

**Town of Auburn  
Board of Selectmen  
December 9, 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 -- \$1,978,309.69  
Approval of Payroll Manifest for the Week of December 9, 2019  
Approval of Longevity Pay Manifest for the Week of December 9, 2019  
Approval of Consent Agenda – Week of December 9, 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**

**( ) 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 Safety Complex  
Auburn Groundwater Management Permit Renewal - NHDES  
Status of FY 2020 Budget and Town Meeting Warrant  
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 2<sup>nd</sup> 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.

## Town of Auburn

Town Hall  
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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 2<sup>nd</sup> on these two roads. We have posted the attached public notice for the required hearing at the Board's next meeting on December 16<sup>th</sup>.

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

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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 6<sup>th</sup> 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 20<sup>th</sup> 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

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**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

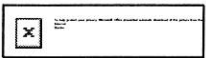
We are waiting for the as-builts and the deeds, and easements. We agreed at the last meeting not to write the letter until he's 100% done.

### 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 16<sup>th</sup> meeting minutes.

**MINUTES**

**Mr. Grillo moved to approve the minutes for November 6<sup>th</sup>, 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 15<sup>th</sup> 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  
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 1<sup>st</sup>. All road applications should be submitted to the Road Agent by October 15<sup>th</sup> in order to allow enough time for review by Stantec and to obtain all necessary approvals.





# TOWN OF AUBURN

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## 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 1<sup>st</sup>. All road applications should be submitted to the Road Agent by October 15<sup>th</sup> in order to allow enough time for review by Stantec and to obtain all necessary approvals.

November 26, 2019

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

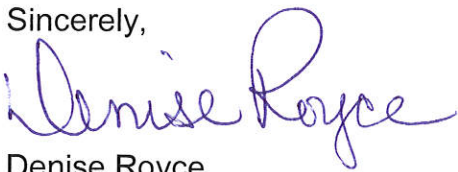
**Re: Mountain Road Extension Subdivision  
Warranty Surety Release Recommendation**

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

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**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 a horizontal line.

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

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

# TOWN OF AUBURN, NEW HAMPSHIRE

## BID CANVAS REPORT

PROJECT: **Lawn Care and Maintenance  
Proposals**

Date: December 4, 2019  
Time: 2:00 PM

<i><b>Vendor</b></i>	<i><b>Bid Submitted</b></i>
1) ASAP Landscape & Design, LLC Donald Westcott Bow	\$49,500 – 1 <sup>st</sup> Year \$48,500 – 2 <sup>nd</sup> Year \$47,500 – 3 <sup>rd</sup> Year
Town Properties	\$29,000.00
School District	\$ 3,500.00
Cemeteries	\$17,000.00
2) Kenyon Lawn and Property Maintenance, LLC John Kenyon Manchester	\$63,770.00
Town Properties	\$49,120.00
School District	\$ 0.00
Cemeteries	\$14,650.00
3) Plazascapes Matt Plaza Auburn	\$49,160.00
Town Properties	\$30,110.00
School District	\$ 7,050.00
Cemeteries	\$12,000.00
4) Parker Landscapes, LLC Donny Parker Bedford	\$42,500.00
Town Properties	\$
School District	\$
Cemeteries	\$



## 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 25<sup>th</sup> 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 25<sup>th</sup> 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 15<sup>th</sup> 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

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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 15<sup>th</sup> 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

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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

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Adopted by the Board of Selectmen the 9th 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

**Groundwater Management  
Permit Renewal Application**

Auburn Town Landfill  
Chester Turnpike  
Auburn, NH 03032  
NHDES Site #199002015



Prepared for:  
Town of Auburn  
47 Chester Road  
Auburn, NH 03032

Prepared by:  
Stantec Consulting Services Inc.  
5 Dartmouth Drive, Suite 200  
Auburn, NH 03032

December 3, 2019



## Sign-off Sheet

This document entitled Groundwater Management Permit Renewal Application was prepared by Stantec Consulting Services Inc. ("Stantec") for the account of the Town of Auburn (the "Client"). Any reliance on this document by any third party is strictly prohibited. The material in it reflects Stantec's professional judgment in light of the scope, schedule and other limitations stated in the document and in the contract between Stantec and the Client. The opinions in the document are based on conditions and information existing at the time the document was published and do not take into account any subsequent changes. In preparing the document, Stantec did not verify information supplied to it by others. Any use which a third party makes of this document is the responsibility of such third party. Such third party agrees that Stantec shall not be responsible for costs or damages of any kind, if any, suffered by it or any other third party as a result of decisions made or actions taken based on this document.

Prepared by David A. Allwine  
(signature)

**David A. Allwine, PG, Senior Associate**

Reviewed by Donald F. Moore  
(signature)

**Donald F. Moore, PG, Associate**

Reviewed by Leigh-Anne Sapienza  
(signature)

**Leigh-Anne Sapienza, Project Manager**

## GROUNDWATER MANAGEMENT PERMIT RENEWAL APPLICATION

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### APPENDICES

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# GROUNDWATER MANAGEMENT PERMIT RENEWAL APPLICATION

December 3, 2019

## 1. INTRODUCTION

Stantec Consulting Services Inc. (Stantec) is pleased to submit the attached Groundwater Management Permit (GMP) Renewal Application for the Auburn Town Landfill located on Chester Turnpike in Auburn, New Hampshire (the Site). The Site's location is shown on Figure 1. This document was prepared in accordance with the Site's existing GMP No. GWP-199002015-A-003, which expires on March 23, 2020. The following sections present the required GMP renewal application supporting information specified at Env-Or 607.10. A copy of the GMP Renewal Application Form is included in Appendix A.

## GROUNDWATER MANAGEMENT PERMIT RENEWAL APPLICATION

December 3, 2019

### 2. STATUS OF REMEDIAL MEASURES

From the 1940s until the 1970s, the Site was utilized as a municipal landfill for the Town of Auburn. An open burning dump area was also located at the Site until 1978, when an incinerator was constructed. From that time until 1998, the Site was utilized for recycling activities, ash disposal, burial of construction/demolition debris, and the burning of brush and slash. Since 1998, when the incinerator officially closed, the Site has operated as a transfer station under an agreement with Waste Management of New Hampshire.

