community Room, to be paid one week in advance of rental. (Non-resident rental can be done only under the direct authorization of the Board of Selectmen).

Insurance Certificate:

A certificate of insurance by the party using the Community Room shall be provided to the Town at the time the rental fee is paid. The certificate of insurance shall name the Town of Auburn as an additionally insured party.

Non-Profit Organizations:

The rental and use by any Auburn non-profit organization are free of any rental fee for the first three uses in any month provided the Community Room is left cleaned and orderly following the use of the room. Among the entities that would fall under this category are: *Massabesic Seniors, Auburn Volunteer Fireman's Association, Friends of the Griffin Free Public Library, Auburn Historical Association, Auburn Little League, Auburn Mom's Club, Auburn Dollars for Scholars and local Boy and Girl Scout troops.*

These organizations will be billed for any damages or cleaning costs that may be incurred by the Town as a result of their use of the facility.

Political Parties or Political Candidates recognized by the NH Secretary of State allowed one free rental of the Community Room in a calendar year.

The effective date of this amended operating policy shall be January 1, 2020.

POLICY FOR THE USE OF THE TRAINING ROOM AT THE
AUBURN SAFETY COMPLEX

Adopted by the Board of Selectmen the 2nd day of December, 2019

Richard W. Eaton

Keith N. Leclair

Todd R. Bedard
AUBURN BOARD OF SELECTMEN

Received and recorded this _____ day of _____, 2019

Kathleen A. Sylvia, Town Clerk