

**Town of Auburn
Board of Selectmen
December 16, 2019
Town Hall**

7:00 p.m.

() Call to Order – Pledge of Allegiance

Approval of Accounts Payable Manifest for the Week of December 16, 2019
Approval of Consent Agenda – Week of December 16, 2019

() Public Hearing

Consideration of accepting Copley Court and Nathaniel Way as Class V Town Roads

() Appointments with the Board

Mark Ampuja – Conservation Commission Applicant

Fire Chief Mike Williams – Monthly Meeting

() New Business

Bid for former Fire Department Rescue Vehicle
Draft Selectmen's Report for Town Report

() Old Business

Status of FY 2020 Budget and Town Meeting Warrant
Waste Oil Collection at Town Highway Garage
Addition to Police Department

() Report / Comments of Ex-officio Board Representatives

() Other Business

() Next Meetings / Events

Monday, January 6, 2020 – Board of Selectmen's Meeting – 7:00 PM
Monday, January 27, 2020 – Board of Selectmen's Meeting – 7:00 PM

() Minutes

- December 9, 2019 Public Meeting

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

The dismissal, promotion or compensation of a public employee

() Adjourn

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

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.

Bill Herman

From: Tatem, Dan <dan.tatem@stantec.com>
Sent: Friday, December 13, 2019 3:22 PM
To: Bill Herman
Cc: Denise Royce; Ron Poltak
Subject: Tilton and Illsely

Bill – received both as-builts and your attorney reviewed and approved the deeds. Should be good to go. I need to write the two letters but won't get to them tonight. I will do over the weekend or first thing Monday morning.

Keith is in the red with both of his escrow accounts. I requested additional money a few days ago. I am hoping he provides today or Monday. If not, please make that a condition of the acceptance. We'll know before the meeting.

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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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

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

APPLICATION FOR BOARDS/COMMITTEES

NAME: MARK AMPUJA 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 Ampuja

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 16th 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, NEW HAMPSHIRE

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



Auburn Fire-Rescue Department Monthly Report November 2019

The Auburn Fire Department responded to 48 Incidents in the month of November, Incident responses are broken down listed below:

Building Fire:	0
Vehicle Fires:	0
Brush:	0
Fires, all other:	0
Alarm Call:	10
Hazardous Conditions:	2
Rescue/EMS:	17
Service calls:	9
Good intent calls:	10
Total:	48

Chief Michael Williams Report

- Continually updating Operational Policies and Procedures.
- I Hosted the monthly Fire officers meeting.
- I Hosted the monthly Department meeting.
- I finalized the budget with the budget committee
- Crews assisted with the annual Christmas tree lighting
- Company officers worked on setting up equipment and apparatus for winter firefighting operations.
- Elliot hospital presented EMS training this month.
- A special thanks to Lt. Szatynski and FF. Campbell for assisting with handing out Thanksgiving baskets to residents in town.
- I Attended the selectmen's meeting to go over monthly Fire Department report.
- I Exported the monthly NHIFRS reports to the State of N.H.
- The new Rescue 1 is in service, Training is ongoing with members.
- I Responded to emergencies and meetings as needed and required.
- I met with Fire officers and Department members as needed as required.



TOWN OF AUBURN, NEW HAMPSHIRE

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



Deputy Fire Chief Bob Selinga's Report

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

Safety Complex Captain Jim Saulnier's Report

- Capt. Saulnier is currently out on medical leave.

Station 2 Captain Dave Walter's Report

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

Acting Lieutenant Todd Dignard's Report

- Crew detail to complete vehicle checks on Sundays
- Assisting with setting up the new R1 and with training.
- Repaired the cold-water rescue suits.
- Placed new chimney fire kits on E2 and L1.
- Ordered 2 new TFT nozzles for apparatus.
- Worked with his assigned crew on monthly training/crew activities, vehicle checks, etc.