In 1989, a *Hydrogeologic Study Report* was prepared by Hoyle, Tanner & Associates, Inc. (HTA) in response to a request from the New Hampshire Department of Environmental Services (NDHES). The investigation included determination of local bedrock and soil characteristics, groundwater flow and surface drainage patterns, and an evaluation of groundwater monitoring requirements. Results of a seismic refraction survey indicated that bedrock was present at a depth of approximately 20 feet to 50 feet below grade. Bedrock reportedly slopes down to the south and is overlain by glacial till and sand deposits. Seven observation wells were installed in test pits excavated throughout the Site. Gauging data collected from these wells and an existing dug well at the Site indicated that shallow groundwater flow was generally directed to the west-southwest towards Little Massabesic Lake. Based on this groundwater flow information, HTA proposed four permanent monitoring well locations at the Site.

In December 1999, HTA installed the four monitoring wells as a part of the closure and capping of the ash and construction/demolition debris disposal areas. Monitoring well MW-1 was installed upgradient of the ash stockpile. Monitoring well MW-2 was installed downgradient of the ash stockpile, but upgradient of the construction and demolition debris disposal area. Monitoring well MW-3 was installed downgradient from the construction and demolition debris disposal area, but upgradient of the former open burning dump that was closed in 1978. Monitoring well MW-4 was installed downgradient of the former open burning dump. All four of these monitoring wells were installed as overburden monitoring points.

Sampling of these four monitoring wells, in addition to two surface water sampling locations, was first conducted on March 19, 2000. Samples were submitted for laboratory analysis of pH, chloride, nitrate, specific conductivity, dissolved Resource Conservation and Recovery Act (RCRA) 8 metals, and volatile organic compounds (VOCs). Results indicated the presence of arsenic, barium, chromium, lead, and/or mercury at concentrations exceeding their respective Ambient Groundwater Quality Standard (AGQS) in the monitoring wells. No other parameters were detected at concentrations above their respective AGQS in the samples. A second round of sampling conducted on July 6, 2001 did not indicate the presence of any of the analyzed parameters at concentrations above AGQS.

On August 31, 2001, HTA submitted a *Solid Waste Facility Phase II Hydrogeologic Study and a Groundwater Management Permit Application* to the NHDES. The first GMP, #GWP-199002015-A-001, was issued on November 27, 2002 and required the sampling of the Site's four monitoring wells (MW-1 through MW-4) and two surface water locations (SW-1 and SW-2) in April, July and

## GROUNDWATER MANAGEMENT PERMIT RENEWAL APPLICATION

December 3, 2019

November of each year. Analytical parameters included specific conductance, pH, nitrate, sulfate, total Kjeldahl nitrogen (TKN), chloride, iron, and manganese in April, July and November of each year; VOCs in April of each year; and drinking water metals in April 2003, April 2005, and April 2007.

On January 7, 2009, Stantec submitted a *Groundwater Management Permit Renewal Application* to the NHDES. The renewal application recommended that groundwater monitoring be reduced to twice per year. On March 12, 2010, GMP #GWP-199002015-A-002 was issued for the Site. This permit required sampling of the Site's four monitoring wells and two surface water locations in April and November of each year with analysis of specific conductance, pH, nitrate, sulfate, TKN, chloride, iron, manganese, and arsenic (for monitoring wells MW-1 and MW-3 only). In addition, analysis of the NHDES Full List of VOCs (including 1,4-dioxane) and drinking water metals was required in April 2011 and April 2014.

On February 11, 2015, Stantec submitted a *Groundwater Management Permit Renewal Application* to the NHDES. The renewal application recommended that groundwater monitoring continue with the program being performed at that time. On March 24, 2015, GMP #GWP-199002015-A-003 was issued for the Site. This permit requires sampling of the Site's four monitoring wells and two surface water locations in April of each year with analysis of specific conductance, pH, nitrate, sulfate, TKN, chloride, iron, and manganese. In addition, analysis of the NHDES Full List of VOCs (including 1,4-dioxane) and drinking water metals was required in April 2019. Groundwater sampling in general accordance with the GMP has been conducted since its issuance.

In addition to the GMP's normal sampling requirements, Stantec completed additional sampling for per- and polyfluoroalkyl substances (PFAS) as requested by a letter from NHDES dated November 22, 2016. The first round of PFAS sampling was conducted by Stantec on April 6, 2017 at the four on-site monitoring wells (MW-1 through MW-4). Based on the results of the April 2017 PFAS sampling event, NHDES requested an additional round of PFAS sampling in June 2017, which was to include the two surface water locations (SW-1 and SW-2), an on-site water supply dug well, and two off-site water supply wells (518 and 612 Raymond Road). The June 2017 PFAS sampling was conducted in accordance with the NHDES request in a letter dated June 1, 2017. In a letter dated August 10, 2017 NHDES requested another round of PFAS sampling to be conducted in November 2017 at locations MW-1 through MW-4, SW-1, SW-2, the on-site dug well, and 518 and 612 Raymond Road. The additional PFAS sampling round was conducted by Stantec on December 8, 2017. Stantec conducted an additional round of PFAS sampling during the April 2018 GMP event on April 10, 2018 at MW-1 through MW-4, and the on-site dug well.

During the first round of PFAS sampling in April 2017, one or more PFAS compounds were detected above laboratory reporting limits in all four of the on-site monitoring wells. Perfluorooctanesulfonate (PFOS) exceeded its AGQS of 70 nanograms per liter (ng/L) in MW-3 at 78 ng/L. Total PFOS and perfluorooctanoic acid (PFOA) exceeded its AGQS of 70 ng/L in both MW-3 and MW-4 at concentrations of 134 ng/L and 87 ng/L, respectively.



## GROUNDWATER MANAGEMENT PERMIT RENEWAL APPLICATION

December 3, 2019

During the second round of PFAS sampling on June 1, 2017, one or more PFAS compounds were detected above laboratory reporting limits in SW-1, SW-2, and the on-site water supply dug well. There were no detections of PFAS above laboratory reporting limits in either of the off-site supply wells that were sampled. There were no exceedances of applicable AGQS in any of the analyzed samples.

During the PFAS sampling round that occurred on December 8, 2017, PFOA was detected above laboratory reporting limits, but below AGQS in the on-site water supply dug well and SW-1. There were no detections above laboratory reporting limits in either of the off-site supply well samples. There were no exceedances of applicable AGQS in any of the analyzed samples.

During the most recent round of PFAS sampling that was conducted on April 10, 2018, PFAS compounds were detected above laboratory reporting limits in MW-1 through MW-4 and the on-site water supply dug well. Total PFOA+PFOS exceeded its AGQS in MW-3 at a concentration of 87 ng/L. There were no other exceedances of applicable AGQS.

Effective October 1, 2019, the DES modified the AGQS for PFAS. No standards for surface water were established along with the new AGQS. Those compounds with revised AGQS include the following:

- PFOA: Revised AGQS = 12 ng/L;
- PFOS: Revised AGQS = 15 ng/L;
- PFHxS: New AGQS = 18 ng/L; and
- PFNA: New AGQS = 11 ng/L.

A comparison of the groundwater PFAS results to the revised/new standards shows that PFOS exceeded its new AGQS of 15 ng/L in MW-3 (April 2017 and April 2018) and in MW-4 (April 2017 and April 2018). PFOA exceeded its new AGQS of 12 ng/L in MW-2 (April 2017 and April 2018), MW-3 (April 2017 and April 2018), and in MW-4 (April 2017 and April 2018). No detected concentrations of PFHxS or PFNA exceeded their new AGQS during the 2017 - 2019 sampling period.

## GROUNDWATER MANAGEMENT PERMIT RENEWAL APPLICATION

December 3, 2019

### 3. CONCEPTUAL SITE MODEL

The Site, which is located at the northeast corner of the Chester Turnpike and Raymond Road intersection, is currently utilized as a transfer station for Town of Auburn municipal waste. The Site was formerly utilized for disposal of municipal waste, construction and demolition debris, and incinerator ash. The Site is situated in a rural area of northeastern Auburn. Residences are located to the south and east of the Site. The areas to the north and west of the Site are mostly undeveloped and wooded.

Based on their presence in groundwater at concentrations exceeding AGQS, arsenic, manganese, sulfate and PFAS are the primary contaminants of concern (COCs) for the Site. The presence of these COCs may be attributable to the historical disposal of materials containing these COCs in the Site's former waste disposal areas. The approximate limits of the waste disposal areas are depicted on Figure 2. Infiltrating rainwater could have mobilized arsenic, manganese, sulfate, and PFAS from the waste materials and allowed these contaminants to migrate into groundwater. Arsenic and manganese may also be from leaching of the metals from local geologic media due to redox conditions in the subsurface caused by anaerobic decomposition of the landfill waste.

Since arsenic and manganese are elemental contaminants, they cannot be degraded; they can only be dispersed or transformed. Dispersion would occur through migration of dissolved arsenic and manganese with the flow of groundwater. Transformation of arsenic and manganese between more or less mobile forms can be affected by redox potential. In addition, since these COCs are positively charged, they will be more likely to be bound to soils with higher cation exchange capacities (such as clays or organic materials).

Sulfate is a fully oxidized form of sulfur. Sulfate is stable under aerobic conditions but is reduced to bisulfide under anaerobic conditions. Sulfides generated from sulfate reduction can form low solubility metal-sulfide compounds that precipitate out of groundwater. Therefore, sulfate reduction may lower dissolved-phase metal concentrations.

PFAS are a group of man-made compounds present in thousands of manufactured products. Being soluble, they are amenable to leaching from landfill waste, and solution in and conveyance with, groundwater. Once in the environment they are very stable and resistant to degradation due to natural processes. For this reason, they can pose a risk to off-site water supply wells located at a distance from the site of the release (landfill).

Based on current and historical well gauging data, overburden groundwater flow is generally directed to the southwest. Depth to overburden groundwater is generally within 10 feet of ground surface, except in areas of landfilling where the surface grade has been raised. Overburden materials at the Site primarily consist of sand and gravel. Based on an historical seismic survey, depth to bedrock at the Site ranges from approximately 20 to 50 feet below

## **GROUNDWATER MANAGEMENT PERMIT RENEWAL APPLICATION**

December 3, 2019

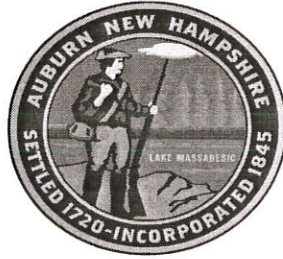
ground surface. The bedrock surface reportedly slopes down to the south. No bedrock monitoring wells have been installed at the Site.

Potential routes for human exposure to contaminated groundwater include direct contact and ingestion. Direct contact could occur through excavation activities that reach the groundwater table. Ingestion could occur through uptake of contaminated groundwater by water supply wells. Nearby residential properties to the south and east of the Site utilize private water supply wells. The closest known water supply well is located approximately 400 feet south of the Site on an adjoining property across the Raymond Road/Chester Turnpike intersection (Map 11, Lot 14).

Potential environmental receptors include an unnamed brook located immediately east and south of the former waste disposal areas and a perennial stream located northwest of the former waste disposal areas. Both of these surface water features flow in a generally westerly direction towards wetlands associated with Little Massabesic Lake, which is located approximately 3,700 feet west of the Site.

## 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:** December 5, 2019

**Re:** Outstanding FY 2020 Budget Accounts - Property Mowing / Maintenance Lines

The only outstanding budget lines for the Board's consideration for the FY 2020 operating budget are Municipal Property Mowing in the Government Buildings and Maintenance budget, and the potential need to reconsider Cemetery Mowing in the Cemeteries budget depending on the results of the solicitation in this area.

At this point, no funds have been approved by the Board for the Municipal Property Mowing account, while \$12,200 has been approved for the Cemetery Mowing with the understanding it may have to be revisited.

Based on the results of the proposals received, it appears the Board could fund the Municipal Property Mowing at the original proposed amount of \$34,900 (which includes \$32,500 for property mowing, \$2,000 for fertilization and \$400 for the Safety Complex irrigation system). This amount would enable the Board to work with three of the four proposals received for the mowing work.