Lieutenant Matt Barsaleau's Report

- Crew detail to complete vehicle checks completed.
- Issued PPE as needed and requested.
- Completed vehicle checks with crews on 12-1-19 and completed R1 familiarization
- Worked with his assigned crew on monthly training/crew activities, vehicle checks, etc.



TOWN OF AUBURN, NEW HAMPSHIRE

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



Lieutenant Chris Szatynski's Report

- Working with many new members on completing probationary manual requirement.
- Lt. Szatynski oversee all mobile and portable radios and serves as the Fire Training Officer.
- Lt. Szatynski is the AFD safety Officer, Chris is working on an immunization policy.
- Working on organizing the annual fit testing of SCBA masks for members.
- Ordered a few new pagers.
- Handed out Thanksgiving baskets with Firefighter Campbell
- Working on Fire Training with C1, scheduling the EMS in the warm zone, Active shooter drill for January.

Lieutenant Pat Glennon's Report

- Responded to emergencies while on duty as required.
- Filling in for Captain Saulnier with Fire prevention inspections and drills throughout town.
- Working on getting the new R1 into service.
- Completed the state of NH Motor vehicle inspections on all apparatus.
- Assisted FF. Thompson with installing radio in Rescue 1
- Had Tanker 1 backup alarm and Right rear tire repaired.
- Greenwood fire apparatus come out to repair the jacks on Ladder 1
- Organized Plymovent to retrofit Rescue 1 exhaust.
- Completed monthly vehicle inspections
- Daily assigned station duties

Michael Williams

Chief of Department



Auburn Fire November 2019 Statistics

Calls by Day of the Week

	Nov 2019
Monday	5
Tuesday	3
Wednesday	0
Thursday	11
Friday	13
Saturday	8
Sunday	8
Total	48

Fire / EMS Calls for Nov 2019

EMS Calls for Service 23

Fire Calls for Service 25

Total Calls For Service 48

Calls by Response Area

	Nov 2019
Grid AFD1	11
Grid AFD2	2
Grid AFD3	6
Grid AFD4	10
Grid AFD5	8
Grid AFD6	1
Mutual Aid Given	10
Total	48

Fire and Rescue Responses by Type November 2019

Building Fire	0
Vehicle/ Heavy Equipment Fire	0
Brush	0
Fires, other types	0
Alarm call no fire	10
Hazardous Condition	2
Good Intent	10
Service Call	9
Emergency Medical Services	17
Total Responses	48

Simultaneous Incidents	Occurrences	Total	Simultaneous Incidents
Single Call	40	40	N/A
Two Calls Simultaneously	4	8	8
Three Calls Simultaneously	0	0	0
Four Calls Simultaneously	0	0	0
Five or More Calls Simultaneously	0	0	0
Totals		48	8
Nov 2019			17%

Mutual Aid/Auto Aid Given	Nov 2019
Bedford	0
Candia	1
Chester	8
Deerfield	0
Derry	1
Hampstead	0
Hooksett	0
Hudson	0
Litchfield	0
Londonderry	0
Manchester	0
Northwood	0
Pelham	0
Raymond	0
Salem	0
Sandown	0
Windham	0
Total	10

Mutual Aid Received	Nov 2019	Time of Day	Count
Candia	0	00:00 - 00:59	0
Chester	12	01:00 - 01:59	0
Deerfield	0	02:00 - 02:59	0
Derry	2	03:00 - 03:59	1
Hampstead	0	04:00 - 04:59	1
Hooksett	0	05:00 - 05:59	2
Hudson	0	06:00 - 06:59	2
Litchfield	0	07:00 - 07:59	2
Londonderry	0	08:00 - 08:59	2
Londonderry	0	09:00 - 09:59	3
Manchester	1	10:00 - 10:59	5
Raymond	0	11:00 - 11:59	4
Total	14	12:00 - 12:59	1
		13:00 - 13:59	3
		14:00 - 14:59	1
		15:00 - 15:59	2
		16:00 - 16:59	3
EMD Call Code	Nov 2019	17:00 - 17:59	2
ALPHA	3	18:00 - 18:59	1
BRAVO	2	19:00 - 19:59	4
CHARLIE	2	20:00 - 20:59	3
DELTA	6	21:00 - 21:59	0
ECHO	2	22:00 - 22:59	1
NONE	8	23:00 - 23:59	1
OMEGA	0	Total Alarms	48
Grand Total	23		