For the Cemetery account, the \$12,200 already approved for the budget would cover the low bid and perhaps one other of the proposals received.

Ideally, the Board would be able to address a budget number for the Town mowing, which would enable the Budget Committee to complete its work efforts on the Town budget when it meets on Thursday, December 12<sup>th</sup>.

Thank you for your consideration.

Attachments

## 2020 PROPOSED GOVERNMENT BUILDINGS &amp; MAINTENANCE

## TOWN OF AUBURN

	1 Expended 2016	2 Expended 2017	3 Expended 2018	4 Budgeted 2019	5 Expended YTD 2019	6 Dept/Comm Request 2020	7 % Chg 19/20	8 BOS Approved 2020	9 Budget Comm Approved 2020
	As of December	As of December	As of December	As of December	As of December				
TH Furnance Clean/Repair \$1,000 Highway Furnance Clean/Repair \$700 TH Generator Maintenance \$250 Smoke Detectors Check/Replace \$250 Fire Extinguishers Check/Replace \$200 Lighting Repair/Replacement \$1,000 Miscellaneous \$1,500 Narrative for Column # 8 BOS approved 10/7/2019. Narrative for Column # 9 Budget Committee approved 10/17/2019.									
16 01-4194-5-550-2	25,991.00	25,807.00	27,980.00	30,000.00	35,101.12	34,900.00	16%	0.00	0.00
Narrative for Column # 6 Mowing Contract for 11 properties \$32,500 Fertilizer \$2,000 Irrigation System Maintenance/Safety Complex \$400									
17 01-4194-5-560-1	1,856.00	4,974.61	4,497.62	4,660.00	4,991.41	5,000.00	7%	3,740.00	3,740.00
Narrative for Column # 6 Trash P/U \$350 State Lift & Boiler Inspection \$400^ Storage Units \$240 x 12 = \$2,950^ Lift Inspection \$350 TH Fire Alarm System \$450 Miscellaneous \$500 Narrative for Column # 8 BOS approved 10/7/2019. Narrative for Column # 9 Budget Committee approved 10/17/2019.									
18 01-4194-6-660-1	273.59	325.83	153.21	300.00	35.10	1.00	-100%	1.00	1.00
Narrative for Column # 6 Move to Office Supplies. Narrative for Column # 8 BOS approved 10/7/2019. Narrative for Column # 9 Budget Committee approved 10/17/2019.									
19 01-4194-6-660-2	126.04	565.21	46.24	400.00	34.13	250.00	-38%	400.00	400.00
Narrative for Column # 8 BOS approved 10/7/2019. Narrative for Column # 9 Budget Committee approved 10/17/2019.									
20 10-4194-9-920-0	58,252.87	0.00	0.00	0.00	0.00				
Building Repairs									
Grand Total:	111,177.62	101,114.94	107,255.49	116,260.00	102,589.09	120,452.00	4%	82,442.00	82,442.00



2020 PROPOSED CEMETERY

TOWN OF AUBURN

1	2	3	4	5	6	7	8	9
Expend 2016	Expend 2017	Expend 2018	Budgeted 2019	Expend YTD 2019	Dept/Comm Request 2020	% Chg 19/20	BOS Approved 2020	Budget Comm Approved 2020
As of December	As of December	As of December	As of December	As of December				
<b>General Fund</b>								
<b>Cemeteries</b>								
1 01-4195-1-120-0 Cemetery Secretary/Administration	163.49	0.00	250.00	0.00	0.00	-100%		
2 01-4195-1-120-1 Cemetery Salary/Wage	2,880.00	1,185.61	600.00	0.00	0.00	-100%		
3 01-4195-3-380-0 Cemetery Mowing	11,855.00	12,505.00	12,000.00	12,306.25	12,200.00	2%	12,200.00	12,200.00
Narrative for Column # 8								
BOS APPROVED 9/23/19								
Narrative for Column # 9								
Budget Committee approved 11/14/2019.								
4 01-4195-3-380-1 Cemetery Fertilization	1,130.00	1,130.00	10,010.00	10,009.50	10,010.00		10,010.00	10,010.00
Narrative for Column # 8								
BOS APPROVED 9/23/19								
Narrative for Column # 9								
Budget Committee approved 11/14/2019.								
5 01-4195-3-388-0 Cemetery Property Maintenance	0.00	8,835.55	6,500.00	6,031.97	6,500.00		6,500.00	6,500.00
Narrative for Column # 8								
BOS APPROVED 9/23/19								
Narrative for Column # 9								
Budget Committee approved 11/14/2019.								
6 01-4195-3-390-0 Cemetery Mapping	6,132.50	1,022.50	1,200.00	0.00	1,200.00		1,200.00	1,200.00
Narrative for Column # 8								
BOS APPROVED 9/23/19								
Narrative for Column # 9								
Budget Committee approved 11/14/2019.								
7 01-4195-5-550-1 Robie Cemetery	0.00	0.00	2,000.00	1,150.00	2,000.00		2,000.00	2,000.00
Narrative for Column # 8								
BOS APPROVED 9/23/19								
Narrative for Column # 9								
Budget Committee approved 11/14/2019.								
8 01-4195-5-550-2 Longmeadow Cemetery	0.00	4,455.50	0.00	-1,200.00	0.00		0.00	0.00
9 01-4195-5-660-0 Cemetery Supplies	722.21	92.50	600.00	29.96	600.00		600.00	600.00
Narrative for Column # 8								
BOS APPROVED 9/23/19								
Narrative for Column # 9								
Budget Committee approved 11/14/2019.								
10 01-4195-5-690-0 Cemetery Miscellaneous	0.00	206.87	300.00	0.00	300.00		300.00	300.00
Narrative for Column # 8								
BOS APPROVED 9/23/19								
Narrative for Column # 9								
Budget Committee approved 11/14/2019.								
11 01-4195-5-720-0 Cemetery Mileage	0.00	0.00	300.00	0.00	500.00	67%	500.00	500.00
Narrative for Column # 8								

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

<b>Department</b>	<b>2019 Budget</b>	<b>2020 BOS Proposed</b>	<b>2020 Bud Com</b>	<b>Difference</b>
Executive	279,499	283,544	283,544	4,045
Election & Registration	89,647	114,956	114,956	25,309
Financial Administration	107,854	100,890	100,890	(6,964)
Legal Expense	36,000	30,000	30,000	(6,000)
Personnel Administration	406,379	464,499	464,499	58,120
Planning & Zoning	49,151	49,151	47,151	(2,000)
General Government Buildings	139,230	100,939	100,939	
Cemeteries	33,960	34,382	34,382	422
Insurance	112,024	117,595	117,595	5,571
Regional Associations	9,313	9,337	9,337	24
Other General Government	115,437	111,871	111,871	(3,566)
Police	1,283,215	1,287,489	1,294,289	11,074
Ambulance	84,735	86,858	86,858	2,123
Fire	476,189	548,385	506,445	
Building Inspection	72,518	73,404	73,404	886
Emergency Management	3	1,804	1,804	1,801
Other Public Safety (Details)	1,000	1,000	1,000	0
Highways & Streets	997,997	1,007,255	1,007,255	9,258
Street Lighting	18,000	14,000	14,000	(4,000)
Solid Waste	22,401	22,051	22,051	(350)
Health Officer	2,638	2,698	2,698	60
Animal Control	21,266	21,929	21,929	663
Health Agencies	5,875	5,875	5,875	0
Public Assistance	17,001	15,501	15,501	(2,000)
Intergovernmental Welfare	4,471	4,471	4,471	0
Parks & Recreation	125,867	117,487		
Library	183,324	201,099	201,099	17,775
Patriotic Purposes	6,500	11,500	11,500	5,000
Conservation Commission	2,571	2,139	2,139	(432)
Debt Service	3	3	3	0
<u>Capital Outlay</u>				
Fire Truck	120,910	120,910	120,910	0
Road Reconstruction	650,000	500,000		
Recreation Improvement	91,332	5,700		
Evaluation of Library & Property	0	28,850		
<b>TOTAL</b>	<b>\$5,566,310</b>	<b>\$5,497,572</b>	<b>\$4,808,395</b>	<b>\$116,819</b>
<b>Special Warrant Articles</b>				
Collective Bargaining Agreement	46,052	14,842	14,842	(31,210)
Building Rehabilitation CRF	60,000	70,000		
Property Improvement ETF	50,000	25,000		
Apparatus & Vehicles ETF	0	25,000		
Storage Garage Building	0	43,000		
<b>GRAND TOTAL</b>	<b>\$5,722,362</b>	<b>\$5,675,414</b>	<b>\$4,823,237</b>	<b>\$85,609</b>

As of November 25, 2019 Board of Selectmen's Meeting  
As of November 14, 2019 Budget Committee Meeting  
As of October 30, 2019 Joint Personnel Board Meeting

**TOWN WARRANT  
STATE OF NEW HAMPSHIRE**

To the inhabitants of the Town of Auburn, in the County of Rockingham in said State, qualified to vote in Town affairs:

You are hereby notified that the **First Session** of the annual Town Meeting will be held in the gymnasium of the Auburn Village School in Auburn, New Hampshire, on **Saturday, February 1, 2020**, immediately following the Auburn School District Deliberative Session that begins at 9:00 a.m., for the explanation, discussion and debate of each Warrant Article, and to transact all business other than voting by official ballot. Warrant articles may be amended at this session per RSA 40:13, IV, subject to the following limitations:

- (a) Warrant Articles whose wording is prescribed by law shall not be amended.
- (b) Warrant Articles that are amended shall be placed on the official ballot for final vote on the main motion as amended.
- (c) No warrant article shall be amended to eliminate the subject matter of the article. An amendment that changes the dollar amount of an appropriation in a warrant article shall not be deemed to violate this subparagraph.

You are hereby notified that the **Second Session** of the annual Town Meeting will be held in the gymnasium of the Auburn Village School in Auburn, New Hampshire, on **Tuesday, March 10, 2020**, beginning at **7:00 a.m.** and ending at **7:00 p.m.** to elect officers of the Town by official ballot, to vote on questions required by law to be inserted on said official ballot and to vote on all Warrant Articles as accepted or amended by the First Session.

**First:** To bring your ballots for:

- Selectman for three years
- Moderator for two years
- Town Clerk for three years
- Tax Collector for three years
- Treasurer for three years
- Supervisor of the Checklist for six years
- Library Trustee for three years
- Cemetery Trustee for three years
- Trustee of the Trust Funds for three years
- Police Commission for three years
- Planning Board for three years

**Second:** To see if the Town will vote to adopt the following amendments to the existing Town Zoning Ordinance as proposed and recommended by the Auburn Planning Board, in conformance with NH RSA 675:1, et seq., and include the following: (The full text of the proposed regulations is posted and available for inspection at the Town Hall and on the Town of Auburn web site – [www.auburnnh.us](http://www.auburnnh.us))

**Are you in favor of the adoption of Amendment No 1 as proposed by the Auburn Planning Board for the Town of Auburn Zoning Ordinance as follows:**

### 55 & Older Housing Regulations

[NOTE: A copy of the text of the proposed amendment is available for review at the Auburn Town Offices and is also posted with the text of the proposed amendments at the Auburn Town Offices and on the Town of Auburn web site – [www.auburnnh.us](http://www.auburnnh.us).]

**Third:** 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)**

**Fourth:** 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 by the Board of Selectmen)**

**(Recommended / Not Recommended by the Budget Committee)**

**Fifth:** To see if the Town will vote to raise and appropriate the sum of Twenty-five-thousand dollars (**\$25,000**) 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 by the Board of Selectmen)**

**(Recommended / Not Recommended by the Budget Committee)**

**Sixth:** 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 the sum of Twenty-five-thousand dollars (**\$25,000**) 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 by the Board of Selectmen)**

**(Recommended / Not Recommended by the Budget Committee)**

**Seventh:** 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 by the Board of Selectmen)**

**(Recommended / Not Recommended by the Budget Committee)**

**Eighth:** 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.”

**Ninth:** Solar Property Tax Exemption Petition Article

**Tenth:** William Thomas Petition Article

**Eleventh:** To see if the Town will vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$\_\_\_\_\_? Should this article be defeated, the default budget shall be \$\_\_\_\_\_, which is the same as last year with certain adjustments required by previous action of the Town of Auburn or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. NOTE: This operating budget warrant article does not include appropriations contained in any other warrant article. **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

**Twelfth:** To transact any other business that may legally come before the Town Meeting.

Given under our hands and seals this \_\_\_\_\_ day of January 2020.