**PUBLIC NOTICE
AUBURN, NEW HAMPSHIRE**

PUBLIC SALE

The Town of Auburn is offering the following for sale by sealed bid:

- 2004 Ford F-550 4x4 Cab, Chassis and Box Body
Color: Red with White
Front Push Bumper, Exterior Compartments & Utility Spotlights
Mileage – 76,427.7

The vehicle features AM/FM, Air Conditioning, Power Windows, Power Locks, Power Seats (Front), Cloth Seats, and runs on diesel fuel.

The vehicle is offered for sale on an “as is” basis with no warranty expressed or implied. The vehicle has most recently been used as a rescue vehicle for the Auburn Fire Department. The vehicle is available for inspection at the Auburn Highway property at 273 Chester Turnpike during normal business hours.

Sealed bids indicating the amount offered as the bid should be submitted in a sealed envelope marked “VEHICLE BID”. Bids must be received at the Selectmen’s Office, 47 Chester Road (P.O. Box 309), Auburn, NH 03032 no later than 2:00 P.M. on Thursday, December 12, 2019.

The Board of Selectmen reserves the right to accept or reject any or all proposals in the best interest of the Town of Auburn.

TOWN OF AUBURN
November 25, 2019

December 9, 2019

To whom it may concern,

Dirt Devil Excavation is pleased to submit the following bid on the 2004 Ford F-550 4x4 cab and box body.

We are submitting our bid in the amount of \$2601.00

Thank you,
Jim Brooks
Dirt Devil Excavation
78 E Dunbarton Rd Goffstown NH 03045
603-608-7769

REPORT OF THE BOARD OF SELECTMEN

To the Citizens of Auburn:

We are pleased to publish the 2019 Auburn Annual Town Report which provides information about the many and varied activities and accomplishments of the Town departments, boards, commissions and officers during the past year.

The past year has been a busy one on many different fronts, with a lot of the Board's attention spent on several specific issues and projects, while in general, coordinating ongoing efforts and operations with our Town departments, boards and commissions.

Over the past several years, a significant amount of time has been spent looking at the storage needs for both the Police Department and the Parks & Recreation Commission. A consensus was developed that an addition to the Safety Complex was the best way to address the space needs of the Police Department. Working with the administration of the Police Department, the Board took the lead and had a small addition professionally designed to meet the identified needs for separate male & female locker room space, records storage and general storage of large items. The Board cobbled together nearly \$82,000 in existing funds from various sources and was able to successfully complete the addition by the end of the year.

During the summer and fall, the planned effort to install lights on the soccer field at the Eddows Recreational Fields took place, while poles and infrastructure for future lights for the softball field will also be put into place. The project was managed by Pat Kelley and Zach Eaton of the Parks & Recreation Commission and was funded in the FY 2019 budget. A special shout out to Tom Skeffington of USA (Utility Service and Assistance) for his assistance with the project to keep costs down.

In August, the Board learned the Town would be receiving slightly more than \$43,000 in unanticipated Municipal Aid Funds from the State that could be used for any purpose the Selectmen determined. After several meetings and a public hearing, the Board allocated \$19,800 to the addition to the Police Department, \$19,300 to replace the softball field fence at Eddows Recreational Fields, \$2,500 to replace garage door panels at the Highway Department, and \$1,550 for the purchase of a snow blower for Town properties. These funds avoided the use of local property tax dollars for these items.