\_\_\_\_\_  
Richard W. Eaton, Chairman

\_\_\_\_\_  
Keith N. Leclair, Selectman

\_\_\_\_\_  
Todd R. Bedard, Selectman  
Auburn Board of Selectmen



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

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

**Others Present** Shawn Stepp, David Rogers, Russell Sullivan, Susan Goodhue, Paula Marzloff, Marion Miller, Christine McLaughlin, Michael Rolfe, Michael DiPietro, Fire Chief Michael Williams, Police Chief Ray Pelton, Finance Assistant Patricia Rousseau, Parks & Recreation Coordinator Amy Lachance, Town Administrator William Herman and Nancy Hoijer, Recording Secretary

**Call to Order – Pledge of Allegiance**

Mr. Eaton called the meeting to order at 7:00 PM and led the Pledge of Allegiance.

**Approval of Payroll Manifest for the Week of November 25, 2019 - \$56,871.50**

***Mr. Leclair motioned to approve the Payroll Manifest for the week of November 25, 2019 in the amount of \$56,871.50. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

**Approval of Consent Agenda for the Week of November 25, 2019**

Mr. Eaton read out loud and offered for inspection a copy of the Consent Agenda for the Week of November 25, 2019 some of which included: Correspondence from Executive Council Theodore Gatsas, an Affirmation Letter/Grant Application to Walmart Foundation, NHDES Application for Renewal of Groundwater Management Permit for the old landfill, one (1) Void Check Manifest in the amount of \$11.09, one (1) Tax Collector's Warrant/Land Use Change Tax and one (1) pistol/revolver license.

***Mr. Leclair motioned to approve the Consent Agenda for the Week of November 25, 2019. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

**Appointments with the Board**

**David Rogers – Marion Heald Scholarship Fund**

Mr. Herman provided the Board with a Memorandum dated November 18, 2019 concerning the proposal of David Rogers to discuss the future of the Marion Heald Scholarship Fund and the potential of the Town of Auburn accepting the fund through the Trustee of Trust Funds. Mr. Herman noted the approximate balance of the fund is \$22,000 with \$1,000 awarded annually to recipients. Mr. Herman has followed up with Terry Knowles at the NH Attorney General's Office Charitable Trusts Unit to understand what the Town needs to do and provided a copy of RSA 31:19-a. Mr. Herman provided wording for the proposed Warrant Article the Town would be required to place before the voters to authorize acceptance of the funds for the purposes of a trust fund. The purpose of Mr. Roger's visit with the Selectman was for the Selectmen to determine if they would be willing to place the proposed warrant article on the warrant or whether Mr. Rogers would need to submit the article by petition.

Mr. Herman outlined the steps the Foundation would need to take which include defining in writing the intent, purpose and authorization information; a representative of the Foundation should attend the February 1st Deliberative Session to answer voters questions; the Foundation should provide the information by February 5th for inclusion in the Voter Guide; and not transfer any funds until after the March 10th, 2020 Town Meeting.

Mr. Eaton noted Marion Heald, born Seavey, was an important Auburn resident and the family was in Town for years. Marion was a school nurse and taught a kindergarten class with Eileen Harris across the street. Mr. Eaton indicated he would like to see the scholarship fund stay in Auburn and benefit Auburn students.

Mr. Rogers indicated he was investigating other options such as having Dollars for Scholars take over the fund. Mr. Herman indicated if Mr. Rogers wanted to pursue having the Trustees manage the fund, then the Board would need to know by January 10<sup>th</sup>.

### **Patricia Rousseau – Community Room Usage Policy**

Mrs. Rousseau provided the Board with a copy of the Policy Concerning Use of the Community Room at the Auburn Safety Complex with proposed edits to the Scheduling section, Rental Fees, and Non-Profit Organizations.

Mrs. Rousseau appeared before the Selectman before to discuss how busy the Community Center has become. The Community Center is used by Town departments and other organizations who reserve time. Mrs. Rousseau would like to see everyone have a fair chance rather than one organization monopolizing the room. She suggested various solutions including limiting use of the room to three days per month per organization or troop, and charging five dollars per day after that to help offset maintenance and repairs. Mrs. Rousseau also noted some users are not cleaning up after using it, before the next group comes in. She would have to monitor that twice a day or more, and is unable to. Mrs. Rousseau would continue to give preference to the town departments and boards, specifically Police & Fire Departments and Parks & Recreation as originally intended. She reported one evening when the Center was triple booked and a fourth group showed up unscheduled due to not being aware of their scheduled times. Additional concerns are the Safety Complex is where the police station conducts its regular business and users of the center supervising children's activities often need to be reminded while it is a public place, it is not the best place for kids to hang out when people are being released, waiting for a ride or registering.

Chief Pelton noted the Center is also often used for staging in an emergency with other safety personnel who may come in and recommended a disclaimer so users understand in the event of an emergency they may get bumped.

Chief Pelton, Fire Chief Williams and Parks & Recreation Coordinator Amy Lachance agreed with the issues described by Mrs. Rousseau, and felt this was a workable proposal.

The Selectmen were in agreement with the changes Mrs. Rousseau proposed and Mr. Herman will bring in a clean copy of the policy for the Board's final review and approval at their next meeting.

### **Shawn Stapp – Solar Energy Systems Property Tax Exemption**

Mr. Herman provided the Board with a Memorandum dated November 20, 2019 concerning the Solar Energy Systems Property Tax Exemption proposed by some residents advancing a petition warrant article per RSA 72:61-64 for consideration by the legislative body. According to NH Office of Strategic Initiatives there are 135 municipalities offering some form of solar exemption. Mr. Herman noted the value of the exemption would need to be defined as a specific dollar amount or a percentage of assessed value of the solar energy systems. A sliding depreciation scale or some other formula would not be allowed 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. The Building Inspector had an additional eight permits for additional installations since April 1<sup>st</sup> which could add \$171,818 to the Town's assessed valuation in 2020, bringing the total to \$1,116,818. As a result of adoption of a solar energy systems property tax exemption some or all of this assessed value would be removed from the Town's current tax base resulting in a tax rate increase of up to approximately 1.5 cents per thousand.

Mr. Stapp indicated his purpose is to encourage more renewable energy and wanted feedback from the Board of Selectmen to see if they would support the petition warrant article or have any recommendations or compromise to improve the article before it goes before the voters at Town Meeting. Mr. Stapp noted he did not want to be taxed for going green on energy and sought to remove the barriers for other people.

Mr. Leclair noted the Town offered exemptions for veterans, disabilities and elderly, but did not offer exemptions for what would be considered home improvements. The solar panels are taxed as an improvement and improve the value of your home. A realtor would point out that two identical homes side by side would have differing values if the solar panels are lowering their energy costs, the one with the panels would sell at a higher value. There are energy rebates and incentives offered at the federal and state levels. The burden would be pushed onto the taxpayers who do not have the benefit of the reduced energy savings, year after year. Mrs. Marzloff agreed and compared it to putting a sunroom on your home and being taxed on the full value of the improvement. The other taxpayers shouldn't be burdened with another taxpayer's interest in solar. Mr. Eaton added they have the benefit of selling the excess energy back to Eversource.

Mr. Bedard agreed he supports the concept as a private citizen, but not as benefit that would be shared equally by the Town.

### **Fire Chief Michael Williams – Monthly Meeting**

Chief Williams presented his monthly report for October 2019. There were 53 incidents in October. The new rescue is here, and training is ongoing. Manchester should be sending over their old engine/pumper this week after their two new engines come in. Police and Fire attended a WEB EOC class held by NH Homeland Security at the Safety Complex. AFD crews removed the old mezzanine at Station 2. Chief Williams attended the NH fire code update class at the NH Fire Academy.

Chief Williams reported an issue with the ladder jack which wouldn't retract and is probably a flaw that can be fixed with a retrofit repair. The boat has been removed from the lake. Mutual Aid with Chester is working well.

### **2020 Volunteer Fire Assistance Funds**

Chief Williams provided a copy of the notification letter from the NH Department of Natural and Cultural Resources Division of Forests and Lands dated October 25, 2019 notifying the Town has been awarded 2020 Volunteer Fire Assistance funds. This is a 50% matching grant for floating pumps, suction hose, and accessories in the amount of \$1,950.

### **FY2020 Budget – Per Diem Firefighters Wages**

Chief Williams provided the Board with a copy of the Calendar Year 2020 Operating Budget Proposal for Fire Personnel Stipend/Wages which reflected stipends and call firefighter wages and the proposed Per Diem firefighter's wages to fill shifts in times of need over the weekend and after normal business hours. Chief Williams is requesting \$19,968 for per diem firefighter wages, in addition to the \$51,853 stipend and call firefighter's wages and fire chief's part time wages of \$28,005. As proposed, the new budget request item would be for 24 hours per week @ \$16/hr. x 52 weeks.

Chief Williams noted weekend calls have increased and volunteerism response is down. Auburn is currently working with the Chester Fire Department on automatic responses which assists both communities with personnel and apparatus response.

Mr. Leclair noted with the budget not being approved until March, the first three months wouldn't be used. He suggested the Town look at this from as a pilot program from June to December is 30 weeks or 7 months. He thought if Auburn's Call firefighters were part of the per diem force, then Call firefighter wages should decrease by some amount off-setting part of the cost. Mr. Eaton suggested they begin the program as of May 1<sup>st</sup>, which Mr. Leclair calculated would be 35 weeks @ \$13,440.

***Mr. Leclair motioned to approve the FY2020 budget for Per Diem Firefighter Wages in the amount of \$13,440 for 24 hours @ \$16/hr. for 35 weeks beginning May 1, 2020. Mr. Bedard seconded the motion. With all in favor, the motion passed unanimously.***

### **FY 2020 Town Budget Presentations & Warrant Articles**

Mr. Herman provided a Memorandum to the Board dated November 19, 2019 concerning Final Items for FY2020 Operating Budget and Warrant Articles for the Auburn Police Union, the Town Rehabilitation Capital Reserve Fund, Appropriation to Town Properties CRF, Apparatus and Vehicles, Storage Garage Building, Conservation Easements.

### **Town Buildings Rehabilitation Capital Reserve Fund**

Mr. Herman noted a recommendation to appropriate up to \$70,000 to restore this fund to \$100,000.

Mr. Leclair indicated he felt the amount should be \$90,000 as the Board was planning on doing the insulation at the Safety Complex next year, which would cost approximately \$18,500 and bring the fund total under \$100,000. Mr. Eaton and Mr. Bedard said they were both more

comfortable with \$70,000, and Mr. Leclair indicated he was not opposed to that, as long as the Board recognized they have one project already planned for next year.

***Mr. Leclair motioned to approve appropriating \$70,000 to the Town Buildings Rehabilitation Capital Reserve Fund from the undesignated fund balance. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.***

#### **Town Properties Rehabilitation Expendable Trust Fund**

Mr. Herman noted this fund established with \$50,000 in 2019 has had no expenditures. The CIP calls for an appropriation of an additional \$50,000, however the Board may want to consider a smaller amount.

Mr. Leclair recommended lowering this to \$25,000 and noted this could be used for Wayne Eddows project, LED street lights or mosquito spraying next year.

***Mr. Leclair motioned to approve appropriating \$25,000 to the Town Properties Rehabilitation Expendable Trust Fund, previously established, from the undesignated fund balance. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Apparatus and Vehicles Expendable Trust Fund**

Mr. Herman noted this is a new fund to be considered for establishment in 2020 to be used as a reserve for unanticipated expenses for maintenance and/or replacement of the fleet of vehicles and equipment utilized by Town departments. The Capital Improvements Plan calls for an initial allocation of \$10,000.