As a Board, we believe the most important responsibility of a Town is to provide for the public safety of its residents. After a successful first year as Fire Chief, Michael Williams was re-appointed by the Board for a three-year term as Chief of the Auburn Fire Department. And we want to applaud the Police Commission's appointment of Charles "Ray" Pelton as Chief of the Auburn Police Department in February. Auburn residents are being very well served by these two dedicated, professional public safety officials.

During the year, we have attempted to always try to communicate with each other and with the public in an effort to try and address matters in a constructive manner. Even though we may not always agree with each other, we have tried to reach decisions that are good for the community as a whole.

Richard W. Eaton

Keith N. Leclair
AUBURN BOARD OF SELECTMEN

Todd R. Bedard

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 13, 2019

Re: Warrant Article – Town Buildings Capital Reserve Funds

At their meeting on December 12th, the Budget Committee wrapped up its efforts with the proposed FY 2020 Town budget and warrant articles. The Committee made a few minor adjustments to the budget proposals, but overall the Board of Selectmen and Budget Committee are generally in agreement on most items.

The Budget Committee, however, did not agree with the Board's inclusion of \$28,000 in the operating budget to fund improvements to the Pingree Hill Fire Station. In terms of the operating budget, they approved that line item at \$1.00 and not \$28,000.

Committee members made clear they supported doing the work recommended by the Fire Chief and the Board of Selectmen, but they did not want to raise these funds by new property taxation. They would prefer the money to come from the Town's undesignated fund balance instead, and asked the Board to reconsider its proposal to raise \$70,000 for the Town Building Capital Reserve Fund and, instead, increase that amount to \$98,000.

There are three possible ways to accomplish this funding mechanism, if this is the manner the Board wants to undertake. The three potential methods are:

- 1) Increase the amount requested for the Town Building Capital Reserve Fund to \$98,000.
- 2) Place a separate warrant article for the Pingree Hill Fire Station work with the funds to come from the undesignated fund balance.
- 3) Leave the \$28,000 in the operating budget as the Board did originally, and agree the Board will include an additional \$28,000 from the undesignated fund balance in the anticipated revenues as part of the FY 2020 budget package.

A separate warrant article for the Pingree Hill Station would be along the following line: *"To see if the Town will vote to raise and appropriate the sum of Twenty-eight thousand dollars (\$28,000) for repairs and renovations to the Pingree Hill Fire Station. 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."*

All three of these methods would accomplish the same thing – funding the requested improvements to the Pingree Hill Fire Station and having the revenues come from the undesignated fund balance.

The Budget Committee tabled consideration of the warrant article for the funding of the Town Buildings Capital Reserve Fund and agreed to take it up at a January 16th meeting to give the Selectmen time to consider this issue.

Attached is a summary of the budget to date and estimated 2020 tax rate on both approaches to this item.

Thank you for your consideration.

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

<u>Department</u>	<u>2019 Budget</u>	<u>2020 BOS Proposed</u>	<u>2020 Bud Com</u>	<u>Difference</u>
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	135,839	135,839	(3,391)
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	1,294,289	1,294,289	11,074
Ambulance	84,735	86,858	86,858	2,123
Fire	476,189	548,385	519,886	43,697
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	117,487	(8,380)
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	500,000	(150,000)
Recreation Improvement	91,332	5,700	3,700	(87,632)
Evaluation of Library & Property	0	28,850	28,850	28,850
TOTAL	\$5,566,310	\$5,539,272	\$5,506,773	(\$60,037)
Special Warrant Articles				
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	25,000	(25,000)
Apparatus & Vehicles ETF	0	25,000	25,000	25,000
Storage Garage Building	0	43,000	43,000	43,000
GRAND TOTAL	\$5,722,362	\$5,717,114	\$5,614,615	(\$48,247)

As of December 9, 2019 Board of Selectmen's Meeting
As of December 12, 2019 Budget Committee Meeting
As of October 30, 2019 Joint Personnel Board Meeting

TOWN PORTION OF TAX RATE COMPARISON
FY 2019 ACTUAL and ESTIMATED FY 2020

	<u>2019 Actual</u>	<u>2020 Estimate</u> <u>(BOS Proposal)</u>	<u>2020 Estimate</u> <u>(Budget Committee)</u>
Appropriations:	\$5,722,362	\$5,717,114	\$5,712,615
Less: Revenue	(\$2,752,860)	(\$2,795,860)	(\$2,795,860)
Add: Overlay	\$54,998	\$35,000	\$35,000
Add: War Service Credits	\$180,500	\$180,500	\$180,500
Less: Surplus Applied	(\$110,000)	(\$120,000)	(\$148,000)
Net Town Appropriation	\$3,095,000	\$3,016,754	\$2,984,255
Estimated Net Assessed Valuation	\$860,548,828	\$868,548,828	\$868,548,828
Estimated Municipal Tax Rate	\$3.59	\$3.47	\$3.44
		\$0.12 decrease	\$0.15 decrease

Town of Auburn

Town Hall
47 Chester Road
P.O. Box 309
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Town Administrator

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To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: December 11, 2019

Re: Waste Oil Collection

In follow-up to the initial conversation at the Board's December 9th meeting on the current waste oil collection site, Bob Magnusson of Waste Management has shared the attached data collection information for the past five years, in addition to a photograph of the current facility.

Waste Management cancelled its December 7th collection due to the condition of the facility and the snow load on the roof structure.

There are safety concerns with the existing facility which lead to Waste Management's decision to cancel of the December date. They are concerned about the safety of both their employee and any member of the public who might be there to drop off waste oil.

Discussions with Waste Management several years ago to potentially relocate the collection effort to the transfer station did not pan out. There is limited space at that site and they felt the only way that could happen is to use the space currently allocated for the collection of brush, which they would want to be moved to the Town's property if they take the waste oil collection. The sentiment at the time was the Town did not want to take on that responsibility.

As the data shows, there is limited use of the drop-off facility on an ongoing basis. This leads to the question of whether it is worth maintaining this effort at all. Waste Management is willing to research locations in this area where individuals could take their waste oil, perhaps even having signs made to post this information.

There is no action the Board needs to take at this time. We are just bringing the information to the Board's attention for potential future consideration. You may want to schedule a meeting with Mr. Magnusson in the future to discuss options for this service.

Thank you for your consideration.

Attachments

MONTH	2015		2016		2017		2018		2019	
	Gallons	Residents	Gallons	Residents	Gallons	Residents	Gallons	Residents	Gallons	Residents
January	0	0	57	15	23	8	8	2	0	0
February	0	0	11	4	30	8	15.5	4	0	0
March	0	0	26	8	57	8	21	6	14	2
April	0	0	43	14	13	7	31	6	34	7
May	38	11	34	11	14.5	7	0	0	21.5	6
June	39	25	11	2	33	9	45	9	25.5	4
July	0	0	21	6	13.5	4	28	8	4	4
August	67	15	37.5	8	23	6	24	4	50.5	11
September	41	12	41	11	47	9	39	8	2.5	2
October	27	5	30	7	73	16	14	3	41.5	10
November	47	11	22	7	45.5	9	24	6	9	5
December	15	4	37.5	9	0	0	8.5	3	0	0
Annual Total	274	83	371	102	372.5	91	258	59	202.5	51
Average/Month	22.83	7	30.92	9	31.04	8	21.50	5	16.88	4
Avg Gallons Received per drop-off	3.30		3.64		4.09		4.37		3.97	

NOTES:

- 2015 - Jan, Feb, Mar, Apr; no data recorded.
- JUL-2015 event was cancelled.
- CY/2019 Added, running update information.



NO TO

**Town of Auburn
Board of Selectmen
December 9, 2019
Minutes**

Selectmen Present: Richard Eaton, Keith Leclair and Todd Bedard

Others Present Michael DiPietro, Michael Rolfe, Paula Marzloff, Russell Sullivan, Susan Goodhue, Police Chief Ray Pelton, Cemetery Trustees Donald Dollard and Michael Mozer and Town Administrator William Herman

Call to Order – Pledge of Allegiance

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

Approval of Accounts Manifest for the Week of December 2, 2019 - \$1,978,309.69

Mr. Leclair motioned to approve the Accounts Payable Manifest for the week of December 2, 2019 in the amount of \$1,978,309.69. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Payroll and Longevity Pay Manifest for the Week of December 9, 2019 - \$59,994.06

Mr. Leclair motioned to approve the Payroll and Longevity Pay Manifest for the week of December 9, 2019 in the amount of \$59,994.06. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of December 9, 2019

Mr. Eaton read out loud and offered for inspection a copy of the Consent Agenda for the Week of December 9, 2019 some of which included: Certificate of Extension of Due Date for Second Issue Property Tax Bills, a Raffle Permit for the Friends of the Griffin Free Public Library, an abatement/Refund Request for overpayment of property taxes, Longevity letter to 27 Town employees, one (1) Void Check Manifest in the amount of \$1,106.00, two (2) Tax Collector's Warrant/Land Use Change Tax and six (6) pistol/revolver license.

Mr. Leclair motioned to approve the Consent Agenda for the Week of December 9, 2019. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Public Hearing – Acceptance & Expenditure of Unanticipated Revenue

Pursuant to RSA 31:95-b and Article 21 of the 1999 Town Meeting, the Chairman convened a public hearing at 7:01 pm 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.. The funds are proposed to be allocated for expenses associated with the following projects or purchases:

- Addition to Auburn Police Department - \$19,801.81
- Replacement of softball field 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

Mr. Herman noted that since the public hearing was posted, the snowblower has come in at a cost of \$1,529.96, a savings of \$180. So the funds allocated to the addition to the Auburn Police Department was increased by \$180 to a total of \$19,981.81, which would mean less funds would be required from the Special Detail Revolving Fund for this project, as the Board had indicated a desire to achieve at the beginning of the addition project.

There was no public comment or input on the proposals. Mr. Eaton closed the public hearing at 7:04 pm.

Mr. Bedard moved 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 Auburn Police Department - \$19,801.81; Replacement of softball field fence at Eddows Recreational Fields - \$19,319.00; Replacement of Highway Garage Door Panels - \$2,500.00, and Purchase of Snowblower for Town properties - \$1,709.96. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

New Business

Road Acceptance – Copley Court & Nathaniel Way

Mr. Eaton reported the Board has received recommendations from the Planning Board for the acceptance of Copley Court (Illsely Hill subdivision) and Nathaniel Way (Tilton Place subdivision) as Town roads. The Selectmen are required to hold a public hearing on road acceptance and the hearing has been posted for Monday, December 16th at 7:00 pm.

Surety Release – Mountain Road Extension

The Planning Board has recommended 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 for Mountain Road Extension. The project has been closed for several years without problems, so therefore the Planning Board is recommending the release of the remaining surety to the developer.

The Selectmen review the documentation for the road and the surety, and were in agreement with the Planning Board's recommendation.

Mr. Bedard moved 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. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Offer for Storage Trailer

Mr. Herman noted the Town had received an inquiry or offer several weeks ago of potentially acquiring a 40' storage trailer from the contractor working on the Auburn Village School construction project. The trailer has doors at both ends of the unit and it was believed the cost

would be \$1,500. He indicated the Board had not had a chance to discuss the potential yet, so it was on the agenda for that purpose.

Mr. Eaton stated he was not interested in acquired the unit. Mr. Leclair indicated he was not certain if it was still available, and the only reason he would consider it was due to the low cost and for possible use at the Highway Department property.

Mr. Rolfe and Mr. Herman indicated there may be some use for it for the waste oil collection process at the highway property. The current structure was in poor shape, and Waste Management had cancelled their December collection day scheduled for December 7th due to the unsafe condition of the current structure.

After a brief discussion, the Board agreed they were not interested in acquired the unit.

Lawn Mowing Proposals

Mr. Herman provided the Board with a summary report on the recent proposals received for the 2020 mowing contract for the Town, cemeteries and school district. Four proposals were received by the submission date, while a fifth was received after the deadline. The lump sum proposals included:

- ASAP Landscape & Design, LLC, Bow - \$49,500
- Kenyon Lawn and Property Maintenance, Manchester - \$63,770 (not including Auburn Village School)
- Plazascapes, Auburn - \$49,160
- Parker Landscapes, LLC, Bedford - \$42,500
- NH Core Properties, LLC - \$55,650

Mr. Eaton indicated he had reviewed the detail of the proposals submitted and he would initially not consider NH Core Properties as it was submitted after deadline. He also indicated he would not consider the low bid of Parker Landscapes due to the lack of specifics and details that others had provided in their proposals. Mr. Herman noted the request for proposal did not require a detailed breakdown and that Parker was not the only vendor not to provide that level of detail.

Mr. Leclair indicated a decision on a specific vendor did not have to be made at this meeting, and suggested the Town needed to do due diligence on several of the proposals to ensure they accomplish the work the Town and School District want to accomplish. He noted, for example, on the face of it the Parker bid was very competitive on the Town properties and the school district property, but the number for the cemeteries seemed to be low.

Mr. Bedard was also interested in learning more about several of the proposals, and was not interested in acting on the proposals at this meeting.

Mr. Herman indicated what was important to come out of tonight's meeting would be a budget number for this effort to be included in the 2020 Town budget. The Town property mowing line item is the last budget line yet to be acted on by the Board as there was an interest in waiting for the bids to be received. He noted the cemetery budget which has been approved by both the

Selectmen and the Budget Committee, includes \$12,200 for mowing, which would allow the Trustees to consider at least two of the proposals received.

Mr. Leclair indicated with the proposals in hand, he would recommend the Board approve the original budget proposed for municipal property mowing which was a total of \$34,900 inclusive of mowing contract for \$32,500, fertilizer for \$2,000 and Safety Complex irrigation system for \$400. He felt this would enable the Board to deal with at least three of the vendors who submitted proposals without yet making a decision on awarding the contract. There was agreement to this approach.

Mr. Leclair moved to approve the FY 2020 municipal property mowing line item in the Government Building & Maintenance budget for \$34,900. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Old Business

Adoption of Policy for Use of Training Room at Safety Complex

Mr. Herman provided the Board with a final copy of the revised policy for use of the Training Room at the Safety Complex. He noted the policy incorporates all of the items discussed by the Board at their November 25th meeting and is written to take effect as of January 1, 2020.

Mr. Leclair noted the Board had committed to give the proposal a try, and it would always be possible to make further adjustments at a future date. He asked if there had been negative reaction to the proposed changes, and Mr. Herman noted two individuals had not been pleased, with one indicating they would find another facility to hold their meetings. But all others the Town Hall staff have dealt with have been understanding of the changes.

Mr. Leclair moved 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. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Auburn Groundwater Management Permit Renewal - NHDES

Mr. Herman provided the Board with a copy of the application for renewal of its Groundwater Management Permit that was filed timely by Stantec Consulting with the NH Department of Environmental Services. He noted there was no action for the Board to take at this time, and the renewal application was inclusive of information the Board had previously received from both Stantec and NHDES in recent correspondence. Mr. Herman also noted the Superior Court had recently ruled the new standards for PFOAs that NHDES had adopted was not done appropriately and has suspended the implementation of the new standards.

Status of FY 2020 Budget and Town Meeting Warrant

Mr. Herman noted with the Board's action earlier in the meeting to approve a budget amount for municipal mowing completes the action the Board needs to take on the FY 2020 budget and warrant articles. He noted the Budget Committee would be meeting on Thursday, December 12th and would likely finish their work on the budget and warrant articles as well.

Mr. Herman provided the Board with a draft of the warrant for the 2020 Town Meeting for their review. He noted the warrant will also be submitted to both Town Counsel and the NH

Department of Revenue Administration for their review. He indicated there is still time to make adjustments, particularly in the order of the warrant articles if the Board wanted to rearrange them. He said Article One had to be the election article and Article 2 had to be any zoning ordinance amendment, but the order of all other warrant articles was up to the Board's determination. Mr. Herman noted he has placed the article for the acceptance of the Marion Heald Scholarship Fund for a placeholder, but the Board would still need final word from David Rogers on this item. He also has included two place holders for potential petition warrant articles to come.

Mr. Eaton indicated he had read the draft warrant and thought all was in appropriate order. Mr. Leclair noted he was satisfied with the draft, and said the Budget Committee recommendations would be forthcoming from the Committee's next meeting.

Addition to Police Department

Mr. Eaton reported the project will be completed on December 10th when the plumber is in to connect the sink and toilets. He indicated the suspended ceiling was completed on December 8th. Chief Pelton also noted the lockers were moved and installed by the Auburn Police today, so the only remaining work would be the installation of the records storage system which is not expected until January. Mr. Eaton indicated he will be working the numbers through the end of the week with the intention of being able to provide a final report at the Board's December 16th meeting. He did report he had a higher than anticipated expense from R. B. Lewis for the fire protection system, with the total cost of \$1,875. He indicated the project may be slightly over budget as a result, but will not know until all of the invoices and numbers are in.

Mr. Eaton noted during his time at the Safety Complex he has seen a number of instances of problems with the heating system. Most recently a motor for the system was down in the sally port that will result in an unexpected expense, while a different repair several weeks earlier was going to cost in the range of \$800 to \$900 dollars. He questioned if these expenses were expected to come from the Police Department's operating budget. Mr. Leclair suggested we wait and see what the final numbers are and then take a look at the balance remaining in the overall Town operating budget for 2019 before making any decisions. He felt unexpected expenses can be handled in this manner or through reserve funds.

Report/Comments of Ex-Officio Board Representatives

Mr. Bedard noted the Parks & Recreation Commission had met earlier tonight with discussions largely around the recent tree lighting program, upcoming Senior trips and a discussion of who has responsibility for trash pick-up at the Eddows Recreational Fields.

Mr. Eaton reported he has had conversations with Dan Therrien of Therrien Roofing in Manchester concerning the skating rinks and the leaking of water. He is suggesting they have a urethane product that he thought if applied would seal the Cape Cod berm lip to the base of the skating rink and prevent the leaking. The material comes in five-gallon buckets and an initial estimate to apply the material was \$700. Mr. Eaton wanted to do some more research, but this may be a solution for next year. Mr. Bedard indicated the Parks and Recreation Commission has discussed this and has a number of questions about the potential as well.

Mr. Leclair reported the Planning Board met last week and worked on the second draft of a “55 and Over Housing” section for the zoning ordinance. He noted density and acreage numbers were the main areas of concern and the consensus of the Board was to require a minimum of 10 acres, with five of them needing to be usable land. The Planning Board has scheduled a public hearing on the proposed ordinance on December 18th.

Next Meetings/Events

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

Monday, January 6, 2020 – Board of Selectman’s Meeting – 7:00 PM

Minutes

- November 25, 2019 Public Meeting

Mr. Bedard motioned to approve the minutes of the November 25, 2019 Public Meeting, as amended. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Adjourn

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

Respectfully submitted,

William G. Herman
Town Administrator