Mr. Leclair felt this amount was low and recommended increasing it to \$25,000. Mr. Bedard and Mr. Eaton agreed.

***Mr. Leclair motioned to establish an Expendable Trust Fund pursuant to 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 \$25,000 to put in the fund, with this amount to come from the undesignated fund balance. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Storage Garage Building**

Mr. Herman noted the Board has been discussing the potential building of a 20'x40' storage building on the Safety Complex property at 55 Eaton Hill Road with an estimated cost of \$40,000. The 2020 allocation of Municipal Aid from the State could be used for this project in a warrant article.

Mr. Bedard noted he was previously not in favor of this until he went around with Parks & Recreation to see how much of the Town's equipment and tools are being stored in people's garages all over Town. Mr. Bedard would like to see this become a community involvement project. Mr. Herman noted if money were saved it would be returned to reduce the taxes.



Mr. DiPietro asked if the previous committee had discussed this – no. Mr. Eaton noted the building could have one garage door and one walkout door beside it. Mr. Leclair noted it could be shared storage with the police and fire departments and be segmented inside or perhaps have an additional garage door/access door.

***Mr. Leclair motioned to raise and appropriate \$43,000 for the purpose of building a 20'x40' storage building on Town property at 55 Eaton Hill Road to come from the Municipal Aid revenue from the State of New Hampshire with no additional amount to be raised by taxation in 2020. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Insulation of Safety Complex**

Mr. Herman noted the Board agreed insulating the attic area of the Safety Complex is a priority item and secured an estimate for \$18,315. Funding could come from either the FY2020 budget, warrant article or from the Town Building Rehabilitation Fund.

Mr. Eaton noted this could be addressed next year through the Town Building Rehabilitation Fund. He wanted to investigate how a similar insulation project in Salem turned out.

### **Streetlights LED Conversion**

Mr. Herman noted the Board has considered the conversion of streetlights to LED units. The Board is gathering information to consider this for FY2021.

Mr. Bedard noted the LED lights were bright but adjustable when installed at five different levels. Abutting property owners should be notified if the Town decides to eliminate any existing lights.

Mr. Leclair noted this project could also be addressed next year.

### **Rescind Bond Authorization for Conservation Easements**

Mr. Leclair discussed the language of the 2003 Warrant Article concerning appropriation of Conservation Commission funds up to the sum of \$2,000,000 for acquisition of conservation easements or open space lands by the Town and to authorize up to \$2,000,000 of bonds and/or notes of up to 15 years. Specific property or easements for purchase must be presented to either an annual or special town meeting by warrant article to ratify a majority vote of the parcel and ownership interest chosen by the Commission. Rescinding this Town Meeting vote from 2003 under Article #3 would require a two-thirds vote. Mr. Eaton noted not rescinding the article could have negative consequences one day. He felt there was already about 6,000 acres of open space land in conservation in perpetuity already including the lands owned by Manchester Water Works.

Mr. Leclair noted it can wait to see how the Budget Committee feels about this.

### **New Business**

#### **Primex Cyber Pilot Program**

Mr. Herman noted Auburn was one of five public entities selected by Primex to be part of the cyber pilot program to test systems, personnel practices and procedures and ultimately provide recommendations to the Town. There are five entities in total which he thought included another municipality, two school districts and a county. He was including the police department,



Finance Director and Town IT vendor in the work group for this effort, although all town systems would be checked. There is no cost to the Town for this effort. Primex is investing \$50,000 into the pilot program with the understanding the general information gained will be of overall benefit to all Primex members.

## **Old Business**

### **2019 Groundwater Monitoring Periodic Summary Report**

Mr. Herman provided the Board with a copy of a letter dated November 20, 2019 from the NH DES concerning 2019 Groundwater Monitoring of the former Auburn Landfill Site at Chester Turnpike Summary Report. NHDES was in agreement with the Stantec recommendations for future actions by the Town.

### **Addition to Police Department**

Mr. Eaton reported the cabinets came in today, the flooring was done last week, Saturday the painter put on the primer and first coat, Sunday the ceiling contractor will put in the grids for the lights next week and AAA will do the diffusers. The range was ordered. The fire alarms and smokes will be in. The electrician will do the new LEDs in the addition and the current police department. The Plumber is coming the week of December 9<sup>th</sup> and the ceiling contractor will be back December 8<sup>th</sup> or 9<sup>th</sup> to put the ceiling tiles in, with the whole project to be finished by December 15<sup>th</sup>.

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

Mr. Leclair noted the Budget Committee met at the Auburn Village School. There are still three lines open including SPED transport, a Pinkerton tuition increase and lawn mowing. The students graduating from Pinkerton from Auburn are 53 next year with 80 freshmen going in. Tuition would increase by 27 students at \$12-\$13,000 per student, in addition to a projected four percent increase. He noted the Budget Committee added \$5,000 to the budget to provide an incentive to filling vacancies in the custodial staff as a sign-on bonus and retention bonus for the one janitor on staff now. There should be five on staff including the director, and there is currently one and the director. And the school now has an additional 30,000 square feet to maintain.

Mr. Leclair noted Planning Board discussed the merger of three lots on Rattlesnake Hill Road /Tanglewood. Five more building permits were granted on Haven Drive. The first draft of the 55 and older and the lighting ordinances are being worked on. Someone requested a moratorium on building in Auburn and did not know Auburn already had a growth ordinance in place. Someone requested new poles on Priscilla Lane with the last two units being sold.

## **Other Business**

Goal Setting Meeting – January 16<sup>th</sup> - 9:30 AM

Mr. Eaton noted the meeting, which he expected to be similar to last year, was very beneficial.

### **Next Meetings/Events**

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

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

## **Minutes**

- November 18, 2019 Public Meeting

***Mr. Bedard motioned to approve the minutes of the November 18, 2019 Public Meeting, as amended. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

- November 18, 2019 Non-Public Meeting

***Mr. Bedard motioned to approve the non-public minutes of the November 18, 2019 Public Meeting. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

## **Adjourn**

***Mr. Eaton motioned to adjourn the meeting at 9:30 PM. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary